VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES

DATE: Monday, June 15, 2015 **LOCATION: 250 Elm Street**
Thiensville, WI

TIME: 6:00PM

I. CALL TO ORDER

President Mobley called the meeting to order at 6:00PM.

II. ROLL CALL

President:	Van Mobley	
Trustees:	Kim Beck	Kenneth Kucharski
	Ronald Heinritz	David Lange
	Rob Holyoke	John Treffert (excused)
Administrator:	Dianne Robertson	
Attorney:	Robert Feind	
Staff:	Fire Chief Brian Reiels	
	Police Chief Scott Nicholson	
	Director of Public Works Andy LaFond	
	Assistant Administrator Colleen Landisch-Hansen	
	Clerk Amy Langlois	

III. PLEDGE OF ALLEGIANCE

Trustee Lange led the recitation of the Pledge of Allegiance.

MOTION by Trustee Beck, **SECONDED** by Trustee Heinritz to allow a teleconference call from Trustee Treffert during the Board Meeting. **MOTION CARRIED UNANIMOUSLY.**

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. May 18, 2015

V. DEPARTMENT REPORTS (Receipt)

A. **Department Reports** (Receipt)
   1. Fire Department
      a. May, 2015
   2. Police Department
      a. May, 2015
   3. Public Works Department (not complete)
      a. May, 2015

VI. COMMITTEE REPORTS

A. Committee of the Whole
1. June 1, 2015

VII. REPORTS AND COMMUNICATIONS

A. Zoning Board of Appeals
1. June 4, 2015 and Written Decision

B. Historic Preservation Commission
1. May 13, 2015 (not complete)

C. Plan Commission
1. May 5, 2015

D. Business Renaissance Committee

E. Mequon/Thiensville Bike Pedestrian Commission
1. April 10, 2015

F. River Advisory Committee
1. June 4, 2015 (not complete)

G. Board of Review
1. June 9, 2015

H. 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. May 18, 2015 through June 12, 2015

MOTION by Trustee Heinritz, **SECONDED** by Trustee Beck to approve the accounts payable from May 18, 2015 through June 12, 2015 in the amount of $535,979.59. **MOTION CARRIED UNANIMOUSLY.**

2. Financial Report (Receipt)
a. May, 2015

The Financial Report was received.

IX. PRESIDENT'S REPORT

A. Appointments

1. Operator's License-New

a. The Cheel
Karla J. Plott

MOTION by Trustee Heinritz, **SECONDED** by Trustee Lange to approve the new operator's license for Karla J. Plott, The Cheel. **MOTION CARRIED UNANIMOUSLY.**

2. Operator's Licenses-Renewal

a. The Cheel
Barkha Daily, Jesse Daily, Ryan DeRosa

b. glaze, LLC
Heather Albrecht, Philip Eckert, Nancy Grittner, Skye Marach

c. Remington's River Inn
Jaimie B. Lee

d. Walgreens
Steven Jacomet

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to approve the following operator's license renewals: Barkha Daily, Jesse Daily and Ryan DeRosa; Heather Albrecht, Philip Eckert, Nancy Grittner and Skye Marach; Jaimie B. Lee; and Steven Jacomet. **MOTION CARRIED UNANIMOUSLY**.

e. Skippy's Pub & Grub
Cassie Haugen, Marisa Hoadley, Brett Kucharski, Cindy Shaurette

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to approve the following operator's license renewals: Cassie Haugen, Marisa Hoadley, Brett Kucharski and Cindy Shaurette.

Ayes: President Mobley, Trustees Lange, Beck, Heinritz and Holyoke.
Abstain: Trustee Kucharski
MOTION CARRIED.

X. ADMINISTRATOR'S REPORT

A. Department Reports

1. Administrator's Report

Administrator Robertson shared a letter of thanks from the Homestead High School students regarding their proposal for an ice rink in Village Park. As well as thanking the Board for the opportunity to present their proposal, this letter also outlined their thoughts on lighting the ice rink which involved placing four poles on the corners of the rink and stringing lights diagonally between them.

2. Building Inspection Department (Receipt)

a. May, 2015 Report

The building inspection report was received.

XI. ATTORNEY'S REPORT

No report.

