

Village of Hales Corners

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



James R. Ryan Municipal Building

VILLAGE BOARD - BOARD OF TRUSTEES MEETING

Meeting Notice/Agenda

February 24, 2025 (Monday) - 6:45 p.m.

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

Pursuant to Resolution 20-61, members of the Board of Trustees 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/PLEDGE OF ALLEGIANCE**
- 2.0 PUBLIC COMMENT** - Comments from the public are limited to three (3) minutes.
- 3.0 CONSENT AGENDA**
 - 3.1 Minutes: February 10, 2024
 - 3.2 Approve claims paid with January PCard: \$18,792.26
- 4.0 VILLAGE OFFICIALS REPORT**
 - 4.1 Village Administrator
 - 4.1.1 Purchase Orders Issued
 - 4.1.2 Ordinance to amend Chapter §233 Fire Prevention, Protection and Control, Article III. Adoption of Standards Section §233-25 Adoption of Wisconsin Administrative Code of the Municipal Code of Hales Corners, Wisconsin to add designation for the Uniform Dwelling Code Safety and Professional Services (SPS) Section 327 Camping Units
 - 4.1.3 Ordinance to repeal and recreate Chapter §221 Electrical Standards, of the Municipal Code of Hales Corners, Wisconsin to conform with the Uniform Dwelling Code Safety and Professional Services (SPS) Section 316
 - 4.1.4 Village Administrator Job Duties – review duties relative to Accounting
 - 4.1.5 Resolution authorizing a transfer in the 2024 Fiscal Year from the General Fund to Capital Projects Fund and Equipment Replacement Fund
- 5.0 VILLAGE PRESIDENTS REPORT**
 - 5.1 MMSD/ICC Meeting February 10, 2025
- 6.0 ADJOURNMENT**

Sandra M. Kulik, Administrator
February 20, 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.

Village Trustee M. Eternicka called the meeting to order at 6:45 p.m.

- 1.0 **ROLL CALL** –Trustees: M. Eternicka, M. Bennett, J. Chesney, T. Brinkmeier, K. Meleski and I. Thomson. Present: Pres. D. Besson absent. Staff: Administrator S. Kulik, Health Officer S. Gabriel and Village Attorney J. Wesolowski. Audience (5).
- 2.0 **PUBLIC COMMENT** – none.
- 3.0 **CONSENT AGENDA**
 - 3.1 **Minutes: January 27, 2025** – Motion (Brinkmeier, Chesney) to approve as presented; motion passes 6-0-1.
 - 3.2 **Approval of claims paid with the January 2025 Check Register: \$995,546.45** –Motion (Brinkmeier, Chesney) to approve; motion passes 6-0-1.
 - 3.3 **Approval of payrolls for the periods ending 01/03/2025 (\$157,339.21) and 01/17/2025 (\$147,850.60)** – Motion (Brinkmeier, Chesney) to approve; motion passes 6-0-1.
 - 3.4 **Approval Purchase Order 20732 – Conway Shields, \$25,000 Turnout Gear** – Motion (Brinkmeier, Chesney) to approve; motion passes 6-0-1.
 - 3.5 **Authorization to draft and release request for proposals for Library Renovation project for architectural and engineering firms** – Motion (Brinkmeier, Chesney) to approve; motion passes 6-0-1.
Board moved to item 4.1.3.
- 4.0 **STANDING COMMITTEE REPORTS**
 - 4.1 **Committee of the Whole – T. Brinkmeier**
[Public Hearing 6:50 p.m.] Chair M. Eternicka asked clerk to read the notice. S. Kulik read notice of Ordinance to amend the Municipal Code §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 Product Licenses limited to those in effect upon [effective date hereof following adoption], of Chapter 365 Smoking and Tobacco Products and commented it was posted twice as required.
M. Eternicka opened the Public Hearing at 6:50 p.m.
Public Comment: Luann Hill, 5563 Meadow Park Ct, Hales Corners addressed the Village Board requesting a stronger more restrictive Ordinance than was proposed. She stated concerns about existing businesses selling the products to minors and commented on ability to reduce the total number of licenses similar to Greendale's ordinance which limits the licenses to 3 with the 5 currently issued that would reduce to three under surrender or when a license was revoked. Our ordinance proposal does not indicate revocation and does not include violation provision.
M. Eternicka closed the Public Hearing at 7:00 p.m. as there were no further comments.

K. Meleski inquired of J. Wesolowski if there was a shorter road to removing the synthetic THC products. J. Wesolowski reported he would need time to do additional research as this was not part of the original discussion on the matter.

M. Bennett commented that the Village has no way to regulate this now and until this is published, there is no avenue to deny anyone a license. Her comment was that this Ordinance, if approved can always be repealed and replaced for future developments.

M. Eternicka inquired if there has been challenges to the Greendale Ordinance.

S. Gabriel, Hales Corners Health Officer, commented that there have been several challenges since their Ordinance was adopted in August of 2023 and there has been push back from the businesses to the citations being issued to the owners and agents instead of just to the employee. The business argue that they only are obligated to what State law indicates regarding this matter.

I. Thomson inquired if our proposal is blazing a trail for legal challenges.

M. Bennett commented she wants this to pass so that no additional licenses can be issued and that it can be reviewed and enhanced as information is received and vetted.

J. Wesolowski commented that they could hold the proposal over to a later meeting due to the concerns he was hearing to allow for additional research. The ordinance as proposed theoretically over time would reduce the licenses to zero under the legal non-conforming use.

S. Kulik inquired whether this type of license had property rights such as alcohol licenses do. J. Wesolowski commented he would need to research that as well.

T. Brinkmeier commented he would like to leave open the option to refine or enhance the proposed ordinance. He would like to discuss if there is an overall target for the number of licenses issued, grandfathered licenses not being transferrable, punishment for abuse including losing the license for habitual offenses, nuisance provisions and adding changing ownership / agent clauses.

Motion (Thomson, Bennett) to approve Ordinance 25-01 to amend the Municipal Code §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 Product Licenses limited to those in effect upon *[effective date hereof following adoption]*, of Chapter 365 Smoking and Tobacco Products; motion passes 6-0-1.

- 4.1.1 Motion** (Thomson, Bennett) to approve Ordinance 25-02 to amend the Municipal Code to create Article IV. Sale, Gift, Transfer or any other conveyance of Cigarettes, Electronic Vaping Devices, or Nicotine or

Tobacco Products Regulated; Violation Liability, of Chapter 365 Smoking and Tobacco Products; motion passes 6-0-1. **Board moved to item 5.1.**

4.1.2 Board moved to this item after 3.5. **Motion** (Meleski, Chesney) to approved Resolution 25-07 Confirming member appointment to the July 4th Committee – O. Stern; motion passes 6-0-1.

