

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

DATE: Monday, September 10, 2018

**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:	Samuel Azinger	Kenneth Kucharski
	Ronald Heinritz	David Lange
	Rob Holyoke	Elmer Prenzlow
Administrator:	Dianne Robertson	
Staff:	Director of Public Works Andy LaFond	
	Police Chief Scott Nicholson	
	Asst. Administrator Colleen Landisch-Hansen	
	Village Clerk Amy Langlois	

III. BUSINESS

A. Review Capital Expenditures List

Administrator Robertson stated that there are no new capital requests.

B. Review and recommendation regarding Proclamation Establishing Sunday, October 28, 2018 as Beggar's Night for the Year 2018 in the Village of Thiensville with Hours Being from 3:00 PM to 6:00 PM

MOTION by Trustee Prenzlow, **SECONDED** by Trustee Heinritz to recommend to the Village Board to approve the Proclamation Establishing Sunday, October 28, 2018 as Beggar's Night for the Year 2018 in the Village of Thiensville with Hours Being from 3:00 PM to 6:00 PM. **MOTION CARRIED UNANIMOUSLY.**

C. Operator's License – Renewal
1. cheel, llc
Cindy Jean Shaurette

MOTION by Trustee Heinritz, **SECONDED** by Trustee Kucharski to approve the Operator's License – Renewal for cheel, llc: Cindy Jean Shaurette. **MOTION CARRIED UNANIMOUSLY.**

D. Discussion regarding Unleashed Dogs in Village Park (signage, public information, violators of the leash ordinance, warnings and enforcement) (Trustee Prenzlow)

Trustee Prenzlow shared with the Board that when the Ordinance was passed allowing dogs in the park, it was done so with the stipulation that dogs must be leashed. Recently, an email was shared by Police Chief Scott Nicholson from a citizen that encountered two women and an unleashed dog. Included in the email were pictures of the dog not on a leash. Subsequent to this email, another email was received by Trustee Prenzlow from another citizen that encountered another person in the park that was walking his dog without a leash. This dog ran up to someone walking in the park who then

told the dog owner that the dog must be on a leash. In turn, the dog owner responded that his dog was a puppy. The owner did leash the dog but was not happy about it.

Trustee Prenzlou would like to see this addressed in a Village newsletter or paper letting people know that dogs must be on a leash and enforced with some signage indicating that if your dog is not on a leash, a citation will be issued. The alternative to this is to cease allowing dogs in the park but Trustee Prenzlou believes that this is exactly contrary to what the Board wants.

Administrator Robertson stated that this could be included in the weekly Village Voice email but that the Village does not send out a newsletter anymore. President Mobley is in favor of reinstating the Village newsletter. Administrator Robertson shared that dog licenses were down this year and not having a newsletter sent out with the license application may be part of the reason.

There is no current signage in the park regarding dogs on a leash. Trustee Holyoke suggested putting signs on the dog waste stations. Trustee Prenzlou suggested putting signage up in three different locations: at the main entrance to the park, by the trail by the river and one by the entrance to the park by the restrooms.

President Mobley would like to recommend to the Village Board to reinstate the Village newsletter and to include information regarding the dogs being leashed and registering them annually.

Trustee Lange did share that you cannot over-communicate and that reinstate the newsletter is a great idea.

Trustee Kucharski expressed concern about confusion on dog owners' part as to when dogs are and not allowed in the park. Dogs are not allowed during festivals. Director of Public Works Andy LaFond did share that signs are put up during festivals indicating that no dogs are allowed.

Police Chief Scott Nicholson indicated that the first offence for an unleashed dog is \$98.30; that is if they are found guilty and the judge insists upon the fine. It is Police Chief Nicholson's experience that if the defendant is not duly informed and if there is any shred of doubt at all, the defendant will not be found guilty. A warning could be given which is kept on their record. Signage would help with credibility for a case such as this.

