

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

DATE: Monday, November 1, 2021

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

TIME: Immediately following 2022 Budget Public Hearing
Scheduled at 6:00 PM

I. CALL TO ORDER

President Mobley called the meeting to order at 6:08 PM.

II. ROLL CALL

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

III. CITIZENS TO BE HEARD

Open to any resident or taxpayer on items not subject to a public hearing: Please be advised per §19.84(2), information will be received from the public. Village policy limits a three (3) minute time period per person, with time extension by the presiding official's discretion or a vote of 2/3 of the Board or Committee; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. Written comments on agenda items are encouraged to be sent and addressed to the intended body by noon on the day of the meeting. Comments received timely will be forwarded to all members of the body. If you wish to speak, you **must** pre-register by emailing the Village Clerk at alanglois@village.thiensville.wi.us by 4:00 PM on the day of the meeting or by signing in immediately prior to the meeting.

There were no citizens to be heard present.

IV. BUSINESS

A. Review 2021 Fund Balance Report

Administrator Landisch-Hansen shared the 2021 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 \$467,505.56. Overall the Village's reserves are in good standing.

Administrator Landisch-Hansen shared that working capital is a calculation of 1/6 of the previous three years' budgets. Required fund balance for working capital is \$467,505.56. Working capital reserve is 20% of the current year's budget which equals \$574,692. This indicates we are required to have an undesignated fund balance of at least \$1,042,198. Estimated required fund balance is \$1,466,101 – a difference of \$1,737.

To calculate unassigned fund balance, the non-spendable portion of fund balance (prepaid expenses, a loan receivable account, delinquent personal property and delinquent sewer), compensated absences which includes sick benefit compensation and vacation that may be payable to an employee upon separation, along with next year's budget appropriation are subtracted from total estimated fund balance.

B. Review and recommendation regarding Resolution 2021-11 Adopting the 2022 Sewer Utility Budget

Administrator Landisch-Hansen shared that during the budget work session the residential rate of \$169 per quarter was presented, however, Ruekert & Mielke were still conducting their review. After this review, the rate has been increased to \$170 per quarter; this is a \$3 increase per quarter due to a 2.5% increase for MMSD rates. For residential rates alone, this is a 1.8% increase. Anticipated sewer connection fee revenue is expected from new development in the Village as well as from the Hoff development on the north end of the Village in Mequon.

MOTION by Trustee Lange, **SECONDED** by Trustee Eckert to recommend to the Village Board to approve Resolution 2021-11 Adopting the 2022 Sewer Utility Budget. **MOTION CARRIED UNANIMOUSLY.**

C. Review and recommendation of Resolution 2021-12 Fixing Salaries for Village Employees and Elected Officials for the Fiscal Period Ending December 31, 2022

Administrator Landisch-Hansen noted that the proposed salary Resolution indicates a 2.5% increase which is in line with the Police Department contract.

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to recommend to the Village Board to approve Resolution 2021-12 Fixing Salaries for Village Employees and Elected Officials for the Fiscal Period Ending December 31, 2022. **MOTION CARRIED UNANIMOUSLY.**

D. Review and recommendation regarding Resolution 2021-13 Approving the 2022 Fee Schedule for the Village of Thiensville

MOTION by Trustee Lange to recommend to the Village Board to approve Resolution 2021-13 Approving the 2022 Fee Schedule for the Village of Thiensville.

Administrator Landisch-Hansen noted that the Village has one contractor that purchases a gate card. The fee for this is \$250 annually, and this fee has not been increased for at least eight years. Proposed is an increase to \$300 per year. The business is based in Thiensville and debris brought to the yard waste site is only from Thiensville residents. President Mobley noted that if a resident has a contractor do work at their residence in Thiensville, the homeowner must accompany the contractor to the yard waste site.

A new fee proposed is for sides for the Park pavilion. The T-M Lions Club donated the sides to the Village. Proposed is a fee of \$200. This is due to the amount of time it takes for installation.

Park fees have not been increased for about three years. A new fee is proposed for the use of the River Stage; these fees tie to those charged for renting the pavilion. Because there were so many rentals in 2021, the River Stage had been rented out as a secondary option as a picnic area in addition to the pavilion. Prior to this, the River Stage was rented for a flat \$100 fee. Going forward the proposed rate to rent the River Stage as a performance venue is \$100.

