

**VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES**

DATE: Monday, October 21, 2013

**LOCATION: 250 Elm Street
Thiensville, WI**

TIME: 6:00PM

I. CALL TO ORDER

President Mobley called the meeting to order at 6:00 PM.

II. ROLL CALL

President:	Van Mobley	
Trustees:	Kim Beck	Kenneth Kucharski
	Ronald Heinritz	David Lange
	Rob Holyoke	John Treffert
Administrator:	Dianne Robertson	
Attorney:	Tim Schoonenberg	
Staff:	Director of Public Works Andy LaFond, Fire Chief Brian Reiels	
	Police Chief Scott Nicholson	

III. PLEDGE OF ALLEGIANCE

Trustee Treffert led the recitation of the Pledge of Allegiance.

CONSENT AGENDA

Upon request of any Trustee, any item may be removed from the Consent Agenda for special consideration.

IV. APPROVAL OF MINUTES

A. Board of Trustees

1. September 16, 2013

V. DEPARTMENT REPORTS (Receipt)

A. Department Reports (Receipt)

1. Fire Department
 - a. September, 2013
2. Police Department
 - a. September, 2013
3. Public Works Department
 - a. September, 2013

VI. COMMITTEE REPORTS

A. Committee of the Whole

1. October 7, 2013 Budget Workshop
2. October 7, 2013

VII. REPORTS AND COMMUNICATIONS

A. Historic Preservation Commission

1. August 14, 2013
2. September 11, 2013

B. Plan Commission

1. August 6, 2013
2. September 10, 2013
3. October 8, 2013

C. Business Renaissance Committee

1. August 19, 2013 Sub Committee (incomplete)
3. September 9, 2013 Sub Committee (incomplete)
4. September 11, 2013 Sub Committee
5. September 30, 2013
6. October 16, 2013 (incomplete)

D. Capital Expenditures

MOTION by Trustee Holyoke, **SECONDED** by Trustee Beck to approve the consent agenda. **MOTION CARRIED UNANIMOUSLY.**

BUSINESS AGENDA

VIII. FINANCIAL REPORTS AND ACCOUNTS PAYABLE

A. Accounts Payable For All Funds

1. **Accounts Payable**
 - a. September 14, 2013 through October 18, 2013

MOTION by Trustee Heinritz, **SECONDED** by Trustee Holyoke to approve the accounts payable from September 14, 2013 through October 18, 2013 in the amount of \$597,677.89. **MOTION CARRIED UNANIMOUSLY.**

2. **Financial Report (Receipt)**
 - a. September, 2013

Financial report was received.

IX. PRESIDENT'S REPORT

A. Appointments

1. **Class B Beer & B Liquor License:** Cheel, LLC, Matthew Buerosse, Agent
105 S. Main Street contingent upon occupancy granted by Fire Chief and
Building Inspector

Jesse Daily reported that the repairs are going to cost about \$38,000 for the building. Mr. Moy (current owner) will be a tenant for about 4-5 months.

Trustee Heinritz asked why Mr. Daily had Matthew Buerosse listed as the agent and not himself. Mr. Buerosse and Mr. Daily are business partners and Mr. Daily is listed as Vice President and Mr. Buerosse is listed as the agent.

MOTION by Trustee Kucharski, **SECONDED** by Trustee Beck to approve a Class B Beer & B Liquor License contingent upon a 2 month progress report and contingent upon occupancy granted by the fire chief and the building inspector within 6 months. **MOTION CARRIED UNANIMOUSLY.**

- 2. Operators Licenses**
New: B-1 Burger, Jordan J. Lee

MOTION by Trustee Heinritz, **SECONDED** by Trustee Holyoke to approve a new operator's license to Jordan J. Lee. **MOTION CARRIED UNANIMOUSLY.**

- 3. Fire Department Members:** Shawn D. Holmes & Theodore J. Wusler
New: Anesia M. Palmer

MOTION by Trustee Beck, **SECONDED** by Trustee Holyoke to approve Shawn D. Holmes, Theodore J. Wusler and Anesia M. Palmer as new fire department members. **MOTION CARRIED UNANIMOUSLY.**

- 4. TBRC Members:** George Coulter and Kristina Eckert

MOTION by Trustee Beck, **SECONDED** by Trustee Heinritz to approve George Coulter and Kristina Eckert to the TBRC. **MOTION CARRIED UNANIMOUSLY.**

- 5. Street Closing Permit:** Thursday, November 28, 2013 from 6AM to Noon,
Riverview Drive, Colleen Krueger, Turkey Trot

MOTION by Trustee Treffert, **SECONDED** by Trustee Heinritz to approve the street closing permit for Colleen Krueger, Turkey Trot on Thursday, November 28, 2013 from 6AM to Noon on Riverview Drive. **MOTION CARRIED UNANIMOUSLY.**

X. ADMINISTRATOR'S REPORT

- A. Department Reports**
 - 1. Administrator's Report**

Former M&I Property

The owner, Jacob Klein, is revisiting the potential use of the property. At this time Mr. Klein has abandoned the idea for a 60-unit apartment complex. Nothing else has been submitted to Village staff at this time.

