

VILLAGE OF THIENSVILLE
COMMITTEE OF THE WHOLE
AGENDA

DATE: Monday, May 6, 2013

LOCATION: 250 Elm Street
Thiensville, WI

Tme: 6:00 PM

I. Call To Order

II. Roll Call

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

III. BUSINESS

A. Review Capital Expenditures List

1. Capital Expenditures May 6, 2013

Documents: [CAPITAL EXPENDITURES MAY 6, 2013.PDF](#)

B. Review And Recommendation Regarding Resolution No. 2013-09 For Outdoor Recreation Aids (Stewardship Grant Application)

1. Resolution 2013-09

Documents: [RESOLUTION 2013-09.PDF](#)

C. Review And Recommendation Of New Fire Department Member Applicants

1. Caitlin E. Watson

D. Review And Recommendation Regarding Temporary Beverage Operator's Licenses Thiensville-Mequon Lions Club Lionfest - Scott McGee, Joseph Brown, Gregory Kickbush, Dennis DeBaere, Gerald Niemeyer, Charles Scandrett, Ken Kucharski, Brett Kucharski, James Doorneck

E. Review And Recommendation Regarding License Renewals For Big Day LLC, (Skippy's)

1. Class "B" Beer & "B" Liquor
2. Billiard & Pool Tables
3. Amusement Machines
4. Cigarette
5. Renewal Beverage Operator's Licenses: Heidi M. Goldschmidt, Cassie M. Haugen, Brett T. Kucharski, Cindy J. Shaurette

F. Review And Recommendation Regarding Licenses Renewals

Class "A" Beer & "A" Liquor

1. Scott Thomas & Beth Roedl Shully, Pigeon Creek Wine & Liquor, 144 Green Bay Road
2. Walgreen Company, Amy L. Gleisner, Agent, 278 N. Main Street

Class "A" Liquor

1. Fantasy Flowers, Inc., Nancy Witte -Dycus, Agent, 106 E. Freistadt Rd.

Class "B" Beer & "B" Liquor

1. 2MGA Enterprises, LLC, Agent Anna Bakalinsky, B -1 Burger, 105 W. Freistadt Rd.
2. Chuck's Place, Inc., Theodore J. Hagen, Agent, Chuck's Place, 406 N. Main Street
3. Robert J. Ollman & Amy Ollman, Inc., Robert J. Ollman, Agent, Remington's River Inn, 130 S. Main Street
4. Shully Catering, Inc., Scott Thomas Shully, Agent, Shully's Catering, 146 Green Bay Road
5. T & G Thiensville, Inc., Vasilike Triantafillou, Agent, Prime Minister Restaurant, 517 N. Main Street

Class "B" Beer & "C" Wine

1. Chun Siu Chang, East -Sun Chinese Restaurant, 305 N. Main Street
2. Glaze, LLC, Kristina Eckert, Agent, 149 Green Bay Road
3. Grace Lutheran Church, William Luebke, Agent, 303 Green Bay Road
4. Thiensville Fire Department, Inc., Terence Gengler, Agent, 250 Elm Street

Temporary Class "B" Beer

1. Thiensville-Mequon Lions Club, Lion's Fest, June 7 to June 9, 2013

Amusement Machines

1. Robert J. Ollman & Amy M. Ollman, Inc., Robert J. Ollman, Agent, Remington's River Inn, 130 S. Main Street (4 Machines)

Cigarette

1. Thiensville Mobil, David Roettgers, Agent, 301 N. Main Street
2. Village BP, LLC, Daniel W. Umhoefer, Owner, 246 S. Main Street
3. Walgreens Co., Robin Van Cleave, Licensing Manager, 278 N. Main Street

G. Review And Recommendation Regarding Renewal Beverage Operator's Licenses

2MGA/B-1 Burger - Patricia A. Bolling, Lenora M. Large, Nicole A. Riepl

Glaze - Heather A. Albrecht, Philip G. Eckert, Nancy E. Grittner

Grace Lutheran - Richard M. Koch

Independent - John J. Janz

Remington's - Charise E. Albers, Bruce F. Anderson, Cynthia C. Check, Sarah V. Endlich,

