

VILLAGE OF THIENSVILLE
COMMITTEE OF THE WHOLE
AGENDA

DATE: Monday, March 2, 2015

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

Documents: [03-02-2015 CAPITAL REPORT.PDF](#)

1. Department Of Public Works Requests

2. Police Department Requests

B. Review And Recommendation Of The Park Restroom Construction Bid To Magill Construction In The Amount Of \$389,500 With Staff Authorized To Make Cost Reductions Where Available

C. Review And Recommendation Of The 2015 Sanitary Sewer Budget

Documents: [2015 SEWER BUDGET.PDF](#)

D. Review And Recommendation Of A Contract With Grota Appraisals, LLC To Perform A Market Update Revaluation Of All Condominium Properties In The Village In The Amount Of \$4,800

Documents: [ASSESSOR CONTRACT-CONDO REVALUATION.PDF](#)

E. Hear Mequon-Thiensville School District Superintendent Dr. Demond Means Regarding The April 2015 School Referendum (6:45 PM)

F. Review And Recommendation To Deny A Beverage Operators License For Rebecca S. Iwinski, Walgreens

G. Review And Recommendation Regarding Special Police Officer Appointments Of Mackenzie S. Kuether And Cody D. Lake

Documents: [MACKENZIE KUETHER SPECIAL POLICE RECOMMENDATION LETTER \(2\).PDF](#), [CODY LAKE RECOMMENDATION FOR SPECIAL OFFICER 022615 \(2\).PDF](#)

H. Review And Recommendation Of Job Descriptions

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
4. Dialog with Mequon regarding water utility service
5. Review next month's meeting date schedule

VI. ADJOURNMENT

Dianne S. Robertson, Village Clerk

February 27, 2015

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
2015 CAPITAL EXPENDITURE REQUESTS
MARCH 2, 2015

<u>DEPARTMENT</u>	<u>AMOUNT BUDGETED</u>	<u>AMOUNT REQUESTED</u>	<u>ITEM DESCRIPTION</u>
DPW	\$ 22,000.00	\$ 14,000.00	Baseball Diamond Groomer
DPW	\$ 14,000.00	\$ 16,000.00	Mower Replacement
Police	\$ 3,000.00	\$ 5,281.35	Replace tazers Using part of donation fund
Police	\$ -	\$ 5,025.00	Tactical Vests Funds left from purchase of cars

