



VILLAGE OF THIENSVILLE
Committee of the Whole
AGENDA

DATE: Monday, April 3, 2023

LOCATION: 250 Elm Street, Thiensville, WI

TIME: 6:00 PM

I. CALL TO ORDER

II. ROLL CALL

PRESIDENT:

VAN MOBLEY

TRUSTEES:

JENNIFER ABRAHAM (EXCUSED)

ANGELINA APOSTOLOS

KRISTINA ECKERT

ROB HOLYOKE

KENNETH KUCHARSKI

DAVID LANGE

ADMINISTRATOR/INTERIM COLLEEN LANDISCH-HANSEN

CLERK:

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 Honoring Rob Holyoke for His Service to the Village of Thiensville (att)

B. Review and Recommendation Regarding Proclamation Commemorating Arbor Day (att)

C. Discussion and Recommendation Regarding Application to Participate in the Federal Emergency Management Agency's Community Rating System Program (att)

D. Review and Recommendation Regarding First Amendment to the Southern Ozaukee Fire & EMS Medical Services Agreement (att)

E. Review and Discussion Regarding 1st Quarter Fire & EMS Expenditure Comparison

F. Review and Recommendation Regarding Ordinance No. 2023-02 Repealing the Ordinance Related to the Sergeant of Police Position (att)

G. Review and Recommendation Regarding Police Department Lieutenant Job Description (att)

H. Review and Recommendation Regarding Capital Expenditures List (att)

1. April 2023

I. Review and Recommendation regarding the following Citizen Appointments:

1. Board of Review

Michael J. Dyer

John Rosing

Elmer C. Prenzlowl (alternate)

J. Review and Recommendation regarding the following Board Appointments:

1. Board of Review

Van A. Mobley, One-Year Term

David Lange, One-Year Term

K. Review and Recommendation regarding the following Staff Appointment:

1. Board of Review

Colleen Landisch-Hansen, Administrator, Annually

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

A. Acceptance/Report of Gifts Received

1. \$25.00 Donation to Thiensville Fire Department from Leona I. Jordan
2. \$1,000.00 from Thiensville-Mequon Rotary Foundation, Inc. for Village Park Reimagined Splashpad

VI. ADJOURNMENT

Colleen Landisch-Hansen, Interim Village Clerk

March 31, 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
TRUSTEE ROB HOLYOKE
ON THE OCCASION OF HIS RETIREMENT**

WHEREAS, Rob Holyoke has served continuously on the Village Board since 1996; and

WHEREAS, during Rob's more than a quarter century of service to the Village, he has served on numerous committees including the Plan Commission, the Mequon-Thiensville Bikeway Commission and the Frank L. Weyenberg Library Board, and chair of the Community Development Authority and the Telecommunications and IT Oversight Committee; and

WHEREAS, during Rob's tenure as a Village Trustee, he was involved in the Southern Ozaukee Fire & EMS Department merger and substantial improvements that included the Pigeon Creek flood control project, multiple sewer and stormwater projects, extension of municipal water to many areas of the Village including much of the downtown business district, development on South Main Street and the current Thiensville Crossing project, and the addition of new homes on North Orchard Street and Two Hundred Green; and

WHEREAS, Rob also has represented the Village on the Ozaukee County Board since being elected as a County Supervisor in April 2018; and

WHEREAS, Rob has taken a special interest over the years in his service to the Village and County in natural resources and outdoor recreation, including the Ozaukee Interurban Trail, which runs north to south through Thiensville. Rob currently serves as Chairman of Ozaukee County's Natural Resources Committee; and

WHEREAS, Rob will conclude his distinguished career as a Village Trustee on April 17, 2023.

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 and hereby extend to Rob, our sincere thanks for his service to the Village of Thiensville and its residents.

In Testimony Whereof, I have hereunto set my hand and seal this 17th day of April, 2023.

Van A. Mobley
Village President

Colleen Landisch-Hansen
Village Administrator



PROCLAMATION IN HONOR OF ARBOR DAY

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, the Village of Thiensville was named a Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management, and

WHEREAS, Thiensville achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree-care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation, and

WHEREAS, Tree City USA Communities see the impact an urban forest has in a community firsthand and recognition brings residents together and creates a sense of community pride, whether it is through volunteer engagement or public education, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees in the Village of Thiensville increase property values, enhance the economic vitality of business areas and beautify our community, and trees, wherever they are planted, are a source of joy and spiritual renewal;

NOW, THEREFORE BE IT PROCLAIMED, that we, the Members of the Governing Body of the Village of Thiensville, proclaims April 28, 2023, as Arbor Day in the Village of Thiensville.

