# VILLAGE OF THIENSVILLE
# BOARD OF TRUSTEES
# MINUTES

**DATE: Monday, March 15, 2021**

**LOCATION: 250 Elm Street**
**Fire Department Training Room**
**Thiensville, WI**

**TIME: 6:00 PM**

## I. CALL TO ORDER

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

## II. ROLL CALL

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| President: | Van Mobley | |
| Trustees: | Jennifer Abraham | Rob Holyoke |
| | Angelina Apostolos | Ken Kucharski |
| | Kristina Eckert | David Lange |
| Administrator: | Colleen Landisch-Hansen | |
| Attorney: | Tim Schoonenberg | |
| Staff: | Fire Chief Brian Reiels | |
| | Police Chief Curt Kleppin (excused) | |
| | Director of Community Services/Public Works Andy LaFond | |
| | Village Clerk/Deputy Treasurer Amy Langlois | |

## III. PLEDGE OF ALLEGIANCE

Trustee Apostolos 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. February 15, 2021

**B. Special Board of Trustees**
1. March 1, 2021

## V. DEPARTMENT REPORTS (Receipt)

**A. Department Reports** (Receipt)
1. Fire Department
   a. N/A

2. Police Department
   a. February Police, 2021

3. Public Works Department
   a. February DPW, 2021

## VI. COMMITTEE REPORTS

**A. Committee of the Whole**
1. March 1, 2021

## VII. REPORTS AND COMMUNICATIONS

**A. Mequon-Thiensville Bike and Pedestrian Way Commission**
1. January 14, 2021
2. February 4, 2021
3. March 4, 2021 (not available)

**B. Milwaukee River Advisory Committee**
1. June 3, 2020 (not available)
2. March 3, 2021 (not available)

**C. Plan Commission**
1. February 9, 2021

**D. Capital Expenditures**

Trustee Abraham asked for the February 15, 2021 Board of Trustees Minutes to be amended to be more consistent with the format of Village minutes.

**MOTION** by Trustee Abraham, **SECONDED** by Trustee Lange to Table and Amend the February 15, 2021 Board of Trustees Minutes to be More Consistent with the Village Format. **MOTION CARRIED UNANIMOUSLY.**

**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Lange to approve the Consent Agenda in its Entirety Except for the February 15, 2021 Board of Trustees Minutes. **MOTION CARRIED UNANIMOUSLY.**

## BUSINESS AGENDA

## VIII. FINANCIAL REPORTS AND ACCOUNTS PAYABLE

**A. Accounts Payable for All Funds**
1. **Accounts Payable**
   a. February 15, 2021 through March 12, 2021

Administrator Landisch-Hansen reported that the bond for the Laurel Acres water assessment was paid off in the amount of $91,822.50.

**MOTION** by Trustee Lange, **SECONDED** by Trustee Eckert to approve the Accounts Payable from February 15, 2021 through March 12, 2021 in the amount of $434,031.26. **MOTION CARRIED UNANIMOUSLY.**

2. **Financial Report (Receipt)**
   a. December, 2020 (preliminary-updated)
   b. February, 2021

The Financial Reports from December, 2020 (preliminary-updated) and February, 2021 were received.

## IX. PRESIDENT'S REPORT

**A. Appointments**

**1. Fire Department Members**

**a.** Rebecca R. Brunette
**b.** Jetta V. Nunez-Mura
**c.** Samuel J. Parlapiano

**MOTION** by Trustee Kucharski, **SECONDED** by Trustee Apostolos to approve the Appointment of Rebecca R. Brunette, Jetta V. Nunez-Mura and Samuel J. Parlapiano as New Fire Department Members. **MOTION CARRIED UNANIMOUSLY.**

## X. ADMINISTRATOR'S REPORT

**A. Department Reports**

**1.** Administrator's Report

Administrator Landisch-Hansen shared that the Spring Election will be held on Tuesday, April 6, 2021. Polls open at 7:00 AM and close at 8:00 PM. In-person absentee voting will begin on Tuesday, March 23, 2021. There are three candidates running for two Village Trustee seats and one candidate on the ballot for the seat of Village President. There are five other races on the ballot: State Superintendent of Public Instruction, Court of Appeals District 2, Circuit Court Judge District 1, Circuit Court Judge District 3 and MTSD School Board Members.

