

**VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES**

DATE: Monday, June 21, 2021

**LOCATION: 250 Elm Street
Fire Department Training Room
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:	Jennifer Abraham	Rob Holyoke (excused)
	Angelina Apostolos	Ken Kucharski
	Kristina Eckert	David Lange
Administrator:	Colleen Landisch-Hansen	
Attorney:	Tim Schoonenberg	
Staff:	Fire Chief Brian Reiels	
	Police Chief Curt Kleppin	
	Director of Community Services/Public Works	Andy LaFond
	Village Clerk/Deputy Treasurer	Amy Langlois

III. PLEDGE OF ALLEGIANCE

President Mobley 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. May 24, 2021

V. DEPARTMENT REPORTS (Receipt)

- A. Department Reports (Receipt)
 - 1. Fire Department
 - a. N/A
 - 2. Police Department
 - a. May Police, 2021
 - 3. Public Works Department
 - a. May DPW, 2021

VI. COMMITTEE REPORTS

- A. **Committee of the Whole**
 - 1. June 7, 2021

VII. REPORTS AND COMMUNICATIONS

- A. **Mequon-Thiensville Bike and Pedestrian Way Commission**
 - 1. March 4, 2021
 - 2. April 1, 2021
 - 3. May 6, 2021
 - 4. June 3, 2021 (not available)
- B. **Milwaukee River Advisory Committee**
 - 1. March 3, 2021 (not available)
- C. **Plan Commission**
 - 1. May 11, 2021
- D. **Capital Expenditures**

President Mobley noted a correction to the June 7, 2021 Committee of the Whole minutes stating that he suggested an ad hoc committee be created for community outreach, not be created for police and fire.

Administrator Landisch-Hansen shared that there are no new capital requests and stated that now at about the half-year point the Village is at about \$950,000 in the capital fund.

MOTION by Trustee Eckert, **SECONDED** by Trustee Abraham to approve the Consent Agenda with Correction to the June 7, 2021 Committee of the Whole Minutes Clarifying President Mobley's Suggestion the Ad Hoc Committee be Created and Tasked With Community Outreach. **MOTION CARRIED UNANIMOUSLY.**

BUSINESS AGENDA

VIII. FINANCIAL REPORTS AND ACCOUNTS PAYABLE

- A. **Accounts Payable for All Funds**
 - 1. **Accounts Payable**
 - a. May 24, 2021 through June 18, 2021

MOTION by Trustee Lange, **SECONDED** by Trustee Apostolos to approve the Accounts Payable for May 24, 2021 through June 18, 2021 in the Amount of \$223,298.46. **MOTION CARRIED UNANIMOUSLY.**

- 2. **Financial Report (Receipt)**
 - a. May, 2021

The May Financial Report was received.

IX. PRESIDENT'S REPORT

- A. **Appointments**
 - 1. **Fire Department Members**
 - a. Ronald T. Brown
 - b. Alexander D. Hines

MOTION by Trustee Apostolos, **SECONDED** by Trustee Lange to approve the Appointment of Ronald T. Brown and Alexander D. Hines as New Fire Department Members. **MOTION CARRIED UNANIMOUSLY.**

- B. **Temporary Class B Beer and Class B Wine**
 - 1. Amended Temporary Class B Beer and Class B Wine License for Gatherings on the Green, Inc. to Include Kids From Wisconsin Event on July 23, 2021 In Village Park, 251 Elm Street

MOTION by Trustee Lange, **SECONDED** by Trustee Eckert to approve Amended Temporary Class B Beer and Class B Wine License for Gatherings on the Green, Inc. to Include Kids From Wisconsin Event on July 23, 2021 In Village Park, 251 Elm Street. **MOTION CARRIED UNANIMOUSLY.**

- C. **Operator's Licenses – Renew**
 - 1. **Skippy's Burger Bar**
Cassie Marie Haugen, Brett T. Kucharski, Katherine Linda Kucharski, Kenneth Charles Kucharski, Melissa Lee Kuehn, Samantha Rose Luedtke, Alexander John Tarantino

MOTION by Trustee Eckert, **SECONDED** by Trustee Abraham to approve the Following Operator's Licenses – Renewal for Skippy's Burger Bar: Cassie Marie Haugen, Brett T. Kucharski, Katherine Linda Kucharski, Kenneth Charles Kucharski, Melissa Lee Kuehn, Samantha Rose Luedtke and Alexander John Tarantino.

