

**Elmwood Park Village Board Meeting Minutes**  
**3131 Taylor Avenue – Village Hall Building 3**  
**May 14, 2015 at 6:30 p.m.**

*All agenda items shall follow protocol including staff overview, Board discussion, questions by public, Board disposition of item. The public must be recognized by the President.*

**CALL TO ORDER/ROLL CALL:** Board of Trustees meeting called to order by President Steiner at 6:45 p.m.  
Present: President Ellis Steiner, Trustees Pete Clouthier, Al Bagg, Kathy Wells, Laura Rude, Nick Haas, Jeff Klimek, and Clerk Treasurer Tammy Ruggaber.

Trustee Haas makes a motion to table the erosion control and filling of lands ordinances. Trustee Klimek seconds the motion, and it passes unanimously.

**PUBLIC COMMENT AND INPUT**

*Pursuant to Wisconsin Statute 19.84(2) "the public notice of a meeting of the governmental body may provide for a period of public comment, during which the body may **receive** information from members of the public."*

Tom Mills asks President Steiner if past meetings have been recorded either by him, the recording secretary, or anyone else on the Village Board. President Steiner states that yes, the meetings have been recorded since he has been acting as President. Tom asks if the meetings are transposed from those recordings. The Clerk explains that the minutes are not transposed. The purpose of the minutes is to reflect the actions that are taken by the board. She further stated that the recording is merely a backup in case she needs to refer to it but she also takes notes. Tom Mills asks if the audio recordings are kept as a matter of record, and the answer was no, they are not. Tom Mills then asks to address the Village Clerk. He asks if she has sworn in all the people as requested by the County Clerk Wendy Christensen and as required by state statute. She replied yes. He then asked if she swore everyone in by April 21<sup>st</sup>. She stated no because everyone was not available. (Laura Rude) Tom asked if the Clerk was advised by Wendy Christensen that, prior to them not being available, they should be sworn in? He then warned the Clerk to choose her answer very carefully. The Clerk stated that she wasn't sure.

Mary Gallagher spoke regarding the pending Taylor Complex sale. She wants the village to retain ownership of the property so they can control the use of it. Otherwise she is certain it will someday become low income housing.

Grant Meier speaks and states Evergreen is not for profit. He also states that Evergreen will be around for a long time and when he retires, someone else will take over the school. He also states that if Evergreen purchases the property, their plans for use must be agreeable to the Village. He emphasizes that if you want to keep low incoming or retail or Wal-Mart out, the best you can do is sell it to a school.

Kevin Johnson speaks regarding the empty lot on Standish lane. They were assured it was a buildable lot. They want to sell it. Realtor Dave Braun has informed them that there is a problem with the water and sewer hook-up. He states that it would really hurt them if they are not able to sell the lot due to it being unbuildable.

President Steiner states he has contacted Keith Haas from the City of Racine Water Dept. He will explain it later in the meeting and he is hoping we can solve the problem.

Kelly Gallagher thanks the board and states that agreements with Villages can change. She agrees that a school is one of the best ways for development in a community. The Village should legally insure that the provisions put in place last for a long time and protect the residents. She said she has had many discussions with the former Village Planner for Mt Pleasant and she states that he would be willing to talk or meet with us to discuss his experience developing plans for the future.

Deputy Polasky gives the Sheriff's Report. President Steiner comments on the drug bust in the Village. It is under investigation. Deputy Polasky states that he will let Sgt. Mattke know that we would like to know more about this. President Steiner states that he has a meeting with Sheriff Schmaling next week and he hopes to find out more.

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The Board reviews the accounts payable. Trustee Bagg moves that the invoices for May be approved, it is seconded by Trustee Wells. Trustee Haas states there are two items listed that were expended without board approval and he would like to see this come to a screeching halt. It is less than lawful to spend money unilaterally as an individual. He will vote to pass on this but doesn't want to see it happen again and won't vote to approve these type expenditures in the future. He is referring to the Christmas party expenditures and the Attorney Muratore bill. President Steiner states that Carol Hansen does a lot to promote fellowship in the community and often provides treats at the meetings without expectation. But we will preapprove these things in the future. As far as Joe Muratore, President Steiner states that due to the advice of our legal counsel, invited Attorney Muratore to attend our meeting. Due to the urgent nature of the matter at hand (Evergreen's interest to buy the Taylor Complex) there was no time to get board approval beforehand. Everyone on the board benefited from having him there that night. And the Board used the guidelines he suggested when sending out correspondence to Evergreen. He states we need to continue to look at our ordinances and policies so we don't get hung up on paying a bill for \$600, when it was something we really needed but didn't get prior board approval. We need to be able to do things in a flexible way when necessary. Trustee Klimek makes a motion to approve the accounts payable. Trustee Bagg seconds the motion and it passes unanimously.

