

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

DATE: Monday, November 2, 2020

LOCATION: 250 Elm Street
Thiensville, WI

TIME: Immediately following 2021 Budget Public Hearing
Scheduled at 6:00 PM

I. CALL TO ORDER

President Mobley called the meeting to order at 6:05 PM.

II. ROLL CALL

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

III. BUSINESS

A. Review Capital Expenditures List

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

B. Review 2020 Fund Balance Report

Administrator Landisch-Hansen shared the 2020 Fund Balance Report. This report gives a picture of where the Village is in regards to the reserve balances. The Village is in compliance with the corporate reserve and working capital reserve.

For working capital, the required fund balance is \$463,245. The Village greatly exceeds this amount. Overall the Village's reserves are in good standing.

C. Review and recommendation regarding Resolution 2020-14 Adopting the 2021 Budget and Establishing the 2020 Tax Levy and Rate

Trustee Abraham inquired about the reserve funds for the Old Fire House. Administrator Landisch-Hansen indicated that any request in the amount of \$1,000 or more should go before the Village Board for approval; this is the process for any department head with a capital request.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to recommend to the Village Board to approve Resolution 2020-14 Adopting the 2021 Budget and Establishing the 2020 Tax Levy and Rate. **MOTION CARRIED UNANIMOUSLY.**

- D. Review and recommendation regarding Resolution 2020-20 Approving an Agreement Between the Village of Thiensville and the Thiensville Professional Police Association of the Wisconsin Professional Police for the Years 2021-2023

Administrator Landisch-Hansen shared that this agreement is for three years with a wage increase of 2.5% for each of those three years. There were some changes to the vacation allocation adding a section for a 25 year anniversary date. The remainder of the contract is similar to the current agreement

Trustee Holyoke inquired about Article 13 – Residency Section 13.01 Employees shall reside within a twenty (20) mile radius of the Village of Thiensville, or inside 10 miles into adjacent counties and questioned if there may be a portion of Belgium that is not included due to the fact it is not within the radius.

Administrator Landisch-Hansen will provide a map prior to any action taken at the November 16th Village Board meeting.

MOTION by Trustee Kucharski, **SECONDED** by Trustee Eckert to recommend to the Village Board to approve Resolution 2020-20 Approving an Agreement Between the Village of Thiensville and the Thiensville Professional Police Association of the Wisconsin Professional Police for the Years 2021-2023. **MOTION CARRIED UNANIMOUSLY.**

- E. Review and recommendation of Resolution No. 2020-16 Fixing Salaries for Village Employees and Elected Officials for the Fiscal Period Ending December 31, 2021

Administrator Landisch-Hansen reported that to be in line with the Police contract and as discussed previously, the salaries budgeted for 2021 are at 2.5%. There is a step increase for Paramedic/EMS Director Joel Deutsch. Due to the retirement of the Fire Department Administrative Assistant, Mr. Deutsch has taken on additional responsibilities this year, and Administrator Landisch-Hansen believes very deserving of this increase.

Trustee Holyoke does not believe that the Village employee increases need to be in line with the Police contract increases and inquired how much salaries cost the Village. Administrator Landisch-Hansen indicated that the salaries and benefits percentage of the General Fund is down 1% from last year. Even with the retirement of the Fire Department Administrative Assistant and not replacing that position and with the budgeted increases this year, there was not much of an increase – about .93% was the overall increase to the budget for salaries and benefits. Trustee Holyoke shared that the City of Mequon is increasing their salaries 1% and stated that Thiensville is a small Village and has been more than generous to the employees. Trustee Holyoke also stated that employees have always received pay increases and things keep getting tighter and tighter and does not believe that increases can continue to be given. Trustee Holyoke would be more inclined to give a pay increase beginning on July 1, 2021 instead of January 1, 2021.

Also, Trustee Holyoke stated that the Village is probably in the worst position than any municipality in the State of Wisconsin because we are landlocked and do not have new construction. President Mobley shared that we are adding to new construction as much as possible.

President Mobley shared that the 2.5% increase is only for the year 2021. This is budgeted year-to-year.

MOTION by Trustee Holyoke to recommend to the Village Board to Amend Resolution 2020-16 Fixing Salaries for Village Employees and Elected Officials Effective July 1, 2021 through December 31, 2021.

Trustee Apostolos asked for clarification. Trustee Holyoke stated that this would then cost the Village half of what is proposed by starting half way through the year.

Trustee Abraham supports the 2.5% increase if the funds are available and feels that the Village has quality employees. Last year the increase was 2.0% which was also in line with the Police contract.

Administrator Landisch-Hansen shared that other municipalities are within the 2% - 2.5% range. Over the previous two years the percentage among other municipalities was at 3% - 3.5%.