VILLAGE OF THIENSVILLE
2015 CAPITAL PROJECT EXPENDITURE REPORT
MARCH 2, 2015

<u>ITEM BUDGETED</u>	<u>AMOUNT BUDGETED</u>	<u>AMOUNT IN RESERVES</u>	<u>TOTAL AMOUNT AVAILABLE</u>	<u>ACTUAL EXPENSE</u>	<u>DIFFERENCE</u>
<u>ADMINISTRATION</u>					
Replace Rooftop HVAC-Village Board Room	\$ 14,000.00	\$ -	\$ 14,000.00	\$ -	\$ 14,000.00
Copy Machine for Administrative Office	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00
Riverview Drive Bike Route Signs	\$ -	\$ 2,100.00	\$ 2,100.00	\$ -	\$ 2,100.00
New Voting Machine	\$ -	\$ 7,502.12	\$ 7,502.12	\$ -	\$ 7,502.12
	\$ 20,000.00	\$ 9,602.12	\$ 29,602.12	\$ -	\$ 29,602.12
<u>POLICE DEPARTMENT</u>					
3 Tactical Vests	\$ -	\$ -	\$ -	\$ 5,025.00	\$ (5,025.00)
2 Squad Replacement (Year 4 of 4)	\$ 22,000.00	\$ 60,000.00	\$ 82,000.00	\$ 73,784.47	\$ 8,215.53
3 Tazers	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 5,281.35	\$ (2,281.35)
3 Portable Radios	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ 4,500.00
	\$ 29,500.00	\$ 60,000.00	\$ 89,500.00	\$ 84,090.82	\$ 5,409.18
<u>FIRE DEPARTMENT</u>					
	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Station Compressor	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
Dive Truck Springs	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
Hose Replacement Program	\$ -	\$ 8,984.37	\$ 8,984.37	\$ -	\$ 8,984.37
Equipment Replacement Fund	\$ 154,697.00	\$ 102,393.54	\$ 257,090.54	\$ -	\$ 257,090.54
Radio Replacement	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 165,197.00	\$ 111,377.91	\$ 276,574.91	\$ -	\$ 276,574.91
<u>PUBLIC WORKS DEPARTMENT</u>					
	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle Replacement Fund	\$ 20,000.00	\$ 86,191.57	\$ 106,191.57	\$ -	\$ 106,191.57
DPW Office Remodel	\$ -	\$ -	\$ -	\$ -	\$ -
Office Furniture & Files	\$ -	\$ -	\$ -	\$ -	\$ -
Street Light Pole Replacements	\$ 6,500.00	\$ 15,196.91	\$ 21,696.91	\$ -	\$ 21,696.91
Emerald Ash Borer Program	\$ 9,500.00	\$ 16,563.50	\$ 26,063.50	\$ -	\$ 26,063.50
Utility Trailer	\$ 9,000.00	\$ -	\$ 9,000.00	\$ -	\$ 9,000.00
Camera Upgrade-Public Works Yard	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Downtown Wayfinding Signs	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
Brush Chipper	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00
Replace Street Light Glass Fixtures	\$ -	\$ 87,587.34	\$ 87,587.34	\$ -	\$ 87,587.34
Public Works Employee Uniforms	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Front End Loader Tires	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ 7,000.00
	\$ 87,000.00	\$ 212,539.32	\$ 299,539.32	\$ -	\$ 299,539.32
<u>DPW PARK DEPARTMENT</u>					
Diamond Groomer	\$ -	\$ 22,000.00	\$ 22,000.00	\$ 14,000.00	\$ 8,000.00
Mower	\$ 14,000.00	\$ -	\$ 14,000.00	\$ 16,000.00	\$ (2,000.00)
Bleachers	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00
Seal Bike Path	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	\$ 7,500.00
Annual Pigeon Creek Maintenance	\$ 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
	\$ 66,500.00	\$ 23,600.00	\$ 90,100.00	\$ 30,000.00	\$ 60,100.00
<u>UNCLASSIFIED IMPROVEMENT FUND</u>					
Water Main on Main Street	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Revaluation	\$ 13,520.00	\$ 4,000.00	\$ 17,520.00	\$ -	\$ 17,520.00
Entryway Feature	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	\$ 50,000.00
Old Village Hall Upper Floor Study	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ 7,000.00
Pigeon Creek Wall Repair/Lewis	\$ -	\$ -	\$ -	\$ -	\$ -
Profile & Concrete Replace, Main Street	\$ 350,000.00	\$ 172,792.65	\$ 522,792.65	\$ -	\$ 522,792.65
Replace Park Restrooms	\$ 95,500.00	\$ 191,667.71	\$ 287,167.71	\$ -	\$ 287,167.71
Remediation DPW Yard	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
Thiensville Business Association Event	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Bridge Over Pigeon Creek Glaze to Lewis	\$ -	\$ -	\$ -	\$ -	\$ -
CONTINGENCY	\$ 25,000.00	\$ (36,667.23)	\$ (11,667.23)	\$ -	\$ (11,667.23)
	\$ 556,020.00	\$ 331,793.13	\$ 887,813.13	\$ -	\$ 887,813.13
TOTALS	\$ 924,217.00	\$ 748,912.48	\$ 1,673,129.48	\$ 114,090.82	\$ 1,559,038.66

Direct increase related to MMSD
 \$1.00/quarter for O+M
 \$8.00/quarter for Capital
 \$0 Thiensville rate is flat

