

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

- 1.0 **Roll Call** – Present: Chair M. Bennett. Trustees L. Bergan, R. Brinkmeier, K. Meleski, D. Schwartz, M. Stahl and Pres. D. Besson. Administrator S. Kulik, Public Works Director M. Martin, Library Director P. Laughlin, Asst. Rec. Director B. Groshek, Interim Fire Chief P. Jaskulski. Other Audience (4).
- 2.0 **Public Comment** – none.
- 3.0 **Agenda Items**
 - 3.1 **Minutes March 4, 2019 & April 1, 2019** – S. Kulik presented no action.
 - 3.2 **Code Enforcement** – Code Enforcement Specialist/Police Aide J. Luther addressed the Committee. Reported on April efforts regarding code enforcement. Opened 37 cases, closed 21 and 16 are still pending but close since she began the position. Issued 4 citations for violations. Of the citations issued, it was not the goal, gaining voluntarily compliance and common sense solutions and treating people with respect and dignity is the goal. She reported on various cases. S. Kulik commented that J. Luther has handled all but approximately 12 on her own. She knows when to ask for help and knows when she can handle this on her own. D. Schwartz commented he was happy to have her working with the Village. J. Luther handed out her cards to the Trustees and S. Kulik commented that anyone who should contact them should be given her information and the preference is email so we can set up a CAD file and as she does not have voice mail and most calls come through dispatch can get lost. K. Meleski question regarding whether a complainants email would be released. S. Kulik reported that it is not while the case is pending, but could be required in the event of legal action or if the case was closed but we could redact private information and would review each request as it comes in. S. Kulik commented that we have had one person complaining about the same 3 properties for over 10 years and that she had advised J. Luther to contact her when/if he sent it to her. J. Luther received the complaints very shortly after she began. J. Luther commented that she feels she needs to use discretion when it appears to be a case of harassment versus complaint validity. D. Besson commented that in the case of this particular individual, they had to trespass on private property to be able to report what they viewed as complaints and commented that this is not what the program is for. M. Bennett agreed that this was not the purpose.
 - 3.3 **Request to increase Class “A” License Quota** – C. Widuch & L. Fournier from District 108 Salon addressed the Committee with a request to serve sample wines to customers to provide an upscale experience and to differentiate themselves from other salons in Hales Corners and therefore they are requesting that the Village increase the quota for these licenses. D. Besson commented that the Village has a history of being conservative on this issue and this would open up the door for 40 or more establishments requesting this and he would not be in favor of it. M. Bennett commented that she is consistent on this issue and that her concern is not that their establishment would be a problem but that once the license is issued the Village loses control over the future licensee are that would use it. C. Widuch commented that she feels that this is the trend in salons and that they are trying to stand out in the area as premier service salon. L. Fournier commented on whether they could work with a caterer to provide this service. S. Kulik commented that this was an option. Motion (Besson, Brinkmeier) to deny request; Ayes: Bergan, Bennett, Besson, Brinkmeier. Nay: Meleski, Stahl, Schwartz. Motion passes to deny request 4 to 3.
 - 3.4 **Bench donation proposal** – K. Meleski & D Schwartz commented that they had both spoken to S. Stemper who has placed this request and that she has further requested a

memorial plaque to be added to it. M. Martin requested commented that the maintenance is not an issue but request that it be secured in some fashion so that it does not get thrown around into the creek and / or vandalized and who maintains it once it is in place. Further, what happens when it damaged and who fixes it? D. Besson commented that it appears to need a few more answers but he supports the program. D. Schwartz commented he feels that this should go to Public Works and get details worked out and bring back to the Committee in June. Consensus to proceed as outlined by D. Schwartz.

