

Village of Elm Grove Board of Trustee Meeting Minutes

Board of Trustee Call to Order:

The meeting was called to order by President Koleski at 7:04 PM.

Roll Call:

- PRESIDENT KOLESKI
- TRUSTEE SHEPHERD – ABSENT
- TRUSTEE STUCKERT – VIA ZOOM
- TRUSTEE SCHINDLER
- TRUSTEE SAYAS
- TRUSTEE CASTILE
- TRUSTEE HILLMANN

- TOM HARRIGAN, VILLAGE MANAGER
- HECTOR DE LA MORA, VILLAGE ATTORNEY
- KATHERINE GEHL, ASST. VILLAGE MANAGER/ZONING ADMINISTRATOR

The Pledge of Allegiance was recited.

1.) Public Hearing

None.

2.) Public Comments – *Please note comments read into record are included in the minutes. Comments emailed to Village Board members, but not read aloud, are not included.*

Marg Kozlowski – 1225 Vista View Drive, Brookfield, WI 53005
 Ms. Kozlowski was present before the Board as the President of the Elmbrook Senior Taxi Board. Ms. Kozlowski gave an operation update of the Elmbrook Senior Taxi service. She thanked the Village for their continued support and noted that as they are three (3) quarters through 2023 they have fully recovered from the pandemic and are on track to perform 11,000 rides in 2023, including to 31 different elm grove residents. They offer rides Monday through Saturday for disabled adults going to jobs and/or job trainings, rides to medical appointments, for grocery shopping, etc. They currently have job openings for drivers and schedulers. They receive generous fundraising from various organizations in the Village, including the Elm Grove Community Foundation, Elmbrook Rotary, and Waterstone bank and have not had to increase fares in a number of years because of this support.

3.) Approval of Agenda

MOTION BY TRUSTEE SCHINDLER, SECOND BY TRUSTEE STUCKERT, TO APPROVE THE AGENDA AS PRESENTED. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

4.) Approval of Minutes

- a. September 26, 2023 – Board of Trustees DRAFT Minutes
- b. October 4, 2023 – Committee of the Whole DRAFT Minutes

MOTION BY TRUSTEE SCHINDLER, SECOND BY TRUSTEE SAYAS, TO APPROVE THE

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MINUTES OF THE SEPTEMBER 26, 2023 BOARD OF TRUSTEES MEETING AS PRESENTED. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

MOTION BY TRUSTEE STUCKERT, SECOND BY TRUSTEE CASTILE, TO APPROVE THE MINUTES OF THE OCTOBER 4, 2023 COMMITTEE OF WHOLE MEETING AS AMENDED. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

- 5.) Report of the Village President – Jim Koleski
 - a. Proclamation – First Responders Day October 28, 2023
- 6.) Report of Fire Chief – Brian Naylor
 - a. September Fire Department Report
- 7.) Report of Police Chief – Jason Hennen
 - a. September Police Department Report
- 8.) Report of EMS Director – Dr. Jon Robinson

None.

President Koleski said the Board is anticipating an upcoming report following the end of the quarter.

- 9.) Report of Village Clerk

None.

- 10.) Report of Village Manager – Thomas Harrigan

- a. Review and act on Resolution 102423: A Resolution of Support of the Connect Communities Program in the Village of Elm Grove

Village Manager Harrigan introduced the item. He explained that the Plan Commission has had extensive conversations about the Village joining this program which would be an annual membership that would give the Elm Grove Business Association and the Village access to economic development resources. Another benefit to this program will be the Village’s ability to participate in a strategic planning session hosted by Waukesha County Economic Development Corporation which will be the first step in revitalizing the Village’s Downtown Master Planning effort. Village Staff submitted the application to participate in this program on October 13, 2023.

President Koleski explained that it has been identified as best practice to bring this Resolution before the Board of Trustees for formal recognition and approval.

MOTION BY TRUSTEE CASTILE, SECOND BY TRUSTEE SCHINDLER, TO APPROVE RESOLUTION 102423. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

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- b. Review and act on Resolution 102423A: A Resolution Ratifying the Placement of Temporary Yield Signs on Elmhurst Parkway for the Duration of the Watertown Plank Road Traffic Detour

Village Manager Harrigan introduced the item. He explained that this Resolution was created based on the discussion at the October Committee of the Whole Meeting. Direction was provided to staff to place temporary yields signs on Elmhurst Parkway at certain intersections for the duration of the Watertown Plank Road detour and this Resolution ratifies that direction which would then make the yield signs enforceable in Municipal Court.

