

Village of Elm Grove Board of Trustee Meeting Minutes

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Board of Trustee Call to Order:

The meeting was called to order at 7:14 pm

Roll Call:

PRESIDENT KOLESKI
TRUSTEE SHEPHERD
TRUSTEE STUCKERT
TRUSTEE SCHINDLER
TRUSTEE SAYAS via Zoom
TRUSTEE CASTILE
TRUSTEE HILLMANN

DAVID DEANGELIS, VILLAGE MANAGER
HECTOR DE LA MORA, VILLAGE ATTORNEY
KATHERINE GEHL, ASST. VILLAGE MANAGER/ZONING ADMINISTRATOR
SANDEE POLICELLO, VILLAGE CLERK/DEPUTY TREASURER

The Pledge of Allegiance was recited.

- 1.) Public Hearing - None
- 2.) Public comments – please note comments read into record are included in the minutes. Comments emailed to Village Board members, but not read aloud, are not included.

Mary Inden, 14745 Watertown Plank Road - August 6th is Cruisin' the Grove – volunteers are still needed. Mary encouraged participation at this good event.

HEARING NO ONE ELSE PRESENT OR ON ZOOM WHO WISHED TO SPEAK – THE PUBLIC COMMENT PERIOD WAS CLOSED.

- 3.) Approval of Agenda
MOTION BY TRUSTEE STUCKERT, SECOND BY TRUSTEE SCHINDLER, TO APPROVE THE AGENDA AS PRESENTED.
ALL WERE IN FAVOR. MOTION CARRIED.

- 4.) Approval of Minutes
 - a. May 23, 2023 - Village Board of Trustee DRAFT Minutes.
MOTION BY TRUSTEE CASTILE, SECOND BY TRUSTEE STUCKERT, TO APPROVE THE MINUTES AS AMENDED.
ALL WERE IN FAVOR. MOTION CARRIED.
 - b. June 6, 2023 - Village Board of Trustee Draft Minutes - Special Meeting
MOTION BY TRUSTEE SCHINDLER, SECOND BY TRUSTEE HILLMANN, TO APPROVE THE MINUTES AS PRESENTED.
ALL WERE IN FAVOR. MOTION CARRIED.

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- c. June 6, 2023 – Committee of the Whole Draft Minutes – June 6, 2023
MOTION BY TRUSTEE STUCKERT, SECOND BY TRUSTEE HILLMANN, TO APPROVE THE MINUTES AS PRESENTED.
ALL WERE IN FAVOR. MOTION CARRIED.

5.) Report of the Village President – Jim Koleski

- a. Review and possible action on appointment of Ted Eull to Board of Public works

Trustee Shepherd asked if Mr. Eull was present this evening, he is not. This is the only application received. Trustee Schindler spoke with Mr. Eull and he believes he is a good candidate and supports the nomination.

MOTION BY TRUSTEE STUCKERT, SECOND BY TRUSTEE HILLMANN, TO APPROVE THE NOMINATION OF TED EULL TO THE PUBLIC WORKS COMMITTEE.

VOTE: 3 – 1, NAY - SHEPHERD

MOTION CARRIED.

6.) Report of Fire Chief – Brian Naylor

- a. May Fire Department Report

David De Angelis introduced Brian Naylor as the new Fire Chief appointed by the Police and Fire Commission. Chief Naylor appeared in person.

7.) Report of Police Chief – Jason Kubiak

- a. May Police Department Report

8.) Report of EMS Director - Dr. Jon Robinson

- a. No report.

9.) Report of Village Clerk – Sandee Policello

- a. Review and act on Memorandum of Agreement for Weights and Measures Inspection by WI Department of Agriculture.

The Clerk has requested that this item be tabled until the question regarding the amount billed is answered.

MOTION BY TRUSTEE HILLMANN, SECOND BY TRUSTEE SAYAS, TO TABLE THE WEIGHTS AND MEASUREMENTS AGREEMENT TO THE NEXT MEETING.

ALL IN FAVOR. MOTION CARRIED.

10.) Report of Village Manager - David DeAngelis

- a. Review and possible action on Resolution 20230627A Extension Agreement between the Village of Elm Grove and R&R Investments of Wisconsin, LLC.