MOTION by Trustee Prenzlou, **SECONDED** by Trustee Lange to recommend to the Village Board to Reinstatement the Publication of the Village Newsletter on a Semi-Annual Basis with Dogs on a Leash Being Front and Center and to Add Three Signs in Village Park Indicating Dogs Are Allowed But Must be on a Leash, that these Signs Be Installed As Soon As Possible at the Direction of the Director of Public Works and the Police Chief. **MOTION CARRIED UNANIMOUSLY.**

E. Report from Director of Public Works Andy LaFond regarding Band Shell Placement and Water Feature Placement as it Relates to Flooding Event (Trustee Prenzlou)

Director of Public Works LaFond was asked to report on the placement of the proposed features in the park based on the recent flooding. The design of the band shelter has not been finalized to date.

Ruekert-Mielke was asked to look at location and elevation. A hydraulic analysis was conducted using the HEC-RAS Version 5.04 software. The analysis included adding four new cross sections and obstructions to the existing DNR HEC-RAS model for the Milwaukee River. The analysis indicates that the new band shelter would not obstruct flood flows or increase the base flood elevation.

The Village has contracted with a geotechnical firm to provide soil borings and footings design. The concrete floor and steps are rounded off facing the oncoming direction of flow from the Milwaukee River and is also sloped away from the direction of flow. There has never been any damage from ice or logs; it all stays to the center of the river channel which is the faster moving water. Director of Public Works LaFond does not ever remember an ice berg coming down the river. It typically would go over the dam and break off.

The top of the stage is two feet above the existing grade, is concrete and any electrical will be two feet above that.

Trustee Prenzlou does want to see the bank shell built next year but wants to make sure that the structure is secure and engineered for the saturation that may be experienced with another flood.

The same firm that did the first test and design for the footings was used for the obelisk at Molyneaux Park. Director of Public Works LaFond also indicated that uses of finishes and surfaces that can be hosed and cleaned if they get muddy are being looked into. The Village is also honoring whatever DNR obligations ensuring this project does not affect anyone else downstream.

In regards to the interactive fountain, the Village is working with a designer that has built over 30 interactive fountains in Wisconsin. A similar fountain is in Janesville adjacent to a river.

One of the things that has been discussed is that the fountain be a recirculating fountain. If there is a reservoir and a chlorine tank, not only do you trigger public pool rules (fence, phone, etc.) you also have the potential to recirculate not so good things after a flooding event. Director of Public Works LaFond is recommending a flow through fountain which is ideal for this type of situation.

The drain plumbing will be constructed with check valves within the drain system to prevent debris or fish entering the drain. Fresh water supply lines would be constructed with a "backflow preventer" high up on the system.

Nozzles can be flushed with high powered air and then flushed with clean water. If there is a concern after a high water event, a sample can be sent to a lab and not reopened until a clean water sample is achieved.

If needed, the system can be "cooked" which is similar to what is done to a well or a water lateral if it experienced flooding where chlorine tablets are injected and then take a sample. In the event there is some warning before an event, there are winterization plugs that screw over the nozzles.

Trustee Heinritz inquired about the final placement of the bank shell. Director of Public Works LaFond indicated this is dependent on the final design.

F. Review and recommendation regarding Resolution 2018-13 Authorizing Associated Bank as a Depository for the Village of Thiensville

Administrator Robertson indicated that this Resolution is due to the changeover from Bank Mutual to Associated Bank.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Heinritz to recommend to the Village Board to approve Resolution 2018-13 Authorizing Associated Bank as a Depository for the Village of Thiensville. **MOTION CARRIED UNANIMOUSLY.**

G. Review and recommendation regarding Police Chief Search, Job Description and Salary Range

Administrator Robertson would like to recommend to the Board a 2018 Police Chief Search Committee comprising of: Village President Van Mobley, Ozaukee County Sheriff Jim Johnson, Cedarburg Police Chief Thomas Frank, State of Wisconsin Department of Military Affairs Director of Emergency Communications Thomas Czaja (former Fox Point Police Chief), Assistant Administrator Colleen Landisch-Hansen, Director of Public Works Andy LaFond, Fire Chief Brian Reiels and herself.

