



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, May 20, 2020 @ 7:00 pm

**This meeting was a virtual meeting through Zoom –
Access code 824-2786-8062, Password 489262**

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

President Anderson requests that item 17 be moved up to after item 5, and item 19 be moved up to after item 7. Motion by Glaisner and seconded by Russo to approve changes to the agenda; motion carried unanimously.

2. CONSENT AGENDA

- The Agenda**
- Village Board Minutes of March 11, 2020 meeting**
- Board of Appeals Minutes – February 10, 2020 and March 10, 2020**
- Building Board Minutes – February 17, 2020; March 16, 2020; April 20, 2020**
- Voucher List**
- Approval and ratification of the Proclamation Declaring a Public Health Emergency in Response to the COVID-19 Coronavirus**
- Approval and ratification of the Authorization for the Police Chief to Enter into an Intergovernmental Cooperation Agreement for Procuring Personal Protection Equipment and Other Necessary Sanitation and Medical Supplies in Response to the COVID-19 Public Health Emergency**
- Approval and ratification of the COVID-19 Public Health Plan for Suburban Milwaukee County**

Motion by Noyes and seconded by Fritz to approve as submitted, motion carried unanimously.

3. PUBLIC COMMENTS ON NON-AGENDA MATTERS

None

4. FUTURE AGENDA ITEMS

None

5. Consider/Approve 2019 Financial Statements as presented by Reilly, Penner & Benton

Presentation made by Carrie Gindt – Reilly, Penner & Benton

Ms. Gindt summarized the 2019 audit. The general fund increased by \$38,200. The management letter notes that there were numerous audit entries made were fewer than last year. The unassigned fund balance is now in compliance with the Village Fund Balance policy as the Village intends to eliminate the deficit fund balances in the road program and equipment funds.

MOVED UP #17 – NORTH SHORE LIBRARY – (Trustee Glaisner)

Trustee Glaisner stated that the library is still closed. E-source items are increasing

Present was Susan Draeger-Anderson

Ms. Draeger-Anderson stated that the library is slowly opening and that they have been doing curbside pickup since April 24.

Presentation made by Rachel Safstrom, Glendale Administrator

Ms. Safstrom reviewed a proposal to purchase a building on North Port Washington rather than renovate the existing building. Bayside and Glendale have already approved moving forward with exploring this location for the library. She will be presenting this information to the Library Board at its meeting tomorrow.

6. Discussion and Action to Approve Resolution 2020-03 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,240,000 General Obligation Promissory Notes, Series 2020A and Revised 2020 Capital Schedule

Presentation by Financial Advisor Joe Murray – Ehlers & Associates

Mr. Murray presented the Parameters Resolution and schedule. The Village currently has a Aa3 rating. The tax impact in 2021 will be 23 cents per thousand. The borrowing covers three years of capital improvements. There are reductions in debt in 2023 and 2026 built in if the Village would need to borrow for the Range Line Road bridge project. The Parameters Resolution delegates authority to the Village President and Village Manager to approve the borrowing as long as the parameters outlined in the resolution are met. The plan is to go to bid on June 24th.

Motion by Fritz and seconded by Russo to approve Resolution 2020-03 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,240,000 General Obligation Promissory Notes, Series 2020A. On roll call vote, motion carried unanimously.

Motion by Noyes and seconded by Kingwill to approve the revised 2020 Capital Schedule; motion carried unanimously. A copy of the signed resolution is attached to the minutes.

7. Discussion and Possible Action to Approve the Special Privilege Permit to regrade roadside swale to stabilize the swale as approved by the Village Engineer at the Cole Residence

located at 8315 N. River Road

Present for this issue- Homeowner Greg Cole and Village Engineer Mustafa Emir

Mr. Emir stated that they have reviewed the plans and approve as submitted. Mr. Cole stated that they are looking to enclose the ditch similar to what is on Dean Road.

Motion by Fritz and seconded by Glaisner to approve the Special Privilege Permit as submitted; motion carried unanimously.

MOVED UP #19 – DISCUSSION REGARDING MUNICIPAL WATER

Village President Anderson has had concerns expressed to him about the quantity and quality of the water which is why he reached out to Village Engineer Mustafa Emir.

Present for this issue – Village Engineer Mustafa Emir.

Mr. Emir stated that most communities establish a utility and then the Village would borrow against the utility. The Village has water available – Brown Deer receives their water through Milwaukee, Fox Point and Glendale receive their water through North Shore Water, and Mequon receives their water through Milwaukee. The challenge is the connection charges and building service laterals from the right-of-way to the residence water meter. Bayside had two referendums on this issue – 1 was not passed and the second passed. Bayside paid approximately \$10,000 per connection. River Hills would cost more because of the layout of the properties. The gentleman who worked with Bayside still lives in the area and Mustafa could invite him to provide more information to the Board on this issue.

8. Discussion and Possible Action to Approve 2021 rate for Recycling & Refuse collection with John’s Disposal

Present for this issue – Brian Jongetjes

Mr. Jongetjes noted that John’s Disposal was proposing a 1.2% increase in the contract. Tonage collected has increased significantly due to the COVID issue. He stated that they are having several issues with recycling and would our help – they would like to see cardboard boxes flattened and no plastic bags in the recyclables.

Motion by Glaisner and seconded by Fritz to Approve the 2021 rate for Recycling & Refuse collection with John’s Disposal; motion carried unanimously.

