

**VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES**

DATE: **Monday, April 20, 2015**

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:	Police Chief Scott Nicholson, Director of Public Works Andy LaFond,	
	Assistant Administrator Colleen Landisch, Clerk Amy Langlois	

III. PLEDGE OF ALLEGIANCE

President Mobley led the recitation of the Pledge of Allegiance.

OATH OF OFFICE TO VILLAGE OFFICIALS

1. **President Van A. Mobley**
2. **Trustee Kenneth C. Kucharski**
3. **Trustee Kim C. Beck**

Clerk Amy Langlois administered the Oath of Office to President Van A. Mobley, Trustee Kenneth C. Kucharski and Trustee Kim C. Beck.

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 16, 2015
2. March 16, 2015 Special Board/Plan/HPC
3. March 26, 2015 Special Board

V. DEPARTMENT REPORTS (Receipt)

A. Department Reports (Receipt)

1. Fire Department
 - a. March, 2015
2. Police Department
 - a. March, 2015
3. Public Works Department
 - a. March, 2015

VI. COMMITTEE REPORTS

- A. Committee of the Whole**
 - 1. April 6, 2015

VII. REPORTS AND COMMUNICATIONS

- A. Historic Preservation Commission**
 - 1. March 11, 2015 (not held, see Special Board 3/16/15)
- B. Plan Commission**
 - 1. April 14, 2015
- C. Business Renaissance Committee**
 - 1. March 30, 2015
- D. Board of Canvassers**
 - 1. April 7, 2015
 - 2. April 10, 2015
- E. Capital Expenditures**

MOTION by Trustee Treffert, **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 21, 2015 through April 17, 2015

MOTION by Trustee Beck, **SECONDED** by Trustee Holyoke to approve the accounts payable from March 21, 2015 through April 17, 2015 in the amount of \$462,950.12. **MOTION CARRIED UNANIMOUSLY.**

- 2. **Financial Report (Receipt)**
 - a. February, 2015
 - b. March, 2015

The financial reports were received.

IX. PRESIDENT'S REPORT

A. Appointments

1. Class B Liquor & B Beer:

- a) Temporary "B" Beer & Wine:** Community Fun Events, June 27, 2015

MOTION by Trustee Beck, **SECONDED** by Trustee Kucharski to approve the Temporary "B" Bear & Wine license to Community Fun Events on June 27, 2015. **MOTION CARRIED UNANIMOUSLY.**

2. Operators Licenses-New: Remington's: Benjamin J. Gust

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to approve the New Operator's License to Benjamin J. Gust. **MOTION CARRIED UNANIMOUSLY.**

3. Operators License Renewal:

4. Miscellaneous:

- a) Parade Permit:** Memorial Day Parade, Monday, May 25, 2015
9AM to 11AM, Green Bay Road to Main Street to South Border at
Division Street

MOTION by Trustee Heinritz, **SECONDED** by Trustee Beck to approve the Memorial Day Parade permit for Monday, May 25, 2015 9 AM to 11 AM, Green Bay Road to Main Street to South Border at Division Street. **MOTION CARRIED UNANIMOUSLY.**

- b) Parade Permit:** Community Fun Events, Saturday, June 27, 2015
10AM to 1PM, Main Street, Freistadt Road, Green Bay Road, Riverview
Drive, Elm Street

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to approve the Parade Permit for Community Fun Events on Saturday, June 27, 2015 10 AM to 1 PM, Main Street, Freistadt Road, Green Bay Road, Riverview Drive and Elm Street. **MOTION CARRIED UNANIMOUSLY.**

President Mobley reported that he had received a letter from Community Fun Events. President Mobley communicated to them that the President and Trustees would be at the parade. President Mobley also asked the Trustees to walk the Memorial Day Parade also.

X. ADMINISTRATOR'S REPORT

A. Department Reports

1. Administrator's Report

Main Street Project

Administrator Robertson reported that the State has approved the 90% plans for Main Street. The North Main Street sewer project is going well. The construction piece is done and now they are working on the concrete and should be completed by April 27, 2015.

Election Results

Congratulations to President Mobley, Trustee Kucharski and Trustee Beck for their election results from the April 7, 2015 election. Trustee Kucharski earned 574 and Trustee Beck earned 573 votes.

Park Restroom Project

Administrator Robertson reported that the Village Park restroom project will begin Monday, April 27, 2015.

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2. Building Inspection Department (Receipt)
 - a. March, 2015 Report

The building inspection report was received.