The board reviews the minutes from April 6<sup>th</sup> 2015. Trustee Haas asks for a correction on page 2 where the appraiser commented on the value to add that he said it was an "off the cuff" estimate. The board approves the minutes unanimously.

President Steiner gives his report. There is a class on emergency preparedness and someone on the board should attend. He would like our policies reviewed in this area. Feiner Plumbing fixed a big problem we had with a faucet that was broken and leaking. He presents a bill for \$265 and makes a motion for it to be paid. Trustee Clouthier seconds the motion and it passes unanimously.

President Steiner states there is an individual who desires to lease building 5, for three years, for a day care center. The lease amount will be \$3000 per month, reducing the payment to \$2500 for the first year because they will be making renovations. If Evergreen Academy chooses to buy the property, they may decide to build their school in that area of the property. However, the Village would like to generate income from that building so we are going to go ahead and lease it with this in mind. Trustee Wells asks if this will include utilities. President Steiner states he is asking the board's approval to negotiate and execute a lease agreement. Trustee Haas makes a motion to allow President Steiner to negotiate and execute a lease agreement with Kidzclub. Trustee Bagg seconds the motion and it passes unanimously.

President Steiner gives an update on Evergreen. They are in the process of working with their bank, getting an appraisal.

Trustee Klimek gives his report. There was an issue on S Elmwood where a busted pipe led to water shut off. He contacted Racine Water and they came out and fixed it. He states there is bad road deterioration on N. Elmwood and S. Elmwood. He would like to get a couple on estimates on getting that repaired as soon as possible. Trustee Klimek makes a motion that he be allowed to get some estimates and have this repair done. Trustee Clouthier seconds the motion. The board passes the motion unanimously.

Trustee Haas has no report.

Trustee Bagg has no report

Trustee Wells has no report.

Trustee Rude has no report.

Trustee Clouthier reports that we should be getting about \$2700 for the recycling grant.

Tammy Ruggaber read the Treasurer's report.

The board reviews the budget to actuals. Trustee Wells questions the office supplies expenditures. The Clerk-Treasurer explains that the account structure needs an overhaul and she will explain this in more detail next

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month. A lot of expenditures that should be budgeted for separately have not been, thus they get dumped into office supplies, such as education and convention.

President Steiner moves to table the Weiss property issue, it is seconded by Trustee Haas, and it passes unanimously. President Steiner states he will revisit this issue next month.

Evergreen Academy wishes to renew their current leases for one year. President Steiner puts the following motion before the board: The following commercial lease agreements between Evergreen Academy and the Village of Elmwood Park for leased premises at 3131 Taylor Avenue, Building 2, Racine, WI, ending June 30<sup>th</sup>, 2015, pursuant to the terms of the lease, Evergreen wishes to extend the lease for 12 months. The current lease amount is \$3,000 whereas the renewal term shall be \$3,100 (per month.) They also desire to lease the gym in building #3 at the rate of \$1,600 per month (Monday thru Friday) for the entire term of the school year, beginning September 1<sup>st</sup>, 2015. They also desire to renew their lease at 3554 Taylor Ave. They currently pay \$3,000 per month and the new lease will be for \$3,100 per month. President Steiner shall take care of executing these contracts. Trustee Wells seconds the motion and it passes unanimously. President Steiner notes that we need to figure out how to get the grass cut at Beebe School (3554 Taylor) and he is working on that.

We have a new tenant who desires to rent an office in building 1. Her name is Sumeet. It will be a month to month lease beginning May 18<sup>th</sup> for \$150 per month. President Steiner moves that the board authorize the President of the Village of Elmwood Park to execute a month to month lease to Sumeet at 3131 Taylor Ave, Building 1, Unit #8, Racine, WI for \$150 per month. President Steiner notes her business is as a computer consultant. The motion was seconded by Trustee Bagg and it passed unanimously.