Amy M. Ollman, Monica M. Olson, Sandra L. Pintor, Lindsey M. Rischmann,

Kristina L. Specht. Brandy J. Wolf

Shully's - Stephanie L. Frost, Doug M. Hogan, Michael R. Holyoke, Scott S. Jones, Mark D. Lavine,

Christopher D. Marks, Edwina Silverstein, Steven R. Thuilliez, Kim I. White

Walgreens - Gloria A. Folz, Amy L. Gleisner, Alina Goberman, Joanne F. Hilgendorf,

RaeLynn M. Leicht, Melanie T. Murphy, Linda A. Papcke, Susan J. Richards,

Shirley C. Rodriguez, Dena L. Schwochert, Steven A. Slutzky, MaryAnn C. Sonnentag,

Yashica Q. Spears, Todd R. Tischer

H. CITIZEN APPOINTMENTS:

Historic Preservation

Robert Blazich, 317 West Street, Three -Year Term

Commission

Mary Giuliani, 409 Susan Lane, Three -Year Term

Zoning Board of Appeals

Neil Trilling, 400 Oakwood Drive, Three-Year Term

M-T Bikeway Commission

John Liegeois, 513 Park Crest Drive, Three-Year Term

Community Development
Authority

Greg Mueller, 121 S. Main Street, Four -Year Term

Business Renaissance
Commission

Steven Giuntoli, 513 Heidel Road

STAFF APPOINTMENTS:

Clerk/Treasurer

Dianne S. Robertson, Four -Year Term

Emergency Government Director

Andy J. LaFond, Two -Year Term

<u>Attorney</u>	Robert L. Feind, Jr., Two -Year Term
<u>Assessor</u>	Michael Grota, Two -Year Term
<u>Engineer</u>	Michael Campbell, Two -Year Term
<u>Auditor</u>	John Knepel, One -Year Term

- I. Review And Recommendation Regarding Farmer's Market Funding To The TBA
- J. Review And Recommendation Regarding Beer Garden In Village Park
- K. Review And Recommendation Regarding Public Works Working Foreman Position
 - 1. Working Foreman Position

Documents: [WORKING FOREMAN POSITION.PDF](#)

- L. Review And Recommendation Regarding Request To Use Village Park For An Outdoor One-Hour Yoga Class Every Saturday From June 15th To August 24th
 - 1. Strive Yoga

Documents: [STRIVE YOGA.PDF](#)

- M. Establish Process For Bids Received For Village Owned Property At 128-136 N. Main Street (Redevelopment And Demolition)
- N. Review And Recommendation For Parade Permit/Street Closing For:
 - 1. Memorial Day Parade, American Legion Post 457, Monday, May 27, 2013
 - 2. Calvary Ev. Lutheran Church, Church Picnic, Division St. Main to Railroad Tracks, Sunday, July 28, 2013

- 1. Memorial Day Street Closing/Parade

Documents: [MEMORIAL DAY STREET CLOSINGPARADE.PDF](#)

- 2. Calvary Church Street Closing

Documents: [CALVARY CHURCH STREET CLOSING PERMIT.PDF](#)

IV. BUSINESS FROM THE FLOOR

A. Citizens to be Heard

Open to any citizen who wishes to speak on items not on the agenda. Please step to the podium and give your name and address for the record.

V. MISCELLANEOUS BUSINESS BY TRUSTEES AS MAY PROPERLY BE BROUGHT BEFORE THE BOARD.

- 1. Inter-Governmental Committee with Mequon
- 2. Use of 101 Green Bay Road, Old Village Hall & Fire Station
- 3. Acceptance/Report of Gifts Received
 - a. Schmit Ford \$100 for Bike Safety Day
 - b. Mequon -Thiensville Optimist Club \$150 for Bike Safety Day
 - c. Thiensville -Mequon Lion's Club \$5,000 for Village Park Improvement Fund
 - d. Thiensville -Mequon Lion's Club \$1,000 for Baseball Cards & Bike Safety Day
- 4. Dialog with Mequon regarding water utility service
- 5. Review next month's meeting date schedule
- 6. Update on Village owned Main Street properties
- 7. Family Fun Before the Fourth Parade, June 29, 2013
- 8. League of Wisconsin Municipalities Luncheon with Legislators May 22, 2013
12:30 -2PM in Madison

VI. ADJOURNMENT

May 3, 2013

Please advise the Thiensville Municipal Hall, 250 Elm Street (242-3720) at least 24 hours prior to the start of this meeting if you have disabilities and desire special accommodations.