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Administrator Landisch-Hansen also shared that the Village's base salaries are lower compared to other municipalities and that the Village's benefits are very good.

President Mobley agrees with Trustee Holyoke as far as watching these increases and also believes that the Village has a very good staff.

Trustee Kucharski inquired if the Village employees receive an annual review from their superior. Administrator Landisch-Hansen stated that much is done on an as-needed basis. Trustee Kucharski believes it very important to have reviews and for these to be part of their employment record.

It was shared by Administrator Landisch-Hansen that a number of communities do offer a cost of living increase for all employees; and often a separate increase is tied to performance. These raises tend to be larger i.e. between 1% - 3% based on performance. This practice could be looked at in the future for Village employees.

Trustee Lange indicated that many companies have gotten away from tying the review process to rate increases and also that sometimes these two rate increases are at different times throughout the year.

The Administrator completes a self-evaluation with an annual review in the spring by the Village President and one Village Trustee.

President Mobley supports the 2.5% increase. Trustee Holyoke thought it eye-opening that the City of Mequon was only offering a 1% increase in wages. Trustee Lange suggested that the increase is only one part of the equation and wages should be looked at and compared as a whole over a period of years. Trustee Holyoke feels the Village employees are well paid and referred to the Department of Public Works (DPW) employees stating that the lowest paid DPW employee is at \$28 per hour. Trustee Lange stated that Amazon is paying \$20 per hour and the \$28 plus the Village benefits puts those employees at about \$40 per hour.

President Mobley shared that two of the DPW employees, Patrick Williams and Peter Neuman, both also work on the Fire Department. President Mobley hoped that Rich Ellner were still a part of the Fire Department. John Mikyska is the Foreman and should get a little more pay. President Mobley stated that the DPW staff earn their wages and would not trade them. Village Mechanic, Chris DeChant has been a great addition to the department.

Trustee Holyoke would just like to get off the mindset of always having to be comparable to the Police contract.

Amended MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to recommend to the Village Board to approve Resolution No. 2020-16 as Presented Fixing Salaries for Village Employees and Elected Officials for the Fiscal Period Ending December 31, 2021. **MOTION CARRIED UNANIMOUSLY.**

F. Review and recommendation regarding Resolution 2020-15 Approving the 2021 Fee Schedule for the Village of Thiensville

Administrator Landisch-Hansen proposed a few new fees to be considered. The first was an annual gate card renewal fee of \$20. There are over 1,200 cards issued, however, only about 900 households. This new fee and process of annually renewing these cards would aid in tracking these cards and weeding out those that are not valid. Some communities have an employee monitoring/supervising the yard, however, this comes at quite a cost.

President Mobley is not in favor of this new proposed fee. Director of Community Services/Public Works Andy LaFond shared that the major intention of this fee is to hit the reset button and to get a more accurate list of resident cards. There is occasionally illegal dumping. More often than not this is from a card that has been taken by a resident when they move from the Village or is a card that is given to a friend. Director LaFond suspects that we will only sell 300 new cards because the other half or so residents have a lawn service. The fee will not cover all the costs associated with the waste disposal but will cover the administrative costs for issuing the card. Processing the material at the yard is expensive. The majority of the cases of illegal dumping are from those that get a card from a friend or from a contractor from a home in Thiensville that is also dumping other outside waste.

The last time the brush was ground, it cost \$14,000 to process. This is completed 1-2 times per year.

President Mobley likes the idea of trying to remove those cards that should not be active, however, does not like the idea of charging \$20 annually for the card. Director LaFond shared that the physical card itself costs \$5. Trustee Eckert believes that \$20 is very reasonable for this service. Trustee Holyoke and Trustee Apostolos agreed. Administrator Landisch-Hansen stated that many new residents are surprised at the one-time fee. Trustee Abraham likes the idea of renewing the cards every year as well.

Budgeted for 2021 is a new card reader system that will allow for Village Hall staff to renew and track gate cards. Currently, the system is maintained by Director LaFond at the DPW building.

Turning off a card if a home is sold is difficult as many times homes are refinanced under a different name, however, is the same homeowner. The cards will be valid for one year.

Also, proposed is an increase to the dumpster fee from \$100 to \$125 due to the disposal fees. If a dumpster is used for construction material, the cost is \$250; there is no proposed change to this fee for 2021. Director LaFond shared that the \$125 fee is a break-even amount.

Last year approved was a baseball diamond rental fee of \$150 for the day. With the popularity of the Village diamonds, proposed is a per game charge of \$50. The full-time leagues i.e. TYMBA, BOSS pay an annual fee. This proposed fee will cover costs for emptying the garbage cans, striping the fields and stocking the bathroom supplies.

Trustee Kucharski suggested clarifying the fee to clear up any confusion that the fee is \$150 for the day or \$50 per-game.

