

**VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES**

DATE: Monday, February 17, 2014

**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:	Robert Feind	
Staff:	Director of Public Works Andy LaFond, Fire Chief Brian Reiels	
	Police Chief Scott Nicholson	

III. PLEDGE OF ALLEGIANCE

Trustee Beck led the recitation of the Pledge of Allegiance.

OATH OF OFFICE TO VILLAGE OFFICIALS

1. **Telecommunicator/Police Secretary Heather Boesch**
2. **Finance Administrator/Assistant Administrator Colleen Landisch**
3. **Police Officer Francis Timothy Sullivan**
4. **Motion to take a 15 minute break for a welcoming reception**

Administrator Robertson gave the oath of office to Heather Boesch, Telecommunicator/Police Secretary, Colleen Landisch, Finance Administrator/Assistant Administrator and Timothy Sullivan, Police Officer.

MOTION by Trustee Lange, **SECONDED** by Trustee Heinritz to take a recess at 6:20PM for cake and to honor the new employees. **MOTION CARRIED UNANIMOUSLY.**

The meeting was called back to order at 6:30PM.

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. January 20, 2014

V. DEPARTMENT REPORTS (Receipt)

- A. Department Reports (Receipt)**
 - 1. Fire Department
 - a. January, 2014
 - 2. Police Department
 - a. January, 2014
 - 3. Public Works Department
 - a. December, 2013
 - b. January, 2014

VI. COMMITTEE REPORTS

- A. Committee of the Whole**
 - 1. February 3, 2014

VII. REPORTS AND COMMUNICATIONS

- A. Historic Preservation Commission**
 - 1. February 12, 2014 (not complete)
- B. Plan Commission**
 - 1. December 3, 2013
 - 2. February 4, 2014
- C. Business Renaissance Committee**
 - 1. January 27, 2014
- D. Capital Expenditures**

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange 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. January 20, 2014 through February 14, 2014

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to approve the accounts payable from January 20, 2014 in the amount of \$904,353.91. **MOTION CARRIED UNANIMOUSLY.**

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

Financial report was received.

IX. PRESIDENT'S REPORT

A. Appointments

1. **Class B Beer & B Liquor License:** Kelly B. Fechter, Agent for Walgreens

MOTION by Trustee Beck, **SECONDED** by Trustee Lange to approve Kelly B. Fechter as Agent for Walgreens Class B Beer & B Liquor License. **MOTION CARRIED UNANIMOUSLY.**

2. **Operators Licenses:** Jamie M. Engel, Walgreens

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to approve a new operator's license to Jamie M. Engel, Walgreens. **MOTION CARRIED UNANIMOUSLY.**

3. **Fire Department Member:** Lionell Perry III

MOTION by Trustee Holyoke, **SECONDED** by Trustee Beck to approve Lionell Perry III as a new Fire Department member. **MOTION CARRIED UNANIMOUSLY.**

4. **Miscellaneous:**

X. ADMINISTRATOR'S REPORT

A. Department Reports

1. Administrator's Report

Tax Collections Through 12/31/2013

As of 1/31/2014 the Village collected 79.90% of the tax collections. Of that total 13.64% was collected by Harris Bank and 86.36% was collected by the Village office.

Alta Loma/Madero/Bel Aire/Crescent Project

The project is on the agenda for consideration tonight. The bids came in within budget but will be over with engineering fees. There are alternates within the bid that can be utilized to save costs.

Annual Audit

The annual audit will be conducted the week of February 20th. The final report will be presented to the Village Board in April or May. The General Fund will end with a positive number transferred to fund balance.

Incoming Revenue

\$	5,026.70	4 th Quarter 2013 Time Warner Cable Franchise Fees
	2,579.52	4 th Quarter 2013 AT&T Franchise Fees

2. Building Inspection Department (Receipt)
 - a. January, 2014 Report

Inspection report was received.

XI. ATTORNEY'S REPORT

Attorney Bob Feind stated that they are working on a social host ordinance in regards to parties being hosted by adults and serving underage age people. There are various ordinances that have been adopted in other communities.

