

**VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES**

DATE: Monday, December 10, 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 Prenzlowl
Administrator:	Dianne Robertson	
Attorney:	Robert Feind	
Staff:	Fire Chief Brian Reiels	
	Police Chief Scott Nicholson	
	Director of Public Works Andy LaFond	
	Assistant Administrator Colleen Landisch-Hansen	
	Clerk Amy Langlois	

III. PLEDGE OF ALLEGIANCE

Trustee Kucharski led the recitation of the Pledge of Allegiance.

IV. MOTION TO ADJOURN TO CLOSED SESSION

MOTION by Trustee Holyoke, **SECONDED** by Trustee Heinritz to adjourn to Closed Session at 6:01 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 Police Chief, Village Administrator and Director of Community Services/Assistant Administrator contracts and non-represented salaries.

1. Roll Call Vote

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

Naes: None

MOTION CARRIED.

MOTION TO RECONVENE IN OPEN SESSION

1. Vote of Board to reconvene.

MOTION by Trustee Azinger, **SECONDED** by Trustee Prenzlowl to Reconvene to Open Session at 7:25 PM.

MOTION CARRIED UNANIMOUSLY.

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. November 12, 2018

VI. DEPARTMENT REPORTS (Receipt)

- A. Department Reports (Receipt)**
 - 1. Fire Department
 - a. N/A
 - 2. Police Department
 - a. November Police, 2018
 - 3. Public Works Department
 - a. November DPW, 2018

VII. COMMITTEE REPORTS

VIII. REPORTS AND COMMUNICATIONS

- A. M-T Bike and Pedestrian Way Commission**
 - 1. September 13, 2018
 - 2. October 4, 2018
- B. Plan Commission**
 - 1. October 2, 2018
 - 2. November 13, 2018
- C. River Advisory Committee**
 - 1. February 28, 2018
- D. Capital Expenditures**

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

BUSINESS AGENDA

IX. FINANCIAL REPORTS AND ACCOUNTS PAYABLE

- A. Accounts Payable for All Funds
 - 1. Accounts Payable
 - a. November 12, 2018 through December 7, 2018
Authorization for the Village Administrator to release usual and customary bills

MOTION by Trustee Holyoke, **SECONDED** by Trustee Prenzlów to authorize the Village Administrator to Release Usual and Customary Bills for the Period of November 12, 2018 through December 7, 2018. **MOTION CARRIED UNANIMOUSLY.**

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

The Financial Report was received.

X. PRESIDENT'S REPORT

- A. Appointments
 - 1. Fire Department Members
 - a. Andrew H. Edwards
 - b. Luis A. Zamora-Martinez

MOTION by Trustee Prenzlów, **SECONDED** by Trustee Heinritz to approve the Appointment of Andrew H. Edwards and Luis A. Zamora-Martinez as New Fire Department Members. **MOTION CARRIED UNANIMOUSLY.**

XI. ADMINISTRATOR'S REPORT

- A. Department Reports
 - 1. Administrator's Report

Administrator Robertson reminded the Board of the two retirement gatherings planned. Mechanic Mark Goelz is retiring effective January 1, 2019. His retirement luncheon is Friday, December 28, 2018 from 11:30 AM to 2:00 PM. Police Chief Scott Nicholson is retiring effective January 3, 2019. His retirement open house will be held on Thursday, January 3, 2019 from 12:00 PM until 4:00 PM in the Fire Department Training Room.

The rehabilitation of the Sewer Lift Station has been bid out. One bid was received six months ago that was extremely high. Some modifications have been made and have rebid the contract. Bids will be opened on December 14th at 10:00 AM.

Trustee nomination papers are available. Trustees David Lange and Elmer Prenzlów are up for election on April 2, 2019. Nomination papers are due by 5:00 PM on Wednesday, January 2, 2019.

Third quarter franchise fees from Charter Communications in the amount of \$4,747.08 were received.

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

The Building Inspection Department report was received.

XII. ATTORNEY'S REPORT

No Attorney's report.