XII. COMMITTEE REPORTS

A. Review and approval of Special Assessment Formula for Main Street Water

Trustee Treffert joined the meeting via teleconference from 6:20PM until 7:30PM.

Ken Ward of Ruekert/Mielke addressed the Board regarding Main Street Water. Due to a significant variance in parcel size, type and frontage, it has been determined that a combined assessment methodology of frontage (25% allocation) and unit assessment (75% allocation) be used. A combination of assessment types was looked at. Every time an assessment type is looked at, it is taken back to the average parcel length or size available. When this is balanced out, this is what is referred to as a "defensible assessment policy." The average length of a parcel is 100 feet with 25% assessed on frontage and 75% assessed on unit. Mr. Ward shared that he has been doing assessment management for about 35 years, has served as an expert witness, has not lost a case yet and is very confident in this assessment.

Trustee Heinritz questioned what the term "unit" refers to. Mr. Ward explained that "unit" refers to total number of parcels. A condominium is treated as a multi-part unit parcel because each unit within benefits.

The project and assessment costs go only within the right-of-way and does not include the connection from the right-of-way into the building because that will vary depending on how the plumbing is set up, the size of the parcel and other changes that may need to be made due to code.

Four options were shared:

Project A: Water main extension from 213 S. Main Street to 210 N. Main Street

Estimated Water Main Project Costs	$ 735,920.00
25% Contingencies, Administration, Legal and Engineering	$ 183,980.00
Total Estimated Project Costs	$ 919,900.00
Deduct Water Project Costs	$ (207,800.00)
Deduct Tax Stabilization Fund Costs	$ (460,000.00)
Net Project Costs	$ 252,100.00

Assessment Computation:

Frontage Assessment Cost Computation:	
Total Estimated Project Frontage	$ 4,827.45/L.F.
Total Estimated Project Cost	$252,100.00
25% Frontage Cost Allocation:	
0.25 x $252,100.00	$ 63,025.00
$63,025.00/4,827.45	$ 13.055/L.F.
Use $13.06 as the per front foot assessment rate	
Unit Assessment Cost Computation:	
Total Estimated Project Units	53
Total Estimated Project Cost	$252,100.00
75% Unit Cost Allocation:	
0.75 x $252,100.00	$189,075.00
$189,075.00/53	$ 3,567.4528/Unit
Use $3,567.45 as the unit assessment rate	

The typical 100', 2" lateral is $9,575 per parcel.

Project B: Water main extension on Green Bay Road from Pigeon Creek to 100 feet south of Elm Street

Estimated Water Main Project Costs	$ 169,713.00
25% Contingencies, Administration, Legal and Engineering	$ 42,428.00
Total Estimated Project Costs	$ 212,141.00
Deduct Water Project Costs	$ (48,900.00)
Net Project Costs	$ 163,241.00

Assessment Computation:

Frontage Assessment Cost Computation:	
Total Estimated Project Frontage	$ 1,431.20/L.F.
Total Estimated Project Cost	$163,241.00
25% Frontage Cost Allocation:	
0.25 x $163,241.00	$ 40,810.00
$73,441.50/1,431.20	$ 28.5147/L.F.
Use $28.52 as the per front foot assessment rate	
Unit Assessment Cost Computation:	
Total Estimated Project Units	11
Total Estimated Project Cost	$163,241.00
75% Unit Cost Allocation:	
0.75 x $163,241.00	$122,430.75
$122,430.75/11	$ 11,130.0682/Unit
Use $11,130.07 as the unit assessment rate	

The typical 100', 2" lateral is $18,800 per parcel. This is high because the project is small.

Project C: Water main extension from 275 S. Main Street to 210 N. Main Street

Estimated Water Main Project Costs	$ 782,073.00
25% Contingencies, Administration, Legal and Engineering	$ 195,518.00
Total Estimated Project Costs	$ 977,591.00
Deduct Water Project Costs	$ (223,825.00)
Deduct Tax Stabilization Fund Costs	$ (460,000.00)
Net Project Costs	$ 293,766.00

Assessment Computation:

Frontage Assessment Cost Computation:	
Total Estimated Project Frontage	$ 5,669.05/L.F.
Total Estimated Project Cost	$293,766.00
25% Frontage Cost Allocation:	
0.25 x $252,100.00	$ 73,441.50
$73,441.50/5,669.05	$ 12.9548/L.F.
Use $12.96 as the per front foot assessment rate	
Unit Assessment Cost Computation:	
Total Estimated Project Units	57
Total Estimated Project Cost	$293,766.00
75% Unit Cost Allocation:	
0.75 x $293,766.00	$220,324.50
$220,324.50/57	$ 3,865.3421/Unit
Use $3,865.34 as the unit assessment rate	

The typical 100', 2" lateral is $10,060.

