

**VILLAGE OF THIENSVILLE
COMMITTEE OF THE WHOLE
MINUTES**

DATE: Monday, June 1, 2015

**LOCATION: 250 Elm Street
Thiensville, WI**

TIME: 6:00PM

I. CALL TO ORDER

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

II. ROLL CALL

President:	Van Mobley	
Trustees:	Kim Beck	Kenneth Kucharski
	Ronald Heinritz	David Lange
	Rob Holyoke	John Treffert
Administrator:	Dianne Robertson	
Staff:	Director of Public Works Andy LaFond	
	Fire Chief Brian Reiels (excused)	
	Police Chief Scott Nicholson (excused)	
	Asst. Administrator Colleen Landisch-Hansen	
	Clerk Amy Langlois	

III. BUSINESS

A. Review Capital Expenditures List

Administrator Robertson reported two capital expenditures: \$5,800 for a Department of Public Works utility trailer and \$8,026 to seal the bike path. Mequon requested bids and \$8,026 is the actual cost. The \$7,500 budgeted for this project was based on last year's costs.

MOTION by Trustee Beck, **SECONDED** by Trustee Lange to recommend the Board approve Capital Expenditures of \$5,800 for a Department of Public Works Utility Trailer and \$8,026 to seal the bike path. **MOTION CARRIED UNANIMOUSLY.**

B. Hear Homestead High School students regarding Ice Skating Rink in the Park

Students from Homestead High School addressed the Board proposing an ice skating rink in Village Park. The Homestead High School students' proposal of an outdoor ice rink would be constructed to attract visitors, strengthen relationships between residents, add to the aesthetic value of our community's resources and provide entertainment during the long Winter season.

The increased traffic from the ice rink would benefit businesses in the community, increase community involvement in the Winter, promote low-impact exercise and open up the community to other sports on the ice, such as figure skating and hockey tournaments, and offer a possibility for physical education classes at the high school. The hours of operation could be geared toward Thiensville. Cedarburg and Fox Point operate an ice rink with great interest.

A survey was conducted asking: If there was an outdoor skating rink, would you use it? Out of 652 students surveyed in the Mequon-Thiensville School District in grades 4-12, 78% responded that they would use the ice rink. Specifically, 76% of 4th and 5th graders, 69% of 6th through 8th graders and 94% of high school students support the idea.

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It was reported that it would be most cost effective to construct the ice rink in Village Park instead of purchasing land. Village Park has parking, restrooms, lights, sitting areas and buildings. The rink can be built on the grass or on concrete. The area between the two octagon buildings and the walking path along the Milwaukee River was suggested as the proposed site.

Operational and capital costs were shared and obtained from the Department of Public Works in Fox Point.

One time start-up costs:

\$50,000 – CustomIceRinks Temporary Ice Rink System

\$1,200-\$1,600 – Rubber Padding (for a walkway and to wrap around the rink)

\$600 – Snow Blower

\$70 – Metal Waiver Sign

Approximate one time start-up cost: \$53,000

After construction costs:

\$6,000 – Labor

\$5,000-\$6,000 – Utilities

Approximate recurring operational cost: \$11,000

Amenities such as a hot chocolate booth, skate rental and vending machines end up paying for themselves. If the ice rink were set up as the property of a non-profit organization, community individuals and businesses could make tax-deductible donations in order to supplement the start-up cost as well as the seasonal operating expenses. Additional funding could be acquired through the DPW operations budget. If the revenue and tax increase is not substantial enough to fund the ice rink after its construction, either more private funding would be necessary, public funds would need to be reapportioned in favor of the ice rink, or a tax levy would need to be enacted.

President Mobley questioned as to whether the students considered charging a fee to skate. It was reported that the students were hoping to offer a free, open to the public ice skating rink and hopefully gain funds through the skate rental and hot chocolate sales. Another option mentioned was to allow skating free to Thiensville residents and charge area residents a fee.

Proposed hours would be dawn to dusk so no lighting would be required.

President Mobley inquired as to any other locations considered, for instance a parking lot on Main Street. The students stated that they considered using the Park because it is Village property. The rink will not damage the grass and a layer of water is added to smooth out the rink.

Director Andy LaFond reported that in the past an ice rink on the tennis court did not succeed because of the pitch of the court.

Trustee Treffert inquired as to using the baseball field as the site for the ice rink to utilize the lights. Director LaFond confirmed that this site would work.

President Mobley thanked the students and shared that the Board will consider the proposal.

**C. Review and recommendation regarding a Tax Incremental District (TID) Study
for 200 Green Bay Road**

Administrator Robertson shared that Ehlers & Associates, Inc. had informed her that the Village has some residual capacity to create a TID. Administrator Robertson would like to look into seeing if this project is worthy at the former M&I Bank. This would authorize Ehlers to look at a proposal to see if it is feasible to do and if it would be worth creating.

President Mobley shared that David Hoff, developer of the Elm Street condominiums, is interested in this property.

