

**VILLAGE OF THIENSVILLE
BOARD OF TRUSTEES
MINUTES**

DATE: Monday, July 15, 2019

**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	Rob Holyoke
	Kristina Eckert	Kenneth Kucharski
	Ronald Heinritz	David Lange
Administrator:	Colleen Landisch-Hansen	
Attorney:	Bob Feind (excused)	
Staff:	Fire Chief Brian Reiels	
	Police Chief Curt Kleppin	
	Director of Community Services/Public Works Andy LaFond	
	Village Clerk/Deputy Treasurer Amy Langlois	

III. PLEDGE OF ALLEGIANCE

Trustee Heinritz 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. June 17, 2019
- B. Special Board of Trustees
 - 1. June 27, 2019

V. DEPARTMENT REPORTS (Receipt)

- A. Department Reports (Receipt)
 - 1. Fire Department
 - a. 2nd Quarter Fire, 2019
 - 2. Police Department
 - a. June Police, 2019
 - 3. Public Works Department
 - a. June DPW, 2019 (available Monday)

VI. COMMITTEE REPORTS

VII. REPORTS AND COMMUNICATIONS

- A. **Board of Review**
 - 1. June 5, 2019
- B. **Historic Preservation Commission**
 - 1. June 12, 2019
- C. **M-T Bike and Pedestrian Way Commission**
 - 1. May 2, 2019
- D. **Plan Commission**
 - 1. June 4, 2019
- E. **Zoning Board of Appeals**
 - 1. July 8, 2019
- F. **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. June 17, 2019 through July 12, 2019

MOTION by Trustee Heinritz, **SECONDED** by Trustee Lange to approve the Accounts Payable for June 17, 2019 through July 12, 2019 in the Amount of \$490,110.47. **MOTION CARRIED UNANIMOUSLY.**

- 2. **Financial Report (Receipt)**
 - a. June, 2019

The Financial Report was received.

IX. PRESIDENT'S REPORT

- A. **Appointment**
 - 1. **Operator's License – Renewal**
 - a. the cheel, llc
Drew P. Kassner

MOTION by Trustee Azinger, **SECONDED** by Trustee Kucharski to approve the Operator's License – Renewal for the cheel, llc: Drew P. Kassner. **MOTION CARRIED UNANIMOUSLY.**

X. ADMINISTRATOR'S REPORT

A. Department Reports
1. Administrator's Report

Administrator Landisch-Hansen reported that at the August Board meeting, midpoint performance reviews with Police Chief Kleppin, Director of Community Services/Public Works LaFond as well as herself will be discussed during a Closed Session.

Ozaukee County District Attorney Adam Gerol will be at the August meeting to share insight regarding CBD oil.

Also, next month the financial statement review with the auditors will be conducted.

This year's Gala brought in over \$20,000 in net proceeds. Looking ahead to next year, Heather Mader from Port Washington State Bank (PWSB) has expressed interest in chairing the Gala.

PWSB is interested in having a ribbon cutting event for the River Stage in mid-September and would like to format the event as a fundraiser. Thoughts are to possibly have a chili or mac and cheese cook-off. The event is still in the planning stages so more details will follow.

Past Village President Donald Molyneux is celebrating his 100th birthday. A celebration will be held at New Castle Place.

2019 Fire insurance dues have been received in the amount of \$15,092.78.

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

The Building Inspection Department report was received.

XI. ATTORNEY'S REPORT

No Attorney's report.

XII. COMMITTEE REPORTS

A. Review and acceptance of the Sanitary Sewer Capacity, Management, Operations, and Maintenance (CMOM) Program 2018 Annual Report

Director of Community Services/Public Works Andy LaFond presented the annual Sanitary Sewer Capacity, Management, Operations, and Maintenance (CMOM) Program 2018 Annual Report. The Village entered into a stipulation with the WDNR that committed the Village to develop and implement a CMOM Program.

The Village did not have a single wet-weather or dry-weather event. In fact, this has not happened in the Village since 2008.

Director of Community Services/Public Works LaFond shared the Village of Thiensville Sewer Utility Mission Statement: "To efficiently collect and convey all of our customers' wastewater in the most cost-effective manner while remaining in compliance with WPDES permits, the Clean Water Act, Wisconsin Law, and MMSD Rules and Regulations."

