

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

DATE: Monday, June 6, 2016

LOCATION: 250 Elm Street
Thiensville, WI

TIME: Immediately following Special
Board of Trustees Meeting

I. CALL TO ORDER

President Mobley called the meeting to order at 6:07 PM.

II. ROLL CALL

President:	Van Mobley	
Trustees:	Kim Beck	Kenneth Kucharski
	Ronald Heinritz (excused)	David Lange
	Rob Holyoke (excused)	Elmer Prenzlow
Administrator:	Dianne Robertson (excused)	
Staff:	Director of Public Works Andy LaFond	
	Police Chief Scott Nicholson	
	Asst. Administrator Colleen Landisch-Hansen	
	Clerk Amy Langlois	

III. BUSINESS

A. Review Capital Expenditures List

Assistant Administrator Colleen Landisch-Hansen shared two capital expenditures: Repair for the Main Street Clock in the amount of \$11,580.00 as well as replacing 35 damaged street light poles in the amount of \$31,500.00.

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to recommend to the Village Board approving the Request for the Main Street Clock in the amount of \$11,580.00 and Replacing 35 Damaged Street Light Poles in the amount of \$31,500.00. **MOTION CARRIED UNANIMOUSLY.**

B. Review and recommendation to Approve the Professional Services Agreement Between the Village of Thiensville, Wisconsin and SAFEbuilt Wisconsin, LLC And Increase of Fees

Mike Post, Business Development Representative for SAFEbuilt Wisconsin, LLC addressed the Board. Currently, SAFEbuilt provides building inspection services to the Village. In April, Mr. Post was asked by the Village Board to return to present examples of the last eight or nine permits pulled based on the current fee schedule compared to the proposed fee schedule.

Mr. Post shared a few comparisons:

The first comparison was a commercial rehab of kitchen and bath with a valuation of \$7,000.00. The Building Fee remained the same at \$100.00 and the Electric and Plumbing minimum charges increased \$25.00 each. The current fee schedule amount is \$200.00 and with the proposed fee schedule the amount would increase to \$250.00.

The second comparison was a residential addition with no mechanicals with a valuation of \$64,000.00. There were no minimums met so the price did not change from what is currently charged and what is proposed.

Committee of the Whole, meeting minutes

June 6, 2016

Page two of eight

Thirdly, a comparison of a residential alternation hall and bathroom with a valuation of \$8,000.00. Here the Building Fee and Occupancy Fee remain the same but the minimum Electric Fee is increased by \$10.00. The current fee is \$140.00 and with the proposed increase the charge would be \$150.00.

Example four indicated a \$30.00 increase on a residential hall and bathroom. The Building Fee, Electric Fee and Plumbing Fee increased \$10.00 while the Occupancy Fee remained the same. Current fees would be \$170.00 and with the proposed schedule the fees would be \$200.00.

The square foot price for any type of construction has not been changed. The proposed changes only occur on the minimum fees charged. Also, plan review charges were dropped.

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to recommend to the Village Board to approve the Professional Services Agreement Between the Village of Thiensville, Wisconsin and SAFEbuilt Wisconsin, LLC and Increase of Fees. **MOTION CARRIED UNANIMOUSLY.**

- C. Review and recommendation to Adopt Resolution No. 2016-08 Wisconsin Department of Natural Resources NR 208 – Compliance Maintenance for 2015

Assistant Administrator Landisch-Hansen informed the Board that the Village has received all A's on the Compliance Maintenance Annual Report for 2015 from the Wisconsin Department of Natural Resources.

MOTION by Trustee Beck, **SECONDED** by Trustee Lange to recommend to the Village Board to Adopt Resolution No. 2016-08 Wisconsin Department of Natural Resources NR 208 – Compliance Maintenance for 2015. **MOTION CARRIED UNANIMOUSLY.**

- D. Review and recommendation to Move Forward with the Bidding Process Regarding Private Property Infiltration and Inflow (Director LaFond)

Director of Public Works Andy LaFond explained that the Private Property Infiltration Inflow (PP/II) Project is located at the Luisita, Madero and Riverview areas. The Milwaukee Metropolitan Sewerage District (MMSD) makes an allocation based on a formula to each community to do work on private property to reduce the amount of clear water entering the sewer system. It is the Village's money. MMSD charges the Village, administers the program and then the Village reapplies to get the funds back. These funds can be rolled over and accumulated but specific guidelines must be met.

