



## 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** **Village Hall, Wednesday, January 19, 2022 @ 5:00 pm**

**This meeting was a virtual meeting through Zoom –  
Access code 825-1935-9886**

1. **ROLL CALL:** Roll call was answered at 5:00 pm by President Steve Anderson, Trustee Bill Walker, Trustee Peggy Russo, Trustee Kurt Glaisner, Trustee David Fritz, Trustee Christopher Noyes and Trustee Peter Kingwill. Also present: Village Attorney Bill Dineen, Village Manager Tammy LaBorde, Lt. Gaynor, and Deputy Clerk Stephanie Waala.
2. **CONSENT AGENDA**
  - a. **The Agenda**
  - b. **Village Board Minutes – November 17, 2021 and December 8, 2021**
  - c. **Building Board Minutes – November 15, 2021**
  - d. **Voucher List – December 2021**

Motion by Kingwill, seconded by Noyes to approve the Consent Agenda as submitted; motion carried unanimously.

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

None

4. **FUTURE AGENDA ITEMS**

Revisions to Fire Ordinance  
Concern with large amount of Turkey's in the village

5. **Discussion and Possible Action Regarding Save River Hills proposal related to Direct Legislation Petitions and Development Agreement with Cornerstone regarding Brown Deer Road Property**

Motion by Glaisner, seconded by Russo to move this agenda item to agenda item no. 17 for discussion in closed session; motion carried unanimously.

6. **Discussion and Possible Action Regarding ORDINANCE NO. 552 to Repeal and Recreate Sections 2.09, 2.095(2), 2.12 and 2.35 of Chapter 2 of the General Ordinances of the Village of River Hills Related to Burning Permits, Fireworks and Private Alarm Systems**

President Anderson noted that a proposed amendment to the ordinance was received this afternoon from Mr. Vogel's attorney related to suggestions regarding fireworks. In order to review this information, this item should be laid over to the next meeting.

**7. Discussion and Possible Action Regarding RESOLUTION NO. 2022-02 TO Adopt Revised 2022 Fee Schedule**

LaBorde stated that the fee schedule was updated regarding fire and police alarm calls as well as changing the effective date of the chicken permit to April 1, 2022.

Motion by Noyes, seconded by Kingwill to approve Resolution No. 2022-02 to Adopt Revised 2022 Fee Schedule; motion carried unanimously.

**8. Discussion and Possible Action Regarding RESOLUTION NO. 2022-01 to Establish a Tax Refund Policy**

LaBorde stated that staff is recommending the adoption of a policy.

Motion by Kingwill, seconded by Fritz to approve Resolution No. 2022-01 to Establish a Tax Refund Policy; motion carried unanimously.

**9. REPORT OF VILLAGE PRESIDENT**

President Anderson had two issues to report. The first item is related to the Public Policy Forum consolidation study for police departments in the north shore. He wanted to point out that Glendale is the community who requested this and they are paying for the full study. LaBorde stated that the village was contacted by the Public Policy Forum related to this matter. She stated that she told them that the village would provide any information that they needed for the study but that the Board had not discussed this matter. Since then there has been no communication on this matter.

President Anderson also discussed a letter that he received requesting a proclamation for Education and Sharing Day USA. He is concerned about starting a precedence of having so many proclamations. Trustee Glaisner is concerned as well and would like additional information before approving a proclamation.

**10. REPORT OF VILLAGE MANAGER**

**a. Preliminary Financial Report for December 2021**

LaBorde noted that the general fund is currently shown as over budget. The auditors will be here in February and they will review all of the entries that have been made to date. In addition, a MMSD project makes up approximately \$100,000 anticipated revenue in the general fund, so there are a number of issues still to resolve before the final report.

LaBorde also noted that there is a primary scheduled for February 15<sup>th</sup> for a county supervisor position.

LaBorde also noted that at the meeting this week with MMSD and Corvias it was discussed that construction on the Brown Deer property wetlands areas will begin in March and they are hoping to have it completed by September of this year. Letters will be sent out to neighboring properties.

LaBorde also noted that road projects for the year are currently in the bid process for Dean Circle from Range Line Rd west and Pheasant Ln from Fairy Chasm north to County Line Rd.

LaBorde also noted that Nicolet School District is putting a referendum question on the April ballot. At the March meeting there will be discussion about the village possibly doing a referendum to increase the levy limit due to not being able to meet the budget.

**11. REPORT OF THE RIVER HILLS POLICE DEPARTMENT**

**a. Summary Report**

Lt. Gaynor stated that the department is at full staffing. There have been three officers and two staff out with COVID this year. The two new squad cars are not yet active as they need to be outfitted first. One of the vehicles should be on the road in the next week and the wait for the second vehicle is about 4 months. Body cameras have been purchased and fully operational at this time. He also noted that there have been several catalytic converters stolen from vehicles parked in the Park & Ride.

**12. REPORT OF PUBLIC WORKS**

**a. Discussion and Possible Action regarding capital project for concrete stairs and railing at village hall and Dodge pickup truck**

Supt. Groth noted that when the bids were received for concrete they did not include a railing for the back stairs, which is required. He also noted that the stairs going down to the basement in the back of village hall must also be replaced as there needs to be at least 2 ingress/egress locations. The Board asked that Randy verify that there need to be 2 ingress/egress locations to the basement before moving forward with the project.

Motion by Fritz, seconded by Kingwill to approve the purchase of the Dodge pickup truck and the proposal for the concrete stairs, railing, and stairs to the basement subject to confirmation that a second entrance/exit is required by code; motion carried unanimously.

**b. Update regarding deer program**

Supt. Groth stated that they have removed 30 deer this year so far. They conducted the flyover this year. He had hoped to have it done by a drone, however the individual was having issues with the drone. The plan is to use a drone in 2023.

**13. REPORT OF THE NORTH SHORE FIRE DEPARTMENT**

Trustee Kingwill stated that the NSFD Board did not meet in January.

**14. REPORT ON THE PERCEPTION OF RIVER HILLS PROJECT**

Trustee Russo stated that she would like to see an article in the magazine related to having residents sign up for emails. She is waiting to see what happens with covid before she schedules anything for this year.

Trustee Walker left the meeting at 5:33 p.m.

**15. REPORT ON NORTH SHORE LIBRARY**

**a. Interim Library Director**

Trustee Glaisner stated that the interim director resigned in December. A new interim has been appointed, Susan Draeger-Anderson. Susan is also assisting with the new library.

**16. Discussion and Possible Action to appoint DPW Superintendent.**

Motion by Noyes, seconded by Russo to move this agenda item to agenda item 17 for discussion in closed session; motion carried unanimously.

**17. 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), 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 Item 5 on the Agenda.**
- **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 potential litigation in which it is or is likely to be involved.**
- **Pursuant to Sec. 19.85(1)(c) – Considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction specifically regarding DPW Superintendent.**

**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 Glaisner, seconded by Fritz to move into closed session for the reasons stated on the agenda at 5:50 p.m.; motion carried unanimously.

Motion by Kingwill, seconded by Noyes to reconvene to open session at 6:32 p.m.; motion carried unanimously.

Trustee Noyes stated that the Board determined that at this time there was no action to take on Item #5.

Motion by Kingwill, seconded by Russo to approve the recommendation of the Village Manager regarding the Public Works Superintendent as discussed in closed session; motion carried unanimously.

**18. ADJOURNMENT**

Motion by Fritz and seconded by Glaisner to adjourn at 6:35 p.m.; motion carried unanimously.

Submitted by Tammy LaBorde, Clerk on January 20, 2022.