

**VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES**

DATE: Monday, April 21, 2014

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

TIME: Immediately following a public hearing at 6:00PM

I. CALL TO ORDER

President Mobley called the meeting to order at 6:10 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, Police Chief Scott Nicholson	

III. PLEDGE OF ALLEGIANCE

President Mobley led the recitation of the Pledge of Allegiance.

OATH OF OFFICE TO VILLAGE OFFICIALS

1. Trustee Rob Holyoke
2. Trustee Ronald Heinritz

Administrator Robertson administered the oath of office to Trustees Rob Holyoke and Ronald Heinritz.

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. March 17, 2014

V. DEPARTMENT REPORTS (Receipt)

- A. Department Reports (Receipt)**
1. Fire Department
 - a. March, 2014
 2. Police Department
 - a. March, 2014
 3. Public Works Department
 - a. March, 2014

VI. COMMITTEE REPORTS

- A. Committee of the Whole**
 - 1. April 7, 2014

VII. REPORTS AND COMMUNICATIONS

- A. Historic Preservation Commission**
 - 1. March 18, 2014
 - 2. April 9, 2014
- B. Plan Commission**
 - 1. April 8, 2014
- C. Business Renaissance Committee**
 - 1. March 31, 2014
- D. Board of Canvassers**
 - 1. April 1, 2014 Election Canvass
 - 2. April 4, 2014 Election Canvass
- E. M-T Bike Pedestrian Commission**
 - 1. December 6, 2013
 - 2. January 10, 2014
 - 3. January 31, 2014
- F. M-T River Advisory Committee**
 - 1. February 12, 2014
- G. Capital Expenditures**

MOTION by Trustee Beck, **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. March 15, 2014 through April 18, 2014

MOTION by Trustee Heinritz, **SECONDED** by Trustee Beck to approve the accounts payable from March 15, 2014 through April 18, 2014 in the amount of \$394,901.11. **MOTION CARRIED UNANIMOUSLY.**

- 1. **Financial Report (Receipt)**
 - a. March, 2014

Financial report was received.

IX. PRESIDENT'S REPORT

A. Appointments

- 1. Licenses for Skippy's Sport Pub & Grub, 113 Green Bay Road**
 - a. Class B Beer & B Liquor, Agent Kenneth Kucharski
 - b. Renewal Beverage Operator's Licenses: Cassie M. Haugen, Bret T. Kucharski & Cindy J. Shaurette
 - c. Coin Machines – 3 Machines
 - d. Pool Table
 - e. Cigarette

MOTION by Trustee Holyoke, **SECONDED** by Trustee Heinritz to approve the licenses listed above to Skippy's Sport Pub & Grub.

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

Abstain: Trustee Kucharski

MOTION CARRIED.

- 2. Class B Beer & B Liquor Renewal: Attached List**
- 3. Class A Liquor Renewal: Attached List**
- 4. Class A Beer & A Liquor Renewal: Attached List**
- 5. Class B Beer & C Wine Renewal: Attached List**
- 6. Class B Beer & B Liquor New: Attached List**

MOTION by Trustee Beck, **SECONDED** by Trustee Lange to approve the following liquor licenses:

Class B Beer and B Liquor

2MGA – Class B Beer and B Liquor, Agent - Anna Bakalinsky, B-1 Burger, 105 W. Freistadt

CHUCK' PLACE – Class B Beer and B Liquor, Agent – Theodore Hagen, 408 N. Main Street

PRIME MINISTER RESTAURANT – Class B Beer and B Liquor, Agent – Efthimios Triantafillou, 517 N. Main S

REMINGTON'S RIVER INN – Class B Beer and B Liquor, Agent – Robert Ollman, 130 S. Main Street

SHULLY CATERING – Class B Beer and B Liquor, Agent – Scott Shully, 146 Green Bay Road

Class A Liquor

FANTASY FLOWERS – Class A Liquor, Agent - Nancy Witte-Dycus, 106 E. Freistadt Road

Class A Beer and A Liquor

PIGEON CREEK WINE & LIQUOR – Class A Beer and A Liquor, Agent – Scott Shully, 144 Green Bay Road

WALGREENS – Class A Beer and A Liquor, Agent – Kelly Fechter, 278 N. Main Street

Class B Beer and C Wine

EAST SUN CHINESE RESTAURANT – Class B Beer and C Wine, Agent - Chang Chun Siu, 305 N. Main Street

GLAZE – Class B Beer and C Wine, Agent – Kristina Eckert, 149 Green Bay Road

GRACE LUTHERAN CHURCH – Class B Beer and C Wine, Agent – Richard Koch, 303 Green Bay Road

THIENSVILLE FIRE DEPARTMENT – Class B Beer and C Wine, Agent – Terence Gengler, 250 Elm Street

NEW – LIQUOR LICENSES

CHEEL, LLC – Class B Beer and B Liquor, Agent – Matthew Buerosse, 105 S. Main Street

MOTION CARRIED UNANIMOUSLY.