Laurel Acres Water Distribution Project

The final construction costs have not yet been reported by the Mequon Water Utility. Therefore, the final special assessment amount is not known. A final resolution will be presented when those actual costs are finalized.

Final Population

The Village final population estimate as of the January 1, 2013 is 3,223. The 2012 population was 3,228 and the 2010 census population was 3,235.

STP Road Grant

The application has been filed requesting the grant be used for the Alta Loma/Madero/Crescent/Bel Aire Road Project of 2014. The estimated grant is \$17,000. Thanks to Director of Public Works Andy LaFond for serving Thiensville on the committee.

Worker's Compensation Experience Modification

The Village received a notice regarding the worker's compensation experience modification factor for the rating period of 1/1/2014 to 1/1/2015. The new factor is 1.00, which is .11 higher. The worker's compensation experience is driven by the last 3-year actual loss experience. The last 3 years loss expenditures were:

2010	\$852
2011	\$890
2013	\$39,337

Library Exemption Threshold

A new spreadsheet was included with the packet showing the new library formula with the appropriation needed for exemption to the County library tax shown for the City of Mequon and the Village of Thiensville. The 2013 County Library Exemption for Thiensville is \$79,341 based on the equalized value formula or \$106,922 based on the new formula established by the State Legislature. The Village Board can choose either funding option or can leave funding as it was in 2013 at \$110,740. Whatever option the Village Board chooses will set the pace for the 2015 funding formula based on 3 years prior expenditures. If the Village Board funds the library as it did in 2013 the 3 year average for 2015 will be \$108,244. The existing funding formula with the City of Mequon will need to be revisited to reflect the 3 year average since the 3 part formula for funding; population, equalized value and usage no longer reflects the legislative intent. The City of Mequon will be funding the library at \$1,050,158, which is based on the equalized value formula. The 3 year average would have set Mequon's contribution at \$1,087,647. In 2013 Mequon's appropriation was \$993,640.

Police Department Thank You

The Village received a letter of appreciation from Mr. Bill Conley, who owns the property at 166 Green Bay Road. Mr. Conley thanks the Thiensville Police Department, in particular Chief Nicholson and Officer Belzer for their professionalism.

Chapter 30 Permit 128-136 N. Main Street

The Village is very close to receiving the DNR Chapter 30 Permit for the Village owned property at 128-136 N. Main Street. As the property owner this permit will allow the Village to fill the property so it is out of the floodway and to complete the work on the Pigeon Creek wall.

Incoming Revenue

\$	5,187.32	2014 EMS Funding Assistance Program
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2. Building Inspection Department (Receipt)
 - a. September, 2013 Report

Inspection report received.

XI. ATTORNEY'S REPORT

XII. COMMITTEE REPORTS

- A.** Review and recommendation regarding a condition report on 105 S. Main Street from the Fire Inspector & Fire Chief

Chief Reiels met with Mr. Daily and the Fire Inspector about one week ago in regards to what needs to be done to the building to obtain occupancy. The structural work will be done according to the structural engineers specifications and that a complete fire alarm system including smoke detection will be installed. The fire alarm system will be monitored by a service.

Trustee Treffert commented that the windows on the top floor have been out for about a month. The windows were out to paint the peak of the building.

A fire alarm system is needed and will be reviewed by the fire department before installation and is a compromise for a sprinkler system. The combustible materials have been removed. Administrator Robertson commented that the liquor license can be approved contingent upon occupancy by not only the building inspector but also the fire chief. Chief Reiels and his department will inspect after the work is done. The structural items were one of the major concerns.

There needs to be a time limit for the repairs to be completed and Fire Chief Reiels feels that 6 months is a good timeframe. Trustee Treffert wants this to move faster than 6 months and would like to see some type of progress report. Mr. Daily feels that this is a reasonable request and will keep the Village Board updated.

The report was accepted.

- B.** Review of Main Street Reconstruction Project and timetable
Kevin Wagner of Ruekert & Mielke will be in attendance

Mr. Kevin Wagner was in attendance from Ruekert & Mielke. The project area is from the northern limits of Village limits to Division Street. This project has received funding from the improvement program of the Wisconsin Department of Transportation. The funding is 80% federal funding and 20% is provided by the Village. Village share is \$163,496 (includes the State review costs of \$27,300) and State share is \$544,784 for a total cost of \$708,280. This is for construction only and the engineering for construction purposes only. This does not include design engineering. There are no major reconstruction issues going on and this is considered to be minor maintenance. There will also be replacement of curb and gutter that is in poor condition. An environmental/traffic study is not required, this is only required when traffic lanes or the flow of traffic are altered. The cost of a traffic study is \$7,000 to \$10,000. Some street lights, some stamped concrete and some streetscaping will be replaced. Handicapped curb ramps will be brought up to ADA standards. The look of the road will basically remain the same.

Andy LaFond would like to complete some ascetic enhancements. Administrator Robertson commented that this project could be completed and then in a year or two install a median in with Village money, thereby avoiding the cost of the traffic study.

