

# VILLAGE OF ELM GROVE

13600 Juneau Boulevard  
Elm Grove, WI 53122

## BOARD OF TRUSTEES MEETING AGENDA TUESDAY, JUNE 25, 2024 \* 7:00 P.M. \* COURTROOM

ZOOM LINK: <https://us02web.zoom.us/j/83489188381?pwd=aU1oc1ZVa0hxRE9LZVRNckRuRFNPUT09>

MEETING ID: 834 8918 8381 PASSCODE: 591875

1. **Roll Call**
2. **Announcement of Closed Session pursuant to Wis. Stats. 19.85(1)(c) to discuss and consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and Wis. Stats 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.**
3. **Pledge of Allegiance**
4. **Public Hearing**
5. **Public Comments on any subject without any action, except possible referral to a governmental body or staff member**
6. **Approval of Agenda**
7. **Approval of Minutes**
  - a. May 28, 2024 – Board of Trustees DRAFT Minutes
8. **Report of the Village President – James Koleski**
  - a. Appointment to Police and Fire Commission – Dave Beaumier
9. **Report of Fire Chief – Brian Naylor**
  - a. FD Report – May
10. **Report of Police Chief – Jason Hennen**
  - a. PD Chief Report – May
  - b. PD Report – May
11. **Report of EMS Director – Dr. Jon Robinson**
12. **Report of Village Clerk – Katie Panella**
  - a. Consideration and possible action on proposed Ordinance 2024-02, Ordinance Opting Out of Extended Closing Hours for Licensed Premises during National Convention Period 2024
13. **Report of Village Manager – Thomas Harrigan**
  - a. Update on We Energies Power outages, and update on “Overhead to Underground” resiliency projects.
  - b. Update on Finance Director Recruitment
14. **Report of Village Attorney – Hector de la Mora**

**15. Report of Standing Committees**

a. **Plan Commission – President Koleski**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

b. **Library Board – Trustee Castile**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Draft Minutes from 06/17/24

c. **Public Works – Trustee Schindler**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Draft Minutes from 06/10/24
2. Draft Minutes from 06/17/24
3. Discussion and action on increase of Paving Project up to \$123,514.30 for additional work.
4. Discussion and action on geotechnical and environmental subsurface investigations along the proposed channel alignment of the daylighting project (Stantec Task 1 and table 1 of estimated fees of \$204,737.00, commissioning of an RFP for a traffic study proposal to include traffic, pedestrian and parking with a timeframe and cost, and retaining services to provide an updated plat for the railroad property that is subject to negotiations.
5. Discussion and action of Design Modification Services from Stantec (Task 1, Table 2 of estimated fees of \$176,568.00), to include Alternate Evaluation for channel alignment and bank treatments, design of revisions, and storm sewer modifications.

d. **Public Safety – Trustee Sayas**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Draft Minutes from 06/17/24

e. **Legislative – Trustee Stuckert**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

f. **Park and Recreation – Trustee Shepherd**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Draft Minutes from 06/11/24

g. **Administrative and Personnel – Trustee Stuckert**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings

1. Review and possible action on Department of Public Works organizational restructure

**h. Finance and Licensing – President Koleski**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Review and act on Original Alcohol application for R&L Enterprises for Class “B” Beer and “Class C Wine license for the 2024-2025 licensing period.
2. Project Updates and Financial Reports
3. Review and act on vouchers

**16. Closed Session –**

*Motion will be made to go into closed session pursuant to Wis. Stats. 19.85(1)(c) to discuss and consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and Wis. Stats 19.85(1)(e) for possible discussion and deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.*

- a. Discuss and consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- b. Discuss and deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

**17. Reconvene into Open Session -**

*Upon conclusion of the closed session, a motion will be made to reconvene in open session, pursuant to Wis. Stats. 19.85(1)(c) and Wis. Stats. 19.85(1)(e) for possible discussion and/or action on matters discussed in closed session.*

- a. Possible discussion and/or action on employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- b. Discuss and deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

**18. Other Business**

**19. Adjourn**

*NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Village Clerk, 48 hours prior to the meeting at (262) 782-6700 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.*

*NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.*

# VILLAGE OF ELM GROVE

13600 Juneau Boulevard  
Elm Grove, WI 53122

## BOARD OF TRUSTEES DRAFT MINUTES TUESDAY, MAY 28, 2024 \* 7:00 P.M. \* COURTROOM

### 1. Roll Call

*The meeting was called to order by President Koleski at 7:12PM.*

*Present: 7 - President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.*

### 2. Pledge of Allegiance

### 3. Public Hearing

*None*

### 4. Public Comments on any subject without any action, except possible referral to a governmental body or staff member

*None*

### 5. Approval of Agenda

**Motion by Trustee Castile, second by Trustee Stuckert to approve the Board of Trustee Agenda for Tuesday, May 28, 2024. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

### 6. Approval of Minutes

#### a. April 23, 2024 – Board of Trustees DRAFT Minutes

**Motion by Trustee Sayas, second by Trustee Hillmann to approve the Board of Trustees draft minutes from April 23, 2024 as amended. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

#### b. May 2, 2024 – Special Board of Trustees DRAFT Minutes

**Motion by Trustee Shepherd, second by Trustee Castile to approve the Special Board of Trustees draft minutes from May 2, 2024 as amended. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

#### c. May 20, 2024 – Committee of the Whole DRAFT Minutes

**Motion by Trustee Sayas, second by Trustee Schindler to approve the Committee of the Whole draft minutes from May 20, 2024 as amended. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

**7. Report of the Village President – James Koleski**

*No report*

**8. Report of Fire Chief – Brian Naylor**

- a. FD Report – April
- b. Update on National Weather Service’s StormReady program participation.

*Deputy Chief Coffey explained the Village has participated in the StormReady program for approximately 8 to 10 years. Deputy Chief Coffey explained it is a three-year certification with the National Weather Service and there is no cost to the Village to participate. Deputy Chief Coffey explained it is a National Program that helps prepare communities to become weather ready and get warning out to citizens in the event of a storm. Deputy Chief Coffey explained the Village is one of 13 communities in Wisconsin that participate in the program.*

**9. Report of Police Chief – Jason Hennen**

- a. PD Chief Report – April
- b. PD Report – April

**10. Report of EMS Director – Dr. Jon Robinson**

*No report*

**11. Report of Village Clerk – Katie Panella**

- a. Disallowance of claim for injury submitted by Peter Kolesari.

**Motion by Trustee Stuckert, second by Trustee Hillmann to table the Disallowance of claim for injury. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

- b. Review and act on Police Intergovernmental Agreement for Law Enforcement Services for the 2024 Republican National Convention.

**Motion by Trustee Sayas, second by Trustee Stuckert to approve the Police Intergovernmental Agreement for Law Enforcement Services for the 2024 Republican National Convention. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

- c. Consideration and possible action on proposed Ordinance 2024-02, Ordinance Opting Out of Extended Closing Hours for Licensed Premises during National Convention Period 2024

*Village Clerk Panella explained the Ordinance for Opting Out of Extended Closing Hours for Licensed Premises during the National Convention Period 2024. Attorney de la Mora recommended if the Ordinance passes, a copy of the Ordinance should be delivered to all licensed establishments so they are on notice.*

*Trustee Hillmann asked if staff discussed the Ordinance with the establishments in the community. Trustee Hillmann explained he is reluctant to vote for it if the establishments would like to hosts events. Trustee Stuckert stated she likes the idea of tabling the item to get feedback from the establishments.*

*President Koleski explained from a community standpoint, good things do not happen after 2:00am. President Koleski explained he is more interested in the overall maintenance of the calm of the community than creating disturbances at 3:00am. President Koleski stated he appreciates the other's comments. President Koleski explained it could end up in negative safety enforcement and putting officers at possible risk. Trustee Hillmann explained he does not disagree; however, if an establishment has a reasonable plan the Board of Trustees should take that into account.*

**Motion by Trustee Stuckert, second by Trustee Hillmann to table action on proposed Ordinance 2024-02 Ordinance Opting Out of Extended Closing Hours for Licensed Premises during National Convention Period 2024. The motion carried by the following vote:**

Aye: 5- Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Castile, and Trustee Hillmann.

Nay: 2- President Koleski and Trustee Sayas.

## **12. Report of Village Manager – Thomas Harrigan**

- a. Discussion and update on Caroline Heights Construction project.

*Andrew Hellermann, Construction Manager of the Mandel Group, explained offsite work is ongoing on Red Barn Lane and Stephen Place and should be wrapping up in the next week and a half. Mr. Hellermann explained the crews will be then switching to the onsite work on the old School Sisters of Notre Dame property. Mr. Hellermann stated drywall work has started on the inside of the building and will continue for the next several weeks and then they will start interior finishes. Mr. Hellermann explained that the roof is installed on the north portion of building 2 and work has started on the south portion of the building as well. Mr. Hellermann explained the rest of building 2 is almost fully enclosed. Mr. Hellermann explained that the first-floor walls on building 3 are done and the joists are going on the second floor. Mr. Hellermann stated building 1 has concrete foundations and will be wrapping up in the next couple weeks.*

*Mr. Hellermann stated the building setback for building 2 was measured to be over 31 feet from the property line. Mr. Hellermann explained that the building setback set forth in the plan documents is 30 feet, which is agreeable with the approved documents. Village Manager Harrigan stated he will email the Board of Trustees the as-built survey that was completed. Village Manager Harrigan explained the building does encroach into the typical street yard setback, which is a 50-foot setback for multi-family RM-1 Zoning; however, the development was created with the use of a Plan Development Overlay, or a PUD, which allows for deviations of all*

sorts that relates to building height or location. Trustee Stuckert explained there are a lot of unhappy residents who think it comes forward enough that it detracts from Maria Hall and the old castle. Trustee Stuckert explained it changes the gateway of the entrance into Elm Grove and there have been a lot of residents who have inquired about it.

Village Manager Harrigan stated staff has received multiple complaints about parking on Watertown Plank Road. Village Manager Harrigan explained staff worked with Catalyst to determine other options for parking for contractors. Trustee Stuckert asked if there have been any complaints as far as mud on the roadway stating that it looked awful and it is a poor reflection on the Village. Village Manager Harrigan explained the street cleaning will continue and the sweeping is scheduled for three days a week.

President Koleski asked if the sale of the residential properties has been completed. Village Manager Harrigan stated all of the single family lots were sold to Chris Miller of Miller Marriott and the sale of the individual has begun.

Trustee Shepherd asked what the realistic date of occupancy for the buildings would be. Mr. Hellermann explained that they are targeting the end of this year for the historic building and building 2, the first quarter of next year for building 3, and spring or summer for building 1. Trustee Shepherd asked if they are receiving applications. Mr. Hellermann explained the leasing activity is exceeding the available units.

President Koleski asked where we stand on the waster laterals contract. Village Manager Harrigan explained he was provided an updated scope for installation for single family home laterals, as a well as a handful of commercial properties that are eligible to connect due to the location of the watermain. Village Manager Harrigan explained there is no contract for DF Tomasini to install the lateral stubs from the main to the property boundaries. Village Manager Harrigan explained that the Mandel Group has engaged with Cornerstone to do the work with the same scope of services and similar cost for installation. Village Manager Harrigan explained that the water commitment letters signed off by homeowners that indicated DF Tomasini will need to be re-sent and indicate Cornerstone. Village Manager Harrigan explained a flag will be provided to homeowners who are electing to connect to place on their property for the installation. President Koleski asked about road closures. Mr. Hellermann explained the plan is to get the offsite utility work completed by June 3<sup>rd</sup>. President Koleski asked if there have been any safety issues onsite. There were onsite visits by OSHA, but there were no fines or stop work orders.

Trustee Castile asked for a status update on the tree survey and if it has been finalized. Village Manager Harrigan explained it has not been finalized and the Village retained Watchel Tree Services to do a tree preservation report inventory to verify the accuracy of RES report. Village Manager Harrigan explained there is a running tally of trees that we know to be damaged or need to be replaced in the future. Catalyst Construction will be working with the Village Forester on kind and placement of the trees. Trustee Stuckert explained she spoke to her landscaper regarding the diameter of the tree and they told her that you could go up to 7 caliper. Trustee Stuckert explained a lot of the trees taken down were larger trees and would encourage larger trees to be planted. Trustee Sayas asked if the trees on Red Barn will be coming down. Village Manager Harrigan stated they are on private property and could come down.

- b. Review and act on Letter of Engagement to retain Ehlers to Provide Assistance with Annual Tax Incremental District Reporting.

*President Koleski noted on page three under Fee Example, it should be \$500 not \$5000 for the JRB meeting attendance.*

**Motion by Trustee Stuckert, second by Trustee Schindler to approve the Letter of Engagement to retain Ehlers to Provide Assistance with Annual Tax Incremental District Reporting. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

- c. Review and act on Wisconsin Department of Natural Resources Water Quality Trade Agreement, in partnership with Waukesha County.

*Village Manager Harrigan explained the Village was approached by Waukesha County regarding their MS4 mandates. Village Manager Harrigan explained Waukesha County would cover the costs and the credits would be split between Waukesha County and the partnering municipalities.*

**Motion by Trustee Schindler, second by Trustee Stuckert to approve the Wisconsin Department of Natural Resources Water Quality Trade Agreement. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

- d. Discussion and update on the Underwood Creek Daylighting Project.

*Village Manager Harrigan stated he forwarded the Trustees an email from Ehlers earlier today. Village Manager Harrigan explained there are a few options available for financing the project.*

*President Koleski explained the Trustees need time to digest the email and understand it and possibly have a meeting with Ehlers to review the different options provided. President Koleski explained the Public Works Committee should be taking the lead on the Underwood Creek Daylighting Project.*

- e. Update on We Energies Power outages, and update on “Overhead to Underground” resiliency projects.

*Village Manager Harrigan explained Jennifer Bogner, WEC Energy Group Director Local Affairs, provided an update on the overhead to underground resiliency project. Village Manager Harrigan explained the project in the south portion (green area) of the Village is the substation retirement which is anticipated to begin in July 2024 and end in August 2024. Village Manager Harrigan explained the eastern portion (purple area) of the Village, the design for the project is complete and they are seeking 334 easements for the project in total, of those 334 easements there are 104 outstanding. The earliest anticipated start date, which is pending obtaining the outstanding easements, is September of 2024. Village Manager Harrigan explained the update on the Indian Hills area project (orange area) design is complete; however, both AT&T*

*and Spectrum have expressed interest in burying their facilities with this effort and some redesigns are needed to accommodate the need for the construction. Village Manager Harrigan explained they are seeking 223 easements which are required for this project. There are 202 easements outstanding. Ms. Bognar will be coming before the Board of Trustees in the near future. President Koleski and Trustee Shepherd stated they received letters from We Energies; however, no action was requested regarding easements.*

### **13. Report of Village Attorney – Hector de la Mora**

*Attorney de la Mora explained there has been no development in the Mount Horeb case law regarding the referendum. President Koleski asked if other communities have an ordinance regarding referendums. Village Manager Harrigan stated he spoke with Ehlers, who was unaware of any communities that have an ordinance in place. Trustee Stuckert stated she would not like to follow what other communities do regarding regulations with TIFs/TIDs. Trustee Stuckert explained the Village can put something in place and if it does not work, it can be removed. Trustee Castile stated he agreed with Trustee Stuckert and that doing something different could be the best thing for the Village.*

### **14. Report of Standing Committees**

#### **a. Plan Commission – President Koleski**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

##### **1. Minutes 05/06/24**

*President Koleski stated there was discussion related to the survey questions and the committee gave input back to staff regarding the ability to rank ideas, rather than just provide input. President Koleski stated the committee discussed the ability to frame questions around the fiscal need that would come behind recommendations. President Koleski state the committee held a general discussion regarding the comprehensive land use map and will reconvene on this item at a future meeting.*

#### **b. Library Board – Trustee Castile**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

##### **1. Minutes 05/20/24**

#### **c. Public Works – Trustee Schindler**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

##### **1. Minutes 05/13/24 – (Agenda not posted, technical difficulties)**

*Trustee Schindler explained a representative from Ruekert-Mielke provided the committee with an update in regards to the grant contract and the committee will be updated monthly regarding grants. Trustee Schindler stated the Sustainability Committee reported the Recycle Day event and Earth Care Fair were huge successes. Trustee Schindler reported the plastic bag recycling bins*

*will be phased out June 1 and they will instead be promoting the use of reusable bags.*

*Trustee Schindler reported the Highland Drive pathway construction has been moving along rapidly. Trustee Schindler reported some fill was needed and the project is still within budget.*

*Trustee Schindler reported the culvert replacement on Highland Drive will have a full shutdown of thru traffic on North Avenue and Highland Drive for two weeks beginning June 10, to avoid causing problems with thru traffic.*

*Trustee Schindler explained the committee discussed putting an RFP out for future pathways.*

*Trustee Schindler explained the committee discussed the current ordinance regarding a referendum and the overall consensus was \$1 million was too low.*

*Trustee Schindler stated the agenda was not posted on the website; however, it was posted on the bulletin board outside the building. Attorney de la Mora stated the Village does not have a specific ordinance and stated due to the dollar amount to pass on the request to the board for approval.*

2. Review and act on Resolution 052824C Regarding 2023 Compliance Maintenance Annual Reporting.

**Motion by Trustee Hillmann, second by Trustee Sayas to approve Resolution 052824C Regarding 2023 Compliance Maintenance Annual Reporting. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

3. Consideration and action to accept the BID from Stark Paving for \$494,057.20, in the absence of a formal recommendation by the Public Works and Utilities Committee, due to technical difficulties encountered in the posting of the meeting held on May 13, 2024.

**Motion by Trustee Castile, second by Trustee Stuckert to approve the acceptance of the BID from Stark Paving for the 2024 Paving work proposed in the amount of \$494,057.20. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

**d. Public Safety – Trustee Sayas**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

*Trustee Sayas reported the committee did not meet; however, she received feedback from residents regarding setting up for the Memorial Day Parade. Trustee Sayas asked Village Manager Harrigan if the police removed the barricades on Friday. Trustee Sayas stated she will follow up with Police Chief Hennen. Trustee Sayas*

*explained if items will be taken down it needs to be consistently done. Trustee Stuckert stated she agreed. Trustee Stuckert stated the message needs to be sent to residents and businesses. Trustee Hillmann stated he would like give the opportunity for public comment on this at a future meeting and advertise for it. Trustee Hillmann stated this would help the Board give clear direction to the Police Department. President Koleski stated there were non-DPW no parking signs posted off the parade route.*

**e. Legislative – Trustee Stuckert**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

*The Legislative Committee did not meet.*

**f. Park and Recreation – Trustee Shepherd**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Minutes 05/14/24

*Trustee Shepherd gave a brief history of the CORP and the RFP review process. Trustee Shepherd stated the top three submissions were Rettler Corporation, Vandewalle & Associates, Inc, and Mead & Hunt. Trustee Shepherd explained all three companies came before the committee and each had a 20-minute presentation.*

2. Minutes 05/16/24

*Trustee Shepherd reported the committee utilized a rank choice voting. Trustee Shepherd stated Vandewalle & Associates was first place with Rettler Corporation as a close second. Trustee Shepherd explained Vandewalle & Associates demonstrated they were strong in planning, as that is strictly what they do. Trustee Shepherd stated they had knowledge of park, pathways, and the daylighting project. Trustee Shepherd stated they received strong recommendations from other municipalities. Trustee Shepherd stated they were the highest bid at \$25,225.00.*

3. Review and act on engagement with Vandewalle & Associates firm for the 2024 Comprehensive Outdoor Recreation Plan.

*Trustee Sayas stated she was unable to attend the meeting and the group she preferred was Rettler, who was at \$12,500 and it is a significant cost difference. Trustee Hillmann stated he is torn and the price difference is significant. Trustee Hillmann explained there is a very possible option that is half the cost. Trustee Sayas stated she asked why Rettler came in at half the cost during their presentation and stated they have the same timeline and work as the other options.*

*Logan Kein, Recreation Manager, explained he wanted to look at capacity, ability, and familiarity. Mr. Kein explained Rettler is a smaller firm and questioned how familiar with the Village they are and if they would be the best fit. Mr. Kein stated Vandewalle's presentation included pathways and the Underwood Creek Daylighting project. Village Manager Harrigan explained*

that he agrees with Mr. Kein and noted that the one red flag with Rettler was the Project Manager was not at the Recreation Committee meeting, and staff was unable to meet who they were going to be working with. Village Manager Harrigan stated he would request the public outreach meeting to be included with the motion.

President Koleski asked who gives the best resources to gain grants. Trustee Sayas stated it is not just the money. Trustee Sayas explained she felt Rettler had the best recommendation. Mr. Kein stated the project manager from Vandewalle has been doing grant research for the company for the last six years. Mr. Kein stated Rettler has numerous contacts in Northern Wisconsin but wondered if they would be able to get the right grants for the Village. Trustee Schindler stated finding grants is at the top of his list with future projects.

Trustee Hillmann stated he rated Mead & Hunt as his top choice. Trustee Sayas stated Mead & Hunt was her second choice. Trustee Hillmann explained he was not impressed by Vandewalle's presentation and was not convinced the dollar amount they were offering was going to bring a higher value than the other proposals. Trustee Hillmann stated he felt Mead & Hunt was more professional. Trustee Sayas stated she felt Rettler had a good presentation and was not impressed with Vandewalle's presentation. Trustee Stuckert asked who would do the best job getting grants. Trustee Sayas stated they are not getting grants; the focus is doing a CORP.

Trustee Stuckert asked Trustee Shepherd who he felt long term and big picture, the Village should build a relationship with. Trustee Shepherd stated his top choice was Rettler and his second choice was Vandewalle. Trustee Shepherd stated staff will have to work side by side with who the Board picks. Trustee Stuckert asked Mr. Kein who he would prefer to work with. Mr. Kein stated he would like Vandewalle.

