

**VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES**

DATE: Monday, July 16, 2018

**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:	Samuel Azinger	Kenneth Kucharski
	Ronald Heinritz	David Lange
	Rob Holyoke	Elmer Prenzlow
Administrator:	Dianne Robertson	
Attorney:	Robert Feind	
Staff:	Police Chief Scott Nicholson	
	Director of Public Works Andy LaFond	
	Assistant Administrator Colleen Landisch-Hansen	
	Clerk Amy Langlois (excused)	

III. PLEDGE OF ALLEGIANCE

Trustee Prenzlow 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. June 18, 2018

V. DEPARTMENT REPORTS (Receipt)

- A. Department Reports (Receipt)
 - 1. Fire Department
 - a. Second Quarter Fire, 2018
 - 2. Police Department
 - a. June Police, 2018
 - 3. Public Works Department
 - a. June DPW, 2018

VI. COMMITTEE REPORTS

VII. REPORTS AND COMMUNICATIONS

- A. Historic Preservation Commission
 - 1. June 13, 2018
- B. Joint Review Board
 - 1. June 21, 2018
- C. Mequon/Thiensville Bike Pedestrian Commission
 - 1. March 1, 2018
 - 2. April 12, 2018
- D. Plan Commission
 - 1. June 5, 2018
- E. Capital Expenditures

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski 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. June 18, 2018 through July 13, 2018

MOTION by Trustee Prenzlów, **SECONDED** by Trustee Heinritz to approve the Accounts Payable for June 18, 2018 through July 13, 2018 in the amount of \$530,865.46. **MOTION CARRIED UNANIMOUSLY.**

- 2. Financial Report (Receipt)
 - a. June, 2018

The Financial Report was received.

IX. PRESIDENT'S REPORT

- A. Appointments
 - 1. Operator's License – New
 - a. the cheel
Jason T. Ahrens, Jason Klug

MOTION by Trustee Lange, **SECONDED** by Trustee Heinritz to approve the Operator's Licenses – New for the cheel: Jason T. Ahrens and Jason Klug. **MOTION CARRIED UNANIMOUSLY.**

- 2. Operator's License – Renew
 - a. the cheel
Julia Kats
 - b. Remington's River Inn
Emily Anne Matejov

MOTION by Trustee Kucharski, **SECONDED** by Trustee Heinritz to approve the Operator's Licenses – Renew for: the cheel – Julia Kats and Remington's River Inn – Emily Anne Matejov. **MOTION CARRIED UNANIMOUSLY.**

X. ADMINISTRATOR'S REPORT

A. Department Reports
1. Administrator's Report

Administrator Robertson shared that the MMSD Comprehensive Annual Financial Report for the year 2017 is available in the Administrator's office for anyone wishing to review it and it is also available online at <https://mmsd.legistar.com/Calendar.aspx>.

The 2018-2019 MTSD Budget Book is available in the Clerk's office. The Public Hearing Notice was published on July 10th in the News Graphic.

Administrator Robertson shared her honor of receiving the 2018 Meritorious Service Award from the Wisconsin City/County Management Association.

The state had a glitch in their online system in regards to the 2018 Fire Insurance Dues. The dues are expected to be received shortly.

2. Building Inspection Department (Receipt)
a. June, 2018 Report

The Building Inspection Department report was received.

XI. ATTORNEY'S REPORT

XII. COMMITTEE REPORTS

A. Presentation and acceptance of Thiensville Fire Department Annual Report Presented by Fire Chief Brian Reiels

Fire Chief Brian Reiels was unable to attend this evening. This item will be placed on the August 6, 2018 Committee of the Whole Agenda.

B. Review and acceptance of Donation of Paramedic Intercept Vehicle From the Thiensville Fire Department Corporation

Administrator Robertson shared that the Fire Department Corporation is planning to purchase and donate a vehicle to replace an old van.

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to Accept the Donation of the Paramedic Intercept Vehicle From the Thiensville Fire Department Corporation. **MOTION CARRIED UNANIMOUSLY.**

C. Review and acceptance of the Sanitary Sewer Capacity, Management, Operations, and Maintenance (CMOM) Program 2017 Annual Report

Director of Public Works Andy LaFond shared the 2017 Annual Report for the Sanitary Sewer Capacity, Management, Operations, and Maintenance (CMOM) Program.

Director of Public Works LaFond shared the Village of Thiensville Sewer Utility Mission Statement: "To efficiently collect and convey all of our customers' wastewater in the most cost-effective manner while remaining in compliance with WPDES permits, the Clean Water Act, Wisconsin Law, and MMSD Rules and Regulations."