XI. ATTORNEY'S REPORT

XII. COMMITTEE REPORTS

- A. Hear Auditor John Knepel and review and acceptance of the 2014 Financial Statements prepared by Baker Tilly, Virchow Krause & Company, LLP

Auditor John Knepel of Baker Tilly reported on the results of the audit. He reported that his objective was to audit and give his opinion on our financial situation.

Here is a summary:

Contained in the Village's Financial Statements is their Unmodified Financial Opinion which means that the financial statements are fairly presented in accordance with all the accounting principles that need to be followed. It is also referred to as a clean opinion, which is exactly what you want to hear from your CPA. The communication to those Charged with Governance and Management document would contain any of the communication the auditors must make to the Village under the professional standard regarding the results of the audit, the non-financial results. Auditor Knepel reported that they did not report any material weaknesses in controls which are the same as last year. The controls are such that the information received throughout the year and at year-end is reliable. There were no issues that needed to be communicated to the Village.

Governmental Funds:

	General Fund	Tax Incremental District Fund	Capital Improvement Fund	Nonmajor Governmental Funds
Current year activity				
Revenues and other sources	\$ 2,478,670	\$ 687,622	\$ 695,948	\$ 732,241
Expenditures and other uses	<u>2,485,412</u>	<u>686,434</u>	<u>1,058,169</u>	<u>277,960</u>
Change in fund balances	<u>\$ (6,742)</u>	<u>\$ 1,188</u>	<u>\$ (362,221)</u>	<u>\$ 454,281</u>
Fund Balance				
Nonspendable	\$ 128,373	\$ -	\$ -	\$ -
Restricted	-	7,520	-	433,720
Committed	174,543	-	-	360,022
Assigned	181,593	-	560,328	-
Unassigned	<u>1,478,199</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 1,962,708</u>	<u>\$ 7,520</u>	<u>\$ 560,328</u>	<u>\$ 793,742</u>

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General fund budget:

	<u>Original and Final Budget</u>	<u>Actual</u>	Variance: Favorable (unfavorable)
Revenues	\$ 2,480,084	\$ 2,478,670	\$ (1,414)
Expenditures	2,661,677	2,485,412	176,265
Net change in fund balance	\$ (181,593)	\$ (6,742)	\$ (174,851)

Enterprise Fund:

	<u>Sewer Utility</u>
Current year activity	
Operating revenues	\$ 883,391
Operating expenses	<u>795,716</u>
Operating income	87,675
Nonoperating revenue	<u>8,282</u>
Change in net assets	<u><u>\$ 95,957</u></u>
Assets	
Current	\$ 1,374,752
Noncurrent	<u>5,095,479</u>
Total	<u><u>\$ 6,470,231</u></u>
Liabilities	
Current	\$ 54,554
Noncurrent	<u>-</u>
Total	<u><u>\$ 54,554</u></u>
Net Assets	
Invested in capital assets	\$ 4,860,975
Restricted	234,524
Unrestricted	<u>1,320,178</u>
Total	<u><u>\$ 6,415,677</u></u>

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Long-term debt:

Total long-term debt 2013	<u>\$ 860,000</u>	<u>\$ -</u>	<u>\$ 860,000</u>
Statutory debt limit (5% of equalized value)	\$ 15,475,610		
Capacity for additional general obligation debt	\$ 15,475,610		

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 Heinritz to accept the 2014 Financial Statements prepared by Baker Tilly, Virchow Krause & Company, LLP. **MOTION CARRIED UNANIMOUSLY.**

B. Review and approval of allowing helicopter rides at Lion Fest

Mr. Bud Schmidt of the Thiensville-Mequon Lions Club addressed the Board regarding allowing helicopter rides at Lion Fest. He stated that safety and noise will not be an issue. Mr. Schmidt noted that the decibel level of 83 from the helicopter compares to a lawnmower and that it drops significantly at a distance of 300 feet. He confirmed that it is a different type of helicopter than a commercial helicopter; it is not quite as loud. It is currently scheduled to be located southeast of the Rotary pavilion and the river. Mr. Schmidt shared that this is quite an attraction in Burlington.

Trustee Beck inquired as to whether the neighbors were questioned regarding the helicopter rides. As of now, they have not been. Trustee Treffert expressed his concern that the park is in the heart of a residential neighborhood and that when Flight for Life comes for Safety Days that it is loud.