4.1.3 **Motion** (Bennett, Thomson) to approve Resolution 25-08 adopting an employee computer on boarding and off boarding policy; motion passes 6-0-1. **Board moved to item 4.1.1.**

5.0 SPECIAL COMMITTEE REPORTS

5.1 Board of Health Meeting February 5, 2025 – K. Meleski reported he was unable to attend and referred members to minutes.

6.0 VILLAGE OFFICIALS REPORT

6.1 Village Administrator

6.1.1 Purchase Orders Issued – no action required.

6.1.2 Resolution declaring an official intent to reimburse expenditures with proceeds of a borrowing to be authorized pursuant to Treas. Reg. Section 1.150-2 – S. Kulik reported on the request.

Motion (Bennett, Meleski) to approve Resolution 25-09 a Resolution declaring an official intent to reimburse expenditures with proceeds of a borrowing to be authorized pursuant to Treas. Reg. Section 1.150-2; motion passes 6-0-1.

6.1.3 Resolution authorizing Bad Debts write-off for uncollectible personal property taxes and a transfer to Bad Debt Expense – S. Kulik reported on request.

Motion (Chesney, Meleski) to approve Resolution 25-10 authorizing Bad Debts write-off for uncollectible personal property taxes and a transfer to Bad Debt Expense; motion passes 6-0-1.

6.1.4 Notice of Chargeback of Uncollected Net Personal Property Taxes for 2023 Taxes – S. Kulik reported on the chargeback for uncollectible personal property taxes from Xperience Fitness. No action required.

6.1.5 Stipend for Deputy Clerk/Treasurer

S. Kulik read notice that the Village Board may 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 a stipend for the Deputy Clerk/Treasurer 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.

Motion (Thomson, Eternicka) to convene into closed session and include S. Kulik, J. Wesolowski and S. Reimer. Roll call: Ayes: Bennett, Brinkmeier, Chesney, Eternicka, Meleski, Thomson. Nays: none. Board convened into closed session at 7:30 p.m.

Motion (Bennett, Thomson) to reenter open session. Roll call: Ayes: Bennett, Brinkmeier, Chesney, Eternicka, Meleski, Thomson. Nays: none. Board reentered open session at 7:44 p.m.

Motion (Thomson, Chesney) to direct staff to proceed as directed in closed session; motion passes 6-0-1.

7.0 VILLAGE PRESIDENTS REPORT

7.1 MMSD/ICC Meeting February 10, 2025 – matter held over to next meeting due to D. Besson absence.

8.0 ADJOURNMENT – Motion (Chesney, Meleski) to adjourn at 7:45 p.m.; motion passes 6-0-1.

Sandra M. Kulik, Administrator/Clerk

DRAFT

3.2

Village of Hales Corners

Report Date: 02/11/2025

Transaction Summary

Account Number	Name	Managing Account Number	Managing Account Name	Disputed Status	Matching Status	Merchant Name	Posting Date	Transaction Amount	Transaction Date	Transaction Status	Attachment
**6117	RYAN BANTZ	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AMAZON MKTPL*Z59RB4X3 2	01/10/2025	\$ 38.98	01/10/2025	Not Reviewed	
**6117	RYAN BANTZ	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	DEMCO INC	01/15/2025	245.23	01/13/2025	Not Reviewed	
**6117	RYAN BANTZ	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	WM SUPERCENTER #1394	01/15/2025	16.74	01/14/2025	Not Reviewed	
**6117	RYAN BANTZ	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AMZN MKTP US*ZC16M38F2	01/24/2025	11.60	01/23/2025	Not Reviewed	
**6117	RYAN BANTZ	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	MENARDS FRANKLIN WI	01/27/2025	60.88	01/24/2025	Not Reviewed	
**6117	RYAN BANTZ	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	WAL-MART #1635	02/03/2025	13.98	02/02/2025	Not Reviewed	
**6117	RYAN BANTZ	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BARNES&NOBLE PAPERSOURCE	02/05/2025	48.65	02/05/2025	Not Reviewed	

Total: Cardholder Name BANTZ RYAN

\$436.06

Number of Records: 7

**9410	ERIC CERA	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	THOMSON WEST*TC	01/07/2025	137.56	01/06/2025	Not Reviewed	
**9410	ERIC CERA	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	THOMSON WEST*TC	02/06/2025	137.56	02/05/2025	Not Reviewed	

Total: Cardholder Name CERA ERIC

\$275.12

Number of Records: 2

**1097	MICHAEL ENGEL	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	ELLIOTT ACE HDWE	01/15/2025	8.99	01/14/2025	Not Reviewed	
--------	---------------	--------	--------------------------	----	-----------	------------------	------------	------	------------	--------------	--

Transaction Summary

Account Number	Name	Managing Account Number	Managing Account Name	Disputed Status	Matching Status	Merchant Name	Posting Date	Transaction Amount	Transaction Date	Transaction Status	Attachment
**1097	MICHAEL ENGEL	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	MENARDS FRANKLIN WI	01/16/2025	\$ 131.62	01/14/2025	Not Reviewed	
**1097	MICHAEL ENGEL	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	ELLIOTT ACE HDWE	01/22/2025	21.70	01/21/2025	Not Reviewed	
**1097	MICHAEL ENGEL	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	MENARDS FRANKLIN WI	01/27/2025	13.99	01/23/2025	Not Reviewed	
**1097	MICHAEL ENGEL	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	ELLIOTT ACE HDWE	01/28/2025	9.21	01/27/2025	Not Reviewed	
**1097	MICHAEL ENGEL	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	FLEET FARM 6600	01/28/2025	8.02	01/27/2025	Not Reviewed	
**1097	MICHAEL ENGEL	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	MENARDS FRANKLIN WI	01/30/2025	38.47	01/28/2025	Not Reviewed	
**1097	MICHAEL ENGEL	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	MENARDS FRANKLIN WI	01/30/2025	7.99	01/28/2025	Not Reviewed	
**1097	MICHAEL ENGEL	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	ELLIOTT ACE HDWE	02/06/2025	59.38	02/05/2025	Not Reviewed	

