

**VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES**

DATE: Monday, October 15, 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 Prenzlów
Administrator:	Dianne Robertson	
Attorney:	Tim Schoonenberg	
Staff:	Police Chief Scott Nicholson	
	Director of Public Works Andy LaFond	
	Assistant Administrator Colleen Landisch-Hansen	
	Clerk Amy Langlois	

III. PLEDGE OF ALLEGIANCE

Trustee Lange 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. September 17, 2018

V. DEPARTMENT REPORTS (Receipt)

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

VI. COMMITTEE REPORTS

- A. 2019 Budget Work Session
 - 1. October 1, 2018
- B. Committee of the Whole
 - 1. October 1, 2018

VII. REPORTS AND COMMUNICATIONS

- A. Historic Preservation Commission
 - 1. September 12, 2018
- B. M-T Bike and Pedestrian Way Commission
 - 1. August 2, 2018
- C. Plan Commission
 - 1. September 11, 2018
- D. Capital Expenditures

MOTION by Trustee Holyoke, **SECONDED** by Trustee Azinger 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. September 17, 2018 through October 12, 2018

MOTION by Trustee Heinritz, **SECONDED** by Trustee Lange to approve the Accounts Payable for September 17, 2018 through October 12, 2018 in the amount of \$255,698.26. **MOTION CARRIED UNANIMOUSLY.**

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

The Financial Report was received.

IX. PRESIDENT'S REPORT

- A. Appointments
 - 1. Fire Department Members
 - Patrick M. Cobbs
 - Anthony L. Cooper
 - Noelle C. Gross
 - Maria L. Lucio
 - Jessica F. Neuendorf

MOTION by Trustee Kucharski, **SECONDED** by Trustee Lange to approve the Appointment of Patrick M. Cobbs, Anthony L. Cooper, Noelle C. Gross, Maria L. Lucio and Jessica F. Neuendorf as Fire Department Members. **MOTION CARRIED UNANIMOUSLY.**

B. Parade/Street Closing Permit

Junior Woman's Club of Mequon-Thiensville, Turkey Trot, November 22, 2018

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to approve the Parade/Street Closing Permit for the Junior Woman's Club of Mequon-Thiensville, Turkey Trot, November 22, 2018. **MOTION CARRIED UNANIMOUSLY.**

X. ADMINISTRATOR'S REPORT

A. Department Reports

1. Administrator's Report

Administrator Robertson shared that the Chamber of Commerce 2018 Celebrate Your Community Awards Dinner is on Thursday, October 18th. Village resident Tony Navarre will be receiving the Next Generation Leadership Award, the cheel will be receiving the Business of the Year Award and Tim Vertz, a Mequon businessman, will be receiving Citizen of the Year.

The annual Employee/Volunteer Recognition dinner is scheduled for Wednesday, November 14th from 5:30 PM to 7:30 PM.

The State transportation funding has decreased \$6,051, or 2.77%.

2. Building Inspection Department (Receipt)

a. September, 2018 Report

The Building Inspection Department report was received.

XI. ATTORNEY'S REPORT

Attorney Schoonenberg gave a brief update regarding the installation of the Verizon tower.

Attorney Schoonenberg has been in contact with Director of Public Works LaFond in regards to the ability within the easement area to move the sanitary sewer line from one location to another if there is a need to expand or to put another line in. This was unclear in the current easement draft. Attorney Schoonenberg is still waiting for a response regarding this.

Administrator Robertson did shared that Nathan Ward had communicated that footings are planned to be poured at some time this week. Building Permits have been applied for.

Attorney Schoonenberg will follow up with Verizon.

XII. COMMITTEE REPORTS

- A. Review and approval of Village of Thiensville Tax Incremental District No. 1 Financial Statements as of August 31, 2018 and from the Date of Creation Through August 31, 2018**

MOTION by Trustee Lange, **SECONDED** by Trustee Holyoke to approve the Village of Thiensville Tax Incremental District No. 1 Financial Statements as of August 31, 2018 and from the Date of Creation Through August 31, 2018. **MOTION CARRIED UNANIMOUSLY.**

B. Review and approval to Proceed With Architectural and Bidding Process for River Stage in Village Park

Director of Public Works Andy LaFond shared a letter from the Thiensville-Mequon Lions Club in response to the Village's answer to their request on how and if their demands could be met regarding their donation proposal for the River Stage.