In Testimony Whereof, I have hereunto set my hand and seal this 17th day of April, 2023.

Van A. Mobley
Village President

Colleen Landisch-Hansen
Village Administrator



Village of Thiensville

250 Elm Street
Thiensville, WI 53092-1602

Phone (262) 242-3720
Fax (262) 242-4743

April 17, 2023

Ashley Reimann
DHS FEMA Region V
536 S Clark St., 6th Floor
Chicago IL 60605
Ashley.Reimann@Fema.dhs.gov

Dear Ms. Reimann:

The Village of Thiensville, Wisconsin, is interested in participating in the Community Rating System (CRS) so that our residents may qualify for discounted flood insurance premiums.

Our CRS Coordinator is Gary Heinrichs, Floodplain Planner, who can be reached at 608-719-7813 or GHeinrichs@ruekert-mielke.com.

We will cooperate with FEMA, the Insurance Services Office, Inc. (ISO), and the CRS verification process to ensure that our credited activities are fully earned and warranted.

Please ask ISO to visit us to review our program in depth and verify the creditable activities. We understand that approval from the FEMA Regional Office is needed for the ISO/CRS Specialist to visit the community.

Sincerely,

Van Mobley
Village President
Village of Thiensville

cc: Brian J. Cunningham, CFM, Floodplain Management Policy Coordinator,
Email: brian.cunningham@wisconsin.gov
Lou Ann Patellaro, ISO/CRS Specialist, Email: lpatellaro@iso.com
Colleen Landisch-Hansen, Village Administrator, Email: clandisch@village.thiensville.wi.us



National Flood Insurance Program Community Rating System

A Local Official's Guide to
Saving Lives, Preventing Property Damage, and
Reducing the Cost of Flood Insurance

FEMA B 573 / 2018



FEMA



The Community Rating System Works

Every year, flooding causes hundreds of millions of dollars' worth of damage to homes and businesses around the country. Standard homeowners and commercial property insurance policies do not cover flood losses. To meet the need for this vital coverage, the Federal Emergency Management Agency (FEMA) administers the National Flood Insurance Program (NFIP).

The NFIP offers reasonably priced flood insurance to all properties in communities that comply with minimum standards for floodplain management.

The NFIP's Community Rating System (CRS) credits community efforts beyond those minimum standards by reducing flood insurance premiums for the community's property owners. The CRS is similar to—but separate from—the private insurance industry's programs that grade communities on the effectiveness of their fire suppression and building code enforcement efforts.

CRS discounts on flood insurance premiums range from 5% up to 45% (see Table 1), based on CRS credit points that are awarded to

communities. The discounts provide an incentive for communities to implement new flood protection activities that can help save lives and property when a flood occurs.

The CRS provides credit under 19 public information and floodplain management activities described in the *CRS Coordinator's Manual*.

You're probably already doing many of these activities. To get credit, community officials will need to prepare documentation that verifies these efforts.

The CRS assigns credit points for each activity. Table 2 lists the activities and the possible number of credit points for each one. The table also shows the average number of credit points communities earn for each activity. These averages may give you a better indication than the maximums of what your community can expect.

To be eligible for a CRS discount, your community must do Activity 310, Elevation Certificates. If you're a designated repetitive loss community, you must also do Activity 510, Floodplain Management Planning. All other activities are optional.



Based on the total number of points your community earns, the CRS assigns you to one of ten classes. Your discount on flood insurance premiums is based on your class.

For example, if your community earns 4,500 points or more, it qualifies for Class 1, and property owners in the in the Special Flood Hazard Area (SFHA) get a 45% discount on their insurance

premiums. If your community earns as little as 500 points, it's in Class 9, and property owners in the SFHA get a 5% discount. If a community does not apply or fails to receive at least 500 points, it's in Class 10, and property owners get no discount.

Table 1, below, shows the number of points required for each class and the corresponding discount.

