



VILLAGE OF THIENSVILLE
Committee of the Whole
AGENDA

DATE: Monday, March 6, 2023

LOCATION: 250 Elm Street, Thiensville, WI

TIME: 6:00 PM

I. CALL TO ORDER

II. ROLL CALL

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

III. CITIZENS TO BE HEARD

A. Open to any resident or taxpayer on items not subject to a public hearing: Please be advised per §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 clandisch@village.thiensville.wi.us by 4:00 PM on the day of the meeting or by signing in immediately prior to the meeting.

IV. BUSINESS

A. Review and Recommendation Regarding Proclamation of Appreciation Honoring Nancy Witte-Dycus on the Occasion of Her Retirement as Owner of Fantasy Flowers (att)

B. Review and Recommendation Regarding Proclamation of Appreciation Honoring Shully's Cuisine & Events on the Occasion of Their 40th Anniversary (att)

C. Review Thiensville Police Department Use of Force Annual Report (Chief Kleppin) (att)

D. Review of Thiensville Police Department Purchasing Procedure

E. Review and Recommendation Regarding Resolution 2023-09 Adopting the Sidewalk, Driveway Approach and Curb & Gutter Improvements (att)

F. Review and Recommendation Regarding Resolution 2023-08 a Resolution Detailing the Village Board Decision Not to Specially Assess Those Properties Abutting Freistadt Road and Main Street Water Main Extension Project (att)

G. Review and Recommendation Regarding Main Street/Freistadt Road Water Connection Fees (att)

H. Review and Recommendation Regarding Village Job Descriptions (att)

I. Discussion Regarding Village Donation Procedures (Trustee Lange)

J. Review and Recommendation Regarding the following License Approvals:

1. Maa Malika Petroleum Inc., Village BP, Sangeeta Pant, Agent, 246 South Main Street

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

VI. MOTION TO ADJOURN TO CLOSED SESSION

A. Pursuant to Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and Pursuant to Wis. Stats. 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.

VII. ADJOURNMENT

Colleen Landisch-Hansen, Interim Village Clerk

March 3, 2023

Please advise the Thiensville Municipal Hall, 250 Elm Street (262-242-3720) at least 24 hours prior to the start of this meeting if you have disabilities and desire special accommodations.



**PROCLAMATION OF APPRECIATION
HONORING
NANCY WITTE-DYCUS
ON THE OCCASION OF HER RETIREMENT
AS OWNER OF FANTASY FLOWERS**

WHEREAS, Nancy Witte-Dycus opened Fantasy Flowers in Thiensville in 1984 with \$750 and a dream; and

WHEREAS, Nancy Witte-Dycus and her husband, Russell Witte, have grown their shop, which has been located in several locations in Thiensville over nearly four decades, into a business that has become well known and highly regarded throughout the Milwaukee area; and

WHEREAS, Nancy Witte-Dycus learned the floral business from the ground up from a mentor at her first job, a flower shop in West Bend. She continued her education at Design Floral in Colorado; and

WHEREAS, Nancy Witte-Dycus applied her artistic skills with her many customers, making a difference in the lives of members of the community through thousands of weddings, special events and other life occasions; and

WHEREAS, Nancy Witte-Dycus has earned a variety of honors over the years in regional and national floral competitions; and

WHEREAS, Nancy Witte-Dycus grew the business over the years beyond flowers to include items such as jewelry, wine, candles and ornaments; and

WHEREAS, Nancy Witte-Dycus has been an active and supportive member of the Thiensville business community; and

NOW, THEREFORE BE IT RESOLVED, that we, the Members of the Governing Body of the Village of Thiensville, take this opportunity to express our sincere and grateful appreciation to Nancy Witte-Dycus on the occasion of her retirement.

In Testimony Whereof, I have hereunto set my hand and seal this 20th day of March, 2023.

Van A. Mobley
Village President

Colleen Landisch-Hansen
Village Administrator



**PROCLAMATION OF APPRECIATION
HONORING
SHULLY'S CUISINE & EVENTS
ON THE OCCASION OF THEIR 40TH ANNIVERSARY**

WHEREAS, Scott and Beth Shully founded a catering business 40 years ago and moved to Thiensville a short time after starting in the Lake Geneva area; and

WHEREAS, Shully's Cuisine & Events has grown into one of the premier catering destinations in southeast Wisconsin; and

WHEREAS, Scott and Beth Shully, along with other family members involved with the business, have enthusiastically supported countless community events; and

WHEREAS, Shully's Cuisine & Events has been an integral part of the Village and has expanded numerous times since Scott and Beth Shully moved to Thiensville and ran a business from the first floor of their home while raising three children upstairs; and

WHEREAS, the addition of The Watermark, a 6,250-square-foot state-of-the-art event space, and a 2,400-square-foot outdoor terrace, 10 years ago has enhanced the Shully's commitment to their business and the Village of Thiensville; and

WHEREAS, Shully's has a workforce of 30 full-time employees and a part-time catering staff that expands to as many as 200 at certain times of the year; and

WHEREAS, Shully's always has made a priority of putting its clients first and ensuring that all of their guests have a memorable experience.

NOW, THEREFORE BE IT RESOLVED, that we, the Members of the Governing Body of the Village of Thiensville, take this opportunity to express our sincere and grateful appreciation to Scott and Beth Shully on the occasion of their 40th anniversary in business.

In Testimony Whereof, I have hereunto set my hand and seal this 20th day of March, 2023.

Van A. Mobley
Village President

Colleen Landisch-Hansen
Village Administrator

Use of Force Annual Report



Thiensville Police Department 2022

Table of Contents

Executive Summary	3
How often do police officers use force?	4
Use of Force Synopsis by Month.....	5
Use of Force Synopsis by Day of Week	5
Use of Force Synopsis by Watch.....	5
Use of Force Synopsis by Application	5
Use of Force Synopsis by Offense Type	6
Analysis of TASER Deployments	6
Use of Necessary Force	6
Table 1: Use of Force Reporting by Officer (2022)	7
Table 2: Use of Force Yearly Comparison by Officer (2018-2022)	7
Table 3: Use of Force Synopsis by Month (2018-2022)	8
Table 4: Use of Force Synopsis by Day of Week (2018-2022)	8
Table 5: Use of Force Synopsis by Watch (2018-2022)	9
Table 6: Use of Force Synopsis by Application (2018-2022)	9
Table 7: Use of Force Synopsis by Watch Application (2018-2022)	10
Table 8: Use of Force Synopsis by Offense Type (2018-2022)	11
Analysis of TASER Display/Deployments	11

Executive Summary

This *2022 Annual Use of Force (UOF) Report* has been assembled in accordance with the Thiensville Police Department's Chapter 5, Management of Resistance and Aggression policies. Good reporting procedures represent the best defense that a police department can have against allegations of excessive force, either by individual officer incidents or as a matter of general department behavior. Failure by the department to respond to excessive UOF allegations because of a failure to collect essential information on use of force incidents risks not only the professional careers of police officers but also the department's overall credibility within the community.

