

Village of Hales Corners

5635 S. New Berlin Road
Hales Corners, WI 53130
Phone: (414) 529-6161
Fax: (414) 529-6179
www.halescorners.org



James R. Ryan Municipal Building

VILLAGE BOARD - COMMITTEE OF THE WHOLE

February 3, 2025 (Monday) - 6:45 PM

Meeting Notice/Agenda

Notice is hereby given that the Village Board will meet as a Committee of the Whole (COW), at the above date and time, at the James R. Ryan Municipal Building (5635 S. New Berlin Road).

Pursuant to Resolution 20-61, members of the Board of Trustees may attend this meeting in an electronic platform.

Pursuant to Resolution 20-61, members of the Committee of the Whole may attend this meeting in an electronic platform. The meeting electronic platform link is: <https://meet.goto.com/984742341> or you may dial in at +1 (571) 317-3122 access code: 984-742-341. Requests to access the meeting must be 48 hours in advance of the meeting.

AGENDA

1.0 ROLL CALL

2.0 PUBLIC COMMENT

3.0 AGENDA ITEMS

- 3.1 Minutes January 6, 2025
- 3.2 Appointment – Olivia Stern, July 4th Committee
- 3.3 Library Update
- 3.4 Public Works Update
 - 3.4.1 Hales Happiness Project Update
 - 3.4.2 Library Capital Project Update
 - 3.4.3 WE Energies Proposed Easement
- 3.5 Computer Onboarding / Off-boarding Proposed Policy
- 3.6 Purchase Order – Blanket PO For Fire Dept. turnout gear
- 3.7 Upcoming Public Hearing – Zoning Ordinance – Cigarettes, Tobacco & Vaping

4.0 ADJOURNMENT



Sandra M. Kulik, Village Administrator
January 30, 2025

NOTE: Issues that require public input or for which citizens are present will receive priority on the agenda. Hearing or speech impaired persons who require special services should notify the Village staff in advance of the meeting.

- | <u>#</u> | <u>ITEM</u> |
|----------|---|
| 3.1 | Minutes – as presented. |
| 3.2 | Appointment – D. Besson to present. |
| 3.3 | Library Update – Presentation by S. Lewin-Lane. |
| 3.4 | Public Works Update – S. Houe to present. |
| 3.5 | Computer On and Off Boarding – S. Kulik to present. |
| 3.6 | Purchase Order – S. Kulik to present. |
| 3.7 | Reminder of upcoming Public Hearing – see memo in packet. |

Sandy Kulik (01.30.25)

The meeting was called to order at 6:45 p.m. by Mary Bennett.

- 1.0 Roll Call** – Present: Chair M. Bennett. Trustees: J. Chesney, M. Eternicka, K Meleski, I. Thomson and Pres. D. Besson. Trustee T. Brinkmeier absent. Staff: Health Officer S. Gabriel. Audience (2).
- 2.0 PUBLIC COMMENT** – none.
- 3.0 AGENDA ITEMS**
 - 3.1 Minutes December 2, 2024** – no changes, placed on file.
 - 3.2 Resignation – Library Board & C Community Development Authority – B. Shaw** – D. Besson reported on resignation.
 - 3.3 Appointment – John Just, Community Development Authority & Library Board** – D. Besson reported on proposed. John Just, 12120 W. Green Cr., Hales Corners addressed the Committee regarding the recommendation for appointment.
Motion (Besson, Meleski) to forward to the Village Board for approval; motion passes unanimously.
 - 3.4 Memorandum of Understanding (MOU) Southwest Suburban Health Departments – Cities of West Allis and Greenfield** – S. Gabriel reported on the proposed MOU.
Motion (Besson, Chesney) to forward to the Village Board for approval; motion passes unanimously.
 - 3.5 Ordinances**
 - 3.5.1 Tobacco Licenses – restricting number of licenses allowed** – S. Gabriel reported on the proposal.
 - 3.5.2 Penalties for violations of tobacco sales for owner and employees** – S. Gabriel reported on proposal.
No recommendation, forward to Village Board meeting for further discussion with Village Attorney.
 - 3.6 Health Department Update**
 - 3.6.1 DATCP Food license agent renewal** – S. Gabriel reported on the request.
Motion (Besson, Eternicka) to forward to the Village Board for approval; motion passes unanimously.
 - 3.7 Request for consideration of alternative work schedule – Health Officer S. Gabriel**
Motion (Besson, Chesney) to enter closed session pursuant to Wis. Stat. §19.85(1)(c), for consideration of the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for a request for alternative work schedule for the Health Officer over which the governmental body has jurisdiction or exercises responsibility, and to re-enter open session at the same place thereafter to act on such matters as discussed therein as it deems appropriate. Roll Call: Ayes: Bennett, Besson, Brinkmeier, Chesney, Eternicka, Meleski, Thomson. Nays: none. Committee entered closed session at 7:45 p.m.
Motion (Chesney, Thomson) to re-enter open session. Roll Call: Ayes: Bennett, Besson, Brinkmeier, Chesney, Eternicka, Meleski, Thomson. Nays: none. Committee re-entered open session at 9:03 p.m.
Consensus to move to the Village Board for further discussion.
 - 3.8 Request to carryover vacation hours – Administrator S. Kulik** – **Motion** (Chesney, Thomson) to forward to the Village Board for approval the request for 88 carry over hours and to allow 180 hours similar to the other classifications of employees in the Village Handbook; motion passes unanimously.
 - 3.9 Compass Minerals Purchase Order request** – **Motion** (Chesney, Eternicka) to forward to the Village Board for approval; motion passes unanimously.