Notice is hereby given that a quorum of the Village Board and/or Village Committees may be in attendance at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility. although they will not take any formal action thereto at this meeting.

VILLAGE OF THIENSVILLE
2013 CAPITAL EXPENDITURE REQUESTS
MAY 6, 2013

<u>DEPARTMENT</u>	<u>AMOUNT BUDGETED</u>	<u>AMOUNT REQUESTED</u>	<u>ITEM DESCRIPTION</u>
-------------------	----------------------------	-----------------------------	-------------------------

VILLAGE OF THIENSVILLE
2013 CAPITAL PROJECT EXPENDITURE REPORT
MAY 6, 2013

ITEM BUDGETED	AMOUNT BUDGETED	AMOUNT IN RESERVES	TOTAL AMOUNT AVAILABLE	ACTUAL EXPENSE	DIFFERENCE
ADMINISTRATION					
Main Street Park Sign	\$ -	\$ -	\$ -	\$ 2,188.00	\$ (2,188.00)
Riverview Drive Bike Route Signs	\$ -	\$ 2,100.00	\$ 2,100.00	\$ -	\$ 2,100.00
Technology Upgrades (Website & Cable Access)	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
New Voting Machine	\$ -	\$ 7,502.12	\$ 7,502.12	\$ -	\$ 7,502.12
	\$ 10,000.00	\$ 9,602.12	\$ 19,602.12	\$ 2,188.00	\$ 17,414.12

POLICE DEPARTMENT

Office Furniture	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 9,402.94	\$ (3,402.94)
Police Bicycle	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -
3 Viewu Wearable Video Cameras	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,500.00	\$ -
2 Squad Replacement (Year 1 of 3)	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00	\$ -	\$ 40,000.00
2 Ballistic Shields	\$ 4,200.00	\$ -	\$ 4,200.00	\$ 3,800.00	\$ 400.00
2 Ballistic Helmets	\$ -	\$ -	\$ -	\$ 400.00	\$ (400.00)
Livescan System W/10 Print Capture Printer	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00
Badger Trac Citation & Accident Report System	\$ -	\$ 2,460.05	\$ 2,460.05	\$ -	\$ 2,460.05
Surveillance Cameras-Parking Lot & Phones	\$ -	\$ -	\$ -	\$ 1,807.59	\$ (1,807.59)
Intoximeters	\$ -	\$ -	\$ -	\$ 485.00	\$ (485.00)
TIPPS Photo Imaging	\$ -	\$ 1,800.00	\$ 1,800.00	\$ -	\$ 1,800.00
Radar Unit	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00
Portable Radio	\$ -	\$ 2,805.00	\$ 2,805.00	\$ -	\$ 2,805.00
	\$ 61,700.00	\$ 30,565.05	\$ 92,265.05	\$ 22,395.53	\$ 69,869.52

FIRE DEPARTMENT

Replace Extrication Air Bags	\$ 8,500.00	\$ -	\$ 8,500.00	\$ -	\$ 8,500.00
2 Stainless Steel Pump Cans	\$ 900.00	\$ -	\$ 900.00	\$ -	\$ 900.00
6-6' Boston Hooks	\$ 1,020.00	\$ -	\$ 1,020.00	\$ 221.90	\$ 798.10
Cut Off Saw	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 1,199.96	\$ 0.04
Hose Replacement Program	\$ 3,000.00	\$ 3,952.41	\$ 6,952.41	\$ -	\$ 6,952.41
10-Minitor V Pagers W/Warranty	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ 4,500.00
Repair Corrosion on Apparatus Equipment	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
4 Masks W/Team Talk	\$ 3,200.00	\$ -	\$ 3,200.00	\$ -	\$ 3,200.00
4 Sets of Turnout Gear	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
Equipment Replacement Fund	\$ -	\$ 102,040.90	\$ 102,040.90	\$ -	\$ 102,040.90
Radio Replacement	\$ -	\$ 2,755.57	\$ 2,755.57	\$ -	\$ 2,755.57
Paging System	\$ -	\$ 6,453.00	\$ 6,453.00	\$ -	\$ 6,453.00
Computer Software Replacement	\$ -	\$ 2,114.46	\$ 2,114.46	\$ -	\$ 2,114.46
	\$ 40,320.00	\$ 117,316.34	\$ 157,636.34	\$ 1,421.86	\$ 156,214.48

