

**VILLAGE OF GREENDALE**  
**Board of Trustees Meeting Minutes**  
**November 20, 2018**

President Birmingham called the meeting to order at 7:00 p.m. in the Board Room of Village Hall.

**Roll Call**

Present: Trustee Ouellette, Trustee Barbian, Trustee Cyborowski, Trustee Genz, Trustee Chadwick,  
President Birmingham  
Absent: None  
Also Present: Todd Michaels, Village Manager  
Sarah Weishar, Assistant Village Manager  
Ryan Rosenow, Police Chief  
Tim Saidler, Fire Chief  
Mark Uecker, Director of Public Works  
Sue Sheppard, Public Health Director  
Brian Williams-Van-Klooster, Library Director  
Kristen Victory, Clerk- Treasurer

**Approval of Minutes**

Regular Board Meeting of November 6, 2018.

***Trustee Barbian moved, seconded by Trustee Ouellette, that the minutes from the Board of Trustees Meeting held on November 6, 2018 be approved since all Board members received copies of the same prior to tonight's meeting.***

Ayes: Ouellette, Barbian, Cyborowski, Genz, Chadwick, Birmingham  
Nays: NONE  
Motion to approve: Carried

**Public Hearing and Action Items**

- A) BOT 18-65 – 2019 Village Proposed Budget. (FC 18-40)
- Consider action on Resolution R2018-21 Approving the 2019 Budget.
  - Consider action on Resolution R2018-22 Setting the 2018 Tax Levy.
  -

President Birmingham opened the public hearing.

No one spoke.

President Birmingham closed the public hearing.

***Trustee Barbian moved to approve BOT 18-65, Resolution R2018-21, the 2019 Village Budget (FC 18-40), seconded by Trustee Ouellette.***

Ayes: Ouellette, Barbian, Cyborowski, Genz, Chadwick, Birmingham  
Nays: NONE  
Motion to approve: Carried

***Trustee Barbian moved to approve the second portion of BOT 18-65, Resolution R2018-22 Setting the 2018 Tax Levy (FC 18-40), seconded by Trustee Ouellette.***

Ayes: Ouellette, Barbian, Cyborowski, Genz, Chadwick, Birmingham  
Nays: NONE  
Motion to approve: Carried

- B) *BOT 18-66 – Discussion and necessary action to consider approval of a Special Use Approval for a permanent porta-john and weather shelter at Jaycee Park, located at 6011 Broad Street. (#18-05/PC 18-09)*

Manager Michaels stated that a question had come up at Plan Commission regarding whether the shelter was required to have running water for hand washing and it does not.

President Birmingham opened the public hearing.

Brian Schuk of 5050 Surrey Lane representing Twinite stood and spoke.

President Birmingham closed the public hearing.

***The Plan Commission recommends and Trustee Chadwick so moved to approve PC 18-09 a Special Use for a permanent porta-john and weather shelter at Jaycee Park, located at 6011 Broad Street. (#18-05/) subject to the port-a-potty meeting ADA and handwashing requirements of the Building and Health Codes, to be worked out with staff , seconded by Trustee Genz.***

Ayes: Ouellette, Genz, Barbian, Chadwick, Birmingham  
Abstain: Cyborowski  
Nays: NONE  
Motion to approve: Carried

- C) *BOT 18-67 – Discussion and necessary action to consider approval of an Ordinance to Create Section 17.363 and to Repeal and Recreate Section 17.03(2) of the Village of Greendale Village Code Concerning the Regulation of Tourist Home Establishments in the Village of Greendale. (#18-09/PC 18-10)*

Manager Michaels stated that in addition to the recommendations of the Planning Commission, the Village Attorney reviewed the changes for form and compliance with State Statutes

President Birmingham opened the public hearing.

No one spoke.

President Birmingham closed the public hearing.