Committee of the Whole Minutes
September 10, 2018
Page four of seven

Administrator Robertson is seeking from the Board their recommendation for a citizen member to be on the Committee.

Trustee Azinger inquired if the Committee is ultimately in charge of final hiring or if they are strictly just for the search process. Administrator Robertson responded that the Committee will go over the first initial applications to make sure all the qualifications are met and then the Committee interviews 20-25 to narrow the pool to about 6-7. Those 6-7 will go before the Village Board. The Village Board has the ultimate authority.

Trustee Prenzlou suggested having Police Chief Nicholson part of the search committee to help with the initial cuts. Administrator Robertson suggested that this may be a conflict of interest. Police Chief Nicholson thought it was kind of Trustee Prenzlou to recommend his input, however, believes that if there are internal candidates it may not be fair and feels that the panel suggested has is a wide variety of knowledge base and will do a great job.

It is hoped to have a candidate in place by the time Police Chief Nicholson retires. The job description will be posted this week with a set three-week deadline.

In regards to the job description, the description from 2012 has been updated to include some administrative functions that Chief Nicholson has asked to include. As far as the minimum education and qualification, from a survey of other departments, there are only two departments that only require an Associate Degree and one did not know. All the other departments require a four year Bachelor Degree. Trustee Prenzlou suggested stating "Bachelor Degree Preferred."

Trustee Prenzlou mentioned that some time ago he had sent an email to Administrator Robertson and President Mobley on the position description and believes it is appropriate to transfer the duties of Emergency Management Director from Director of Public Works to the Chief of Police. Trustee Prenzlou feels as though it is more consistent with what is being done in the County. County Emergency Management reports to the Sheriff. At one point in time, the Emergency Management Director was Police Chief Preston and then at some point it was moved to the Director of Public Works. Administrator Robertson indicated that at one point it was Fire Chief Rausch. Trustee Prenzlou would like to see this included on the job description so that right away it is known as a responsibility of the position and feels like this falls more in line with the Police Chief position. President Mobley did state that Director of Public Works LaFond has done a good job and Trustee Prenzlou agreed.

Discussion was held regarding the residency requirements and how far away the Chief of Police can reside. Trustee Prenzlou suggested requiring a response within ½ hour is appropriate. Trustee Azinger looked into the State Statutes which stated that requirements cannot be less than 15 miles. Trustee Prenzlou suggested that people who are part of the community show a level of commitment to not only the job but to responsiveness. Trustee Azinger thought that being able to separate job from personal life is important and that it is reasonable to have a Chief live up to 20 miles away. Administrator Robertson suggested including "Village Residency Preferred." It was unclear if this could be an option because of State law changes. Trustee Heinritz is comfortable with a 15-mile radius as in an emergency response time is critical.

A valid Wisconsin driver's license is required as a resident of the state.

In regards to the salary range, a range of \$75,000 - \$90,000 was agreed upon. This falls in line with other communities.

MOTION by Trustee Prenzlou, **SECONDED** by Trustee Lange to recommend to the Village Board to approve the 2018 Police Chief Committee as Presented with Administrator Robertson Reaching Out to Tony Engle as Citizen Member, to Include in the Job Description "Bachelor Degree Preferred," to Include Emergency Management Director as a Job Responsibility, a Salary Range of \$75,000 - \$90,000 Annually and a Residency Requirement of 15 Miles or Less Preferred. **MOTION CARRIED UNANIMOUSLY.**

- H. Review and recommendation of a Contract with Grota Appraisals, LLC for Annual Assessor Fees in the Amount of \$6,300 and Annual Reassessment Fees in the Amount of \$6,600 for the Years 2019-2021

Administrator Robertson shared that the Village has always had a three-year agreement with Grota Appraisals. Grota is working with the Village on the reassessment fees to be paid quarterly throughout the three-year period rather than at one time.

Administrator Robertson shared with Grota that the Village Board may not want to complete a revaluation in 2019 or 2020 and recommends approving the proposed contracts.