Starting on November 18, 2019 the Thiensville Police Department (THPD) implemented a Management of Resistance and Aggression Policy requiring a written report to be submitted for all use of force incidents in accordance with Standard 5.3.1 Use of Force Reporting. By policy, the following situations require the completion of a use of force report:

1. Any action resulting in the discharge of a firearm, except for training or for lawful recreational purposes;
2. Any action involving the pointing of a firearm at a person;
3. Any action that results in, or is alleged to have resulted in, injury or death of another person;
4. Any force applied through the use of lethal or less-lethal weapons;
5. Any action involving the pointing of a Electronic Control Device (ECD) at a person or the use of a (ECD) which contributes to the control of the subject.
6. Any action involving weaponless physical force at a level of compliance holds and above pursuant to the Use of Force Disturbance Resolution Model.

Starting on October 12, 2020 the Thiensville Police Department (THPD) reports all Use of Force and Arrest Related Death incidents, via Badger TraCS, to the Federal Bureau of Investigation (FBI) in collaboration with the Wisconsin Department of Justice in an effort to coordinate national UOF collection efforts. By policy, the following situations require the completion of a use of force report to the FBI:

1. Any time that an officer uses force that results in the death of a person, or any time that a person dies while arrested, detained, or in the course of being arrested.

2. Any time that an officer uses force that results in the great bodily harm of a person.
3. Any time that an officer discharges a firearm at or in the direction of a person.

On December 28, 2022 the Thiensville Police Department's Use of Force policy was certified by the Wisconsin Law Enforcement Accreditation Group (WILEAG) certifying that the Thiensville Police Department meets certain eligibility requirements set forth by the U.S. Department of Justice (Presidential Executive Order on Safe Policing for Safe Communities, Executive Order No. 13929). These requirements are:

1. That the Thiensville Police Department adhere to all applicable federal, state, and local laws; and
2. That the Thiensville Police Department maintains use-of-force policies that prohibit the use of choke holds, except in those situations where the use of deadly force is allowed by law.

The goal is to improve the manner in which the Thiensville Police Department captures, maintains, analyzes, and utilizes use of force data specific to our agency. Because of the importance of use of force reporting, the department has developed a mechanism by which each incident is reviewed to ensure compliance with department policy along with federal and state statutes/requirements. This mechanism involves a two-tiered review process for each use of force incident. The first level of review involves the Lieutenant followed by the Chief of Police. One of the two UOF analysts is a Unified Tactical Instructor certified by the State of Wisconsin. Use of force incidents are reviewed to ensure that the specific force used was in compliance with department policy and guidelines established by the Wisconsin Department of Justice, Law Enforcement Standards Board.

How often do Thiensville police officers use force? Data for 2022 shows that the Communications Division logged 8,108 calls for service resulting in 182 formal complaints that required some form of police action. While investigating these complaints, Thiensville police officers were required to use force on only 7 occasions or about .04% for each formal complaint.

In this summary report, the seven (7) Use of Force reports submitted by Thiensville police officers have been analyzed in a variety of ways to reveal patterns or trends that could indicate training needs and/or modifications to department policy.

Use of Force Synopsis by Month

A review of the 2022 THPD Use of Force reports by month illustrates that August and October were the most active months with two (2) use of force reports for each month. February, July, and November each had one (1) report. There was no use of force reports for the months of January, March, April, May, June, September, or December. No discernable pattern exists.

Use of Force Synopsis by Day of Week

The highest incidences of force used by THPD officers took place on a Sunday (3 Reports) during the 2022 calendar year followed by Thursday and Friday with two (2) reports for each day. No discernable pattern exists.

Use of Force Synopsis by Watch

Use of Force reports were also analyzed by Watch. The THPD serves the community utilizing three Watch groups. The hours for each Watch are as follows: Watch I (7:45 A.M. to 4:00 P.M.), Watch II (3:45 P.M. to 12:00 A.M.), and Watch III (11:45 P.M. to 8:00 A.M.). For the purpose of this analysis, UOF reports occurring during the overlap "hours" are assigned to the Watch group that the officer was assigned to work on that particular day. Watch I had two (2) use of force incidents, Watch II had four (4) use of force incidents, and Watch III had one (1) use of force incident. No discernable pattern exists.

Use of Force Synopsis by Application

THPD officers are required to include the specific force application which they used to gain control of the resistive subject. Wisconsin police officers are trained in a variety of force applications while attending the basic police academy. This training continues on an annual basis during department in-service training. The training is organized by a THPD Defense and Arrest Tactics (DAAT) instructor. A close analysis of selected force applications provides insight into what training is beneficial for the officers.

In 2022, the applications used by THPD officers were categories classified as: Point Firearm (3), Destroy Animal (3) and Other (1). Pointing of a Firearm is behavior which has caused or imminently threatens to cause death or great bodily harm to an officer or to another person or persons. Other may be a technique that is not trained but justified because the application of force was dynamic in nature. Destroy Animal is to dispatch an animal that is suffering due to illness or injury. Each application was reviewed and determined to be justified.

Use of Force Synopsis by Offense Type

Use of Force reports are analyzed by offense type. The top type of offense in which THPD officers were required to use force on a citizen in 2022 was for mutual aid while assisting another department (2 incidents). One (1) incident of use of force was in conjunction with the taking an individual into Protective Custody.

Analysis of TASER Deployments

THPD officers are required to submit a use of force report anytime they actually fire the Taser, or threaten to use the Taser on a subject. Both the actual firing and threats to use the Taser on a subject are considered a use of an Electronic Control Device (ECD) and are reviewed. There were no incidents in 2022 where an officer actually fired or threatened to use the Taser on a subject.

Use of Necessary Force

In conclusion, the preferred mode of control in any police/citizen encounter remains verbal dialog. It is recognized that this method is not always effective or appropriate in gaining compliance and it then becomes necessary to escalate the degree of force. THPD officers have both a legal and moral responsibility to use force wisely and judiciously. It is expected that once an individual is under control that the officer reverts to the lowest degree of force necessary to maintain that control.