Trustee Castile asked Mr. Kein why specifically he prefers Vandewalle. Mr. Kein stated the references for Rettler and Vandewalle were both impressive; however, Mr. Kein stated he felt confident in the ability to help build a CORP with the Vandewalle staff. Mr. Kein stated the Waukesha County CORP and the Milwaukee County CORP were completed by Vandewalle so Vandewalle would be able to effectively utilize these plans while Rettler would need to research it.

**Motion by President Koleski, second by Trustee Stuckert to approve the engagement with Vandewalle & Associates firm for the 2024 Comprehensive Outdoor Recreation Plan at a cost to not exceed \$24,000 and to include a public outreach meeting. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

**g. Administrative and Personnel – Trustee Stuckert**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings

1. Minutes 05/02/24

*Trustee Stuckert stated the committee met and reviewed the Public Works organizational restructure. Trustee Stuckert reported there would be new Superintendent/Forester and Foreman positions created with revised duties and the existing Crew Chief position would be eliminated. Trustee Stuckert explained the financial impact would be \$8,000 annually.*

*Trustee Stuckert stated the committee also went into Closed Session and no action came out of the Closed Session.*

**h. Finance and Licensing – President Koleski**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Review and act license renewals for Alcohol, Tobacco/Cigarette/ Vapor Products and Dance applications for the 2024-2025.

**Motion by Trustee Stuckert, second by Trustee Castile to approve the license renewals for Alcohol, Tobacco/Cigarette/Vapor products, and Dance for 2024-2025. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

2. Review and act on 2023 Audited Financial Statements.

**Motion by Trustee Stuckert, second by Trustee Castile to approve the 2023 Audited Financial Statements (Baker Tilly) The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

3. Review and act on Resolution 052824B amending the 2024 budget for employee wage increases.

**Motion by Trustee Sayas, second by Trustee Hillmann to approve Resolution 052824B amending the 2024 budget for employee wage increase. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

4. Review and act on request for \$7,000.00 of ARPA funding to rekey Village Hall doors.

**Motion by Trustee Schindler, second by Trustee Sayas to approve the request for \$7,000.00 of ARPA funding to rekey Village Hall doors. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

5. Project Updates and Financial Reports

*President Koleski stated there is a shortfall with the level of fines and forfeitures in the budget. President Koleski explained we are trailing the 2023 fund rate by 23% or \$15,000.00. President Koleski stated otherwise the financials are on track. President Koleski reported there was discussion to push TID #3 Design work Engineering for the watermain extension down Watertown Plank Road, as there is TID money to fund in 2024.*

6. Review and act on vouchers

**Motion by Trustee Shepherd, second by Trustee Stuckert to approve the voucher list as submitted. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

**15. Other Business**

*President Koleski asked Committee Chairs to discuss the overall referendum limit to get input regarding the current limit. President Koleski asked for an updated committee list from staff, as the Finance Committee has an opening. Village Manager Harrigan stated GovHR/MGT has 8 candidates who are qualified and are going through the initial background check, social media check, and scheduling interviews with the GovHR/MGT rep.*

**16. Adjourn**

**Motion by Trustee Hillmann, second by Trustee Shepherd to adjourn the Board of Trustees meeting at 9:38PM. The motion carried by the following vote:**

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

Print

## Application for Boards, Committees, and Commissions - Submission #2575

Date Submitted: 12/9/2023

### Application for Appointment to Boards, Committees, and Commissions

Want to get involved in the community? Join one of many Village of Elm Grove Boards, Committees, or Commissions! The Village President appoints community service volunteers to all Village boards, committees, and commissions to serve fellow citizens and the Board of Trustees in an advisory capacity and/or in carrying out functions required by Village code and state statute.

Full Name\*

Elm Grove Address\*

David G Beaumier	1825 Fairhaven Blvd
------------------	---------------------

You must be a resident of the Village of Elm Grove.

[REDACTED]	[REDACTED]
------------	------------

How long have you lived in Elm Grove?\*

What is your occupation?\*

12 plus years	Retired Insurance Executive
---------------	-----------------------------

Which Board, Committee, or Commission do you want to take part?\*

- |   |   |
|---|---|
| <input type="checkbox"/> Administration and Personnel (1st Thursday - 8:30am) | <input type="checkbox"/> Pathway Committee (ad hoc)                             |
| <input type="checkbox"/> Beautification Committee (1st Wednesday - 6:30pm)    | <input type="checkbox"/> Plan Commission (1st Monday - 6:00pm)                  |
| <input type="checkbox"/> Board of Appeals (as needed)                         | <input checked="" type="checkbox"/> Police and Fire Commission (as needed)      |
| <input type="checkbox"/> Building Board (1st and 3rd Tuesday - 5:30pm)        | <input type="checkbox"/> Public Safety (3rd Monday - 6:30pm)                    |
| <input type="checkbox"/> Community Development Authority (as needed)          | <input type="checkbox"/> Public Works/Utilities Committee (2nd Monday - 5:30pm) |
| <input type="checkbox"/> Finance and Licensing (4th Tuesday - 6:30pm)         | <input type="checkbox"/> Recreation Committee (2nd Tuesday - 5:30pm)            |
| <input type="checkbox"/> Legislative Committee (2nd Tuesday - 5:00pm)         | <input type="checkbox"/> Sustainability Committee (2nd Tuesday - 6:30pm)        |
| <input type="checkbox"/> Library Board (3rd Monday - 5:00pm)                  |   |

**What is your educational background and how can it assist your fellow residents?\***

2 years of Pre Business at UWM/ Numerous ongoing course for my job. 40 Plus years of holding full insurance licenses in P & C and Life & Health

**Do you have any other volunteer experience?\***

3 plus years at River West food pantry, also many project for our churches.

**Do you have any special skills for the assignment you requested?\***

I hire and fired numerous staff over the course of my career, and yet still created and team spirit.

**Do you have any other comments you would like the Village President to know?**

I was able to take away the number one position from MGIC for Mortgage insurance. A position they held for 40 years. I worked for AIG (largest Insurance company in the world ) for 25 years before retiring and prior to that a pretty traditional Banking background.

**If you would like to upload any additional information or a resume, please do so here.**

No file chosen

**Acknowledgement**

By submitting this form, I understand that my attendance at all regularly scheduled meetings is critical and that the Village President may appoint a replacement for members who are chronically absent from regular meetings. I hereby certify that I have not been convicted of a felony (unless duly pardoned). All applications are kept on file for one year. During that time, your application will be considered when there is an opening for the Board, Commission, or Committee for which you have applied. \*Note: You must reside within the Village of Elm Grove to be considered for appointment. Please notify the Clerk at 262-782-6700 if you move or no longer wish to be considered for appointment.

# Elm Grove Fire department

## Fire Chief Narrative

### Board of Trustee Report

#### Training for May, 2024

For the month of May the fire department has concentrated training on Ladders and Tower operations.

The first Duel Enrollment class has finished school. We are eager to work with the recent graduates in developing their careers in firefighting. Two of the students have applied to join EGFD.

#### May had 8 calls for service

- 3 mutual aid.
- 2 Electrical emergencies.
- 3 fire alarms/smell of smoke

Respectfully submitted,

Brian Naylor, Elm Grove Fire Chief

## ELM GROVE POLICE DEPARTMENT

DATE: June 19, 2024  
TO: Village Board of Trustees  
FROM: Jason Hennen, Chief of Police  
SUBJECT: May 2024 Summary

Village Trustees:

Attached is the monthly report for May, 2024. Officer Anhalt has completed his field training and is on solo patrol. The department is in a recruitment process to fill a vacant position as well as the approved position for July, 2024. We are operating at one officer below the approved staffing level, and at the May 15, 2024 Police and Fire Commission meeting, the Commission made a conditional appointment of Jared Peterson to the position of Police Officer.

The Detective Bureau is currently working 8 active investigations, which include 2 thefts, 4 frauds, 1 sensitive crimes investigation, and a death investigation. The attached CM Inquiry List report provides details on current active cases being investigated, and also recent cases closed by the Detective Bureau.

In the May board meeting memo, I drew attention to an increase in number of calls for service related to dogs at large, dogs off leash, aggressive dogs, and unlicensed dogs. Again, since the last board meeting, we experienced 3 additional dog bite complaints, two of which were in the park. During one of the incidents, the dog owner intentional left the scene without providing his name or any information regarding the dog which then required the victim to start rabies shots. The first two doses of rabies shots must occur within 24 hours and 72 hours of the bite. During a dog bite incident, a dog owner is issued a citation for the offense, while someone who flees the scene without providing information is also cited for disorderly conduct. We will continue to enforce these complaints with citations. The department is also increasing our presence in the Village Park with bike patrol officers now that summer has arrived. In accordance with our ordinance, dogs are only allowed on the exterior pathways of the park and the exterior pathways of the pond. Dogs are not allowed in the park during soccer tournaments, Memorial Day, Fourth of July, and other special events as determined by the Village Board of Trustees. While dogs can be in the park during the hours of operation of the beer garden dogs are *not* allowed at the beer garden, and must stay on the approved pathways.

In June the department received donations from ZA restaurant and Annex Wealth Management to fund our 2024 Police Officer and Dispatcher baseball card program.

Officers began distributing cards this month. Additionally, The Citizen Police Academy Alumni Association and RJ's Ice Cream are sponsoring a program that awards kids on bicycles who wear safety helmets with vouchers for a free ice cream cone at RJ's. Both the baseball cards and the ice cream vouchers are a phenomenal tool to give officers opportunities to engage with the community, particularly children.

*Jason Hennen*

---

Jason Hennen  
Chief of Police



Elm Grove Police Department  
13600 Juneau Blvd, Elm Grove, WI 53122  
(262)-786-4141

## CM Inquiry Lists

Printed On: 06/20/24 06:28

### Elm Grove Police Department

Case#	Invest#	Status	Assigned Date	Prim PF	Solv Fact	Highest - CAT
24-000149	24-000009	Open	04/19/24	Mayer, Craig A		46-DOA
24-000123	24-000008	Closed	03/26/24	Lenardic, Sean Z		49-Miscellaneous Service Report
24-000122	24-000007	Closed	03/25/24	Mayer, Craig A		10-Forgery/Counterfeiting
24-000108	24-000006	Open	03/19/24	Mayer, Craig A		06-Theft
24-000085	24-000004	Closed	03/07/24	Mayer, Craig A		02-Sexual Assault
24-000075	24-000003	Closed	02/26/24	Mayer, Craig A		05-Burglary
24-000071	24-000005	Suspended	02/21/24	Mayer, Craig A		05-Burglary
24-000011	24-000001	Closed	01/09/24	Karasti, Kyle D		11-Fraud
23-000640	24-000002	Suspended	01/19/24	Mayer, Craig A		06-Theft
23-000630	23-000028	Closed	12/21/23	Mayer, Craig A		09-Other Assaults
23-000610	23-000027	Open	12/07/23	Mayer, Craig A		11-Fraud
23-000609	23-000026	Suspended	12/07/23	Mayer, Craig A		11-Fraud
23-000601	23-000025	Open	12/05/23	Lenardic, Sean Z		11-Fraud
23-000519	23-000003	Closed	11/22/23	Mayer, Craig A		11-Fraud
23-000495	23-000021	Closed	11/15/23	Lenardic, Sean Z		05-Burglary
23-000469	23-000002	Open	11/09/23	Mayer, Craig A		11-Fraud
23-000428	23-000022	Suspended	08/22/23	Lenardic, Sean Z		11-Fraud
23-000398	23-000001	Suspended	11/09/23	Mayer, Craig A		05-Burglary
23-000388	23-000009	Open	11/13/23	Lenardic, Sean Z		11-Fraud
23-000369	23-000008	Open	11/13/23	Lenardic, Sean Z		26-All Other Offenses
23-000368	23-000004	Closed	11/13/23	Mayer, Craig A		11-Fraud
23-000342	23-000007	Closed	11/13/23	Lenardic, Sean Z		06-Theft
23-000335	23-000006	Closed	11/13/23	Lenardic, Sean Z		05-Burglary
23-000248	23-000005	Closed	11/13/23	Mayer, Craig A		11-Fraud
23-000063	23-000024	Closed	11/30/23	Lenardic, Sean Z		18-Narcotic Law Violations

## Dogs in the Park Information

### **Village Ordinance 204-3**

- A. Dogs used by a disabled person to assist him/her in his/her activities and any police canine performing a law enforcement function are allowed in Village parks.
- B. All other dogs are allowed in Village parks with the following restrictions:
  - (1) Dogs are allowed in parks if they are on a leash, no longer than six feet in length, at all times and held by a person of sufficient size and strength to restrain the dog.
  - (2) Dogs are restricted to pathways on the perimeter of the parks and pond and are not allowed in playground areas, the pool area, sand volleyball courts, soccer fields, softball fields, and/or hard and clay courts.
  - (3) Dogs will only be allowed in parks during regular park hours, and they will not be allowed during special events. Special events include:
    - (a) Soccer tournaments.
    - (b) Memorial Day.
    - (c) Fourth of July.
    - (d) Other special events as determined by the Village Board of Trustees.
  - (4) Dog owners must maintain effective verbal control of their dogs. Dogs that show aggression toward people or other dogs must be removed immediately. The owner is personally liable for any damages or injury the dog inflicts or receives.
  - (5) Owners must clean up after their dog.
  - (6) Dogs must wear a collar with identification at all times, be licensed and vaccinated, healthy (have no contagious conditions or diseases), and be parasite free.
  - (7) The number of dogs per person is limited to three, subject to § 204-3B(1).
  - (8) Dogs in heat shall not be allowed in the park.
  - (9) Dogs shall not chase or disturb wildlife.
- C. Any person violating any provisions of this Code shall be subject to a violation, and upon the conviction of any such violation, such person shall be subject to a penalty as provided in § 1-16 of this Code.



13600 Juneau Boulevard Elm Grove, Wisconsin 53122-1679  
Phone: 262 782-6700 Fax 262 782-8714

## REQUESTED ACTION STATEMENT

May 15, 2024

**TO:** Village Board of Trustees  
**FROM:** Katie Panella, Village Clerk

### ISSUE:

Under the current Village of Elm Grove Municipal Code Chapter 171-11, Closing Hours, a Class “B” beer, and a “Class B” liquor retail licensed premises must generally be closed between the hours of 2:00 a.m. and 6:00 a.m., Monday through Friday, or between 2:30 a.m. and 6:00 a.m., Saturday or Sunday.

On December 7, 2023, Governor Evers signed Wisconsin Act 73, Part 64 (c), “Notwithstanding s. 125.68 (4) (c) 1., but subject to subds. 2. and 3., during the convention period, the closing hours for premises operating under a “Class B” or “Class C” license issued by a southeast Wisconsin municipality shall be between 4 a.m. and 6 a.m.”. This Act changes the closing hours during which retailers in a “southeast Wisconsin municipality” must close during a 2024 national political convention in Milwaukee. This is defined as any “city, village, or town, any part of which is located within Kenosha, Racine, Walworth, Rock, Milwaukee, Waukesha, Jefferson, Dane, Ozaukee, Washington, Dodge, Columbia, Sheboygan, or Fond du Lac County.” The Republican National Convention (RNC) is an event in which delegates of the United States Republican Party select the party’s nomination for President and Vice President. This year’s event is hosted by Milwaukee and will take place July 15 – 18, 2024.

The approval of this Act, specifically, from the first day of the RNC until the day after the convention’s last day, the closing hours in a southeast Wisconsin municipality must be between 4:00 a.m. and 6:00 a.m., for any of the following:

- (1) a Class “B” beer, “Class B” liquor, or “Class B” wine-only retail licensed premises; or
- (2) any producer’s full-service retail outlet



13600 Juneau Boulevard Elm Grove, Wisconsin 53122-1679  
Phone: 262 782-6700 Fax 262 782-8714

In other words, these businesses can now stay open until 4 am and reopen at 6 am. Act 73, Part 64 (c)(3) also provides that a southeast Wisconsin municipality may “opt-out” of the extended hours through the adoption of an ordinance, “Notwithstanding s. 125.32 (3) (d), a southeast Wisconsin municipality may, by ordinance adopted after the effective date of this subdivision, opt out of subd. 1. and retain during the convention period the closing hours specified in s. 125.32 (3) (a)”.

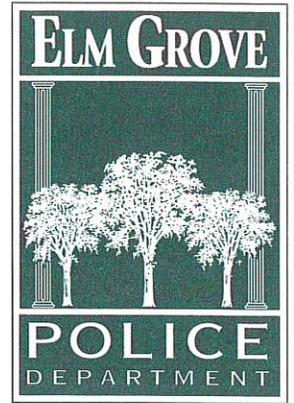
**REQUESTED:**

Discussion and possible action on whether to allow Class B and Class C establishments in the Village of Elm Grove to remain open until 4 a.m. during the Republican National Convention (RNC) from July 15th to July 18th, 2024, established by the 2023 Wisconsin Act 73.

Alternatively, the Village Board may choose to “opt-out” of the extended hours and maintain existing closing hours by adopting Ordinance No. 2691, as required in Act 73, Part 64 (c)(3).

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1. MEMO from Village of Elm Grove Police Chief Hennen
2. Draft of Ordinance No.2024-02



May 16, 2024

Katie Panella, Village Clerk  
Re: Licensed Premise Ordinance opt-out

Village Clerk Panella,

I have reviewed and agree with the draft ordinance regarding opting out of the extension of the closing hours for licensed premises during the National Convention, July 15<sup>th</sup> through July 18<sup>th</sup>.

The law enforcement planning for the RNC is on-going and evolving daily. We have specific staff that will be assigned to the RNC, as well as staff that is subject to call-up depending on the needs at the RNC or other locations in the metro area.

We currently have an excellent history with our establishments, with minimal law enforcement calls for service related to alcohol related incidents. The potential for increased calls for service will undoubtedly increase as patrons are allowed to consume alcohol for extended periods of time. Currently, it is a rare occasion that any of our establishments stay open past 12:00 am.

I feel that extending bar closing hours will offer little value to the Village and, unnecessarily, risks the increase in law enforcement related service requests.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Hennen".

Jason Hennen

Chief of Police

To: Municipalities in SE Wisconsin  
Date: May 31, 2024  
Re: Extended Bar Hours for RNC 2024

As you are aware, the Republican National Convention will be held in SE Wisconsin between July 15-18, 2024, hosting upwards of 50,000 guests spread around the entire SE quadrant of our state. This large of a convention is a once in a generation opportunity. It will not only have an immediate and large economic boost to the entire region but will have a lasting impact for many years to come. This convention is also a unique opportunity to showcase our beautiful state and extend our legendary hospitality to many who have never traveled here. We undoubtedly will see an economic impact for many years to come for both business and leisure travel as a result.

Because of the unique nature of this being a prime-time television event, delegates and groups will generally not be able to leave Fiserv Forum until 11 pm or later in the evenings of the event. Once they depart, they need to navigate their way via their bus coaches to their hotels. Not until that point will these guests look to have a nice meal, enjoy a classic Wisconsin cocktail, and wind down from their day. It is because of the RNC's late schedule that the bar time was extended to 4 am for our area to allow for out-of-town guests to enjoy what our state has to offer.

We understand that many municipalities are considering opting out of allowing their local hospitality businesses to capitalize on this opportunity. As you look at what you intend to do in your community, I urge you to reach out to your local hotels that are likely already fully booked with convention attendees who will need the extended hours to be able to fully appreciate local amenities. With the delegates not leaving Fiserv Forum until 11 pm or later, it will be important for hotels and restaurants to have eating and drinking options available to the delegates and other visitors after normal business times.

Here are a few additional points to consider as you consider your options:

- These delegates are being transported by bus and will most likely use alternative modes of transportation other than a car, to enjoy a meal or a glass of wine. Of course, impaired driving is always a consideration for late night parties, but we do not believe that the risk is great from those who are attending the convention.
- If there are no dining or bar options open, these groups are still going to want to eat and wind down after their day and would then turn to private parties in their hotel and purchase food and drinks to carry into the facility. This would harm the hotel and nearby restaurants and bars from capitalizing on this economic opportunity that is literally in their facility or near it.
- Finally, we know from past conventions that once visitors have experienced the area at a convention, business and convention travel to the area in the future increases. And when visitors see the fantastic quality of life that we all enjoy, they may even consider moving to Wisconsin someday.

We fully understand that not all restaurants and bars are located near a convention hotel and most of those that are in this category would likely opt to not extend their hours due to staffing constraints and low opportunity during these extended hours. However, this should not eliminate the opportunity for those businesses that may benefit from this increase in visitors to their area.

Thank you for your consideration and attention. Should you have any questions, do not hesitate to contact any one of us for further information.



Kristine Hillmer  
President & CEO  
Wisconsin Restaurant Association



Peggy Williams-Smith  
President & CEO  
VISIT Milwaukee



Bill Elliott  
President & CEO  
Wisconsin Hotel & Lodging Association

STATE OF WISCONSIN : VILLAGE OF ELM GROVE : WAUKESHA COUNTY

---

ORDINANCE NO. 2024-02

ORDINANCE OPTING OUT OF THE REDUCED CLOSING HOURS FOR LICENSED PREMISES  
DURING THE NATIONAL CONVENTION PERIOD 2024

---

**WHEREAS**, 2023 Wisconsin Act 73 established reduced closing hours for licensed retail alcohol premises in southeast Wisconsin municipalities during the national political convention taking place in Milwaukee during the summer of 2024; and

**WHEREAS**, southeast Wisconsin municipalities may, by ordinance adopted after the effective date of 2023 Wisconsin Act 73, opt out of the reduced closing hours during the convention period and retain the closing hours set forth in Chapter 125 of the Wisconsin Statutes; and

**WHEREAS**, the Village Board has determined that it is in the Village's best interest to opt out of the reduced closing hours for licensed premises.