Total: Cardholder Name ENGEL MICHAEL

\$299.37

Number of Records: 9

**1288	SHAWNA GABRIEL	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	FESTIVAL FOODS	01/16/2025	27.96	01/15/2025	Not Reviewed	
**1288	SHAWNA GABRIEL	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	EIG*CONSTANTC ONTACT.COM	01/20/2025	394.80	01/17/2025	Not Reviewed	
**1288	SHAWNA GABRIEL	**4184	VILLAGE HALES	No	Unmatched	WI PUBLIC	01/30/2025	295.00	01/29/2025	Not Reviewed	

Transaction Summary

Account Number	Name	Managing Account Number	Managing Account Name	Disputed Status	Matching Status	Merchant Name	Posting Date	Transaction Amount	Transaction Date	Transaction Status	Attachment
			CORNERS OC			HEALTH ASSOC					

Total: Cardholder Name GABRIEL SHAWNA
Number of Records: 3

\$717.76

**4559	SETH HARRISON	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	D J*BARRONS	01/08/2025	89.97	01/08/2025	Not Reviewed	
**4559	SETH HARRISON	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	ROUNDUPWP.COM PLUGIN	01/13/2025	178.00	01/11/2025	Not Reviewed	
**4559	SETH HARRISON	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	TECHSOUP	01/14/2025	222.00	01/13/2025	Not Reviewed	
**4559	SETH HARRISON	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	FESTIVAL FOODS	01/14/2025	5.99	01/13/2025	Not Reviewed	
**4559	SETH HARRISON	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AMZN MKTP US*ZC1BT6KD2	01/27/2025	9.98	01/24/2025	Not Reviewed	
**4559	SETH HARRISON	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AMAZON MKTPL*Z721O3TT 2	01/28/2025	38.96	01/27/2025	Not Reviewed	
**4559	SETH HARRISON	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	NYTIMES	02/03/2025	20.00	02/03/2025	Not Reviewed	
**4559	SETH HARRISON	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	WISCONSIN LIBRARY ASSOCIA	02/05/2025	45.00	02/04/2025	Not Reviewed	
**4559	SETH HARRISON	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	WISCONSIN LIBRARY ASSOCIA	02/05/2025	237.21	02/04/2025	Not Reviewed	

Transaction Summary

Account Number	Name	Managing Account Number	Managing Account Name	Disputed Status	Matching Status	Merchant Name	Posting Date	Transaction Amount	Transaction Date	Transaction Status	Attachment
**4559	SETH HARRISON	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	THE HALES CORNERS CHAMB	02/05/2025	\$ 100.00	02/04/2025	Not Reviewed	

Total: Cardholder Name HARRISON SETH
Number of Records: 10

\$947.11

**4603	STEVE M HOUTE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	CROSSROADS PIZZA&SUBS II	01/31/2025	55.89	01/30/2025	Not Reviewed	
--------	---------------	--------	--------------------------	----	-----------	--------------------------	------------	-------	------------	--------------	--

Total: Cardholder Name HOUTE STEVE M
Number of Records: 1

\$55.89

**1606	ANDREW JACOBI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	USPS PO 5635200130	01/07/2025	18.85	01/06/2025	Not Reviewed	
**1606	ANDREW JACOBI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	SP HARD HEAD VETERAN	01/09/2025	1,217.88	01/08/2025	Not Reviewed	
**1606	ANDREW JACOBI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BROWNELLS INC	01/10/2025	179.98	01/09/2025	Not Reviewed	
**1606	ANDREW JACOBI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AMZN MKTP US*ZG9LI6872	01/17/2025	25.52	01/17/2025	Not Reviewed	
**1606	ANDREW JACOBI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AMZN MKTP US*Z55U77WE0	01/20/2025	152.31	01/18/2025	Not Reviewed	
**1606	ANDREW JACOBI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AMAZON MARK* Z57ZT1G61	01/20/2025	67.47	01/19/2025	Not Reviewed	
**1606	ANDREW JACOBI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	PACPOLICETRAINING.COM	01/28/2025	175.00	01/27/2025	Not Reviewed	
**1606	ANDREW JACOBI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AMZN MKTP US*Z72KG8MG2	01/30/2025	8.90	01/29/2025	Not Reviewed	
**1606	ANDREW JACOBI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AMAZON MARK* Z57ZT1G61	02/06/2025	(21.50)	02/04/2025	Not Reviewed	

Transaction Summary

Account Number	Name	Managing Account Number	Managing Account Name	Disputed Status	Matching Status	Merchant Name	Posting Date	Transaction Amount	Transaction Date	Transaction Status	Attachment
**1606	ANDREW JACOBI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AMZN MKTP US	02/06/2025	\$ (147.32)	02/05/2025	Not Reviewed	

Total: Cardholder Name JACOBI ANDREW
Number of Records: 10

\$1,677.09

**5019	PETE JASKULSKI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	FSGPROMO.COM	01/13/2025	(7.33)	01/10/2025	Not Reviewed	
**5019	PETE JASKULSKI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BATTERY WAREHOUSE DIRECT	01/15/2025	142.35	01/14/2025	Not Reviewed	
**5019	PETE JASKULSKI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AMAZON MKTPL*ZD3Z136D 1	01/15/2025	81.28	01/14/2025	Not Reviewed	
**5019	PETE JASKULSKI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	SPECTRUM	01/16/2025	229.98	01/15/2025	Not Reviewed	
**5019	PETE JASKULSKI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	SHERWIN-WILLIA MS703020	01/17/2025	105.91	01/16/2025	Not Reviewed	
**5019	PETE JASKULSKI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	OFFICE PRO, INC	02/05/2025	281.48	02/03/2025	Not Reviewed	
**5019	PETE JASKULSKI	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AMAZON RETA* 2Y2MH6T73	02/04/2025	66.18	02/04/2025	Not Reviewed	

Total: Cardholder Name JASKULSKI PETE
Number of Records: 7

\$899.85

Transaction Summary

Account Number	Name	Managing Account Number	Managing Account Name	Disputed Status	Matching Status	Merchant Name	Posting Date	Transaction Amount	Transaction Date	Transaction Status	Attachment
**6902	DEREK NOVY	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	WASABI TECHNOLOGIES	01/20/2025	\$ 31.01	01/19/2025	Not Reviewed	