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Core Goals:

- Comply with the conditions of the WPDES permit
- Minimize the occurrence of preventable overflows
- Improve or maintain system reliability
- Reduce the potential threat to human health from sewer overflows
- Provide adequate capacity to convey peak flow
- Continue to manage infiltration and inflow
- Protect collection system worker health and safety

In regards to the 2017 Action Goals:

1. 2015 PP/II project on Madero Drive was completed
2. Joint sanitary interceptor rehabilitation with the City of Mequon was completed
3. A petition to MMSD for a regional approach to F.O.G. (Fats, Oil and Grease) inspection is ongoing. The Village continues to ask MMSD to take a regional approach and have a F.O.G. inspector on their staff. These inspectors make sure that restaurant grease traps are working correctly and are being cleaned.
4. Implement suggested changes to Village Ordinances that could prevent Green Infrastructure
5. Implement new Village-wide CCTV inspection schedule and data storage

The 2018-2019 Goals are as follows:

1. Complete NAD 87 data conversion
2. Complete Lift Station programming upgrades
3. Complete Lift Station infrastructure upgrades
4. Implement suggested changes to Village Ordinances that could prevent Green Infrastructure
5. Implement year 2 of system-wide CCTV inspection schedule and data storage

Trustee Heinritz inquired about recent downpours and how that has effected the Lift Station. Director of Public Works LaFond indicated that it all depends on how fast the rain comes down. Because of all the work that has been done, yearly average flows are way down. In a recent study it was determined that the force main is still working well. "Ice Picking" cleaning is expensive and not necessary at this time.

Director of Public Works LaFond shared that plans are to move forward with Lift Station repairs which includes reconditioning current pumps, addition of some recirculating lines to help reduce the grease, install new fault protection equipment and additional changes to programming to overcome the low-flows.

MOTION by Trustee Prenzlow, **SECONDED** by Trustee Lange to accept the Sanitary Sewer Capacity, Management, Operations, and Maintenance (CMOM) Program 2017 Annual Report. **MOTION CARRIED UNANIMOUSLY.**

- D. Review and approval of Resolution 2018-11 A Consulting Services Agreement and A Business Association Agreement to Prepare GASB 75 for the Fiscal Years Ending December 31, 2018 and December 31, 2019 Between the Village of Thiensville and Milliman

Administrator Robertson reported this new requirement requiring the Village to look at retirees and how they may benefit from being on a health insurance plan that is mostly with younger people to assure that there is no liability on the Village's part for the benefit that those retirees get. Once the retiree does not have any insurance paid by the Village, the state takes over that responsibility for them. Administrator Robertson stated that the Village retirees are all accounted for and paid for in the reserves and does not see any negative impact to the Village.

Assistant Administrator Colleen Landisch-Hansen shared that this Agreement was a recommendation from the auditors in order to determine whether the liability is material and required to be reported. It is believed that this is not material and may not be needed in the future.

MOTION by Trustee Lange, **SECONDED** by Trustee Holyoke to approve Resolution 2018-11 A Consulting Services Agreement and A Business Association Agreement to Prepare GASB 75 for the Fiscal Years Ending December 31, 2018 and December 31, 2019 Between the Village of Thiensville and Milliman. **MOTION CARRIED UNANIMOUSLY.**

E. Review 5-Year Capital Plan and Potential Funding Options

Based on a request from the Village Board, Administrator Robertson shared the 5-Year Capital Projects Plan. With the closure of the TIF, there is the option to capture any revenue realized to fund any major capital projects i.e. the Public Works building. It can be considered whether or not to bond for projects. For example, when there is a reduction in the tax rate because of the TIF closure this could be reduced by half and take out a borrowing to complete a major Capital Project. In future years, if the Board would bond for a project, taxes would have been reduced but then need to be raised. If this is done this year, there would not be a large fluctuation. The 5-Year Capital Plan will help to be able to look at upcoming projects to help determine how to handle any captured revenue.

Assistant Administrator Landisch-Hansen reported that there were a number of new roads added to this list based on Director of Public Works LaFond's most recent PASER Report. These projects were not quoted or estimated so no amounts have been reported.

Trustee Prenzlowl would like the Department of Public Works to look at the cost of replacing the existing building with a steel structure rather than a conventionally built structure. Steel structures are utilized for a variety of light industrial uses. These structures can be constructed for mixed spaces. Trustee Prenzlowl feels as though a conventional building will be expensive and there may be alternatives that may be cost effective.

Director of Public Works LaFond shared that steel buildings were looked into two years ago. The façade did have some bricks about 5 feet up and the office was traditional block construction. At that time, a steel building was \$2.2-\$2.5 million; Cedarburg's new building was about \$8 million and Mequon's was about \$10 million. Director of Public Works LaFond is open to whatever construction technique will last and is cost effective.