Respectfully submitted,



Curtis Kleppin
Chief of Police

Table 1: Use of Force Reporting by Officer (2022)

Kleppin, C	0
Wucherer, C	1
Neuman, B	0
Janzer, G	2
Stone, M	1
Mejchar, J	0
Schmit, N	2
Rogers, B	1
Total	7

Table 2: Use of Force Yearly Comparison by Officer (2018-2022)

	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>
Kleppin, C	NA	0	0	3	0
Wucherer, C	NA	0	2	2	1
Neuman, B	NA	0	0	1	0
Janzer, G	NA	1	1	0	2
Stone, M	NA	0	2	1	1
Fischer, T	NA	0	3	1	NA
Mejchar, J	NA	1	1	3	0
Schmit, N	NA	NA	NA	0	2
Rogers, B	NA	NA	NA	0	1
Total	NA	2	9	11	7

Table 3: Use of Force Synopsis by Month (2018-2022)

	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>
January	NA	NA	1	1	0
February	NA	NA	0	1	1
March	NA	NA	0	0	0
April	NA	NA	0	1	0
May	NA	NA	1	1	0
June	NA	NA	1	1	0
July	NA	NA	0	1	1
August	NA	NA	0	1	2
September	NA	NA	4	2	0
October	NA	NA	1	0	2
November	NA	1	0	1	1
December	NA	1	1	1	0
Total	NA	2	9	11	7

Table 4: Use of Force Synopsis by Day of Week (2018-2022)

	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>
Monday	NA	0	1	1	0
Tuesday	NA	0	3	1	0
Wednesday	NA	0	0	0	0
Thursday	NA	0	0	2	2
Friday	NA	1	3	2	2
Saturday	NA	1	1	3	0
Sunday	NA	0	1	2	3
Total	NA	2	9	11	7

Table 5: Use of Force Synopsis by Watch (2018-2022)

	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>
Watch I	NA	1	0	2	2
Watch II	NA	0	9	5	4
Watch III	NA	1	0	4	1
Total	NA	2	9	11	7

Table 6: Use of Force Synopsis by Application (2018-2022)

	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>
Forearm Strike	NA	0	0	0	0
Foot Strike	NA	0	0	0	0
Impact Weapon	NA	0	0	0	0
Deadly Force	NA	0	0	0	0
Hand Strike	NA	0	0	0	0
Decentralization	NA	0	2	0	0
OC Spray	NA	0	0	0	0
Point Firearm	NA	2	5	4	3
Knee Strike	NA	0	0	0	0
Body Stun	NA	0	0	0	0
Pressure Points	NA	0	0	0	0
Compliance Holds	NA	0	1	2	0
TASER -	NA	0	0	0	0
Display/Threat	NA	0	0	0	0
TASER - Deployed	NA	0	0	0	0
TASER – Animal	NA	0	0	0	0
Impact Weapon (SIMS)	NA	0	0	0	0
Destroy Animal	NA	0	1	2	3
Other	NA	0	0	3	1
Total	NA	2	9	11	7

Table 7: Use of Force Synopsis by Watch Application (2018-2022)

	18			19			20			21			22		
	Watch			Watch			Watch			Watch			Watch		
	I	II	III	I	I	II	I	II	III	I	II	III	I	II	III
Forearm Strike	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	0	0
Foot Strike	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	0	0
Impact Weapon	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	0	0
Deadly Force	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	0	0
Hand Strike	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	0	0
Decentralization	NA	NA	NA	0	0	0	0	0	0	0	2	0	0	0	0
OC Spray	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	0	0
Point Firearm	NA	NA	NA	1	0	1	3	0	1	0	5	0	1	2	0
Knee Strike	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	0	0
Body Stun	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	0	0
Pressure Points	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	0	0
Compliance Holds	NA	NA	NA	0	1	1	0	0	0	0	1	0	0	0	0
TASER - Display/Threat	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	0	0
TASER - Deployed	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	0	0
TASER Animal	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	0	0
Impact Weapon (SIMS)	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	0	0
Destroy Animal	NA	NA	NA	0	0	1	1	0	0	0	1	0	1	2	0
Other	NA	NA	NA	0	1	2	0	0	0	0	0	0	0	0	1
Total	NA	NA	NA	1	2	5	4	0	1	0	9	0	2	4	1

Table 8: Use of Force Synopsis by Offense Type (2018-2022)

	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>
Disorderly Conduct	NA	0	1	1	0
Protective Custody	NA	0	1	1	1
Battery/Disorderly Conduct Domestic Abuse	NA	0	2	1	0
Operate Motor Vehicle while Intoxicated	NA	0	0	2	0
Endangering Safety (Felony) (Domestic Abuse)	NA	0	1	0	0
Underage Drinking Violations	NA	0	0	0	0
Warrant/Runaway Arrests	NA	0	0	0	0
Suspicious Acts	NA	0	0	0	0
Drug Related Offenses	NA	0	0	0	0
Trespass	NA	0	0	1	0
Knowingly Fleeing an Officer (Felony)	NA	0	0	0	0
Criminal Damage to Property	NA	0	0	0	0
Cause Bodily harm to Child	NA	0	0	0	0
Theft	NA	0	0	0	0
Endangering Safety (Felony)	NA	0	0	0	0
Robbery	NA	0	0	0	0
Assist Other Department	NA	2	2	3	2
Destroy Animal (Firearm)	NA	0	1	2	3
Operate Motor Vehicle Without Owner's Consent	NA	0	0	0	0
Assist Other Department (OWI Blood Draw)	NA	0	0	0	0
Battery	NA	0	0	0	0
Burglary (Felony)	NA	0	0	0	0
Homicide	NA	0	0	0	1
Total	NA	2	8	11	7

Analysis of TASER Display/Deployments

* There were (0) TASER deployments or display in 2022.

VILLAGE OF THIENSVILLE

RESOLUTION NUMBER 2023-09

A RESOLUTION ADOPTING THE SIDEWALK,
DRIVEWAY APPROACH AND
CURB & GUTTER IMPROVEMENTS

It is hereby ordained by the Village Board of Thiensville, Ozaukee County as follows:

WHEREAS, the Village Board of the Village of Thiensville sees a benefit in establishing a written policy regarding sidewalk, driveway approach and curb & gutter improvements; and

WHEREAS, the policy gives guidance to the Director of Public Works in determining whether public improvements are needed; and

WHEREAS, The updated policy further definiens the maintenance and replacement responsibilities for both the Village and for property owners.

NOW THEREFORE BE IT RESOLVED, THAT THE Village Board of the Village of Thiensville adopts the attached Sidewalk, Driveway and Curb & Gutter Improvement Policy.

PASSED AND ADOPTED by the Village Board of the Village of Thiensville this 20th day of March, 2023.

APPROVED

VILLAGE OF THIENSVILLE

Van A. Mobley, Village Board President

ATTEST

Colleen Landisch-Hansen, Interim Village Clerk

VILLAGE OF THIENSVILLE
DEPARTMENT OF PUBLIC WORKS
POLICY REGARDING SIDEWALK, DRIVEWAY APPROACH AND
CURB & GUTTER IMPROVEMENTS

March 20, 2023

In order to reduce pedestrian falls and subsequent claims against the Village of Thiensville, the following policies have been formulated as criteria for sidewalk, driveway approaches and curb & gutter improvements. This criteria is based on reviewing other communities policies, consulting the villages insurance carrier, the village engineer and previous Village policies. The property owner is required to replace, driveway approaches.