**NOW THEREFORE BE IT RESOLVED**, the Village Board of the Village of Elm Grove do hereby ordain as follows:

**SECTION I** The Village of Elm Grove opts out of the closing hours set forth in Section 64 (c)(4) of 2023 Wisconsin Act 73 for Class "B", "Class B", and Class "C" alcohol licenses during the period of the national political convention in Milwaukee in 2024 and shall retain the closing hours as established by Chapter 125 of the Wisconsin Statutes.

**SECTION II** This ordinance shall take effect and be in full force from and after its adoption.

**SECTION III** The sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the other portions of the Ordinance.

**SECTION IV** This Ordinance shall take effect upon passage and publication as approved by law, and the Village Clerk shall so amend the Code of Ordinances of the Village of Elm Grove and shall indicate the date and number of this amending ordinance therein.

**PASSED AND ADOPTED** by the Village Board this 25th day of June 2024.

APPROVED:

---

James Koleski, Village President

COUNTERSIGNED:

---

Katie Panella, Village Clerk

# MEMO



TO: Board of Trustees  
FROM: Thomas Harrigan, Village Manager  
DATE: June 21, 2024  
RE: Board of Trustee Meeting, June, 25, 2024

---

**Item A: Update on We Energies Power outages, and update on “Overhead to Underground” resiliency projects.**

As requested by the Board, We Energies has provided power outage data for 2024 (through May). Additionally our Local Municipal Representative, Jennifer Bognar, has provided an update on the upcoming resiliency projects and the anticipated construction timelines. The enclosed materials will be discussed in greater detail at the June 25<sup>th</sup> Board of Trustee meeting.

**Item B: Update on Finance Director Recruitment**

Village Staff and President Koleski conducted two first-round interviews with Finance Director Candidates on Tuesday, June 18<sup>th</sup>. We have tentatively scheduled a second-round interview with one of these individuals for the afternoon of Tuesday, June 25<sup>th</sup>. The second-round interview will consist of two panels. One panel consisting of Trustee Finance Committee members and Jennifer Stuckert (Administrative and Personnel Chair), and the second panel will consist of Department Heads.

At this time, our consultant from Gov HR is actively attempting to schedule two additional candidate interviews for June 25<sup>th</sup> as a first-round interview with Staff and President Koleski. If either of these two candidates are selected to proceed in the process, they will be asked to stay for the second round later in the afternoon on June 25<sup>th</sup>.

An update on this process will be provided to the Board on June 25<sup>th</sup>.

**Item C: Update on Village Projects**

At the June 25<sup>th</sup> meeting, I will provide the Board with an update on the following projects:

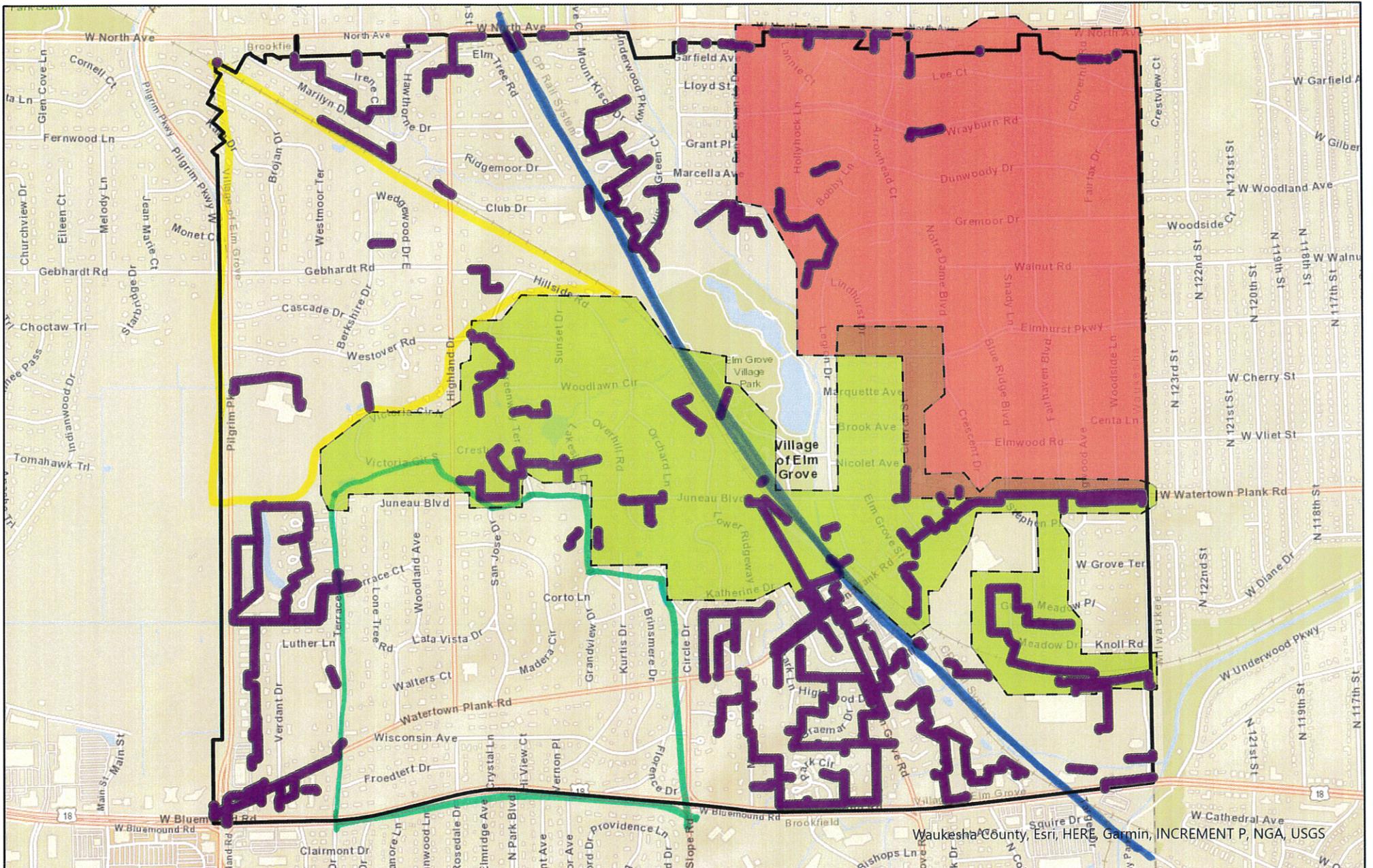
1. Caroline Heights Construction Update (Operators Strike, Construction Complaints).
2. Underwood Creek Daylighting
3. Highland Drive Pedestrian Pathway Construction
4. Highland Drive Storm Water Culvert Replacement
5. Basketball Court Replacement
6. Cyber Security Brief

Please contact me if you have any questions prior to the meeting.

OUTAGE DATE	OUTAGE ID	STORM FLAG	WEATHER COND	MUNICIPALITY	SUBSTATION	RESTORED CIRCUIT NBR	SPECIFIC CAUSE	OUTAGE DURATION	Number of Customer Affected
1/9/2024 2:46:00 PM	3758531	MJ	Snow	Elm Grove (Village)	BRKFLD SQ	12851	Vegetation - Tree Growing Into Primary	208	12
1/11/2024 9:08:00 AM	3759715		Snow	Elm Grove (Village)	BRKFLD SQ	12851	Weather - Snow	322	6
1/15/2024 11:19:00 AM	3772649		Snow	Elm Grove (Village)	BRKFLD SQ	12851	Weather - Snow	507	6
1/24/2024 7:34:00 AM	3775760		Calm	Elm Grove (Village)	BRKFLD SQ	12851	Vegetation - Tree Secondary Service	168	8
1/24/2024 9:16:52 AM	3775794		Calm	Elm Grove (Village)	BRKFLD SQ	12851	Vegetation - Tree Secondary Service	125	2
2/26/2024 1:28:00 PM	3781187		Calm	Elm Grove (Village)	BRKFLD SQ	12851	Planned - Maintenance	27	6
3/6/2024 9:09:00 AM	3783309		Calm	Elm Grove (Village)	BRKFLD SQ	12851	Planned - Maintenance	168	4
5/10/2024 10:13:00 PM	3802069		Thunderstorm	Elm Grove (Village)	BRKFLD SQ	12851	Vegetation - Tree Growing Into Primary	817	7
1/12/2024 7:46:00 PM	3769532	EE	Snow	Elm Grove (Village)	BRKFLD SQ	12861	Equip. - Conductor	1361	17
1/19/2024 12:15:00 PM	3774684		Calm	Elm Grove (Village)	BRKFLD SQ	12861	Equip. - Conductor	75	17
2/29/2024 5:42:00 PM	3781898		Calm	Elm Grove (Village)	BRKFLD SQ	12861	Vegetation - Tree Growing Into Primary	328	25
4/22/2024 12:18:00 PM	3797128		Wind	Elm Grove (Village)	AUBURN	1842	Vegetation - Tree Not Growing Into Primary	81	1
1/9/2024 10:00:00 AM	3758440	MJ	Snow	Elm Grove (Village)	WIRTH PARK	18662	Vegetation - Tree Not Growing Into Primary	245	6
1/12/2024 10:35:00 AM	3760834	EE	Snow	Elm Grove (Village)	WIRTH PARK	18662	Vegetation - Tree Secondary Service	119	1
1/12/2024 11:19:00 AM	3766955	EE	Snow	Elm Grove (Village)	WIRTH PARK	18662	Vegetation - Tree Not Growing Into Primary	1961	504
1/13/2024 8:48:00 PM	3770017	EE	Snow	Elm Grove (Village)	WIRTH PARK	18662	Vegetation - Tree Growing Into Primary	2407	17
1/13/2024 8:58:00 PM	3770076	EE	Snow	Elm Grove (Village)	WIRTH PARK	18662	Vegetation - Tree Growing Into Primary	2390	15
1/15/2024 11:03:00 AM	3772651		Snow	Elm Grove (Village)	WIRTH PARK	18662	Vegetation - Tree Growing Into Primary	279	7
1/15/2024 5:23:00 PM	3773046		Snow	Elm Grove (Village)	WIRTH PARK	18662	Weather - Snow	250	9
1/15/2024 5:27:00 PM	3773053		Snow	Elm Grove (Village)	WIRTH PARK	18662	Equip. - Cutout (Fused)	180	1
1/15/2024 5:58:00 PM	3773067		Snow	Elm Grove (Village)	WIRTH PARK	18662	Weather - Snow	149	1
1/16/2024 3:33:00 PM	3773650	EL	Extreme Cold < 0°F	Elm Grove (Village)	WIRTH PARK	18662	Vegetation - Tree Growing Into Primary	290	99
2/7/2024 6:53:00 PM	3778196		Calm	Elm Grove (Village)	WIRTH PARK	18662	Equip. - Switched Fuse Unit	59	93
2/8/2024 1:20:00 PM	3778312	EL	Thunderstorm	Elm Grove (Village)	WIRTH PARK	18662	Equip. - Cable	355	1
4/3/2024 10:25:28 AM	3790518	MJ	Wind	Elm Grove (Village)	WIRTH PARK	18662	Equip. - Cutout (Fused)	125	1
4/10/2024 12:04:00 PM	3793730		Calm	Elm Grove (Village)	WIRTH PARK	18662	Planned - Maintenance	102	1
5/8/2024 2:18:00 PM	3801626		Calm	Elm Grove (Village)	WIRTH PARK	18662	Vegetation - Tree Not Growing Into Primary	432	1
5/12/2024 4:03:00 PM	3802335		Thunderstorm	Elm Grove (Village)	WIRTH PARK	18662	Equip. - Cable	100	505
1/12/2024 5:19:00 PM	3762806	EE	Snow	Elm Grove (Village)	MOORLAND	22773	Weather - Snow	2703	1

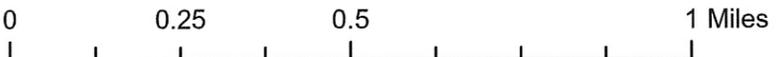


1/12/2024 6:48:00 PM	3766555	EE	Snow	Elm Grove (Village)	COUNTY LINE	2771	Equip. - Pole Cross Arm	2728	19
1/12/2024 6:48:00 PM	3766555	EE	Snow	Elm Grove (Village)	COUNTY LINE	2771	Equip. - Pole Cross Arm	2766	32
1/12/2024 6:48:00 PM	3766555	EE	Snow	Elm Grove (Village)	COUNTY LINE	2771	Equip. - Pole Cross Arm	5740	12
1/13/2024 12:07:00 AM	3766553	EE	Snow	Elm Grove (Village)	COUNTY LINE	2771	Weather - Snow	2574	31
1/13/2024 12:07:00 AM	3766553	EE	Snow	Elm Grove (Village)	COUNTY LINE	2771	Weather - Snow	2648	18
1/13/2024 12:07:00 AM	3766553	EE	Snow	Elm Grove (Village)	COUNTY LINE	2771	Weather - Snow	2802	72
1/30/2024 2:36:00 PM	3776867		Calm	Elm Grove (Village)	COUNTY LINE	2771	Equip. - Fuse Link	80	9
2/5/2024 3:07:00 PM	3777848		Calm	Elm Grove (Village)	COUNTY LINE	2771	Equip. - Conductor	105	18
4/8/2024 4:52:00 PM	3793423		Calm	Elm Grove (Village)	COUNTY LINE	2771	Equip. - Conductor	43	33
4/29/2024 6:10:00 AM	3798997		Thunderstorm	Elm Grove (Village)	COUNTY LINE	2771	Weather - Lightning	13	383



- Legend**
-  Existing Underground
  -  Municipality
  -  County Line X2451 OH to UG Project Area
  -  Elm Grove X24661 OH to UG Project Area

## Village of Elm Grove



Waukesha County, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

**ELM GROVE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**June 17, 2024 Meeting Minutes**  
**For Approval at the July 22, 2024 Meeting**

**1. Call to Order**

The meeting was called to order at 5:04 p.m. Board members present were: Sally Cashin, John Alexander, Tom Castile, Kristin Olson, Karen Steen and Jennifer Morris. Also present: Sarah Muench, Library Director; Noah Weckwerth, Adult Services Coordinator. Patty Kujawa, excused absence.

**2. Approval of Agenda**

Upon motion made by John Alexander and seconded by Kristin Olson, the agenda was approved.

**3. Minutes of the May 20, 2024 Meeting**

Upon a motion made by Karen Steen and seconded by Sally Cashin, meeting minutes from the May 20, 2024 were approved.

**4. Adult Services Coordinator Noah Weckwerth - report from Public Library Association conference**

Noah Weckwerth's attendance at this conference was paid for with gift money. He reported five "takeaways" including:

- A business "toolkit" libraries can provide
- How to enhance new employee training
- Creating customer service plans
- "Burning issues" revealed via polling completed by attendees nationwide
- Crisis communications and how libraries can respond to crises

**5. Hearing of the Public**

Laurie Leahy provided an update from FOEGL.

- FOEGL's annual meeting for members was held May 16th where new Board members were elected. She also noted that several new members are very interested in taking on more active roles.
- FOEGL hosted an Elm Grove Reads event in collaboration with Boswell Books at the Elm Grove Woman's Club featuring the authors Christina Lauren. The event was sold out and attracted people of all ages from all areas of WI. A percentage of book sales was gifted to FOEGL in the approximate amount of \$1200.
- The Bookie Cookie sale during the Memorial Day parade was a big success selling nearly all bags of cookies and netting a profit of approximately \$600.

**6. Confirm Future Meeting Dates in the Village Hall – Park View Room**

- July 22, 2024 at 5 p.m. (4<sup>th</sup> Monday)
- August 19, 2024 at 5 p.m.
- September 16, 2024 at 5 p.m.

## **7. Treasurer's Report**

- O.B. accounts payable June 2024 : **\$4,012.37**  
On a motion made by John Alexander and seconded by Tom Castile, the board approved the expenditure of the amount noted above.
- LGIP4 Gift Fund accounts payable June 2024: **\$1,935.43**  
On a motion made by John Alexander and seconded by Kristin Olson, the board approved the expenditure of the amount noted above.
- FOEGL Gift Fund accounts payable June 2024: **\$3,967.29**  
On a motion made by John Alexander and seconded by Sally Cashin, the board approved the expenditure of the amount noted above.
- Status of Accounts: John Alexander noted positively that we are "on target" as we are halfway through our year and 57.85% of our budget remains.

## **8. Director's Report**

- Gifts (no gifts this month)
- Statistics, staff activity, adult programming and other news as noted in the monthly report - Sarah reported that staff walked in the Memorial Day parade and handed out pencils; we will continue giving away 50 State Park Passes to patrons; summer programs began for adults and youth last week
- Youth Report - youth program attendance statistics are up this month and last month because the Youth Librarian went out to schools and presented to classrooms about the summer reading program.
- Project Updates - Sarah Muench will update during closed session

## **9. Old Business**

- Strategic Plan Quarterly Review  
Updates for goals 1 and 3 were discussed. Work groups should continue to meet. Goals will be revisited at regular intervals.
- Policy Updating - Library policies must be updated at least once every 5 years. Library board members will review all expiring policies and provide a draft of an updated version of the policy. The draft will be given to the library director to finalize with her staff and present to the board for approval. The Code of Conduct policy needs to be developed, finalized and submitted before the end of August.

## **10. New Business**

Ongoing education and library future

- Jennifer Morris reported that there is a Trustee Training conference from Aug 19th - 23rd provided by WI library systems. She encouraged all Trustees to sign up and view the webinars at their convenience.

- Jennifer Morris also encouraged all Trustees, particularly those who reside in Elm Grove, to obtain an active library card, to participate in programs provided by our library and to visit similar libraries in our consortium.

### **11. Closed Session**

Sally Cashin moved to convene into closed session at 6:08 and seconded by Kristin Olson. Roll was called.

Jennifer Morris moved to come out of closed session at 6:22 and seconded by Sally Cashin.

### **11. Adjournment.**

On a motion made by Kristin Olson and seconded by Jennifer Morris, the meeting was adjourned at 6:33 pm.

**Respectfully Submitted by Karen Steen, Assistant Secretary**

**PUBLIC WORKS/UTILITIES (PWUC) COMMITTEE  
MEETING MINUTES  
Monday, June 10<sup>th</sup>, 2024 5:30 p.m., Parkview Room**

---

**1. Roll call.**

Meeting was called to order at 5:35 pm by Mr. Schindler

Present: Mr. Schindler, Mr. Koleski, Mr. Shepherd, Mr. Zwirlein, and Ms. Schneider

Absent: Mr. Eull and Mr. Harley

Also Present: Mr. Harrigan, Mr. Paul, Ms. Bridgot Gysbers from Ruekert-Mielke via Zoom, and Mr. Richard Klein of Stantec Engineering

**2. Review and act on minutes for May 13<sup>th</sup>, 2024 Meeting.**

Mr. Koleski moved and Mr. Shepherd seconded approval of the minutes for the May 13<sup>th</sup>, 2024 meeting as written. Motion carried 5-0

**3. Update on Grant Assistance Services provided by Ruekert-Mielke**

Ms. Bridgot Gysbers of Ruekert-Mielke reviewed the Grant Matrix with the committee and highlighted some of the grants that the Village would best be suited for and what timeline can be expected in order to start the process on applications. Three of the main categories/grant options that would be of focus include Safe Drinking Water Grants, Energy Grants and Trails/Pathway Grants (though these typically require a Comprehensive Outdoor Recreation Plan – CORP).

Mr. Koleski expressed his concern that what was presented was more of a top-level view of opportunities and feels the committee was expecting a more detailed approach with actual grants narrowed down, not just advisory information, and that it would be helpful to understand what to expect with award amounts and what the process would look like on Ruekert-Mielke's end so that there would be a view of how this would align with budgeting for these potential projects.

Ms. Gysbers did discuss factors of success rates, how complicated the application was for the timeframe and timing of application vs. how soon construction would take place.

Mr. Schindler stated that he has expectations that Ruekert-Mielke would push the Village in the right direction to be successful and ensure that we don't miss out on opportunities based upon these timelines.

Ms. Gysbers will provide some more substantive information for the meeting next month.

**4. Update from Sustainability Committee**

Mr. Schindler relayed an update from the Sustainability Committee. On June 4<sup>th</sup>, the committee began a discussion to select lighting in and around Village Hall to align with and promote the Dark Skies Initiative. In addition, they are working on promotion opportunities to educate composting as well as researching grant options.

**5: Update and possible action on Underwood Creek Daylighting Design Services, Task Order 2024-2, with Stantec Engineering**

Mr. Harrigan introduced Mr. Rich Klein of Stantec to the committee to allow him to walk through his updated proposal of the updated services scope.

During review of the Underwood Creek update and action item, the Committee held an extensive conversation related to the Underwood Creek Daylighting Project. The Committee took action to recommend to the Board of Trustees, approval of engaging Stantec Engineering for the following:

1. *Subsurface soil investigations in the project area, not to exceed the fee as established in Table 1, Task 1 of the proposed Scope of Services.*
2. *To commission an RFP for a Traffic Study focusing on the following items:*
  1. *Vehicular traffic flow at the ingress / egress points into the Park and Shop area.*
  2. *Pedestrian Traffic flow within the Park and Shop area.*
  3. *(Potential add on), Review of existing parking conditions and redesign on the parking field in the Parking Shop.*
3. *Commission a plat of survey of the abandoned CP Rail Corridor which the Village desires to purchase as part of the project.*

The PWUC recommended to the Board of Trustees approval of geotechnical and environmental subsurface investigations along the proposed channel alignment of the daylighting project (Stantec Task 1 and table 1 of estimated fees of \$204,737.00), commissioning of an RFP for a traffic study proposal to include traffic, pedestrian and parking with a timeframe and cost, and retaining services to provide an updated plat for the railroad property that is subject to the negotiations. Motion by Mr. Koleski, seconded by Mr. Zwirlein. Carried 5-0.

