

**VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES**

DATE: Monday, May 16, 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 (excused)
	Rob Holyoke	Elmer Prenzlow
Administrator:	Dianne Robertson	
Attorney:	Robert Feind	
Staff:	Fire Chief Brian Reiels	
	Police Chief Scott Nicholson	
	Director of Public Works Andy LaFond	
	Assistant Administrator Colleen Landisch-Hansen	
	Clerk Amy Langlois	

III. PLEDGE OF ALLEGIANCE

Trustee Beck 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. April 18, 2016

V. DEPARTMENT REPORTS (Receipt)

- A. Department Reports (Receipt)
 - 1. Fire Department
 - a. April Fire, 2016
 - 2. Police Department
 - a. April Police, 2016
 - 3. Public Works Department
 - a. April DPW, 2016 (available Monday)

VI. COMMITTEE REPORTS

- A. **Committee of the Whole**
 - 1. May 2, 2016

VII. REPORTS AND COMMUNICATIONS

- A. **Historic Preservation Commission**
 - 1. April 13, 2016
- B. **Plan Commission**
 - 1. April 12, 2016
- C. **Public Hearing Before the Village Board**
 - 1. April 25, 2016
- D. **Special Board of Trustees**
 - 1. April 25, 2016
- E. **Zoning Board of Appeals**
 - 1. April 21, 2016
- F. **Mequon/Thiensville Bike Pedestrian Commission**
 - 1. December 4, 2015 (not available)
 - 2. March 4, 2016 – Cancelled; Rescheduled April 1, 2016 (not available)
 - 3. May 6, 2016 (not available)
- G. **River Advisory Committee**
 - 1. June 4, 2015 (not available)
 - 2. February 24, 2016 (not available)
 - 3. April 14, 2016 (not available)
 - 4. May 12, 2016 (not available)
- H. **Capital Expenditures**

MOTION by Trustee Beck, **SECONDED** by Trustee Holyoke 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. April 18, 2016 through May 13, 2016

MOTION by Trustee Heinritz, **SECONDED** by Trustee Holyoke to approve the Accounts Payable from April 18, 2016 through May 13, 2016 in the amount of \$205,383.85. **MOTION CARRIED UNANIMOUSLY.**

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

The Financial Report was received.

IX. PRESIDENT'S REPORT

A. Appointments

- 1. Special Police Appointments**
Michael Stone and Joseph Frank

Police Chief Scott Nicholson reported that both Michael Stone and Joseph Frank are Village residents. Chief Nicholson is excited to bring both on board.

MOTION by Trustee Prenzlow, **SECONDED** by Trustee Kucharski to approve the Special Police Appointments of Michael Stone and Joseph Frank. **MOTION CARRIED UNANIMOUSLY.**

- 2. Operator's Licenses – Renewal**

- a. Cheel, llc**
Barkha Daily, Jesse Daily, Ryan M. DeRosa
- b. glaze, llc**
Heather Anne Albrecht, Philip Gerald Eckert, Nancy Elizabeth Grittner, Skye Fisher Marach
- c. Remington's River Inn**
Charise Elaine Albers
- d. Shully Catering, Inc.**
Douglas Hogan, John Janz, Scott S. Jones, Mark D. Lavine, Steven Thuilliez, Jane F. Weske

- 3. Operator's Licenses – New**

- a. Cheel, llc**
Peter Henry Rossi
- b. Falafel Guys**
Daemon James Randall
- c. Shully Catering, Inc.**
Timothy F. Dorau

MOTION by Trustee Beck, **SECONDED** by Trustee Kucharski to approve the following Operator's Licenses – Renewal: Cheel, llc: Barkha Daily, Jesse Daily, Ryan M. DeRosa; glaze, llc: Heather Anne Albrecht, Philip Gerald Eckert, Nancy Elizabeth Grittner, Skye Fisher Marach; Remington's River Inn: Charise Elaine Albers; Shully Catering, Inc.: Douglas Hogan, John Janz, Scott S. Jones, Mark D. Lavine, Steven Thuilliez, Jane F. Weske and the following Operator's Licenses – New: Cheel, llc: Peter Henry Rossi; Falafel Guys: Daemon James Randall; and Shully Catering, Inc.: Timothy F. Dorau. **MOTION CARRIED UNANIMOUSLY.**