9. Discussion and Action to Approve Class B Beer and Class B Liquor Licenses for the Milwaukee Country Club and Lynden Sculpture Garden

Motion by Noyes and seconded by Russo to Approve Class B Beer and Class B Liquor Licenses for the Milwaukee Country Club and Lynden Sculpture Garden; motion carried with one abstention (Fritz).

10. Discussion and Action Regarding Ordinance No. 542 to Repeal and Recreate Subsection 2.18 of Chapter Two of the General Ordinances relating to State Statutes Adopted and Enforcement of Public Health and Emergency Orders of the State and Village of River Hills

Attorney Dineen noted that this what requested by Chief Mrozak and that the language addresses State health and Village orders and incorporates two statutes into our ordinance.

Motion by Fritz and seconded by Noyes to approve Ordinance No. 542 to Repeal and Recreate Subsection 2.18 of Chapter Two of the General Ordinances relating to State Statutes Adopted and Enforcement of Public Health and Emergency Orders of the State and Village of River Hills; motion carried unanimously.

11. Discussion and Action Regarding Nominations to Various Committee, Board and Commission Appointments

Motion by Noyes and seconded by Kingwill to approve the nominations to Various Committee, Board and Commission Appointments; motion carried unanimously

12. REPORT OF VILLAGE PRESIDENT – (President Anderson)

President Anderson noted that a letter has been mailed out to all residents who live along the river and streams.

13. REPORT OF VILLAGE MANAGER – (LaBorde)

a. Request to participate in the Grow Solar North Shore Program

The Board does not want to endorse the program. We will continue to provide information to anyone who is looking at solar energy.

b. Financial Reports for the following:

i. December 2019

1. Final entries made per auditor's request

ii. January 2020

iii. February 2020

1. Apportionment budget is no longer to be used

c. Approval of MMSD Green Solutions Funding Agreement G98005P50 for River Hills Public Works Yard Bioswale Project and Engineering Proposal

Motion by Fritz and seconded by Russo to approve the MMSD Green Solutions Funding Agreement and Engineering Proposal; motion carried unanimously.

There has been some flooding and sewage backups within the village which has cause damage to some properties. Currently the village is working with the insurance companies to file claims.

Property maintenance – Mr Gudenschwager will be appearing at the July court date. Village hall will be open to the public starting May 26th, but all board meetings will remain to be held virtually.

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14. REPORT OF THE RIVER HILLS POLICE DEPARTMENT – (Chief Mrozak)

- a. April Summary Report**
- b. Request to Develop an Eligibility List to Hire a Police Officer to fill anticipated vacancy**

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

- a. Annual Deer Report for the 2019-2020 Trapping Season**
 - Trustee Glaisner suggests using drones for the survey next year

Supt. Groth also noted that the Village just received our Recycling Grant for 2020 for \$10,824.86.

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

Trustee Kingwill was unable to attend so Village Manager LaBorde went in his place and reported on their audit and the progress of the renovations.

17. REPORT ON NORTH SHORE LIBRARY – (Trustee Glaisner)

- a. April Library Report**

MOVED UP TO AFTER ITEM #5

18. Update from Trustee Russo on Perception of River Hills project.

The Meet and Greet has been postponed due to COVID. She also recently attended the Nicolet High School meeting on renovation.

19. Discussion Regarding Municipal Water

MOVED UP TO AFTER ITEM #7

20. Discussion and Possible Action Related to Request for Proposals for Auditing services.

Motion by Noyes and seconded by Glaisner to approve the RFP for Auditing services and move forward; motion carried unanimously.

21. Discussion and Possible Action Regarding Resolution to Waive Interest and Penalty Payments for May 31, 2020 Property Tax Installment

Village Manager LaBorde stated that Milwaukee County has not yet taken action so there is nothing the Village can do at this time.

22. 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)(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, Vogel, and Green 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 and Library Agreement.**
- **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 the Verizon lease.**
- **Pursuant to Sec. 19.85(1)(f) – Considering financial, medical, social or personal histories or disciplinary data of specific persons that are employed by the governmental entity specifically regarding 14(b).**

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 Fritz and seconded by Kingwill to move into closed session at 8:48 p.m.; motion carried unanimously.

23. Reconvene to Open Session to take action on any item from Closed Session

Motion by Walker and seconded by Kingwill to reconvene to open session at 9:38 p.m.; motion carried unanimously.

Motion by Noyes and seconded by Russo to approve the Engagement Letter to hire von Briesen & Roper S.C. as special counsel for the Village of River Hills; motion carried unanimously.

Motion by Glaisner and seconded by Russo to authorize the Chief of Police to develop an eligibility list to hire a police officer; motion carried unanimously.

Motion by Noyes and seconded by Kingwill to approve the Fourth Amendment to the Verizon Lease and authorize the execution of the Amendment by the Village President and Village Clerk subject to the following conditions: no material changes in the 3/6/2020 site plans; final review of the Structural Assessment of proposed changes by the Village's consulting Engineer; final

legal review by the Village Attorney and issuance of any required building permits; motion carried unanimously.

Motion by Kingwill and seconded by Fritz to approve further study of a possible new location of the North Shore Library; motion carried unanimously.

24. ADJOURNMENT

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

Submitted by Stephanie Waala, Deputy Clerk, on June 9, 2020.