



VILLAGE OF THIENSVILLE
Board of Trustees
AGENDA

DATE: Monday, May 20, 2024

LOCATION: 250 Elm Street, Thiensville, WI

TIME: 6:00 PM

I. CALL TO ORDER

II. ROLL CALL

PRESIDENT:	JOHN ROSING
TRUSTEES:	JENNIFER ABRAHAM
	ANGELINA APOSTOLOS
	KRISTINA ECKERT
	KENNETH KUCHARSKI
	DAVID LANGE
	VACANT
ADMINISTRATOR:	COLLEEN LANDISCH-HANSEN
ATTORNEY:	TIM SCHOONENBERG
STAFF:	DIRECTOR OF COMMUNITY SERVICES/PUBLIC WORKS ANDY LAFOND
	DEPUTY VILLAGE CLERK/ADMINISTRATIVE COORDINATOR BEN HONECK
	POLICE CHIEF CURT KLEPPIN

III. PLEDGE OF ALLEGIANCE

A. Trustee Abraham to lead the Pledge of Allegiance

IV. PUBLIC HEARING REGARDING PROPOSED ORDINANCE 2024-01 AMENDING ZONING CODE RELATED TO FLOODPLAINS

A. Motion to Open the Public Hearing

1. Administrator to Read and Explain Notice
2. Administrator to Give Brief Explanation of Proposed Ordinance Revisions 2024-01 (att)
3. Comments from Anyone Present to be Heard

4. Administrator to Read any Correspondence Received Related to Proposed Ordinance 2024-01

5. Comments from the Village Board

B. Motion to Close the Public Hearing

CONSENT AGENDA

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

V. APPROVAL OF MINUTES

A. Board of Trustees

1. April 15, 2024 (att)

B. Special Board of Trustees

1. May 6, 2024 (att)

VI. DEPARTMENT REPORTS

A. Police Department

1. April 2024 (att)

B. Public Works Department

VII. COMMITTEE REPORTS

A. Committee of the Whole

1. May 6, 2024 (att)

VIII. REPORTS AND COMMUNICATIONS

A. Capital Project Expenditure Report

1. May 2024 (att)

B. Historic Preservation Commission

1. April 9, 2024 (att)

C. Plan Commission

1. April 16, 2024 (att)

D. Southern Ozaukee Fire and EMS Board

1. March 13, 2024 (att)

E. Southern Ozaukee Fire and EMS Commission

1. March 13, 2024 (att)

BUSINESS AGENDA

IX. FINANCIAL REPORTS AND ACCOUNTS PAYABLE

A. Accounts Payable

1. April 13, 2024 to May 17, 2024 (att)

B. Financial Report

X. PRESIDENT'S REPORT

A. Appointments

1. Review and action regarding the following Operators Licenses - New:

- a. Thiensville Business Association, PO Box 185, Thiensville WI 53092

1. Traci K. Cain

2. Review and action regarding the following Operator's Licenses - Renewal:

- a. Lionfest

1. Gregory Fred Kickbush

b. Thiensville Business Association, PO Box 185, Thiensville WI 53092

1. Robert John Kos

c. Remington's River Inn, 130 S. Main Street

1. Amy Marie Ollman

XI. ADMINISTRATOR'S REPORT

A. Department Reports

1. Administrator's Report (att)

B. Building Inspection Report (Receipt)

1. April 2024 (att)

XII. ATTORNEY'S REPORT

XIII. COMMITTEE REPORTS

A. Presentation by Attorney Joel S. Aziere of Buelow Vetter regarding the duties and responsibilities of Village Trustees (att)

B. Review and action regarding Memorandum of Understanding between the Village of Thiensville and City of Mequon regarding local match of Wisconsin DOT Transportation Alternatives Program (TAP) grant funds (att)

C. Review and action regarding Proclamation Congratulating Mequon-Thiensville Community Foundation on its 25th Anniversary (att)

D. Review and action regarding Ordinance 2024-01 An Ordinance Amending Zoning Code Related to Flood Plans (att)

E. Review and action regarding nominations for vacant Village Trustee position

F. Review and action regarding Parade Application for Family Fun Before the Fourth Parade on Saturday June 29, 2024 (att)

G. Review and action regarding the following Board Appointments:

1. Plan Commission

a. John Rosing

b. Kenneth Kucharski

2. Historic Preservation Commission

a. Angelina Apostolos

b. Vacant

3. Board of Review

a. John Rosing

b. David Lange

4. Southern Ozaukee Fire and EMS Board

a. John Rosing

b. Kristina Eckert

c. David Lange (alternate)

5. Frank L. Weyenberg Library Board

a. Jennifer Abraham

6. Community Development Authority

a. David Lange

7. Board Representative to Mid-Moraine Legislative Committee

- a. David Lange

H. Review and action regarding the following Citizen Appointments:

1. Board of Review

- a. John Liegeois
- b. Van Mobley
- c. Josh Roemer (alternate)

2. Mequon-Thiensville Bike & Pedestrian Way Commission

- a. Ronald Heinritz
- b. Rob Holyoke

3. Plan Commission

- a. Richard Gattoni

4. Historic Preservation Commission

- a. Nathan Matson
- b. Joseph Miller

5. Southern Ozaukee Fire and EMS Board

- a. Douglas Chimenti

6. Frank L. Weyenberg Library Board

- a. Elizabeth Agnello

7. Zoning Board of Appeals

- a. Andy Match

I. Review and action regarding the following Staff Appointment:

1. Planner

- a. Meredith Perks

XIV. REPORTS AND COMMUNICATIONS

XV. UNFINISHED BUSINESS

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

A. Acceptance/Report Of Gifts Received

- 1. \$50 toward repair of Main Street clock, James and Katherine Gennrich
- 2. \$1,000 for Bike Safety Day from Thiensville-Mequon Lions Club
- 3. \$1,000 for Thiensville Police Auxiliary from Thiensville-Mequon Lions Club
- 4. \$250 to Thiensville Village Park Relmaged from Junior Woman's Club of Mequon-Thiensville

B. Review Meeting Date Schedule:

- 1. June 3, 2024 - Committee of the Whole
- 2. June 17, 2024 - Board of Trustees
- 3. July 15, 2024 - Combined Committee of the Whole and Board of Trustees
- 4. August 5, 2024 - Committee of the Whole

5. August 19, 2024 - Board of Trustees

XVII. ADJOURNMENT

Colleen Landisch-Hansen, Interim Village Clerk

May 17, 2024

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.

VILLAGE OF THIENSVILLE
OFFICIAL PUBLIC NOTICE OF PUBLIC HEARING
BEFORE THE VILLAGE BOARD

NOTICE IS HEREBY GIVEN that the Village Board of the Village of Thiensville, Wisconsin, will hold a PUBLIC HEARING to solicit comments on proposed floodplain zoning ordinance revisions that are required by state and federal law. These revisions govern development in mapped floodplain areas.

The proposed regulations are intended to protect life, health and property in floodplain areas and will govern uses permitted in mapped floodplains. Activities such as dredging, filling, excavating and construction of buildings are generally allowed, but may be restricted according to which flood zone the property is in. A copy of the proposed ordinance will be on file and open for public inspection in the office of the Village Clerk for a period of two weeks prior to this public hearing

Said PUBLIC HEARING will be held at the Village Thiensville Hall, Located at 250 Elm Street, on **Monday, May 20, 2024 at 6:00 PM.**

All interested persons wishing to be heard are invited to attend and offer comments. If you are unable to attend and would like to submit written comments, please direct them to the Village Administrator's office by mail, 250 Elm Street, Thiensville, WI 53092 or at clandisch@village.thiensville.wi.us by 4:00 PM on Monday, May 20, 2024. Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities by contacting the Village Administrator's office at (262) 242-3720.

Dated this 2nd day of May, 2024

Published: May 2, 2024
May 9, 2024

Colleen Landisch-Hansen
Village Administrator/Interim Village Clerk



VILLAGE OF THIENSVILLE
Board of Trustees
MINUTES

DATE: Monday, April 15, 2024

LOCATION: 250 Elm Street, Thiensville, WI

**COMBINED COMMITTEE OF THE WHOLE
AND BOARD OF TRUSTEES**

TIME: 6:00 PM

I. CALL TO ORDER

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

II. ROLL CALL

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

III. PLEDGE OF ALLEGIANCE

Trustee Daily led the Pledge of Allegiance.

A. CONGRATULATIONS AND OATH OF OFFICE TO VILLAGE OFFICIALS

1. Trustee Angelina Apostolos
2. Trustee Kenneth Kucharski
3. President John R. Rosing

Village Administrator/Interim Village Clerk Colleen Landisch-Hansen administered the Oath of Office to President John Rosing and Trustees Angelina Apostolos and Ken Kucharski.

IV. CITIZENS TO BE HEARD

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

There were no citizens to be heard.

CONSENT AGENDA

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

V. APPROVAL OF MINUTES

A. Board of Trustees

1. March 18, 2024 (att)

VI. DEPARTMENT REPORTS

A. Police Department

1. April 2024 (att)

B. Public Works Department

VII. COMMITTEE REPORTS

VIII. REPORTS AND COMMUNICATIONS

A. Historic Preservation Commission

1. March 5, 2024 (att)

B. Board of Canvassers

1. April 2, 2024 (att)

C. Capital Expenditures

1. April 15, 2024 (att)

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

BUSINESS AGENDA

IX. FINANCIAL REPORTS AND ACCOUNTS PAYABLE

A. Accounts Payable

1. March 18, 2024 through April 12, 2024 (att)

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to approve Accounts Payable, March 18, 2024, to April 12, 2024. **MOTION CARRIED UNANIMOUSLY.**

B. Financial Report

X. PRESIDENT'S REPORT

A. Appointments

XI. ADMINISTRATOR'S REPORT

A. Department Reports

1. Administrator's Report (att)

Village Administrator Landisch-Hansen reported on election results, including the election of John Rosing as Village President and the re-election of Angelina Apostolos and Kenneth Kucharski to the position of Village Trustee. Open Book is scheduled for April 26, 2024. The Board of Review is scheduled for May 22, 2024. The Village and Port Washington State Bank will host a community shredding event on Saturday, April 20, 2024. The Thiensville Police Department will collect unused medications for safe disposal. The annual Ozaukee Economic Development Outreach event is May 1, 2024. Tickets are available for Gala in the Park on June 1, 2024. Incoming revenue includes a \$75,000 Pigeon Creek Access & Restoration Grant from the Greater Milwaukee Foundation.

2. Building Inspection Report (Receipt)

a. March 2024 (att)

XII. ATTORNEY'S REPORT

XIII. COMMITTEE REPORTS

A. Review and action regarding Resolution 2024-04 Authorizing Staff to Apply for Targeted Runoff Management Grants through the Wisconsin Department of Natural Resources (att)

MOTION by Trustee Daily, **SECONDED** by Trustee Lange to approve Resolution 2024-04 Authorizing Staff to Apply for Targeted Runoff Management Grants through the Wisconsin Department of Natural Resources. **MOTION CARRIED UNANIMOUSLY.**

B. Review and Action Regarding Resolution 2024-05 Approving the Southern Ozaukee Fire & EMS Department's Capital Improvement Budget Amendment to Authorize the Purchase of a 2026 Ford Ambulance (att)

MOTION by Trustee Daily, **SECONDED** by Trustee Kucharski to approve Resolution 2024-05 Approving the Southern Ozaukee Fire & EMS Department's Capital Improvement Budget Amendment to Authorize the Purchase of a 2026 Ford Ambulance. **MOTION CARRIED UNANIMOUSLY.**

C. Discussion and acceptance of Thiensville 2023 Municipal Separate Storm Sewer System (MS4) Permit Annual Report (att)

Director LaFond provided an overview of the 2023 Municipal Separate Storm Sewer System (MS4) Annual Report.

MOTION by Trustee Daily, **SECONDED** by Trustee Abraham to accept Thiensville 2023 Municipal Separate Storm Sewer System (MS4) Permit Annual Report. **MOTION CARRIED UNANIMOUSLY.**

D. Review and approve April 2024 Capital Requests (att)

Administrator Landisch-Hansen noted the Capital Requests include a Ford Explorer police squad car with equipment for \$64,900, the Police Department digital media server for \$6,500 and Village-wide Microsoft/E-mail migration for \$4,020.

MOTION by Trustee Eckert, **SECONDED** by Trustee Kucharski to approve April 2024 Capital Requests. **MOTION CARRIED UNANIMOUSLY.**

E. Review and discussion of Village of Thiensville grants (att)

Administrator Landisch-Hansen shared an overview of the grants the Village has been awarded as a result of the work of Village staff and the Village engineer. The Village has received more than \$1 million in State and Federal grants over the last five years. Additional grants are anticipated for the Pigeon Creek stormwater project and for the Williamsburg bridge.

F. Review and action regarding Arbor Day Proclamation (att)

MOTION by Trustee Eckert, **SECONDED** by Trustee Apostolos to approve Arbor Day Proclamation. **MOTION CARRIED UNANIMOUSLY.**

G. Review and action regarding Proclamation of Appreciation Honoring Village President Van A. Mobley (att)

Trustees thanked President Mobley for his years of service and dedication to the village. President Mobley thanked Trustees for their dedication and reflected on enjoying his years as a Trustee and Village President.

MOTION by Trustee Daily, **SECONDED** by Trustee Apostolos to approve Proclamation of Appreciation Honoring Village President Van A. Mobley. **MOTION CARRIED UNANIMOUSLY.**

XIV. REPORTS AND COMMUNICATIONS

XV. UNFINISHED BUSINESS

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

Trustee Lange noted it would be helpful to clarify the intersection of Freistadt Road and the Ozaukee Interurban Trail. Motorists are often confused whether they should stop for a bicycle to cross. There is a stop sign on the bike path at the intersection. Director LaFond noted that the redevelopment plans for the area include plans for improvements at the crossing.

A. Acceptance/Report Of Gifts Received

1. \$1,500 to Thiensville Village Park Relimagined from Thiensville-Mequon Rotary Foundation Inc.

MOTION by Trustee Daily, **SECONDED** by Trustee Apostolos to accept the following gift with much gratitude - \$1,500 to Thiensville Village Park Reimagined from Thiensville-Mequon Rotary Foundation Inc. **MOTION CARRIED UNANIMOUSLY.**

B. Review Meeting Date Schedule

1. May 6, 2024 - Committee of the Whole
2. May 20, 2024 - Board of Trustees
3. June 3, 2024 - Committee of the Whole
4. June 17, 2024 - Board of Trustees

5. July 1, 2024 - Committee of the Whole

6. July 15, 2024 - Board of Trustees

XVII. MOTION TO ADJOURN TO CLOSED SESSION

A. 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.

MOTION by Trustee Eckert, **SECONDED** by trustee Kucharski to adjourn to Closed Session at 6:22 PM.

1. Roll Call Vote

Ayes: Trustees Abraham, Apostolos, Daily, Eckert, Kucharski, Lange and President Mobley

Naes: NONE

MOTION CARRIED.

XVIII. MOTION TO RECONVENE IN OPEN SESSION

A. Vote of Board to Reconvene

MOTION by Trustee Lange, **SECONDED** by Trustee Daily to reconvene in Open Session at 6:54 PM. **MOTION CARRIED UNANIMOUSLY.**

B. Review and possible action regarding Closed Session topic

XIX. ADJOURNMENT

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to adjourn the Meeting at 6:54 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg

Administrative Assistant

Signed by,

Colleen Landisch-Hansen
Village Administrator/Interim Clerk



VILLAGE OF THIENSVILLE
Board of Trustees
MINUTES

DATE: Monday, May 6, 2024

LOCATION: 250 Elm Street, Thiensville, WI

SPECIAL BOARD OF TRUSTEES
Immediately Following Committee of the
Whole

TIME: 6:00 PM

I. CALL TO ORDER

President Rosing called the meeting to order at 7:48 PM.

II. ROLL CALL

PRESIDENT: JOHN ROSING

TRUSTEES: JENNIFER ABRAHAM
ANGELINA APOSTOLOS (EXCUSED)
KRISTINA ECKERT
KENNETH KUCHARSKI
DAVID LANGE
VACANT

ADMINISTRATOR: COLLEEN LANDISCH-HANSEN

ATTORNEY: TIM SCHOONENBERG

STAFF: DIRECTOR OF COMMUNITY SERVICES/PUBLIC WORKS ANDY
LAFOND
POLICE CHIEF CURT KLEPPIN

III. PLEDGE OF ALLEGIANCE

President Rosing led the Pledge of Allegiance.

IV. PRESIDENT'S REPORT

A. Review and action regarding the following Temporary Class B Beer and Class C Wine License Approvals:

1. Thiensville-Mequon Lions Club, Lionfest 2024 on June 6, 7, 8 and 9, 251 Elm

Street

2. Thiensville Business Association Inc., Eats & Beats on May 16, June 13, July 11, August 15 and September 5, 2024; Best 'Dam' Blues Fest on September 13 and 14, 2024; and Nightmare on Elm Street on October 24, 2024, 251 Elm Street

3. Community Fun Events, Inc., Family Fun Before the Fourth, June 29, 2024, 251 Elm Street

MOTION by Trustee Eckert, **SECONDED** by Trustee Kucharski to approve Temporary Class B Beer and Class B Wine Licenses - Thiensville-Mequon Lions Club, Lionfest 2024 on June 6, 7, 8 and 9, 251 Elm Street; Thiensville Business Association Inc., Eats & Beats on May 16, June 13, July 11, August 15 and September 5, 2024, Best 'Dam' Blues Fest on September 13 and 14, 2024, and Nightmare on Elm Street on October 24, 2024; and Community Fun Events Inc., Family Fun Before the Fourth, June 29, 2024, 251 Elm Street. **MOTION CARRIED UNANIMOUSLY.**

V. ADJOURNMENT

MOTION by Trustee Kucharski, **SECONDED** by Trustee Lange to adjourn the Meeting at 7:50 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg
Administrative Assistant

Signed by,

Colleen Landisch-Hansen
Village Administrator/Interim Village Clerk



Thiensville Police Department Monthly Report April 2024

Reporting Period: 04/01/2024 - 04/29/2024

This report contains all citations.	Total	Traffic Violation	Warning Citation/15 Day
341.03(1) - Operate after Rev/Susp of Reg	1	1	0
341.04(1) - NON-REGISTRATION OF AUTO, ETC	7	2	5
341.15(1) - Fail/Display Vehicle License	1	0	1
343.05(3)(a) - Operate w/o Valid License	1	1	0
343.05(3)(a) - OPERATE W/O VALID LICENSE B/C EXPIRATION	1	1	0
343.05(3)(a) - Operating without a Valid License-License Expired	1	0	1
343.44(1)(a) - OPERATING WHILE SUSPENDED	2	2	0
343.44(1)(B) - OAR REV DUE TO ALC/CS REFUSAL	1	1	0
344.62(1) - Operate Motor Vehicle w/o Insurance	3	2	1
344.62(2) - Operate Motor Vehicle w/o Proof of Insurance	1	0	1
346.37(1)(c)1 - Violate Red Traffic Signal	6	3	3
346.46(1) - Fail Stop At Stop Sign	1	0	1
346.57(2) - Unreason and Imprudent Speed	1	0	1
346.57(5) - EXCEEDING SPEED ZONES, ETC. (1-10 MPH)	8	6	2
346.57(5) - EXCEEDING SPEED ZONES, ETC. (11-15 MPH)	3	0	3
346.57(5) - EXCEEDING SPEED ZONES, ETC. (16-19 MPH)	5	5	0
346.57(5) - EXCEEDING SPEED ZONES, ETC. (20-24 MPH)	1	1	0
346.63(1)(a) - OWI 1st or Municipal	1	1	0
346.63(1)(b) - OPERATING W/PAC (1ST)	1	1	0
346.87 - Unsafe Backing of Vehicle	1	1	0
346.89(1) - Inattentive Driving	1	0	1
346.935(2) - POSSESS OPEN INTOXICANTS IN MV-DRIVER	1	1	0
347.06(1) - Operation w/o Required Lamps	4	0	4
Total	53	29	24



Thiensville Police Department Monthly Report

April 2024

Reporting Period 4/1/24 – 4/30/24

Parking Tickets – Overnight	0
Parking Tickets – No Parking Zone	0
TOTAL	0

Business Checks	159
House Checks	43
Doors Open	3
Assist Citizen	16
Welfare Checks	1
Ordinance Violations	7
Mutual Aid/Assist of Agency	6

PDO (Property Damage Only Accidents)

04/22/24 10:53	24.001867	PDO	Green Bay Rd/E Freistadt Rd, Thiensville, WI 53092
04/13/24 09:30	24.001737	PDO	300BLK N Main St;TH, Thiensville, WI 53092
04/10/24 13:56	24.001715	PDO	192 S Main St,BLDG;TH, Thiensville, WI 53092
04/10/24 07:46	24.001711	PDO	522 Rosedale Dr;TH, Mequon, WI 53092

PI (Personal Injury Accidents)

*None



VILLAGE OF THIENSVILLE
Committee of the Whole
MINUTES

DATE: Monday, May 6, 2024

LOCATION: 250 Elm Street, Thiensville, WI

TIME: 6:00 PM

I. CALL TO ORDER

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

II. ROLL CALL

PRESIDENT:	JOHN ROSING
TRUSTEES:	JENNIFER ABRAHAM
	ANGELINA APOSTOLOS (EXCUSED)
	KRISTINA ECKERT (ARRIVED 6:11 PM)
	KENNETH KUCHARSKI
	DAVID LANGE
	VACANT
ADMINISTRATOR:	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.

There were no Citizens to be Heard.

IV. OATH OF OFFICE

A. Village Administrator/Interim Clerk Colleen Landisch-Hansen to Administer the Oath of Office:

1. Police Officer Bianca Baez

2. Police Officer Richard McCormick

3. Deputy Village Clerk/Administrative Coordinator Ben Honeck

Village Administrator/Interim Clerk Landisch-Hansen administered the Oath of Office to Police Officer Bianca Baez, Police Officer Richard McCormick and Deputy Village Clerk/Administrative Coordinator Ben Honeck.

Police Lieutenant Brian Neuman read a letter of commendation to Police Officer Michael Eibs in relation to his actions at a garage fire on April 26, 2024.

B. Motion to take a 15-minute recess for a reception

MOTION by Trustee Kucharski, **SECONDED** by Trustee Eckert to take a 15-minute recess for a reception at 6:18 PM. **MOTION CARRIED UNANIMOUSLY.**

C. Motion to Reconvene

MOTION by Trustee Lange, **SECONDED** by Trustee Eckert to reconvene the meeting at 6:34 PM. **MOTION CARRIED UNANIMOUSLY.**

V. BUSINESS

A. Discussion regarding meeting decorum

President Rosing discussed ways to improve meeting function, including publishing agendas earlier, and practicing Robert's Rules.

B. Review and recommendation regarding Memorandum of Understanding between the Village of Thiensville and City of Mequon regarding local match of Wisconsin DOT Transportation Alternatives Program (TAP) grant funds (att)

Director LaFond noted the Village has participated in discussions with the City of Mequon and the Mequon-Thiensville Bikeway Commission regarding a study. The Commission was awarded a Transportation Alternatives Program grant from the Wisconsin Department of Transportation. With the grant funds, the Village share to participate is \$2,000.

MOTION by Trustee Eckert, **SECONDED** by Trustee Lange to recommend the Village Board approve a Memorandum of Understanding between the Village of Thiensville and City of Mequon regarding local match of Wisconsin DOT Transportation Alternatives Program (TAP) grant funds. **MOTION CARRIED UNANIMOUSLY.**

C. Review and recommendation regarding Proclamation Congratulating Mequon-Thiensville Community Foundation on its 25th Anniversary (att)

Administrator Landisch-Hansen noted the Mequon Community Foundation added Thiensville to its mission in 2022. The MTCF has since been very generous to the Village with donations that include e-bikes to the Police Department, funds for the Veteran's Memorial, a fossil dig in the Village Park playground and sponsorship of Gala in the Park. The Proclamation will be presented at the Pillars of the Community event on June 4, 2024.

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to recommend the Village Board approve a Proclamation Congratulating the Mequon-Thiensville Community Foundation on its 25th Anniversary. **MOTION CARRIED UNANIMOUSLY.**

D. Discussion regarding floodplain ordinance updates related to the adoption of FEMA Flood Insurance Rate Maps (att)

Director LaFond explained the proposed ordinance updates as well as provided an update on the proposed FEMA maps. Action by the Village Board will be taken on May 20, 2024, following a public hearing and pending a recommendation from the Plan Commission.

The Village commissioned Reukert & Mielke to review FEMA's changes. In some areas, the Village was able to reduce the width of the floodplain on South Main Street. The floodplain boundaries were brought back to approximately where they were before the proposed update. The Reukert & Mielke review shows that the Pigeon Creek Phase II Restoration will lower the floodplain. The Village will submit a protest after the Pigeon Creek plans are finalized.

E. Discussion regarding appointment process for filling vacant Village Trustee seat

A discussion ensued regarding the procedure for filling the vacant Village Trustee seat. The Board of Trustees will take nominations for a individual to fill the remainder of the vacant term at the May 20, 2024 Board of Trustees meeting. Nominees will be asked to submit a cover letter, resume and responses to several questions. Submissions must be returned to Village Hall by May 28, 2024. Nominees will be interviewed by the Committee of the Whole on June 3, 2024 in open session. Trustees will convene as the Special Board of Trustees to appoint the new trustee.

F. Review and recommendation regarding Parade Application for Family Fun Before the

Fourth Parade on Saturday, June 29, 2024 (att)

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to recommend the Village Board approve Parade Application for Family Fun Before the Fourth Parade on Saturday, June 28, 2024. **MOTION CARRIED UNANIMOUSLY.**

G. Review and recommendation regarding the following License Approvals:

1. Temporary Class B Beer and Class B Wine:

a. Thiensville-Mequon Lions Club, Lionfest 2024 on June 6, 7, 8 and 9, 251 Elm Street

b. Thiensville Business Association Inc., Eats & Beats on May 16, June 13, July 11, August 15 and September 5, 2024; Best 'Dam' Blues Fest on September 13 and 14, 2024; and Nightmare on Elm Street on October 24, 2024, 251 Elm Street

c. Community Fun Events, Inc., Family Fun Before the Fourth, June 29, 2024, 251 Elm Street

MOTION by Trustee Eckert, **SECONDED** by Trustee Abraham to recommend to the Village Board to approve Temporary Class B and Class B Wine licenses for Thiensville-Mequon Lions Club, Lionfest 2024 on June 6, 7, 8 and 9, 251 Elm Street; Thiensville Business Association Inc., Eats & Beats on May 16, June 13, July 11, August 15 and September 5, 2024; Best 'Dam' Blues Fest on September 13 and 14, 2024; and Nightmare on Elm Street on October 24, 2024, 251 Elm Street; and Community Fun Events, Inc., Family Fun Before the Fourth, June 29, 2024, 251 Elm Street. **MOTION CARRIED UNANIMOUSLY.**

H. Review and recommendation regarding the following Operator's License - New

1. Thiensville Business Association, PO Box 185, Thiensville WI 53092

a. Traci K. Cain

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to recommend to the Village Board to approve Operator's License - New: Thiensville Business Association, PO Box 185, Thiensville WI 53092, Traci K. Cain. **MOTION CARRIED UNANIMOUSLY.**

I. Review and recommendation regarding the following Operator's Licenses - Renewal:

1. Lionfest

a. Gregory Fred Kickbush

2. Thiensville Business Association, Inc., PO Box 185, Thiensville, WI 53092

a. Robert John Kos

3. Remington's River Inn, 130 S. Main Street

a. Amy Marie Ollman

MOTION by Trustee Eckert, **SECONDED** by Trustee Kucharski to recommend to the Village Board to approve Operators Licenses - Renewal: Lionfest, Gregory Fred Kickbush; Thiensville Business Association Inc., PO Box 185, Thiensville WI 53092, Robert John Kos; and Remington's River Inn, 130 S. Main Street, Amy Marie Ollmann. **MOTION CARRIED UNANIMOUSLY.**

J. Review and recommendation regarding the following Board Appointments:

1. Plan Commission

a. John Rosing

b. Kenneth Kucharski

2. Historic Preservation Commission

a. Angelina Apostolos

b. Vacant

3. Board of Review

a. John Rosing

b. David Lange

4. Southern Ozaukee Fire and EMS Board

a. John Rosing

b. Kristina Eckert

c. David Lange (alternate)

5. Telecommunications & IT Oversight Committee

a. Kristina Eckert

6. Frank L. Weyenberg Library Board

a. Jennifer Abraham

7. Community Development Authority

- a. David Lange

8. Board Representative to Mid-Moraine Legislative Committee

- a. David Lange

MOTION by Trustee Lange, **SECONDED** by Trustee Eckert to recommend to the Village Board to approve the following Board Appointments: Plan Commission, John Rosing and Kenneth Kucharski; Historic Preservation Commission, Angelina Apostolos; Board of Review, John Rosing and David Lange; Southern Ozaukee Fire and EMS Board, John Rosing, Kristina Eckert and David Lange (alternate); Telecommunications & IT Oversight Committee, Kristina Eckert; Frank L. Weyenberg Library Board, Jennifer Abraham; Community Development Authority, David Lange; and Board Representative to Mid-Moraine Legislative Committee, David Lange.
MOTION CARRIED UNANIMOUSLY.