Trustee Beck inquired as to how much money is raised. Mr. Schmidt reported that they receive 10% of the profits and that each ride costs \$40 each. Mr. Schmidt feels that this will draw many people to the event. He confirmed that the area would be secured by a snow fence.

Director of Public Works Andy LaFond reported that he did not feel there would be an issue with dust but was concerned about safety.

The baseball fields will be in use so they are not available to be used for taking off and landing. Trustee Treffert asked if it would be possible to have a trial run for four hours on a Saturday. Mr. Schmidt stated he would be willing to check with the pilot to see if he would be willing to come in for a trial run.

Police Chief Nicholson expressed his concern regarding safety as well. Trustee Beck is concerned that the City of Mequon may be contacted because of the noise. Mr. Schmidt does not feel that there will be an issue with the noise. The hours of operation would be noon to dusk. There are five take-off and landings per hour making \$800 per hour with the Lions cut of 10%.

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The flight plan of taking off over the river raised concern regarding the safety of those on the river. Mr. Schmidt relayed that they need a commitment within the next week to schedule the event. Trustee Kucharski shared that he does not feel the dust and noise are an issue and does not feel there is a safety issue and that it is an exciting event.

President Mobley shared that he is concerned about the safety and the noise and inquired as to if we can have the pilot come for a trial run. He has expressed that the noise all day long will be an issue with the neighbors. Mr. Schmidt proposed that he could check with the pilot to see that if there were complaints regarding the noise, that the rides be cancelled. President Mobley expressed that there will be a few changes this year to the event in that there are no bathroom facilities and the carnival rides are moved.

Chief Nicholson reported that he will receive between 2-12 complains on noise per year and that they typically are not from Thiensville residents.

Mr. Schmidt made a call to the pilot and found out that in order bring the helicopter up for a test run, it will cost about \$800. The pilot is unable to make it to Thiensville for a demonstration. He will supply a list of places he will be this summer if anyone is available to visit to see how the event goes. The pilot suggested that Chief Nicholson talk to the Chief in Burlington to answer any questions he may have.

MOTION by Trustee Treffert, **SECONDED** by Trustee Holyoke to deny allowing helicopter rides at Lion Fest and to reconsider for 2016. **MOTION CARRIED UNANIMOUSLY.**

- C. Review and approval of repairs to the four entryway features and adding pillars and wrought iron fencing by Tree Tops Landscaping, LLC

Director of Public Works Andy LaFond reported that a presentation was made to the Women's Club that was very well received and it is their hope that the south end entryway features be completed by Family Fun event and that the contractor can start in May.

MOTION by Trustee Treffert, **SECONDED** by Trustee Beck to approve the repairs to the four entryway features and adding pillars and wrought iron fencing by Tree Tops Landscaping, LLC. **MOTION CARRIED UNANIMOUSLY.**

- D. Review and approval of a Proclamation in Honor of Arbor Day, April 24, 2015

Director of Public Works Andy LaFond reported that a Proclamation has to be on file to apply for Tree City USA.

MOTION by Trustee Treffert, **SECONDED** by Trustee Beck to approve a Proclamation in Honor of Arbor Day, April 24, 2015. **MOTION CARRIED UNANIMOUSLY.**

- E. **CITIZEN APPOINTMENTS:**

MOTION by Trustee Lange, **SECONDED** BY Trustee Kucharski 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>	Richard Gattoni, 504 Alta Loma Drive, Three-Year Term
<u>Weyenberg Library Board</u>	Mary (Mimi) Rosing, 512 Alta Loma Drive, Three-Year Term

MOTION CARRIED UNANIMOUSLY.

BOARD APPOINTMENTS:

MOTION by Trustee Treffert, **SECONDED** by Trustee Kucharski to approve the following 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.

STAFF APPOINTMENTS:

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

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

- F.** Review and approval to allow an ice cream cart in Molyneux Park during the Summer months

Trustee Lange addressed the Board regarding pursuing an ice cream cart in Molyneux Park with his two partners. He would like to start Memorial Day and end Labor Day and also during Farmer's Market. They would like to offer Purple Door Ice Cream which was just recently voted Milwaukee's Best Ice Cream. It is all locally made and they contribute back to local farmers. They have great flavors and are willing to make a Thiensville flavor.

They would like to operate 2:00 PM until 9:00 PM six days a week. Trustee Beck inquired as to if the Village has any formal restrictions on cart vendors. Administrator Robertson reported that they would need to apply for a Transit Merchant Application. ServSafe certification would need to be obtained by one of the owners. Trustee Beck suggested that there be some guidelines for cart use.

