

**Village of Elm Grove Committee of the Whole Meeting Minutes**

*For more information or to watch the recorded meeting, please visit <https://elmgrovewi.org/agendacenter>*

**Committee of the Whole Call to Order:**

The meeting was called to order by President KOLESKI at 5:47 PM.

**Roll Call:**

PRESIDENT KOLESKI

TRUSTEE SHEPHERD

TRUSTEE SAYAS - *left at 7:37*

*PM*

TRUSTEE STUCKERT –*VIA*

*ZOOM – left at 6:17 PM*

TRUSTEE SCHINDLER

TRUSTEE CASTILE

TRUSTEE HILLMANN

TOM HARRIGAN, VILLAGE MANAGER

HECTOR DE LA MORA, VILLAGE ATTORNEY

KATHERINE GEHL, ASST. VILLAGE MANAGER/ZONING ADMINISTRATOR

MONICA HUGHES, FINANCE DIRECTOR

KATIE PANELLA, VILLAGE CLERK/DEPUTY TREASURER

**1. Presentation by Ehlers Public Finance Advisors on Tax Incremental Finance (TIF)**

Todd Taves and Kayla Thorpe, Ehlers Public Finance Advisors, appeared before the Committee of the Whole to explain how TIFS (Tax Incremental Financing) Works and Levy Impacts. Todd and Kayla also addressed Committee of the Whole questions and concerns regarding TIFS and their impact for the Village of Elm Grove. Trustee CASTILE shared his concern with TIFs and how they could increase taxes and impact the Village of Elm Grove residents if they are not properly handled.

**2. Discussion of Village Projects 2023 - 2024**

Village Manager HARRIGAN provided the prioritization list for 2024 for each lead Department including General Government, Public Works, Police, Fire, EMS, Information Technology, and Recreation. The Committee of the Whole requested the discussion of Village Projects 2023-2024 to be utilized as a working document and requested a six-month update on projects.

**General Government discussion**

The Committee of the Whole requested a special update/announcement email sent out rather than increasing the frequency of the Elm Grove monthly newsletter.

**Public Works discussion**

Committee of the Whole discussed the Highland Drive Pedestrian Pathway and the Highland Drive Stormwater Culvert Replacement. Engineering and design for the project is currently at 30%. There is a failing culvert north of CP RR, south of Jolenta Lane.

**Village of Elm Grove Committee of the Whole Meeting Minutes**

*For more information or to watch the recorded meeting, please visit <https://elmgrovewi.org/agendacenter>*

Committee of the Whole also discussed the Investigation of Sanitary Sewer on Lakeside where there is settlement and cracking being observed. Village Manager HARRIGAN stated either himself or Department of Public Works Director PAUL would send out an email regarding the size of the lakeside sanitary sewer. There are current sewer funds available to complete the scope of work.

Department of Public Works (DPW) is currently rearranging their DPW Yard and Recycling Center to prepare for pole barn construction. The new construction will be a Capital project 60' X 60' with a 10' over hang for cold storage. This will help the longevity of the DPW equipment.

Village Hall Parking Lot will have lighting repairs in 2024. There is currently one quote for \$155,000 for the project to be split in two phases. The lighting will be replaced due to the age and condition and will include the light and light pole replacement, driving costs up.

Committee of the Whole discussed other priority projects for DPW including the Review of DPW Operations and Staffing Structure. DPW Director PAUL currently has a number of duties on his desk that should be given to other DPW staff members. DPW is looking to gain efficiency where it is possible including the possibility to move to a digital platform from the current paper platform to obtain a permit received by email to eliminate duplicating efforts within the department. The Administrative Assistant will assist DPW Director PAUL when the position is filled.

Crosswalk replacement and pedestrian safety was discussed. President KOLESKI recommended looking in to obtaining a sponsorship through donations for crosswalk replacement which could be bundled together and requested with a proposal that has value. The Committee of the Whole specifically discussed the area of Elm Grove Road and Watertown Plank Road (US Bank and The Chocolate Factory).

Discussion on Village Hall Gutter Replacement included the Court Room gutters and the amount of water damage. President KOLESKI addressed the possible staining on the southern facing brick, below the window. Village Manager HARRIGAN will provide an update in his Board of Trustee email.

The Committee of the Whole also discussed the digitization process, which budgeted for new accounting software, which will be non-excel driven. Trustee HILLMAN asked about moving away from paper and going fully digital. President KOLESKI recommended Village Staff visit other municipalities to get a better idea of other programs and technology utilized. President KOLESKI would like to review the findings and devote time at a future Committee of the Whole meeting to review options, what needs to be budgeted for and to create a plan and timeline to implement software.