K. Review and recommendation regarding the following Citizen Appointments:

1. Board of Review

- a. John Liegeois
- b. Van Mobley
- c. Josh Roemer (alternate)

2. Mequon-Thiensville Bike & Pedestrian Way Commission

- a. Ronald Heinritz

b. Rob Holyoke

3. Plan Commission

a. Richard Gattoni

4. Historic Preservation Commission

a. Nathan Matson

b. Joseph Miller

5. Southern Ozaukee Fire and EMS Board

a. Douglas Chimenti

6. Frank L. Weyenberg Library Board

a. Elizabeth Agnello

7. Zoning Board of Appeals

a. Andy Match

MOTION by Trustee Abraham, **SECONDED** by Trustee Eckert to recommend to the Village Board to approve the following Citizen Appointments: Board of Review, John Liegeois, Van

Mobley and Josh Roemer (alternate); Mequon-Thiensville Bike & Pedestrian Way Commission, Ronald Heinritz and Rob Holyoke; Plan Commission, Richard Gattoni; Historic Preservation Commission, Nathan Matson and Joseph Miller; Southern Ozaukee Fire and EMS Board, Douglas Chimenti; Frank L. Weyenberg Library Board, Elizabeth Agnello; and Zoning Board of Appeals, Andy Match. **MOTION CARRIED UNANIMOUSLY.**

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

A. Review and recommendation regarding the following gifts:

1. \$50 toward repair of Main Street clock, James and Katherine Gennrich
2. \$1,000 for Bike Safety Day from Thiensville-Mequon Lions Club
3. \$1,000 for Thiensville Police Auxiliary from Thiensville-Mequon Lions Club

MOTION by Trustee Eckert, **SECONDED** by Trustee Kucharski to recommend to the Village Board to accept the following gifts with much gratitude: \$50 toward repair of Main Street clock, James and Katherine Gennrich; \$1,000 for Bike Safety Day from Thiensville-Mequon Lions Club; and \$1,000 for Thiensville Police Auxiliary from Thiensville Mequon Lions Club. **MOTION CARRIED UNANIMOUSLY.**

B. Review Meeting Date Schedule:

1. May 20, 2024 - Board of Trustees
2. June 3, 2024 - Committee of the Whole
3. June 17, 2024 - Board of Trustees
4. July 15, 2024 - Combined Committee of the Whole and Board of Trustees

5. August 5, 2024 - Committee of the Whole

6. August 19, 2024 - Board of Trustees

VII. ADJOURNMENT

MOTION by Trustee Eckert, **SECONDED** by Trustee Abraham to adjourn the Meeting at 7:48 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg
Administrative Assistant

Signed by,

Colleen Landisch-Hansen
Village Administrator/Interim Village Clerk

VILLAGE OF THIENSVILLE
2024 CAPITAL PROJECT EXPENDITURE REPORT
MAY 20, 2024

CLASSIFICATION/DEPARTMENT	AMOUNT IN RESERVES	AMOUNT BUDGETED	OUTSIDE CONTRIBUTIONS	TOTAL AMOUNT AVAILABLE	ACTUAL EXPENSE	DIFFERENCE
<u>ADMINISTRATION</u>						
Municipal Center Roof (Phase 1 Reserve)	\$ 70,000.00	\$ -	\$ -	\$ 70,000.00	\$ 51,960.00	\$ 18,040.00
Replace Rooftop HVAC Board Room	\$ 14,500.00	\$ -	\$ -	\$ 14,500.00	\$ 3,455.55	\$ 11,044.45
Property File Digitization	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
Village-wide Microsoft/E-mail Migration	\$ -	\$ 4,020.00	\$ -	\$ 4,020.00	\$ -	\$ 4,020.00
Front Office Security/Reception Upgrades	\$ 57,001.25	\$ -	\$ -	\$ 57,001.25	\$ -	\$ 57,001.25
	\$ 151,501.25	\$ 4,020.00	\$ -	\$ 155,521.25	\$ 55,415.55	\$ 100,105.70
<u>POLICE DEPARTMENT</u>						
Squad Replacement (Year 3 of 3)	\$ 35,737.58	\$ 25,000.00	\$ -	\$ 60,737.58	\$ 41,759.00	\$ 18,978.58
Computer Server for Digital Media	\$ 6,500.00	\$ -	\$ -	\$ 6,500.00	\$ 3,192.50	\$ 3,307.50
(4) Tasers, Batteries, & Cartridges (Year 5 of 5)	\$ -	\$ 3,360.00	\$ -	\$ 3,360.00	\$ 3,360.00	\$ -
(3) Squad and (7) Body Cameras (Year 3 of 5)	\$ 20,472.15	\$ 12,344.00	\$ -	\$ 32,816.15	\$ 9,258.00	\$ 23,558.15
Metal and Cloth Badges	\$ 1,535.00	\$ -	\$ -	\$ 1,535.00	\$ -	\$ 1,535.00
Universal Weapons Rack	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
	\$ 64,244.73	\$ 43,204.00	\$ -	\$ 107,448.73	\$ 57,569.50	\$ 49,879.23
<u>FIRE DEPARTMENT</u>						
Fire Equipment Replacement	\$ 116,800.25	\$ -	\$ -	\$ 116,800.25	\$ 116,800.00	\$ 0.25
Residual Fire Department Capital Reserves	\$ 24,466.49	\$ -	\$ -	\$ 24,466.49	\$ 20,285.00	\$ 4,181.49
	\$ 141,266.74	\$ -	\$ -	\$ 141,266.74	\$ 137,085.00	\$ 4,181.74
<u>PUBLIC WORKS DEPARTMENT</u>						
Vehicle Replacement Fund	\$ 176,289.44	\$ 25,000.00	\$ -	\$ 201,289.44	\$ -	\$ 201,289.44
Emerald Ash Borer Program	\$ 15,228.03	\$ -	\$ -	\$ 15,228.03	\$ 4,200.00	\$ 11,028.03
Sidewalk Maintenance Program	\$ 12,925.72	\$ 20,000.00	\$ -	\$ 32,925.72	\$ 10,000.00	\$ 22,925.72
Brine Maker and Tank	\$ -	\$ 18,000.00	\$ -	\$ 18,000.00	\$ -	\$ 18,000.00
Storage Containers	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
Garbage Truck - Fork & Camera Repairs	\$ -	\$ -	\$ -	\$ -	\$ 3,189.90	\$ (3,189.90)
Public Works Building Reserve	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00
Public Works Bldg Improvement-Architectural	\$ 81,863.00	\$ -	\$ -	\$ 81,863.00	\$ -	\$ 81,863.00
	\$ 311,306.19	\$ 73,000.00	\$ -	\$ 384,306.19	\$ 17,389.90	\$ 366,916.29
<u>DPW PARK DEPARTMENT</u>						
Tennis Court Light Replacement	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00	\$ -	\$ 18,000.00
Tennis Court Resurface	\$ 80,067.96	\$ 17,000.00	\$ -	\$ 97,067.96	\$ -	\$ 97,067.96
Music Park	\$ 2,784.85	\$ -	\$ -	\$ 2,784.85	\$ -	\$ 2,784.85
	\$ 100,852.81	\$ 17,000.00	\$ -	\$ 117,852.81	\$ -	\$ 117,852.81
<u>UNCLASSIFIED IMPROVEMENT FUND</u>						
Old Village Hall Upper Floor Study	\$ 26,644.44	\$ -	\$ -	\$ 26,644.44	\$ -	\$ 26,644.44
Assessment Revaluation	\$ 7,560.00	\$ -	\$ -	\$ 7,560.00	\$ -	\$ 7,560.00
Village Park Improvement Plan (Water Feature)	\$ 37,188.00	\$ -	\$ -	\$ 37,188.00	\$ 1,692.50	\$ 35,495.50
Alta Loma/Riverview Storm Water	\$ (7,049.59)	\$ -	\$ -	\$ (7,049.59)	\$ -	\$ (7,049.59)
North Main Street Bike Trail Spur	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ -	\$ 50,000.00
Road Program Reserve	\$ 405,333.01	\$ -	\$ -	\$ 405,333.01	\$ 977.75	\$ 404,355.26
Orchard Street Development Incentive	\$ (445,000.00)	\$ -	\$ -	\$ (445,000.00)	\$ -	\$ (445,000.00)
Two Hundred Green Development Incentive	\$ (220,200.08)	\$ -	\$ -	\$ (220,200.08)	\$ -	\$ (220,200.08)
Public Parking Reserve	\$ 196,023.15	\$ -	\$ -	\$ 196,023.15	\$ -	\$ 196,023.15
Molyneux Veterans Memorial	\$ 5,100.00	\$ -	\$ -	\$ 5,100.00	\$ -	\$ 5,100.00
Pigeon Creek Restoration - Phase 2	\$ -	\$ 208,135.00	\$ -	\$ 208,135.00	\$ -	\$ 208,135.00
Williamsburg Bridge	\$ (4,848.00)	\$ 135,000.00	\$ -	\$ 130,152.00	\$ -	\$ 130,152.00
CONTINGENCY	\$ (4,942.70)	\$ 164,673.00	\$ -	\$ 159,730.30	\$ 110.50	\$ 159,619.80
	\$ 45,808.23	\$ 507,808.00	\$ -	\$ 553,616.23	\$ 2,780.75	\$ 550,835.48
TOTALS	\$ 814,979.95	\$ 645,032.00	\$ -	\$ 1,460,011.95	\$ 270,240.70	\$ 1,189,771.25
TRANSFER TO OTHER FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FUND BALANCE APPLIED	\$ -	\$ 20,285.00	\$ -	\$ 20,285.00	\$ -	\$ 20,285.00
ADJUSTED TOTAL	\$ 814,979.95	\$ 665,317.00	\$ -	\$ 1,480,296.95	\$ 270,240.70	\$ 1,210,056.25

1/1/2024	814,979.95	665,317.00	-	1,480,296.95	270,240.70	1,210,056.25
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VILLAGE OF THIENSVILLE
Historic Preservation Commission
MINUTES

DATE: Tuesday, April 9, 2024

LOCATION: 250 Elm Street, Thiensville, WI

TIME: 6:00 PM

I. CALL TO ORDER

Chair Daily called the meeting to order at 6:02 PM.

II. ROLL CALL

CHAIR:	JESSE DAILY
COMMISSIONERS:	ANGELINA APOSTOLOS PHILIP ECKERT (EXCUSED) NATHAN MATSON MARY GIULIANI JOSEPH MILLER LINDA UNKEFER
DIRECTOR OF COMMUNITY SERVICES/PUBLIC WORKS:	ANDY LAFOND

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.

There were no Citizens to be Heard.

IV. DATE AND TIME OF NEXT MEETING

A. May 7, 2024 (if necessary)

V. APPROVAL OF MINUTES

A. March 5, 2024 (att)

MOTION by Commissioner Matson, **SECONDED** by Commissioner Miller to approve the March 5, 2024 Minutes. **MOTION CARRIED UNANIMOUSLY.**

VI. BUSINESS

A. Discussion and action on Certificate of Appropriateness to Raze existing single-family home and Construct a new single-family home, 127 S. Main Street, Michael and Linda Koepke (att)

Applicant Michael Koepke was present and returned with plans reflecting revisions discussed at the March 5, 2024 Historic Preservation Commission meeting. Director LaFond discussed how Village Ordinances apply to replacement of a building in the Historic District. Commissioner Unkefer suggested placing the same border around the north-side windows as those on the south side would be attractive. Mr. Koepke replied that is the intention, but the renderings do not show that.

MOTION by Commissioner Miller, **SECONDED** by Commissioner Unkefer to approve Certificate of Appropriateness to Raze existing single-family home and Construct a new single-family home, 127 S. Main Street, Michael and Linda Koepke. **MOTION CARRIED UNANIMOUSLY.**

B. Discussion and action on Historic Plaque, 161 Green Bay Road (att)

Commissioners reviewed a revision of the plaque language, based on discussion from the March 5, 2024, meeting. Commissioner Apostolos suggested several additional revisions.

MOTION by Commissioner Giuliani, **SECONDED** by Commissioner Miller to approve Historic Plaque, 161 Green Bay Road, with revisions proposed by Commissioner Apostolos. **MOTION CARRIED UNANIMOUSLY.**

C. Discussion regarding location of new Historic Plaque

Commissioners discussed several prospective locations for the next historic plaque. Commissioners will continue discussing a plaque for the building being renovated by Greg Uhen at 180 S. Main Street.

VII. STAFF REPORT

A. Staff Report (att)

Director LaFond noted Bay's Nails, 163 S. Main Street, has been notified of a violation of the sign code due to more signs than allowed.

VIII. ADJOURNMENT

MOTION by Commissioner Apostolos, **SECONDED** by Commissioner Miller to adjourn the meeting at 6:25 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg
Administrative Assistant

Signed by,

Andy LaFond
Director of Community Services and Public Works



VILLAGE OF THIENSVILLE
Plan Commission
MINUTES

DATE: Tuesday, April 16, 2024

LOCATION: 250 Elm Street, Thiensville, WI

TIME: 6:00 PM

I. CALL TO ORDER

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

II. ROLL CALL

CHAIRMAN:	JOHN R. ROSING
COMMISSIONERS:	RICK GATTONI
	JEFF HERSHBERGER
	REBECCA HOLYOKE-ODEJA
	KEN KUCHARSKI
	JOE NELSON
	M. RANDY PASTERNAK
PLANNER:	JON CENSKY
DIRECTOR OF	ANDY LAFOND
COMMUNITY	
SERVICES/PUBLIC	
WORKS:	

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.

There were no citizens to be heard.

IV. BUSINESS

A. Approval of Minutes

1. March 12, 2024 (att)

MOTION by Commissioner Kucharski, **SECONDED** by Commissioner Gattoni to approve the March 12, 2024, Minutes. **MOTION CARRIED UNANIMOUSLY.**

B. Review and Action regarding Sign Application, Professional Services, 113 Riverview Drive, Mark Doll (att)

Applicant Mark Doll from Professional Services noted the sign would hang from the building at 113 Riverview Drive to identify the address as the business location. Photos of the sign were submitted. Commissioner Holyoke-Odeja noted the Planner recommended that the sign be raised. Mr. Doll replied that is not a problem. Commissioner Kucharski asked about anchoring the sign so it does not fly off in high winds. Mr. Doll replied the sign can be anchored.

MOTION by Commissioner Kucharski, **SECONDED** by Commissioner Nelson to approve Sign Application with Installation Acceptable to Building Inspector, Professional Services, 113 Riverview Drive, Mark Doll. **MOTION CARRIED UNANIMOUSLY.**

C. Review and Action regarding Sunroom, Mark and Olga Volodarsky, 323 Heidel Road, Bear Builders (att)

Scott Bear of Bear Builders presented plans for the three-season sunroom that will extend 8 feet from the south wall of the garage. It will be 16.5 feet from the east property line and 40 feet from the south property line. The sunroom will be on a concrete foundation. Planner Censky noted the proposal complies with Village Code and there are no objections. President Rosing asked if the sunroom will be heated. Mr. Bear replied that is optional and is up to the homeowner.

MOTION by Commissioner Holyoke-Odeja, **SECONDED** by Commissioner Nelson to approve Sunroom, Mark and Olga Volodarskiy, 323 Heidel Road, Bear Builders. **MOTION CARRIED UNANIMOUSLY.**

V. STAFF REPORT

A. Staff Report (att)

Director LaFond reported staff-approval of a deck replacement at 122 Ellenbecker Road, a new driveway with a 2-foot apron widening at 343 E. Freistadt Road and a fence at 617 N. Main Street. A certified letter was mailed to the owner of 232 E. Alta Loma Circle regarding significant remodeling of the home that occurred without a building permit. The realtor who had listed the

property received a copy of the letter. Bay's Nails, 163 S. Main Street, also received a certified letter regarding violations of the sign code and unpermitted lighting. Police investigated items placed in a property owner's dumpster at 123 W. Freistadt Road. An officer contacted a garbage collection company after a complaint was received about garbage being collected prior to the allowed time. Police spoke with the homeowner regarding junk sitting outside the garage. The homeowner is moving; the items were removed. Police also removed advertising signs in the right-of-way in the 100 block of West Freistadt Road and the 500 block of North Main Street.

Director LaFond thanked Planner Censky for his service to the Village. Mr. Censky has worked for the Village for more than 10 years and is retiring. Planner Censky noted he has worked under three Village Presidents and has enjoyed his time with the Village.

VI. ADJOURNMENT

MOTION by Commissioner Gattoni, **SECONDED** by Commissioner Kucharski to adjourn the Meeting at 6:23 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg
Administrative Assistant

Signed by,

Andy LaFond
Director of Community Services and Public Works



Southern Ozaukee Fire & EMS Board
MINUTES

DATE: Wednesday, March 13, 2024
LOCATION: 250 Elm Street, Thiensville,
WI
TIME: 5:30 PM

I. CALL TO ORDER

Mayor Nerbun called the meeting to order at 5:30 PM.

II. ROLL CALL

MEQUON MAYOR ANDREW NERBUN
MEQUON ADMINISTRATOR WILL JONES
MEQUON ALDERMAN DALE MAYR (EXCUSED)
MEQUON ALDERWOMAN KATHLEEN SCHNEIDER
MEQUON CITIZEN MEMBER LYNN STREETER

THIENSVILLE PRESIDENT VAN MOBLEY
THIENSVILLE ADMINISTRATOR COLLEEN LANDISCH-HANSEN
THIENSVILLE TRUSTEE KRISTINA ECKERT
THIENSVILLE CITIZEN MEMBER DOUGLAS CHIMENTI
THIENSVILLE ALTERNATE TRUSTEE DAVID LANGE (EXCUSED)

III. APPROVAL OF MINUTES

A. January 10, 2024 (att)

MOTION by President Mobley, **SECONDED** by Alderwoman Schneider to approve the January 10, 2024 Minutes. **MOTION CARRIED UNANIMOUSLY.**

IV. PERSONAL APPEARANCES AND PUBLIC COMMENT

A. Citizens wishing to address the SOFD Board on any matter not on the agenda may do so at this time. If you desire to be heard on agenda items, you may be heard when that item is considered on the agenda. The time limit is five minutes.

There were no citizens to be heard.

V. GOVERNANCE

A. Consolidation of SOFD Fleet and Capital Accounts Update (att)

Chief Bialk outlined changes to the Intergovernmental Agreement approved early in 2024 that called for both communities to donate their fleet and committed Fire Department capital reserves to SOFD. The Thiensville Village Board and Mequon Common Council have approved the Second Amendment to the Intergovernmental Agreement, which outlined the method of consolidating the SOFD Fleet and Capital Accounts. Thiensville received \$180,938.69 under the approved joint funding formula to equalize the contributions from Mequon and Thiensville.

Jerry Deutsch, 11223 N. Grace Court, Mequon, asked where the funds came from for the payment to Thiensville. Mayor Nerbun replied it came from the sale of capital equipment.

VI. OPERATIONS

A. Review and Action regarding Commercial Fire Inspection Fee Policy (att)

Chief Bialk noted a new commercial fire inspection fee schedule was created after the new department was formed. A discussion ensued regarding the appropriate wording for entities exempt from inspection fees. Attorney Sadjak suggested wording the policy to apply to tax-supported government-owned properties. Administrator Jones added the policy can be amended if the Board sees a need after it is implemented. President Mobley clarified that the action being considered applies solely to fire inspection services and not other SOFD fees. The exemption to the inspection fee will apply to facilities owned by the City of Mequon and the Village of Thiensville, the Mequon-Thiensville School District, the Frank L. Weyenberg Library and the Milwaukee Area Technical College campus in Mequon.

MOTION by Alderwoman Schneider, **SECONDED** by Citizen Member Streeter to approve Commercial Fire Inspection Fee Policy with a change to the second paragraph to read "Except where the property is leased to a non-governmental entity, tax-supported government-owned properties" with the named entities deleting "post offices." **MOTION CARRIED UNANIMOUSLY.**

B. SOFD Handbook (update)

Mequon Assistant City Administrator Justin Schoenemann provided an update on the SOFD Handbook. Mr. Schoenemann and Citizen Member Chimenti met and discussed specific items for inclusion. Progress on the SOFD Handbook is ongoing.

C. City of Mequon Space Needs Analysis (update)

Chief Bialk provided an update of the City of Mequon Space Needs Analysis. The firm FGMA was selected to conduct the analysis in Mequon. Information was collected from City officials

and a preliminary report was presented in January. President Mobley asked if space in Thiensville was included in the study. Administrator Jones added the Mequon Common Council will have a strategic planning meeting on Thursday, May 2, 2024, prior to the May 8, 2024 SOFD Board meeting. Chief Bialk can provide an update at that meeting. There potentially could be joint discussions between the Common Council and Village Board related to future facility planning. President Mobley noted that Thiensville is considering leasing space to Bell Ambulance and potential SOFD space needs could have an impact. A written report from Chief Bialk on the impact of leasing space to Bell Ambulance would be helpful. Citizen Member Streeter added the SOFD Board at some point needs to discuss when to approach a strategic plan for SOFD.

VII. FINANCE

A. Ozaukee County EMS ARPA Grant Audit Update (att)

Chief Bialk provided an update on the site visit review of the Ozaukee County ARPA grant. President Mobley asked about revenue from ambulance billing. Chief Bialk noted that bills are going out and revenue is being received regularly.

B. SOFD Audit - Baker Tilly Update (att)

Chief Bialk provided an update on the upcoming audit.

C. Review and Action regarding Payment for Ambulance Chassis (att)

MOTION by President Mobley, **SECONDED** by Alderwoman Schneider to authorize \$35,967 Payment to Life Line Emergency Vehicles for Ambulance Chassis. (Resolution 2024001)

Ayes: Mayor Nerbun, Alderwoman Schneider, Citizen Member Streeter, President Mobley, Trustee Eckert, Citizen Member Chimenti

Naes: None

MOTION CARRIED.

D. Review and Action regarding Purchase of Replacement Ambulance (att)

Chief Bialk noted it will take approximately two years for delivery of a replacement ambulance. The price includes a \$55,356 Stryker Power-Load cot system.

MOTION by Citizen Member Chimenti, **SECONDED** by Trustee Eckert to purchase a replacement ambulance from Life Line Emergency Vehicles for \$365,144. (Resolution 2024002)

Ayes: Mayor Nerbun, Alderwoman Schneider, Citizen Member Streeter, President Mobley, Trustee Eckert, Citizen Member Chimenti

Naes: None
MOTION CARRIED.

VIII. REVIEW DATE OF NEXT MEETING

A. May 8, 2024

Trustee Eckert asked about the recent donation of dive equipment. It will be accepted by the Board at the May 8, 2024 meeting.

Trustee Eckert requested details on the most-recent fatal fire. Chief Bialk provided an update. Mayor Nerbun suggested placing updates of major events on the agenda in the future. Trustee Eckert suggested the SOFD appoint a public information officer.

Citizen Member Streeter suggested sharing photos from a recent stair-climb photo with the local newspaper.

IX. ADJOURNMENT

MOTION by Citizen Member Chimenti, **SECONDED** by Trustee Eckert to adjourn the Meeting at 7:02 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg
Administrative Assistant
Village of Thiensville

Signed by,

Colleen Landisch-Hansen
Village Administrator/Interim Village Clerk
Village of Thiensville



Southern Ozaukee Fire & EMS Commission
MINUTES

DATE: Wednesday, March 13, 2024

LOCATION: 250 Elm Street, Thiensville, WI

**IMMEDIATELY FOLLOWING SOFD BOARD
MEETING**

TIME: 5:30 PM

I. CALL TO ORDER

Mayor Nerbun called the meeting to order at 7:17 PM.

II. ROLL CALL

MEQUON MAYOR ANDREW NERBUN
MEQUON ADMINISTRATOR WILL JONES
MEQUON ALDERMAN DALE MAYR (EXCUSED)
MEQUON ALDERWOMAN KATHLEEN SCHNEIDER
MEQUON CITIZEN MEMBER LYNN STREETER

THIENSVILLE PRESIDENT VAN MOBLEY
THIENSVILLE ADMINISTRATOR COLLEEN LANDISCH-HANSEN
THIENSVILLE TRUSTEE KRISTINA ECKERT
THIENSVILLE CITIZEN MEMBER DOUGLAS CHIMENTI
THIENSVILLE ALTERNATE TRUSTEE DAVID LANGE (EXCUSED)

III. APPROVAL OF MINUTES

A. January 10, 2024 (att)

MOTION by Commissioner Eckert, **SECONDED** by Commissioner Streeter to approve the January 10, 2024 Minutes. **MOTION CARRIED UNANIMOUSLY.**

IV. MOTION TO ADJOURN TO CLOSED SESSION

A. Command Staff Performance. The Commission may enter into Closed Session 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 then may reconvene in open session to take such action as it deems necessary.

MOTION by Commissioner Eckert, **SECONDED** by Commissioner Streeter to adjourn to Closed Session at 7:19 pm.

1. Roll Call Vote

Ayes: Mayor Nerbun, Alderman Mayr, Alderwoman Schneider, Citizen Member Streeter, President Mobley, Trustee Eckert and Citizen Member Chimenti

Naes: None

MOTION CARRIED UNANIMOUSLY

V. MOTION TO RECONVENE IN OPEN SESSION

A. Motion of Commission to Reconvene

MOTION by Commissioner Schneider, **SECONDED** by Commissioner Streeter to Reconvene in Open Session at 7:52 PM. **MOTION CARRIED UNANIMOUSLY.**

VI. ADJOURNMENT

MOTION by Commissioner Schneider, **SECONDED** by Commissioner Streeter to Adjourn the Meeting at 7:52 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg
Administrative Assistant
Village of Thiensville

Signed by,

Colleen Landisch-Hansen
Village Administrator/Interim Clerk
Village of Thiensville

**VILLAGE OF THIENSVILLE
DISBURSEMENTS FOR APPROVAL**

MAY BOARD

Checks Issued April 2024, Electronic	\$43,501.12
Checks Issued April 2024, Manual	\$3,327.02
Checks Issued May 2024, Electronic	\$140,367.64
Checks To Be Issued May 2024	<u>\$186,910.45</u>

GRAND TOTAL	<u><u>\$374,106.23</u></u>
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Library: Information Only

Checks Issued April 2024, Electronic	\$50,684.70
Checks Issued April 2024, Accounts Payable	\$16,317.70
Checks Issued May 2024, Electronic	<u>\$57,739.69</u>
	<u><u>\$124,742.09</u></u>

John Rosing, Village President

Colleen Landisch-Hansen, Administrator

CHECK DISBURSEMENT REPORT FOR VILLAGE OF THIENSVILLE

CHECK DATE 04/13/2024 - 04/30/2024

- CHECK TYPE: EFT FUNDS: 01, 06, 07, 14, 19 (3 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
04/26/2024	GEN	1536(E)*	AT &T (U-VERSE INTERNET)	ADM/MAY PHONE	16230	00-000	29.59
				TPD/MAY PHONE	16230	00-000	59.17
				DPW/MAY PHONE	16230	00-000	17.75
		Check GEN 1536(E)	Total for Fund 01 GENERAL FUND				106.51
04/26/2024	GEN	1537(E)#	ADP, LLC	FED/WAGES PD 4-19-2024	21512	00-000	4,546.89
				WI/WAGES PD 4-19-2024	21513	00-000	2,025.12
				FICA/WAGES PD 4-19-2024	21511	00-000	3,625.75
				ADM/WAGES PD 4-19-2024	51196	01-511	313.61
				ADM STAFF/WAGES PD 4-19-2024	51199	01-511	184.74
				TPD CHIEF/WAGES PD 4-19-2024	51197	03-521	291.63
				TPD/WAGES PD 4-19-2024	51199	03-521	1,641.47
				DPW/WAGES PD 4-19-2024	51199	04-541	1,245.32
				DIRECTDEP/WAGES PD 4-19-2024	11160	00-000	26,955.96
		Check GEN 1537(E)	Total for Fund 01 GENERAL FUND				40,830.49
04/26/2024	GEN	1538(E)	ADP, LLC	TIME & ATTENDANCE/APRIL	52210	01-511	62.95
04/26/2024	GEN	1539(E)	DELUXE	OFFICE SUPPLIES	53300	01-511	649.03
04/26/2024	GEN	1540(E)	ICMA RETIREMENT TRUST	ICMA-RC/WAGES PD 4-19-2024	21565	00-000	448.73
				ICMA-RC/WAGES PD 4-19-2024	21565	00-000	0.00
				ICMA-RC/WAGES PD 4-19-2024	21565	00-000	0.00
				ICMA-RC/WAGES PD 4-19-2024	21565	00-000	0.00
				ICMA-RC/WAGES PD 4-19-2024	21565	00-000	0.00
		Check GEN 1540(E)	Total for Fund 01 GENERAL FUND				448.73
04/26/2024	GEN	1541(E)	WI DEFERRED COMP PROGRAM	WI DEF COMP/WAGES PD 4-19-2024	21560	00-000	1,307.00
				WI DEF COMP/WAGES PD 4-19-2024	21560	00-000	0.00
				WI DEF COMP/WAGES PD 4-19-2024	21560	00-000	0.00
				WI DEF COMP/WAGES PD 4-19-2024	21560	00-000	0.00
				WI DEF COMP/WAGES PD 4-19-2024	21560	00-000	0.00
				WI DEF COMP/WAGES PD 4-19-2024	21560	00-000	0.00
				WI DEF COMP/WAGES PD 4-19-2024	21560	00-000	0.00
				WI DEF COMP/WAGES PD 4-19-2024	21560	00-000	0.00
		Check GEN 1541(E)	Total for Fund 01 GENERAL FUND				1,307.00
04/26/2024	GEN	1542(E)	ADP, LLC	PAYROLL PROCESSING/WAGES PD 4-19-2024	52210	01-511	84.57
Total For Fund: 01							43,489.28
Fund: 21 SEWER UTILITY							
04/26/2024	GEN	1536(E)*	AT &T (U-VERSE INTERNET)	SWR/MAY PHONE	16230	00-000	11.84
Total For Fund: 21							11.84
Report Total:							43,501.12

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

CHECK DISBURSEMENT REPORT FOR VILLAGE OF THIENSVILLE

CHECK DATE 04/18/2024 - 04/30/2024

- CHECK TYPE: PAPER CHECK FUNDS: 01, 06, 07, 14, 19 (3 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
04/30/2024	GEN	28400*#	CHARTER COMMUNICATIONS	DPW SHOP INTERNET/MAR	53303	04-541	229.98
				VH INTERNET/MAR	53303	01-511	389.95
				ADM/MAR PHONE	53303	01-511	54.19
				TPD/MAR PHONE	53303	03-521	108.39
				DPW/MAR PHONE	53303	04-541	32.51
		Check GEN 28400	Total for Fund 01 GENERAL FUND				815.02
04/30/2024	GEN	28401*#	DELTA DENTAL OF WISCONSIN	VISION/MAY	21532	00-000	106.62
				SUPPLEMENTAL DENTAL/MAY	21531	00-000	80.24
				VOT DENTAL/MAY	51196	01-511	64.69
				VOT DENTAL/MAY	51199	01-511	31.06
				VOT DENTAL/MAY	51197	03-521	117.62
				VOT DENTAL/MAY	51199	03-521	593.97
				VOT DENTAL/MAY	51199	04-541	458.72
				VOT DENTAL/MAY	51199	04-542	88.22
		Check GEN 28401	Total for Fund 01 GENERAL FUND				1,541.14
04/30/2024	GEN	28402	OZAUKEE COUNTY REGISTER	COMBINED PARCELS 139-141 GREEN BAY & 143	53399	01-511	30.00
04/30/2024	GEN	28403*#	US CELLULAR	FIRE/APR CELLULAR	53303	03-522	177.03
				TPD/APR CELLULAR	53303	03-521	352.52
				DPW/APR CELLULAR	53303	04-541	91.75
				ADM/APR CELLULAR	53303	01-511	55.97
		Check GEN 28403	Total for Fund 01 GENERAL FUND				677.27
Total For Fund: 01							3,063.43
Fund: 19 STORM WATER MANAGEMENT							
04/30/2024	GEN	28401*#	DELTA DENTAL OF WISCONSIN	VOT DENTAL/MAY	51199	18-541	41.17
Total For Fund: 19							41.17
Fund: 21 SEWER UTILITY							
04/30/2024	GEN	28400*#	CHARTER COMMUNICATIONS	SWR/MAR PHONE	53303	05-610	21.67
04/30/2024	GEN	28401*#	DELTA DENTAL OF WISCONSIN	VOT DENTAL/MAY	51199	05-610	122.09
04/30/2024	GEN	28403*#	US CELLULAR	SWR/APR CELLULAR	53303	05-610	25.73
Total For Fund: 21							169.49
Fund: 42 TAX INCREMENT DISTRICT #2							
04/30/2024	GEN	28401*#	DELTA DENTAL OF WISCONSIN	VOT DENTAL/MAY	51199	10-042	52.93
Total For Fund: 42							52.93
Report Total:							3,327.02
*' -INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND							
#' -INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT							

