



# Village Administrator Village of Hales Corners, Wisconsin

Position Profile



Public Administration Associates



## The Community

Hales Corners is in southwestern Milwaukee County. It is bordered by Greenfield on the north, Greendale on the east, Franklin on the south, and New Berlin and Muskego in Waukesha County on the west. It is strategically located along I-43 to the north and has nine defined neighborhoods and four commercial corridors (Highway 100, Forest Home Janesville Road, and Southern Gateway). The current population is estimated at 7,850 (Wisconsin Department of Administration), up 1.7% from the 2020 US Census count of 7,720.

The area where Hales Corners is located was first claimed by the French, then the British, and eventually as the Northwest Territory of the United States in 1783. At that time, the Potawatomi Indian population was compelled by a treaty to move to the west, and the land was sold to settlers by the United States Government for as little as \$1.25 per acre.

Two brothers, Seneca and William Hale, claimed 160 acres each in 1837. Their father, Ebenezer, joined them and purchased another 160 acres to the east. Their family's property formed three of the four corners at the current intersection of Janesville Road and 108th Street (Hwy. 100). Due to the agricultural traffic along Janesville Road, the area attracted commercial development. It was first called "Hale's Corners" after William Hale, who became its first postmaster. Later, the apostrophe was dropped, and the name Hales Corners stuck.

Hales Corners continued to develop as a commercial and residential center. It was established as an unincorporated village in 1924 and was incorporated as a village on January 30, 1952. The Village will be celebrating its 75th birthday in 2027!

According to the United Census Bureau, the village has a total area of 3.22 square miles (8.34 km<sup>2</sup>), of which 3.21 square miles (8.31 km<sup>2</sup>) is land and 0.01 square miles (0.03 km<sup>2</sup>) is water. The elevation is 781 feet (238 m).

Whitnall Park, at 640 acres, the largest in the Milwaukee County Park system, is in the southeast corner of the community. The park boasts the Boerner Botanical Gardens, the Wehr Nature Center, and an 18-hole championship golf course. The renowned Oak Leaf recreational trail winds through the community.

The Village has recently updated its Comprehensive Plan, and it is available at this link: [Village of Hales Corners Comprehensive Plan](#).

The Whitnall School District serves Hales Corners. Approximately 2,400 students attend two elementary schools (Edgerton and Hales Corners) as well as the Whitnall Middle School and the Whitnall High School. Private schools in the community include Hales Corners Lutheran School, Messiah Lutheran School, and St. Mary Parish School. The post-secondary Sacred Heart School of Theology is also located in the Village.

According to the US Census Bureau, the median home value in Hales Corners was \$291,100 in 2024, compared to Milwaukee County and the State of Wisconsin median values of \$254,700 and \$297,400, respectively. The median household income was \$88,068, appreciably above the State-wide median of \$77,488 and \$66,215 for Milwaukee County. The percentage of residents with a higher education degree of 41.9% was also above the County (33.1%) and State (34.6%) percentages.



# The Village Municipal Organization

The Village of Hales Corners operates under a Village Board–Administrator form of government. It has a long history of stability, with only five individuals serving as village administrator since its incorporation in 1952.

