



VILLAGE OF THIENSVILLE
Board of Trustees
MINUTES

DATE: Monday, January 23, 2023

COMBINED COMMITTEE OF THE WHOLE
AND BOARD OF TRUSTEES
LOCATION: 250 Elm Street, Thiensville, WI

TIME: 6:00 PM

I. CALL TO ORDER

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

II. ROLL CALL

PRESIDENT:	VAN MOBLEY
TRUSTEES:	JENNIFER ABRAHAM ANGELINA APOSTOLOS KRISTINA ECKERT ROB HOLYOKE KENNETH KUCHARSKI DAVID LANGE
ADMINISTRATOR:	COLLEEN LANDISCH-HANSEN
ATTORNEY:	TIM SCHOONENBERG
STAFF:	DIRECTOR OF COMMUNITY SERVICES/PUBLIC WORKS ANDY LAFOND POLICE CHIEF CURT KLEPPIN VILLAGE CLERK AMY LANGLOIS

Trustee Kucharski, Attorney Schoonenberg and Police Chief Kleppin were excused.

III. PLEDGE OF ALLEGIANCE

A. Trustee Lange to lead the Recitation of the Pledge of Allegiance

Trustee Lange led the recitation of the Pledge of Allegiance.

IV. CITIZENS TO BE HEARD

A. Open to any resident or taxpayer on items not subject to a public hearing: Please be advised per Wis. Stats 19.84(2), information will be received from the public. Village policy

limits a three (3) minute time period per person, with time extension by the presiding official's discretion or a vote of 2/3 of the Board or Committee; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. Written comments on agenda items are encouraged to be sent and addressed to the intended body by noon on the day of the meeting. Comments received timely will be forwarded to all members of the body. If you wish to speak, you must pre-register by emailing the Village Clerk at alanglois@village.thiensville.wi.us by 4:00 PM on the day of the meeting or by signing in immediately prior to the meeting.

Ron Heinritz, 202 Grand Avenue - Mr. Heinritz is the Thiensville appointed citizen on the Mequon-Thiensville Bike and Pedestrian Way Commission. Mr. Heinritz shared that there is a portion on River Road where bike lanes were not installed. Mequon is planning some work on River Road and offered to install a bike lane between Heidel Road and East Freistadt Road in Thiensville. Mr. Heinritz shared that the Mequon-Thiensville Bike and Pedestrian Way Commission supports this. Also, the City of Mequon is in need of updating their 20-year master plan. A proposal has been submitted and the Committee suggested Thiensville be part of the study.

CONSENT AGENDA

Upon request of any Trustee, any item may be removed from the Consent Agenda for special consideration.

V. APPROVAL OF MINUTES

A. Board of Trustees

1. December 19, 2022 (att)

VI. DEPARTMENT REPORTS

A. Police Department

1. TPD DEC Report, 2022 (att)

B. Public Works Department

VII. COMMITTEE REPORTS

VIII. REPORTS AND COMMUNICATIONS

A. Mequon-Thiensville Bike and Pedestrian Way Commission

1. November 10, 2022 (att)

B. Plan Commission

1. December 13, 2022 (att)

C. Southern Ozaukee Fire & Emergency Medical Services Board

1. November 30, 2022 (att)

MOTION by Trustee Holyoke, **SECONDED** by Trustee Abraham to approve the Consent Agenda. **MOTION CARRIED UNANIMOUSLY.**

BUSINESS AGENDA

IX. FINANCIAL REPORTS AND ACCOUNTS PAYABLE

A. Accounts Payable

1. December 19, 2022 through January 20, 2023 (att)

Administrator Landisch-Hansen noted that the following tax settlements have been paid to MATC, the Mequon-Thiensville School District, and Ozaukee County. Total accounts payable is \$3,387,602.55.

MOTION by Trustee Lange, **SECONDED** by Trustee Eckert to approve the December 19, 2022 through January 20, 2023 Accounts Payable in the Amount of \$3,387,602.55. **MOTION CARRIED UNANIMOUSLY.**

B. Financial Report (Receipt)

1. December, 2022 (att)

The December, 2022 Financial Report was received.

X. PRESIDENT'S REPORT

A. Appointments

1. Operator's License - New - Village BP, 246 South Main Street, Daniel C. Cenzoll

MOTION by Trustee Eckert, **SECONDED** by Trustee Apostolos to approve New Operator's License, Village BP, 246 South Main Street, Daniel C. Cenzoll. **MOTION CARRIED UNANIMOUSLY.**

XI. ADMINISTRATOR'S REPORT

A. Department Reports

1. Administrator's Report (att)

Administrator Landisch-Hansen shared that there will be a Primary Election on February 21, 2023, for Justice of the Supreme Court, Village Trustee and a Special Election for State Senator for District 8. There are six running for Village Trustee. This election will reduce the field to four.

