

VILLAGE OF THIENSVILLE
COMMITTEE OF THE WHOLE
MINUTES

VIRTUAL ACCESS AVAILABLE

DATE: Monday, May 4, 2020

LOCATION: 250 Elm Street
Thiensville, WI

TIME: 6:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/88640475142?pwd=bWZ5bnFWSkg0VWVwZ1hSSGIWd1g2Zz09>

Meeting ID: 886 4047 5142

Password: 833520

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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
	Sam Azinger	Ken Kucharski
	Kristina Eckert	David Lange (excused)
Administrator:	Colleen Landisch-Hansen	
Staff:	Director of Community Services/Public Works	Andy LaFond
	Police Chief	Curt Kleppin
	Village Clerk/Deputy Treasurer	Amy Langlois

III. BUSINESS

A. Review Capital Expenditures List

Administrator Landisch-Hansen reported on two capital expenditure requests: \$5,000 is requested for Emerald Ash Borer tree removal along the Riverwalk and \$10,000 is requested for municipal building telephone upgrade.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to recommend to the Village Board to approve the Capital Expenditures Requests of \$5,000 for Emerald Ash Borer Tree Removal Along the Riverwalk and \$10,000 for Municipal Center Telephone Upgrade. **MOTION CARRIED UNANIMOUSLY.**

B. Review and recommendation to accept the 2019 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 2019 Financial Statements prepared by Baker Tilly Virchow Krause & Co., LLP.

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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. Change in accounting principles
 - b. Communication with those Charged with Governance and Management
 - 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	\$2,683,522	\$ 584,724	\$ 400,326
Expenditures and other uses	<u>2,667,489</u>	<u>540,663</u>	<u>444,475</u>
Change in fund balances	<u>\$ 16,033</u>	<u>\$ 44,061</u>	<u>\$ (44,149)</u>
Fund Balance			
Nonspendable	\$ 94,553	\$ -	\$ -
Restricted	-	-	294,967
Committed	190,418	-	434,808
Assigned	240,000	1,307,939	-
Unassigned (deficit)	<u>1,052,737</u>	<u>-</u>	<u>-</u>
Total	<u>\$1,577,708</u>	<u>\$ 1,307,939</u>	<u>\$ 729,775</u>

b. General Fund Budget

	<u>Original And Final Budget</u>	<u>Actual</u>	<u>Variance: Favorable (unfavorable)</u>
Revenues	\$2,582,300	\$2,613,522	\$ 31,222
Expenditures	<u>2,762,300</u>	<u>2,656,301</u>	<u>105,999</u>
Excess (deficiency)	(180,000)	(42,779)	137,221
Other financing sources (uses)	-	<u>58,812</u>	<u>58,812</u>
Net change in fund balance	<u>\$ (180,000)</u>	<u>\$ 16,033</u>	<u>\$ 196,033</u>

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c. Enterprise Fund

	Sewer Utility
Current year activity	
Operating revenues	\$1,065,964
Operating expenses	<u>1,067,188</u>
Operating Income	(1,224)
Nonoperating Revenue	<u>18,588</u>
Change in net assets	<u>\$ 17,364</u>
Unrestricted net position	<u>\$1,055,175</u>

d. Long-Term Debt

	Governmental Activities	Business-type Activities	Total
Special Assessment B Bonds	<u>\$ 280,000</u>	<u>\$ -</u>	<u>\$ 280,000</u>
Total Long Term Debt 2019	<u>\$ 280,000</u>	<u>\$ -</u>	<u>\$ 280,000</u>
Total Long Term Debt 2018	<u>\$ 375,000</u>	<u>\$ -</u>	<u>\$ 375,000</u>
Statutory debt limit (5% of equalized value)	\$ 18,728,645		
Capacity for additional general obligation debt	\$ 18,728,645		

The Village does not have any outstanding long-term debt for which it is obligated to pay. Special Assessment B Bonds are payable solely from the related assessments levied.