SIDEWALKS

1. All sidewalk slabs, including carriage walks and private walks located partially or fully within the Village R.O.W. which are out of vertical alignment by an average of 1/2" or more, or are out of alignment by 1" or more at any location on the slab at the time of inspection are candidates for repair, grinding, mudjacking or replacement.
2. All sidewalk slabs are first examined as candidates for grinding, horizontal cutting or mudjacking. Sidewalk slabs which have visible surface defects, or in the opinion of the Director of Public Works cannot be mudjacked, ground, or cut for any reason, may be removed and replaced.
3. In addition to the criteria from paragraph 1 above, defects that necessitate replacement include:
 - a) Cracks running through the slab of 1/2" width or greater.
 - b) Severe scaling, spalling or pop outs of the surface is defined in the Pavement Surface and Evaluations Rating (PASER) system.
 - c) Surface delaminations of greater than 2".
 - d) Other defects which may, in the opinion of the Director of Public Works, confirmed by the Village Administrator, pose a trip hazard.
4. All sidewalk improvements shall be made in order to eliminate trip hazards as defined above as a first priority. Efforts shall be made in every possible case to improve drainage when replacing or mudjacking sidewalks. Sidewalk improvements will not be made for the sole purpose of correcting drainage problems except in circumstances where drainage problems are deemed obvious, significant, and potentially hazardous to pedestrians as determined by the Director of Public Works.
5. Property owners may replace their carriage with grass.
6. The Village will systematically perform sidewalk maintenance or improvements in various sections of the Village, however, improvements will be made outside of those sections at the request of individual homeowners, and in areas where pedestrian falls are reported over sidewalk meeting the criteria outlined in paragraphs 1 & 3.

DRIVEWAY APPROACHES

1. Property owners are responsible for improvements to driveway approaches and sidewalks crossed by driveways. This includes areas with culverts and ditches unless a road improvement project is underway.
2. All driveway approaches located partially or fully within the Village R.O.W. which are out of vertical alignment by an average of 1/2" or more, or are out of alignment by 1" or more at any location on the approach at the time of inspection are candidates for repair, mudjacking or replacement.
3. All driveway approaches are first examined as candidates for mudjacking. Driveway approaches which have visible surface defects, or in the opinion of the Director of Public Works cannot be mudjacked for any reason, must be removed and replaced
4. In addition to the criteria from paragraph 2 above, defects that necessitate replacement include:
 - a) Cracks running through the slab of 1/2" width or greater.
 - b) Severe scaling, spalling or popouts of the surface is defined in the Pavement Surface and Evaluations Rating (PASER) system.
 - c) Surface delaminations of greater than 2".
 - d) Other defects which may, in the opinion of the Director of Public Works, confirmed by the Village Administrator, pose a trip hazard.
5. All driveway approach improvements shall be made in order to eliminate trip hazards as defined above as a first priority. Efforts shall be made in every possible case to improve drainage when replacing or mudjacking driveway approaches. Driveway approach improvements do not need be made for the sole purpose of correcting drainage problems except in circumstances where drainage problems are deemed obvious, significant, and potentially hazardous to pedestrians or cracks so severe that water can penetrate beneath the road surface and will cause damage to the road due to freezing as determined by the Director of Public Works.

CURB AND GUTTER

1. Curb and gutter improvements are not performed in areas with culverts and ditches unless a road improvement project is underway.
2. All curbs and gutters located partially or fully within the Village R.O.W. which are out of vertical alignment by an average of 2" or more, or are out of alignment by 1" or more at any location on the approach at the time of inspection are candidates for repair mudjacking or replacement.
3. All curbs and gutters are first examined as candidates for mudjacking. Curbs and gutters which have visible surface defects, or in the opinion of the Director of Public Works cannot be mudjacked for any reason, may be removed and replaced.

4. In addition to the criteria from paragraph 2 above, defects that necessitate replacement include:

- a. Cracks so severe that water can penetrate beneath the road surface and will cause damage to the road due to freezing.
- b. Cracks running through the curb & gutter of 1/2" width or greater.
- c. Severe scaling, spalling or popouts of the surface is defined in the Pavement Surface and Evaluations Rating (PASER) system.
- d. Surface delaminations of greater than 2".
- e. Other defects which may, in the opinion of the Director of Public Works, confirmed by the Village Administrator, pose a trip hazard.

5. All curb and gutter improvements shall be made in order to eliminate trip hazards as defined above as a first priority. Efforts shall be made in every possible case to improve drainage when replacing or mudjacking curbs and gutters. Curb and gutter improvements will not be made for the sole purpose of correcting drainage problems except in circumstances where drainage problems are deemed obvious, significant, and potentially hazardous to pedestrians or cracks so severe that water can penetrate beneath the road surface and will cause damage to the road due to freezing as determined by the Director of Public Works.

6. The Village may perform curb and gutter improvements in various sections of the Village.

THE VILLAGE WILL:

Through the capital improvement budget perform sidewalk and curb & gutter repairs and replacements as budgeted. Inspect the construction work to ensure a quality-finished product. Establish a regular program for identifying sidewalk repair and replacement as the Village budget allows.

All work must be completed according to the Village's standards and requires inspection by the Village.

**VILLAGE OF THIENSVILLE
RESOLUTION NO. 2023-08**

**A RESOLUTION DETAILING THE VILLAGE BOARD DECISION
NOT TO SPECIALLY ASSESS THOSE PROPERTIES
ABUTTING FREISTADT ROAD AND MAIN STREET
WATER MAIN EXTENSION PROJECT**

RECITALS

WHEREAS, on _____, 2023, the Village Board of the Village of Thiensville (“Village Board”) reviewed whether to specially assess properties abutting a water main extension project on Freistadt Road and Main Street (the “Project”); and

WHEREAS, the Village Board determined that the Project was primarily initiated for the purpose of supporting and incentivizing future development in Tax Incremental District No. 2 as a public benefit; and

WHEREAS, the Village Board adopted the Tax Incremental District No. 2 Project Plan dated September 21, 2020 which identifies the Project as a TID eligible project cost to be paid for by tax increment revenues.

WHEREAS, since the Project was primarily intended as a public benefit and not as a special local benefit to the abutting land owners, that no special assessments shall be levied to abutting landowners for the Project; and

WHEREAS, such determination shall not limit the Village or any water utility from charging connection fees, plumbing fees or any other fees and charges allowable by law.