CHECK DISBURSEMENT REPORT FOR VILLAGE OF THIENSVILLE

CHECK DATE 05/01/2024 - 05/17/2024

- CHECK TYPE: EFT FUNDS: 01, 06, 07, 14, 19 (3 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
05/02/2024	GEN	1546(E)*#	CARDMEMBER SERVICE	HAMPTON - DEPOSIT REFUND (SCHMIT TRNG)	52215	03-521	(55.00)
				HAMPTON - 5 DAY HOTEL (SCHMIT TRNG)	52215	03-521	550.00
				FIRST CLASS MAIL (CERTIFIED LETTER MAIL)	52201	03-521	8.05
				MUNITION TRNG - STONE	52215	03-521	325.00
				USPS - ABSENTEE BALLOT TO JAPAN	53302	01-510	2.80
				OFFICE DEPOT - ABSENTEE BALLOT LABELS	53302	01-510	137.34
				USPS - ABSENTEE BALLOT TO FRANCE	53302	01-510	2.80
				OFFICE DEPOT - STAPLES	53300	01-511	11.02
				PANERA - 3-14-24 INTERVIEW PANEL	52203	01-510	100.15
				PANERA - 3-19-24 BAGELS FOR MEETING	52203	01-510	29.73
				FIDDLEHEADS - CLERK 2ND INTERVIEW	52203	01-510	12.71
				FIDDLEHEADS - CLERK 2ND INTERVIEW	52203	01-510	12.30
				OFFICE DEPOT - PRINTER INK	53300	01-511	118.98
				NAT TRUST FOR HIST PRES - MBRSHIP	57754	01-554	30.00
				PANERA - POLLWORKER DINNER	53302	01-510	107.74
				PIGGLY WIGGLY - POLLWORKER SNACKS	53302	01-510	49.53
				CERT MAIL - 232 E ALTA LOMA - NO PERMIT	52201	01-510	8.73
				CERT MAIL - 163 S MAIN ST - SIGN VIOLAT	52201	01-510	8.73
				OFFICE DEPOT - STAPLES	53300	01-511	32.99
				OFFICE DEPOT - CORRECTION TAPE	53300	01-511	19.58
				ZOOM SUBSCRIPTIONS	57710	01-554	33.74
				CANVA SUBSCRIPTION	55318	04-541	119.99
				COMPUTER PARTS	53308	01-511	23.39
				ETHERNET COUPLER	53308	01-511	9.99
				COMPUTER KEYBOARD	53399	04-541	59.99
				HARDWARE	52230	04-542	102.72
							<u>1,863.00</u>
			Check GEN 1546(E) Total for Fund 01 GENERAL FUND				
05/17/2024	GEN	1548(E)#	ADP, LLC	FED/WAGES PD 5-3-2024	21512	00-000	3,223.38
				WI/WAGES PD 5-3-2024	21513	00-000	1,648.51
				FICA/WAGES PD 5-3-2024	21511	00-000	3,100.00
				ADM/WAGES PD 5-3-2024	51196	01-511	313.61
				ADM STAFF/WAGES PD 5-3-2024	51199	01-511	133.76
				TPD CHIEF/WAGES PD 5-3-2024	51197	03-521	291.63
				TPD/WAGES PD 5-3-2024	51199	03-521	1,152.66
				DPW/WAGES PD 5-3-2024	51199	04-541	1,245.32
				DIRECTDEP/WAGES PD 5-3-2024	11160	00-000	27,766.73
							<u>38,875.60</u>
			Check GEN 1548(E) Total for Fund 01 GENERAL FUND				
05/17/2024	GEN	1549(E)	ADP, LLC	PAYROLL PROCESSING/5-3-2024	52210	01-511	84.57
05/17/2024	GEN	1550(E)#	ADP, LLC	FED/WAGES PD 5/17/24	21512	00-000	3,561.22
				WI/WAGES PD 5/17/24	21513	00-000	1,861.37
				FICA/WAGES PD 5/17/24	21511	00-000	3,438.14
				ADM/WAGES PD 5/17/24	51196	01-511	313.61
				ADM STAFF/WAGES PD 5/17/24	51199	01-511	133.76
				TPD CHIEF/WAGES PD 5/17/24	51197	03-521	291.63
				TPD/WAGES PD 5/17/24	51199	03-521	1,634.68
				DPW/WAGES PD 5/17/24	51199	04-541	1,245.32
				DIRECTDEP/WAGES PD 5/17/24	11160	00-000	30,725.78
							<u>43,205.51</u>
			Check GEN 1550(E) Total for Fund 01 GENERAL FUND				

CHECK DISBURSEMENT REPORT FOR VILLAGE OF THIENSVILLE

CHECK DATE 05/01/2024 - 05/17/2024

- CHECK TYPE: EFT FUNDS: 01, 06, 07, 14, 19 (3 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
05/17/2024	GEN	1551(E)*#	DEPT. OF EMPLOYEE TRUST FUNDS	ADM HEALTH/JUNE	51196	01-511	1,292.68
				ADM STAFF HEALTH/JUNE	51199	01-511	2,479.02
				TPD CHIEF HEALTH/JUNE	51197	03-521	2,350.32
				TPD HEALTH/JUNE	51199	03-521	14,314.56
				DPW HEALTH/JUNE	51199	04-541	9,166.25
				PARK HEALTH/JUNE	51199	04-542	1,762.74
				ADM ANNUITANT HEALTH/JUNE	51195	01-511	681.66
			Check GEN 1551(E) Total for Fund 01 GENERAL FUND				32,047.23
05/17/2024	GEN	1552(E)	ICMA RETIREMENT TRUST	ICMA-RC/WAGES 5-3-2024	21565	00-000	448.73
				ICMA - RC	21565	00-000	0.00
				ICMA - RC	21565	00-000	0.00
				ICMA - RC	21565	00-000	0.00
				ICMA - RC	21565	00-000	0.00
			Check GEN 1552(E) Total for Fund 01 GENERAL FUND				448.73
05/17/2024	GEN	1553(E)	ICMA RETIREMENT TRUST	ICMA-RC/WAGES 05/17/24	21565	00-000	448.73
				ICMA - RC	21565	00-000	0.00
				ICMA - RC	21565	00-000	0.00
				ICMA - RC	21565	00-000	0.00
				ICMA - RC	21565	00-000	0.00
			Check GEN 1553(E) Total for Fund 01 GENERAL FUND				448.73
05/17/2024	GEN	1554(E)	WI DEFERRED COMP PROGRAM	WI DEF COMP/WAGES PD 5-3-2024	21560	00-000	1,307.00
				WISCONSIN DEFERRED COMP	21560	00-000	0.00
				WISCONSIN DEFERRED COMP	21560	00-000	0.00
				WISCONSIN DEFERRED COMP	21560	00-000	0.00
				WISCONSIN DEFERRED COMP	21560	00-000	0.00
				WISCONSIN DEFERRED COMP	21560	00-000	0.00
				WISCONSIN DEFERRED COMP	21560	00-000	0.00
				WISCONSIN DEFERRED COMP	21560	00-000	0.00
			Check GEN 1554(E) Total for Fund 01 GENERAL FUND				1,307.00
05/17/2024	GEN	1555(E)	WI DEFERRED COMP PROGRAM	WI DEF COMP/WAGES PD 05/17/24	21560	00-000	1,275.00
				WISCONSIN DEFERRED COMP	21560	00-000	0.00
				WISCONSIN DEFERRED COMP	21560	00-000	0.00
				WISCONSIN DEFERRED COMP	21560	00-000	0.00
				WISCONSIN DEFERRED COMP	21560	00-000	0.00
				WISCONSIN DEFERRED COMP	21560	00-000	0.00
				WISCONSIN DEFERRED COMP	21560	00-000	0.00
				WISCONSIN DEFERRED COMP	21560	00-000	0.00
			Check GEN 1555(E) Total for Fund 01 GENERAL FUND				1,275.00
05/17/2024	GEN	1556(E)*#	WISCONSIN RETIREMENT SYSTEM	ADM/WRS APRIL	51196	01-511	321.12
				ADM STAFF/WRS APRIL	51199	01-511	184.54
				TPD CHIEF/WRS APRIL	51197	03-521	1,101.54
				TPD/WRS APRIL	51199	03-521	4,966.98
				DPW/WRS APRIL	51199	04-541	1,433.59
				PARK/WRS APRIL	51199	04-542	282.97
				APRIL WITHHOLDINGS/WRS	21520	00-000	6,044.21
			Check GEN 1556(E) Total for Fund 01 GENERAL FUND				14,334.95

CHECK DISBURSEMENT REPORT FOR VILLAGE OF THIENSVILLE

CHECK DATE 05/01/2024 - 05/17/2024

- CHECK TYPE: EFT FUNDS: 01, 06, 07, 14, 19 (3 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
Total For Fund: 01							133,890.32
Fund: 19 STORM WATER MANAGEMENT							
05/17/2024	GEN	1551(E)*#	DEPT. OF EMPLOYEE TRUST FUNDS	STORM HEALTH/JUNE	51199	18-541	822.61
05/17/2024	GEN	1556(E)*#	WISCONSIN RETIREMENT SYSTEM	STORM/WRS APRIL	51199	18-541	140.38
Total For Fund: 19							962.99
Fund: 21 SEWER UTILITY							
05/02/2024	GEN	1546(E)*#	CARDMEMBER SERVICE	TRIMBLE - SKETCHUP SOFTWARE	53399	05-610	349.00
				AMAZON BUSINESS PRIME MBRSH	54400	05-610	179.00
				WEBCAM	54400	05-610	139.99
Check GEN 1546(E) Total for Fund 21 SEWER UTILITY							667.99
05/17/2024	GEN	1551(E)*#	DEPT. OF EMPLOYEE TRUST FUNDS	SWR HEALTH/JUNE	51199	05-610	3,059.14
05/17/2024	GEN	1556(E)*#	WISCONSIN RETIREMENT SYSTEM	SWR/WRS APRIL	51199	05-610	480.76
Total For Fund: 21							4,207.89
Fund: 42 TAX INCREMENT DISTRICT #2							
05/17/2024	GEN	1551(E)*#	DEPT. OF EMPLOYEE TRUST FUNDS	TIF HEALTH/JUNE	51199	10-042	1,057.64
05/17/2024	GEN	1556(E)*#	WISCONSIN RETIREMENT SYSTEM	TIF/WRS APRIL	51199	10-042	248.80
Total For Fund: 42							1,306.44
Report Total:							140,367.64

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

INVOICE REGISTER FOR VILLAGE OF THIENSVILLE

INVOICE ENTRY DATES 01/01/2024 - 05/16/2024

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
2121 0000029527	ACCURATE SEWER & HYDRO JET SIPHON ON WILLIAMSBURG DR 21-05-610-52250	01/01/2024 GACHTERBERG JET SIPHON ON WILLIAMSBURG DR	01/31/2024	996.00 996.00	996.00	Open	N 05/10/2024
5507456332 0000029522	AIRGAS USA, LLC ARGON & O2 RENTAL/APRIL 01-04-541-53308	04/30/2024 GACHTERBERG ARGON & O2 RENTAL/APRIL	05/30/2024	135.71 135.71	135.71	Open	N 05/10/2024
28950-4073 0000029459	ALOIS ROOFING & SHEET METAL VH ROOF LEAK REPAIR 01-01-511-53308	04/16/2024 GACHTERBERG VH ROOF LEAK REPAIR		1,478.60 1,478.60	1,478.60	Open	N 04/17/2024
1GQM-4J7C-MTJJ 0000029506	AMAZON CAPITAL SERVICES AMAZON CAPITAL SERVICES 01-01-511-53308 01-04-542-52230	04/22/2024 GACHTERBERG 10 PACK LIGHT BULBS UNDERWATER LED LIGHT		285.81 145.87 139.94	285.81	Open	N 05/09/2024
1TPL-3KHY-MCP4 0000029507	AMAZON CAPITAL SERVICES AMAZON CAPITAL SERVICES 01-01-511-53300	04/22/2024 GACHTERBERG AWARD PLAQUE		15.08 15.08	15.08	Open	N 05/09/2024
417897 0000029518	ASCENSION WI EMP SOLUTIONS PREEMPLOYMENT PHYSICAL/B HONECK 01-01-511-53311	04/30/2024 GACHTERBERG RECRUITMENT		147.00 147.00	147.00	Open	N 05/09/2024
417724 0000029525	ASCENSION WI EMP SOLUTIONS PD PRE EMPLOYMENT MED SCREENING 01-03-521-53311	DLARRY BAEZ PD PRE-EMPLOYMENT MED SCREENINGS		645.00 645.00	645.00	Open	N 05/10/2024
417779 0000029526	ASCENSION WI EMP SOLUTIONS PD PRE-EMPLOYMENT EXTRA SCREENING 01-03-521-53311	DLARRY BAEZ EXTRA TB TEST - PRE EMPLOY SCREEN		35.00 35.00	35.00	Open	N 05/10/2024

INVOICE REGISTER FOR VILLAGE OF THIENSVILLE

INVOICE ENTRY DATES 01/01/2024 - 05/16/2024

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
14 0000029540	BEYER'S TRUE VALUE BEYER'S TRUE VALUE 21-05-610-53308	04/25/2024 GACHTERBERG CAULK		4.74 4.74	4.74	Open	N 05/10/2024
49 0000029541	BEYER'S TRUE VALUE BEYER'S TRUE VALUE 21-05-610-53399	04/25/2024 GACHTERBERG FLASHLIGHT		37.88 37.88	37.88	Open	N 05/10/2024
323 0000029542	BEYER'S TRUE VALUE BEYER'S TRUE VALUE 21-05-610-52251	04/25/2024 GACHTERBERG HARDWARE		34.20 34.20	34.20	Open	N 05/10/2024
357 0000029543	BEYER'S TRUE VALUE BEYER'S TRUE VALUE 21-05-610-53308	04/25/2024 GACHTERBERG HARDWARE		13.04 13.04	13.04	Open	N 05/10/2024
361 0000029544	BEYER'S TRUE VALUE BEYER'S TRUE VALUE 01-04-542-52230	04/25/2024 GACHTERBERG FRAMING SQUARE		14.22 14.22	14.22	Open	N 05/10/2024
371 0000029545	BEYER'S TRUE VALUE BEYER'S TRUE VALUE 21-05-610-53308	04/25/2024 GACHTERBERG LIGHT BULBS		35.09 35.09	35.09	Open	N 05/10/2024
423784 0000029539	BOEHLKE BOTTLED GAS CORP. PARK GARAGE HEAT 01-04-542-53305	05/03/2024 GACHTERBERG PARK GARAGE HEAT		388.91 388.91	388.91	open	N 05/10/2024
46752 0000029519	BOEHLKE HARDWARE HARDWARE 01-04-541-53330	04/30/2024 GACHTERBERG HARDWARE		2.19 2.19	2.19	open	N 05/09/2024

INVOICE REGISTER FOR VILLAGE OF THIENSVILLE

INVOICE ENTRY DATES 01/01/2024 - 05/16/2024

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
46750 0000029520	BOEHLKE HARDWARE HARDWARE 01-01-511-53308	04/30/2024 GACHTERBERG FAUCET REPAIR PARTS		24.99 24.99	24.99	Open	N 05/09/2024
BN05152024 0000029671	BRIAN NEUMAN B NEUMAN EDUCATION REIMBURSEMENT 01-03-521-51104	05/15/2024 CLANDISCH EDUCATIONAL INCENTIVE	06/01/2024	1,000.00 1,000.00	1,000.00	Open	N 05/16/2024
CITE DP80PTJN4H 0000029475	BRYDGES, ZACHARY OVERPAID PARKING TICKET REFUND 01-42-006-45130	DLARRY OVERPAYMENT PARKING TICKET DP80PTJN4H		10.00 10.00	10.00	Open	N 04/24/2024
RC39779 0000029556	CDW-G SOFTWARE 21-05-610-54499	05/03/2024 GACHTERBERG ADOBE ILLUSTRATOR SOFTWARE	06/02/2024	1,442.61 1,442.61	1,442.61	Open	N 05/12/2024
152389801050724 0000029654	CHARTER COMMUNICATIONS CHARTER COMMUNICATIONS 01-01-511-53303 01-03-521-53303 01-04-541-53303 21-05-610-53303	05/07/2024 GACHTERBERG ADM/APR PHONE TPD/APR PHONE DPW/APR PHONE SWR/APR PHONE	06/06/2024	216.76 54.19 108.39 32.51 21.67	216.76	Open	N 05/16/2024
152389901050724 0000029655	CHARTER COMMUNICATIONS CHARTER COMMUNICATIONS 01-04-541-53303 01-01-511-53303	05/07/2024 GACHTERBERG DPW SHOP INTERNET/APR VH INTERNET/APR	06/06/2024	619.93 229.98 389.95	619.93	Open	N 05/16/2024
05082024 0000029611	CHRIS DECHANT DECHANT/REIMBURSEMENT 01-04-541-53330	05/08/2024 GACHTERBERG REPAIR PARTS/EQUIPMENT		10.54 10.54	10.54	Open	N 05/15/2024
4189344745 0000029468	CINTAS CORPORATION VH MATS/MAR 01-01-511-53308	04/11/2024 GACHTERBERG VH MATS/APR		372.08 372.08	372.08	Open	N 04/19/2024

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4192207851 0000029523	CINTAS CORPORATION VH MATS/MAY 01-01-511-53308	05/09/2024 GACHTERBERG VH MATS/MAY		70.16 70.16	70.16	Open	N 05/10/2024
I50648 0000029609	CLIFF BERGIN & ASSOC., INC. VH BOARD ROOM ROOFTOP UNIT 14-16-510-54499	05/14/2024 GACHTERBERG OTHER		15,909.00 15,909.00	15,909.00	Open	N 05/15/2024
VT04302024 0000029597	COLLEEN LANDISCH-HANSEN APRIL EXPENSES 01-01-510-53399 01-01-511-52203	04/30/2024 CLANDISCH V MOBLEY RETIREMENT GIFT/ETSY APRIL MILEAGE	05/31/2024	312.21 97.35 214.86	312.21	Open	N 05/14/2024
1672360424-2 0000029504	CONLEY MEDIA, LLC CONLEY MEDIA, LLC 01-01-510-52200	04/27/2024 GACHTERBERG SUMP INSTALL BID AD & AFFIDAVIT	05/17/2024	189.23 189.23	189.23	Open	N 05/09/2024
031369 0000029659	CRESCENT LANDSCAPE SUPPLY INC Playground Chips/100 yds 01-04-542-52230	04/17/2024 BHONECK Playground Chips/100 yds	05/22/2024	2,350.00 2,350.00	2,350.00	Open	N 05/16/2024
F6-73138 0000029503	CUMMINS SALES AND SERVICE GENERATOR SERVICE CALL/REPAIR 01-03-521-52222	04/11/2024 GACHTERBERG GENERATOR SERVICE CALL/REPAIR		748.03 748.03	748.03	Open	N 05/09/2024
350360 0000029593	DIGICORP, INC. PARTIAL INV #2 PD NEW SERVER 14-16-521-54400	DLARRY FREIGHT CHARGE		12,188.32 12,188.32	12,188.32	Open	N 05/14/2024
408379 0000029455	DIVERSIFIED BENEFIT SERVICES DIVERSIFIED BENEFIT SERVICES/APRIL 2024 01-01-554-57715	04/15/2024 GACHTERBERG DEBIT CARD PARTICIPANT FEE /APRIL 2024		125.00 125.00	125.00	Open	N 04/17/2024

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409430 0000029497	DIVERSIFIED BENEFIT SERVICES DIVERSIFIED BENEFIT SERVICES 01-01-554-57715	05/01/2024 GACHTERBERG PARTICIPANT MAILINGS/MARCH		101.28 101.28	101.28	Open	N 05/02/2024
321830 0000029515	EDELHOFF LAWN MOWER SERVICE LAWNMOWER PARTS 01-04-541-53330	04/23/2024 GACHTERBERG LAWNMOWER PARTS		167.80 167.80	167.80	Open	N 05/09/2024
321138 0000029516	EDELHOFF LAWN MOWER SERVICE LAWNMOWER BATTERY 01-04-541-53330	04/10/2024 GACHTERBERG LAWNMOWER BATTERY		59.95 59.95	59.95	Open	N 05/09/2024
321127 0000029517	EDELHOFF LAWN MOWER SERVICE LAWNMOWER BLADE 01-04-541-53330	04/10/2024 GACHTERBERG LAWNMOWER BLADE		23.60 23.60	23.60	Open	N 05/09/2024
STATEMENT_0212_ 0000029488	EXTREME SKI & BIKE THPD HELMETS AND BIKES-SAFETY DAY 2024 01-00-000-11220	DLARRY INVOICE 010424135920212 - 28 HELMETS		1,004.00 1,004.00	1,004.00	Open	N 05/02/2024
027731419 0000029476	GALLS, LLC EIBS VEST RIP FIX AND VEST BADGE 01-03-521-53312	DLARRY RIP OR HOLE REPAIR		19.93 19.93	19.93	Open	N 04/24/2024
027813432 0000029487	GALLS, LLC SHIRTS - NEUMAN CLOTHING ALLOWANCE 01-03-521-53312	DLARRY BLAUER SUPER SHIRT 100% POLY SS SHIRT		136.33 136.33	136.33	open	N 05/02/2024
027714346 0000029670	GALLS, LLC MCCORMICK CLOTH ALLOW - NEW HIRE ITEMS 01-03-521-53312	DLARRY 5.11 STRYKE PANT		242.42 242.42	242.42	open	N 05/16/2024

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VC-6403 0000029456	GFL ENVIRONMENTAL MID-APRIL LANDFILL 01-04-541-52228	04/15/2024 GACHTERBERG SANITARY LANDFILL		2,487.72 2,487.72	2,487.72	Open	N 04/17/2024
VC-6431 0000029514	GFL ENVIRONMENTAL LATE-APRIL LANDFILL 01-04-541-52228	04/30/2024 GACHTERBERG SANITARY LANDFILL		2,337.28 2,337.28	2,337.28	Open	N 05/09/2024
176728 0000029549	GRAFTON ACE HARDWARE HARDWARE 01-04-542-52230	04/17/2024 GACHTERBERG HARDWARE		63.76 63.76	63.76	Open	N 05/10/2024
176784 0000029550	GRAFTON ACE HARDWARE HARDWARE 01-04-542-52230	04/17/2024 GACHTERBERG MARINE SEALANT		26.99 26.99	26.99	Open	N 05/10/2024
S100163361.001 0000029529	HEIN ELECTRIC SUPPLY COMPANY ELECTRONIC BALLAST 01-01-511-53308	05/07/2024 GACHTERBERG ELECTRONIC BALLAST		67.02 67.02	67.02	Open	N 05/10/2024
S100162350.001 0000029530	HEIN ELECTRIC SUPPLY COMPANY FLOURESCENT LIGHT BALLAST 01-01-511-53308	05/03/2024 GACHTERBERG FLOURESCENT LIGHT BALLAST		113.77 113.77	113.77	Open	N 05/10/2024
23850744-041324 0000029565	HINCKLEY SPRINGS BOTTLED WATER/DPW 01-04-541-53308	04/13/2024 GACHTERBERG BOTTLED WATER/DPW		37.23 37.23	37.23	open	N 05/12/2024
041324 0000029508	JAMES HAHN PARK 4-13-24 DEPOSIT REFUND 01-00-000-23165	04/13/2024 GACHTERBERG PARK 4-13-24 DEPOSIT REFUND		100.00 100.00	100.00	open	N 05/09/2024

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125024 0000029548	KAPUR & ASSOCIATES, INC 122 W FREISTADT - PRE-DEMO INSPECTION 42-10-042-54802	04/24/2024 GACHTERBERG 122 W FREISTADT - PRE-DEMO INSPECTION		1,557.00 1,557.00	1,557.00	Open	N 05/10/2024
0219882-IN 0000029510	LIESENER SOILS, INC. 6 YARDS LAWN & GARDEN MIX 01-04-541-52227	04/24/2024 GACHTERBERG 4 YARDS LAWN & GARDEN MIX		140.00 140.00	140.00	Open	N 05/09/2024
0220063-IN 0000029511	LIESENER SOILS, INC. 6 YARDS LAWN & GARDEN MIX 01-04-541-52227	04/24/2024 GACHTERBERG 6 YARDS LAWN & GARDEN MIX		105.00 105.00	105.00	Open	N 05/09/2024
w07137 0000029558	MACQUEEN EQUIPMENT PARTS/LABOR #7 SWEEPER 01-04-541-53330	05/10/2024 GACHTERBERG PARTS/LABOR #7 SWEEPER		3,228.35 3,228.35	3,228.35	Open	N 05/12/2024
28355 0000029512	MEQUON-THIENSVILLE CHAMBER OF STATE OF COMMUNITY LUNCHEON 01-01-510-52203 01-01-511-52203 01-04-541-52203	05/02/2024 GACHTERBERG 5-15-24 LUNCHEON ROSING 5-15-24 LUNCHEON LANDISCH 5-15-24 LUNCHEON LAFOND		120.00 40.00 40.00 40.00	120.00	Open	N 05/09/2024
48608 0000029457	MINUTEMAN PRESS ENVELOPES/BUSINESS CARDS 21-05-610-53300 21-05-610-52200 01-01-511-53300 01-01-510-53399	04/09/2024 GACHTERBERG 1500 WINDOW ENVELOPES - STOCK PRINTING - SEWER ENVELOPES PRINTING - NO. 10 REG ENVELOPES BUSINESS CARDS/ROSLING		377.95 100.58 67.37 138.39 71.61	377.95	Open	N 04/17/2024
48784 0000029479	MINUTEMAN PRESS THPD-NEW HIRE/PROMOTION BUSINESS CARDS 01-03-521-52200	DLARRY 50 CARDS - NEUMAN "LT"		146.12 146.12	146.12	Open	N 04/29/2024

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090-24 0000029606	MMSD QUARTERLY MMSD USER CHARGE 21-07-610-59650	05/08/2024 CLANDISCH 1Q 2024/MMSD USER CHARGE	06/03/2024	64,593.46 64,593.46	64,593.46	Open	N 05/14/2024
279121 0000029462	NAPA AUTO PARTS-GRAFTON NAPA AUTO PARTS-GRAFTON 01-04-541-53330	03/31/2024 GACHTERBERG BRAKE & HARDWARE KIT VEH #14		114.39 114.39	114.39	Open	N 04/19/2024
279139 0000029463	NAPA AUTO PARTS-GRAFTON NAPA AUTO PARTS-GRAFTON 01-04-541-53330	03/31/2024 GACHTERBERG PARKING BRAKE VEH #14		53.06 53.06	53.06	Open	N 04/19/2024
279144 0000029464	NAPA AUTO PARTS-GRAFTON NAPA AUTO PARTS-GRAFTON 01-04-541-53330	03/31/2024 GACHTERBERG RETURN BRAKE SHOE VEH #14		(102.40) (102.40)	(102.40)	Open	N 04/19/2024
281103 0000029465	NAPA AUTO PARTS-GRAFTON NAPA AUTO PARTS-GRAFTON 01-04-541-53330	03/31/2024 GACHTERBERG BATTERIES VEH #1		509.46 509.46	509.46	Open	N 04/19/2024
281124 0000029466	NAPA AUTO PARTS-GRAFTON NAPA AUTO PARTS-GRAFTON 01-04-541-53330	03/31/2024 GACHTERBERG BATTERIES VEH #1		430.05 430.05	430.05	Open	N 04/19/2024
281215 0000029467	NAPA AUTO PARTS-GRAFTON NAPA AUTO PARTS-GRAFTON 01-04-541-53330	03/31/2024 GACHTERBERG WARRANTY CREDIT: BATTERIES VEH #1		(509.46) (509.46)	(509.46)	open	N 04/19/2024
251872 0000029560	NAPA AUTO PARTS-GRAFTON NAPA AUTO PARTS-GRAFTON 01-04-541-53310	04/03/2024 GACHTERBERG GARBAGE TRUCK #2 DIESEL EMISSION FLUID		272.79 272.79	272.79	open	N 05/12/2024

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282331 0000029561	NAPA AUTO PARTS-GRAFTON NAPA AUTO PARTS-GRAFTON 01-04-541-53330	04/08/2024 GACHTERBERG RADIATOR REPAIR TRUCK #1		20.58 20.58	20.58	Open	N 05/12/2024
284099 0000029562	NAPA AUTO PARTS-GRAFTON NAPA AUTO PARTS-GRAFTON 21-05-610-53330	04/19/2024 GACHTERBERG WATER PUMP BATTERY/PARK GARAGE		60.86 60.86	60.86	Open	N 05/12/2024
284613 0000029563	NAPA AUTO PARTS-GRAFTON NAPA AUTO PARTS-GRAFTON 01-04-541-53330	04/19/2024 GACHTERBERG CREDIT - CORE DEPOSIT		(9.00) (9.00)	(9.00)	Open	N 05/12/2024
284677 0000029564	NAPA AUTO PARTS-GRAFTON NAPA AUTO PARTS-GRAFTON 01-04-541-53310	04/24/2024 GACHTERBERG DPW FUEL STATION - FILTER		18.45 18.45	18.45	Open	N 05/12/2024
18142 0000029521	NORTHWOODS LASER & EMBROIDERY VILLAGE OFFICIAL NAME BADGES 01-01-510-53399	05/07/2024 GACHTERBERG VILLAGE OFFICIAL NAME BADGES		20.00 20.00	20.00	Open	N 05/10/2024
14060 0000029486	ORGANIZATION DEVELOPMENT NEW HIRE FULL PSYCH ASSESSMENTS 01-03-521-53311 01-01-511-53311	DLARRY ENTRY LEVEL PSYCH ASSESSMENT - BAEZ ENTRY LEVEL PSYCH ASSESSMENT - HONECK		2,205.00 1,470.00 735.00	2,205.00	Open	N 05/02/2024
W002421 0000029454	OWENS OFFICE PRODUCTS ROSING/NAMEPLATE 01-01-511-53300	04/17/2024 GACHTERBERG ROSING/NAMEPLATE		26.50 26.50	26.50	Open	N 04/17/2024
8277540 0000029477	PATROLPC PD - NEW SQUAD COMPUTER/MOUNT 14-16-521-54401	DLARRY TG3 83-KEY KEYBOARD		897.29 897.29	897.29	Open	N 04/24/2024

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10-00004800 0000029458	PAYNE & DOLAN, INC. COLD MIX 01-04-541-52227	04/11/2024 GACHTERBERG COLD MIX	04/26/2024	179.20 179.20	179.20	Open	N 04/17/2024
1857 0000029547	PROPERTY SOLUTIONS CONTRACTING MOVE PARK REDBUD TREES 14-14-554-57763	04/29/2024 GACHTERBERG MOVE PARK REDBUD TREES		3,300.00 3,300.00	3,300.00	Open	N 05/10/2024
1813228 0000029498	QUALITY STATE OIL CO., INC QUALITY STATE OIL CO., INC 01-04-541-53310	04/21/2024 GACHTERBERG DPW/DIESEL		1,030.57 1,030.57	1,030.57	Open	N 05/02/2024
1813261 0000029499	QUALITY STATE OIL CO., INC QUALITY STATE OIL CO., INC 01-04-541-53310 01-03-521-53310	04/21/2024 GACHTERBERG DPW/GAS TPD/GAS		1,077.56 290.94 786.62	1,077.56	Open	N 05/02/2024
050524 0000029509	RANDALL BROTHERHOOD PARK DEPOSIT REFUND - 5-5-24 EVENT 01-00-000-23165	05/05/2024 GACHTERBERG PARK DEPOSIT REFUND - 5-5-24 EVENT		100.00 100.00	100.00	Open	N 05/09/2024
7538530-00 0000029557	REINDERS, INC. ROUNDUP/BALLFIED CHALK 01-04-542-52230	05/03/2024 GACHTERBERG ROUNDUP		802.30 802.30	802.30	Open	N 05/12/2024
5069326744 0000029502	RICOH USA, INC RICOH USA, INC 01-01-510-52200	04/17/2024 GACHTERBERG B&W/APR COPIES	05/17/2024	296.52 296.52	296.52	Open	N 05/09/2024
151309 0000029531	RUEKERT & MIELKE RUEKERT & MIELKE - GENERAL SERVICES 21-05-610-52209 19-18-541-52209	04/22/2024 GACHTERBERG ATTEND TAT MEETING REVIEW FLOODPLAIN ORDINANCE		2,564.14 1,489.14 1,075.00	2,564.14	Open	N 05/10/2024