Ayes: Trustees Abraham, Apostolos, Eckert, Lange and President Mobley
Naes: None
Abstain: Trustee Kucharski
MOTION CARRIED.

- D. **Cigarette License**
 - 1. Thiensville Mobil, 301 North Main Street

MOTION by Trustee Lange, **SECONDED** by Trustee Abraham to approve Cigarette License for Thiensville Mobil, 301 North Main Street. **MOTION CARRIED UNANIMOUSLY.**

X. ADMINISTRATOR'S REPORT

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

Form SL-330 Coronavirus Local Fiscal Recovery Fund Request for the Village was submitted on June 8, 2021. The updated funding allocation for the Village is \$327,089.23. The first half will be coming sometime in the near future and the second half in 2022. Based on the lost revenue calculation, the Village would be eligible to claim up to \$183,779.86 for lost revenue. The Fire Department has a few COVID related expense items they would like to have considered.

Board of Trustees Minutes
June 21, 201
Page four of nine

In regards to the Joint Fire/EMS Study, the Ozaukee County Administrators met last Thursday to discuss feedback from the Policy Forum. The overall consensus was that everyone is now discussing the information presented and exploring the best option for their community. All were very open to continue the conversation and felt that the next step is to have the Chief Elected Officials and Fire Chiefs along with the Administrators meet later this month or early in July to discuss next steps.

The Police Department is experiencing some shortages in staffing due to medical issues and an unfilled vacancy. Fortunately, the Village has very dedicated Officers, and the Department is working through these shortages to ensure adequate coverage. A new search to fill the vacancy is being conducted. The new application period closed on Wednesday, June 16, 2021.

The 3rd Annual Gala in the Park was a success. A few invoices still need to be submitted. Net proceeds are estimated to be between \$25,000 and \$30,000.

Wisconsin Central Ltd. (CN) will be performing repairs to the railroad crossing on West Freistadt Road beginning on Monday, June 28, 2021 at 8:00 AM. Freistadt Road will be closed at the crossing and is expected to reopen by the end of the day on Monday, July 5, 2021. Director of Community Services/Public Works LaFond shared that the reason for the rush for the work to be completed is that the railroad is being sold. Three years ago only a temporary repair was completed. A temporary repair has been done on Division Street as well; this is not scheduled to be repaired at this time. The road closure was communicated through the New Graphic, Village Voice, News Flash, facebook and on signs posted at the Post Office and Seminary and the City of Mequon was notified.

2. Building Inspection Department (Receipt)
 - a. May, 2021 Report

The May, 2021 Building Inspection Department report was received.

XI. ATTORNEY'S REPORT

No Attorney's report.

XII. COMMITTEE REPORTS

- A. Review and action regarding 2020 Thiensville Fire Department Annual Report

MOTION by Trustee Lange, **SECONDED** by Trustee Apostolos to accept the 2020 Thiensville Fire Department Annual Report. **MOTION CARRIED UNANIMOUSLY.**

- B. Review and action regarding Resolution 2021-05 Wisconsin Department of Natural Resources NR 208 – 2020 Compliance Maintenance Resolution

Administrator Landisch-Hansen shared that this Resolution is a requirement from the Department of Natural Resources for the Village's Compliance Maintenance Annual Report (CMAR). The Village received an A grade for financial management as well as for collection system.

MOTION by Trustee Lange, **SECONDED** by Trustee Eckert to approve Resolution 2021-05 Wisconsin Department of Natural Resources NR 208 – 2020 Compliance Maintenance Resolution. **MOTION CARRIED UNANIMOUSLY.**

- C. Review and action regarding Ordinance 2021-02 Amending Chapter 42 of the Village of Thiensville Municipal Code Relating to Historic Preservation

MOTION by Trustee Abraham, **SECONDED** by Trustee Lange to approve Ordinance 2021-02 Amending Chapter 42 of the Village of Thiensville Municipal Code Relating to Historic Preservation. **MOTION CARRIED UNANIMOUSLY.**

- D. Review and action regarding Dissolving the Thiensville Business Renaissance Committee (TBRC)

MOTION by Trustee Lange, **SECONDED** by Trustee Eckert to Dissolve the Thiensville Business Renaissance Committee (TBRC). **MOTION CARRIED UNANIMOUSLY.**

- E. Discussion regarding Creation of Ad Hoc Committees

Attorney Schoonenberg shared with the Board that ad hoc committees are traditionally established for a particular function that then report back to the Village Board. Wisconsin law is silent about the structural organization of committees created by a municipality. An ad hoc committee is formed by the Board with defined powers. Traditionally, the Village President makes appointments with confirmation of the members by the Village Board.