Committee of the Whole Minutes
November 1, 2021
Page three of six

Also, added is a tournament fee for use of the ball diamonds at \$500 per tournament. There have been more tournaments added recently than in years past.

The Softball Association seasonal fee is \$2,600 per year; proposed is \$2,000 because of a shorter season and this is more in line with their actual usage.

Accident report copy fees is being changed from \$1.00 to \$.25 per page, and location fee is proposed to increase from \$25 to \$50.

Trustee Holyoke suggested looking into charging park fees for festivals i.e. Lionfest, Best Dam Blues Fest and Family Fun Before the 4th. Administrator Landisch-Hansen noted that the Village contributes to some of these organizations annually. Some of the festivals are more labor intensive and some have more of a police presence.

Trustee Apostolos inquired how often Village of Thiensville residents were turned away due to the fact that the Park is already rented to a non-resident and suggested allowing early registration for residents. Resident information is not always gathered when they place a call to the Village Hall. Administrator Landisch-Hansen would like to have annual festival reservations established by the end of January. Reservations begin on February 1st. Administrator Landisch-Hansen suggested allowing residents to start reserving the Park on February 1st and non-residents could begin on March 1st. President Mobley suggested increasing the differential between the resident and non-resident fees. Trustee Eckert suggested raising the fees and the extra funds being allocated for the Park improvements i.e. splash pad.

The pet license fees were confirmed: non-neutered/non-spayed pets are \$15.00 and neutered/spayed pets are \$10.00. There is a \$5.00 late fee if paid after April 1st. This is in line with other communities.

Director of Community Services/Public Works LaFond suggested coming back at the Board meeting with a written park rental policy, dates and pricing. Trustee Apostolos stressed covering the Village's costs when considering fees. There is a garbage fee for groups over 200.

Trustee Lange withdrew his motion.

E. Review and recommendation regarding Resolution 2021-10 Adopting the 2022 Budget and Establishing the 2021 Tax Levy and Rate

Administrator Landisch-Hansen noted that the overall increase in levy is .565048%, the increase in assessed tax rate is .26380% and there is a decrease in equalized tax rate of -3.67642%. The property tax tax levy is \$2,388.167.

MOTION by Trustee Eckert, **SECONDED** by Trustee Lange to recommend to the Village Board to approve Resolution 2021-10 Adopting the 2022 Budget and Establishing the 2021 Tax Levy and Rate. **MOTION CARRIED UNANIMOUSLY.**

F. Review and recommendation regarding Ordinance 2021-10 An Ordinance Creating Section 30-88(7) Regarding Limitations on Uses of All Off-Street Parking Areas

Director LaFond noted that there was question at a previous meeting regarding the proposed Ordinance regarding box trucks. After researching these models and what the rated gross vehicle weight is, this proposed Ordinance addresses trucks 10,000 pounds or less. Any work truck under 10,000 would be allowed.

Trustee Holyoke inquired about pods. Director LaFond noted that the Village does have a permit allowing pods for a limited time.

On a nonresidential property, such vehicles or equipment shall not be parked or stored outdoors, except in areas identified on an approved site plan i.e. construction equipment, bulldozers, backhoes, skid steers, fork lifts, dump and stake body style trucks, cube type vans and trucks, landscaping business equipment, semi-trailers and tractors, concession, vending and catering trailers, commercial/industrial equipment trailers and lifts, tow trucks, wreckers or car carrier. There is no time limit associated with a site plan. Attorney Schoonenberg noted that upon Plan Commission review and action, a time restriction may be implemented. Some businesses may have a Conditional Use Permit for this type of storage. The main purpose of this proposed Ordinance is to address commercial vehicles in residential driveways.

Also, noted is that the Village does have an Ordinance prohibiting a business truck to be used as signage.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Abraham to recommend to the Village Board to approve Ordinance 2021-10 An Ordinance Creating Section 30-88(7) Regarding Limitations on Uses of All Off-Street Parking Areas. **MOTION CARRIED UNANIMOUSLY.**

G. Discussion regarding 2021 Summer Events at Village Park, 251 Elm Street

President Mobley inquired of the Board their thoughts in regards to the events this past summer and of any changes they would like to see implemented.

Trustee Holyoke believes the Blues Fest went too late on Saturday evening and the volume was too loud. Any new special event in the Park does go before the Board. President Mobley noted that there is an Ordinance governing noise in the Business District which could be extended to the Park. Gathering on the Green may be looking at expanding to four events from two next year; these events typically end by 7:00 PM or 8:00 PM.

