Notice is hereby given that the Village Board will meet as a Committee of the Whole (COW), at the above date and time, at the James R. Ryan Municipal Building (5635 S. New Berlin Road).

AGENDA

1.0 ROLL CALL
2.0 PUBLIC COMMENT
3.0 AGENDA ITEMS
   3.1 State Assemblyman David Crowley, candidate: Milwaukee County Executive
   3.2 Minutes: February 3, 2020
   3.3 Operators License: J. Zastrow
   3.4 Zamjahn CSM
   3.5 Referral for review of regulations regarding chickens
   3.6 TID No. 3 Closure
   3.7 March Plan Commission
   3.8 Building Code – Chapter 3 – Building, Chapter XI Garages, Section 3.43 General Requirements, (3) Area & (6)(c) Construction
   3.9 2020 DNC Alcohol tavern hours extension
   3.10 Senate Bill 203 –designating the clerk to issue operators licenses
   3.11 Additional Election Inspector
   3.12 Code Enforcement February report
   3.13 Administrative staffing update
   3.14 April Calendar
4.0 ADJOURNMENT

Sandra M. Kulik, Village Administrator
February 28, 2020

NOTE: Issues that require public input or for which citizens are present will receive priority on the agenda. Hearing or speech impaired persons who require special services should notify the Village staff in advance of the meeting.
3.1 State Assemblyman – Request to speak to Committee
3.2 Minutes – presented.
3.3 Operators Licenses – no issues with applicant.
3.5 Referral from January 2020 COW re: chickens – M. Eternicka & L. Klich to present.
3.6 TID No. #3 Closure – S. Kulik to present.
3.7 March Plan Commission – no applicants, meeting will be cancelled.
3.8 Building Code – Chapter 3 – Building, Chapter XI Garages, Section 3.43 General Requirements, (3) Area & (6)(c) Construction – revision to code – presented by S. Kulik
3.9 2020 DNC Alcohol tavern hours’ extension – S. Kulik to present.
3.10 Senate Bill 203 – designating the clerk to issue operators licenses – S. Kulik to present.
3.11 Additional Election Inspector – S. Kulik to present.
3.13 Administrative Staffing update – S. Kulik to present.
3.14 April Calendar

Sandy Kulik  (02.28.2020)
The meeting was called to order at 6:45 p.m. by Chair D. Schwartz.


2.0 Public Comment – none.

3.0 Agenda Items

3.1 Appointments: July 4th Committee – J. Cowman – D. Besson reported Ms. Cowman was not present and requested to hold open. Ms. Cowman did not appear, matter held over for March.

3.2 Minutes: January 6, 2020 – no action taken, no edits requested.

3.3 March 2020 Calendar: S. Kulik reported on events noted.

3.4 Operators Licenses: S. Stiehm, J. Buycks, S. Curtis and C. Dunwiddie – Motion (Brinkmeier, Bergan) to forward to Village Board for approval; unanimously approved.


3.6 DATCP Addendum – K. Radloff addressed the Committee requiring State of Wisconsin DATCP mobile food license inspection program. Motion (Stahl, Brinkmeier) to forward to the Village Board for approval; unanimously approved.

3.7 Update on Reserve License from Muskego – S. Kulik reported that the Muskego Common Council approved the transfer of the reserve class b license to Hales Corners for $10,500.

3.7.1 Spice Mexican Street Tacos, LLC d/b/a Eldorado – S. Kulik reported that the notice for a public hearing was published for February 26, 2020 at 6:50 p.m. and as the Board had held open this date for a special meeting if needed this would allow for the timing of the proposed opening of the restaurant.

3.8 DPW Facility Update – M. Martin reported on the proposed occupancy date of February 14, 2020. L. Bergan question regarding cessation on exterior work. M. Martin commented that the weather has been problematic and the exterior work would have been compromised, especially in regards to the EIFS and paving.

3.9 Road Program Agreement with R.A. Smith – M. Martin reviewed the contract for the three year road program bond funded projects. Proposal included mill and overlay for the 2020 segments and a proposed reconstruction of New Berlin Road was submitted to the State for the Multimodal Funding Grant and notice of that application has not been received. The 2020 selected projects are Copeland, 104th and 110th. If bids are favorable we may be able to add segments if funds are available. M. Bennett commented on two of the selected streets are on community wells. M. Martin commented that she was correct but Copeland has high traffic but it is in such poor condition that the Village needs to just get it done. M. Bennett asked what the life expectancy of a mill and overlay. M. Martin reported 10 to 15 years but that if the idea is to build consensus within the community for the program that this is the way to go. D. Schwartz asked when the roads had last been worked on. M. Martin reported it was 1972 is the oldest. Copeland had a portion touched in 2002 but that most are over 30 years old. D. Besson commented that if we kept doing what we were doing it would be another 30 plus years and they would continue to keep deteriorating. D. Schwartz requested that we put some notice in the upcoming newsletter. M. Bennett commented that she understands spreading it around but that the selection process is not just so the community sees it. M. Martin commented that he had originally done it alphabetically which caused other concerns as we have several segments that are all ranking nearly the same and the proposal to spread it around doesn’t cause any mobilization issues with contractors as the Village is so small. S. Kulik commented that
spreading it around versus compacting into one area is also better for the residents as a compressed construction zone would make it very difficult for people to get out of their own neighborhoods.

3.10 **Administration staffing update** – S. Kulik reported on proposed interviews of 2 candidates slated for the week of February 24th.

3.11 **Environmental Committee update** – D. Besson reported on the resignation of D. Paulus and the committee now does not have enough members for a quorum. He requested that if any board member had any interested candidates that they get the information to him.

3.11.1 **Migratory Bird Resolution 2020** – S. Kulik requested approval of the annual resolution. Motion (Besson, Stahl) to forward to the Village Board for approval.

3.12 **Historic Preservation Commission - request for funding** – D. Schwartz reported on request for $250 to be appropriated for Commission members to attend events related to historic preservation or put on presentations similar to Stahl-Conrad’s between fences program a few years ago. He questioned the Administrator on whether any funds would be a use it or lose it or if it could be carried over. S. Kulik replied that General Funds are always use it or lose it unless the Board would take specific action to transfer it to some other fund before a year was closed. D. Besson commented that this should have been part of the budget process and that after the fact it is hard to make decisions this way. D. Schwartz commented that the Commission didn’t meet until December 2019 after the budget process was completed. D. Besson question regarding whether there was a specific plan for the funds. D. Schwartz replied no. D. Besson asked whether this was something that could wait until the upcoming 2021 budget. D. Schwartz was asked by the Commission if something came up could they attend and whether funding was available. D. Besson commented that if something does come up they could petition the board in advance. M. Bennett commented that if they are part of the Historical Society that they could attend under that body as well. D. Schwartz requested that the item be noted for the 2021 Budget as well.

3.13 **Trustee requests to attend events** – S. Kulik reported that the item came up when a request to attend a Public Policy Forum meeting was too late to get Board approval which had been the consensus plan on how to deal with requests to attend functions and that if we needed to it could be a standing COW item. D. Schwartz commented that the Policy Forum meeting was something supported by Jim Ryan and the upcoming June meeting was a salute to local government which includes the 12th annual Jim Ryan Lifetime Achievement Award program. He stated he has attended these events 2 or 3 times a year and he would like to continue to attend as well as any other member of the Board who would like to go should attend. D. Besson commented that this was something the Board had agreed to deal with at budget time and it was never brought up. He feels that some of the items, such as the County Executive debate could be heard in other venues that did not cost to attend. D. Schwartz offered to write a paper about the events after he attended them. M. Stahl felt someone from the Village should attend the June event as it involves Jim Ryan. K. Meleski commented that the June 22nd event in honor of Jim Ryan. Motion (Meleski, Stahl) to allow D. Schwartz to attend the event along with any other member and any future events are presented by either the BOT or COW for approval. D. Besson commented that if every trustee went its $280 per event times 7 events it’s roughly $2,000 a year. M. Bennett commented that it shouldn’t be limited to the Public Policy events only and that if something is coming up that someone wanted to go to it should come before the board in advance of the event. Motion approved by consensus.

3.14 **Library Facility railing** – P. Laughlin addressed the Committee regarding the need for $8,000 in appropriations to repair the railing on the concrete steps due to serious deterioration. She had requested three quotes but only one replied. The issue was brought to her attention by a new janitor when they were reviewing the tree lighting ceremony during the planning for the event. D. Besson commented he would be in favor of using the available 200 fund account project balances towards the project knowing that
they would need to supplement with other funds to get it to $8,000. Motion (Besson, Bergan) to use available 200 fund accounting and undesignated surplus for a total of $8,000; unanimously approved.

4.0 **Adjournment**- Motion to adjourn (Stahl, Meleski) at 8:32 p.m.; unanimously approved.

Submitted,

Sandra M. Kulik, Administrator
VILLAGE OF HALES CORNERS
OPERATOR'S LICENSE APPLICATION

All questions on this application must be answered completely and accurately before it can be processed. Failure to do so could result in a delay or even denial of the application. Paperwork must be submitted 15 days prior to all licenses being issued. Licenses will be mailed to applicant's address provided unless a request is made for pick up.

Submit the completed application along with the license fee to the Village of Hales Corners, Attn: Licensing, 5635 S New Berlin Rd, Hales Corners, WI 53130 - Phone (414) 529-6161
(please print. Refunds will not be issued once application has been submitted.)

Name of Applicant: Jena Lynn Zastrow
(First) (Middle) (Last) (Maiden Name)
Address: 325 W. Aspen dr. #9
City, State, Zip: Delafield, WI, 53118

Name of Licensed Business Where Employed: Pick 'n Save

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<th>Answer the Following Questions Completely</th>
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<th>No/NA</th>
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<td>1. Have you been convicted of a felony within the last five (5) years, which substantially relates to the alcohol beverage licensing activity? (If yes, please explain below)</td>
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<td>✗</td>
</tr>
<tr>
<td>2. Have you been arrested, convicted, fined, or have charges pending for any other violations and/or misdemeanors related to alcohol, controlled substances, resisting arrest/battery to a police officer/obstructing justice, disorderly conduct if in conjunction with activity at a licensed alcohol establishment within the last five (5) years? (If yes, please explain below). Stipulation/payment of fine for any offense is considered as a conviction).</td>
<td></td>
<td>✗</td>
</tr>
<tr>
<td>3. Have you been denied a license to serve alcohol or had your license to serve alcohol revoked or suspended within the preceding twelve (12) months?</td>
<td></td>
<td>✗</td>
</tr>
</tbody>
</table>

Enter applicable arrest and conviction information, including dates, here: ________________________________________________________________

I hereby certify that the information provided on this application is true and correct. I understand that failure to provide all required information may be grounds for denial of my alcohol beverage license. I further understand that falsification of any information may be grounds for denial or revocation of this license. I am aware of the state and municipal laws governing the sale of alcohol beverages and agree to abide by those laws.

I understand that the Hales Corners Police Department will do a background check based on my application. I hereby authorize the release of any and all records requested by the Hales Corners Police Department in its investigation. I further understand that the Police Department will provide that information to the Village's Board of Trustees.

I hereby release any individual, institution or agency, including its officers, employees or other related personnel, both individually or collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, my family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

Jena Zastrow
(Applicant Signature)

2/24/20
(Date)

HALES CORNERS POLICE DEPARTMENT:
A background was requested verbally for this applicant on: 2/26/2020

Please list offenses including dates and disposition: ________________________________________________________________

There are no violations on record.

Police Chief/Designee Signature

2/26/20
(Date)
WHEREAS, the Village Board of the Village of Hales Corners, Wisconsin, having received an application for approval of a certified survey map, such map being a division of lands in the Northeast 1/4 of the Northeast 1/4 of Section 32, Township 6 North, Range 21 East, in the Village of Hales Corners, Milwaukee County, Wisconsin and as to all of the foregoing as it may be described as being within the boundaries and jurisdiction of the Village of Hales Corners, Tedd & Christina Zamjahn, owners; said certified survey map having been reviewed by the Village Plan Commission and the Plan Commission having recommended approval February 24, 2020, pursuant to certain conditions; and

WHEREAS, the Village Board having reviewed the proposed certified survey map and having accepted the recommendation of the Plan Commission as reasonable.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Hales Corners, Wisconsin, that the certified survey map submitted by Tedd and Christina Zamjahn, as described above, be and the same is hereby approved, subject to the following conditions:

1. The proposed map shall be subject to the review and approval of the Village of Hales Corners for compliance with Chapter 9 of the Municipal Code, Chapter 236 of the Wisconsin Statutes, and Wisconsin Administrative Code AE-7, prior to recording.

2. The proposed map shall be submitted by the Village to the Office of the Register of Deeds for Milwaukee County for its review and approval thereof, together. The owner or agent shall be responsible for the review fee and submit to the Village a check made payable to Milwaukee Register of Deeds in the amount of $75 for said review.

3. That any and all technical corrections and conditions required by any and all approving agencies be made and satisfied prior to recording.