Mark Reinders appeared before the Board. His office is in Mill Place. He manages properties for R&R Investments. Reinders said he submitted a permit application

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for a self-storage facility on the property; it wouldn't be high density or create high volume of traffic; the Board at that time did not like that use and initiated a zoning change. There was an impasse and the Reinders agreed to table the plan. R&R hired architects that presented townhouse plans for the grassy area on the Juneau side of the property; they did not receive support from the Board at that time for the plan. Reinders said they are investing in the appearance of the existing building. Screening has been put on the fence. They want to work with the Village and would like to know what the Village would like. Reinders said since the pathway has been installed, pedestrians are cutting through the parking lot mixing pedestrians with cars.

Trustee Stuckert said that she liked the townhome plan. She said that since the pathway on Elm Grove Road has been installed some of the vegetation has been removed; some additional screening may be nice. Reinders said the arborvitaes were paid for by R&R but they do not belong to them. He said the Village has trimmed them.

Rick Reinders spoke regarding the ownership; R&R and Reinders Corp. have similar ownership. He believes they have been accommodating to the Village. They have continuously operated a business there since the 1800's. Trustee Shepherd asked if the two businesses have a good relationship. Rick Reinders stated that they did.

Trustee Castile asked if they had Lake Michigan water, would that affect their plans for the property. Mark Reinders expressed his strong desire for municipal water for the existing buildings and wouldn't necessarily spur different businesses. He said it is a quality of life item. His water conditioning costs are high. Mark Reinders said they are open to splitting the cost of a fence that would be installed on the Village property from the existing fence to Watertown Plank Road. Rick Reinders said they are willing to put more opaque screening in the existing fence.

President Koleski asked staff to discuss this with R&R to look at safety solutions relating to pedestrians cutting through the parking lot. Koleski said he is also hearing that there is an advantage to extending the agreement between the parties.

Mr. De Angelis said the existing chain link fence is grandfathered and he does not believe opaque screening is allowed.

Trustee Schindler said it is the intention to bring water to the downtown and it is being done in segments.

Trustee Stuckert said the board wants to work with businesses.

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MOTION BY TRUSTEE STUCKERT, SECOND BY TRUSTEE CASTILE, TO APPROVE RESOLUTION 20230627A EXTENSION AGREEMENT BETWEEN THE VILLAGE OF ELM GROVE AND R&R INVESTMENTS OF WISCONSIN, LLC.

ALL IN FAVOR. MOTION CARRIED.

- b. Review and possible action regarding policy and procedure for water laterals for individual properties adjacent to the water main to be installed by Mandel for Caroline Heights.

Mr. De Angelis said there are multiple options for connection to the water main by laterals – one is to install the main and let each individual property owner hire their own contractor to connect a lateral to the main – this tends to be a messy process and more expensive for the property owner. Another option is to have the lateral installed with the main line contractor and have all laterals installed at the time of the main construction; the main would be installed and after that the laterals would be installed. They are looking at late September/October to install laterals and they are looking for commitments from property owners by September 1st if this option is chosen so that they can order materials. If this option is chosen, there are two types of installation – there are homes that would require a new lateral installation from the main to their property line with a curb stop and that would be the cost for that home. For Meadows of the Grove, they already have curb stops and laterals. In speaking with them, they are talking about reusing their laterals and so their installation would be different – they would get a lateral installed up to their curb stop and aligned appropriately and have the connection made. He does not have cost estimates for those options yet. Tomasini does not want individual contracts with homeowners. The Village has a contractual relationship with Mandel and we could, if the Board approved, facilitate the installation by getting commitments from the property owners, establishing a fee for it and the Board would need to decide how to charge for it. Would you be requiring an up-front payment? Allow it to be placed on their tax bill as a special fee? You could allow for it to be paid in installment payments, in which case the Village would have to pay for it up front and you would need to add interest. Direction from the Board is needed that would go before the Public Works/Utilities Board for them to put together what they think would be most workable and then it would go to the Finance Committee and then back to the Board the end of July. Staff would then put letters out to eligible property owners – the Board and Public Works would need to determine what properties are eligible. The Board was in agreement that backyard connections not be allowed.