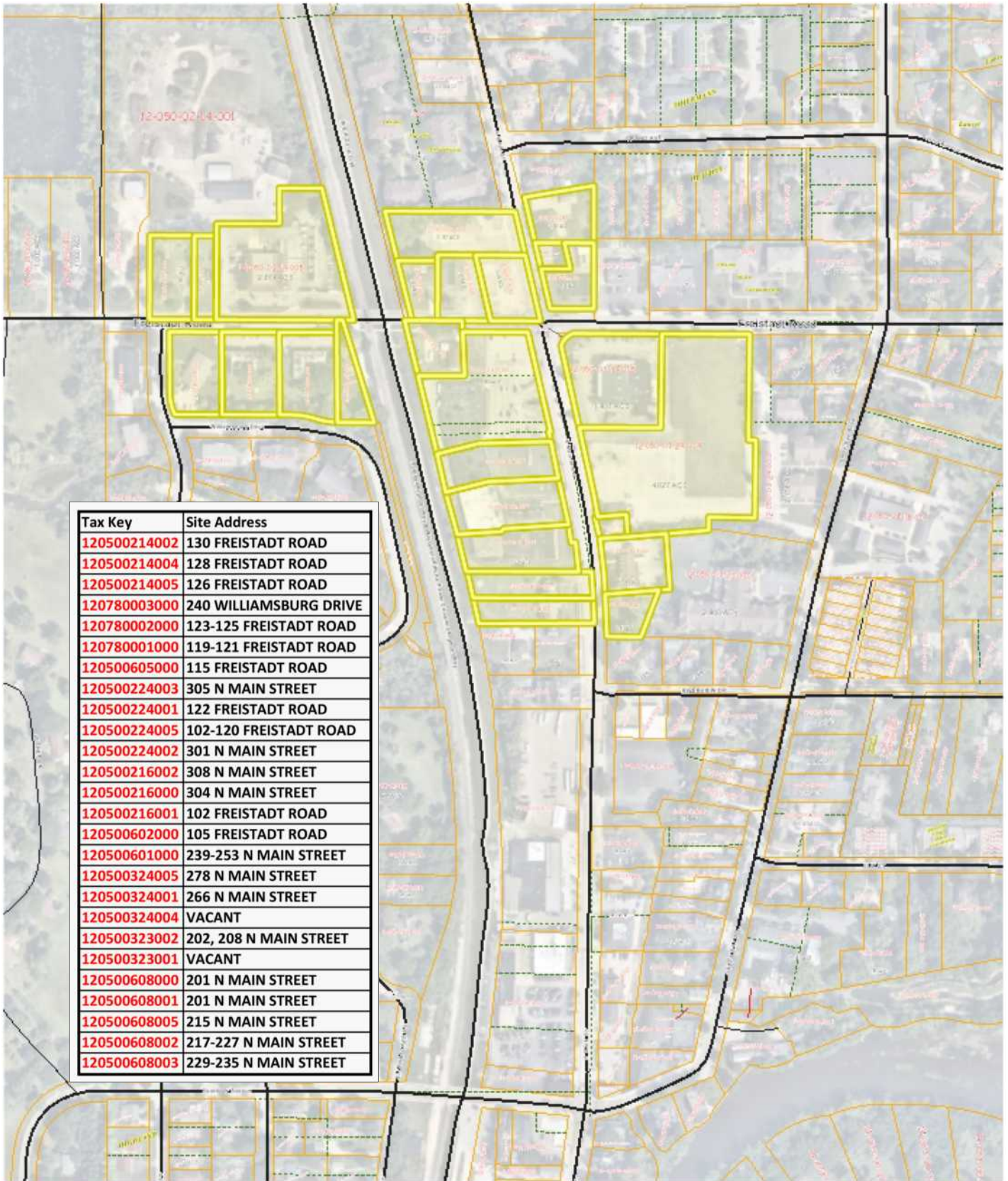
NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Thiensville hereby adopts the above recitals as findings and determines that no special assessments shall be levied against abutting landowners of the Project.

Approved by the Village Board on _____, 2023.

Van Mobley, Village President

ATTEST:

_____, Village Clerk



Resolution 2023-08

Water Main Extension

DISCLAIMER: The Village of Thiensville does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1 = 500'



Village of Thiensville
250 Elm Street
Thiensville, WI 53092
262-242-3720

March 3, 2023

Ms. Colleen Landisch-Hansen
Administrator
Village of Thiensville
250 Elm Street
Thiensville, Wisconsin 53092

RE: Freistadt Road and Main Street Water Main Extension
Water Service Connection Fee Calculations

Dear Colleen:

We have completed a review of potential water service connection fees for the water main extension along Main Street and Freistadt Road. The location of the water main extension will be from approximately 200 feet north of Riverview Drive to Grand Avenue along Main Street, and from 50 feet west of Williamsburg Drive to Main Street along Freistadt Road. The project will include approximately 2,800 L.F. of 8-inch and 12-inch water main. The project was publicly bid in December 2022, and 7 bids were received from prequalified contractors. The project was awarded to Kruczek Construction, Inc. in the amount of \$1,248,450.00. Contracts are in the process of being executed, and the contractor is anticipating a construction start date of mid-March 2023, pending DNR Water Main Extension permit approval.

In September 21, 2020, the Village Board adopted the Tax Incremental District No. 2 Project Plan, which identifies the proposed water main project as a TID eligible project cost to be paid for by tax increment revenues. There are a total of 26 parcels and related tax key numbers adjacent to the proposed water main extension. The minimum size water service that will be installed is a 2-inch diameter service, which is normally sufficient for residential and light water use commercial properties. The largest size water service is a 6-inch diameter service, which is typically required for larger commercial properties. The Village of Thiensville is not mandating that properties connect to the water main after it is installed, however if a property owner chooses to install a new water service as part of the this project, the Village will charge a water service connection fee based on the requested water service size.

In order to determine the estimated water service connection fee costs, the bid prices from Kruczek Construction, Inc. were utilized. As part of the base bid for the project, the water main was extended 140 feet north of the TID district to Grand Avenue, to provide service to the Village Estates Condos. The project also includes extending the water main to the west along Freistadt Road to provide water service to the DPW building. The cost to install a 6-inch water service to Village Estates Condos and DPW building, as well as a 2-inch water service to 314 N. Main Street (property outside the TID, but would benefit if the water main was extended to Grand Avenue) were deducted from the water service connection fee costs.

Table 1. Water Service Connection Fees	
2-inch Water Service Connection Fee Cost	\$7,505.19
6-inch Water Service Connection Fee Cost	\$8,216.88

These water service connection fee costs include the cost to install the water service size listed from the proposed water main to the right-of-way, including 25% for contingencies, administration, legal and engineering. The property owner would then be responsible to hire a private plumbing contractor to extend from the right-of-way to their building connection. These connection fee costs are only available

Ms. Colleen Landisch-Hansen
Village of Thiensville
March 3, 2023
Page 2

during this project and does not include pavement or sidewalk replacement resulting in a one-time savings for connection. Additionally, if the property owner decides to connect a new water service in the future, after this project is completed, the public lateral installation would be subject to future Mequon Water Utility Connection fees.

The Village of Thiensville is planning to mail out informational letters to the affected property owners on March 7, 2023. Water service connection fee costs will be provided and an opportunity for property owners to have a one-on-one informational meeting with Village staff and Village Engineer to answer any questions or concerns they might have. After these meetings a follow up letter will be sent to property owners requesting whether they are interested in connecting to the new water main as part of this project.