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7. **Operators Licenses Renewal: Attached List**
8. **Operators Licenses New: Attached List**

MOTION by Trustee Holyoke, **SECONDED** by Trustee Beck to approve the following operator's licenses:

OPERATORS

B-1 Burger – New

Sara J. Sibley

Renewals

Patricia A. Bolling and Ashley M. Meistad

Glaze – New

Skye F. Marach

Renewals

Heather A. Albrecht, Philip G. Eckert, Nancy E. Grittner, and Wendy A. Kickbush

Grace Lutheran Church – Renewal

Richard M. Koch

Remington's – Renewals

Charise E. Albers, Bruce F. Anderson, Cynthia C. Check, Sarah V. Endlich, Jordan J. Lee, Amy M. Ollman, Sandra L. Pintor, Lindsay M. Rischmann, and Kristina L. Specht

Shully's – New

Kathleen M. Arn, Beth M. Berdes, Max A. Dodge, Julie M. Grau, Meghan K. Joyce, Julie A. Koskinen, Cheryl A. Rice and Patricia L. Sommerfeldt

Renewals

Sandra D. Fedele-Jacoby, Stephanie L. Frost, Doug M. Hogan, John J. Janz, Scott S. Jones, Mark D. Lavine, Christopher D. Marks, Edwina Silverstein, Steven R. Thuilliez and Kim I. White

Skippy's – Renewals

Cassie M. Haugen, Bret T. Kucharski, and Cindy J. Shaurette

Walgreen's – Renewals

Aaron C. Baker, Kristin L. Freimuth, Joanne F. Hilgendorf, Susan J. Richards, Shirley C. Rodriguez, Dena L. Schwochert, Steven A. Slutzky, Todd R. Tischler, Gloria Folz and Pauline M. Ziegler

MOTION CARRIED UNANIMOUSLY.

1. **Coin Machines Renewal: Attached List**

MOTION by Trustee Holyoke, **SECONDED** by Trustee Heinritz to approve 5 coin machines to Remington's River Inn. **MOTION CARRIED UNANIMOUSLY**

1. **Cigarette Licenses Renewal: Attached List**

MOTION by Trustee Heinritz, **SECONDED** by Trustee Holyoke to approve cigarette licenses to Walgreens. **MOTION CARRIED UNANIMOUSLY.**

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2. Miscellaneous:

- a.** Parade Permit for T-M Legion Memorial Day Parade, Monday, May 26, 2014 from 9AM to Noon from Grace Lutheran Church to the South Village Limits

MOTION by Trustee Beck, **SECONDED** by Trustee Lange to approve a parade permit for T-M Legion Memorial Day parade, Monday, May 26, 2014 from 9AM to Noon from Grace Lutheran Church to the South Village Limits. **MOTION CARRIED UNANIMOUSLY.**

X. ADMINISTRATOR'S REPORT

A. Department Reports

1. Administrator's Report

Alta Loma/Madero/Bel Aire/Crescent Project

Notices were mailed to the residents informing them of the construction project details and timeframe. The contractor will begin on May 5, 2014 with an anticipated ending on July 1st.

Main Street Project

A public presentation of the project is scheduled on Monday, April 28, 2014 at 6PM. There will be a 45 minute presentation with staff being available for questions after the presentation.

Spring General Election

The Spring General Election was April 1, 2014 with Trustees Heinritz and Holyoke being successful in their reelection.

Recycling Grant

The Village has been awarded a Recycling Grant from the Wisconsin Department of Natural Resources for 2014 in the amount of \$9,523.80.

OED Outreach Event

Ozaukee Economic Development is holding an outreach to businesses event on Wednesday, April 30, 2014 at Shully's Watermark from 5:30 PM to 7:00 PM. The featured speaker is Joe Bartolotta, President of Bartolatta Restaurants.

River Cleanup

The Milwaukee River Cleanup is scheduled for Saturday, April 26th from 8:30 AM to 11:30 PM. Village residents Jim & Katie Gennrich have coordinated this event for quite some time.

- 1. Building Inspection Department (Receipt)**
 - a. March, 2014 Report**

Inspection report was received.