4. The owner or agent shall be responsible for all recording fees, certified copies, and ancillary costs associated with the recording of the Certified Survey Map. The owner or agent shall submit a check made payable to the Village of Hales Corners in the amount of $50 for said fees and expenses necessary to obtain the recording of the map, prior to recording.
RESOLUTION NO. 20 - XX
Page 2

PASSED AND ADOPTED this ___ th day of ________, 2020.

(VILLAGE SEAL)

________________________________________
Daniel J. Besson, Village President

________________________________________
Sandra M. Kulik, Village Administrator/Clerk
CERTIFIED SURVEY MAP NO.
BEING A PART OF THE NE 1/4 OF THE NE 1/4 OF SECTION 32, TOWNSHIP 6
NORTH, RANGE 21 EAST, VILLAGE OF HALES CORNERS, MILWAUKEE
COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:
I, Christopher J. Kunkel, professional land surveyor, do hereby certify:
That I have surveyed, divided and mapped a part of the NE 1/4 of the NE 1/4 of Section
32, Township 6 North, Range 21 East, Village of Hales Corners, Milwaukee County,
Wisconsin, bounded and described as follows:
Commencing at the northeast corner of said NE 1/4 Section 32; thence S88°28'51"W
along the north line of said NE 1/4 Section 32, 233.35 feet to the place of beginning
of the lands to be described; thence S00°36'23"E, 466.70 feet; thence S88°28'51"W, 233.35
feet; thence N00°36'23"W, 466.70 feet to a point on the north line of said NE 1/4 Section
32; thence N88°28'52"E along said north line, 233.35 feet to the place of beginning.
Said lands containing 108,883 square feet or 2.50 acres of land, more or less.

That I have made this survey, land division and map by the direction of Ted Zamjahn and
Christina Zamjahn, owners of said land.

That such map is a true representation of all exterior boundaries of the land surveyed and
the land division thereof made.

That I have fully complied with the provisions of Chapter 236 of the Wisconsin State
Statutes and Ordinances of the Village of Hales Corners in surveying, dividing and
mapping the same.

Christopher J. Kunkel  S-1755

Date: 12/01/20
CERTIFIED SURVEY MAP NO.
BEING A PART OF THE NE 1/4 OF THE NE 1/4 OF SECTION 32, TOWNSHIP 6
NORTH, RANGE 21 EAST, VILLAGE OF HALES CORNERS, MILWAUKEE
COUNTY, WISCONSIN.

OWNER'S CERTIFICATE OF DEDICATION

As owners, we hereby certify that we have caused the land described above to be
surveyed, divided, mapped and dedicated as represented on this map in accordance with
the requirements of Ordinances of the Village of Hales Corners, and that this map is
required by s.236.10 or s.236.12 to be submitted to the following for approval or
objection: Village of Hales Corners.

Witness the hand and seal of said owners this ___ day of ____________, 20__

In the presence of:

_____________________________  ________________________________

Ted Zamjahn

_____________________________  ________________________________

Christina Zamjahn

STATE OF WISCONSIN  )
COUNTY OF WAUKESHA)

Personally came before me this ______ day of _____________, 20__

20__, the above named Ted Zamjahn and Christina Zamjahn, to me be known to be the
persons who executed the foregoing instrument and acknowledged the same.

My commission expires: ________________________________

PLAN COMMISSION APPROVAL

APPROVED by the Plan Commission of the Village of Hales Corners this ______ day of ____________, 20__

_____________________________  ________________________________

, Chairman

Plan Commission Secretary

VILLAGE BOARD APPROVAL

APPROVED by the Village of Hales Corners this ______ day of ____________, 20__

_____________________________  ________________________________

, Village President  , Village Clerk

This instrument was drafted by Christopher J. Kunkel  S-1755  Sheet 3 of 3
The meeting was called to order at 6:45 p.m. by Chair M. Stahl. She indicated that the Committee may meet in closed session, as noticed, during the meeting.

1.0 **ROLL CALL** – Present: Chair M. Stahl; Trustees M. Bennett, D. Besson, R. Ruesch, J. Ryan, S. Sannes, and L. Teschendorf; and Administrator M. Weber. Audience (~15).

2.0 **PUBLIC COMMENT** – Shirley Perez (6120 S. 118th Street) requested that the Board consider an ordinance to prohibit farm animals on residential property. She indicated that a family in her neighborhood has constructed a warren for rabbits and a coup for chickens. She said that the animals run at large and that a rooster crows at different hours of the day. She also complained about the fact that play equipment has been constructed in the front yard and that there are cars and trucks in the driveway. Marcy Montagne (11800 Indian Trail) indicated that she lived across the street from the referenced house. She has documented the times of day that the rooster has crowed, which is disruptive to a residential neighborhood. She also indicated that she has chased animals and discovered carcasses. She acknowledged that a criminal complaint was filed regarding the neighbor. Mr. Weber suggested the matter be referred to the February 3 Committee of the Whole to allow staff to prepare alternatives for Committee consideration. He noted that the zoning code does allow for some agricultural uses that are remnant from an earlier time when the community converted from farmland to urban development. Mr. Besson also asked for a report regarding the application of the noise ordinance, building codes, and vehicles in the driveway.

3.0 **AGENDA ITEMS**

3.1 **Appointments/Liaison Assignments** – Mr. Ryan introduced former CDA member Dave Zepecki. He recommended Mr. Zepecki to replace Mr. Andera on the CDA. It was moved and seconded (Besson, Ruesch) to recommend the appointment; motion unanimously approved. Mr. Ryan also recommended that former Library Board member Tom Seibers be appointed to the Plan Commission. Mr. Seibers’ resume was provided to Trustees. He would replace Keith Munson who recently resigned. It was moved and seconded (Ruesch, Teschendorf) to recommend approval of the appointment; motion unanimously approved.

3.2 **Licenses** – It was moved and seconded (Besson, Teschendorf) to recommend approval of a Class B beer/C wine license for Balistreri Brother’s Pizza at 5320 S. 108th Street; motion unanimously approved. It was noted that this is the former Taco City restaurant site. It was moved and seconded (Ruesch, Bennett) to recommend approval of an operator’s license for Carol Gordon. Ms. Sannes noted that incomplete information was provided on item 4 of the application form. She expressed continuing frustration of applicant inability to complete forms. Staff was requested to continue providing reminders to fill out all information on the application form. Motion unanimously approved.

3.3 **Class A License Quota Request** – Mr. Weber indicated that a local convenience store has requested that the Class A retail beer quota be raised to allow for more licenses. The Village has maintained a quota of three licenses for retail sales of beer and liquor for many years. The quota was last reviewed and reaffirmed in 1999. The Village receives several inquiries every year on Class A license availability.

Mr. Weber noted that the storeowner was expected, but was not present. Mr. Besson noted that the Board has reviewed this matter on several occasions and that there is no new
information that would suggest a change in the quota. It was moved and seconded (Besson, Sannes) to receive and file the request; motion unanimously approved.

3.4 Fire Station Landscape Plan – Mr. Weber indicated that staff is preparing a more detailed base site plan for the final landscape plan. DPW Director M. Martin will meet with two Ecology Committee representatives in January to complete this work. Ms. Teschendorf questioned whether consideration is being given to contracting out landscaping or simply buying materials and planting it with DPW crews. Mr. Weber indicated that those are options to be considered. Without objection, the matter was referred to the February Committee of the Whole.

3.5 Conrad/Donna Road/Drainage Project – Mr. Weber indicated that an Allenwood Lane resident requested to appear before the Committee to discuss this project. The resident had called today indicating that they would be unable to attend, but would like to appear at the February Committee of the Whole. Without objection, the matter was referred to the next meeting.

3.6 Update-124th Street Vacation Request & Steeple View Development Review – Ms. Teschendorf indicated that some municipalities and utilities have responded to the Village’s inquiry on 124th Street r-o-w Vacation. She discussed the matter with the City of New Berlin (Greg Kessler) who indicated that the letter was received and the New Berlin Common Council would be responding in time. Mr. Weber reported that the City of Franklin is also reviewing the matter through its Plan Commission and a response is expected in January.

Ms. Teschendorf also indicated that revised plans have not been received from Hales Corners Lutheran for the proposed Steeple View project on Janesville Road. She reported that she will be invited to the staff meeting in New Berlin when the plans are received. She also indicated that plans would be made available for distribution to the neighbors.

3.7 CDA/TID #2/Redevelopment Update – Mr. Weber indicated that staff is working with Continental Properties to resolve monument sign and entry pier location issues. A resubmittal for a new Walgreen’s and plans for “Building 1” are anticipated in January. Cooperative weather has enabled the construction schedule to move forward rapidly.

3.8 2003 Budget (including Library Request and TID #2 Bond Timing) – Mr. Weber indicated that a borrowing was anticipated for TID #2 expenses in the early half of the year. Information is still pending regarding overhead line burial along STH 100 within the TIF District. Mr. Weber noted that the Village has other capital needs that were identified in the 2003 budget. Finalizing a list of needs would be required if a combined bond issue is to be accomplished. Mr. Ryan felt that financial advisors Ehlers and Associates should be consulted regarding debt service schedule options for the Village.

The Committee reviewed a December 29, 2002 memo from the Library requesting $5,500 to continue their collection development program. Mr. Weber noted that the concept relied on surpluses over the next several years to fund this item. The surplus for 2002 will not be known for several more weeks. The Board has also committed to replacement of the Village Hall roof this season and the exact costs of replacement are unknown. Mr. Ryan questioned the time limits for the Board to consider 2002 transfers. Mr. Weber indicated that transfers could be made up to the time of adoption of the 2002 audit in April or May. Without objection, it was agreed that the matter be further discussed at the February Committee of the Whole.
Mr. Weber noted that the Village has used capital reserve to finance much of the TID #2 expenses over the past 2 years. It will be necessary to issue bonds to “repay” reserves this spring. Since the Village has a number of other capital needs, consideration should be given to finalizing these needs to “piggyback” onto the TID #2 borrowing and save some issuance costs.

3.9 Administrative/Financial Report – Mr. Weber reported that the Village’s worker’s compensation rating has gone up to 1.05. It is a result of recent poor claim experience. The number is expected to be above 1.0 for the next several years. Work will soon begin on insurance quotes for the next renewal period. Kempe will no longer renew municipal policies, and the League of Municipalities has formed an insurance company. It is anticipated that Wausau will also compete with a program. The Local Government Property Insurance Fund has indicated that their rates will approximately double in the next renewal cycle. Mr. Weber noted that the Village may want to consider higher deductibles in order to better manage costs.

The Department of Agriculture has notified the Village that the Weights and Measures services provided through their consumer protection division will be doubling. The Village may want to consider development of business fees in order to cover these costs. Mr. Weber reported that Anna Kettlewell began work in December as administrative assistant. He also reported a request from the Milwaukee Water Works for overdue engineering bills of approximately $55,000. Research is being done on the matter. He noted that the Water Works is notorious for late billing of engineering fees; however, some of projects date back to the early 1990’s. The Committee requested that an update be provided at the February Committee of the Whole on research and Village response to the request.

3.10 US Cellular Agreement – Mr. Weber noted that several negotiation points need to be reviewed regarding a license agreement to permit a cell tower at the DPW yard. Attorney Hector de la Mora was present for this item. It was moved and seconded (Ryan, Bennett) to convene into closed session per Wis. Stat. 19.85(1) (e) to discuss U.S. Cellular use license negotiations. Motion unanimously approved on a roll call vote. Following the closed session, it was moved and seconded (Ruesch, Bennett) to reconvene into open session; motion unanimously approved on a roll call vote. The Committee acknowledged that Attorney de la Mora should continue negotiations with U.S. Cellular representatives to finalize an agreement.

4.0 ADJOURNMENT INTO CLOSED SESSION AS NOTICED – It was moved and seconded (Ryan, Besson) to convene into closed session per Wis. Stat. 19.85(1)(e) & (e) to discuss Integrated Mixed Use Redevelopment developer negotiations and nonrepresented employee evaluation and compensation. Motion approved on a roll call vote.

4.1 Reconvene into Open Session – It was moved and seconded (Besson, Teschendorf) to reconvene into open session; motion unanimously approved on a roll call vote.

5.0 ADJOURNMENT – It was moved and seconded (Besson, Teschendorf) to adjourn the meeting at 9:00 p.m.; motion unanimously approved.

Submitted,

Michael F. Weber
Village Administrator / Clerk

Committee of the Whole – January 6, 2003
Hello Sandy,

We are looking forward to attending Monday's Committee of the Whole Meeting. I would like to confirm that it is still scheduled to take place on Monday, March 2, 2020 at 6:45pm.

In preparation for our discussion, Matthew and I have compiled the following documents.
1. Hales Corners Hens Proposal
2. Chicken Keeping in Wisconsin 2019 Spreadsheet
3. City of Wauwatosa - Chicken Keeping Ordinance Approval
4. University of Wisconsin Extension - Poultry in Urban Areas Analysis

All files are attached below for review by the Board Members. We will be prepared to answer questions and offer additional supporting information.

Please be in touch if there is anything else you need from us prior to Monday.

Here's to Hales Corners Hens 2020!