Table 1.
How much discount property owners in your community can get

Rate Class	Discount for SFHA *	Discount for Non-SFHA **	Credit Points Required
1	45%	10%	4,500 +
2	40%	10%	4,000–4,499
3	35%	10%	3,500–3,999
4	30%	10%	3,500–3,499
5	25%	10%	3,000–2,999
6	20%	10%	2,500–2,499
7	15%	5%	1,500–1,999
8	10%	5%	1,000–1,499
9	5%	5%	500–999
10	0	0	0–499

* Special Flood Hazard Area

** Preferred Risk Policies are available only in B, C, and X Zones for properties that are shown to have a minimal risk of flood damage. The Preferred Risk Policy does not receive premium rate credits under the CRS because it already has a lower premium than other policies. Although they are in SFHAs, Zones AR and A99 are limited to a 5% discount. Premium reductions are subject to change.

Table 2.

What You Can Do to Get Credit

The CRS grants credit for 19 different activities that fall into four series:

Series 300	Public Information	Maximum Points*	Average Points *
	This series credits programs that advise people about the flood hazard, flood insurance, and ways to reduce flood damage. The activities also provide data insurance agents need for accurate flood insurance rating.		
310	Elevation Certificates • Maintain FEMA elevation certificates for new construction in the floodplain. (At a minimum, a community must maintain certificates for buildings built after the date of its CRS application.)	116	38
320	Map Information Service • Provide Flood Insurance Rate Map information to those who inquire, and publicize this service.	90	73
330	Outreach Projects • Distribute outreach projects with messages about flood hazards, flood insurance, flood protection measures, and/or the natural and beneficial functions of floodplains.	350	87
340	Hazard Disclosure • Real estate agents advise potential purchasers of flood-prone property about the flood hazard. • Regulations require notice of the hazard.	80	14
350	Flood Protection Information • The public library and/or community’s website maintains references on flood insurance and flood protection.	125	38
360	Flood Protection Assistance • Give inquiring property owners technical advice on how to protect their buildings from flooding, and publicize this service.	110	55
370	Flood Insurance Promotion • Assess flood insurance coverage within the community and implement a plan to promote flood insurance.	110	39
Series 300	Total	981	3448

*Maximum and average points are subject to change. See the current *CRS Coordinator’s Manual* for the latest information.

Series 400	Mapping & Regulations	Maximum Points*	Average Points *
This series credits programs that limit floodplain development or provide increased protection to new and existing development.			
410	Floodplain Mapping - Develop new flood elevations, floodway delineations, wave heights, or other regulatory flood hazard data for an area not mapped in detail by the flood insurance study. - Have a more restrictive mapping standard.	802	60
420	Open Space Preservation - Guarantee that currently open public or private floodplain parcels will be kept free from development. - Zone the floodplain for minimum lot sizes of 5 acres or larger.	2,020	509
430	Higher Regulatory Standards - Limit new buildings and/or fill in the floodplain. - Require freeboard. - Require soil tests or engineered foundations. - Require compensatory storage. - Require coastal construction standards in AE Zones. - Have regulations tailored to protect critical facilities or areas subject to special flood hazards (for example, alluvial fans, ice jams, subsidence, or coastal erosion).	2,042	270
440	Flood Data Maintenance - Keep flood and property data on computer records. - Use better base maps. - Maintain elevation reference marks.	222	115
450	Stormwater Management - Regulate new development throughout the watershed to ensure that post-development runoff is no greater than pre-development runoff. - Regulate new construction to minimize soil erosion and protect or improve water quality.	755	132
Series 400		Total	5,841
			1,086

Series 500	Flood Damage Reduction	Maximum Points*	Average Points *
	This series credits programs that reduce the flood risk to existing development.		
510	Floodplain Management Planning • Prepare, adopt, implement, and update a comprehensive flood hazard mitigation plan using a standard planning process. • Prepare an analysis of the repetitive flood loss areas within the community. <i>Note: category C repetitive loss communities must receive credit for either the floodplain management plan or the repetitive loss area analysis, above.</i> • Prepare, adopt, implement, and update a plan to protect natural functions within the community's floodplain.	622	175
520	Acquisition and Relocation • Acquire and/or relocate floodprone buildings so that they are out of the floodplain.	2,250	195
530	Flood Protection • Protect existing floodplain development by floodproofing, elevation, or minor flood control projects.	1,600	73
540	Drainage System Maintenance • Have a program for and conduct annual inspections of all channels and detention basins; remove debris as needed.	570	218
Series 500	Total	5,042	661

