



**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, November 20, 2019 @ 7:00 pm**

- 1. Roll Call:** was answered at 7:00 p.m. by President Anderson, Peggy Russo, David Fritz, Kurt Glaisner, Peter Kingwill, Chris Noyes. Trustee Bill Walker via telephone. Also present: Village Attorney Bill Dineen, Village Manager Tammy LaBorde, Public Works Superintendent Randy Groth, and Police Chief Milton Mrozak.

#### **2. PUBLIC HEARING ON THE 2020 VILLAGE BUDGET**

Motion by Fritz and seconded by Russo to open the public hearing at 7:00p.m.; motion carried unanimously.

There were no comments from the public. The public hearing was closed at 7:01p.m.

Village Manager LaBorde commented there have been some changes since the notice which includes the following:

- Removal of \$250,000 for roads from the capital
- Adjustment of wages by \$2,209
- Bi-annual Bridge inspection is due in 2020 but was not originally budgeted for \$2,000
- \$2,007 increase for police clerks to cover 4 shifts instead of 5 shifts

Motion by Glaisner and seconded by Noyes to accept the changes and approve the budget; motion carried unanimously.

#### **3. DISCUSSION AND ACTION TO Approve RESOLUTION 2019-35 to Adopt the 2020 Annual Budget and Establish the 2019 Tax Levy Utilizing the Tax Levy Allowable Increase**

Motion by Glaisner and seconded by Noyes to approve the changes as presented to the 2020 budget, to approve the village tax levy of \$3,401,156 utilizing the tax levy allowable increase of \$23,548 and a tax rate of \$7.35/\$1,000 assessed value; motion carried unanimously.

#### **4. CONSENT AGENDA**

##### **a. The Agenda**

##### **b. Village Board Minutes of October 16, 2019 meeting**

Trustee Noyes commented the time on item number 3 is not correct. It should be “move into closed session at 6:10 p.m.” instead of 8:10 p.m.

Attorney Dineen commented item number 9 should show the motion was “to adopt Resolution 2019-31 approving the comprehensive plan update” presented at the meeting.

**c. Voucher List**

**d. Approve RESOLUTION 2019-32 Combining Wards for the February 18, 2020 Spring Primary Election and the April 7, 2020 Spring Election and Presidential Preference Primary**

**e. Approve the Board Meeting Schedule for 2020**

**f. Appoint Election Inspectors January 1, 2020 through December 31, 2020**

Motion by Noyes and seconded by Fritz to approve with changes noted; motion carried unanimously.

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

None

**6. FUTURE AGENDA ITEMS**

Trustee Russo would like to review Ordinance 2.40 to make sure there is better clarification about the engineer’s authority within the ordinance. Trustee Noyes stated that due to the current lawsuit against the village the village is unable to change the ordinance until the lawsuit is resolved. President Anderson suggests that the Committee on the Environment send out informational pamphlets in February.

**7. Discussion Regarding the Range Line Road Bridge (Village Engineer Emir)**

Village Engineer Emir presented the revised proposal for the Range Line Road bridge to replace stones on the structure and to fix the piers. Trustee Fritz asked about the previous funding for the bridge and is it still available? Engineer Emir responded that he will have to check on the current rating of the bridge and if that rating is low enough to be eligible for federal funding. President Anderson suggested waiting to build up the capital projects funds before starting on repairs. Village Engineer Emir expressed concern that if the Village continues to push the project off, the rating of the bridge may be worse to qualify for federal funding however then the Village will have no say in what is done with the bridge.

**8. REPORT OF VILLAGE PRESIDENT – (President Anderson)**

**a. Update on Section 2.40 of Village Code - changes will be made at a later date.**

**9. REPORT OF VILLAGE MANAGER – (LaBorde)**

**a. Property Maintenance Update**

The section of fence on Brown Deer Rd that has not been repaired yet has a new property owner and they have been notified of the upkeep that needs to take place.

The homeowner of the unkempt property on Spruce Rd has been issued a citation and will be in court next week.

**b. Financial Reports for October 2019** – There is approximately \$600,000 excess revenue over expenses so far this year. There is an overage in DPW due to the superintendent’s retirement payout.

**10. REPORT OF THE RIVER HILLS POLICE DEPARTMENT – (Mrozak)**

**a. October Summary Report** – Three coyotes have been removed within the past month. One of the officers has been injured off duty and has been off since October. This has caused the overtime budget to be over and will continue until an unknown time.

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

Snow plowing has occurred three times already with only two trucks setup, but now all trucks are setup.

Deer trapping has started and 10 deer have been trapped so far. Traps are available if anyone knows of someone who would like one on their property.

Since the Lodgewood Lift Station replacement last year the DPW has been doing weekly checks and discovered that the generator is no longer operational. The generator was not replaced as part of the project and is approximately fifteen years old. Currently Randy is awaiting bids for replacement/repair.

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

The Board meeting for November was cancelled so nothing to report.

**13. REPORT ON NORTH SHORE LIBRARY**

**a. Update on North Shore Library**

Library Director Susan Draeger-Anderson informed the board about the foundation event that occurred last night which was more of an information session with the architect. Currently the library is at full staff.

**b. Library Agreement**

Trustee Glaisner informed the board that there have been some proposals for changes to the formulas for payment by the municipalities to the Library as well as raises in rent.

