

**VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES**

DATE: Monday, September 17, 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 (excused)
Administrator:	Dianne Robertson	
Attorney:	Robert Feind (excused)	
Staff:	Police Chief Scott Nicholson	
	Director of Public Works Andy LaFond	
	Assistant Administrator Colleen Landisch-Hansen	
	Clerk Amy Langlois	

III. PLEDGE OF ALLEGIANCE

Trustee Azinger 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. August 20, 2018

V. DEPARTMENT REPORTS (Receipt)

- A. **Department Reports (Receipt)**
 - 1. Fire Department
 - a. N/A
 - 2. Police Department
 - a. August Police, 2018
 - 3. Public Works Department
 - a. August DPW, 2018

VI. COMMITTEE REPORTS

- A. **Committee of the Whole**
 - 1. September 10, 2018

VII. REPORTS AND COMMUNICATIONS

- A. **Historic Preservation Commission**
 - 1. August 8, 2018

- B. **Plan Commission**
 - 1. July 10, 2018

- C. **Capital Expenditures**

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

BUSINESS AGENDA

VIII. FINANCIAL REPORTS AND ACCOUNTS PAYABLE

- A. **Accounts Payable for All Funds**
 - 1. **Accounts Payable**
 - a. August 20, 2018 through September 14, 2018

The accounts payable for the period August 20, 2018 through September 14, 2018 total \$484,204.59. A portion of this is the settlement to all the taxing bodies for the closure of the TIF. The TIF is officially closed.

MOTION by Trustee Heinritz, **SECONDED** by Trustee Lange to approve the Accounts Payable for August 20, 2018 through September 14, 2018 in the Amount of \$484,204.59. **MOTION CARRIED UNANIMOUSLY.**

- 2. **Financial Report (Receipt)**
 - a. August, 2018

The Financial Report was received.

IX. PRESIDENT'S REPORT

- A. **Appointments**
 - 1. **Fire Department Member**
Rebecca E. Trudell

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to approve the Appointment of New Fire Department Member Rebecca E. Trudell. **MOTION CARRIED UNANIMOUSLY.**

- 2. **Operator's License – Renew**
 - a. **cheel, llc**
Cindy Jean Shaurette

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

X. ADMINISTRATOR'S REPORT

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

No Administrator's Report.

2. Building Inspection Department (Receipt)
 - a. August, 2018 Report

The Building Inspection Department Report was received.

XI. ATTORNEY'S REPORT

No Attorney's Report.

XII. COMMITTEE REPORTS

- A. Review 2018 Fund Balance Report

Administrator Robertson set forth the requirements of Resolution Number 1986-22 establishing a working cash fund equivalent to one-sixth of the annual budget for the previous three years. In accordance with the following calculations, no action will be required to be taken for the proposed 2019 Budget.

General Fund	\$ 378,275
Capital Projects Fund	164,527
Non-Major Funds	772,571
(\$200,000 is for Stormwater Luisita/Riverview Project)	
Prefunded Pool Account/Equipment Replacement	196,627
TID District	<u>0</u>
TOTAL ESTIMATED UNDESIGNATED FUND BALANCE	\$1,512,000
Working Capital	454,106
Corporate Reserve	549,941
Accrued Compensated Balances	<u>188,135</u>
ALL FUNDS TOTAL ESTIMATED FUND BALANCE	\$2,704,182

Note: The estimated fund balance at the end of 2016 exceeds the average of three expenditures X 1/6 (\$454,106).

Note: The unrestricted Sewer Utility Fund Balance at 12/31/17 was \$1,077,496.

The projected unreserved fund balance for the general fund is \$378,275. The prefunded in pool account includes \$105,016 for fire equipment replacement and \$91,611 in reserve for DPW equipment replacement. Those are going to be transferred to a segregated account at PWSB. Non-major funds are projected at \$772,571. The TID District is at \$0; \$6,000 is left in the fund which will be used to pay for the audit.

There are a number of items that have been segregated money for that the Village Board has authorized in the capital projects fund through the capital projects fund budget, however, the money has not been spent yet. Now that the TIF is complete, this will be more meaningful as the years go on as the Village saves and spends when funds are available. There is \$164,526.66 of uncommitted fund balance in the capital projects fund. Any request over \$5,000 requires the department head to get approval from the Village Board. The corporate reserve is set by Ordinance.