Thank you,

L.

Lauren Adel Klich

312-316-7766

www.laurenadel.com
<table>
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<th>Suburb</th>
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<th># Hens</th>
<th># Roosters</th>
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From the meeting of May 8th, proposal to allow domestic keeping of chickens within the City of Wauwatosa

Information

- **Department:** City Attorney
- **Category:** Information Only
- **Sponsors:**

Links

- **Reference** 2444: Memo from the Assistant City Attorney concerning the status of the implementation of the Ordinance governing the domestic keeping of chickens

Attachments

- CDC minutes 111312 chickens

MEMO BODY

**Background.** A proposal to allow domestic keeping of chickens within the City of Wauwatosa was discussed before this committee on May 8, 2012.

The committee requested additional information following the August hiatus pertaining to the estimated fiscal impact to the city if chickens are allowed. The committee also requested information on experiences and regulations regarding urban chicken farming in communities such as Milwaukee, DeForest, River Hills, and Mequon. The following information was prepared by Assistant City Attorney Eileen Miller Carter.

**State law.** According to state regulations, a municipality with a health department is required to have its health department govern and enforce any health laws related to urban farming. Wis. Stat. sec. 254.51(5) and sec. 251.06(3).

Permitting chickens in the City of Wauwatosa involves lifting several restrictions located in the health and building city codes and enforcing newly created codes. Therefore, responsibilities for both the building and safety division and health department would broaden under a new ordinance in addition to their current duties.

1.) Fiscal impact to the City.

The city’s health department and building and safety division would be endowed with new responsibilities independent of each other’s under a proposed chicken ordinance. Both would be required to enforce regulations and conduct separate inspections for residential property owners licensed to keep chickens.

The building and property maintenance inspectors would conduct inspections for property and maintenance code compliance regarding property setbacks and construction and location of coops and fences.

The health department conducts regular health related inspections and any other needed investigations related to health and safety issues that arise in the urban animal environment such as disease tracking (i.e. salmonella and rabies) and nuisance control (i.e. rodents). These duties would extend to residential chicken keeping. The health department responds to all animal related complaints in the city. Response involves investigation, reporting, possible citation issuance, appearing in municipal court as a witness and follow up for compliance and abatement measures.

Animal related complaints to the health department for years 2011 and 2012 to the present are documented in an attached table A. The estimated fiscal impact to the health department is located in table B and the estimated fiscal impact to the building and safety division is in table C.

In a review of other municipality codes allowing chickens, the license fee varies. The cost of most chicken licenses range from $14.00 to $35.00 annually per household. The cost involved in approval and enforcement to the city is not covered by these modest license fees.

The attached tables indicate the expected annual cost for the health department and building and safety division for one resident who possesses a chicken permit. The health department cost would total $468.59 for tasks to be performed by...
From the meeting of May 8th, proposal to allow domestic keeping of chickens within the City of Wauwatosa - City of Wauwatosa, Wisconsin
keeping roosters and the slaughter of chickens. Further conditions require chickens kept in a sanitary and adequately sized and accessible fenced enclosure or yard at all times. The coops must be either raised up off the ground or placed on a hard surface such as concrete, patio block or gravel. They must be sized to allow at least 16 square feet per hen. No enclosure may be located closer than 25 feet to any residential structure on an adjacent lot. No enclosure shall be located in the front of any dwelling. Additionally, the keeping of chickens may not cause any nuisance, unhealthy condition, create a public health threat or otherwise interfere with the normal use of property or enjoyment of life by humans or animals. Public health requirements must be satisfied in accordance with state law and address communicable disease and illness.

In the year since the ordinance became effective (July 2011), the city department issued 14 chicken keeping permits. There have been 21 chicken complaints since the inception of the ordinance to February 29, 2012 but not for the permitted sites. One rodent complaint, thought to be caused or contributed to by chickens, was determined to caused by other than keeping of chickens. The city does not know how many permits were sought or desired but failed for lack of permission of adjacent property owners. The department had no specific recommendations to the ordinance. It appears no fiscal impact to the city or its departments was discussed or addressed.

Enforcement issues were not provided. Inspection requirements, time and cost to the city were not addressed. Changes, if any, to property values were not discussed.

The fee per owner is $35.00. A chicken coop fee is assessed separately.

3.) Examples of Restrictions for Chickens.

The following restrictions are imposed when permitting backyard chicken farming in municipalities.

* The coop must be located no less than 25 feet from an adjoining residence or principal structure that is not the residence of the licensed chicken owner.

* The coop may not be located in the front yard. (Green Bay, Mequon, Delafield, River Hills, Milwaukee) *The coop may not be located in the side yard. (Green Bay )

* No roosters may be kept. (All)

* The property must be kept sanitary and nuisance free. (All)

* Lot size. Hens can be kept by owners whose lots are no less than ¼ acre (Delafield, Mequon).

* No more than four hens are permitted per licensed owner. (Mequon, River Hills, Milwaukee, Green Bay)

* No more than five hens per acre. (Delafield)

* No more than six hens are permitted per license owner.

* No slaughtering on property of licensed owner. (All)

* Feed must be kept in sealed containers to prevent attracting vermin. (Delafield)

* Coops must be clean, sanitary and free from all objectionable odors. (Mequon)

* Domestic fowl includes duck, chicken, geese and turkeys. (Mequon)

4.) Wauwatosa Health Department

The Wauwatosa Health Department responds to domestic and wildlife complaints. Wildlife animal incidents/reports in 2011 totaled 54. Wildlife animal incident and reports for the period of January 2012 to August total 30.

Animal bites (both domestic and wild) and bat exposures are tracked through the WHD rabies control program. Animal bites are much more involved because a WHD public health nurse becomes involved to work with the bite victim (if they are a resident), there will be a mandatory 10 day quarantine for domestic animals or laboratory testing for captured wildlife and always the possibility of dangerous/vicious orders and citation which will involve writing the orders, court prep, getting management and legal involved for consultations. While this is considered a rough estimate, resources/time involved could easily triple or further escalate if orders and advancing to municipal court are warranted.

The city’s rabies control cases for 2011 and 2012 YTD is included. Rabies is a mammalian disease but it could become relevant if chickens attract fox, skunk or raccoon (known carriers) into the neighborhood. Experience teaches this is a realistic problem.

Recently, the health department responded to a resident’s complaint about rats and in the course of the inspection, the sanitarian realized the rats were attracted to and eating human food given to chickens housed in an outdoor chicken coop on the adjacent lot. The sanitarian contacted the chicken owner to advise that the chickens were not permitted. The food was cleaned up and the chickens taken away by the owner and recently reappeared. It was the sanitarian’s finding that the rats were attracted to human food.

5.) Conclusion.

Allowing chickens will have a measurable impact on both city’s health department and building and safety division. While this will cause a fiscal impact to the city, the amount of the impact is unknown. The number of chicken owners who apply for licenses will determine the number of building and safety division inspections. The number of anticipated health and animal related complaints and the health department’s level of involvement is unknown and cannot be correlated to the number of licensed chicken owners.
From the meeting of May 8th, proposal to allow domestic keeping of chickens within the City of Wauwatosa - City of Wauwatosa, Wisconsin
Poultry in Urban Areas

There has been a significant boom in the number of people interested in raising poultry in the United States. This is true even in urban areas, where keeping chickens poses some challenges that are different from those of raising poultry in rural environments. While many cities and municipalities have restrictions on urban poultry—or prohibit it outright—the strength and popularity of the local foods movement means that in many areas these ordinances are being reconsidered. Examples of owners successfully raising poultry in urban areas are many; this publication will outline some best practices and look at a few of the challenges that the urban poultry person will need to address to avoid problems that might otherwise occur.

Benefits of raising chickens

There are many benefits to raising poultry; the first that may come to mind is having fresh eggs on hand. However, those who raise poultry enjoy many other benefits as well:

• Just like the family dog, chickens make good pets and can be a source of relaxation and companionship.
• Many people gain a sense of pride and satisfaction from raising well-cared-for, healthy birds.
• Some families find raising poultry is a great way for their children to learn about animal care and responsibility, better understand food systems, and gain a general insight to basic life processes.
• Chickens may help homeowners "go green." Poultry waste is an excellent source of nutrients for plants, providing many of the key ingredients for composting and keeping fertilizer costs down. Many poultry owners use their birds to keep kitchen waste out of their trash bins, as chickens will eat many vegetables—especially leafy greens—and unseasoned meat scraps. Caution: be sparing with kitchen waste that contains a high amount of salt, as this can cause wet droppings from diarrhea and may have a negative effect on egg production and shell quality.
Influenza: There has been evidence in some other countries that chickens can transmit the influenza virus to humans. In the United States, the specific subtypes of the virus that affect humans have not been found in poultry for many years. However, the influenza virus can occasionally mutate from one subtype to another. In order to prevent future outbreaks, the USDA conducts an aggressive program to depopulate flocks that may have these other influenza subtypes, even if they aren't highly pathogenic.

Psittacosis: This bacterial disease can be contracted from poultry, although such occurrences are very rare. Caged birds such as parrots are more common carriers of psittacosis. If infection occurs, the disease can be treated with antibiotics.

Tuberculosis: While rare, there have been cases of people contracting tuberculosis from birds, although it is not a common disease in poultry. Typically, people with a compromised immune system are most at risk.

Histoplasmosis: This fungal disease is actually caused by a soil fungus. While birds are not carriers, histoplasmosis can grow in old poultry or pigeon manure and is commonly connected with church belfries, barns, and other places where droppings accumulate. As long as a poultry house is cleaned regularly, this should not be an issue.

Parasites: Because chickens belong to the class Aves and humans to the class Mammalia, poultry and people are not closely related. Thus, there is little risk from the spread of parasites, which generally adapt to a specific class. Mites and lice from birds, for example, will not live on humans for more than a few hours. Likewise, internal parasites that are adapted to the poultry gut typically won't be a problem for humans. One protozoa, Giardia, can occasionally affect both birds and humans, although this is more commonly seen with caged birds such as parakeets and canaries. Most hobby flock owners routinely monitor and treat their birds for parasites nonetheless, to keep them healthy.

Other issues to consider

There are other issues specific to raising poultry in urban settings that you should consider before deciding to raise chickens or allowing chickens to be raised in your community.

Waste disposal

To safely keep poultry in an urban environment, you must have a secure plan regarding the disposal of poultry waste. If you have a waste storage container, make sure that it can be sealed and is rodent-proof. Composting poultry waste has become popular; homeowners have many options for purchasing or building compost bins. Poultry waste, which has a high nitrogen component, should not be directly applied to young and growing plants for fear of nitrogen burn. After it is composted, however, poultry waste makes for a safe, stable, odor-free fertilizer.

Can you have poultry in your town?

If you are thinking of keeping chickens in your city or town, the first thing to do is to check with your local officials to see if zoning or municipal ordinances limit or prohibit the raising of poultry, as is the case in many cities. Common restrictions include the distance between poultry housing and the lot line, the number and types of poultry that can be kept, and the need for permits and/or inspections.

Across the country, many groups are working with their municipalities to make it legal to raise poultry in areas where it was previously prohibited. If your city or municipality does not allow this, there are many resources to draw upon that will help your community decide whether an ordinance change is advisable. Keeping poultry in urban settings can be a contentious issue, so keep the following guidelines in mind:

- Be respectful of all positions
- Refer to poultry as pets and not livestock
- Start small and stay organized
- Be willing to educate neighbors, friends, and community members
- Include both the pros and cons of urban poultry and be prepared to provide ideas and solutions to concerns that people have
- Do your research and know your local resources
A CASE FOR BACKYARD HENS IN THE VILLAGE OF HALES CORNERS

By: The Hales Corners Backyard Chicken Group March 2020
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1. Introduction
It should come as no surprise that the top 10 cities (according to the U.S. News & World Report- 2017 Best Places to Live) all allow backyard chickens. Most allow them on any size lot without complaints from their neighbors, their community, or regarding property values. Nine of the top ten “Forbes 2018 Healthiest Cities” also allow backyard chickens and the one city that doesn’t is contemplating allowing them.

In recent years, many of us have started to realize that maintaining a close connection to our food is a positive, not a negative, and is a part of living a more sustainable lifestyle. Farmers’ Markets are experiencing a revival, people are gardening more, and communities around the nation are changing decades-old laws forbidding the keeping of chickens.

2. Current Ordinance - Hales Corners
The current version of our village ordinance is at odds with today's understanding of the necessity of green living to make our cities more sustainable.

Section 11.08 Licensing of Dogs and Cats; Regulation of Animals of the Hales Corners Municipal Code provides in section 12(c)28 Prohibited and Protected Animals, Fowls, Reptiles and Insects provides the following:

Wild Animals; Prohibition on Keeping. It shall be unlawful for any person to keep, maintain or have in his possession or under his control within the Village, any poisonous reptile or any other dangerous or carnivorous wild animal or hybrid thereof, insect or reptile, any vicious or dangerous domesticated animal or any other animal or reptile of wild, vicious or dangerous propensities. Specifically, it shall constitute a public nuisance and be unlawful for any person to keep, maintain or have in his possession or under his control within the Village, any of the following animals, reptiles or insects: Listed under item 28 chickens or farm animals.

