COMMITTEE OF THE WHOLE - Minutes
October 8, 2024

Village of Hales Corners, WI
5635 S. New Berlin Road

The meeting was called to order at 6:55 p.m. by Ian Thomson.

1.0 **Roll Call** – Present: Chair I. Thomson, Trustees: M. Bennett, T. Brinkmeier, J. Chesney, M. Eternicka (virtual), K Meleski, and Pres. D. Besson. Staff: Administrator S. Kulik Audience (1).

2.0 **PUBLIC COMMENT** – none.

3.0 **AGENDA ITEMS**

3.1 **Minutes August 5, 2024** – no changes, minutes placed on file.

3.2 **Update on Fire Engine Purchase, State Trust Fund Loan and optional funding proposal** – S. Kulik reported on options to withdraw from STFL and to use a General Obligation Promissory Note under more favorable interest terms which allows the Village to borrow for the parking lot repairs and the engine, while still having lower annual principal and interest than the Trust Fund offers. The loan is for the same term as the Trust Fund Loan, 10 years. The drop in the Federal Reserve rate has resulted in better market conditions for a note versus a loan. The funding for the debt is still intended to be from ambulance revenues. The resulting savings is approximately $30,000 a year however the first payment is due in 2025.

Motion (Meleski, Besson) to proceed with requirements to issue the note; motion passes unanimously.

3.3 **Close Capital Project Equity accounts for completed projects** – S. Kulik reported on memo in packet.

Motion (Besson, Chesney) to forward to the Village Board for approval; motion passes unanimously.

3.4 **Single Audit Report – 2024** – S. Kulik reported on results and described the purpose of the single audit is to confirm that the program expenses are allowable for a particular program. What came out of the review is the need for a more formalized purchasing policy and a need for separation of duties for filing for reimbursement on a timelier basis. Administration will be taking over the process and charging the time to the grants as applicable. I. Thomson inquired if the audit itself was a result of COVID spending. S. Kulik reported that it was from the spending of the COVID funds as well as the funds the Health Department routinely receives.

Motion (Bennett, Chesney) to for Village Board to accept the report; motion passes unanimously.

3.5 **Purchasing Policy** – S. Kulik reported on memo and proposed policy. The Code of Ordinances has this built in, however receipt of Federal funds require a more robust policy. The policy before them was mirrored from another municipality. She recommended reviewing the dollar thresholds in the proposed policy. The Federal requirements are that the Board act on some level, but does not identify what the dollar threshold is.

D. Besson commented that he thinks unbudgeted emergencies should be increased to $20,000 as the Village Board sees it and is ultimately notified but the departments need to act urgently as an emergency basically defines itself. Anything over that amount a Village Board meeting can be called quickly. S. Kulik commented that what happens now is department heads are completing purchase orders after the fact and at times waiting til she returns to the office to proceed.

Motion (Besson, Meleski) to recommend a $20,000 threshold for emergencies and no purchase order required, but notice to the Village Board at the next regular meeting and anything greater than that requires an emergency meeting; motion passes unanimously.

S. Kulik moved to page 2 of the proposal that mirrors the Code of Ordinances at $1,000 for Department Head approval for budgeted items, purchase orders over that and bids quotes following the table presented. If the desire is to raise the $1,000, then a change to the Code of Ordinances would be required. Competitive quotes are required. D. Besson commented that he would be comfortable with $5,000 as the threshold for competitive quotes and less than that just support that this is a good price. Further, in the absence of the Administrator, the Village President signs it or do they want to have two signatures on the PO's. K. Meleski inquired if they could just add an item to the regular agendas to provide notice of approved purchase orders. S. Kulik commented that it would not be unduly burdensome to do that as we don't issue all that many.

Motion (Besson, Meleski) to make the threshold $1,000, report PO's to the Board, require two signatures for review over $10,000 and in the absence of either party, a designee may approve; motion passes unanimously.

S. Kulik commented on the new item relative to the policy deals with surplus items sold. D. Besson asked how the public is notified that our items are for sale. Can it be placed on our website in addition to the Wisconsin Surplus site? S. Kulik reported that it can be on the website and the Village Facebook page. D. Besson said a page link on the website that directs people to the Wisconsin Surplus whether we have any items or not. I. Thomson commented that he likes the notation that items are offered to other municipalities or schools first. K. Meleski asked what happens when items don't sell. S. Kulik commented that it is donated when it can be or if it truly has no value, it is thrown away. She did comment that the site offers "bulk pallet" items where it is loaded with low dollar items are sold as one lot.