President Mobley indicated that his interests remain with roads and storm water sewer that may cause structure problems in the Village. President Mobley is not in favor of borrowing money, however, if the Board wanted to take care of a Capital Project now, storm water sewer and roads are ones President Mobley would advocate for.

Trustee Holyoke suggested looking into new cushioners, a garbage truck and having a trash pick-up service in the Village. Administrator Robertson indicated that once trash pick-up is removed from Village service, this may be effected by levy limits.

President Mobley indicated that the Board has allotted monies to Capital Projects over the years that has not been spent and that money has added to the reserve which could be spent down. Administrator Robertson shared that it is unknown what will happen with the water main on Buntrock so this money may be needed.

With the TIF expired, \$1.2 million can be borrowed. The Board must consider what this could be used for. Administrator Robertson does not recommend borrowing for vehicles.

Trustee Lange believes it makes sense to capture the TIF revenue and use it for road projects. Trustee Holyoke inquired if the school district will capture their portion. Administrator Roberson has never seen a taxing body not capture their portion.

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Trustee Kucharski inquire about the railroad quiet zone indicated on the 5-Year Capital Projects Plan. Administrator Robertson indicated that this is when arms come down at a crossing and then the train does not blow their whistle. This could be removed from the list. Trustee Kucharski also inquired about Burying Utilities on Riverview Drive item. This has been on the plans for many years.

Administrator Robertson clarified that with the closing of the TIF, taxes will be reduced. If you don't borrow money, taxes will be reduced by \$.56 per thousand. What the financial consultant is recommending is that taxes be reduced by \$.28 per thousand and use \$.28 per thousand to borrow money over a 10 year period of time to complete some projects. The benefit to this is levy limit restrictions. Last year the Village was able to increase taxes \$7,230 total. Another option is going to a referendum. If the money is not captured right away, it is not available without the referendum process.

Trustee Prenzlowl inquired how \$.50 per thousand per tax bill effects debt service on an annual basis. Assistant Administrator Landisch-Hansen stated that for \$1.2 million it was about \$90,000 annually in debt service for 20 years and is estimating about \$180,000 if the entire amount is used. Administrator Robertson indicated that on an average home, \$.56 per thousand is about \$135.

Trustee Prenzlowl supports using some of the money tucked away here and there, within reason, and stated that it is good for the Village to have reserves but to spend the money we have and put it to good use and to borrow for infrastructure and not for depreciating assets.

Trustee Holyoke inquired about making the vehicle replacement fund \$50,000 per year instead of \$20,000 to use that money for a garbage truck.

Administrator Robertson asked the Board to review the 5-Year Capital Projects Plan. Timing is important to prepare the paperwork to bond and for budget preparation. This will be before the Committee of the Whole on August 6th.

NEXT RESOLUTION NUMBER:	2018-12
NEXT ORDINANCE NUMBER:	2018-13

XIII. REPORTS AND COMMUNICATIONS

XIV. BUSINESS FROM THE FLOOR

A. Citizens to be Heard

Mr. Andy Lamm, candidate for the State Assembly District 23, introduced himself. Mr. Lamm is running with hopes to implement more local control and believes the state is pushing municipalities to take out debt because that is the only way to get tax dollars. Mr. Lamm has been a resident of Mequon for 35 years and is committed to open government that works for all.

Trustee Heinritz believes that municipalities are losing a lot of local control and asked if Mr. Lamm had any comments regarding the Dark Store challenges where these buildings should be assessed equal to a vacant building. Mr. Lamm stated the State Assembly recently voted to not to allow this taxing provision and agrees with the Republicans that did this. Mr. Lamm thanked the Board.

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 JUNE 18, 2018 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. \$300.00 to Village Park Reimagined from an Anonymous Donor
- D. Dialog with Mequon regarding water utility service
- E. Review next month's meeting date schedule

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to accept the gift of \$300.00 to Village Park Reimagined from an Anonymous Donor with much gratitude. **MOTION CARRIED UNANIMOUSLY.**

Trustee Heinritz reported that the cracks in the pavement and the joints where the concrete comes together need to be addressed on Main Street. Director of Public Works LaFond confirmed that this will be addressed. Asphalt will be used to repair holes for now and when the slab gets bad, it will be replaced. The asphalt seems to be more forgiving.

The movie Coco will be played in the Park on Saturday and the Food Truck Tour will be on Thursday.

XVII. ADJOURNMENT

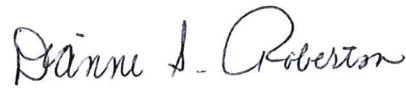
MOTION by Trustee Lange, **SECONDED** by Trustee Holyoke to adjourn the meeting at 6:54 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Dianne S. Robertson
Administrator