***The Plan Commission recommends and Trustee Chadwick so moved to approve PC 18-10/BOT 18-09 an Ordinance to Create Section 17.363 and to Repeal and Recreate Section 17.03(2) of the Village of Greendale Village Code Concerning the Regulation of Tourist Home Establishments in the Village of Greendale (#18-09/PC 18-10) subject to the following amendments to the draft ordinance:***

- 1) Section 2) License valid for the period of July 1-June 30 of each year***
  - 2) Section 4) A resolution be established to include room tax, license fee, health license fee, and any other fees established***
  - 3) Section 5)e) eliminate language “with a minimum of three parking stalls”.***
  - 4) Section 5)l) add “common area” for Village Center Districts where applicable. (typically condo conversions or 4 family)***
- and to add the Planning Consultant’s comments and Attorney Macy’s letter, seconded by Trustee Genz.***

Ayes: Ouellette, Barbian, Cyborowski, Genz, Chadwick, Birmingham  
Nays: NONE  
Motion to approve: Carried

- D) *BOT 18-68 – Discussion and necessary action to consider approval of a Special Use/Building Permit Application to demolish and rebuild a garage and sunroom at 5708 Carnation Court, Greendale, Wisconsin in accordance with Section 17.36(3) of the Greendale Zoning Code. (#18-10/PC 18-11)*

President Birmingham opened the public hearing.

No one spoke.

President Birmingham closed the public hearing.

**The Plan Commission recommends and Trustee Chadwick so moved to approve a Special Use/Building Permit Application to demolish and rebuild a garage and sunroom at 5708 Carnation Court, Greendale, Wisconsin accordance with Section 17.36(3) of the Greendale Zoning Code. (#18-10/PC 18-11) in concept, seconded by Trustee Ouellette.**

Ayes: Ouellette, Barbian, Genz, Chadwick, Birmingham  
Abstain: Cyborowski  
Nays: NONE  
Motion to approve: Carried

- E) BOT 18-69 – Discussion and necessary action to consider approval of a Special Use/Building Permit Application per Section 17.16(2) R-4 Single Family Detached and Semidetached Residence District to include exterior and interior renovations to the home at 5597 Apple Court to bring it back to its original condition in order to be used by the Greendale Historical Society as a Historical Museum. (#18-11/PC 18-12)

President Birmingham opened the public hearing.

Robb Nowak, President of the Greendale Historical Society of 5786 Euston St. stood and stated that the Historical Society held a Town Hall meeting yesterday to gain feedback and that the Historical Society wants to be a good neighbor to Apple Court. Jay D. Allen of 5599 Apple Court stood and asked about the dispute resolution process should they do something the neighbors don't agree with and about the special use process and how and when neighbors would be notified if/when any changes are made. Manager Michaels stated that the Historical Society is asking for a Special Use approval. Ken Robers, Director of Building Inspection stated that if the Historical Society were to go beyond the specifications outlined, the Special Use approval can be revoked. Citizens can go to Manager Michaels with concerns. Wanda Brandt of 5595 Apple Court stood in favor of fixing the home up but had some concerns over parking and a possible Grange Avenue address for the museum.

President Birmingham closed the public hearing.

**The Plan Commission recommends and Trustee Chadwick so moved to conditionally approve a Special Use/Building Permit Application per Section 17.16(2) R-4 Single Family Detached and Semidetached Residence District to include exterior and interior renovations to the home at 5597 Apple Court to bring it back to its original condition in order to be used by the Greendale Historical Society as a Historical Museum. (18-44/PC 18-12) pending the following:**

- 1) The creation of an easement for the portion of the development that exists outside of the lot lines of the property.
- 2) The submission and approval of a photometric plan that is compliant with the requirements of the Village Code.
- 3) That the regular business hours be anytime from 8am-5pm on Saturday for no more than six (6) hours and any Special Events to be determined and approved by the Village Board, seconded by Trustee Genz.

Ayes: Ouellette, Barbian, Cyborowski, Genz, Chadwick, Birmingham  
Nays: NONE  
Motion to approve: Carried

**New Communications**

None

**Citizens' Comments**

None

## Standing Committee Reports

A) *Finance Committee-Trustee Barbian*

- i. *2019 Village Proposed Budget. (FC 18-40)*
  - *Consider action on Resolution R2018-21 Approving the 2019 Budget.*
  - *Consider action on Resolution R2018-22 Setting the 2018 Tax Levy.*

Subject of Public Hearing held earlier in the meeting.

- ii. *Discussion and necessary action pertaining to purchasing a portable restroom trailer for use during special events. (FC 18-41)*

Manager Michaels recommends the purchase of a 7 station ADA trailer including a winter package allowing it to be used all year for \$53,016.04. The County CDGB funds in the amount of \$15,568.44 will be used to make our net cost \$37,447.60. The \$35,000 we received from the sale of the former Police and Fire Station is to be used toward this purchase with the remainder taken from contingency.

