

**VILLAGE OF THIENSVILLE  
BOARD OF TRUSTEES  
MINUTES**

**DATE:** Monday, January 21, 2019

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

**TIME:** Immediately following Public Hearing  
Scheduled at 6:00 PM

**I. CALL TO ORDER**

President Mobley called the meeting to order at 6:45 PM.

**II. ROLL CALL**

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

**III. PLEDGE OF ALLEGIANCE**

Trustee Prenzlow led the recitation of the Pledge of Allegiance.

**OATH OF OFFICE TO VILLAGE OFFICIAL**

1. Chief of Police Curtis J. Kleppin
2. Motion to take a 15-minute break for a welcoming reception

Village Clerk Amy Langlois gave the oath of office of Police Chief to Curtis J. Kleppin.

**MOTION** by Trustee Lange, **SECONDED** by Trustee Azinger to Recess at 6:49 PM for a 15-Minute Break for a Welcoming Reception for Chief of Police Curtis J. Kleppin. **MOTION CARRIED UNANIMOUSLY.**

**MOTION** by Trustee Lange, **SECONDED** by Trustee Azinger to Reconvene the Meeting at 7:02 PM. **MOTION CARRIED UNANIMOUSLY.**

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| <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. December 10, 2018
- B. Special Board of Trustees
  1. January 3, 2019

**V. DEPARTMENT REPORTS (Receipt)**

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

**VI. COMMITTEE REPORTS**

**VII. REPORTS AND COMMUNICATIONS**

- A. **Historic Preservation Commission**
  - 1. October 10, 2018
- B. **M-T Bike and Pedestrian Way Commission**
  - 1. December 6, 2018
- C. **Zoning Board of Appeals**
  - 1. January 9, 2019
- D. **Capital Expenditures**
  - 1. December 31, 2018
  - 2. January 21, 2019

Administrator Robertson shared that the two Capital Expenditures requests include \$3,500 for Village Board iPad upgrade for Administration/Village Board and \$2,400 for station computers and iPad replacement for the Police Department

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

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

- A. **Accounts Payable for All Funds**
  - 1. **Accounts Payable**
    - a. November 12, 2018 through January 18, 2019

**MOTION** by Trustee Lange, **SECONDED** by Trustee Holyoke to approve the Accounts Payable from November 12, 2018 through January 18, 2019 in the amount of \$3,501,995.96. **MOTION CARRIED UNANIMOUSLY.**

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

The Financial Report was received.

**IX. PRESIDENT'S REPORT**

- A. Appointments**  
**1. Fire Department Member**  
Abbey E. Melzer

**MOTION** by Trustee Lange, **SECONDED** by Trustee Holyoke to approve the Appointment of Fire Department Member Abbey E. Melzer. **MOTION CARRIED UNANIMOUSLY.**

- 2. Operator's License – New**  
**a. Skippy's Burger Bar**  
Katherine L. Kucharski

**MOTION** by Trustee Prenzlów, **SECONDED** by Trustee Lange to approve the Operator's License-New for Skippy's Burger Bar, Katherine L. Kucharski.

**Ayes:** Trustees Azinger, Heinritz, Holyoke, Lange, Prenzlów and President Mobley

**Naes:** None

**Abstain:** Trustee Kucharski

**MOTION CARRIED.**

- 3. Operator's License – Renewal**  
**a. Thiensville Business Association**  
Robert John Kos

**MOTION** by Trustee Lange, **SECONDED** by Trustee Kucharski to approve the Operator's License-Renewal for Robert John Kos, Thiensville Business Association. **MOTION CARRIED UNANIMOUSLY.**

- 4. Temporary Class B Beer and Class B Wine**  
Thiensville Business Association: Thiensville Village Market, Tuesdays, June 11, 2019 through October 15, 2019 and Traveling Food Truck Tour, May 23, June 13, July 18, August 15 and September 12, 2019, Village Park, 251 Elm Street

**MOTION** by Trustee Lange, **SECONDED** by Trustee Kucharski to approve the Temporary Class B Beer and Class B Wine License for Thiensville Business Association: Thiensville Village Market, Tuesdays, June 11, 2019 through October 15, 2019 and Traveling Food Truck Tour, May 23, June 13, July 18, August 15 and September 12, 2019, Village Park, 251 Elm Street. **MOTION CARRIED UNANIMOUSLY.**

**X. ADMINISTRATOR'S REPORT**

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

Administrator Robertson reported that there will be a Spring Primary on February 19, 2019. The only position on the ballot will be for Circuit Court Judge where the field will be reduced from 4 to 2.

