

**VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES**

DATE: Monday, March 18, 2013

LOCATION: 250 Elm Street
Thiensville, WI

TIME: 6:00PM

I. CALL TO ORDER

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

II. ROLL CALL

President:	Van Mobley	
Trustees:	Kim Beck (excused)	Kenneth Kucharski
	Ronald Heinritz	David Lange
	Rob Holyoke	John Treffert
Administrator:	Dianne Robertson	
Attorney:	Tim Schoonenberg	
Staff:	Director of Public Works Andy LaFond, Fire Chief Brian Reiels	
	Police Chief Scott Nicholson	

III. PLEDGE OF ALLEGIANCE

President Mobley 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 18, 2013

V. DEPARTMENT REPORTS (Receipt)

A. Department Reports (Receipt)

1. Fire Department
 - a. February, 2013
2. Police Department
 - a. February, 2013
3. Public Works Department
 - a. February, 2013 (not complete)

VI. COMMITTEE REPORTS

A. Committee of the Whole

1. February 4, 2013
2. March 4, 2013 (not complete)

VII. REPORTS AND COMMUNICATIONS

A. Historic Preservation Commission

1. February 11, 2013

B. Plan Commission

1. February 5, 2013

C. Business Renaissance Committee

1. January 28, 2013
2. February 9, 2013
3. February 23, 2013
4. February 25, 2013

D. Board of Canvassers

1. February 22, 2013

E. Capital Expenditures

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to approve the consent agenda. **MOTION CARRIED UNANIMOUSLY.**

BUSINESS AGENDA

VIII. FINANCIAL REPORTS AND ACCOUNTS PAYABLE

A. Accounts Payable For All Funds

1. Accounts Payable

- a. February 16, 2013 through March 15, 2013

MOTION by Trustee Lange, **SECONDED** by Trustee Holyoke to approve the accounts payable from February 16, through March 15, 2013 in the amount of \$664,664.69. **MOTION CARRIED UNANIMOUSLY.**

2. Financial Report (Receipt)

- a. February, 2013

Financial report was received.

IX. PRESIDENT'S REPORT

A. Appointments

1. Liquor License:

2. Operators Licenses:

- a. **New:** Amy L. Gleisner, Walgreens

MOTION by Trustee Kucharski, **SECONDED** by Trustee Lange to approve a new operator's license to Amy L. Gleisner. **MOTION CARRIED UNANIMOUSLY.**

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b. Renewal:

b. Denial

c. Temporary

- 3. Fire Department Members:** Matthew J. Heiss, Jacob D. Exline, Anna C. McGee, James R. Schumacher & Kristen Timm

MOTION by Trustee Heinritz, **SECONDED** by Trustee Kucharski to approve Matthew J. Heiss, Jacob D. Exline, Anna C. McGee, James R. Schumacher & Kristen Timm as new fire department members. **MOTION CARRIED UNANIMOUSLY.**

4. Parade/Street Closing Permit:

X. ADMINISTRATOR'S REPORT

A. Department Reports

1. Administrator's Report

Green Bay Road

The low bid was well under the engineer's estimate by \$132,434. The contract is on the agenda for approval. The construction timetable will be known when the pre-construction meeting is held in April.

Village Owned Properties on Main Street

Steve Sand, owner of Sea N Sand who occupies 134 N. Main Street has been working on vacating the premises. Attorney Bob Feind has been in constant contact with him. Mr. Sand is looking for DPW assistance in removing the compressor and is looking to move the electrical box to his future location, which is not known at this time.

Emergency Dispatch Study

The group met this week to discuss common goals and objectives of a joint county dispatch center. You may recall that this group was organized at the request of the Ozaukee County Board. The county's capital equipment is aging; therefore the county thought it was time to evaluate needs of all departments that offer dispatch services. The group will study if it makes economic and operational sense to have a shared system. For Thiensville's case it will depend on cost since we only have one full-time dispatcher who also performs clerical functions.

Laurel Acres Water Distribution Project

The contractor began work on Monday, March 11, 2012. The work is projected to be completed by mid April. While excavating at Heidel and Lilac they discovered a Village storm sewer that is in need of repair. The culvert box is rotted out and pin hole leaks were discovered further down. We have asked the contractor to provide an estimate and repair it while the road is open. As in most areas of the Village, the storm sewer is constructed of corrugated pipe which are rotting out at the bottom. Administrator Robertson fully anticipates many more compromises in the future. Funds should be allocated in future Capital Project Fund budget requests.