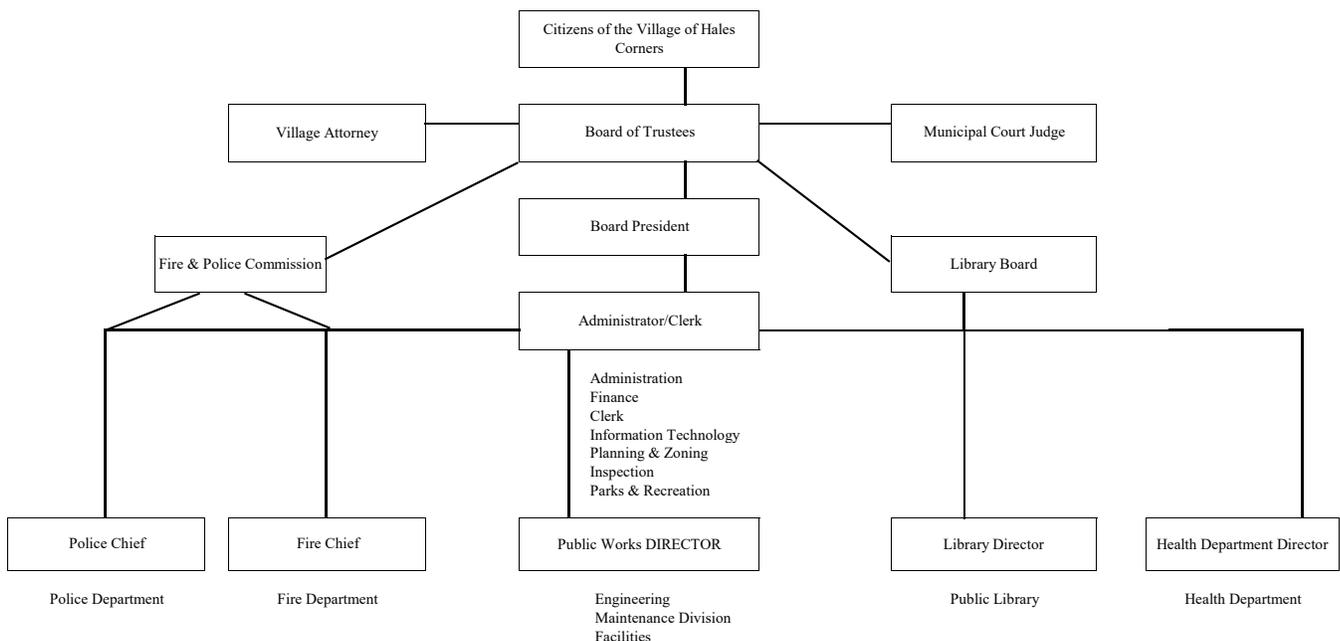
The Village Board consists of seven Village Trustees, who are elected for overlapping three-year terms. The Village President, by virtue of office, serves as a trustee and presides at all meetings and votes as a village trustee. The Village President also signs all ordinances, rules, bylaws, regulations, commissions, licenses, and permits adopted or authorized by the Village Board. The current Village President, Dan Besson, has served the community in that position for the last 9 years and before that served 30 years on the Village Board as a trustee.

Policy-making and legislative authority are vested in the elected Village Board, which establishes the community’s vision, adopts ordinances, and sets overall policy direction. The Village Administrator is responsible for the day-to-day management of municipal operations and for implementing the policies established by the Village Board.

Village services are delivered through several departments that work collaboratively with the Village Administrator to serve residents and support the community’s continued growth. These include Administration, Fire/EMS, Health, Inspection Services, Library, Municipal Court, Police, Public Works, and Recreation. The parks (Hales Corners, Schoetz, and Whitnall) and trails located in Hales Corners are part of the Milwaukee County System. The Village, however, shares in the capital maintenance of Schoetz Park. The 50+ acre Potter’s Forest is owned and maintained by the Milwaukee School District for experiential learning.

The Village employs a dedicated team of 39 full-time and 80+ part-time staff across its departments.

## ORGANIZATIONAL CHART





# Village Finances

The Village has a total 2026 Budget of \$19,531,999 with a breakdown as follows:

## **General Fund-\$10,641,230**

It should be noted that Public Safety projected 2026 expenditures (Fire and Police) represent 43.4% of the Village Budget, while Public Works (22.3%), Transfers to Debt Service (14.1%), and the Library (6%) also make up significant portions.