XI. ATTORNEY'S REPORT

Board of Trustees, meeting minutes

XII. COMMITTEE REPORTS

- A. Hear Auditor John Knepel and review and acceptance of the 2013 Financial Statements prepared by Baker Tilly, Virchow Krause & Company, LLP

Mr. John Knepel was in attendance and gave an overview of his report. Here is the summary:

1. Objective of the audit was to express an opinion on Village financial statements.
2. Reports issued
 - a. Village Financial statements – Unmodified opinion, commonly referred to as a “clean” opinion (new format this year per change in industry standards)
 - i. Highest level of assurance you can receive from your auditor.
 - ii. Financial statements are presented “fairly” in accordance with generally accepted accounting principles
 - b. Communication with those Charged with Governance and Management
 - c. Tax Incremental District Financial Statements
 - i. Summarized activity from date of creation through December 31, 2013
3. Financial highlights
 - a. Governmental Funds

	General Fund	Tax Incremental District Fund	Capital Improvement Fund	Nonmajor Governmental Funds
Current year activity				
Revenues and other sources	\$ 2,432,922	\$ 701,016	\$ 970,796	\$ 1,139,097
Expenditures and other uses	2,365,705	699,640	1,253,179	575,356
Change in fund balances	<u>\$ 67,217</u>	<u>\$ 1,376</u>	<u>\$ (282,383)</u>	<u>\$ 563,741</u>
Fund Balance				
Nonspendable	\$ 72,920	\$ -	\$ -	\$ -
Restricted	-	6,332	-	716,191
Committed	180,898	-	-	149,086
Assigned	181,593	-	922,549	-
Unassigned	1,534,039	-	-	(77,624)
Total	<u>\$ 1,969,450</u>	<u>\$ 6,332</u>	<u>\$ 922,549</u>	<u>\$ 787,653</u>

b. General fund budget

	Original and Final Budget	Actual	Variance: Favorable (unfavorable)
Revenues	\$ 2,467,015	\$ 2,432,922	\$ (34,093)
Expenditures	2,661,724	2,319,705	342,019
Excess (deficiency)	(194,709)	113,217	307,926
Other financing sources (uses)	-	(46,000)	(46,000)
Net change in fund balance	\$ (194,709)	\$ 67,217	\$ 261,926

c. Enterprise Fund

	Sewer Utility
Current year activity	
Operating revenues	\$ 851,163
Operating expenses	823,803
Operating income	27,360
Nonoperating revenue	8,465
Change in net assets	<u>\$ 35,825</u>
Assets	
Current	\$ 1,244,199
Noncurrent	5,095,862
Total	<u>\$ 6,340,061</u>
Liabilities	
Current	\$ 20,341
Noncurrent	-
Total	<u>\$ 20,341</u>
Net Assets	
Invested in capital assets	\$ 4,871,767
Restricted	224,095
Unrestricted	1,223,858
Total	<u>\$ 6,319,720</u>

d. Long-term debt

	Governmental Activities	Business-type Activities	Total
Special assessment B bonds	\$ 860,000	\$ -	\$ 860,000
Total long-term debt 2013	<u>\$ 860,000</u>	<u>\$ -</u>	<u>\$ 860,000</u>
Total long-term debt 2012	<u>\$ 450,000</u>	<u>\$ -</u>	<u>\$ 450,000</u>
Statutory debt limit (5% of equalized value)	\$ 14,919,530		
Capacity for additional general obligation debt	\$ 14,919,530		

The village does not have any outstanding long-term debt for which it is obligated to pay.
Special assessment B bonds are payable solely from the related assessments levied.

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to accept the 2013 Financial Statements prepared by Baker Tilly, Virchow Krause & Company, LLP. **MOTION CARRIED UNANIMOUSLY.**

B. Review and approval of Ordinance No. 2014-02 Amending Corner Lots

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to approve Ordinance No. 2014-02 Amending Corner Lots. **MOTION CARRIED UNANIMOUSLY.**

C. Review and approval of a design proposal for Village Park Restrooms
by Groth Design Group in the amount of \$4,000

MOTION by Trustee Kucharski, **SECONDED** by Trustee Lange to approve a design proposal for Village Park Restrooms by Groth Design Group in the amount of \$4,000. **MOTION CARRIED UNANIMOUSLY.**

D. Review and reconsideration of Ordinance No. 2014-01 Amending Section 46-15
relating to Social Host

Attorney Robert Feind reported that current language of the ordinance is sufficient to address the concerns of whether persons who were not present on the premises could be prosecuted if those persons did not know that an underage drinking party was occurring. There is no reconsideration to be approved.

