



Village of River Hills
7650 N Pheasant Ln
River Hills, WI 53217

Village Hall: 352-8213
Public Works: 352-0080
Police: 247-2302

BOARD OF TRUSTEES MEETING MINUTES

Wednesday, July 17, 2019 @ 7:00 pm

1. **Roll Call:** was answered at 7 p.m. by President Anderson, Bill Walker, Peter Kingwill, Christopher Noyes, David Fritz, and Peggy Russo. Trustee Kurt Glaisner was absent and excused. Also present: Village Attorney Bill Dineen, Public Works Superintendent Randy Groth, Sergeant Michael Gaynor, and Village Manager Tammy LaBorde.

2. **CONSENT AGENDA**
 - a. The Agenda
 - b. Village Board Minutes of May 15, 2019 meeting
 - c. Voucher List
 - d. Authorize the Village President to Sign the Governmental Responsibility Resolution for Runoff Management GrantsMotion by Noyes and seconded by Kingwill to approve as submitted; motion carried unanimously.

3. **PUBLIC COMMENTS ON NON-AGENDA MATTERS**

None

4. **FUTURE AGENDA ITEMS**

None

5. **Request of Elana Worthington for Speed Bumps on Green Tree Road**

No action was taken as Ms. Worthington was not present.

6. **Discussion and Possible Action to Approve 2020 rate for Recycling & Refuse collection with John's Disposal**

Nate Austin from John's Disposal was present. He noted that recycling materials had previously been sent to China however they will no longer accept it. Costs have increased significantly to process recyclables. The River Hills refuse and recycling is brought to the Waste Management facility in Menomonee Falls. Waste Management increased their rates 43% this year. There are new mills coming on line in Wisconsin so that should help reduce some of the costs.

Motion by Fritz and seconded by Russo to accept the rate of \$23.10 for 2020 - \$16.80 for garbage and \$6.30 for recycling; motion carried unanimously.

7. **Consider/Approve 2018 Financial Statements as presented by Reilly, Penner & Benton**

Patti Reda of Reilly, Penner & Benton was present. She pointed out that the Village had an increase of \$30,000 to its unassigned fund. There was a decrease in the sewer fund, a decrease in police capital, and a decrease in Range Line Road. The unassigned fund had an increase and is improving over prior

years. Debt Service is stable. The Village needs to address the ongoing deficit fund balances in the capital roads fund, capital equipment fund and range line road bridge fund. President Anderson asked how she would address the deficit fund balances and Ms. Reda stated that she would not borrow but would levy additional funds and then transfer it to the fund with a deficit balance. There are two areas of the audit that are a common issue with small offices – segregation of duties and preparation of financial statement – the Village will never be able to address these issues without hiring of additional personnel. LaBorde noted that she is working with the auditors and accountants to develop a better process for tax settlement entries.

Motion by Fritz and seconded by Russo to Approve the 2018 Audit report and Financial statements; motion carried unanimously.

8. REPORT OF VILLAGE PRESIDENT – (President Anderson)

a. Update on the Comprehensive Plan and Community Survey

All of the chapters of the plan have been updated. The Plan Commission will meet again soon to review all of the information and updates.

b. Update on Section 2.40 of Village Code

There is a meeting scheduled for next week to review the proposed language. Noyes stated that there are four issues – the ordinance currently provides for a permit with a broad grandfather clause; the effective date of the ordinance; the size of the corridor; and if a consultant is needed the cost would be at the expense of the landowner.

9. REPORT OF VILLAGE MANAGER – (LaBorde)

a. Appointment of new Head Mechanic Patrick Rigden – started June 17th

b. Property Maintenance Update

There are a number of properties that the Village is working with.

c. Financial Reports for April 2019, May 2019 and June 2019

There was a question related to the sewer fund and expenditures to date. LaBorde stated that the expenses were due to the Green Bay Ct. project and that MMSD has already reimbursed the Village.

d. Update on DNR/Wright Property

LaBorde noted that the Vogel's have filed an open records request and two pages of questions related to the Wright project. Mrs. Wright stated that she is waiting to hear from the DNR and has not started her project yet. The Vogel's filed a circuit court action in Dane County against the DNR on July 17, 2019.

e. Plan to Address Deficit Fund Balances

President Anderson and LaBorde will work on this. There are two options available to the Village – increase the levy to reduce the deficit or look to borrowing funds to reduce the deficit.

10. REPORT OF THE RIVER HILLS POLICE DEPARTMENT – (Sergeant Gaynor)

a. June Summary Report

The Park n Ride was managed well during Summerfest. Kingwill stated that it was a good plan and the kids got the message. Citations decreased slightly. The department assisted in apprehending 20 kids that were breaking into cars in the area. The presidential visit last Friday took place with 48 hours notice to the Village. LaBorde stated that both the police department and DPW did a great job and especially Sgt. Gaynor who ran the operation. The Village has approximately \$12,000 in expenses and will be contacting the RNC and the Trump campaign for reimbursement.

b. Request regarding 2020 DNC

The department is proposing to assist but has limited personnel. They will also be available for any breakout sessions in the area.