Andy LaFond reported that this had been moved to a 2015 construction. President Mobley reported that the business owners along Main Street want any road work done in as little amount of time as necessary. The DOT changes their standards frequently so something that may be okay this year may not be acceptable next year like sidewalks and curb ramps etc.

Trustee Treffert would like a decision to be made on the Main Street Water by March 31st, 2014. Trustee Heinritz commented that Main Street used to be classified as Highway 57 and when it was Highway 57 the state provided more funding for maintaining a highway. For all practical purposes the same amount of traffic is still going up and down Main Street with the Village maintaining a highway at its own cost. Mr. Wagner commented that if this street were classified as a highway there would be stricter regulations as to what could be funded and what would have to be done. Mr. Wagner went over the schedule for the reconstruction for the Village Board.

C. Review discussion regarding the sanitary sewer interceptor needed repairs

Director of Public Works Andy LaFond gave a complete update and showed pictures. He reported that there is a 15" forced main that the Village lift station is pumping into the Mequon- Thiensville sanitary sewer interceptor. The sanitary sewer interceptor was built in 1987, about the time the sewer plant was shut down and started pumping through to MMSD (Milwaukee Metropolitan Sewerage District). The sanitary sewer interceptor is a 36" concrete pipe that Ruekert & Mielke designed and constructed and the Village shares with Mequon. Mequon discovered that the mainline was shown to have corrosion from excessive sewer gas (sulfuric acid). The largest cost to repair this problem is for a bypass while the repair is being completed. Mequon has agreed to contract with Ruekert & Mielke to come up with a design and specifications to fix the problem. This will not affect the Main Street Project. The problem runs from Mequon Road South on Cedarburg Road to County Line Road. The Village is responsible for 1/3 of this project cost. Mequon is responsible for inspection and maintenance. The total distance is 11,000 feet.

**D. Review and approval of Proclamation for Beggar's Night, Sunday, October 27, 2013
4PM to 7PM**

MOTION by Trustee Treffert, **SECONDED** by Trustee Heinritz to approve a Proclamation for Beggar's Night, Sunday, October 27, 2013 from 4PM to 7PM. **MOTION CARRIED UNANIMOUSLY.**

E. Review and discussion regarding 2014 Capital Projects Budget

Administrator Robertson stated that the Board had wanted to take a further look at the capital budget after the budget work session. The Village was not successfully this year in obtaining the park grant for restrooms and a pier. Either the funding can be left for next year or this could be allocated for something else or this could be placed in the contingency fund. Trustee Heinritz would like to set aside some money for the 2nd floor of the old Village Hall now that the previous parking problem is resolved with the new parking lot. Grant funding is available for some of these things that the old Village Hall needs. There are people that are interested in occupying the building. The HPC feels there is a need for a place to keep historic artifacts and this building could be a good place. Water and sewer are available for this building. Trustee Beck would like to have an elevator in the building. The Board wants to see a list of what this building needs and then modify it if necessary.

The Board decided to leave the existing funding in place.

NEXT RESOLUTION NUMBER:	2013-17
NEXT ORDINANCE NUMBER:	2013-07

XIII. REPORTS AND COMMUNICATIONS

- A.** Plan Commission
- B.** Frank L. Weyenberg Library
- C.** Mid-Moraine Legislative Committee
- D.** Historic Preservation Commission
- E.** Telecommunication & IT Oversight Committee
- F.** C.D.A.
- G.** Bike Trail Committee
- H.** Farmland Preservation Committee
- I.** Thiensville Business Association/Renaissance Committee

XIV. UNFINISHED BUSINESS

XV. ANY OTHER MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY BE BROUGHT BEFORE THE BOARD, OR CARRIED OVER FROM THE SEPTEMBER 16, 2013 VILLAGE BOARD MEETING.

- A. Inter-Governmental Committee with Mequon
- B. Use of 101 Green Bay Road, Old Village Hall & Fire Station
- C. Acceptance/Report of Gifts Received
- D. Dialog with Mequon regarding water utility service
- E. Review next month's meeting date schedule

XVI. MOTION TO ADJOURN TO CLOSED SESSION

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to adjourn to closed session at 7:26PM pursuant to Chapter 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding property purchase and pursuant to Chapter 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding deputy clerk evaluation.

- 1. Roll Call Vote

Ayes: Trustees Beck, Heinritz, Holyoke, Kucharski, Lange, Treffert and President Mobley.

Naes: None

MOTION CARRIED.

MOTION TO RECONVENE IN OPEN SESSION

- 1. Vote of Board to reconvene.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to reconvene in open session at 8:17PM.

MOTION CARRIED UNANIMOUSLY.

- 2. Review and action on closed session matters.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Heinritz to adjust the deputy clerk salary for 2013 at the top pay range for the dispatch position. **MOTION CARRIED UNANIMOUSLY.**

XVII. ADJOURNMENT

MOTION by Trustee Beck, **SECONDED** by Trustee Holyoke to adjourn the meeting at 8:20PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Approved by,

Susan R. Conway
Administrative Assistant

Dianne S. Robertson
Village Clerk