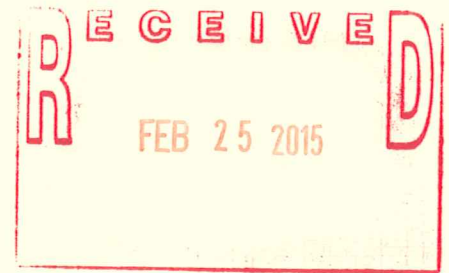


VILLAGE OF THIENSVILLE								
2015 Sewer Utility Rate Summary								
Potential Rates at different Levels of Subsidy of 2015 Budget								
Residential Cost/quarter	163.00	159.00	155.00	151.00	147.00	143.00	139.00	
Subsidy Level	\$380,000	\$405,000	\$430,000	\$455,000	\$480,000	\$505,000	\$530,000	
Use of fund balance	<50,000>	<25,000>	0	\$25,000	\$50,000	\$75,000	\$100,000	
Thiensville								
Charge / Conn	\$340	\$332	\$324	\$316	\$308	\$300	\$292	
Charge / REC	\$312	\$304	\$296	\$288	\$280	\$272	\$264	
Total Residential	\$652	\$636	\$620	\$604	\$588	\$572	\$556	
Mequon								
Charge / Conn	\$376	\$368	\$356	\$344	\$336	\$324	\$316	
Charge / REC	\$456	\$448	\$436	\$428	\$420	\$408	\$400	
Total Residential	\$832	\$816	\$792	\$772	\$756	\$732	\$716	
Mequon (alternative)								
Charge / Conn	\$228	\$220	\$208	\$200	\$188	\$176	\$168	
Charge / REC	\$236	\$224	\$216	\$208	\$196	\$188	\$176	
Subtotal Residential	\$464	\$444	\$424	\$408	\$384	\$364	\$344	
Plus MMSD Capital	varies	varies	varies	varies	varies	varies	varies	
Seminary								
Charge / Conn	\$388	\$376	\$364	\$356	\$344	\$332	\$324	
Charge / REC	\$356	\$348	\$340	\$328	\$320	\$312	\$300	
MATC								
Connection Charge	\$1	\$192	\$180	\$172	\$152	\$140	\$128	
REC Charge	\$37	\$4,736	\$4,292	\$3,996	\$3,256	\$2,960	\$2,664	
Total	\$4,928	\$4,472	\$4,168	\$3,860	\$3,408	\$3,100	\$2,792	