MOTION BY TRUSTEE SAYAS, SECOND BY TRUSTEE HILLMAN, TO APPROVE RESOLUTION 102423A. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

- c. Review and act on the creation of the Daylighting Project Assistant position

Village Manager Harrigan introduced the item. He explained that this is for a temporary part-time position that will be focused primarily on the negotiations for easements. This position would be funded through the existing TID. A job description has been provided to the Board.

Trustee Sayas asked what will be Village Manager Harrigan's role in the daylighting project. Village Manager Harrigan explained that he will remain the project manager as a whole but this temporary part-time position will largely focus on property acquisition and negotiations. This project also requires a referendum vote as far as strategy which will be handled by Village Manager Harrigan, Assistant Village Manager/Zoning & Planning Administrator Gehl, and Trustee Schindler. There are many steps to get through to get this project started.

Trustee Sayas asked if there has been a budget and/or a timeline established for this position. Village Manager Harrigan said that not more than 10 hours a week for this position is intended but that it is hard to put a dollar amount on it.

President Koleski stated that he believes this temporary part-time position will be to handle overflow work if and when it occurs. He believes the Village should make sure to plug into all resources we have to execute the timeline of this project.

Trustee Stuckert echoed that she would like to see a budget for this position that could be extended as needed.

Trustee Sayas asked where the rate for this position was determined. Village Manager Harrigan said it was based off a previous employee's salary.

Trustee Hillmann asked that "temporary" be defined and that the position be directly related to the completion of the project and/or allow for extensions if needed.

Trustee Sayas asked Village Manager Harrigan if current Village Staff could do this work.

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Village Manager Harrigan explained that he believes current staff is capable but this position could help with bandwidth.

Trustee Hillmann stated he was in agreement that there has been an existing lack of staff bandwidth already identified with other projects.

Trustee Schindler stated that he believes this is a needed role for Village Staff as there are a large number of other projects also occurring: Caroline Heights Development, water extension, road and pathway paving projects, etc.

Village Manager Harrigan stated that if the Board desires they could table this discussion until after Closed Session.

MOTION BY TRUSTEE SAYAS, SECOND BY TRUSTEE CASTILE, TO TABLE THIS ITEM AND BRING IT BACK BEFORE THE BOARD FOR CONSIDERATION AFTER CLOSED SESSION DISCUSSIONS. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

11.) Report of Village Attorney – Hector De La Mora

No report.

12.) Report of Standing Committees – Please review the minutes on our website for more details.

A. Plan Commission – President Koleski

President Koleski noted that the Plan Commission met on October 2, 2023. At this meeting the Plan Commission approved a Special Exception for 14800 Watertown Plank Road. The Commission also had a discussion related to the Connect Communities program and recommended that the Village Board approve the Village’s participation in the program.

B. Library Board – Trustee Castile

Trustee Castile noted that the Library Board met on October 16, 2023. The Strategic Plan is near completion and is expected to be finalized in November. Staffing shortage issues still remain prevalent in the Library and a temporary solution was put in place to increase wages utilizing remaining 2023 funds. There was also a 10-year celebration for a Library employee showing the commitment of current staff.

President Koleski noted he is interested to see how the digitization of the world will reflect in the Strategic Plan. He said it would be helpful if the Board of Trustees was able to review the Strategic Plan before it was finalized.

C. Public Works – Trustee Schindler

The Public Works Committee did not meet. No report.

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D. Public Safety – Trustee Sayas

Trustee Sayas noted the Public Safety Committee met on October 16, 2023. The Committee discussed parking concerns that were expressed near Tonawanda potentially forcing pedestrians to walk around parked vehicles into traffic. Chief Hennen and staff visited the area on several occasions but did not observe vehicles parked that would make it unsafe for pedestrians. Chief Hennen explained that he did not believe “No Parking” signs would eliminate parking as it would just relocate cars.

The Committee also discussed recent concerns expressed regarding parking near the Tonawanda path and deteriorating asphalt and cars parking on the pathway. Public Works Director Richard Paul, Jr. said the pathway is intended to be patched. Police Department staff have also placed cones on the pathway which appears to have helped the parking issue in the short term. The Village is evaluating ways to come up with a long-term solution.

The Committee also discussed traffic on Westover Road which has been significantly reduced since construction on Gebhardt Road ended. Police Department staff have determined that directed speed enforcement in the area is not needed.

The Committee also discussed traffic on Sunnyslope Road. Chief Hennen presented traffic data which did not show a consistent speeding concern on the roadway but did show that there are peak hours when speeding is more a problem. There were two (2) data collection periods done and the results were very consistent with both studies indicating that less than 3% of cars traverse the road exceeding 35mph.