- 3.5 **Recreation Department proposal to add programs** – B. Groshek addressed the Committee to add spring and fall programming perhaps even to adults. In order to expand the programs he is interested in obtaining a Certified Parks & Recreation Professional and joining that accreditation program. Cost for class is \$455 and membership is \$90. S. Kulik commented that the funding could be from the tuition reimbursement account or from the Recreation budget. She questioned B. Groshek on whether class was pass / fail. B. Groshek indicated it is. S. Kulik commented that the policy is to pay upon successful completion of the program. M. Bennett commented that this is the intention of the tuition program and something we should support. S. Kulik commented that it was more of where it would benefit us the most in terms of other opportunities and will make a determination for where it should be charged after further investigation. Motion (Schwartz, Brinkmeier) to approve request; unanimously approved.
- 3.6 **Operator’s License New: J. Morrison & J. Walsh** – S, Kulik reported no issues with applicants. Motion (Schwartz, Stahl) to forward to Village Board for approval; unanimously approved.
- 3.7 **Temporary Class “B” / “Class B” Retailers License: Hales Corners Chamber of Commerce Banquet – May 16, 2019 and Temporary Operators License: J. Semrow** – Motion (Besson, Stahl) to forward to Village Board for approval; unanimously approved.
- 3.8 **WE Energies request for 2nd gas distribution service easement** – M. Martin presented agreement and reported that the service is needed for the new facility. Motion (Schwartz, Besson) to forward to Village Board for approval; unanimously approved.
- 3.9 **Milwaukee Metropolitan Sewerage District (MMSD) Green Solutions Grant** – M. Martin presented grant proposal as part of the new Public Works Facility which should yield an approximately \$83,000 grant from MMSD. Motion (Schwartz, Besson) to forward to Village Board for approval; unanimously approved.
- 3.10 **STH 100/ USH 45 update** – M. Martin reported that weather has affected the project. Further the records on Village owned underground utilities are poor for this area and a main was struck last Friday; however the contractor stayed and got it repaired at a cost of approximately \$8,000. S. Kulik commented that the digger’s hotline requests have been excessive and the crew is out there every couple of days. M. Martin commented that the general contractor is calling in for the complete project to be relocated every ten days. S. Kulik commented that we pay for every diggers request and we need to address this for the future. M. Martin commented this is most likely an anomaly as we may never see a project this large again.
- 3.11 **Certified Survey Map (CSM) – 5140 S. 124th Street, C. Zach** – S. Kulik reported that this had been approved by the Plan Commission and was coming to the Village Board for final recommendation per code. Motion (Schwartz, Besson) to forward to the Village Board for approval; unanimously approved.
- 3.12 **July 4th Update** – D. Besson reported that the committee is looking for volunteers for the various activities and if anyone should wish to volunteer to please see him.
- 3.13 **Awards Recognition Committee – set meeting date** – D. Besson commented he would like to get the Committee together to look at plans for the Board Room. M. Bennett commented that they had done this the last time they met.
- 3.14 **Appointments**

- 3.14.1 **Trustee Liaison / Member Appointments** – D. Besson presented list and commented that the appointments are in the second year and will be reviewed for changes in 2020. M. Bennett commented that there was no question asked regarding whether members wanted to move to different committees. D. Besson commented he stated last year that the appointments would be for 2 years and then revisited. D. Schwartz commented he remembered the 2 year issue as well. Motion (Besson, Brinkmeier) to forward to Village Board for approval.
- 3.14.2 **Building Board & Board of Appeals – S. Reimer** – S. Reimer 10330 W. Palmersheim Drive, Hales Corners addressed the Committee. M. Bennett commented on his other community involvement. D. Besson commented he had interviewed S. Reimer and found him to be a great candidate based upon his work experience the recommended boards. Motion (Schwartz, Stahl) motion to forward to the Village Board for approval; unanimously approved.
- 3.14.3 **Public Works Committee – R. Murphy** – R. Murphy, 9120 Wildflower Court, Hales Corners addressed the Committee. D. Besson commented the R. Murphy also serves on the Board of Review, Board of Appeals and Community Development Authority. Motion (Stahl, Schwartz) to forward to Village Board for approval; unanimously approved.
- 3.14.4 **Resignation of M. Ebben on Board of Review, Building Board & Fire & Police Commission** – S. Kulik commented that M. Ebben had indicated she is moving from the Village. D. Besson commented that she had updated him and it is not certain yet that the move will be outside the Village. No action.
- 3.14.5 **Upcoming Renewals** – D. Besson addressed the Committee and asked that the Trustees review the renewals and if they have anyone interested in the positions that they forward that information to him for review. Further, he is recommending that the upcoming renewals speak at a future Committee meeting and that the liaison assigned to the various boards be present for any interviews prior to the Committee meetings. M. Bennett commented that past President J. Ryan used to handle this that way. S. Kulik commented that she had received word from Health Director Radloff that the medical advisor is also resigning. P. Laughlin addressed the Committee and commented that the Library bylaws indicate they elect their officers in May and the June appointment end date does not line up with the elections. S. Kulik confirmed that it has been historically June. P. Laughlin commented that Attorney Wesolowski had reviewed the bylaws and the May date was part of that review. S. Kulik confirmed through records that the June date has been in place since at least 2007. P. Laughlin indicated she will need to get this reviewed and question to D. Besson on the three coming up for renewal. D. Besson commented he had called all three but only 2 had called back.
- 3.14.5.1 **Board of Health – M. Jansen**
- 3.14.5.2 **Ethics Board – F. Matestic**
- 3.14.5.3 **Library Board – E. Ludwig, M. Lindberg & C. Rogall**
- 3.14.6 **Vacancies – Fire & Police Commission and Building Board** – S. Kulik commented that this was addressed regarding M. Ebben and a potential move from Hales Corners.
- 3.15 **Comprehensive Master Plan – update** – S. Kulik reported that the Village’s plan has a statutory need to be updated by 12/28/19 or we have no plan at all. She had approached Graef for a proposal and the options are the basic compliance plan you have now, the current land map and the future land map are identical, or a much higher plan which includes targeted investment areas (TIA’s) to provide for future growth in a consistent manner. Proposal to include 2 members of the Plan Commission, Pres. Besson and perhaps W. Banach and 2 members of the Community Development Authority, R. Stollenwerk or W. Banach, R. Murphy perhaps and Trustee Bennett, the Administrator