The Lions have decided to take back their proposal and redirect their moneys to some other areas of the park if the Village is willing to complete their requested projects. The Lions are offering to purchase side curtains for the pavilion, make a \$1,000 to the park and earmark \$14,000 for other improvements as approved by the Lions Club Board.

Unfortunately, the Village could not meet the demands from the Lions, however, is ready to move forward with the bidding documents and architectural drawings for the River Stage. The next step is to have architectural drawings completed in the amount of \$1,500. This takes 3-4 weeks to complete. This must be completed before the bid can be advertised; this also takes 2-3 weeks.

At this point, the fundraising gap for the stage is at \$50,000. Director of Public Works LaFond anticipates this gap closing quickly with some very specific requests to individual business owners and community groups that have not donated to date.

MOTION by Trustee Prenzlów, **SECONDED** by Trustee Lange to Authorize \$1,500 for Architectural Drawings for the River Stage in Village Park, 251 Elm Street. **MOTION CARRIED UNANIMOUSLY.**

C. Review and approval of Contract for Subaward Between the Bay-Lake Regional Planning Commission and the Village of Thiensville for Tree Planting Under a 2019 Wisconsin RPCs and DNR Great Lakes Basin Tree Planting Grant

This grant is specifically for replacing emerald ash trees in the historic Green Bay Road area and in Village Park within the 100 year floodplain. It costs approximately \$400 to replace a tree including labor, trucks, etc.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to approve the Contract for Subaward Between the Bay-Lake Regional Planning Commission and the Village of Thiensville for Tree Planting Under a 2019 Wisconsin RPCs and DNR Great Lakes Basin Tree Planting Grant. **MOTION CARRIED UNANIMOUSLY.**

D. Review and approval of accepting the Retirement of Mark Goelz, Department of Public Works Mechanic, Effective January 1, 2019, with Thanks and Regret

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to accept the Retirement of Mark Goelz, Department of Public Works Mechanic, Effective January 1, 2019 with Thanks and Regret. **MOTION CARRIED UNANIMOUSLY.**

E. Review and approval of Resolution No. 2018-15 A Resolution Urging the Governor and the Legislature to Close Loopholes Causing More of Property Tax Burden to Shift from Commercial to Residential

Administrator Robertson shared that the League of Wisconsin Municipalities had requested each community to draft and approve an Ordinance for the big box stores that are trying to receive assessments that are as if they are vacant buildings.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Heinritz to approve Resolution No. 2018-15 A Resolution Urging the Governor and the Legislature to Close Loopholes Causing More of Property Tax Burden to Shift from Commercial to Residential. **MOTION CARRIED UNANIMOUSLY.**

NEXT RESOLUTION NUMBER:	2018-16
NEXT ORDINANCE NUMBER:	2018-13

XIII. REPORTS AND COMMUNICATIONS

A. Letter from Greg Mueller regarding Parking Lot Lease

Administrator Robertson shared with the Board an update regarding the lease for a portion of the Village's parking lot off of Buntrock Avenue with Greg Mueller, 121 South Main Street. Last year Mr. Mueller asked to include Michael Koepke as a subleasee to sublease part of the lot. This was approved by the Village Board. The original lease does state that the Village has the right to reject or accept any subleasee.

Mr. Mueller is asking to remove Mr. Koepke from the lease; this does not require Board action.

B. Letter from Michael Koepke regarding his garage and the Village Parking Lot

Michael Koepke submitted a letter asking for permanent ingress and egress to his new garage. A garage was recently constructed in the back of Mr. Koepke's property. Approval was given by the Plan Commission for a garage, a new architect was hired who changed the design of the building and the unapproved garage was constructed, a stop work order was issued by the Building Inspector upon an inspection because the garage was different than what was approved at Plan Commission, new plans were then presented to the Plan Commission that were rejected because ingress and egress from a garage door that was not approved is on Village owned property.

There is a shared driveway for both Mr. Mueller and Mr. Koepke off South Main Street.

Trustee Prenzlowl questioned whether this was an issue between Mr. Mueller and Mr. Koepke that does not involve the Village. Attorney Schoonenberg stated that when this lease was drafted, the language used was expansive and stated that "subleasee agrees to become a party to the initial lease and bound by all the provisions of the initial lease as if sublessee is an additional tenant" and that a disagreement between Mr. Mueller and Mr. Koepke was unforeseeable. Attorney Schoonenberg's recommendation is to re-evaluate the lease next year.