The State of the Community will be held on Wednesday, March 24, 2021 at the River Club beginning at 11:30 AM. Attendance is limited and the Chamber is also planning to provide a streaming option. Trustee Eckert and Trustee Abraham are both interested in attending.

The Ozaukee Economic Development will be holding their 14th Annual OED Outreach Event on Wednesday, May 12, 2021 at 4:30 PM at the Watermark at Shully's. The event will feature Missy Hughes, the Secretary and CEO of WEDC.

Open Book is scheduled for Friday, April 23, 2021 from 12:00 PM until 2:00 PM. Board of Review is scheduled for Wednesday, May 19, 2021 from 12:00 PM until 2:00 PM. All members of the Board of Review are required to attend training.

Incoming revenue for the month includes $4,441.69 from Charter Communications for 4th quarter franchise fees.

Administrator Landisch-Hansen also reported that information was received from the League regarding the American Rescue Plan Act. Small municipalities should receive an allocation. The amount is unknown at this time. These funds are to help fill in some replacement revenue gaps caused due to Covid.

**2.** Building Inspection Department (Receipt)

**a.** February, 2021 Report

The Building Inspection Department invoice for February, 2021 was received.

## XI. ATTORNEY'S REPORT

No Attorney's report.

## XII. COMMITTEE REPORTS

**A.** Review and action regarding 2020 Thiensville Police Department Annual Report

**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Kucharski to accept the 2020 Thiensville Police Department Annual Report. **MOTION CARRIED UNANIMOUSLY.**

**B.** Review and action regarding Fourteenth Amended Agreement for the Operation of the Mid-Moraine Municipal Court

**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Eckert to approve the Fourteenth Amended Agreement for the Operation of the Mid-Moraine Municipal Court. **MOTION CARRIED UNANIMOUSLY.**

**C.** Discussion regarding Fire/EMS Study Virtual Launch, Wisconsin Policy Forum

President Mobley asked for any feedback from the Fire/EMS Study virtual launch and/or Assistant Chief Joel Deutsch's presentation at January's Board meeting.

Trustee Eckert appreciated Assistant Chief Deutsch's time and attention given to the presentation before the Board. In regards to the Fire/EMS Study, Trustee Eckert believes that as a County all municipalities need to be on board to hopefully find an agreement.

Retention of employees and recruitment was stressed by Trustee Kucharski as well as joining forces and working together. This will be a financial investment for all municipalities.

Trustee Holyoke noted the cost per community per capita.

Trustee Lange noted that this is a concern stating the Board's responsibilities are police, fire, water, sewer, roads and development and clearly something needs to be done. A couple things that stood out were that call volume is up 30% as well as what Ozaukee County is paying in comparison to other counties and how much lower we have been paying over the years. This is extremely important and will cost more money whatever decision is made and Trustee Lange hopes that the community will be engaged and share their thoughts.

Trustee Apostolos appreciated the Study and felt as though it was easy to understand. One of the things that stood out was not only the increase in calls but the further increase that will occur with the aging population.

Trustee Abraham believes that this Study is a good starting point and looks forward to the community input. Understanding the unique needs of Thiensville should be taken into consideration in any decisions made by the Board.

President Mobley stated that the cost per capita in Cedarburg was much less than Thiensville, but Thiensville does provide services to Cedarburg and wondered how this was calculated. Administrator Landisch-Hansen shared that a lot of their capital equipment is donated.

Chief Reiels shared that the primary function of Maxwell Street Days in Cedarburg is to buy capital equipment. As far as payroll, about 75% of the department is completely volunteer and are paid on a per-call basis. Chief Reiels stated that there is no cheaper option, however, hopefully there is an option that will give us great stability and perhaps cooperative purchasing power and standardized training. Chief Reiels believes that the per capita costs are calculated depending on how services are delivered. Also shared was that geographically the Village's density is very high and our per capita of elderly is a little higher. The Village provides services to Cedarburg and other northern county municipalities as it produces revenue to offset some of our costs and it may be difficult attracting paramedics just for calls here in Thiensville. Chief Reiels believes that the do nothing option is not an option. Because the department is so small, cross training is so very important, however, this does take time and commitment.

Trustee Holyoke inquired about the volume of calls noting that the Study indicated 777 in 2019 and last year it was over 900. These calls are not just in Thiensville. Chief Reiels believes that about half of those calls were to Cedarburg for advanced level of support.