3. Chickens and the History of Suburban Development
Why Were Chickens Prohibited by Earlier Lawmakers? The birth of the modern suburb was a time when many of us were seeking to define ourselves as sophisticated and more like those in the cosmopolitan city than like those in unfashionable rural small towns and farming communities. The car was a symbol of that cosmopolitan lifestyle, so we eliminated sidewalks – why, after all, would anyone walk if they could afford to drive? The sidewalk became a symbol of poverty and backwardness. Later generations regretted that decision and many have retrofitted sidewalks and streetlights in their neighborhoods.

The keeping of chickens and other food-producing animals was also unfashionable during the decades immediately following World War II, and for similar reasons. The problem wasn’t one of chickens creating a nuisance; it was one of wanting to seem modern, cosmopolitan, and sophisticated.
4. Our Proposal
Residents in Hales Corners have united together and recognize that Hales Corners Village residents should be allowed to keep chickens responsibly inside village limits. With a change to the village ordinance, the community can realize the leisure and health benefits of this hobby. Our group advocates, with the support of village residents, that citizens should be able to realize the benefits of chickens without negatively impacting neighbors. In allowing this activity, Hales Corners would be removing an outdated piece of boilerplate code and joining a national trend of other sustainability-minded cities.

5. Backyard Chickens Are Not Livestock
For thousands of years, chickens, like dogs and cats, have lived alongside people in backyards large and small in cities and small towns. Unlike a half-ton bull or 400-pound hog, a six-pound hen is not inherently a farm animal.

The typical laying hen starts to produce at four to six months, lays nearly daily until she is 6, and then lives another two years. A crucial point is that for backyard chickens (unlike their counterparts on farms), the end of productivity does not bring on the end of life. Commercial chickens are bred to produce large numbers of eggs very quickly and then to be culled and used for such things as animal food and fertilizer. Suburban hens, however, are treated as pets. They are typically named, and when around age 6 they stop producing eggs, they are ‘retired’ and treated as pets for the remaining year or two of their lives.

Chickens are friendly, social, intelligent, affectionate, entertaining, low-maintenance, small, quiet, and inexpensive to keep. They are quieter and cleaner than most dogs. They uniquely offer suburban and city-dwelling children the opportunity to understand a little more clearly where their food comes from. And they offer all of us the opportunity to produce a little of our own food.

6. Backyard Coops are Attractive and Clean
Unlike large commercial poultry operations or rural farms, people in cities and suburbs who keep chickens in their backyards tend to keep them in attractive, well-maintained enclosures and treat their chickens as pets. Backyard coops are no more of an inherent eyesore than a trampoline, play structure, or hot tub. [Appendix B] contains examples of backyard coops on suburban and city lots.

Hales Corners Backyard Chickens Proposed Ordinance requires that coops be attractive, well-maintained, clean, sanitary, and free of odor or other conditions that would cause a nuisance.
7. Chickens Are Not a Nuisance

Chickens are Not Messy
Chicken enclosures used in city and urban settings tend to be attractive and are easily maintained. Small flocks are managed with a minimum of time and energy on the part of their owners.

Chickens are Not Smelly
Chickens themselves do not smell. Any possible odor would come from their droppings, but 5 hens generate less manure than one medium-sized dog. The average chicken keeper is also a gardener, and (unlike the feces of dogs and cats, which carry pathogens and can’t be composted) chicken droppings represent an excellent source of free organic fertilizer when composted. Unsanitary conditions can result in a buildup of ammonia in large-scale operations, which is why commercial poultry facilities often smell. This is not the case for small backyard flocks.

Chickens Are Not Noisy
Hens are quiet birds. It’s only roosters that are known for loud morning crowing, and roosters are not necessary for the production of eggs. The occasional clucking of hens is measured at a mere 60 decibels (Appendix B) and generally not audible beyond 10 feet. Some hens give a few squawks while actually laying an egg or bragging about it afterward, but this noise is very short-lived and much quieter than barking dogs, lawn mowers, leaf blowers, passing trucks, children playing, and other common neighborhood sounds.

Hales Corners Backyard Chickens Proposed Ordinance requires that chickens be maintained in a manner free from excessive noise and that chickens and enclosures be kept within the current zoning ordinances from the property lines, a distance at which most normal chicken noises are barely audible.

Chickens Do Not Annoy the Neighbors
Through our extensive research we have been in contact with many different chicken friendly cities throughout the country. We have testimonials and correspondence (Appendix C) All of them are overwhelmingly positive. The number of complaints range from none to just a few. It truly is a “non-issue”. Having chickens has brought neighborhoods and communities closer.

Chickens Do Not Attract Predators to the Area
Chickens, if left unprotected, are vulnerable to predators. But as the predators of chickens are the same as those of the wild rabbits, squirrels, chipmunks, small birds, and other local wild prey animals already present in our community, they do not themselves attract predators to the area. Because chickens are penned up in the backyard (unlike wild rabbits, for instance, which hide from predators in tall grass, brush and shrubbery), the predators may be seen more often. Coyotes, for instance, are seen
more often when they take a cat or small dog than when they take a rabbit. But the presence of chickens does not attract predators to the area; predators are already here.

8. Chickens Do Not Pose a Public Health Risk
The type of Avian Influenza that is contagious to humans has not been found in North America. Bird Flu is spread by contact with the contaminated feces of wild migratory waterfowl. So the key issues are sanitation and contact with wild birds. Unlike rural farm birds which might co-mingle with migratory birds or drink from a shared pond, backyard chickens are contained in an enclosure and watered inside this enclosure.

Unlike cats and dogs which are prime vectors for rabies, parasites, and tick-borne diseases, backyard chickens actually keep your yard healthier for humans by eating ticks and other insects. Salmonella, which has been associated with raw eggs, is more of a problem with factory-farmed eggs, not with backyard chickens.

9. Living Sustainably
Increasing numbers of us are interested in living more sustainably, and many communities, are encouraging citizens to reduce waste and consumption of resources. Austin Texas is now offering a $75 yearly rebate for their residence to raise backyard chickens as they believe this decrease the wastes that end up in the landfills (Appendix D). Backyard chickens allow us to reduce our carbon footprint by producing some of our own food. Every food item we can produce organically and on our own property, just outside our back door, is one less item that must be shipped to us and shopped for. Every item of food we raise ourselves represents a step in living a greener, more sustainable, lifestyle.

People who have backyard chickens are less likely to use chemicals and pesticides in their yards and gardens because it's healthier for their chickens. In return the chickens eat weeds and bugs that normally plague unsprayed yards. Composted chicken manure is one of the most efficient natural fertilizers and is provided for free with no need for transport. Backyard chickens eat grass clippings which might otherwise end up in the landfills and food scraps which might end up in the garbage and sewage.

10. Chickens and Property Values
Some prospective home owners may be attracted to a community with a progressive stance on green issues such as chicken keeping. It's impossible to know which stance is more likely to attract rather than repel the greater number of prospective home buyers – the one that encourages conformity, or the one that encourages sustainability.

In fact, recently there are articles popping up stating that backyard coops are being included in some real estate ads as amenities and could actually *attract* buyers. Today's small flock chicken coops are designed to function well and look pretty in the yard! Also, 9 out of 10 cities on U.S. News & World Report 2017 Best Places to Live *(Appendix E)* allow Backyard Chickens! Austin, Texas, which is rated #1 actually pays residents to have backyard flocks to reduce waste.
As communities get more educated about the reality of keeping backyard hens, they see how they actually add value to a community and are part of their efforts to go green and encourage sustainable living.

11. Lot Size

Chickens require very little space. Shelter for five or six hens does not require any more space than that represented by many dining room tables, and a run of 4 square feet per hen is sufficient to keep them happy and healthy. Households all over the country are keeping chickens on city and suburban lots. Whether a backyard chicken-keeper has a quarter of an acre or three hundred, he is likely to keep his hens in an enclosure with the same small footprint.

12. Educational Opportunities

Raising a limited number of small hens in the backyard is a tremendous opportunity for parents to teach young children about nature, the responsibility of caring for a pet, and agriculture. There is power in knowing where the food they eat really comes from. Because of a hen's small size and friendly demeanor, they can be easily handled by young children.

By keeping a few hens, children will see first-hand how grass clippings, bugs, weeds, and kitchen scraps fed to chickens are turned into delicious eggs. They will also see how straw bedding and waste from the chickens improves garden soil that, in turn, produces fruits and vegetables. Instead of just hearing the phrase “reduce, reuse, recycle” they will actually experience it.

People who understand where their food comes from are empowered to make healthier eating choices. Eggs from free ranging chickens have been shown to contain measurably higher values of Omega-3 acids and vitamin E.

For some of us, our grandparents had victory gardens, knew how to can food, and raised their own chickens. But this valuable knowledge seems to have skipped a generation and we are anxious to bring it back so that our children will not be so far removed from these basic skills that they think food comes only from the grocery store or worse, fast food restaurant.

We cherish the opportunity to teach our kids how to be more self-reliant instead of depending solely on others for their sustenance. We value the opportunity to teach our children to have less of an impact on the earth than we have.
Appendix A: Draft Ordinance

Urban Chicken Keeping Ordinance

Revision: 1
Date: March 3, 2020

The Village Board of the Village of Hales Corners, Wisconsin does hereby ordain as follows:
Part 1. Hales Corners Municipal Code Section 670-30 is hereby revised to read as follows:
The maintenance of one or more horses, cattle, goat, swine or fowl, with exception of chicken(s) pursuant §579-18, in the Village is hereby declared to be a nuisance and possession or maintenance thereof in the Village is hereby prohibited, except that possession within the Village of one of any of said classes of animals for 24 hours or less at intervals of not less than eight days is permitted.

Part 2. Hales Corners Municipal Code Section 579-18, Domestic keeping of chickens is hereby created to read as follows:
The village board of the village of Hales Corners desires to provide for the health, safety, and wellbeing of its residents, to ensure and maintain property conditions and values and to provide residents the ability to pursue recreational activities. The following regulations will govern the keeping of chickens in residential zoning districts and are designed to prevent nuisances and prevent conditions that are unsanitary or unsafe.

(a) Permit Required.
   (1) No person shall keep chickens in the village without first obtaining a valid permit. The permit requires a completed application accompanied with a fee as set forth in the consolidated fee schedule. The permit application is also subject to Site Plan Approval and other requirements set forth below.
   (2) Permit. Each owner shall obtain a village issued permit prior to acquiring any live chicken. No more than one such permit may be issued for any single residential parcel or household. A permit and fee shall be required for each parcel.
   (3) No permit fee may be refunded in whole or in part or be transferable.
   (4) A permit is subject to revocation upon failure to comply with any provision under this code. Once a license is revoked, a permit may be reissued only upon appeal to the Village Board.
   (5) The permit shall be renewed and fee shall be paid annually. Delinquency of payment past 30 calendar days is sufficient for declaring lapse of permit and subject to Section a, Item 1.

(b) Site Plan Approval
   (1) The applicant must submit a site plan with the permit application which complies with the provisions of this chapter.

(c) Setbacks.
   (1) Coops or cages housing chickens shall comply with minimum setbacks according to the applicable Residence District, Chapter 745. Coops or cages shall not be located in the front yard. Coops or cages shall be kept at least 25 feet from the door or window of an occupied structure on an adjacent parcel.
   (2) Enclosure. A chicken coop shall abide by size prohibitions for a Temporary Structure not requiring a permit, § 745-7, Section D, (500 cubic feet) and Accessory Structure not requiring a permit, § 19-9, Section C (100 square foot area).
(d) Keeping of Chickens allowed. The keeping of up to six (6) chickens is allowed on a residential proper, under the following provisions:

1. No roosters shall be kept.
2. No chickens shall be slaughtered within village limits.
3. There shall be no breeding of chickens.
4. Chicken eggs shall not be sold.
5. Chickens shall be provided fresh waters and adequate amounts of feed regularly. Feed and water is to be provided in dedicated containers as primary feeding source. Small amounts of scratch grain is allowed so long as it does not accumulated on the property. Any poultry feed shall be properly stored in rodent-proof containers.
6. Chickens shall be provided with a covered, predator-proof coop or cage that is well ventilated with at least two square feet of space per chicken. Chickens shall have access to an outdoor enclosure that is adequately fenced to contain the birds on the property and to prevent predators from access to the birds. Each chicken should receive not less than 16 square feet of area within the coop and outdoor enclosure. Chickens shall not be allowed out of the enclosures unless a responsible individual, over 18 years of age, is directly monitoring the chickens and able to immediately return the chickens to the cage or coop if necessary.
7. Chicken coops or cages shall be moisture resistant, sturdy, constructed in a workmanlike manner, and either raised up off the ground or placed on a hard surface such as concrete, patio block, or gravel.
8. The owner shall abide by all state laws and regulations for livestock premises registration, including applicable sections of Wisconsin Statute 95.51, and Wisconsin Administrative Code Chapter ATCP 17 and any applicable amendments thereto. Owner shall also follow state law regarding import, purchase and sales of live poultry as set forth in ATCP 10.40 and ATCP 10.42 of the Wisconsin Administrative Code and any applicable amendments thereto. The owner shall comply with any additional state regulations regarding public health.