Project D: Water main extension in Green Bay Road and from 275 S. Main Street to 210 N. Main Street

Estimated Water Main Project Costs	$ 910,175.00
25% Contingencies, Administration, Legal and Engineering	$ 227,543.00
Total Estimated Project Costs	$1,137,718.00
Deduct Water Project Costs	$ (256,363.00)
Deduct Tax Stabilization Fund Costs	$ (460,000.00)
Net Project Costs	$ 421,355.00

Assessment Computation:

Frontage Assessment Cost Computation:	
Total Estimated Project Frontage	$ 7,100.25/L.F.
Total Estimated Project Cost	$421,355.00
25% Frontage Cost Allocation:	
0.25 x $421,355.00	$105,338.75
$105,338.75/7,100.25	$ 14.8359/L.F.
Use $14.84 as the per front foot assessment rate	
Unit Assessment Cost Computation:	
Total Estimated Project Units	69
Total Estimated Project Cost	$421,355.00
75% Unit Cost Allocation:	
0.75 x $421,355.00	$316,016.25
$316,016.25/69	$ 4,579.9456/Unit
Use $4,579.94 as the unit assessment rate	

The typical 100', 2" lateral is $10,963.

There are certain fixed costs that always remain the same when it comes to installing the laterals. The unit assessment costs are always the same which is roughly $3,800-$3,900 and the lateral cost is roughly going to remain the same at $4,950. The difference is the frontage cost which is directly related to the availability of service and potential for development or redevelopment of a parcel. Individual lateral connections from the right-of-way to the building, interior building modifications and abandoning private wells are not included in these costs.

In project costs, the lateral costs are assessed separately. For example, if the project costs $100,000; of that $100,000, $40,000 is for the laterals, this leaves a net cost of $60,000. Then the 25%/75% is added to that $60,000. The $40,000 is then divided equally amongst everyone who wants a lateral. It was confirmed that the lateral runs to the stop box.

Installing a lateral to a parcel during the installation of the water main is much cheaper than installing at a later date because pavement removal and replacement is done at one time. For example, installing a 1 ¼" lateral during the project would cost $4,700.00, as opposed to $7,442.00 if installed after the project was completed. Installing a 2" lateral during the project would cost $4,950.00, as opposed to $7,692.00 if installed after the project was completed. The difference in price is due to a credit of $1,080.00 from the Mequon Water Utility Revenue Credit and $1,662.00 from the Thiensville Tax Stabilization Credit.

Mr. Ward recommended putting in as many laterals during the initial project as possible. To date, plans are at about 30-40% complete and stated that he is looking to advertise for bids on July 9th and July 16th regardless of what Project is decided upon, opening bids on July 23rd, bids can be awarded on August 10th or may be delayed, between August 10th and August 24th execute contracts for construction, start construction on August 24th with a completion date of November 10th. Mr. Ward mentioned that working with concrete as opposed to asphalt allows you to work later in the year.

Administrator Robertson confirmed that STP funds for Main Street rehabilitation are committed.

Administrator Robertson suggested a 10 year payback schedule if you hook up the first year which is an incentive for more people to hook up right away. Interest on the special assessments would be capped for a ten-year period. There would be no interest calculated after the initial 10 years. This will insure that the special assessment interest amount would not get out of hand over time.

Trustee Beck inquired as to how the portion of the project is funded that is not covered by the Tax Stabilization Project. Assistant Administrator Colleen Landisch-Hansen stated that the interest rates on State Trust Fund Loans are in the low 3%'s depending on the terms. President Mobley suggested taking out a loan and then use some of the funds that will be coming in next year from the Capital Improvements.