11. REPORT OF THE RIVER HILLS PUBLIC WORKS DEPARTMENT – (Supt. Groth)

a. Update on Storm Damage

In late June, early July there were a number of storms that came through the Village. DPW had a number of trees to remove from the street.

b. Update on Parking Lot Project

The parking lot project is now complete and went well.

Brush pickup is taking more days out of the week than usual. Usually they pick up brush once or twice a week and it is now up to three to four days a week.

12. REPORT OF THE NORTH SHORE FIRE DEPARTMENT – (Trustee Kingwill)

a. Discussion and Action to Approve RESOLUTION 2019-20 Confirming Obligation to Contribute to North Shore Fire Department’s Budget to Pay Debt Service on Bonds Issued by the Village of Whitefish Bay on Behalf of the North Shore Fire Department

Motion by Noyes and seconded by Kingwill to approve Resolution 2019-20; motion carried unanimously.

13. REPORT ON NORTH SHORE LIBRARY –

a. Update on North Shore Library

Library Director Susan Draeger-Anderson was present. She stated that they are looking to continue the renovation work. There is no proposal to move forward at this time. The administrators are working on a new joint agreement. She is hoping to break ground in Spring 2020 with the renovation.

14. Update on River Hills Projects (Trustee Russo)

a. Membership for residents at Lynden Sculpture Garden

b. Video

c. Update on other initiatives

Trustee Russo has been working on a video of the Village and a draft should be ready by the next meeting. The membership cards for the Lynden need to be activated in order to count. The meet

and greet had approx. 56 people. Trustee Walker stated that we should have at least two per year, one in spring and one in fall. Trustee Russo intends on using the list of people who were invited and then build on the list.

15. Discussion and Action to Rescind RESOLUTION 2019-15 and Approve RESOLUTION 2019-21 Approving State Trust Fund Borrowing - amending prior submittal to reflect lower interest rate (4.25% dropped to 3.75%)

LaBorde stated that the Village is looking to borrow \$658,269 for 2019 capital improvements over a 10 year period at an interest rate of 3.75% and that the reason this came back was to take advantage of the reduction in the interest rate.

Motion by Fritz and seconded by Noyes to Rescind Resolution 2019-15 the prior resolution approving the State Trust Fund borrowing and to approve Resolution 2019-21 Approving State Trust Fund Borrowing a STF Loan of \$658, 269 for Capital Improvements as submitted. The motion was approved by roll call vote: 6-Aye, 0-Noes.

16. Discussion and Action to Adopt ORDINANCE NO. 537 to Repeal and Recreate Sections 1.03; 1.05(3); 1.15(4)[e]1.; 2.20(3)[c]; 2.21(4)[a]; 2.35(2)[b]; 2.35(4)[b]; 2.35 (5)[a]; 2.40(6)[c]; 3.08(2)[b]; 8.04(2)[g]; 8.08(2)[a]; 8.09[e]; 9.05 A.; 10.01(3); 10.03(3); 11.02(3); 11.02(4); 13.13(3)[e]; 13.13(3)[g]; 14.04(3); 14.07(1); 14.07(2); 15.02(2)[a]; 15.02(6); 16.03(14); and 31.07(1) and to Repeal Section 2.22 of the General Ordinances of the Village Of River Hills.

LaBorde noted four possible changes that require the Board's review. The first item was to change the clerk's fidelity bond from \$5,000 to \$20,000; change the amount that requires the Village President's signature on a check from \$10,000 to \$50,000; remove the level of purchase for the Manager at \$500; and change the copy charge for open record requests to match the attorney generals rate of 25 cents per copy. The Board authorized the change to the fidelity bond; change the amount for the Village President's signature to \$25,000, and approve the copy rate. The Board requested additional information on the purchase price. This item will be held over to September.

17. Discussion and Action to Rescind RESOLUTION 2019-08 and Adopt RESOLUTION 2019-22 Approving Updated Fee Schedule for Village licenses, permits and fees.

This item will be held over to September.

18. Discussion and Possible Action to Adopt ORDINANCE NO. 538 regarding the location of wireless facilities and regulation of Village public rights-of-way generally related to small cell sites.

Motion by Fritz and seconded by Russo to layover to next meeting

19. CLOSED SESSION – You are hereby notified that the Village Board and staff of the Village of River Hills will convene into closed session upon motion duly made and seconded as required under §19.85(1)(a), Stats. The purpose of the closed session is for the following:

- Pursuant to Sec. 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 specifically regarding Cell Tower leases.

- **Pursuant to Sec. 19.85(1)(g) – Conferring with legal counsel for the Village 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.**

You are further notified that at the conclusion of the Closed Session, the Village Board may convene into open session pursuant to 19.85(2), Stats., for possible additional discussion and action concerning any matters discussed in closed session and for adjournment.

Motion by Noyes and seconded by Russo to move into closed session at 8:50pm; motion carried unanimously.

Motion by Noyes and seconded by Fritz to reconvene to open session at 9:40 p.m.; motion carried unanimously.

20. ADJOURNMENT

Motion by Fritz and seconded by Russo to adjourn; motion carried unanimously at 9:42 p.m.

Submitted by Tammy LaBorde, Clerk, on July 17, 2019.