Mark Hamilton spoke representing the Watermark condominiums. He believes a different agreement should apply for the Watermark. De Angelis said the watermain in front of the Watermark will be paid for by Mandel. The Watermark would incur the cost from the water main to the existing lateral outside of their property; that cost is being

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worked on by Tomasini and the Watermark owners will get a letter from the Village. De Angelis said Mandel cannot charge the condo residents for the main and that they are in a unique situation.

Mark Ellinger, 12605 Meadow Drive. The water main is coming down Green Meadow. He is Trustee for Meadows of the Grove water trust. He is in agreement with the Village handling the contract for the lateral installation. Homeowners in the trust can use their existing laterals.

Attorney de la Mora said because the Village doesn't have a utility, the simpler the process, the fewer problems we will encounter. Installment payments to the Village will involve interest charges. The cost of installation will only increase over time. De Angelis said you can have a single charge where they pay at time of commitment or you can have the option that it goes on the tax bill if they don't pay it within 30 days. It is beneficial to encourage a one-time payment. De Angelis said the special charge on a tax bill is due with the first tax installment, due by January 31st.

Mary Inden said if the Village made arrangements with a bank to have a special program it might be a good thing; maybe a special interest rate. There are people on limited income. It would be helpful to residents.

President Koleski said we are waiting for costs from Tomasini from lateral to curb stop and will be before public works for their July meeting. He said a single charge makes sense but he isn't there yet without knowing the cost. He said a 2 – 3 installment plan may be needed.

De Angelis asked if there is a dollar threshold before installments are needed. Trustee Hillmann said \$20,000 is a lot; Koleski and Castile said 5,000 is a big number. Koleski reiterated that the increase in value to the home is beneficial to the owner.

De Angelis provided an update to projects detailed in his memo.

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

- a. Attorney De La Mora had no report at this time

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

A. Plan Commission – President Koleski

President Koleski provided an update on Plan Commission items. See Plan Commission minutes for details.

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B. Library Board – Trustee Castile

Trustee Castile provided an update on Library items from the June 26, 2023 meeting. See Library Board minutes for details.

C. Public Works - Trustee Schindler

The Committee did not meet in June. Trustee Schindler presented the CMAR Report and resolution.

- i. Review and acceptance of Resolution 20230627 for the Annual CMAR Report

MOTION BY TRUSTEE SCHINDLER, SECOND BY TRUSTEE STUCKERT, TO APPROVE RESOLUTION 20230627 FOR THE ANNUAL CMAR REPORT. ALL WERE IN FAVOR. MOTION CARRIED.

D. Public Safety - Trustee Sayas

No meeting, no report.

E. Legislative - Trustee Stuckert

No meeting, no report.

F. Park and Recreation – Trustee Shepherd

Trustee Shepherd summarized the June 13th meeting. See the Park and Recreation minutes for details.

G. Administrative and Personnel – Trustee Stuckert

Trustee Stuckert summarized the June 15th meeting. Dr. Jon Robinson recommended the ALS pay be increased to \$25/hour and the BLS pay be increased to \$15/hour to hopefully recruit and provide the coverage that they need. The committee voted unanimously to approve the increase proposed by Dr. Robinson.

- i. Review and act on proposed EMS paid on call changes

MOTION BY TRUSTEE SCHINDLER SECOND BY TRUSTEE CASTILE, TO INCREASE THE ALS PAY TO \$25/HR AND INCREASE THE BLS PAY TO \$15/HR. TRUSTEE SCHINDLER AMENDED THE MOTION TO ADD AN EFFECTIVE DATE OF JUNE 1, 2023. TRUSTEE CASTILE AGREED WITH THE AMENDMENT.

ALL WERE IN FAVOR. MOTION CARRIED.

- ii. Review and possible action on administrative staffing of general government office.

Staff is recommending two positions at 25 hours per week in addition to 8 hours

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per week. Staff is also recommending closing to the public at 12:30 pm on Fridays to allow time to get their work done. The Committee felt it was important that the staffing reasons for closing early on Fridays be communicated to the public. The Friday closing is for a three month trial to be reviewed by the Board to determine if they want to continue this going forward. Signage will need to be changed. Facebook, google hours, and our list of email addresses can be utilized to communicate the change. The trial will start July 7th. Review to be done by the Administrative and Personnel Committee in September.