Total: Cardholder Name NOVY DEREK
Number of Records: 1

\$31.01

**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	SPECTRUM	01/14/2025	159.98	01/13/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	SPECTRUM	01/14/2025	3,434.77	01/13/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	SPECTRUM	01/14/2025	3,434.77	01/13/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	STERICYCLE INC/SHRED-IT	01/15/2025	100.72	01/14/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	COMPLETE OFFICE OF W	01/16/2025	276.44	01/15/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	CINTAS CORP	01/16/2025	109.87	01/15/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	CINTAS CORP	01/16/2025	196.00	01/15/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	SPECTRUM	01/17/2025	109.98	01/16/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	PY *WISCONSIN POLICY FORU	01/17/2025	350.00	01/16/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	COVERSANDALL.COM	01/20/2025	56.75	01/17/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	MUNICIPAL* WI	01/20/2025	60.00	01/17/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	WMCA	01/20/2025	65.00	01/17/2025	Not Reviewed	

Transaction Summary

Account Number	Name	Managing Account Number	Managing Account Name	Disputed Status	Matching Status	Merchant Name	Posting Date	Transaction Amount	Transaction Date	Transaction Status	Attachment
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	CINTAS CORP	01/20/2025	\$ 12.57	01/17/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	LOCAL GOVERNMENT EDUCATIO	01/20/2025	25.00	01/17/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	GANNETT MEDIA CO	01/20/2025	19.99	01/20/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AMZN MKTP US*ZC3HL2MZ2	01/23/2025	53.97	01/22/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	FORWARD TS, LTD.	01/27/2025	198.35	01/22/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AIRGAS - NORTH	01/24/2025	634.23	01/23/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	COMPLETE OFFICE OF W	01/28/2025	216.02	01/27/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	CINTAS CORP	01/28/2025	112.47	01/27/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	CINTAS CORP	01/28/2025	35.00	01/27/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	CINTAS CORP	01/28/2025	203.78	01/27/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AMZN MKTP US*Z70HO6HU2	01/30/2025	51.16	01/30/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	CINTAS CORP	02/05/2025	44.47	02/04/2025	Not Reviewed	
**1308	ACCOUNTS PAYABLE	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	CINTAS CORP	02/06/2025	42.00	02/05/2025	Not Reviewed	

Transaction Summary

Account Number	Name	Managing Account Number	Managing Account Name	Disputed Status	Matching Status	Merchant Name	Posting Date	Transaction Amount	Transaction Date	Transaction Status	Attachment
			CORNERS OC								

Total: Cardholder Name PAYABLE ACCOUNT

\$10,003.29

Number of Records: 25

**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/07/2025	25.37	01/06/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/07/2025	15.65	01/06/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/07/2025	10.23	01/06/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/08/2025	16.20	01/07/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/09/2025	41.43	01/08/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/09/2025	71.28	01/08/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/09/2025	16.20	01/08/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/10/2025	22.16	01/09/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/10/2025	43.16	01/09/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/10/2025	155.87	01/09/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/13/2025	149.28	01/10/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/13/2025	494.24	01/10/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/14/2025	34.32	01/13/2025	Not Reviewed	

Transaction Summary

Account Number	Name	Managing Account Number	Managing Account Name	Disputed Status	Matching Status	Merchant Name	Posting Date	Transaction Amount	Transaction Date	Transaction Status	Attachment
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/14/2025	\$ 145.99	01/13/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/14/2025	14.04	01/13/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/16/2025	16.20	01/15/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/16/2025	36.74	01/15/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/16/2025	25.20	01/15/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/16/2025	18.87	01/15/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/17/2025	18.45	01/16/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/20/2025	138.32	01/17/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/20/2025	91.25	01/17/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/20/2025	69.70	01/17/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/20/2025	69.53	01/17/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/21/2025	55.90	01/20/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/23/2025	43.60	01/22/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/23/2025	16.18	01/22/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/24/2025	74.50	01/23/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES	No	Unmatched	BAKER-TAYLOR	01/28/2025	16.19	01/27/2025	Not Reviewed	

Transaction Summary

Account Number	Name	Managing Account Number	Managing Account Name	Disputed Status	Matching Status	Merchant Name	Posting Date	Transaction Amount	Transaction Date	Transaction Status	Attachment
			CORNERS OC								
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/28/2025	40.93	01/27/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/29/2025	51.97	01/28/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/29/2025	150.66	01/28/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/29/2025	37.94	01/28/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/29/2025	316.38	01/28/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	01/30/2025	16.19	01/29/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	02/03/2025	16.19	01/31/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	02/06/2025	28.65	02/05/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	02/06/2025	88.68	02/05/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	02/06/2025	228.62	02/05/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	02/06/2025	169.26	02/05/2025	Not Reviewed	
**2684	BAKER TAYLOR	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	BAKER-TAYLOR	02/06/2025	4.79	02/05/2025	Not Reviewed	

Total: Cardholder Name TAYLOR BAKER

\$3,096.31

Number of Records: 41

**9079	PUBLIC WORKS	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	ELLIOTT ACE HDWE	01/08/2025	45.12	01/07/2025	Not Reviewed	
--------	--------------	--------	--------------------------	----	-----------	------------------	------------	-------	------------	--------------	--

Transaction Summary

Account Number	Name	Managing Account Number	Managing Account Name	Disputed Status	Matching Status	Merchant Name	Posting Date	Transaction Amount	Transaction Date	Transaction Status	Attachment
**9079	PUBLIC WORKS	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	MENARDS FRANKLIN WI	01/15/2025	\$ 283.36	01/13/2025	Not Reviewed	
**9079	PUBLIC WORKS	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	AMZN MKTP US*ZG13171R2	01/16/2025	14.05	01/15/2025	Not Reviewed	
**9079	PUBLIC WORKS	**4184	VILLAGE HALES CORNERS OC	No	Unmatched	MENARDS FRANKLIN WI	01/22/2025	10.87	01/20/2025	Not Reviewed	

Total: Cardholder Name WORKS PUBLIC
Number of Records: 4

\$353.40

Total:
Total Number of Records: 120

\$18,792.26

End of Report

411

Purchase Orders:	PO Number	Amount	Department	Account	Project	Comment
NAPA	20720	6,563.98	Public Works	700-543-999	AC Diagnostic Equip	Budgeted Item
Brooks Tractor	20721	4,750.00	Public Works	700-543-999	Skid Steer Grapple Arm	Budgeted Item
Jameson Corp	20722	5,999.00	Public Works	700-543-999	Tilt Trailer	Budgeted Item
Lincoln Contractors	20723	21,500.00	Public Works	700-543-999	Compactor/Roller	Budgeted Item
						Other Quotes: Brooks Tractor: \$40,867.48, Miller Bradford: \$24,259.19
Bartz Flooring	20734	5,969.05	Fire Dept	100-523-990	Dayroom / Kitchen Flooring	Budgeted Item
						Amount requested exceeded estimate: Dept. Head confirms only one other item will be purchased to keep line item under budget in total
Liberty Advanced Security	20853	1,181.80	Police Dept	100-521-520	ED Batteries & Pads	Operating Exp
Streichers	20854	1,068.24	Police Dept	100-521-340	Body Armour	Operating Exp

Memo

To: Village Board
From: Sandy Kulik, Village Administrator
Date: February 20, 2025
Re: Agenda Item : 4.1.2 Ordinance for Camping Units

This is a simple addition to our code to add camping units as required by the State of Wisconsin Department of Professional Services (DSPS) Uniform Dwelling Code standards for the Division of Safety and Professional Standards (SPS) in order to retain our delegated agent status.