XIII. COMMITTEE REPORTS

- A.** Review and approval of Resolution 2018-17 Approving an Employment Agreement for Curtis J. Kleppin, Chief of Police

Administrator Robertson indicated that there is a slight wording change indicating that the Agreement is with Curtis J. Kleppin, not the Chief of Police in the Employment Agreement.

Curtis Kleppin thanked the Board for the opportunity and looks forward to serving the Village as well as working mutually with the Board and Fire Department. Mr. Kleppin has worked 24 years for the City of Watertown.

MOTION by Trustee Azinger, **SECONDED** by Trustee Lange to approve the Amended Resolution 2018-17 Approving an Employment Agreement for Curtis J. Kleppin, Chief of Police Amended. **MOTION CARRIED UNANIMOUSLY.**

- B.** Review and acceptance of Retirement of Administrator Dianne Robertson

Administrator Robertson announced her plans to retire on March 10, 2019 and shared her letter of retirement.

Trustee Heinritz – It is with great joy and sadness that the Board accepts your letter of retirement. It has been a great 20 years with many accomplishments. It has been wonderful working with Dianne.

Trustee Azinger – It has been an absolute pleasure getting to know Dianne and has come to the understanding of what it means to have such a great Administrator. There is no replacing someone who has done all that Dianne has done.

Trustee Lange – Wonderful person, wonderful job as Administrator and has left big shoes for Colleen to fill. It has been a pleasure working with Dianne and wish her and her mother all the best.

Trustee Holyoke – We have accomplished a lot as a Board and could not have done it without Dianne. Trustee Holyoke feels like his biggest accomplishment is hiring Dianne.

Trustee Kucharski – Dianne has always been hard working and community minded, always thought about the people in the Village and her door was always open. Thank you, Dianne.

Trustee Prenzlowl – Not only are you a great Administrator, but you have been a good friend. Trustee Prenzlowl wished Dianne fair winds.

President Mobley – It is with great sadness that we accept your letter of retirement. Thank you for all the time that you have given the Village. Much appreciated.

MOTION by Trustee Lange, **SECONDED** by Trustee Heinritz to accept Retirement of Administrator Dianne Robertson effective March 10, 2019. **MOTION CARRIED UNANIMOUSLY.**

- C. Review and approval of Resolution 2018-18 Approving an Employment Agreement for the Position of Village Administrator

The employment agreement for Colleen J. Landisch-Hansen for the position of Village Administrator is effective March 11, 2019.

MOTION by Trustee Azinger, **SECONDED** by Trustee Lange to approve Resolution 2018-18 Approving an Employment Agreement for Colleen J. Landisch-Hansen for the Position of Village Administrator as Amended. **MOTION CARRIED UNANIMOUSLY.**

- D. Review and approval of Job Description for the Position of Director of Community Services/Assistant Administrator

MOTION by Trustee Azinger, **SECONDED** by Trustee Prenzlów to approve Job Description for the Position of Director of Community Services and Public Works as Amended. **MOTION CARRIED UNANIMOUSLY.**

- E. Review and approval of Resolution 2018-19 Approving an Employment Agreement for the position of Director of Community Services/Assistant Administrator

The employment agreement for Andrew J. LaFond for the position of Director of Community Services and Public Works is effective March 11, 2019.

MOTION by Trustee Azinger, **SECONDED** by Trustee Prenzlów to approve Resolution 2018-19 Approving an Employment Agreement for Andrew J. LaFond for the Position of Director of Community Services and Public Works as Amended. **MOTION CARRIED UNANIMOUSLY.**

- F. Discussion from Rob Kos regarding 2019 Plans for the Traveling Food Truck Tour

Rob Kos thanked Administrator Robertson on behalf of the Thiensville Business Association (TBA) as well as personally for the support and guidance she has given to the TBA.

Mr. Kos thanked the Board for their continued support of the TBA both on a financial and partnership basis. Just short of two years ago the Village and TBA partnered to create the Executive Director position with Mr. Kos.

There has been an increase in the number of participants for the various TBA events. This year's Christmas tree lighting was tough with the cold weather, however, there was a fantastic turnout. The concept of adding the public market was a good one. The vendors were supportive and would love to come back. The Village Market had more vendors this year and the traveling food truck tour was a hit.