B. Parade/Street Closing Permit

Suburban Motors for Block Fest, July 9, 2016 from 5:00 PM to 12:00 AM from Riverview Drive and Main Street to Corner of Buntrock Avenue and Green Bay Road and Main Street

Mr. Scott Houpt addressed the Board regarding the Parade/Street Closing Permit requested for Suburban Motors Block Fest on July 9, 2016. This will be the 16th year of Block Fest. What is planned is similar to the plans from the last three years and involves basically keeping everything in the dealership lot except for after 5:00 PM. There are bands throughout the day and vendors. The hours of Block Fest are 9:00 AM to 12:00 AM. The band stops playing about 11:00 PM, weather permitting. President Mobley clarified that the time frame for shutting down the street is 5:00 PM to 12:00 AM.

Chief Nicholson addressed the Board and expressed concerns regarding staffing issues at this time. June and July are going to be tough months as the Department will have a staffing problem at that time. Chief Nicholson is asking the Board to consider this request as there will not be any sworn Officers available to help which is a liability issue. There will be one sworn Officer on duty that evening to protect the Village.

Last year the bike count on the street was minimal, however, in previous years during peak times there has been many more. Based on the staffing of the Department at this time, Chief Nicholson is asking the Board to consider not approving this street closing request.

The street closing request is strictly for the attendees to park their bikes on the street. Administrator Robertson shared that maybe for this year, the request would not be granted due to the current staffing of the Department.

President Mobley shared that this is a long-standing event and inquired if the Police Department needed to hire more Officers from the Sheriff's Department? Police Chief Nicholson explained that the Sheriff's Department will be assisting with third-shift patrol as well as assisting with Lionfest. The Reserve Officers do not have authoritative powers in case of an emergency.

Trustee Beck inquired as to if there are private firms that could be hired to fulfill the sworn officer duties or contract with the City of Mequon for this event? Chief Nicholson shared that the Sheriff's Department has ultimate authority in the County.

Trustee Prenzlou asked Mr. Houpt if any of the area property owners had been contacted for alternate parking for the bikes. Mr. Houpt replied that the lot at Main Street and Freistadt had been used in the past. Trustee Prenzlou expressed that this alternate parking would be very helpful due to the staffing shortage in the Police Department.

Trustee Prenzlou asked that because there is a little time before the event, that maybe Mr. Houpt could look into alternate parking. Chief Nicholson mentioned that he has spoken to Director of Public Works LaFond regarding the idea for extra pedestrian cross walks.

In closing, Mr. Houpt agreed to approach Mr. Jennings about the lot on Main Street and Freistadt for the event.

Trustee Heinritz inquired as to if Suburban Motors staffing had been used to help park the bikes. Mr. Houpt shared that they do have a hog checker that helps those attending park their bikes. Trustee Heinritz believes the street closing would be a good idea.

President Mobley asked if this could be addressed at the Committee of the Whole meeting on June 6, 2016.

X. ADMINISTRATOR'S REPORT

A. Department Reports

1. Administrator's Report

Administrator Robertson reported that the Board of Review will be held on Friday, May 27, 2016 from 1:00 PM until 3:00 PM here at the Village Hall. No challenges are expected.

The Main Street project is in Phase 3. The contractor is now diamond grinding and started at the south end moving to the north end of the Village. It takes about three days for each lane. When this is complete, work will begin on the medians and bumpouts. Construction is expected to be complete by June 24, 2016.

The City of Mequon will be reconstructing Green Bay Road from the Village limits north to Highland so the road will be closed. Bike lanes will be added similar to those here in the Village.

Incoming revenues for the first quarter include those from Time Warner and AT&T Franchise Fees as well as an insurance dividend from The League.

Dr. Lewis will be having a ribbon cutting and open house on June 23, 2016 from 4:00 PM until 7:00 PM. The Board members are welcome.

Administrator Robertson also shared that she will be having knee surgery on June 3, 2016 and will be available from home if needed.