Trustee Kucharski also noted that signage at the entrances of the Park stating no open intoxicants can leave the Park should be installed. Trustee Eckert inquired who would be responsible for putting up these signs. The signs could be the responsibility of the group renting the Park or the Village could also install these signs. Concern was expressed about too many signs. Police Chief Kleppin noted that the Officers and Special Police monitor and address this. Trustee Eckert suggested each festival or group have this in a contract stating they are responsible for this signage. Trustee Abraham inquired if there are any legal ramifications of someone walking out of the Park with an open intoxicant and then have an accident. Attorney Schoonenberg noted that there is no liability to the Village. Liquor licenses do indicate a description of the premise where alcohol is allowed. Chief Kleppin believes the signs would help and stated a citation would be issued if an individual leaves the Park with an open intoxicant and are on a public street; this fine is about \$200.

Trustee Apostolos inquired if any of the festivals are required to get permission to use Village parking lots. This information could be shared so attendees know what parking is and is not available. Administrator Landisch-Hansen noted that a lot of the festivals have been long-standing and a site plan could be requested in the future.

H. Discussion regarding Open Records Requests, Email (Trustee Holyoke)

Trustee Holyoke had received a letter from a resident who was inquiring about Open Records laws and inquired if the Village can add language notifying anyone signing up for correspondence from the Village that their email address would be subject to any Open Records request. Director LaFond noted that legally there must be an Unsubscribe option which the Village does have. The Village has accumulated emails for Village Voice for about 10 years and is open to adding a disclaimer. Currently, there is nothing on the Village website noting that sharing an email address would result in it being shared if there were an Open Records request.

President Mobley suggested possibly thinking about sending out the Village newsletter two times per year instead of once in order to ensure that each home in the Village is informed about Village news. The Village shares information through Village Voice, which is tied to an email address, however, there are other ways to obtain the same information without sharing ones email address. The same information shared by Village Voice can be obtained on the Village website. Attorney Schoonenberg suggested noting that any email submitted to the Village is subject to Open Records requests.

Trustee Holyoke would like this to added to a future agenda.

NEXT RESOLUTION NUMBER:	2021-14
NEXT ORDINANCE NUMBER:	2021-11

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

- A. Acceptance/Report of Gifts Received:
 - 1. \$1,500.00 to Village Park Reimagined from Thiensville Business Association
 - 2. \$800.00 to Village Park Reimagined from James and Katherine Gennrich
- B. Review meeting date schedule:
 - November 15, 2021 – Board of Trustees at 6:00 PM
 - December 13, 2021 – Combined Committee of the Whole and Board of Trustees at 6:00 PM
 - January 17, 2022 – Combined Committee of the Whole and Board of Trustees at 6:00 PM

MOTION by Trustee Eckert, **SECONDED** by Trustee Apostolos to recommend to the Village Board to Accept with Gratitude the gift of \$1,500.00 to Village Park Reimagined from Thiensville Business Association and \$800.00 to Village Park Reimagined from James and Katherine Gennrich. **MOTION CARRIED UNANIMOUSLY.**

VI. MOTION TO ADJOURN TO CLOSED SESSION

MOTION by Trustee Lange, **SECONDED** by Trustee Abraham to adjourn to Closed Session at 7:02 PM deliberating about the investment of public funds in future Village properties requiring a Closed Session due to the competitive nature and bargaining positions at risk if conducted in a public meeting. Such Closed Session is authorized pursuant to Wis. Stats. Article 19.85(1)(e) and Pursuant to Chapter 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding Fire Department personnel.

- 1. Roll Call Vote

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

Naes: None

MOTION CARRIED.

MOTION TO RECONVENE IN OPEN SESSION

- 1. Vote of Board to reconvene

Committee of the Whole Minutes
November 1, 2021
Page six of six

MOTION by Trustee Apostolos, **SECONDED** by Trustee Holyoke to reconvene in Open Session at 8:09 PM.
MOTION CARRIED UNANIMOUSLY.

VII. ADJOURNMENT

MOTION by Trustee Abraham, **SECONDED** by Trustee Lange to adjourn the Meeting at 8:13 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

A handwritten signature in cursive script that reads "Amy L. Langlois". The signature is written in black ink and is positioned above the printed name and title.

Amy L. Langlois
Village Clerk