After discussion, it was decided that Rich Klein of Stantec, will modify the proposed scope of task two, Design Modifications, and the PWUC will convene for a special meeting in order to review and possibly approve the proposed scope. There will be a special PWUC meeting on Monday, June 17th at 5:30 p.m.

Chairman Schindler has requested for the Committee to convene onsite in the Park and Shop at 5:30 p.m. as the site visit would bring value to the design modification discussion. The Committee will then return to Village Hall to continue discussion of the potential design modifications.

#### **6: Update on WE Energies Resiliency Projects and Power Outage Data for 2024**

Mr. Harrigan reviewed the Map of planned WE Energies Resiliency Projects with projected dates to address concerns, as well as Year to Date Outage Data providing detailed information noting the January 12<sup>th</sup>, 2024 snow storm as the most significant event. Mr. Harrigan indicated that WE Energies will have representatives back in September to speak to the Village representatives.

Mr. Koleski added the Village would like to help with engagement of residents and with Mr. Zwirlein suggested the possibility of them holding open houses, or some local office hours or meeting hours for a couple days a week. Mr. Shepherd was interested in finding out the correlation of equipment age and useful life to further understand where we are and the direction the Village is headed. Mr. Shepherd stated that this data would be helpful to engage with the regulators as is currently occurring in Glendale.

#### **7: Review and discussion on Highland Drive, Hillside Road Intersection**

Mr. Paul provided some details as to what has been addressed to this point for sight improvements at this intersection of Highland Dr and Hillside Rd in the recent past. Mr. Paul explained there had been brushing, pruning and some removals of growth at the intersection in conjunction with intersection improvements from last year's paving project and installation of the pathway along Gebhardt Rd which included cutting down the hill to the approach of the intersection by approximately 1' as well as the identification of travel lanes. Additional clearance of foliage was completed in conjunction with the new leg of the pathway on Highland Dr between Gebhardt Rd and North Ave this spring.

Mr. Koleski requested an additional review of the intersection after some feedback from residents in the adjacent neighborhood to see if there was any further work that could be performed if required.

## **8: Update on Streambank Stabilization Project**

Mr. Harrigan provided an overview of the proposed streambank stabilization project that Waukesha County has engaged the Village to carry out at their cost. Discussion included the Village's ongoing maintenance obligations, and stormwater credit sharing as part of the MS4 permit requirements

## **9: Update on Public Works Projects**

Mr. Paul presented a map and list of some additional streets that could be included with the current paving bid by adding 25% to the contract that Stark Pavement was awarded. 25% of the approved \$494,057.20 would amount to \$123,514.30. Mr. Paul explained that in order to carry out the paving of these additional streets he considered the amount of stormwater work required, mobilization of the contractor's equipment as well as road ratings. The additional streets added were Overhill Rd (Lakeside Dr to Juneau Blvd.), Woodlawn Circle (Sunset Dr to Hillside Rd), and St. George Ct.

Mr. Koleski made a motion to approve an increase of the paving project up to \$123,514.30 with the streets selected by Mr. Paul. Seconded by Mr. Shepherd. Motion carried 5-0.

Mr. Paul also informed the committee that WE Energies completed their initial task on the Highland Culvert Project and Monday morning the Vinton Construction was moving forward with clearing, grubbing and mobilization.

## **11: Other Business**

Mr. Koleski wanted to touch base about the following items:

1. Pole Barn – Mr. Paul indicated that he had a meeting scheduled with a contractor to review the site this week and would have the bid ready early next week.
2. Pathway Engineering – Mr. Harrigan stated staff will be putting this together.
3. Wauwatosa Water – Mr. Harrigan informed the committee that a meeting is scheduled on Thursday of this week to discuss the lateral connections, etc.
4. Red Barn – Mr. Koleski stated his concern for the condition of the roadway and wants to engage the developer to perhaps utilize/piggyback on some of the contracted services to benefit the roads/infrastructure of the Village that was impacted by the work.

## **7: Adjourn**

Mr. Zwirlein motioned and Mr. Shepherd seconded to adjourn the meeting at 8:46 pm Motion carried 5-0.

Respectfully. Submitted  
Richard Paul, Jr.  
Public Works Director

**PUBLIC WORKS/UTILITIES (PWUC) COMMITTEE  
MEETING MINUTES  
Monday, June 17<sup>th</sup>, 2024 5:30 p.m.**

**MEETING LOCATIONS:**

**The Committee will convene on the Watertown Plank Road Bridge (which spans the Underwood Creek) near the entrance to the Park & Shop (13425 Watertown Plank Road). Following a site visit of the Underwood Creek Daylighting Project Area, the Committee will convene in the Reinders Room at Village Hall, 13600 Juneau Blvd.**

---

**1. Roll call.**

Meeting was called to order at 5:30 pm by Mr. Schindler

Present: Mr. Schindler, Mr. Koleski, Mr. Zwirlein, Ms. Schneider and Mr. Harley

Absent: Mr. Eull and Mr. Shepherd

Also Present: Mr. Harrigan, Mr. Paul, Mr. Richard Klein of Stantec and resident Rick Fronberry

**2. Update and possible action on Underwood Creek Daylighting Design Services, Task Order 2024-2, with Stantec Engineering.**

As a follow up to the June 10th, 2024 Public Works Utilities Committee Meeting, Rich Klein of Stantec, had submitted a modified scope of services at the direction of the committee. The Committee convened on the Watertown Plank Road Bridge to conduct a walkthrough site visit of the Underwood Creek Daylighting Project Area. The committee familiarized themselves with the work area and considered the location of the pedestrian path that would be incorporated with the project. Further discussion and contemplation of the need for a bridge were discussed on site as well.

After reassembling at Village Hall, the committee reviewed the modified Scope of Services as presented by Mr. Klein of Stantec. In addition to the geotechnical and environmental subsurface investigations recommended for approval at the last meeting, a consideration of alternatives for channel and bank treatments, design of revised channel and storm sewer modifications were also discussed.

Mr. Schindler stated that the next main action item was getting a cost estimate together so a referendum question can be developed in time for an August 6<sup>th</sup>, 2024 deadline to the county in order to have this on the ballot in November.

A few committee members proposed the idea of whether or not the it would be advantageous to get further along with design and some of the outstanding tasks and push the referendum out until the April election period. Other members felt it should get on the ballot as soon as feasible to gauge support from the constituency.

Mr. Harley and Mr. Zwirlein requested that a schedule be modified to show additional work needed leading up to the projected project scheduled. Ms. Schneider clarified that the existing work schedule that was presented by Mr. Klein would be feasible, but should just add the work that would be needed on the front end of the existing schedule to be sure we meet our goals in the tight timeframe.

The PWUC recommended to the Board of Trustees approval of Design Modification Services from Stantec (Task 1, Table 2 of estimated fees of \$176,568.00), to include Alternate Evaluation for channel alignment and bank treatments, design of revisions, and storm sewer modifications.

Motion by Mr. Koleski, seconded by Ms. Schneider. 5-0

**11: Other Business**

Mr. Koleski discussed future planning and asked staff to consider projects for 2025 so they are ready to get on the docket soon if there is a requirement for any design or need for assistance and other schedules.

**7: Adjourn**

Mr. Schindler motioned and Ms. Schneider seconded to adjourn the meeting at 8:03 pm Motion carried 5-0.

Respectfully Submitted  
Richard Paul, Jr.  
Public Works Director

DRAFT



## *Village of Elm Grove 2024 Paving Program*

<b>Street Name</b>	<b>From</b>	<b>To</b>	<b>Length in ft</b>	<b>Width in feet</b>
Highland Dr	Gebhardt Rd	Westover	500	24
Wedgewood E	Wedgewood Dr W	Gebhardt Rd	1109	22
Wedgewood W	Wedgewood Dr E	Gebhardt Rd	792	22
Florence Dr	Wisconsin Ave	Termini North	528	20
Westover Rd	Highland Dr	Sunset Dr	1200	20
Greenway Terrace	Hillside Road	Juneau	2800	20
Lakeside Dr	Woodlawn Circle	Juneau	1400	20
Woodlawn Circle	Greenway Terrace	Sunset Dr	581	22
Walters Court	Highland Dr	Lone Tree Rd	628	20
Woodland Ave	Terrace Ct	Juneau Blvd	898	24

**2024 Paving Additions**

2021 Paser Rating	Last Year Paved	Years Old	Street Name	From	To	Length in ft	Width in feet	Length in tenths	Sq. Yds	AC Binder Thickness	AC Tons Binder	AC Binder Cost	AC Surface Thickness	AC Tons Surface	AC Surface Cost	Milling per Sq Yd	Pulverizing Per Sq Yd	Total Cost	10% Contingency for Undercutting	Grand Total
4	1993	31	Woodlawn Circle	Sunset Dr	Hillside Dr	845	22	0.16	2066	3.5	406.66	\$ 24,704.60	1.5	174.28	\$ 10,892.50		\$ 1,136.06	\$ 36,733.15	\$ 3,673.32	\$ 40,406.47
5	1992	32	Overhill Rd	Lakeside Dr	Juneau Blvd	1051	19	0.1991	2219	3.5	436.82	\$ 26,536.82	1.5	187.21	\$ 11,700.63		\$ 1,220.33	\$ 39,457.77	\$ 3,945.78	\$ 43,403.54
4	2002	21	St. George Ct	Juneau Blvd	Termini	686	22	0.1299	1677	\$ 3.50	330.14	\$ 20,056.01	1.5	141.49	\$ 8,843.13		\$ 922.29	\$ 29,821.42	\$ 2,982.14	\$ 32,803.56

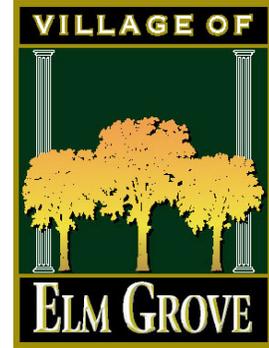
**Bid Price \$494,057.20      25% = \$123,514.30**

Assumptions of 3.5" for Binder and 1.5" of Surface on most roads throughout Village

Cost of Binder	\$	60.75	Per ton
Cost of Surface	\$	62.50	Per Ton
Cost of Milling 3"	\$	-	Per Sq Yd
Cost of Pulverizing	\$	0.55	Per Sq Yd
Cost of undercutting	\$	50.00	Per ton

**Grand Total    \$ 10,601.23    \$ 116,613.57**

# MEMO



TO: Public Works and Utilities Committee (PWUC)  
FROM: Thomas Harrigan, Village Manager  
Richard Paul Jr., Director of Public Works

DATE: June 14, 2024

RE: Underwood Creek Daylighting – Review of Action Items

---

As a follow up to the June 10<sup>th</sup>, 2024 Public Works Utilities Committee Meeting, Rich Klein of Stantec, has submitted a modified scope of services at the direction of the committee. The Committee will convene on the Watertown Plank Road Bridge (which spans the Underwood Creek) near the entrance to the Park & Shop (13425 Watertown Plank Road). Following a site visit of the Underwood Creek Daylighting Project Area, the Committee will convene in the Reinders Room at Village Hall, 13600 Juneau Blvd.

As the Village has been pursuing completion of the Underwood Creek Daylighting Project for over 15 years. In January of 2019, Stantec Engineering finalized a set of engineering design plans for the project which underwent extensive review by the Village PWUC. Most recently it has been determined, the 2019 engineering documents may need to be modified due to design requirements that could be imposed by Canadian Pacific / KC Southern railroad (CP Rail) if the creek channel alignment remains as proposed. Please see the enclosed exhibits from Stantec which demonstrate the extent of the possible revised creek channel alignment.

Rich Klein, of Stantec Engineering, will be in attendance at the June 17, 2024 PWUC meeting. While staff and Stantec have been working through the existing Service Agreement (which the Board of Trustees approved in December of 2023), multiple outstanding project tasks have been identified and these include:

1. Geotechnical and environmental subsurface investigations along the proposed channel alignment.
2. Adjustment of channel alignment away from railroad track corridor; corresponding hydraulic model modifications.
3. Retaining wall design modifications.
4. Storm sewer modifications to accommodate adjacent drainage improvements.
5. Identification of site amenities.
6. New Site Survey of the CP Rail abandoned corridor (others).

As identified in the proposed Scope of Services Task Order 2024-2, the purpose of engaging in these activities at this time is to minimize potential cost increases/project delays associated with CP railroad design and construction requirements; to improve bid pricing by identifying soil substrate conditions through geotechnical investigations and; to incorporate site improvements into the project plan. Please see the proposed Task Order 2024-2 enclosed for your review and possible recommendation for approval to the Board of Trustees.

In order to guide our conversation and possible recommendation for approval of Task Order 2024-2 to the Board, we suggest the following outline be followed:

1. **Project Background – Context of Design/Engineering Directive in 2018.**
  - a. Limitations of funding – \$175,000
  - b. Decision to proceed **without** amenities included.
  - c. Pre-application meeting with USACE, WDNR
    - i. Preliminary approval of “90% Plans”, direction to proceed.
2. **Identification of Funding “Package”**
  - a. 2023 Amendment to TID #2 Project Plan – TID Life Extension (2034).
  - b. New Financing projections generated by Ehlers (5/24/2024)
3. **Expectations for Plan Review**
  - a. Public Works Committee to review proposed Scope V. 2 – Stantec (exhibit(s) included).
  - b. Recommendation to be made to Board of Trustees on engagement.
    - i. Geotech Borings
    - ii. Design Modifications – CP Rail loading requirements
    - iii. Conduct site survey of abandoned CP Rail corridor (legal description)
  - c. Public engagement – Public Outreach Campaign
  - d. Referendum – Total Project Cost to be identified, slated for November 5<sup>th</sup> Election
    - i. Tuesday August 6<sup>th</sup>, 2024 (70 days prior) to Waukesha County.

#### ***CP Rail Property Acquisition***

The long-awaited discussion with CP Rail to determine the asking price for the ~6 acres of railroad spur took place on May 16<sup>th</sup>, 2024. We have enclosed the email from CP Rail which identifies the “first offer” price of \$1.55 million. A lengthy discussion was held with the CP representatives related to the methodology on valuation in comparison to the Village’s appraisal. Essentially, there is a disagreement on the discounts that have been applied by the Village’s appraisal. Staff coordinated a conference call with the CP Rail executives and our appraiser in order for the discounts on the property to be justified. We will have an update on this conversation at the 6/10/24 PWUC meeting.

#### ***Financing***

Several funding scenarios have been generated by the Village’s Financial Advisor, Ehlers and Associates. These funding options need to be reviewed and discussed by the Village Finance Committee in greater detail, however the forecasts generated demonstrate that with the combination of tax increment from TID #2, stormwater utility fees and obtained grants, the project can be funded up to specified costs. In an email exchange with our finance consultant from Ehlers, the following was articulated:

*“Tom,*

*I am attaching –*

1. *An updated TID 2 cash flow model. I eliminated the UW creek project from this version to see how much cash would be left at the end of the TID life. It’s about \$4.65 million, meaning that is what the TID may be able to contribute towards debt service for the project. Works out to a little over \$500K per year from 2026 through 2034*

2. *Debt run for a \$6.5 million project*
  - a. *The TID supported portion is \$3,745,000. This part of the debt is amortized over nine years to coincide with the remaining TID life.*
  - b. *The balance of \$2,755,000 is funded by stormwater, and requires annual debt payments of around \$210,000 per year for 20 years.*
  
3. *Debt run for a \$8.0 million project*
  - a. *The TID supported portion is \$3,745,000. (No change, because we are solving for what the TID can fund).*
  - b. *The balance of \$4,255,000 is funded by stormwater, and requires annual debt payments of around \$320,000 per year for 20 years.*

*Based on the conversation yesterday, it sounded like \$250K per year from storm water was feasible, so seems to work at \$6.5 million, but not at \$8.0 million.”*

Please contact us if you have any questions prior to the meeting.

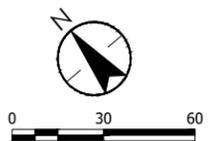
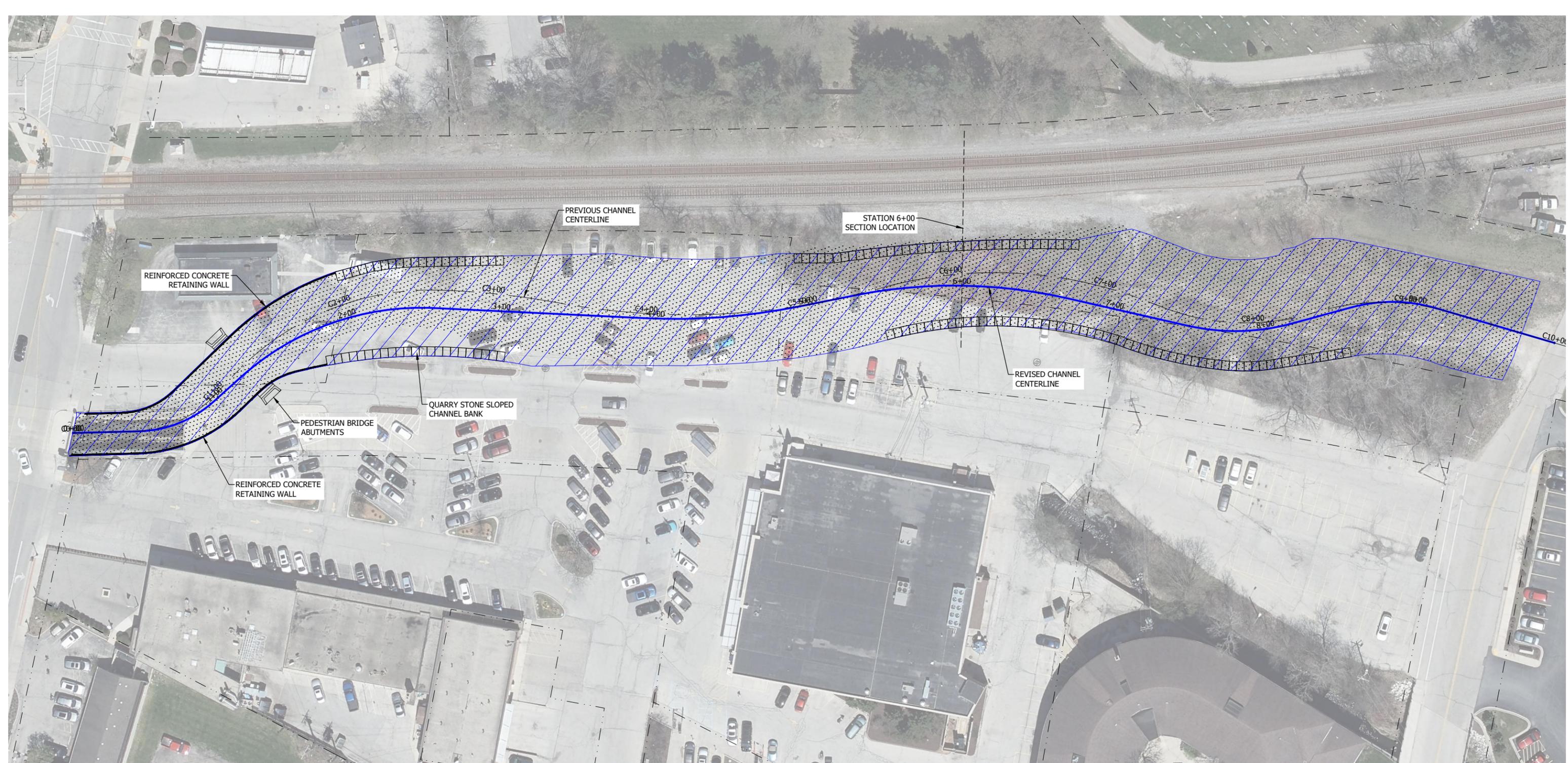
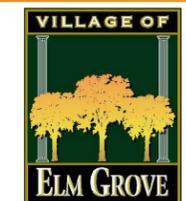