Plans going forward include continued growth. As part of that growth, Mr. Kos personally went door-to-door to just about every business in Thiensville to drop off an application to join the TBA.

The 2018 Traveling Food Truck Tour included five consecutive weeks with a one-week break in the middle. The facebook page for the Thiensville Traveling Food Truck event reached 94,000, 3,100 clicked on it and said they were going to attend, 4 emails were sent to 8,800 people advertising the event, 50,000 flyers and 750 posters were distributed in the metro-Milwaukee area about it and on average 1,500-2,000 people per event attended. The Traveling Food Truck Tour has a strong social media following: just short of 12,000 facebook followers, just short of 13,000 twitter followers, 2,200 instagram followers and 8,800 on the mailing list. The demographics of those that responded include: 72% female, 28% male; out of those the age groups included: 18-24 = 6%, 25-34 = 21%, 35-44 = 19% and 45-54 = 12%. Profits per event were about \$1,200.

Board of Trustees Minutes
December 10, 2018
Page six of ten

Plans next year for the Traveling Food Truck Tour are to have the events once per month. Those that promote the Traveling Food Truck Tour strongly believe that doing this event once per month will come close to doubling the amount of people and net revenue was approximately \$1,200 per event. The dates that are planned are May 23, June 20, July 18, August 15 and September 12, 2019. These dates do not conflict with any other area events.

Some of the changes include: inviting all Thiensville businesses to participate at a discounted rate and marketed together; putting up posters highlighting other Thiensville businesses; encourage Thiensville businesses to put up menus/flyers/coupons; there will be live music, sell wine and have TBA members staff the beverage stations; enlarge the family activity area; offer boat rides; and possibly have a scenic historic Thiensville tour. The hope is to create Thiensville a destination site.

Trustee Holyoke likes the plans to have live music at these events and suggested having the TFD sell beverages.

Trustee Kucharski inquired if Mr. Kos had contacted area businesses to see what effect, if any, these events had on their business. Mr. Kos has contacted area restaurants: the cheel felt that they saw a slight benefit in that afterwards people stopped at the baaree, Remington's does not believe that it hurt but did not see any benefit and neither Prime Minister or Chuck's Place barely even knew that there was anything going on.

Trustee Prenzlów shared that the wait at some of the food trucks was quite long. Mr. Kos believes that having the events once per month will allow for more food trucks to show up. The hope is to have some type of variety.

**G. Review and approval of request from Thiensville Business Association President
Marc Mrugala for Financial Support for 2019**

Marc Mrugala, President of the TBA, shared with the Board that this will be his last year as TBA President and will be resigning in January after three terms. Mr. Mrugala will still be on the TBA Board. The new President will be elected at the January meeting.

Mr. Mrugala is requesting of the Board a contribution to the TBA in the amount of \$10,000. The TBA is in a very solvent situation at this time and Mr. Mrugala is leaving the TBA in a much better position than when he took over as President.

Administrator Robertson reminded the Board that last year the contribution was \$15,000 and the year before was \$20,000.

Administrator Robertson and the Board thanked Mr. Mrugala for his service.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to approve Request from Thiensville Business Association President Marc Mrugala for \$10,000 Financial Support for 2019. **MOTION CARRIED UNANIMOUSLY.**

**H. Review and approval of Request from Louis A. Gral to Remove Late Fees
Associated with the Sewer Utility Charges, 125 Linden Lane and 133 Linden
Lane in the Amount of \$470.36**

Administrator Robertson shared that Mr. Gral's manager of his two properties at 125 Linden Lane and 133 Linden Lane left without any notice which resulted in the sewer utility fee not getting paid resulting in penalties totaling \$470.36 and the fees being placed on the tax role. Mr. Gral is asking the Board to waive this penalty fee.

Trustee Heinritz inquired if the present sewer bill is paid up-to-date. Administrator Robertson confirmed that the sewer charges and penalty were placed on Mr. Gral's tax bill. Mr. Gral does pay quarterly and occasionally is tardy in paying.

**Board of Trustees Minutes
December 10, 2018
Page seven of ten**

Trustee Prenzlów believes that this owner does not pay a lot of attention to his property and does not want to reward this type of behavior and feels that approving this sets a bad precedent.

