

**VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES**

DATE: Monday, December 11, 2017

LOCATION: 250 Elm Street
Thiensville, WI

TIME: 6:00 PM

I. CALL TO ORDER

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

II. ROLL CALL

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

III. PLEDGE OF ALLEGIANCE

Trustee Prenzlów led the recitation of the Pledge of Allegiance.

CONSENT AGENDA

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

IV. APPROVAL OF MINUTES

- A. Board of Trustees**
1. November 13, 2017

V. DEPARTMENT REPORTS (Receipt)

- A. Department Reports (Receipt)**
1. Fire Department
 - a. N/A
 2. Police Department
 - a. November Police, 2017
 3. Public Works Department
 - a. November DPW, 2017

VI. COMMITTEE REPORTS

VII. REPORTS AND COMMUNICATIONS

- A. **Mequon/Thiensville Bike Pedestrian Commission**
 - 1. September 1, 2017 (not available)
 - 2. November 1, 2017 (not available)
- B. **Plan Commission**
November 7, 2017
- C. **River Advisory Committee**
 - 1. June 15, 2017 (not available)
- D. **Capital Expenditures**

Director of Public Works Andy LaFond informed the Board that a one year stormwater permit extension has been applied for. The same rules and conditions that pertain currently will apply while research is done.

Director of Public Works LaFond also shared that a couple updates on the phosphorous and total suspended solids (TSS) requirements are coming up. For several years the Village has been participating in the Mid-Moraine Water Quality Collective which is a group of all the Milwaukee River Basin communities north of the Milwaukee County line as far north as Campbellsport. One of the ideas shared was to have one permit for the entire basin that would give a bigger voice and larger grant opportunities. The four communities, Grafton, Cedarburg, Mequon and Thiensville, have a permit that will expire this year. This one-year extension from the DNR will allow the communities time to do some more research as to whether it is beneficial to receive a group permit. Currently, the Village is in a group permit with only Mequon. There may be advantages to have a greater number on the permit. There are other group permits in the state.

The permit is not 50/50 with the City of Mequon as population determines each community's share of permit fees.

Administrator Robertson shared that the Fire Department is requesting 10 pager replacements with warranty. Also, both Police squad cars are going to be replaced. Sufficient funds are available.

MOTION by Trustee Lange, **SECONDED** by Trustee Heinritz to approve the Consent Agenda. **MOTION CARRIED UNANIMOUSLY.**

BUSINESS AGENDA

VIII. FINANCIAL REPORTS AND ACCOUNTS PAYABLE

- A. **Accounts Payable for All Funds**
 - 1. **Accounts Payable**
 - a. November 13, 2017 through December 8, 2017**Authorization for the Village Administrator to release usual and customary bills**

MOTION by Trustee Holyoke, **SECONDED** by Trustee Heinritz to authorize the Village Administrator to release usual and customary bills. **MOTION CARRIED UNANIMOUSLY.**

- 2. **Financial Report (Receipt)**
 - a. November, 2017

The Financial Report was received.

X. PRESIDENT'S REPORT

A. Appointment

- 1. Fire Department Member**
Benjamin E. Blacklock

MOTION by Trustee Prenzlów, **SECONDED** by Trustee Kucharski to approve the Appointment of Fire Department Member Benjamin E. Blacklock. **MOTION CARRIED UNANIMOUSLY.**

- 2. Operator's Licenses – New**

- a. Falafel Guys**
Vasyl Atamanchuk

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to approve the Operator's License – New: Falafel Guys: Vasyl Atamanchuk. **MOTION CARRIED UNANIMOUSLY.**

- b. Skippy's Sports Pub**
Jacob Hunter Bishop

MOTION by Trustee Heinritz, **SECONDED** by Trustee Holyoke to approve the Operator's License – New: Skippy's Sports Pub: Jacob Hunter Bishop.

Ayes: Trustees Beck, Heinritz, Holyoke, Lange, Prenzlów and President Mobley.

Naes: None

Abstain: Trustee Kucharski

MOTION CARRIED.

X. ADMINISTRATOR'S REPORT

A. Department Reports

- 1. Administrator's Report**

No Administrator's report.

- 2. Building Inspection Department (Receipt)**
 - a. November, 2017 Report**

The Building Inspection Department report was received.

XI. ATTORNEY'S REPORT

No Attorney's report.

XII. COMMITTEE REPORTS

A. Update from Thiensville Business Association Executive Director Rob Kos

Thiensville Business Association Executive Director Rob Kos thanked the Board for their support and gave the following update:

The Business Trick-or-Treat was very successful with 31 businesses participating. This is up 5 businesses from last year. There were in excess of 300 people participating.