This issue came up when the Village of Greendale hired a new inspector to replace a retiring employee. In order for the Village to continue to inspect our own Village as we have been with this contracted Greendale agreement, this section must be added. As we have not camp grounds, it seems moot, but it is required.

The draft ordinance has been reviewed by Attorney Wesolowski and staff is requesting approval.

ORDINANCE NO. 25- _____

AN ORDINANCE TO AMEND CHAPTER §233 FIRE PREVENTION, PROTECTION
AND CONTROL, ARTICLE 11I. ADOPTION OF STANDARDS SECTION §233-25
ADOPTION OF WISCONSIN ADMINISTRATIVE CODE OF THE MUNICIPAL CODE
OF HALES CORNERS, WISCONSIN TO ADD DESIGNATION FOR THE UNIFORM
DWELLING CODE SAFETY AND PROFESSIONAL SERVICES (SPS) SECTION 327,
CAMPING UNITS

WHEREAS, the Village Board passed and adopted Ordinance No. 21-02 on June 14, 2021 which was a comprehensive update to the Village of Hales Corners Code of Ordinances, and

WHEREAS, the Village of Hales Corners requires a Delegated Municipal Agency status with the State of Wisconsin Department of Safety and Professional Services (DSPS) in order to perform Electrical, Building and Plumbing Inspections; and

WHEREAS, in order to comply with DSPS Safety and Professional Services (SPS) and retain delegated municipal status for inspections, SPS Section 327 – Camping Units, of the DSPS Codes must be added to the Village Chapter §233 to align with the State regulations.

NOW, THEREFORE, the Village Board of the Village of Hales Corners, Wisconsin, do ordain as follows:

SECTION 1: §233-35 of the Municipal Code of Hales Corners, Wisconsin, is hereby amended to read as follows [*changes are in italic font highlighted*]:

§ 233-35

A. The latest Wisconsin Department of Safety and Professional Services and Wisconsin Department of Agriculture, Trade, and Consumer Protection regulations listed below and published on or before the effective date of this code are adopted by reference, enforced and incorporated into this code as if fully set forth herein.

(1) Chapter ATCP 93, Flammable, Combustible, and Hazardous Liquids.

(2) Chapter ATCP 94, Petroleum and Other Liquid Fuel Products.

(3) Chapter SPS 305, Licenses, Certifications and Registrations.

(4) Chapter SPS 307, Explosives and Fireworks.

(5) Chapter SPS 314, Fire Prevention.

(6) Chapter SPS 316, Electrical.

(7) Chapter SPS 318, Elevators, Escalators, and Lift Devices.

(8) Chapter SPS 326, Manufactured Home Communities.

(9) Chapter SPS 327, Camping Units

(10) Chapter SPS 328, Smoke Detectors and Carbon Monoxide Detectors.

(11) Chapter SPS 360, Erosion Control, Sediment Control and Stormwater Management.

(12) Chapters SPS 361 to SPS 366, Commercial Building Code.

(a) Chapter SPS 361, Administration and Enforcement.

(b) Chapter SPS 362, Buildings and Structures.

(c) Chapter SPS 363, Energy Conservation.

(d) Chapter SPS 364, Heating, Ventilating and Air Conditioning.

(e) Chapter SPS 365, Fuel Gas Appliances.

(f) Chapter SPS 366, Existing Buildings.

(13) Chapters SPS 375 to SPS 379, Buildings Constructed Prior to 1914.

(a) Chapter SPS 375, Definitions and General Requirements.

(b) Chapter SPS 376, Factories, Office and Mercantile Buildings.

(c) Chapter SPS 377, Theaters and Assembly Halls.

(d) Chapter SPS 378, Schools and Other Places of Instruction.

(e) Chapter SPS 379, Apartment Houses, Hotels and Places of Detention.

B. Any violation of the incorporated provisions constitutes a violation of this code.

C. In cases of conflict between local and state codes, the most restrictive provisions shall govern.

SECTION 2: The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION 3: All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

SECTION 4: This ordinance shall take effect and be in force from and after its passage and publication.

PASSED AND ADOPTED this _____th day of _____, 2025.

Daniel J. Besson, Village President

Countersigned:

(VILLAGE SEAL)

Sandra M. Kulik, Administrator/Clerk

Memo

To: Village Board
From: Sandy Kulik, Village Administrator
Date: February 20, 2025
Re: Agenda Item : 4.1.3 Ordinance for to address electrical standards

This is a simple addition to our code to add SPS 316, Electrical Standards as required by the State of Wisconsin Department of Professional Services (DPS) Uniform Dwelling Code standards for the Division of Safety and Professional Standards (SPS) in order to retain our delegated agent status.

This issue came up when the Village of Greendale hired a new inspector to replace a retiring employee. In order for the Village to continue to inspect our own Village as we have been with this contracted Greendale agreement, this section must be added. Without this designation, the State will not allow the Village to perform electrical inspections.

The draft ordinance has been reviewed by Attorney Wesolowski and staff is requesting approval.

ORDINANCE NO. 25- ____

AN ORDINANCE TO REPEAL AND RECREATE CHAPTER §221 ELECTRICAL STANDARDS, OF THE MUNICIPAL CODE OF HALES CORNERS, WISCONSIN TO CONFORM WITH THE UNIFORM DWELLING CODE SAFETY AND PROFESSIONAL SERVICES (SPS) SECTION 316

WHEREAS, the Village Board passed and adopted Ordinance No. 21-02 on June 14, 2021 which was a comprehensive update to the Village of Hales Corners Code of Ordinances, and

WHEREAS, the Village of Hales Corners requires a Delegated Municipal Agency status with the State of Wisconsin Department of Safety and Professional Services (DSPS) in order to perform Electrical, Building and Plumbing Inspections; and

WHEREAS, in order to comply with DSPS Safety and Professional Services (SPS) Section 316 – Electrical, the Village must update our Chapter §221 to align with the State regulations for electrical standards.