## **Debt Service-\$6,334,755**

In 2025, the Village borrowed \$4.5M for the Hales Happiness Water Conversion Project. This project, which converts 160 customers from a private municipal water system to the City of Milwaukee Water System, was necessitated by the discovery of high levels of PFAS (forever chemicals) in late 2023. The Village will convert these customers to Milwaukee Water, with the understanding that the financial cost of conversion would be recouped through special assessments on the benefitting customers. The Village has applied for a Wisconsin Department of Natural Resources (WDNR) administered Federal Grant (Emerging Contaminants) as well as a Safe Drinking Water Loan (DWL), also managed by the WDNR. The award of these funds was made in November 2025, with the Village to receive the funds in Spring 2026. The Federal Grant and SDWL funds will be used to pay off the \$4.5M note by May 2026. The \$2.3M net obligation will be repaid by the benefitting property owners over a 10-year period and will not be a tax obligation on any non-benefitting property owner. Village Debt Service costs for 2026, excluding this water project, are \$1,627,036. The 2026 tax levy, which supports Village Debt Service, is \$1,500,000.

## **Capital Projects-\$1,608,000**

The total 2026 Village Capital Projects are projected to cost \$2,766,024; however, the General Fund contributions are augmented primarily by the Village's 2024 and 2025 general obligation borrowings (\$1M). Most of the total projected capital costs are for the 2026 Village Road Resurfacing Program (\$2,719,104).

### **Tax Increment District #4-\$164,120**

Hales Corners TID #4, created in 2016, has recorded equalized value growth of \$16,832,700 over the base increment for the 2025 valuation period (an impressive 14.5% over 2024). The 2026 Budget provides for a tax levy of \$314,927 and \$296,307 in principal and interest payments. This positive cash flow and the Village's ability to pay off some of the TID #4 debt early will allow the District to close in 2028, thirteen years ahead of its allowable life. Upon closure of TID #4, 50% of the value of the increment will be available for village-wide property tax relief.

### **Non-Major Special Revenue Fund-\$229,046**

#### **Equipment Replacement Funds-\$157,849**

The Village maintains revolving funds for both computer and vehicle/equipment replacements.

#### **Sewer Rehab/Stormwater Funds-\$260,128**

The Village maintains a Sewer Rehabilitation Fund both for sanitary non-capital expenditures and capital outlay (i.e. lift stations and lift generators). It also operated a Stormwater Utility Fund for stormwater operations and capital project costs.

#### **Heath Reserve Fund-\$5,374**

The entire 2026 Village Budget can be found here:

[2026 Adopted Budget-1.pdf](#)

The Village completed 2025 with a projected general fund balance of \$2,866,973 or approximately 27% of the 2026 general fund budgeted expenditures. The Village rigidly follows a policy of keeping its general fund balance at least 25% of the succeeding year's budget.

Total outstanding Village indebtedness as of December 31, 2025, was \$20,480,000 with the \$4.5M for the Hales Happiness Water project to be refunded this May dropping that to \$15,900,000. With a 2025 equalized property value of \$1,043,842,300 (up 4.4% over the 2024 value), the Village can legally borrow up to 5% of its equalized value (\$52,192,115) under Wisconsin State law, so it has a healthy debt margin of 30.46%.

The Village has a current Aa3 bond rating from Moody's Investor Services. In its report on the Village's 2025 GO Promissory Note Issuance, Moody's states that "the Aa3 rating reflects the Village's solid economic base. The Village will continue to benefit from access to employment in the Milwaukee metro area, supporting strong resident income and wealth levels." The report goes on to cite the Village's "robust available fund balance ratios and policies and conservative budgeting practices" for this rating.



# The Village Administrator Position

As the Village's chief administrative officer, the Hales Corners Village Administrator is responsible for the implementation of the Village Board's policies and priorities as well as recommending the annual municipal budget. The Village Administrator is responsible for the professional administration of all municipal operations in accordance with Wisconsin Statutes and Village ordinances. The Administrator provides strategic leadership, organizational oversight, fiscal stewardship, and operational coordination to ensure efficient, effective, and responsive delivery of municipal services.