Trustee Prenzlow inquired of Director LaFond if the lanes on Main Street will be open for the Memorial Day Parade. Director LaFond reported that if all goes according to plan, only the center lane will be blocked off. For the parade route. Director LaFond shared that because this is a State project, there is only so much that can be done and he will do all he can to help.

President Mobley reported that on Monday, May 30, 2016 is the Memorial Day Parade. The parade starts at 10:00 AM from Grace Lutheran Church on Green Bay Road to Mequon City Hall. The Village Board is encouraged to participate.

Trustee Prenzlow indicated that the tank that was originally by the old post, which is now in the Mequon cemetery, will be rededicated. Secondly, the rededication of the Howitzer Cannon, which was refurbished by an Eagle Scout.

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

The Building Inspection Department report was received.

XI. ATTORNEY'S REPORT

Attorney Bob Feind reported that an inquiry had been made regarding a demolition permit for 200 Green Bay Road. Attorney Feind outlined what needs to be done if someone requests to demolish or remodel a historic structure. The building at 200 Green Bay Road has historic significance.

If someone wants to demolish a historic building they need to get written permission from the Historic Preservation Commission. Discussions will then take place as to what will be done to save the demolished building. If this discussion goes on for 10 months, the applicant for the demolition permit can show within two months that there is no organization that will fund the preservation of the building and then the demolition permit will be granted. Likewise, if someone owns a historic property that does not like the historic designation they can petition the Historic Preservation Commission to have the historic designation removed with a recommendation to the Village Board; this is also a 12-month period for negotiations.

Trustee Heinritz stated that the building at 200 Green Bay Road is over 50-years old which makes it eligible to be a historic building and is historic for the significance of a specific event in the Village – it is the third home of the Thiensville State Bank. The Thiensville State Bank has two other existing bank buildings on the same street. This is the third and last location. The Village built their first bank in 1910.

XII. COMMITTEE REPORTS

- A. Acceptance of Donation from Junior Woman's Club of Mequon-Thiensville for Thiensville Village Park Reimagined!

Colleen Krueger, Kristina Eckert, Wendi Sabinash and Jennifer Mackinnon of the Junior Woman's Club of Mequon-Thiensville presented a donation to the Village Park Reimagined! Project in the amount of \$20,000. Ms. Krueger thanked the Board for allowing them to use the Park for the Turkey Trot and stated that the Village is a great host of the event. The Junior Woman's Club is happy to support the Park improvements and believes this will be a great asset to the community.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to accept the \$20,000 Donation from Junior Woman's Club of Mequon-Thiensville for Village Park Reimagined! **MOTION CARRIED UNANIMOUSLY.**

- B. Review and approval of Use of Molyneux Park by the Thiensville Business Association For Bi-Weekly or Weekly Events in the Summer of 2016

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to approve the Use of Molyneux Park by the Thiensville Business Association For Bi-Weekly or Weekly Events in the Summer of 2016. **MOTION CARRIED UNANIMOUSLY.**

- C. Review and approval to Enter Into a Franchise Agreement with The Cheel, 105 South Main Street, To Allow Outdoor Seating and Serving of Liquor in the Public Right-of-Way

Trustee Holyoke questioned the Agreement in regards to the annual compensation being charged. The Agreement states that no fee will be charged. Trustee Holyoke wanted to consider a fee.

Trustee Kucharski suggested that due to the fact that this is a yearly Agreement, that the fee could be evaluated at renewal. Trustee Holyoke suggested that no fee be charged the first year and then re-address the compensation at renewal.

MOTION by Trustee Beck, **SECONDED** by Trustee Heinritz to approve to Enter Into a Franchise Agreement with The Cheel, 105 South Main Street, To Allow Outdoor Seating and Serving of Liquor in the Public Right-of-Way. **MOTION CARRIED UNANIMOUSLY.**

- D. Review and approval to Enter Into a Franchise Agreement with Fiddleheads, 192 South Main Street, To Allow Private Use of the Public Right-of-Way

This Franchise Agreement will be renewed annually with Fiddleheads for use of a fenced patio area.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Prenzlou to approve to Enter Into a Franchise Agreement with Fiddleheads, 192 South Main Street, To Allow Private Use of the Public Right-of-Way. **MOTION CARRIED UNANIMOUSLY.**

- E. Review and approval of Resolution 2016-07 A Water Franchise Agreement Between the Village Of Thiensville and the City of Mequon

Administrator Robertson reported that Resolution 2016-07 is for the water main that was installed on Main Street and Green Bay Road. This Agreement is entered into with the City of Mequon whenever there is municipal water installed.