XII. COMMITTEE REPORTS

- A. Review and approval to support the M-T Bikeway Commission to apply for Federal Recognition as a Bicycle Friendly Community

MOTION by Trustee Kucharski, **SECONDED** by Trustee Heinritz to approve the support for the M-T Bikeway Commission to apply for Federal Recognition as a Bicycle Friendly Community. **MOTION CARRIED UNANIMOUSLY.**

- B. Review and approval of Resolution No. 2014-02 Terminating of Declaration of Trust and Release of Easements for the Laurel Acres Water Distribution System

Administrator Robertson reported that all the work has been completed except the final touches from the contractor. The wells have been abandoned. There is a remnant parcel and it will be deeded to an abutting neighbor based on the Board's action. This parcel is sandwiched between four or five parcels and without an easement there is no access to it.

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to approve Resolution No. 2014-02 Terminating of Declaration of Trust and Release of Easements for the Laurel Acres Water Distribution System. **MOTION CARRIED UNANIMOUSLY.**

- C. Review and support to allow a temporary stage for the Village Market at the request of the Thiensville Business Association

This will also have to go to Plan Commission for approval and then will come back to the Board for final approval. This stage will be on a trailer for mobility and is being donated by Suburban Rental.

MOTION by Trustee Lange, **SECONDED** by Trustee Holyoke to conceptually allow a temporary stage for the Village Market at the request of the Thiensville Business Association. **MOTION CARRIED UNANIMOUSLY.**

- D. Review and approval of a Proclamation for Telecommunicator/Police Secretary Christine Koerner in honor of her retirement

Christine Koerner was in attendance and thanked everyone for attending her retirement party and all the nice notes and thoughts that she received.

MOTION by Trustee Heinritz, **SECONDED** by Trustee Kucharski to approve a Proclamation for Telecommunicator/Police Secretary Christine Koerner in honor of her retirement. **MOTION CARRIED UNANIMOUSLY.**

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- E. Review and approval to authorize the Village Treasurer to utilize Commerce State Bank for Village investment funds

President Mobley excused himself since he is on the Board of Commerce State Bank.

MOTION by Trustee Treffert, **SECONDED** by Trustee Heinritz to authorize the Village Treasurer to utilize Commerce State Bank for Village Investment Funds.

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

Abstain: President Mobley

MOTION CARRIED.

- F. Review and approval to proceed with the Walking Bridge Project over Pigeon Creek

This project would have to go out for bid. Trustee Heinritz asked if there were any overall estimates for the project. Administrator Robertson stated that now is the time for the Board to decide before Dr. Lewis's building begins construction because it would be almost impossible to install the bridge after the building was up. The bridge with installation as a quote not a bid was \$56,000, \$46,000 for the bridge and \$10,000 for installation. The paths on both sides of Pigeon Creek and landscaping will be approximately \$10,000 to \$20,000. The budget for this project was \$75,000. Director of Public Works Andy LaFond reported that when Main Street is redone he will be proposing a pedestrian friendly walkway across Main Street to complete the walking bridge project.

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to proceed with bidding the walking bridge over Pigeon Creek.

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

Naes: Trustee Holyoke

MOTION CARRIED.

- G. Review and support to grant a Riverwalk Recreational Easement as requested by the Rotary Clubs

Administrator Robertson stated that the Board is basically granting an easement to the Village to protect future generations from building something on the Riverwalk which has been a significant investment. President Mobley asked Attorney Bob Feind if granting this easement would allow a future Rotary Club member to come in and demand certain action on the part of this Village in our own territory. Attorney Feind commented that this is a perpetual easement and that the Rotary always wants it to be there. President Mobley gave an example that if in 50 years or so when the dam needs to be maintained there may be people that have totally different ideas but these people should not be constricted or constrained with what they want to do by a former easement. Trustee Treffert agrees with President Mobley and does not want to hinder the future in any way with possible different needs as time goes by. The portion of the Riverwalk that is on Village property is unbuildable anyway. Trustee Kucharski asked if there can be a timeframe limit on an easement and the answer is yes.