The Board thanked Auditor Unger.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Azinger to recommend to the Village Board to accept the 2019 Financial Statements Prepared by Baker Tilly Virchow Krause & Co., LLP. **MOTION CARRIED UNANIMOUSLY.**

C. Presentation and recommendation of 2019 Thiensville Police Department Annual Report Presented by Police Chief Curt Kleppin

Police Chief Kleppin presented the 2019 Thiensville Police Department Annual Report.

MOTION by Trustee Azinger, **SECONDED** by Trustee Eckert to recommend to the Village Board to Accept the 2019 Thiensville Police Department Annual Report. **MOTION CARRIED UNANIMOUSLY.**

D. Review and recommendation regarding Special Event Requests from Jesse Daily, baaree, 107 Buntrock Avenue, to Extend Noise Ordinance for Friday, June 26, Friday, July 24 and Saturday, August 22, 2020 Until Midnight

Jesse Daily is requesting to extend the noise ordinance until midnight at the baaree, 107 Buntrock Avenue, on the following dates: Friday, June 26, Friday, July 24 and Saturday, August 22, 2020. The June 26th date is tentative as it may need to be cancelled due to the health emergency order. The music will likely stop between 10:30 PM and 11:00 PM with hopes to have the baaree open until midnight.

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The Plan Commission will be reviewing the noise ordinance next week which will then be before the Village Board for review. Trustee Kucharski agreed that there needs to be some consistency within the Village.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Azinger to recommend to the Village Board to approve Special Event Requests from Jesse Daily, baaree, 107 Buntrock Avenue, to Extend Noise Ordinance for Friday, June 26, Friday, July 24 and Saturday, August 22, 2020 Until Midnight. **MOTION CARRIED UNANIMOUSLY.**

E. Review and recommendation regarding 2019 MS4 Annual Report

Director LaFond presented the 2019 Municipal Separate Storm Sewer System (MS4) Annual Report. The Village has a joint permit with the City of Mequon to operate the storm sewer system.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to recommend to the Village Board to accept the 2019 MS4 Annual Report. **MOTION CARRIED UNANIMOUSLY.**

F. Review and recommendation to Accept Bid from Advance Construction, Inc. in the Amount of \$472,475.75 for the Buntrock Avenue Watermain Project

The Buntrock Avenue Watermain Project will go from Seminary Drive to Main Street. This is part of the Betterment of Services Project with the City of Mequon that was negotiated during the Hoff project. The City of Mequon will also review the bid.

Trustee Holyoke inquired as to the timeline and whether they would have to bore or trench under the railroad tracks. Director LaFond stated that the watermain will need to be bored under the railroad tracks. Estimated completion is fall of 2020, however, the main may temporarily end at the railroad tracks until the necessary permits are obtained from Canadian Pacific to finish extending to Main Street.

MOTION by Trustee Azinger, **SECONDED** by Trustee Holyoke to recommend to the Village Board to Accept Bid from Advance Construction, Inc. in the Amount of \$472,475.75 for the Buntrock Avenue Watermain Project. **MOTION CARRIED UNANIMOUSLY.**

G. Review and recommendation regarding license approvals - Renewal

- 1. Class B Beer and Class B Liquor**
Chuck's Place, Theodore Hagen, Agent, 406 North Main Street
T&G Thiensville, Inc., Vasilike Triantafillouw, Agent, 517 North Main Street
- 2. Class B Beer and Class B Wine**
Thiensville Fire Department, Inc., John Kukla, Agent, 250 Elm Street
- 3. Class B Beer and Class C Wine**
DK Enterprises DBA Downtown Pizza, Daryl Kranich, Agent, 227 South Main Street

MOTION by Trustee Eckert, **SECONDED** by Trustee Abraham to recommend to the Village Board to approve the following Licenses: Class B Beer and Class B Liquor: Chuck's Place, Theodore Hagen, Agent, 406 North Main Street and T&G Thiensville, Inc., Vasilike Triantafillouw, Agent, 517 North Main Street; Class B Beer and Class B Wine: Thiensville Fire Department, Inc., John Kukla, Agent, 250 Elm Street; and Class B Beer and Class C Wine: DK Enterprises DBA Downtown Pizza, Daryl Kranich, Agent, 227 South Main Street. **MOTION CARRIED UNANIMOUSLY.**

4. **Skippy's Burger Bar Licenses:**
 - a. **Class B Beer and Class B Liquor**
 - b. **Amusement License**

MOTION by Trustee Azinger, **SECONDED** by Trustee Eckert to recommend to the Village Board to approve the Skippy's Burger Bar Licenses for Class B Beer and Class B Liquor and Amusement License.

