

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

DATE: Monday, November 4, 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
	Ronald Heinritz	David Lange
Administrator:	Colleen Landisch-Hansen	
Staff:	Police Chief Curt Kleppin (excused)	
	Director of Community Services/Public Works Andy LaFond	
	Village Clerk/Deputy Treasurer Amy Langlois	

III. BUSINESS

A. Review Capital Expenditures List – No Requests

Administrator Landisch-Hansen shared that there are no new capital requests.

B. Update from Thiensville Business Association (Ron Knaus, Rob Kos)

Ron Knaus gave a brief overview of 2019:

- Continued TBA membership growth
- Monthly Food Truck event has been established
- Involved with Village Park ReImagined - Chillin in the Ville event
- Market Thiensville as a great place to live, work and play
- Continued on path to becoming more financially self-sufficient
- Updated and modified the TBA bylaws
- Village rummage sale had the largest amount of participants
- Village Market continued to grow and thrive (65+ vendors and large draw from adjacent communities)
- Coordinated with Community Fun Before the 4th in regards to the parade
- Food Truck Tour was a huge success with about 2,000 people attending monthly. The formula of scheduling these events one time per month works well.
- Business Trick-or-Treat this year had the most participation to date. Mr. Knaus wished to thank the Boy Scouts and the Special Police for their help at the crosswalks.
- Christmas Tree lighting will be held on Friday, December 6th with a holiday market including about 6 vendors with holiday items.

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Looking forward to 2020:

- Hoping to increase membership by 20%
- Looking to enhance Business Trick-or-Treat. Next year's date is October 29, 2020 and plans include having a "Nightmare on Elm Street" event with food trucks in Village Park.
- Proposed Food Truck Tour dates for 2020 include: May 21, June 18, July 16, August 20 and September 10, 2020 and potentially October 29, 2020. Included with the July 16th and August 20th Food Truck Tour would be the Screen on the Green event. Rob Kos shared that these dates do not conflict with any other events in the Village.
- Hoping to expand the Chillin in the Ville Village Park ReImagined Event
- More events are being considered to utilize the River Stage

Mr. Kos thanked the Board for their financial support. Mr. Knaus also recognized Marc Mrugala and Jesse Daily for their part getting the Village Market and Food Truck Tours established.

C. Update regarding Old Village Hall (Director LaFond)

Director of Community Services/Public Works Andy LaFond shared with the Board the Building Analysis & Feasibility Study for the Old Village Hall by Groth Design Group. The study is the result of a request from the Mequon-Thiensville Historical Society to potentially use the building. Initially the request was for storage only, however, the Board suggested full use of the building and housing their main office. This is Phase 1 of the study. If the project were to move forward, further studies would be completed.

The first floor of the building is fully accessible through two different entrances. However the second floor is not ADA accessible as there is no elevator in the building. An elevator is not required to stories that do not have an aggregate of not more than 3,000 square feet and are located above or below accessible areas. This is for a non-governmental organization; if the Village were to occupy the space, the ADA accessibility requirement would change. An elevator would add about \$60,000 to the project, would take up the floor space on both floors and an ADA accessible bathroom would have to be added to the second floor. The total occupancy load is rated at 14-15 occupants. At 15 occupants or less there is only one bathroom required.

As far as energy efficiency, there is currently no insulation.

The base level of the scope of work includes: exterior windows replaced, first floor new toilet room, first and second floor stairs and landing repairs, second floor office space paint, lighting, etc., second floor back office painting, trim, HVAC and plumbing. First and second floor alternates include: furred down ceiling with new spray foam insulation, ADA compliant bathroom on second floor, elevator, new kitchenette and upcharge for historically accurate wood windows.

The cost at base level is about \$220,000 which includes: first floor bathroom, redo all the finishes and surfaces, electrical, HVAC, plumbing, exterior doors, windows, repairs to the tower, trim, fix the rotted wood and paint. Insulation work would cost about an additional \$21,000; a second floor ADA compliant bathroom total cost is about \$13,000; a new elevator is about \$60,000; second floor kitchenette is about \$16,000 and historic wood windows are about \$16,000. The cost for the base level improvements with the additional items is about \$360,000. The base level option does have a first floor ADA compliant bathroom.

The structural engineer did look at the building and does not recommend any heavy storage i.e. large filing cabinets more than four feet away from the outside walls without reinforcing the joists on the first floor.

Trustee Heinritz inquired if the work could be completed in phases. Director LaFond shared that maintenance can be completed without public bidding. Sometimes buildings like this as a whole are viewed as one project and it is difficult to break it down. If the building were to be only used as storage, Director LaFond believes that the Department of Public Works could complete the work, however, as an occupied space, this will have to be completed as a whole project.

President Mobley stated that the work could be completed by the Village completely paying for it and then lease the space, pay for the work and the Village use it, have a non-profit raise money for the work, have a fundraising campaign or borrow money.