The Committee also discussed the Watertown Plank Road detour. Additional signage was added along the detour based on community feedback. Chief Hennen stated that due to traffic volume in the subdivision to the north of Watertown Plank Road, the roads were shut down at intersections along Watertown Plank Road. The Committee also had a discussion regarding reports that mailboxes were hit but the police were not notified – the resident only called Village Hall. Trustee Sayas reiterated that these types of calls should be directed to the non-emergency dispatch line.

President Koleski emphasized that the Chair is in charge of all Committee meetings and can control commenting. Any and all inappropriate situations will be escalated to the police.

E. Legislative – Trustee Stuckert

The Legislative Committee did not meet. No report.

F. Park and Recreation – Trustee Shepherd

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The Recreation Committee did not meet. No report.

G. Administrative and Personnel – Trustee Stuckert

1. Review and act on a recommendation to increase the Fire Department paid on call rate from \$30 to \$40

Trustee Stuckert explained that the Committee recommended the increase of the Fire Department paid on call rate based on the time commitment to be available required for Duty Company as well as for staffing retention.

MOTION BY TRUSTEE STUCKERT, SECOND BY TRUSTEE SAYAS, TO INCREASE THE FIRE DEPARTMENT PAID ON CALL RATE FROM \$30 TO \$40. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

2. Review and act on a recommendation to extend the current Hours of Operation for Village Hall, with General Government offices closing at 12:30 p.m. on Fridays, with reconsideration to take place in October of 2024, or as necessary

Trustee Stuckert noted that the Committee recommended the continuation of the Friday afternoon closure of Village Hall with the ability to reconsider in October 2024.

MOTION BY TRUSTEE SAYAS, SECOND BY TRUSTEE HILLMANN, TO EXTEND THE CURRENT HOURS OF OPERATION FOR VILLAGE HALL, WITH GENERAL GOVERNMENT OFFICES CLOSING AT 12:30 P.M. ON FRIDAYS, WITH RECONSIDERATION TO TAKE PLACE IN OCTOBER OF 2024, OR AS NECESSARY. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

Trustee Stuckert also stated that the Committee acted on a proposed police staffing increase. This request was made by Chief Hennen noting that the Department is looking to implement new programs and as a result of the future increase in population due to the Caroline Heights development. It was noted that during initial review of the development proposal that projections indicated that there would no impact on emergency services due to the anticipated increase in population due to the Caroline Heights development. The Committee recommended approval for an additional officer to be hired in the 2nd quarter of 2024 due to budgetary concerns. This will be further considered by the Finance & Licensing Committee and the Board of Trustees as part of the 2024 budget.

H. Finance and Licensing – President Koleski

1. Review and possible action on a new equipment request for Police Department firearms for purchase and replacement

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President Koleski noted that the Finance & Licensing Committee reviewed this item and recommended approval to Board. He explained that the previous equipment purchased in 2017/18 is becoming dated and current police training is being done with red dot optics. Updates could be made to existing firearms to incorporate the red dot optic technology but it would nullify the warranty on the firearms. Police Chief Hennen proposed a trade-in of existing firearms with this purchase and noted that current year expenditures are well under budget due to staffing shortages so the monies are available.

Trustee Hillmann echoed that he initially questioned why this was not be included in the upcoming budget but recognized that the Police Department is actually being financially prudent to purchase the firearms in 2023 because the funds are there.

President Koleski affirmed this statement and also noted that this proposal is also to increase safety and it brings the Village in line with other departments in Southeastern Wisconsin and Illinois.

MOTION BY TRUSTEE HILLMANN, SECOND BY TRUSTEE SCHINDLER, TO APPROVE THE PURCHASE OF NEW EQUIPMENT AS OUTLINED IN PACKET MATERIALS AND SUBMITTED BY POLICE CHIEF. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

2. Project Updates and Financial Report

President Koleski noted that the Committee continued discussions of the budget and concluded their initial review. Finance Director Hughes presented the current status of the budget to the Committee and it currently reflects that it is about \$245,000 over the levy limit. In the coming days department heads will be consulted on ways that they see to reduce expenditures within their department that could result in the budget being brought into alignment. The Committee will be reconvening the morning of October 31, 2023. The plan is to bring the budget to the Board of Trustees at the November Board meeting for review and approval.

President Koleski addressed a question that was raised by a resident related to an increase in Shared Revenue that the Village is receiving and how the Village could still be showing a deficit. He explained that this is due to wage increases, benefit increases, projects, etc.