- 3.10 **Massage License – Flow Massage & Wellness, 10826 W. Janesville Rd. – Motion** (Eternicka, Chesney) to forward to the Village Board for approval; motion passes unanimously.
- 4.0 **ADJOURNMENT – Motion** (Chesney, Besson) to adjourn at 9:07 p.m.; motion passes unanimously.

Submitted,

Sandra M. Kulik, Administrator

DRAFT

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STATE OF WISCONSIN VILLAGE OF HALES CORNERS MILWAUKEE COUNTY

RESOLUTION NO. 25-XX

A RESOLUTION CONFIRMING MEMBER APPOINTMENT TO THE JULY 4TH
COMMITTEE

WHEREAS, the Village President has submitted appointments for confirmation to the Village Board.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Hales Corners hereby confirms the following re-appointments as presented below:

<u>Committee/Board/Commission</u>	<u>Person</u>	<u>Term Expiration</u>
July 4 th Committee	Olivia Sterny	October 31, 2028

PASSED AND ADOPTED this _____ day of _____, 2025.

(VILLAGE SEAL)

Daniel J. Besson, Village President

Sandra M. Kulik, Village Administrator/Clerk

OLIVIA STERNY

oliviasterny@gmail.com · (414) 640-6118 · Hales Corners, WI

Education & Honors

Real Estate U

2023

72 Hour Wisconsin Real Estate Salesperson Pre-Licensing Course Completion

Milwaukee Area Technical College General Education Pathway
Milwaukee, WI

2021-2023

GPA: 3.7339/4.00

Whitnall High School

2017-2021

GPA: 4.157/4.00

Relevant Coursework

Social Psychology	Interpersonal Communication	English 2
Contemporary Literature	Life Span Psychology	Native American Literature
Health Psychology	Abnormal Psychology	Concepts Science in Health
Introduction to Philosophy		

Work Experience

Shorewest Realtors® – *Licensed Wisconsin Real Estate Agent; Shorewood, WI*

January 2024-Present

- Engages in the community and creates new relationships through networking opportunities
- Possesses strong social skills and hospitality while working with clients, customers, and colleagues
- Demonstrates leadership skills, knowledge, sociability, and responsibility during showings and Open Houses
- Prepares packets for Buyer/Listing Consultations with relevant information regarding the home buying/selling process and holds consultations with prospective buyers or sellers
- Can create Comparative Market Analyses (CMAs) and Real Estate Reviews for customers to provide an understanding on the market value of homes in prospective neighborhoods
- Maintains professionalism when tending to the phone, emails, and in person
- Remains knowledgeable and up to date on everchanging real estate protocol through Continuing Education
- Can create, edit, upload, and manage creative social media content for business engagement and marketing
- Possesses ability to read, write, explain, and understand real estate related contracts and documents
- Possesses ability to navigate systems such as AgentPro, SentiKey, Canva, Shorewest.com, and MLS (multiple listing service)
- Active member of Greater Milwaukee Association of Realtors® (GMAR), National Association of Realtors® (NAR), and Wisconsin Realtors® Association (WRA)

Structural Elements (se)® – *Patient Care Coordinator; Shorewood, WI*

June 2023-October 2023

- Provided patients and therapists with accurate and efficient scheduling, through the use of JANE, an electronic health record system
- Protected patient confidentiality through HIPPA compliance
- Accessed, examined, and adjusted daily sales report to ensure accuracy
- Processed patient payments daily while creating superbills via current procedural terminology (CPT) and diagnostic codes when applicable
- Maintained cleanliness of the clinic and replenished all necessary operational products on a daily basis
- Assisted patients over the phone and in person, triaging which therapist was best suited for each individual's needs
- Created new patient profiles, making note of any health issues that pertained to their desired treatment
- Independently trained a new hire from the start to the completion of the training schedule and assisted the clinic manager in the creation of a training checklist