Trustee Abraham suggested forming a task force consisting of residents and Trustees to come up with alternatives for the Board. President Mobley thought this was a wonderful idea and the Board agreed. Administrator Landisch-Hansen suggested having a town hall meeting at some point in the future. Chief Reiels also shared the idea of having an open house at the station to explain the Department's function.

At this time, about 75% of Fire Department members do not live in Thiensville which makes large incidences difficult to get people to come back so the more local people that join, the more stable the situation gets. The Fire Department has been using an online marketing company that does recruitment recently with some success. The Fire Department has a great relationship with the Village and the Thiensville Fire Department Corporation. The Corporation does fundraising for the Fire Department.

Administrator Landisch-Hansen believes there may be another Administrator's meeting with all those involved in the Fire/EMS Study and will share any feedback with the Board. President Mobley looks forward to working collaboratively with the other municipalities.

**D.** Review and action regarding Resolution 2021-02 A Resolution Adopting the Village Policies and Procedures Regarding Citizens to be Heard When Addressing the Body at Meetings

Before the Board this evening was a draft Resolution addressing a policy and procedure in order to hear citizens at Village meetings. Proposed is allowing citizens to be heard at the beginning of Committee of the Whole, Plan Commission and Historic Preservation Commission meetings. The policy gives more detailed policy to keep order of the meetings and better documents how that portion of the meeting is handled. This also better describes when it is appropriate for the public to speak.

Proposed is a three-minute time limit. Trustee Eckert is in favor of the proposed Resolution noting giving citizens the option to speak on items being discussed on the agenda prior to the decision is a great resolution to making sure citizens are heard.

The policy does not include Village Board meetings, however, citizens could be heard if the Board agrees to suspend the rules.

Trustee Holyoke supports the proposed Resolution, however, suggested changing the sentence that the three minutes may be extended in the presiding official's sole discretion to adding that the three-minute time limit may be extended by the presiding official's discretion or a vote of 2/3 of the Board or Committee.

Trustee Apostolos expressed concern that if comments are shared in the beginning, that citizens would then not hear the discussion and then not have opportunity to speak based on those discussions. Administrator Landisch-Hansen shared that how this is handled currently is that an item would have already been taken up and action taken before any input from citizens if speaking to an item on the agenda. Trustee Holyoke and Trustee Kucharski like the placement of this at the beginning of the agenda.

President Mobley inquired if there were items that the presiding official or the Board as a whole would not want to hear and how to handle such an event. Trustee Holyoke suggested the citizen comments must pertain to the Village or the Village's function. Attorney Schoonenberg will look into this and report back to the Board.

No action.

**E.** Review and action regarding Development Agreement between the Village of Thiensville and Lakeside Development Company for the Village Green Development

Director of Community Services/Public Works Andy LaFond presented the Development Agreement between the Village of Thiensville and Lakeside Development Company (LDC) for the Village Green Development at 200 Green Bay Road. As a reminder, the PDO Ordinance requires a multi-step process – the Plan Commission has recommended to the Village Board a land use amendment and zoning change. This was approved by the Village Board. The next step in the PDO Ordinance is a Development Agreement. This was approved at the last Plan Commission meeting with a motion to recommend to the Village Board for approval.

Noted was that the Development Agreement requires a timetable, performance requirements, inspection requirements, prohibition on division or combination of real estate within the PDO, provisions for lapsing of specific plan approval and reversion of the zoning status if the schedule is not followed. Items that must be provided include agreements, bylaws, provisions and/or covenants, exhibits, drawings and other attachments including detailed architectural plans, landscape and driveway plans.

Due to the quality and cohesiveness of the proposed development and the costs of removal and remediation of the existing improvements, the Village is willing to relax certain setback restrictions and minimum lot sizes within the PDO zoning and will reimburse LDC an amount not more than $250,000 for the remediation and demolition of existing structures pursuant to the plan described herein.

In Phase I the Village will reimburse the Developer the sum of $250,000 for the satisfactory demolition, interim lot grading and asbestos removal. There is a lot of asbestos in this building. Phase II is connection to the sanitary sewer system, water supply facilities and fire protection, storm water drainage facilities, utilities, record drawings, curb and gutter, sidewalk and walking paths, street improvements and landscaping. Other duties of the Developer include erosion control, preconstruction meetings, environmental approvals, dedication of 200 Green Bay Road to include a bench, plaque from the building and a cornerstone, final plat approval, impact and connection fees, homebuilding, developer payments, standby letter of credit and schedule of values for letter of credit with respect to the subdivision.