D. Update regarding Mequon-Thiensville Interceptor Project (Director LaFond)

Director LaFond updated the Board on the Mequon-Thiensville Interceptor Project. The Village owns together a sewer with the City of Mequon which is a joint 36 inch interceptor that goes from Mequon Road to County Line Road. From here it runs to a larger interceptor that flows down to the plant in Oak Creek. The pipe was installed in 1985 and was designed and installed by the Village. The cost share with the City of Mequon is 1/3 Thiensville and 2/3 Mequon. The long-term agreement was that Mequon would be in charge of the operation and maintenance with the Village responsible for 1/3 of the cost.

A few years back the first upstream section was televised. Sewer gas can deteriorate the concrete pipe. The televising indicated repair that needed to be completed. The first section of 5,000 feet was completed. The Village paid \$278,000 for this work. It is time to go into the bidding process for the second phase which is Sherwood Lane to Donges Bay Road which is about 4,083 feet and estimated to be \$1,000,000, of which the Village is 1/3 responsible. In 2021, the third section, which is Donges Bay Road to County Line Road, is estimated at \$1,125,000.

The two things driving this work is due to the extreme deterioration and the DOT is gearing up to complete a redo of Cedarburg Road during that stretch of road. The majority of this work is a lining project where a fabric impregnated with fiberglass is pulled into the pipe and expanded. This fabric is just over an inch thick and is strong enough to be a stand-alone pipe once cured. This is a long term fix.

This project will be budgeted just over \$200,000 per year for the next three years. This will likely be completed in the first two years. Sewer reserves will be used to complete the final phase and paid back in year three.

Director LaFond was asked to look into how the agreement was established and also how the Village is responsible for 1/3 and the City of Mequon for 2/3 of the financial responsibility.

E. Review and recommendation of Ordinance 2019-05 An Ordinance Adopting Wisconsin Commercial Building Codes for the Purpose of Becoming a Municipality with Delegated State Authority to Conduct Commercial Building, HVAC, Fire Alarm System, Fire Suppression System and Plumbing Plan Reviews and Inspections

Director LaFond shared that this proposed ordinance adopts the appropriate state code, state forms and state fees in order for the Village consultant i.e. SAFEbuilt do plan reviews. At this point the state is running about 4-6 months out for plan review of new construction. With the possibility of new development, this will help to expedite and streamline the process. Adoption of this ordinance will also allow the Village to collect the fees and retain 10% as opposed to paying the state. This pertains to remodeling projects as well as new commercial opportunities.

Many years ago Administrator Robertson and Fire Chief Reiels worked to grandfather some existing fire suppression codes of which this proposed ordinance does not change. The Village will still use North Shore Fire to review plans per Village ordinance in regards to fire suppression. SAFEbuilt does not have jurisdiction to be more strict than what the state requires.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Azinger to recommend to the Village Board to approve Ordinance 2019-05 An Ordinance Adopting Wisconsin Commercial Building Codes for the Purpose of Becoming a Municipality with Delegated State Authority to Conduct Commercial Building, HVAC, Fire Alarm System, Fire Suppression System and Plumbing Plan Reviews and Inspections. **MOTION CARRIED UNANIMOUSLY.**

F. Discussion regarding Community School Resource Officer Program

Administrator Landisch-Hansen has been working collaboratively with the School District and the City of Mequon this past summer in regards to increasing the Community School Resource Officer Program for the school district.

Currently, there is one Resource Officer for the district. Proposed is adding one more Officer. The school district is looking to use their Fund 80, a community service fund, to help fund this program. Certain requirements of this fund make this position not school district specific, but community wide. This program will add a service not only to the students of the Mequon-Thiensville school district but also to the private schools and home-schooled students; any school-aged student will benefit.

The Village's portion to support the program is \$12,660. Administrator Landisch-Hansen believes this is a worthwhile expenditure. The current School Resource Officer is fully funded by the City of Mequon.

Trustee Azinger would like to know the services that will be provided to the students and suggested that these funds go toward counseling instead of an Officer.

Administrator Landisch-Hansen stated that the role of this program is not solely security but to provide support and to build relationships with students, to be a resource to hopefully prevent issues becoming a larger concern. The agreement for this position is drafted in a way to have a four-year cycle.

The school district would be funding the majority of this position; the Village's contribution of \$12,660 will cover uniforms, equipment and some training. Administrator Landisch-Hansen supports capping this amount in the agreement due to the comparison of size of the Village to the City of Mequon; the City of Mequon would pay 50% of the 68% that the officer would be allocated to the school district because in the summer they would be a regular Officer for the City of Mequon. Using the school district's Fund 80 allows the school district to help fund this position.

Trustee Lange inquire why there is a need for this new position. Administrator Landisch-Hansen shared that the position is the result of requests from parents.

This position, if approved by both the City of Mequon and the Village would not begin until the beginning of 2020. This Officer would be an employee of the City of Mequon's Police Department, available at all the schools as well as community events outside of the school day.

President Mobley suggested asking Superintendent Matthew Joynt or a representative from the school board to attend a Board meeting to answer any questions from the Board.

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Administrator Landisch-Hansen stated that this is budgeted for in the General Fund not the Capital Projects Fund because if this were to come to fruition it would be an agreement from year-to-year and be part of our operations.