(e) Public Health

1. The owner shall practice proper poultry waste disposal in order to avoid odors. The coop or any enclosure must be cleaned on a regular basis to prevent accumulation of waste. Waste composting on the premises shall be allowed as long as it does not create nuisances for neighboring properties.

(f) Enforcement

The enforcement for seizure and impounding of animals is regulated per Village Code chapter 579-4, 579-7, and 579-8. The owner is responsible for cost of impoundment or removal.

The Village shall issue permits and enforce all remaining provisions of this code. Penalties apply per Chapter 579-12.

Sources:
Common Council of the City of Wauwatosa WI, Ordinance No. O-15-28
Common Council of the City of Whitewater, Walworth and Jefferson Counties, WI, Municipal Code Chapter 9.06.015.
City Ordinance of Milwaukee, WI, Chapter 78-6.5
https://datcp.wisconsin.gov/Pages/Programs_Services/BackyardChickens.aspx
Appendix B: Examples of Coops

Here are some examples of backyard chicken coops on suburban and city lots:
Appendix C: Noise Comparison Study

Decibel level of hens at their loudest in comparison to common noises (the decibel scale is logarithmic, so 70 decibels is ten times more powerful than 60 decibels):
Appendix D: Testimonials from village/city officials

CITY OF WAUWATOSA
7725 WEST NORTH AVENUE
WAUWATOSA, WISCONSIN 53213 PHONE: (414) 479-8900
FAX (414) 479-8989 www.wauwatosa.net

To whom it may concern:

In 2013 I helped lead the charge in Wauwatosa to allow backyard chicken coops. We modeled our initial proposal after the ordinance in Milwaukee which allows for the keeping of chickens. After several meetings and through research we ultimately decided for a more conservative approach where by there would be a formal application and inspection but the onus would also be on the applicant from the applicant to get permission from any abutting neighbors. This approach was successful and the ordinance passed.

Since implementation we have issued 20 permits of which we have 8 current residents who are keeping chickens. We have also only received on complaint and that was in regards to a neighbor who was keeping chickens without a permit.

Based on the feedback I have received over the years I believe that people like the idea that they could keep chicken but that most people never will. My point is that the perception that Wauwatosa is "Hip, cool, trendy, and fun" was the best result of both the process and the end result, this of course along with many other factors has helped to change Wauwatosa's reputation around in a positive manner over the last decade.

I think allowing backyard chicken coops would be a positive and fun endeavor and benefit to your community.

Sincerely,

Bobby Pantuso
5th District Alderman

City of Wauwatosa
Hello- Take a look at the attached powerpoint. I prepared this for a presentation a few years ago. It has what you are probably looking for. We have seen no specific changes in our experience with urban chicken-keeping since I prepared and presented this powerpoint. Let me know if you have any questions.

BÉE CÉEEÉÉE
Zoning Administrator
Building Inspection Division
Madison, Wisconsin 53701-2984
Telephone: 608 266 4569
Email: mtucker@cityofmadison.com

www.cityofmadison.com/bi
Office of Councilmember Richard Conlin
Seattle City Council

May 30, 2013

Dear Ms. Heriot,

I am writing in response to your email requesting information about backyard chickens and the impact of legalizing them in our city. Seattle has legally allowed backyard chickens for a long time. Our original ordinance allowed 3 chickens (hens or roosters) per household with the ability to have a few more if the lot size was large enough. In 2008, the City passed by resolution the Local Food Action Initiative (LFAI). The purpose of this initiative was to set a policy framework to strengthen our local and regional food system to improve public health, local economic development and food security. It set forward a series of values, goals and implementation strategies. As one aspect of LFAI we are assertively advancing programs, actions and policies that support urban agriculture. We designated 2010 as the Year of Urban Agriculture and in 2010 we passed an ordinance that made a number of regulatory changes to our land use code that support urban agriculture including increasing the number of chickens allowed to 8 per household, but also making roosters illegal.

There is widespread support for backyard chickens in Seattle which is why we increased the number from 3-8. We also found that the impact of changing the number was not significant. When we held the public hearing for the 2010 land use code changes 100 people attended and the only negative comments we received were from people who wanted roosters to be outlawed. Due to this, the Council voted to outlaw them. For the most part having backyard chickens has been a very positive thing. Many people enjoy having fresh eggs and enjoy teaching their kids about animal care and where their food comes from. Also, a number of kids have enrolled in their local 4H club and focus their work on their backyard chickens. A number of private schools have built chicken coops and focus educational activities and science projects on their chickens. Some immigrant and refugee residents have benefited from being able to tend their own chickens and eat the eggs.

Allowing backyard chickens has actually stimulated small business development. We now have an in city feed store that sells feed, supplies and chickens as well as a co-op that does the same. There are also a number of small businesses that build chicken coops and consult on chicken care. A number of entities offer classes on building chicken coops and raising chickens. Some non-profit community gardening programs sell eggs as part of their funding strategies (community gardens are allowed more than 8 chickens). It has also stimulated community building activities, for example, there is an annual chicken coop tour of backyard coops that hundreds of people attend. There is no evidence that having chickens have negatively impacted property values or the quality of neighborhoods. In fact, chickens live in some of our most expensive neighborhoods.

City Hall, 600 Fourth Avenue, Floor 2, PO Box 34025, Seattle, Washington 98124-4025

(206) 684-8805, Fax: (206) 684-8587. TTY: (206) 233-0025
E-mail Address: richard.conlin@seattle.gov Web: http://www.seattle.gov/council/conlin

An EEO employer. Accommodations for people with disabilities provided upon request.

Printed on Recycled Paper
Appendix E: #1 city has chickens!

The City of Austin will pay you to keep a chicken coop in your backyard.

Author: KVUE Staff
Published: 11:33 AM CDT April 13, 2017
Updated: 4:38 PM CDT April 15, 2017

Do you dream of having your own chickens?

Dream no more. The City of Austin is offering free chicken keeping classes and is willing to pay you for it.

The city announced Thursday that as a part of Austin Resource Recovery's Home Composting Rebate Program, Austinites can attend one of five "chicken keeping classes," buy a chicken coop, submit a rebate application online and receive a $75 check from the city.

Appendix F: Wisconsin Cities that Allow Chickens

Ashwaubenon  
Baraboo  
Bayview  
Beloit  
Butler  
Delafield  
Franklin  
Green Bay  
Jefferson  
Kiel  
La Crosse  
Lake Mills  
Madison  
Menomonie  
Mequon  
Mukwanago  
Muskego  
Milwaukee  
Neenah  
New Berlin  
Oak Creek  
Oshkosh  
Racine  
Richfield  
River Hills  
Sheboygan  
Sheboygan Falls  
Wausau  
Wauwatosa  
Whitewater

U.S News & World Report 2017  
Best Places to Live (all of these cities allow chickens):

Austin, TX  
Denver, CO  
San Jose, CA  
Washington, DC  
Fayetteville, AK  
Seattle, WA  
Raleigh & Durham, NC  
Boston, MA  
Des Moines, IA  
Salt Lake City, UT

Forbes 2018 Healthiest Cities (9 of the 10 allow chickens):

Minneapolis, MN  
Washington, DC  
Boston, MA  
Portland, OR  
Denver, CO  
San Francisco, CA  
Hartford, CT  
Seattle, WA  
Virginia Beach, VA  
Sacramento, CA
Appendix G: Contact Information

Matthew Eternicka - Hales Corners Resident
262-488-1144
matth3w22@gmail.com
Lauren Adel Klich - Board Member - Nourish Farms
312-316-7766
laurenadel@gmail.com
A RESOLUTION TO DISSOLVE TAX INCREMENTAL DISTRICT NO. 3 AND 
AUTHORIZING THE VILLAGE TREASURER TO DISTRIBUTE EXCESS INCREMENT 
TO OVERLYING TAXING DISTRICTS

WHEREAS, the Village of Hales Corners adopted Resolution No. 08-40 creating Tax 
Incremental District No. 3 (the “District”) and adopting a project plan on July 14, 2008; and

WHEREAS, all projects to be undertaken in accordance with the Project Plan for Tax 
Incremental District No. 3 were completed to the extent that they were determined to be 
necessary in the prescribed allowed time; and

WHEREAS, sufficient increment has been collected as of the 2019 tax roll, payable in 
2020, to cover the District’s project costs.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Hales 
Corners, Wisconsin, that the Village Board of Trustees of the Village of Hales Corners does 
intend to dissolve the District.

BE IT FURTHER RESOLVED, that the Village Clerk shall notify the Wisconsin 
Department of Revenue (“DOR”), prior to the deadline of April 15, 2020, that the District has 
been terminated.

BE IT FURTHER RESOLVED, that the Village Clerk shall sign the required DOR final 
accounting form (PE-223) agreeing on a date by which the Village shall send final audited 
information to the DOR.

BE IT FURTHER RESOLVED, that the Village Treasurer shall distribute any excess 
increment collected after providing for ongoing expenses of the District, to the affected taxing 
districts with proportionate shares to be determined by the final audit by the Village’s Auditors, 
Baker Tilly Virchow Krause, LLP.

PASSED AND ADOPTED this _____th day of March, 2020.

Daniel J. Besson, Village President

Sandra M. Kulik, Village Administrator/Clerk
State of Wisconsin
Department of Revenue

Municipal Tax Incremental Finance (TIF) Termination

Sec. 66.1105(7), Wis. Stats.

A municipality must adopt a Tax Incremental District (TID) termination resolution when one of the following occurs:

- Municipality receives total tax increments equal to the total of all project costs as described in the most recent approved project plan
- TID reaches its maximum life. The maximum life before extensions varies and is determined by the TID type and creation resolution date. See the TID Criteria Matrix table for more details.
- Municipality chooses to terminate the district early

When a municipality adopts a resolution to terminate a TID, the municipality must:

1. Email the Wisconsin Department of Revenue (DOR) within 60 days after adopting the termination resolution:
   - Final Accounting for Terminated TID Agreement (Form PE-223)
   - Copy of the adopted municipal termination resolution
2. Notify:
   - Property Lister – provide a list of the parcels where the TID number needs to be removed from the tax/assessment roll
   - Local assessor
   - All overlying taxing jurisdictions for the TID
3. Comply with the submission date established on Form PE-223 by:
   - Completing the TID Final Audit and saving a copy in the municipal TID records
   - Electronically filing (e-filing) the TID Final Accounting Report (Form PE-110) with DOR

Forms

TID Termination Resolution Sample
Fill-in resolution. Email adopted resolution to DOR within 60 days.

Terminated TID Final Accounting Submission Date Agreement (Form PE-223)
Form confirms termination dates and establishes the date to e-file the TID Final Accounting Report. Email the completed agreement to DOR.

TID Final Accounting Report (Form PE-110)
Form documenting total expenditures and revenues for the TID. E-file the form using My DOR Government Account.

https://www.revenue.wi.gov/Pages/Form/govtif-tidterm.aspx

2/27/2020
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<th>Termination Year</th>
<th>TID Removed from Tax/Assessment Roll</th>
<th>Last Year Tax Collection for Increment</th>
<th>Last Year Administrative Certification Fee Due</th>
<th>Last TID Equalized Value Established</th>
<th>Last Annual Report Due to DOR</th>
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<td>2023</td>
<td>2023 (for 2022 taxes)</td>
<td>April 15, 2022</td>
<td>August 15, 2022</td>
<td>July 1, 2023 (for 2022)</td>
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<td>April 16, 2023 – April 15, 2024</td>
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<td>2024</td>
<td>2024 (for 2023 taxes)</td>
<td>April 15, 2023</td>
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<td>April 15, 2024</td>
<td>August 15, 2024</td>
<td>July 1, 2025 (for 2024)</td>
</tr>
</tbody>
</table>

(11/19)
ORDINANCE NO. 20 —

AN ORDINANCE TO AMEND THE MUNICIPAL CODE AS IT PERTAINS TO
GARAGES, GENERAL REQUIREMENTS

WHEREAS, the Plan Commission and Building Board have reviewed the Municipal Code as it pertains to the general requirements for construction of a garage and has recommended an amendment to update and provide for additional regulations in the construction and approval of garage additions to property; and

WHEREAS, the Village Board having considered the proposed amendments and having determined that the amendments are reasonable and necessary to promote the health, safety and welfare of the Village.

NOW, THEREFORE, the Village Board of the Village of Hales Corners, Wisconsin, do ordain as follows:

SECTION 1: Chapter 3 Building Code, Article XI. Garages. §3-43 General Requirements, of the Municipal Code of Hales Corners, Wisconsin, is hereby amended to the following to the existing text:

(3) Area. All private garages shall be limited in area as regulated in this section.
(a) Ordinary construction-wood frame construction, 720 square feet.
(b) Unprotected noncombustible frame construction, 720 square feet.
(c) Structures greater than 720 square feet shall be subject to Plan Commission review and approval.

