

**VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES**

DATE: Monday, August 12, 2019

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	Rob Holyoke
	Kristina Eckert	Kenneth Kucharski (excused)
	Ronald Heinritz	David Lange
Administrator:	Colleen Landisch-Hansen	
Attorney:	Bob Feind (excused)	
Staff:	Police Chief Curt Kleppin	
	Director of Community Services/Public Works	Andy LaFond (excused)
	Village Clerk/Deputy Treasurer	Amy Langlois

III. PLEDGE OF ALLEGIANCE

Trustee Azinger 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. July 15, 2019

V. DEPARTMENT REPORTS (Receipt)

- A. **Department Reports (Receipt)**
 - 1. Fire Department
 - a. N/A
 - 2. Police Department
 - a. July Police, 2019
 - 3. Public Works Department
 - a. July DPW, 2019 (not available)

VI. COMMITTEE REPORTS

VII. REPORTS AND COMMUNICATIONS

- A. **M-T Bike and Pedestrian Way Commission**
 - 1. June 6, 2019
 - 2. July 11, 2019
- B. **Plan Commission**
 - 1. July 2, 2019
- C. **Capital Expenditures**

Administrator Landisch-Hansen shared a request from the Fire Department in the amount of \$1,465.50 for hydrostatic testing of SCBA cylinders. This is a budgeted item.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange 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. July 15, 2019 through August 9, 2019

MOTION by Trustee Heinritz, **SECONDED** by Trustee Azinger to approve the Accounts Payable from July 15, 2019 through August 9, 2019 in the Amount of \$206,429.25. **MOTION CARRIED UNANIMOUSLY.**

- 2. **Financial Report (Receipt)**
 - a. July, 2019

The Financial Report was received.

IX. PRESIDENT'S REPORT

- A. **Appointment**
 - 1. **Temporary Class B Beer and Class B Wine**
 - a. Thiensville Business Association, Amended to Include PWSB River Stage Event, September 14, 2019

MOTION by Trustee Lange, **SECONDED** by Trustee Heinritz to approve Temporary Class B Beer and Class B Wine, Thiensville Business Association, Amended to Include PWSB River Stage Event, September 14, 2019. **MOTION CARRIED UNANIMOUSLY.**

X. ADMINISTRATOR'S REPORT

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

Equalized value preliminary numbers for 2019 indicated a 6.00% increase compared to 5.00% increase in 2018. Administrator Landisch-Hansen estimated the Village of Thiensville equalized ratio at 86.78% of fair market value compared to 2018 of 91.59%. Revaluation rules state that equalized value needs to be between 110% and 90% of fair market value to be in compliance.

Net new construction percentage for the Village is +.12% compared to +.89% for 2018.

Adam Gerol, Ozaukee County District Attorney, will attend the September Committee of the Whole meeting scheduled for September 9, 2019 to discuss CBD oil.

The Ozaukee Economic Development Business of the Year/Economic Forecast Breakfast will be held on Thursday, September 19, 2019 at the Ozaukee County Fairgrounds.

Incoming revenues include \$2,313.14 from AT&T Wisconsin for 2nd Quarter 2019 Franchise Fees and \$15,092.78 for the 2019 Fire Insurance Dues from the State of Wisconsin.

2. Building Inspection Department (Receipt)
 - a. July, 2019 Report

The Building Inspection Department report was received.

XI. ATTORNEY'S REPORT

No Attorney's report.

XII. COMMITTEE REPORTS

- A. Review and acceptance of the 2018 Financial Statements Prepared by Baker Tilly Virchow Krause & Co., LLP as Presented by John Knepel

Auditor John Knepel was in attendance and gave an overview of the 2018 Financial Statements prepared by Baker Tilly Virchow Krause & Co., LLP.

1. Objective of the audit was to express an opinion on Village financial statements
2. Reports issued:
 - a. Village Financial Statements – unmodified opinion, commonly referred to as a “clean” opinion
 - i. Highest level of assurance you can receive from your Auditor
 - ii. Financial statements are presented “fairly” in accordance with generally accepted accounting principles
 - b. Communication with those Charged with Governance and Management
 - i. No material weaknesses identified
 - c. Tax Incremental District Financial Statements
 - i. Close out audit report issued in September 2018

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3. Financial highlights

a. Governmental Funds

	General <u>Fund</u>	Tax Incremental District <u>Fund</u>	Capital Improvement <u>Fund</u>	Nonmajor Governmental <u>Funds</u>
Current Year activity				
Revenues and other sources	\$2,573,961	\$809,887	\$1,079,101	\$465,059
Expenditures and other uses	<u>2,612,028</u>	<u>821,999</u>	<u>687,371</u>	<u>552,939</u>
Change in fund balances	\$ (38,067)	\$ (12,112)	\$ 391,730	\$ (87,880)
Fund Balance				
Nonspendable	\$ 93,421	\$ -	\$ -	\$ -
Restricted	-	-	-	382,907
Committed	201,598	-	-	391,017
Assigned	180,000	-	1,263,878	-
Unassigned (deficit)	<u>1,086,656</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$1,561,675</u>	<u>\$ -</u>	<u>\$1,263,878</u>	<u>\$773,924</u>

b. General Fund Budget

	Original And Final <u>Budget</u>	<u>Actual</u>	Variance: Favorable (unfavorable)
Revenues	\$2,552,284	\$2,563,795	\$ 11,511
Expenditures	<u>2,749,704</u>	<u>2,612,028</u>	<u>137,676</u>
Excess (deficiency)	(197,420)	(48,233)	149,187
Other financing sources (uses)	<u>-</u>	<u>10,166</u>	<u>10,166</u>
Net change in fund balance	<u>\$ (197,420)</u>	<u>\$ (38,067)</u>	<u>\$ 159,353</u>

c. Enterprise Fund

	Sewer <u>Utility</u>
Current year activity	
Operating revenues	\$1,002,315
Operating expenses	<u>903,892</u>
Operating Income	98,423
Nonoperating Revenue	<u>16,859</u>
Change in net assets	<u>\$ 115,282</u>
Unrestricted net position	<u>\$1,169,777</u>