NOW, THEREFORE, the Village Board of the Village of Hales Corners, Wisconsin, do ordain as follows:

SECTION 1: §221 Electrical Standards of the Municipal Code of Hales Corners, Wisconsin, is hereby repealed and recreated to read as follows [*deletions from current Code are in italic font highlighted strike-through text; additions are in italic font highlighted*]:

§ 221-1. Object and purpose.

The object and purpose of this electrical code is to safeguard persons and property from hazards arising from the use of electrical energy by establishing minimum standards for the installation and maintenance of electrical systems. Compliance with these standards is intended to result in installations reasonably free from electrical hazards. The standards merely prescribe and establish a reasonable minimum and do not constitute a specification for electrical installations and electrical equipment generally.

The latest Wisconsin Department of Safety and Professional Services regulations of Chapter SPS 316, Electrical, published on or before the effective date of this code are adopted by reference, enforced and incorporated into this code as if fully set forth herein.

§ 221-2. Administration.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

An Electrical Inspector appointed by the Village Board shall perform such inspections and other duties as are required. The Electrical

Inspector shall have the general management and control of all matters pertaining to electrical inspection and shall enforce this code. Where requirements of various laws and regulations and the provisions of this code conflict, the stricter requirements shall govern.

A. The Electrical Inspector shall:

- (1) Be of good moral character.
- (2) Be a competent electrician.
- (3) Be well-versed in approved methods of electrical construction for safety of life and property, the statutes of Wisconsin relating to electrical work, the rules and regulations issued by the Wisconsin Department of Safety and Professional Services and the National Electric Code of the National Fire Protection Association.

B. The Electrical Inspector shall have had at least:

- (1) Two years' experience as a journeyman in the practice of his trade and two years' training in a recognized college of electrical engineering;
- (2) Five years' experience as a master electrician or electrical contractor in the business of supervising the installation of electrical wires, apparatus and equipment; or
- (3) That experience and training which is equivalent to that stated in Subsection C(1) and (2).

§ 221-3. Electricians to be licensed.

[Amended 5-13-2002 by Ord. No. 02-05; at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

No person shall install, alter, repair, remove, connect, or disconnect any electrical wiring fixtures or apparatus for any purpose in the Village unless the person is licensed as an electrician by the State Department of Safety and Professional Services.

§ 221-4. Permits.

A. Required.

- (1) No electrical equipment shall be installed, altered, renewed, replaced or connected without first procuring a permit therefor. A permit shall be required for the repair, removal, or disconnection of any existing branch lighting circuit switches, sockets or receptacles, and any such electrical work shall only be done by a qualified person under this code.
- (2) Before overhauling existing installations, or replacing work condemned by the Electrical Inspector, a permit shall be procured. Fees provided for new work under this code shall apply to all repairs or replacements made as a result of condemnation by the Electrical Inspector.

~~B. Temporary permits.~~

~~(1) For buildings where conduit wiring is required, special permits for temporary work may be granted by the Inspector for the installation of open work and exposed wiring, lights, power for building operations, display, decorative lighting, etc., for use for a period not to exceed six months subject to discontinuance and complete removal at expiration and to condemnation and revocation within such period.~~

~~(2) On applying for permit for temporary work, a specified period of time which such wiring is to remain in service must be stated. Service shall be cut off at the end of this period and shall not again be connected without a written permission from the Electrical Inspector.~~

B. Exceptions.

(1) Any person manufacturing electrical appliances, employing a competent electrician, shall not be required to have a permit for his testing equipment.

(2) In emergency work, the person doing such work shall report same to the Electrical Inspector **by the next business day** ~~within two days after beginning work~~ and such work shall be done in accordance with this chapter.

C. Application: issuance.

(1) The Electrical Inspector shall issue permits for the execution of electrical installation for light, heat or power upon the filing of proper applications, which shall be made on blanks furnished by the Electrical Inspector prescribing the nature of the work, and no work shall be done until a permit has been obtained.

(2) No permit shall be issued until all fees have been paid and all orders of the Electrical Inspector complied with. No permit shall be issued unless the permit shall list all electrical work to be installed. In event electrical work is commenced prior to the issuance of a permit, a double fee shall be required for such work.

§ 221-5. Fees.

[Amended 5-13-2002 by Ord. No. 02-06; 8-12-2013 by Ord. No. 13-5]
Before receiving a permit, the owner or his agent shall pay the required fee. The fees referred to in other sections of this chapter shall be established by the Village of Hales Corners and may from time to time be modified by resolution of the governing body. A schedule of the fees established by the Village of Hales Corners shall be available for review in the office of the Village Clerk.

§ 221-6. Inspection.

A. Upon completion. Upon the completion of the wiring in or on any premises and before any wiring is to be hidden from view, the person doing the work shall notify the Electrical Inspector and the Inspector shall inspect the installation within **two (2) business days** ~~24 hours~~ of the time such notice is received. If, upon inspection, it is found that the installation is in compliance with this code and does not constitute a hazard to life or property, he shall approve the same and authorize concealment of the wiring, or authorize connection for electrical service. If the installation is incomplete or not strictly in accordance with this code, he shall issue orders to the person installing the same to remove all hazards and make the necessary changes or additions within seven days. No person shall conceal any electrical work before inspection **except under SPS 316.013(3)(c)1**. If this subsection is violated, the Electrical Inspector has authority to order removal of any materials which conceal the electrical work from inspection and may, at

his option, require all trades to cease further construction until there has been compliance with such order.