- B. Review and approval of Resolution 2018-13 Authorizing Associated Bank as a Depository for the Village of Thiensville

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

- C. Review and approval of Resolution 2018-13 Authorizing Associated Bank as a Depository for the Village of Thiensville

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

- D. Review and approval of Reinstating Village Newsletter and Signage in Village Park Regarding Leash Law as Determined by Police Chief and Director of Public Works

Trustee Holyoke has concerns regarding the cost of reinstating the Village newsletter.

MOTION by Trustee Lange, **SECONDED** by Trustee Heinritz to approve Reinstating Village Newsletter and Signage in Village Park Regarding Leash Law as Determined by Police Chief and Director of Public Works.

Ayes: Trustees Azinger, Heinritz, Kucharski, Lange and President Mobley

Naes: Trustee Holyoke

MOTION CARRIED.

- E. Review and approval of Police Chief Job Description and Salary Range

The Police Chief advertisement has been published in three different locations. The salary range of \$80,000 to \$90,000 includes longevity and holiday pay and is well within the range of the current Police Chief.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to approve the Police Chief Job Description and the Annual Salary Range of \$80,000 to \$90,000. **MOTION CARRIED UNANIMOUSLY.**

- F. Review and approval of Three-Year Contract with Grota Appraisals, LLC for Annual Assessor Fees in the Amount of \$6,300 per Year

The three-year contract is for basic assessor services provided by Grota Appraisals.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to approve the Three-Year Contract with Grota Appraisals, LLC for Annual Assessor Fees in the amount of \$6,300 per Year. **MOTION CARRIED UNANIMOUSLY.**

- G. Review and approval of 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 Kucharski, **SECONDED** by Trustee Heinritz to approve 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.**

- H. Review and approval of Resolution 2018-14 Fixing Salaries for Fiscal Period Ending December 31, 2019

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to approve Resolution 2018-14 Fixing Salaries for Fiscal Period Ending December 31, 2019. **MOTION CARRIED UNANIMOUSLY.**

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

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 20, 2018 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:
 - 1. \$200 to the Thiensville Fire Department from Ronald and Lynn Shuster
 - 2. \$25,000 to Village Park Reimagined from Community Fun Events
 - 3. \$100 to the Thiensville Fire Department from Karl and Carol Hertz
- D. Dialog with Mequon regarding water utility service
- E. Review next month's meeting date schedule

MOTION by Trustee Lange, **SECONDED** by Trustee Kucharski to accept the Donation of \$25,000 to Village Park Reimagined from Community Fun Events with much gratitude. **MOTION CARRIED UNANIMOUSLY.**

MOTION by Trustee Lange, **SECONDED** by Trustee Holyoke to accept the Donation of \$200 to the Thiensville Fire Department from Ronald and Lynn Shuster and \$100 to the Thiensville Fire Department from Karl and Carol Hertz with much gratitude. **MOTION CARRIED UNANIMOUSLY.**

Administrator Robertson shared an update regarding the Verizon tower. The bank did not want to give a separate easement to Verizon but would like to extend to the Village instead. The Village has approved this and now it is back with Verizon.

Regarding the Police Chief search, Tony Engle has agreed to serve on the Police Chief Search Committee. The committee is now complete and will convene on October 17th to go over applications and determine who qualifies. The committee will then conduct interviews on October 24th and October 26th. The Village Board will then interview the 6-7 finalists during the first or second week in November. The applicants are asked to submit a cover letter, resume, application and references as well as perform a writing exercise.

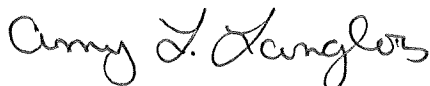
Trustee Lange gave a brief update in regards to partnering with Concordia University. Trustee Lange met with a couple students from a digital marketing class on behalf of Brian Reiels and the Fire Corp. Two students will come up with a marketing plan. Trustee Lange asked if the students would give their presentation to the Village Board when complete.

Trustee Lange also reported on the Gateway Feature. The cost is going to be more than what was anticipated and will probably be over \$500,000; roughly half the funds have been raised. Donations are being sought. There will be a banner installed soon at the corner of Mequon Road and Cedarburg Road showing what is "coming soon".

XVI. ADJOURNMENT

MOTION by Trustee Holyoke, **SECONDED** by Trustee Heinritz to adjourn the meeting at 6:28 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Dianne S. Robertson
Administrator