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151310 0000029532	RUEKERT & MIELKE RUEKERT & MIELKE - GENERAL SERVICES 14-14-554-57727	04/30/2024 GACHTERBERG WILLIAMSBURG BRIDGE/SIPHON		5,538.18 5,538.18	5,538.18	Open	N 05/10/2024
151311 0000029533	RUEKERT & MIELKE RUEKERT & MIELKE - GENERAL SERVICES 21-05-610-52209	04/22/2024 GACHTERBERG 2021 PP I/I		435.50 435.50	435.50	Open	N 05/10/2024
151312 0000029534	RUEKERT & MIELKE RUEKERT & MIELKE - GENERAL SERVICES 42-10-042-54803	04/22/2024 GACHTERBERG MAIN-FREISTADT WATER MAIN		47.25 47.25	47.25	Open	N 05/10/2024
151313 0000029535	RUEKERT & MIELKE RUEKERT & MIELKE - GENERAL SERVICES 14-14-554-57722	04/22/2024 GACHTERBERG PIGEON CREEK PHASE 2		1,648.00 1,648.00	1,648.00	Open	N 05/10/2024
151314 0000029536	RUEKERT & MIELKE RUEKERT & MIELKE - GENERAL SERVICES 14-14-554-57722	04/22/2024 GACHTERBERG PIGEON CREEK PHASE 2		2,776.00 2,776.00	2,776.00	Open	N 05/10/2024
151316 0000029537	RUEKERT & MIELKE RUEKERT & MIELKE - GENERAL SERVICES 21-05-610-52209	04/22/2024 GACHTERBERG ENGINEERING SERVICES		29,622.70 29,622.70	29,622.70	Open	N 05/10/2024
151317 0000029538	RUEKERT & MIELKE RUEKERT & MIELKE - GENERAL SERVICES 21-05-610-52209	04/22/2024 GACHTERBERG SANITARY SEWER REHAB PROGRAM		1,701.00 1,701.00	1,701.00	open	N 05/10/2024
365498 0000029634	SAFEBUILT SAFEBUILT/ APR PERMITS 01-03-523-52272 01-03-523-52273 01-03-523-52274	04/30/2024 GACHTERBERG BLDG/APR PERMITS PLBG/APR PERMITS ELEC/APR PERMITS	05/30/2024	5,634.89 4,149.89 742.50 742.50	5,634.89	open	N 05/16/2024

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10359 0000029480	SCHAEFER POWER SYSTEMS OUTLET FOR DATA RACK UPS 01-01-511-53308	04/25/2024 GACHTERBERG OUTLET FOR DATA RACK UPS		1,291.91 1,291.91	1,291.91	Open	N 04/29/2024
VT06012024 0000029601	SECURIAN FINANCIAL GROUP, INC ACCIDENTAL/JUNE 01-00-000-21534	05/01/2024 CLANDISCH ACCIDENTAL/JUNE	06/01/2024	31.56 31.56	31.56	Open	N 05/14/2024
52100 0000029559	SHERWIN WILLIAMS PAINT 01-01-511-53308	03/31/2024 GACHTERBERG PAINT		123.64 123.64	123.64	Open	N 05/12/2024
I777571 0000029546	TAPCO SIGNAL PART 01-04-541-52227	04/26/2024 GACHTERBERG SIGNAL PUSH BUTTONS		420.00 420.00	420.00	Open	N 05/10/2024
218814 0000029660	THE VERDIN COMPANY MAIN STREET CLOCK SERVICE CALL 01-04-541-52227	04/03/2024 BHONECK STREET MAINTENANCE	05/22/2024	775.00 775.00	775.00	Open	N 05/16/2024
199858 0000029551	THIENSVILLE HARDWARE THIENSVILLE HARDWARE 01-04-541-53330	04/05/2024 GACHTERBERG LIQUID RADIATOR REPAIR		6.49 6.49	6.49	Open	N 05/10/2024
90345 0000029552	THIENSVILLE HARDWARE THIENSVILLE HARDWARE 01-04-542-52230	04/17/2024 GACHTERBERG ALGAE CONTROL		17.96 17.96	17.96	open	N 05/10/2024
200396 0000029553	THIENSVILLE HARDWARE THIENSVILLE HARDWARE 21-05-610-53308	04/22/2024 GACHTERBERG UTILITY KNIFE & BLADES		9.46 9.46	9.46	open	N 05/10/2024

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200482 0000029554	THIENSVILLE HARDWARE THIENSVILLE HARDWARE 21-05-610-53308	04/25/2024 GACHTERBERG KEYS		11.96 11.96	11.96	Open	N 05/10/2024
200619 0000029555	THIENSVILLE HARDWARE THIENSVILLE HARDWARE 01-04-541-53330	04/25/2024 GACHTERBERG HARDWARE		10.96 10.96	10.96	Open	N 05/10/2024
202404073 0000029505	VANDEWALLE & ASSOCIATES INC PLANNER SERVICES 01-01-510-52205 42-10-042-54205	04/18/2024 GACHTERBERG PLANNING SERVICES THIENSVILLE CROSSING TID		2,882.26 1,788.24 1,094.02	2,882.26	Open	N 05/09/2024
6997852-2275-2 0000029528	WASTE MANAGEMENT OF WI-MN CURBSIDE RECYCLING/APR 01-04-541-52266	05/01/2024 GACHTERBERG CURBSIDE RECYCLING/APR	05/31/2024	2,974.83 2,974.83	2,974.83	Open	N 05/10/2024
455TIME-0000016 0000029407	WI DEPT OF JUSTICE-TIME QTRLY TIME BILL - PD (APR - JUN) 01-03-521-52219	DLARRY TIME ACCESS CHARGE TRADITIONAL		269.25 269.25	269.25	Open	N 04/15/2024
WORCS STMNT 202 0000029524	WI DEPT. OF JUSTICE-CIB WORCS APRIL 2024 STATEMENT 01-01-511-53311	DLARRY APRIL 2024 WORCS - VILLAGE CLERK BACKGRD		7.00 7.00	7.00	Open	N 05/10/2024
VT05012024 0000029598	WI PROFESSIONAL POLICE ASSOC TPPA DUES/MAY 01-00-000-21550	05/01/2024 CLANDISCH TPPA DUES/MAY	05/31/2024	202.50 202.50	202.50	Open	N 05/14/2024

of Invoices: 99 # Due: 99
 # of Credit Memos: 3 # Due: 3
 Net of Invoices and Credit Memos:

Totals: 187,531.31
 Totals: (620.86)
 186,910.45

INVOICE REGISTER FOR VILLAGE OF THIENSVILLE

INVOICE ENTRY DATES 01/01/2024 - 05/16/2024

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
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* 3	Net Invoices have Credits Totalling:			(69.19)			
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--- TOTALS BY FUND ---

01	GENERAL FUND			40,203.13	40,203.13		
14	CAPITAL IMPROVEMENT/EQUIPMENT			42,256.79	42,256.79		
19	STORM WATER MANAGEMENT			1,075.00	1,075.00		
21	SEWER UTILITY			100,677.26	100,677.26		
42	TAX INCREMENT DISTRICT #2			2,698.27	2,698.27		

--- TOTALS BY DEPT/ACTIVITY ---

00-000				1,438.06	1,438.06		
01-510	VILLAGE REPRESENTATION			2,502.95	2,502.95		
01-511	VILLAGE ADMINISTRATION			5,456.01	5,456.01		
01-554	UNCLASSIFIED			226.28	226.28		
03-521	POLICE DEPARTMENT			5,607.09	5,607.09		
03-523	INSPECTION			5,634.89	5,634.89		
04-541	PUBLIC WORKS - STREET			15,523.77	15,523.77		
04-542	PARK			3,804.08	3,804.08		
05-610	SEWER			36,083.80	36,083.80		
07-610	SEWER			64,593.46	64,593.46		
10-042	TAX INCREMENT DISTRICT #2			2,698.27	2,698.27		
14-554	UNCLASSIFIED			13,262.18	13,262.18		
16-510	VILLAGE REPRESENTATION			15,909.00	15,909.00		
16-521	POLICE DEPARTMENT			13,085.61	13,085.61		
18-541	PUBLIC WORKS - STREET			1,075.00	1,075.00		
42-006	FINES & FORFEITURES			10.00	10.00		

CHECK DISBURSEMENT REPORT FOR VILLAGE OF THIENSVILLE

CHECK DATE 04/13/2024 - 04/30/2024

- CHECK TYPE: EFT FUNDS: 97, 98, 99

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 99 F. L. WEYENBERG LIBRARY FUND							
04/18/2024	GEN	1526(E)	ADP, LLC	PAYROLL PROCESSING	52289	92-551	62.86
04/18/2024	GEN	1527(E)	AT&T (OFFICE@HAND)	PHONE SERVICE	53303	92-551	437.50
04/18/2024	GEN	1528(E)	AT&T (OFFICE@HAND)	ELEVATOR LINE SERVICE	52283	94-551	91.03
04/18/2024	GEN	1529(E)#	CARDMEMBER SERVICE	ALA MEMBERSHIP	52202	91-551	332.00
				MAILCHIMP SUBSCRIPTION	52284	92-551	132.00
				SCREENCAST SUBSCRIPTION	52284	92-551	19.80
				APPLE	53372	93-551	7.37
				APPLE	53371	93-551	15.81
				EINSTEINS CATERING	51115	91-551	297.85
		Check GEN 1529(E)	Total for Fund 99 F. L. WEYENBERG LIBRARY FUND				804.83
04/18/2024	GEN	1530(E)#	DEPARTMENT OF EMPLOYEE TRUST	EMPLOYEE HEALTH INSURANCE	21530	00-000	1,412.54
				EMPLOYER HEALTH INSURANCE	51199	91-551	10,358.34
		Check GEN 1530(E)	Total for Fund 99 F. L. WEYENBERG LIBRARY FUND				11,770.88
04/18/2024	GEN	1531(E)	GREATAMERICA	2 COPIERS LEASE	53307	92-551	118.85
04/18/2024	GEN	1532(E)	GREATAMERICA	ADMIN COPIER LEASE	53307	92-551	169.88
04/18/2024	GEN	1533(E)	WE ENERGIES	ELECTRICITY	53360	94-551	3,358.21
04/18/2024	GEN	1534(E)	WE ENERGIES	GAS	53360	94-551	600.61
04/18/2024	GEN	1535(E)#	WISCONSIN RETIREMENT SYSTEM	EMPLOYER WRS	51199	91-551	3,334.34
				EMPLOYEE WRS	21520	00-000	3,334.34
		Check GEN 1535(E)	Total for Fund 99 F. L. WEYENBERG LIBRARY FUND				6,668.68
04/30/2024	GEN	1543(E)#	ADP, LLC	LIBRARY/WAGES PD 4-19-2024/FED	21512	00-000	1,834.82
				LIBRARY/WAGES PD 4-19-2024/WI	21513	00-000	948.47
				LIBRARY/WAGES PD 4-19-2024/FICA	21511	00-000	1,989.19
				LIBRARY/WAGES PD 4-19-2024/EMPLOYER	51199	91-551	1,989.11
				LIBRARY/WAGES PD 4-19-2024/DIRECT DEPOSIT	11160	00-000	19,703.57
		Check GEN 1543(E)	Total for Fund 99 F. L. WEYENBERG LIBRARY FUND				26,465.16
04/30/2024	GEN	1544(E)	ADP, LLC	PAYROLL PROCESSING	52289	92-551	62.86
04/30/2024	GEN	1545(E)	ADP, LLC	TIME & ATTENDANCE	52289	92-551	73.35
Total For Fund: 99							50,684.70
Report Total:							50,684.70

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

CHECK DISBURSEMENT REPORT FOR VILLAGE OF THIENSVILLE

CHECK DATE 04/15/2024 - 04/30/2024

- CHECK TYPE: PAPER CHECK FUNDS: 97, 98, 99

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 98 FLW LIB GIFTS & GRANTS FUND							
04/18/2024	GEN	28384*#	BAKER & TAYLOR	RESTRICTED GIFT - OMG	57298	95-551	201.84
Total For Fund: 98							201.84
Fund: 99 F. L. WEYENBERG LIBRARY FUND							
04/18/2024	GEN	28383#	AMAZON CAPITAL SERVICES	PROGRAMMING	53370	93-551	45.99
				JANITOR SUPPLIES	53306	94-551	75.00
				OFFICE SUPPLIES	53300	92-551	9.89
				PROGRAMMING	53370	93-551	32.43
				PROGRAMMING	53370	93-551	16.47
				PRINT COLLECTION	53373	93-551	56.31
				PRINT COLLECTION	53373	93-551	60.73
				PROGRAMMING	53370	93-551	19.75
				PROGRAMMING	53370	93-551	114.75
				MEDIA COLLECTION	53371	93-551	418.76
				PROGRAMMING	53370	93-551	9.99
				OFFICE SUPPLIES	53300	92-551	20.99
				PROGRAMMING	53370	93-551	68.60
Check GEN 28383 Total for Fund 99 F. L. WEYENBERG LIBRARY FUND							949.66
04/18/2024	GEN	28384*#	BAKER & TAYLOR	PRINT COLLECTION	53373	93-551	312.69
				PRINT COLLECTION	53373	93-551	1,650.84
				PRINT COLLECTION	53373	93-551	490.94
				PRINT COLLECTION	53373	93-551	361.04
				PRINT COLLECTION	53373	93-551	1,052.65
				PRINT COLLECTION	53373	93-551	316.77
				PRINT COLLECTION	53373	93-551	70.18
				PRINT COLLECTION	53373	93-551	164.42
				PRINT COLLECTION	53373	93-551	252.88
				PRINT COLLECTION	53373	93-551	300.00
				MEDIA COLLECTION	53371	93-551	561.94
				MEDIA COLLECTION	53371	93-551	42.13
				MEDIA COLLECTION	53371	93-551	171.71
				MEDIA COLLECTION	53371	93-551	43.68
				MEDIA COLLECTION	53371	93-551	75.01
				MEDIA COLLECTION	53371	93-551	116.12
				MEDIA COLLECTION	53371	93-551	191.92
				MEDIA COLLECTION	53371	93-551	66.44
				MEDIA COLLECTION	53371	93-551	499.91
				MEDIA COLLECTION	53371	93-551	109.35
				MEDIA COLLECTION	53371	93-551	14.32
Check GEN 28384 Total for Fund 99 F. L. WEYENBERG LIBRARY FUND							6,864.94
04/18/2024	GEN	28386	BITWARDEN INC	PASSWORD MANAGER SUBSCRIPTION	52284	92-551	675.00
04/18/2024	GEN	28387	CITY OF MEQUON	QUARTERLY WATER BILL	53361	94-551	498.83
04/18/2024	GEN	28388	CORNEL ROSARIO PHOTOGRAPHY	MAY 16 20204 PRESENTATION	53370	93-551	100.00
04/18/2024	GEN	28389	DELTA DENTAL OF WISCONSIN	EMPLOYEE VISION INSURANCE	21532	00-000	62.88
				EMPLOYEE DENTAL SELECT PLUS	21531	00-000	43.22
				EMPLOYEE SUPPLEMENTAL SELECT	21531	00-000	9.08
Check GEN 28389 Total for Fund 99 F. L. WEYENBERG LIBRARY FUND							115.18

CHECK DISBURSEMENT REPORT FOR VILLAGE OF THIENSVILLE

CHECK DATE 04/15/2024 - 04/30/2024

- CHECK TYPE: PAPER CHECK FUNDS: 97, 98, 99

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 99 F. L. WEYENBERG LIBRARY FUND							
04/18/2024	GEN	28390	DEMCO	PROCESSING SUPPLIES	53301	92-551	574.60
04/18/2024	GEN	28391	FORWARD TS	CONTRACT INVOICE	53307	92-551	295.71
				TONER SHIPPING	53307	92-551	13.35
				TONER SHIPPING	53307	92-551	13.35
				TONER SHIPPING	53307	92-551	14.30
		Check GEN 28391 Total for Fund 99 F. L. WEYENBERG LIBRARY FUND					336.71
04/18/2024	GEN	28392	KANOPY INC	MONTHLY SERVICE	53372	93-551	156.60
04/18/2024	GEN	28393	PIGGLY WIGGLY	PROGRAM SNACKS	53370	93-551	10.98
04/18/2024	GEN	28394#	SECURIAN FINANCIAL GROUP, INC	EMPLOYEE LIFE INSURANCE	21533	00-000	3.28
				EMPLOYER LIFE INSURANCE	51199	91-551	89.36
				EMPLOYEE ACCIDENT INSURANCE	21534	00-000	21.80
		Check GEN 28394 Total for Fund 99 F. L. WEYENBERG LIBRARY FUND					114.44
04/18/2024	GEN	28395	THIENSVILLE-MEQUON ROTARY CLUB	ROTARY DUES	52202	91-551	297.10
04/18/2024	GEN	28396	UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	53358	92-551	46.60
04/18/2024	GEN	28397	VANGUARD CLEANING SYSTEMS	JANITORIAL SERVIVE	52282	94-551	3,686.00
04/18/2024	GEN	28398	WILLIAM K VOLKERT	APRIL 25 2024 PROGRAM	53370	93-551	200.00
04/18/2024	GEN	28399	WILS	PROQUEST ANCESTRY LIBRARY EDITION ANNUAL	53372	93-551	1,489.22
Total For Fund: 99							16,115.86
Report Total:							16,317.70

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

CHECK DISBURSEMENT REPORT FOR VILLAGE OF THIENSVILLE

CHECK DATE 05/01/2024 - 05/17/2024

- CHECK TYPE: EFT FUNDS: 97, 98, 99

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 98 FLW LIB GIFTS & GRANTS FUND							
05/16/2024	GEN	1560(E)*#	CARDMEMBER SERVICE	PORT FAMILY PHARMACY	57298	95-551	198.00
				TARGET	57298	95-551	9.14
				TARGET	57298	95-551	29.67
				TARGET	57298	95-551	19.88
				TARGET	57298	95-551	200.42
				TARGET	57298	95-551	26.93
				TARGET	57298	95-551	19.88
				TARGET	57298	95-551	24.86
				H D MUSEUM	57299	95-551	500.00
Check GEN 1560(E) Total for Fund 98 FLW LIB GIFTS & GRANTS FUND							1,028.78
Total For Fund: 98							1,028.78
Fund: 99 F. L. WEYENBERG LIBRARY FUND							
05/16/2024	GEN	1557(E)	ADP, LLC	PAYROLL PROCESSING	52289	92-551	62.86
05/16/2024	GEN	1558(E)#	ADP, LLC	FED/WAGES PD 5-17-2024	21512	00-000	1,834.82
				WI/WAGES PD 5-17-2024	21513	00-000	948.47
				FICA/WAGES PD 5-17-2024	21511	00-000	1,980.73
				EMPLOYER TAXES/WAGES PD 5-17-2024	51199	91-551	1,980.69
				DIRECT DEPOSIT/WAGES PD 5-17-2024	11160	00-000	19,460.38
Check GEN 1558(E) Total for Fund 99 F. L. WEYENBERG LIBRARY FUND							26,205.09
05/16/2024	GEN	1559(E)#	ADP, LLC	WAGES PAID 5-3-2024	21512	00-000	1,820.14
				WAGES PAID 5-3-2024	21513	00-000	941.70
				WAGES PAID 5-3-2024	21511	00-000	1,975.22
				WAGES PAID 5-3-2024	51199	91-551	1,975.26
				WAGES PAID 5-3-2024	11160	00-000	19,394.33
Check GEN 1559(E) Total for Fund 99 F. L. WEYENBERG LIBRARY FUND							26,106.65
05/16/2024	GEN	1560(E)*#	CARDMEMBER SERVICE	MAILCHIMP	52284	92-551	132.00
				THINESVILLE HARDWARE	53306	94-551	17.91
				GAMESTOP	53371	93-551	79.07
				AWS	52284	92-551	1.34
				APPLE	53372	93-551	7.37
				AWS	52284	92-551	1.34
				INNOVATIVE LABEL	53301	92-551	97.28
Check GEN 1560(E) Total for Fund 99 F. L. WEYENBERG LIBRARY FUND							336.31
Total For Fund: 99							52,710.91
Report Total:							53,739.69

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

TO: Village President
Village Board
FROM: Colleen Landisch-Hansen, Village Administrator
SUBJECT: Administrator's Report
DATE: May 20, 2024

BOARD OF REVIEW

Just another reminder that the Board of Review meeting is scheduled for Wednesday, May 22, 2024 from 9:00-11:00 AM.

GALA IN THE PARK

Tickets are available to purchase for this year's Gala in the Park. The event will be held on Saturday, June 1, 2024. This year's theme is *Vintage Supper Club*. Shully's Cuisine is once again catering the event and they have outdone themselves with a creative menu that compliments this year's theme. There will be a live and silent auction, live music and dancing provided by Five Card Studs and some "Wisconsin-esque" forms of entertainment sprinkled throughout the evening. The Village Park ReImagined committee hopes to see you all there.

INCOMING REVENUE

\$ 48,329.40	State of Wisconsin – 2 nd Quarter Transportation Aids
\$ 6,757.99	State of Wisconsin – Personal Property Aid
\$ 7,129.00	LWMMI – 2023 Insurance Dividend
\$ 822.67	DirectTV, LLC – 1 st Quarter Cable TV Franchise Fee



Invoice

Invoice Number: 365498

Invoice Date: 4/30/2024

Terms: Net 30 Days

Due Date: 5/30/2024

Customer #: 11-THIENVL

Customer PO #:

Thiensville, WI, Village of
250 Elm Street
Thiensville, WI 53092

Fee Type	Amt Paid	Paid Date	% Due to 3rd Party	Amt Due to 3rd Party
Permit # 24THNV-0063-24-04H 116 Grand Avenue #C, Thiensville, WI 53092 HVAC Permit - Commercial				
HVAC - Replacement & Misc. Items	\$90.00	4/2/2024	90.00%	\$81.00
24THNV-0063-24-04H Subtotal				\$81.00
Permit # 24THNV-0064-24-04H 118 Grand Avenue #F, Thiensville, WI 53092 HVAC Permit - Commercial				
Plumbing - Replacement & Misc Items	\$90.00	4/2/2024	90.00%	\$81.00
24THNV-0064-24-04H Subtotal				\$81.00
Permit # 24THNV-0065-24-04H 313 Riverview Drive, Thiensville, WI 53092 HVAC Only				
HVAC - Replacement & Misc. Items	\$90.00	4/2/2024	90.00%	\$81.00
24THNV-0065-24-04H Subtotal				\$81.00
Permit # 24THNV-0066-24-04E 704 Coronada Avenue, Thiensville, WI 53092 Electrical Only				
Electrical - Replacement and Misc. Items	\$150.00	4/2/2024	90.00%	\$135.00
24THNV-0066-24-04E Subtotal				\$135.00
Permit # 24THNV-0067-24-04P 704 Coronada Avenue, Thiensville, WI 53092 Plumbing Only				
Plumbing - Replacement & Misc Items	\$50.00	4/2/2024	90.00%	\$45.00
24THNV-0067-24-04P Subtotal				\$45.00
Permit # 24THNV-0068-24-04B 722 East Freistadt Road, Thiensville, WI 53092 Residential Alteration				
Residential Remodel	\$60.00	4/2/2024	90.00%	\$54.00
24THNV-0068-24-04B Subtotal				\$54.00
Permit # 24THNV-0069-24-04Z 617 North Main Street, Thiensville, WI 53092 Fence				
Zoning Permit - Acc. Bldg, Deck, Pool, Fence	\$50.00	4/9/2024	90.00%	\$45.00
24THNV-0069-24-04Z Subtotal				\$45.00
Permit # 24THNV-0070-24-04BEPH 401 Woodside Lane, Thiensville, WI 53092 Residential Alteration				
HVAC - Replacement & Misc. Items	\$100.00	4/9/2024	90.00%	\$90.00
Electrical - Replacement and Misc. Items	\$100.00	4/9/2024	90.00%	\$90.00
Occupancy Permit	\$40.00	4/9/2024	90.00%	\$36.00
Residential Remodel	\$821.25	4/9/2024	90.00%	\$739.12
Plumbing - Replacement & Misc Items	\$100.00	4/9/2024	90.00%	\$90.00
24THNV-0070-24-04BEPH Subtotal				\$1,045.12

Thiensville, WI, Village of		Invoice Number: 365498	Invoice Date: 4/30/2024	Page: 2
Fee Type	Amt Paid	Paid Date	% Due to 3rd Party	Amt Due to 3rd Party
Permit # 24THNV-0071-24-04B 232 East Alta Loma Circle, Thiensville, WI 53092 Re-Roof				
Work Started Prior to Permit Issuance	\$50.00	4/9/2024	90.00%	\$45.00
Other Residential or Re-Roof Fee	\$50.00	4/9/2024	90.00%	\$45.00
24THNV-0071-24-04B Subtotal				\$90.00
Permit # 24THNV-0072-24-04BEPH 232 East Alta Loma Circle, Thiensville, WI 53092 Residential Alteration				
Residential Remodel	\$241.50	4/9/2024	90.00%	\$217.35
HVAC - Replacement & Misc. Items	\$75.00	4/9/2024	90.00%	\$67.50
Plumbing - Replacement & Misc Items	\$75.00	4/9/2024	90.00%	\$67.50
Electrical - Replacement and Misc. Items	\$75.00	4/9/2024	90.00%	\$67.50
Work Started Prior to Permit Issuance	\$466.50	4/9/2024	90.00%	\$419.85
24THNV-0072-24-04BEPH Subtotal				\$839.70
Permit # 24THNV-0073-24-04BEPH 230 Riverview Drive, Thiensville, WI 53092 Residential Alteration				
Electrical - Replacement and Misc. Items	\$100.00	4/11/2024	90.00%	\$90.00
HVAC - Replacement & Misc. Items	\$50.00	4/11/2024	90.00%	\$45.00
Residential Remodel	\$562.50	4/11/2024	90.00%	\$506.25
Plumbing - Replacement & Misc Items	\$100.00	4/11/2024	90.00%	\$90.00
24THNV-0073-24-04BEPH Subtotal				\$731.25
Permit # 24THNV-0074-24-04H 230 Riverview Drive, Thiensville, WI 53092 HVAC Only				
HVAC - Replacement & Misc. Items	\$50.00	4/11/2024	90.00%	\$45.00
24THNV-0074-24-04H Subtotal				\$45.00
Permit # 24THNV-0075-24-04BEZ 221 Luisita Road, Thiensville, WI 53092 Residential Alteration				
Electrical - Replacement and Misc. Items	\$100.00	4/16/2024	90.00%	\$90.00
Erosion Control - Addition	\$75.00	4/16/2024	90.00%	\$67.50
Zoning Permit - Addition/Alteration Residential	\$75.00	4/16/2024	90.00%	\$67.50
Residential Remodel	\$1,050.00	4/16/2024	90.00%	\$945.00
Occupancy Permit	\$40.00	4/16/2024	90.00%	\$36.00
24THNV-0075-24-04BEZ Subtotal				\$1,206.00
Permit # 24THNV-0076-24-04B 107 North Highland Avenue, Thiensville, WI 53092 Residential Alteration				
Occupancy Permit	\$40.00	4/16/2024	90.00%	\$36.00
Residential Remodel	\$90.00	4/16/2024	90.00%	\$81.00
24THNV-0076-24-04B Subtotal				\$117.00
Permit # 24THNV-0077-24-04E 107 North Highland Avenue, Thiensville, WI 53092 Electrical Only				
Electrical - Replacement and Misc. Items	\$75.00	4/16/2024	90.00%	\$67.50
24THNV-0077-24-04E Subtotal				\$67.50

Thiensville, WI, Village of		Invoice Number: 365498	Invoice Date: 4/30/2024	Page: 3
Fee Type	Amt Paid	Paid Date	% Due to 3rd Party	Amt Due to 3rd Party
Permit # 24THNV-0078-24-04P 107 North Highland Avenue, Thiensville, WI 53092 Plumbing Only				
Plumbing - Replacement & Misc Items	\$75.00	4/16/2024	90.00%	\$67.50
24THNV-0078-24-04P Subtotal				\$67.50
Permit # 24THNV-0079-24-04P 400 Alta Loma Drive, Thiensville, WI 53092 Plumbing Only				
Plumbing - Replacement & Misc Items	\$130.00	4/16/2024	90.00%	\$117.00
24THNV-0079-24-04P Subtotal				\$117.00
Permit # 24THNV-0080-24-04P 312 East Freistadt Road, Thiensville, WI 53092 Plumbing Only				
Plumbing - Replacement & Misc Items	\$130.00	4/16/2024	90.00%	\$117.00
24THNV-0080-24-04P Subtotal				\$117.00
Permit # 24THNV-0081-24-04EH 214 West Alta Loma Circle, Thiensville, WI 53092 HVAC Only				
Electrical - Replacement and Misc. Items	\$50.00	4/23/2024	90.00%	\$45.00
HVAC - Replacement & Misc. Items	\$130.00	4/23/2024	90.00%	\$117.00
24THNV-0081-24-04EH Subtotal				\$162.00
Permit # 24THNV-0082-24-04H 207 East Alta Loma Circle, Thiensville, WI 53092 HVAC Only				
HVAC - Replacement & Misc. Items	\$50.00	4/23/2024	90.00%	\$45.00
24THNV-0082-24-04H Subtotal				\$45.00
Permit # 24THNV-0083-24-04Z 249 Main Street, Thiensville, WI 53092 Sign Permit				
Sign	\$64.25	4/23/2024	90.00%	\$57.82
24THNV-0083-24-04Z Subtotal				\$57.82
Permit # 24THNV-0084-24-04BEP 111 Heidel Road #6, Thiensville, WI 53092 Commercial Alteration				
Occupancy/Temp Occup/Change of Use	\$50.00	4/26/2024	90.00%	\$45.00
Commercial Remodel/Reroof/Residing	\$150.00	4/26/2024	90.00%	\$135.00
Plumbing - Replacement & Misc Items	\$75.00	4/26/2024	90.00%	\$67.50
Electrical - Replacement and Misc. Items	\$75.00	4/26/2024	90.00%	\$67.50
24THNV-0084-24-04BEP Subtotal				\$315.00
Permit # 24THNV-0085-24-04E 313 Riverview Drive, Thiensville, WI 53092 Electrical Only				
Electrical - Replacement and Misc. Items	\$50.00	4/26/2024	90.00%	\$45.00
24THNV-0085-24-04E Subtotal				\$45.00
Permit # 24THNV-0086-24-04E 207 East Alta Loma Circle, Thiensville, WI 53092 Electrical Only				
Electrical - Replacement and Misc. Items	\$50.00	4/26/2024	90.00%	\$45.00
24THNV-0086-24-04E Subtotal				\$45.00

Summary by Fee Type	
Item Code	Amount
Commercial	\$135.00
Remodel/Reroof/Residing	
Electrical - Replacement and Misc. Items	\$742.50
Erosion Control - Addition	\$67.50
HVAC - Replacement & Misc. Items	\$571.50
Occupancy Permit	\$108.00
Occupancy/Temp Occup/Change of Use	\$45.00
Other Residential or Re-Roof Fee	\$45.00
Plumbing - Replacement & Misc Items	\$742.50
Residential Remodel	\$2,542.72
Sign	\$57.82
Work Started Prior to Permit Issuance	\$464.85
Zoning Permit - Acc. Bldg, Deck, Pool, Fence	\$45.00
Zoning Permit - Addition/Alteration Residential	\$67.50
Total	\$5,634.89

Please remit to: SAFEbuilt LLC Lockbox #88135
PO Box 88135, Chicago, IL 60680-1135

Net Invoice:

Freight:

Sales Tax:

Invoice Total:

\$5,634.89

\$0.00

\$0.00

\$5,634.89



VILLAGE OF THIENSVILLE

2024 IN-SERVICE

May 20, 2024

Prepared by:
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WISCONSIN'S OPEN MEETINGS LAW

I. Policy and Construction.

1. Policy.

“It is declared to be the policy of this state that the public is entitled to the fullest and most complete information regarding the affairs of the government as is compatible with the conduct of governmental business.” (§ 19.81(1), Wis. Stats.)

“All meetings of all state and local governmental bodies shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law.” (§ 19.81(2), Wis. Stats.) Challenging during current public health emergency balancing transparency and access by public with promoting health and safety

2. Interpretation.

Every meeting of a governmental body must be preceded by public notice and initially convened in open session.