Kendra Scott – *Stylist and Sales Associate; Brookfield, WI*

September 2022-June 2023

- Provided elevated, friendly, and convenient customer service to people throughout their store experience
- Demonstrated profound knowledge in fast-changing products, events, and promotions
- Participated in traveling trunk shows at philanthropy events

- Participated in annual inventory count
- Created meaningful and unique jewelry pieces for customers at the Color Bar
- Organized and stocked product and shipment
- Demonstrated Kendra Scott's pillars of family, fashion, and philanthropy
- Greeted customers with warm and positive attitude—asked questions to connect with customers and discover their needs
- Communicated with coworkers during Holiday seasons to pass off customers or products within zones
- Participated in managing and maintaining merchandise and store displays

Central Bark – Dog Handler and Runner; Franklin, WI

January 2022-June 2022

- Demonstrated leadership and responsibility through supervising play groups of 10-15 dogs
- Coordinated dog groups based on energy/aggression levels
- Used tools to train/communicate with dogs
- Crated, fed, and cleaned up after dogs (including group and individual crates)
- Interacted with customers during drop off and pick up
- Filled out injury reports in the case of dog fights—demonstrated care in injury checks after play groups
- Trained new workers

St. Mary Parish School – After School Care Provider; Hales Corners, WI

October 2020-April 2021

- Provided rules, safety, entertainment, educational activities, and care for children ages 5-14
- Distributed and cleaned up after the children's crafts, homework, and snacks
- Helped children with homework/studying
- Settled disputes and disruptions amongst children
- Greeted parents at pick-up and signed children out

Babysitting Experience – References Available Upon Request

March 2015-Present

- Provide childcare to babies and children ranging in ages from 4 months-10 years
- Help children with homework/studying when applicable
- Create engaging, creative, and educational activities and entertainment
- Ensure children follow rules and are kept safe
- Responsible for making meals and feeding children based upon parental instruction
- Responsible for maintaining children's sleep, eat, and play schedules
- Maintaining child hygiene through baths and diaper changing
- Use of problem solving, leadership, and appropriate communication skills

Volunteer Experience

Whitnall High School National Honor Society Community Clean-Up Event; Greenfield, WI

- Community Clean-Up Event **2021**
- Virtual Game Night for Parkinson's Event **2021**
- Donation Event **2021**

Whitnall High School DECA; Greenfield, WI

- Annual Food Drive **2018-2021**
- Make-A-Wish Basketball Tournament Fundraiser **2020**
- American Family Insurance Event **2019**

Relevant Experience and Accomplishments

National Society of Leadership and Success – Milwaukee Area Technical College Honor Society

2022-Current

Whitnall High School DECA – General Member, DECA Leadership Team, DECA Competition

2018-2021

Whitnall High School National Honor Society – Officer (Secretary)

2020-2021

Whitnall High School Student Council – General Member

2020-2021

Whitnall High School Falcon Time Leader – Leader

2019-2020

Pearson VUE Wisconsin Salesperson Exam – Pass; Wisconsin Real Estate Salesperson License Processing

2023

Skills

343

STATE OF WISCONSIN VILLAGE OF HALES CORNERS MILWAUKEE COUNTY

RESOLUTION NO. 25 - XX

A RESOLUTION AUTHORIZING CERTAIN OFFICIALS TO EXECUTE AN AGREEMENT FOR UNDERGROUND ELECTRIC AND COMMUNICATIONS EASEMENT WITH WISCONSIN ELECTRIC, SPECTRUM, AND WISCONSIN BELL.

WHEREAS, We-Energies is in need of an easement for their effort to improve electric service reliability and upgrade of facilities in the area; and

WHEREAS, We-Energies has provided a Easement description for Village owned land; and

WHEREAS, the Easement may be used for Communication facilities; and

WHEREAS, the Village Board having found the requested Easement by Wisconsin Electric Power, Co. to be reasonable and necessary.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Hales Corners, Wisconsin, that an easement for their effort to improve electric service reliability and upgrade of facilities with Wisconsin Electric Power, Co., in the form and content as annexed hereto, be and the same is hereby approved.

BE IT FURTHER RESOLVED, that the Village President and the Village Administrator/Clerk be and the same are hereby authorized to execute and deliver the aforesaid Agreement.

