

**VILLAGE OF THIENSVILLE  
BOARD OF TRUSTEES  
MINUTES**

**DATE: Monday, February 18, 2019**

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

**TIME: 7:30 PM**

**I. CALL TO ORDER**

President Mobley called the meeting to order at 7:30 PM.

**II. ROLL CALL**

President:	Van Mobley	
Trustees:	Samuel Azinger	Kenneth Kucharski
	Ronald Heinritz (arrived at 7:32 PM)	David Lange
	Rob Holyoke	Elmer Prenzlow
Administrator:	Dianne Robertson	
Attorney:	Robert Feind	
Staff:	Police Chief Curt Kleppin	
	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.

<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. January 21, 2019
  
- B. **Public Hearings Before the Village Board**
  - 1. January 21, 2019
  
- C. **Special Board of Trustees**
  - 1. February 4, 2019

**V. DEPARTMENT REPORTS (Receipt)**

- A. **Department Reports (Receipt)**
  - 1. Fire Department
    - a. N/A
  - 2. Police Department
    - a. January Police, 2019
  - 3. Public Works Department
    - a. January DPW, 2019 (available Monday)

**VI. COMMITTEE REPORTS**

- A. Committee of the Whole
  - 1. February 4, 2019

**VII. REPORTS AND COMMUNICATIONS**

- A. Historic Preservation Commission
  - 1. January 9, 2019
- B. Capital Expenditures

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

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

- A. Accounts Payable for All Funds
  - 1. Accounts Payable
    - a. January 21, 2019 through February 15, 2019  
**Authorization for the Village Administrator to release usual and customary bills**

**MOTION** by Trustee Prenzlou, **SECONDED** by Trustee Kucharski to authorize the Village Administrator to Release Usual and Customary Bills for the Period of January 21, 2019 through February 15, 2019. **MOTION CARRIED UNANIMOUSLY.**

- 2. Financial Report (Receipt)
  - a. January, 2019 (not available)

The Financial Report was received.

**IX. PRESIDENT'S REPORT**

- A. Appointment
  - 1. Fire Department Member
    - a. Paul J. Lynch

**MOTION** by Trustee Lange, **SECONDED** by Trustee Kucharski to approve the Appointment of Fire Department Member Paul J. Lynch. **MOTION CARRIED UNANIMOUSLY.**

**X. ADMINISTRATOR'S REPORT**

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

Administrator Robertson reported that property tax collections at the Village Hall were down by 1%. The Village office collections decreased while bank collections increased.

There is a Spring Primary scheduled for Tuesday, February 19, 2019 for Circuit Court Judge. There are two Village offices on the ballot for the Spring General Election with three running.

The annual audit finished this week. The auditors will compile the State Report. Typically they will meet with the Village Board in late April or early May.

Fourth quarter franchise fees from Wisconsin Bell were received in the amount of \$2,373.90, and fourth quarter franchise fees from Charter Communications in the amount of \$4,985.42 were received.

Administrator Robertson shared that this is her last Board Meeting and thanked the Board.

2. Building Inspection Department (Receipt)
  - a. January, 2019 Report

The Building Inspection Department report was received.

#### **XI. ATTORNEY'S REPORT**

No Attorney's report.

#### **XII. COMMITTEE REPORTS**

- A. Review and approval of Request from Beth Shully, Shully's Cuisine and Events, for an Extension of Noise Ordinance Hours Until Midnight on June 8, 2019 for a Wedding

**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Prenzlów to approve Request from Beth Shully, Shully's Cuisine and Events, for an Extension of Noise Ordinance Hours Until Midnight on June 8, 2019 for a Wedding. **MOTION CARRIED UNANIMOUSLY.**

- B. Review and approval of Resolution 2019-02 Adopting the 2019 Sewer Utility Budget

The increase in sewer rates is due to MMSD rates increasing. Residential rates will go from \$158 to \$164 quarterly. This would have been a dollar higher if the Village did not increase revenue for estimated interest earnings and slightly reduced expenditures.

**MOTION** by Trustee Lange, **SECONDED** by Trustee Heinritz to approve Resolution 2019-02 Adopting the 2019 Sewer Utility Budget. **MOTION CARRIED UNANIMOUSLY.**

- C. Review and approval of Resolution 2019-03 A Resolution Approving Salary Increase for Village Trustees to \$2,500 and Village President to \$5,000 Annually Effective April 16, 2019

**MOTION** by Trustee Holyoke, **SECONDED** by Trustee Prenzlów to approve Resolution 2019-03 A Resolution Approving Salary Increase for Village Trustees to \$2,500 and Village President to \$5,000 Annually Effective April 16, 2019.

