

**VILLAGE OF THIENSVILLE  
BOARD OF TRUSTEES  
MINUTES**

**DATE: Monday, August 15, 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	
	Ronald Heinritz	Kenneth Kucharski
	Rob Holyoke	David Lange (excused)
Administrator:	Dianne Robertson	Elmer Prenzlow
Attorney:	Robert Feind	
Staff:	Police Chief Scott Nicholson	
	Director of Public Works Andy LaFond	
	Assistant Administrator Colleen Landisch-Hansen	
	Clerk Amy Langlois	

**III. PLEDGE OF ALLEGIANCE**

Trustee Kucharski led the recitation of the Pledge of Allegiance.

<b>CONSENT AGENDA</b>
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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. July 11, 2016

**V. DEPARTMENT REPORTS (Receipt)**

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

**VI. COMMITTEE REPORTS**

**VII. REPORTS AND COMMUNICATIONS**

- A. Historic Preservation Commission**
  - 1. June 21, 2016
  - 2. July 13, 2016
  
- B. Plan Commission**
  - 1. June 7, 2016
  - 2. Public Hearing, July 12, 2016
  - 3. July 12, 2016
  
- C. Mequon/Thiensville Bike Pedestrian Commission**
  - 1. December 4, 2015 (not available)
  - 2. April 1, 2016 (not available)
  - 3. May 6, 2016 (not available)
  - 4. June 10, 2016
  - 5. August 5, 2016 (not available)
  
- D. River Advisory Committee**
  - 1. June 4, 2015 (not available)
  - 2. February 24, 2016 (not available)
  - 3. May 12, 2016 (not available)
  
- E. Capital Expenditures**

**MOTION** by Trustee Beck, **SECONDED** by Trustee Holyoke to approve the Consent Agenda. **MOTION CARRIED UNANIMOUSLY.**

<b>BUSINESS AGENDA</b>
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**VIII. FINANCIAL REPORTS AND ACCOUNTS PAYABLE**

- A. Accounts Payable for All Funds**
  - 1. Accounts Payable**
    - a. June 20, 2016 through July 8, 2016
    - b. July 11, 2016 through August 12, 2016

**MOTION** by Trustee Heinritz, **SECONDED** by Trustee Prenzlów to approve the Accounts Payable for June 20, 2016 through August 12, 2016 in the amount of \$774,272.52. **MOTION CARRIED UNANIMOUSLY.**

- 2. Financial Report (Receipt)**
  - a. June, 2016
  - b. July, 2016

The Financial Reports were received.

**IX. PRESIDENT'S REPORT**

- A. Appointments**
  - 1. Operator's Licenses – New**
    - a. Remington's River Inn**  
Maggy L. Heyden

**MOTION** by Trustee Beck, **SECONDED** by Trustee Kucharski to approve the Operator's License – New for Remington's River Inn: Maggy L. Heyden. **MOTION CARRIED UNANIMOUSLY.**

2. **Fire Department Member**
  - a. Benjamin J. Werner

**MOTION** by Trustee Kucharski, **SECONDED** by Trustee Heinritz to approve the Appointment of Fire Department Member Benjamin J. Werner. **MOTION CARRIED UNANIMOUSLY.**

## **X. ADMINISTRATOR'S REPORT**

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

Administrator Robertson reported that the DOT portion of the Main Street Project is complete. The Village still owes about \$130,000. The Public Works Department will be doing the labor for all of the landscaping on Main Street.

In regards to the Main Street and Green Bay Road water assessments, about 35.5% of property owners have paid their water assessment in full. No funds will need to be borrowed from the Sewer Utility.

The 2015 MMSD Annual Report is available online or in the Administrator's Office for anyone wishing to view it.

In regards to the 2017 Budget, the net new construction percentage allowed for 2016 is +.64%; in 2015 it was +.27%. Equalized value is up about 2%. The estimate of percentage of fair market value vs. equalized value is 99.15%. The Village's TID value also increased by 9%; this is mainly due to Dr. Lewis' building on Main Street which was formerly exempt.

The 2017 Recycling Grant has been applied for.

The estimated population for the Village as of January 1, 2016 is 3,213. The 2015 population was 3,221 and the 2010 census population was 3,235.

Incoming Revenues include: 2016 Recycling Grant, 2012-2013 Local Road Improvement Grant for the Alta Loma/Madero Project, 2015 Fire Insurance Dues, Time Warner Cable 2<sup>nd</sup> Quarter 2016 Franchise Fees and AT&T 2<sup>nd</sup> Quarter 2016 Franchise Fees.

