



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, March 11, 2020 @ 7:00 pm

1. Roll Call: was answered at 7:00 p.m. by David Fritz (acting president), Peter Kingwill, Peggy Russo, and Kurt Glaisner. President Steve Anderson, Trustee Bill Walker, and Trustee Christopher Noyes absent and excused. Also present: Village Attorney Bill Dineen, Village Manager Tammy LaBorde, Public Works Superintendent Randy Groth, Police Chief Milton Mrozak, and Deputy Clerk Stephanie Waala.

2. CONSENT AGENDA

- a. **The Agenda**
- b. **Village Board Minutes of January 15, 2020 meeting**
- c. **Board of Appeals Minutes – January 14, 2020**
- d. **Building Board Minutes – January 20, 2020**
- e. **Voucher List**

Motion by Kingwill and seconded by Russo to approve as submitted; motion carried unanimously.

- f. **Approve Bids for Public Works Department Equipment Purchase**

Motion by Glaisner and seconded by Kingwill to approve the purchase of 2021 International Model MV607 SBA from Lakeside International (\$73,975.00) and a Tank modification by Stuart Tank Sales Corp (\$9,963.95) for a total of \$83,937.95; motion carried unanimously.

- g. **2020 Bird/Tree/Monarch butterfly proclamation**

Motion by Kingwill and seconded by Russo to approve as submitted; motion carried unanimously.

3. PUBLIC COMMENTS ON NON-AGENDA MATTERS

Liz Sumner currently running for the Milwaukee County Supervisor position introduced herself to the Board and informed them to contact her if they have any questions about Milwaukee County and that she would be available to attend future River Hills meetings if they so wish.

4. FUTURE AGENDA ITEMS

Trustee Russo informed the Board that the next Village Resident Meet & Greet will be held this year on

May 27th. Invitations are done, it is a Mexican theme, and she stated that invites will be sent out if an RSVP has not been received by a certain time.

5. REPORT OF VILLAGE PRESIDENT – (President Anderson)

Presentation made by Village Manager Tammy LaBorde

a. Recommendation to appoint Tamara Miller to the Committee on the Environment

Motion by Glaisner and seconded by Kingwill to approve appointment; motion carried unanimously.

b. Recommendation to appoint Chris Meisel as River Hills ICC representative to the County Land Sales Certification

Motion by Kingwill and seconded by Russo to approve appointment; motion carried unanimously.

6. REPORT OF VILLAGE MANAGER – (LaBorde)

a. Financial Reports for December 2019 (pre-audit)

Auditors were here the last week of February so we are still awaiting final reports for 2019.

b. Update on return of Alarm deposits to residents

During prior audits it was discovered that the Village was retaining an alarm deposit from residents but the charges were not being recorded properly. It was determined the deposits would be returned to the depositor. Checks were mailed out in December 2019 and also in January 2020 totaling \$18,150 with the remaining amount of \$8,650 for residents no longer living in the village and therefore it will take some time to track down their new mailing address.

c. Update on letters to contractors regarding outstanding inspections

All contractors with outstanding permits were sent a letter reminding them their project has not been closed out and inspections have not been completed.

d. Request from Glendale for payment of 7 years incorrect population calculation

The Village Attorney suggests since the statute of limitations on this is 6 years the village will send a reply to Glendale that the amounts being charged is incorrect, requesting what authority they have for this request and that the request should be coming from the Library Board or Fox Point and not Glendale.

e. Request to Participate in the Grow Solar North Shore Program

The program is requesting the Village commit to helping promote the program to the residents through a newsletter, authorization to use the Village logo on promotional material, helping to promote their presentations within the community, and dedicating village staff time.

Manager LaBorde was instructed to collect more information and input from Shorewood and Fox Point who are currently participating in this program.

Manager LaBorde presented a request and input on a mailing to be sent to all village residents to encourage absentee voting. All board members felt it is best to be proactive of the situation and to move forward with the mailing.

Resident Kathy Thometz, 8135 N Range Line Rd, had a public comment on a non-agenda item.

She has spoken to Manager LaBorde and Village President Anderson about the contractor Everstream and the work being done in her right-of-way. What is the decision-making process when someone applies to do work within the right-of-way? As a resident they have no information about what is going on, the area of work looks disastrous, there is equipment everywhere, roads have been blocked, and it is for a commercial line that doesn't benefit anyone in the village.

Superintendent Groth informed the Board that Everstream came in June of 2019 and applied for the permit. They met all the requirements and were issued said permit which states they must restore the area back to its natural look.

Mrs. Thometz suggests that when major work like this is being done the neighbors should be informed beforehand.

Superintendent Groth informed the Board Everstream hit a gas lateral and that is what caused the line to be shut down so the repair could be found and fixed.

Village Attorney Dineen informed the Board that the Village has an ordinance about said topic and they must meet certain requirements and if they do, they would be issued a permit. They are also responsible for damages and the ordinance does not require the contractor to come to the Village Board for approval. Perhaps for large projects it would be good to let the Board know.

Trustee Russo suggests that flyers be given to all neighboring property owners affected so everyone is informed.

Mrs. Thometz questioned if anyone can come in and do the work and what is the process for approval. Attorney Dineen explained that not anyone can come in and do the work. The contractor must meet certain requirements set forward by the ordinance. The plans are then reviewed by the Village Clerk, the DPW Superintendent, and possible consultation for the Village Engineer before approval is made. Superintendent Groth explained that the majority of these permits are for repairs or updates to the gas and electric lines. They are charged per foot of work being done and that he is the one who approves the permit. Mrs. Thometz understands repairs that benefit the village need to be done, but this particular project is for commercial lines that are not benefiting the village and just being ran through

the Village. Trustee Fritz understands the concerns and will ensure the Village follows up in making sure the landscape is returned to normal. Trustee Kingwill asked if the DPW has a contact for Everstream. Ask them to make a flyer to give to the neighbors that will show the status of the project, when they anticipate completion, and if you have questions this is who you contact.