Motion (Besson, Meleski) to forward to the Village Board under the Village Officials section of the next BOT; motion passes unanimously.

3.6 **Additional Principle Payment on Tax Incremental District #4 to Developer** – S. Kulik reported on memo included with packet which resulted in over $93,000 in interest savings on this obligation so far if this is approved and the district would close 12 years early with this payment.

Motion (Besson, Chesney) to forward to the Village Board for approval; motion passes unanimously.

3.7 **Request for Proposals – Planning Services** – S. Kulik reported on memo and proposed RFP and requested to authorize release at the next Board of Trustees meeting. K. Meleski commented on whether an increase in fees would help. S. Kulik commented that plan applications use a significant amount of time as they really want you to design their plan for most of them. She commented that if you don't make a decision to outsource this, when I retire, then you are going to have a big problem as I can't train staff on the other items they can do as their won't be time for that. That leaves two holes, financial and zoning. When I was hired, the intention was to outsource this, I took it on and saved the applicants quite a bit of money by doing this in house. Our former planner was charging $165 an hour for the things I couldn't get to and I still had to review and correct the memos. Also, she commented she is not a trained or certified planner so charging those rates for her time would not be allowed.

M. Bennett asked how the charges would be handled. S. Kulik commented that the chargeback form already exists. An applicant signs it when they submit their plan and it has only been used when she could not do the review or it was a larger matter that she felt expertise was warranted. The new planner would get the charge back at the outset, and the applicants will pay the fees to the Village after we are billed from the planner based upon their monthly invoice. The other issue is when tenants apply for changes and getting them to understand that the landlord has to agree to it and sign off as well. She further commented that residential requests are fewer and the applicants less knowledgeable than a commercial enterprise who should hire someone to assist them.

Motion (Besson, Chesney) to release the RFP as presented; motion passes unanimously.

3.8 **Proposal for lead service line replacement loan agreement (Hales Happiness Water Project)** – Chair I. Thomson stepped down and recused himself. M. Bennett stepped in as chair. S. Kulik reported on the memo in the packet as there in nothing in the Village Code relative to lead lined laterals. The Village Attorney is reviewing the proposed changes. The laterals would be a loan as a special charge to the property but not a special assessment as it is serving private property. It includes language that the Board may decide this on a project by project basis. It is not a mandatory loan program, the words say "may" offer it. D. Besson asked if there was any other grants available. S. Kulik commented that the County Community Development Block Grant income requirements are never met by the Village and it would be a case by case basis for the applicant to get the funds. Timing is not on their side. Further, the Bipartisan Infrastructure Law (BIL) gave the funds to the City of Milwaukee and nothing else is available. It may not be needed for a loan program as we do not know the scope of the lead lined laterals in this project zone.

Motion (Besson, Chesney) to forward as presented; motion passes unanimously.

I. Thomson resumed as chair at 8:07 p.m.

3.9 **Discussion on continued support for Library Foundation- carried over from August meeting** – I. Thomson commented that the minutes included in the packet show that the motion was just to support the formation of a foundation and nothing else. He felt it was not needed to continue to review the item. No further discussion on the item is warranted.

3.10 **Discussion on notice of cancellations of meeting of boards, commissions and committees** – M. Bennett commented that the cancellation of meetings limits the public's opportunity to interact with various bodies. She referenced specifically the canceled public works meetings. She commented that information on updates should not be sent via email to only the committee members of that body as if that is needed it should be a meeting. S. Kulik asked Scott Reimer to address the Committee as a member of the Public Works Committee. S. Reimer commented that the public is rarely ever at their meetings. S. Kulik commented that the public is reaching out to staff daily anyway and has numerous ways to get in touch. S. Kulik commented that what she is hearing is that they don't want committee meetings canceled two months in a row and that this is a policy decision they can make and she commented that there is no legal requirement to even have a public comment section. K .Meleski commented that having a meeting with no topics makes little sense. D. Besson commented that any public complaints from some meeting that did not occur was to advise them to come to the next board meeting. I. Thomson asked what the mechanics of the issue is sending updates without a meeting. S. Kulik commented she will handle that administratively. D. Besson commented that they had to hold a Plan Commission meeting to approve a seven word ordinance change that lasted five minutes. K. Meleski commented that he does not see the cancellations of two meetings in a row as an issue. No action taken on this item.

4.0 ADJOURNMENT – Motion (Chesney, Besson) to adjourn at 8:28 p.m.; motion passes unanimously.

Submitted,

Sandra M. Kulik, Administrator