Administrator Robertson reported that the benefit of using a State Trust Fund Loan is that it is not prohibitive to pay the loan in advance. The more people that hook up right away, the less the Village will need to borrow. There is no intent for property taxes to be raised due to this project or to force a property owner to hook up.

Mr. Ward recommended to the Board that upon sale or transfer of the property, the assessment is due. This will ensure that the assessment gets paid.

Trustee Lange inquired as to what the cost is to the Village for Project D. Administrator Robertson confirmed that the Village would borrow $421,355.00. This amount will depend on how many sign up.

Administrator Robertson confirmed that the Village is responsible for the Village right-of-ways, crossing the intersection and Pigeon Creek Crossing because no one can hook up on those areas; this amounts to about $70,000 plus any other Village properties that may want to be hooked up like the Lift Station and Old Village Hall. This is in addition to the Tax Stabilization Fund. A large portion of this may be paid off with next year's TIF.

Administrator Robertson reported that the Village could finance this project on their own and use up money allocated for Main Street and reallocate next year's TIF for Main Street. If needed, money can be borrowed.

Trustee Treffert inquired as to the service lateral charge. It was confirmed that those using 2" will all be the same and those using 1 ¼" will be the same as well. The difference in charge between the 2" and the 1 ¼" is about $200.

Ken Ward explained that if hook up does not happen right away, it takes about three days and one lane of traffic would be affected. Chances are that this would be in a parking lane. The cost of this slab of concrete would be about $1,700.

Mike Rowe of Mequon Water explained that laying a lateral and leaving it dormant is not recommended because the pipe can grow things that will harm water for others. Administrator Robertson expressed her concern for public health if the laterals are left unused.

Mr. Ward explained that the Resolution that the Board passes would specify the determination of how long property owners have to hook up and that the election of a lateral is voluntary or not voluntary.

Mr. Ward also explained that when you have a building and a parking lot, if it gets sold and 5-7 years from now they decide to redevelop and combine parcels, that is where the "upon sale or transfer" stipulation becomes important. This will ensure that the Village gets paid back. Administrator Robertson explained that if a business sells their business and parking lot, the assessment would need to be paid. This is an important element of the Resolution that will need to be created. Any vacant parcel is considered a unit.

President Mobley summarized by stating that he believes there is support for Project D, that financing will not be available unless property owners hook up now, that hook up is voluntary, and that when sale occurs that assessment is to be paid. Mr. Ward recommended that interest charged should be what the interest rate is currently and cap it at a certain percentage and wait to see what the State Trust Funds are at and then a couple scenarios could be run with different interest rates.

Trustee Treffert questioned as to what the advantage is to develop Green Bay Road at this time and inquired as to if the tap could be installed.

Mr. Ward explained that to do this portion as a stand-alone project would cost more because it is a smaller project; and secondly, cost per assessment will go up about $8,000 per parcel. Administrator Robertson explained that to put in the tap would require the road to be opened up again and that putting the tap in right away could lead to a potential leak. There is no advantage to doing this ahead of time.

Trustee Heinritz stated that when a road is installed, there is a clause on when that street can be cut open.

Mr. Ward shared that he is aware of some communities that have a five year moratorium on open cutting a new road; but if there is a need, the fee for year one is $5,000, year two is $4,000, year three is $3,000, and so on, so there is a disincentive to do this.

Mr. Ward clarified that a preliminary Resolution will need to be passed, bids will be accepted, there will be a public hearing and then a final Resolution will be created.

President Mobley shared that property values will more than likely go up whether they hook up or not, and insurance rates may decrease moving ahead with this project.

Administrator Robertson explained that if the Tax Stabilization Fund is used, a Super Majority must exist, meaning a 5-2 vote of the Village Board.

Motion below was made by Trustee Lange with Trustee Treffert adding a "Friendly Amendment" to include, in the motion, a 10 year payback incentive if residents hook up right away.

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to proceed with water main Project D: Water main extension in Green Bay Road and from 275 S. Main Street to 210 N. Main Street, to offer voluntary hook up to residents, payment is due upon sale of property, the assessment can be deferred indefinitely until a property owner sells, and to utilize the Tax Stabilization Fund. **MOTION CARRIED UNANIMOUSLY.**

B. Review and approval of a Tax Incremental District Study for 200 Green Bay Road with Ehlers & Associates, Inc.

Administrator Robertson shared the scheduled timeline which confirmed that a quorum will occur and that closing of the process will occur on or before September 30, 2015. It was also shared there are a few investors interested and this study is a large part of the project. There has been no feedback from the public so far.