**Village of Thiensville
2015 Sewer Utility Budget**

Description	2015 Budget	2015 Budget for Rates	2014 Budget	% 2015 is of 2014
EXPENSES				
ACTIVITY 1 - PERSONNEL SERVICES				
100 Salaries & Wages	\$32,018	\$32,018	\$32,512	98.5%
101 Overtime	\$1,115	\$1,115	\$1,115	100.0%
102 Part-Time	\$5,300	\$5,300	\$0	Not VALID
111 Weekend Pay	\$0	\$0	\$0	Not VALID
199 Fringe Benefits	\$19,326	\$19,326	\$20,448	94.5%
Other				Not VALID
Total	\$57,759	\$57,759	\$54,075	106.8%
ACTIVITY 2 - CONTRACTUAL SERVICES				
200 Printing & Publishing	\$500	\$500	\$500	100.0%
201 Postage	\$1,600	\$1,600	\$1,600	100.0%
202 FLOW	\$500	\$500	\$500	100.0%
203 Training & Meetings	\$200	\$200	\$200	100.0%
204 Transportation	\$200	\$200	\$200	100.0%
207 Legal Counsel	\$1,000	\$1,000	\$1,000	100.0%
209 Engineering Services	\$25,000	\$25,000	\$30,000	83.3%
223 Radio Maintenance	\$500	\$500	\$500	100.0%
226 Equipment Rental	\$0	\$0	\$0	Not VALID
248 Sewer Repair/Maintenance	\$65,000	\$65,000	\$65,000	100.0%
249 Sewer Charge - General	\$60,000	\$60,000	\$60,000	100.0%
250 Sewer Cleaning	\$10,000	\$10,000	\$10,000	100.0%
251 Lift Station Repairs	\$5,500	\$5,500	\$5,500	100.0%
252 Sludge Hauling	\$0	\$0	\$0	Not VALID
253 Audit	\$3,000	\$3,000	\$3,000	100.0%
254 Debt Payment	\$0	\$0	\$0	Not VALID
264 Interest Expense	\$0	\$0	\$0	Not VALID
278 Financial Consultant-Defeas Bonds	\$0	\$0	\$0	Not VALID
399 Sump Pump Inspections	\$0	\$0	\$0	Not VALID
Total	\$173,000	\$173,000	\$178,000	97.2%
ACTIVITY 3 - COMMODITIES				
300 Office Supplies	\$100	\$100	\$100	100.0%
301 Reference Material	\$0	\$0	\$0	Not VALID
303 Telephone	\$1,000	\$1,000	\$1,000	100.0%
304 Electricity	\$16,000	\$16,000	\$16,000	100.0%
305 Heat	\$600	\$600	\$600	100.0%
308 Building Supplies	\$1,000	\$1,000	\$1,000	100.0%
310 Fuel	\$0	\$0	\$0	Not VALID
329 Clothing	\$375	\$375	\$375	100.0%
330 Vehicle Maintenance	\$1,500	\$1,500	\$1,500	100.0%
342 Polymers	\$0	\$0	\$0	Not VALID
343 Alum	\$0	\$0	\$0	Not VALID
344 Lab Equipment	\$0	\$0	\$0	Not VALID
345 Chemicals	\$2,000	\$2,000	\$2,000	100.0%
346 Chlorine	\$0	\$0	\$0	Not VALID
399 Miscellaneous	\$300	\$300	\$300	100.0%
Total	\$22,875	\$22,875	\$22,875	100.0%

Description	2015 Budget	2015 Budget for Rates	2014 Budget	% 2015 is of 2014
ACTIVITY 4 - CAPITAL OUTLAY				
400 Office Equipment	\$0	\$0	\$0	Not VALID
401 Vehicles	\$0	\$0	\$0	Not VALID
402 Transducer -Wet well level	\$0	\$0	\$0	Not VALID
403 Radios	\$0	\$0	\$0	Not VALID
499 Antenna for Internet Access/Computer	\$3,000	\$3,000	\$3,000	100.0%
499 Computer for Lift Station	\$12,000	\$12,000	\$12,000	100.0%
499 Main repair on Main St. @ hardware store	\$200,000	\$200,000	\$100,000	200.0%
499 Repairs to Interceptor shared with Mequon	\$230,000	\$230,000	\$500,000	46.0%
499 Other GIS	\$0	\$0	\$0	Not VALID
Total	\$445,000	\$445,000	\$615,000	72.4%
TOTAL OPERATING BUDGET	\$698,634	\$698,634	\$869,950	80.3%
ACTIVITY 8 - DEPRECIATION				
500 Depreciation	\$72,500	\$72,500	\$72,500	100.0%
510 Replacement Fund	\$10,210	\$10,210	\$10,210	100.0%
Other	\$0	\$0	\$0	Not VALID
Total	\$82,710	\$82,710	\$82,710	100.0%
ACTIVITY 9 - DEBT SERVICE				
601 Interest on Mortgage Rev.	\$0	\$0	\$0	Not VALID
605 Principle on Mortgage Rev.	\$0	\$0	\$0	Not VALID
602 Mortgage Revenue Covenant	\$0	\$0	\$0	Not VALID
603 Sewer Revenue Bond Fees	\$0	\$0	\$0	Not VALID
630 Amort. of Debt Discount	\$0	\$0	\$0	Not VALID
Other	\$0	\$0	\$0	Not VALID
Total	\$0	\$0	\$0	Not VALID
SUBTOTAL LOCAL BUDGET	\$781,344	\$781,344	\$952,660	82.0%
640 MMSD Capital Chg.	\$418,093	\$418,093	\$368,695	113.4%
MMSD Capital Mequon	\$3,689	\$3,689	\$3,343	110.3%
Other				
Net MMSD Capital	\$421,782	\$421,782	\$372,038	113.4%
650 MMSD O&M Chg.	Conn \$35,844	\$35,844	\$36,392	98.5%
MMSD O&M Chg.	Flow \$166,180	\$166,180	\$158,863	104.6%
Other				
Total	\$202,024	\$202,024	\$195,255	103.5%
699 Other - Reserve Funds				
TOTAL EXPENSES	\$1,405,150	\$1,405,150	\$1,519,953	92.4%
OTHER REVENUES				
Sewer Service Penalty	\$7,000	\$7,000	\$7,000	100.0%
Interest Income	\$15,000	\$15,000	\$15,000	100.0%
Transfer from Undesignated Surplus	\$455,000	\$455,000	\$625,000	72.8%
Transfer from Settlement Proceeds	\$0	\$0	\$0	Not VALID
Total	\$477,000	\$477,000	\$647,000	73.7%
TOTAL NET REVENUE REQUIRED FROM RATES	\$928,150	\$928,150	\$872,953	106.3%