- B. Turning on current. Current shall not be turned on for any electrical wiring until a certificate of inspection has been issued by the Electrical Inspector; provided, however, that in occupied buildings, where a permit for lighting fixtures has been issued, the Electrical Inspector may authorize the installation of meters for electric service after the wiring has been inspected and approved.
- C. Turning off current. The Electrical Inspector shall cut off the electric current from any equipment which is found in his judgment to be in an unsafe condition, and no person shall reconnect any equipment thus cut off until written permission is given by the Electrical Inspector.
- D. Additional inspections. Where additional inspections are made necessary by reason of neglect to make corrections in work found faulty or defective at the expiration of the time limit set for reinspection as specified in notice duly served, the inspection fee shall be per the Village fee schedule for each such reinspection.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

~~E. Inspections where plant electrician employed.~~

~~(1) Any person using electricity for light, heat or power and regularly employing an electrician to give his attention to the electric equipment shall have his electrical installation inspected semiannually and shall pay fees as provided in § 221-5.~~

~~(2) A record shall be kept of all new installations and permanent alterations made during the period from one periodical inspection to the next and shall be submitted to the Electrical Inspector whenever periodical inspection is made.~~

§ 221-7. Right of entry.

If the Electrical Inspector or his assistants have the knowledge or belief that a violation of this code exists, he shall have the right to enter any building, premises or subway in the discharge of his official duties, and for that purpose shall be given prompt access on reasonable notification to the proper authority.

§ 221-8. Installation standards.

A. Except as otherwise provided in this chapter, all electrical methods, materials and appliances shall conform to and comply with the Fire Code of the Village and the National Electrical Code of the National Fire Protection Association edition in force by the State of Wisconsin at the date of issuance of the permit. Installations, alterations, replacements and repairs of electrical equipment used for light, heat or power shall be installed in a workable and workmanlike manner in conformity with the regulations of this chapter.

(1) Commercial wiring installations. Electrical wires for light, heat or power shall be installed in rigid steel conduit, electrical metallic steel tubing or approved plastic conduit in all commercial buildings hereafter built or remodeled, except

residences containing not more than two living units. Concealed wiring may be installed in armored cable.

(2) Exception. Wood frame multifamily construction may be installed in nonmetallic shielded cable in conformance with the Wisconsin State Electrical Code, Volume 2, Ch. SPS 316, Wis. Adm. Code.

~~**B. The Electrical Inspector may grant special permission, for a limited period of time, for the installation or use of temporary electric wiring and equipment which does not conform to the regulations of this chapter. The person installing such wiring or equipment shall be directly and legally responsible and accountable for the safe condition of the installation at all times, and its complete removal at the end of the fixed temporary period, as set by the Electrical Inspector, or any time sooner when ordered by the Electrical Inspector. Carnivals, circuses, theatrical acts, and exhibitions and all places of temporary outdoor assembly are included in the provision of this subsection, and all electric wiring and equipment associated therewith shall be installed, maintained, and operated in a safe and workmanlike manner. All such electric wiring and equipment shall be isolated from the public by proper elevation, and guarding and all electric fuses and switches shall be installed in approved enclosures. Cable laid on the ground in areas traversed by the public shall be buried in trenches or protected by approved covers.**~~

B. Prefabricated buildings.

(1) Prewired buildings or parts of buildings where the finish of the wiring therein has been installed in a manner or at such point in construction as to preclude the inspection by observation of any portion of the electrical system, without inspection as herein provided, are in violation of this electrical code.

(2) The rules and regulations issued by the Wisconsin Department of Safety and Professional Services and the National Electrical Code of the National Fire Protection Association shall apply to prefabricated construction.

(3) Where the said buildings or parts of buildings conform to the requirements of all other ordinances, compliance with the electrical code can be acquired in the following manner:

(a) The Village Electrical Inspector can make the inspection at the factory. All costs of time and transportation by a mutually acceptable means shall be paid by the owner or manufacturer; or

(b) The finish of all walls may be installed after inspection at the site of erection; or

(c) All wiring may be "fished in" at the site of erection.

§ 221-9. Sale of illegal equipment.

No person shall keep or offer for sale or sell, for use within the Village, any apparatus, equipment or fixtures designed or intended to be used for the production, transmission or utilization of electrical current or

power, if said apparatus, equipment or fixtures when installed for use would be in violation of this chapter or would be unsafe or dangerous.

§ 221-10. Duties of Electrical Inspector.

The Electrical Inspector shall enforce this chapter. A record shall be kept of all official work; said record shall be so arranged as to afford prompt information concerning electrical equipment.

§ 221-11. Force and effect.

A. Existing electrical equipment which does not conform to the regulations of this code may be continued in use if maintained in a safe condition.

B. When any additions, alterations or renewals of existing electrical equipment lawfully installed prior to the adoption of this code are made, such portion of the installation which is added, altered, or renewed shall conform to the regulations of this code.

C. Any change in the occupancy or use of an existing building, structure or premises for which an occupancy permit is required shall require that an electrical inspection be made prior to the issuance of the occupancy permit. All violations will at that time be corrected to the satisfaction of the Electrical Inspector, except that he may accept such existing items of electrical work which were installed according to code and under permit at the time of installation and which he shall not consider as a hazard to public safety.

§ 221-12. Violations and penalties.

Any person who shall violate any provision of this chapter or order, rule or regulation issued hereunder shall be subject to a penalty as provided in § 1-4 of this Village Code.

SECTION 2: The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION 3: All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

SECTION 4: This ordinance shall take effect and be in force from and after its passage and publication.

PASSED AND ADOPTED this ____th day of _____, 2025.

Daniel J. Besson, Village President

Countersigned:

(VILLAGE SEAL)

Sandra M. Kulik, Administrator/Clerk

Memo

To: Village Board
From: Sandy Kulik, Village Administrator
Date: February 20, 2025
Re: Agenda Item : 4.1.4 – Accounting Overview

In order for the Village Board to get an understanding of what tasks I perform in my role as administrator and to assist with reviewing the current job description as well as any changes that may be needed for the future, I will be reporting on various aspects of what each task entails in terms of training and workload, or if it is just oversight. This report is in regards to accounting duties.

1. Daily
 - a. Deposits
 - b. Cash receipting
 - c. Currently coding and distributing invoices to departments
2. Bi-Weekly
 - a. Authorizing payroll
 - b. Currently processing check runs from invoices– however, prior to actually processing the checks – I authorized and signed them. (Rachel is reviewing my entry to try to retain some internal control and Chief Cera or Pres. Besson sign off on the check registers. (4 hours estimated)
3. Monthly
 - a. PCard processing Village Wide – includes confirming authorized transactions and uploading to the financial system (approx.. 2 hours each month if things go well)
 - b. Balance Investment accounts (1 hour)
 - i. Reconcile invoices paid for bond or note funded projects to insure transfer from special pool to general pool accounts.
 - ii. Reconcile, allocate interest earnings for 27 funds and record journal entry
 - iii. Reconcile, allocate inter fund transactions and record journal entry
 - c. Review accounts for accuracy of postings and complete correcting journal entries as needed (1 hour)
 - d. Review and advise on all other journal entries completed by the Deputy Clerk/Treasurer = ½ hour
 - e. Health Grants reconciliation and reporting to the DHS – 2 hours
4. Quarterly
 - a. Prepare interim financial statements – 2 days
 - b. DOR report for collected taxes – ½ hour
5. Annually
 - a. Fixed Assets reconciliation to prior year balances and add any new, deleted assets and calculate depreciation as well as prepare journal entries – this takes at least 5 days
 - b. Reconcile net income for 30 funds and prepare closing journal entries (includes long term debt and fixed asset funds) – this takes 2 days.