PUBLIC WORKS DEPARTMENT

Vehicle Replacement Fund	\$ 20,000.00	\$ 46,026.99	\$ 66,026.99	\$ -	\$ 66,026.99
DPW Office Remodel	\$ 22,500.00	\$ -	\$ 22,500.00	\$ -	\$ 22,500.00
Office Furniture & Files	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
Street Light Pole Replacements	\$ 6,500.00	\$ 3,400.00	\$ 9,900.00	\$ -	\$ 9,900.00
Emerald Ash Borer Program	\$ 9,000.00	\$ -	\$ 9,000.00	\$ -	\$ 9,000.00
Add Geomelt Salt System to Truck #1	\$ -	\$ 4,000.00	\$ 4,000.00	\$ 2,015.00	\$ 1,985.00
Geomelt Storage Tank	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00
Downtown Wayfinding Signs	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
E. Freistadt Road Entrance Sign	\$ -	\$ 1,350.00	\$ 1,350.00	\$ -	\$ 1,350.00
Replace Street Light Glass Fixtures	\$ -	\$ 59,694.11	\$ 59,694.11	\$ 3,840.00	\$ 55,854.11
Emerald Ash Borer Program	\$ -	\$ 4,845.00	\$ 4,845.00	\$ -	\$ 4,845.00
	\$ 58,000.00	\$ 131,816.10	\$ 189,816.10	\$ 5,855.00	\$ 183,961.10

DPW PARK DEPARTMENT

Diamond Groomer	\$ -	\$ 22,000.00	\$ 22,000.00	\$ -	\$ 22,000.00
Streetscape Trees-Main Street	\$ -	\$ -	\$ -	\$ -	\$ -
2 Chain Saws	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ 400.00
Tennis Ct. Practice Wall/Pickle Ball/Fence Rep.	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
Annual Fishladder Maintenance	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Geese Control	\$ -	\$ 1,600.00	\$ 1,600.00	\$ -	\$ 1,600.00
	\$ 15,400.00	\$ 23,600.00	\$ 39,000.00	\$ -	\$ 39,000.00

VILLAGE OF THIENSVILLE
2013 CAPITAL PROJECT EXPENDITURE REPORT
MAY 6, 2013

ITEM BUDGETED	AMOUNT BUDGETED	AMOUNT IN RESERVES	TOTAL AMOUNT AVAILABLE	ACTUAL EXPENSE	DIFFERENCE
<u>UNCLASSIFIED IMPROVEMENT FUND</u>					
Water Main on Main Street	\$ -	\$ 455,589.38	\$ 455,589.38	\$ -	\$ 455,589.38
Green Bay Road-Heidel to North Limits	\$ -	\$ 437,572.29	\$ 437,572.29	\$ 18,215.22	\$ 419,357.07
Assessment Revaluation	\$ -	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00
Old Village Hall Improvements	\$ -	\$ 24,086.18	\$ 24,086.18	\$ 22,000.00	\$ 2,086.18
Road Repairs/Alta Loma/Madero/Bel Aire	\$ 478,000.00	\$ -	\$ 478,000.00	\$ 510.07	\$ 477,489.93
Green Bay Road Bridge Enhancement	\$ 75,000.00	\$ -	\$ 75,000.00	\$ 843.50	\$ 74,156.50
Profile & Concrete Replace, Main Street	\$ -	\$ 282,068.31	\$ 282,068.31	\$ 1,648.75	\$ 280,419.56
Redevelop & Main Parking Lot	\$ 117,571.00	\$ -	\$ 117,571.00	\$ 16,247.97	\$ 101,323.03
Remediation DPW Yard	\$ -	\$ -	\$ -	\$ 4,114.03	\$ (4,114.03)
Village Hall Furnace/Remodel	\$ -	\$ -	\$ -	\$ 14,532.55	\$ (14,532.55)
CONTINGENCY	\$ 89,872.00	\$ -	\$ 89,872.00	\$ 1,958.39	\$ 87,913.61
	\$ 760,443.00	\$ 1,203,316.16	\$ 1,963,759.16	\$ 80,070.48	\$ 1,883,688.68
TOTALS	\$ 945,863.00	\$ 1,516,215.77	\$ 2,462,078.77	\$ 111,930.87	\$ 2,350,147.90
Less Total CIP Fund Balance		\$ (982,430.37)			
Balance due negative unrestricted Fund Balance		<u>\$ 1,479,648.40</u>			
See Note Below					
12/31/12 Fund Balance		\$ 982,430.37			
2013 Purchase - 108 N. Main Street		\$ 117,571.00			
Remodel VH Due from Sewer		\$ 142,501.74			
DPW Equipment Pool Investment Account		\$ 46,026.99			
Fire Equipment Pool Investment Account		<u>\$ 102,040.90</u>			
		\$ 1,390,571.00			
Paper Deficit in Capital Projects Fund		\$ (125,644.77)			