Mr. Koepke was present and addressed the Board. Mr. Koepke did indicate that there is a provision in the original lease that indicates notice is to be given 60 days prior to the renew date, which is September 20th and also stated that this parking lot should be an extension of the other lot that was recently repaved off of Buntrock Avenue. Mr. Koepke stated that neither Mr. Mueller nor himself should be the recipient of a "sweetheart deal" with Thiensville.

Administrator Robertson indicated that the leased property is only accessible through the joint easement through the two buildings and is not accessible through the public parking lot. There is no ingress or egress in this lease. Attorney Schoonenberg also stated that the lease is only to park, not to access.

Mr. Koepke still wants to proceed with his new garage plans and keep the door that was installed but not approved.

President Mobley clarified that this issue is before the Village Board for information purposes only; no action will be taken. Attorney Schoonenberg stated that Mr. Koepke has the right to appeal any decision.

Trustee Prenzlowl asked for clarification. Mr. Koepke indicated that the new garage has doors on two sides. On the one side it is Mr. Koepke's property and the other door opens to the Village's property.

President Mobley believes that Mr. Koepke's building the new garage without Plan Commission approval was a large discourtesy to the Plan Commission. Mr. Koepke agreed and stated that the new garage is smaller and all the materials used are in the architectural guidelines. Mr. Koepke apologized.

Attorney Schoonenberg strongly recommends revisiting this with the intent not to renew the lease next year. Mr. Koepke agreed.

Trustee Heinritz shared a timeline of approvals from the Historic Preservation Commission given for Mr. Koepke's garage and house.

XIV. UNFINISHED BUSINESS

XV. ANY OTHER MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY BE BROUGHT BEFORE THE BOARD, OR CARRIED OVER FROM THE SEPTEMBER 17, 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. Framed Print Donated to the Village from Donald Levy, Levy & Levy Attorneys at Law
 - 2. \$5,000 to Village Park ReImagined, Splash Pad, from Nelsen Family Charitable Fund
 - 3. \$2,000 to Village Park ReImagined, for Pavilion Roof, Skippy's Burger Bar
 - 4. \$20 to Thiensville Fire Department from James and Linda Wall (Buddy Abbott's Memory)
 - 5. \$25 to Thiensville Fire Department from Michael and Patricia Clemens (Buddy Abbott's Memory)
 - 6. \$25 to Thiensville Fire Department from David and Christine Lange (Buddy Abbott's Memory)
- D. Dialog with Mequon regarding water utility service
- E. Review next month's meeting date schedule

MOTION by Trustee Prenzlów, **SECONDED** by Trustee Heinritz to accept the following gifts with much gratitude: Framed Print Donated to the Village from Donald Levy, Levy & Levy Attorneys at Law; \$5,000 to Village Park ReImagined, Splash Pad, from Nelsen Family Charitable Fund; \$2,000 to Village Park ReImagined, for Pavilion Roof, Skippy's Burger Bar; \$20 to Thiensville Fire Department from James and Linda Wall (Buddy Abbott's Memory); \$25 to Thiensville Fire Department from Michael and Patricia Clemens (Buddy Abbott's Memory) and \$25 to Thiensville Fire Department from David and Christine Lange (Buddy Abbott's Memory).
MOTION CARRIED UNANIMOUSLY.

Trustee Heinritz inquired about some pot holes and cracks on Main Street. Director of Public Works LaFond stated that this is something that is addressed every winter. Once the top of Main Street was ground, some unforeseen cracks and looser concrete was exposed. Some were patched. There are not a lot of great products available for this, however, a product has been found and 30 bags have been ordered. This is an any-weather material. The hope is to have this done within the next 2-3 weeks.

XVI. MOTION TO ADJOURN TO CLOSED SESSION

MOTION by Trustee Heinritz, **SECONDED** by Trustee Holyoke to adjourn to Closed Session at 6:24 PM 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 staffing update.

- 1. Roll Call Vote

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

Naes: None

MOTION CARRIED.

MOTION TO RECONVENE IN OPEN SESSION

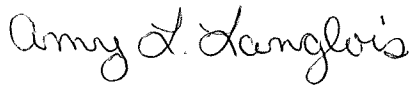
1. Vote of Board to reconvene.

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to Reconvene to Open Session at 7:00 PM.
MOTION CARRIED UNANIMOUSLY.

XVII. ADJOURNMENT

MOTION by Trustee Lange, **SECONDED** by Trustee Heinritz to adjourn the meeting at 7:01 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Dianne S. Robertson
Administrator