Trustee Heinritz inquired as to what the rebate amount is. Administrator Robertson shared that this amount is \$2,398.95. The revenue credit is currently offset by infrastructure costs. This credit was previously \$3,400.00. The large project in the Village of Bayside impacted the ability to offer revenue credits at this time.

MOTION by Trustee Prenzlou, **SECONDED** by Trustee Holyoke to approve Resolution 2016-07 A Water Franchise Agreement Between the Village of Thiensville and the City of Mequon. **MOTION CARRIED UNANIMOUSLY.**

- F. Review and approval of Temporary Class B Beer and Class B Wine for Thiensville Mequon Lions Club for Lionfest 2016 on June 10, 11 and 12, 2016; 2016 Farmer's Market on Tuesdays from June 14-October 25, 2016; and Applefest on October 2, 2016

MOTION by Trustee Holyoke, **SECONDED** by Trustee Beck to approve the Temporary Class B Beer and Class B Wine for Thiensville Mequon Lions Club for Lionfest 2016 on June 10, 11 and 12, 2016; 2016 Farmer's Market on Tuesdays from June 14-October 25, 2016; and Applefest on October 2, 2016. **MOTION CARRIED UNANIMOUSLY.**

- G. Review and acceptance of the 2015 Fire Department Annual Report

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to accept the 2015 Fire Department Annual Report. **MOTION CARRIED UNANIMOUSLY.**

- H. Review and approval of:

BOARD APPOINTMENTS:

<u>Ozaukee County Bike Trails Committee</u>	Ronald G. Heinritz, One-Year Term
<u>Board Representative to Mid-Moraine</u>	David A. Lange, One-Year Term
<u>Community Development Authority</u>	Rob Holyoke, Four-Year Term Kim Beck, Four-Year Term
<u>Farmland Preservation Committee</u>	Ronald G. Heinritz, One-Year Term
<u>Historic Preservation Commission</u>	Ronald G. Heinritz, One-Year Term
<u>M-T Bikeway Commission</u>	Ronald G. Heinritz, Three-Year Term
<u>Telecommunication & IT Oversight</u>	Elmer Prenzlów, One-Year Term
<u>TBRC</u>	Kim C. Beck, One-Year Term David A. Lange, One-Year Term
<u>Weyenberg Library Board</u>	Rob Holyoke, Three-Year Term

MOTION by Trustee Beck, **SECONDED** by Trustee Kucharski to approve the following Board Appointments: Ozaukee County Bike Trails Committee: Ronald G. Heinritz, One-Year Term; Board Representative to Mid-Moraine: David A. Lange, One-Year Term; Community Development Authority: Rob Holyoke, Four-Year Term, Kim Beck, Four-Year Term; Farmland Preservation Committee: Ronald G. Heinritz, One-Year Term; Historic Preservation Commission: Ronald G. Heinritz, One-Year Term; M-T Bikeway Commission: Ronald G. Heinritz, Three-Year Term; Telecommunication & IT Oversight: Elmer Prenzlów, One-Year Term; TBRC: Kim C. Beck, One-Year Term, David A. Lange, One-Year Term; Weyenberg Library Board: Rob Holyoke, Three-Year Term. **MOTION CARRIED UNANIMOUSLY.**

CITIZEN APPOINTMENTS:

<u>Community Development Authority</u>	Todd Ruhkick, 408 Oakwood Drive, Four-Year Term
<u>Historic Preservation Commission</u>	Bob Blazich, 317 West Street, Three-Year Term Mary Giuliani, 409 Susan Lane, Three-Year Term
<u>Weyenberg Library Board</u>	Mary (Mimi) Rosing, 512 Alta Loma Drive, Three-Year Term