The property is scheduled to close on April 2, 2021.

**MOTION** by Trustee Lange, **SECONDED** by Trustee Eckert to approve Development Agreement between the Village of Thiensville and Lakeside Development Company for the Village Green Development, 200 Green Bay Road. **MOTION CARRIED UNANIMOUSLY.**

**F.** Review and action regarding Parking in B-1 District

Director LaFond shared that at the recent Plan Commission meeting the Plan Commission tabled action on the cheel rebuild asking that the Village Board discuss B-1 District parking, the requirements of the applicant to obtain some of their own additional leased parking as well as the Plan Commission asked for the Board to have some discussion on the Village owned parking lots and the portion that we currently lease to a private party. The existing cheel prior to the fire per our fire code required 56 spots. The reconstructed cheel requires 70 spots. Minimum parking requirements for the B-1 District per Code is at the Plan Commission discretion. The writers of the Code recognized that the B-1 District was formed, designed and built-out before the automobile.

Since the meeting the applicants from the cheel have added some additional private parking. Fourteen spots were gained from Boucher Village Ford for employees only and have also obtained a lease for 20 additional spots that is not restricted to employees, as well as 12 additional spaces at another lot. From the Plan Commission meeting until now, private parking went from 14 to 32 spots. Above and beyond that, there is approximately 56 public parking spots between the Buntrock lot and street parking.

Commissioner Kucharski shared that Todd Berlin, General Manager of Suburban Motors Harley-Davidson submitted a letter to the Plan Commission inquiring where everyone would park if Suburban decides in the future to develop the Thiensville Lumber building.

In 2014 there was a plan drafted to add about 42 spots to Village Park. This is an option to consider. In regards to the Buntrock lot, there are 21 spots now and another 16-20 could be added; in 1985 there was a plan for 52 spots. Beyond that, time is needed in order to inquire about easements and do research. At budget time, a commitment from the Board would be helpful to know how many spots the Board would like to add and how much money will be allocated.

Changing the zoning of 200 Green Bay Road to residential has permanently reduced the possibility of a greater demand for business use parking on Green Bay Road.

A letter has been sent to the right-of-way agent of the railroad to inquire about possibly purchasing or leasing land near the railroad for parking.

Trustee Holyoke believes that business owners also need to take action in order to get parking for their business. Trustee Kucharski does not believe public parking should be allowed to be counted as a business's parking – it should be allowed for all businesses and not solely tied to one business.

Trustee Eckert inquired what exactly the Plan Commission is requesting from the Board to satisfy their request in order to make a decision at tomorrow's Special Plan Commission meeting. President Mobley shared that the issue of parking was requested to be looked into and to research other areas for public parking.

Director LaFond shared that the cheel would need 70 spots, that is when the barree and cheel are both full with the max amount of employees working. Thirty two spaces have been acquired – 12 for employee only and 20 for employees and/or customers. There are 6-9 spots on the cheel property and there are 56 public spaces.

President Mobley would like a commitment at budget time for more public parking in the B-1 District.

Trustee Apostolos is not in favor of taking over the parking lot leased to Greg Mueller and asked if maybe some of these spots could be leased to the cheel in the evening for staff. President Mobley suggested looking into the Village still leasing the lot to Mr. Mueller and add on to that lot for Village parking. Director LaFond will look into this and suggested that to honor the long-term lease and relationship, the Village takes it back and gives them a couple spots for customer use.

There is a drive between Buntrock and Spring Street that could possibly be turned into an ally and angle parking – this is owned by We Energies and an easement would need to be acquired.

Administrator Landisch-Hansen asked for direction moving forward: should staff look at parcels they already own looking at opportunities to expand (Village Park, Buntrock lot) and/or look to other private owners. Trustee Kucharski asked staff to look into this as far as possible noting there are opportunities out there and there is a need. Administrator Landisch-Hansen will report back to the Board with any new information/opportunities and will also address this at budget time.

**G.** Review and action regarding Information from Administrator Landisch-Hansen And Director LaFond Regarding Feasibility, Costs, Legality and Meeting Options For Hybrid, All Virtual or Keeping Meeting Format As It is Now, For Village Board and All Commission Meetings Through July 1, 2021

Administrator Landisch-Hansen shared information regarding research conducted regarding hybrid, virtual and in-person meeting format for Board, committee and commission meetings.

