



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 19, 2021 @ 5:00 pm

This meeting was a virtual meeting through Zoom –
Access code 968-9443-6850

1. **Roll Call:** was answered at 5:00 p.m. by President Steve Anderson, Trustee David Fritz, Trustee Kurt Glaisner, Trustee Peter Kingwill, Trustee Christopher Noyes, Trustee Peggy Russo, and Trustee Bill Walker. Also present: Village Attorney Bill Dineen, Village Engineer Mustafa Emir, Village Manager Tammy LaBorde and Deputy Clerk/Treasurer Stephanie Waala.

2. CONSENT AGENDA

- a. The Agenda
- b. Village Board Minutes of March 10, 2021 and March 29, 2021
- c. Board of Appeals Minutes – March 2, 2021 and April 14, 2021
- d. Building Board Minutes – February 15, 2021 and March 15, 2021
- e. Committee on the Environment – January 19, 2021
- f. Plan Commission Minutes – December 7, 2020
- g. Voucher List – March 2021 and April 2021
- h. 2021 Bird/Tree/Monarch Butterfly Proclamations
- i. 2020 Annual Report for Municipal Separate Storm Sewer Systems (MS4)
- j. Approve RESOLUTION 2021-07 2020 Compliance Maintenance Annual Report

Motion by Fritz, seconded by Kingwill to approve the Consent Agenda; motion carried unanimously.

3. **PUBLIC COMMENTS ON NON-AGENDA MATTERS** – None.

4. **FUTURE AGENDA ITEMS** – None.

5. **Consider/Approve 2020 Financial Statements as presented by Wendi Unger of Baker Tilly**

Wendi Unger, Partner with Baker Tilly was present for this item. She presented the 2020 Financial Highlights for the audit. The auditors have provided a clean unmodified opinion, which is the highest level of assurance. She reviewed a summary of the financial information by fund. The general fund expenses were under budget due to capital outlay that had been budgeted but not incurred due to COVID. The General fund added \$1,285,357, which \$1,201,588 of that is for capital. The unassigned balance is at 27%. Debt Service fund added \$226,527 which \$173,000 is capitalized interest for TID #1. Sewer fund showed expenses were \$163,463 over budget which was due to MMSD projects; however, this will be zero when MMSD compensates the Village in full for the project. The TID #1 fund shows a deficit of \$86,064. The Nonmajor Govt. funds include three separate items combined – capital projects, annual road program fund and police capital fund and had no operating revenue but did have expenses. There are two material

weaknesses – segregation of duties relating to payroll and the financial statement closing process. Neither of the weaknesses is unusual or unexpected for the size of our department. There are two recommendations for adopting policies – one for investment and the other for capital assets. They also suggest that the Village put together an employee handbook.

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

Motion by Kingwill, seconded by Russo to approve the Class B Beer and Class B Liquor Licenses for the Milwaukee Country Club and Lynden Sculpture Garden; motion carried 6 ayes, Fritz recused himself from the vote regarding the Milwaukee Country Club licenses.

7. Discussion and Action to Approve Nominations to the various Boards, Commissions and Committees

LaBorde noted the following nominations Alexander Hawley – Plan Commission; Dr. Christopher Okunseri – Board of Health; Darele Bisquerra and Miguel Mireles – Committee on the Environment. The COE was not created by an ordinance. It originated as an ad-hoc committee for the deer and then became the COE. Most communities create their committees under their Village code. Fritz would like to take this item up at a future meeting to provide a specific directive that the committee should follow, with guidance and framework for the COE. Russo would also like to see structure.

Motion by Glaisner and seconded by Noyes to approve the nominations; motion carried unanimously.

MOVED UP AGENDA ITEM #15. REPORT ON NORTH SHORE LIBRARY

- **March Library Report**
- **New Library Director – Annie Bahringer’s first day was April 26th**

Trustee Glaisner introduced Annie Bahringer who is the new Library Director and has thirteen years of experience in Hustisford and Port Washington. She started on April 26th. A new Youth Services Librarian, Hannah Kane, started recently to take over youth programs. The library numbers are starting to look like pre-pandemic numbers. Everything is looking positive in coming back to normal.

8. Consideration of Ordinance to Repeal and Recreate Section 2.17(1)(b) of the Village Code of Ordinances Regarding the Keeping of Chickens

Attorney Dineen stated that he has not had a chance to review emails from the 25 other communities that responded to his email query on this issue. He would like to fill in the blanks that still remain in the draft. Our Building Inspector thought that more language on the construction of the coop should be added. He recommended that this item be laid over until the next meeting. Russo asked how many chickens we have in the Village. Dineen stated there are eight known properties in the Village that have applied for coops.