Series 600	Flood Preparedness	Maximum Points*	Average Points *
	This series credits flood warning, levee safety, and dam safety projects.		
610	Flood Warning and Response • Provide early flood warnings to the public, and have a detailed flood response plan keyed to flood crest predictions.	395	254
620	Levees • Annually inspect and maintain existing levees; have a system for recognizing the threat of levee failure and/or overtopping, disseminating warnings, and providing emergency response; and coordinate with operators of critical facilities.	235	157
630	Dams • Have a high-hazard-potential dam that could affect the community; have a system for recognizing the threat of dam failure, disseminating warnings, planning and practicing emergency responses; and coordinating with operators of critical facilities.	160	35
Series 600		Total	790
All Series		Total	12,654
			2,537



Additional Credit

Your community can get additional credit for regulating development outside the SFHA to the same standards as development inside the SFHA. There is also credit for assessing future flood conditions, including the impacts of future development, urbanization, and changing weather patterns. See the *CRS Coordinator's Manual* for full details.

Many communities can qualify for what the CRS calls “state-based credit,” based on the activities or regulations a state or regional agency implements within communities. For example, some states have disclosure laws eligible for credit under Activity 340 (Hazard Disclosure). Any community in those states can receive the state-based credit.

Your community may want to consider floodplain management activities not listed in the *CRS Coordinator's Manual*. You should evaluate these activities for their ability to increase public safety, reduce property damage, avoid economic disruption and loss, and protect the environment. In addition, you can request a review of these activities to determine whether they could be eligible for CRS credit. FEMA welcomes innovative ways to prevent or reduce flood damage.



How to Apply

Participation in the CRS is voluntary. If your community is in full compliance with the rules and regulations of the NFIP, you may apply. There's no application fee, and all CRS publications are free.

Your community's chief executive officer (your mayor, city manager, or other top official) must appoint a CRS coordinator to serve as the liaison between the community and FEMA. The coordinator should know the operations of all departments that deal with floodplain management and public information. And the coordinator should be able to speak for the community's chief executive officer.

To begin the application process, your community submits a letter of interest to your FEMA Regional Office and documents that you are implementing floodplain management activities that warrant at least 500 CRS credit points. On the [CRS Resources website](http://www.CRSresources.org) (www.CRSresources.org) you can find a sample letter; the CRS Quick Check, a tool that helps you assess your community's possible credit points; and further instructions.

You may also want to download from that website a copy of the *CRS Coordinator's Manual*, which describes the program in full and provides specific information, including eligible activities, required documentation, and resources for assistance.

Help is also available through the contact information below.

CRS-related materials and many more resources are available at the [CRS Resources website](http://www.fema.gov/national-flood-insurance-program-community-rating-system) and on [FEMA's website](http://www.fema.gov/national-flood-insurance-program-community-rating-system) (<https://www.fema.gov/national-flood-insurance-program-community-rating-system>).

After your community applies for a CRS classification, the CRS will verify the information and arrange for flood insurance premium discounts.

For more info, write, phone, or fax:

NFIP/CRS

P.O. Box 501016

Indianapolis, IN 46250-1016

(317) 848-2898

Fax: (201) 748-1936

e-mail: nfipcrs@iso.com

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FIRST AMENDMENT TO THE SOUTHERN OZAUKEE
FIRE AND EMERGENCY MEDICAL SERVICES AGREEMENT

THIS FIRST AMENDMENT TO THE SOUTHERN OZAUKEE FIRE AND EMERGENCY MEDICAL SERVICES AGREEMENT (“Amendment”) is made by the Village of Thiensville (“Thiensville”) and the City of Mequon (“Mequon”) pursuant to the provisions of Wisconsin Statutes Sections 61.65 and 66.0301. This Amendment is dated as of and shall bind the municipalities upon execution after adoption by the governing body of each municipality of a resolution approving this Agreement and authorizing its execution (the “Effective Date”).

RECITALS

A. The municipalities, having determined that their communities will benefit from unified, integrated fire and emergency medical services, entered into the Southern Ozaukee Fire and Emergency Medical Services Agreement effective _____ (“Agreement”).

B. The Agreement called for operation of the Thiensville and Mequon Fire Departments under joint command since July 1, 2022, before fully integrating into a joint department on January 1, 2023.