President Mobley summarized by stating that this will continue to be in the budget and asked Administrator Landisch-Hansen to continue to work on the agreement and ask a representative from the school district to attend a meeting to answer any questions in regards to what is it that the district is having issues with and what can an additional officer do to help.

G. Review and recommendation of Resolution 2019-13 Approving the 2020 Fee Schedule for the Village of Thiensville

Administrator Landisch-Hansen shared a proposed 2020 fee schedule.

Administrator Landisch-Hansen is recommending increasing the assessment request fee from \$40 to \$50 due to the amount of time to respond to title companies or realtors with requests. With many homes in the Village having a water assessment, this does become time consuming for the front office staff. Requests for only sewer is recommended to be increased from \$15 to \$20.

Also suggested is a sewer new connection charge. Currently, the Village does not have this fee. This could potentially be waived as an incentive to developers. The proposed \$1,200 fee includes staff time and impact to the system.

For Village Park, a fee for renting the River Stage in the amount of \$100 per event and \$150 for baseball diamond rental is proposed. The Department of Public Works has received requests in the past for baseball diamond use and this fee would cover waste removal, cleaning the bathrooms as well as diamond maintenance.

The Police Department is requesting fees in the amount of \$10 for fingerprinting; this fee has always been \$10 for any non-resident and free for residents, however, the Police Department would like this to be for everyone. Another request is \$25 for any electronic records requests. Trustee Azinger believes that fingerprinting for a Village resident should be free.

Motion below was made by Trustee Lange with Trustee Holyoke adding a "Friendly Amendment" to include, in the motion, that the fee schedule should indicate that fingerprinting is free for residents.

MOTION by Trustee Lange, **SECONDED** by Trustee Heinritz to recommend to the Village Board to approve the Amended Resolution 2019-13 Approving the 2020 Fee Schedule for the Village of Thiensville Without a \$10 Fingerprinting Fee Charged to Residents. **MOTION CARRIED UNANIMOUSLY.**

H. Review and recommendation of Resolution No. 2019-15 A Resolution Fixing Salaries for Village Employees and Elected Officials for the Fiscal Period Ending December 31, 2020

Administrator Landisch-Hansen shared the salary resolution for the fiscal period ending December 31, 2020. The proposed increase for employees is 2% across the board which lines up with the Police union contract for 2020. The only exception is that the salaried employees were rounded to the next whole \$10 amount. Two other increases Administrator Landisch-Hansen would like to recommend is stepping up the Village Clerk/Deputy Treasurer salary to \$55,000 and the Paramedic/EMS Director to \$55,000.

MOTION by Trustee Azinger, **SECONDED** by Trustee Eckert to recommend to the Village Board to approve Resolution 2019-15 A Resolution Fixing Salaries for Village Employees and Elected Officials for the Fiscal Period Ending December 31, 2020. **MOTION CARRIED UNANIMOUSLY.**

NEXT RESOLUTION NUMBER:	2019-16
NEXT ORDINANCE NUMBER:	2019-06

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.

Dennis Casey, 401 North Main Street - Mr. Casey asked the Board if there is any plan to address the traffic just south of Grand Avenue on Main Street in regards to the island placement on Main Street. President Mobley shared that the Department of Public Works maintains the roads and islands. Mr. Casey inquired if trees have been budgeted to replace the destroyed trees in the island. President Mobley did shared that trees have been budgeted for the entire Village. Mr. Casey also inquired whether or not an option exists that this island be removed and how many people it would take the Board to hear from in order to consider the removal. President Mobley stated that at any time the Village Board can vote to remove or build new islands on the public thoroughfares. At this time there is no interest in revisiting the island placement. Main Street meets all the state standards.

Mr. Casey believes the placement of the island is a traffic hazard for cars wanting to turn left going northbound into Village Estates and cars wanting to turn south waiting to turn onto Grand Avenue.

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

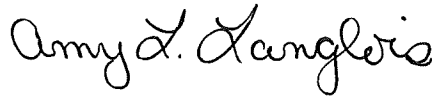
- A.** Inter-Governmental Committee with Mequon
- B.** Use of 101 Green Bay Road, Old Village Hall & Fire Station
- C.** Acceptance/Report of Gifts Received:
- D.** Dialog with Mequon regarding water utility service
- E.** Review meeting date schedule:
 - November 11, 2019 – 2020 Budget Public Hearing at 6:00 PM
 - November 18, 2019 – Village Board at 6:00 PM
 - December 2, 2019 – Committee of the Whole at 6:00 PM
 - December 16, 2019 – Village Board at 6:00 PM

Trustee Heinritz shared an article from the News Graphic about the Department of Public Works employees getting certified in the use of salting.

VI. ADJOURNMENT

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to adjourn the meeting at 7:25 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Handwritten signature of Amy L. Langlois in cursive script.

Amy L. Langlois
Village Clerk

Approved by,

Handwritten signature of Colleen Landisch-Hansen in cursive script.

Colleen Landisch-Hansen
Administrator