VILLAGE OF THIENSVILLE

RESOLUTION NO. 2013-09

A RESOLUTION FOR OUTDOOR
RECREATION AIDS
(STEWARDSHIP GRANT APPLICATION)

WHEREAS, the Village of Thiensville is interested in developing lands for public outdoor recreation purposes as described in the application; and

WHEREAS, the application is to improve the restroom facilities in Village Park, boat launch repair, signage and provide piers for recreational fishing and boating; and

WHEREAS, the Village has received commitments from Community Fun Events, Inc. and possibly the Thiensville-Mequon Lion's Club; and

WHEREAS, the renovation of the restrooms is listed as a project in the Village's Capital Projects Fund 5-Year Plan; and

WHEREAS, financial aid is required to carry out the project;

NOW, THEREFORE BE IT RESOLVED that the Village Board of the Village of Thiensville will budget a sum sufficient to complete the project and

HEREBY AUTHORIZES Dianne S. Robertson, Village Administrator to act on behalf of the Village of Thiensville to:

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;
- Submit signed documents; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that the Village of Thiensville will comply with state or federal rules for the programs to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources approval in writing before any change is made in the use of the project site.

PASSED AND ADOPTED by the Village Board of the Village of Thiensville, County of Ozaukee, State of Wisconsin on this 20th day of May, 2013.

Van A. Mobley, Village President

Dianne S. Robertson, Village Clerk

State of Wisconsin
Department of Natural Resources
Box 7921
Madison, Wisconsin 53707

RECREATION GRANT PROJECT COST ESTIMATE WORKSHEET
Form 8700-014

Rev. 03/2011

For use with Grant Application Form 8700-191

Sheet 1 of 2	Project Applicant: Village of Thiensville	Prepared By: Ruekert/Mielke	Project Number		LEAVE BLANK - DNR USE ONLY	
County Ozaukee	Project Name: Village Park Improvements					
DEVELOPMENT PROJECT ITEMS <i>List by individual item or break down by Use Areas (See Item List On Back Of This Form)</i>			Indicate Contract (C) Force Acct. (F) Donated (D)	Quantity and Unit of Measure	Component Costs	Estimated Total Item Cost
SITE PREPARATION:						
Erosion Control and Construction Signage			C	LS		\$2,000
Grading/Excavation			C	LS		\$5,000
SIGNAGE:						
Information Signage			C	LS		\$2,500
DEMOLITION:						
Remove Existing Restrooms			C	LS		\$5,000
STRUCTURE:						
Restrooms			C	LS		\$220,000
Boat Launch			C	LS		\$20,000
Boarding Pier			C	LS		\$42,250
Launch Pier			C	LS		\$15,800
Fishing Pier			C	LS		\$33,250
Boardwalk Including Railing			C	LS		\$17,500
					TOTAL	TOTAL

NOTE: For acquisition projects, complete the information on the reverse side of this form.