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

The Building Inspection Department report was received.

## **XI. ATTORNEY'S REPORT**

No Attorney's report.

## **XII. COMMITTEE REPORTS**

- A. Review and approval of a Proclamation Saluting Tom Schmit, Schmit Ford for 68 Years of Business and Declaring August 15, 2016 as Tom Schmit Day in the Village of Thiensville

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**MOTION** by Trustee Beck, **SECONDED** by Trustee Heinritz to approve a Proclamation Saluting Tom Schmit, Schmit Ford for 68 Years of Business and Declaring August 15, 2016 as Tom Schmit Day in the Village of Thiensville. **MOTION CARRIED UNANIMOUSLY.**

- B.** Review and approval of Appointing Glenn Janzer as Police Officer for the Village of Thiensville

Police Chief Scott Nicholson stated that the Police Department is happy to have Officer Glenn Janzer on board.

**MOTION** by Trustee Prenzlou, **SECONDED** by Trustee Kucharski to approve Appointing Glenn Janzer as Police Officer for the Village of Thiensville. **MOTION CARRIED UNANIMOUSLY.**

- C.** Review and approval of Certified Survey Map, Port Washington State Bank  
197 South Main Street

Administrator Robertson shared that this Certified Survey Map combines three lots for the properties recently purchased by Port Washington State Bank. This CSM was approved by the Plan Commission on August 10, 2016.

**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Kucharski to approve the Certified Survey Map, Port Washington State Bank, 197 South Main Street. **MOTION CARRIED UNANIMOUSLY.**

- D.** Review and approval of Franchise Agreement for Port Washington State Bank  
Use of Right-of-Way on Spring Street

What is proposed is to use the current parking spaces for bank and public parking on Spring Street. The Certified Survey Map indicates that the public right-of-way will be used for these parking spaces and there are four bump outs within the public right-of-way. This use is the same that has been in existence by the prior owners for over 30 years. In lieu of payment, Port Washington State Bank is granting access to the Interurban Bicycle Trail to allow for access to Main Street.

There is an easement near the bike path. Director of Public Works Andy LaFond indicated that the Village will work with Port Washington State Bank and the Village landscaper to work out a plan to landscape this access. President Mobley would like the fence to the back of the property maintained. Administrator Robertson indicated that the fence is on the Village right-of-way.

It was clarified that this Franchise Agreement is between the Village and Port Washington State Bank. If a new owner were to take over the property owned by the Bank, a new Agreement would need to be negotiated.

Attorney Feind reported that the process to vacate a street is called a Vacation of Right-of-Way. Both parties on both sides of the street must agree and the property line would go to the middle of the street. What is before the Board this evening is a Franchise Agreement; this deals with the use of the street.

The Board thanked Mr. Steven Schowalter of Port Washington State Bank.

**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Kucharski to approve the Franchise Agreement for Port Washington State Bank Use of Right-of-Way on Spring Street. **MOTION CARRIED UNANIMOUSLY.**

E. Review and approval of Certified Survey Map, White Coach Condominium Association, Inc., 211-213 South Main Street

When the White Coach Condominium Association, Inc. reached the 10-year mark of building the first condos, there was a provision in state law that indicated that if the other half of the project is not completed, this land must be deferred back to the property owners of the first condo building. What is proposed is for this property to be separated into two lots with access from Main Street with the plan to develop apartments, as approved, not condominiums. The Plan Commission did approve the Certified Survey Map on August 10, 2016. Mr. Curtis Podd, who is the developer and currently does the White Coach property maintenance, has been working with the White Coach Condominium Association.

Proposed are 16 apartments with underground parking. No plans have been presented to the Plan Commission to date. This development will be similar to the current White Coach units.

There is a 24-foot access easement for the benefit of the existing building and the proposed building. The current owners of the condominiums are excited about the new development.

**MOTION** by Trustee Beck, **SECONDED** by Trustee Holyoke to approve the Certified Survey Map, White Coach Condominium Association, Inc., 211-213 South Main Street. **MOTION CARRIED UNANIMOUSLY.**

F. Discussion with Fein Design Regarding Old Fire House

Owner of Fein Design, Rory Palubiski presented to the Board plans to update and renovate the old Fire Station. It has been about a year since Mr. Palubiski came before the Board regarding the renovation and use of the Fire Station. Basically, how things ended last year was that Fein Design would renovate the space and negotiate with President Mobley, Administrator Robertson and the Board a lease that was fair for all parties involved.