3. Construction.

The Open Meetings Law is to be liberally construed (any doubts should be resolved in favor of openness). (§ 19.81(4), Wis. Stats.)

II. Definitions.

1. Governmental Body.

“A state or local agency, board, commission, committee, council, department or public body corporate and politic created by constitution, statute, ordinance, rule, or order; a governmental or quasi-governmental corporation ...; a local exposition district under subch. II of ch. 229; any public purpose corporation, as defined in § 181.79(1); or a formally constituted subunit of any of the foregoing” (§ 19.82(1), Wis. Stats.)

a. What authority created the body?

b. What means were used to create the body?

A “governmental body” does not include any body or committee or subunit of such body which is formed for or meeting for the purpose of collective bargaining. (§ 19.82(1), Wis. Stats.)

- c. Where a municipal common council hears a labor dispute/grievance under a procedure established under a signed contract, the council is engaged in collective bargaining and, is therefore for that purpose not a “governmental body.” 67 Op. Att’y Gen. 276 (1978).
- d. When an individual government official, acting within the scope of properly delegated authority, creates an advisory body, that body is treated as if it had been created directly by the governmental body with authority of that official. See 78 [Wis.] Op. Att’y Gen. at 70 (state agency managers); [four additional informal opinions respectively concerning a school superintendent, mayor, town chairperson, and county executive]. Even more specifically on point, this office has previously concluded that, where a school superintendent delegates to members of the school district’s administrative staff advisory functions with which the superintendent has been lawfully charged by the school board, those staff members, for purposes of the open meetings law, are to be treated as if they had been directly charged by the school board to carry out those functions. See June 8, 2001, correspondence #010131009 to Joseph F. Paulus. OAG, “Letter to Joe Tylka (June 8, 2005)
- e. Public entities should **use the following factors to determine whether their committees are subject to the Open Meetings Law:**

See State ex rel Krueger v. Appleton Area Sch. Dist., 2017 WI 70:

- i. Does the committee have a defined membership?
- ii. If the group is merely a loosely organized gathering of municipal employees that meets to share knowledge and/or facilitate job duties, it will not qualify for the Open Meetings Law.
- iii. Does the group have the power to take collective action that the members could not take individually?
- iv. Was the committee created by statute, ordinance, rule or order of the Board?

III. Meeting.

“The convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body.” (§ 19.82(2), Wis. Stats.)

- 1. There must be a purpose to engage in governmental business be it discussion, decision or information gathering. *State ex rel. Newspapers, Inc. v. Showers*, 135 Wis. 2d 77 (1987). Only the Board has authority to engage in governmental

business. Individual Board members have no authority to act or speak on behalf of the Board unless authorized by the Board to do so.

2. The number of members present must be sufficient to determine the present body's course of action regarding the proposal discussed. *Id.*
 - a. "If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body." (§ 19.82(2), Wis. Stats.) A social or chance gathering or conference, which is not intended to avoid the open meetings law is not a "meeting." (§ 19.82(2), Wis. Stats.) cf: attendance at state conference posted
 - b. **Negative Quorum.** A gathering of less than one-half of the members of a governmental body may be a meeting if that group possesses the power to defeat action taken by the governmental body. *Showers, supra.*
 - c. **Walking Quorum.** Even though a limited number of members gathered together may not be able to determine the outcome of a matter, the gathering may nonetheless constitute a "meeting" under the Open Meetings Law if it is one of a series of meetings among separate groups of members, each less than quorum size, who agree, tacitly or explicitly, to act uniformly in sufficient number to reach a quorum. *Showers, supra.* Walking quorum does not require that members "gather" but may be created through one-on-one conversations in person, by telephone or by successive email messages. Walking quorums violate the Open Meetings Law because they may produce a predetermined outcome and render the public meeting a mere formality. Board Policy 0123 B. 6. "I will not have discussions concerning Board business with other Board members outside of noticed meetings to ensure transparency to the community of all Board business and support Wisconsin Open Meeting Law."
3. E-Mails and Electronic Communications as a Meeting.
 - a. Electronic communications under some circumstances may be considered a meeting under the Wisconsin Open Meetings Law.
 - b. A court or any other agency charged with enforcing the open meetings law will determine if the email communication resembles an in-person discussion or if the email is simply written correspondence without an exchange of communications between members of the Board. Factors that would likely be considered by a court or agency include:
 - i. The number of Board members involved in the communications;
 - ii. The number of emails/messages regarding the same subject;

- iii. The timeframe during over which the communications occurred;
 - iv. The “conversational” tone of the interactions; and
 - v. The purpose of the communication.
- c. Recent Decision – *State ex rel. Zecchino v. Dane County*, 2018 WI App 19, 380 Wis. 2d 453
- i. A series of emails between County Board members did not constitute a walking forum, as there was no agreement to take an action, and because the complaint failed to establish that a sufficient number of supervisors engaged in discussions capable of affecting a vote. Most of the emails were one-way messages, with few responses, and the emails dealt with scheduling matters, were communications with constituents or asked for or expressed opinions. NOT conducting Board business.
 - ii. Keeping track of votes does not trigger a walking quorum.
- d. Office of Attorney General – March 5, 2019 guidance:
- i. Issue addressed was whether a town mayor, who has the authority to break tie votes, is able to hold separate meetings with council members to push certain agenda. The OAG found there is the potential for prohibited walking quorums if the members engaged in collective discussion or information gathering outside of the context of a properly noticed meeting and have agreed with each other to act in some uniform fashion.
 - ii. A meeting does not include any social or chance gathering or conference that is not intended to avoid the requirements of the Open Meetings Law.
 - iii. A meeting occurs when a convening of members of the governmental body satisfies two requirements: (1) the purpose is to engage in governmental business (purpose test); and (2) the number of members present must be sufficient to determine the governmental body’s course of action (numbers test).
 - iv. The purpose requirement is met when a board’s members gather to simply hear information on a matter within the body’s realm of authority, and mere attendance at an informational meeting satisfies the purpose requirement. The members need not discuss the matter or even interact, and applies to purely advisory bodies as well.

- v. The numbers requirement is met when there is a quorum (the minimum number of a body's membership necessary to act) or a negative quorum (the minimum number of a body's membership necessary to prevent action).
- vi. Using an agent or surrogate to poll members of governmental bodies cannot circumvent the Open Meetings Law.
- vii. Also, email votes fitting the definition of a walking quorum violate the Open Meetings Law, even if the result of the vote is later ratified at a properly noticed meeting.
- viii. A walking quorum may be found when the members have effectively engaged in collective discussion or information gathering outside of the context of a properly noticed meeting and have agreed with each other to act in some uniform fashion.
- ix. The Attorney General has advised that members of governmental bodies should reduce any possible appearance of impropriety by minimizing inter-member communications.

IV. Open Session.

- 1. "A meeting which is held in a place reasonably accessible to members of the public and open to all citizens at all times." (§ 19.82(3), Wis. Stats.)
- 2. Topics for Discussion.

V. Public Comment During Open Session.

- 1. The Open Meetings Law permits public notice of a meeting of a governmental body to provide for a period of public comment, during which the body may receive information from the public. (§ 19.84(2), Wis. Stats.) During a period of public comment, a governmental body may discuss any matter raised by the public. (§ 19.83(4), Wis. Stats.) However, to avoid "deliberations," limit comments by Board members on subject.
- 2. Governmental bodies are not required to designate a public comment period.
- 3. The Open Meetings Law authorizes only discussion and no other action by the governmental body. A governmental body should refrain from deliberating or taking action on items raised during public comment sessions and, if necessary, should place such matters on future agendas.

4. The public comments section of board meetings does not provide flexibility for Board members to bring up items not specifically designated on the posted meeting notice. Board members are also electors and citizens, and some might ask whether this means that a board member can simply raise issues during the “public comment” section of a board meeting.
5. The Attorney General has specifically noted that the public comments section of meetings is authorized by statute to allow governmental bodies to hear from the constituents they serve, but also noted that these statutes make such an allowance:

“ . . . because citizens do not have access to the body’s process for creating meeting notices. The members of governmental bodies and the officials of the governmental unit are not so limited. They have regular opportunities to suggest meeting subjects to the presiding officer responsible for establishing the agenda.”

VI. Closed Session.

1. The Right to Close a Meeting of a Governmental Body.
 - a. Any meeting of a governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the specific exemptions of § 19.85, Wis. Stats. (§ 19.85(1), Wis. Stats.)
 - b. Only the elected officials may exercise the right to convene into closed session; the public does not have the right or power to close a meeting.
 - c. Even under § 19.85(1)(b), Wis. Stats., an employee cannot close a meeting.
 - i. All meetings are open, unless the governmental body decides to invoke an exemption to the Open Meetings Law.
 - ii. If the governmental body invokes an exemption to the Open Meetings Law, then and only then, does an employee have the right to:
 - (1) Specific, individual notice of the meeting; and
 - (2) The right to require that the governmental body conduct the meeting as an open session.
 - iii. Not all disciplinary meetings of a governmental body require notice to the employee, only those meetings at which evidence is presented or a final decision is made.

- iv. Actual notice to an employee and the right to demand that the meeting be held in open session is only required if there is an “evidentiary hearing” (the taking of testimony and the receipt of evidence) or final action is taken in closed session. *Epping v. City of Neillsville Common Council*, 218 Wis. 2d 516 (Ct. App. 1998).
2. Requirements.
- a. The chief presiding officer must announce to all present the intention of going into a closed session. (§ 19.85(1), Wis. Stats.)
 - b. The chief presiding officer must state the specific exemption or exemptions, by number, which allow such a closed meeting.
 - c. A motion, with a second and roll call vote as to closing the session, must be recorded by the custodian of records, see, for example, *The Journal Times v. City of Racine Board of Police and Fire Commissioners*, 2014 WL 2197089 (Wis. App.), 2014 WI App 67 (2014)..
 - d. Majority vote required.
 - e. If notice has been given of the intent to reconvene into open session in the announcement for the meeting at which the closed session is held, the chief presiding officer should also announce the estimated time at which the reconvened open session will commence.
3. Once the governmental body has convened in closed session, it may discuss or consider only those subjects specifically allowed by the statutory exemptions and is limited to matters that the presiding officer has announced would be the subject of the closed session.

VII. Reconvening Into Open Session.

No governmental body may commence a meeting, subsequently convene in closed session and thereafter reconvene again in open session within 12 hours after completion of a closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session. (§ 19.85(2), Wis. Stats.)

VIII. Closed Session Minutes.

- 1. The Open Meetings Law provides that minutes of all meetings (open and closed) must be prepared. (§ 19.88(3), Wis. Stats.)
- 2. There is no statutory requirement that the minutes of a closed session (or an open session) be detailed or formal.

3. All actions must be preserved, recorded and open to public inspection.

IX. Taking Action in Closed Session.

1. Governmental bodies can take final action by voting in closed session. Motions and roll call votes of each closed session must be recorded and preserved and open to the public inspection to the extent prescribed by the Public Records Law. The record must show all motions made, who initiated and seconded the motion, how each member voted and all votes taken by the body.
2. Guidelines for determining the appropriateness of voting in closed session:
 - a. The governmental body must have convened itself into a proper closed session.
 - b. The same reason for convening itself into closed session must apply to the need to vote in closed session, i.e., to keep the action in confidence.
 - c. Mere convenience in voting in closed session is impermissible. The better practice is to notice a meeting to convene in open session, adjourn to closed session and then reconvene into open session for action.

X. Confidentiality.

1. Information that is discussed in closed session should not be discussed by anyone present at the closed session outside of the closed session with anyone who was not present at the closed session.
2. Although any action taken in closed session is subject to disclosure the deliberations leading up to the action in the meeting should remain confidential.
3. If discussed outside of the closed session by someone who was present at the closed session with a person who was not in the closed session, all information shared with the Board during the closed session and any documentation regarding the Board's discussion/deliberation may also be subject to disclosure.
4. In addition, if information from one closed session is disclosed but information from another closed session is not, it may lead to speculation that Board had something to hide by not disclosing information from all closed sessions.
5. When the subject of the closed session involves an employee or student, disclosing the information from the closed session may create a possible risk of a claim by the subject of the closed session.

XI. Notice Requirements.

1. Public notice of all meetings (open and closed) must be noticed in the following manner:
 - a. As required by any other statute; and
 - b. To the public; to those news media who have filed a written request for such notice; and to the official newspaper, or if none exists, to the news media most likely to give notice in the area.
 - c. Methods of Providing Notice.
 - i. Direct Public Notice. Post in one or more public places or through sufficient newspaper publications.
 - ii. Notice to the Media. Written or verbal notice to members of the news media.
2. Notice Contents.
 - a. Time
 - b. Date
 - c. Place
 - d. Subject Matter
 - i. The notice must be in a form that is reasonably likely to apprise members of the public and the news media of the subject matter.
 - ii. Practice Point: The Village Board for the Village of West Milwaukee was not required to provide notice of the names of the candidates for Commission vacancies on the Civil Service and Zoning Board of Appeals. *State ex rel. Blonien v. Carl*, No. 98-0911 (Ct. App. 1999) (unpublished decision).
 - e. Matters intended for consideration at a closed session.
3. Notice Time Lines.
 - a. Generally at least 24 hours prior to the commencement of the meeting.
 - b. In an emergency at least 2 hours prior to the commencement of the meeting.
2. Separate Notice.

Separate notice of each meeting must be given to the public at a time and date reasonably proximate to the time and date of the meeting. (§ 19.84(4), Wis. Stats.)

3. Sub-Units of a Parent Body.

Sub-units of a parent body, such as a committee, may meet during the meeting of the parent body during recess, or directly after such meeting to discuss or act on matters that were the subject of the meeting of the parent body without public notice required under § 19.84, Wis. Stats. However, the presiding officer of the parent body must announce the time, place and subject matter of the committee meeting in advance at the meeting of the parent body. (§ 19.85(6), Wis. Stats.)

XII. Miscellaneous Provisions.

1. Who May Attend a Closed Session of a Governmental Body?

Attendance at a closed session is limited to the body, necessary staff and other officers, such as clerk and attorney, and other persons whose presence is necessary for the business at hand. If the meeting is of a subunit such as a committee, then the members of the parent body must be allowed in the closed session, unless rules of the parent body provide otherwise. (§ 19.89, Wis. Stats.)

2. Secret Ballots, Votes and Records.

Unless the statutes specifically authorize, no secret ballot may be utilized to determine any election or other decision, except the election of a body's own officers. (§ 19.88(1), Wis. Stats.)

3. Use of Equipment in Open Session.

The governmental body must make reasonable effort to accommodate any person desiring to record, film or photograph an open meeting. (§ 19.90, Wis. Stats.)

4. Liability for violations of Open Meetings Laws:

a. Wis. Stat. § 19.96:

“Penalty. Any member of a governmental body who knowingly attends a meeting of such body held in violation of this subchapter, or who, in his or her official capacity, otherwise violates this subchapter by some act or omission shall forfeit without reimbursement not less than \$25 nor more than \$300 for each such violation. No member of a governmental body is liable under this subchapter on account of his or her attendance at a meeting held in violation of this subchapter if he or she makes or votes in favor of a motion to prevent the violation from occurring, or if, before the violation

occurs, his or her votes on all relevant motions were inconsistent with all those circumstances which cause the violation."

- b. The Wisconsin Supreme Court has defined "knowingly" as not only positive knowledge of the illegality of a meeting, but also awareness of the high probability of the meeting's illegality or conscious avoidance of awareness of the illegality. *State v. Swanson*, 92 Wis. 2d 310, 319, 284 N.W.2d 655 (1979). The court also held that knowledge is not required to impose forfeitures on an individual for violating the open meetings law by means other than attending a meeting held in violation of the law.
- c. A governmental body may not reimburse a member for a forfeiture incurred as a result of a violation of the law, unless the enforcement action involved a real issue as to the constitutionality of the open meetings law. 66 Op. Att'y Gen. 226 (1977). Although it is not required to do so, a governmental body may reimburse a member for his or her reasonable attorney fees in defending against an enforcement action and for any plaintiff's attorney fees that the member is ordered to pay.
- d. In addition to the forfeiture penalty, Wis. Stat. § 19.97(3) provides that a court may void any action taken at a meeting held in violation of the open meetings law if the court finds that the interest in enforcing the law outweighs any interest in maintaining the validity of the action.

WISCONSIN'S PUBLIC RECORDS LAW

I. Policy.

Access to public records is presumed.

Sections 19.32 to 19.37 “. . . shall be construed in every instance with a presumption of complete public access, consistent with the conduct of governmental business. The denial of public access generally is contrary to the public interest, and only in an exceptional case may access be denied.” Wis. Stat. § 19.31.

II. Legal Custodian.

1. An elected official is the legal custodian of his or her records and the records of his or her office, but may designate an employee of his or her staff to act as the legal custodian. Wis. Stat. § 19.33(1).
2. The chairperson of a committee of elected officials or the designee of the chairperson, is the legal custodian of the records of the committee. Wis. Stat. § 19.33(2).

III. Retention and Access to Electronic Communications.

Presumption that the public has access to public records. Content of the document determines whether a document is a record subject to the law not medium, format or location of document.

Electronic communications by Board members about official school business are records subject to disclosure. Such records once created or retained by board members must be retained according to state law and district policy.

1. Public records requests can be made regarding a public official's home computers and their contents, so long as they relate to records that concern the business of the governmental unit.
 - a. Computers that are property of the government entity are likely to be accessible regardless of content.
 - b. Personal computers that are individual public officials' property, can be accessed for e-mails and other documents that are created, sent, or received in the individual's capacity as a public official. E-mails that may be accessible include:
 - i. E-mails from constituents.
 - ii. E-mails to or from other public officials.

iii. E-mails from or to personnel of the governmental entity.

2. Retention and Destruction of Governmental Records.

No governmental entity may destroy any record at any time after the receipt of a request for inspection or copying of the record until after the request is granted or until at least sixty (60) days after the date that the request is denied. (§ 19.35(5), Wis. Stats.)

The basic time period for retention of school district records (not including pupil records) before destruction is seven (7) years. (However, note that the Public Records Law recognizes that recordings of school board meetings are generally used to prepare minutes of the meetings, and therefore the law does not require school districts to retain the recordings nearly as long as other public records. Wis. Stat. § 19.21(7) provides that tape recordings of Board meetings may be destroyed 90 days after the minutes have been approved and published, if the purpose of the recording was to make minutes of the meeting.)

Subject to Sections 59.716 and 59.717, Wis. Stats., a governmental entity with a population of less than 500,000 may by ordinance provide for the destruction of obsolete governmental entity records. Prior to any such destruction, at least sixty (60) days' notice in writing of such destruction shall be given to the State Historical Society.

IV. Summary of Analysis When Responding to Public Records Requests.

1. Step One: What responsive records exist?

a. What is a record?

- i. Any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks. Wis. Stat. § 19.32(2).
- ii. Although statute has not been amended to specifically include electronic records such records are considered public records by the courts and agencies charged with the enforcement of the public records law.

- iii. Content determines whether a document is a record, not medium, format, or location.
- iv. Public records requests, as well as responses to those requests, are considered records.

b. What is not a record?

- i. Drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working;

Recent Decision – *Animal Legal Defense Fund v. Bd. Of Regents of Univ. of Wis.*, 2017 WI App 80, 378 Wis. 2d 740 (unpublished): Notes that are “distributed to others for the purpose of communicating information” are not notes an originator generates for his or her own personal use. Notes shared with others and used to draft meeting minutes or notes taken as part of duties/employment obligations were not generated for personal use and, thus, were “records” subject to disclosure.

- ii. Materials which are purely the personal property of the custodian and have no relation to his or her office;
- iii. Materials to which access is limited by copyright, patent or bequest; and
- iv. Published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library. Wis. Stat. § 19.32(2).

c. Electronic Communications: Special Considerations

i. Emails.

- (1) Emails relating to Board/Village business sent or received using Village email account → Record. Proceed to Step Two.
- (2) Purely personal emails sent or received using Village email account → Record. Proceed to Step Two. (Note: purely personal content that does not show violation of law or policy need not be disclosed. See *Schill v. Wisconsin Rapids Sch. Dist.*, 2010 WI 86).

- (3) Emails sent or received using a personal email account → Depends. Content determines whether it is a record. Does it relate to Village/Board business?

ii. Text Messaging.

iii. Social Media, Blogs, Websites, Etc.

- (1) Content posted to social media sites by or on behalf of an authority (including elected officials) is a record if it relates to government business.

- (2) Wis. Att’y Gen. Informal Op. I-06-09 (December 23, 2009)

“Ms. Valentine is evidently using this website as a vehicle to communicate with constituents about town governance and operational matters. A website created by Ms. Valentine on her own computer and at her own expense that included purely personal content (e.g., sharing pictures of family vacations, or solely limited to a political campaign), would likely not constitute a record, nor might her comments in a restricted group website to which she belonged in her personal capacity. But a website called ‘Making Salem Better’ in which the town chair actively presents and receives written communication on matters of public interest that relate to the chair’s official duties (library board representation, a high school addition project, and a round-about intersection), seems to be connected with that town chair’s official purpose or function regardless of Ms. Valentine’s claim that she intended to act in a personal capacity.

Under the public records law and the facts as you have presented them, it is more likely than not that the contents of ‘Making Salem Better’ are a public record. If so, any requester may have a right of inspection of the website unless the town chair ‘makes a specific demonstration that there is a need to restrict public access at the time that the request to inspect or copy, the record is made.’ Sec. 19.35(1)(a), Wis. Stats.”

d. **Additional Potential Issues Associated with the Use of Social Media and Other Electronic Communications**

In addition to the issues that may arise under the Open Meetings Law and Public Records Law with the use of electronic

communications by Board Members, there are other potential concerns if Board Members use personal social networking media sites—whether personal websites/blogs or through commercial website such as Facebook—to communicate with constituents on Board business.

i. Public Perception That Individual Board Member's Communication Is Representative of the Collective Board.

No individual Board member may bind the Board to any specific action. Further, individual Board members may not speak on behalf of the Board unless specifically directed to do so by Board. However, members of the public may not understand or even be aware of this and thus, may perceive that comments/opinions by an individual Board member on his/her website/blog are representative of the entire Board.

ii. Mixed Messages to the Public.

When multiple people are communicating messages to the public on Board business, it may result in confusion as to which of the communications is the “official” Board communication. To avoid confusion, best practice is generally that one person is responsible for communicating with the general public regarding Board business. Further, if multiple people are communicating with the public on matters of Board business, the public may receive inconsistent information which may lead to further confusion.

iii. Matters Predetermined by a Board Member.

Perhaps one of the most significant concerns that may arise if Board members are engaged in communications with members of the public on matters before the Board is the perception perceived that Board members have predetermined the outcome of a matter of Board business. If the matter is on an upcoming Board agenda and individual Board members communicate their position in advance, without having heard all of the information to be presented to the entire Board and without the benefit of the Board deliberation, the public may perceive that the Board member has predetermined the course of action he/she would support. Thus, public may perceive that their comments or point of view will be considered by the Board member.

- iv. Best Practice is to Avoid Commenting on Board Business through Social Media.

2. Step Two: Does a Statute or Court Decision Require or Prohibit Disclosure?

Examples of records that are exempt from disclosure by statute or court decision:

- a. The Public Records Law lists records specifically exempt from disclosure, including, for example:

Employee Personnel Records: ¹“Unless access is specifically authorized or required by statute, an authority shall not provide access to records containing the following information, except to an employee or employee’s representative under Wis. Stat. § 103.13, or to a recognized or certified collective bargaining representative to the extent required to fulfill a duty to bargain under Ch. 111:

- i. Information maintained, prepared, or provided by an employer concerning the home address, home electronic mail address, home telephone number, or social security number of an employee, unless the employee authorizes the authority to provide access to such information.
- ii. Information relating to the current investigation of a possible criminal offense or possible misconduct connected with employment by an employee prior to disposition of the investigation.
- iii. Information pertaining to an employee's employment examination, except an examination score if access to that score is not otherwise prohibited.
- iv. Information relating to one or more specific employees that is used by an authority or by the employer of the employees for staff management planning, including performance evaluations, judgments, or recommendations concerning future salary adjustments or other wage treatments, management bonus plans, promotions, job assignments, letters of reference, or other comments or ratings relating to employees.”

Wis. Stat. § 19.36(10).

- v. Records of an Individual Holding a Local Public Office or State Public Office. Unless access is specifically authorized

¹ This exemption does not apply to individuals who hold local public office.

or required by statute, an authority shall not provide access under s. 19.35 (1) to records, except to an individual to the extent required under s. 103.13, containing information maintained, prepared, or provided by an employer concerning the home address, home electronic mail address, home telephone number, or social security number of an individual who holds a local public office or a state public office, unless the individual authorizes the authority to provide access to such information. Wis. Stat. § 19.36(11).

b. Examples of Other Statutory Exemptions:

- i. Student Records – See FERPA and Wis. Stat. § 118.125.
- ii. Patient Health Care Records – See HIPAA and Wis. Stat. § 146.82.
- iii. Attorney Client Privilege – Wis. Stat. § 905.03.

c. Examples of Court Decision Exemptions:

- i. Attorney Client Privilege – See *George v. Record Custodian*, 169 Wis. 2d 573 (1992).
- ii. Purely personal emails sent or received by employees or officers on an authority's computer system that evince no violation of law or policy. *Schill v. Wisconsin Rapids Sch. Dist.*, 2010 WI 86.

d. Note: If a record contains information that may be made public and information that may not be made public, the governmental entity having custody of the record shall provide the information that may be made public and delete/redact the information that may not be made public from the record before release. Wis. Stat. § 19.36(6).

3. Step Three: Apply the Balancing Test.

a. In determining whether or not to permit access to a record:

... the custodian of the records must weigh the competing interests involved and determine whether permitting inspection would result in harm to the public interests which outweighs the legislative policy recognizing the public interest in allowing inspection. *Newspapers, Inc. v. Breier*, 89 Wis. 2d 417, 279 N.W.2d 179 (1979).

- b. The balancing test is a fact-intensive, individualized analysis. All relevant factors and circumstances can and should be considered.
 - c. Public policies that may be considered when applying the balancing test include the exemptions to the requirement of a governmental body to meet in open session under Wis. Stat. § 19.85. However, the exemptions in Wis. Stat. § 19.85 may be used as grounds for denying public access to a record only if the governmental entity or legal custodian makes a specific demonstration that there is a need to restrict public access at the time that the request to inspect or copy the record is made. Wis. Stat. § 19.35(1)(a).
- 4. Step Four: Is Notice Required before Requested Records are Released?
 - a. Notice of the Right to Augment.
 - i. If the District decides to permit access to a record containing information relating to a subject of the record who is an employee holding local public office, Wis. Stat. 19.356(9) requires the District to first provide the individual with notice of the decision, describe the records being released, and inform the individual of his/her right to augment the records within 5 days after receipt of the notice.
 - ii. “‘Local public office’ has the meaning given in s. 19.42(7w), and also includes any appointive office or position of a local governmental unit in which an individual serves as the head of a department, agency, or division of the local governmental unit, but does not include any office or position filled by a municipal employee, as defined in s. 111.70(1)(i).” Wis. Stat. § 19.32(1dm).
 - iii. Office of the Attorney General Opinion 2-18 - Sub. (9) does not apply when a record contains information relating to a record subject who is an officer or employee who formerly held a local or state public office. The provision only applies when an officer or employee of the authority currently holds a local or state public office. Also, the authority only need to provide notice if the record relates to the “public official” in a substantial way.
 - b. Notice of the Right to Challenge Release of the Requested Record.
 - i. If the District decides to permit access to one of the following categories of information relating to an employee (not a local public official), Wis. Stat. § 19.356(2) requires the District

to first provide the subject of the record with notice of the decision, describe the records being released, and include a description of the individual's right to seek a court order restraining the District from providing access to the record.

- ii. A record containing information relating to an employee that is created or kept by the authority and that is the result of an investigation into a disciplinary matter involving the employee or possible employment-related violation by the employee of a statute, ordinance, rule, regulation, or policy of the employee's employer.
- iii. A record obtained by the authority through a subpoena or search warrant.
- iv. A record prepared by an employer other than an authority, if that record contains information relating to an employee of that employer, unless the employee authorizes the authority to provide access to that information.

V. Enforcement and Penalties.

1. If a governmental entity withholds a record or a part of a record or delays granting access to a record or part of a record after a written request for disclosure is made, the requestor may:
 - a. Bring an action for mandamus asking a court to order release of the record; and
 - b. Request in writing that the district attorney of the county where the record is found or attorney general bring an action for mandamus asking a court to order release of the record to the requestor.
2. Sections 893.80 and 893.82, Wis. Stats., do not apply to actions commenced under this section.
3. If the requestor prevails in a mandamus action in whole or substantial part, the requestor may recover:
 - a. Damages of not less than \$100.
 - b. Court costs and reasonable attorney's fees.
 - c. Punitive damages for arbitrary and capricious denial of access, delay in responding to a request or for charging excessive fees.

4. A district attorney or the attorney general may seek forfeiture of up to \$1,000 for arbitrary and capricious denial of access, delay in response or for charging excessive fees. The authority or legal custodian responsible is assessed the penalty.
5. Costs, fees and damages (other than the penalty/punitive damages for arbitrary or capricious denial of access) are paid by the authority or legal custodian and do not become a personal liability of any public official.

ROLE OF VILLAGE BOARD

I. Composition.

“The village board shall consist of the village president and six trustees.” Thiensville Code of Ordinance, Sec. 2-31.

II. Duties and Power.

1. “The village president and trustees constituting the village board shall have such duties and powers as are enumerated in Wis. Stats. ch. 61 and elsewhere in the Wisconsin Statutes.” Sec. 2-35.
2. “The village board shall have all powers of the village not specifically given to some other body or officer. Except as otherwise provided by law, the village board shall have the management and control of the village property, finances, highways, streets, utilities and the public services and may act for the government and good order of the village, for its commercial benefit and for the health, safety, welfare and convenience of the public and may carry its powers into effect by license, regulations, suppression, borrowing, taxation, special assessment, appropriation, imposition of other necessary or convenient means. The village board shall have the authority to conduct background investigations on applicants for employment with the village to ascertain suitability for employment and may authorize the appropriate agency, department, or committee to conduct such investigation. This investigation may include, but shall not be limited to, the review of personal and employment references, criminal history, credit check, finger print records, psychological testing, and medical examinations. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.” Sec. 2-38

III. Role of Individual Members.

1. Trustees are leaders, responsible for setting policy and charting the future of the municipality.
2. Although the statutes provide some detail as to the duties and powers of city mayors and village presidents, the statutes provide no detail regarding the duties and authority of alders and trustees.
 - a. This lack of detail reflects the fact that alders and trustees do not have authority in their individual capacity
 - b. Instead, the statutes address the responsibilities and powers of village boards and common councils as a whole.

- c. This is because the governing body's authority is collective; it holds power as a unit rather than through its individual members.
- 3. This does not mean individual governing body members are prohibited from doing anything related to their roles outside of the common council or village board meeting setting.
 - a. They may still carry out certain functions of their role as an alder or trustee.
 - i. For example, governing body members can and should function as a liaison between the municipality and the members' constituents. Alders and trustees may engage with their constituents – e.g., hold listening sessions, write newsletters, survey constituents.
 - b. However, certain actions remain outside the scope of the role as alder or trustee.
 - i. For example, individual governing body members do not have supervisory authority over municipal employees and, as such, should refrain from directing municipal staff.
 - c. While it's not necessarily inappropriate to request information from staff, governing body members should not demand that certain information be provided or actions taken unless local law authorizes governing body members to do so – such actions stray into executive authority territory.
- 4. Key: Recognize the authority lies with the Board as a whole, and not with individual members.
 - a. When interacting with the public, make sure to adhere to this role and do not overstep individual authority.
 - b. Do not operate as the Board when in an individual capacity.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF MEQUON AND
THE VILLAGE OF THIENSVILLE**

Articles of agreement made and entered into this ____ day of _____, 20__, by and between the Village of Thiensville, hereinafter called the Village, and the City of Mequon, a municipal corporation of Ozaukee County, Wisconsin, hereinafter called the City and collectively called the Parties.