RECREATION GRANT PROJECT COST ESTIMATE WORKSHEET
Form 8700-014
Rev. 03/2011

For use with Grant Application Form 8700-191

Sheet 2 of 2	Project Applicant: Village of Thiensville	Prepared By: Ruekert/Mielke	Project Number				LEAVE BLANK - DNR USE ONLY			
County Ozaukee	Project Name: Village Park Improvements									
DEVELOPMENT PROJECT ITEMS <i>List by individual item or break down by Use Areas (See Item List On Back Of This Form)</i>			Indicate Contract (C) Force Acct. (F) Donated(D)	Quantity and Unit of Measure	Component Costs	Estimated Total Item Cost	INFORMATION PROGRESS			
EQUIPMENT:							Insp. Date - Bill No.			
Benches			C	1 EA	\$1,200	\$1,200				
Trash Receptacles			C	1 EA	\$900	\$900				
SERVICES:							Percent Completed			
Post Approval Engineering (Final Design and Permitting)			C	LS		\$29,000				
Construction Administration/Review			C	LS		\$10,800				
WDNR Chapter 30 Permit Application			C	LS		\$2,000				
Grant Administration			C	LS		\$4,000				

NOTE: For acquisition projects, complete the information on the reverse side of this form.



250 Elm Street, Thiensville, WI 53092
262-242-3720 Fax 262-242-4743

**Village of
Thiensville**

Memo

To: Village President & Village Board
From: Dianne Robertson, Administrator
Date: May 2, 2013
Re: Public Works Working Foreman Position

I am proposing that the Village Board create a working foreman position within the public works department. The position would be filled with an existing employee, thereby not creating any additional staff.

There are multiple reasons for this request. Director of Public Works Andy LaFond has taken his position up to a higher level. Since his appointment he has added duties of GIS coordinator, project management, increased IT technology (iPad usage & electronic presentation of materials to name a few), grant applications and contract implementation and award. Andy is also an on-call paramedic, which usually is staffed by others during his public works working time, although if there is a second call during the daytime Andy's resources are used. These additional duties have utilized his resources and left the laborer staff to themselves. So far this has worked to a good extent.

However, I am proposing that Andy also supervise the Green Bay Road project by being on site for a good amount of the time. In order to provide this service utilizing the contracted engineering staff the project would need an additional \$30,000. Just this cost alone would more than cover the cost of a working foreman for over five years. I am proposing a yearly allowance of \$5,200 to fund this position. That is \$1,165 over the red lined laborer position or \$5,200 over the laborer position. This addition expense would be funded by the Sanitary Sewer Utility Fund.

As we implement all of the projects planned for this year, the annual savings by providing the project supervision in house will multiply and save the community quite a bit of funds and resources.

Attached is a position description. Thank you in advance for considering this request. Should you have any questions, please do not hesitate to contact me.

**VILLAGE OF THIENSVILLE
POSITION DESCRIPTION
PUBLIC WORKS WORKING FOREMAN**

JOB SUMMARY:

The Working Foreman will assist the Director of Public Works in the day to day operation of the Department and assume supervisory duties of full time and seasonal DPW laborer personnel when the Director of Public Works is absent. The Working Foreman job description is in addition to the Public Works laborer job description. This is a two-year appointment subject to review for reappointment by the Director of Public Works and confirmed by the Village Board. The applicant will serve a 6 month orientation period. This work is performed under the direction of the Director of Public Works.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Public Works performing skilled work and supervisory functions requiring limited independent judgment and initiative; refers non-routine matters to the Director of Public Works. The Working Foreman will not be directly involved in any disciplinary action beyond a verbal warning of an employee. The Director of Public Works will discipline any matter over a verbal warning.

The Director of Public Works reserves the right to modify the position or terminate the Working Foreman position after providing the affected employee with a written notice. If the position were to be terminated a two (2) week written notice will be provided and the affected employee would be re-assigned to his/her previous most recent classification and rate of pay. The employee will have the right to resign the Working Foreman position after providing a letter of intent to the Director. The employee would then be re-assigned to his/her previous most recent classification and rate of pay.