Overall, renovating the property properly includes new windows, insulation, new roof and bringing the main level up to ADA compliance so that it can be used as a public building in order for the building to be brought up to code.

Mr. Palubiski presented a plan that broke down the renovations. These renovations were divided into Village responsibility and Fein Design responsibility. The Village portion included the infrastructure and exterior work, bringing the entry into code compliance and an ADA bathroom. Almost all the upper level costs would be assumed by Fein Design. The lease amount would need to be worked out but Fein Design is requesting a rent-free lease as compensation for the length of the 15-year loan. Mr. Palubiski would like to work with Port Washington State Bank on a 15-year loan. Commercial loans cannot be locked in for more than five years.

President Mobley indicated that coming into budget season, there are some capital projects that will be presented to the Board, and this is an item to consider. For Mr. Palubiski to go forward, it would cost the Village roughly \$110,311.

Trustee Heinritz inquired if the Village portion of the estimate included the entrance into the first floor of the Fire Station on the north. This is not included and would cost roughly \$20-\$25,000.

Fein Design would renovate the upstairs but requested for the Village to be responsible for the heating system, insulation and the windows.

An elevator is not required per Mr. Palubiski's conversation with the inspector and was a little on the fence regarding a lift that goes upstairs. Mr. Palubiski indicated that this is something he is trying not to install. The building must be ADA accessible, however.

The upper level amounts to about 1,300 square feet. Mr. Palubiski indicated that typical rents are about \$12-\$14 per square foot. With the Village still the owner of the building, there would not be property taxes. Fein Design, however, would have personal property taxes due.

Trustee Beck inquired if the Fire Corporation could be approached regarding funding for this project.

Mr. Palubiski brought up the issue of security and hopes to have doors with a security code. Mr. Palubiski would very much love to occupy this space, it is in the hub of Ozaukee County and would be fantastic for his business. The only way Mr. Palubiski would feel comfortable moving ahead with this project is with the support of the Board and the citizens of Thiensville.

Mr. Palubiski is open to suggestions regarding his proposal. Trustee Prenzlów's concern is staying within the budget.

President Mobley thanked Mr. Palubiski.

**G. Review and approval of Resolution No. 2016-12 Writing-Off Delinquent Personal Property Taxes**

Resolution No. 2016-12 approves the writing off of the Village's share of personal property taxes that are uncollectable in the amount of \$176.75. This does not include the County, MATC or the school district's share of the personal property taxes.

**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Heinritz to approve Resolution No. 2016-12 Writing-Off Delinquent Personal Property Taxes. **MOTION CARRIED UNANIMOUSLY.**

**H. Review and approval of Main Street Phase II and Phase III**

Director of Public Works Andy LaFond briefly shared what is being proposed for Phase II and Phase III on Main Street. Much of the work is being done by DPW staff to save money. That being said, this may take a little more time because every week there are still the routine things that need to be done i.e. trash pick-up, lift station maintenance, etc. This can save quite a lot of money.

Phase II involves hardscaping/landscaping and Phase III includes mostly electrical fixtures and signs.

The landscaping has begun. Some of the work has been done by the summer help. The landscape plan was prepared by Landscape Architect Kerry Mattingly. All the medians are different and use different species that have been chosen because they are native trees and salt tolerant. This is going very well.

About 40 places within the Village have been identified that currently do not have a tree or have a dead tree that needs to be replaced. The budget figure of \$13,500 is both to remove and plant new trees.

The hardscaping includes three corner patios. There are two at Riverview and Main on both sides that will have a bench and planters installed and will use the same brick that will be used in the new pedestrian entry into the Park. The third location is on Division on the Calvary Church property. This was proposed to them and will be presented to the Committee this evening. As you enter the Village on the south end there will be a bench and planters.

The trees that are encapsulated by sidewalk do not get a lot of air and water so those will be cut out and brick will be installed on each side and along the back with a tree grate installed. This will help the trees be more successful and includes those trees from the Main Street bridge to Spring Street; there are 35 trees effected.

The light poles that are currently installed were made in Seattle, in a different climate, and have not held up in our weather. Every year the Village has been replacing about 10 light poles. There are currently about 35 light poles that need to be replaced and 105 light fixtures with LED lights. Shields will need to be installed if located near to a house so as to not shed light in private property homes.