C. Following the first six months of experience, the Southern Ozaukee Fire and Emergency Medical Services Department (“SOFD”) Board identified various changes to Agreement that would clarify or improve the terms of the operations of the Department, and recommended that the municipalities amend the Agreement to reflect the same.

D. The municipalities desire to follow the recommendation of the SOFD Board to amend the Agreement as provided for in this Amendment.

AGREEMENTS

Based upon the forgoing recitals, and in consideration of the following mutual covenants and conditions, the municipalities agree:

1. Except as provided in this Amendment, all terms and conditions of the Agreement not inconsistent with the terms of this Amendment remain in full force and effect. All capitalized or defined terms in the Agreement shall have the same meaning in this Amendment.

2. Section 4(c)(v) of the Agreement is amended to read as follows: The Secretary shall be responsible for preparing agendas, meeting packets, and minutes for meetings of the Board. The Secretary shall be the Thiensville Administrator. Such Administrator may designate another staff person to prepare agendas, meeting packets, and minutes.

3. Section 4(e)(v) of the Agreement is amended to read as follows: Minutes of the meetings and actions of the Board shall be submitted to the governing body of each municipality.

The minutes shall show the vote upon each question. The minutes shall also show if a member is absent or fails to vote on any question.

4. Section 4(f) of the Agreement is amended to read as follows: Voting Requirements. Except as otherwise specifically set forth in this Agreement, the affirmative vote of a majority of the voting members of the Board (including any alternates serving in the stead of other members) at which a quorum is present shall constitute the action of the Board provided that at least one member from each municipality has voted in the affirmative.

5. Section 5(b)(iv) is created and added to the Agreement as follows: The Secretary, or their designee, shall be responsible for preparing agendas, meeting packets and minutes for meetings of the Commission.

6. Section 5(d)(i) of the Agreement is amended to read as follows: Meetings of the Commission shall be held at the call of the President or upon the written request of at least two members of the Commission, as designated by the President, at the Mequon City Hall, the Thiensville Village Hall or one of the fire stations; however, in the absence of any specific designation, meetings shall be held at the Mequon City Hall if the President of the Commission is a Mequon appointee or at the Thiensville Village Hall if the President of the Commission is a Thiensville appointee.

7. Section 5(d)(ii) of the Agreement is amended to read as follows: The chair shall establish the agendas for all such meetings after consultation with the Department's command staff or, if the command staff is the subject of the Commission's meeting, the Board's attorney.

8. Section 6(g) is created and added to the Agreement as follows: In lieu of an employee, the Department may, with approval of the Board, enter into an agreement with another entity (including one of the municipalities) to perform the duties identified above.

9. Section 12(e) of the Agreement is deleted.

CITY OF MEQUON

VILLAGE OF THIENSVILLE

By: _____
Andrew Nerbun
Mayor

By: _____
Van Mobley
President

Date signed:

SOFD AGREEMENT AMENDMENTS

Blacklined Paragraphs

(Note: Added Text is Double Underlined; Deleted Text is ~~Struck through~~)

2. Section 4(c)(v):

The Secretary shall be responsible for preparing agendas, meeting packets, and minutes for meetings of the Board. The Secretary shall be the Thiensville ~~A~~administrator. Such ~~A~~administrator may designate another staff person to prepare agendas, meeting packets, and minutes.

3. Section 4(e)(v):

Section 4(e)(v) of the Agreement is amended to read as follows: Minutes of the meetings and actions of the Board shall be submitted to the governing body of each municipality. The minutes shall show the vote ~~of each member~~ upon each question. The minutes shall also show if a member is absent or fails to vote on any question.

4. Section 4(f):

Voting Requirements. Except as otherwise specifically set forth in this Agreement, the affirmative vote of a majority of the voting members of the Board (including any alternates serving in the stead of other members) at which a quorum is present shall constitute the action of the Board provided that at least one member from each municipality has voted in the affirmative.

5. Section 5(b)(iv):

The Secretary, or their designee, shall be responsible for preparing agendas, meeting packets and minutes for meetings of the Commission.