Trustee Lange shared that the goal would be to at some time in the future eliminate the cart and have an ice cream store along Main Street.

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President Mobley stated that signage rules must be looked into. Sandwich boards were suggested as a possibility.

Trustee Lange reported they are at the beginning stages of the process and that they are looking into licensing, Wi-Fi to take credit cards and electricity.

Trustee Kucharski inquired as to if there was any type of rent involved. Administrator Robertson mentioned that there is a deposit required to use Village Park but there is no fee structure.

Trustee Lange suggested he come back at the end of the season to report on how the season went.

MOTION by Trustee Treffert, **SECONED** by Trustee Kucharski to allow ice cream cart in Molyneux Park for the period of Memorial Day to Labor Day with proper insurance and licensing. **MOTION CARRIED UNANIMOUSLY.**

- G. Review and acceptance of an Infrastructure Investment Achievement Award from Ruekert & Mielke

Administrator Robertson reported that Ruekert & Mielke is requesting that the Village choose a venue as to where to have the celebration and it was suggested to have it at the Employee and Volunteer Appreciation Dinner and then to think about what type of charitable donation could be made. They are offering a \$1,000 donation to a charity of the Village's choice.

MOTION by Trustee Treffert, **SECONDED** by Trustee Heinritz to accept the Infrastructure Investment Achievement Award from Ruekert & Mielke. **MOTION CARRIED UNANIMOUSLY.**

NEXT RESOLUTION NUMBER:	2015-05
NEXT ORDINANCE NUMBER:	2015-01

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

XIV. UNFINISHED BUSINESS

XV. ANY OTHER MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY BE BROUGHT BEFORE THE BOARD, OR CARRIED OVER FROM THE MARCH 16, 2015 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. Donald & Audrey Bierman, \$200 Fire Department
 - 2. Lucille & Julia Reinert, \$150 Police Department
 - 3. Lucille & Julia Reinert, \$100 Fire Department
 - 4. Michael & Linda Frieze, \$25 Fire Department

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to approve the gifts from Donald & Audrey Bierman of \$200 for the Fire Department, Lucille & Julia Reinert of \$150 for the Police Department, Lucille & Julia Reinert of \$100 for the Fire Department, and Michael & Linda Frieze of \$25 for the Fire Department with much gratitude. **MOTION CARRIED UNANIMOUSLY.**

- D. Dialog with Mequon regarding water utility service

Administrator Robertson reported on six scenarios regarding the water utility service:

Scenario one: Willowbrook to the Old Village Hall which proposed all open cut versus using the old storm sewer = \$379,000

Scenario two: Shully's to the bridge = \$159,000 without laterals

Scenario three: North Main Street to South Main Street = \$1,582,000, with water services = \$2,398,000

Scenario four: Just North Main Street = \$1,100,000, with laterals = \$1,800,000

Scenario five: From Shully's under the Creek to Dr. Lewis = \$81,581

Scenario six: From Willowbrook to Dr. Lewis, under the Creek and then it makes a square loop = \$382,000, with laterals - \$478,000.

Administrator Robertson reported that there is a water main that runs to Mequon City Hall. The pool and library are served by an old copper pipe that was installed by their Public Works Department many years ago.

President Mobley believes the project could run to South Main for about \$700,000. The stop boxes would have to be installed by the property owners when they install the lateral.

- E. Review next month's meeting date schedule

XVI. MOTION TO ADJOURN TO CLOSED SESSION

MOTION by Trustee Treffert, **SECONDED** by Trustee Heinritz to adjourn to closed session at 7:40PM pursuant to Chapter 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations regarding a recommended denial of a beverage operator's license.

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1. Roll Call Vote

Ayes: Trustee 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 Lange, **SECONDED** by Trustee Heinritz to reconvene in Open Session at 8:21PM.
MOTION CARRIED UNANIMOUSLY.

2. Review and denial of a beverage operator's license.

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to deny a beverage operator's license to Thomas R. Niemczyk. **MOTION CARRIED UNANIMOUSLY.**

XVI. ADJOURNMENT

MOTION by Trustee Lange, **SECONDED** by Trustee Holyoke to adjourn the meeting at 8:22PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Approved by,

Amy L. Langlois
Village Clerk

Dianne S. Robertson
Village Administrator