

The meeting was called to order at 6:45 p.m. by Chair L. Bergan.

- 1.0 **Roll Call** – Present: Chair L. Bergan. Trustees: M. Bennett, R. Brinkmeier, K. Meleski, D. Schwartz, M. Stahl and Pres. D. Besson. Staff: Administrator S. Kulik, Health Director K. Radloff, Library Director P. Laughlin, DPW Director M. Martin. Other Audience (3).
- 2.0 **Public Comment** – K. Radloff addressed the Committee regarding a Community Alliance Event request for Schoetz Park on August 26 or 27th as a rain date to host a drive in movie night for 60 cars. Event is intended to be limited to ticket holders through an electronic ticketing. M. Kornbeck, also with Community Alliance addressed the Committee regarding the same event. D. Besson commented that they would need to work through the youth baseball club as the lease the club has with the Village gives them control of the park. S. Kulik commented that a request such as this would need the special event permit process similar to a run / walk that would need to be vetted by the Police Department and Public Works Department if there was anything needed by those groups and upon their authorization it would go to the Board of Trustees for final approval. Consensus on general support for event.
- 3.0 **Agenda Items**
 - 3.1 **Minutes:** Motion (Meleski, Besson) to approve minutes as presented; unanimously approved.
 - 3.2 **Appointments**
 - 3.2.1 **Library Board – P. Harcki & E. Leonard** - D. Besson addressed the Committee and reported that P. Harcki would be present at the July 20th BOT and that E. Leonard was on the Fire & Police Commission and had already been introduced to the Trustees and had not been requested to be present. Motion (Besson, Meleski) to forward to Village Board for approval; unanimously approved.
 - 3.2.2 **Board of Appeals – M. Hug** – M. Hug addressed the Committee. Motion (Schwartz, Stahl) to forward to Village Board for approval; unanimously approved.
 - 3.2.3 **Public Works Commission – M. Dermody** – M. Dermody addressed the Committee. Motion (Stahl, Schwartz) to forward to Village Board for approval; unanimously approved.
 - 3.2.4 **Board of Health - B. Schubert** - D. Besson commented that this was a re-appointment. Motion (Schwartz, Stahl) to forward to Village Board for approval; unanimously approved.
 - 3.3 **2019 WPDES & CMAR Resolution** – M. Martin addressed the Committee and reviewed the report. M. Stahl commended M. Martin on report. Motion (Schwartz, Stahl) to forward to the Village Board for approval; unanimously approved.
 - 3.4 **Brothers Gyros & Pizza Class “B” Beer & Class “C” Wine License** – S. Kulik addressed the Committee regarding the request and that the Village has 4 licenses available of the ordinance adopted maximum of 6. Motion (Schwartz, Meleski) to forward to the Village Board for approval; unanimously approved.
 - 3.5 **Election Newsletter** – S. Kulik reported on letter which was included in the packets.
 - 3.5.1 **Update on Wisconsin Elections Commission (WEC) actions** – S. Kulik addressed the Committee and reported on a change to the in-office absentee voting day based upon a 7th Circuit Court ruling which challenged the 14 day period and included the actual election day therefore the Monday in-office period of July 27, 2020 is no longer included and a revised notice was published in the paper. The ruling also included that a voter must reside within the municipality for 28 days vs. 10 days, however subsequent emails have been sent that are frankly telling us its back to 10 days and we are waiting on further guidance from

the WEC. The final issue related to the ruling is regarding student ID's as acceptable for registration purposes which has been ruled as not allowed, however we are still waiting on final guidance on that as well.

- 3.6 **Code Enforcement – June Activity and Report** – S. Kulik reported on the activities and while it looks like few actions, 3 of them are very large code issues.
- 3.7 **Job Descriptions – Administrative Services Specialist** – S. Kulik reported that the description that was previously approved covers all the requirements of both positions and did require revision. No action taken.
- 3.7.1 **Resolution – Pay Plan and Authorized Positions** – S. Kulik addressed the Committee on the need to revise the previous resolution to allow for the change in positions for the Administration & Police Department based upon the approved transfer of J. Luther. Motion (Schwartz, Besson) to forward to the Village Board for approval; unanimously approved.
- 3.8 **Budget Amendments**
- 3.8.1 **CIP – Admin counter** – S. Kulik commented that the funding source should be from the 517 – Facility reserve funding and if additional funding is needed for any other facility issue, it could be reallocated from the Administration Reserve funds if needed. Motion (Meleski, Stahl) to forward to the Village Board for approval; unanimously approved.
- 3.8.2 **Admin Services Specialist – transfer from Police Department for code enforcement funding related to reassignment of this position** – S. Kulik commented that the amendment was budget neutral. Motion (Schwartz, Bennett) to forward to the Village Board for approval; unanimously approved.
- 3.9 **September Calendar** – S. Kulik addressed the Committee on the upcoming meeting dates. Consensus to retain regular meeting schedule.
- 3.10 **2021 Budget Discussion on meeting dates** – S. Kulik commented on she will be getting availability from the Department Heads for their schedules. D. Schwartz commented that the dates can be established with the August meetings once we get the information from the Department Heads. No action taken.
- 3.11 **Village Administrator Annual Evaluation**

M. Stahl read the notice 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 annual 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.

Motion (Stahl, Meleski) to enter close session. Roll call: Ayes; Bennett, Bergan, Besson, Brinkmeier, Meleski, Schwartz, Stahl. Nays: None. Committee entered close session at 7:27 p.m.

Motion (Besson, Stahl) to reenter open session. Roll Call: Ayes; Bennett, Bergan, Besson, Brinkmeier, Meleski, Stahl. Nays: None. D. Schwartz left the meeting at approximately 8:05 p.m. Committee convened in open session at 8:50 p.m. No further motions or actions.

- 4.0 **Adjournment-** Motion to adjourn (Stahl, Besson) at 8:51 p.m.; unanimously approved.

Submitted,


Sandra M. Kulik, Administrator