6. Section 5(d)(i):

Meetings of the Commission shall be held ~~not less frequently than once in each calendar quarter and otherwise~~ at the call of the President or upon the written request of at least two members of the Commission, as designated by the President, at the Mequon City Hall, the Thiensville Village Hall or one of the fire stations; however, in the absence of any specific designation, meetings shall be held at the Mequon City Hall if the President of the Commission is a Mequon appointee or at the Thiensville Village Hall if the President of the Commission is a Thiensville appointee.

7. Section 5(d)(ii):

The chair shall establish the agendas for all such meetings after consultation with the Department's command staff or, if the command staff is the subject of the Commission's meeting, the Board's attorney ~~the attorney and personnel advisor for the municipality for which the President serves as chief elected official.~~

8. Section 6(g)

In lieu of an employee, the Department may, with approval of the Board, enter into an agreement with another entity (including one of the municipalities) to perform the duties identified above.

9. Section 12(e):

~~On January 1 and July 1 of each year, the Department shall compute the amount of revenue received by the Department from Service Fees during the preceding six month period and shall credit the amount of such revenues against the amounts due from the municipalities in accordance with the ratio of expense sharing in effect for such preceding six month period.~~

Village of Thiensville
Fire and EMS
1st Quarter

	<u>1Q 2022</u>	<u>1Q 2023</u>	<u>Change</u>	<u>% Change</u>
Southern Ozaukee Fire Department	-	61,970.74	61,970.74	
Salaries	48,883.04	422.50	(48,460.54)	
Fringe Benefits	8,774.78	2,672.26	(6,102.52)	
Travel/Training	84.24	-	(84.24)	
Dues & Subscriptions	985.00	-	(985.00)	
Radio Maintenance	688.59	-	(688.59)	
Schooling	3,447.36	-	(3,447.36)	
Billing Services	1,740.79	357.45	(1,383.34)	
Maintenance Contract	469.16	-	(469.16)	
Office Supplies	584.71	-	(584.71)	
Telephone	1,143.92	463.21	(680.71)	
Supplies-Copy Machine	75.82	-	(75.82)	
Fuel	1,598.45	-	(1,598.45)	
Recruitment	687.00	(229.00)	(916.00)	
Uniform Allowance	1,496.88	-	(1,496.88)	
Truck Maintenance	2,766.12	400.00	(2,366.12)	
Training Supplies	23.99	-	(23.99)	
Chemicals	306.92	-	(306.92)	
Fire Prevention	382.90	-	(382.90)	
Medical Supplies	12,633.88	-	(12,633.88)	
Cleaning Supplies	602.98	-	(602.98)	
Equipment Repairs	439.37	-	(439.37)	
Health Maintenance	758.00	-	(758.00)	
Miscellaneous	741.85	-	(741.85)	
Total Operations	<u>89,315.75</u>	<u>66,057.16</u>	<u>(23,258.59)</u>	-26.04%
Office Equipment	-	-	-	
Equipment	221.06	-	(221.06)	
Radios	3,983.78	-	(3,983.78)	
Other	(75.75)	21,798.00	21,873.75	
Total Capital Expenditures	<u>4,129.09</u>	<u>21,798.00</u>	<u>17,668.91</u>	427.91%
Total 1Q Fire & EMS	<u><u>93,444.84</u></u>	<u><u>87,855.16</u></u>	<u><u>(5,589.68)</u></u>	-5.98%

Note: \$21,798 is the Village's full 2023 SOFD Capital allocation

**VILLAGE OF THIENSVILLE
OZAUKEE COUNTY, WISCONSIN
ORDINANCE NO. 2023-02
AN ORDINANCE REPEALING THE ORDINANCE RELATED TO
THE SERGEANT OF POLICE POSITION**

WHEREAS, the Village of Thiensville Board of Trustees (“Village Board”), upon recommendation of the Village of Thiensville Chief of Police, desires to repeal the ordinance relating to the “Sergeant of Police” as it is a position that does not exist in the Village; and

WHEREAS, the Village Board finds that repealing the ordinance will provide better clarity on policing in the community.

