

**VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES**

DATE: Monday, April 18, 2016

**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:	Kim Beck	Kenneth Kucharski
	Ronald Heinritz	David Lange
	Rob Holyoke (excused)	John Treffert
Administrator:	Dianne Robertson	
Attorney:	Robert Feind (excused)	
Staff:	Police Chief Scott Nicholson	
	Director of Public Works Andy LaFond	
	Assistant Administrator Colleen Landisch-Hansen	
	Clerk Amy Langlois	

III. PLEDGE OF ALLEGIANCE

Trustee Heinritz led the recitation of the Pledge of Allegiance.

OATH OF OFFICE TO VILLAGE OFFICIALS

1. David A. Lange
2. Elmer C. Prenzlow

Clerk Amy Langlois administered the Oath of Office to Trustee David A. Lange and Trustee Elmer C. Prenzlow.

Recess to thank Trustee Treffert for his 22 years of service.

MOTION by Trustee Beck, **SECONDED** by Trustee Lange to recess at 6:06 PM to thank Trustee Treffert for his 22 years of service. **MOTION CARRIED UNANIMOUSLY.**

MOTION by Trustee Beck, **SECONDED** by Trustee Lange to reconvene the meeting at 6:20 PM. **MOTION CARRIED UNANIMOUSLY.**

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. March 21, 2016

V. DEPARTMENT REPORTS (Receipt)

- A. **Department Reports (Receipt)**
 - 1. Fire Department
 - a. March Fire, 2016
 - 2. Police Department
 - a. March Police, 2016
 - 3. Public Works Department
 - a. March DPW, 2016

VI. COMMITTEE REPORTS

- A. **Committee of the Whole**
 - 1. April 11, 2016

VII. REPORTS AND COMMUNICATIONS

- A. **Historic Preservation Commission**
 - 1. March 9, 2016
- B. **Plan Commission**
 - 1. March 8, 2016
- C. **Thiensville Board of Canvassers**
 - 1. February 19, 2016
 - 2. April 8, 2016
- D. **Mequon/Thiensville Bike Pedestrian Commission**
 - 1. December 4, 2015 (not available)
 - 2. March 4, 2016 – Cancelled; Rescheduled April 1, 2016 (not available)
- E. **River Advisory Committee**
 - 1. June 4, 2015 (not available)
 - 2. February 24, 2016 (not available)
 - 3. April 14, 2016 (not available)
- F. **Capital Expenditures**

MOTION by Trustee Beck, **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. March 21, 2016 through April 15, 2016

MOTION by Trustee Heinritz, **SECONDED** by Trustee Lange to approve the Accounts Payable from March 21, 2016 through April 15, 2016 in the amount of \$260,661.00. **MOTION CARRIED UNANIMOUSLY.**

2. **Financial Report (Receipt)**
 - a. March, 2016

The Financial Report was received.

IX. PRESIDENT'S REPORT

- A. **Appointments**
 1. **Temporary Class B Beer and Class B Wine**
 - a. Community Fun Events, Inc., June 25, 2016
 2. **Class A Liquor**
 - a. Fantasy Flowers, Inc., Nancy Witte-Dycus, Agent, 106 East Freistadt Road
 3. **Class A Beer and Class A Liquor**
 - a. Scott & Beth Shully, Pigeon Creek Wine & Liquor, 144 Green Bay Road
 - b. Walgreen Co., Shoua Janasiak, Agent, 278 North Main Street
 4. **Class B Beer and B Liquor**
 - a. Chuck's Place, Inc., Theodore J. Hagen, Agent, 406 North Main Street
 - b. Falafel Guys, LLC, Chrissy B. Stroli, Agent, 105 West Freistadt Road
 - c. Robert J. Ollman & Amy M. Ollman, Inc., Robert Ollman, Agent, Remington's River Inn, 130 South Main Street
 - d. Shully's Catering, Inc., Scott Shully, Agent, 146 Green Bay Road
 5. **Class B Beer and C Wine**
 - a. East Sun Chinese Restaurant, Chang Chun Siu, Agent, 305 North Main Street
 - b. glaze, LLC, Kristina A. Eckert, Agent, 149 Green Bay Road
 - c. Thiensville Fire Department, Inc., Andrew Match, Agent, 250 Elm Street