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

**Naes:** Trustee Kucharski

**MOTION CARRIED.**

- D.** Review and approval of Resolution 2019-04 A Resolution Approving Naming Rights Policy

**MOTION** by Trustee Prenzlow, **SECONDED** by Trustee Lange to approve Resolution 2019-04 A Resolution Approving Naming Rights Policy. **MOTION CARRIED UNANIMOUSLY.**

- E.** Review and approval of Request from Assistant Fire Chief Barrett, Thiensville Fire Department, to Report to the Board Annually as Opposed to Quarterly

Administrator Robertson shared that the Fire Department would previously submit a monthly report and then began reporting quarterly. Assistant Fire Chief Mike Barrett believes that the volume is down and would like to do a comprehensive annual report versus a quarterly report.

President Mobley would like to see quarterly reports rather than annually getting updated from the Fire Department.

This item was tabled and will be discussed at a Committee of the Whole meeting with Assistant Fire Chief Barrett.

- F.** Review and acceptance of Resignation of Judy Ziebell from the Historic Preservation Commission, Term to Expire May, 2020

**MOTION** by Trustee Prenzlow, **SECONDED** by Trustee Heinritz to accept with Gratitude the Resignation of Judy Ziebell from the Historic Preservation Commission, Term to Expire May, 2020. **MOTION CARRIED UNANIMOUSLY.**

- G.** Review and approval of Appointing Karin Flodstrom, 151 Green Bay Road, to Serve on Historic Preservation Commission to Fill Unexpired Term of Judy Ziebell

**MOTION** by Trustee Heinritz, **SECONDED** by Trustee Lange to approve Appointment of Karin Flodstrom, 151 Green Bay Road, to Serve on Historic Preservation Commission to Fill Unexpired Term of Judy Ziebell. **MOTION CARRIED UNANIMOUSLY.**

- H.** Review and approval of Application for Parade Permit or Street Closing, Homestead High School Homecoming Parade, Friday, October 11, 2019, Walgreens to Mequon City Hall, 4:00 PM until 5:00 PM

**MOTION** by Trustee Lange, **SECONDED** by Trustee Heinritz to approve Application for Parade Permit or Street Closing, Homestead High School Homecoming Parade, Friday, October 11, 2019, Walgreens to Mequon City Hall, 4:00 PM until 5:00 PM. **MOTION CARRIED UNANIMOUSLY.**

- I.** Review and approval of Administrative Assistant Vacancy and Process and an Agreement with BSB Consulting Services

Administrator Robertson reported that BSB Consulting Services helped in the search for both Colleen Landisch-Hansen and Amy Langlois. BSB Consulting Services is proposing a fee of \$2,100 to aid in the search to fill the Administrative Assistant position for the Village. There were about 20 applications received for this position. About 2/3 of the applicants are Village residents.

President Mobley is not in favor of spending this amount of money for the search.

Trustee Prenzlou would like to know what the actual service is that is provided from BSB Consulting. Administrator Robertson indicated that included in the fees is review of the candidate applications, preparation of interview questions and background checks.

A consultant was not hired for the Police Chief search or for any hire when promoting from within. The alternative to using a consultant is to have internal staff look over resumes with finalists going before the Village Board.

Assistant Administrator Colleen Landisch-Hansen suggested that using a consultant is a way to bring in an unbiased opinion in regards to a candidate. Trustee Prenzlou is not in favor of hiring a consultant for this search.

An online computer test which involves personality forecasting and skill sets will be administered prior to any interview is scheduled.

Trustee Azinger is in favor of hiring a consultant and stated that hiring the wrong candidate may be more costly than the fees charged by a consultant. Trustee Lange can see benefits to both sides of this. Trustee Holyoke supports the search being conducted by internal staff.