As previously stated, the water main project costs include extending the main 140 feet north of the TID district to Grand Avenue, to provide service to the Village Estates Condos (VEC), which has 44 tax key numbers. This was done because VEC approached the Village for a cost to extend the water main past the TID district. If it were not for the request and if VEC is no longer interested in water service, the water main extension will terminate at the norther TID limits (140 feet south of Grand Avenue). Since this section of main is beyond the TID, it would not be part of TID proceeds or bond sale. Therefore, VEC would be responsible for the actual cost of the water main extension and water service. The estimated cost for VEC is \$68,066.00, including 25% for contingencies, administration, legal and engineering. Next steps in the process will be to meet with the VEC board association.

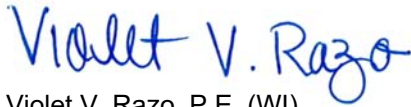
Table 2. Water Main and Service Connection Fees for Village Estates Condos					
ITEM #	ITEM DESCRIPTION	Unit	Qty	Unit \$	Total
4	Directional Drill 12-inch Water Main in lieu of Open Cut	LF	140	\$ 280.00	\$ 39,200.00
8*	6-inch Water Main / Hydrant Lead-Open Cut w/ Granular Backfill	L.F.	10	\$ 167.00	\$ 1,670.00
9	6-inch Water Main / Hydrant Lead-Directional Drill	L.F.	98	\$ 230.00	\$ 22,540.00
10*	12-inch Water Main Valve	EA	1	\$ 4,900.00	\$ 4,900.00
12	6-inch Water Main Valve	EA	1	\$ 2,000.00	\$ 2,000.00
13*	Hydrant Assembly w/ Valve	EA	1	\$ 8,200.00	\$ 8,200.00
20	Full Depth Sawcutting	LF	80	\$ 3.00	\$ 240.00
22	9-inch Concrete Pavement Replacement	SY	22	\$ 110.00	\$ 2,420.00
26*	Concrete Curb and Gutter, Type A	LF	28	\$ 41.00	\$ 1,148.00
27	4-inch Concrete Sidewalk Replacement	SF	25	\$ 18.00	\$ 450.00
28	Concrete Driveway Replacement	S.F.	64	\$ 19.00	\$ 1,216.00
Subtotal					\$ 83,984.00
*Bid Items may still be required and relocated to TID limits =					\$ 15,918.00
Total Cost to Extend Water Main to Village Estates Condos =					\$ 68,066.00

Ms. Colleen Landisch-Hansen
Village of Thiensville
March 3, 2023
Page 3

If you have any questions on the above, please contact our office. Thank you for allowing us to be of service to the Village of Thiensville.

Respectfully,

RUEKERT & MIELKE, INC.



Violet V. Razo, P.E. (WI)
Project Manager
vrzo@ruekert-mielke.com

VVR:sjs

Cc: Andy LaFond, Village of Thiensville
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.
Kenneth R. Ward, P.E., Ruekert & Mielke, Inc.



Village of Thiensville

Position Description

Position Title: Clerk/Administrative Coordinator

Department: Administration

Reports To: Administrator

FLSA: Exempt

Approved: March 6, 2023

Purpose of Position

The Village Clerk/Administrative Coordinator is directly responsible for all aspects of the Village's elections, licenses, permits and records. Ensures that the electoral activities operate properly and legally. Coordinates office management and workflow for all Village departments' administrative functions, including the direct supervision of village administrative assistants. Works closely with the Village Administrator on aspects of the Village's financial operations in compliance with general accounting practices and Wisconsin State Statutes, and related duties.

Essential Responsibilities and Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Village Clerk

- o Serves as Village Clerk and performs those duties as delineated in the Village Charter and Wisconsin Statutes, Chapter 61;
- o Coordinates local elections, including supervision of poll workers (selection, training, hours, activities, etc.), voter registration, ballots, results, and related activities in accordance with applicable laws and regulations;
- o Prepares, distributes, files, maintains and/or issues, as appropriate:
 - Board and Commission agendas, materials, minutes, and related documents;
 - Screen agenda items and contact department heads for additional information, as needed;
 - Ordinances and resolutions, including codification of ordinances into the municipal code;
 - Documents for bids and other advertisements;
 - Legal notices of public hearings and special meetings;

CLERK/ADMINISTRATIVE COORDINATOR

- Municipal licenses and permits, including business, animal, liquor, street use and various regulatory licenses;
- o Assists the Assessor in maintaining property assessment records as needed and preparing reports to the State on assessments, as required;
- o Receives and fulfills open records requests

Administrative Coordinator

- o Supervises and performs administrative support for the Village, including maintaining calendars, scheduling meetings, and handling professional correspondence, meeting minutes, reports, and other documents;
- o Plans, organizes, supervises, and evaluates the work of administrative staff; develops, implements, and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing, and evaluating plans, work processes, systems, and procedures;
- o Oversees administrative and operational issues, including, but not limited to: customer service, correspondence, file maintenance, website maintenance, village newsletter, employee and volunteer events/activities, stocking supplies, and related duties;
- o Provides or coordinates staff training;
- o Establishes schedules and methods for providing office support services; identifies resource needs; reviews needs with department heads; allocates resources accordingly;

Deputy Treasurer

- o Serves as Deputy Treasurer and performs those duties as assigned by the Village Administrator;
- o Prepares, distributes, files, maintains and/or issues, as appropriate:
 - Financial reports and documents;
- o Assists the Village Administrator with the Village's financial operations, including cash flow; accounts receivable and payable; investments; payroll; internal controls; debt service; audits; compliance; tax roll generation and revenue collection;
- o Assists the Village Administrator with the preparation of the Village's annual budget; capital improvements budget; debt issues; long-term financial strategy and other financial issues;
- o Performs payroll related tasks including collection and review of employee time records, calculating wages, preparing and processing of employee payments, and maintaining accurate payroll records;
- o Assists the Village Administrator with coordination of employee benefits, including assisting employees with questions regarding the village benefit package, FMLA and Workers Compensation;

CLERK/ADMINISTRATIVE COORDINATOR

- Maintains good relationships with elected officials, intergovernmental agencies/representatives, staff, citizens, poll workers, civic groups, press, visitors and others;
- Promotes the Village in a positive manner;
- Performs other duties and assumes other responsibilities as needed or delegated.

Qualifications

Education and Experience:

Associate's or Bachelor's Degree in office administration, business management, or related field preferred; minimum of one year as a municipal clerk or deputy clerk preferred;

Certification as one or more of the following: Wisconsin Certified Municipal Clerk (WCMC), Certified Municipal Clerk (CMC), Master Municipal Clerk (MMC), International Certified Municipal Clerk, International Master Municipal Clerk or the ability to obtain the certification within three years of appointment;

Knowledge of state election laws;

Experience using Statewide Voter Registration System (WISVOTE) preferred;

Experience using CivicEngage and/or CivicClerk;

Must be bondable in the State of Wisconsin

Must have current and valid Wisconsin Driver's License or be able to obtain one within 6 months of appointment.