RECITALS

1. The City has plans to request proposals to update the Joint Mequon-Thiensville Bike & Pedestrian Way Commission Master Plan. The project scope includes both the City and the Village areas.
2. This project will be funded using WisDOT Transportation Alternatives Program (TAP) grant funds and local funds, and therefore requires that the project follow applicable federal funding and WisDOT requirements.
3. The grant funds are awarded on a 20%-80% cost share with WisDOT. The local sponsor is responsible for 20% of the project cost.
4. The project is estimated at \$80,000 with a maximum federal funding amount of \$64,000. The remaining 20% local share would be approximately \$16,000. The local sponsor is responsible for all costs exceeding \$64,000.
5. The project contract must be approved by June 30, 2024.

NOW, THEREFORE, in consideration of these Recitals, the mutual agreements, benefits, and responsibilities outlined herein, and other good and valuable consideration, receipt, or sufficiency of which is hereby acknowledged, the Parties agree:

1. The City will complete the proposal solicitation and contract administration.
2. There is a shared expense for the Village, which shall be responsible for 12% of the local share.
3. There are sufficient funds in the Village's budget to pay for Village's portion of the local share. The Village shall reimburse the City no later than December 31, 2024, or within 30 days of the final invoice, whichever is later.
4. Upon approval of this agreement, as indicated by the signatures below, City staff will facilitate the negotiation process with the selected consultant and enter into a contract with the consultant and WisDOT. It is the intent of the City to have the master plan updated prior to the deadline for the contract.

CITY OF MEQUON

VILLAGE OF THIENSVILLE

By _____
Andrew Nerbun, Mayor

By _____
Van Mobley, President

By _____
Caroline Fochs, City Clerk

By _____
Colleen Landisch-Hansen, Village Clerk

STATE OF WISCONSIN)
)SS
OZAUKEE COUNTY)

Personally came before me, this ____ day of _____, 20__, the above named Andrew Nerbun, Mayor and Caroline Fochs, City Clerk, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Ozaukee County, Wisconsin
My Commission (expires) (is)_____

STATE OF WISCONSIN)
)SS
OZAUKEE COUNTY)

Personally came before me, this ____ day of _____, 20__, the above named _____, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Ozaukee County, Wisconsin
My Commission (expires) (is)_____

Approved by: _____
 Brian Sajdak, City Attorney



PROCLAMATION
CONGRATULATING MEQUON-THIENSVILLE COMMUNITY FOUNDATION
ON ITS 25TH ANNIVERSARY

WHEREAS, the Mequon Community Foundation was established in 1999, and incorporated the Village of Thiensville into its mission in 2022 to become the Mequon-Thiensville Community Foundation, to afford a means by which Mequon and Thiensville residents and friends are able to assist the community in its efforts to maintain high-quality institutions, facilities and services, and additionally support programs that contribute to and enhance the high-quality and wholesome environment of the City of Mequon and the Village of Thiensville; and

WHEREAS, during the past 25 years the Foundation has contributed over one million dollars in support of high-quality institutions, facilities and services that benefit the residents of Mequon and Thiensville as well as the surrounding communities; and

WHEREAS, the Foundation's Articles of Incorporation state that the public purposes of the Mequon-Thiensville Community Foundation include, among other things, those programs and facilities that will lessen the burdens of government, having granted \$1.1 million for the betterment of the City of Mequon in the past 25 years and \$25,000 for the betterment of the Village of Thiensville in the past 2 years, including Thiensville Village Park Splash Pad, Dinosaur Dig, Veterans Park Memorial and Police Department E-bikes; and

WHEREAS, both communities will continue to share services and common goals into the future, cooperating to ensure the continued high quality of life;

NOW, THEREFORE BE IT PROCLAIMED that the Thiensville Village Board, congratulates the Mequon-Thiensville Community Foundation on its 25th anniversary, greatly appreciates the incorporation of the Village of Thiensville into its mission and looks forward to sharing their mission in the years ahead.

John R. Rosing, President

Colleen Landisch-Hansen, Village Clerk

May 20, 2024
Date



250 Elm Street

Thiensville, WI 53092

262-242-3720

www.village.thiensville.wi.us

To: Thiensville Village Board

From: Andy LaFond, Director of Community Services

Date: May 20, 2024

Subject: Adoption of Updated Floodplain Ordinance

Background:

Earlier this year, the Federal Emergency Management Agency (FEMA) released updated draft floodplain maps and corresponding Flood Insurance Studies for all communities in Ozaukee County. To maintain eligibility for the National Flood Insurance Program, the Village of Thiensville is mandated to adopt the new maps by July 31, 2024. Additionally, the Wisconsin Department of Natural Resources (WDNR) requires the adoption of an updated model floodplain ordinance.

Analysis:

Following feedback received at the Committee of the Whole's meeting on May 6, 2024, staff has revised the draft floodplain ordinance. Notably, provisions associated with the Community Rating System have been eliminated and provisions associated with act 175 have been retained.

Statutory Approval Requirements:

The model ordinance adheres to both the minimum regulatory standards required by ch. NR 116, Wis. Admin. Code, and the National Flood Insurance Program standards outlined in 44 CFR 59-72. Municipalities have the option to adopt more restrictive standards than those mandated by the State but cannot adopt less restrictive measures. It is recommended that any higher standards be reviewed by the WDNR to ensure compliance with state and federal minimums.

Recommendation:

The adoption or amendment of a zoning ordinance received a recommendation from the Planning Commission to the Village Board. A public hearing is scheduled for 6 pm on May 20, 2024, followed by action by the Village Board later that evening. The proposed ordinance includes the addition of the "Floodplain Zoning Ordinance" as Article 2 of the Zoning Code, with repeal of specified sections and chapters in accordance with the update.

Conclusion:

Staff recommends the adoption of Ordinance 2024-01 by the Village Board.

**VILLAGE OF THIENSVILLE
OZAUKEE COUNTY, WISCONSIN
ORDINANCE NO. 2024-01**

AN ORDINANCE AMENDING ZONING CODE RELATED TO FLOODPLAINS

WHEREAS, the Federal Emergency Management Agency prepared and adopted revised floodplain maps for the Milwaukee River watershed to be effective as of July 31, 2024; and

WHEREAS, the Wisconsin Department of Natural Resources (WDNR) requires municipalities adopt of a floodplain zoning ordinance substantially similar to the WDNR model ordinance; and

WHEREAS, the Village Board of the Village of Thiensville, to comply with such WDNR Requirements, desires to modify the zoning code as it relates to floodplains; and

WHEREAS, The Planning Commission recommended approval of this proposed Floodplain Zoning Ordinance on May 14, 2024; and

WHEREAS, the Village Board finds, based upon the Planning Commission’s recommendation and public input provided to the Village Board via public hearing, that development and use of the floodplains and rivers of the Village would impair the public health, safety, convenience, general welfare and tax base, and that reasonable regulation of such development is necessary.

NOW, THEREFORE, the Village Board of the Village of Thiensville, Wisconsin, hereby ordains as follows:

SECTION 1. The following “Floodplain Zoning Ordinance” is added as Article 2 of the Zoning Code. See Exhibit A for the Floodplain Zoning Ordinance.

SECTION 2. Sections 17.0410 through 17.0482 are hereby repealed.

SECTION 3. Chapter 38 of the municipal code (“Floods”) is hereby repealed in its entirety.

SECTION 4. 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 5. Effective Date. This ordinance shall take effect upon its passage and publication as provided by law.

Passed and adopted this ___ day of _____, 2024.

John Rosing, Village President

Attested to:

Colleen Landisch Hansen,
Administrator/Village Clerk

EXHIBIT A: FLOODPLAIN ZONING ORDINANCE

Chapter 2 of Thiensville Zoning Code

1.0 STATUTORY AUTHORIZATION, FINDING OF FACT, STATEMENT OF PURPOSE, TITLE, AND GENERAL PROVISIONS

1.1 STATUTORY AUTHORIZATION

This ordinance is adopted pursuant to the authorization in s. 61.35 and 62.23, for villages and cities; and the requirements in s. 87.30, Stats.

1.2 FINDING OF FACT

Uncontrolled development and use of the floodplains and rivers of this municipality would impair the public health, safety, convenience, general welfare, and tax base.

1.3 STATEMENT OF PURPOSE

This ordinance is intended to regulate floodplain development to:

- (1) Protect life, health and property;
- (2) Minimize expenditures of public funds for flood control projects;
- (3) Minimize rescue and relief efforts undertaken at the expense of the taxpayers;
- (4) Minimize business interruptions and other economic disruptions;
- (5) Minimize damage to public facilities in the floodplain;
- (6) Minimize the occurrence of future flood blight areas in the floodplain;
- (7) Discourage the victimization of unwary land and homebuyers;
- (8) Prevent increases in flood heights that could increase flood damage and result in conflicts between property owners; and
- (9) Discourage development in a floodplain if there is any practicable alternative to locate the activity, use or structure outside of the floodplain.

1.4 TITLE

This ordinance shall be known as the Floodplain Zoning Ordinance for the village of Thiensville, Wisconsin.

1.5 GENERAL PROVISIONS

(1) AREAS TO BE REGULATED

This ordinance regulates all areas of special flood hazard identified as zones A, AO, AH, A1-30, or AE, on the Flood Insurance Rate Map. Additional areas identified on maps approved by the Department of Natural Resources (DNR) and local community may also be regulated under the provisions of this ordinance, where applicable.

(2) OFFICIAL MAPS & REVISIONS

Special Flood Hazard Areas (SFHA) are designated as zones A, A1-30, AE, AH, or AO on the Flood Insurance Rate Maps (FIRMs) based on flood hazard analyses summarized in the Flood Insurance Study (FIS) listed in subd. (a) below. Additional flood hazard areas subject to regulation under this ordinance are identified on maps based on studies approved by the DNR and listed in subd. (b) below. These maps and revisions are on file in the office of the village clerk, Thiensville, WI

(a) **OFFICIAL MAPS** : Based on the Flood Insurance Study (FIS): Flood Insurance Rate Map (FIRM), panel numbers 55089C0251G and 55089C0252G, dated 07/31/2024;

1. Flood Insurance Rate Map (FIRM), panel numbers 55089C0251G and 55089C0252G, dated 07/31/2024
2. Flood Insurance Study (FIS) volumes 55089CV001B, 55089CV002B, and 55089CV003B for Ozaukee County, dated 07/31/2024.
3. Letter of Map Revision (case number and effective date).
3. Conditional Letter of Map Change (case number and issue date)

Approved by: The DNR and FEMA

(b). OFFICIAL MAPS: Based on other studies. Any maps referenced in this section must be approved by the DNR and be more restrictive than those based on the FIS at the site of the proposed development.

1. (Name of Dam) Dam Failure analysis approved by the Department of Natural Resources on (Insert DFA approval date), including:
 - i. Map dated (Insert date as shown on the map) and titled ("Insert map title"). (If necessary, indicate which boundary to use and/or start and end stations of the regulatory profile).
 - ii. Floodway data table dated (Insert date as shown on the table) and titled ("Insert floodway data table title"). If necessary, indicate what column (table if more than one included) to use and start and end stations of the regulatory profile.
 - iii. Flood profiles dated (Insert date as shown on the flood profiles) and titled ("Insert flood profiles title and if necessary, indicate which profile to use and start and end stations of the regulatory profile").
2. Floodplain study for (Name of Waterway) completed by (name of person or consulting firm) and approved by the Department of Natural Resources on (approval date).
 - i. Map dated (Insert date as shown on the map) and titled ("Insert map title"). (If necessary, indicate which boundary to use and/or start and end stations of the regulatory profile).
 - ii. Floodway data table dated (Insert date as shown on the table) and titled ("Insert floodway data table title"). If necessary, indicate what column (table if more than one included) to use and start and end stations of the regulatory profile.
 - iii. Flood profiles dated (Insert date as shown on the flood profiles) and titled ("Insert flood profiles title and if necessary, indicate which profile to use and start and end stations of the regulatory profile").

(3) ESTABLISHMENT OF FLOODPLAIN ZONING DISTRICTS

The flood hazard areas regulated by this ordinance are divided into districts as follows:

- a) The Floodway District (FW), is the channel of a river or stream and those portions of the floodplain adjoining the channel required to carry the regional floodwaters, within AE Zones as shown on the FIRM, or within A Zones shown on the FIRM when determined according to s. 5.1(5).
- b) The Floodfringe District (FF) is that portion of a riverine special flood hazard area outside the floodway within AE Zones on the FIRM, or, when floodway limits have been determined according to s. 5.1(5), within A Zones shown on the FIRM.
- c) The General Floodplain District (GFP) is those riverine areas that may be covered by floodwater during the regional flood in which a floodway boundary has not been delineated on the FIRM and also includes shallow flooding areas identified as AH and AO zones on the FIRM.

(4) LOCATING FLOODPLAIN BOUNDARIES

Discrepancies between the exterior boundaries of zones A1-30, AE, AH, or A on the official floodplain zoning map and actual field conditions may be resolved using the criteria in subd (a) or (b) below. If a significant difference exists, the map shall be amended according to s. 8.0 *Amendments*. The zoning administrator can rely on a boundary derived from a profile elevation to grant or deny a land use permit, whether or not a map amendment is required. The zoning administrator shall be responsible for documenting actual pre-development field conditions and the basis upon which the district boundary was determined. Disputes between the zoning administrator and an applicant over the district boundary line shall be settled according to s. 7.3(3) and the criteria in (a) and (b) below. Where the flood profiles are based on established base flood elevations from a FIRM, FEMA must approve any map amendment or revision pursuant to s. 8.0 *Amendments*.

- a) If flood profiles exist, the map scale and the profile elevations shall determine the district boundary. The regional or base flood elevations shall govern if there are any

discrepancies.

- b) Where flood profiles do not exist for projects, including any boundary of zone A, or AO, the location of the boundary shall be determined by the map scale.

(5) REMOVAL OF LANDS FROM FLOODPLAIN

- a) Compliance with the provisions of this ordinance shall not be grounds for removing land from the floodplain unless it is filled at least two feet above the regional or base flood elevation, the fill is contiguous to land outside the floodplain, and the map is amended pursuant to s. 8.0 *Amendments*.
- b) The delineation of any of the Floodplain Districts may be revised by the community where natural or man-made changes have occurred and/or where more detailed studies have been conducted. However, prior to any such change, approval must be obtained from the Wisconsin Department of Natural Resources and Federal Emergency Management Agency. A completed Letter of Map Revision is a record of this approval. The floodplain administrator shall not sign a community acknowledgement form unless all criteria set forth in the following paragraphs are met:
 - 1. The land and/or land around the structure must be filled at least two feet above the regional or base flood elevation;
 - 2. The fill must be contiguous to land outside the floodplain; Applicant shall obtain floodplain development permit before applying for a LOMR or LOMR-F;
- c) Removal of lands from the floodplain may also occur by operation of §87.30(1)(e), Wis. Stat. if a property owner has obtained a letter of map amendment from the federal emergency management agency under 44 C.F.R. 70.

(6) COMPLIANCE

- a) No structure or use within areas regulated by this ordinance shall hereafter be located, erected, constructed, reconstructed, repaired, extended, converted, enlarged, or altered without full compliance with the terms of these regulations and all other applicable regulations that apply to uses within the jurisdiction of these regulations.
- b) Failure to obtain a floodplain development permit shall be a violation of these regulations and shall be punishable in accordance with s. 9.0.
- c) Floodplain development permits issued on the basis of plans and applications approved by the Floodplain Administrator authorize only the use, and arrangement, set forth in such approved plans and applications, or amendments thereto if approved by the Floodplain Administrator. Use, arrangement, or construction contrary to that authorized shall be deemed a violation of these regulations and punishable in accordance with s. 9.0.

(7) MUNICIPALITIES AND STATE AGENCIES REGULATED

Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this ordinance and obtain all necessary permits. State agencies are required to comply if s. 13.48(13), Stats., applies. The construction, reconstruction, maintenance and repair of state highways and bridges by the Wisconsin Department of Transportation is exempt when s. 30.2022, Stats., applies. Although exempt from a local zoning permit and permit fees, DOT must provide sufficient project documentation and analysis to ensure that the community is in compliance with Federal, State, and local floodplain standards. If a local transportation project is located within a Zone A floodplain and is not a WisDOT project under s. 30.2022, then the road project design documents (including appropriate detailed plans and profiles) may be sufficient to meet the requirements for issuance of a local floodplain permit if the following apply: The applicant provides documentation to the Floodplain Administrator that the proposed project is a culvert replacement or bridge replacement under 20' span at the same location, the project is exempt from a DNR permit under s. 30.123(6)(d), the capacity is not decreased, the top road grade is not raised, and no floodway data is available from a federal, state, or other source. If floodway data is available in the impacted area from a federal, state, or other source that existing data must be utilized by the applicant in the analysis of the project site.

(8) ABROGATION AND GREATER RESTRICTIONS

- a) This ordinance supersedes all the provisions of any municipal zoning ordinance enacted under s. 61.35 for villages; or s. 87.30, Stats., which relate to floodplains. A more restrictive ordinance shall continue in full force and effect to the extent of the greater restrictions, but not otherwise.
- b) This ordinance is not intended to repeal, abrogate, or impair any existing deed restrictions, covenants, or easements. If this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail.

(9) INTERPRETATION

In their interpretation and application, the provisions of this ordinance are the minimum requirements liberally construed in favor of the governing body and are not a limitation on or repeal of any other powers granted by the Wisconsin Statutes. If a provision of this ordinance, required by ch. NR 116, Wis. Adm. Code, is unclear, the provision shall be interpreted in light of the standards in effect on the date of the adoption of this ordinance or in effect on the date of the most recent text amendment to this ordinance.

(10) WARNING AND DISCLAIMER OF LIABILITY

The flood protection standards in this ordinance are based on engineering experience and research. Larger floods may occur, or the flood height may be increased by man-made or natural causes. This ordinance does not imply or guarantee that non-floodplain areas or permitted floodplain uses will be free from flooding and flood damages. This ordinance does not create liability on the part of, or a cause of action against, the municipality or any officer or employee thereof for any flood damage that may result from reliance on this ordinance.

(11) SEVERABILITY

Should any portion of this ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

(12) ANNEXED AREAS FOR CITIES AND VILLAGES

The Ozaukee County floodplain zoning provisions in effect on the date of annexation shall remain in effect and shall be enforced by the municipality for all annexed areas until the municipality adopts and enforces an ordinance which meets the requirements of ch. NR 116, Wis. Adm. Code and 44 CFR 59-72, *National Flood Insurance Program* (NFIP). These annexed lands are described on the municipality's official zoning map. County floodplain zoning provisions are incorporated by reference for the purpose of administering this section and are on file in the office of the municipal zoning administrator. All plats or maps of annexation shall show the regional flood elevation and the floodway location.

2.0 GENERAL STANDARDS APPLICABLE TO ALL FLOODPLAIN DISTRICTS

The community shall review all permit applications to determine whether proposed building sites will be reasonably safe from flooding and assure that all necessary permits have been received from those governmental agencies whose approval is required by federal or state law.

- 1) If a proposed building site is in a flood-prone area, all new construction and substantial improvements shall:
 - a. be designed and anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
 - b. be constructed with flood-resistant materials;
 - c. be constructed by methods and practices that minimize flood damages; and
 - d. Mechanical and utility equipment must be elevated to or above the flood protection elevation.
- 2) If a subdivision or other proposed new development is in a flood-prone area, the community shall assure that:

- a. such proposed subdivision or other proposed new development is consistent with the need to minimize flood damage within the flood-prone area;
- b. public utilities and facilities such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and
- c. adequate drainage is provided to reduce exposure to flood hazards.

All subdivision proposals (including manufactured home parks) shall include regional flood elevation and floodway data for any development that meets the subdivision definition of this ordinance and all other requirements in s. 7.1(2).

2.1 HYDRAULIC AND HYDROLOGIC ANALYSES

- 1) No floodplain development shall:
 - a. Obstruct flow, defined as development which blocks the conveyance of floodwaters by itself or with other development, causing any increase in the regional flood height; or
 - b. Cause any increase in the regional flood height due to floodplain storage area lost.
- 2) The zoning administrator shall deny permits if it is determined the proposed development will obstruct flow or cause any increase in the regional flood height, based on the officially adopted FIRM or other adopted map, unless the provisions of s. 8.0 *Amendments* are met.
- 3) Ozaukee County oversees the regulation of all private, onsite, wastewater treatment systems (POWTS), as regulated under SPS 383 in incorporated parts of the county.
- 4) Ozaukee County oversees the regulation for private wells on properties served by Private Onsite Wastewater Treatment Systems in incorporated parts of the county.

2.2 WATERCOURSE ALTERATIONS

No land use permit to alter or relocate a watercourse in a mapped floodplain shall be issued until the local official has notified in writing all adjacent municipalities, the Department and FEMA regional offices, and required the applicant to secure all necessary state and federal permits. The standards of s. 2.1 must be met and the flood carrying capacity of any altered or relocated watercourse shall be maintained.

As soon as is practicable, but not later than six months after the date of the watercourse alteration or relocation and pursuant to s. 8.0 *Amendments*, the community shall apply for a Letter of Map Revision (LOMR) from FEMA. Any such alterations must be reviewed and approved by FEMA and the DNR through the LOMC process.

2.3 CHAPTER 30, 31, WIS. STATS., DEVELOPMENT

Development which requires a permit from the Department, under chs. 30 and 31, Stats., such as docks, piers, wharves, bridges, culverts, dams, and navigational aids, may be allowed if the necessary permits are obtained and amendments to the floodplain zoning ordinance are made according to s. 8.0 *Amendments*.

2.4 PUBLIC OR PRIVATE CAMPGROUNDS

Public or private campgrounds shall have a low flood damage potential and shall meet the following provisions:

- 1) The campground is approved by the Department of Agriculture, Trade and Consumer Protection;
- 2) A land use permit for the campground is issued by the zoning administrator;
- 3) The character of the river system and the campground elevation are such that a 72-hour warning of an impending flood can be given to all campground occupants;
- 4) There is an adequate flood warning procedure for the campground that offers the minimum notice required under this section to all persons in the campground. This procedure shall include a written agreement between the campground owner, the floodplain zoning agency or

zoning administrator, the municipal emergency government coordinator and the chief law enforcement official which specifies the flood elevation at which evacuation shall occur, personnel responsible for monitoring flood elevations, types of warning systems to be used and the procedures for notifying at-risk parties, and the methods and personnel responsible for conducting the evacuation;

- 5) This agreement shall be for no more than one calendar year, at which time the agreement shall be reviewed and updated - by the officials identified in sub. (4) - to remain in compliance with all applicable regulations, including those of the state Department of Agriculture, Trade and Consumer Protection and all other applicable regulations;
- 6) All mobile recreational vehicles placed on site must meet one of the following:
 - a. Be fully licensed, if required, and ready for highway use; or
 - b. Not occupy any site in the campground for more than 180 consecutive days, at which time the recreational vehicle must be removed from the floodplain for a minimum of 24 hours; or
 - c. Meet the requirements in either s. 3.0, 4.0, or 5.1 for the floodplain district in which the structure is located;

A mobile recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect utilities and security devices and has no permanently attached additions.

- 7) All camping units that remain on site for more than 30 days shall be issued a limited authorization by the campground operator, a written copy of which is kept on file at the campground. Such authorization shall allow placement of a camping unit consistent with 2.4(6) and shall ensure compliance with all the provisions of this section;
- 8) The municipality shall monitor the limited authorizations issued by the campground operator to assure compliance with the terms of this section;
- 9) The campground shall have signs clearly posted at all entrances warning of the flood hazard and the procedures for evacuation when a flood warning is issued; and
- 10) All service facilities, including but not limited to refuse collection, electrical service, gas lines, propane tanks, sewage systems and wells shall be properly anchored and placed at or floodproofed to the flood protection elevation; and
- 11) Standards for structures in a campground:
 - a. All structures must comply with section 2.4 or meet the applicable requirements in ss. 3.0, 4.0, or 5.1 for the floodplain district in which the structure is located;
 - b. Deck/landing-a portable landing may be allowed for a camping unit for each entry provided that the landing is not permanently attached to the ground or camping unit, is no more than 200 square feet in size, shall be portable, contain no walls or roof, and can be removed from the campground by a truck and/or trailer. Sections of such portable landings may be placed together to form a single deck not greater than 200 square feet at one entry point. Provisions for the removal of these temporary landings during flood events must be addressed within the written agreement with the municipality compliant with section 2.4(4). Any such deck/landing structure may be constructed at elevations lower than the flood protection elevation but must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood.
 - c. Decks/patios that are constructed completely at grade may be allowed but must also comply with applicable shoreland zoning standards.
 - d. Camping equipment and appurtenant equipment in the campground may be

allowed provided that the equipment is not permanently attached to the ground or camping unit, is not used as a habitable structure, and must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood. Provisions for the removal of this equipment during flooding events shall be addressed within the written agreement with the municipality compliant with section 2.4(4).

- e. Once a flood warning in the written agreement has been issued for the campground, the campground owner or the designated operator shall ensure that all persons, camping units, decks, camping equipment and appurtenant equipment in the campground shall be evacuated within the timelines specified within the written agreement with the municipality compliant with section 2.4(4).

12) A land use permit shall be obtained as provided under 7.1(2) before any development; repair, modification, or addition to an existing structure; or change in the use of a building or structure, including sewer and water facilities, may be initiated.

3.0 FLOODWAY DISTRICT (FW)

3.1 APPLICABILITY

This section applies to all floodway areas on the floodplain zoning maps and those identified pursuant to s. 5.1(5).

3.2 PERMITTED USES

The following open space uses are allowed in the Floodway District and the floodway areas of the General Floodplain District, if:

- they are not prohibited by any other ordinance;
- they meet the standards in s. 3.3 and 3.4; and
- all permits or certificates have been issued according to s. 7.1.

- 1) Agricultural uses, such as: farming, outdoor plant nurseries, horticulture, viticulture, and wild crop harvesting.
- 2) Nonstructural industrial and commercial uses, such as loading areas, parking areas and airport landing strips.
- 3) Nonstructural recreational uses, such as golf courses, tennis courts, archery ranges, picnic grounds, boat ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting, trap, and skeet activities, hunting and fishing areas and hiking and horseback riding trails, subject to the fill limitations of s. 3.3(4).
- 4) Uses or structures accessory to open space uses or classified as historic structures that comply with s. 3.3 and 3.4.
- 5) Extraction of sand, gravel or other materials that comply with s. 3.3(4).
- 6) Functionally water-dependent uses, such as docks, piers or wharves, dams, flowage areas, culverts, navigational aids and river crossings of transmission lines, and pipelines that comply with chs. 30 and 31, Stats.
- 7) Public utilities, streets and bridges that comply with s. 3.3(3).
- 8) Portable latrines that are removed prior to flooding and systems associated with recreational areas and Department-approved campgrounds that meet the applicable provisions of local ordinances and Ch. SPS 383, Wis. Adm. Code.
- 9) Public or private wells used to obtain potable water for recreational areas that meet the requirements of local ordinances and chs. NR 811 and NR 812, Wis. Adm. Code.
- 10) Wastewater treatment ponds or facilities permitted under s. NR 110.15(3)(b), Wis. Adm. Code.
- 11) Sanitary sewer or water supply lines to service existing or proposed development located outside

the floodway that complies with the regulations for the floodplain area occupied.

3.3 STANDARDS FOR DEVELOPMENT IN THE FLOODWAY

1) GENERAL

- a. Any development in the floodway shall comply with s. 2.0 and have a low flood damage potential.
- b. Applicants shall provide an analysis calculating the effects of this proposal on the regional flood height to determine the effects of the proposal according to s. 2.1 and 7.1(2)(c). The analysis must be completed by a registered professional engineer in the state of Wisconsin.
- c. Any encroachment in the regulatory floodway is prohibited unless the data submitted for subd. 3.3(1)(b) above demonstrates that the encroachment will cause no increase in flood elevations in flood events up to the base flood at any location or removes the encroached area from the regulatory floodway as provided in s. 1.5(5).

2) STRUCTURES

Structures accessory to permanent open space uses, including utility and sanitary facilities, or functionally dependent on a waterfront location may be allowed by permit if the structures comply with the following criteria:

- a. Not designed for human habitation, does not have a high flood damage potential and is constructed to minimize flood damage;
- b. Shall either have the lowest floor elevated to or above the flood protection elevation or shall meet all the following standards:
 1. Have the lowest floor elevated to or above the regional flood elevation and be dry floodproofed so that the structure is watertight with walls substantially impermeable to the passage of water and completely dry to the flood protection elevation without human intervention during flooding;
 2. Have structural components capable of meeting all provisions of Section 3.3(2)(g) and;
 3. Be certified by a registered professional engineer or architect, through the use of a Federal Emergency Management Agency Floodproofing Certificate, that the design and methods of construction are in accordance with Section 3.3(2)(g).
- c. Must be anchored to resist flotation, collapse, and lateral movement;
- d. Mechanical and utility equipment must be elevated to or above the flood protection elevation; and
- e. Must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood.
- f. For a structure designed to allow the automatic entry of floodwaters below the Regional Flood Elevation, the applicant shall submit a plan that meets s. 3.3(2)(a) through 3.3(2)(e) and meets or exceeds the following standards:
 1. The lowest floor must be elevated to or above the regional flood elevation;
 2. a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;
 3. the bottom of all openings shall be no higher than one foot above the lowest

adjacent grade; openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters, otherwise must remain open.

4. The use must be limited to parking, building access or limited storage.

g. Certification: Whenever floodproofing measures are required, a registered professional engineer or architect shall certify that the following floodproofing measures will be utilized, where appropriate, and are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the regional flood:

1. Reinforcement of floors and walls to resist rupture, collapse, or lateral movement caused by water pressures or debris buildup;
2. Construction of wells, water supply systems and waste treatment systems so as to prevent the entrance of flood waters in such systems and must be in accordance with provisions in Sections 3.4(4) and 3.4(5);
3. Subsurface drainage systems to relieve external pressures on foundation walls and basement floors;
4. Cutoff valves on sewer lines or the elimination of gravity flow basement drains; and
5. Placement of utilities to or above the flood protection elevation.

3) **PUBLIC UTILITIES, STREETS AND BRIDGES**

Public utilities, streets and bridges may be allowed by permit, if:

- a. Adequate floodproofing measures are provided to the flood protection elevation; and
- b. Construction meets the development standards of s. 2.1.

4) **FILLS OR DEPOSITION OF MATERIALS**

Fills or deposition of materials may be allowed by permit, if:

- a. The requirements of s. 2.1 are met;
- b. No material is deposited in navigable waters unless a permit is issued by the Department pursuant to ch. 30, Stats., and a permit pursuant to s. 404 of the Federal Water Pollution Control Act, Amendments of 1972, 33 U.S.C. 1344 has been issued, if applicable, and all other requirements have been met;
- c. The fill or other materials will be protected against erosion by riprap, vegetative cover, sheet piling or bulkheading; and
- d. The fill is not classified as a solid or hazardous material.