Ayes: Trustees Abraham, Azinger, Eckert, Holyoke and President Mobley.

Naes: None

Abstain: Trustee Kucharski

MOTION CARRIED.

- H. **Operator License – New**
 1. **Remington's River Inn**
Anders Jason Dowd

MOTION by Trustee Kucharski, **SECONDED** by Trustee Holyoke to recommend to the Village Board to approve the New Operator License for Remington's River Inn: Anders Jason Dowd. **MOTION CARRIED UNANIMOUSLY.**

- I. **Operator's Licenses – Renewal**
 1. **Chuck's Place**
Heidi Marie Anderson
 2. **Shully's Cuisine & Events**
Lizbeth Ann Leder-Shein
 3. **Thiensville Business Association**
Robert Kos
 4. **Walgreen Co.**
Steven Jacob Jacomet

MOTION by Trustee Eckert, **SECONDED** by Trustee Kucharski to recommend to the Village Board to approve the following Operator's Licenses – Renewal: Chuck's Place: Heidi Marie Anderson; Shully's Cuisine & Events: Lizbeth Ann Leder-Shein; Thiensville Business Association: Robert Kos; and Walgreen Co.: Steven Jacob Jacomet. **MOTION CARRIED UNANIMOUSLY.**

5. **Skippy's Burger Bar**
Kenneth Charles Kucharski, Cassie Marie Haugen

MOTION by Trustee Azinger, **SECONDED** by Trustee Abraham to recommend to the Village Board to approve the following Operator's Licenses – Renewal: Kenneth Charles Kucharski and Cassie Marie Haugen.

Ayes: Trustees Abraham, Azinger, Eckert, Holyoke and President Mobley.

Naes: None

Abstain: Trustee Kucharski

MOTION CARRIED.

- 6. **glaze, llc**
Heather Anne Albrecht, Philip Gerald Eckert, Skye Fisher Marach

MOTION by Trustee Kucharski, **SECONDED** by Trustee Azinger to recommend to the Village Board to approve the following Operator’s Licenses – Renewal for glaze, llc: Heather Anne Albrecht, Philip Gerald Eckert and Skye Fischer Marach.

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

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

MOTION by Trustee Kucharski, **SECONDED** by Trustee Eckert to recommend to the Village Board to approve the Cigarette License for Thiensville Mobil, 301 North Main Street. **MOTION CARRIED UNANIMOUSLY.**

- K. **BOARD APPOINTMENTS:** Discussion, review and recommendation

MOTION by Trustee Holyoke, **SECONDED** by Trustee Eckert to recommend to the Village Board to approve the following Board Appointments: Board Representative to Mid-Moraine: David A. Lange, One-Year Term; Community Development Authority: Rob Holyoke, One-Year Term and David A. Lange, One-Year Term; Historic Preservation Commission: Jennifer Abraham, One-Year Term; M-T Bikeway Commission: Sam Azinger, One-Year Term; Ozaukee County Bike Trails: Sam Azinger, One-Year Term; TBRC (Inactive): David A. Lange, One-Year Term; Telecommunication & IT Oversight: Kristina Eckert, One-Year Term; and Weyenberg Library Board: Rob Holyoke, One-Year Term. **MOTION CARRIED UNANIMOUSLY.**

- L. **CITIZEN APPOINTMENTS:**

<u>Community Development Authority</u>	Todd Ruhkick, 408 Oakwood Dr., Four-Year Term
<u>Historic Preservation Commission</u>	Ronald Heinritz, 202 Grand Ave., Three-Year Term Karin Flodstrom, 151 Green Bay Rd., Three-Year Term
<u>Zoning Board of Appeals</u>	Randy Pasternak, 524 Bel Aire Dr., Three-Year Term William Davis, 220 Bel Aire Dr., Three-Year Term