MOTION by Trustee Beck, **SECONDED** by Trustee Lange to approve the following Appointments: Temporary Class B Beer and Class B Wine: Community Fun Events, Inc., June 25, 2016; Class A Liquor: Fantasy Flowers, Inc., Nancy Witte-Dycus, Agent, 106 East Freistadt Road; Class A Beer and Class A Liquor: Scott & Beth Shully, Pigeon Creek Wine & Liquor, 144 Green Bay Road; Walgreen Co., Shoua Janasiak, Agent, 278 North Main Street; Class B Beer and B Liquor: Chuck's Place, Inc., Theodore J. Hagen, Agent, 406 North Main Street; Falafel Guys, LLC, Chrissy B. Stroli, Agent, 105 West Freistadt Road; Robert J. Ollman & Amy M. Ollman, Inc., Robert Ollman, Agent, Remington's River Inn, 130 South Main Street; Shully's Catering, Inc., Scott Shully, Agent, 146 Green Bay Road; Class B Beer and C Wine: East Sun Chinese Restaurant, Chang Chun Siu, Agent, 305 North Main Street; glaze, LLC, Kristina A. Eckert, Agent, 149 Green Bay Road; Thiensville Fire Department, Inc., Andrew Match, Agent, 250 Elm Street. **MOTION CARRIED UNANIMOUSLY.**

6. **Operator's Licenses – Renewal**
 - a. **Chuck's Place**
Heidi M. Anderson
 - b. **Falafel Guys, LLC**
Katie L. Bruederle
 - c. **Remington's River Inn**
Cynthia C. Check, Sarah V. Endlich, Jaimie B. Lee, Amy M. Ollman, Sandra L. Pintor, Lindsay M. Rischmann, Kristina L. Specht
 - d. **Shully Catering, Inc.**
Sandra D. Fedele-Jacoby, Meghan K. Joyce, Julie A. Koskinen, Lizbeth A. Leder-Shein, Christopher D. Marks, Patricia L. Sommerfeldt
 - e. **Walgreen Co.**
Jennifer K. Bandt, Rebecca S. Iwinski, Steven J. Jacomet, Alyssa J. Scalone, Keifer A. Shutic-Blaine
7. **Operator's Licenses – New**
 - a. **Shully Catering, Inc.**
Joseph W. Gloss, Kelsey G. Knorr, Kasey R. Leaf
 - b. **Walgreen Co.**
Michelle L. Zinda

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to approve the following Operator's Licenses:
Renewal Licenses: Chuck's Place: Heidi M. Anderson; Falafel Guys, LLC: Katie L. Bruederle; Remington's River Inn: Cynthia C. Check, Sarah V. Endlich, Jaimie B. Lee, Amy M. Ollman, Sandra L. Pintor, Lindsay M. Rischmann, Kristina L. Specht; Walgreen Co.: Jennifer K. Bandt, Rebecca S. Iwinski, Steven J. Jacomet, Alyssa J. Scalone, Keifer A. Shutic-Blaine. New Licenses: Shully Catering, Inc.: Joseph W. Gloss, Kelsey G. Knorr, Kasey R. Leaf; Walgreen Co.: Michelle L. Zinda. **MOTION CARRIED UNANIMOUSLY.**

8. **Cigarette**
Thiensville Mobil
Village BP, LLC
Walgreen Co.

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to approve the following Cigarette Licenses: Thiensville Mobil, Village BP, LLC and Walgreen Co. **MOTION CARRIED UNANIMOUSLY.**

9. **Amusement Devices**
Robert J. Ollman & Amy M. Ollman, Inc., Remington's River Inn (5 machines)

MOTION by Trustee Beck, **SECONDED** by Trustee Heinritz to approve the following Amusement Devices: Robert J. Ollman & Amy M. Ollman, Inc., Remington's River Inn (5 machines). **MOTION CARRIED UNANIMOUSLY.**

10. **Miscellaneous:**
 - a. **Parade Permit:** Memorial Day Parade, Monday, May 30, 2016 from 9:00 AM to 11:00 AM, Grace Lutheran on Green Bay Road to Stop Lights, Main Street to Mequon City Hall