(6) Construction – Private garages shall be constructed as follows (See detail (c) for detached garages):
(c) Attached private garage shall be of the same type of construction as that part of the principal building and as further regulated in this Code except for structures greater than 720 square feet which shall be subject to Plan Commission review and approval.

SECTION 2: The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION 3: All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

SECTION 4: This ordinance shall take effect and be in force from and after its passage and publication.
PASSED AND ADOPTED this ___th day of ________, 2020.

Daniel J. Besson, Village President

Countersigned:

Sandra M. Kulik, Village Administrator/Clerk
Assembly passes DNC bar hour expansion bill with amendment appealing to Senate skeptics

February 27, 2020

The state Assembly on Thursday approved a pared-back bill to extend closing time for bars by two hours until 4 a.m. during the Democratic National Convention in Milwaukee this July.

The bill’s author Rep. Rob Swearingen, R-Rhineland, said the changes were an attempt to win over some Senate Republicans who had expressed reservations about the proposal, including the possibility it would lead to a spike in drunk driving during the weeklong event.

The bill had first been changed to allow the extended hours across Wisconsin in an attempt to win support from out-state lawmakers. But the amendment pulled it back to the original 14 counties targeted for the extended hours: Kenosha, Racine, Walworth, Rock, Milwaukee, Waukesha, Jefferson, Dane, Ozaukee, Washington, Dodge, Columbia, Sheboygan and Fond du Lac County.

The other provisions include:

* requiring municipalities in the 14 counties to opt into offering the extended hours rather than requiring them to opt out as in the previous version of the bill.

* removing a provision that would’ve required breweries to have the same closing time as other taverns.

* adding $25 to a $50 surcharge on drunk driving arrests that would go to a fund at DOT to help pay for the Safe Ride program offered by the Tavern League.

The amendment also would retain a provision in the bill to address an issue at State Fair Park and Road America. Lawmakers also kept a separate amendment which removed language from the bill that would’ve placed regulations on wedding barns and other private event venues.
“We are encouraging our colleagues in the Senate to pass it because it addresses their concerns,” Swearingen said, noting that the Assembly doesn’t have plans to return this year.

Secretary Peter Barca, whose Department of Revenue oversees many alcohol laws, was in the Assembly chamber during negotiations on the revised proposal. Barca said he couldn’t speak for Gov. Tony Evers. Still, he thanked Swearingen for his work on the proposal, saying “We certainly view this as great progress made.”

Senate Majority Leader Scott Fitzgerald, R-Juneau, told reporters yesterday ahead of the Assembly session that he “wouldn’t rule it out” for his chamber to pass the bill when it meets again in March.

“What I’m anticipating right now is the Assembly is going to pass over a version of that bill and then we’ll have to look to see whether or not we can get it through or maybe we can work with the minority,” he said.

It passed the Assembly 84-13, with a mix of GOP and Dem no votes, including: Scott Allen, R-Waukesha; Barbara Dittrich, R-Oconomowoc; Rob Hutton, R-Brookfield; Cody Horlacher, R-Mukwonago; Debra Kolste, D-Janesville; Jim Ott, R-Mequon; Sandy Pope, D-Mt. Horeb; Timothy Ramthun, R-Campbell; Joe Sanfelippo, R-New Berlin; Melissa Sargent, D-Madison; Lisa Subeck, D-Madison; Chris Taylor, D-Madison; and Don Vruwink, D-Milwaukee.

For questions or assistance, please contact: Colin Schmies at schmies@wispolitics.com or 608-206-0476
Saukville), and Sen. Feyen (R-Fond du Lac), and the other groups in support to help draft this legislation. The Senate still has to pass this bill before it can be sent to the Governor for his signature.

Buying and Selling water pollution credits through a central clearinghouse. SB 91, a bill the League supports that was introduced by Sen. Cowles (R-Green Bay) and Rep. Kitchens (R-Sturgeon Bay) adds two new options for facilitating water pollution credit trading to help communities comply with phosphorous and other water quality standards. Specifically, the bill authorizes trades to be facilitated by: (1) a third party; or (2) a clearinghouse operating under a contract negotiated by the Department of Administration (DOA) and approved by DNR. The bill sets forth requirements for the contract and duties of the clearinghouse. The bill also establishes a minimum credit trading ratio of 1.2 to 1 for trades through the clearinghouse and directs the DNR to allow clearinghouse facilitated trades to be made over the largest geographic area allowed under state and federal law. The Senate passed SB 91 in 2019. It will now be sent to the Governor for his signature.

Law Enforcement Body Cameras. SB 50, which was recommended by the Legislative Council Study Committee on the Use of Police Body Cameras, creates requirements for law enforcement agencies that use body cameras on law enforcement officers. Under the bill, if a law enforcement agency uses a body camera, the agency must have a written policy on the use, maintenance, and storage of the cameras and the data recorded by the cameras. The bill also requires that the law enforcement agencies retain data from the recordings for at least 120 days and specifies the circumstances in which that data must be retained longer. The Senate passed this bill in 2019. It will now be sent to the Governor for his signature.

Delegating to Clerks the ability to issue operator's (bartender's) licenses. SB 203, which the League supports, allows municipal governing bodies to authorize by ordinance a designated municipal official to issue operator's licenses. The Senate passed this bill in 2019. It will now be sent to the Governor for his signature.

In-Person Absentee Voting by Electronic Voting Machine. AB 203 allows a municipality the option of using an electronic voting machine to cast a vote with an in-person absentee ballot. The Municipal Clerks Association sought passage of this bill. The League supports AB 203. The Senate still has to pass this bill before it can be sent to the Governor for his signature.
2019 - 2020 LEGISLATURE

2019 SENATE BILL 203


AN ACT to amend 125.17 (1), 125.17 (4) (intro.), 125.17 (5) (b), 125.17 (6) (a) (intro.) and 125.17 (6) (b) of the statutes; relating to: issuance by municipalities of alcohol beverage operator’s licenses.

Analysis by the Legislative Reference Bureau

This bill allows a municipal governing body to delegate authority to issue operator's licenses (commonly referred to as “bartender's licenses”) to a designated municipal official.

Under current law, a municipal governing body must issue an operator's license to a qualified applicant. Although a person is not required to hold an operator's license to provide alcohol beverages on retail licensed premises, a retail licensee may not be open for business unless the licensee, the designated agent of a corporate licensee, or a person who possesses an operator's license or manager's license is present and responsible for the acts of all persons providing alcohol beverages on the premises.

This bill allows the governing body of a municipality, by ordinance, to authorize a designated municipal official to issue operator's licenses.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 125.17 (1) of the statutes is amended to read:

125.17 (1) Authorization. Every municipal governing body shall issue an operator's license to any applicant who is qualified under s. 125.04 (5), except that the municipal governing body may by ordinance authorize a designated municipal official to issue operator's licenses. Operators' licenses may not be required other than for the purpose of complying with ss. 125.32 (2) and 125.68 (2) or s. 125.06 (3g). Operators' licenses may be issued only upon written application.

SECTION 2. 125.17 (4) (intro.) of the statutes is amended to read:

125.17 (4) Temporary license. (intro.) Any municipal governing body or designated municipal official may issue a temporary operator's license under the
terms of subs. (1) to (3), except that:

**SECTION 3.** 125.17 (5) (b) of the statutes is amended to read:

125.17 (5) (b) A provisional license may be issued only to a person who has
applied for an operator's license under sub. (1). A provisional license may not be
issued to any person who has been denied a license under sub. (1) by the municipal
governing body or designated municipal official.

**SECTION 4.** 125.17 (6) (a) (intro.) of the statutes is amended to read:

125.17 (6) (a) (intro.) Except as provided in par. (b), no municipal governing
body or designated municipal official may issue an operator's license unless the
applicant has successfully completed a responsible beverage server training course
at any location that is offered by a technical college district and that conforms to
curriculum guidelines specified by the technical college system board or a
comparable training course, which may include computer-based training and
testing, that is approved by the department or the department of safety and
professional services, or unless the applicant fulfills one of the following
requirements:

**SECTION 5.** 125.17 (6) (b) of the statutes is amended to read:

125.17 (6) (b) A municipal governing body or designated municipal official shall
issue a provisional operator's license to a person who is enrolled in a training course
under par. (a) and who meets the standards established by the municipality by
ordinance, if any. The municipal governing body shall revoke that license if the
applicant fails successfully to complete the course in which he or she enrolls.

(END)
STATE OF WISCONSIN   MILWAUKEE COUNTY   VILLAGE OF HALES CORNERS

ORDINANCE NO. 20 - __

A ORDINANCE AMENDING THE GRANTING DESIGNATION TO THE VILLAGE ADMINISTRATOR THE AUTHORITY TO ISSUE ALCOHOL BEVERAGE OPERATOR LICENSES

WHEREAS, the State of Wisconsin passed Senate Bill 203 which allows municipal governing bodies the ability to authorize by ordinance a designated municipal official to issue alcohol beverage operator licenses; and

WHEREAS, the Committee of the Whole has reviewed and recommended granting the authority for the Village Administrator to issue alcohol beverage operator licenses for applicants with background checks that do not include current or pending convictions for controlled substances that directly relate to the licensed activity; and

WHEREAS, the Village Board shall retain the authority over applicants that have current or pending convictions for controlled substances that directly relate to the licensed activity.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby designate the Village Administrator as the authority to issue alcohol beverage operator licenses for applicants without any current or pending violations for offenses that substantially relate to the licensed activity.

PASSED and ADOPTED this ____th day of _____________________, 2020.

Daniel J. Besson, Village President

(VILLAGE SEAL)

Sandra M. Kulik, Administrator/Clerk
WHEREAS, Wisconsin State Statute §7.30 requires that the Board of Trustees appoint election officials; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Hales Corners confirms and appoints the Election Inspectors for the term ending December 31, 2021, as identified in Attachment “A”.

BE IT FURTHER RESOLVED, that the following people are appointed Assistants to the Deputy Clerk of Elections:

Rachel Pocquette
Jazmine Luther
Cheryl Martin
Elizabeth Martens
Gerald Luecht
Bonnie Hammernik
Donna Marinkovich
Claudia Van Roosenbeek

PASSED and ADOPTED this _____ th day of March, 2020.

Daniel J Besson, Village President

(VILLAGE SEAL)

Sandra M. Kulik, Clerk/Administrator
ATTACHMENT "A"

Village of Hales Corners
Election Inspectors *Unaffiliated

Barnhart, Richard*
Barker, Nancy*
Behr, Kathryn*
Behr, Thomas*
Brunner, Rachel*
Chmielewski, Carol*
Deo, Sandhya*
Dupont, Carla*
Forecki, Robert*
Hammernik, Bonnie*
Joan Hanson*
Jendrzejczak, Bernadine*
Karp, Arleen*
Karp, James*
King, Dorothy*
Klimo, Richard*
Kunkel, Lauren*
Luczyk, Rita*
Luecht, Gerald*
Marinkovich, Donna*
Martino, Tami*
Nachtrab, Jackie*
Nowak, Cynthia*
Okolowicz, John*
Prusinski, Gale*
Rosenwald, Margaret*
Sikora, Dolores L*
Tetzlaff, Aurelia*
Van Roosenbeek, Claudia*
Voss, Barbara*
Waldoch, Patricia*
Youngs, Gregory*
Debbie Ford-Potter (Republican)
Sorry Sandy, I left at 11am yesterday.

There were 7 calls total, with 3 remaining at a pending status. Overall, there are 11 pending cases. The press report for these 7 code cases were attached.

Thanks,

Jazmine

---

Can I get this by end of day pls?

Sandy Kulik, CPA  
Village Administrator/Clerk  
Village of Hales Corners  
5635 S. New Berlin Rd.  
Hales Corners, WI 53130  
Phone: (414) 529-6175  
Fax: (414) 529-6179
<table>
<thead>
<tr>
<th>Case No.</th>
<th>Type</th>
<th>Address</th>
<th>Disposition</th>
<th>Unit</th>
<th>Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-000876</td>
<td>Building Code Violation</td>
<td>5620 S 114 St</td>
<td>Parties Advised/Warned</td>
<td>401</td>
<td>JKL</td>
</tr>
<tr>
<td>02/03/20 16:11</td>
<td></td>
<td></td>
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</tbody>
</table>

Complaint received via email regarding a dead tree in the neighbor's yard of the complainant.

**Ashley Wesley, Therese M**
F/W 53130

**Taylor, Janet L**
F/W 53130

**Wesley, Robert G**
M/W 53130

<table>
<thead>
<tr>
<th>Case No.</th>
<th>Type</th>
<th>Address</th>
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<th>Officer</th>
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<tbody>
<tr>
<td>20-000967</td>
<td>Building Code Violation</td>
<td>5156 S Froemming Dr</td>
<td>Assistance Rendered</td>
<td>401</td>
<td>JKL</td>
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<td>02/06/20 10:31</td>
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</table>

Boat and trailer are both parked on the grass. Letter to be mailed.