The Christmas Tree Lighting on December 1st had a great turnout with about 400-500 people attending. The great weather, Mequon not having a tree lighting, the Homestead choir singing and marketing helped with attendance. Mr. Kos would like to have an outdoor holiday market for a few hours leading up to the Tree Lighting in the future.

Mr. Kos also reported on the first Concordia University marketing initiative. There were seven Thiensville businesses that participated. This initiative was a semester-long program that analyzed the businesses and developed a marketing plan. Concordia University does want to do this again next year in the fall and would like a continued semester in the spring to follow up.

Calls are already coming in from vendors for next year's farmer's market. The new layout in the Park is great.

The Music in the Park program is looking to be expanded. In general, the TBA would like to move these events to Thursday evenings if there are no conflicts with area businesses.

Mr. Kos has been in communication with the City of Mequon Festivals Committee and has been invited to the January meeting to talk about possible things that can be done together. Marketing the Farmer's Market and the Christmas Tree Lighting to their citizens would be one way of reaching out.

Going forward, the goals are to expand some of the events already in place. There is growth for the Christmas Tree Lighting, Business Trick-or-Treat and Music in the Park. The plan now is to discontinue the Music in Molyneux and move it to Village Park. If these events grow, there is better chances for sponsorship.

Mr. Kos thanked the Board.

**B. Discussion regarding Request from The City of Mequon and The Hoff Group,
David Hoff, To Connect Into the Village's Municipal Sanitary Sewer System**

Kristin Lundeen, City of Mequon Director of Public Works and City Engineer thanked the Board for the opportunity to address the Board in regards to The Hoff Group's request to connect into the Village's municipal sanitary sewer system. The proposed project is within the City of Mequon's sewer service area and, therefore, is required to be served by public water and sewer. The nearest adjacent public sewer is available through the Village of Thiensville.

The City has been working with the Village's staff to determine what costs are associate with this request. There is a per REC cost for connection that the developer has agreed to pay. The City is in attendance this evening to better understand what the terms of connection may be to help move this project along.

President Mobley inquired of Ms. Lundeen if the City of Mequon has considered a detachment because the Village is providing the sewer. Ms. Lundeen confirmed that the City has not considered detachment as this has not been requested and mentioned that other City parcels are serviced by the Village sewer. The City assumed that this request would be treated much the same.

Mr. David Hoff, The Hoff Group, informed the Board that there is an 11 acre parcel just north of the Village that he is hoping to develop with 32 condominium units. These units will be about \$400,000-\$450,000 each; basement, single story, two bedroom, den, two car attached garage and sun room. In order to support the development, a water main will be extended about 1,100 linear feet on Green Bay Road through the Village and would also like to connect to the sanitary sewer system which is right on the jurisdictional boarder on Concord Place.

Mr. Hoff stated that he believes there is a number of laterals already extended to the site. Ruekert-Mielke has determined that the cost per REC for this development amount to just under \$4,000 per unit; total impact fee totals about \$125,000. Mr. Hoff indicated that it is a little unique to pay in advance and would like to discuss payment options. Mr. Hoff stated that extending the water main through the Village will probably impact about a dozen residents on both sides of Green Bay Road that currently do not have municipal water services.

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Mr. Hoff shared that he thinks the Village's downtown is gorgeous, nostalgic and has great architecture and would all benefit with a little more residential housing to support the shops downtown. This proposed project just on the boarder will bring in additional affluent families through the Village. Mr. Hoff believes this project will be successful and be catalytic for the Village as well as other developments.

The estimated total value of the project is about \$16 million. With the extension of the water main north on Green Bay Road, this gives an opportunity for potential development sites on Green Bay Road. From a developer's standpoint, Mr. Hoff has been looking for about 10 years for different parcels in the Village and now that the water main is being extended, there seems to be opportunity for some redevelopment, whether immediate or in the future.

Mr. Hoff shared that if all goes well, groundbreaking would occur in the Spring with the first Phase on board in late 2018. This should be about a four year build-out. Mr. Hoff would like to pay the impact fee, plus any interest, when building permits are pulled.

Attorney Bob Feind indicated that just north of the proposed project, there is no buildable property; north is park land, east is MATC and west is typography and Main Street. This is probably the last buildable parcel that could be extended from the Village's facilities. Mr. Hoff believes there are a few development opportunities out there.

Mr. Hoff is about 1/3 way through getting approvals for this project from the City of Mequon.