MOTION by Trustee Treffert, **SECONDED** by Trustee Lange to approve the Parade Permit: Memorial Day Parade, Monday, May 30, 2016 from 9:00 AM to 11:00 AM, Grace Lutheran on Green Bay Road to Stop Lights, Main Street to Mequon City Hall. **MOTION CARRIED UNANIMOUSLY.**

11. **Licenses for Big Day, LLC**
 - a. **Class B Beer and B Liquor**
 - b. **Cigarette**
 - c. **Amusement Devices**
 - d. **Billiard & Pool Tables**

MOTION by Trustee Heinritz, **SECONDED** by Trustee Lange to approve the following Licenses for Big Day, LLC: Class B Beer and B Liquor, Cigarette, Amusement Devices and Billiard & Pool Tables.

Ayes: Trustees Beck, Heinritz, Lange, Treffert and President Mobley
Nays: None
Abstain: Trustee Kucharski
MOTION CARRIED.

X. ADMINISTRATOR'S REPORT

- A. **Department Reports**
 1. **Administrator's Report**

Administrator Robertson reported that the Main Street Rehabilitation project is going smoothly. When the diamond grinder will be used on the road, this will take 2-3 days and is a very loud and costly process. This work will be done between 7:00 AM and 10:00 PM in order to complete this work quickly.

The Village is in the process of hiring a limited term Police employee to help with special events. The Street Vendor Ordinance will be addressed at the May Committee of the Whole meeting.

2. Building Inspection Department (Receipt)
 - a. March, 2016 Report

The Building Inspection Department report was received.

XI. ATTORNEY'S REPORT

No Report.

XII. COMMITTEE REPORTS

- A. Hear Auditor John Knepel and Review and Acceptance of the 2015 Financial Statements Prepared by Baker Tilly Virchow Krause & Co., LLP

Auditor John Knepel was in attendance and gave an overview of the 2015 Financial Statements prepared by Baker Tilly Virchow Krause & Co., LLP.

1. Objective of the audit was to express an opinion on Village financial statements.
2. Reports issued:
 - a. Village Financial Statements – unmodified opinion, commonly referred to as a “clean” opinion.
 - i. Highest level of assurance you can receive from your Auditor.
 - ii. Financial statements are presented “fairly” in accordance with generally accepted accounting principles.
 - b. Communication with those Charged with Governance and Management
 - c. Tax Incremental District Financial Statements
 - i. Summarized activity from date of creation through December 31, 2015
3. Financial highlights
 - a. Governmental Funds

	<u>General Fund</u>	<u>Tax Incremental District Fund</u>	<u>Capital Improvement Fund</u>	<u>Nonmajor Governmental Fund</u>
Current Year activity				
Revenues and other sources	\$2,510,932	\$686,845	\$1,425,477	\$305,536
Expenditures and other uses	<u>2,928,653</u>	<u>684,832</u>	<u>2,214,891</u>	<u>286,022</u>
Change in fund balances	\$ (417,721)	\$ 2,013	\$ (789,414)	\$ 19,514
Fund Balance				
Nonspendable	\$ 96,610	\$ -	\$ -	\$ -
Restricted	-	9,533	-	422,767
Committed	160,791	-	-	390,489
Assigned	197,447	-	-	-
Unassigned (deficit)	<u>1,090,139</u>	<u>-</u>	<u>(229,086)</u>	<u>-</u>
Total	\$1,544,987	\$ 9,533	\$ (229,086)	\$813,256

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b. General Fund Budget

	Original And Final <u>Budget</u>	<u>Actual</u>	Variance: Favorable (unfavorable)
Revenues	\$2,498,219	\$2,503,432	\$ 5,213
Expenditures	2,679,812	2,468,558	211,254
Excess (deficiency)	(181,593)	34,874	216,467
Other financing sources (uses)	<u>-</u>	<u>(452,595)</u>	<u>(452,595)</u>
Net change in fund balance	\$ (181,593)	\$ (417,721)	\$ (236,128)

c. Enterprise Fund

	<u>Sewer Utility</u>
Current year activity	
Operating revenues	\$ 942,693
Operating expenses	<u>870,880</u>
Operating Income	71,813
Nonoperating Revenue	<u>8,653</u>
Change in Net Assets	<u>\$ 80,466</u>
Unrestricted net position	<u>\$1,225,412</u>

d. Long-Term Debt

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
Special Assessment B Bonds	\$ 675,000	\$ -	\$ 675,000
Total Long Term Debt 2015	\$ 675,000	\$ -	\$ 675,000
Total Long Term Debt 2014	\$ 775,000	\$ -	\$ 775,000
Statutory debt limit (5% of equalized value)	\$ 15,794,875		
Capacity for additional general obligation debt	\$ 15,794,875		

The Village does not have any outstanding long-term debt for which it is obligated to pay. Special assessment B bonds are payable solely from the related assessments levied.