**Rinka, Krista J**
F/W 53029

<table>
<thead>
<tr>
<th>Case No.</th>
<th>Type</th>
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<th>Disposition</th>
<th>Unit</th>
<th>Officer</th>
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</thead>
<tbody>
<tr>
<td>20-000968</td>
<td>Building Code Violation</td>
<td>12180 W Edgerton Ave</td>
<td>Pending</td>
<td>401</td>
<td>JKL</td>
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<td>02/06/20 10:39</td>
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<td></td>
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</table>

Storage tent in front yard of residence. Letter to be mailed.

<table>
<thead>
<tr>
<th>Case No.</th>
<th>Type</th>
<th>Address</th>
<th>Disposition</th>
<th>Unit</th>
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</thead>
<tbody>
<tr>
<td>20-000969</td>
<td>Building Code Violation</td>
<td>5731 S 121 St</td>
<td>Pending</td>
<td>401</td>
<td>JKL</td>
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<td>02/06/20 10:42</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Vehicle is parked in the grass. Letter to be mailed.
Tralongo, Anthony S
M/W
53130

Tralongo, Anthony S
M/W
53130

20-001058  Building Code Violation  Disposition Parties Advised/Warning
02/10/20 11:14  5250 S 108 St  Unit 401
Disposition Officer JYL
Complaint received regarding Aurora not shoveling their sidewalks. Property manager will be contacted.

20-001315  Building Code Violation  Disposition Parties Advised/Warning
02/20/20 09:55  10691 W Parnell Ave,1  Unit 401
Disposition Officer JYL
Complaint of property owner not removing snow in the parking lot/walk ways after snow fall. The property owner had the snow shoveled and salted. He was advised if there are any more complaints regarding snow removal on this property, I will be issuing citations.

Anderson, Jacqueline Lee
F/W
53132

20-001424  Building Code Violation  Disposition Pending
02/25/20 13:21  10505 W Scharles Ave  Unit 401
Disposition Officer JYL
Village Admin requests that there are photos taken of the code violations of this residence. Photos were taken, will be following up.
ADMINISTRATIVE/TREASURY CLERK SERVICES SPECIALIST
POSITION DESCRIPTION

General Statement Of Duties:
Responsible for maintenance of essential data and knowledge of accounting, bookkeeping and finance and related work is required.

Distinguishing Features Of The Position:
The employee performs administrative and technical support for a variety of administrative functions, including Clerk, Treasurer, Administrator and Public Works Director. Provides primary support of building, plumbing, electrical inspection, planning and zoning activities, and community development. Coordinates property maintenance enforcement. Some accounting, bookkeeping, and clerical assistance is required as needed. The work is performed under the guidelines set by state statute, village ordinances, and the village administrator-clerk-treasurer and is executed accordingly. The deputy clerk/inspections is filled by recommendation of the village administrator-clerk-treasurer. In the absence of the village administrator-clerk-treasurer, the deputy clerk/treasurer performs the statutory duties as directed by the village administrator-clerk-treasurer. This position assists with supervision of administrative support staff and is a direct report to the Deputy Clerk/Treasurer.

Examples of work (illustrative only):

Inspection Services:
Assists with and coordinates building, plumbing, electrical, and zoning permit process with inspection services personnel and the Zoning Administrator. Review applications for accuracy and completeness. Provide information to the public and developers regarding planning, permitting, and related development policies and procedures. Assists business owners, residents and others with questions regarding submittal requirements for permits and applications. Prepare and review graphic display materials and exhibits, informational packets including tax ownership maps, zoning maps, and aerial maps for permit applications.

Meetings:
Prepares Plan Commission, Zoning Board of Appeals, and Building Board agendas, minutes, reports, budgets, bid specifications, invoicing, correspondence and other documents. Maintains files and processed charges in general records for functional areas.
- Attends and records meetings and transcribes minutes of their proceedings.
- Prepares agendas and public hearing notices and assembles other supporting documents for meetings of the board and for above mentioned committees, commissions, and boards of the village.
- Responsible for ensuring that all public hearing notices are published in a timely fashion and that all agendas are posted in the three designated locations in a timely fashion, distributed by email to requesting parties, and posted on the village’s web site.
• Responsible for ensuring that all public hearing notices are published in a timely fashion and that all agendas are posted in the three designated locations in a timely fashion, distributed by email to requesting parties, and posted on the village’s web site.

• Responsible for meeting follow-up, including writing, posting and publishing meeting minutes and posting such minutes on the village’s web site.

• **Serves as secretary for the Fire and Police Commission.**

In addition, assists with preparation and distribution of the monthly meeting calendar and clips and organizes published public hearing notices.

**Elections:**
In conjunction with the village administrator-clerk-treasurer, and deputy clerk/treasurer, assists with maintenance of the statewide voter registration system database, and assists with conducting and administering elections. **Assists with scheduling Schedules** election workers, special voting deputies at care facilities, processes absentee ballots, balances elections and submits required reports as needed.

**Accounting:**
Coordinates the quarterly sewer billing process for customers including bill preparation and distribution, processing payments and recording delinquencies and reporting requirements.

Assists with processing daily cash receipting tasks including accurate receipting of cashiering transactions, including daily cash counts, and assists with preparation and / or review bank deposits of daily deposit slips, and other related cash receipting procedures.

Assists village administrator-clerk-treasurer with departmental budget process, fiscal and grant management, and prepares, edits, and prints reports for village board.

Assists with administrative support of the Public Works Department.

**Human resources coordinator for village employees for provided benefit programs including but not limited to health, dental and life insurance, Wisconsin Retirement System reporting, flexible benefits and any other benefit programs. Maintains confidential personnel files and handling of other matters, including bargaining unit labor negotiations. Generates payroll checks based on data entry submittals. Completes all Wisconsin Department of Labor reports, W-2 and Affordable Care Act (ACA) required reporting.**

**Taxes:**
Assists with preparation of special assessments and delinquent bills for tax roll. Answers questions from public about property assessment and property taxes. Assists with collection and reporting of records.
Permits & Licenses:  
Prepares processing of applications for all permits and licenses issued by the Village in accordance with applicable state statute or village ordinances. Prepares and publishes notices of licenses or permits whenever required by state statute. **Whenever the number of a particular kind of license or permit is limited by state statute or village ordinance, maintains a record of the number of licenses or permits issued and the number available to be issued.**

Miscellaneous:  
Assists the general public in problems pertaining to village matters and handles general complaints, either in person or on the telephone in order to support positive community relations; including assistance with answering and routing calls, visitors and mail; answers and/or refers complaints and inquiries to appropriate departmental contact(s); assists at counter as needed to support inquires related to Village functions and maintains effective customer relations.

Other duties as may be assigned.

**Job standards (acceptable experience, training and education):**  
Minimum of college course work in public administration, zoning and inspections certifications or accounting. Prefer a college degree in related field; considerable administrative experience including a minimum of three (3) years of experience in municipal government, or equivalent combination of related education, training and experience that provides the required knowledge, skills and ability may be considered in lieu of a degree.

Thorough knowledge of the statutory clerk and treasurer functions.

Thorough knowledge business English, grammar, punctuation and arithmetic.

Thorough knowledge zoning, subdivision, and site development rules, regulations and ordinances.

Thorough knowledge of construction, utility and site development practices and methods; including ability to understand and interpret maps, plans, diagrams, blueprints and specifications or the ability to acquire such knowledge during a reasonable period of training.

Thorough knowledge and ability to perform drive-by inspections of property to assess initial code compliance and prepare photographic records.

**Knowledge of supervisory practices:**  
Ability to exercise mature judgement, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.
Ability to prioritize, organize, and perform work independently, and to manage multiple priorities and projects, making changes as circumstances dictate.

Ability to maintain efficient and timely work flows through coordination and management of office support personnel, organization and assignment of tasks, establishment and maintenance of schedules.

Ability to communicate effectively orally and in writing. Ability to deal with the public efficiently, tactfully, and courteously.

Ability to establish and maintain effective working relationships with other employees, public officials, and the general public, and to effectively and discreetly convey information.

Performs diverse clerical work including confidential assignments and handles a variety of administrative details, which involves contact with various village officials, representatives of outside agencies, and the general public.

Possession of a valid Wisconsin driver’s license.

**Physical demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit at a computer work station for a considerable period of time, and talk or hear using electronic communication devices.

**Work environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

Hours of work: 8:00 AM to 5:00 PM, with an unpaid one-hour lunch break; additional hours may be required, especially during elections. Some evening meetings required.

**Selection guidelines:**

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the deputy clerk/inspections does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
DEPUTY CLERK TREASURER
POSITION DESCRIPTION

General Statement Of Duties:
Performs all required statutory duties of the deputy clerk/treasurer as set forth in Wisconsin Statutes § 61.25 and 61.26 and performs such additional duties as may from time to time be directed by the village administrator-clerk-treasurer. The employee performs responsible work of a clerical nature in the area of municipal accounting, bookkeeping and finance and does related work as required.

Distinguishing Features Of The Position:
The employee performs a variety of accounting, bookkeeping, and clerical tasks and assists in the maintenance of related fiscal records. The work is performed under the guidelines set by state statute, village ordinances, and the village administrator-clerk-treasurer and is executed accordingly. The deputy clerk/treasurer is filled by recommendation of the village administrator-clerk-treasurer. In the absence of the village administrator-clerk-treasurer, the deputy clerk/treasurer performs the statutory duties as directed by the village administrator-clerk-treasurer. This position supervises and coordinates administrative support staff.

Examples of work (illustrative only):

Elections:
In conjunction with the village administrator-clerk-treasurer, maintains the statewide voter registration system database, and conducts and administers elections. Schedules election workers, special voting deputies at care facilities, processes absentee ballots, balances elections and submits required reports.
In conjunction with the village administrator-clerk-treasurer and administrative services specialist, assists as needed with maintenance of the statewide voter registration system database, and conducting and administering elections. Assists with scheduling election workers, special voting deputies at care facilities, processes absentee ballots, balances elections and submits required reports as needed.

Inspection Services:
Assists with and coordinates building, plumbing, electrical, and zoning permit process with inspection services personnel and the Zoning Administrator. Review applications for accuracy and completeness. Provide information to the public and developers regarding planning, permitting, and related development policies and procedures. Assists business owners, residents and others with questions regarding submittal requirements for permits and applications. Prepare and review graphic display materials and exhibits, informational packets including tax ownership maps, zoning maps, and aerial maps for permit applications.
Accounting:
Oversees all requests for payment by the village, directs processing of check generation and supervises accounting functions. Maintains the general ledger and ensures timely reporting of statutory 1099-W-2, and ACA-filing. Assists staff in processing accounts receivable, accounts payable and reconciling the general ledger accounts. Acts as the custodian of petty cash for the village’s general fund. Processes daily cash management tasks including bank transfers, wire and investment activities as instructed in conformity with board policies. Insures accurate receipting of cashiering transactions, including daily cash counts, prepares and/or reviews bank deposits of daily deposit slips, and other related cash receipting procedures.

Assists village administrator-clerk-treasurer with departmental budget process, fiscal and grant management, and prepares, edits, and prints reports for village board.

Assists village administrator-clerk-treasurer in risk management activities including workers compensation, liability and property insurance claims, and employee safety programs.

Human resources coordinator for village employees for provided benefit programs including but not limited to health, dental and life insurance, Wisconsin Retirement System reporting, flexible benefits and any other benefit programs. Maintains confidential personnel files and handling of other matters, including bargaining unit labor negotiations. Generates payroll checks based on data entry submittals.

Taxes:
Prepares special assessments and delinquent bills for tax roll, prepares statement of taxes and statement of assessment reports, tax settlement reports and coordinates contract for mailing of tax bills to property owners. Answers questions from public about property assessment and property taxes. Monitors transactions for sales tax compliance regulations (transaction volume less than $25,000 does not require filing/reports).

Permits & Licenses:
Assists as needed with applications for all permits and licenses issued by the Village are processed in accordance with applicable state statute or village ordinances. Whenever the number of a particular kind of license or permit is limited by state statute or village ordinance, maintains a record of the number of licenses or permits issued and the number available to be issued. Insures that notices are published for licenses or permits whenever required by state statute.

Meetings:
In the absence of the village administrator-clerk-treasurer, performs the following functions:
- Attends and records meetings and transcribes minutes of their proceedings.
- Prepares agendas and public hearing notices and assembles other supporting documents for meetings of the board and for all meetings of all committees, commissions, and boards of the village.
• Responsible for ensuring that all public hearing notices are published in a timely fashion and that all agendas are posted in the three designated locations in a timely fashion, distributed by email to requesting parties, and posted on the village’s web site.

• Responsible for meeting follow-up, including writing, posting and publishing meeting minutes and posting such minutes on the village’s web site.

• Serves as secretary for the plan commission and the board of review—and board of appeals.

In addition, oversees the preparation and distribution of the monthly meeting calendar; clipping and filing of published public hearing notices.

Miscellaneous:
Assists the general public in problems pertaining to village matters and handles general complaints, either in person or on the telephone in order to support positive community relations.

Other duties as may be assigned.