FIGURE 1 - REVISED CHANNEL ALIGNMENT

VILLAGE OF ELM GROVE  
 UNDERWOOD CREEK DAYLIGHTING

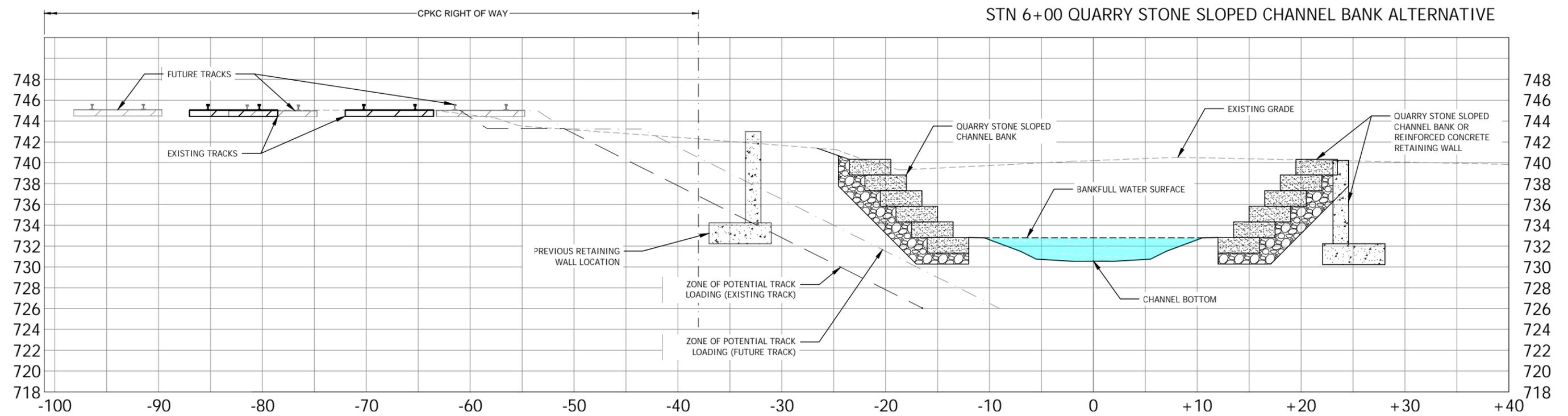
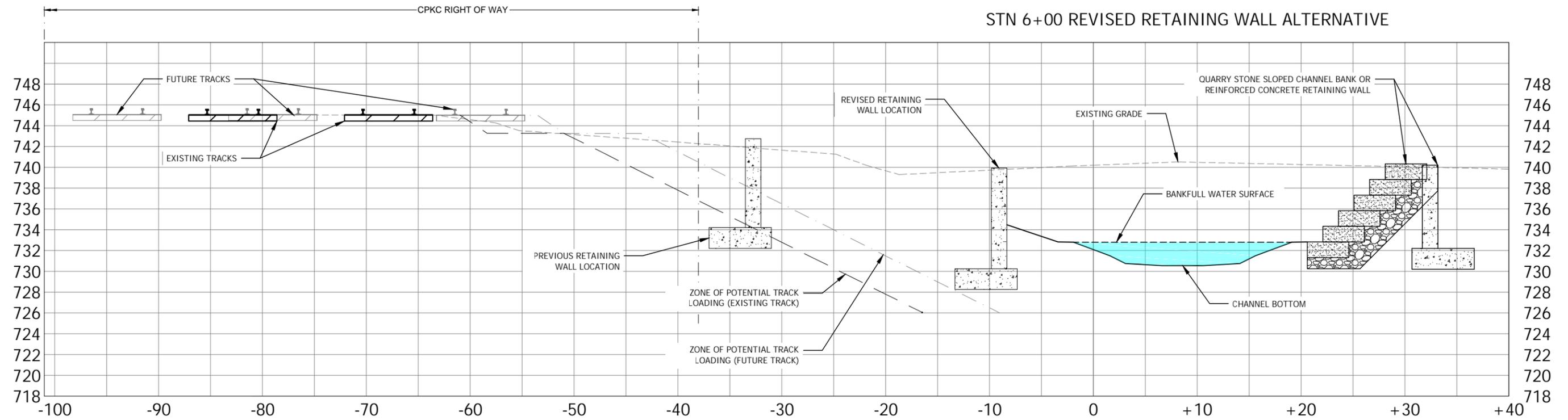


DATE: June 7, 2024

PROJ. NO.: 193806812

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO STANTEC WITHOUT DELAY. STANTEC SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS OTHER THAN THOSE AUTHORIZED BY STANTEC. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

Plot Date: 06/07/2024 - 10:27am  
 Drawing name: U:\193806812\CAD\Drawings\193806812\_Village\_of\_Elm\_Grove\_SRD\_concept\_sections.dwg  
 User: 193806812\_2511\_193806812\_2511\_193806812\_2511



DESIGNER
DRAWN BY
CHEKCR
APPROVED



REV. NO.	DATE	REVISION DESCRIPTION	BY	APVD



FIGURE 2 - CROSS SECTIONS  
 VILLAGE OF ELM GROVE  
 UNDERWOOD CREEK DAYLIGHTING

DRAWING NO.	
SHEET NO.	
DATE	June 7, 2024
PROJ. NO.	193806812
FILE	

**SCOPE OF SERVICES  
TASK ORDER 2024-2  
UNDERWOOD CREEK DAYLIGHTING DESIGN SERVICES**

**A. BACKGROUND**

This task order supplements the Underwood Creek Daylighting project scope of services authorized by the Village on January 17, 2024.

Purpose

- Evaluate channel and bank alternative refinements prior to proceeding with final design.
- Minimize cost increases and project delays in achieving compliance with CPKC design and construction requirements.
- Improve anticipated bid pricing related to soil disposal and concrete structures.

Overview of additional investigation and design activities included

- Geotechnical and environmental subsurface investigations along the proposed channel alignment.
- Alternatives Evaluation for channel alignment and bank treatments.
- Design of revised channel and bank treatments in selected alternative; corresponding hydraulic model modifications.
- Storm sewer modifications to accommodate adjacent drainage improvements.
- Project grant funding assistance.

The following design activities are not included in this current scope of services. Pending the outcome of the Alternatives Evaluation, the Village's traffic study, and the extent of design activities completed by adjacent property owners, they may be included in a future amendment.

- Pedestrian bridge and associated abutment design.
- Parking lot reconstruction design including paving, grading, and drainage outside of project limits, parking lot layout and striping design for vehicular and pedestrian traffic, parking lot site amenities and furnishings.

Discussion: CPKC

The Village is in the process of negotiating with CPKC the purchase of the former railroad spur corridor adjacent to the DPW yard. As part of project reviews, CPKC closely reviews any construction planned near their tracks that may affect their current or future operations. If project features are located within a defined zone adjacent to their tracks, CPKC requires that those features be designed to withstand Cooper E-80 train loading. CPKC approval is contingent on complying with extensive third-party structural review. In addition, CPKC further requires inspection by railroad personnel during construction. Because of the expense and time required for compliance with CPKC requirements, it is generally advantageous to minimize the extent to which project features,

including any temporary shoring that may be required during construction, are located within the railroad zone of influence.

Retaining Wall W3, directly east of the Sendik's building, is affected by these considerations. To maximize the amount of space available for Sendik's deliveries at their east loading dock, this retaining wall is located relatively close to the CPKC corridor. In its current location, the temporary shoring required for construction of Retaining Wall W3 is located within the railroad zone of influence from CPKC's existing tracks, and would also require a railroad easement for construction. In addition to considering the retaining wall location relative to the existing track configuration, CPKC notified the Village that a future third set of tracks within their mainline track corridor is included in their long-term planning and must be addressed in the project design.

The Village could elect to keep Retaining Wall W3 in its current location and proceed with the design, review, and railroad construction inspection required by CPKC. However, to avoid the associated design and construction costs and schedule delay, it is recommended that the channel alignment be shifted to the west so that project features (channel, retaining wall, temporary shoring) are outside the railroad zone of influence for current and future track configurations. Doing so eliminates railroad involvement from the design and construction process. To reduce the wall's footprint and its required distance from the railroad corridor, thereby maximizing the use of space available in the parking lot, Retaining Wall W3 is recommended to be designed as a cast-in-place structure or as a higher slope (average 1:1 horizontal:vertical) quarried stone bank revetment rather than a precast modular block wall. To avoid extending the channel bank further west toward Sendik's than it is currently when the channel alignment is shifted west, a retaining wall or quarried stone bank revetment is recommended to be built at the channel bank along the west project limit.

#### Discussion: Abutments, concrete structures, amenities; Alternatives Evaluation

Late in the design process (November 2018), the Village requested that abutments for a conceptual pedestrian bridge be shown on the drawings. Structural design of the abutments was to be done at a future time prior to construction. Therefore, if the Village gives final authorization for a pedestrian bridge, this is the appropriate time to proceed with the final design of the abutments, including selection of bridge type, size, and loading parameters, in coordination with Village staff and appropriate parties. The cast-in-place concrete bridge abutments will be in line with Retaining Walls W1 and W2. These walls, currently laid out as precast modular block walls, are recommended to be designed as reinforced cast-in-place concrete walls to facilitate integration with the cast-in-place bridge abutments.

Based on discussion at the June 10, 2024, PWUC meeting, the Village plans to authorize a traffic study to quantify downtown vehicular and pedestrian traffic patterns. The traffic study will help guide various design decisions, including whether and where a pedestrian bridge is sited. During these discussions regarding traffic movements, potential benefits of potentially locating a pedestrian path east of the channel between Watertown Plank Road and Wall Street, perhaps rather than west of the channel, were discussed.

The parking lot area adjacent to the project limits is apparently being redesigned by the adjacent property owners. It is anticipated that after the property owners' redesigns are completed and provided to the Village, drawings and specifications for the parking lot reconstruction, paving, and striping will be incorporated into the project construction drawings. Discussion regarding other user amenities within and outside the channel daylighting project area, including pedestrian paths, lighting, benches, trash receptacles, plantings, and signage, is still ongoing. The extent of design required for these features, as well as collaboration with the adjacent property owners, is still under discussion.

Drainage and parking lot features near the 890 Building and the Sendik's building will ultimately need to be incorporated into the project design to optimize the use and function of the area. For example, 890 Building downspouts that currently discharge directly to the stream channel will be piped to storm sewer laterals and connected to the project storm sewer system, allowing the area adjacent to the building to be used for parking. Existing private surface drainage piping between the 890 Building and Sendik's must be extended to connect to the project storm sewer system.

In light of these considerations, the following tasks are included in this current scope of work.

- Develop an Alternatives Evaluation to evaluate possible modifications to the channel and bank treatment configurations and refine the features to be included in the final design.
- After selection of a recommended channel and bank treatment alternative, proceed with the final design and construction drawings and specifications for the associated channel, bank, and pedestrian access features.
- Complete the hydraulic modeling of the revised channel alignment for design and for state/federal permitting.
- Modify the project storm sewer system to accommodate the drainage connection(s) for the Village Court building (890 Building) based upon a revised building storm drainage plumbing design provided by the property owner. Provide a manhole for a connection to a new private storm sewer between the Sendik's building and the 890 Building. The private storm sewer design will be completed by the property owner or added to this scope by amendment as authorized by the Village.

The following tasks are not included in this current scope of work but can be included pending completion of the Alternatives Evaluation, the Village's traffic study, and design activities completed by adjacent property owners.

- Pedestrian bridge and associated abutment design.
- Parking lot reconstruction design including paving, grading, and drainage outside of project limits, parking lot layout and striping design for vehicular and pedestrian traffic, parking lot site amenities and furnishings.

#### Discussion: Subsurface investigations

Approximately 21,000 cubic yards (CY) of soil will be excavated and hauled off-site for disposal during construction of the new Underwood Creek channel, accounting for a significant percentage of the

total project cost. Because disposal costs for contaminated soil can be several times higher than for non-contaminated soil, it is important to provide adequate information on soil contamination and associated disposal options so that Contractors can develop competitive bids. If sufficient soil quality information is not made available, bidders will generally make conservative assumptions about soil disposal costs, resulting in significantly higher bids than would otherwise be expected. In addition, because geotechnical soil borings were not previously conducted at the locations of the retaining walls, bridge abutments and road crossings included in the project, new borings at specific locations and depths are required to identify soil bearing capacities and related parameters needed for the efficient design of these features.

It is therefore recommended that a subsurface investigation program be implemented to collect both geotechnical and environmental subsurface information. Geotechnical borings will be used to evaluate strength and soil behavior related characteristics of the soil for use in the geotechnical and structural design of the project elements, including cast-in-place concrete features, road crossings, and sloped channel banks. Environmental borings will be used to identify the extent of contamination present in the soil to be excavated and describe disposal options for Contractor consideration during bidding, resulting in more competitive construction bids.

## **B. TASK DESCRIPTIONS**

The proposed scope of work includes the tasks and services described below.

### **1. Environmental and geotechnical subsurface investigations**

This task addresses drilling, sampling, analysis and reporting to identify subsurface soil and groundwater properties and to determine associated construction and soil disposal parameters.

Included in task scope:

- Develop geotechnical and environmental drilling and sampling plans.
  - Preliminary geotechnical investigation plan includes up to 17 hollow stem auger borings to depths between 12 feet and 75 feet below ground surface, totaling approximately 612 feet of boring depth, conducted at the proposed locations of the various project structural elements and channel slopes.
  - Preliminary environmental investigation plan includes up to 30 direct push soil borings to depths up to 16 feet at approximate 50-foot intervals along the proposed channel alignment.
- Subcontract drilling and laboratory analyses.
  - Soil samples will be collected continuously from each borehole. Up to three soil samples from each boring will be analyzed for one or more of the following: volatile organic compounds (VOCs), polycyclic aromatic hydrocarbons (PAHs), and/or Resource Conservation and Recovery Act (RCRA) metals. Up to 10 soil samples will also be analyzed for polychlorinated biphenyls (PCBs). In addition, Toxicity Characteristic Leaching Potential (TCLP) analysis will be performed if VOCs or RCRA metals concentrations exceed the "20x" rule, indicating that the

soil may have hazardous characteristics. For the purposes of this scope, we have assumed up to 10 samples will be analyzed for TCLP VOC and/or RCRA metals.

- Up to four landfill waste characterization samples will be collected within the proposed daylighting corridor for laboratory analysis and landfill waste profiling. Each sample will be analyzed for typical parameters needed to obtain approval to dispose of soil at a local landfill (i.e. Protocol B).
- Develop summary reports.

Not included in task scope:

- This scope does not include development of WDNR-related documentation that may be required based upon investigation results and findings.

Deliverables:

- Geotechnical Data Report (GDR) for inclusion in project specifications.
- Geotechnical Interpretation Report (GIR) memorandum for internal design use.
- Environmental assessment sampling summary report including discussion of options for beneficial reuse of soil or other disposal options.

Assumptions:

- Soil cuttings generated during drilling operations will be drummed and stored on-site pending off-site disposal during project construction.

## 2. Design modifications

This task comprises various design improvements and modifications needed to refine alternative channel alignment and bank treatments, address stakeholder requirements and improve the competitiveness of bid pricing.

Included in task scope:

- Develop an Alternatives Evaluation that includes:
  - Up to three concept alternatives of stream channel alignment and bank treatment combinations (cast-in-place retaining wall, 1:1 quarried stone bank, 3:1 vegetated slope), and including path and water access configurations in the channel daylighting project area footprint.
  - Up to three concept alternative parking lot configurations, showing ingress/egress between Watertown Plank Road and Wall Street, vehicular and pedestrian travel lanes, and parking spaces. These alternatives will be developed after completion of the Village's traffic study.
- Adjust channel alignment so that temporary shoring is outside the railroad zone of influence for the existing track configuration and channel bank structures are outside the railroad zone of influence for a future third track.

## Scope of Services

Task Order 2024-2: Underwood Creek Daylighting Design Services

June 14, 2024

- Modify HEC-RAS model to reflect the realigned channel.
  - Modify the FEMA CLOMR work map and related documentation accordingly.
- Provide reinforced cast-in-place concrete designs and construction details for Retaining Walls W1 and W2 adjacent to Watertown Plank Road.
- Provide quarry stone sloped channel bank designs and construction details for bank sections south of the retaining walls and upstream of Wall Street.
- Modify storm sewer system (alignment and structures) to accommodate building drainage improvements at and adjacent to 890 Building.
  - The 890 Building owner has communicated their preference to have their roof drainage tie directly into the new Village storm sewer system rather than discharge to the ground surface adjacent to the building. Provide a manhole and associated storm sewer modifications to which the 890 Building can connect.
  - Modify grading and surface restoration adjacent to building.
  - Coordinate with private property parking lot designer to accommodate connection to private sewer located between 890 Building and Sendik's building.
- Develop landfill disposal option.
  - Coordinate with up to two local landfills to obtain landfill disposal waste profile information to include in project specifications.

### Not included in task scope:

- This scope does not include design elements not mentioned above.
- This scope does not include public outreach assistance, renderings, or related materials.

### Deliverables:

- Alternatives Evaluation technical memorandum summarizing the analyses and evaluation results.
- Revised construction drawings and specifications detailing the design modifications identified above.

### Assumptions:

1. The Village will coordinate with adjacent property owners regarding required designs 'by others'.

## C. SCHEDULE

It is assumed that Tasks 1 and 2 will commence in June 2024 and be completed by the end of December 2024. The scope of services described will commence upon receipt of the Village's Notice to Proceed (NTP).

**D. FEE**

Stantec’s estimated fee to complete the work described is provided in Table 1 below. The work will be done on a Time & Materials basis, with a cost not to exceed the total identified without prior Village approval.

If additional budget is required to complete a task, or if out-of-scope work not currently included in the scope is required, Stantec will notify the Village of the required fee adjustment for approval prior to continuing the work.

**Table 1 - Estimated Fee**

<b>Task</b>	<b>Name</b>	<b>Estimated Fee</b>
1	Subsurface Investigations	\$204,737
2	Design Modifications	\$176,568
<b>Total</b>		<b>\$381,305</b>

## **PUBLIC SAFETY COMMITTEE MEETING MINUTES**

**Monday, June 17, 2024, at 6:30PM – Reinders Room**

Present: Chair Trustee Kristina Sayas, Trustee Shawn Hillmann, Trustee Tom Castile, Committee Members Ms. Barbara Decker, Mr. Michael Danielson, Ms. Margaret Thew

Absent: Committee Member Mr. John Oliveri

Also Present: Police Chief Jason Hennen

### **1. Call the meeting to order**

The meeting was called to order at 6:32 PM, by Trustee Sayas.

### **2. Review and approve minutes from January 15, 2024**

Trustee Sayas entertained a motion to approve the January 15, 2024 minutes. The motion was made by Danielson and seconded by Sayas. The motion to approve the minutes carried unanimously.

### **3. Public Comment**

Trustee Sayas recognized members of the public that wished to speak. No members of the public present.

### **4. Review and discuss considerations for a stop sign on eastbound Marcella Ave and San Fernando Dr.**

Trustee Sayas stated at the prior Public Safety Committee meeting the stop sign was discussed and tabled for evaluation. Sayas stated the Chief had reviewed the concern and requested that he provide his opinion.

Chief Hennen stated that he visited the intersection and previously provided photos to the committee. Hennen reviewed the location of the concern with the committee members that were unfamiliar with the intersection. Trustee Hillmann drew attention to the design of the intersection and how the corners are much wider and more open compared to others. Hennen reported meeting in person with Ms. Ferber who is the resident on the northwest corner of Marcella Ave and San Fernando Dr. Ferber indicated that she was not in favor of a stop sign and felt that children were not at risk. Ferber stated she felt that the request for the stop sign was more about traffic volume than the risk of cars turning right in front of children. The Chief stated that there were no complaints or accidents at that location to support the installation of

a stop sign. The Chief further stated that schools do provide bussing as a safe method of transport to and from school and in his discussions with the principal bussing is the preferred method.

Ms. Decker inquired if this is a longstanding problem or something new. Chief Hennen explained that this intersection is nothing new though the enrollment at the school is higher than in the past. Trustee Hillmann added that during this post-covid era more parents drive their kids to school and haven't transitioned away from that practice since the pandemic.

The Chief indicated that he would schedule a call for service in advance of the upcoming school year and post an officer at that location on the afternoon of the first day of school in September to monitor.

Trustee Sayas (~~did you? WHO??~~) made a motion to take no action on the request for the stop sign. The motion was seconded by Trustee Hillman.

#### **5. Review request for crossing guard on Watertown Plank Rd and Crescent Dr.**

Trustee Sayas stated she received a request for a crossing guard from a resident in the Caroline Heights neighborhood. Sayas indicated that a photo of the location was previously provided and asked the Chief for an opinion.

Chief Hennen provided the committee a brief history of the use of crossing guards in years past. This specific location did not have a crosswalk and painted the crosswalk at that time was manned with a crossing guard from around the early 2000's to around 2010. Around that time the long-term crossing guard retired and it was difficult to find a replacement. It was then contracted out to a private company. In 2010 the Public Safety Committee knowing that Watertown Plank Rd was being redesigned with the newly added crosswalk to a safer location, moved away from funding crossing guards at that location and gave St Mary's the option to fund the program. St Mary's opted to not fund the position. The new crosswalk were installed around 2011 with the newly painted crosswalks, crosswalk signs, the pedestrian activated in-ground LED crosswalk lights, and pancake yield to pedestrian sign. In 2017 the in-ground crosswalk lights were failing due to WI winter weather conditions and were replaced with the pedestrian activated LED crosswalk signs for approximately \$20,000. These signs remain fully operational.

Chief Hennen stated that he recently met in person with the Principal from St. Mary's who did not feel the need for a crossing guard as he feels there is limited number of students that live in Caroline Heights subdivision and feels the crosswalk and crosswalk sign are adequate for safety. In a second discussion on the phone the principal indicated the school secretary felt a crossing guard would be a good idea though it was an opinion and that she never watched the area to make an evaluation. The Principal is satisfied with the crosswalks and LED lit signs that are

currently in place. The Principal further indicated that St. Mary's does provide transportation to and from school for those students that live between N 124<sup>th</sup> St and Pilgrim, and Bluemound Rd. and North Ave., as well as areas outside of Elm Grove.

Trustee Sayas stated that she crosses Watertown Plank Rd at this location often and when she arrives at the crosswalk and activates the LED lights cars do come to a stop and allow her to cross. Sayas further stated that she feels the sign in the middle of the road, that were recently placed in that area, which indicates yield to pedestrians in crosswalks, should remain in place when weather permits. Trustee Sayas further indicated that no members of the public were present to express their concerns beyond the original written request.

Trustee Castille inquired if we would allow the school to fund it. Chief Hennen responded that the school principal had no interest in funding the position. Ms. Thew recommended no action be taken at this time.

Trustee Sayas made a motion to take no action on the request for the crossing guard. The motion was seconded by Mr. Danielson

#### **6. Review request for digital speed sign on Gebhardt Rd.**

Trustee Sayas stated that a resident made a request to the Police Department to have a digital speed sign installed on Gebhardt Rd.

Chief Hennen stated that while setting up the speed trailer on Gebhardt Rd he was approached by a resident regarding having a permanent digital speed sign. The resident indicated that the sign had been previously requested and that she was willing to help fund. The resident was invited to the meeting and verbally provided with the project cost and did not appear.