**J. Review and approval of:**  
**BOARD APPOINTMENTS:**  
Board of Review

Van A. Mobley, One-Year Term  
OPEN - Village Trustee, One-Year Term

**MOTION** by Trustee Prenzlou, **SECONDED** by Trustee Heinritz to approve the following Board Appointments for Board of Review: Van A. Mobley, One-Year Term and David Lange, One-Year Term. **MOTION CARRIED UNANIMOUSLY.**

**CITIZEN APPOINTMENTS:**  
Board of Review

Michael J. Dyer, 600 Bel Aire Dr., One-Year Term  
Edwin Ogden, 300 Crescent Ln., One-Year Term

**MOTION** by Trustee Prenzlou, **SECONDED** by Trustee Heinritz to approve the following Citizen Appointments for Board of Review: Michael J. Dyer, 600 Bel Aire Dr., One-Year Term and Edwin Ogden, 300 Crescent Ln., One-Year Term. **MOTION CARRIED UNANIMOUSLY.**

**STAFF APPOINTMENT:**  
Board of Review

Administrator Colleen Landisch-Hansen, Annually

**MOTION** by Trustee Prenzlou, **SECONDED** by Trustee Kucharski to approve the following Staff Appointment for Board of Review: Administrator Colleen Landisch-Hansen, Annually. **MOTION CARRIED UNANIMOUSLY.**

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NEXT RESOLUTION NUMBER:	2019-05
NEXT ORDINANCE NUMBER:	2019-02

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**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 JANUARY 21, 2019 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. \$10,000 to Village Park ReImagined from Port Washington State Bank
  - 2. \$40 to the Thiensville Fire Department from Mark Goldner
  - 3. \$250 to the Thiensville Fire Department from Junior Woman's Club of Mequon-Thiensville
- D. Dialog with Mequon regarding water utility service
- E. Review next month's meeting date schedule
  - 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 Azinger, **SECONDED** by Trustee Lange to accept with gratitude the following donations: \$10,000 to Village Park ReImagined from Port Washington State Bank, \$40 to the Thiensville Fire Department from Mark Goldner and \$250 to the Thiensville Fire Department from Junior Woman's Club of Mequon-Thiensville.  
**MOTION CARRIED UNANIMOUSLY.**

Trustee Lange gave the Board an updated regarding the Gateway feature. The bids have come in and are higher than anticipated so all bids were rejected, and the process will start over. No negotiations can occur once the bids are in. There are some areas that can be refined i.e. asking the Department of Public Works to help to lower costs. Another reason the bids were rejected is because of the Mayoral race that is going on now. There is one candidate that is not a fan of the project and has chosen to make this an issue.

An alternative moving forward is to do the stone part and construct the platform at a later date. Currently, there is \$335,000 has been raised in addition to the \$200,000 combined contribution from Mequon and Thiensville (\$150,000 and \$50,000, respectively) for the project.

President Mobley shared that over the years the Village has shared numerous options to get the corner finished and suggested that the Committee look at the previously submitted plans from Kerry Mattingly.

Trustee Prenzlów suggested getting a bid for the project with only the stone wall, with the names of the two communities, logo and sidewalk work minus the platform in order to move forward. Trustee Kucharski mentioned that this project is on Mequon property and is a Mequon project. Administrator Robertson suggested requesting an alternate bid for portions of the project.

The band shell is scheduled to be delivered in the beginning of March and today the DNR approved the construction of the shell in the floodway. The contract has been sent, and the next step would be a pre-construction meeting.

**XVI. MOTION TO ADJOURN TO CLOSED SESSION**

**MOTION** by Trustee Prenzlów, **SECONDED** by Trustee Heinritz to adjourn to Closed Session at 8:10 PM pursuant to Chapter 19.85(1)(g) Conferring with legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding Zoning Board of Appeals decision and parking lot agreement.

- 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 Holyoke, **SECONDED** by Trustee Prenzlów to Reconvene to Open Session at 8:38 PM.  
**MOTION CARRIED UNANIMOUSLY.**

**XVII. COMMITTEE REPORTS (CONTINUED)**

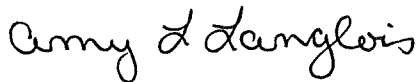
- K.** Review and approval of Proclamation and Retirement Plans in Honor of Administrator Dianne S. Robertson on the Occasion of Her Retirement Effective March 10, 2019

Plans for Administrator Robertson's Retirement Open House were discussed.

**XVIII. ADJOURNMENT**

**MOTION** by Trustee Kucharski, **SECONDED** by Trustee Lange to adjourn the meeting at 8:41 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois  
Village Clerk

Approved by,



Colleen Landisch-Hansen  
Administrator