Property tax collections were 68.19% of the total taxes due compared to 70.96% last year. Village office collections went down slightly as Port Washington State Bank issued refunds immediately. The final day for Village collections is January 31, 2019. There is a 5-day walk in grace period after January 31<sup>st</sup>.

Assistant Administrator Colleen Landisch-Hansen is working on the annual audit which will begin the week of February 11, 2019.

The SEWRPC Annual Report is available in the Administrator's Office.

Administrator Robertson has been asked and approved to serve as Senior Advisor for the Wisconsin City Managers Association through the International City Managers Association after retirement from the Village.

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

The Building Inspection Department report was received.

**XI. ATTORNEY'S REPORT**

No Attorney's report.

**XII. COMMITTEE REPORTS**

- A. Review and approval of Resolution No. 2019-01 Adopting an Amendment to the Comprehensive Land Use Plan for 2035

**MOTION** by Trustee Lange, **SECONDED** by Trustee Holyoke to approve Resolution No. 2019-01 Adopting an Amendment to the Comprehensive Land Use Plan for 2035. **MOTION CARRIED UNANIMOUSLY.**

- B. Review and approval of Ordinance No. 2019-01 Amending Sec. 17.0316 of the Village Code Pertaining to PDO Planned Development Overlay District

**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Kucharski to approve Ordinance No. 2019-01 Amending Sec. 17.0316 of the Village Code Pertaining to PDO Planned Development Overlay District. **MOTION CARRIED UNANIMOUSLY.**

- C. Review and approval of Village Park Pavilion Side Curtain Donation Proposal from Thiensville-Mequon Lions Club

**MOTION** by Trustee Prenzlöw, **SECONDED** by Trustee Lange to approve Village Park Pavilion Side Curtain Donation Proposal from Thiensville-Mequon Lions Club.

Director of Public Works LaFond has met with the T-M Lions sharing with them that there may be a future phase to do some work with the roof lines of the pavilion where these side curtains may no longer fit. Final details have not been shared by the Lions Club to date.

**Amendment - MOTION** by Trustee Prenzlöw, **SECONDED** by Trustee Lange to Conditionally Approve Village Park Pavilion Side Curtain Donation Proposal from Thiensville-Mequon Lions Club With Staff Approval. **MOTION CARRIED UNANIMOUSLY.**

- D. Review and approval of An Understanding Between the City of Mequon, the Village of Thiensville, the Thiensville-Mequon Rotary Foundation, Inc. and the Ad Hoc Mequon-Thiensville Gateway Committee Concerning the Construction and Funding of the Community Promenade

Administrator Robertson reported that this Understanding sets forth that the Thiensville-Mequon Rotary Foundation will be the lead for donations and will make sure those that are making a donation are tax exempt. This Understanding also sets forth that the City of Mequon has committed \$150,000 for the project, the Village of Thiensville has committed \$50,000 with the remaining \$500,000 to be raised through private donations.

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Trustee Lange reported that there will be a meeting in early February where more details will be shared. As of now, \$375,000 is intended to be raised prior to breaking ground.

**MOTION** by Trustee Azinger, **SECONDED** by Trustee Prenzlów to approve Understanding Between the City of Mequon, the Village of Thiensville, the Thiensville-Mequon Rotary Foundation, Inc., and the Ad Hoc Mequon-Thiensville Gateway Committee Concerning the Construction and Funding of the Community Promenade.  
**MOTION CARRIED UNANIMOUSLY.**

**E. Discussion regarding Timing of Traffic Lights on Main Street and Green Bay Road and Main Street and Freistadt Road (Trustee Holyoke)**

Trustee Holyoke asked to discuss the timing of traffic lights on Main Street and Green Bay Road and Main Street and Freistadt Road noting the amount of cars he sees going through a red light. Director of Public Works LaFond shared the 2014 comprehensive traffic study that was completed for the entirety of Main Street. Trustee Holyoke asked if the timing is changed making a longer yellow, what exactly is the added liability that the Village would take on; and when this study was completed, was a blind corner taken into consideration? The fact that people can get used to a longer yellow was discussed. Trustee Holyoke suggested extending the red light even ½ second and would like to see this addressed before someone gets hurt.