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d. Long-Term Debt

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
Special Assessment B Bonds	\$ 375,000	\$ -	\$ 375,000
Total Long Term Debt 2019	\$ 375,000	\$ -	\$ 375,000
Total Long Term Debt 2018	\$ 475,000	\$ -	\$ 475,000
Statutory debt limit (5% of equalized value)	\$ 17,729,770		
Capacity for additional general obligation debt	\$ 17,729,770		

The Village does not have any outstanding long-term debt for which it is obligated to pay. Special Assessment B Bonds are payable solely from the related assessments levied.

MOTION by Trustee Azinger, **SECONDED** by Trustee Lange to Accept the 2018 Financial Statements Prepared by Baker Tilly Virchow Krause & Co., LLP. **MOTION CARRIED UNANIMOUSLY.**

B. Review and approval of:
CITIZEN APPOINTMENT:
Plan Commission

Sarah Hughes, 225 Riverview Drive
To Fill Unexpired Term of John Cabaniss
Term to Expire 4/20

MOTION by Trustee Lange, **SECONDED** by Trustee Eckert to approve Citizen Appointment of Sarah Hughes, 225 Riverview Drive, To Fill Unexpired Term of John Cabaniss, Term to Expire 4/20. **MOTION CARRIED UNANIMOUSLY.**

NEXT RESOLUTION NUMBER:	2019-12
NEXT ORDINANCE NUMBER:	2019-04

XIII. REPORTS AND COMMUNICATIONS

XIV. UNFINISHED BUSINESS

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.

Richard Jerzak, 507 Crescent Lane: Mr. Jerzak attended the last Plan Commission meeting on August 6, 2019 due to concerns about a neighbor's proposed shed. During the meeting the subject of deck boxes was addressed i.e. how many deck boxes are allowed on a property, what size is allowed and if deck boxes are considered a shed. Mr. Jerzak is seeking clarification on how deck boxes are classified.

President Mobley shared that based on these discussions, Administrator Landisch-Hansen will be contacting the Building Inspector to get clarification and Planner Censky will also be looking into the Code.

XVI. ANY OTHER MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY BE BROUGHT BEFORE THE BOARD, OR CARRIED OVER FROM THE JULY 15, 2019 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. \$50 to Thiensville Fire Department from Robert and Linda Prunuske
 - 2. \$3,000 to Village of Thiensville from Mequon-Thiensville Optimist Club for Park Benches
- D. Dialog with Mequon regarding water utility service
- E. Review next month's meeting date schedule:
 - September 9th – Committee of the Whole
 - September 23rd – Board of Trustees

Trustee Azinger inquired about flashing lights at the Elm Street and Green Bay Road crosswalk. Administrator Landisch-Hansen indicated that this was included as part of the Green Bay Road reconstruction and will discuss this with Director of Community Services/Public Works LaFond.

Trustee Holyoke inquired about the status of the proposed water feature in Village Park. Administrator Landisch-Hansen reported that the second phase of engineering was recently approved. Trustee Holyoke suggested that installing the border wall at a later date could be a cost savings.

Trustee Lange shared that he recently had part of a tree collapse on Alta Loma Drive at about 9:30 PM. Trustee Lange placed a call to the Police Department and by the time he was off the phone, there was an officer there and the DPW came out to clear the tree as well. The DPW also came back the next day with the chipper. Trustee Lange appreciated the great response from both the Police Department and DPW.

The September Committee of the Whole meeting will be held on Monday, September 9, 2019 and the Board of Trustees meeting will be held on Monday, September 23, 2019.

MOTION by Trustee Lange, **SECONDED** by Trustee Heinritz to accept the gifts of \$50 to Thiensville Fire Department from Robert and Linda Prunuske and \$3,000 to Village of Thiensville from Mequon-Thiensville Optimist Club for Park Benches with Much Gratitude. **MOTION CARRIED UNANIMOUSLY.**

XVII. MOTION TO ADJOURN TO CLOSED SESSION

MOTION by Trustee Holyoke, **SECONDED** by Trustee Eckert to adjourn to Closed Session at 6:33 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 for Administrator, Director of Community Services/Public Works and Police Chief.

- 1. Roll Call Vote

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

Naes: None

MOTION CARRIED.

MOTION TO RECONVENE IN OPEN SESSION

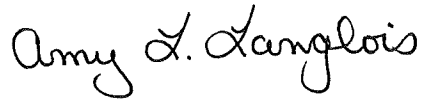
1. Vote of Board to reconvene

MOTION by Trustee Eckert, **SECONDED** by Trustee Lange to Reconvene to Open Session at 7:59 PM.
MOTION CARRIED UNANIMOUSLY.

XVIII. ADJOURNMENT

MOTION by Trustee Holyoke, **SECONDED** by Trustee Heinritz to adjourn the meeting at 7:59 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Colleen Landisch-Hansen
Administrator