Jerad Wegner, Village Engineer from Ruekert-Mielke shared with the Board the following summary that details the past three months activity and communication with the City of Mequon regarding the sewer capacity along Main Street:

- Analyze the sanitary sewer line that extends from the north Village limit south along Main Street, to the Village's pump station
- Sewers that range in size from 10 inch to 24 inch
- Previous improvements were made to address capacity restraints at the time (albeit development proposed at a lower density)
 - Relief sewer at Freistadt completed in 2009 at a cost of \$98,472.33
 - Costs were recovered by Village – MATC reimbursed Village the entire amount when their forcemain bypass was connected to the Village's system
 - Sewer relay at Chuck's Place completed in 2015 at a cost of \$220,827.28
 - Costs have not yet been recovered by the Village
 - Cost allocation for this improvement: $\$220,827.28/132 \text{ REC's} = \$1,672.93$
- Hoff Development has planned development for 32 RECs
- Existing capacity within this section of sewer is approximately 127 RECs
- Village has planned development for the following parcels that are tributary to this section of sewer
 - Bowling Alley Site: 40 RECs
 - Suburban Rental Site: 20 RECs
 - Hardware Store Site: 40 RECs
 - Chinese Restaurant Site: 10 RECs
 - Mobil Gas Station Site: 10 RECs
 - Mila's Bakery Site: 40 RECs
 - Walgreens Site: 100 REC's
- Total planned Village development = 260 RECs stressing the sanitary sewer system. Based on Mr. Wegner's analysis, at full build out there are two sections of sewer that are undersized as a result of the proposed developments listed above.
- Cost to relay these two spans of sewer and increase capacity in system is \$291,415.74
- From the proposed development sites shown above (Bowling Alley, Suburban Rental, Hardware Store and Hoff Development) are tributary (upstream) to the two spans that will need to be relayed
 - As part of this analysis, it was determined that there are, including the Village's development parcels and Mr. Hoff's in the City of Mequon, there are 132 potential RECs that will be flowing through this improvement.
 - Per REC cost is calculated at $\$291,415.74/132 \text{ RECs} = \$2,207.70$

- Total cost allocation for previous improvements (2015 relay at Chuck's Place) that the money has not been recouped from is calculated at $\$1,672.93 + \$2,207.70 = \$3,880.63/\text{REC}$. This is for costs that were previously seen by the Village for the improvement and then for the future costs needed for the additional two sewer spans that need to be relayed.

Trustee Lange inquired that if the Mobil site was developed with 10 RECs, would it cost $\$4,000 \times 10$ to get sewer? Mr. Wegner stated that the Mobil site is downstream from the potential improvements. The new sewer that needs to be relayed is just to the north of Chuck's Place.

President Mobley questioned that if Mr. Conley, who owns the bowling alley site, wished to develop this site, the Village could charge Mr. Conley or not charge him to hook up/develop this site because there is enough capacity to send down 40 RECs. Mr. Wegner confirmed this and stated that the Village could choose to charge whomever or not to charge in order to spur development.

Part of Mr. Hoff's project is putting in water up Green Bay which is a positive for this area of the Village. Residents will not be forced to hook up. Ms. Lundeen confirmed that Mequon Water Utility is completely voluntary.

Trustee Holyoke inquired that if Mr. Hoff had never came before the Board and Mr. Conley wanted to hook up, would there be a charge for hook up? President Mobley confirmed that this would be up to the Board. Attorney Feind shared that one of the benefits to the Village when there is more building is that it increases the tax base. The issue here is that this \$16 million in tax base benefits the City of Mequon, not the Village.

The mill rate for the City of Mequon is \$3.11. This project, in terms of tax revenue for the City of Mequon equates to about \$50,000 every year.

Trustee Heinritz questioned the capacity of the lift station. Mr. Wegner stated that the lift station capacity was considered, and it was confirmed that the lift station is capable of handling the proposed usage. More flow will be added so there is a potential for increased O&M costs.

Trustee Holyoke inquired about the possibility of flooding because of the increase in use of the lift station. Director of Public Works LaFond stated that sewer flooding is caused by clear water. The lift station was currently evaluated and it was confirmed that it is appropriately sized through the 2050 plan for the district which included all the potential RECs.

Trustee Beck does not support spending Village money for the benefit of the City of Mequon. President Mobley assured Trustee Beck that no decisions on this matter have been made at this time.

Trustee Heinritz inquired about the stormwater and how it will affect the Village. Ms. Lundeen stated that the plans are not that far along at this point and that the City has offered to the Village an opportunity to participate in the City Stormwater Management Plan Review process. Mr. Hoff stated that according to his civil engineer, a retention pond will be on site that will drain to the west along the lot line, probably underground, and discharge into a swale that runs along Main Street and north to Pigeon Creek. President Mobley stated that Mr. Wegner will have to review this and its impact on the Village's Pigeon Creek project. Mr. Wegner stated that if Ordinances are followed and it is releasing at a rate that is equal to or less, it should be the same as it was before.