Big Brothers/Big Sisters and RAAD both have leases thru 2016. However, he has encountered a situation with RAAD where they are asking to renegotiate for 2016. The President also had a conversation with Keith Sexton who plans on coming back, he is not there now. But we will be working on a new lease for him, as well, for office space in building 1. President Steiner notes that Keith Sexton's business is consulting for various school, businesses, and institutions. Attorney Sapinski pays \$150 per month. The President has been unable to get ahold of him to find out if he wishes to renew his lease. The Racine/Kenosha Science of Spirituality has a lease for office space in building 1 for \$500 per month. He also has not met with them to renegotiate a new lease. There are room issues on this lease as to how many rooms she is using and what she is paying. Renaissance School will no longer be renting the gym so there will be no renewal there.

Resident Brad Jaeck speaks and asks if Ellis can find out if there are any rules or regulations regarding notifying residents regarding drug busts and sex predator residents. Sex offenders have certain distances they have to be from schools and also distances that apply to notifying residents according to Mr. Jaeck. The Village will investigate.

The President/Board makes the following assignments and appointments:

Trustee Klimek:	Road and sewer maintenance
Trustee Bagg:	Insurance commissioner
Trustee Rude:	Snow Removal Contract
Trustee Clouthier:	Garbage and Recycling contract
Trustee Wells:	Property Management
Tammy Ruggaber Clerk-Treasurer	
Pruitt, Ekes, & Geary	Municipal Attorney
Lee Greivell	Building Inspector
Dottie-Kay Bowersox (City of Racine)	Health Officer
Ray Anderson	Assessor
Kathy Wells (assisted by Laura Rude)	Weed Commissioners

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All terms are for two years other than the Weed Inspector which is one year. Trustee Haas moves the board approve all the appointments as described above. The motion is seconded by Trustee Wells. All are in favor and the motion passes unanimously.

President Steiner asks for the following to be considered. We have a position in our code book for Director of Finance. He offered the position to Cindy Towery but she declined. He states the Village has had significant issues, at least for the years 2013/2014 and before, regarding the manner in which we have expended funds. We did not have a purchasing policy in place until 2015. We have a number of processes and procedures that need to be put into place to insure this board conducts it's affairs in a way that is open and with integrity. We are looking to form a finance committee that will work with the Clerk-Treasurer to ensure all the rules, policies and procedures are in place and also review the code book to make sure everything has been properly approved and codified. The Committee would also implement the recommendations made by the auditor. The President asks for the Board's approval to seek a Finance Director and form a committee. The board discusses this and is concerned where the money would come from. President Steiner hopes to find someone who will do it pro bono. Trustee Haas states we have no money to spend on this. Trustee Rude states she feels this is something that is direly needed. Trustee Rude and Trustee Haas state that they would throw in their salaries to have a finance director. The Finance Director would have an advisory role.

The Village of Elmwood Park has 200 hundred parcels and all but one have been developed for quite some time. A few years ago, the Village decided not to join the sewer agreement with the City of Racine because they only had one undeveloped parcel. Currently, the Johnson's, who own this parcel, would like to sell it and market it as a buildable lot. In order for this to happen, the Village would need to sign into the City of Racine's Sewer agreement. Realtor Dave Braun would like to see some activity on this issue as they have a buyer. He indicates that the Johnsons were assured by former Village President Audrey Viau that the lot would be buildable. He would like to see the Village invite Keith Haas from the City to appear at the next meeting and discuss the Village's options. The President is concerned what "unknown" costs are of joining this agreement. Trustee Bagg indicates that since the old Kohl's building will no longer be connected to the sewer and water that we have freed up a parcel. We wouldn't need to join the sewer agreement until a time where someone developed the old Kohl's property. President Steiner states he will try to meet with Keith Haas to discuss this. He will also speak to our attorneys to find out what their reservations are. Trustee Klimek states he has a contact at the Water Department, as well, and will speak to his contact as well. Brad Jaeck suggests we contact other municipalities to find out what hidden costs there may be.

President Steiner apologizes to Brad Jaeck for not recognizing his service sooner. The Board and the Village appreciate his five years of service. He thanks Brad for his service and there is a round of applause.

The President makes a motion to appoint Eric Fanning to the Planning Commission. It is seconded by Trustee Haas. All are in favor and the motion passes unanimously.

Trustee Clouthier makes a motion to adjourn; it is seconded by Trustee Bagg. All are in favor and the meeting is adjourned at 8:48 pm.