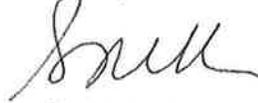
and Director M. Martin and one other from Public Works. M. Bennett question on whether we had to do the larger study or could we do the smaller one and develop the larger one later. S. Kulik commented that this is an option, however due to the implications of Act 67 on Conditional Uses they need to dig deeper anyway. Graef feels the timeline is very doable. Motion (Schwartz, Besson to move forward with the highest level plan of approximately \$80,000. M. Bennett commented that she feels it would be beneficial for the Board to be involved prior to spending \$80,000 to get their input. S. Kulik commented that too many members on this committee would bog it down. M. Bennett restated that she feels that the Board should take it first and let the committee take it from their guidance. S. Kulik commented that members of Graef will be present at the May 13, 2019 Board of Trustees and they can ensure that everyone understands the process. Motion passed unanimously.

- 3.16 **Insurance Renewals – Property and Liability** – S. Kulik presented the renewals. An increase of \$1625 for builders risk on the new Public Works Facility which will be charged to the project. The other increase is related to Worker Compensation premiums as previous reported failed to include the pension payments made by the Village on the employee’s behalf. Funding is available in the account for insurances. Motion (Stahl, Schwartz) to forward to Village Board for approval; unanimously approved by members present noted that D. Besson was not present for the vote as he had stepped out.
- 3.17 **2018 Audited Financial Statements** – S. Kulik reported that the statements will be here by the end of the week and the auditors are prepared to present on May 13, 2019. No action taken.
- 3.18 **2019 1st Quarter Financial Statements** – S. Kulik reported she had begun work on them but due to other matters related to managing Fire Department issues and some clerical issues on the software itself they are not complete at this time. However, revenues are up for permits, court and ambulance billing and expenses are flat which represent positive variables.
- 3.19 **Contract proposal – Public Administration Associates (PAA) LLC** – S. Kulik reported she had contact them since she became aware the Fire Chief had left. This is the firm that the Village used to hire her. She has been contacted by GovHR and another firm in Oconomowoc but that she fills that their hands off approach would be a bad choice due to the recent publicity surrounding the department and the Village. Further, the associate assigned by PAA to assist us is David Bretl, the Walworth County Administrator and for full disclosure Mr. Bretl was a reference for her when she applied here but she was unaware that he even worked for the firm. In addition, Kevin Brunner, the firm’s president is the former Walworth County Public Works Director; however he was employed after she worked there but had stated he was very familiar with some of my work while I was there. Each firm has reported that their fee will be \$7,000 so all things being equal I feel this firm is the best to assist us at this time. S. Kulik reported that funding of \$10,000 remains from her recruitment but that they will work with the Fire & Police Commission at their sole discretion and they will make the final choice. The process to get there is the same as was used for the administrator position. She stated that the firms representatives will be present on the 13th should the Committee approve this tonight. Motion (Schwartz, Brinkmeier) to forward to the Village Board for approval; unanimously approved.
- 3.20 **Second meeting of Board of Trustees in May, 2019** – S. Kulik reported that she will be out of the office beginning May 19 through May 27 and the typical process would be to have a meeting on May 28, 2019. The concern is overburdening staff left on site with this when there typically is nothing significant on the second meeting as well as the June Committee of the Whole is the following Monday. Further, it is always an option to hold a quick BOT before that if needed.
- 3.21 **Village Administrator Evaluation** –

S. Kulik read the notice. Motion (Besson, Stahl) for the Committee to enter closed session pursuant to Wis. Stat. §19.85(1)(c), for consideration of the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, for the quarterly review of the Village Administrator over which the governmental body has jurisdiction or exercises responsibility, and to re-enter open session at the same place thereafter to act on such matters as discussed therein as it deems appropriate and to include S. Kulik and P. Jaskulski in the session. Roll Call: Ayes: Bennett, Bergan, Besson, Brinkmeier, Meleski, Schwartz, Stahl. Nays; none. Committee convened into closed session at 8:35 p.m. Motion (Schwartz, Stahl) to reconvene in open session. Roll Call: Ayes: Bennett, Bergan, Besson, Brinkmeier, Meleski, Schwartz, Stahl. Nays; none. Committee re-entered open session at 10:10 p.m. No action taken.

4.0 Adjournment- Motion to adjourn (Schwartz, Stahl) at 10:11 p.m.; unanimously approved.

Submitted,



Sandra M. Kulik, Administrator