One of the concerns brought up at a previous meeting was how to make sure we are complying with the open meetings law if we change the format of our meetings. The Wisconsin Department of Justice (DOJ) longstanding advice is that teleconference can be an acceptable method of holding a meeting of a governmental body and more recently the DOJ has deemed video conference calls acceptable as well.

Government meetings held by teleconference or video conference must have a means for the public to observe the meeting. DOJ concludes that a governmental body meets this obligation by providing the public with the proper notice to join the meeting remotely, even if there is no central location where the meeting is convening. However, the governmental body must be cognizant that it may not be feasible for individuals who would like to observe a meeting to do so remotely.

Considerations and accommodations should be made for accessibility for individuals that may not have telephone or internet access or those that are deaf and/or hard of hearing.

According to the DOJ, providing only remote access to an open meeting is not always permissible. In the League's guidance, meetings where complex plans, drawings or charts are needed for display and review or the demeanor of a witness is significant would likely not be considered reasonably accessible to the public because important aspects of the discussion or deliberation would not be communicated to the public. Administrator Landisch-Hansen is uncertain if it would be appropriate for HPC and the Plan Commission to go to a hybrid or virtual format and called the DOJ for clarification, however, the call was not returned.

Further, per the League of Wisconsin Municipalities, the governmental body should explicitly provide the option for the public to access the remote means of communication and the access should be of similar quality to that of the body. If there are materials shared, those that are attending remotely may not be able to observe the items in the same way.

If hybrid and/or virtual meetings are conducted, to properly comply with our Ordinances, the Village needs to draft and approve a policy or Ordinance change to allow for this allowable change in meeting format for our Board, Committees and Commissions. The policy should include consideration of the following: means authorized (when is the remote meeting format deemed necessary), who authorizes (is it Board action, officer of the Committee, Clerk) and meeting procedure/etiquette (how are these meetings recorded, notice, malfunction, voting). A sample policy was provided.

**For all virtual meetings:**

- Audio and video quality is better for all virtual versus hybrid
- Virtual meetings provide residents an avenue to attend meetings if they are unable to come in person
- Considering the makeup of the Village's population, Village Hall should provide accessible viewing of meetings for those that may not have a smart phone, computer and/or internet access
- DOJ also strongly suggests providing a toll free phone number to provide the public a dial-in option so that lack of internet access is not a barrier to public observation of the meeting
- Meetings held remotely must provide the public the opportunity to monitor the entire meeting by virtual means in real time
- No matter the platform used, if the meeting has a noticed public comment period the software must allow for public participation
- The Village Board currently provides Village issued iPad's to Trustees, but if and when a decision is made to conduct meetings virtually, should all committee and commission members also be issued the proper equipment?
- Technical Difficulties – meetings noticed as being held virtually via some format must then be held in that format. For instance, if the Zoom platform crashed during a meeting, the meeting would need to be suspended, rescheduled and noticed for a new date and time.
- Member Participation – focused attention to Village matters should be of utmost importance. The Village policy could address member participation best practices to avoid unnecessary distractions.
- Accusation of side conversations between members happening while the meeting is occurring
- We would need a meeting moderator to host the meetings and control muting/unmuting of attendees and any other technical issues that may arise.
- Accurate transcribing of minutes is difficult if meeting etiquette is not followed
- Possibility of recording the meeting for later posting on the Village's website
- Cyber security
- Meeting order from unmuted outbursts

The estimated monthly operational costs total $450.00 with estimated capital costs of $3,620.00. Best practice would be to have an additional staff member present to moderate the meeting. The capital costs include Zoom subscription, toll-free Zoom subscription, staff time to moderate meetings and iPads for Commissioners.

**Hybrid meetings:**

- There are many of the same considerations for hybrid that were mentioned above for the all virtual meeting format.
- Audio quality is challenging. We have an obligation to ensure that audio quality is adequate for public attendees.
    - The more people in the room, the more difficult this becomes due to background noise
    - The more spaced out the in-person members in the room the more difficult this becomes
- Need to improve audio equipment which is costly
- The Board Room is multi-purpose and used for various different functions. Meeting equipment is constantly being set up and broken down.
- Meetings are not always held in the same room. If going to hybrid or virtual, it is recommended to designate one room.