President Mobley is happy to switch out the gate cards, however, does not want to charge each resident \$20 every year. President Mobley is in support of the \$125 dumpster fee and \$50 baseball diamond per game fee. Trustee Lange agreed with the dumpster and baseball diamond fee as well and suggested a \$10 annual gate card fee instead of the \$20 proposed fee. Trustee Apostolos is in support of the three proposed fees especially after hearing about the cost impact on the Village for disposing of the yard waste. Trustee Abraham's desire is to cover the cost of the cards and believes charging \$10 would help cover the administrative costs associated with switching out the cards annually. Trustee Eckert feels as though the proposed \$20 is still a great deal. Trustee Kucharski does not support the \$20 fee. Trustee Holyoke is ok with the \$20 fee annually to weed out those that should not have an issued card.

There were no concerns regarding raising the dumpster fee or adding the per game charge of \$50 for baseball diamond use.

Trustee Eckert excused herself for a moment. The Board continued with discussion on Items G., H., I. and J. and continued discussion regarding Item F. upon Trustee Eckert's return.

The \$20 proposed annual rate for the gate card is for staff time to turn on cards, collect payment, obtain proof of residency and to issue the gate card.

President Mobley's concern is that taxes will be going up due to the recent school referendum and does not want to impose any more fees on Village residents. Administrator Landisch-Hansen shared that taxes will be increasing \$.74 per thousand due to the school district referendum. The Village's portion of taxes only increases \$.01.

MOTION by Trustee Lange, **SECONDED** by Trustee Abraham to recommend to the Village Board to approve Resolution 2020-15 Approving the 2021 Fee Schedule for the Village of Thiensville With an Annual Gate Card Fee of \$10 Instead of the \$20 Proposed Fee.

Ayes: Trustees Kucharski, Lange and Abraham

Naes: Trustees Apostolos, Eckert, Holyoke and President Mobley

MOTION NOT CARRIED.

MOTION by Trustee Holyoke to recommend to the Village Board to approve Resolution 2020-15 Approving the 2021 Fee Schedule for the Village of Thiensville With an Annual Gate Card Fee of \$15 Instead of the \$20 Proposed Fee.

Trustee Abraham's concern is to cover the costs associated with renewing the gate cards. Administrator Landisch-Hansen indicated that currently charged is \$20 for a new card and \$10 for a replacement card. It is about \$20 to cover costs associated with a new card. Director LaFond shared that if the cards are reused, the administrative costs to reissue that card would be \$15. Only one card is issued per household.

Trustee Eckert shared that \$20 for twelve months to be able to dump waste at the yard is very inexpensive. Trustee Abraham does not believe this should be a money-maker and should only be a charge to cover the costs to the Village for the card replacement. This will not cover any costs associated with disposing of waste. Trustee Lange believes residents will not be happy with this charge.

Amended MOTION by Trustee Holyoke, **SECONDED** by Trustee Eckert to recommend to the Village Board to approve Resolution 2020-15 Approving the 2021 Fee Schedule for the Village of Thiensville as Presented Which Includes the Annual \$20 Gate Card Fee.

Ayes: Trustees Apostolos, Eckert and Holyoke
Naes: Trustees Abraham, Kucharski, Lange and President Mobley
MOTION NOT CARRIED.

MOTION by Trustee Apostolos, **SECONDED** by Trustee Eckert to recommend to the Village Board to approve Resolution 2020-15 Approving the 2021 Fee Schedule for the Village of Thiensville With a \$20 One Time New Gate Card Fee and an Annual \$15 Annual Renewal Fee.

Ayes: Trustees Abraham, Apostolos, Eckert and Holyoke
Naes: Trustees Kucharski, Lange and President Mobley
MOTION CARRIED.

G. Review and recommendation regarding Resolution 2020-18 For the Issuance and Sale of \$375,000 Promissory Notes

Administrator Landisch-Hansen shared that Port Washington State Bank has approved issuing the Village an interest-only promissory note in the amount of \$375,000 at an interest rate of 2.5% for property purchase in the TIF District.

MOTION by Trustee Lange, **SECONDED** by Trustee Abraham to recommend to the Village Board to approve Resolution 2020-18 for the Issuance and Sale of \$375,000 Promissory Notes for Property Purchase in the TIF District.

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

H. Review and recommendation regarding Resolution 2020-19 For the Issuance and Sale of \$530,000 Promissory Notes

Administrator Landisch-Hansen shared that Port Washington State Bank has approved issuing the Village an interest-only promissory note in the amount of \$530,000 for the water main improvements on Buntrock Avenue to cover the Village until our agreement with the City of Mequon comes up for reimbursement. The interest rate is 2.5%. This is a three-year bond than can be extended if needed. Director LaFond shared that the boring under the railroad tracks has just recently begun.