Trustee Kucharski shared that just last week a car ran the red light from quite a distance and suggested that Police Officers start ticketing those that run the red lights hoping that this will slow down traffic.

Trustee Lange feels that 20% of the time, someone is running a red light.

Trustee Holyoke questioned that maybe asking our State legislators to approve traffic light cameras in an effort of safety.

Trustee Azinger shared that unless a car is traveling 25 miles an hour with your foot on the brake and timing it perfectly, it takes 3 seconds to go from 20 feet behind the light to across the street in those 3 seconds. There are those that are running the light, however, there are those that cannot avoid it and believes a solution may be to extend the yellow. What the additional liability is, Trustee Azinger is not sure and feels it is negligent to know that this is happening and not act upon it until someone gets hurt.

Trustee Holyoke stated that going 40 miles an hour with a 3 second yellow allows one to get through the light faster than if going 25 miles an hour. The speed limit on Main Street through these lights is 25 miles per hour.

Administrator Robertson suggested asking the Department of Transportation to revisit this. Trustee Prenzlów believes that this is not necessary and that what was issued in their 2014 report is a standard response. Not allowing a right turn on Main Street off of Buntrock, Trustee Prenzlów believes, has helped alleviate possible traffic accidents and would like to see the all red extended 1½ - 2 seconds because this will stop traffic in all directions.

President Mobley suggested discussing this with Chief Kleppin regarding enforcement and suggested asking our Village Attorney what the liability would be upon the Village if changing the timing of the lights.

Director of Public Works LaFond indicated that the report included Department of Transportation numbers by third-party consultants hired by the Village and is more comfortable with data based statistics rather than just picking a number to try.

Trustee Azinger would like to see “yield to pedestrians when making a left-hand turn” signs at the intersection of Main Street and Green Bay Road/Buntrock Avenue. Trustee Prenzlów would like the yellow light to be increased by ½ second and the all red by ½ second. This will change the overall cycle time by 1 second.

This item will be placed on the February Committee of the Whole meeting agenda.

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**F. Review and approval of Mequon-Thiensville Today Rate Increase From \$1,300 to \$1,400 Per Issue**

Administrator Robertson shared that the Mequon-Thiensville Today magazine is published three times per year. In 2015 the Board requested that if there is a change in fees that the request be before the Board for review. Trustee Holyoke believes that the publication should be responsible for the cost by selling advertising. Ms. Barbara Caprile, Caprile Marketing/Design, did share with Director of Public Works LaFond that with this issue she has been having difficulty getting advertisers.

Director of Public Works LaFond did state that as stakeholders in the magazine, we get to pick our content.

Trustee Kucharski feels that this is good promotion for the Village. Trustee Lange believes that this is a small price to pay to help benefit the businesses in this community and does feel it is a very nice publication.

Total cost of the publication for the year is \$4,200.

**MOTION** by Trustee Lange, **SECONDED** by Trustee Azinger to approve Mequon-Thiensville Today Rate Increase From \$1,300 to \$1,400 Per Issue.

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

**Naes:** Trustee Holyoke

**MOTION CARRIED.**

**G. Discussion regarding Draft Naming Rights Policy**

A draft of the Village of Thiensville Wisconsin Naming Rights Policy for Village projects, such as the band stage, was reviewed by the Board. There will be another piece to this Policy where there is an agreement between two parties. This has been reviewed by the Village Attorney and is the first time that a large monetary donation has been accepted by the Village.

Trustee Prenzlów stated that “person” can also be something other than a human being i.e. corporation or entity and suggested modifying the Policy to clarify. Trustee Azinger suggested defining “person”.

This item will be placed on the February Committee of the Whole meeting agenda.

**H. Review and approval to allow COBRA for the Village’s Dental Plan and Amending Personnel Policy 20.3(C)(2)**

Administrator Robertson shared that because of the size of our group an employee that retires could have COBRA rights for the Village’s dental plan for 18 months and pay 102% of the premium to the Village; 100% for premium and 2% for administrative fees.