Detention Pond Lining & MATC Storm Sewer Project

The Certification of Completion for the HUD Grant has been received from the Wisconsin Department of Administration stating that all contractual obligations were met or exceeded. The contract has been officially closed. In accordance with the grant obligations a single audit of the project was also completed.

Floodplain Remapping

The remapping of the Pigeon Creek area has been approved by the Wisconsin Department of Natural Resources. In accordance with WDNR regulations a Class 2 notice was published in the News Graphic.

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The remapping has been sent to FEMA. In accordance with FEMA regulations a Class 1 notice must be published and the revisions to be incorporated by Ordinance in the Village's Floodplain Ordinance. All property owners within the area have been notified of the proposed revisions. The Village engineer and the Village attorney are drafting the ordinance for publication in the Class 1 notice. Once the publication requirements have been met the

Village Board will take formal action to approve the ordinance. All of this paperwork will be verified and sent to FEMA for their final review and approval.

2012 Public Transit Plans

The Southeastern Wisconsin Regional Planning Commission (SEWRPC) has completed a Coordination Plan for each county in order to comply with the 2012 Public Transit-Human Services Transportation Coordination Plan. These plans are required by the Federal Transit Administration for public transit operators and other governmental units who provide that service. The plan allows for Federal funds to supplement the programs. The Coordination Plans are available on the website for SEWRPC.

Incoming Revenue

\$ 2,106.09	4 th Quarter 2012 AT&T Franchise Fees
5,722.67	4th Quarter 2012 Time Warner Cable Franchise Fees
9,200.00	Reimbursement for DNR Tree Grant

2. Building Inspection Department (Receipt)
 - a. February, 2013 Report

The inspection report was received.

XI. ATTORNEY'S REPORT

XII. COMMITTEE REPORTS

- A. Review and approval to appoint Jennifer L. Shevey as police officer

Chief Nicholson reported that with this appointment his department will be up to full staffing which it has not been for 3 years. Ms. Shevey has administrative experience in addition to police experience. The swearing in will be at the April Board and her start date will be around April 22, 2013.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to approve the appointment of Jennifer L. Shevey as police officer. **MOTION CARRIED UNANIMOUSLY.**

- B. Review and approval of awarding the Green Bay Road Reconstruction Project to the low bidder Stark Asphalt in the amount of \$304,425.01

Administrator Robertson reported that Stark Asphalt has a very good reputation and they have been around for a long time. The amount budgeted was \$425,000 so this came in under budget.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to approve awarding the Green Bay Road Reconstruction Project to the low bidder Stark Asphalt in the amount of \$304,425.01. **MOTION CARRIED UNANIMOUSLY.**

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- C. Review and approval to proceed with design and to bid the Main Street Parking Lot and Green Bay Bridge Improvements Project

Administrator Robertson reported the breakdown of the cost allocations:

Park = \$35,000

Bridge Improvements = \$77,000
Pigeon Creek Wall = \$109,000
Parking Lot Dry Land Access = \$117,000

Trustee Kucharski asked if each one of these items gets bid out. Mr. LaFond responded that Ruekert & Mielke will bid this out as one project and the general contractor will have subcontractors that do the landscaping work or plantings. The Village will most likely get a better price bidding out as one project. Trustee Heinritz asked if the entire bridge wall will be cut from one end to the other and does this include an access or walkway behind the old Village Hall and the answer is yes it will. Trustee Lange commented that he talked to approximately 10 different people and they all agreed that the wires should be buried.

MOTION by Trustee Lange, **SECONDED** by Trustee Treffert to approve proceeding with design and to bid the Main Street Parking Lot and Green Bay Bridge Improvements Project. **MOTION CARRIED UNANIMOUSLY.**

D. Review and approval of electric relocation with the Main Street Parking Lot Project

There are citizens present to be heard at this meeting regarding this electric relocation and since citizen input is not normally on a Board Agenda there will be a motion to suspend the rules regarding citizen input.

MOTION by Trustee Lange, **SECONDED** by Trustee Holyoke to suspend the rules regarding citizen input. **MOTION CARRIED UNANIMOUSLY.**

Beth Shully – 146 Green Bay Road

When she heard about the project she thought it was a great idea to bury the wires. When Beth & Scott Shully began their process of building their new building on Green Bay they decided to bury the wires on their property to make it more aesthetically appealing. She would like the Pigeon Creek Wires to be buried.