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Core Goals:

- Comply with the conditions of the WPDES permit
- Minimize the occurrence of preventable overflows
- Improve or maintain system reliability
- Reduce the potential threat to human health from sewer overflows
- Provide adequate capacity to convey peak flow
- Continue to manage infiltration and inflow
- Protect collection system worker health and safety

Goals for the rest of this year:

- Complete NAD 87 data conversion
- Complete Lift Station programming upgrades
- Complete Lift Station infrastructure upgrades
- Implement suggested changes to Village Ordinances that could prevent Green Infrastructure
- Televising the sewer system

There were no critical items to report.

Director of Community Services/Public Works LaFond reported that one-fourth of the system is cleaned every year. The response protocol is to respond within 30 minutes to any call concerning sewer issues; 90% of backups are caused by private sewer laterals.

Trustee Heinritz inquired if the Village conducts clear water inspections. State law now prohibits municipalities from requiring a clear water inspection prior to the sale of a property. By Ordinance, random clear water inspections can be conducted.

The Village has a shared sewer interceptor pipe with the City of Mequon of which the Village is responsible for one-third of the operation and maintenance of. This is the primary pump that the Village pumps to. This pipe is deteriorating. The Village's share of costs for this amount to about \$500,000-\$550,000 over the next 2-3 years.

MOTION by Trustee Lange, **SECONDED** by Trustee Eckert to accept the Sanitary Sewer Capacity, Management, Operations, and Maintenance (CMOM) Program 2018 Annual Report. **MOTION CARRIED UNANIMOUSLY.**

B. Review and approval of Village-Wide Sanitary Sewer Televising Bid and Contract

Director of Community Services/Public Works LaFond shared that on a revolving basis the Village is required to televise their sewer system. This was last completed in 2002. Televising the sewer system involves using software inside a camera placed in each sewer. Pictures are taken of any defects, cracks, roots, backups or anything unusual. This is reviewed by the Village engineer who will determine what needs repair and in what order to complete the work.

Green Bay Pipe & TV submitted the low bid in the amount of \$85,887.00. The high bid was \$331,170.00. Director of Community Services/Public Works recommends Green Bay Pipe & TV.

MOTION by Trustee Lange, **SECONDED** by Trustee Holyoke to approve Village-Wide Sanitary Sewer Televising Bid and Contract with Green Bay Pipe & TV in the Amount of \$85,887.00. **MOTION CARRIED UNANIMOUSLY.**

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C. Review and approval of Pricing Proposal, SAFEbuilt Community Core Building Permit Software from Meritage Systems

Director of Community Services/Public Works LaFond has been working on auditing the process in terms of planning, zoning and building inspection. Some of the things as a whole that are being considered are submittal of items, updating the website, working with all departments in order to come up with a better plan for code enforcement and better communication between the departments in regards to a building that is in disrepair, a sign that is out of order, etc. in order to establish a clear system of who is taking care of what as well as the follow-up process and/or remedy process. A new business packet is being developed.

The process as it stands now can take up to two weeks or more.

Because there is not an inspector on site at all times, permits can take a week or more to issue due to timing of submittal, calculating fees and Commission approval, if required.

Having the software from the inspection company will allow the Village front office to issue less complicated permits at time of application. For more complicated permits that may require code review or plan review, the permit application can be entered into the software where its status can be tracked through the appropriate workflow. This will allow us to provide accurate updates to residents, contractors and an overall better experience.

Initial cost for the software is \$4,000 with an annual fee of \$1,500 going forward.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to approve Pricing Proposal, SAFEbuilt Community Core Building Permit Software from Meritage Systems in the Amount of \$4,000. **MOTION CARRIED UNANIMOUSLY.**

D. Review and approval of Proposal for Feasibility Study, Schematic Design and Construction Administration for the Old Fire House, 101 Green Bay Road

Director of Community Services/Public Works LaFond shared that at the last Board meeting, 101 Green Bay Road was discussed in regards to a proposal from the Mequon-Thiensville Historical Society to use the Old Fire House for storage or possibly occupy as their office.