**MOTION** by Trustee Lange, **SECONDED** by Trustee Prenzlów to approve to Allow COBRA for the Village’s Dental Plan and Amending Personnel Policy 20.3(C)(2). **MOTION CARRIED UNANIMOUSLY.**

**XIII. MOTION TO ADJOURN TO CLOSED SESSION**

**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Lange to adjourn to Closed Session at 7:43 PM pursuant to Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding property negotiations and 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 staffing update.

1. Roll Call Vote

**Ayes:** Trustees Azinger, Heinritz, Holyoke, Kucharski, Lange, Prenzlów and President Mobley.

**Naes:** None

**MOTION CARRIED.**

**MOTION TO RECONVENE IN OPEN SESSION**

1. Vote of Board to reconvene
2. Review and possible action regarding Closed Session topics

**MOTION** by Trustee Prenzlów, **SECONDED** by Trustee Lange to Reconvene to Open Session at 8:36 PM.  
**MOTION CARRIED UNANIMOUSLY.**

**MOTION** by Trustee Lange, **SECONDED** by Trustee Prenzlów to Extend an Employment Offer to Amy L. Langlois for the Position of Clerk/Deputy Treasurer. **MOTION CARRIED UNANIMOUSLY.**

**XIV. COMMITTEE REPORTS (CONTINUED)**

- I. Discussion regarding Administrator Robertson's retirement

Discussion was held regarding plans for Administrator Robertson's Open House in celebration of her retirement.

This item will be placed on the February Committee of the Whole meeting agenda.

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|-------------------------|---------|
| NEXT RESOLUTION NUMBER: | 2019-02 |
| NEXT ORDINANCE NUMBER:  | 2019-02 |

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**XV. REPORTS AND COMMUNICATIONS**

**XVI. 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.

**XVII. UNFINISHED BUSINESS**

**XVIII. ANY OTHER MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY BE BROUGHT BEFORE THE BOARD, OR CARRIED OVER FROM THE DECEMBER 10, 2018 VILLAGE BOARD MEETING**

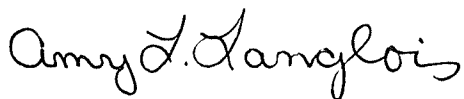
- A. Inter-Governmental Committee with Mequon
- B. Use of 101 Green Bay Road, Old Village Hall & Fire Station
- C. Acceptance/Report of Gifts Received:
  - 1. \$1,000 to Village Park ReImagined from Mequon Woman's Club
  - 2. \$1,000 to Thiensville Rescue Squad from Gerald and Carolyn Abraham
  - 3. \$15,000 to Village Park ReImagined from Port Washington State Bank
  - 4. \$50 to Thiensville Fire Department from Henry and Elizabeth Bjorkman
  - 5. \$13 to Thiensville Fire Department from Fran Goldner
  - 6. Proposed Miscellaneous Donation to the Police Department from Elmer Prenzlow
- D. Dialog with Mequon regarding water utility service
- E. Review next month's meeting date schedule
  - 2/4 – COW and Special Board of Trustees
  - 2/5 – Plan Commission
  - 2/18 – Board
  - 3/4 – COW
  - 3/18 – Board
  - 4/1 COW and 4/15 Board – Combined on 4/15 due to 4/2 Election

**MOTION** by Trustee Lange, **SECONDED** by Trustee Azinger to accept the following gifts with much gratitude: \$1,000 to Village Park ReImagined from Mequon Woman's Club, \$1,000 to Thiensville Rescue Squad from Gerald and Carolyn Abraham, \$15,000 to Village Park ReImagined from Port Washington State Bank, \$50 to Thiensville Fire Department from Henry and Elizabeth Bjorkman, \$13 to Thiensville Fire Department from Fran Goldner and Donation to the Police Department from Elmer Prenzlow. **MOTION CARRIED UNANIMOUSLY.**

**XIX. ADJOURNMENT**

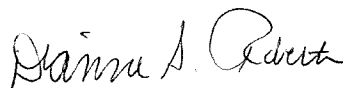
**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Kucharski to adjourn the meeting at 8:49 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois  
Village Clerk

Approved by,



Dianne S. Robertson  
Administrator