

**VILLAGE OF THIENSVILLE  
BOARD OF TRUSTEES  
MINUTES**

**DATE: Monday, September 19, 2016**

**LOCATION: 250 Elm Street  
Thiensville, WI**

**TIME: 6:00 PM**

**I. CALL TO ORDER**

**II. ROLL CALL**

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

**III. PLEDGE OF ALLEGIANCE**

Trustee Holyoke 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. August 15, 2016

**V. DEPARTMENT REPORTS (Receipt)**

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

**VI. COMMITTEE REPORTS**

- A. Committee of the Whole
  - 1. September 6, 2016

**VII. REPORTS AND COMMUNICATIONS**

- A. **Board of Canvassers**
  - 1. August 12, 2016
  
- B. **Historic Preservation Commission**
  - 1. August 10, 2016
  
- C. **Plan Commission**
  - 1. Public Hearing, August 10, 2016
  - 2. August 10, 2016
  
- D. **Mequon/Thiensville Bike Pedestrian Commission**
  - 1. December 4, 2015 (not available)
  - 2. April 1, 2016 (not available)
  - 3. May 6, 2016 (not available)
  - 4. August 5, 2016 (not available)
  
- E. **River Advisory Committee**
  - 1. June 4, 2015 (not available)
  - 2. February 24, 2016 (not available)
  - 3. May 12, 2016 (not available)
  - 4. September 8, 2016 (not available)
  
- F. **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. August 15, 2016 through September 16, 2016

**MOTION** by Trustee Heinritz, **SECONDED** by Trustee Beck to approve the Accounts Payable for August 15, 2016 through September 16, 2016 in the amount of \$305,917.06. **MOTION CARRIED UNANIMOUSLY.**

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

The Financial Report was received.

**IX. PRESIDENT'S REPORT**

- A. **Appointments**
  - 1. **Fire Department Member**
    - a. Isabel M. Castillo

**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Kucharski to approve the Appointment of Fire Department Member Isabel M. Castillo. **MOTION CARRIED UNANIMOUSLY.**

**X. ADMINISTRATOR'S REPORT**

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

Administrator Robertson reported that the median portion of the Main Street Project is complete. The light poles have been ordered, and the vendor is providing a discount to the Village. Planters and benches are in the process of being ordered.

The Village's equalized ratio is estimated at 99.15% of fair market value compared to 99.40% in 2015. The revaluation rule states that your equalized value needs to be between 110% and 90% of fair market value.

The Thiensville/Mequon Lions Applefest event will be held at Village Park on Sunday, October 2, 2016 from 11:00 AM to 6:00 PM.

The August 9, 2016 Thiensville Primary Election Results are available for inspection in the Clerk's office. Thiensville had 20.72% turnout.

The 2016 County Library Exemption for Thiensville is \$78,186 based on the equalized value formula, or \$110,740 based on the Library Appropriation Formula. The City of Mequon's exemption based on equalized value is \$1,229,278 with a 3-year average of \$1,048,929.

The 2016 EMS Funding from the State of Wisconsin has been received in the amount of \$5,589.05.

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

The Building Inspection Department report was received.

**XI. ATTORNEY'S REPORT**

No Attorney's report.

**XII. COMMITTEE REPORTS**

- A. Review and approval to Move Forward with the Village Park Entryway Feature  
And to Request Bids and Quotes for Phase I**

It was confirmed that the entryway feature is Phase I of the Village Park improvements. The estimated total cost is \$80,000.

**MOTION** by Trustee Beck, **SECONDED** by Trustee Kucharski to approve to Move Forward with the Village Park Entryway Feature and to Request Bids and Quotes for Phase I. **MOTION CARRIED UNANIMOUSLY.**

**Board of Trustees, meeting minutes  
September 19, 2016  
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- B.** Review and approval to Move Forward with Research Regarding Obelisk for Molyneux Park

President Mobley reported that the total height of the obelisk for Molyneux Park is 15' high and suggested having a Veteran's memorial on a plaque off to the side that includes an honor roll of those who lived in the Village and that served our Country. President Mobley generously offered to donate the cost of the obelisk structure. There will be a piece of the project that will need Village financing.

**MOTION** by Trustee Beck, **SECONDED** by Trustee Holyoke to Move Forward with Research Regarding Obelisk for Molyneux Park. **MOTION CARRIED UNANIMOUSLY.**

- C.** Review and approval of Thirteenth-Amended Agreement for the Operation of the Mid-Moraine Municipal Court

**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Beck to approve the Thirteenth-Amended Agreement for the Operation of the Mid-Moraine Municipal Court. **MOTION CARRIED UNANIMOUSLY.**

- D.** Review and approval of Agreement for Implementation of CivicSend for Electronic Newsletters

Director of Public Works Andy LaFond presented utilizing CivicSend for the Village Newsletter. CivicSend is a program through CivicPlus that is designed with a platform to communicate with the public. This would replace the paper printed newsletters that have been mailed in years past.

The cost of mailing the previous two newsletters was \$3,318.01. This includes publishing and postage. Other mailings have been sent via postcard and have cost about \$500-\$600.

The CivicSend module offers an online tool to build newsletters that translates to every format. These newsletters would be able to be viewed on a computer screen as well as on a phone or tablet. When the newsletter is ready to be sent, it can be sent to social media sites as well as being posted on the Village's website and archived.

Information can be sent as often as needed instead of two times per year. Often times the content is the same from year to year in the newsletters. With CivicSend a news blast could go out weekly or monthly, whenever needed, and the information would be more timely.