Mr. LaFond explained the proposal from Groth Design Group for the Old Fire House at 101 Green Bay Road is to determine ADA requirements, what other documentation is needed, and if there are any structural issues. The Village has worked with Groth Design Group in the past; they are experienced in both historical and government buildings.

The first stage of the proposal, the feasibility study, the Village's investment amounts to \$5,000 which includes code research, building documentation, scope of work narrative, structural walk-through and price check.

Trustee Heinritz inquired if the Village Department of Public Works could complete some of the work on the Old Fire House to save some money. Director of Community Services/Public Works LaFond indicated that because this project is above the bidding threshold of \$25,000, it must be bid out if outside contractors are used for any phase of a project.

MOTION by Trustee Azinger, **SECONDED** by Trustee Eckert to approve Phase I Feasibility Study from the Proposal for Feasibility Study, Schematic Design and Construction Administration for the Old Fire House, 101 Green Bay Road, from Groth Design Group in the Amount of \$5,000. **MOTION CARRIED UNANIMOUSLY.**

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E. Review and approval of Phase III Village Park ReImagined, Engineering for the Water Feature

The proposed study by Ayers Associates would determine costs, plans, include a survey and bidding documents totaling \$17,755. Estimated cost for this project total between \$250,000-\$275,000.

Administrator Landisch-Hansen reported that there is \$50,000 budgeted, the Gala proceeds were over \$20,000 and there is a \$5,000 donation totaling about \$75,000, with the remainder to be fundraised.

Trustee Kucharski inquired about annual maintenance costs involving water purity, bacteria and reusing or recycling the water. Director of Community Services/Public Works LaFond indicated that as soon as water is recycled, it becomes a public pool. By statute if it becomes a public pool, even though there is no standing water, as soon as water is chlorinated and recycled, there must be a fence, an emergency phone and a hook. The other option is city water. A way to control water usage is for the water to turn on when the button is pushed. There is a timer on the button and the water will not go off if it is raining or too cold.

Estimated costs for water and maintenance total about \$8,000-\$10,000 annually based on current Mequon water rates.

We are investigating if some of the water can be reused to water the ball diamonds or fill up the street sweeper.

Trustee Azinger expressed concern regarding the concrete walls around the water feature and the possibility of children slipping and getting hurt and suggested installing benches. It was explained that the concrete walls are designed to be a barrier in order to contain the water as well as define and protect the space.

Trustee Kucharski shared concerns regarding continual maintenance costs.

MOTION by Trustee Holyoke, **SECONDED** by Trustee Lange to approve Phase III Village Park ReImagined, Engineering for the Water Feature by Ayers Associates in the Amount of \$17,755. **MOTION CARRIED UNANIMOUSLY.**

F. Central Business District Parking Discussion

Director of Community Services/Public Works LaFond conducted a parking study with the help of the Thiensville Police Department. The parking study was conducted to determine what lots were being used, where improvements could be made and where potentially public monies could be spent.

Twenty-two parking lots/street parking locations were studied. Each of these locations were surveyed on six different occasions to determine how many spaces were being used.

Director of Community Services/Public Works LaFond made the following observations:

1. Preference is parking lot over street parking.
2. The majority of parking congestion relates to the three restaurants in the Central Business District.
3. Private and public events exacerbate the parking.
4. There is a lack of bicycle racks.
5. Many lots have inadequate parking lot signage, striping and lighting.
6. People are not willing to walk greater than 350 feet.

Based on the fact that people are not willing to walk greater than 350 feet, when looking at the feasibility of the railroad lot and its distance to the Central Business District, this lies just outside the 350 foot range and there is also the barrier of railroad tracks.

Potential new parking spaces could include the leased portion of the Buntrock lot that the Village owns, the Buntrock railroad property (which is the piece between the railroad tracks and Kieker Road) and the other lot looked at is the Ford Dealer employee lot (owned by Tom Schmit).

The leased portion of the Buntrock lot is the easiest for the Village to add more parking as it is already owned by the Village. It could hold 12-20 additional parking spaces. Estimated cost for the paving, curbing and storm sewer are between \$25,000-\$35,000.

The Buntrock railroad property, depending on how configured, could add 33 (one row of parking) to 65 (two rows of parking) parking spots. Issues with this property include the time and expense to come to an agreement with the railroad and the construction costs.