Jim Wilke – 215 N. Main Street (McNabb & Risley)

He asked about what wires the Village officials were discussing and President Mobley explained that there are 3 rows of wires behind Fiddleheads and Reuters that cross Pigeon Creek. Mr. Wilke would like the wires buried in addition to the wires all the way down to the next street. Any renovations that happen today in other downtown areas you do not see unsightly wires. There is wonderful land along the creek that the Village wants to develop and for marketing efforts it would be a positive effort to not have these wires. The quality of the properties will increase without the wires. With all the money that was spent on Pigeon Creek it makes sense to bury the wires and clean the area up.

Mr. LaFond explained that transformers would be located in various spots depending on the uses of the buildings and showed some of the locations of the transformers.

President Mobley agreed with Mr. Wilke in regards to other downtown redevelopment areas that have been done right - they have buried the wires. Mr. LaFond reported that the phone and cable companies are far behind the electric when it comes to burying wires but once a conduit is put in place it may be easier for these lines to be buried also. President Mobley wants to get rid of all the wires across Pigeon Creek. The total usage area is 1,243 feet at \$80 per foot to bury the wires.

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Trustee Treffert asked if the burying project was part of the rest of the restoration project and Mr. LaFond responded that no they are not they would be two separate things. There will be an additional cost for burying of the utilities. Mr. LaFond commented that the preference would be to bury the wires first before the Main Street parking lot and bridge improvements begin. Trustee Treffert is in favor of burying all the wires including phone and cable. All utilities should be buried at the same time. The transformer sizes are the same as across the creek, they are a 2' x 2' and 4' x 4' cube. These can be covered up with landscaping.

MOTION by Trustee Treffert, **SECONDED** by Trustee Lange to bury all the utility wires at a cost of \$85,000 and

get an estimate on phone and cable wires and to also get required easements. **MOTION CARRIED UNANIMOUSLY.**

- E. Review and approval of Ordinance No. 2013-01 Maintenance of Sewer Service for Redeveloped Facilities

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to approve Ordinance No. 2013-01 Maintenance of Sewer Service for Redeveloped Facilities. **MOTION CARRIED UNANIMOUSLY.**

- F. Review and approval of Resolution No. 2013-04 granting a temporary easement to WE Energies at the Village owned property at 5616 Cairdel Lane

MOTION by Trustee Holyoke, **SECONDED** by Trustee Heinritz to approve Resolution No. 2013-04 granting a temporary easement to WE Energies at the Village owned property at 5616 Cairdel Lane. **MOTION CARRIED UNANIMOUSLY.**

- G. Review and approval of Resolution No. 2013-05 Agreement for Bond Counsel for the Laurel Acres Water Distribution System Project

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to approve Resolution No. 2013-05 Agreement for Bond Counsel for the Laurel Acres Water Distribution System Project. **MOTION CARRIED UNANIMOUSLY.**

- H. Review and approval of Resolution No. 2013-06 Authorizing the Borrowing of Not to Exceed \$490,000; and Providing for the Issuance and Sale of Special Assessment B Bonds for Laurel Acres Water Distribution System Project

Administrator Robertson stated that she is still getting responses from property owners as to whether they are going to pay as an assessment over time or pay upfront so this amount is the best estimate at this time.

MOTION by Trustee Lange, **SECONDED** by Trustee Heinritz to approve Resolution No. 2013-06 Authorizing the Borrowing of Not to Exceed \$490,000 and Providing for the Issuance and Sale of Special Assessment B Bonds for Laurel Acres Water Distribution System Project. **MOTION CARRIED UNANIMOUSLY.**

The Board discussed the Laurel Acres Water Project that has started and Trustee Treffert stated that it looks like a war zone. Administrator Robertson will contact the Mequon Water Utility, who will have discussions with the contractor.

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NEXT RESOLUTION NUMBER:	2013-07
NEXT ORDINANCE NUMBER:	2013-02

XIII. REPORTS AND COMMUNICATIONS

- A. Plan Commission
- B. Frank L. Weyenberg Library

- C. Mid-Moraine Legislative Committee – Mid Moraine Dinner will be March 27, 2013 at Shully's
- D. Historic Preservation Commission
- E. Telecommunication & IT Oversight Committee
- F. C.D.A.
- G. Bike Trail Committee
- H. Farmland Preservation Committee
- I. Thiensville Business Association/Renaissance Committee

XIV. UNFINISHED BUSINESS

MOTION by Trustee Lange, **SECONDED** by Trustee Holyoke to suspend the rules regarding citizen input.
MOTION CARRIED UNANIMOUSLY.