***Trustee Barbian moved to purchasing a portable restroom trailer for use during special events as outlined by Manager Michaels not to exceed the amount of money outlined with the grant (FC 18-41), seconded by Trustee Ouellette.***

Ayes: Ouellette, Genz, Barbian, Cyborowski, Chadwick, Birmingham  
Nays: NONE  
Motion to approve: Carried

- iii. *Consider approving a Memorandum of Understanding for the School Resource Officer Program between the Village of Greendale by and through its Police Department and The Greendale School District. (FC 18-42)*

Manager Michaels stated that this Memorandum comes as a result of 20 years of having a School Resource Officer to define the responsibilities of the School Resource Officer. It has been reviewed by the Village Attorney and negotiated with the Superintendent of Schools.

***Trustee Barbian moved to approve a Memorandum of Understanding for the School Resource Officer Program between the Village of Greendale by and through its Police Department and the Greendale School District (FC 18-42), seconded by Trustee Ouellette.***

Ayes: Ouellette, Genz, Barbian, Cyborowski, Chadwick, Birmingham  
Nays: NONE  
Motion to approve: Carried

- iv. *Consider approving an application for Temporary Class "B"/"Class B" Retailer's License, Greendale Entertainment Association, Dickens of a Village. (FC 18-43)*

***Trustee Barbian moved to approve (FC 18-43) an Application for a Temporary Class "B"/"Class B" Retailer's License, Greendale Entertainment Association, Dickens of a Village, seconded by Trustee Cyborowski.***

Ayes: Barbian, Cyborowski, Genz, Chadwick, Birmingham  
Abstain: Ouellette  
Nays: NONE  
Motion to approve: Carried

Trustee Ouellette explained this is to serve hot mulled wine in a mug.

B) *Plan Commission-Trustee Chadwick*

- i. *Discussion and necessary action to consider approval of a Special Use Approval for a permanent porta-john and weather shelter at Jaycee Park, located at 6011 Broad Street. (#18-05/PC 18.09) (Subject to a Public Hearing held earlier on this agenda)*

- ii. *Discussion and necessary action to consider approval of an Ordinance to Create Section 17.363 and to Repeal and Recreate Section 17.03(2) of the Village of Greendale Village Code Concerning the Regulation of Tourist Home Establishments in the Village of Greendale. (#18-09/PC 18-10) (Subject to a Public Hearing held earlier on this agenda)*
  - iii. *Discussion and necessary action to consider approval of a Special Use/Building Permit Application to demolish and rebuild a garage and sunroom at 5708 Carnation Court, Greendale, Wisconsin in accordance with Section 17.36(3) of the Greendale Zoning Code. (#18-10/PC 18-11) (Subject to a Public Hearing held earlier on this agenda)*
  - iv. *Discussion and necessary action to consider approval of a Special Use/Building Permit Application per section 17.16(2) R-4 Single Family Detached and Semidetached Residence District to include exterior and interior renovations to the home at 5597 Apple Court to bring it back to its original condition in order to be used by the Greendale Historical Society as a Historical Museum. (#18-11/PC 18-12) (Subject to a Public Hearing held earlier on this agenda)*
- C) *Library Board-Trustee Genz-* With the passing of the budget the library is planning to be open on Sundays for the school year starting the 1<sup>st</sup> of the year.
- D) *Public Works Committee-Trustee Barbian* - no meeting
- E) *Board of Health-Trustee Genz* – The Step up to Health Fun Run Walk was held on October 21<sup>st</sup> with beautiful weather and more than 700 registrants. This month the Village welcomed 6 newborn residents. December 5<sup>th</sup> there will be a naloxone training (narcan) at the CLC meeting room at noon, December 10<sup>th</sup> SAGE (Successful aging in Greendale) has a committee meeting from 1 to 3 pm at the health department, December 19<sup>th</sup> there is a Community Alliance meeting at 7:30 at the Fire station. There are radon kits available at the Health Department. Radon is the second leading cause of lung cancer.
- F) *Public Health, Welfare & Safety-Trustee Cyborowski* - no meeting
- G) *Park & Recreation-Trustee Ouellette* – no meeting
- H) *Public Celebrations-Trustee Ouellette* – There is a new parade committee consisting of Karen Weller, Rachel Geittmann and Jackie Kraemer. Dickens of a Village is November 30<sup>th</sup> from 4 to 9pm and the Chamber is sponsoring the Village Tree Lighting on November 23<sup>rd</sup> a 6:30 pm. Sheryl and Terry Patzke who have been run the Village parades for years have been chosen as the 2018 Spirit of Greendale winners and they will be honored at the volunteer dinner.