City of Glendale Administrator Rachel Safstrom gave an overview of the possible changes that are proposed:

- The current lease will be up in 17 years but major improvements are being proposed so that is why the lease is being looked at.

- The current payment formula has not been updated in over 30 years and the proposal is to have the formula the same as the Health Department and Fire Department formulas and possibly copy these formulas to have consistency across the board.
- Glendale has been overcharged over the past seven years by \$30,000 and could be possibly requesting reimbursement from the other communities.
- The Fire Department and Health Department are being charged rent and then the cost is distributed to the communities. That is why Glendale feels it is fair to charge \$10,000 a month for rent for the library.
- Fiscal Agent will transfer from Fox Point to Bayside and increase from \$14,000 to \$19,000. They would like to have the approval for changes to the agreement completed by early December so that it can be implemented January 1<sup>st</sup>.

#### **14. Update on River Hills Projects (Trustee Russo)**

##### **a. Membership for residents at Lynden Sculpture Garden**

##### **b. Video**

There have been issues with being able to upload the video to the website due to the size of the file. Trustee Kingwill suggests uploading the video to YouTube and then embed the link to the website. Staff will look into doing so.

##### **c. Update on other initiatives**

There will be a ‘Meet and Greet’ in May a week before or after the board of trustees meeting. A set date to be given later.

#### **15. Discussion and Action to Approve REOSLUTION 2019-33 to Cancel the Tax on the Erroneous Improvement Value Portion of the Assessment of Property at 2485 W Fairy Chasm Road – Tax Key No. 025-9999-006.**

Motion by Fritz and seconded by Kingwill to approve Resolution 2019-33 to Cancel the Tax on the Erroneous Improvement Value Portion of the Assessment of Property at 2485 W. Fairy Chasm Road – Tax Key No. 025-9999-006; motion carried unanimously.

#### **16. Discussion and Action to Approve RESOLUTION 2019-34 to Cancel the Tax on the Erroneous Improvement Value Portion of the Assessment of Property at 7815 N River Road – Tax Key No. 089-9996-001.**

Motion by Noyes and seconded by Fritz to approve Resolution 2019-34 to Cancel the Tax on the Erroneous Improvement Value Portion of the Assessment of Property at 7815 N. River Road – Tax Key No. 089-9996-001; motion carried unanimously.

#### **17. Discussion and Action to Approve RESOLUTION 2019-36 Establishing Employee Salaries for 2020.**

Motion by Glaisner and seconded by Fritz to approve Resolution 2019-36 Establishing Employee Salaries for 2020; motion carried unanimously.

**18. Discussion and Possible Action Regarding Updated Fee Schedule for Village licenses, permits and fees for 2020 and to Approve RESOLUTION 2019-37 Establishing 2020 Fee Schedule.**

Manager LaBorde noted all changes and additions to the current fee schedule. The recommendations were based on a comparison of River Hills to the fees charged by our surrounding communities. Two new fees were proposed for burning permits and delivery of mulch. Discussion took place regarding the actual cost of the police officers going out and issuing a burning permit as well as the cost of DPW to chip and deliver mulch.

Motion by Fritz and seconded by Kingwill to approve the updated fee schedule for Village licenses, permits and fees for 2020 as amended with the removal of the burning permit fee and the mulch delivery fee and to Approve Resolution 2019-37 Establishing the 2020 Fee Schedule; motion carried unanimously.

**19. Discussion and Possible Action to Adopt ORDINANCE NO.538 to Amend Section 3.08 of Chapter 3 of the General Ordinances Relating to Bicycle Regulations.**

Motion by Kingwill and seconded by Russo to adopt Ordinance No. 538 to Amend Section 3.08 of Chapter 3 of the General Ordinances Relating to Bicycle Regulations; motion carried unanimously.

**20. Discussion and Possible Action Regarding Short-term Rental Properties (AirBNB).**

Attorney Dineen informs the board the state has changed the law pertaining to short-term rentals. The River Hills ordinances provide that a single-family residential use of such property requires that the family resides in the residence as their domicile. A Property owner located in the Village has applied for a Tourist Rooming House Permit from the North Shore Health Department; which is required to operate a short-term rental. The Health Department was informed by the Village that they were not able to issue such a permit because it is not authorized under the Village ordinance authorizing permits by the Health Department. This item will be discussed again in January when more information is available.

**21. 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)(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 Police Association contract.**

**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 RRH LLC and Vogel litigation in which it is involved.**

**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 Library Agreement.**

Motion by Kingwill and seconded by Russo to move into closed session at 8:25 p.m.; motion carried unanimously.

**22. Reconvene to Open Session to take action on any items from Closed Session**

Motion by Fritz and seconded by Russo to reconvene to open session at 10:16 p.m.; motion carried unanimously.

Motion by Fritz and seconded by Kingwill to approve the 2020-2021 Police Association Contract; motion carried unanimously.

Motion by Fritz and seconded by Kingwill to layover the library agreement until the next meeting; motion carried unanimously.

Motion by Fritz and seconded by Russo to direct the Village Attorney to proceed as directed in closed session regarding the Cell Tower negotiations and the Litigation matters; motion carried unanimously.

**23. ADJOURNMENT**

Motion by Fritz and seconded by Russo to adjourn at 10:19 p.m.; motion carried unanimously.

Submitted by Stephanie Waala, Deputy Clerk, on December 4, 2019.