The Village Administrator also serves as the statutory Clerk and Treasurer of the Village. However, most of these responsibilities are delegated to others in the municipal organization, including the Assistant Village Administrator.

The Hales Corners Village Administrator supports the work of the Village Board and municipal boards and committees by coordinating the organization's official business and providing leadership and direction. The Village Administrator hires village department heads and other administrative staff and oversees the management of department-led projects and activities. The Village Administrator is the face of the municipal government and should be very visible in the community, representing the Village organization.

As part of its preparation for the recruitment of the next Hales Corners Village Administrator, PAA conducted an assessment of what some 15 Hales Corners Village Board Members and Village Staff wish to see in their next administrator, and the following were some key expectations that came out of that assessment:

- Maintaining the Village's current financial stability and strength through proactive budgeting and financial management
- Strategic and innovative thinking about the future economic development of the Village
- Developing and retaining talented employees
- Managing growth responsibly while preserving community character
- Fostering continued collaborative initiatives and partnerships with surrounding communities and with internal community stakeholders
- Leveraging new technology to improve operations and processes



# Future Challenges and Opportunities for the Next Village Administrator

- Recent staff turnover with several new department heads creates an opportunity to improve and strengthen the Village team
- Capitalizing on redevelopment opportunities within the Village Business Districts and possible TID creation around 92nd Street and Felly Place
- Completion of the Hales Happiness Water Conversion Project
- Planning for the projected closure of TID #5 and effective distribution of remaining funds and use of tax increment returned to tax rolls
- Maintenance of Village financial stability through long-range capital improvement and budgetary planning
- Providing a high level of municipal services with a limited staff, as affected by State tax levy and expenditure restraints
- Exploring innovative and strategic partnerships with surrounding municipalities to streamline or improve services



## The Ideal Candidate

The ideal candidate demonstrates both personal and professional integrity, a collaborative style when working with the staff team, and takes a team-building approach to leading and addressing community issues/problems.

An individual with a solid background in economic development, particularly in redevelopment, is strongly desired. They should also bring strong expertise in budget development and management, capital improvement planning and execution, and a proactive approach to managing human resources – including pay, performance, and general talent management. A background in strategic planning and organizational change is also sought.

Bachelor's degree in Public Administration, Business Administration, Political Science, or a closely related field required. Master's degree in Public Administration (MPA), Business Administration (MBA), or related field preferred. ICMA-CM designation is a plus. Minimum of five (5) years of progressively responsible leadership experience in municipal management or public sector administration.

Consideration of candidates with private-sector or military experience will be given if they can demonstrate accomplishments that directly relate to the required skills.



# How to Apply

Send cover letter, resume, salary history, and five work-related references (one PFD) to Public Administration Associates, LLC

**Attn:** Kevin Brunner, President

**E-mail:** kevin.brunner1013@gmail.com

**Phone:** 262-903-9509

**Application Deadline: April 10, 2026**

*Confidentiality must be requested by applicants and cannot be guaranteed for finalists per Wisconsin State Statutes.*

# Recruitment/Selection Schedule

**4/10/2026** - Application materials due to PAA

**4/13-4/30/2026** - Review of applications – Selected semi-finalists to be invited for Zoom interviews. PAA begins in-depth reference reports on selected semifinal candidates

**5/3/2026** – Review of candidates – Finalists selected to be invited to Hales Corners for in-person Assessment Center

**Week of 5/13/2026** - In-person Assessment Center in Hales Corners

**Immediately following the Assessment Center**, PAA negotiates the terms of the employment letter on behalf of the Village, and the Village performs the necessary final background checks

**5/18/2026** – Village Board formally confirms appointment of new Village Administrator

**June 22, 2026** - Approximate start date for new Administrator (Assumes 30-day notice to current employer)

Visit the community website at [www.halescornerswi.gov](http://www.halescornerswi.gov).