PASSED AND ADOPTED this _____th day of _____, 2025

Daniel J. Besson, Village President

Sandra M. Kulik, Administrator/Clerk

(VILLAGE SEAL)

**DISTRIBUTION EASEMENT
UNDERGROUND ELECTRIC AND
COMMUNICATIONS**

Document Number

WR NO. 4992793

IO NO. 53244

COPY

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **Village of Hales Corners, a Municipal Corporation, and a Corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies, SPECTRUM MID-AMERICA, LLC and WISCONSIN BELL, INC. doing business as AT&T Wisconsin, a Wisconsin corporation**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as **the Western One Hundred Fifty (150) of the Northerly Six (6) feet and the Westerly Twelve (12) feet**, situated in that parcel of land out of the Northeast Quarter (NE/4) of Section 32, Township 6 North, Range 21 East, Village of Hales Corners, Milwaukee County, Wisconsin, being more particularly described in Quit Claim Deed dated October 11, 1967 from Milwaukee County, a Corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, to Village of Hales Corners, recorded under Document Number 4350039, Register of Deeds, Milwaukee County, Wisconsin, less and except any conveyances heretofore made.

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM P277
PO BOX 2046
MILWAUKEE, WI 53201-2046

6609986002

(Parcel Identification Number)

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document or voluntarily waives the five day review period.

Grantor:

Village Of Hales Corners

By: _____

Name: _____

Title: _____

Acknowledged before me in _____ County, State of _____, on _____, 20____
by _____, its _____ (title) signing on
behalf of **Village Of Hales Corners**.

Notary Public Signature

Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires _____

This instrument was drafted by CLS-Alicia Trapp on behalf of Wisconsin Electric Power Company, PO Box 2046, Milwaukee, Wisconsin 53201-2046.

CLS Tract#: CS 4992793-022-RAMSEY

Temporary Exhibit "A"

Milwaukee County, WI

Tax ID: 6609986002

Tract: 022-RAMSEY



For discussion purposes only. All measurements and distances are approximations.

Prepared by:



Contract Land Staff, LLC
2245 Texas Drive, Suite 200
Sugar Land, TX 77479



Date: 12/10/2024

Legend

- Proposed Primary Easement 12' (W) 6' (N)
- Proposed Secondary Easement 6'
- Existing Easement
- Anchor
- New Pole
- Transformer

Tract Name:

CS 4992793

022-RAMSEY-ROW

Property Owner:

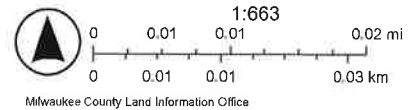
Village Of Hales Corners

We-Energies Proposed Easement



1/10/2025

- | | | | |
|--------------------|---------------|------------------------------------|----------------------------------|
| Parcel Point | Sanitary Pipe | Milwaukee Co, Municipal Boundaries | Parcel Dimension Labels |
| Sanitary Structure | Lateral | Hales Corners | Note |
| Manhole | Main | Road Right-of-Way | ParcelDimension |
| | | | Milwaukee Co, Parcel Information |



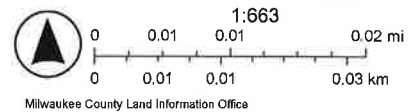
S. Houle

We-Energies Proposed Easement



1/10/2025

Parcel Point
 Sanitary Pipe
 Milwaukee Co, Municipal Boundaries
 Parcel Dimension Labels
 Sanitary Structure
 Lateral
 Hales Corners
 Note
 Manhole
 Main
 Road Right-of-Way
 ParcelDimension
 Milwaukee Co, Parcel Information



S. Houle

3.05

STATE OF WISCONSIN VILLAGE OF HALES CORNERS MILWAUKEE COUNTY

RESOLUTION NO. 25-XX

A RESOLUTION ADOPTING AN EMPLOYEE COMPUTER ON BOARDING AND OFF BOARDING POLICY

WHEREAS, the Village of Hales Corners has developed a formal policy and procedure to grant access to the Village's computer and technology system; and

WHEREAS, the Village Board having reviewed the policy and procedure recommended by the Information Technology Manager and has found it reasonable to protect the Village's critical network infrastructure; and

WHEREAS, annual audit reports have expressed concerns relative to adopting a formal policy and procedure to secure the Village from cyber-crime threats.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby establishes a Employee Computer On Boarding and Off Boarding Policy as provided in the attached Exhibit A.

PASSED AND ADOPTED this _____th day of _____, 2025.