MOTION by Trustee Kucharski, **SECONDED** by Trustee Lange to recommend to the Village Board to approve Resolution 2020-19 for the Issuance and Sale of \$530,000 Promissory Notes for the Water Main Improvements on Buntrock Avenue.

Ayes: Trustees Abraham, Apostolos, Holyoke, Kucharski, Lange and President Mobley

Naes: None

MOTION CARRIED.

- I.** Review and recommendation regarding Appointing Tyler J. Borkin as a New Fire Department Member

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to recommend to the Village Board to Appoint Tyler J. Borkin as a New Fire Department Member.

Ayes: Trustees Abraham, Apostolos, Holyoke, Kucharski, Lange and President Mobley

Naes: None

MOTION CARRIED.

- J.** Review and recommendation to Accept Resignation of Assistant Chief, Michael Barrett From the Thiensville Fire Department and TFD Corporation Effective November 1, 2020

Administrator Landisch-Hansen shared that the resignation of Assistant Chief Michael Barrett is a great loss for the Fire Department. The main reason for this decision from Assistant Chief Barrett is due to his move further from the Village as well as his dedication to his young family.

Assistant Chief Michael Barrett will be missed and the Board thanks him for his service.

MOTION by Trustee Lange, **SECONDED** by Trustee Apostolos to recommend to the Village Board to accept Resignation of Assistant Chief Michael Barrett from the Thiensville Fire Department and TFD Corporation Effective November 1, 2020.

Ayes: Trustees Abraham, Apostolos, Holyoke, Kucharski, Lange and President Mobley

Naes: None

MOTION CARRIED.

NEXT RESOLUTION NUMBER:	2020-21
NEXT ORDINANCE NUMBER:	2020-05

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.

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:
 - 1. \$15,000 for Village Park Reimagined-Ice Recreation from Harold W. Schnell
- D. Dialog with Mequon regarding water utility service
- E. Review meeting date schedule
 - November 16, 2020 - Board of Trustees at 6:00 PM
 - December 7, 2020 – Committee of the Whole at 6:00 PM
 - December 21, 2020 – Board of Trustees at 6:00 PM

MOTION by Trustee Kucharski, **SECONDED** by Trustee Holyoke to recommend to the Village Board to accept the Donation of \$15,000 for Village Park Reimagined-Ice Recreation from Harold W. Schnell. **MOTION CARRIED UNANIMOUSLY.**

Trustee Abraham inquired about the status of the Fire Department study conducted by the Wisconsin Policy Forum. Administrator Landisch-Hansen shared the Policy Forum has all the data from the participating municipalities. A meeting was held last week Wednesday with all the involved municipalities by Zoom. The Policy Forum is now looking at different scenarios within the study and will share these results just before Christmas. Administrator Landisch-Hansen believes that after receiving the results, there may be another study to narrow down actual costs and the best scenario.

Trustee Abraham also inquired if there is a committee that will search for a new Assistant Chief due to Michael Barrett's resignation. Administrator Landisch-Hansen indicated that in the past promotions have been made from within.

Trustee Holyoke expressed concern regarding an area by the River Stage in Village Park and the puddling of water. Director LaFond indicated that this was a project scheduled for in the spring, however, the water then came up due to much rain. The DPW has been very busy working on projects for residents. This project does involve a soil amendment because it used to soak in but now just sits on top. This was not budgeted for in capital so will have to be completed by DPW staff.

Also, shared by Trustee Holyoke was concern regarding parts of the bike path shoulder stating it is quite dangerous at some locations because of the large drop off onto the grass. Director LaFond shared that this has been on the to-do list for at least five years. Director LaFond agreed with Trustee Holyoke that this does need to be addressed. The Fire Department has been quite busy which leads the DPW to lose a staff member due to responding to TFD calls.

Trustee Holyoke also mentioned that there are no doggie waste bags in the park.

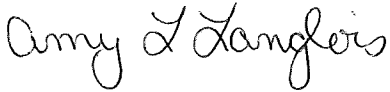
Administrator Landisch-Hansen shared that there is a Gala planned for 2021 to benefit the Park. This is planned for June, 2021. A winter fundraiser has also been discussed, and the idea was to have a 5K dog day called "The Dog Days of Winter." Thoughts are to have a five hour window in the park with anyone wishing to walk the loop, pay \$30, get a t-shirt and your dog gets a bandana. Hopes are to partner with Fromm and the Feed Bag to do some sponsorship. Tentative plans are to do this in February.

Ellenbecker Road is also in need of repair due to the recent construction. This will most likely be a mill and overlay to fix next year.

VI. ADJOURNMENT

MOTION by Trustee Holyoke, **SECONDED** by Trustee Abraham to adjourn the meeting at 7:28 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Colleen Landisch-Hansen
Administrator