Trustee Azinger views this as Mr. Gral has not had any issues in the past and is asking for a favor because a staff member left. Mr. Gral has been here in the Village since 1974 and does not see any reason not to waive the late fees.

Trustee Heinritz understands that this may have been an oversight or mistake and Mr. Gral has been with the Village for many years and suggested maybe reducing the penalty to \$200.

The penalty is a calculated percentage. Assistant Administrator Colleen Landisch-Hansen shared that 3% was incurred for being past the due date with an additional 10% on the outstanding balance placed on the tax bill.

MOTION by Trustee Prenzlów, **SECONDED** by Trustee Kucharski to Disapprove Request from Louis A. Gral to Remove Late Fees Associated with the Sewer Utility Charges, 125 Linden Lane and 133 Linden Lane in the Amount of \$470.36.

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

Naes: Trustees Azinger and Heinritz

MOTION CARRIED.

I. Presentation from Kiely Page and Drew Barth, Concordia University, of Thiensville Fire Department Project as well as Outline Recommendations for Recruitment

Trustee Lange shared that he worked with Concordia University where Thiensville businesses were matched with Concordia University students. Together they worked on a variety of topics i.e. creating websites, social media programs, etc.

Kiely Page and Drew Barth, the Concordia University students assigned to the Thiensville Fire Department, presented to the Village Board their project. Both Ms. Page and Mr. Barth are Marketing Majors. Their project focused on EMT recruitment for the Fire Department.

Increasing social media presence was stressed with the inclusion of a video to a Facebook ad to raise awareness. Videos on Facebook outperform texts and images. Both Ms. Page and Mr. Barth believe that the present webpage is utilized in a great way. An employment opportunities page was suggested including all the requirements necessary to serve. Reaching out to Concordia and MATC students was also suggested.

Ms. Page and Mr. Barth created and shared their video and will allow the Fire Department to use it. The Board thanked Ms. Page and Mr. Barth.

J. Review and recommendation of Resolution 2018-21 Adopting An Amendment to the Comprehensive Plan for 2035 and Setting the Public Hearing Date of January 21, 2019 for 266-286 North Main Street and 217-239 Green Bay Road

Administrator Robertson indicated that this evening the Board is requested to make a recommendation to set a Public Hearing. The amendment takes a bigger portion of the parcels from commercial to residential. Plans are for the Ullrich's to develop these parcels with apartments and commercial.

If approved, a Public Hearing will be scheduled for Monday, January 21, 2019 with the final action to be taken then.

MOTION by Trustee Lange, **SECONDED** by Trustee Heinritz to approve the Recommendation of Resolution 2018-21 Adopting An amendment to the Comprehensive Plan for 2035 and Setting the Public Hearing Date of January 21, 2019 for 266-286 North Main Street and 217-239 Green Bay Road. **MOTION CARRIED UNANIMOUSLY.**

- K.** Review and recommendation of Planned Development Overlay District Ordinance Amendment Report (Jon Censky Report)

The Plan Commission recommended approval of this at least two years ago when it was brought forward to increase density on a PDO for the M&I building. This is being brought back because the Ullrich's are having an issue with density as well, but not to the extent that M&I was. What is recommended is that there is some flexibility by adopting this Ordinance but it does set a limit that the density cannot be greater than 22 units per acre which is the density requirement for senior housing.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to recommend Planned Development Overlay District Ordinance Amendment to Move Forward to Public Hearing Scheduled for January 21, 2019. **MOTION CARRIED UNANIMOUSLY.**

- L.** Review and approval of Resolution 2018-20 Approving the 2019 Fee Schedule for the Village of Thiensville

MOTION by Trustee Prenzlów, **SECONDED** by Trustee Kucharski to approve Resolution 2018-20 Approving the 2019 Fee Schedule for the Village of Thiensville. **MOTION CARRIED UNANIMOUSLY.**

- M.** Review and approval of Proclamation Honoring Mark Goelz, Village Mechanic, on the Occasion of his Retirement Effective January 1, 2019

MOTION by Trustee Kucharski, **SECONDED** by Trustee Heinritz to approve a Proclamation Honoring Mark Goelz, Village Mechanic, on the Occasion of his Retirement Effective January 1, 2019. **MOTION CARRIED UNANIMOUSLY.**

- N.** Review and approval of Proclamation Honoring Police Chief Scott Nicholson on the Occasion of his Retirement Effective January 3, 2019

Fire Chief Brian Reiels asked for the Proclamation honoring Chief Nicholson be amended to include his service with the Thiensville Fire Department and an EMT.