NOW, THEREFORE, the Village Board of the Village of Thiensville does ordain as follows:

SECTION 1. Sec. 54-33 is hereby repealed in its entirety and reserved for future use:

Sec. 54-33. *RESERVED FOR FUTURE USE.*

~~Sec. 54-33. – Sergeant of police; duties and powers.~~

- ~~(a) – The sergeant of police shall have full power and authority and shall arrest all persons in the village found in the act of violating any law or ordinance of the village or aiding or abetting in such violation and shall arrest all persons found under suspicious circumstances and shall take all such persons before the appropriate court to be dealt with according to law.~~
- ~~(b) – A police sergeant, in carrying out the functions of the police department, including the preservation of the public peace and the arrest of violators of the laws and ordinances shall constantly direct his best efforts to accomplish that end, both intelligently and efficiently and shall hold himself in readiness at all times to answer the calls and obey the orders of his superiors. He shall be held strictly accountable for the good order of the area assigned to him or to the duty to which he is assigned and shall have the hours of duty as prescribed by the chief of police.~~
- ~~(c) – A police sergeant is charged with exacting the proper performance of patrol and other officers of the police department under his command and his hours of duty shall be prescribed by the chief of police.~~
- ~~(d) – A sergeant of police shall have thorough knowledge of the duties of a police officer and shall assist and instruct the police officer under his supervision in the proper discharge of their duties and shall be held strictly responsible for their efficiency, discipline and general good conduct and appearance.~~
- ~~(e) – A sergeant of police shall report all cases of misconduct, incompetency, neglect of duty or any violation of the rules and regulations on the part of the police officers, and his failure to report these things listed shall be sufficient cause for discharge from the service.~~

SECTION 2. Severability. If any provision of this ordinance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions of this ordinance.

SECTION 3. Effective date. This ordinance shall be effective upon publication or posting under applicable law.

DRAFT

PASSED AND ADOPTED this _____ day of _____, 2023.

Van A. Mobley, Village President

ATTESTED TO:

_____, Village Clerk

DRAFT



Village of Thiensville

Position Description

Position Title:	Lieutenant
Department:	Police
Reports To:	Chief of Police
FLSA:	Exempt
Approved:	April XX, 2023

Purpose of Position

This position serves as a second in command of the department under the direction of the Chief of Police and supervises, either directly or through subordinates, sworn police officers and non-sworn employees and volunteers. Serves as a frontline responder for preserving the peace, preventing crime and maintaining a safe community.

Essential Responsibilities and Duties

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

- Serves as second in command of the department and supervises department activities and assignments, including, but not limited to:
 - Prepare work schedules;
 - Maintain and track department equipment and property;
 - Monitor personnel records, including performance evaluations, benefits, and other records;
 - Review reports to ensure they are correctly generated, monitored and completed in a timely manner;
 - Monitor and coordinate training, guidance and assistance regarding changes, improvements or modifications relative to job related issues and techniques and certifications.
 - Plan, formulate, organize and supervise new programs, techniques, and procedures to obtain the most effective and efficient performance.
 - Prepare studies, reports, and open records requests.
- Assists the Chief with:
 - Investigation of complaints filed against the Department and/or its personnel in a timely fashion;

- o Preparation of monthly reports concerning department activities;
 - o Preparation of department goals and objectives;
 - o Preparation of the annual budget and annual report;
 - o Development, updating, reviewing, or modifying policies and/or procedures for departmental operations;
 - o Creation of special reports, as needed.
- Attend board meetings, civic meetings, and other gatherings at the direction of the Chief of Police
- Participate in community programs, events, or gatherings to give talks, presentations, or to promote the positive image of the department.
- Serve as the Officer in Charge, in the absence of the Chief;
- Establish and maintain good working relationships with elected officials, administrator, department heads, staff, civic groups, intergovernmental agencies/representatives, and the public.
- Coordinate and supervise the Special Police program including recruitment and retention of volunteers, staffing, scheduling, training, equipment, reports, etc.
- Supervise and maintain the lock-up facility.
- Supervise and monitor the State of Wisconsin's Traffic and Criminal Software (TraCS) system for the department;
- Perform all duties and responsibilities of a Police Officer, as needed, including:
 - o Enforce all applicable local/county ordinances, State Statutes and Federal laws through surveillance, investigation and/or arrest, as appropriate, including the issuance of tickets for violations;
 - o Comply with all policies and procedures of the department;
 - o Respond to and follow through on citizen complaints;
 - o Implement traffic control measures for accidents, events, obstacles, incidents, crime scenes, etc., as needed;
 - o Recognize, locate, obtain and secure evidence while preserving the chain of custody;
 - o Prepare written reports and record maintenance, including daily log entries, daily activity sheets, incident investigations, arrests, and other records;
 - o Participate in court case preparation, appearances and prosecution as required;
 - o Serve as investigator, youth aid worker, or on special assignments, as directed by the Chief;
 - o Provide first aid, residential and/or business security checks, crisis assistance, and other safety or security activities, as needed;
 - o Maintain vehicles, tools, and equipment used in the performance of the position;
 - o Serve as a positive community resource by establishing and maintaining working relationships with residents, businesses and visitors;
 - o Provide public education information to residents, schools and groups, concerning public safety, as assigned.
- Other duties as assigned.