9. REPORT OF VILLAGE PRESIDENT

- **Letter to residents regarding latest information on Brown Deer property**

President Anderson noted that he has been getting a good response from the letter that was sent out to residents. We have also added an FAQ to the website. Noyes asked if the Save River Hills survey has been provided to us. The Village has not received any of the results.

10. REPORT OF VILLAGE MANAGER

a. Financial Reports for:

- **December 2020**
- **January 2021**
- **February 2021**
- **March 2021**
- **Treasurer Report on Cash as of March 31, 2021**
- **Fireworks Permits issued for:**
 - **Wedding at Milwaukee Country Club for May 22, 2021**
 - **Milwaukee Country Club for July 4, 2021**
 - **University School of Milwaukee for June 12, 2021**
- **FEMA denial of grant request for \$12,468.55 COVID overtime reimbursement**
- **Update on American Rescue Plan Act – Local Fiscal Recovery Funds**

LaBorde noted that all of the financial reports are due to the completion of the audit. The March report shows that 25% of the budget year. There was tax information in March but mostly in April. The Treasurer report shows the general fund a negative number due to tax entries made in March rather than in April. The cash balance is roughly \$4 million. Three fireworks permits were approved and distributed. FEMA denied our grant request. She will be appealing that decision. The ARPA was initially to be \$164,000 but now is at \$155,000. We will receive half the payment in June. There are questions as to what funds can be used for but we do have time to make this decision. This item will be coming back to the Board for discussion.

11. REPORT OF THE RIVER HILLS POLICE DEPARTMENT

- a. April Summary Report**
- b. Update on Officers**
- c. SE Wisconsin Healthcare Emergency Readiness Coalition**

Lt. Gaynor reviewed the report the Chief provided. Things are starting to come back to normal and the department is finally back to full staffing. All but 2 officers received the vaccine. They have removed the mask requirement for the department except for those two who were not vaccinated.

12. REPORT OF PUBLIC WORKS

- **Discussion and Action to Award Bid for DPW Yard Green Solutions project**
 - DPW Superintendent Groth stated that the Range Line Road project should begin in mid-June.
 - The State will be resurfacing the bridge over the Milwaukee River at Brown Deer Road. The trees in the median have been moved.
 - Two more sections of the sewer line have been re-lined.
 - The Green Solutions project will help solve storm water issues at the Village Hall and help meet the MS4 requirements.

LaBorde stated that a public bid opening was held for the Green Solutions project. The Village received one bid from All-Ways Contractors. Clark Dietz is recommending awarding the bid from All-Ways Contractors for the Green Solutions project in the amount of \$74,555 for the total base bid.

Motion by Fritz and seconded by Russo to award the bid from All-Ways Contractors for the Green Solutions project in the amount of \$74,555 for the total base bid; motion carried unanimously.

Trustee Glaisner stated that the COE had informed the DPW Supt. to not treat the dandelions at Village Hall. It was determined that the COE does not have the authority to do so.

13. REPORT OF THE NORTH SHORE FIRE DEPARTMENT

• **Update on NS Fire Department**

Trustee Kingwill stated that the NSFD Board reviewed their 2020 audit, and they took delivery of a water-tender which specifically services River Hills, the Board appointed Douglas Frazer from Fox Point as the new Board President. They were going to rebuild the Glendale station; however, there is not enough funding at this point to move forward. A total of eight million is needed for the project and only \$3 million is available. Half of the funding may be available from federal grants; they will find out in early October.

14. REPORT ON THE PERCEPTION OF RIVER HILLS PROJECT

Trustee Russo noted that the COE is looking to merge the meet and greet with the annual event at the Lynden in order to have new families attend.

16. 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)(d) – Considering specific applications of strategy for crime detection or prevention as presented by the Village Police Department.
- 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 proposal from Landmark Dividend to purchase cellular towers and regarding AT&T cell tower lease.
- 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 property on Brown Deer Road.

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 Kingwill to move into closed session for the first two items stated on the agenda at 6:11 p.m.; motion carried unanimously. (The Board did not discuss the property on Brown Deer Road in closed session.)

Motion by Kingwill and seconded by Glaisner to reconvene to open session at 6:44 p.m.; motion carried unanimously.

17. ADJOURNMENT

Motion by Fritz and seconded by Kingwill to adjourn at 6:46 p.m.; motion carried unanimously.

Submitted by Tammy LaBorde, Manager/Clerk/Treasurer, on June 2, 2021.