MOTION by Trustee Holyoke, **SECONDED** by Trustee Heinritz to approve the following Citizen Appointments: Community Development Authority: Todd Ruhkick, 408 Oakwood Drive, Four-Year Term; Historic Preservation Commission: Bob Blazich, 317 West Street, Three-Year Term, Mary Giuliani, 409 Susan Lane, Three-Year Term; Weyenberg Library Board: Mary (Mimi) Rosing, 512 Alta Loma Drive, Three-Year Term. **MOTION CARRIED UNANIMOUSLY.**

STAFF APPOINTMENTS:

<u>Auditor</u>	John Knepel, CPA, Annually
<u>Emergency Government Director</u>	Andy J. LaFond, Two-Year Term
<u>Planner</u>	Jonathan P. Censky, Annually

MOTION by Trustee Prenzlou, **SECONDED** by Trustee Kucharski to approve the following Staff Appointments: Auditor: John Knepel, CPA, Annually; Emergency Government Director: Andy J. LaFond, Two-Year Term; Planner: Jonathan P. Censky, Annually. **MOTION CARRIED UNANIMOUSLY.**

NEXT RESOLUTION NUMBER:	2016-08
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 APRIL 18, 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. \$500.00 to the Thiensville Police Department-Auxiliary from the T-M Lions Club, Inc.
 - 2. \$350.00 to the Thiensville Police Department-Baseball Cards from the T-M Lions Club, Inc.
 - 3. \$350.00 to the Thiensville Police Department-Bike Safety from the T-M Lions Club, Inc.
 - 4. \$1,331.69 to the Village of Thiensville-Village Park Playground Improvements from the T-M Lions Club, Inc.
 - 5. \$500.00 to the Thiensville Volunteer Fire Department Co. from the T-M Lions Club, Inc.
- D. Dialog with Mequon regarding water utility service
- E. Review next month's meeting date schedule

MOTION by Trustee Holyoke, **SECONDED** by Trustee Heinritz to accept the following gifts with much gratitude: \$500.00 to the Thiensville Police Department-Auxiliary from the T-M Lions Club, Inc., \$350.00 to the Thiensville Police Department-Baseball Cards from the T-M Lions Club, Inc., \$350.00 to the Thiensville Police Department-Bike Safety from the T-M Lions Club, Inc., \$1,331.69 to the Village of Thiensville-Village Park Playground Improvements from the T-M Lions Club, Inc., and \$500.00 to the Thiensville Volunteer Fire Department Co. from the T-M Lions Club, Inc. **MOTION CARRIED UNANIMOUSLY.**

Trustee Beck inquired about the railroad tracks on Buntrock and wondered if there was anything that can be done to repair the tracks. Director of Public Works LaFond shared that he has notified the State Railroad Commissioner and has also filled out the railroad form three times. If no response is received, the process of passing a Resolution twice to request repair be made must occur and then this goes into the railroad court system. Depending on the fate of Lumen Christi, this road would be used extensively. It may be a good idea for the repair to occur if/after construction occurs. Citizens are encouraged to fill out the complaint form with the Railroad Commissioner as well.

XVI. MOTION TO ADJOURN TO CLOSED SESSION

MOTION by Trustee Beck, **SECONDED** by Trustee Holyoke to adjourn to closed session at 6:51 PM 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 evaluation of Police Chief for renewal of his contract and other police personnel issue.

1. Roll Call Vote

Ayes: President Mobley, Trustees Heinritz, Beck, Holyoke, Kucharski and Prenzlou

Nays: None

MOTION CARRIED.

MOTION TO RECONVENE IN OPEN SESSION

1. Vote of Board to reconvene.

MOTION by Trustee Prenzlou, **SECONDED** by Trustee Heinritz to reconvene in Open Session at 7:25 PM. **MOTION CARRIED UNANIMOUSLY.**

2. Discussion and possible action on Closed Session.

- a. Approval of a Renewal Employment Agreement for Police Chief Nicholson.

MOTION by Trustee Beck, **SECONDED** by Trustee Kucharski to approve Renewal Employment Agreement for Police Chief Nicholson through June 30, 2020. **MOTION CARRIED UNANIMOUSLY.**

XVII. ADJOURNMENT

MOTION by Trustee Beck, **SECONDED** by Trustee Heinritz to adjourn the meeting at 7:26 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Dianne S. Robertson
Administrator