3.4 PROHIBITED USES

All uses not listed as permitted uses in s. 3.2 are prohibited, including the following uses:

- 1) Habitable structures, structures with high flood damage potential, or those not associated with permanent open-space uses;
- 2) Storing materials that are buoyant, flammable, explosive, injurious to property, water quality, or human, animal, plant, fish or other aquatic life;
- 3) Uses not in harmony with or detrimental to uses permitted in the adjoining districts;
- 4) Any private or public sewage systems, except portable latrines that are removed prior to flooding and systems associated with recreational areas and Department-approved campgrounds that meet the applicable provisions of local ordinances and ch. SPS 383, Wis. Adm. Code;

- 5) Any public or private wells which are used to obtain potable water, except those for recreational areas that meet the requirements of local ordinances and chs. NR 811 and NR 812, Wis. Adm. Code;
- 6) Any solid or hazardous waste disposal sites;
- 7) Any wastewater treatment ponds or facilities, except those permitted under s. NR 110.15(3)(b), Wis. Adm. Code; and
- 8) Any sanitary sewer or water supply lines, except those to service existing or proposed development located outside the floodway which complies with the regulations for the floodplain area occupied.

4.0 FLOODFRINGE DISTRICT (FF)

4.1 APPLICABILITY

This section applies to all floodfringe areas shown on the floodplain zoning maps and those identified pursuant to s. 5.1(5).

4.2 PERMITTED USES

Any structure, land use, or development is allowed in the Floodfringe District if the standards in s. 4.3 are met, the use is not prohibited by this, or any other ordinance or regulation and all permits or certificates specified in s. 7.1 have been issued.

4.3 STANDARDS FOR DEVELOPMENT IN THE FLOODFRINGE

Section 2.0 shall apply in addition to the following requirements according to the use requested. Any existing structure in the floodfringe must meet the requirements of s. 6.0 *Nonconforming Uses*;

(1) RESIDENTIAL USES

Any structure, including a manufactured home, which is to be newly constructed or moved into the floodfringe, shall meet or exceed the following standards;

- a) All new construction, including placement of manufactured homes, and substantial improvement of residential structures, shall have the lowest floor elevated to or above the flood protection elevation on fill. The fill around the structure shall be one foot or more above the regional flood elevation extending at least 15 feet beyond the limits of the structure. No area may be removed from the floodfringe district unless it can be shown to meet s. 1.5(5).
- b) Notwithstanding s. 4.3 (1)(a), a basement or crawlspace floor may be placed at the regional flood elevation if the basement or crawlspace is designed to make all portions of the structure below the flood protection elevation watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. No floor of any kind is allowed below the regional flood elevation;
- c) Contiguous dryland access shall be provided from a structure to land outside of the floodplain, except as provided in subd. (d).
- d) In developments where existing street or sewer line elevations make compliance with subd. (c) impractical, the municipality may permit new development and substantial improvements where roads are below the regional flood elevation, if:
 1. The municipality has written assurance from police, fire and emergency services that rescue, and relief will be provided to the structure(s) by wheeled vehicles during a regional flood event; or
 2. The municipality has a DNR-approved emergency evacuation plan that follows acceptable hazard mitigation planning guidelines.

(2) ACCESSORY STRUCTURES OR USES

In addition to s. 2.0, new construction and substantial improvements of Accessory structures shall be constructed on fill with the lowest floor at or above the regional flood elevation.

(3) COMMERCIAL USES

In addition to s. 2.0, any commercial structure which is erected, altered, or moved into the floodfringe shall meet the requirements of s. 4.3(1). Subject to the requirements of s. 4.3(5), storage yards, surface parking lots and other such uses may be placed at lower elevations if an adequate warning system exists to protect life and property.

(4) MANUFACTURING AND INDUSTRIAL USES

In addition to s. 2.0, any manufacturing or industrial structure which is erected, altered, or moved into the floodfringe shall have the lowest floor elevated to or above the flood protection elevation or meet the floodproofing standards in s 7.5. Subject to the requirements of s. 4.3(5), storage yards, surface parking lots and other such uses may be placed at lower elevations if an adequate warning system exists to protect life and property.

(5) STORAGE OF MATERIALS

Materials that are buoyant, flammable, explosive, or injurious to property, water quality or human, animal, plant, fish, or aquatic life shall be stored at or above the flood protection elevation or floodproofed in compliance with s. 7.5. Adequate measures shall be taken to ensure that such materials will not enter the water body during flooding.

(6) PUBLIC UTILITIES, STREETS AND BRIDGES

All utilities, streets and bridges shall be designed to be compatible with comprehensive floodplain development plans; and

- a) When failure of public utilities, streets and bridges would endanger public health or safety, or where such facilities are deemed essential, construction or repair of such facilities shall only be permitted if they are designed to comply with s. 7.5.
- b) Minor roads or non-essential utilities may be constructed at lower elevations if they are designed to withstand flood forces to the regional flood elevation.

(7) SEWAGE SYSTEMS

All sewage disposal systems shall be designed to minimize or eliminate infiltration of flood water into the system, pursuant to s. 7.5(3), to the flood protection elevation and meet the provisions of all local ordinances and ch. SPS 383, Wis. Adm. Code. Ozaukee County administers this regulation all private, onsite, wastewater treatment systems (POWTS), as regulated under SPS 383 in incorporated parts of the county.

(8) WELLS

All wells shall be designed to minimize or eliminate infiltration of flood waters into the system, pursuant to s. 7.5(3), to the flood protection elevation and shall meet the provisions of chs. NR 811 and NR 812, Wis. Adm. Code. Ozaukee County administers this regulation for private wells on properties served by Private Onsite Wastewater Treatment Systems in incorporated parts of the county.

(9) SOLID WASTE DISPOSAL SITES

Disposal of solid or hazardous waste is prohibited in floodfringe areas.

(10) DEPOSITION OF MATERIALS

Any deposited material must meet all the provisions of this ordinance.

(11) MANUFACTURED HOMES

- a) Owners or operators of all manufactured home parks and subdivisions shall provide adequate surface drainage to minimize flood damage, and prepare, secure approval, and file an evacuation plan, indicating vehicular access and escape routes, with local emergency management authorities.
- b) In existing manufactured home parks, all new homes, replacement homes on existing pads, and substantially improved homes shall:
 - 1. have the lowest floor elevated to the flood protection elevation; and
 - 2. be anchored so they do not float, collapse, or move laterally during a flood
- c) Outside of existing manufactured home parks, including new manufactured home parks and all single units outside of existing parks, all new, replacement and substantially improved manufactured homes shall meet the residential development standards for the floodfringe in s. 4.3(1).

(12) MOBILE RECREATIONAL VEHICLES

All mobile recreational vehicles must be on site for less than 180 consecutive days and be either:

- a) fully licensed and ready for highway use; or
- b) shall meet the elevation and anchoring requirements in s. 4.3 (11)(b) and (c).
A mobile recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect utilities and security devices and has no permanently attached additions.

5.0 OTHER FLOODPLAIN DISTRICTS

5.1 GENERAL FLOODPLAIN DISTRICT (GFP)

1) APPLICABILITY

The provisions for the General Floodplain District shall apply to development in all floodplains mapped as A, AO, AH, and in AE zones within which a floodway is not delineated on the Flood Insurance Rate Maps identified in s. 1.5(2)(a).

2) FLOODWAY BOUNDARIES

For proposed development in zone A, or in zone AE within which a floodway is not delineated on the Flood Insurance Rate Map identified in s. 1.5(2)(a), the boundaries of the regulatory floodway shall be determined pursuant to s. 5.1(5). If the development is proposed to encroach upon the regulatory floodway, the development is subject to the standards of s. 3.0. If the development is located entirely within the floodfringe, the development is subject to the standards of s. 4.0.

3) PERMITTED USES

Pursuant to s. 5.1(5) it shall be determined whether the proposed use is located within the floodway or floodfringe. Those uses permitted in the Floodway (s. 3.2) and Floodfringe (s. 4.2) Districts are allowed within the General Floodplain District, according to the standards of s. 5.1(4) provided that all permits or certificates required under s. 7.1 have been issued.

4) STANDARDS FOR DEVELOPMENT IN THE GENERAL FLOODPLAIN DISTRICT

Section 3.0 applies to floodway areas, determined to pursuant to 5.1(5); Section 4.0 applies to floodfringe areas, determined to pursuant to 5.1(5).

- a) New construction and substantial improvement of structures in zone AO shall have the lowest floor, including basement, elevated:
 - 1. To or above the depth, in feet, as shown on the FIRM above the highest adjacent natural grade; or
 - 2. If the depth is not specified on the FIRM, two (2) above the highest adjacent natural grade or higher.
- b) New Construction and substantial improvement of structures in zone AH shall have the lowest floor, including basement, elevated to or above the flood protection elevation.
- c) In AO/AH zones, provide adequate drainage paths to guide floodwaters around structures.
- d) All development in zones AO and zone AH shall meet the requirements of s. 4.0 applicable to flood fringe areas.

5) DETERMINING FLOODWAY AND FLOODFRINGE LIMITS

Upon receiving an application for development within zone A, or within zone AE where a floodway has not been delineated on the Flood Insurance Rate Maps, the zoning administrator shall:

- a) Require the applicant to submit two copies of an aerial photograph or a plan which shows the proposed development with respect to the general floodplain district limits, stream channel, and existing floodplain developments, along with a legal description of the property, fill limits and elevations, building floor elevations and flood proofing measures and the flood zone as shown on the FIRM.
- b) Require the applicant to furnish any of the following information deemed necessary by the Department to evaluate the effects of the proposal upon flood height and flood flows, regional flood elevation and to determine floodway boundaries.
 - 1. A Hydrologic and Hydraulic Study as specified in s. 7.1(2)(c).
 - 2. Plan (surface view) showing elevations or contours of the ground; pertinent structure, fill or storage elevations; size, location, and layout of all proposed and existing structures on the site; location and elevations of streets, water supply, and sanitary facilities; soil types and other pertinent information.
 - 3. Specifications for building construction and materials, floodproofing, filling, dredging, channel improvement, storage, water supply and sanitary facilities.

6.0 NONCONFORMING USES

6.1 GENERAL

1) Applicability

- a) The standards in this section shall apply to all uses and buildings that do not conform to the provisions contained within a floodplain zoning ordinance or with s. 87.30, Stats. and §§ NR 116.12-14, Wis. Adm. Code and 44 CFR 59-72., these standards shall apply to all modifications or additions to any nonconforming use or structure and to the use of any structure or premises which was lawful before the passage of this ordinance or any amendment thereto. A party asserting existence of a lawfully established nonconforming use or structure has the burden of proving that the use or structure was compliant with the floodplain zoning ordinance in effect at the time the use or structure was created.
- b) As permit applications are received for additions, modifications, or substantial improvements to nonconforming buildings in the floodplain, municipalities shall develop a list of those

nonconforming buildings, their present equalized assessed value, and a list of the costs of those activities associated with changes to those buildings.

- 2) The existing lawful use of a structure or its accessory use which is not in conformity with the provisions of this ordinance may continue subject to the following conditions:
- a) No modifications or additions to a nonconforming use or structure shall be permitted unless they comply with this ordinance. The words "modification" and "addition" include, but are not limited to, any alteration, addition, modification, structural repair, rebuilding or replacement of any such existing use, structure or accessory structure or use. Maintenance is not considered a modification; this includes painting, decorating, paneling and other nonstructural components and the maintenance, repair or replacement of existing private sewage or water supply systems or connections to public utilities. Any costs associated with the repair of a damaged structure are not considered maintenance.

The construction of a deck that does not exceed 200 square feet and that is adjacent to the exterior wall of a principal structure is not an extension, modification, or addition. The roof of the structure may extend over a portion of the deck in order to provide safe ingress and egress to the principal structure.

- b) If a nonconforming use or the use of a nonconforming structure is discontinued for 12 consecutive months, it is no longer permitted and any future use of the property, and any structure or building thereon, shall conform to the applicable requirements of this ordinance;
- c) The municipality shall keep a record which lists all nonconforming uses and nonconforming structures, their present equalized assessed value, the cost of all modifications or additions which have been permitted, and the percentage of the structure's total current value those modifications represent;
- d) No modification or addition to any nonconforming structure or any structure with a nonconforming use, which over the life of the structure would equal or exceed 50% of its present equalized assessed value, shall be allowed unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this ordinance. Contiguous dry land access must be provided for residential and commercial uses in compliance with s. 4.3(1). The costs of elevating the lowest floor of a nonconforming building or a building with a nonconforming use to the flood protection elevation are excluded from the 50% provisions of this paragraph;
- e) No maintenance on a per event basis to any nonconforming structure or any structure with a nonconforming use, the cost of which would equal or exceed 50% of its present equalized assessed value, shall be allowed unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this ordinance. Contiguous dry land access must be provided for residential and commercial uses in compliance with s. 4.3(1). Maintenance to any nonconforming structure, which does not exceed 50% of its present equalized assessed value on a per event basis, does not count against the cumulative calculations over the life of the structure for substantial improvement calculations.
- f) If on a per event basis the total value of the work being done under (d) and (e) equals or exceeds 50% of the present equalized assessed value, the work shall not be permitted unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this ordinance. Contiguous dry land access must be provided for residential and commercial uses in compliance with s. 4.3(1).
- g) Except as provided in subd. (h), if any nonconforming structure or any structure with a nonconforming use is destroyed or is substantially damaged, it cannot be replaced, reconstructed, or rebuilt unless the use and the structure meet the current ordinance requirements. A structure is considered substantially damaged if the total cost to restore the structure to its pre-damaged condition equals or exceeds 50% of the structure's present equalized assessed value.

- h) For nonconforming buildings that are substantially damaged or destroyed by a nonflood disaster, the repair or reconstruction of any such nonconforming building shall be permitted in order to restore it to the size and use in effect prior to the damage event, provided that the following minimum requirements are met, and all required permits have been granted prior to the start of construction:

1. Residential Structures

- a. Shall have the lowest floor, including basement, elevated to or above the base flood elevation using fill, pilings, columns, posts, or perimeter walls. Perimeter walls must meet the requirements of s. 7.5(2).
- b. Shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, and shall be constructed with methods and materials resistant to flood damage.
- c. Shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or elevated so as to prevent water from entering or accumulating within the components during conditions of flooding.
- d. In A Zones, obtain, review, and utilize any flood data available from a federal, state or other source.
- e. In AO Zones with no elevations specified, shall have the lowest floor, including basement, meet the standards in s. 5.1(4).
- f. in AO Zones, shall have adequate drainage paths around structures on slopes to guide floodwaters around and away from the structure.

2. Nonresidential Structures

- a. Shall meet the requirements of s. 6.1(2)(h)1a-f.
 - b. Shall either have the lowest floor, including basement, elevated to or above the regional flood elevation; or, together with attendant utility and sanitary facilities, shall meet the standards in s. 7.5 (1) or (2).
 - c. In AO Zones with no elevations specified, shall have the lowest floor, including basement, meet the standards in s. 5.1(4).
- 3) A nonconforming historic structure may be altered if the alteration will not preclude the structure's continued designation as a historic structure, the alteration will comply with s. 3.3 (1), flood resistant materials are used, and construction practices and floodproofing methods that comply with s. 7.5 are used. Repair or rehabilitation of historic structures shall be exempt from the development standards of s. 6.1 (2)(h)1 if it is determined that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and is the minimum necessary to preserve the historic character and design of the structure.
- 4) Notwithstanding anything in this chapter to the contrary, modifications, additions, maintenance, and repairs to a nonconforming building shall not be prohibited based on cost and the building's nonconforming use shall be permitted to continue if:
- a) Any living quarters in the nonconforming building are elevated to be at or above the flood protection elevation;
 - b) The lowest floor of the nonconforming building, including the basement, is elevated to or above the regional flood elevation;
 - c) The nonconforming building is permanently changed to conform to the applicable requirements of 2.0;

- d) If the nonconforming building is in the floodway, the building is permanently changed to conform to the applicable requirements of 3.3(1), 3.3(2)(b) through (e), 3.3(3), 3.3(4), and 6.2. Any development that adds additional fill or creates an encroachment in the floodplain from beyond the original nonconforming structure's 3-D building envelope must determine the floodway in accordance with section 5.1(5). If the encroachment is in the floodway, it must meet the standards in section 3.3(4);
- e) If the nonconforming building is in the floodfringe, the building is permanently changed to conform to the applicable requirements of 4.3 and 6.3;
- f) Repair or reconstruction of nonconforming structures and substantial improvements of residential buildings in zones A1-30, AE, and AH must have the lowest floor (including basement) elevated to or above the base flood elevation;
- g) Repair or reconstruction of nonconforming structures and substantial improvements of non-residential buildings in zones A1-30, AE, and AH must have the lowest floor (including basement) elevated to or above the base flood elevation, or (together with attendant utility and sanitary facilities) be designed so that below the base flood elevation the building is watertight with walls substantially impermeable to the passage of water and with structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy:
 - i. Where a non-residential structure is intended to be made watertight below the base flood elevation, a registered professional engineer or architect must develop and/or review structural design, specifications, and plans for the construction, and must certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of s. 6.1(4)(g) above.
 - ii. The community must maintain a record of such certification including the specific elevation to which each such structure is floodproofed;
- h) Fully enclosed areas below the lowest floor of repair or reconstruction of nonconforming structures and substantial improvements in zones A1-30, AE, and AH that are usable solely for parking of vehicles, building access, or storage, must be designed to adequately equalize hydrostatic forces on exterior walls by allowing for the entry and exit of floodwaters. Subsequent improvements to repaired or reconstructed nonconforming structures must not increase the degree of their nonconformity. Designs for meeting this requirement must either be certified by a registered professional engineer or architect, or meet the following criteria:
 - i. A minimum of two openings into each enclosed area must be located below the base flood elevation and provide a total net area of not less than one square inch for every square foot of enclosed area.
 - ii. The bottom of all openings must be no higher than one foot above the adjacent grade.
 - iii. Openings may be equipped with screens, louvers, valves, or other coverings if they permit the automatic entry and exit of floodwaters;
- i) Manufactured homes that are placed or substantially improved within zones A1-30, AE, and AH outside of a manufactured home park or subdivision, in a new manufactured home park or subdivision, in an expansion to an existing manufactured home park or subdivision, or in an existing manufactured home park or subdivision on which a manufactured home has incurred substantial damage as a result of flood, must be elevated on a permanent foundation such that the lowest floor of the manufactured home is at or above the base flood elevation, and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement;

- j) Manufactured homes that are placed or substantially improved within zones A1-30, AE, and AH on existing sites in an existing manufactured home park that is not undergoing expansion and on which a manufactured home has not incurred substantial damage as a result of flood must be elevated so that either the lowest floor of the manufactured home is at or above the base flood elevation, or the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade, and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement;
- k) Recreational vehicles placed on sites within zones A1-30, AH, and AE must either:
 - i. Be on site for fewer than 180 consecutive days; or
 - ii. Be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions); or
 - iii. Meet the elevation and anchoring requirements for manufactured homes in s. 6.1(4)(i) above;
- l) In a regulatory floodway that has been delineated on the FIRM in zone A1-30 or AE, encroachments, including repair or reconstruction of nonconforming structures, substantial improvement, or other development (including fill) must be prohibited unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase in flood levels within the community during the occurrence of the base flood discharge. Subsequent improvements to repair or reconstructed nonconforming structures must not increase the degree of their nonconformity;
- m) In zone A, the community must obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state, or other source as criteria for requiring repair or reconstruction of nonconforming structures, substantial improvement, and other development to meet ss. 6.1(4)(f) through (l) (inclusive) above. Any development that adds additional fill or creates an encroachment in the floodplain from beyond the original nonconforming structure's 3-D building envelope must determine the floodway in accordance with section 5.1(5). If the encroachment is in the floodway, it must meet the standards in section 3.3(4). Subsequent improvements to repair or reconstructed nonconforming structures must not increase the degree of their nonconformity;
- n) In zones A1-30 or AE where a regulatory floodway has not been delineated on the FIRM, repair or reconstruction of nonconforming structures, substantial improvement, or any development that adds additional fill or creates an encroachment in the floodplain from beyond the original nonconforming structure's 3-D building envelope must determine the floodway in accordance with section 5.1(5). If the encroachment is in the floodway, it must meet the standards in section 3.3(4). Subsequent improvements to repair or reconstructed nonconforming structures must not increase the degree of their nonconformity;
- o) In zone AO, repair or reconstruction of nonconforming structures and substantial improvements of residential structures must have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM (at least two feet if no depth number is specified). Subsequent improvements to repair or reconstructed nonconforming structures must not increase the degree of their nonconformity; or
- p) In zone AO, repair or reconstruction of nonconforming structures and substantial improvements of nonresidential structures must have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM (at least two feet if no depth number is specified), or (together with attendant utility and sanitary facilities) be structurally dry-floodproofed to that level according

to the standard specified in s. 6.1(4)(g) above. Subsequent improvements to repair or reconstructed nonconforming structures must not increase the degree of their nonconformity.

6.2 FLOODWAY DISTRICT

- 1) No modification or addition shall be allowed to any nonconforming structure or any structure with a nonconforming use in the Floodway District, unless such modification or addition:
 - a) Has been granted a permit or variance which meets all ordinance requirements;
 - b) Meets the requirements of s. 6.1;
 - c) Shall not increase the obstruction to flood flows or regional flood height;
 - d) Any addition to the existing structure shall be floodproofed, pursuant to s. 7.5, by means other than the use of fill, to the flood protection elevation; and,
 - e) If any part of the foundation below the flood protection elevation is enclosed, the following standards shall apply:
 1. The enclosed area shall be designed by a registered architect or engineer to allow for the efficient entry and exit of flood waters without human intervention. A minimum of two openings must be provided with a minimum net area of at least one square inch for every one square foot of the enclosed area. The lowest part of the opening can be no more than 12 inches above the adjacent grade;
 2. The parts of the foundation located below the flood protection elevation must be constructed of flood-resistant materials;
 3. Mechanical and utility equipment must be elevated or floodproofed to or above the flood protection elevation; and
 4. The use must be limited to parking, building access or limited storage.
- 2) No new on-site sewage disposal system, or addition to an existing on-site sewage disposal system, except where an addition has been ordered by a government agency to correct a hazard to public health, shall be allowed in the Floodway District. Any replacement, repair or maintenance of an existing on-site sewage disposal system in a floodway area shall meet the applicable requirements of all municipal ordinances, s. 7.5(3) and Ch. SPS 383, Wis. Adm. Code.
- 3) No new well or modification to an existing well used to obtain potable water shall be allowed in the Floodway District. Any replacement, repair, or maintenance of an existing well in the Floodway District shall meet the applicable requirements of all municipal ordinances, s. 7.5(3) and chs. NR 811 and NR 812, Wis. Adm. Code.

6.3 FLOODFRINGE DISTRICT

- 1) No modification or addition shall be allowed to any nonconforming structure or any structure with a nonconforming use unless such modification or addition has been granted a permit or variance by the municipality and meets the requirements of s. 4.3 except where s. 6.3(2) is applicable.
- 2) Where compliance with the provisions of subd. (1) would result in unnecessary hardship and only where the structure will not be used for human habitation or be associated with a high flood damage potential, the Board of Appeals, using the procedures established in s. 7.3, may grant a variance from those provisions of subd. (1) for modifications or additions using the criteria listed below. Modifications or additions which are protected to elevations lower than the flood protection elevation may be permitted if:
 - a) No floor is allowed below the regional flood elevation for residential or commercial structures;

- b) Human lives are not endangered;
 - c) Public facilities, such as water or sewer, shall not be installed;
 - d) Flood depths shall not exceed two feet;
 - e) Flood velocities shall not exceed two feet per second; and
 - f) The structure shall not be used for storage of materials as described in s. 4.3(5).
- 3) All new private sewage disposal systems, or addition to, replacement, repair or maintenance of a private sewage disposal system shall meet all the applicable provisions of all local ordinances, s. 7.5 (3) and ch. SPS 383, Wis. Adm. Code.
 - 4) All new wells, or addition to, replacement, repair, or maintenance of a well shall meet the applicable provisions of this ordinance, s. 7.5 (3) and ch. NR 811 and NR 812, Wis. Adm. Code.

7.0 ADMINISTRATION

Where a zoning administrator, planning agency or a board of appeals has already been appointed to administer a zoning ordinance adopted under ss. 59.69, 59.692 or 62.23(7), Stats., these officials shall also administer this ordinance.

1.1 ZONING ADMINISTRATOR

1) DUTIES AND POWERS

The zoning administrator is authorized to administer this ordinance and shall have the following duties and powers:

- a) Advise applicants of the ordinance provisions, assist in preparing permit applications and appeals, and assure that the regional flood elevation for the proposed development is shown on all permit applications.
- b) Issue permits and inspect properties for compliance with provisions of this ordinance and issue certificates of compliance where appropriate
- c) Inspect and assess all damaged floodplain structures to determine if substantial damage to the structures has occurred.
- d) Keep records of all official actions such as:
 - 1. All permits issued, inspections made, and work approved;
 - 2. Documentation of certified lowest floor and regional flood elevations;
 - 3. Floodproofing certificates.
 - 4. Water surface profiles, floodplain zoning maps and ordinances, nonconforming uses and structures including changes, appeals, variances and amendments.
 - 5. All substantial damage assessment reports for floodplain structures.
 - 6. List of nonconforming structures and uses.
- e) Submit copies of the following items to the Department Regional office:
 - 1. Within 10 days of the decision, a copy of any decisions on variances, appeals for map or text interpretations, and map or text amendments;
 - 2. Copies of case-by-case analyses and other required information.
 - 3. Copies of substantial damage assessments performed and all related correspondence concerning the assessments.

- f) Investigate, prepare reports, and report violations of this ordinance to the municipal zoning agency and attorney for prosecution. Copies of the reports shall also be sent to the Department Regional office.
- g) Submit copies of amendments to the FEMA Regional office.

2) LAND USE PERMIT

A land use permit shall be obtained before any development; repair, modification, or addition to an existing structure; or change in the use of a building or structure, including sewer and water facilities, may be initiated. Application to the zoning administrator shall include:

a) GENERAL INFORMATION

- 1. Name and address of the applicant, property owner and contractor;
- 2. Legal description, proposed use, and whether it is new construction or a modification;

b) SITE DEVELOPMENT PLAN

A site plan drawn to scale shall be submitted with the permit application form and shall contain:

- 1. Location, dimensions, area and elevation of the lot;
- 2. Location of the ordinary highwater mark of any abutting navigable waterways;
- 3. Location of any structures with distances measured from the lot lines and street center lines;
- 4. Location of any existing or proposed on-site sewage systems or private water supply systems;
- 5. Location and elevation of existing or future access roads;
- 6. Location of floodplain and floodway limits as determined from the official floodplain zoning maps;
- 7. The elevation of the lowest floor of proposed buildings and any fill using the vertical datum from the adopted study – either National Geodetic Vertical Datum (NGVD) or North American Vertical Datum (NAVD);
- 8. Data sufficient to determine the regional flood elevation in NGVD or NAVD at the location of the development and to determine whether or not the requirements of s. 3.0 or 4.0 are met; and
- 9. Data to determine if the proposed development will cause an obstruction to flow or an increase in regional flood height or discharge according to s. 2.1. This may include any of the information noted in s. 3.3(1).

c) HYDRAULIC AND HYDROLOGIC STUDIES TO ANALYZE DEVELOPMENT

All hydraulic and hydrologic studies shall be completed under the direct supervision of a professional engineer registered in the State. The study contractor shall be responsible for the technical adequacy of the study. All studies shall be reviewed and approved by the Department.

1. Zone A floodplains and in AE zones within which a floodway is not delineated:

- a. Hydrology
 - i. The appropriate method shall be based on the standards in ch. NR 116.07(3), Wis. Admin. Code, *Hydrologic Analysis: Determination of Regional Flood Discharge*.

b. Hydraulic modeling

The regional flood elevation shall be based on the standards in ch. NR 116.07(4), Wis. Admin. Code, *Hydraulic Analysis: Determination of Regional Flood Elevation* and the following:

- i. determination of the required limits of the hydraulic model shall be based on detailed study information for downstream structures (dam, bridge, culvert) to determine adequate starting WSEL for the study.
- ii. channel sections must be surveyed.
- iii. minimum four-foot contour data in the overbanks shall be used for the development of cross section overbank and floodplain mapping.
- iv. a maximum distance of 500 feet between cross sections is allowed in developed areas with additional intermediate cross sections required at transitions in channel bottom slope including a survey of the channel at each location.
- v. the most current version of HEC-RAS shall be used.
- vi. a survey of bridge and culvert openings and the top of road is required at each structure.
- vii. additional cross sections are required at the downstream and upstream limits of the proposed development and any necessary intermediate locations based on the length of the reach if greater than 500 feet.
- viii. standard accepted engineering practices shall be used when assigning parameters for the base model such as flow, Manning's N values, expansion and contraction coefficients or effective flow limits. The base model shall be calibrated to past flooding data such as high-water marks to determine the reasonableness of the model results. If no historical data is available, adequate justification shall be provided for any parameters outside standard accepted engineering practices.
- ix. the model must extend past the upstream limit of the difference in the existing and proposed flood profiles in order to provide a tie-in to existing studies. The height difference between the proposed flood profile and the existing study profiles shall be no more than 0.00 feet.

c. Mapping

A work map of the reach studied shall be provided, showing all cross-section locations, floodway/floodplain limits based on best available topographic data, geographic limits of the proposed development and whether the proposed development is located in the floodway.

- i. If the proposed development is located outside of the floodway, then it is determined to have no impact on the regional flood elevation.
- ii. If any part of the proposed development is in the floodway, it must be added to the base model to show the difference between existing and proposed conditions. The study must ensure that all coefficients remain the same as in the existing model, unless adequate justification based on standard accepted engineering practices is provided.

2. Zone AE Floodplains

a. Hydrology

If the proposed hydrology will change the existing study, the appropriate method to be used shall be based on ch. NR 116.07(3), Wis. Admin. Code, *Hydrologic Analysis: Determination of Regional Flood Discharge*.

b. Hydraulic model

The regional flood elevation shall be based on the standards in ch. NR 116.07(4), Wis. Admin. Code, *Hydraulic Analysis: Determination of Regional Flood Elevation* and the following:

i. Duplicate Effective Model

The effective model shall be reproduced to ensure correct transference of the model data and to allow integration of the revised data to provide a continuous FIS model upstream and downstream of the revised reach. If data from the effective model is available, models shall be generated that duplicate the FIS profiles and the elevations shown in the Floodway Data Table in the FIS report to within 0.1 foot.

ii. Corrected Effective Model.

The Corrected Effective Model shall not include any man-made physical changes since the effective model date but shall import the model into the most current version of HEC-RAS for Department review.

iii. Existing (Pre-Project Conditions) Model.

The Existing Model shall be required to support conclusions about the actual impacts of the project associated with the Revised (Post-Project) Model or to establish more up-to-date models on which to base the Revised (Post-Project) Model.

iv. Revised (Post-Project Conditions) Model.

The Revised (Post-Project Conditions) Model shall incorporate the Existing Model and any proposed changes to the topography caused by the proposed development. This model shall reflect proposed conditions.

v. All changes to the Duplicate Effective Model and subsequent models must be supported by certified topographic information, bridge plans, construction plans and survey notes.

vi. Changes to the hydraulic models shall be limited to the stream reach for which the revision is being requested. Cross sections upstream and downstream of the revised reach shall be identical to those in the effective model and result in water surface elevations and top widths computed by the revised models matching those in the effective models upstream and downstream of the revised reach as required. The Effective Model shall not be truncated.

c. Mapping

Maps and associated engineering data shall be submitted to the Department for review which meet the following conditions:

i. Consistency between the revised hydraulic models, the revised floodplain and floodway delineations, the revised flood profiles, topographic work map, annotated FIRMs and/or Flood Boundary Floodway Maps (FBFMs), construction plans, bridge plans.

ii. Certified topographic map of suitable scale, contour interval, and a planimetric map showing the applicable items. If a digital version of the map is available, it may be submitted in order that the FIRM may be more easily revised.

iii. Annotated FIRM panel showing the revised 1% and 0.2% annual chance floodplains and floodway boundaries.

iv. If an annotated FIRM and/or FBFM and digital mapping data (GIS or CADD) are used, then all supporting documentation or metadata must be included with the data submission along with the Universal Transverse Mercator (UTM) projection and State Plane Coordinate System in accordance with FEMA mapping specifications.