MOTION by Trustee Beck, **SECONDED** by Trustee Heinritz to accept the 2015 Financial Statements Prepared by Baker Tilly Virchow Krause & Co., LLP. **MOTION CARRIED UNANIMOUSLY.**

A. Review and approval of Use of Village Right-of-Way for Fiddleheads,
192 South Main Street

Administrator Robertson stated that Fiddleheads is proposing to build their gazebo right up to the Village right-of-way which is 5 feet from the sidewalk. The Board at the Committee of the Whole was receptive.

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to approve Use of Village Right-of-Way for Fiddleheads, 192 South Main Street. **MOTION CARRIED UNANIMOUSLY.**

- B. Review and approval to Adopt Ordinance 2016-02 Amending 78-249 Of The Thiensville Municipal Code Relating to the Occupancy of the Public Right-of-Way by Utilities

Administrator Robertson clarified that there is a new state law that took away the right of the community to say where towers can be located. This ordinance protects the Village right-of-ways. There may be another Ordinance that will fine tune the language in this Ordinance.

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to approve to Adopt Ordinance 2016-02 Amending 78-249 Of the Thiensville Municipal Code Relating to the Occupancy of the Public Right-of-Way by Utilities. **MOTION CARRIED UNANIMOUSLY.**

- C. Review and approval to Adopt Resolution 2016-06 Establishing a New Special Revenue Fund for Village Park Improvements

This will create a Fund to earmark funds for the Village Park improvements.

MOTION by Trustee Kucharski, **SECONDED** by Trustee Lange to Adopt Resolution 2016-06 Establishing a New Special Revenue Fund for Village Park Improvements. **MOTION CARRIED UNANIMOUSLY.**

- D. Review and approval of Proclamation in Honor of Arbor Day, April 29, 2016

Director of Public Works Andy LaFond reported that along with Arbor Day, application was made for Tree City USA Certification to the Arbor Day Foundation, and the Village is pleased to be awarded this recognition.

Regional Urban Forestry Coordinator with the Department of Natural Resources Olivia Witthun was in attendance to present the Tree City USA Certification. The Village has been meeting the specifications necessary to become a Tree City for years.

The following standards need to be met in order to maintain Certification:

- The first standard is that a Tree Board or Department must be utilized. The Thiensville Department of Public Works is in charge of the Village trees.
- The next standard is that at least \$2.00 per capita is spent on tree care. The Village has gone above and beyond this.
- A tree Ordinance must also be adopted.

The final standard to be met is to have an Arbor Day celebration. Arbor Day is generally celebrated on the last Friday in April. This year Arbor Day is on April 29, 2016.

Milwaukee Area Technical College will be welcomed back to prune trees for the Village.

The Village was presented with the Tree City USA plaque, banner and street signs.

Administrator Robertson read the Proclamation in Honor of Arbor Day.

MOTION by Trustee Lange, **SECONDED** by Trustee Heinritz to approve the Proclamation in Honor of Arbor Day, April 29, 2016. **MOTION CARRIED UNANIMOUSLY.**

- E. Review and acceptance of the 2015 Thiensville Police Department Annual Report

MOTION by Trustee Beck, **SECONDED** by Trustee Kucharski to Accept the 2015 Thiensville Police Department Annual Report. **MOTION CARRIED UNANIMOUSLY.**

F. Review and approval to Waive a \$1,500 Tapping Fee for Pentler Apartments

Administrator Robertson reported that Mr. Pentler received a quite extensive bill. By the time that Mr. Pentler made his decision to hook up, the contractor had already paved over where Mr. Pentler would need to connect. Mr. Pentler is asking that the Village waive this fee. Mr. Pentler is not hooking up at this time and has not taken the opportunity to seek a deferral.