Job standards (acceptable experience, training and education):
Minimum of college course work in public administration, business administration, or accounting. Prefer a college degree in business or accounting; considerable administrative experience including a minimum of three (3) years of experience in municipal government, or equivalent combination of related education, training and experience that provides the required knowledge, skills and ability may be considered in lieu of a degree.

Thorough knowledge of the statutory clerk and treasurer functions; preferably as evidenced by Wisconsin Municipal Clerks Association (WMCA) certifications.

Thorough knowledge business English, grammar, punctuation and arithmetic.

Thorough knowledge of the functions, laws, rules, regulations and policies of the Village Board or ability to acquire such knowledge during a reasonable period of training.

Thorough knowledge of the principles and methods of office management and standard office procedures, systems, and equipment. Considerable knowledge of computer software, hardware, internet use and applications, and computer system maintenance as applied to office applications.

Knowledge of accounting practices and fund accounting.

Knowledge of personnel, payroll, employee benefit systems including health, life, dental, disability insurance, deferred compensation, Section 125 Plans and the Wisconsin Retirement System.
Knowledge of supervisory practices:

Ability to maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.

Ability to prioritize, organize, and perform work independently, and to manage multiple priorities and projects, making changes as circumstances dictate.

Ability to maintain efficient and timely work flows through coordination and management of office support personnel, organization and assignment of tasks, establishment and maintenance of schedules.

Ability to communicate effectively orally and in writing. Ability to deal with the public efficiently, tactfully, and courteously.

Ability to establish and maintain effective working relationships with other employees, public officials, and the general public, and to effectively and discreetly convey information.

Performs diverse clerical work including confidential assignments and handles a variety of administrative details, which involves contact with various village officials, representatives of outside agencies, and the general public.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit at a computer work station for a considerable period of time, and talk or hear using electronic communication devices.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

Hours of work: 8:00 AM to 5:00 PM, with an unpaid one-hour lunch break; additional hours may be required for evening meetings and especially during elections. Some evening meetings required.

Selection guidelines:
Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

Possession of a valid Wisconsin driver’s license.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the deputy clerk/treasurer does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.
A RESOLUTION REPEALING RESOLUTION 20-02 AND RECREATING AUTHORIZED
POSITIONS BY DEPARTMENT FOR YEAR 2020 AND SETTING THE JANUARY 1, 2020 PAY
RANGES AND COMPENSATION RATES FOR NON-REPRESENTED POSITIONS

WHEREAS, the Village Board has reviewed employee performance and compensation rates for
non-represented positions for 2020 as described in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Hales Corners, Wisconsin that the salary grades and pay ranges for non-represented positions as indicated by
the attached Exhibit A are hereby adopted to become effective April 1, 2020.

BE IT FURTHER RESOLVED, that 2020 pay increases for non-represented personnel must be
approved by the Village Board subject to performance evaluation recommendations from the
employee’s specific department head and recommendation from any governing board or commission
which has oversight authority for that department, from the reserves established for this purpose.

BE IT FURTHER RESOLVED, that upon the filling of vacant positions, the Village
Board must approve the pay rate for that position, except for Library Board controlled positions
covered under Wis. Stat. §43.58.

BE IT FURTHER RESOLVED, that bargaining unit employee pay ranges for vacant positions
will be transferred from the reserve established for such vacancies, upon requests authorized by the
Fire and Police Commission subject to approved wages and compensation within the authorized
contract agreement.

BE IT FURTHER RESOLVED, that any incumbent employee reclassified under the adopted
plan shall receive an amount which is not greater than the midpoint of the new grade range effective
April 1, 2020 within the parameters of the plan as described in Exhibit B and be subject to
probationary status effective the date of reclassification.

BE IT FURTHER RESOLVED, that mileage reimbursement for employees, except elected
officials who will be taxed on the stipend, be the substantiated mileage for actual miles as required by
the Internal Revenue Service and the annual Internal Revenue Service approved rate in affect, effective
the first payroll after adoption of the 2020 pay plan.

PASSED and ADOPTED this ____th day of March, 2020.

Daniel J. Besson, Village President

(VILLAGE SEAL)

Sandra M. Kulik, Administrator/Clerk
<table>
<thead>
<tr>
<th>Department</th>
<th>Authorized Positions</th>
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</thead>
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<td>Legislative*</td>
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<tr>
<td>Trustees</td>
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</tr>
<tr>
<td>President</td>
<td>1.00</td>
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<tr>
<td><em>Part-Time Elected Officials</em></td>
<td>7.00</td>
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<tr>
<td>Municipal Court</td>
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<tr>
<td>Judge*</td>
<td>1.00</td>
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<td>Court Clerk</td>
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<td>Baliff</td>
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<td><em>Part-Time Elected Official</em></td>
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<td>Administration</td>
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<td>Administrator/Clerk/Treasurer</td>
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<td>Deputy Clerk/Treasurer</td>
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<td>Administration Clerk</td>
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<td>Administrative Services Specialist</td>
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<td>Health</td>
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<td>Health Administrator</td>
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<td>Police Department</td>
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<td>Chief</td>
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<td>Lieutenant</td>
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<td>Patrol Officer</td>
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<td>Crossing Guard</td>
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<td>Administration Clerk</td>
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<td>Code Enforcement Specialist / Police Aide</td>
<td>1.00</td>
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<td>Fire Department</td>
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<td>Chief</td>
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<td>Captain</td>
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<td>FF/DO/EMT</td>
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<td>Building/Code Enforcement Inspector</td>
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<td>Public Works</td>
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<td>Deputy Superintendent</td>
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<td>Mechanic</td>
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<tr>
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<td>Laborer-Operator</td>
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<tr>
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<td>Part Time - Annual</td>
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<td>Part Time - Seasonal</td>
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<tr>
<td>Library</td>
<td>Director</td>
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<td>Adult Services/Assistant Director</td>
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<td>Youth Services Librarian</td>
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<td>Circulation Supervisor</td>
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<td>Library Assistant</td>
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<td></td>
<td>Desk Clerk</td>
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<tr>
<td></td>
<td>Pages - Annual</td>
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<tr>
<td></td>
<td>Pages - Seasonal</td>
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<tr>
<td></td>
<td>Interns</td>
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<td>Total</td>
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<td>Recreation</td>
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<td>Co-Rec. Director - Seasonal</td>
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<td>Summer Seasonal</td>
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<td>Soccer Seasonal</td>
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<tr>
<td></td>
<td>Basketball Seasonal</td>
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<td>Teen Center</td>
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<tr>
<td></td>
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<td><strong>TOTAL</strong></td>
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**Elections**

<table>
<thead>
<tr>
<th>Position</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Chief Inspector</td>
<td>1.00</td>
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<td>Chief Inspector (2)</td>
<td>1.00</td>
</tr>
<tr>
<td>Ward Chair(s) - 3</td>
<td>3.00</td>
</tr>
<tr>
<td>Poll Workers - 17</td>
<td>17.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>22.00</td>
</tr>
</tbody>
</table>

*Average Election coverage - Annual 21 Per Election. Presidential & Large State Elections require additional poll support
<table>
<thead>
<tr>
<th>Position</th>
<th>Grade</th>
<th>Min</th>
<th>Mid</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary-Clerk, <strong>Administration Clerk</strong>, Police Admin Clerk, PT Sec- Clerk (Health Dept), Code Enforcement Specialist/Police Aide FT</td>
<td>1</td>
<td>18.10</td>
<td>19.91</td>
<td>21.72</td>
</tr>
<tr>
<td>Court Clerk</td>
<td>2</td>
<td>18.45</td>
<td>20.30</td>
<td>22.14</td>
</tr>
<tr>
<td><strong>Administrative Services Specialist</strong></td>
<td>3</td>
<td><strong>20.17</strong></td>
<td><strong>22.41</strong></td>
<td><strong>24.20</strong></td>
</tr>
<tr>
<td>Sanitarian &amp; Bailiff</td>
<td>4</td>
<td>23.64</td>
<td>26.00</td>
<td>28.37</td>
</tr>
<tr>
<td>Laborer/Operator</td>
<td>5</td>
<td>24.51</td>
<td>26.96</td>
<td>29.41</td>
</tr>
<tr>
<td>Health Nurse</td>
<td>6</td>
<td>27.77</td>
<td>29.78</td>
<td>31.82</td>
</tr>
<tr>
<td>Firefighter/EMT (2,912 hour year)</td>
<td>7</td>
<td>50.00</td>
<td>55.00</td>
<td>60.500</td>
</tr>
<tr>
<td>Fire Captain (2,912 hour year)</td>
<td>8</td>
<td>52.756</td>
<td>58.032</td>
<td>63.307</td>
</tr>
<tr>
<td>Maintenance Mechanic</td>
<td>9</td>
<td>26.54</td>
<td>29.19</td>
<td>31.85</td>
</tr>
<tr>
<td>Deputy Clerk-<strong>treasurer</strong></td>
<td>10</td>
<td><strong>53,100</strong></td>
<td><strong>58,410</strong></td>
<td><strong>70,092</strong></td>
</tr>
<tr>
<td>Deputy Superintendent of Public Works</td>
<td>11</td>
<td>59,745</td>
<td>65,720</td>
<td>71,694</td>
</tr>
<tr>
<td>Information Technology Specialist</td>
<td>12</td>
<td>70,000</td>
<td>77,000</td>
<td>84,000</td>
</tr>
<tr>
<td>Health Admin.</td>
<td>13</td>
<td>71,179</td>
<td>78,854</td>
<td>87,196</td>
</tr>
<tr>
<td>Police Lt.</td>
<td>14</td>
<td>75,200</td>
<td>82,720</td>
<td>90,240</td>
</tr>
<tr>
<td>PWDirector, Building/Code Enforcement Inspector</td>
<td>15</td>
<td>77,060</td>
<td>84,767</td>
<td>92,473</td>
</tr>
<tr>
<td>Police Capt</td>
<td>16</td>
<td>78,960</td>
<td>86,856</td>
<td>94,752</td>
</tr>
<tr>
<td>Police/Fire Chief</td>
<td>17</td>
<td>86,080</td>
<td>94,688</td>
<td>103,296</td>
</tr>
<tr>
<td>Administrator</td>
<td>18</td>
<td>94,903</td>
<td>104,394</td>
<td>113,884</td>
</tr>
<tr>
<td>Police Department</td>
<td>Min</td>
<td>Mid</td>
<td>Max</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td>PT - Police Aide</td>
<td>14.63</td>
<td>16.32</td>
<td>18.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Crossing Guard</th>
<th>Entry</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11.83</td>
<td>12.75</td>
<td>13.25</td>
<td>13.65</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Department</th>
<th>Min</th>
<th>Mid</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT Probation</td>
<td>14.00</td>
<td>15.00</td>
<td>17.00</td>
</tr>
<tr>
<td>PT - Firefighter I &amp; EMT - A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT - Training Officer / inspector</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Station Response</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Pay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intern</td>
<td>10.00</td>
<td>10.50</td>
<td></td>
</tr>
</tbody>
</table>

| Annual Stipend | PT - Assistant Chief (1) | 1,740 |
| Driver Operator Stipend (FT FF only) | 1,000 |

<table>
<thead>
<tr>
<th>Public Works</th>
<th>Annual</th>
<th>Min</th>
<th>Mid</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety &amp; Training Stipend</td>
<td>2,080</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Superintendent (Winter availability premium Dec 1 - March 15)</td>
<td>1,216</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Winter availability premium Dec 1 - March 15</td>
<td>608</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Daily On Call Premium per diem</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>PT - DPW Laborer/Operator</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PT - Seasonal &amp; Administration</th>
<th>Entry</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11.00</td>
<td>12.51</td>
<td>13.75</td>
<td>15.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recreation Staff</th>
<th>Annual</th>
<th>Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation Co-Director - operations</td>
<td>16,500</td>
<td>$23.15</td>
</tr>
<tr>
<td>Recreation Co-Director - seasonal</td>
<td>10,000</td>
<td>$23.15</td>
</tr>
</tbody>
</table>

**Mileage Allowance @ IRS Rate for actual**

<table>
<thead>
<tr>
<th>PT - Recreation Staff</th>
<th>Min</th>
<th>Mid</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teen Center Asst.</td>
<td>9.00</td>
<td>9.50</td>
<td>10.00</td>
</tr>
<tr>
<td>Summer Rec</td>
<td>7.50</td>
<td>8.75</td>
<td>10.00</td>
</tr>
<tr>
<td>Basketball Asst.</td>
<td>7.50</td>
<td>8.75</td>
<td>10.00</td>
</tr>
<tr>
<td>Soccer Asst.</td>
<td>9.00</td>
<td>10.00</td>
<td>11.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elections: Effective 1/1/18 (Hourly)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Inspector</td>
<td>12.00</td>
</tr>
<tr>
<td>Election Chair (Ward chairs x 3)</td>
<td>10.00</td>
</tr>
<tr>
<td>Election Poll Officials/Supplemental Election Duties</td>
<td>9.00</td>
</tr>
</tbody>
</table>

**Mileage Allowance @ IRS Rate for actual**
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td></td>
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<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
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<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

AV = Absentee Vote