**Police Department discussion**

Village Manager HARRIGAN provided an update on the transition from consolidated 911 services with AT&T. There have been bi-weekly conference calls regarding this project. Village Manager HARRIGAN stated the Village of Elm Grove no longer has a contract with the City of Muskego.

**Village of Elm Grove Committee of the Whole Meeting Minutes**

*For more information or to watch the recorded meeting, please visit <https://elmgrovewi.org/agendacenter>*

Committee of the Whole also discussed the DARE officer to be trained for the 2024-2025 school year and advertising the program returning to the community in the monthly newsletter.

President KOLESKI requested the addition of the New Police Officer position starting in July to be added to the Police Department priority list, as the new officer will go through training.

**Fire Department discussion**

Committee of the Whole reviewed fire priority projects including implementation of Lexipol – Public Safety Management Best Practices, which has been budgeted for including review of current SOP’s for risk mitigation to transmit across multiple departments. The national standard will automatically update (AI). The staffing recruitment efforts was also discussed. Staff members met with a representative from the School District in the area. Students are able to enroll in tech college for Firefighter 1 or EMS 3. The School District will lead on recruitment effort for students.

President KOLESKI requested the addition of the Fire Truck trade in and the overall assessment of the unit be added to the priority list. The funds from the sale of the Fire Truck would be brought back into the Village. President KOLESKI stated the unit has operational issues. An updated will be provided at the next Committee of the Whole meeting.

**EMS discussion**

Trustee SCHINDLER provided an update regarding staffing. All shifts are currently being covered and more people are working. The increase in pay is helping the department draw people in and help maintain shift coverage.

**Information Technology discussion**

Village Manger HARRIGAN provided an update on VOIP Phone System and the six-month average roll out. Committee of the Whole also discussed the complete roll-out of Dispatch computer upgrades, along with the configuration of 7 tablets for Board of Trustee members, which will be kept with the Trustee. The tablets for Board of Trustee members, which was budgeted for, will allow Trustees access to their Village email, PDF editing platform. The tablets will be VPN authentication and have WIFI access. The transition from paper to tablets will be cheaper than printing documents.

**Recreation Department discussion**

Committee of the Whole reviewed the priority projects for the Recreation department including Comprehensive Outdoor Recreation Plan (CORP), Basketball Court Replacement, ADA Accessible Pool Chair, and the review of programmatic offerings. Trustee SAYAS recommended looking into the Milwaukee Bucks foundation for a grant.

**3. Update on Underwood Creek Daylighting Project**

Village Manager HARRIGAN explained the project hold up is currently the final cost. Former Village Manager, DAVE DE ANGELIS, has been attempting contact with railroad and has not heard back before Committee of the Whole meeting. Sendik’s is in support of the project.

**Village of Elm Grove Committee of the Whole Meeting Minutes**

*For more information or to watch the recorded meeting, please visit <https://elmgrovewi.org/agendacenter>*

Village Manager HARRIGAN and Village Attorney DE LA MORA met with Stantec regarding consequential damages, who were not willing to negotiate the terms of this item in the contract. Stantec will be reviewing Village Manager HARRIGAN and Village Attorney DE LA MORA request to see waiver in excess of \$1.5 million.

Committee of the Whole discussed the referendum on the April 2, 2024 ballot, the alternative of August 6, 2024 ballot was discussed. Data from prior Elections for turnout can be found out the website as a reference for Trustees. Committee of the Whole discussed what costs need to be included and making a good faith estimate will all the information. The Committee of the Whole discussed the level of detailed information performed by Stantec in 2019 is less than the scope of work required to issue a detailed Request for Proposal (RFP).

The Committee of the Whole discussed the importance of the Village needing to own the railroad land, as FEMA will not look at the application until the Village has closed on the property and has ownership.

Trustee SHEPHERD inquired about a Phase II of the Daylighting project on North Watertown Plank Road beyond studies previously performed with Stantec. Trustee SCHINDLER stated there are no plans for a Phase II at this time.

**4. Discussion of Village Tree Regulations (Right-of-Way Trees)**

*Item will be held at a future meeting.*

**5. Discussion of Trick or Treat**

*Item will be held at a future meeting.*

**6. Other Business**

*None*

**7. Adjourn**

Trustee HILLMANN moved to adjourn, seconded by Trustee SHEPHERD.

All were in favor, motion carried.

*Meeting adjourned at 7:54 PM.*

Minutes transcribed by: Katie Panella

Minutes approved on: January 23, 2024