E. Review and approval of Ordinance No. 2014-03 Adopting the Letter of Map
Revision (LOMR) Case #14-05-2223X Effective Date June 26, 2014

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to approve Ordinance No. 2014-03 Adopting the Letter of Map Revision (LOMR) Case #14-05-2223X Effective Date June 26, 2014. **MOTION CARRIED UNANIMOUSLY.**

- F. Review and approval of a Proclamation for Assistant Fire Chief Judy LaFond in honor of her years of service

MOTION by Trustee Beck, **SECONDED** by Trustee Kucharski to approve a proclamation for Assistant Fire Chief Judy LaFond in honor of her years of service with profound thanks and regret. **MOTION CARRIED UNANIMOUSLY.**

- G. Review and approval of a Proclamation for Public Works Laborer and Assistant Fire Chief Ervin Helms in honor of his retirement

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to approve a proclamation for Public Works Laborer and Assistant Fire Chief Ervin Helms in honor of his retirement with profound thanks. **MOTION CARRIED UNANIMOUSLY.**

- H. Review and approval to advertise for the position of Laborer in the Public Works Department

The job description will include additional jobs and responsibilities and due to the nature of this position this person will be encouraged to participate on a voluntary basis in fire protection/EMS/paramedic service for the Village. The Village also does not want to have to address overtime issues with this voluntary participation.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to approve the advertising for the position of Laborer in the Public Works Department. **MOTION CARRIED UNANIMOUSLY.**

- I. Review and approval to apply to the Main Street "Connect Communities" Program

Trustee Beck thanked staff for their efforts in putting the necessary information together for the application.

MOTION by Trustee Beck, **SECONDED** by Trustee Lange to approve applying to the Main Street Connect Communities Program. **MOTION CARRIED UNANIMOUSLY.**

- J. Review and approval of a Certificate of Recognition for Eagle Scout Matthew Stevenson, Troop #852

MOTION by Trustee Heinritz, **SECONDED** by Trustee Beck to approve a Certificate of Recognition for Eagle Scout Matthew Stevenson, Troop #852. **MOTION CARRIED UNANIMOUSLY.**

K. CITIZEN APPOINTMENTS:

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to approve the following Citizen Appointments:

<u>Board of Review</u>	Edwin Ogden, 300 Crescent Lane, One-Year Term Michael Dyer, 600 Bel Aire Drive, One-Year Term Donald A. Molyneux, 326 Grand Avenue, Alternate
<u>Plan Commission</u>	John Cabaniss, 503 Riverview Drive, Three-Year Term Daniel Luedtke, 306 Heidel Road, Three-Year Term

MOTION CARRIED UNANIMOUSLY.

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to approve the following Board Appointments:

BOARD APPOINTMENTS:

<u>Historic Preservation Commission</u>	Ronald Heinritz, One-Year Term
<u>Plan Commission</u>	Kenneth C. Kucharski, One-Year Term
<u>Weyenberg Library Board</u>	Rob Holyoke, One-Year Term
<u>Board of Review</u>	Van A. Mobley, One-Year Term David A. Lange, One-Year Term
<u>Mid-Moraine</u>	Vacant, One-Year-Term
<u>Bike Trails Committee</u>	Ronald G. Heinritz, One-Year-Term
<u>M/T Bikeway Commission</u>	John Treffert, One-Year-Term
<u>Farmland Preservation Committee</u>	Ronald G. Heinritz, One-Year-Term
<u>Telecommunication & IT Oversight</u>	Rob Holyoke, One-Year-Term
<u>Business Renaissance Committee</u>	Kim Beck, One-Year-Term David Lange, One-Year-Term

MOTION CARRIED UNANIMOUSLY.

MOTION by Trustee Beck, **SECONDED** by Trustee Kucharski to approve the following Staff Appointment:

STAFF APPOINTMENTS:

<u>Board of Review</u>	Dianne S. Robertson, Administrator, Annually
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MOTION CARRIED UNANIMOUSLY.

NEXT RESOLUTION NUMBER:	2014-06
NEXT ORDINANCE NUMBER:	2014-04

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 MARCH 17, 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.** Thiensville-Mequon Lions Club, Park Restroom Improvements \$5,000
Thiensville-Mequon Lions Club, Bike Safety \$500
Thiensville-Mequon Lions Club, Baseball Cards \$500
Thiensville-Mequon Lions Club, Special Police \$1,000

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to approve the gifts from Thiensville-Mequon Lions Club, Park Restroom Improvements \$5,000, Thiensville-Mequon Lions Club, Bike Safety \$500, Thiensville-Mequon Lions Club, Baseball Cards \$500, and Thiensville-Mequon Lions Club, Special Police \$1,000 with much gratitude. **MOTION CARRIED UNANIMOUSLY.**

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

Trustee Treffert reported on the Mequon NOW article and the new building being constructed on the corner of Mequon Road and Cedarburg Road in Mequon and the incredible amount of glass that is being incorporated in the construction. This detracts from the traditional building design that was part of the Town Center. The entryway needs to be discussed with Mequon.

XVI. ADJOURNMENT

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to adjourn the meeting at 7:00 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Approved by,

Susan R. Conway
Administrative Assistant

Dianne S. Robertson
Village Clerk