OR

Any combination of education and experience that provides equivalent knowledge, skills and abilities to perform the essential duties and responsibilities of the position.

Knowledge, Skills, and Abilities

In addition to the qualifications listed above, the Clerk/Administrative Coordinator should also possess the following:

Ability to:

- Effectively deal with the principles, practices, and operations of elections and municipal management;
- Supervise poll workers professionally and objectively;
- Understand municipal finance, budgeting and purchasing;

CLERK/ADMINISTRATIVE COORDINATOR

- Comprehend, interpret and prepare a variety of financial documents and reports (i.e. balance sheets, income, tax and investment statements, reconciliation schedules and spreadsheets, payroll records, financial statements, budgets, etc.,)
- Work independently;
- Perform all mathematical computations and calculations associated with a multi-million dollar operation and budget;
- Direct, assign, supervise, train and evaluate personnel;
- Exercise effective judgment within established guidelines;
- Operate honestly, ethically and with the highest level of integrity;
- Analyze and interpret documents, administrative procedures, regulations, and legal requirements;
- Maintain confidentiality of sensitive information
- Demonstrate proficient knowledge, understanding and use of Microsoft Word, Excel, PowerPoint and other software, as well as office equipment, including, phone, fax, copy machine, etc.;
- Demonstrate exceptional oral and written communication, customer service, and diplomacy skills required;
- Assemble, organize, and present in oral or written form factual information derived from a variety of original and secondary sources;
- Follow direction from the Administrator, Department Heads, and Chief Elected Official in a professional manner;

Environment

Work is generally conducted in an office environment, but could include outdoor activities or off-site activities, as needed. Sitting for extended periods of time, standing, crouching, and kneeling are frequently required. Must be able to lift and/or carry minimum of 25 pounds on a regular basis. Attendance at meetings/activities outside of normal business hours as directed. Phone and computer use are regular activities.

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

Village Administrator's Signature

Date

Village President's Signature

Date

Created: 2/27/2023
Approved: 3/6/2023



Village of Thiensville

Position Description

Position Title: Administrative Assistant – Community Services
Department: Administration
Reports To: Village Clerk/Administrative Coordinator
FLSA: Non-Exempt
Approved: March 6, 2023

Purpose of Position

The Administrative Assistant is responsible for customer service, records management, licenses and permits, record keeping, meeting minutes, public relations activities and related duties. Assists the Village with operational administrative functions; along with assisting the Administrative Assistant – Public Safety with police department operational administrative activities.

Essential Responsibilities and Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Community Service Records/Administrative

- Works with the Village Clerk on voter registration and election day preparation;
- Prepares, distributes, files, maintains and/or issues, as appropriate:
 - Board and Commission minutes, and related documents;
 - Assists with agendas, legal notices of public hearings and special meetings;
 - Assists with municipal licenses and permits, including animal, liquor, street use and various regulatory licenses;
- Assists the Village Clerk/Administrative Coordinator with administrative and operational issues as needed/directed, including, but not limited to: customer service, correspondence, file maintenance, website maintenance, Village newsletter, employee and volunteer events/activities, stocking supplies, and related duties;
- Assists the Director of Community Services/Public Works in preparing communications and coordinating activities;
- Coordinates Village Hall meeting room usage, including requests, scheduling and room preparation;

ADMINISTRATIVE ASSISTANT – COMMUNITY SERVICES

- Assumes responsibility for the receiving and processing of building permits and entry into permitting software;
- Completes initial review of project applications for completeness and follows appropriate workflow for commission and/or staff review; follows up on incomplete submissions;
- Performs GIS document management ensuring accuracy and completeness of property file database
- Prepares village purchase orders and assists with monitoring department budgets;
- Monitors scheduling of Village Park rental facilities and spaces;
- Maintains good relationships with elected officials, intergovernmental agencies/representatives, staff, citizens, civic groups, press, visitors and others;
- Promotes the Village in a positive manner;
- Performs other duties and assumes other responsibilities as needed or delegated.

Administrative Services

- Responsible for:
 - Perform diverse and confidential administrative duties;
 - Receive and screen telephone calls and visitors for department heads and village employees;
 - Audit cash handling procedures and maintain related records for petty cash, the cash register, and related reporting systems;
 - Maintain files that pertain to department fiscal management, operational budget accounts, etc.;
 - Update and maintain Village code revisions;
 - Place orders for office supplies and printing needs and meet with vendors as required;
 - Receive and distribute department mail;
 - File village documents and materials;
 - Coordinate village open records requests;
 - Receive and provide receipts related to bonds for violations, warrants, parking tickets and bicycle license fees;
 - Maintain receipt records;
 - Perform routine administrative work, including, but not limited to: responding to phone calls, e-mails, concerns, reports, correspondence, filing, requests, including records, home checks, equipment notices, parking permissions, and other administrative work;
 - Update and monitor social media and website
 - Assist with coordination of Village and community events
 - Coordinate Village Park reservations

Qualifications

Education and Experience:

- A high school diploma or equivalent;
- Minimum of one year office experience, municipal environment preferred;
- Proficient keyboarding skills in a Microsoft Windows environment with accurate keystrokes (type) of at least 55 words/minute;

OR

Any combination of education and experience that provides equivalent knowledge, skills and abilities to perform the essential duties and responsibilities of the position.

Knowledge, Skills, and Abilities

In addition to the qualifications listed above, the Administrative Assistant – Community Services should also possess the following:

Ability to:

- Exercise effective judgment within established guidelines;
- Maintain confidentiality of sensitive information
- Operate honestly, ethically and with the highest level of integrity;
- Analyze and interpret documents, administrative procedures, regulations, and legal requirements;
- Assemble, organize, and present in oral or written form factual information derived from a variety of original and secondary sources;
- Follow direction from the Administrator and Village Clerk in a professional manner;
- Maintain confidential information;
- Demonstrate proficient knowledge, understanding and use of Microsoft Word, Excel, PowerPoint and other software, as well as office equipment, including, phone, fax, copy machine, etc.;
- Demonstrate exceptional oral and written communication, customer service, and diplomacy skills required;
- Apply generally accepted administrative/clerical operating procedures in an office environment;
- Comply with all departmental operations and procedures.

Physical Requirements

- This position requires the employee, to:
 - o Stand; walk; sit; reach with hands and arms;
 - o Use hands to finger, handle, or feel;
 - o Occasionally lift and/or move more than 25 pounds;
 - o Focus and see clearly, with or without correction that includes close, distant and color vision as well as peripheral and depth perception;
 - o Listen, hear and speak clearly.