There is currently \$228,989 in PP/II allocation from MMSD. The last area in the Village to have any wet weather overflow, meaning sewer came out of the ground because of wet weather, is a neighborhood of 21 homes at Luisita and Madero, the two blocks between Coronada and Riverview. There have been many pieces of the project completed. In April of 2015 the Village Board approved an agreement with MMSD outlining MMSD to pay for lateral inspections through Ruekert & Mielke, televising of the sewers and laterals and public relations in the amount of \$29,325.

During the televising of the sewers, the camera stops at every lateral and water is injected into the ground over the lateral. The findings from this show every lateral to be bad indicating large sags, cracks and leaks. If you add up all the leaks among all the laterals, it amounts to 64 gallons per minute, 94,000 gallons per day. This is a historically wet area. There are some yards on Madero that have a 20-foot elevation difference.

The project will involve, depending on the condition of the lateral, either replacing it or lining it, or in some cases taking out a section that has collapsed and then inserting a liner. Trenchless technologies have gotten better where a liner can be inserted underground, inflated with steam, vacuum a small hole in the yard and inserted. It then cures in place.

Committee of the Whole, meeting minutes

June 6, 2016

Page three of eight

The other part of the project would be to rehabilitate the public storm sewer at Madero. It is very deep for a storm sewer. The laterals are running through the center of the storm sewer which is not correct, and it is too deep to bother fixing. Our storm sewer is part of the problem of introducing water to the sanitary storm system.

The Village budgeted monies to cover the public portion of the storm sewer. A new storm sewer will be placed above the old one. MMSD will pay for the lateral repairs and also the backyard grading as well as a storm sewer lateral from the edge of the right-of-way into the yard. The Village will pay for the main line storm sewers on either end of the ditching work and the patching of the driveways.

The current storm sewers and where the new ones will empty connect at Riverview and go to at the end of Luisita.

Village Engineer Jared Wegner has completed an estimate of the costs based on a recent PP/II project in the City of Franklin. Costs are as follows:

\$ 157,500 - \$196,500	Replace Private Laterals
\$ 49,100	Private Storm Sewer Work
\$ 83,900	Public Storm Sewer Ditching
<u>\$ 50,000</u>	Construction Management
\$ 329,500	Higher Estimate

Below is the breakdown of project funding by agency:

\$ 228,989	MMSD Funding
(29,325)	MMSD Inspection Completed
<u>(44,655)</u>	MMSD Future Funding
\$ 155,009	MMSD Funding Available
\$ 200,000	Village Funding Available (set aside for this project)
\$ 355,009	Total Funding Available

Use of Sewer Fund Balance:

\$ 355,009	Total Funding Available
<u>(329,500)</u>	Project Estimate
\$ 25,509	Possible Temporary Use of Fund Balance Until Available by MMSD

This evening, Director LaFond is seeking the Board to recommend approval to move forward with the next phase which is the engineering and bidding of the construction. The Board can accept or deny the bids.

Director LaFond confirmed that currently there is no financial responsibility to the homeowners effected.

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to recommend to the Village Board to Move Forward with the Bidding Process Regarding Private Property Infiltration and Inflow. **MOTION CARRIED UNANIMOUSLY.**

Committee of the Whole, meeting minutes

June 6, 2016

Page four of eight

E. Review and recommendation to Approve GIS Services Agreement with Ruckert-Mielke

Director LaFond shared with the Board the Geographical Information System (GIS) service provided by Ruckert-Mielke (R&M). There was no record management system when Director LaFond started as Director of Public Works. Old plans would have to be gone through in order to answer questions and many times these plans were not accurate.

In 2008 the Village started working with R&M to develop the GIS system. Everything that a municipality deals with in terms of assets is tied to a geographic location. The current system is the third software conversion. The last conversion was on Microsoft Silverlight which is not supported anymore. Currently, it is running on HTML5.

The GIS system can organize a lot of information. Everything has a location, a value and data associated with it. Items such as street signs are tracked. Some information that is stored is location, type of sign, owner, when inspected and inspected by who.

Other items that can be tracked in GIS are trees. This helps keep track of maintenance as well as with road projects. The type of trees is also indicated. This maintenance record helps for insurance reasons to prove that no neglect was given to a particular tree if it had fallen. The Village only takes care of trees between curb and sidewalk and in public parks.