December tax collections yielded 51.60% of total taxes due compared to 47.46% last year. The final day for collections is January 31, 2023. There is a 5-day walk-in grace period.

The Thiensville Business Association Annual Meeting will be held on Tuesday, January 24, 2023 at 5:00 PM at Port Washington State Bank. All are welcome to attend.

The annual audit is scheduled for the week of February 20, 2023.

Incoming revenue includes \$49,058.93 for 1st quarter transportation aids from the State of Wisconsin Department of Transportation.

B. Building Inspection Report (Receipt)

1. December, 2022 (att)

The December, 2022 Building Inspection report was received.

XII. ATTORNEY'S REPORT

No Attorney's report.

XIII. COMMITTEE REPORTS

A. Review and action regarding December, 2022 Preliminary Capital Expenditure Report and January, 2023 Preliminary Capital Expenditure Report (att)

Administrator Landisch-Hansen noted the following capital requests which include: \$70,000.00 for Village Hall fire alarm and security system, \$30,000.00 for BS&A financial software, \$57,007.00 for a 2023 Ford Explorer squad and equipment (\$44,785.63 in reserves) and \$5,000.00 for parade and special event barricades (\$5,000.00 in reserves).

MOTION by Trustee Lange, **SECONDED** by Trustee Eckert to approve the following Capital Expenditure Requests: \$70,000.00 for Village Hall Fire Alarm and Security System, \$30,000.00 for BS&A Financial Software, \$57,007.00 for 2023 Ford Explorer Squad and Equipment and \$5,000.00 for Parade and Special Event Barricades. **MOTION CARRIED UNANIMOUSLY.**

B. Presentation from Parkitecture + Planning, Blake Theisen, regarding Park and Open Space Plan and Review and action regarding Resolution 2023-01 Approving Park and Open Space Plan (att)

Director of Community Services/Public Works LaFond introduced Blake Theisen from Parkitecture + Planning. Mr. Theisen was also the consultant for the planning and concepting through the TID District. Mr. Theisen presented to the Board a Park and Open Space Plan (POSP) for Village Park. This POSP is a five-year document that takes into account all of the assets the Village owns and maintains as well as all ordinances and other documents that pertain to open space. Adopting this document maintains the Village's eligibility for Wisconsin DNR grant funding for open-spaced projects.

MOTION by Trustee Lange, **SECONDED** by Trustee Eckert to approve Resolution No. 2023-01 Approving the 2023-2028 Village of Thiensville Park and Open Space Plan Prepared by Parkitecture + Planning. **MOTION CARRIED UNANIMOUSLY.**

C. Review and discussion regarding Tennis and Pickleball Court Reconstruction Design (att)

Director LaFond shared that the topic of pickleball courts has been discussed due to contemplating rebuilding the tennis courts. The current courts are in need of repair. Resurfacing has been budgeted for over the past few years. However, through this process, it has been determined that the base needs to be replaced. Due to the base condition, the Village has budgeted for a reconstruct and has looked at layout, design and current trends. After looking at other locations in the park, the current location is the fastest and most affordable solution. There are pickleball lines painted on our current tennis courts.

To rebuild the tennis courts at a regulation size (the current tennis courts are undersized), the courts would need to be pushed out into the parking lot to expand that footprint. A compromise is to have two dedicated pickleball courts and a tennis court with two pickleball courts painted on it. This new configuration would allow for eight additional parking spots with islands and green space as well as a rest area/waiting area. The estimated construction costs in its current form is \$252,093.20 for everything inside the fence and an additional \$116,849.95 for everything outside the fence. The Village currently has \$78,000.00 budgeted towards the courts.

Court reservations could be handled through an online schedule on the Village website. Trustee Holyoke suggested dedicating the space to all pickleball courts as there are other area tennis courts. President Mobley likes the plan as presented.

To start construction in spring would be quick as there is the process of finishing the design and bidding the project. Applying for a grant can take over a year. With the Village's \$78,000.00 budgeted, about \$175,000.00 would need to be raised. There are reserves for parking that could also be used. Director LaFond shared that the Mequon-Thiensville Community Foundation has set up a fund for Village Park as well. Typically, once a concept plan is decided upon and when there is a comfort level of how much of the budget is in hand, then the project could go out for bid to see what the bids come in at. Someone from the community needs to take the leadership role for fundraising. If construction started in the fall of 2023, it is possible for a full season of pickleball in 2024.

The Board supports the plan as presented.