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As far as signage, there are some signs in the Village that do not meet the current standards for reflectivity. Director LaFond put together a plan that reduces the amount of signs and hopefully reduces confusion. This plan includes 20-30% less signs and are better looking. Yearly inspections are performed and replacement needs to happen when reflectivity decreases.

Blinker LED signs will also be installed at the pedestrian bump outs. These are wireless and will only blink when a pedestrian approaches the crosswalk and pushes the button.

In regards to the clock restoration, the Village clock has not worked for six months. The time piece needed does not exist anymore. Total restoration includes a new face, new hands and a new time controller that automatically adjusts for daylight savings time.

The Village has been working with both Suburban Rental and Prime Minister in regards to the North Main Street trail connection. Prime Minister has offered at no cost an easement. Talks have begun with Suburban Rental. This would be great for the businesses on North Main Street.

The anti-slip plates will not be painted because the paint does not hold up and wears off.

Trustee Heinritz inquired as to the southwest corner of Main Street and Freistadt as far beautification. The Village does have a desire to green up that corner. To date, no agreement has been reached.

The light fixtures will be installed by the DPW staff and are planned for fall and winter installation.

**I. Review and approval of Remaining 2016 Capital Projects**

The remaining Capital projects were discussed and approved in the amount of \$164,300.00. There will remain a Capital Fund balance in the amount of \$23,934.20.

Director of Public Works LaFond indicated that all the tree treatment cycles for Emerald Ash Borer have been gone through but eventually some trees will need to be removed and replaced. The trees are treated every other year.

Assistant Administrator Colleen Landisch-Hansen indicated that Phase 1 of the Park improvement plan, which is the pedestrian entry way into the Park, will hopefully be completed this fall. This is a metal archway with pillars. The hope is to have enough materials left from Main Street to use for this project.

Trustee Heinritz inquired about Main Street. It was noticed that after the diamond grinding that it looked like some patching was needed. Director LaFond indicated that some areas were patched after the diamond grinding. There are some wider joints that will need to be addressed in the future. Through this process a new product was found that lasts longer than using asphalt. The areas where pedestrians are were maintained first. Finding the correct product is important in the event that the area needs to be diamond grinded again.

Trustee Kucharski inquired as to if all the Departments were consulted in order to determine how the remaining funds are used. Administrator Robertson confirmed that each Department's needs were considered. Discussions were held with Director LaFond, the Police Department has been funded with all of their items and the Fire Department has been funded with almost everything except their truck replacement.

**MOTION** by Trustee Beck, **SECONDED** by Trustee Holyoke to approve the Remaining Proposed 2016 Capital Projects in the amount of \$164,300.00. **MOTION CARRIED UNANIMOUSLY.**

- J. Review and approval of Certificate of Recognition for Attaining Rank of Eagle Scout, Erich Stahle, Boy Scout Troop #852

**MOTION** by Trustee Beck, **SECONDED** by Trustee Heinritz to approve the Certificate of Recognition for Attaining Rank of Eagle Scout, Erich Stahle, Boy Scout Troop #852. **MOTION CARRIED UNANIMOUSLY.**

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NEXT RESOLUTION NUMBER:	2016-13
NEXT ORDINANCE NUMBER:	2016-03

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**XIII. REPORTS AND COMMUNICATIONS**

**XIV. 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.

**XV. UNFINISHED BUSINESS**

**XVI. ANY OTHER MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY BE BROUGHT BEFORE THE BOARD, OR CARRIED OVER FROM THE JULY 11, 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
- D. Dialog with Mequon regarding water utility service
- E. Review next month's meeting date schedule

Discussion was held regarding the Riverwalk path near the river behind Shully's. Trustee Holyoke inquired about getting a sign near President Mobley's building on Green Bay Road indicating that the path is closed prior to walking down and having to turn around. President Mobley thought installing wrought iron pillars with a chain would be appropriate. Director LaFond will look into getting the pillars and a chain. Shully's does close the path during special events.

The September Committee of the Whole meeting is scheduled for Tuesday, September 5, 2016 at 6:00 PM.

**XVII. ADJOURNMENT**

**MOTION** by Trustee Beck, **SECONDED** by Trustee Prenzlów to adjourn the meeting at 7:27 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois  
Village Clerk

Approved by,



Dianne S. Robertson  
Administrator