President Mobley inquired of City of Mequon Mayor Abendroth if the City of Mequon had considered, or will consider, detachment of this parcel. Mayor Abendroth stated that detachment has not been considered and suggested writing a letter for consideration.

Attorney Feind stated that in situations where there is detachment, there should be consideration of police, fire, roadways, snow plows, etc. Entering into an Inter-Municipal Agreement is also another option.

Trustee Kucharski shared that the Pigeon Creek project is working and reverting back to any flooding just cannot happen.

John Treffert, 184 Riveredge Court, inquired as to how this project will benefit Thiensville when the City of Mequon will get getting \$50,000 in tax revenue every year. Mr. Treffert's main concern is using up the Village's sewer capacity. What Mr. Treffert would like to see is a master plan of what all has to happen in regards to this proposed project. Mr. Treffert also stated that the site looked at the most is the bowling alley site on North Main and questioned what needs to be in place in order for this site to be developed.

Bill Conley thanked the Board for their in-depth consideration of the proposed project from Mr. Hoff.

Ms. Lundeen indicated that two other benefits might be that the Hoff development allows those fixed costs to be spread out amongst more REC's and the project could also supply seed money to move forward with any other development.

Trustee Holyoke and Trustee Beck did share that the response sent from Ms. Lundeen to the Village's requests was unexpected.

Mr. Hoff clarified that the 127 RECs still available upstream side – no money required to use the sewer, the developments identified are his development at 32 RECs, the bowling alley at 40, Suburban Rental at 20 and the hardware store at 40 for a total of 132. If the hardware store was 35 instead of 40, this means that the Village currently has the capacity in the system but one of these would have to be 5 RECs lower. Once those projects are in place, then there would be potential for restriction of additional improvements. President Mobley confirmed that this is correct and that once this restriction is met, who will pay for these improvements. Mr. Hoff believes that if the same metric is applied to these future improvements, that the money would be there. It appears that the Village is only 5 RECs short of the maximum density identified.

Attorney Feind shared that the City of Mequon will benefit from this land development.

C. Review and approval of Resolution No. 2017-15 Authorizing the Reduction of Election Officials and Combining of Wards and Appointment of Election Inspectors for All Elections Held in 2018 & 2019

Administrator Robertson stated that the combining of wards and appointing of election inspectors is a bi-annual requirement from the State of Wisconsin. The Village has received a list of inspectors from the Republican Party; nothing from the Democratic Party. When elections are planned, depending upon who was last elected in a major election (President or Governor), this determines how many Republican or Democratic poll workers are scheduled to work.

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to approve Resolution 2017-15 Authorizing the Reduction of Election Officials and Combining of Wards and Appointment of Election Inspectors for All Elections Held in 2018 & 2019. **MOTION CARRIED UNANIMOUSLY.**

D. Discussion regarding Parking on Buntrock Avenue (Trustee Holyoke)

Trustee Holyoke indicated that the traffic on Buntrock Avenue can really get bottlenecked just west of Main Street and questioned if there was any way to ban parking on one side of the street. Trustee Holyoke feels that the most reasonable side to allow parking would be the south side. There is parking on only one side of Buntrock Avenue west of the railroad tracks on Buntrock Avenue. It is very tight to get through at times when turning off Main and a car is coming east on Buntrock Avenue.

Police Chief Scott Nicholson agreed. Administrator Robertson did speak with the owner of the cheel, Jesse Daily. Mr. Daily supports this as well.

Trustee Holyoke inquired if the land near the railroad tracks could potentially be turned into municipal parking; this belongs to the railroad. Administrator Robertson shared that there is money budgeted in 2018 for the Buntrock parking lot. Some of this land is leased from We Energies so there may be an opportunity to expand to make up for the four lost spots on Buntrock Avenue.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Prenzlowlow to Ban Parking on the South Side of Buntrock Avenue Between the Railroad Tracks and Main Street. **MOTION CARRIED UNANIMOUSLY.**

E. Review and approval of Resolution No. 2017-16 Approving the 2018 Fee Schedule

Administrator Robertson shared the following proposed 2018 Fee Schedule changes:

Yearly Gate Card Fee: Charging a yearly gate card fee would help keep the key list accurate. Sometimes when a house is sold, the key is passed on to the new homeowner instead of the new homeowner stopping in for their own. Proposed is yearly gate card fee of \$20. Banning businesses that are non-residents is also proposed.