- i. The 600 – 631 funds, the 700 and 200 funds have multiple equity accounts that must be individually allocated for revenues and expenses.
 - c. Audit
 - i. 37 different worksheets or other documents for the Preliminary fieldwork in November – 2 weeks
 - ii. Final field work in March – 39 different worksheets or other documents – 1 week
 - iii. Draft Management Discussion and Analysis (MD&A) – this is the first 6 or so pages of the audited financial statements – includes narrative, financial and spreadsheet inserted required notations – 2 days
 - iv. Review Auditor financials for correctness over 70 pages to review – 2 days
 - v. Submit Form C – Municipal Financial Report to the DOR based upon completed audited figures – 1 day
 - vi. Submit copies of Form C, Management Letter and Audited Financials to DHS
 - vii. Annual TID – Joint Review Board meeting for audited financial results – ½ hour
 - d. Track and monitor General Transportation Aids (GTA) report from state = this must tie out to the Form C. - 2 hours
 - e. Video Service Provider Report – 1 – 2 hours
 - f. Levy Limit worksheets (DOR forms) – this includes estimating this prior to beginning of the annual budget process
 - g. Tax Increment District Tax Levy Certifications (DOR form)
 - h. Expenditure Restraint Form (DOR) – this includes estimating this prior to beginning of the annual budget process
 - i. 40 hours of Continuing Professional Education (CPE's) required to retain my CPA license. This is roughly 60 hours of on line coursework for the past four years that cannot be completed in office due to the demands of the office.
- 6. Ongoing
 - a. Monitor budgets
 - b. Process and approve purchase orders (reporting now too)

Memo

To: Village Board
From: Sandy Kulik, Village Administrator
Date: February 20, 2025
Re: Agenda Item : 4.1.5 2024 Surplus Resolution

The Village year end 2024 Financial Statements resulted in a significant surplus. General Fund Revenues were \$9,878,410 and expenses were \$9,316,839 resulting in a surplus of \$561,570.

As part of the deliberations for the 2025 Budget, the Police and Highway Department were to have surplus funds in 2024 designated to the replacement of squad cars and a pickup truck. Those items are included in the table at the bottom of this memo in yellow.

In discussions during the development of 2025, the Police Department identified a 2026 funding impact relative to upgrading our 911 Dispatch system with the Village of Greendale. The budget for the upgrading the system is estimated at \$250,000 and the Village of Hales Corners proportionate share of costs is 38% or \$95,000. This project would have a significant impact on 2026 budgeting and is an excellent use of this one time resource.

The Village has a server that is end of life and failure to update it will impact our cybercrime insurance renewal this coming May. \$10,000 is requested for this project.

The last proposed use of this surplus is \$80,000 set aside as a reserve for Economic Development (ED) matters. As any future Tax Incremental Districts, an update to the Comprehensive Master Plan are likely, this reserve will fund those efforts as well as potentially determining how the Village intends to address ED matters in future.

The net result of the proposed uses still leaves \$141,000 of surplus to lapse to the General Fund Unrestricted Fund Balance. Primary revenue sources that exceeded budget were interest earnings by \$166,394 and ambulance earnings of \$109,222 (\$95,000 dispatch project to be funded by this source). The Police Department is under budget by \$180,369 and Public Works is under budget by \$49,917.

Attached is a proposed resolution and staff is recommending the projects for approval.

Department	Account	Expense	Revenue	Purpose
Police Dept.	100-521-960	\$150,000	700-45339	Prefund Squad Car Replacements
	100-521-960	95,000	700-45339	911 Dispatch Upgrade due in 2026
Highway	100-543-960	85,100	700-45339	Prefund 4WD Pick up
Village Hall	100-571-017	10,000	701-45339	Village Server end of life project
Legislative	100-571-039	80,000	200-45447	Reserve funds for future EDA
Total		\$420,100		

STATE OF WISCONSIN MILWAUKEE COUNTY VILLAGE OF HALES CORNERS

RESOLUTION NO. 25-XX

A RESOLUTION AUTHORIZING A TRANSFER IN THE 2024 FISCAL YEAR FROM
THE GENERAL FUND TO CAPITAL PROJECTS FUND AND EQUIPMENT
REPLACEMENT FUNDS

WHEREAS, the Village of Hales Corners has surplus funds totaling over \$561,000 from Police Department operation expenditures in 2024 in the amount of \$180,369, General Fund interest earnings exceeded budgeted amounts by \$166,394, Ambulance Revenues exceeded the 2024 Budget by \$109,222 and Public Works Expenditures resulted in a surplus of \$49,917 and other items; and

WHEREAS, the Village Board upon adoption of the 2025 Budget had anticipated surplus funds would be available to assist with one time capital purchases which would provide a tax levy savings to the residents of Hales Corners; and

WHEREAS, the following amounts have been requested for the following projects has been recommended to be transferred:

Department	Expense Acct	Amount	Revenue Acct.	Purpose
Police Dept.	100-521-960	\$150,000	700-45339	Prefund Squad Car Replacements
	100-521-960	95,000	700-45339	911 Dispatch Upgrade due in 2026
Highway	100-543-960	85,100	700-45339	Prefund 4WD Pick up
Village Hall	100-571-017	10,000	701-45339	Village Server end of life project
Legislative	100-571-039	80,000	200-45447	Reserve funds for future EDA
Total		\$420,100		

WHEREAS, the above recommendations will still provide a net increase to the General Fund Unrestricted Fund Balance of \$141,470.

NOW, THEREFORE, BE IT RESOLVED, that the above transfers are authorized for inclusion in the 2024 Fiscal Year for and restricted for the purposes identified.

PASSED and ADOPTED this _____ day of _____, 2025.

Daniel J. Besson, Village President

Sandra M. Kulik, Administrator/Clerk