President Mobley explained that what is beging requested is a study to confirm if this project will benefit the Village.

MOTION by Trustee Beck, **SECONDED** by Trustee Lange to approve the Tax Incremental District Study for 200 Green Bay Road with Ehlers & Associates, Inc. **MOTION CARRIED UNANIMOUSLY.**

C. Review and acceptance of the 2014 Fire Department Annual Report

Fire Chief Brian Reiels gave a brief overview of his department's annual report. Chief Reiels shared that the Fire Department responded to 17% more calls for service over the previous year, of which 143 calls were overlapping, 53% of the time the first vehicle was on scene within less than five minutes, 82% of the time the first apparatus was on scene within eight minutes, and overall response time in the Village for both fire and EMS was 5.55 minutes. The Department participated in 30 outreach activities during the past year.

Chief Reiels expressed his appreciation that 70% of the fleet is funded through non-taxpayer dollars.

Traditionally, the Village Fire Department was a Fire or EMS Department. As a condition of employment, individuals are required to be Firefighter/EMT's which helps coverage significantly. Fundraising is also a large part of the Department.

Some concerns of Chief Reiels are retention of staff and a 30 year old engine as well as safety.

Chief Reiels thanked the Village Board for their support over the year.

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to accept the 2014 Fire Department Annual Report. **MOTION CARRIED UNANIMOUSLY.**

D. Discussion and possible action regarding Infrastructure Investment Achievement Award from Ruekert & Mielke

Administrator Robertson reported that after researching if the Historic Preservation Commission can accept the Infrastructure Investment Achievement Award that this is not exactly what the Award is for. These funds are mainly for the local Chamber or local Business Association. The Award could be awarded to the Thiensville Business Association or the food pantry. The Thiensville Business Association could use the Award for the Village Market.

This Award will be presented during the annual Employee Appreciation and Volunteer Dinner in October.

MOTION by Trustee Lange, **SECONDED** by Trustee Holyoke to extend the Infrastructure Investment Achievement Award to the Thiensville Business Association. **MOTION CARRIED UNANIMOUSLY.**

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

XIII. REPORTS AND COMMUNICATIONS

XIV. UNFINISHED BUSINESS

XV. ANY OTHER MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY BE BROUGHT BEFORE THE BOARD, OR CARRIED OVER FROM THE MAY 18, 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. Newman Chevrolet, Inc., $25, Fire Department
  2. Anne Carpenter, $200, Police Department

D. Dialog with Mequon regarding water utility service
E. Review next month's meeting date schedule
F. Thiensville voted 3rd Best Suburb to Raise a Family in Milwaukee Metro Area

Next month's meeting will be held July 13, 2015.

MOTION by Trustee Heinritz, **SECONDED** by Trustee Holyoke to accept the gifts of $25 from Newman Chevrolet and $200 from Anne Carpenter with much gratitude and thanks. **MOTION CARRIED UNANIMOUSLY.**

XVI. MOTION TO ADJOURN TO CLOSED SESSION

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to adjourn to closed session at 7:46PM pursuant to Chapter 19.85(1)(g) Conferring with legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding Laurelwood Condominiums assessment claim and pursuant to Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding the Old Village Hall/Fire Station project.

1. Roll Call Vote

Ayes: President Mobley, Trustees Heinritz, Beck, Lange, Holyoke and Kucharski.
Nayes: None
MOTION CARRIED.

MOTION TO RECONVENE IN OPEN SESSION

1. Vote of Board to reconvene.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to reconvene in Open Session at 8:05PM. **MOTION CARRIED UNANIMOUSLY.**

XVII. ADJOURNMENT

MOTION by Trustee Holyoke , **SECONDED** by Trustee Lange to adjourn the meeting at 8:05PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Amy L. Langlois

Amy L. Langlois
Village Clerk

Approved by,

Dianne S. Robertson

Dianne S. Robertson
Administrator