Minimum Education and Qualifications:

- Bachelor's Degree from an accredited college or university in a discipline related to law enforcement is preferred; possess either a two-year Associate Degree or 60 associate degree level college credits, or a minimum of 5 years of experience as a Law Enforcement Officer with a community similar in size to the Village of Thiensville or greater;
- Certification as a law enforcement officer in the State of Wisconsin;
- Possess a valid Wisconsin driver's license.
- Ability to possess a firearm
- No Felony or Domestic abuse convictions

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 Knowledge, Skills and Abilities:

- Considerable knowledge of the techniques, objectives, and police powers of modern police tactics and procedures;
- Considerable knowledge of and ability to interpret Village ordinances, statutes, and laws;
- Ability to effectively provide proper leadership and supervision to all subordinates;
- Establish and maintain effective working relationships with department personnel, community officials, intergovernmental representatives/agencies and the general public;
- Communicate effectively, i.e., speak and write clearly and concisely with individuals and groups in both emergency and non-emergency situations;
- Control conversations with those under stress, assess situations accurately and quickly, and effectively interview those individuals to obtain needed information;
- Respond promptly to emergency operations, perform multiple tasks simultaneously, function in a sustained stressful environment and remain calm;
- Gather information from complainants, witnesses, victims, and others, through on-site interviews, observations, assessments and equipment, in English, using legible handwriting, as needed;
- Handle multiple situations/emergencies at the same time in an effect and efficient manner;
- Operate a variety of equipment including, but not limited to: vehicles, weapons, computers/software/programs, two-way radios, phones, copiers, explosives, first aid, lasers, radar, cameras, and other equipment used in the performance of job duties; Geographic Information System (GIS) skill desired;
- Prepare reports using proper grammar, terminology and abbreviations;
- Perform mathematical equations, including, adding, subtracting, multiplication, division, percentages and statistics;

- Maintain skills, knowledge and abilities through continuing education and training.

Physical Requirements

- This position requires the employee, while wearing standard police equipment, to:
 - Stand; walk; run; jump; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl;
 - Move quickly over short distances, grapple, climb, balance, and bend/twist;
 - Use hands to finger, handle, or feel;
 - Sit for prolonged periods of time;
 - Occasionally lift and/or move more than 100 pounds and exert enough force to control resisting suspects;
- Ability to focus and see clearly, with or without correction that includes close, distant and color vision as well as peripheral and depth perception;
- Ability to operate a vehicle in emergency and non-emergency situations effectively
- Ability to listen, hear and speak clearly.

Environment

- Work is performed, both indoors and outdoors, with corresponding hazards and discomforts that are sometimes in confined spaces;
- A variety of conditions under which work is performed could include, but are not limited to:
 - Extreme cold or heat and normal temperature changes;
 - Loud noise with a minimum of 90 decibels and vibration from sirens, tools, equipment, machinery, etc.
 - Hazardous conditions such as mechanical, electrical, chemical burns, explosives, heights, physical injury and fast moving vehicles;
 - Atmospheric conditions such as fumes, gases, noxious odors, dust and/or poor ventilation;
 - Blood borne pathogens.

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

Revised: 2/26/2023
Created: 7/2013
Approved: 4/17/2023
FILE NAME: POLICE LIEUTENANT

VILLAGE OF THIENSVILLE
2023 CAPITAL EXPENDITURE REQUESTS
APRIL 3, 2023

<u>DEPARTMENT</u>	<u>AMOUNT IN RESERVES</u>	<u>AMOUNT BUDGETED</u>	<u>AMOUNT REQUESTED</u>	<u>ITEM DESCRIPTION</u>
TPD	\$ -	\$ 1,350.00	\$ 1,350.00	TPD Desktop and Software
TOTAL	\$ -	\$ 1,350.00	\$ 1,350.00	