Daniel J. Besson, Village President

Sandra M. Kulik, Administrator/Clerk

Onboarding:

- IT receives notification from department head or supervisor that an individual has been hired and to proceed with computer account setup and technology asset configuration
- Accounts are created and access granted to Village computer systems, email, voicemail, and department specific software
 - Note*
- Account credentials with temporary passwords are shared with department head or designated training personnel
- Computer, laptop, desk phone, and mobile devices are procured, assigned, and configured
- New hire must sign and date all Village and department-specific Computer Use and Technology Policies before first login to Village Systems
- Assigned department personnel are responsible for providing new staff a tutorial on software and device use

Offboarding:

- IT receives notification from department head or supervisor that an individual is no longer employed with the organization
 - The department head or supervisor is responsible for acquiring ex-employee's mobile devices
- User account access to critical systems are disabled immediately and department-specific software user accounts are purged within a month
- Mobile device data plans are deactivated
- An auto-reply is configured on the mailbox stating this mailbox is no longer being monitored, and an auto-forward sends the email to a designated employee
 - After a month the mailbox is deactivated

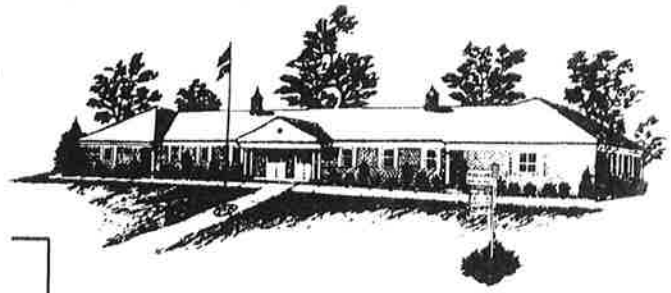
*Note = Department-specific or position-specific software are excellent blanket statements, but how granular do we want to be here? This general "policy" is quite broad, but covers the basic procedures of the onboard/offboard process for Computer and IT Systems. Creating specific checklists down to each software utilized per department would be rather cumbersome and involve a separate policy document catered to each.

Village of Hales Corners

PURCHASE ORDER

5635 S. New Berlin Road
Hales Corners, Wisconsin 53130
(414) 529-6161

3.6



TO Conway Shield
14100 W Cleveland Ave
New Berlin, WI 53151
Macqueen Emergency Equipment
350 Austin Circle
Delafield, WI 53018

PURCHASE ORDER NO. 20732

DATE	TERMS	F.O.B.	ACCOUNT
January 21, 2025			700 523 999
DESCRIPTION			AMOUNT

Blanket Purchase Order for:

- Turnout Pants
- Turnout Coats
- Protective Gloves
- Protective Hoods

Total \$25,000

TAX EXEMPT #008-1020421213-05

Invoice in duplicate. Invoice must show purchase order number or it will be returned without penalty. Do not include state sales or use taxes in amount billed.

WHITE - Vendor

CANARY - Administration

PINK - Requesting Department

AUTHORIZED SIGNATURE

3.7

STATE OF WISCONSIN : MILWAUKEE COUNTY : VILLAGE OF HALES CORNERS

ZONING ORDINANCE PUBLIC HEARING

NOTICE IS HEREBY GIVEN that there will be a public hearing at the regular meeting of the Board of Trustees, Village of Hales Corners, to be held **February 10, 2025 at 6:50 p.m.** The hearing will be held at the Village Hall, 5635 S. New Berlin Road, Hales Corners, Wisconsin. The hearing will be on a proposed change to amend the Municipal Code Chapter §445-2.2 Use Regulations, to create §445-2.2E. Uses Not Permitted, to not permit sale, gift, transfer or any other conveyance of cigarettes, electronic vaping devices or nicotine or tobacco products uses, beyond those currently existing, and to create Article V. Sale, Gift, Transfer or Any Other Conveyance of Cigarettes, Electronic Vaping Devices, or Nicotine or Tobacco Products Licenses to those in affect upon the date following the adoption of Chapter 365 Smoking and Tobacco Products.

This public hearing is being held pursuant to the requirement of §62.23(7)(d)2. Of the Wisconsin Statutes and Article II, §1-8. A complete copy of the proposed ordinance in draft form is available and open for inspection by the public in the office of the Village Clerk, 5635 S. New Berlin Road, Hales Corners, WI 53130 during normal business hours or through the Village's website at <https://halescornerswi.gov>. The public is invited to attend the public hearing and to provide input. The proposed amendment is subject to revisions following the public hearing by the Village Board of Trustees.

Dated this 16th day of January, 2025.

Sandra M. Kulik
Village Administrator/Clerk

Publish: CNI – Hales Corners Now - 2X: January 29, 2025 & February 5, 2025.