The Committee also reviewed the 2023 budget. The Village is performing in a cost effective manner. Revenues are up and expenditures are well managed.

President Koleski noted that there was discussion related to the network and computer upgrade project which appears to be coming in significantly higher than the budgeted

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amount due to increased consulting costs, increased hardware costs, etc. A detailed review will take place.

3. Review and act on vouchers

President Koleski noted that the Vouchers were reviewed with minimal questions but there is one (1) item for follow-up related to the pier that was recently installed. The Village paid about \$26,000 for the pier with the understanding that donation monies would cover the cost; however, only about \$10,000 has been raised. The Purchase Order was issued in March and the final payment was made in October.

MOTION BY PRESIDENT KOLESKI, SECOND BY TRUSTEE SAYAS, TO APPROVE THE VOUCHERS AS SUBMITTED. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

As a follow-up to a recent discussion the Finance & Licensing Committee had, President Koleski explained that the liability for the Village related to Caroline Heights will begin 60 days after the issuance of an Occupancy Permit for the last building of the development.

13.) Closed Session – May convene into closed session pursuant to Wis. Stat. Sec. 19.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

BY ROLL CALL VOTE, ALL WERE IN FAVOR OF GOING INTO CLOSED SESSION. MOTION CARRIED 6-0.

MOTION BY TRUSTEE CASTILE, SECOND BY TRUSTEE HILLMANN, TO RECONVENE INTO OPEN SESSION. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

14.) May reconvene into open session to take action on any closed session items.

MOTION BY TRUSTEE HILLMANN, SECOND BY TRUSTEE SAYAS, TO INCREASE THE RATE OF PAY FOR GREG WOLFE WHO IS A PART-TIME LABOR OPERATOR BASED ON HIS EXPERIENCE, CAPABILITIES, FAMILIARITY WITH THE VILLAGE, AND HIS CDL CREDENTIALS FROM \$16/HOUR TO \$25/HOUR. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

MOTION BY TRUSTEE STUCKERT, SECOND BY TRUSTEE SCHINDLER, TO INCREASE THE RATE OF PAY FOR DIANE WALTERS TO \$21/HOUR AND DOREEN WIENER TO \$21.50/HOUR RETROACTIVE TO OCTOBER 12TH, 2023. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

MOTION BY TRUSTEE SCHINDLER, SECOND BY TRUSTEE HILLMANN, TO MAKE THE PREVIOUSLY APPROVED INCREASE OF THE RATE OF PAY FOR GREG WOLFE TO BE RETROACTIVE TO OCTOBER 12, 2023. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

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MOTION BY TRUSTEE HILLMANN, SECOND BY TRUSTEE SAYAS, TO INCREASE THE ANNUAL SALARY OF FINACE DIRECTOR TO \$96,900 RETROACTIVE TO JULY 1, 2023 BASED ON MARKET CONDITIONS AND RECENT PERFORMANCE. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

MOTION BY TRUSTEE CASTILE, SECOND BY TRUSTEE HILLMANN, TO BRING THE DISCUSSION RELATED TO THE CREATION OF THE DAYLIGHTING PROJECT ASSISTANT POSITION BACK FOR CONSIDERATION. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

MOTION BY TRUSTEE HILLMANN, SECOND BY TRUSTEE SCHINDLER, TO CREATE THE TEMPORARY PART-TIME DAYLIGHTING PROJECT ASSISTANT POSITION AT A MAX OF 10 HOURS/WEEK AT A RATE OF PAY OF \$70/HOUR TO BE REVIEWED ON JUNE 30, 2024 AND CAN BE POSTED IMMEDIATELY. MOTION CARRIED 5-1 WITH TRUSTEE SAYAS DISSENTING.

15.) Other Business

Trustee Hillmann asked Village Manager Harrigan about an email that he received email from a resident regarding a recent Press Release from Governor Evers for \$402 Million to Improve Drinking Water Quality for Wisconsinites. He asked if the Village would be eligible.

Village Manager Harrigan will review the Press Release and will follow-up with the Board via email. President Koleski also suggested consulting with the League of Wisconsin Municipalities.

Trustee Stuckert expressed her thanks to the Finance & Licensing Committee for their efforts on the 2024 budget.

16.) Adjourn

MOTION BY TRUSTEE HILLMANN, SECOND BY TRUSTEE SAYAS, TO ADJOURN THE MEETING. ALL WERE IN FAVOR. MOTION CARRIED 6-0.

Meeting adjourned at 9:23 PM.

Minutes transcribed by: Katherine Gehl
Minutes Approved on: November 28, 2023