There is one other property owner that the Village is working with on a similar issue. The only tapping fee for this project was for Mr. Pentler. President Mobley shared that Mr. Pentler does have a very large bill. He received a per-unit cost for every apartment unit and has quite a bit of frontage.

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to approve to Waive a \$1,500 Tapping Fee for Pentler Apartments. **MOTION CARRIED UNANIMOUSLY.**

G. Review and approval of:

BOARD APPOINTMENTS:

Board of Review

Van A. Mobley, One-Year Term
David A. Lange, One-Year Term

Plan Commission

Van A. Mobley, Annually
Kenneth C. Kucharski, Annually

Trustee Heinritz would like to replace Trustee Treffert on the M-T Bikeway Commission.

MOTION by Trustee Beck, **SECONDED** by Trustee Heinritz to approve the following Board Appointments: Board of Review: Van A. Mobley and David A. Lange; Plan Commission: Van A. Mobley and Kenneth C. Kucharski and to Appoint Trustee Heinritz to the M-T Bikeway Commission. **MOTION CARRIED UNANIMOUSLY.**

CITIZEN APPOINTMENTS:

Board of Review

Michael J. Dyer, 600 Bel Aire Dr., One-Year Term
Edwin Ogden, 300 Crescent Ln., One-Year Term
Donald A. Molyneux, 326 Grand Ave., One-Year Term

M-T Bikeway Commission

John Liegeois, 513 Park Crest Drive, Three-Year Term

Plan Commission

Michael J. Dyer, 600 Bel Aire Dr., Three-Year Term
Richard Gattoni, 504 Alta Loma Dr., Three-Year Term
Carol Gengler, 137 Buntrock, Three-Year Term

MOTION by Trustee Lange, **SECONDED** by Trustee Heinritz to approve the following Citizen Appointments: Board of Review: Michael J. Dyer, 600 Bel Aire Dr., One-Year Term, Edwin Ogden, 300 Crescent Ln., One-Year Term, Donald A. Molyneux, 326 Grand Avenue., One-Year Term; M-T Bikeway Commission: John Liegeois, 513 Park Crest Drive, Three-Year Term; Plan Commission: Michael J. Dyer, 600 Bel Aire Dr., Three-Year Term, Richard Gattoni, 504 Alta Loma Dr., Three-Year Term, Carol Gengler, 137 Buntrock, Three-Year Term. **MOTION CARRIED UNANIMOUSLY.**

STAFF APPOINTMENTS:

Board of Review

Dianne S. Robertson, Administrator, Annually

MOTION by Trustee Beck, **SECONDED** by Trustee Lange to approve the following Staff Appointment: Board of Review: Dianne S. Robertson. **MOTION CARRIED UNANIMOUSLY.**

NEXT RESOLUTION NUMBER:	2016-07
NEXT ORDINANCE NUMBER:	2016-03

XIII. REPORTS AND COMMUNICATIONS

XIV. UNFINISHED BUSINESS

XV. ANY OTHER MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY BE BROUGHT BEFORE THE BOARD, OR CARRIED OVER FROM THE MARCH 21, 2016 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:
 - 1. \$100.00 to the Thiensville Fire Department from Scott and Rachel Steele
 - 2. \$100.00 to the Thiensville Fire Department from Drew and Dana Carmichael
- D. Dialog with Mequon regarding water utility service
- E. Review next month's meeting date schedule

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to accept the gifts of \$100.00 to the Thiensville Fire Department from Scott and Rachel Steele and \$100.00 to the Thiensville Fire Department from Drew and Dana Carmichael with much gratitude. **MOTION CARRIED UNANIMOUSLY.**

XVI. ADJOURNMENT

Trustee Treffert adjourned the meeting and welcomed Elmer C. Prenzlow. President Mobley, on behalf of the Village, thanked Trusted Treffert for his many years of service.

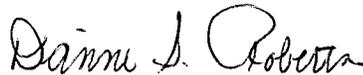
MOTION by Trustee Treffert, **SECONDED** by Trustee Lange to adjourn the meeting at 6:52 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Dianne S. Robertson
Administrator