**Old Business:**

- A) *Board and Committee Appointments & Resignations.*

President Birmingham brought forward Jim Strange to be the citizen member suggested to the Joint Review Board.

***Trustee Barbian moved to confirm Jim Strange as the citizen member to be suggested to the Joint Review Board, seconded by Trustee Ouellette.***

Ayes: Ouellette, Genz, Barbian, Cyborowski, Chadwick, Birmingham  
 Nays: NONE  
 Motion to approve: Carried

**New Business:**

- A) *BOT 18-70 Consider approving a Special Community Event Permit – Public Celebrations Committee – “Dickens of a Village” Including:*
- a. *Temporary Community Event*
  - b. *Parade Permit – “Wagon Rides”*
  - c. *Outdoor Sales in front of businesses on Grandhaven property*

**Trustee Barbian moved to approve a Special Community Event Permit BOT 18-70 – Public Celebrations Committee – “Dickens of a Village” including: Temporary Community Event, Parade Permit – “Wagon Rides” and Outdoor Sales in front of businesses on Grandhaven property (FC 18-70) as outlined by Manager Michaels memo, seconded by Trustee Ouellette.**

Ayes: Ouellette, Barbian, Cyborowski, Genz, Chadwick, Birmingham  
Nays: NONE  
Motion to approve: Carried

B) *BOT 18-71 Consider approving Resolution R2018-23, A resolution approving the Suburban Mutual Assistance Response Teams Agreement.*

Police Chief Rosenow explained how the SMART agreement for mutual aid assists all participating communities to receive mutual aid from other communities when a situation arises that they need help. This new memorandum is the result of the insurance company and Village Attorney wanting to clean up language.

**Trustee Barbian moved to approve Resolution R2018-23, a resolution approving the Suburban Mutual Assistance Response Teams Agreement (SMART) (FC 18-71) as outlined by the Police Chief, seconded by Trustee Ouellette.**

Ayes: Ouellette, Barbian, Cyborowski, Genz, Chadwick, Birmingham  
Nays: NONE  
Motion to approve: Carried

C) *BOT 18-72 Discussion and necessary action pertaining to approving an agreement with the West Allis Health Department for environmental public health services for the Village of Greendale, January 1, 2019 – December 31, 2019.*

Health Director, Sue Sheppard explained that this agreement is to continue the contract signed last year.

**Trustee Barbian moved to approve (BOT 18-72) an agreement with the West Allis Health Department for environmental public health services for the Village of Greendale, January 1, 2019 – December 31, 2019, seconded by Trustee Ouellette.**

Ayes: Ouellette, Barbian, Cyborowski, Genz, Chadwick, Birmingham  
Nays: NONE  
Motion to approve: Carried

#### **Officers Reports:**

- A) Police Department Monthly Activity Report.
- B) Fire Department Monthly Activity Report.
- C) Department of Public Works Monthly Activity Report- Trustee Ouellette thanked the DPW for continuing to come around for leaves.
- D) Water & Sewer Utility Monthly Activity Report.
- E) Health Department Activity Report.
- F) Village Manager’s Report-no report
- G) Village President’s Report- There will not be an ICC meeting in the Village in December as earlier reported.

Trustee Genz thanked representative Ken Skworonski for supporting Greendale.

#### **Citizens’ Comments**

Elaine Unger of 4815 Sutton Lane stood and commented on the anti-5G resolution the Village put on the website and 5G.

**Adjournment**

***Trustee Barbian moved, seconded by Trustee Ouellette to adjourn.***

Ayes: Ouellette, Barbian, Cyborowski, Genz, Birmingham  
Nays: NONE  
Motion to approve: Carried

**The meeting adjourned at 8:33 P.M.**

Respectfully submitted,

Kristen Victory  
Clerk Treasurer