Check Returned for Insufficient Funds: Increasing the returned check fee from \$25 to \$35 is proposed.

Clear Water Code Inspection: Voluntary: Clear Water inspections cannot be mandated any longer, however, if a resident would like to have a clear water inspection, this could still be provided at a fee of \$40.

Street Closing Permit: Proposed is an increase to \$100 for a Street Closing Permit for any non-profit entity. Currently, the fee is \$25.

Mulch Sale and Delivery: 5 Yards – Providing mulch delivery (5 yards) for a cost of \$90 is also proposed. This will help with the cost of chipping which is provided by an outside vendor. Director of Public Works LaFond believes this is a nice service to add for the residents.

Well Operations Permit: The fee of \$100 is proposed for a well operation permit; \$50 would be paid to the Building Inspector and \$50 to the Village. Inspection of wells is mandated by the Department of Natural Resources. Wells that are in addition to a property served by municipal water (i.e. for car washing, lawn watering, etc.) are required to be inspected every five years.

Octagon Buildings: Rental of the octagon buildings is proposed at \$100 per building per event. This is exactly what the Fire Department charged.

Parking Tickets: An increase in parking ticket fines from \$10 - \$50 to \$20 - \$100 depending on the violation is also proposed.

Trustee Holyoke asked for clarification on the Well Operations Permit. Administrator Robertson stated that if you have a property that hooked up to municipal water that has a well, the well can either be abandoned or kept to use for car or lawn usage. This is to ensure that there is no cross-contamination.

In regards to the Gate Cards, right now there is a one-time fee. Trustee Holyoke does not support the proposed annual fee of \$20, to maintain the existing policy. Administrator Robertson explained that the \$250 Village of Thiensville Gate Card for Contractors is used by a contractor who does work for Village residents.

MOTION by Trustee Beck, **SECONDED** by Trustee Prenzlowlow to approve Resolution No. 2017-16 Approving the 2018 Fee Schedule Minus the Proposed Gate Card – Yearly Fee. **MOTION CARRIED UNANIMOUSLY.**

NEXT RESOLUTION NUMBER:	2017-17
NEXT ORDINANCE NUMBER:	2017-06

XIII. REPORTS AND COMMUNICATIONS

XIV. BUSINESS FROM THE FLOOR

A. Citizens to be Heard

Open to any citizen who wishes to speak on items not on the agenda. Please step to the podium and give your name and address for the record.

XV. UNFINISHED BUSINESS

XVI. ANY OTHER MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY BE BROUGHT BEFORE THE BOARD, OR CARRIED OVER FROM THE NOVEMBER 13, 2017 VILLAGE BOARD MEETING

- A.** Inter-Governmental Committee with Mequon
- B.** Use of 101 Green Bay Road, Old Village Hall & Fire Station
- C.** Acceptance/Report of Gifts Received:
 - 1. \$5,000.00 from Port Washington State Bank for the Spring Street Bike Path Connection
 - 2. \$1,000.00 from Gerald and Carolyn Abraham for Thiensville Fire and Rescue

MOTION by Trustee Lange, **SECONDED** by Trustee Heinritz to accept the following donations with much gratitude: \$5,000.00 from Port Washington State Bank for the Spring Street Bike Path Connection and \$1,000.00 from Gerald and Carolyn Abraham for Thiensville Fire and Rescue. **MOTION CARRIED UNANIMOUSLY.**

- D.** Dialog with Mequon regarding water utility service
- E.** Review next month's meeting date schedule

Trustee Lange gave a brief update regarding the Gateway Committee. A contract is currently being developed from the City of Mequon to Groth with a completion date anticipated in the first week of January. There will be a renderings as well. Board members are welcome to attend any of the Gateway meetings.

XVII. MOTION TO ADJOURN TO CLOSED SESSION

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to adjourn to Closed Session at 7:15 PM pursuant to Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding sewer connection request and Pursuant to Chapter 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 regarding a Police Officer candidate.

- 1. Roll Call Vote

Ayes: Trustees Beck, Heinritz, Holyoke, Lange, Kucharski, Prenzlów and President Mobley.

Naes: None

MOTION CARRIED.

MOTION TO RECONVENE IN OPEN SESSION

1. Vote of Board to reconvene.
2. Possible action on Closed Session topic.
3. Authorization to extend a conditional offer to a Police Officer candidate.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to reconvene in Open Session at 8:09 PM.
MOTION CARRIED UNANIMOUSLY.

XVIII. ADJOURNMENT

MOTION by Trustee Beck, **SECONDED** by Trustee Heinritz to adjourn the meeting at 8:09 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Dianne S. Robertson
Administrator