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This would be a Developer TID, where the tax increment that it generates every year goes to pay the developer back for part of the investment.

President Mobley shared that no Village money would be spent and that the school district and other taxing entities would be held harmless and would get the same amount of tax revenue from the parcel that is already received.

Administrator Robertson reported that the Village currently has capacity for a project of this size.

MOTION by Trustee Lange, **SECONDED** by Trustee Holyoke to recommend to the Board a Tax Incremental District Study for 200 Green Bay Road. **MOTION CARRIED UNANIMOUSLY.**

- D.** Review and recommendation regarding beverage operator license renewals:
Brett Thomas Kucharski and Cindy Jean Shaurette, Skippy's Sports Pub

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to recommend the Board approval of a beverage operator license renewal for Brett Thomas Kucharski and Cindy Jean Shaurette, Skippy's Sports Pub.

Ayes: President Mobley, Trustees Beck, Heinritz, Holyoke, Lange and Treffert

Abstain: Trustee Kucharki

MOTION CARRIED.

- E.** Infrastructure Investment Achievement Award

Administrator Robertson shared that a decision needs to be made as to where the \$1,000 monetary award be given and would like to present the award during the Employee Appreciation Dinner in October.

Administrator Robertson reported that a donation has been made to Family Sharing every year, as well as to the Logemann Center. Trustee Beck suggested the donation be made to the Village Market; however, the donation needs to go to a non-profit organization.

Trustee Heinritz inquired as to whether the donation could be made to the Historic Preservation Commission for the renovations of the old Fire Station. Administrator Robertson will look into this.

- F.** Review and recommendation regarding Special Assessment Formula
for Main Street Water

Administrator Robertson shared communication she received from Ken Ward at Ruekert Mielke. Mr. Ward specializes in special assessments.

The total estimated project cost is \$918,799.03, including 25% for contingencies, administration, legal and engineering. In order to arrive at the assessable costs for the water main, certain costs were deducted for water main oversizing, right-of-way crossings and crossing under Pigeon Creek. The cost for water service laterals was also deducted as this cost may vary by the water service needed for domestic or fire flow demands.

Mr. Ward worked up a scenario by front footage instead of parcel by parcel. If you have 40 feet of frontage, he calculated the cost based on frontage only.

Table 1					
Possible Assessment Ratios and Formulas					
Parcel Frontage (Ave. Parcel = 118 feet Frontage)	Frontage Only Assessment (\$110/foot)	Unit Only Assessment based on 42 parcels (\$13,081.10/Parcel)	25% Frontage 75% Unit (Combined Assessment)	50% Frontage 50% Unit (Combined Assessment)	75% Frontage 25% Unit (Combined Assessment)
40 feet	\$4,400.00	\$13,081.10	\$10,911.60	\$8,743.35	\$6,574.67
100 feet	\$11,000.00	\$13,081.10	\$12,564.00	\$12,047.55	\$11,531.27
341 feet	\$37,570.00	\$13,081.10	\$19,201.14	\$25,319.42	\$31,410.28
602 feet	\$66,220.00	\$13,081.10	\$26,389.08	\$39,692.69	\$53,001.49

Table 2					
Possible Assessment Ratios and Formulas					
Parcel Frontage (Ave. Parcel = 118 feet Frontage)	Frontage Only Assessment (\$110/foot)	Unit Only Assessment based on 54 Tax Key Numbers (\$10,174.20/Parcel)	25% Frontage 75% Unit (Combined Assessment)	50% Frontage 50% Unit (Combined Assessment)	75% Frontage 25% Unit (Combined Assessment)
40 feet	\$4,400.00	\$10,174.20	\$8,731.60	\$7,290.00	\$5,547.94
100 feet	\$11,000.00	\$10,174.20	\$10,684.00	\$10,594.00	\$10,804.54
341 feet	\$37,570.00	\$10,174.20	\$17,021.14	\$23,865.87	\$30,683.55
602 feet	\$66,220.00	\$10,174.20	\$24,209.08	\$38,239.14	\$52,274.76

The above costs are based on 40 feet frontage, 100 feet frontage, the 341 feet is Schmit Ford and the 602 feet is Suburban Motors.

Table 2 is if we add additional units.

Ken is recommending that we either use the third column which is unit only or the fourth column that is 25% Frontage, 75% Unit which has been done in other communities. All of these costs are for the main only.

At this time, the estimated water service lateral cost for the property owner is \$4,950 per parcel which is only from the main to the property line regardless of the side of the street that is being serviced. The property owner would then also pay the cost of the lateral from the property line to the building and the cost of abandoning their well.

No lateral is installed unless the resident is interested in hooking up. If the property owner is not interested, what you would have is a deferred special assessment and the amount is dependent on the size of their frontage until there is someone at that residence interested in hooking up. This can be deferred indefinitely since all connections will be voluntary.