D. Presentation from Wachtel Tree Science & Service, Nate Shuettpelz, Thiensville Urban Forestry Management Plan and Emerald Ash Borer Plan and Review and action regarding Resolution No. 2023-02 A Resolution Approving Urban Forestry Management Plan and Emerald Ash Borer Plan (att)

Nate Shuettpelz from Wachtel Tree Science & Service presented the findings of the Public Tree Inventory and Urban Forestry Management Planning Project completed in 2022. The mission is to maintain and enhance the maximum long-term benefits of the urban forest. This project is to develop a system to proactively manage forestry within the Village. The Village contracted with Wachtel Tree Science & Service to conduct a tree inventory analysis and develop an Urban Forest Management Plan designed to increase benefits for the community. The last public tree inventory and management plan was completed in 2010. This project was funded with a 2022

Urban Forestry Grant from the Wisconsin DNR; this was a matching grant system where the Village paid up front and then submitted a reimbursement for 50% of the cost to the DNR.

Mr. Shuettpelz also shared a 5-Year Emerald Ash Borer Implementation Plan. Ozaukee County confirmed the presence of Emerald Ash Borer (EAB) in 2008. The damaging effects can be witnessed across Southeast Wisconsin. It is the Village's responsibility for the management of all trees on its property. The estimated public tree value is \$1.9 million; this is up from \$1.3 million in 2010. The Village has removed over 300 Ash trees since 2010. The Village has \$20,000.00 budgeted for the Emerald Ash Borer program.

MOTION by Trustee Abraham, **SECONDED** by Trustee Apostolos to approve Resolution No. 2023-02 A Resolution Approving Urban Forestry Management Plan and Emerald Ash Borer Plan Prepared by Wachtel Tree Science & Service, Inc. **MOTION CARRIED UNANIMOUSLY.**

E. Review and action of an Agreement Between the Village of Thiensville and Wachtel Tree Science and Service for Professional Arbicultural Consulting Services for 2023 (att)

Director LaFond shared that this agreement will set a professional relationship and an hourly rate for consulting services.

MOTION by Trustee Apostolos, **SECONDED** by Trustee Abraham to approve Agreement Between the Village of Thiensville and Wachtel Tree Science and Service for Professional Arbicultural Consulting Services for 2023. **MOTION CARRIED UNANIMOUSLY.**

F. Presentation from Ruekert & Mielke, Chrys Poniewaz, regarding Stormwater Management Plan and Review and action regarding Resolution No. 2023-03 A Resolution Approving Stormwater Management Plan (att)

Director LaFond introduced Chrys Poniewaz from Ruekert & Mielke. Ms. Poniewaz presented to the Board the Village of Thiensville Storm Water Management Plan. The Village has been issued a Municipal Separate Storm Sewer System (MS4) permit from the Wisconsin Department of Natural Resources (WDNR). The MS4 permit addresses storm water quality requirements from the Milwaukee River Basin Total Maximum Daily Load (TMDL) Report. The development of the Village's Storm Water Management Plan provides the village up-to-date program documents with the relevant information to perform effective storm water management and minimizes the discharge of pollutants. The Storm Water Management Plan institutes multiple program methods to assess the current conditions and provide municipal-specific methods to manage the pollutants of concern. This program will provide the Village with a comprehensive planning and program tool to make progress toward WDNR MS4 permit requirements and prepare for continuing storm water needs of the future.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Eckert to approve Resolution No. 2023-03 A Resolution Approving Stormwater Management Plan Presented by Ruekert & Mielke. **MOTION CARRIED UNANIMOUSLY.**

G. Review and action regarding Resolution No. 2023-04 Authorizing the Submission of a Vibrant Spaces Grant Application to the Wisconsin Economic Development Corporation (WEDC) for the Thiensville Village Park (att)

Administrator Landisch-Hansen shared that the Vibrant Spaces Grant Application is a grant offered by the Wisconsin Economic Development Corporation (WEDC). In order to apply, a resolution must be adopted. The grant is a 1:1 match with \$25,000.00 increments. Administrator Landisch-Hansen suggested applying for \$50,000.00 which can be applied to the water feature in Village Park. Currently, there is \$75,000.00 in committed donations to the splash pad, there is another \$10,000.00 from the TBA, \$50,000.00 in capital reserves and \$60,000.00 in general Park donations. This totals just under \$200,000.00; adding the \$50,000.00 from this grant equals \$250,000.00. The Dog Days event in January raised about another \$5,000.00.

MOTION by Trustee Abraham, **SECONDED** by Trustee Apostolos to approve Resolution No. 2023-04 A Resolution Authorizing the Submission of a Vibrant Spaces Grant Application to the Wisconsin Economic Development Corporation (WEDC) for Thiensville Village Park. **MOTION CARRIED UNANIMOUSLY.**

H. Review and action to Award the Freistadt Road and Main Street Water Main Extension to Kruczek Construction, Inc. Including the Alternate Bid, Contingent on DNR Approval of Project in the Amount of \$1,248,450.00 (att)

Director LaFond shared bids for the TIF District water main extension from Willowbrook Place north to Grand Avenue and from Main Street west to the Village limits. Ruekert & Mielke recommends awarding this project to Kruczek Construction, Inc. The funding for this project is from the bond.