Trustee Sayas cautioned the committee on allowing residents to fund the cost of digital speed signs. Trustee Hillmann agreed and shared that the sign isn't necessarily free even though the initial cost of the sign is donated. There is maintenance, replacement, and other potential costs depending on the item being donated.

Chief Hennen indicated that the most recent recent traffic study did show vehicles traveling at slightly higher speeds than other studies have shown, however he felt this was due to the Highland Dr detour. Based on previous traffic studies taken at this location Chief Hennen recommended taking no action on the installation of the sign and allow the department to re-evaluate the speeds once Highland Dr reopens and traffic flow returns to normal.

**The committee decided to take no action on this review matter.**

#### **Other Business**

Trustee Sayas stated that the Village President is requesting feedback from committee members regarding the April 2022 referendum on public works projects that exceed 1 million dollars. Sayas stated that the time period has passed that allows the Village to increase that amount if desired. The Board of Trustees is seeking feedback from the Village Residents on this topic.

Trustee Hillmann stated that the million-dollar amount could be decreased, remain the same, or increased.

Mr. Danielson asked for clarification on types of projects this would entail. Trustee Sayas provided the examples of pathways, daylighting, public water.

Ms. Decker and Mr. Danielson had no opinion on the matter. Ms. Thew felt it should be increased to 5 million. The discussion concluded.

Trustee Castile stated he continuously experienced vehicles speeding past his house when school was in session and would like to see drivers ticketed at 32 mph. Trustee Castile requested more information on traffic studies conducted by the police department so that he can help evaluate and help give feedback on where traffic enforcement can be done. Trustee Hillmann reminded Trustee Castile that it is the responsibility of the Police and Fire Commission to have oversight over the Police Department. Chief Hennen stated that what Trustee Castile is attempting to do is outside his scope and that Trustee Hillmann was correct. Chief Hennen stated that though it is outside Trustee Castile's scope of responsibility to make efforts to manage the police departments operations the records would be made available to Trustee Castile like any other open records request. Trustee Castile says he is not trying to manage the police department and Trustee Sayas disagreed and stated that is exactly what he is trying to do. Chief Hennen stated he would provide the record requested.

## **7. Adjournment**

Trustee Hillmann made a motion to adjourn and Ms. Thew seconded, motion passed unanimously at 7:18pm

**DISCLAIMER – THE FOLLOWING ARE DRAFT MINUTES FROM THE RECREATION COMMITTEE AND ARE SUBJECT TO CHANGE UPON APPROVAL FROM THE RECREATION COMMITTEE**

**VILLAGE OF ELM GROVE  
RECREATION COMMITTEE  
MEETING MINUTES**

**Tuesday, June 11<sup>th</sup>, 2024**

**1. Call meeting to order**

Present: Trustee Sayas), Trustee Hillmann, , Ms. Barry-Coffey, Dr. Retzac (Zoom), Miss. Kelly.

Also present: Mr. Kein, Recreation Manager.

Trustee Sayas called the meeting to order at 5:32 P.M.

**2. Review and act on minutes dated April 09<sup>th</sup>, 2024**

Trustee Sayas opened this item for discussion. Trustee Sayas discussed that on page 3 in the Fourth of July update where it mentions that Trustee Sayas left family functions to help with the “Fourth of July Fun Run” needed to be changed to “Fourth of July Activities”. Trustee Sayas and Miss Kelly also noted that Bookie Cookie was miss spelled on page 4. Trustee Sayas also noted that she was the one who asked to partner with other organizations for the Fourth of July.

**TRUSTEE HILLMANN MOTIONED TO APPROVE THE MINUTES WITH AMMENEDED CHANGES. MISS KELLY SECONDED. MOTION PASSED 5-0.**

**4. Review and act on minutes dated May 14<sup>th</sup>, 2024**

**TRUSTEE HILLMANN MOTIONED TO APPROVE THE MINUTES AS PRESENTED. MISS KELLY SECONDED. MOTION PASSED 5-0.**

**5. Review and act on minutes dated May 16<sup>th</sup>, 2024**

**TRUSTEE HILLMANN MOTIONED TO APPROVE THE MINUTES AS PRESENTED. MISS KELLY SECONDED. MOTION PASSED 5-0.**

**6. Public Comment**

No Public Comment

**6. Comprehensive Outdoor Recreation Plan (CORP) Update**

Mr. Kein opened this item up for discussion and gave an update on the Board of Trustees approval of the CORP with an amended budget of \$24,000 and an addition of an in-person public open house. Mr. Kein explained that Village Manager Tom Harrigan communicated to project manager Ms. Perks about the amended changes. Ms. Perks provided an adjusted cost of services that still meets the scope of work for the Village’s 2024 CORP. Mr. Kein noted the two major changes were the in-person public open house and the adjusted pricing of \$24,000.

Ms. Barry-Coffey asked what was taken out to meet the \$24,000? Mr. Kein explained that we would be receiving only 1 conceptual park design instead of 2 and other minor changes were made to meet the \$24,000. Trustee Sayas stated it was her understanding that there were going to be no changes and that the price would be \$24,000. Trustee Hillmann seconded this and that the request was that they bring their costs down and not make changes. Ms. Kelly asked if the price was to come down and to include the in-person public open house. Trustee Hillmann agreed with this and mentioned that Vandewalle was the most expensive of the firms. Trustee Hillmann asked what needed to be done. Mr. Kein stated that this was not an action item and was just an update. Trustee Sayas and Hillmann discussed that this should go back to the board of Trustees. Mr. Kein stated he would follow up with Village Manager Tom Harrigan on the motion and ask for clarification.

Ms. Barry-Coffey asked when the in-person public open house would be. Mr. Kein stated he was unsure of when the exact date would be, but it would be near the end of the completion of the CORP prior to the final draft.

Ms. Barry-Coffey asked would happen Vandewalle says no. Trustee Sayas commented that we have other options and Trustee Hillman commented that we would talk. Trustee Sayas commented that it was a very lengthy discussion at the Board of Trustees. Trustee Hillmann and Trustee Sayas updated the recreation committee on the discussion that was held at the board of trustees about the CORP. Miss Kelly asked if anyone from the board of trustees had a strong opinion for which firm to go with. Trustee Sayas mentioned that staff was asked about their preference. Trustee Hillmann commented that weighing and balancing a tight budget and trying to find the right fit for the Village.

Ms. Barry-Coffey asked how the CORP meshes with other projects going on in the village, mentioning public works and the daylighting of underwood creek. Trustee Hillmann commented that with the daylighting project we can still run into issues such as the ones being experienced with the railroad. Mr. Kein stated that the CORP once it is finished could be utilized and referenced to help with the projects and be an additional document for funding assistance.

## **7. Basketball Court Update**

Mr. Kein opened this discussion giving an update on the basketball court construction. Merit Asphalt has begun construction and is scheduled to be completed next week. Mr. Kein stated the Public Works Director Richard Paul has been in contact with Mike Snap from Meritt for updates.

Dr. Retzac asked if we are working on greenery or any kind of separation between the basketball court and the volleyball courts? Mr. Kein stated that he remembers discussing the issue and commented that when he measured the distance between the two it was a fair distance between the volleyball courts and the basketball court. Mr. Kein stated he would review the minutes of when this was discussed and bring it to the next meeting.

## **8. 4<sup>th</sup> of July Update**

Mr. Kein opened this item up for discussion. Mr. Kein updated the committee on the one change for the Fourth of July being the addition of the Fun Run/walk. Mr. Kein stated the other items that have been secured for the Fourth of July celebration. Trustee Sayas asked if there has been any discussion of the possible increased attendance of the Village's Fourth of July with

other communities canceling their events. Mr. Kein stated at this time there has been no discussion but did mention that similar efforts that were made at the Memorial Day parade could be made for the Fourth of July celebration.

Ms. Barry-Coffee asked Mr. Kein if he had some food trucks scheduled for the Fourth of July. Mr. Kein stated the food trucks that were invited for the Fourth of July. Mr. Kein stated he would be reaching out to one more food truck for the fourth of July. Ms. Barry-Coffee asked if staff would be selling popcorn. Mr. Kein stated that he would look into it and that staff was not currently selling popcorn at the pool concession stand. Mr. Kein stated that the popcorn machine was temperamental according to staff. Ms. Barry Coffee asked about extra garbage cans being put out. Mr. Kein stated that public works would be putting out extra trash cans and putting up the snow fence for safety reasons.

Trustee Sayas asked how many people have signed up for the Fun Run. Mr. Kein stated that he has not been told of anyone signing up for the fun run and mentioned that staff has mentioned that most of the sign ups are on the day of the event. Mr. Kein stated that Trustee Schindler wants to have pre-registration only for next year's event.

## **9. Summer Update**

Mr. Kein gave an update on summer programming, noting programs that have higher registration and wait lists. Mr. Kein also mentioned a program that has low enrollment being the new Sunday Volleyball league that only has one team signed up. Mr. Kein stated that the Sunday Volleyball league was postponed to start until July.

Mr. Kein stated that additional trash cans have been purchased to be placed around the beer garden area to meet trash needs for additional foot traffic that area of the park has been receiving. Trustee Hillmann asked how much that the trash cans are in the park. Mr. Kein gave an estimate of around \$700. Ms. Barry-Coffee asked if there was an agreement that the Beer Garden is supposed to pick up trash. Mr. Kein stated that the Beer Garden does put out trash cans and picks up their trash. Trustee Hillmann mentioned that this is something that should be discussed during the Beer Garden Contract renegotiations.

Dr. Retzack asked if the department of public works provides a summer person for the park. Mr. Kein stated that this position has been moved to the recreation department due to the duties of the role. Mr. Kein stated the individual's schedule and that he was looking to hire an additional person. Dr. Retzack asked if the summer person helps clean the bathrooms inside the pool house and if the pool staff were not responsible for this. Mr. Kein stated that the summer person does help clean the bathrooms inside the pool house and the pool staff are responsible for helping keep the bathrooms clean.

Trustee Hillmann asked if we would be adding additional timeslots for pickleball. Mr. Kein clarified that the afternoon sessions are waitlisted and that we did have morning sessions that few people signed up for. Trustee Hillmann asked about the discussion of turning the Tennis Wall Pad into a dedicated pickleball court. Mr. Kein stated this is an item that should be looked into for the CORP.

Ms. Barry-Coffee asked who gets the bands for the Beer Garden events. Mr. Kein stated that Third Space event coordinator is the one who books the bands for the Beer Garden. Mr. Kein

stated that he sent the summer schedule to Third space to avoid conflict and overlap of programming.

Trustee Hillmann asked if it was a recreation department or public works responsibility for bringing in equipment to clean the pond of algae. Dr. Retzack commented that the pond is usually cleaned by now and that public works puts in the algicide and to ask public works. Ms. Barry-Coffee asked about the Northern Pier and that it was disfigured during the last storm. Mr. Kein stated that it was being monitored by public works.

#### **10. Other Business**

Ms. Barry Coffee asked if there was an update on the public art policy. Mr. Kein stated that it is still being worked on.

#### **11. Adjourn**

**TRUSTEE HILLMANN MOTIONED TO ADJOURN. MS. KELLY SECONDED. MOTION PASSED 5-0.**

Meeting adjourned at 6:11 P.M.

Respectfully Submitted,

Logan Kein  
Recreation Manager

## **Discussion on Potential DPW Re-Org**

December 20, 2023

Anticipated Roll-out: Early Spring

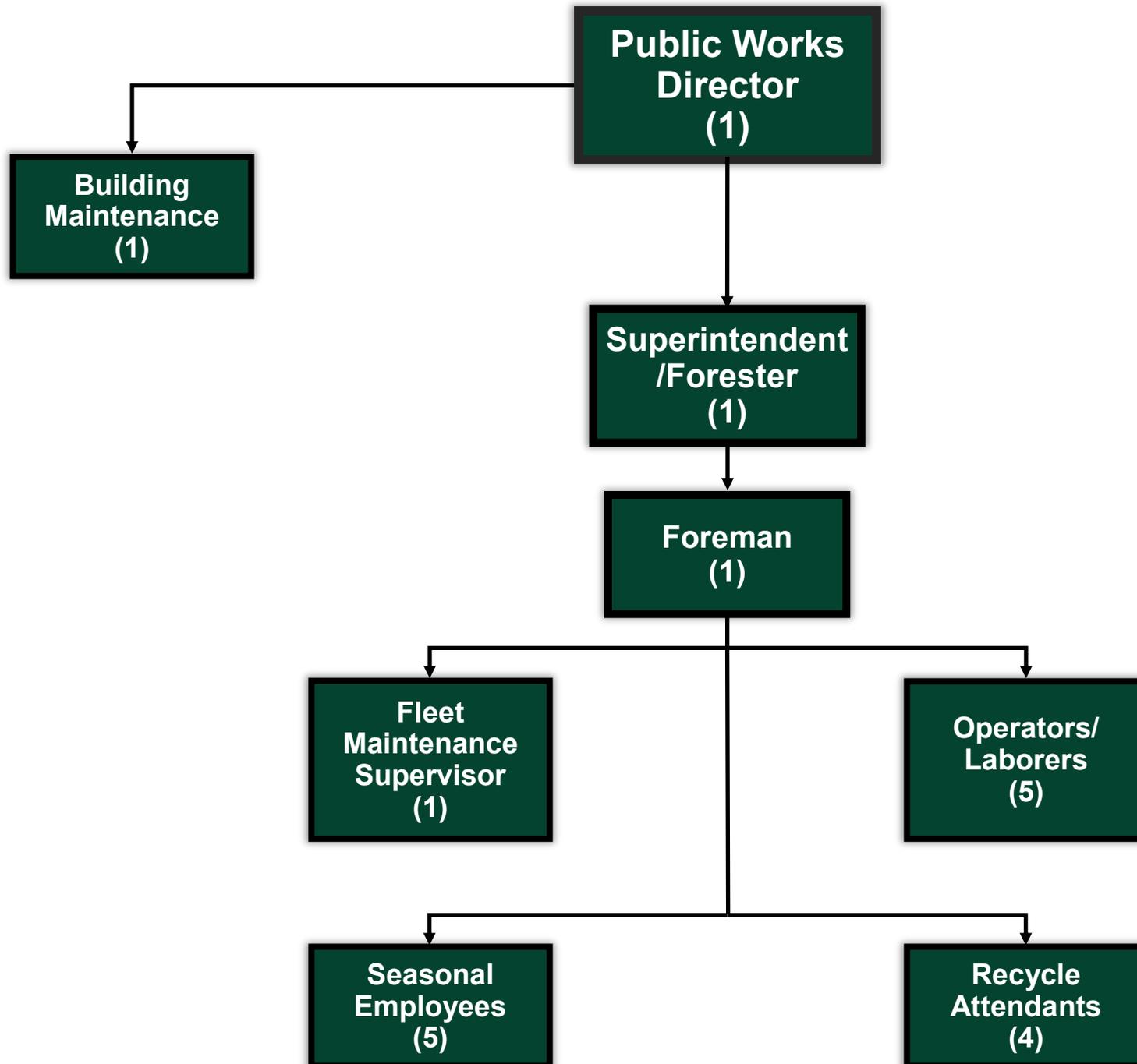
### **Superintendent/Forester Duties:**

1. Driveway Work Permit Processing
2. Public Way Disturbance Permits
  - a. Gas/Electric/Fiber
3. Timesheet collections for review
  - a. DPW Director to approve
4. Inspections
  - a. Pavement/asphalt
  - b. Sanitary/manholes
  - c. Etc.
5. Paving Planning
  - a. Culvert Preparation
  - b. Cross culverts
  - c. Pre-paving prep as needed
6. Facility Dude Requests and Call Backs
  - a. Review and follow-up / action
7. Salt Inventory and Ordering
8. Line Striping Coordination
9. Uniform Ordering
10. Grass Violations and Weed Commissioner complaint follow-up
11. Forestry
12. Hiring Seasonal workers with Director's review
13. Traffic Signals
14. Recycle Center Scheduling
15. Coordinate Scheduling with Chipping Contractor

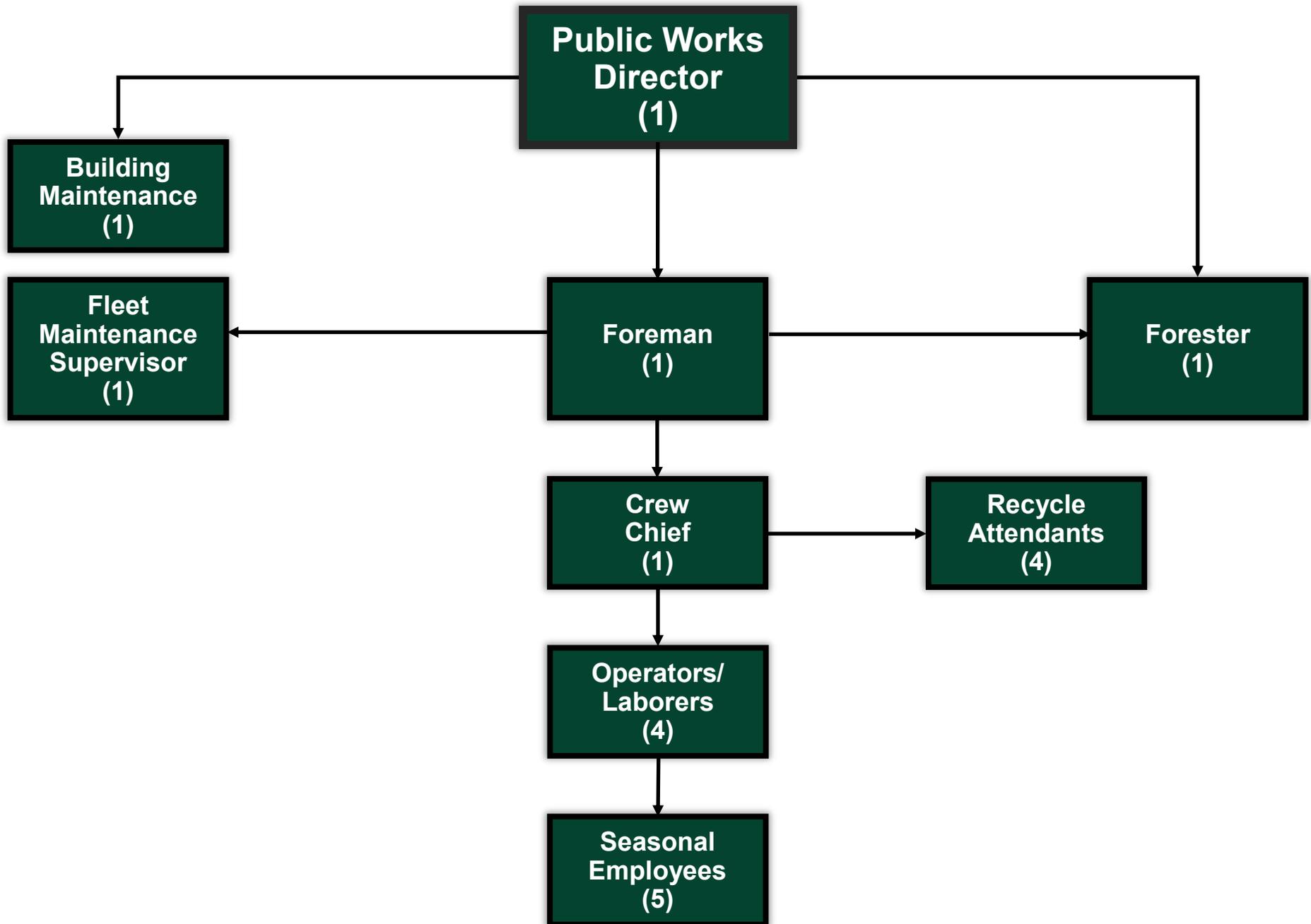
### **Front Office Assistance**

1. Coordinate Mailings and Notifications to residents (re-paving/special projects)
2. Processing of permits (if applicable)
3. Process and send Weed violation notices