The age and condition of Village roads is also monitored to determine when maintenance is required. Plow routes are indicated as well.

Ortho photography is photography from the air and is geographically specific and scaled to the proper size. The timeline ruler can show pictures back to 1941. This is helpful in determining what used to be at a specific location.

A parcel can be identified. Tax information, owner, size, zoning, clear water inspections and garbage information is stored. Floodplain information is tracked as well. Sewer location identification is also helpful. Every year one-fourth of the sewer system is cleaned.

There is public access to the GIS system but not all the layers are available. This system seamlessly pulls information from the County.

Ozaukee County pays for the base fee for all municipalities and the municipalities each pay for their subscription services for the individual tools and data management. The County saves the municipality about \$4,000. The Village has a \$15,000 per year budget that is used to develop each tool and system change. Because R&M has gone from few to many clients, the cost of developing a particular tool is spread across the various users. Nearly the entire County utilizes the GIS system at some level.

When R&M provides engineering services, the GIS system is updated with no additional fee. The Village owns the data.

Public utilities are not shared on the public site.

An annual subscription is being proposed in the amount of \$7,450 for 2016 and 2017. The Village always owns the data, not the software, and is supported by six full-time GIS experts.

MOTION by Trustee Lange, **SECONDED** by Trustee Prenzlou to recommend to the Village Board to approve GIS Services Agreement with Ruckert-Mielke. **MOTION CARRIED UNANIMOUSLY.**

Committee of the Whole, meeting minutes

June 6, 2016

Page five of eight

- F. Review and recommendation to Approve 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

Police Chief Nicholson addressed the Board regarding the staffing of the Thiensville Police Department in regards to the Parade/Street Closing Permit for Suburban Motors Block Fest on July 9, 2016. Coverage will be very low at this time. Reserve Officers will be utilized for Family Fun Before the 4th and Lionfest. With the length of the proposed street closure, for some of the Reserve Officers this may be a long shift. Chief Nicholson is asking for the Board's consideration and not to approve the Closing Permit this year. The road can simply not be closed off without being monitored in case of an emergency.

Mr. Scott Houpt of Suburban Motors was in attendance. Mr. Houpt explained that Mr. Tom Schmit just sold his business and will be closing soon and does not know the new owner to inquire if the Schmit lot can be used for Block Fest. This lot can hold 500-1000 motorcycles.

Chief Nicholson inquired about Mr. Jennings' property as an option for parking. Mr. Houpt shared that generally parking a car in this lot is not a problem, however, bike owners like to be able to keep an eye on their parked bike.

Mr. Houpt normally has his hog checker run from 5:00 AM until 5:00 PM.

President Mobley inquired as to if contact has been made with Fiddleheads and Dr. Lewis for use of their lot. Mr. Houpt has always blocked those lots off. The Dr. Lewis parking lot is new asphalt which is not the best for bikes to park on as the kickstands may damage the pavement.

Trustee Kucharski asked as to if BMO Harris or Mila's had been contacted regarding parking in those lots. Trustee Kucharski also suggested parking on Main Street with the street open with signs posted indicating cycle parking only. This would allow for parking to be closer to the dealership. Mr. Houpt thought that this would be a great alternative to the street closing and would seek additional staffing to cover the event. Both lanes of traffic would remain open and the bikes could park on the southbound side.

Mr. Houpt requested that the street parking start at 9:00 AM. President Mobley suggested having the street parking in front of Suburban Motors in the morning and then expand down the street at 5:00 PM when the other businesses close for the day. Mr. Houpt will have a hog checker to help people cross the street and checking on the bikes. Pedestrian yield signs will be installed.