DUTIES AND RESPONSIBILITIES

The Working Foreman duties will include assignment of employees, handling citizen complaints and concerns, prioritizing projects, problem solving and all other duties as assigned by the Director of Public Works.

Trains and instructs workers in proper and safe work procedures and safe equipment operation; ensures proper use of vehicles and equipment.

The working foreman must be knowledgeable in the use of the Village GIS system.

Is responsible for creating and maintaining the Public Works weekend on call schedule.

The Working Foreman will assume a leadership role in the Department of Public Works and will possess above average skills in areas such as interaction with citizens and fellow employees, knowledge of all aspects of the services that we provide, excellent math, computer and telephone skills, dependability and most importantly exhibit a “can-do” attitude.

REQUIRED QUALIFICATIONS

- Applicants for the position must be a current employee of the Thiensville Public Works Department.
- High school Diploma or Equivalent.
- Valid Wisconsin Commercial Drivers License. Loss of license may be cause for demotion or termination.
- Three (3) years progressively responsible municipal public works/construction experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Management skills are highly desirable.
- Physical ability and fitness to perform duties of the position.
- The Working Foreman when requested by the Director of Public Works will be required to obtain various professional and technical certifications or continuing education related to the field of public works.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of general methods, techniques and principals used in constructing and maintaining Village assets.
- Knowledge of hazard and safety precautions pertaining to departmental operations.
- Considerable knowledge of vehicles, equipment, hand tools and power tools associated with DPW operations.
- Knowledge of materials used in DPW construction and maintenance projects.
- Ability to interpret work orders, supervise and direct the activities of work crews.
- Ability to read, interpret and apply data, drawings and instructions for assigned work.
- Ability to read, understand and implement applicable department regulations, policies and procedures.
- Ability to lead, direct and supervise staff; ability to supervise multiple job tasks under variable conditions.
- Ability to operate a computer for the purpose of data input, retrieval and record keeping.
- Ability to follow directions.
- Ability to work independently and as a crew member.

- Ability to communicate effectively and work with diverse groups of managers, employees, contractors, vendors and the general public.
- Ability to utilize all the tools and equipment required for a DPW work crew.
- Ability to operate all hoisting equipment; ability to operate commercial and noncommercial vehicles.
- Ability to perform strenuous physical duties under adverse conditions.
- Ability to follow oral and written instructions.
- Ability to follow safe work practices.
- Strong record keeping skills.
- Good communication, organizational and planning skills.
- Extensive knowledge of the geography of the community including the location of streets and sewers

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Thiensville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

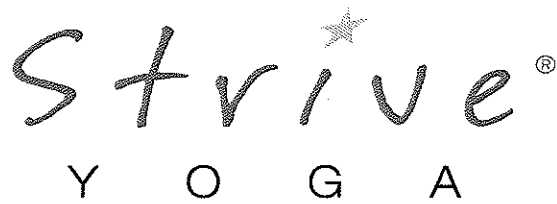
Date

Administrator's Signature

Date

THE VILLAGE BOARD RESERVES THE RIGHT TO WAIVE ANY REQUIREMENT OR MODIFY THE POSITON THEREOF.

May __, 2013



319719-0000-0000

April 11, 2013

To: Thiensville Village Administration Board

Re: Saturday morning Yoga in the Park

To Whom It May Concern:

As a member of the Mequon/Thiensville business community, Strive Yoga of Mequon, LLC would like to offer an outdoor one hour yoga class to the community this summer. Strive Yoga of Mequon, LLC has recently been acquired by Kaite Van Laanen, PT DPT who also owns Health In Balance Physical Therapy, a physical therapy clinic located adjacent to Strive Yoga in the Riversite Building. In keeping with Kaite's holistic approach to medicine, lifestyles and community service we would like to make this class available to any citizen by offering it free of charge.

With your approval, we would like to conduct the classes at the Village Park every Saturday from 9:00am-10:00am starting June 15th and ending August 24th. We anticipate anywhere from 10 to 50 people will be in attendance.

All of our instructors are Yoga Alliance Certified with a minimum of 200 hours of training and each one carries their own personal liability policy. Participants will be required to sign a waiver before attending each class.