PROPOSAL FOR THE MARKET UPDATE REVALUATION
OF ALL CONDOMINIUM PROPERTIES
VILLAGE OF THIENSVILLE
2015

VILLAGE BOARD MEMBERS:

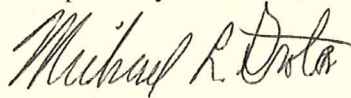
- 1) This proposal includes:
 - i. Detailed sales analysis of all sold condominium properties in the Village of Thiensville.
 - j. Checking existing property record card information against data already in computer program to insure accuracy.
 - c. Update computer program with the newest functions and features currently available.
 - i. After completion of the Board of Review install a viewer edition of the assessment database for Village Hall use.
- 2) The total price for the complete Market Update of the Village of Thiensville is \$4,800
(Four Thousand Eight Hundred Dollars)
- 3) Project would follow this format:
 - a. Review current digital property record card information as this information will be used to calculate new values. (no interior or exterior inspection of properties will occur, revaluation will be performed in our office using current sales as its basis for values)
 - b. Perform an analysis of current market values in the Village of Thiensville using all computer-assisted mass appraisal software program. Consider property attributes (i.e. lakes, rivers, location of water, subdivisions, location of condominium properties throughout Village, lot size).
 - c. Generate new values in line with the current sales of property.
 - i. Price individual property record cards per sales analysis.
 - j. Individually review all property valuations to insure accuracy and proper values.
 - k. Send notices of new assessments and closing letter of explanation to all taxpayers when valuations have been completed (approximately June/July 2015)

- g. Provide Village Clerk with copies of sales reports and sample assessment rolls for both Village and taxpayers to review prior to the "Open Book" meetings.
 - h. Conduct Open Book hearings at the Village Hall to afford taxpayers a chance to compare properties, values, ask questions and present differing opinions of value.
 - i. Attend final Board of Review.
- 4) Normal annual assessors duties such as (new construction, permits, land splits, etc.) will be performed in time to be included in this current revaluation.

As outlined in earlier documents (see attached), a market update for your community would cost \$21.00 per improved parcel times 292 improved parcels equals \$6,132 ($21.00 \times 292 = 6,132$). Due to some duplication of work with the normal Assessors duties and our past relationship with the Village, I have given a credit of \$1,332.00 from the fee normally charged for the proposed services.