MOTION by Trustee Prenzlów, **SECONDED** by Trustee Lange to recommend to the Village Board to approve Blocking Off the Southbound Lane of Parking for Bike Parking in Front of Suburban Motors All Day and Expanding the Parking for Cycles Only on Main Street After 5:00 PM. **MOTION CARRIED UNANIMOUSLY.**

- G. Review and recommendation regarding Temporary Class B Beer and Class B Wine For Thiensville Business Association for Events at Molyneux Park, on June 23, 28, July 5, 12, 19, 26, August 2, 9, 16, 23 and 30

MOTION by Trustee Beck, **SECONDED** by Trustee Lange to recommend to the Village Board approving the Temporary Class B Beer and Class B Wine for Thiensville Business Association for Events at Molyneux Park, on June 23, 28, July 5, 12, 19, 26, August 2, 9, 16, 23 and 30. **MOTION CARRIED UNANIMOUSLY.**

- H. Review and recommendation regarding the following license renewals:
 - 1. **Class B Beer and Class B Liquor**
cheel, llc, Prime Minister

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to recommend to the Village Board approving the following Class B Beer and Class B Liquor License Renewals: cheel, llc and Prime Minister. **MOTION CARRIED UNANIMOUSLY.**

- 2. **Class B Beer and Class C Wine**
Grace Lutheran Church

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to recommend to the Village Board approving the Class B Beer and Class C Wine for Grace Lutheran Church. **MOTION CARRIED UNANIMOUSLY.**

- I. **Operator's Licenses – Renewal**
 - 1. **Remington's River Inn**
Benjamin Jacob Gust

MOTION by Trustee Beck, **SECONDED** by Trustee Lange to recommend to the Village Board approving the following Operator's License – Renewal: Remington's River Inn: Benjamin Jacob Gust. **MOTION CARRIED UNANIMOUSLY.**

- J. **Operator's Licenses – New**
 - 1. **Cheel, llc**
Daniel H. Witte
 - 2. **Remington's River Inn**
Brian John Broomell, Zachariah Robert Ladd

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to recommend to the Village Board approving the following Operator's Licenses – New: cheel, llc: Daniel H. Witte; Remington's River Inn: Brian John Broomell and Zachariah Robert Ladd. **MOTION CARRIED UNANIMOUSLY.**

- 3. **Skippy's Sports Pub & Grub**
Melissa Lee Kuehn

MOTION by Trustee Beck, **SECONDED** by Trustee Lange to recommend to the Village Board approving the following Operator's License – New: Skippy's Sports Pub & Grub: Melissa Lee Kuehn.

Ayes: President Mobley, Trustees Beck, Lange and Prenzlów
Naes: None
Abstain: Trustee Kucharski
MOTION CARRIED.

NEXT RESOLUTION NUMBER:	2016-09
NEXT ORDINANCE NUMBER:	2016-03

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:
- D. Dialog with Mequon regarding water utility service
- E. Review next month's meeting date schedule – **July 11th and August 15th – Combined COW and Board**

Trustee Prenzlou informed the Board about a company in Germantown that provides wifi services. The operator of the business had been in contact with the Village in mid-2000. At that time, the Village was being sought after as a customer. The Village uses the County for services. Trustee Prenzlou shared offering internet access via wireless service in the Park and downtown. The tower in the Village Yard could be used. Normally free internet access would be issued to any municipal building in the community, however the Village does not have that need.

Trustee Prenzlou inquired of the Board as to if there was any objection to having a lease arrangement where each party is held harmless, where they put up their tower and provide wifi services in the Park and downtown. The services would be provided in return for use of the Village tower.

In the past, it was not cost effective to offer this service. The Board was receptive to pursuing this further.

The Committee of the Whole and Board of Trustees meeting for July and August will be combined and will be held on July 11, 2016 and August 15, 2016 at 6:00 PM at the Village Hall.

VI. MOTION TO ADJOURN TO CLOSED SESSION

MOTION by Trustee Lange, **SECONDED** by Trustee Beck to adjourn to a closed session at 7:33 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 administrative evaluations.

- 1. Roll Call Vote

Ayes: President Mobley, Trustee Beck, Kucharski, Lange and Prenzlou

Naes: None

MOTION CARRIED.

MOTION TO RECONVENE IN OPEN SESSION

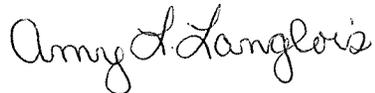
- 1. Vote of Board to reconvene.

MOTION by Trustee Prenzlou, **SECONDED** by Trustee Lange to reconvene the meeting in Open Session at 7:42 PM. **MOTION CARRIED UNANIMOUSLY.**

VII. ADJOURNMENT

MOTION by Trustee Beck, **SECONDED** by Trustee Kucharski to adjourn the meeting at 7:43 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Dianne S. Robertson
Administrator