# PROPOSED DEPARTMENT OF PUBLIC WORKS OPERATIONS



# EXISTING DEPARTMENT OF PUBLIC WORKS OPERATIONS



## Forms/Processes

	Current Template/Platform	Submitted to Who	Payment Needed (Y/N)	Notes
<b>ADMINISTRATIVE</b>				
Meeting Room Reservation Form	CivicPlus Online Form	<a href="mailto:villagehall@elmgrovetwi.org">villagehall@elmgrovetwi.org</a>	Y/N	
<b>CLERK</b>				
Alarm System Application and Permit	CivicPlus Online Form	Clerk	N	
Temporary Liquor License	CivicPlus Online Form	Clerk	Y	directed to pay in-person via check or cash
Yearly Liquor License	ERROR			
Operator/Bartender License	HeyGov	Clerk	Y	pay through HeyGov
Open Record Request	CivicPlus Online Form	Clerk	N	
Poll Worker Interest Form	CivicPlus Online Form	Clerk	N	
Solicitor/Transient Merchant Application	Fillable PDF	Clerk	Y	directed to pay in-person via check or cash
Special Accommodations for Meetings	CivicPlus Online Form	Clerk	N	
Special Event Permit Application	CivicPlus Online Form	Clerk	N	
Temporary Special Event Vendor Permit Application	Fillable PDF	Clerk	Y	directed to pay in-person via check or cash
<b>RECREATION</b>				
Special Alcohol Permit	PDF	Recreation Manager	N	
Non-Profit Park Facility Permit	PDF	Clerk	Y	directed to pay in-person via check or cash
For-Profit Park Facility Permit	PDF	Clerk	Y	directed to pay in-person via check or cash
<b>POLICE</b>				
Dog License Application	HeyGov	PD	Y	pay through HeyGov
Police Open Records Request	PDF	PD	N	
<b>PUBLIC WORKS</b>				
Driveway Permit	Fillable PDF	Public Works Director and Zoning & Planning Administrator	N	
Fill and Land Disturbance Permit	PDF	Public Works Director	N	
Public Way Disturbance Permit	Fillable PDF	Public Works Director	N	
Sewer Lateral Disturbance & Abandonment Permit Application	CivicPlus Online Form	Public Works Director	N	
Special Brush Pick-Up Info	In-person at Village Hall	Front Office	Y	directed to make the request and pay in-person via check or cash
Well Operation or Abandonment	CivicPlus Online Form	Public Works Director	Y	directed to pay in-person via check or cash
Wood Chip/Mulch Delivery	CivicPlus Online Form	<a href="mailto:villagehall@elmgrovetwi.org">villagehall@elmgrovetwi.org</a>	N	
<b>ZONING &amp; PLANNING</b>				
Building/Electrical/HVAC/Plumbing Permits	PDF	Building Inspector	Y	directed to pay in-person via check or cash
Building Board Submittal Checklists	Fillable PDF	Zoning & Planning Administrator	Y	directed to pay in-person via check or cash
Conditional Use Permit	Fillable PDF	Zoning & Planning Administrator	Y	directed to pay in-person via check or cash
Certified Survey Maps	Fillable PDF	Zoning & Planning Administrator	Y	directed to pay in-person via check or cash
Demolition Permit	PDF	Zoning & Planning Administrator	Y	directed to pay in-person via check or cash
Keeping of Chickens	CivicPlus Online Form	Zoning & Planning Administrator	Y	directed to pay in-person via check or cash
Plan of Operation	Fillable PDF	Zoning & Planning Administrator	Y	directed to pay in-person via check or cash
Portable Storage Container Permit	CivicPlus Online Form	Zoning & Planning Administrator	Y	directed to pay in-person via check or cash
Special Exception	CivicPlus Online Form	Zoning & Planning Administrator	Y	directed to pay in-person via check or cash
Temporary Sign Permit - Business	In-person at Village Hall	Front Office	Y	directed to pay in-person via check or cash
Temporary Sign Permit - Church/Civic Group	CivicPlus Online Form/	Zoning & Planning Administrator/		
	In-person at Village Hall	Front Office	Y	directed to pay in-person via check or cash
Variance Request Application	Fillable PDF	Zoning & Planning Administrator	Y	directed to pay in-person via check or cash
Park Banner	In-person at Village Hall	Front Office	Y	directed to pay in-person via check or cash

# **VILLAGE OF ELM GROVE**

**13600 Juneau Boulevard  
Elm Grove, WI 53122**

**FINANCE MEETING AGENDA  
TUESDAY, JUNE 25, 2024 \* 6:30 P.M. \* PARKVIEW ROOM**

- 1. Call meeting to order**
- 2. Review and act on meeting minutes**
  - FL052524dm
- 3. Review and act on Original (new) Alcohol License for R&L Enterprises (Board and Brush)**
  - Village Clerk memo
- 4. Project Updates and Financial Reports**
  - Monthly Financial Report 5.2024
- 5. Review and act on vouchers**
  - List attached
- 6. Other Business**
- 7. Adjourn**

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Village Clerk, 48 hours prior to the meeting at (262) 782-6700 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

**DISCLAIMER – THE FOLLOWING ARE DRAFT MINUTES FROM THE FINANCE & LICENSING COMMITTEE AND ARE SUBJECT TO CHANGE UPON APPROVAL FROM THE FINANCING & LICENSING COMMITTEE**

**VILLAGE OF ELM GROVE  
FINANCE & LICENSING COMMITTEE  
MEETING MINUTES**

**Tuesday, May 28, 2024**

**1. Roll Call**

Present: President Jim Koleski, Trustee John Schindler, Trustee Tom Shepherd, Mr. Rusty Zosel, Mr. Glenn Schrubbe

Absent: None

Also present: Village Manager Tom Harrigan, Finance Director Monica Hughes, Assistant Village Manager Katherine Gehl, Village Clerk Katie Panella, Trustee Tom Castile

President Koleski called the meeting to order at 6:12 P.M.

**2. Review and act on meeting minutes dated April 23, 2024**

**MR. SCHRUBBE MOTIONED TO APPROVE THE MINUTES AS PRESENTED. MR. ZOSEL SECONDED. MOTION PASSED 5-0.**

**Item 3. Review and act on 2023 audited Village of Elm Grove Financial Statements**

Ms. Michelle Walter, CPA & Senior Manager with Baker Tilly US, LLP was present to present the 2023 Audit Results for the Village. Ms. Walter explained that at a high-level, the Village's operations are very good. There are two (2) documents prepared with the audit and in their review, Baker Tilly uses a risk-based approach, evaluating where risk could be and what controls are currently in place.

President Koleski brought attention to two (2) new standards that will be going into effect next year; however, they will not have any effect on the Village. He also noted that after reading the Audit presentation, he sees the importance of segregation of duties and that desegregated activities can bring risk.

Trustee Shepherd asked what hurdles the Village could be facing for next year's audit with the retirement of Finance Director Hughes. However, this affords the opportunity to reevaluate processes and controls to see what makes the most sense. The Village should also be developing a timeline early on to understand when financial reports should be completed.

The Village is currently in its last contract year with Baker Tilly.

**TRUSTEE SHEPHERD MOTIONED TO ACCEPT THE 2023 AUDIT AS PRESENTED. TRUSTEE SCHINDLER SECONDED. MOTION PASSED 5-0.**

**Item 4. Review and act on Resolution 052824B Amending the 2024 budget for employee wage increases**

Finance Director Hughes explained that this Resolution is for a budget amendment to include employee wage increases following the completion of wage negotiations with represented employees.

**MR. ZOSEL MOTIONED TO RECOMMEND APPROVAL OF RESOLUTION 052524B TO THE BOARD OF TRUSTEES. MR. SCHRUBBE SECONDED. MOTION PASSED 5-0.**

**Item 5. Review and act on Alcohol, Cigarette, Tobacco and Electronic Vaping Devices, and Dance License Renewals**

In a memo provided by Village Clerk Panella, it was noted that all current alcohol license holders submitted renewal applications, which included seven full liquor licenses (“Class B” Beer and Liquor) and two reserve “Class B” Beer and Liquor licenses. There are three reserve liquor licenses left available. Village Clerk Panella explained that these are routine renewals and she does not have any concerns.

Trustee Shepherd asked for clarification on Reserve Licenses. Village Clerk Panella explained that Reserve Licenses are additional liquor licenses that are allowed beyond the “Class B” licenses that are afforded to communities based on their population. If the business leaves the Village, they cannot take this license with them. The Village still has three (3) remaining Reserve Licenses.

**TRUSTEE SHEPHERD MOTIONED TO RECOMMEND APPROVAL OF ALCOHOL, CIGARETTE, TOBACCO AND ELECTRONIC VAPING DEVICES, AND DANCE LICENSE RENEWALS AS PRESENTED TO THE BOARD OF TRUSTEES. TRUSTEE SCHINDLER SECONDED. MOTION PASSED 5-0.**

**Item 6. Review and act on request for \$7,000 of ARPA funding for re-keying of Village Hall doors**

In a memo provided by Police Chief Hennen, there is a request made to re-key Village Hall doors as a final step after the installation of a new access control system in 2023. This will eliminate security risks and ensure that there is an accurate tracking log for keys that have been issued.

Finance Director Hughes noted that additional amount requested compared to the quote is because the pool house, and potentially the public works facility, was omitted from the original quote but it should be included. There are available ARPA funds that would be used for this project.

**TRUSTEE SCHINDLER MOTIONED TO APPROVE THE REQUEST FOR \$7,000 OF ARPA FUNDING FOR THE RE-KEYING OF VILLAGE HALL DOORS. TRUSTEE SHEPHERD SECONDED. MOTION PASSED 5-0.**

**Item 7. Project Updates and Financial Reports**

Finance Director Hughes reviewed the current project summary and financial reports noting this included activity through the month of April.

**Item 8. Review and act on vouchers**

The following voucher list with detail was submitted.

<b>Village of Elm Grove</b>	
<b>Voucher List</b>	
<b>5/28/2024</b>	
<b>BATCH NAME</b>	<b>AMOUNT</b>
4.2024 ACH	1,459,220.20
04-2024 AP 3	1,090.37
04-2024 Lib AP 2	132.84
05-2024 Lib AP batch	6,028.24
05-2024 Poll Worker	197.50
05-2024 AP	344,235.42
<b>5-2024 Lib CC</b>	<b>\$ 710.59</b>
<b>05-2024 GG CC</b>	<b>\$ 11,654.14</b>
<b>TOTAL</b>	<b>\$ 1,823,269.30</b>
<b>Total CC</b>	<b>\$ 12,364.73</b>

**TRUSTEE SHEPHERD MOTIONED TO APPROVE THE VOUCHERS AS PRESENTED. TRUSTEE SCHINDLER SECONDED. MOTION PASSED 5-0.**

**Item 9. Other Business**

President Koleski and the Finance & Licensing Committee congratulated Finance Director Hughes on her retirement and thanked her for her expertise, guidance, and years of service to the Village.

**Item 10. Adjournment**

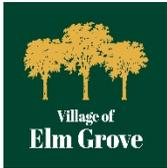
**TRUSTEE SHEPHERD MOTIONED TO ADJOURN. MR. SCHRUBBE SECONDED. MOTION PASSED 5-0.**

Meeting adjourned at 7:00 P.M.

Respectfully Submitted,

Katherine Gehl  
Assistant Manager/Zoning & Planning Administrator

DRAFT



**DATE:** June 4, 2024

**TO:** Finance and Licensing Committee  
Village Board of Trustees

**FROM:** Katie Panella, Village Clerk

**RE:** Original (New) Alcohol Beverage Application – R&L Enterprises (Board and Brush)

On Tuesday, June 4, 2024, R&L Enterprises submitted an Original Alcohol Application for a Class “B” Beer and “Class C” Wine Licenses to operate at 13475 Watertown Plank Road (currently licensed is Board and Brush Elm Grove). The Original Alcohol application has met all the requirements for a Class “B” Beer and “Class C” Wine license.

**Liquor License Process**

- 1) Review of the application submitted to ensure all paper work was submitted in its entirety and include date application was filed.
  - a. Obtain auxiliary questionnaires for all members of LLC
  - b. Obtain Application of Agent form for the establishment
  - c. Obtain Serve Safe Alcohol Certification for Agent
  - d. Obtain current Wisconsin Seller’s Permit
- 2) Verify on Wisconsin Department of Financial Institutions establishment is in ‘Good Standing’
- 3) Ran a background check on agent for the new establishment
  - a. The record check did not indicate any new or related incidents for the agent.
- 4) Publish the liquor license application in Journal Sentinel for three consecutive days
  - a. The publication was submitted on June 4, 2024 with publication dates of June 11, 2024, June 12, 2024 and June 13, 2024
- 5) Prep license to be mailed out
  - a. The Original Application will be mailed out with the Department of Revenue Retail Alcohol and Beverage Licensing Guide
  - b. If the license is approved, the current license holder for the premises will need to surrender their license before a new license can be issued.

The Original Application for R&L Enterprises (Board and Brush) is on the June 25<sup>th</sup>, Board of Trustees agenda for action with your recommendation. Staff recommends approval of the Original Alcohol Application for R&L Enterprises (Board and Brush) for a Class “B” Beer and “Class C” Wine license.

# ELMGROVE, WI

05/30/24 12:54 PM

Page 1

## Payments

Current Period: MAY 2024

Payments Batch 5.2024 ACH		\$147,869.56	
Refer	9933 <u>ADP LLC</u>	<u>Ck# 006190E 5/30/2024</u>	
Cash Payment	E 001-5143360 Payroll Processing-	payroll fees	\$424.20
Invoice	660941100 5/10/2024		
Transaction Date	5/14/2024	Town Bank 1110300	<b>Total</b> \$424.20
Refer	9934 <u>DELTA DENTAL</u>	<u>Ck# 006191E 5/30/2024</u>	
Cash Payment	G 001-2111150 Dental Insur Payable	monthlt dental and vision	\$2,304.17
Invoice	053124 5/31/2024		
Cash Payment	E 001-5142015 GG- Health/dental insuran	monthlt dental and vision	\$360.20
Invoice	053124 5/31/2024		
Transaction Date	5/14/2024	Town Bank 1110300	<b>Total</b> \$2,664.37
Refer	9935 <u>DIVERSIFIED BENEFIT SERVICES I</u>	<u>Ck# 006192E 5/30/2024</u>	
Cash Payment	G 001-2111190 FSA Payable	FSA and HRA reimbursements	\$1,331.38
Invoice	053124 5/31/2024		
Cash Payment	G 001-2110370 Accr HRA	FSA and HRA reimbursements	\$17,177.90
Invoice	053124 5/31/2024		
Transaction Date	5/14/2024	Town Bank 1110300	<b>Total</b> \$18,509.28
Refer	9936 <u>GLOBAL PAYMENTS</u>	<u>Ck# 006193E 5/30/2024</u>	
Cash Payment	E 001-5524901 credit card fees	recreation credit card fees	\$315.20
Invoice	043024 4/30/2024		
Transaction Date	5/14/2024	Town Bank 1110300	<b>Total</b> \$315.20
Refer	9937 <u>GREAT AMERICA FINANCIAL SRV</u>	<u>Ck# 006194E 5/30/2024</u>	
Cash Payment	E 001-5143326 Village wide copy equip	GG copier lease	\$185.00
Invoice	36356375 4/15/2024		
Transaction Date	5/14/2024	Town Bank 1110300	<b>Total</b> \$185.00
Refer	9938 <u>PITNEY BOWES CREDIT</u>	<u>Ck# 006195E 5/30/2024</u>	
Cash Payment	E 001-5193200 GG Print/Publish/Postage	postage	\$91.29
Invoice	1025219786 4/23/2024		
Transaction Date	5/14/2024	Town Bank 1110300	<b>Total</b> \$91.29
Refer	9939 <u>SUN LIFE FINANCIAL</u>	<u>Ck# 006196E 5/30/2024</u>	
Cash Payment	E 001-5142040 Administration-st disability	Disability- short & Long term	\$192.00
Invoice	050124 5/1/2024		
Cash Payment	E 001-5142025 GG-disability insurance	Disability- short & Long term	\$50.60
Invoice	050124 5/1/2024		
Cash Payment	E 001-5202025 Dispatch-disabilitiy insuran	Disability- short & Long term	\$48.97
Invoice	050124 5/1/2024		
Cash Payment	E 001-5212025 Police Disability	Disability- short & Long term	\$140.80
Invoice	050124 5/1/2024		
Cash Payment	E 001-5412025 DPW Disability Insurance	Disability- short & Long term	\$28.96
Invoice	050124 5/1/2024		
Cash Payment	E 001-5612025 Forestry Disability	Disability- short & Long term	\$6.60
Invoice	050124 5/1/2024		
Cash Payment	E 001-5522025 Recreation-Disability insur	Disability- short & Long term	\$8.80
Invoice	050124 5/1/2024		
Cash Payment	E 006-5512025 Library Disability Insuranc	Disability- short & Long term	\$22.00
Invoice	050124 5/1/2024		
Transaction Date	5/14/2024	Town Bank 1110300	<b>Total</b> \$498.73
Refer	9940 <u>UNITED HEALTH CARE OF WI</u>	<u>Ck# 006197E 5/30/2024</u>	

Payments

Current Period: MAY 2024

<b>Cash Payment</b>	E 001-5142015 GG- Health/dental insuran	monthly health insur pymt	\$9,498.04
Invoice	446035324376	4/13/2024	
<b>Cash Payment</b>	E 001-5202015 Dispatch Health/dental Ins	monthly health insur pymt	\$6,753.74
Invoice	446035324376	4/13/2024	
<b>Cash Payment</b>	E 001-5212015 Police Health Insurance	monthly health insur pymt	\$33,426.41
Invoice	446035324376	4/13/2024	
<b>Cash Payment</b>	E 001-5412015 DPW Health/dental insura	monthly health insur pymt	\$10,763.20
Invoice	446035324376	4/13/2024	
<b>Cash Payment</b>	E 001-5612015 Forestry- Health	monthly health insur pymt	\$2,004.73
Invoice	446035324376	4/13/2024	
<b>Cash Payment</b>	E 001-5522015 Recreation health/dental i	monthly health insur pymt	\$739.55
Invoice	446035324376	4/13/2024	
<b>Cash Payment</b>	G 001-2111560 Krahn insurance	monthly health insur pymt	\$342.29
Invoice	446035324376	4/13/2024	

Transaction Date	5/14/2024	Town Bank	1110300	<b>Total</b>	\$63,527.96
------------------	-----------	-----------	---------	--------------	-------------

Refer 9941 WE ENERGIES Ck# 006198E 5/30/2024

<b>Cash Payment</b>	E 001-5173100 GG utilities	monthly gas & electric 3.25-4.25	\$5,318.54
Invoice	042524	4/25/2024	
<b>Cash Payment</b>	E 001-5413010 PW Utilities	monthly gas & electric 3.25-4.25	\$2,088.41
Invoice	042524	4/25/2024	
<b>Cash Payment</b>	E 001-5423120 StreetLights-electric	monthly gas & electric 3.25-4.25	\$1,109.81
Invoice	042524	4/25/2024	
<b>Cash Payment</b>	E 001-5523120 Recreation Electric	monthly gas & electric 3.25-4.25	\$450.70
Invoice	042524	4/25/2024	
<b>Cash Payment</b>	E 001-5523110 Recreation-Heating	monthly gas & electric 3.25-4.25	\$0.00
Invoice	042524	4/25/2024	
<b>Cash Payment</b>	E 002-3233000 Sewer Electric & Verizon	monthly gas & electric 3.25-4.25	\$184.71
Invoice	042524	4/25/2024	

Transaction Date	5/14/2024	Town Bank	1110300	<b>Total</b>	\$9,152.17
------------------	-----------	-----------	---------	--------------	------------

Refer 9942 WI DEPT OF REVENUE 8910 Ck# 006199E 5/30/2024

<b>Cash Payment</b>	G 001-2110900 Sales Tax, Accrued	monthly sales tax	\$622.86
Invoice	043024	4/30/2002	
<b>Cash Payment</b>	R 001-4419000 GG Misc Revenue	monthly sales tax	-\$10.00
Invoice	043024	4/30/2002	

Transaction Date	5/14/2024	Town Bank	1110300	<b>Total</b>	\$612.86
------------------	-----------	-----------	---------	--------------	----------

Refer 9943 WI RETIREMENT SYSTEM Ck# 006200E 5/30/2024

<b>Cash Payment</b>	G 001-2110510 Accr Monthly WRS liability	monthly WRS payment	\$51,888.50
Invoice	043024	4/30/2024	

Transaction Date	5/14/2024	Town Bank	1110300	<b>Total</b>	\$51,888.50
------------------	-----------	-----------	---------	--------------	-------------

Fund Summary

	1110300 Town Bank	
001 General Fund		\$147,662.85
002 Sewer Fund		\$184.71
006 Library Operating Fund		\$22.00
		<u>\$147,869.56</u>

Pre-Written Checks	\$147,869.56
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$147,869.56</u>

# ELMGROVE, WI

## Payments

05/30/24 10:47 AM

Page 1

Current Period: MAY 2024

<b>Payment Batch 05-2024 AP 2</b>					<b>\$462.50</b>
Refer	10048	<i>METRO MUNICIPAL CLERK ASSOC</i>	Ck# 108167	5/30/2024	
Cash Payment	E 001-5143000	GG Training/Dues	MMCA MEETING -	5/30/24	\$13.00
Invoice		5/30/2024			
Transaction Date	5/30/2024	Town Bank	1110300	<b>Total</b>	<b>\$13.00</b>
Refer	10047	<i>WI DEPT OF TRANS 7949</i>	Ck# 108166	5/30/2024	
Cash Payment	E 007-5970400	5 yr Capital DPW	PW Title and Registration for F150		\$249.50
Invoice	87825	5/30/2024			
Transaction Date	5/30/2024	Town Bank	1110300	<b>Total</b>	<b>\$249.50</b>
Refer	10049	<i>KEIN, LOGAN</i>	Ck# 108168	5/30/2024	
Cash Payment	G 001-1120100	Petty Cash	Set up Recreation cash drawers for summer		\$200.00
Invoice		5/30/2024			
Transaction Date	5/30/2024	Town Bank	1110300	<b>Total</b>	<b>\$200.00</b>

### Fund Summary

	1110300 Town Bank
001 General Fund	\$213.00
007 5 Year Capital Fund	\$249.50
	\$462.50

Pre-Written Checks	\$462.50
Checks to be Generated by the Computer	\$0.00
Total	\$462.50