MOTION by Trustee Holyoke, **SECONDED** by Trustee Abraham to recommend to the Village Board to approve the following Citizen Appointments: Community Development Authority: Todd Ruhkick, 408 Oakwood Dr., Four-Year Term; Historic Preservation Commission: Ronald Heinritz, 202 Grand Ave., Three-Year Term and Karin Flodstrom, 151 Green Bay Rd., Three-Year Term; and Zoning Board of Appeals: Randy Pasternak, 524 Bel Aire Dr., Three-Year Term and William Davis, 220 Bel Aire Dr., Three-Year Term. **MOTION CARRIED UNANIMOUSLY.**

- M. Review and recommendation regarding Thiensville Business Association Temporary Class B Beer and Class B Wine License for:
 - 1. Thiensville Village Market, Tuesdays, June 23, 2020 through October 13, 2020
 - 2. Traveling Food Truck Tour, Thursdays, May 21, June 18, July 16, August 20 and September 10, 2020
 - 3. Best Dam Blues Fest, Saturday, September 19, 2020 and Sunday, September 20, 2020
 - 4. Nightmare on Elm Street, Thursday, October 29, 2020

Rob Kos, Thiensville Business Association presented to the Board the events planned for 2020.

The Village Market is considered an essential service so plans are moving forward. Mr. Kos will ensure that all the necessary safety measures are in place.

The May 21st Traveling Food Truck event will not occur, however, plans at this time are to resume in June.

The Nightmare on Elm Street event is designed to be an extension of adding on to the end of Business Trick-or-Treat and will run from about 5:00 PM until 8:00 PM in Village Park.

Trustee Eckert asked for all to be mindful of safety moving forward in regards to events in the Village.

Mr. Kos will keep the Board up-to-date regarding any Covid-19 restrictions affecting these events.

MOTION by Trustee Azinger, **SECONDED** by Trustee Kucharski to recommend to the Village Board to approve the Thiensville Business Association Temporary Class B Beer and Class B Wine License for the following: Thiensville Village Market, Tuesdays, June 23, 2020 through October 13, 2020; Traveling Food Truck Tour, Thursdays, June 18, July 16, August 20 and September 10, 2020; Best Dam Blues Fest, Saturday, September 19, 2020 and Sunday, September 20, 2020; and Nightmare on Elm Street, Thursday, October 29, 2020. **MOTION CARRIED UNANIMOUSLY.**

NEXT RESOLUTION NUMBER:	2020-07
NEXT ORDINANCE NUMBER:	2020-03

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. \$3,000 from Thiensville-Mequon Rotary Foundation, Inc. for Village Park Reimagined
 - 2. \$250 from Junior Woman's Club of M-T for Thiensville Fire Department
- D. Dialog with Mequon regarding water utility service
- E. Review meeting date schedule
 - May 18, 2020 – Public Hearing and Board of Trustees Meeting at 6:00 PM
 - June 1, 2020 – Committee of the Whole Meeting at 6:00 PM
 - June 15, 2020 – Board of Trustees Meeting at 6:00 PM

It was confirmed that the Memorial Day Parade has been cancelled by the American Legion Post #457.

Trustee Abraham inquired about plans for Lionfest and Family Fun Before the 4th. Trustee Kucharski informed the Board that the Lions will be meeting next week to discuss plans. Director LaFond shared that the Family Fun Before the 4th Committee will be meeting on May 12, 2020.

Administrator Landisch-Hansen stated that the regulations, recommendations and guidelines change frequently and we have asked to keep open lines of communication with civic groups regarding their events.

MOTION by Trustee Kucharski, **SECONDED** by Trustee Eckert to recommend to the Village Board to accept the following gifts with much gratitude: \$3,000 from Thiensville-Mequon Rotary Foundation, Inc. for Village Park Reimagined and \$250 from Junior Woman's Club of M-T for Thiensville Fire Department. **MOTION CARRIED UNANIMOUSLY.**

VI. ADJOURNMENT

MOTION by Trustee Holyoke, **SECONDED** by Trustee Azinger to adjourn the meeting at 7:18 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Colleen Landisch-Hansen
Administrator