- v. The revised floodplain boundaries shall tie into the effective floodplain boundaries.
- vi. All cross sections from the effective model shall be labeled in accordance with the effective map and a cross section lookup table shall be included to relate to the model input numbering scheme.
- vii. Both the current and proposed floodways shall be shown on the map.
- viii. The stream centerline, or profile baseline used to measure stream distances in the model shall be visible on the map.

d) EXPIRATION

All permits issued under the authority of this ordinance shall expire no more than 180 days after issuance. The permit may be extended for a maximum of 180 days for good and sufficient cause. If the permitted work has not started within 180 days of the permit date, the development must comply with any regulation, including any revision to the FIRM or FIS, that took effect after the permit date.

3) CERTIFICATE OF COMPLIANCE

No land shall be occupied or used, and no building which is hereafter constructed, altered, added to, modified, repaired, rebuilt, or replaced shall be occupied until a certificate of compliance is issued by the zoning administrator, except where no permit is required, subject to the following provisions:

- a) The certificate of compliance shall show that the building or premises or part thereof, and the proposed use, conform to the provisions of this ordinance;
- b) Application for such certificate shall be concurrent with the application for a permit;
- c) If all ordinance provisions are met, the certificate of compliance shall be issued within 10 days after written notification that the permitted work is completed;
- d) The applicant shall submit a certification signed by a registered professional engineer, architect, or land surveyor that the fill, lowest floor and floodproofing elevations are in compliance with the permit issued. Floodproofing measures also require certification by a registered professional engineer or architect that the requirements of s. 7.5 are met.
- e) Where applicable pursuant to s. 5.1(4), the applicant must submit a certification by a registered professional engineer or surveyor of the elevation of the bottom of the lowest horizontal structural member supporting the lowest floor (excluding pilings or columns), and an indication of whether the structure contains a basement.
- f) Where applicable pursuant to s. 5.1(4), the applicant must submit certifications by a registered professional engineer or architect that the structural design and methods of construction meet accepted standards of practice as required by s. 5.1(4).

4) OTHER PERMITS

Prior to obtaining a floodplain development permit the applicant must secure all necessary permits from federal, state, and local agencies, including but not limited to those required by the U.S. Army Corps of Engineers under s. 404 of the Federal Water Pollution Control Act, Amendments of 1972, 33 U.S.C. 1344.

7.2 ZONING AGENCY

1) The Village Administrator shall:

- a) oversee the functions of the office of the zoning administrator; and
- b) review and advise the governing body on all proposed amendments to this ordinance, maps, and text.

- c) publish adequate notice pursuant to Ch. 985, Stats., specifying the date, time, place, and subject of the public hearing.
- 2) The Village Administrator shall not:
- a) grant variances to the terms of the ordinance in place of action by the Board of Appeals; or
 - b) amend the text or zoning maps in place of official action by the governing body.

7.3 BOARD OF APPEALS

The Board of Appeals, under s. 62.23(7)(e), Stats., for cities or villages, is hereby authorized or shall be appointed to act for the purposes of this ordinance. The Board shall exercise the powers conferred by Wisconsin Statutes and adopt rules for the conduct of business. The zoning administrator shall not be the secretary of the Board.

1) POWERS AND DUTIES

The Board of Appeals shall:

- a) Appeals - Hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by an administrative official in the enforcement or administration of this ordinance;
- b) Boundary Disputes - Hear and decide disputes concerning the district boundaries shown on the official floodplain zoning map; and
- c) Variances - Hear and decide, upon appeal, variances from the ordinance standards.

2) APPEALS TO THE BOARD

- a) Appeals to the board may be taken by any person aggrieved, or by any officer or department of the municipality affected by any decision of the zoning administrator or other administrative officer. Such appeal shall be taken within 30 days unless otherwise provided by the rules of the board, by filing with the official whose decision is in question, and with the board, a notice of appeal specifying the reasons for the appeal. The official whose decision is in question shall transmit to the board all records regarding the matter appealed.

b) NOTICE AND HEARING FOR APPEALS INCLUDING VARIANCES

1. Notice - The board shall:

- a. Fix a reasonable time for the hearing;
- b. Publish adequate notice pursuant to Wisconsin Statutes, specifying the date, time, place, and subject of the hearing; and
- c. Assure that notice shall be mailed to the parties in interest and the Department Regional office at least 10 days in advance of the hearing.

2. Hearing - Any party may appear in person or by agent. The board shall:

- a. Resolve boundary disputes according to s. 7.3(3);
- b. Decide variance applications according to s. 7.3(4); and
- c. Decide appeals of permit denials according to s. 7.4.

c) DECISION: The final decision regarding the appeal or variance application shall:

- 1. Be made within a reasonable time;
- 2. Be sent to the Department Regional office within 10 days of the decision;
- 3. Be a written determination signed by the chairman or secretary of the Board;
- 4. State the specific facts which are the basis for the Board's decision;

5. Either affirm, reverse, vary or modify the order, requirement, decision, or determination appealed, in whole or in part, dismiss the appeal for lack of jurisdiction or grant or deny the variance application; and
6. Include the reasons for granting an appeal, describing the hardship demonstrated by the applicant in the case of a variance, clearly stated in the recorded minutes of the Board proceedings.

3) BOUNDARY DISPUTES

The following procedure shall be used by the Board in hearing disputes concerning floodplain district boundaries:

- a) If a floodplain district boundary is established by approximate or detailed floodplain studies, the flood elevations or profiles shall prevail in locating the boundary.
- b) The person contesting the boundary location shall be given a reasonable opportunity to present arguments and technical evidence to the Board; and
- c) If the boundary is incorrectly mapped, the Board should inform the zoning committee or the person contesting the boundary location to petition the governing body for a map amendment according to s. 8.0 *Amendments*.

4) VARIANCE

- a) The Board may, upon appeal, grant a variance from the standards of this ordinance if an applicant convincingly demonstrates that:
 1. Literal enforcement of the ordinance will cause unnecessary hardship;
 2. The hardship is due to adoption of the floodplain ordinance and unique property conditions, not common to adjacent lots or premises. In such case the ordinance or map must be amended;
 3. The variance is not contrary to the public interest; and
 4. The variance is consistent with the purpose of this ordinance in s. 1.3.
- b) In addition to the criteria in subd. (a), to qualify for a variance under FEMA regulations, the Board must find that the following criteria have been met:
 1. The variance shall not cause any increase in the regional flood elevation;
 2. The applicant has shown good and sufficient cause for issuance of the variance;
 3. Failure to grant the variance would result in exceptional hardship;
 4. Granting the variance will not result in additional threats to public safety, extraordinary expense, create a nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances;
 5. The variance granted is the minimum necessary, considering the flood hazard, to afford relief.
- c) A variance shall not:
 1. Grant, extend or increase any use prohibited in the zoning district;
 2. Be granted for a hardship based solely on an economic gain or loss;
 3. Be granted for a hardship which is self-created.

4. Damage the rights or property values of other persons in the area;
 5. Allow actions without the amendments to this ordinance or map(s) required in s. 8.0 *Amendments*; and
 6. Allow any alteration of an historic structure, including its use, which would preclude its continued designation as an historic structure.
- d) When a floodplain variance is granted, the Board shall notify the applicant in writing that it may increase risks to life and property and flood insurance premiums could increase up to \$25.00 per \$100.00 of coverage. A copy shall be maintained with the variance record.

7.4 TO REVIEW APPEALS OF PERMIT DENIALS

- (1) The Zoning Agency (s. 7.2) or Board shall review all data related to the appeal. This may include:
 - a. Permit application data listed in s. 7.1(2);
 - b. Floodway/floodfringe determination data in s. 5.1(5);
 - c. Data listed in s. 3.3(1)(b) where the applicant has not submitted this information to the zoning administrator; and
 - d. Other data submitted with the application or submitted to the Board with the appeal.
- (2) For appeals of all denied permits the Board shall:
 - a. Follow the procedures of s. 7.3;
 - b. Consider zoning agency recommendations; and
 - c. Either uphold the denial or grant the appeal.
- (3) For appeals concerning increases in regional flood elevation the Board shall:
 - a. Uphold the denial where the Board agrees with the data showing an increase in flood elevation. Increases may only be allowed after amending the flood profile and map and all appropriate legal arrangements are made with all adversely affected property owners as per the requirements of s. 8.0 *Amendments*; and
 - b. Grant the appeal where the Board agrees that the data properly demonstrates that the project does not cause an increase provided no other reasons for denial exist.

7.5 FLOODPROOFING STANDARDS

- (1) No permit or variance shall be issued for a non-residential structure designed to be watertight below the regional flood elevation until the applicant submits a plan certified by a registered professional engineer or architect that the floodproofing measures will protect the structure or development to or above the flood protection elevation and submits a FEMA Floodproofing Certificate. Floodproofing is not an alternative to the development standards in ss. 2.0, 3.0, 4.0, or 5.1.
- (2) For a structure designed to allow the entry of floodwaters, no permit or variance shall be issued until the applicant submits a plan either:
 - a. certified by a registered professional engineer or architect; or
 - b. meeting or exceeding the following standards:
 1. a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;
 2. the bottom of all openings shall be no higher than one foot above grade; and
 3. openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

(3) Floodproofing measures shall be designed, as appropriate, to:

- a. Withstand flood pressures, depths, velocities, uplift and impact forces and other regional flood factors;
- b. Protect structures to the flood protection elevation;
- c. Anchor structures to foundations to resist flotation and lateral movement;
- d. Minimize or eliminate infiltration of flood waters;
- e. Minimize or eliminate discharges into flood waters;
- f. Placement of essential utilities to or above the flood protection elevation; and
- g. If any part of the foundation below the flood protection elevation is enclosed, the following standards shall apply:
 1. The enclosed area shall be designed by a registered architect or engineer to allow for the efficient entry and exit of flood waters without human intervention. A minimum of two openings must be provided with a minimum net area of at least one square inch for every one square foot of the enclosed area. The lowest part of the opening can be no more than 12 inches above the adjacent grade;
 2. The parts of the foundation located below the flood protection elevation must be constructed of flood-resistant materials;
 3. Mechanical and utility equipment must be elevated or floodproofed to or above the flood protection elevation; and
 4. The use must be limited to parking, building access or limited storage.

7.6 PUBLIC INFORMATION

- (1) Place marks on structures to show the depth of inundation during the regional flood.
- (2) All maps, engineering data and regulations shall be available and widely distributed.
- (3) Real estate transfers should show what floodplain district any real property is in.

8.0 AMENDMENTS

Obstructions or increases may only be permitted if amendments are made to this ordinance, the official floodplain zoning maps, floodway lines and water surface profiles, in accordance with s. 8.1.

- (1) In AE Zones with a mapped floodway, no obstructions or increases shall be permitted unless the applicant receives a Conditional Letter of Map Revision from FEMA and amendments are made to this ordinance, the official floodplain zoning maps, floodway lines and water surface profiles, in accordance with s. 8.1. Any such alterations must be reviewed and approved by FEMA and the DNR.
- (2) In A Zones increases equal to or greater than 1.0 foot may only be permitted if the applicant receives a Conditional Letter of Map Revision from FEMA and amendments are made to this ordinance, the official floodplain maps, floodway lines, and water surface profiles, in accordance with s. 8.1.

8.1 GENERAL

The governing body shall change or supplement the floodplain zoning district boundaries and this ordinance in the manner outlined in s. 8.2 below. Actions which require an amendment to the ordinance and/or submittal of a Letter of Map Change (LOMC) include, but are not limited to, the following:

- (1) Any fill or floodway encroachment that obstructs flow causing any increase in the regional flood height;
- (2) Any change to the floodplain boundaries and/or watercourse alterations on the FIRM;
- (3) Any changes to any other officially adopted floodplain maps listed in s. 1.5 (2)(b);
- (4) Any floodplain fill which raises the elevation of the filled area to a height at or above the flood protection elevation and is contiguous to land lying outside the floodplain;
- (5) Correction of discrepancies between the water surface profiles and floodplain maps;
- (6) Any upgrade to a floodplain zoning ordinance text required by s. NR 116.05, Wis. Adm. Code, or otherwise required by law, or for changes by the municipality; and
- (7) All channel relocations and changes to the maps to alter floodway lines or to remove an area from the floodway or the floodfringe that is based on a base flood elevation from a FIRM requires prior approval by FEMA.

8.2 PROCEDURES

Ordinance amendments may be made upon petition of any party according to the provisions of s. 62.23, Stats., for cities and villages. The petitions shall include all data required by s. 5.1(5) and 7.1(2). The Land Use Permit shall not be issued until a Letter of Map Revision is issued by FEMA for the proposed changes.

- (1) The proposed amendment shall be referred to the zoning agency for a public hearing and recommendation to the governing body. The amendment and notice of public hearing shall be submitted to the Department Regional office for review prior to the hearing. The amendment procedure shall comply with the provisions of s. 62.23, Stats., for cities and villages.
- (2) No amendments shall become effective until reviewed and approved by the Department.
- (3) All persons petitioning for a map amendment that obstructs flow causing any increase in the regional flood height, shall obtain flooding easements or other appropriate legal arrangements from all adversely affected property owners and notify local units of government before the amendment can be approved by the governing body.

9.0 ENFORCEMENT AND PENALTIES

Any violation of the provisions of this ordinance by any person shall be unlawful and shall be referred to the municipal attorney who shall expeditiously prosecute all such violators. A violator shall, upon conviction, forfeit to the municipality a penalty of not more than \$50.00 (fifty dollars), together with a taxable cost of such action. Each day of continued violation shall constitute a separate offense. Every violation of this ordinance is a public nuisance, and the creation may be enjoined, and the maintenance may be abated by action at suit of the municipality, the state, or any citizen thereof pursuant to s. 87.30, Stats

10.0 DEFINITIONS

Unless specifically defined, words and phrases in this ordinance shall have their common law meaning and shall be applied in accordance with their common usage. Words used in the present tense include the future, the singular number includes the plural and the plural number includes the singular. The word "may" is permissive, "shall" is mandatory and is not discretionary.

1. A ZONES – Those areas shown on the Official Floodplain Zoning Map which would be inundated by the regional flood. These areas may be numbered or unnumbered A Zones. The A Zones may or may not be reflective of flood profiles, depending on the availability of data for a given area.
2. AH ZONE – See “AREA OF SHALLOW FLOODING”.

3. AO ZONE – See “AREA OF SHALLOW FLOODING”.
4. ACCESSORY STRUCTURE OR USE – A facility, structure, building or use which is accessory or incidental to the principal use of a property, structure or building. An accessory structure shall not be used for human habitation.
5. ALTERATION – An enhancement, upgrade or substantial change or modification other than an addition or repair to a dwelling or to electrical, plumbing, heating, ventilating, air conditioning and other systems within a structure.
6. AREA OF SHALLOW FLOODING – A designated AO, AH, AR/AO, AR/AH, or VO zone on a community's Flood Insurance Rate Map (FIRM) with a 1 percent or greater annual chance of flooding to an average depth of 1 to 3 feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flood may be evident. Such flooding is characterized by ponding or sheet flow.
7. BASE FLOOD – Means the flood having a one percent chance of being equaled or exceeded in any given year, as published by FEMA as part of a FIS and depicted on a FIRM.
8. BASEMENT – Any enclosed area of a building having its floor sub-grade on all sides.
9. BUILDING – See STRUCTURE.
10. BULKHEAD LINE – A geographic line along a reach of navigable water that has been adopted by a municipal ordinance and approved by the Department pursuant to s. 30.11, Stats., and which allows limited filling between this bulkhead line and the original ordinary highwater mark, except where such filling is prohibited by the floodway provisions of this ordinance.
11. CAMPGROUND – Any parcel of land which is designed, maintained, intended, or used for the purpose of providing sites for nonpermanent overnight use by 4 or more camping units, or which is advertised or represented as a camping area.
12. CAMPING UNIT – Any portable device, no more than 400 square feet in area, used as a temporary shelter, including but not limited to a camping trailer, motor home, bus, van, pick-up truck, or tent that is fully licensed, if required, and ready for highway use.
13. CERTIFICATE OF COMPLIANCE – A certification that the construction and the use of land or a building, the elevation of fill or the lowest floor of a structure is in compliance with all of the provisions of this ordinance.
14. CHANNEL – A natural or artificial watercourse with definite bed and banks to confine and conduct normal flow of water.
15. CRAWLWAYS or CRAWL SPACE – An enclosed area below the first usable floor of a building, generally less than five feet in height, used for access to plumbing and electrical utilities.
16. DECK – An unenclosed exterior structure that has no roof or sides and has a permeable floor which allows the infiltration of precipitation.
17. DEPARTMENT – The Wisconsin Department of Natural Resources.
18. DEVELOPMENT – Any artificial change to improved or unimproved real estate, including, but not limited to, the construction of buildings, structures or accessory structures; the construction of additions or alterations to buildings, structures or accessory structures; the repair of any damaged structure or the improvement or renovation of any structure, regardless of percentage of damage or improvement; the placement of buildings or structures; subdivision layout and site preparation; mining, dredging, filling, grading, paving, excavation or drilling operations; the storage, deposition or extraction of materials or equipment; and the installation, repair or removal of public or private sewage disposal systems or water supply facilities.
19. DRYLAND ACCESS – A vehicular access route which is above the regional flood elevation, and which connects land located in the floodplain to land outside the floodplain, such as a road with

its surface above regional flood elevation and wide enough for wheeled rescue and relief vehicles.

20. ENCROACHMENT – Any fill, structure, equipment, use or development in the floodway.
21. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) – The federal agency that administers the National Flood Insurance Program.
22. FLOOD INSURANCE RATE MAP (FIRM) – A map of a community on which the Federal Insurance Administration has delineated both the floodplain and the risk premium zones applicable to the community. This map can only be amended by the Federal Emergency Management Agency.
23. FLOOD or FLOODING – A general and temporary condition of partial or complete inundation of normally dry land areas caused by one of the following conditions:
 - The overflow or rise of inland waters;
 - The rapid accumulation or runoff of surface waters from any source;
 - The inundation caused by waves or currents of water exceeding anticipated cyclical levels along the shore of Lake Michigan or Lake Superior; or
 - The sudden increase caused by an unusually high-water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a seiche, or by some similarly unusual event.
24. FLOOD FREQUENCY – The probability of a flood occurrence which is determined from statistical analyses. The frequency of a particular flood event is usually expressed as occurring, on the average once in a specified number of years or as a percent (%) chance of occurring in any given year.
25. FLOODFRINGE – That portion of the floodplain outside of the floodway which is covered by flood waters during the regional flood and associated with standing water rather than flowing water.
26. FLOOD HAZARD BOUNDARY MAP – A map designating approximate flood hazard areas. Flood hazard areas are designated as unnumbered A-Zones and do not contain floodway lines or regional flood elevations. This map forms the basis for both the regulatory and insurance aspects of the National Flood Insurance Program (NFIP) until superseded by a Flood Insurance Study and a Flood Insurance Rate Map.
27. FLOOD INSURANCE STUDY – A technical engineering examination, evaluation, and determination of the local flood hazard areas. It provides maps designating those areas affected by the regional flood and provides both flood insurance rate zones and base flood elevations and may provide floodway lines. The flood hazard areas are designated as numbered and unnumbered A-Zones. Flood Insurance Rate Maps, that accompany the Flood Insurance Study, form the basis for both the regulatory and the insurance aspects of the National Flood Insurance Program.
28. FLOODPLAIN – Land which has been or may be covered by flood water during the regional flood. It includes the floodway and the floodfringe and may include other designated floodplain areas for regulatory purposes.
29. FLOODPLAIN ISLAND – A natural geologic land formation within the floodplain that is surrounded, but not covered, by floodwater during the regional flood.
30. FLOODPLAIN MANAGEMENT – Policy and procedures to ensure wise use of floodplains, including mapping and engineering, mitigation, education, and administration and enforcement of floodplain regulations.
31. FLOOD PROFILE – A graph or a longitudinal profile line showing the relationship of the water surface elevation of a flood event to locations of land surface elevations along a stream or river.
32. FLOODPROOFING – Any combination of structural provisions, changes or adjustments to properties and structures, water and sanitary facilities and contents of buildings subject to flooding, for the purpose of reducing or eliminating flood damage.

33. **FLOOD PROTECTION ELEVATION** – An elevation of two feet of freeboard above the Regional Flood Elevation. (Also see: FREEBOARD.)
34. **FLOOD STORAGE** – Those floodplain areas where storage of floodwaters has been taken into account during analysis in reducing the regional flood discharge.
35. **FLOODWAY** – The channel of a river or stream and those portions of the floodplain adjoining the channel required to carry the regional flood discharge.
36. **FREEBOARD** – A safety factor expressed in terms of a specified number of feet above a calculated flood level. Freeboard compensates for any factors that cause flood heights greater than those calculated, including ice jams, debris accumulation, wave action, obstruction of bridge openings and floodways, the effects of watershed urbanization, loss of flood storage areas due to development and aggregation of the river or stream bed.
37. **HABITABLE STRUCTURE** – Any structure or portion thereof used or designed for human habitation.
38. **HEARING NOTICE** – Publication or posting meeting the requirements of Ch. 985, Stats. For appeals, a Class 1 notice, published once at least one week (7 days) before the hearing, is required. For all zoning ordinances and amendments, a Class 2 notice, published twice, once each week consecutively, the last at least a week (7 days) before the hearing. Local ordinances or bylaws may require additional notice, exceeding these minimums.
39. **HIGH FLOOD DAMAGE POTENTIAL** – Damage that could result from flooding that includes any danger to life or health or any significant economic loss to a structure or building and its contents.
40. **HIGHEST ADJACENT GRADE** – The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.
41. **HISTORIC STRUCTURE** – Any structure that is either:
- Listed individually in the National Register of Historic Places or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
 - Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
 - Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
 - Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either by an approved state program, as determined by the Secretary of the Interior; or by the Secretary of the Interior in states without approved programs.
42. **INCREASE IN REGIONAL FLOOD HEIGHT** – A calculated upward rise in the regional flood elevation greater than 0.00 foot, based on a comparison of existing conditions and proposed conditions which is directly attributable to development in the floodplain but not attributable to manipulation of mathematical variables such as roughness factors, expansion and contraction coefficients and discharge.
43. **LAND USE** – Any nonstructural use made of unimproved or improved real estate. (Also see DEVELOPMENT.)
44. **LOWEST ADJACENT GRADE** – Elevation of the lowest ground surface that touches any of the exterior walls of a building.
45. **LOWEST FLOOR** – The lowest floor of the lowest enclosed area (including basement).
46. **MAINTENANCE** – The act or process of ordinary upkeep and repairs, including redecorating, refinishing, nonstructural repairs, or the replacement of existing fixtures, systems or equipment with equivalent fixtures, systems, or structures.

47. **MANUFACTURED HOME** – A structure transportable in one or more sections, which is built on a permanent chassis and is designed to be used with or without a permanent foundation when connected to required utilities. The term "manufactured home" includes a mobile home but does not include a "mobile recreational vehicle."
48. **MOBILE/MANUFACTURED HOME PARK OR SUBDIVISION** – A parcel (or contiguous parcels) of land, divided into two or more manufactured home lots for rent or sale.
49. **MOBILE/MANUFACTURED HOME PARK OR SUBDIVISION, EXISTING** – A parcel of land, divided into two or more manufactured home lots for rent or sale, on which the construction of facilities for servicing the lots is completed before the effective date of this ordinance. At a minimum, this would include the installation of utilities, the construction of streets and either final site grading or the pouring of concrete pads.
50. **MOBILE/MANUFACTURED HOME PARK, EXPANSION TO EXISTING** – The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed. This includes installation of utilities, construction of streets and either final site grading, or the pouring of concrete pads.
51. **MOBILE RECREATIONAL VEHICLE** – A vehicle which is built on a single chassis, 400 square feet or less when measured at the largest horizontal projection, designed to be self-propelled, carried or permanently towable by a licensed, light-duty vehicle, is licensed for highway use if registration is required and is designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel or seasonal use. Manufactured homes that are towed or carried onto a parcel of land, but do not remain capable of being towed or carried, including park model homes, do not fall within the definition of "mobile recreational vehicles."
52. **MODEL, CORRECTED EFFECTIVE** – A hydraulic engineering model that corrects any errors that occur in the Duplicate Effective Model, adds any additional cross sections to the Duplicate Effective Model, or incorporates more detailed topographic information than that used in the current effective model.
53. **MODEL, DUPLICATE EFFECTIVE** – A copy of the hydraulic analysis used in the effective FIS and referred to as the effective model.
54. **MODEL, EFFECTIVE** – The hydraulic engineering model that was used to produce the current effective Flood Insurance Study.
55. **MODEL, EXISTING (PRE-PROJECT)** – A modification of the Duplicate Effective Model or Corrected Effective Model to reflect any man-made modifications that have occurred within the floodplain since the date of the effective model but prior to the construction of the project for which the revision is being requested. If no modification has occurred since the date of the effective model, then this model would be identical to the Corrected Effective Model or Duplicate Effective Model.
56. **MODEL, REVISED (POST-PROJECT)** – A modification of the Existing or Pre-Project Conditions Model, Duplicate Effective Model or Corrected Effective Model to reflect revised or post-project conditions.
57. **MUNICIPALITY or MUNICIPAL** – The county, city or village governmental units enacting, administering, and enforcing this zoning ordinance.
58. **NAVD or NORTH AMERICAN VERTICAL DATUM** – Elevations referenced to mean sea level datum, 1988 adjustment.
59. **NGVD or NATIONAL GEODETIC VERTICAL DATUM** – Elevations referenced to mean sea level datum, 1929 adjustment.
60. **NEW CONSTRUCTION** – Structures for which the start of construction commenced on or after the effective date of a floodplain zoning regulation adopted by this community and includes any

subsequent improvements to such structures.

61. **NON-FLOOD DISASTER** – A fire or an ice storm, tornado, windstorm, mudslide, or other destructive act of nature, but excludes a flood.
62. **NONCONFORMING STRUCTURE** – An existing lawful structure or building which is not in conformity with the dimensional or structural requirements of this ordinance for the area of the floodplain which it occupies. (For example, an existing residential structure in the floodfringe district is a conforming use. However, if the lowest floor is lower than the flood protection elevation, the structure is nonconforming.)
63. **NONCONFORMING USE** – An existing lawful use or accessory use of a structure or building which is not in conformity with the provisions of this ordinance for the area of the floodplain which it occupies. (Such as a residence in the floodway.)
64. **OBSTRUCTION TO FLOW** – Any development which blocks the conveyance of floodwaters such that this development alone or together with any future development will cause an increase in regional flood height.
65. **OFFICIAL FLOODPLAIN ZONING MAP** – That map, adopted and made part of this ordinance, as described in s. 1.5(2), which has been approved by the Department and FEMA.
66. **OPEN SPACE USE** – Those uses having a relatively low flood damage potential and not involving structures.
67. **ORDINARY HIGHWATER MARK** – The point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristic.
68. **PERSON** – An individual, or group of individuals, corporation, partnership, association, municipality, or state agency.
69. **PRIVATE SEWAGE SYSTEM** – A sewage treatment and disposal system serving one structure with a septic tank and soil absorption field located on the same parcel as the structure. It also means an alternative sewage system approved by the Department of Safety and Professional Services, including a substitute for the septic tank or soil absorption field, a holding tank, a system serving more than one structure, or a system located on a different parcel than the structure.
70. **PUBLIC UTILITIES** – Those utilities using underground or overhead transmission lines such as electric, telephone and telegraph, and distribution and collection systems such as water, sanitary sewer, and storm sewer.
71. **REASONABLY SAFE FROM FLOODING** – Means base flood waters will not inundate the land or damage structures to be removed from the floodplain and that any subsurface waters related to the base flood will not damage existing or proposed buildings.
72. **REGIONAL FLOOD** – A flood determined to be representative of large floods known to have occurred in Wisconsin. A regional flood is a flood with a one percent chance of being equaled or exceeded in any given year, and if depicted on the FIRM, the RFE is equivalent to the BFE.
73. **START OF CONSTRUCTION** – The date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond initial excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling, nor does it include the installation of streets and/or walkways, nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms, nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the

main structure. For an alteration, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

74. **STRUCTURE** – Any manmade object with form, shape and utility, either permanently or temporarily attached to, placed upon or set into the ground, stream bed or lakebed, including, but not limited to, roofed and walled buildings, gas or liquid storage tanks, bridges, dams and culverts.
75. **SUBDIVISION** – Has the meaning given in s. 236.02(12), Wis. Stats.
76. **SUBSTANTIAL DAMAGE** – Damage of any origin sustained by a structure, whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed 50 percent of the equalized assessed value of the structure before the damage occurred.
77. **SUBSTANTIAL IMPROVEMENT** – Any repair, reconstruction, rehabilitation, addition or improvement of a building or structure, the cost of which equals or exceeds 50 percent of the equalized assessed value of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the work performed. The term does not include either any project for the improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions; or any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.
78. **UNNECESSARY HARDSHIP** – Where special conditions affecting a particular property, which were not self-created, have made strict conformity with restrictions governing areas, setbacks, frontage, height, or density unnecessarily burdensome or unreasonable in light of the purposes of the ordinance.
79. **VARIANCE** – An authorization by the board of adjustment or appeals for the construction or maintenance of a building or structure in a manner which is inconsistent with dimensional standards (not uses) contained in the floodplain zoning ordinance.
80. **VIOLATION** – The failure of a structure or other development to be fully compliant with the floodplain zoning ordinance. A structure or other development without required permits, lowest floor elevation documentation, floodproofing certificates or required floodway encroachment calculations is presumed to be in violation until such time as that documentation is provided.
81. **WATERSHED** – The entire region contributing runoff or surface water to a watercourse or body of water.
82. **WATER SURFACE PROFILE** – A graphical representation showing the elevation of the water surface of a watercourse for each position along a reach of river or stream at a certain flood flow. A water surface profile of the regional flood is used in regulating floodplain areas.
83. **WELL** – means an excavation opening in the ground made by digging, boring, drilling, driving or other methods, to obtain groundwater regardless of its intended use.



Village of Thiensville

Parade/Street Closing Application



Event (Purpose for street closing): 3-26-24

Date of event: June 29, 2024 Time: 10 A.M. to 1 P.M.

Route of parade (Streets to be closed): MAIN STREET to FRISTADT
FRISTADT to GREEN BAY, GREEN BAY
to RIVERVIEW, RIVERVIEW to ELM STREET

The undersigned agrees to be personally liable to the Village of Thiensville and to indemnify the Village of Thiensville for property damage and for any expense incurred by, at, or in consequence of such use of the Village streets.

The undersigned further agrees to hold the Village of Thiensville, its servants, agents and employees harmless from any and all causes of action, claims or damages arising out of the use of the streets and highways by the undersigned and any and all persons permitted upon those streets by the undersigned.

The Village of Thiensville reserves the right to require property damage and public liability insurance in an amount sufficient to protect the Village of Thiensville.

The undersigned further agrees to abide by ordinances and other regulations of the Village of Thiensville and all direction from Village staff and law enforcement officers.

The person and/or entity seeking to close a Village street for the purpose of a party, parade or similar activity shall, not less than 30 days prior to the event, apply for a permit from the Village.

Community Fun Events

Organization

Anne Schultz

PRINT: Name of Applicant

Anne M. Schultz

Applicant's signature

~~XXXXXXXXXX~~

Address 6331 W. MAGUIR RD.

262-385-1774

Phone number

____ APPROVED _____ DENIED

Village Administrator

Date

\$ _____ Permit Fee received

Receipt # _____ Date: _____