Trustee Lange supports the creation of an ad hoc committee specifically if it is created to get as much input from residents as possible.

President Mobley believes that the feedback from the Open House held in May provided the Board with good information and suggested that after Chief Kleppin and Administrator Landisch-Hansen gather more information from other communities with hybrid departments that another Open House be held.

Trustee Eckert would like to see citizens involved as much as possible and believes that a committee would be helpful.

Trustee Apostolos supports the creation of an ad hoc committee and suggested communicating with them a very clear expectation of what needs to be accomplished.

Trustee Abraham inquired if anyone has expressed interest in serving on a committee since the Open House. There has been no interest received to date.

Trustee Kucharski mentioned that at the Open House it was communicated that there would be additional cost to residents with no objection.

President Mobley and Administrator Landisch-Hansen will continue to update the Board with new information.

Trustee Lange supports creating a committee and asking the members to go into the community, let them know where we are at with the Fire Department, the options the Board is exploring and solicit thoughts. Those thoughts could be collected and shared with the Board. Trustee Lange suggested sending a mailing to residents. Postage to send a mailing to all the residents would cost about \$600.

Board of Trustees Minutes
June 21, 2021
Page six of nine

Trustee Eckert suggested that the ad hoc committee share and spread the word - not solicit and communicate comments.

Creating a survey and mailing to residents was also a suggestion which could also serve as a recruiting letter. The survey could be sent electronically as well as by mail.

The Board asked for Chief Kleppin and Administrator Landisch-Hansen to report back in August. Administrator Landisch-Hansen shared that typically August is quiet and if sending a mailing, response may be higher if sent in September. Trustee Apostolos suggested sending the electronic survey earlier than September.

In summary, the Board supports sending a mailing/survey in lieu of creating a committee and possibly hold another Open House to share information

F. Review and action regarding the 2020 Financial Statements Prepared by Baker Tilly Virchow Krause & Co., LLP Presented by Auditor Wendi Unger

Auditor Wendi Unger was in attendance and gave an overview of the 2020 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
 - iii. No change in accounting principles
 - b. Reporting and Insights 2020 audit
 - i. No material weaknesses identified
3. Financial highlights
 - a. Governmental Funds

	<u>General Fund</u>	<u>Capital Improvement Fund</u>	<u>Nonmajor Governmental Funds</u>
Current Year activity			
Revenues and other sources	\$2,589,926	\$1,230,627	\$ 712,446
Expenditures and other uses	<u>2,736,474</u>	<u>2,019,038</u>	<u>955,099</u>
Change in fund balances	<u>\$ (146,548)</u>	<u>\$ (788,411)</u>	<u>\$ (242,653)</u>
Fund Balance			
Nonspendable	\$ 91,772	\$ -	\$ 13,838
Restricted	-	-	183,712
Committed	199,154	-	292,289
Assigned	240,000	519,528	-
Unassigned (deficit)	<u>900,234</u>	<u>-</u>	<u>(2,717)</u>
Total	<u>\$1,431,160</u>	<u>\$ 519,528</u>	<u>\$ 487,122</u>

Board of Trustees Minutes
June 21, 2021
Page seven of nine

b. General Fund Budget

	Original And Final <u>Budget</u>	<u>Actual</u>	Variance: Favorable (<u>unfavorable</u>)
Revenues	\$2,586,285	\$2,569,926	\$ (16,359)
Expenditures	<u>2,826,285</u>	<u>2,643,053</u>	<u>183,232</u>
Excess (deficiency)	(240,000)	(73,127)	166,873
Other financing sources (uses)	<u>-</u>	<u>(73,421)</u>	<u>(73,421)</u>
Net change in fund balance	<u>\$ (240,000)</u>	<u>\$ (146,548)</u>	<u>\$ 93,452</u>