# ELMGROVE, WI

06/20/24 1:34 PM

Page 1

## Payments

Current Period: JUNE 2024

Payment Batch 06-2024 CC

\$17,704.48

Refer	10086 AMAZON	Ck# 007856 6/26/2024	
Cash Payment	E 001-5193100 GG office supplies	STAPLERS/CARD STOCK PAPER/FILE FOLDERS	\$76.93
Invoice 1194640	5/21/2024		
Cash Payment	E 001-5613200 Forestry Tree Care	LAWN AND PATIO PRESSURE SPRAYER	\$100.74
Invoice 1468228	6/5/2024		
Cash Payment	E 001-5523198 Building/Grounds Mainena	2 PACK UNIVERSAL CUP HOLDER	\$25.94
Invoice 0442618	5/21/2024		
Cash Payment	E 001-5143330 Computer Maintenance	POOL SWITCH	\$309.98
Invoice 0427453	5/29/2024		
Cash Payment	E 001-5523180 Program Expenses	RECREATION BLU RAY PLAYER	\$130.31
Invoice 1889058	6/4/2024		
Cash Payment	E 007-5970300 5 yr Capital Fire	FD MONITORS	\$899.94
Invoice 8404210	6/5/2024		
Cash Payment	E 001-5213505 Police-Office Supplies	ETHERNET CABLE FOR BOOKING	\$16.33
Invoice 9673862	5/21/2024		
Cash Payment	E 001-5213505 Police-Office Supplies	SGT DOUGLAS RAM	\$52.49
Invoice 9992201	5/21/2024		
Cash Payment	E 001-5213505 Police-Office Supplies	NEW PHONE CASE FOR UNGER	\$20.77
Invoice 0382609	5/8/2024		
Cash Payment	E 001-5523200 Swimming Program	RECREATION POOL HOUSE PRINTER INK	\$43.89
Invoice 7983454	6/4/2024		
Cash Payment	E 001-5523300 Tennis Program	TENNIS WIND SCREENS	\$53.98
Invoice 7260225	6/5/2024		
Cash Payment	E 007-5970300 5 yr Capital Fire	WIRELESS MOUSE AND MOUS PDS	\$91.99
Invoice 8520234	5/8/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	HEATING TIP	\$108.90
Invoice 8360266	5/17/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	DISPOSABLE GLOVES	\$216.98
Invoice 7376224	6/3/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	LAWN MOWER TRIMMER RACK	\$329.97
Invoice 6679455	5/22/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	SAFETY RACK FOR FORD/BACKRACK/WATERPROOF BOAT FUSE PANEL FOR CAR	\$455.87
Invoice 6565863	5/21/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	ROADACTIVE SUSPENSION	\$549.00
Invoice 4558655	5/22/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	INDICATOR SWITCH	\$38.38
Invoice 1621834	6/3/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	MAGNETIC MIC	\$44.95
Invoice 5645043	6/5/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	SPRING GOVERNOR	\$16.27
Invoice 2116248	5/21/2024		
Cash Payment	E 001-5193100 GG office supplies	CARDSTOCK RETURN - LICENSING	-\$7.98
Invoice	5/21/2024		
Cash Payment	E 001-5193100 GG office supplies	PRINTER CARTRIDGE	\$59.79
Invoice 4267411	5/7/2024		

# ELMGROVE, WI

06/20/24 1:34 PM

Page 2

## Payments

Current Period: JUNE 2024

<b>Cash Payment</b>	E 001-5523300 Tennis Program	PICKLEBALL EQUIPMENT		\$160.22
Invoice	7133843	6/4/2024		
<b>Cash Payment</b>	E 001-5413210 PW equip maint & supplies	TRDRE SPILL CONTAINMENT PALLET		\$199.99
Invoice	6590656	5/16/2024		
<b>Cash Payment</b>	E 001-5193100 GG office supplies	OFFICE SUPPLIES		\$61.31
Invoice	679689	6/6/2024		
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b> \$4,056.94
Refer	10088 <u>APPOINTMENT QUEST</u>	Ck# 007857	6/26/2024	
<b>Cash Payment</b>	E 001-5143335 Assessor Services	scheduling software- monthly		\$45.00
Invoice	528502410152	6/1/2024		
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b> \$45.00
Refer	10089 <u>BOUND TREE MEDICAL LLC</u>	Ck# 007858	6/26/2024	
<b>Cash Payment</b>	E 008-5223230 Ambo Medical Supplies	MEDICAL SUPPLIES		\$282.49
Invoice	65806663	5/13/2024		
<b>Cash Payment</b>	E 008-5223230 Ambo Medical Supplies	MEDICAL SUPPLIES		\$89.99
Invoice	65816222	5/20/2024		
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b> \$372.48
Refer	10090 <u>CHICK-FIL-A</u>	Ck# 007861	6/26/2024	
<b>Cash Payment</b>	E 009-5990400 Police	MEMORIAL DAY BRIEFING		\$45.50
Invoice	4411407	5/27/2024		
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b> \$45.50
Refer	10091 <u>SENDIKS</u>	Ck# 007882	6/26/2024	
<b>Cash Payment</b>	E 009-5990400 Police	MEMORIAL DAY BRIEFING		\$7.64
Invoice	00127985	5/27/2024		
<b>Cash Payment</b>	E 001-5143099 GG- miscellaneous exp			\$50.36
Invoice	00440301	5/22/2024		
<b>Cash Payment</b>	E 001-5213540 Police Crime Prevention	WATER FOR CPA		\$3.49
Invoice	00380940	5/20/2024		
<b>Cash Payment</b>	G 001-3260450 FB-Fire Drill Funds	DRILL		\$40.51
Invoice	00408085	5/14/2024		
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b> \$102.00
Refer	10092 <u>BURGHARDT SPORTING GOODS</u>	Ck# 007859	6/26/2024	
<b>Cash Payment</b>	E 001-5523140 Recreation -Pool Exp	LIFEGUARD SHORTS		\$48.96
Invoice	4752	5/28/2024		
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b> \$48.96
Refer	10093 <u>SWIMOUTLET.COM</u>	Ck# 007885	6/26/2024	
<b>Cash Payment</b>	E 001-5523140 Recreation -Pool Exp	LIFEGUARD SWIMSUITS		\$546.13
Invoice	SO16922811	5/28/2024		
<b>Cash Payment</b>	E 001-5523140 Recreation -Pool Exp	LIFEGUARD SWIMSUITS		\$98.94
Invoice		6/1/2024		
<b>Cash Payment</b>	E 001-5523140 Recreation -Pool Exp	LIFEGUARD SWIMSUITS		\$174.35
Invoice		6/1/2024		
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b> \$819.42
Refer	10094 <u>WCMA</u>	Ck# 007890	6/26/2024	
<b>Cash Payment</b>	E 001-5143000 GG Training/Dues	VILLAGE MANAGE CONFERENCE 2024		\$200.00
Invoice	705968	6/4/2024		

# ELMGROVE, WI

06/20/24 1:34 PM

Page 3

## Payments

Current Period: JUNE 2024

Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b>	<b>\$200.00</b>
Refer	10095 <u>ZISTERS</u>		<u>Ck# 007893 6/26/2024</u>		
Cash Payment	G 001-3260450 FB-Fire Drill Funds		MAY DINNER		\$1,493.60
Invoice	20027	5/24/2024			
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b>	<b>\$1,493.60</b>
Refer	10096 <u>RING CENTRAL</u>		<u>Ck# 007879 6/26/2024</u>		
Cash Payment	E 001-5523100 Recreation -Telephone		MONTHLY SUBSCRIPTION - JUNE		\$44.10
Invoice	95846660001	6/5/2024			
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b>	<b>\$44.10</b>
Refer	10097 <u>CONSTANT CONTACT</u>		<u>Ck# 007863 6/26/2024</u>		
Cash Payment	E 001-5193699 Community Relations		monthly subscription		\$55.00
Invoice		6/8/2024			
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b>	<b>\$55.00</b>
Refer	10098 <u>DEFI TRAINING LLC</u>		<u>Ck# 007865 6/26/2024</u>		
Cash Payment	E 001-5213420 Police-school/seminar/conf		TRAINNG		\$600.00
Invoice	415800500653	6/6/2024			
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b>	<b>\$600.00</b>
Refer	10099 <u>TVRP</u>		<u>Ck# 007887 6/26/2024</u>		
Cash Payment	E 001-5124399 court-miscellaneous		CITATION/JUDGEMENT 8D80V07D92		\$3.06
Invoice	67EG05282400001	5/28/2024			
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b>	<b>\$3.06</b>
Refer	10100 <u>SAMS CLUB</u>		<u>Ck# 007881 6/26/2024</u>		
Cash Payment	E 001-5213599 Police- Miscellaneous		MEMORIAL DAY DRINKS (WATER AND GATORADE)		\$42.92
Invoice	10174677737	5/22/2024			
Cash Payment	E 001-5143099 GG- miscellaneous exp		MONICAS FAREWELL		\$232.10
Invoice	51848175	5/30/2024			
Cash Payment	E 001-5143099 GG- miscellaneous exp		MONICAS RETIREMENT CAKE		\$40.98
Invoice		6/5/2024			
Cash Payment	E 001-5523140 Recreation -Pool Exp		REC POOLHOUSE		\$324.96
Invoice		6/5/2024			
Cash Payment	E 001-5143099 GG- miscellaneous exp		MONICA LUNCH		\$46.20
Invoice	058473	6/6/2024			
Cash Payment	G 001-3260450 FB-Fire Drill Funds		DRILL		\$101.96
Invoice	014050	5/20/2024			
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b>	<b>\$789.12</b>
Refer	10101 <u>FACTORY MOTOR PARTS</u>		<u>Ck# 007868 6/26/2024</u>		
Cash Payment	E 001-5413210 PW equip maint & supplies		OIL FILTER/EXTRA TRACKY RED GREASE - TRUCK		\$156.46
Invoice	13-1730936	5/20/2024			
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b>	<b>\$156.46</b>
Refer	10103 <u>PICK AND SAVE</u>		<u>Ck# 007878 6/26/2024</u>		
Cash Payment	G 001-3260450 FB-Fire Drill Funds		DRILL		\$9.18
Invoice	040656	5/10/2024			
Cash Payment	G 001-3260450 FB-Fire Drill Funds		DRILL		\$35.67
Invoice	034464	5/19/2024			

ELMGROVE, WI

06/20/24 1:34 PM

Page 4

Payments

Current Period: JUNE 2024

Cash Payment	G 001-3260450 FB-Fire Drill Funds	DRILL		\$38.74
Invoice	068643	5/27/2024		
Cash Payment	G 001-3260450 FB-Fire Drill Funds	DRILL		\$36.42
Invoice	060412	5/24/2024		
Cash Payment	E 001-5143099 GG- miscellaneous exp	MONICA LUNCH		\$31.83
Invoice		5/30/2024		
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b> \$151.84
Refer	10104 SPECTRUM - BOX 6030	Ck# 007883	6/26/2024	
Cash Payment	E 001-5143331 Internet Expense	two months internet fee		\$260.00
Invoice	152428701050124	5/1/2024		
Cash Payment	E 001-5173100 GG utilities	spectrum business - voice		\$365.16
Invoice	0052043042224	4/22/2024		
Cash Payment	E 001-5203325 911 Annual Maintenance C	phone services		\$448.65
Invoice	079118401040124	5/1/2024		
Cash Payment	E 001-5173100 GG utilities	spectrum tv		\$38.58
Invoice		4/21/2024		
Cash Payment	E 001-5173100 GG utilities	internet		\$39.99
Invoice		4/21/2024		
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b> \$1,152.38
Refer	10105 CONNECTION	Ck# 007862	6/26/2024	
Cash Payment	E 001-5523180 Program Expenses	CASH DRAWER CABLE STAR		\$6.00
Invoice	62858060	6/7/2024		
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b> \$6.00
Refer	10106 CROWN AWARDS	Ck# 007864	6/26/2024	
Cash Payment	E 009-5990350 Forestry-Tree Planting	memorial tree fund		\$81.89
Invoice	13694820	5/9/2024		
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b> \$81.89
Refer	10107 CARLIN	Ck# 007860	6/26/2024	
Cash Payment	E 001-5613400 Forestry-Village Landscapi	PREMIUM MIX		\$159.17
Invoice	7016106-00	5/20/2024		
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b> \$159.17
Refer	10108 NAPA NEW BERLIN	Ck# 007876	6/26/2024	
Cash Payment	E 001-5413210 PW equip maint & supplies	ROCKER LED BLACK		\$12.49
Invoice	558961	5/29/2024		
Cash Payment	E 001-5233200 Fire-truck maintenance	HD 50 AF 1G		\$37.98
Invoice	558961	5/29/2024		
Cash Payment	E 001-5233200 Fire-truck maintenance	ENGINE 24		\$623.97
Invoice	558380	5/20/2024		
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b> \$674.44
Refer	10109 KAESTNER AUTO ELECTRIC CO.	Ck# 007872	6/26/2024	
Cash Payment	E 001-5413210 PW equip maint & supplies	VEHICLE MAINTENANCE LIGHTING STOCK		\$315.34
Invoice	501232	5/28/2024		
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b> \$315.34
Refer	10110 WI MUNICIPAL CLERKS ASSOCIAT	Ck# 007892	6/26/2024	
Cash Payment	E 001-5143000 GG Training/Dues	CLERKS CONFERENCE AUG 2024		\$200.00
Invoice		6/5/2024		

# ELMGROVE, WI

06/20/24 1:34 PM

Page 5

## Payments

Current Period: JUNE 2024

Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b>	<b>\$200.00</b>
Refer	10111 <u>HOBBY LOBBY</u>		<u>Ck# 007870 6/26/2024</u>		
Cash Payment	E 001-5143099 GG- miscellaneous exp	MONICAS FAREWELL			\$2.60
Invoice	113206061042	6/6/2024			
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b>	<b>\$2.60</b>
Refer	10112 <u>NORTHERN TOOL AND EQUIPMEN</u>		<u>Ck# 007877 6/26/2024</u>		
Cash Payment	E 001-5213215 Police-Other Equip maint	TRAFFIC CONES FOR SQUADS AND SPECIAL EVENTS			\$229.90
Invoice	026093	5/23/2024			
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b>	<b>\$229.90</b>
Refer	10114 <u>HARBOR FREIGHT</u>		<u>Ck# 007869 6/26/2024</u>		
Cash Payment	E 001-5413210 PW equip maint & supplies	TON HYDRAULIC BOTTLE			\$59.99
Invoice	051726	5/17/2024			
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b>	<b>\$59.99</b>
Refer	10115 <u>L &amp; R LAWN EQUIPMENT &amp; REPAI</u>		<u>Ck# 007873 6/26/2024</u>		
Cash Payment	E 001-5413210 PW equip maint & supplies	COUNTER ROTATING BLADES			\$108.97
Invoice	3923	5/15/2024			
Transaction Date	6/17/2024	Town Bank	1110300	<b>Total</b>	<b>\$108.97</b>
Refer	10129 <u>VERIZON</u>		<u>Ck# 007889 6/26/2024</u>		
Cash Payment	E 001-5203315 ProPhoenix /TIME	police MDC data plan			\$377.11
Invoice					
Cash Payment	E 001-5203310 Dispatch Comm-Telephon	police phones			\$547.80
Invoice					
Cash Payment	E 002-3233000 Sewer Electric & Verizon	sewer data			\$0.00
Invoice					
Cash Payment	E 001-5413000 Telephone,alarms PW	DPW phones			\$227.21
Invoice					
Cash Payment	E 001-5173100 GG utilities	GG phones			\$418.54
Invoice					
Cash Payment	E 001-5233400 Fire-Communications	fire phones			\$36.20
Invoice					
Cash Payment	E 001-5523100 Recreation -Telephone	recr-pool data			\$40.96
Invoice					
Cash Payment	E 008-5223400 EMS Communications	EMS phone			\$46.15
Invoice					
Transaction Date	6/18/2024	Town Bank	1110300	<b>Total</b>	<b>\$1,693.97</b>
Refer	10132 <u>RUSSO</u>		<u>Ck# 007880 6/26/2024</u>		
Cash Payment	E 001-5413210 PW equip maint & supplies	LINE TRIMMER/RAPTOR TRIMMER			\$402.98
Invoice	SO20679525	5/14/2024			
Transaction Date	6/18/2024	Town Bank	1110300	<b>Total</b>	<b>\$402.98</b>
Refer	10133 <u>DOLLAR TREE STORES</u>		<u>Ck# 007866 6/26/2024</u>		
Cash Payment	E 001-5143099 GG- miscellaneous exp	MONICA FAREWELL			\$13.13
Invoice		5/30/2024			
Transaction Date	6/18/2024	Town Bank	1110300	<b>Total</b>	<b>\$13.13</b>
Refer	10134 <u>LOWES HOME CENTERS INC</u>		<u>Ck# 007874 6/26/2024</u>		

# ELMGROVE, WI

06/20/24 1:34 PM

Page 6

## Payments

Current Period: JUNE 2024

<b>Cash Payment</b>	E 001-5523140 Recreation -Pool Exp	SPLASH PAD			\$19.96
Invoice	280063152	6/3/2024			
<b>Cash Payment</b>	E 007-5970100 5 yr Capital Gen Govt	FRONT HALLWAY			\$56.78
Invoice	280063152	6/3/2024			
<b>Cash Payment</b>	E 001-5233205 Fire-supplies&maintenance	SUPPLIES			\$20.98
Invoice	609912737	5/10/2024			
Transaction Date	6/18/2024	Town Bank	1110300	<b>Total</b>	\$97.72
Refer	10135 <u>TARGET</u>	Ck# 007886	6/26/2024		
<b>Cash Payment</b>	G 001-3260450 FB-Fire Drill Funds	DRILL			\$29.44
Invoice	050174	5/28/2024			
Transaction Date	6/18/2024	Town Bank	1110300	<b>Total</b>	\$29.44
Refer	10136 <u>DOMINOS PIZZA</u>	Ck# 007867	6/26/2024		
<b>Cash Payment</b>	G 001-3260450 FB-Fire Drill Funds	DRILL			\$62.52
Invoice	494977	5/14/2024			
Transaction Date	6/18/2024	Town Bank	1110300	<b>Total</b>	\$62.52
Refer	10137 <u>JIMMY JOHNS</u>	Ck# 007871	6/26/2024		
<b>Cash Payment</b>	E 001-5523200 Swimming Program	LIFEGUARD LUNCH			\$53.18
Invoice	634051	5/30/2024			
Transaction Date	6/18/2024	Town Bank	1110300	<b>Total</b>	\$53.18
Refer	10174 <u>UNIQUEGARDEN.COM</u>	Ck# 007888	6/26/2024		
<b>Cash Payment</b>	E 001-5613400 Forestry-Village Landscapi	YARD ART - DUPLICATE PAYMENT FROM MAY			\$1,745.00
Invoice		5/1/2024			
Transaction Date	6/20/2024	Town Bank	1110300	<b>Total</b>	\$1,745.00
Refer	10175 <u>ANTHEM SPORTS</u>	-			
<b>Cash Payment</b>	E 001-5523600 Baseball Program	TAX REFUND FROM MAY PURCHASE			-\$46.57
Invoice		6/1/2024			
Transaction Date	6/20/2024	Town Bank	1110300	<b>Total</b>	-\$46.57
Refer	10176 <u>MARINE-RESCUE</u>	Ck# 007875	6/26/2024		
<b>Cash Payment</b>	E 001-5523140 Recreation -Pool Exp	MEN'S GUARD CHALLENGER SHORTS			\$69.95
Invoice	000025131	6/4/2024			
Transaction Date	6/20/2024	Town Bank	1110300	<b>Total</b>	\$69.95
Refer	10177 <u>WHENTOWORK</u>	Ck# 007891	6/26/2024		
<b>Cash Payment</b>	E 001-5233500 Fire-Dues & Subscriptions	ONLINE SCHEDULING - FD			\$109.00
Invoice	240516400454258	5/16/2024			
Transaction Date	6/20/2024	Town Bank	1110300	<b>Total</b>	\$109.00
Refer	10178 <u>SWANK MOTION PICTURES INC</u>	Ck# 007884	6/26/2024		
<b>Cash Payment</b>	E 009-5990700 Recreation	FILMS FOR FRIDAY FLICKS			\$1,500.00
Invoice	2256019-1	6/5/2024			
Transaction Date	6/20/2024	Town Bank	1110300	<b>Total</b>	\$1,500.00

Payments

Current Period: JUNE 2024

Fund Summary

	1110300 Town Bank	
001 General Fund		\$14,602.11
002 Sewer Fund		\$0.00
007 5 Year Capital Fund		\$1,048.71
008 Emergency Medical Service		\$418.63
009 Donation Fund		\$1,635.03
		<u>\$17,704.48</u>

Pre-Written Checks	\$17,751.05
Checks to be Generated by the Computer	<u>(\$46.57)</u>
Total	\$17,704.48

# ELMGROVE, WI

## Payments

Current Period: JUNE 2024

<b>Payment Batch 06-2024 POLL WORKER</b>						<b>\$72.50</b>
Refer	10050	WALT, JANE	Ck# 108169	6/3/2024		
Cash Payment	E 001-5143100	Election Inspectors	ELECTION DAY			\$52.50
Invoice		4/2/2024				
Cash Payment	E 001-5143100	Election Inspectors	POLL WORKER TRAINNG			\$20.00
Invoice		3/1/2024				
Transaction Date	6/3/2024	Town Bank	1110300	<b>Total</b>		<b>\$72.50</b>

### Fund Summary

	1110300	Town Bank	
001 General Fund	\$72.50		
	\$72.50		

Pre-Written Checks	\$72.50
Checks to be Generated by the Computer	\$0.00
Total	\$72.50

# ELMGROVE, WI

06/21/24 2:18 PM

Page 1

## Payments

Current Period: JUNE 2024

### Payment Batch 06-2024 AP 2

\$2,549.93

Refer 10197 WAUKESHA CO PARKS & LAND U Ck# 108267 6/21/2024

Cash Payment E 001-5524200 Camp Elm Grove POOL WITH COMPLEX FEATURES/POOL WITH MODERATE FEATURES RENEWAL \$815.00

Invoice 138 6/21/2024

Transaction Date 6/21/2024 Town Bank 1110300 Total \$815.00

Refer 10198 COREY OIL Ck# 108268 6/26/2024

Cash Payment E 001-5413200 PW fuel 87 UNLEADED REFORMULATED GAS \$1,734.93

Invoice 381932 6/21/2024

Transaction Date 6/21/2024 Town Bank 1110300 Total \$1,734.93

### Fund Summary

	1110300 Town Bank	
001 General Fund	\$2,549.93	
	<hr/>	\$2,549.93

Pre-Written Checks	\$2,549.93
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$2,549.93