If this proposal is accepted, please sign the enclosed formal contract with acceptance, terms and payment schedule using this proposal as an addendum.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Michael L. Grota".

Michael L. Grota
Grota Appraisals



CONTRACT FOR
THE MARKET UPDATE REVALUATION FOR CONDOMINIUMS
IN THE VILLAGE OF THIENSVILLE
OZAUKEE COUNTY, WISCONSIN
2015

THIS AGREEMENT: By and between Grota Appraisals LLC, hereinafter called the "Assessor", and the Village of Thiensville, Ozaukee County, Wisconsin, hereinafter called the "Village".

ARTICLE I

SCOPE OF WORK: The Assessor, having familiarized himself with the local conditions affecting the cost of the work to be done, and the Standard Specifications for the Revaluation of all Real and Personal Property in the State of Wisconsin pursuant to Chapter 70, Wisconsin State Statutes, hereby agrees to perform everything required to be performed, and to complete in a professional manner, all the work required to be completed, to revalue all Real and Personal Property within the Village in accordance with all the applicable Wisconsin State Statutes and the General Agreements as stated in Article three of this contract.

ARTICLE II

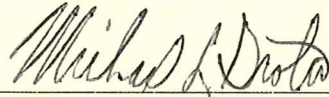
COMPENSATION: The Village shall pay to the Assessor for the performance of the contract, the sum of \$4,800 (Four Thousand Eight Hundred Dollars) for revaluation work, payments shall be made as follows:

\$4,800 (Forty Eight Hundred Dollars) due after completion of the 2015 Board of Review.

ARTICLE III

GENERAL AGREEMENTS: In addition to the normal contract language that states I will perform everything required to be performed, and to complete everything to be completed in a timely and professional manner, to comply with State Statutes on Revaluations, and Volume I of the Wisconsin State Assessors Manual on Procedures. I will also follow the guidelines spelled out in my Revaluation Proposal.

Submitted to the Village of Thiensville this 23rd day of FEBRUARY, 2015



Michael L. Grota
Grota Appraisals

ACCEPTANCE BY VILLAGE:

The above contract, terms and general agreements are hereby accepted this _____ day of

_____, 2015, by Governing Body of the Village of Thiensville

ATTEST:

President

Administrator



Chief Scott Nicholson

VILLAGE OF THIENSVILLE POLICE DEPARTMENT

250 Elm Street
THIENSVILLE, WISCONSIN
PHONE 262.242.2100
FAX 262.238.4442



February 26, 2015

The Honorable Village Board
Village of Thiensville
250 Elm Street
Thiensville WI 53092

Gentlemen;

Mackenzie S Kuether, has applied for the position of Special Police Officer with the Thiensville Police Department.

A background investigation was conducted on Mackenzie, as well as an interview with a panel of senior Special Officers. She successfully completed this process and is recommended for appointment.

I would respectfully request that Mackenzie S. Kuether be appointed as Special Officer with the Thiensville Police Department.

If you have any questions about Mackenzie Kuether, please feel free to contact me.

Respectfully Submitted,

Scott H. Nicholson,
Chief of Police



Chief Scott Nicholson

VILLAGE OF THIENSVILLE POLICE DEPARTMENT

250 Elm Street
THIENSVILLE, WISCONSIN
PHONE 262.242.2100
FAX 262.238.4442



February 26, 2015

The Honorable Village Board
Village of Thiensville
250 Elm Street
Thiensville WI 53092

Gentlemen;

Cody D. Lake, has applied for the position of Special Police Officer with the Thiensville Police Department.

A background investigation was conducted on Cody, as well as an interview with a panel of senior Special Officers. He successfully completed this process and is recommended for appointment.

I would respectfully request that Cody D. Lake be appointed as Special Officer with the Thiensville Police Department.

If you have any questions about Cody Lake, please feel free to contact me.

Respectfully Submitted,

Scott H. Nicholson,
Chief of Police