This item was tabled for further review.

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H. Review and approval to set the public hearing date for the Corner Lot Ordinance

Attorney Feind reported that the corner lot ordinance was drafted by Planner Jon Censky and his office has not reviewed the final draft. There will be a public hearing before the Board regarding this ordinance and this does not have to go back to the Plan Commission but the Board will then take action on the ordinance.

This item was tabled for further review.

I. Review and discuss the procedure to evaluate proposals for a possible Beer Garden

The Village received one proposal. Trustee Lange reported that the proposal was from Laura Adair who owns Laura's Donges Bay Club in Mequon. Laura already has a general manager established for the beer garden. They would like to offer food and beverage service with a variety of beers and soda. The hours would be from noon until the park closes at dusk. They would like to do this in conjunction with Tuesday's Farmers Market and including special events. Lawn games and a few table games would be available. They have offered to put in an ATM machine at no cost to the Village. They will be working in conjunction with Sprecher Brewery. Laura wanted to know if the Board would allow outdoor concerts, can these events be co-sponsored by the community organizations; can these events be all ages? Laura also asked about decorative fencing but this is not a necessity. They are proposing seven days a week and 20% of the gross revenue given to the Village. Trustee Treffert would like to get more feedback from the DPW, Police Department and Laura Adair at the next COW with all aspects of the potential beer garden good and bad.

This item will be on the next Committee of the Whole.

**J. Review and approval to award a contract to Stark Asphalt for the Alta Loma/
Madero/Bel Aire/Crescent Road Project in the amount of \$431,531.00**

The successful bidder is the same firm that did the Green Bay Road project. Director of Public Works Andy LaFond reported that there were more problems with the storm sewers than he would like to have seen. The bid calls for tearing up and replacing the storm sewer and maybe some of them can be lined which would be a cost savings.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Heinritz to approve awarding a contract to Stark Asphalt for the Alta Loma/Madero/Bel Aire/Crescent Road Project in the amount of \$431,531. **MOTION CARRIED UNANIMOUSLY.**

K. Review and approval of the 2014 Legal Fee Schedule for the Village Attorney

Attorney Feind is proposing to make Thiensville fees the same as the other communities that they represent and the present rate for partners is \$170.00 per hour and this would go up to \$180.00 per hour. The contract would be for two years. The present rate for traffic is \$150.00 per hour and this would go up to \$155.00 per hour. Unlike other law firms they do have a cap for what they charge for a meeting. It is currently \$275.00 and this will go up to \$310.00. Travel time is not charged.

This item is tabled.

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- L. Review and approval of Resolution No. 2014-03 Honoring the Service of Daniel Thompson, Executive Director of the League of Wisconsin Municipalities

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to approve Resolution No. 2014-03 Honoring the Service of Daniel Thompson. **MOTION CARRIED UNANIMOUSLY.**

NEXT RESOLUTION NUMBER:	2014-03
NEXT ORDINANCE NUMBER:	2014-01

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

On March 5, 2014 there is the State of the Community lunch hosted by the M-T Chamber. The Trustees should let Sue Conway know if they are going.

The TBRC has drafted goals for 2014 and they were distributed to the Board.

President Mobley commented on the Main Street reconstruction and wants to start thinking about this and get ideas and then maybe have some open houses to get input.

XIV. UNFINISHED BUSINESS

XV. ANY OTHER MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY BE BROUGHT BEFORE THE BOARD, OR CARRIED OVER FROM THE JANUARY 20, 2014 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
 - 1. Multiple donations received in memory of Thomas Mohr

MOTION by Trustee Heinritz, **SECONDED** by Trustee Lange to accept the multiple donations received in memory of Thomas Mohr. **MOTION CARRIED UNANIMOUSLY.**

- D. Dialog with Mequon regarding water utility service
- E. Review next month's meeting date schedule

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XVI. ADJOURNMENT

MOTION by Trustee Holyoke, **SECONDED** by Trustee Beck to adjourn the meeting at 7:2 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Approved by,

Susan R. Conway
Administrative Assistant

Dianne S. Robertson
Village Clerk