Please feel free to contact either me or Kaite if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Kyle Spahr".

Kyle Spahr

262-365-8739

A handwritten signature in black ink that reads "Kaite Van Laanen".

Kaite Van Laanen

262-424-3453

VILLAGE OF THIENSVILLE
APPLICATION FOR PARADE PERMIT OR STREET CLOSING
(No Candy or Candy Throwing – Effective August 2008)

Date: 4-19-2013

\$25.00 permit fee receipt # 32638

The undersigned requests the use of the streets and highways of the Village of Thiensville.
NO PERMANENT MARKINGS ON ANY VILLAGE STREETS OR PROPERTY! (Applicant may be subject to fines).

PURPOSE OF PARADE OR STREET CLOSING: Memorial Day

DATE OF USE: May 27, 2013

HOURS OF USE FROM: _____ TO: _____

ROUTE OF PARADE OR STREET TO BE CLOSED: Same as last year

The undersigned agrees to be personally liable to the Village of Thiensville and to indemnify the Village of Thiensville for property damage and for any expense incurred by, at, or in consequence of, such use of the Village streets and highways.

The undersigned further agrees to hold the Village of Thiensville, its servants, agents and employees, harmless from any and all causes of action, claims or damages arising out of the use of the streets and highways by the undersigned and any and all persons permitted upon those street and highways by the undersigned.

The Village of Thiensville reserves the right to require property damage and public liability insurance in an amount sufficient to protect the Village of Thiensville.

The undersigned further agrees to abide by regulations of the Village of Thiensville.

The person and/or entity seeking to close a Village street for the purpose of a party, parade or similar activity shall, not less than 30 days prior to the scheduled event, apply for a permit from the Village Clerk.

American Legion Post 457
Organization

William Frahl Cdr.
Name of Applicant

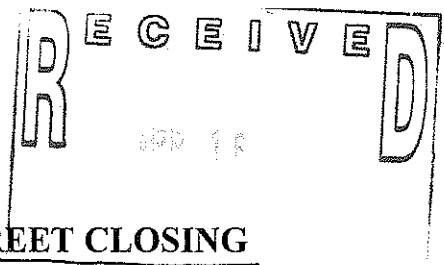
William Frahl
Signature of Applicant

12521 N. Granville Rd Mequon WI 53097
Address

Approval – Village Administrator

Cell 262-370-5002
Phone Number

Date



VILLAGE OF THIENSVILLE
APPLICATION FOR PARADE PERMIT OR STREET CLOSING
(No Candy or Candy Throwing – Effective August 2008)

Date: 4-8-13

\$25.00 permit fee receipt # 52629

The undersigned requests the use of the streets and highways of the Village of Thiensville.
NO PERMANENT MARKINGS ON ANY VILLAGE STREETS OR PROPERTY! (Applicant may be subject to fines).

PURPOSE OF PARADE OR STREET CLOSING: Church picnic

DATE OF USE: 7-28-13

HOURS OF USE FROM: _____ TO: _____

ROUTE OF PARADE OR STREET TO BE CLOSED: Main + Division to the railroad tracks

The undersigned agrees to be personally liable to the Village of Thiensville and to indemnify the Village of Thiensville for property damage and for any expense incurred by, at, or in consequence of, such use of the Village streets and highways.

The undersigned further agrees to hold the Village of Thiensville, its servants, agents and employees, harmless from any and all causes of action, claims or damages arising out of the use of the streets and highways by the undersigned and any and all persons permitted upon those street and highways by the undersigned.

The Village of Thiensville reserves the right to require property damage and public liability insurance in an amount sufficient to protect the Village of Thiensville.

The undersigned further agrees to abide by regulations of the Village of Thiensville.

The person and/or entity seeking to close a Village street for the purpose of a party, parade or similar activity shall, not less than 30 days prior to the scheduled event, apply for a permit from the Village Clerk.

Calvary Ev. Lutheran Church
Organization

Rev. Don Scheuerlein
Name of Applicant

Rev. Don Scheuerlein
Signature of Applicant

247 S. Main St.
Address

262.242.4710
Phone Number

Approval – Village Administrator

Date