With this module, feedback is given that shows how many people are opening the link. Currently, there are 250 front-end users of the Village's website, and there are just short of 500 Facebook users. A campaign could be set up to get people to sign up for the e-newsletter. One last paper newsletter is planned that will include information on how to sign up for the new e-newsletter.

The e-newsletter can be printed in the form of a newsletter. There may be a small list of residents that would like a paper copy that the Village could send to if requested. Subscribers can sign up for only the information they are interested in and each department can put out their own content.

Through the end of September, the cost of CivicSend is \$995 per year for the first two years and then \$1,990 for the third year. This is about \$600 less than the current publishing costs. After year three, and if the Village decides to go with a different provider, the information remains with the Village.

To make this work, the subscriber list will need to be generated. A reminder note could be put on the sewer bills. This is a great way to communicate in real time with the residents.

The new e-newsletter may be only a page or two at times. Assistant Administrator Colleen Landisch-Hansen shared that with the e-newsletter, people from other municipalities can also be made aware of events here in the Village. This is viewed from the Village website.

**MOTION** by Trustee Beck, **SECONDED** by Trustee Holyoke to Send One More Paper Newsletter and Approve Agreement for Implementation of CivicSend for Electronic Newsletters. **MOTION CARRIED UNANIMOUSLY.**

**E. Review and approval of Ordinance 2016-03 Regarding Banner Flags**

Administrator Robertson reported that this Ordinance will allow businesses to install the popular banner flags. These will be treated like banners and may be displayed for not more than 30 days in a calendar quarter and not to exceed 90 days per calendar year and cannot be installed in the Village right-of-way. A permit must be approved prior to installation of these flags.

**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Heinritz to approve Ordinance 2016-03 Regarding Banner Flags. **MOTION CARRIED UNANIMOUSLY.**

**F. Review and approval to Purchase Used Fire Engine from Slinger Fire Department**

**MOTION** by Trustee Beck, **SECONDED** by Trustee Holyoke to authorize a teleconference call with Trustee Lange. **MOTION CARRIED UNANIMOUSLY.**

Fire Chief Brian Reiels reported to the Village Board that the Thiensville Fire Department has been seeking a replacement for Engine 563 which is 31 years old. Due to the State imposed revenue caps, the Fire Department has been looking at alternative ways to replace Engine 563.

Recently, the Department has become aware of a pre-owned 2000 engine for sale from the Village of Slinger. Chief Reiels, along with other Department members, test drove the engine and had the mechanical condition evaluated. The condition of the engine is impressive. With some modifications, the engine would meet the needs of the Village and save the Village hundreds of thousands of dollars over buying a new engine.

The Village of Slinger was offered \$165,000 from another municipality for the engine, however, the interested party needed the vehicle right away. Chief Reiels offered \$160,000 and indicated that the Village is willing to wait until their new engine is delivered which could be up to a year from the time the engine is ordered. A down payment is required. Initially 50% was asked for; however, 20% down was agreed upon. The down payment is required to assure the Slinger Fire Department of the sale.

This is a rare opportunity that the Village has been presented. The engine is relatively new, has 1,540 hours of activity logged, will need some body work and new rear brakes. This engine is 15 years younger than the existing engine, it has an enclosed cab and shoulder belts, is well maintained, is equipped with two foam tanks, has many features that are on a new engine and anticipate the life of this engine to go 30 years. This is a good upgrade for the Village.

It is estimated that an additional \$40,000 will be needed to update the new vehicle to meet the needs of the Department. Engine 563 will be retired upon the acquisition of the new engine. Board members thanked the Thiensville members for seeking a cost effective method to replace equipment.

**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Kucharski to Authorize to Enter Into a Purchase Agreement with the Village of Slinger to Purchase a Used Fire Engine from the Slinger Fire Department. **MOTION CARRIED UNANIMOUSLY.**

G. Review 2016 Fund Balance Report

Administrator Robertson set forth what the Village has in reserves and what is designated into working capital. There is \$407,117 estimated available in the General Fund and non-major funds there is an estimated \$757,428 available. The projected surplus in capital projects is \$16,134. This includes all the projects approved at last month's Board meeting. The TID District has a projected balance of \$11,383. The Village is in a healthy financial condition.

H. Review and approval of Proclamation Establishing Sunday, October 30, 2016 as Beggar's Night for the Year 2016 in the Village of Thiensville with Hours Being from 3:00 PM to 6:00 PM

**MOTION** by Trustee Beck, **SECONDED** by Trustee Heinritz to approve the Proclamation Establishing Sunday, October 30, 2016 as Beggar's Night for the Year 2016 in the Village of Thiensville with Hours Being from 3:00 PM to 6:00 PM. **MOTION CARRIED UNANIMOUSLY.**

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NEXT RESOLUTION NUMBER:	2016-13
NEXT ORDINANCE NUMBER:	2016-04

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**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 AUGUST 15, 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

The Budget Workshop is scheduled for Monday, October 3, 2016 at 5:00 PM with the Committee of the Whole meeting to follow. At the October Board meeting two new officers will be sworn in.

**XVI. ADJOURNMENT**

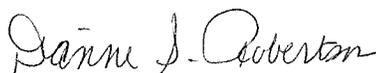
**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Beck to adjourn the meeting at 6:55 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois  
Village Clerk

Approved by,



Dianne S. Robertson  
Administrator