The Ford employee lot could be looked at for a potential acquisition in the future. The assessed value is \$126,500. There would be no improvement costs because there is already asphalt, fencing, striping and a light. This lot holds 21 parking spaces.

Following are Director of Community Services/Public Works LaFond's recommendations:

1. Encourage private partnerships for underutilized parking lots.
2. Encourage private business owners to make improvements such as lot lighting and new striping.
3. Improve the public and private signage.
4. Partnerships for employee parking.
5. Discontinue lease on Buntrock lot.
6. Consider purchasing the Ford lot.

Trustee Azinger would like to see less street parking on Buntrock as it can be difficult to navigate.

G. Review of Port Washington State Bank (PWSB) River Stage Signage

The Naming Rights Policy has been approved as well as the Naming Rights Agreement with the stipulation that the final signage be brought back before the Board. Director of Community Services/Public Works LaFond shared a rendering of the River Stage with Port Washington State Bank's logo.

MOTION by Trustee Azinger, **SECONDED** by Trustee Lange to approve Port Washington State Bank (PWSB) River Stage Signage. **MOTION CARRIED UNANIMOUSLY.**

NEXT RESOLUTION NUMBER:	2019-12
NEXT ORDINANCE NUMBER:	2019-04

XIII. REPORTS AND COMMUNICATIONS

XIV. UNFINISHED BUSINESS

XV. 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.

Jim Heyer, 226 West Alta Loma Circle, resident of the Village for over 40 years, addressed the Board. Mr. Heyer is very much in favor of having a bike path on Freistadt Road east of Green Bay Road for the safety of those walking as well as on their bike and believes that there is enough Village right-of-way to put in a path.

President Mobley stated that the bike path will be part of budget discussions in October. Trustee Kucharski shared his support of this project.

XVI. ANY OTHER MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY BE BROUGHT BEFORE THE BOARD, OR CARRIED OVER FROM THE JUNE 17, 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. \$500 to Village Park ReImagined from Wade Design & Construction, Inc.
 - 2. \$450 to Thiensville Police Department from Daniel Densow (in memory of Carole Densow)
 - 3. \$500 to Village Park ReImagined from MOMS Club of Mequon, WI for the water feature
- D.** Dialog with Mequon regarding water utility service
- E.** Review next month's meeting date schedule
August 12, 2019 – Combined Committee of the Whole and Village Board Meeting

The next Committee of the Whole and Village Board meetings will be combined and held on Monday, August 12, 2019.

Trustee Lange shared his concern regarding the ramp to the River Stage being used by children on their bikes and skateboards. Director of Community Services/Public Works LaFond suggested putting picnic tables on the ramp.

Trustee Azinger mentioned there are bricks that are coming down by the bell by the fire house.

MOTION by Trustee Lange, **SECONDED** by Trustee Eckert to accept the following donations with much gratitude: \$500 to Village Park ReImagined from Wade Design & Construction, Inc., \$450 to Thiensville Police Department from Daniel Densow (in memory of Carole Densow) and \$500 to Village Park ReImagined from MOMS Club of Mequon, WI. **MOTION CARRIED UNANIMOUSLY.**

XVII. MOTION TO ADJOURN TO CLOSED SESSION

MOTION by Trustee Lange, **SECONDED** by Trustee Azinger to adjourn to Closed Session at 7:22 PM deliberating about the investment of public funds in future Village properties requiring a Closed Session due to the competitive nature and bargaining positions at risk if conducted in a public meeting regarding the addition of Village monuments. Such Closed Session is authorized pursuant to Wis. Stats. Article 19.85(1)(e).

- 1. Roll Call Vote

Ayes: Trustees Azinger, Eckert, Heinritz, Holyoke, Kucharski, Lange 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 topic

MOTION by Trustee Holyoke, **SECONDED** by Trustee Kucharski to Reconvene to Open Session at 7:37 PM.
MOTION CARRIED UNANIMOUSLY.

XVIII. ADJOURNMENT

MOTION by Trustee Heinritz, **SECONDED** by Trustee Azinger to adjourn the meeting at 7:37 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,



Amy L. Langlois
Village Clerk

Approved by,



Colleen Landisch-Hansen
Administrator