MOTION by Trustee Kucharski, **SECONDED** by Trustee Prenzlów to approve a Proclamation Honoring Police Chief Scott Nicholson on the Occasion of his Retirement Effective January 3, 2019 to Include Serving as EMT on the Fire Department. **MOTION CARRIED UNANIMOUSLY.**

- O.** Review and approval of Purchase of Band Shell, Naming Rights and Update From Staff

Director of Public Works Andy LaFond shared the the bid package for the construction of the band shell is in process. This evening, the request for the Board is for approval to order the structure as it will take 8-10 weeks to manufacture. This will allow for time to put it up with the goal of completion prior to Family Fun Before the 4th.

Assistant Administrator Landisch-Hansen shared that as of November 30, 2018, funds on hand total \$136,500; this includes the \$50,000 that has been budgeted for; \$25,000 pillar sponsorship from Community Fun Events; \$40,600 of Gala proceeds and \$20,900 from various other donations. In addition, there are two pledges: \$30,000 and an additional \$30,900 from a local business. This totals \$197,400. With that, if \$50,000 were borrowed from money allocated for the water feature, there are more than enough funds available.

The structure itself is \$126,000. It is the intent of the Village Park ReImagined Committee to continue to fundraise all the way up until the day of completion with the goal to not have to use any of the water feature funds.

There are also negotiations with a local entity for naming rights of the structure which requires a \$75,000 donation. We are potentially at \$65,000 with this local entity with the promise of some future commitments. Director of Public Works LaFond inquired if the Board is receptive to this donation in exchange for naming rights of the structure. The proposal is that payments would be made over a 15-month period with the first payment by the end of this year and an additional payment coming in early 2020.

MOTION by Trustee Lange, **SECONDED** by Trustee Prenzlöw to approve the Purchase of Band Shell and to continue discussions with the local business regarding naming rights. **MOTION CARRIED UNANIMOUSLY.**

RESOLUTION NUMBER:	2018-22
NEXT ORDINANCE NUMBER:	2018-13

XIV. REPORTS AND COMMUNICATIONS

Administrator Robertson distributed a draft of a Memorandum of Understanding regarding the Community Promenade. This will be discussed at the January 21, 2019 Board of Trustees meeting.

XV. 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.

XVI. UNFINISHED BUSINESS

XVII. ANY OTHER MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY BE BROUGHT BEFORE THE BOARD, OR CARRIED OVER FROM THE NOVEMBER 12, 2018 VILLAGE BOARD MEETING

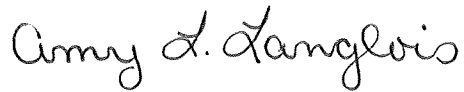
- A.** Inter-Governmental Committee with Mequon
- B.** Use of 101 Green Bay Road, Old Village Hall & Fire Station
- C.** Acceptance/Report of Gifts Received:
 - 1. \$100 to Thiensville Fire Department from Village of Random Lake Fire Department for Use of Dive Tank
 - 2. \$50 to Village of Thiensville from James and Katherine Gennrich for Christmas Decorations
 - 3. \$1,000 to Village Park ReImagined from The Thiensville Volunteer Fire Department, this includes contribution for the outdoor heated AED case
- 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 gifts of \$100 to Thiensville Fire Department from Village of Random Lake Fire Department for Use of Dive Tank, \$50 to Village of Thiensville from James and Katherine Gennrich for Christmas Decorations and \$1,000 to Village Park ReImagined from the Thiensville Volunteer Fire Department to Include Contribution for the Outdoor Heated AED Case with much gratitude. **MOTION CARRIED UNANIMOUSLY.**

XVIII. ADJOURNMENT

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to adjourn the meeting at 8:48 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Dianne S. Robertson
Administrator