Trustee Prenzlou inquired about why the Village would do a reassessment before being required to do so by the Department of Revenue. Administrator Robertson reported that if there is a class that is under assessed, a revaluation should take place. There are adjustments to valuations made to properties between reassessments when an improvement is made and permits are pulled.

Administrator Robertson suggested contacting Grota regarding how much a market adjustment based upon class would cost. Trustee Prenzlou does not want to spend the money on a reassessment if it is not required or may not serve our needs and only serves to give the assessment company an opportunity to do it again three years from now.

The fees paid are quarterly and are refunded if a revaluation is not completed. This gives a budget the opportunity to slowly pay for the service. Administrator Robertson suggested paying quarterly and building up a bank to pay for the reassessment. This money is used when the reassessment is needed, even if 3-5 years down the road.

Trustee Heinritz inquired what happens if the Village changes assessors. Administrator Robertson suggested including in the agreement a refund of those funds if the Village changes assessors. Trustee Prenzlou supports only performing a reassessment when the state requires.

Grota has proposed to do a reassessment in 2019. The last reassessment was performed in 2015.

MOTION by Trustee Prenzlou, **SECONDED** by Trustee Holyoke to recommend to the Village Board to Accept the Contract for Maintenance of Assessment Records for the Years 2019-2021 and to Defer the Contract for Reassessment Until Required by the Department of Revenue. **MOTION CARRIED UNANIMOUSLY.**

NEXT RESOLUTION NUMBER:	2018-15
NEXT ORDINANCE NUMBER:	2018-13

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
 - 1. \$200.00 to the Thiensville Fire Department from Ronald and Lynn Shuster

MOTION by Trustee Lange, **SECONDED** by Trustee Holyoke to recommend to the Village Board to accept the gift of \$200.00 to the Thiensville Fire Department from Ronald and Lynn Shuster with much gratitude. **MOTION CARRIED UNANIMOUSLY.**

- D. Dialog with Mequon regarding water utility service
- E. Review next month's meeting date schedule
 - 1. September 17, 2018 – Board of Trustees
 - 2. October 1, 2018 – Budget Workshop and October COW
 - 3. October 15, 2018 – Board of Trustees
 - 4. November 5, 2018 – Budget Public Hearing
 - 5. November 12, 2018 – Approve Budget
 - 6. November 14, 2018 – Employee and Volunteer Recognition @ Shully's

The October 1, 2018 Budget Workshop will begin at 5:00 PM and meet until 6:00 PM. The Committee of the Whole will then begin at 6:00 PM and reconvene for the Budget Workshop if necessary. Trustee Prenzlou will not be in attendance.

VI. **MOTION TO ADJOURN TO CLOSED SESSION**

MOTION by Trustee Holyoke, **SECONDED** by Trustee Prenzlou to adjourn to Closed Session at 7:08 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 wage negotiations and performance evaluation regarding 2019 compensation.

- 1. Roll Call Vote

MOTION TO RECONVENE IN OPEN SESSION

- 1. Vote of Board to reconvene.

MOTION by Trustee Lange, **SECONDED** by Trustee Prenzlou to reconvene in Open Session at 7:47 PM. **MOTION CARRIED UNANIMOUSLY.**

- 2. Review and recommendation regarding Resolution 2018-14 A resolution fixing salaries for Village employees and elected officials for the fiscal period ending December 31, 2019

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to recommend to the Village Board to approve Resolution 2018-14 Fixing Salaries for Village Employees and Elected Officials for the Fiscal Period Ending December 31, 2019. **MOTION CARRIED UNANIMOUSLY.**

VII. ADJOURNMENT

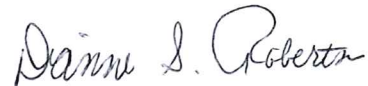
MOTION by Trustee Lange, **SECONDED** by Trustee Heinritz to adjourn the meeting at 7:49 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Dianne S. Robertson
Administrator