Environment

Work is generally conducted in an office environment, but could include outdoor activities or off-site activities, as needed. Sitting for extended periods of time, standing, crouching, and kneeling are frequently required. Must be able to lift and/or carry minimum of 25 pounds on a regular basis. Attendance at meetings/activities outside of normal business hours as directed. Phone and computer use are regular activities.

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

Village Administrator's Signature

Date

Village President's Signature

Date

Created: 2/25/2023

Approved: 3/6/2023

FILE NAME: ADMINISTRATIVE ASSISTANT – COMMUNITY SERVICES



Village of Thiensville

Position Description

Position Title:	Administrative Assistant – Public Safety
Department:	Administration
Reports To:	Village Clerk/Administrative Coordinator
FLSA:	Non-Exempt
Approved:	March 6, 2023

Purpose of Position

This position exists to provide administrative functions and records management for the police department; along with assisting the Administrative Assistant – Community Services with village operational administrative activities. Also acts as municipal court clerk.

Essential Responsibilities and Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Police Records/Communication Services

- Operate police teletype system regarding entering and obtaining information to and from state and national computer systems concerning individual's records, stolen vehicles, property, articles, and other issues;
- Answer non-emergency calls for the Police Department during the work shift hours and provide assistance;
- Respond to public inquiries relating to law enforcement, fire and emergency matters according to established procedures;
- Provide assistance to citizen inquiries relating to directions, complaints, referrals and other assistance for police and fire operations;
- Contact intergovernmental agencies concerning warrants, stolen property, mutual aid, emergency medical services and other law enforcement and fire related issues;
- Balance parking ticket revenues on a monthly basis and providing a written report to the Police Chief and Village Administrator;
- Serve as a Police Department property custodian
- Serve as Police Department TIME Agency Coordinator/E-time Coordinator

Police Records/Administrative

- Assist with the preparation and distribution of departmental reports, including, but not limited to:
 - o Activity Reports;
 - o State and Federal Offense Reports, including Uniform Crime Reports (UCR) and Crime Based Reports (CBR);
 - o Annual Department Report;
 - o Court Date Log;
 - o Daily Log;
 - o Arrest warrants.

Administrative Services

- Responsible for:
 - o Perform diverse and confidential administrative duties;
 - o Receive and screen telephone calls and visitors for the Chief of Police and department employees;
 - o Audit cash handling procedures and maintain related records for petty cash, the cash register, and related reporting systems;
 - o Maintain files that pertain to department fiscal management, operational budget accounts, etc.;
 - o Update and maintain Village code revisions;
 - o Place orders for office supplies and printing needs and meet with vendors as required;
 - o Receive and distribute department mail;
 - o File police department documents and materials;
 - o Coordinate police department open records requests;
 - o Receive and provide receipts related to bonds for violations, warrants, parking tickets and bicycle license fees;
 - o Maintain receipt records;
 - o Perform routine administrative work, including, but not limited to: responding to phone calls, e-mails, concerns, reports, correspondence, filing, requests, including records, home checks, equipment notices, parking permissions, and other administrative work;
 - o Update and monitor social media and website
 - o Assist with coordination of Village and community events
 - o Coordinate Village Park reservations

Court Clerk Services

- Attend Municipal Court dates;
- Coordinate, prepare and monitor cases for court dates;
- Accept court fines and create tracking documentation;
- Communicate with Village Attorney concerning court cases, as needed;
- Monitor status of all municipal citations;

ADMINISTRATIVE ASSISTANT - PUBLIC SAFETY

- Serve as administrator for Traffic and Criminal Software (TraCS) transmissions and records;
- Coordinate, monitor, and file municipal and circuit court records;

Qualifications

Required Education and Experience:

- A high school diploma or equivalent;
- Minimum of one year office experience, Public Safety environment preferred;
- Proficient keyboarding skills in a Microsoft Windows environment with accurate keystrokes (type) of at least 55 words/minute;

OR

Any combination of education and experience that provides equivalent knowledge, skills and abilities to perform the essential duties and responsibilities of the position.

Required Skills, Ability and Knowledge:

Skills:

- Control conversations with individuals under stress, assess situations accurately and quickly, and effectively interview those individuals to obtain needed information;
- Perform multiple tasks simultaneously and ability to function in a dynamic environment.

Ability to:

- Exercise effective judgment within established guidelines;
- Maintain confidentiality of sensitive information
- Actively participate in professional administrative and secretarial organizations and training;
- Assist with grant preparation;
- Serve as liaison with various companies supplying communications support to include computers, telephones, radios, mobile data computers, etc.
- Compose and type correspondence, reports, memoranda, meeting minutes, newsletter and other departmental materials, some of which may be confidential, specialized or technical;
- Communicate effectively, i.e. speak and write clearly and concisely with individuals and groups in both emergency and non-emergency situations;
- Act as a department liaison to other law enforcement agencies, village officials, department employees, and the general public.
- Work independently and exercise initiative, judgment and resourcefulness;

ADMINISTRATIVE ASSISTANT - PUBLIC SAFETY

- Maintain a positive attitude, work well with others at all levels of the organization and community;
- Think and act clearly and decisively;
- Operate a variety of equipment including, but not limited to: computers/software/programs; phones, copiers, and other equipment used in the performance of job duties; Geographic Information System (GIS) skill desired;
- Prepare reports using proper grammar, terminology and abbreviations;
- Maintain skills, knowledge and abilities through continuing education and training.

Knowledge of:

- The geographical areas of Thiensville, including common landmarks;
- Proper use of computers, phones, teletype equipment, radio and paging systems, and other department equipment;
- Generally accepted administrative/clerical operating procedures in an office environment;
- Departmental operations and procedures.

Other:

This position requires:

- Ability to become certified within probation period:
 - In the operation of the Wisconsin TIME (Transaction Information for the Management of Enforcement) System;
 - In TRAIN (Training Resources Available on the Internet) as a TIME Coordinator;
- Once certified, maintain valid TIME certification;
- Additional hours of work on short notice, due to the nature of activities associated with this position;

Physical Requirements:

- This position requires the employee, to:
 - Stand; walk; sit; reach with hands and arms;
 - Use hands to finger, handle, or feel;
 - Occasionally lift and/or move more than 25 pounds;
 - Focus and see clearly, with or without correction that includes close, distant and color vision as well as peripheral and depth perception;
 - Listen, hear and speak clearly.

Environment:

Work is generally conducted in an office environment, but could include outdoor activities or off-site activities, as needed. Sitting for extended periods of time, standing, crouching, and kneeling are frequently required. Must be able to lift and/or carry minimum of 25 pounds on a regular basis. Attendance at meetings/activities outside of normal business hours as directed. Phone and computer use are regular activities.

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

Village Administrator's Signature

Date

Police Chief's Signature

Date

Created: 2/25/2023

Approved: 3/6/2023

FILE NAME: ADMINISTRATIVE ASSISTANT – PUBLIC SAFETY