MOTION by Trustee Eckert, **SECONDED** by Trustee Abraham to Award the Freistadt Road and Main Street Water Main Extension to Kruczek Construction, Inc., Including the Alternate Bid, Contingent on DNR Approval of Project in the Amount of \$1,248,450.00. **MOTION CARRIED UNANIMOUSLY.**

I. Review and action regarding Use of Force Annual Report, Thiensville Police Department, Presented by Chief Kleppin (att)

MOTION by Trustee Apostolos, **SECONDED** by Trustee Abraham to Table Use of Force Annual Report, Thiensville Police Department, Due to Chief Kleppin's Absence. **MOTION CARRIED UNANIMOUSLY.**

J. Review and discussion regarding Constructing a Paved Shoulder Bike Lane, West Side of River Road from Freistadt Road to Heidel Road During City of Mequon's 2023 Road Improvement Program

Director LaFond shared that the City of Mequon is going to repave River Road from Heidel Road to East Freistadt Road. That portion of the road is in the Village. The City of Mequon inquired if the Village was interested in getting the 3-foot shoulder installed. Director LaFond is looking for direction from the Board on their interest in completing this project; and if interested, will ask the City of Mequon to include this in the bid package as an alternate. The Board expressed interest in completing this project.

K. Discussion and possible action regarding Funding Options for RFP, Mequon-Thiensville Bike and Pedestrian Way (Trustee Holyoke) (att)

Trustee Holyoke is the Board appointed member of the Mequon-Thiensville Bike and Pedestrian Way Commission. The Joint Mequon-Thiensville Bike & Pedestrian Way Commission is seeking proposals from a select group of qualified consultants for the preparation of an update to their 20 year master plan. The project totals presented are \$35,659 for the City of Mequon and \$17,110 for the Village. The Village Board is not in support of paying for a study at this time.

XIV. REPORTS AND COMMUNICATIONS

XV. UNFINISHED BUSINESS

XVI. ANY OTHER MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY BE BROUGHT BEFORE THE BOARD, OR CARRIED OVER FROM THE PREVIOUS VILLAGE BOARD MEETING.

A. Acceptance/Report Of Gifts Received

1. \$50.00 to the Thiensville Fire Department from Henry and Elizabeth Bjorkman
2. \$10,000.00 to Village Park Reimagined from Thiensville Business Association
3. \$1,000.00 to Thiensville Police Department for e-Bike Equipment from Mequon-Thiensville Optimist Club
4. \$10.00 to Thiensville Fire Department for Car Seat Installation, Anonymous

MOTION by Trustee Lange, **SECONDED** by Trustee Eckert to accept the following Gifts with Much Gratitude: \$50.00 to the Thiensville Fire Department from Henry and Elizabeth Bjorkman, \$10,000.00 to Village Park Reimagined from Thiensville Business Association, \$1,000.00 to Thiensville Police Department for e-bike Equipment from Mequon-Thiensville Optimist Club and \$10.00 to Thiensville Fire Department for Car Seat Installation, Anonymous. **MOTION CARRIED UNANIMOUSLY.**

B. Review meeting date schedule:

1. February 6, 2023 - Committee of the Whole at 6:00 PM
2. February 20, 2023 - Board of Trustees at 6:00 PM
3. March 6, 2023 - Committee of the Whole at 6:00 PM
4. March 20, 2023 - Board of Trustees at 6:00 PM
5. April 3, 2023 - Committee of the Whole at 6:00 PM
6. April 17, 2023 - Board of Trustees at 6:00 PM

XVII. MOTION TO ADJOURN TO CLOSED SESSION

A. 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. Such Closed Session is authorized pursuant to Wis. Statutes 19.85(1)(e) and Pursuant to Wis. Statutes 19.85(1)(e) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding Village Clerk/Deputy Treasurer.

MOTION by Trustee Lange, **SECONDED** by Trustee Abraham to adjourn to Closed Session at 8:28 PM.

1. Roll Call Vote

Ayes: Trustees Abraham, Apostolos, Eckert, Holyoke, Lange and President Mobley

Naes: None

MOTION CARRIED UNANIMOUSLY.

B. MOTION TO RECONVENE IN OPEN SESSION

1. Vote of Board to Reconvene in Open Session

MOTION by Trustee Lange, **SECONDED** by Trustee Apostolos to Reconvene into Open Session at 8:59 PM. **MOTION CARRIED UNANIMOUSLY.**

XVIII. ADJOURNMENT

MOTION by Trustee Lange, **SECONDED** by Trustee Holyoke to adjourn the Meeting at 8:59 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Amy L. Langlois
Village Clerk