c. Enterprise Fund

	<u>Sewer Utility</u>
Current year activity	
Operating revenues	\$1,067,244
Operating expenses	<u>1,254,538</u>
Operating Income	(187,294)
Nonoperating Revenue	<u>9,914</u>
Change in net assets	<u>\$ (177,380)</u>
Unrestricted net position	<u>\$1,051,287</u>

d. Long-Term Debt

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
Special Assessment B Bonds	\$ 90,000	\$ -	\$ 90,000
Promissory Notes	<u>\$ 905,000</u>	<u>\$ -</u>	<u>\$ 905,000</u>
Total Long Term Debt 2020	<u>\$ 995,000</u>	<u>\$ -</u>	<u>\$ 995,000</u>
Total Long Term Debt 2019	<u>\$ 280,000</u>	<u>\$ -</u>	<u>\$ 280,000</u>
Statutory debt limit (5% of equalized value)	\$ 19,629,100		
Capacity for additional general obligation debt	\$ 18,724,100		

Special Assessment B Bonds are payable solely from the related assessments levied.

The Board thanked Auditor Unger.

MOTION by Trustee Lange, **SECONDED** by Trustee Apostolos to accept the 2020 Financial Statements Prepared by Baker Tilly Virchow Krause & Co., LLP. **MOTION CARRIED UNANIMOUSLY.**

- G. Review and action regarding the following appointments:

BOARD APPOINTMENTS:

Historic Preservation Commission

Jennifer Abraham, Chair, One-Year Term
Angelina Apostolos, One-Year Term

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to approve the following Board Appointments to the Historic Preservation Commission: Jennifer Abraham, Chair, One-Year Term and Angelina Apostolos, One-Year Term. **MOTION CARRIED UNANIMOUSLY.**

STAFF APPOINTMENTS:

Auditor

Wendi Unger, CPA, Annually

MOTION by Trustee Eckert, **SECONDED** by Trustee Abraham to approve the following Staff Appointment: Auditor Wendi Unger, CPA, Annually. **MOTION CARRIED UNANIMOUSLY.**

NEXT RESOLUTION NUMBER:	2021-06
NEXT ORDINANCE NUMBER:	2021-03

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 MAY 24, 2021 VILLAGE BOARD MEETING

- A. Acceptance/Report of Gifts Received:
1. \$150.00 to the Thiensville Fire Department from Ryan Rudzinski
 2. \$1,200.00 to the Thiensville Fire Department from Junior Woman's Club of M-T
 3. \$50.00 to Village Park Reimagined from Erin Johnston
 4. \$200.00 to Village Park Reimagined from Karl and Carol Hertz
 5. \$3,748.56 to Village Park Reimagined from Olsen's Piggly Wiggly
 6. \$3,000.00 to Village Park Reimagined for Ice Rink from Harold Schnell
 7. \$300.00 to Village Park Reimagined from Moms Club of Mequon/Thiensville
- B. Review next month's meeting date schedule:
July 19, 2021 – Combined Committee of the Whole and Board of Trustees at 6:00 PM

MOTION by Trustee Eckert, **SECONDED** by Trustee Apostolos to accept with much gratitude the following gifts: \$150.00 to the Thiensville Fire Department from Ryan Rudzinski, \$1,200.00 to the Thiensville Fire Department from Junior Woman's Club of M-T, \$50.00 to Village Park Reimagined from Erin Johnston, \$200.00 to Village Park Reimagined from Karl and Carol Hertz, \$3,748.56 to Village Park Reimagined from Olsen's Piggly Wiggly, \$3,000.00 to Village Park Reimagined for Ice Rink from Harold Schnell and \$300.00 to Village Park Reimagined from Moms Club of Mequon/Thiensville. **MOTION CARRIED UNANIMOUSLY.**

Director LaFond shared that the next step in regards to the ice rink would be to engage a consultant or engineer to start preparing plans to help at budget time. At this point, a half rink would be most feasible in the Park and replacing the existing pavilion.

Board of Trustees Minutes
June 21, 2021
Page nine of nine

XVI. ADJOURNMENT

MOTION by Trustee Lange, **SECONDED** by Trustee Abraham to adjourn the meeting at 6:56 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

A handwritten signature in cursive script that reads "Amy L. Langlois".

Amy L. Langlois
Village Clerk