XV. ANY OTHER MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY BE BROUGHT BEFORE THE BOARD, OR CARRIED OVER FROM THE FEBRUARY 18, 2013 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
- D. Dialog with Mequon regarding water utility service
- E. Review next month's meeting date schedule
- F. Update on Village owned Main Street properties
- G. Relocation of Farmer's Market to Village Park

Jesse Daily was in attendance and reported that he had talked to some of the farmers regarding the relocation of the farmers market to Village Park. He had received quite a few calls after articles were published in the local papers. Citizens are very positive about the relocation. Willowbrook residents had concerns about getting there but Jesse and volunteers will give them a ride to the park. The park allows parking for 60 plus farmers with 72 parking spaces still available. Some of the negatives that the farmers had about moving were they liked the proximity to Main Street but they also understood that this is a temporary location if development occurs. Mr. Daily reported that the TBA will be increasing signage and utilize radio ads.

Trustee Holyoke stated that one of the negatives was that softball occurs on Tuesday late afternoons/nights. The overlap for parking will only be about 1 hour so it should not be too bad. Trustee Treffert asked about the hours of operation. Mr. Daily responded that some farmers like their 8AM to 2PM shift. The idea was broached that there could be 2 shifts, one from 8AM to 7PM and the farmers could sort of pick and choose how long or what time of the day they wanted to sell between those hours. President Mobley feels that if this doesn't work the market should be able to move back to the parking lot. Mr. Daily wants to commit to this for one year.

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Marc Mrugula has a business on Freistadt and is the President of the TBA and he stated that right now he has no permanency in the Village since he has a gentlemen's agreement with his current landlord. It is difficult for him to grow and move forward with long term planning under these circumstances. The farmer's market hours have been a problem in the past and customers are going to other markets because our market is winding down by the time people get out of work. President Mobley heard from people that the main concern is the visibility or lack thereof if it is in the park. Mr. Mrugula said the other concern was the elderly and the big portion of the customer base was the elderly. Where will they park, and how far do they have to walk to their favorite vendor? Mr. Mrugula wants to get a meat person, a bread person and an egg person into the market.

Trustee Holyoke feels that the farmer's market is broken right now. Mr. Mrugula stated that many farmers markets are on government property. Trustee Kucharski feels that the TBA needs to get a commitment from the vendors that they need to stay longer during the day. Parking will not be an issue, people come and go. Mr. Mrugula wants some sort of permanency for the TBA.

Mr. LaFond reported that this will affect the boat launching for that day and there will be increased wear on the park. Trusted Lange suggested that we try this on a trial basis. The Village is one of the more expensive markets so there will be some price adjustments. The park is a much nicer setting and will target more markets and will give customers that small town feel.

Trustee Treffert complimented the individuals involved and their energy. He thinks that the TBA should take one more year and spend time in the park at different times of the day to see how this might work. Trustee Heinritz is apprehensive about moving the location to the park but will go along with it. He feels that the parking lot could be improved where they were. The Village officials are in agreement that the TBA can move the farmer's market to Village Park.

H. Idea of Beer Garden in Village Park

Trustee Lange reported that he met with Sprecher Brewery President Jeff Hamilton and visited Sprecher Brewery with Trustee Beck. Sprecher has a retail division and this would fit in well with their operations. Mr. Hamilton lives in Cedarburg and has a positive image of the park in Thiensville. He likes the idea of working with a smaller community because Sprecher is a small organization. Mr. Hamilton said we could have an offering from anywhere from 3 to 7 days per week depending on what the Village would like to do. He understands that there are times when the park would be unavailable such as Family Fun Before the 4th and Lion's Fest. He said they would be willing to leave Sprecher products in-place during those events and could be used by other organizations as needed.

They would like to offer 8 to 10 beer options and would also offer a wide variety of sodas which he thinks may make Sprecher a more family-friendly organization. They also have merchandise and food offerings.

The negative is the conflict with local groups for example; the fire department selling beer in the park. It is understood that some of the local proceeds would go to Thiensville which could be ear marked for the TFD. There may be some local businesses that may see the biergarten as competition. Mr. Hamilton mentioned that we could have signage, coupons and even promotional events sponsored by local businesses to help promote the businesses. An example was the "bung hole bean bag toss" and also offer a night with leagues which could even be sponsored by local businesses.

Next steps – Trustee Lange will talk to local businesses to gauge their response. Jeff Hamilton (and other Sprecher employees), David Lange and Andy LaFond will visit our park to see how it could work and if anything needs to happen structurally. Sprecher will create a proposal for the Village Board to consider.

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XVI. ADJOURNMENT

MOTION by Trustee Heinritz, **SECONDED** by Trustee Kucharski to adjourn the meeting at 7:47PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Approved by,

Susan R. Conway
Administrative Assistant

Dianne S. Robertson
Village Clerk