7. REPORT OF THE RIVER HILLS POLICE DEPARTMENT

a. February Summary Report

Chief Mrozak presented the summary report.

Trustee Fritz questioned if there has been any difference in the report this year compared to last year. Chief Mrozak responded they are consistent with previous years.

Trustee Russo asked about the police department's interest in Bola Wrap as a new device for non-lethal force. Chief Mrozak responded the cost of the Bola Wrap outweighs the use.

8. REPORT OF THE RIVER HILLS PUBLIC WORKS DEPARTMENT – (Superintendent Groth)

Superintendent Groth informed the Board deer trapping is done for the year with a total caught of 37. Only 200 tons of salt was used during the winter, so less will need to be ordered next year. Infrastructure repairs to culverts will begin soon. Brush cutting will begin soon and ash trees will continue to be cut down.

Trustee Glaisner asked about the plow truck up for replacement next year that since it has been a light year of snow will they be pushing off that purchase for another year? Superintendent Groth informed the Board that the truck will be pushed off further for purchase because another truck is having issues and needs to be replaced sooner.

9. REPORT OF THE NORTH SHORE FIRE DEPARTMENT

Trustee Kingwill reported the Whitefish Bay fire department is scheduled to be completed by the end of March. The Shorewood fire department is in the middle of their renovation and is on track.

10. REPORT ON NORTH SHORE LIBRARY

Susan Draeger-Anderson presented the December 2019 Gallup Poll showing the library is still a community service that is well used. She also read a letter received from a new member and his experience with the library capabilities and staff.

11. Discussion and Action to Approve the Capital Expenditures for 2020.

Motion by Kingwill and seconded by Russo to approve capital expenditures; motion carried unanimously.

12. RESOLUTION 2020-02 to Approve the Application for a State Trust Fund Loan in the Amount of \$562,970 to Finance 2020 Capital Purchases

Manager LaBorde requests this item be tabled due to the Village possibly changing financial advisors who have informed us that if we combine loans along with the new loan, the interest rate is forecasted at 1.25% instead of 3.25%. The suggestion is to go out to borrow in May if and when a new financial advisor is chosen.

13. Discussion regarding municipal water

Manager LaBorde requested this item be laid over due to Steve Anderson not being able to present topic.

14. Continued Discussion and Possible Action Regarding Short-term Rental Properties (AirBNB).

Attorney Dineen updated the Board that if they do nothing then property owners can rent their properties for 7 to 29 days. Does the Village wish to regulate them for 1 to 6 days?

Trustee Russo asked how many properties have been rented out via AirBNB and where are they located? Manager LaBorde informed her there have been approximately 11 and they were all over the community.

Trustee Glaisner asked if Mequon and Fox Point have any penalties for not getting the proper permitting through their municipalities? Attorney Dineen did not know off-hand but would assume they have penalties for noncompliance.

Trustee Fritz questioned if this is really an issue. Manager LaBorde responded that the one complaint that was received was from a neighbor of a rented home questioning why owners are able to rent out their properties in River Hills.

Trustee Kingwill suggested the Board delay any action on this topic until March of 2021 due to so many events happening in the area this year. Since the addresses are known for some of the rentals it is suggested we monitor them for nuisance complaints.

15. Discussion and Action to Adopt ORDINANCE NO. 540 to Repeal and Recreate Sections 14.04, 14.06, 14.04 and 14.10 of Chapter 14 Electrical Code Village Code to meet requirements of Department of Safety and Professional Services.

Motion by Glaisner and seconded by Kingwill to approve as submitted; motion carried unanimously.

16. Discussion and Action to Adopt ORDINANCE NO. 541 to Repeal and Recreate Sections 13.04, 13.04(4), and 13.08(1) of Chapter 13 Plumbing, Sewage Disposal & Water Pump Installation Village Code.

Motion by Glaisner and seconded by Russo to approve as submitted; motion carried unanimously.

17. Discussion and Possible Action to contract with Ehlers & Associates for financial advice and annual disclosure services.

Manager LaBorde informed the Board we currently are using Springstead and our representative Joe Murray is no longer with the firm. He has moved to Ehlers and Associates with a 1 year non-compete which ended on March 1, 2020. LaBorde recommends we switch our financial services to Ehlers and Associates as well as any disclosure documentation that would need to be filed on our behalf.

Motion by Kingwill and seconded by Russo to approve as submitted; motion carried unanimously.

Trustee Glaisner informed the Board that Fox Point hired American Depository Management Company to manage their investments and feels it would be a good option to look at in the future.

18. 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 section 19.85(1)(a), Stats. The purpose of the closed session is for the following:

- 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 litigation in which it is involved.
- Pursuant to Sec. 19.85(1)(e) – Deliberating or Negotiating the Purchasing of Public Properties, the Investment of Public Lands, or Conducting other specified public business, whenever competitive or bargaining reasons require a closed session specifically regarding Library Agreement.

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 Kingwill and seconded by Russo to move into closed session at 8:35 pm; motion carried unanimously.

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

Motion by Kingwill and seconded by Russo to reconvene to open session at 9:46 p.m.; motion carried unanimously.

20. ADJOURNMENT

Motion by Kingwill and seconded by Russo to adjourn at 9:50 p.m.; motion carried unanimously.

Submitted by Stephanie Waala, Deputy Clerk, on April 21, 2020.

DRAFT