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Trustee Lange questioned as to what the Village's responsibility is. Administrator Robertson reported that if you look at construction costs with contingencies, with design and construction engineering, the total is \$918,799.03, which includes laterals. You would need to subtract the laterals, \$166,000 and then the Village would have to pay \$22,000 for right-of-way and \$49,000 for the Creek crossing. This is an estimated cost and has not been bid out yet. Main Street and Green Bay Road will be bid out separately.

Administrator Robertson explained that \$735,919.55 minus \$166,000 would be the cost of just laying the main. This amount is just the construction costs and does not include contingencies, design engineering and construction engineering.

President Mobley has consulted with a few individuals in the water business and they confirmed that it is very expensive to put water main in urban areas and also confirmed that it must be done in order to redevelop downtown areas. One of the primary reasons this should be done is for fire protection. President Mobley was also informed that installing a 12" main would work and be able to be hooked up to an 8" main just fine, but the 12" would be better for a commercial district.

Administrator Robertson shared that the decision that needs to be made now is whether to special assess or to have property owners pay for their laterals.

Trustee Treffert would like to have the estimated total cost available for property owners. However, the total cost depends on where on the property they need to hook up, how long the lateral needs to be, the cost of the interior plumbing that needs upgrading and the cost of abandoning their well. Trustee Treffert was hoping on taking the median for an estimate to offer to individuals.

Director LaFond explained that costs would greatly depend on water needs, the connection rate and that an average cost may be difficult to determine. Director LaFond also shared that larger residential neighborhoods may contract out as a group to get a better rate.

President Mobley explained that assessment ratios are based on the total cost of the project being recouped so the Village could offer to pay the first \$460,000 which would cut the numbers we currently have in half, with the funds coming from the Tax Stabilization Fund.

Trustee Treffert believes that the Board has an obligation to get a couple scenarios to present to property owners for costs and questioned as to whether the Village will have to recruit property owners to hook up. It was reported that Dr. Lewis, Fiddleheads, Suburban Motors and E-Collectique all have shown interest in hooking up to municipal water.

President Mobley did share that if the main is on Main Street, the Village will have enhanced fire protection in the business district and any future development will have municipal water and believes that over time more and more will hook up and that this section of Main Street is the toughest section.

Administrator Robertson shared that offering municipal water will give owners another option if their well needs replacing.

Trustee Heinritz believes that whatever the Village does decide to do will set a precedent for others.

Trustee Beck questioned as to using the \$460,000 in the Tax Stabilization Fund as the Village's portion to help fund the project and the remainder gets assessed according to the 25%/75% formula. Therefore the owner does absorb some of the cost. Trustee Holyoke agreed with this scenario.

Administrator Robertson shared that there is \$460,000 in the Tax Stabilization Fund and that the investment has not been renewed but is in a money market and readily available. Administrator Robertson also shared that a letter could be sent to homeowners explaining possible costs that will be incurred and suggest that they contact a plumber for an estimate for getting services to their building and abandoning their well.

Administrator Robertson confirmed that Dr. Lewis will hook up to municipal water.

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A report will be requested from Ruekert Mielke to present to property owners that will explain what their costs will be with the Village absorbing the whole cost and another scenario with the Village using the \$460,000 Tax Stabilization Fund.

Administrator Robertson confirmed that what she will be sending to property owners is Table 1 minus the Village paying \$460,000, as well as the 25%/75% and that hook up will be offered for 10 years with no interest payments as an incentive to connect the first year only and that each property owner should contact a plumber to get an estimate for running the lateral from the main to the property as well as abandoning their well.

NEXT RESOLUTION NUMBER:	2015-05
NEXT ORDINANCE NUMBER:	2015-01

IV. 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.

George Coulter, 240 Williamsburg Drive, #8, addressed the Board thanking the Business Renaissance Committee for all of their support during the Business Forum. Mr. Coulter suggested displaying a Winter photo in the Board Room and that public-private partnerships is an avenue that could be explored in order to not put any financial burden on the Village. He also commented that a redevelopment of the former M & I parcel would bring new people into the Village as residents.

V. MISCELLANEOUS BUSINESS BY TRUSTEES AS MAY PROPERLY BE BROUGHT BEFORE THE BOARD.

1. Inter-Governmental Committee with Mequon
2. Use of 101 Green Bay Road, Old Village Hall & Fire Station
3. Acceptance/Report of Gifts Received:
Newman Chevrolet, Inc., \$25, Fire Department
Anne Carpenter, \$200, Police Department
4. Dialog with Mequon regarding water utility service
5. Review next month's meeting date schedule

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to recommend to the Board approval of the gifts from Newman Chevrolet, Inc., \$25, Fire Department and Anne Carpenter, \$200, Police Department with much gratitude. **MOTION CARRIED UNANIMOUSLY.**

Next month's meeting is scheduled for July 13th, combining the Committee of the Whole and the Board of Trustees Meeting.

VI. ADJOURNMENT

MOTION by Trustee Beck, **SECONDED** by Trustee Lange to adjourn the meeting at 7:46PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Dianne S. Robertson
Administrator