Estimate monthly operational costs total $950.00 due to increased staff time and Zoom subscriptions including the toll-free number. Capital costs for immediate proper audio totals $17,250.00 which includes microphones for each Board member, staff and podium, digital sound processor, digital signal processor, and Board Room HDMI and screen enhancements, $3,300.00 for mobility carts and $3,620.00 for iPads for Commissioners.

Another consideration is looking at televising or broadcasting the meetings. In order to retrofit the Village Board room for permanent teleconferencing and broadcasting, capital costs could range from $85,000.00 to $105,000.00.

**In-person meetings:**

- All members are familiar with meetings being conducted in-person
- Those unable to attend in-person are not able to participate
- No worries about technical issues suspending the meeting
- We are able to properly social distance and sanitize the room following CDC guidance
- Board Room capacity is 65 people, we rarely have more than 15 in the room
- Meetings can be moved to more spacious venues when larger attendance is anticipated

Trustee Holyoke would like to have hybrid meetings for the next three months and believes that this cost is minimal. Trustee Lange understands, however, believes that the Board should look at how they want staff to spend their time i.e. police, fire, water, sewer, roads, development noting the fire and parking need.

President Mobley shared that by May 1, 2021 the vaccine will be available to anyone that wishes to receive it.

Trustee Eckert inquired that based on the information that was just shared from the DOJ, would the Village have to do things differently if conducting virtual or hybrid meetings. Administrator Landisch-Hansen believes a policy must be adopted in order to offer meetings in any other format than in-person. Trustee Holyoke inquired if this was just for an emergency situation. Administrator Landisch-Hansen stated that the Village of Thiensville never declared a State of Emergency.

Trustee Eckert inquired if each Commission could decide how they would like to meet i.e. Plan Commission, HPC or Village Board. Trustee Apostolos echoed this and inquired if something could be done temporarily and then invest in televising in the future.

Administrator Landisch-Hansen shared that on Thursday, the joint Fire/EMS presentation was publicly noticed by all 11 communities in the County. Cedarburg hosted the meeting and upgraded their Zoom to allow up to 1,000 attendees. There were only 78 that attended online.

Trustee Eckert believes that this is tough, it is a health and safety concern for many, however, believes the Board has adapted and have provided information to those who are looking for it; and if a certain Commission would like to meet hybrid, that should be left up to them. Trustee Eckert appreciates that the Board meets in-person.

Trustee Holyoke shared concerns about not being transparent and supports televising Village meetings.

**MOTION** by Trustee Holyoke to Provide Hybrid Meetings Until July 1, 2021 for All Village Board and Committee Meetings

**MOTION NOT CARRIED.**

**H.** Review and action regarding Historic Preservation Commission

Director LaFond prepared information for the Board's consideration concerning the Historic Preservation Commission:

In 1994, the Wisconsin State Legislature passed a law requiring cities and villages in which properties on the State Register or National Register of Historic Places are located to create draft historic preservation ordinances. As a result of this legislation, there are now approximately 170 communities throughout Wisconsin that have a local historic preservation ordinance.

Once a preservation ordinance is enacted, the community's chief elected official may appoint members to a historic preservation commission. Approximately half of the 170 Wisconsin communities with a historic preservation ordinance also have a preservation commission. A community may choose to empower an existing local governing board with the duties of a commission in lieu of establishing a body of preservation or development-focused community members.

Communities must have a commission in place in order to become a Certified Local Government (CLG).

The historic preservation commission serves as a design review board. The community must also decide whether the commission will have binding authority or advisory authority. A commission with advisory authority simply makes a recommendation to property owners regarding an alteration to their historic property.

Prior to the creation of the Director of Community Services position, the HPC was the only Village body with binding authority that did not have a staff member assigned to assist with the application process, citizen interaction and meetings. Director LaFond's observations have been that most applicants are long time building owners that have had multiple past interactions with the HPC. Often times these applicants express frustrations and complications with the Commission, the length of time it takes, the lack of guidelines and arbitrary decisions. Often times, work is performed and approvals are requested after the fact.

The existing historic preservation ordinances reference historic guidelines for the district. Currently, the HPC has very limited guidelines available. Lack of guidelines has led to some applicants having to return to the Commission several times before receiving an approval.

Discussion about items not noticed on the agenda is also a concern.

Also, often times the Commission may wish to see additional information concerning a project and will add stipulations to an approval. Projects should either be approved or denied and asked to return. Guidelines could help this process.

During recent deliberations the Commission felt they had to make a decision based on following the exact language of the HPC ordinances. Several of the Commissioners indicated that the decision was based on following the ordinance exactly and that their preference would have been to rule otherwise for the benefit of the project and District. The Chairman stated his fear was that any change to the ordinances could lead to the HPC being eliminated.

In regards to the makeup of the Commission, the ordinance is silent on who the chairperson should be. Not having the Trustee as the Chair on the Commission has led to the breakdown of direct communication and reporting of the subordinate body to the Village Board.

Recommendations include staff approved items, Certificate of Appropriateness determination ordinance change, Ordinance change to the Chairperson, Ordinance review, add a Citizens to be Heard section to the agenda and website improvements to help guide applicants.

Director LaFond suggested the following:

1. Define the makeup of the Commission and how they are selected and who the Chairperson is
2. Adding language about who the Commission's staff designee would be and what their charge is
3. Looking into language to avoid the issue where there was a lot of deliberation about saving one particular thing that maybe was not for the betterment of the District.
4. Adding some language on how to honor a feature that maybe was not original to a building

Trustee Abraham thanked Director LaFond and would like to take this back to the HPC for consideration.

President Mobley suggested considering appointing two Trustees to serve on the HPC.

**I.** Review and action regarding Responses to Citizen Letters and Emails

The Board had requested form letters as responses to resident communication. Administrator Landisch-Hansen shared two form responses that can be used by Village Board members, Commissioners and staff. The first indicates receipt of a letter by the intended Village body/individual and the second requests clarification of the intended party if the letter does not include an addressee. These letters can be used for mailed, electronic and social media letters/messages.

**J.** Review and acceptance of Resignation from Jamie Awe, Historic Preservation Commission, Term to Expire May, 2023

**MOTION** by Trustee Lange, **SECONDED** by Trustee Abraham to accept Resignation from Jamie Awe, Historic Preservation Commission, Term to Expire May, 2023 With Much Gratitude for His Service. **MOTION CARRIED UNANIMOUSLY.**

**K.** Review and action regarding Appointing Phil Eckert to the Historic Preservation Commission to fill the Unexpired Term, May, 2022

**MOTION** by Trustee Kucharski, **SECONDED** by Trustee Apostolos to Approve the Appointment of Phil Eckert to the Historic Preservation Commission to Fill Unexpired Term, May, 2022.

**Ayes:** Trustees Abraham, Apostolos, Holyoke, Kucharski, Lange and President Mobley
**Naes:** None
**Abstain:** Trustee Eckert
**MOTION CARRIED.**

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| NEXT RESOLUTION NUMBER: | 2021-03 |
| NEXT ORDINANCE NUMBER: | 2021-04 |

## XIII. REPORTS AND COMMUNICATIONS

## XIV. UNFINISHED BUSINESS

## XV. ANY OTHER MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY BE BROUGHT BEFORE THE BOARD, OR CARRIED OVER FROM THE FEBRUARY 15, 2021 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.** $10 to the Thiensville Fire Department from an Anonymous Donor
  **2.** $500 to Thiensville Department of Public Works from Junior Woman's Club of M-T
**D.** Dialog with Mequon regarding water utility service
**E.** Review next month's meeting date schedule:
April 19, 2021 – Combined Committee of the Whole and Village Board Meeting at 6:00 PM

Trustee Holyoke inquired about an Ordinance that is before the Plan Commission regarding increasing the use of a non-conforming property. Director LaFond shared that this will be before the Board for consideration.

Clarification was provided by Administrator Landisch-Hansen as to when a public hearing is required in the Village. This includes when a rezone or land use is requested. Attorney Schoonenberg also added that a public hearing is required for a PUD (a development adjusting setbacks).

**MOTION** by Trustee Eckert, **SECONDED** by Trustee Apostolos to accept the Donation of $10 to the Thiensville Fire Department from an Anonymous Donor and $500 to the Thiensville Department of Public Works from Junior Woman's Club of M-T With Much Gratitude. **MOTION CARRIED UNANIMOUSLY.**

## XVI. ADJOURNMENT

**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Lange to adjourn the Meeting at 8:06 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Amy L. Langlois

Amy L. Langlois
Village Clerk