MOTION BY TRUSTEE STUCKERT, SECOND BY TRUSTEE SCHINDLER, TO GO TO TWO PART TIME EMPLOYEES AT 25 HOURS PER WEEK AND 1 AT 8 HOURS PER WEEK, CLOSE TO THE PUBLIC ON FRIDAY AFTERNOONS AT 12:30 PM STARTING JULY 7 FOR A THREE MONTH TRIAL PERIOD.

ALL WERE IN FAVOR. MOTION CARRIED.

President Koleski said the staffing issue should also be reviewed at budget time.

iii. Review and act on request for temporary hiring of additional dispatcher

A dispatcher is leaving soon due to relocating. Chief Kubiak is requesting to hire a dispatcher soon so there is time for the search and training.

MOTION BY TRUSTEE SCHINDLER, SECOND BY TRUSTEE SAYAS, TO INCREASE STAFFING TEMPORARILY FROM 6 TO 7 DISPATCHERS FOR APPROXIMATELY TWO MONTHS.

ALL WERE IN FAVOR. MOTION CARRIED.

H. Finance and Licensing – President Koleski

i. Review and act on 2022 Audited Financial Statements

President Koleski said the Committee recommends approval of the Financial Statements

MOTION BY TRUSTEE SHEPHERD, SECOND BY TRUSTEE SAYAS, TO APPROVE THE VILLAGE’S 2022 FINANCIAL REPORT AS AUDITED BY BAKER TILLY

ALL WERE IN FAVOR. MOTION CARRIED.

ii. Review and act on operator/bartender license application
The Committee voted 3 – 1 to approve the application.

MOTION BY PRESIDENT KOLESKI, SECOND BY TRUSTEE STUCKERT, TO APPROVE BRYANT MC LAUGHLIN’S OPERATOR LICENSE.

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ALL WERE IN FAVOR. MOTION CARRIED.

iii. Review and act on Resolutions 20230627B and 20230627C, Applications for State Trust Fund Loans, previously approved on May 23, 2023.
The Committee recommended approval of both resolutions.

MOTION BY TRUSTEE HILLMANN, SECOND BY TRUSTEE SAYAS, TO APPROVE RESOLUTIONS 20230627B AND 20230627C.

ALL WERE IN FAVOR. MOTION CARRIED.

iv. Review and Act on Vouchers.
The Committee recommended approval of vouchers as presented.

MOTION BY TRUSTEE CASTILE, SECOND BY TRUSTEE HILLMANN, TO APPROVE THE VOUCHER LISTS AS SUBMITTED.

ALL WERE IN FAVOR. MOTION CARRIED.

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

BY ROLL CALL VOTE, ALL WERE IN FAVOR OF GOING INTO CLOSED SESSION.

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

OPEN SESSION RESUMED AT 10:00pm.

Motion on item discussed in Closed Session:

MOTION BY PRESIDENT KOLESKI, SECOND BY TRUSTEE SHEPHERD TO ALLOW THE VILLAGE MANAGER LATITUDE TO HIRE A RECREATION MANAGER AT A SALARY OF UP TO \$65,000 BASED ON QUALIFICATIONS.

ALL WERE IN FAVOR, MOTION CARRIED.

MOTION BY TRUSTEE SHEPHERD, SECOND BY TRUSTEE SAYAS, TO APPROVE A TEMPORARY SALARY ADJUSTMENT FOR MS. GEHL FOR FILLING THE ROLE OF RECREATION MANAGER AT \$12,700 WITH THE PAY INCREASE TO CEASE AT HIRING OF A NEW RECREATION MANAGER OR SEPTEMBER 1ST, WHICHEVER OCCURS FIRST.

ALL WERE IN FAVOR, MOTION CARRIED.

17.) Other Business – none

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18.) Adjournment

MOTION BY TRUSTEE HILLMANN, SECOND BY TRUSTEE SCHINDLER TO ADJOURN THE MEETING.

ALL WERE IN FAVOR. MEETING ADJOURNED AT 10:03 pm.

Minutes transcribed by: Sandee Policello

Minutes Approved on: