



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, March 13, 2024 @ 5:00 pm
This meeting was an in person and virtual meeting
through Zoom – Access code 827-0642-1148

1. **ROLL CALL** Roll call was answered at 5:01pm by President Chris Noyes, Trustee Peggy Russo, Trustee Kurt Glaisner, Trustee Jamie Evans (in person at 5:15pm), and Trustee Ike Isaacson were present. Trustee David Fritz, Trustee Bill Walker and Trustee Jamie Evans (5pm to 5:15pm) were present via zoom. Also present: Village Attorney Bill Dineen, Village Manager Tammy LaBorde, Police Chief Milt Mrozak, Lt. Michael Gaynor, DPW Superintendent Craig Schroeder, and Village Engineer Mustafa Emir.

2. **CONSENT AGENDA**

- a. **The Agenda**
- b. **Village Board Minutes – January 17, 2024**
- c. **Building Board Minutes – December 18, 2023**
- d. **Joint Review Board – Draft minutes December 12, 2023**
- e. **Voucher List – January 2024 and February 2024**

Motion by Russo, seconded by Glaisner to approve the Consent Agenda; motion carried unanimously.

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

None.

4. **FUTURE AGENDA ITEMS**

None.

5. **Discussion and Possible Action to Approve Storm Water Agreement with St. Christopher’s Church**

Kenneth Jacobs was present for this item.

Attorney Dineen stated that the Church is doing permeable pavers and detention basins which requires a stormwater permit with the Village. The document is in recordable form. The Church has delivered the signed agreement to the Village and Attorney Dineen recommends approval.

Motion by Glaisner, seconded by Walker to approve the Storm Water Management Agreement with St. Christopher’s Church; motion carried unanimously.

6. **Discussion and Action to Approve RESOLUTION NO. 2024-02 2024 Fee Schedule for Village Licenses and Permits**

LaBorde stated that in December the Village had an assistant who assembled comparison of all of the fees charged in the Village and the six other communities on the North Shore. The report was reviewed and changes to certain fees were suggested. The Building Inspector reviewed the fees and the recommended changes were included in the agenda packet. Russo asked why we don’t charge a fee for fireworks.

LaBorde explained that the Village has never charged a fee for fireworks. There are only two that have applied for permits in the past. (The Zoom connection with the meeting was lost for several minutes then came back.) Russo asked about the \$1,000 fee for a vicious dog and asked if this is consistent with other

communities. Attorney Dineen explained that it is the intent of the ordinance to provide restrictions related to vicious dogs. Isaacson asked about the well operation permit. LaBorde explained that this permit was implemented late in 2023 to address those residents who switched to Mequon water and gives them the option to continue to operate their existing well. Attorney Dineen stated that this is only applicable to those who have access to municipal water from Mequon. Evans asked how we keep track of dogs and cat licenses. LaBorde stated that she believes that MADACC sends out reminders. Evans was wondering if there is a way for the Village to proactively remind residents of the permits. LaBorde noted that the tax bill information letter has some items, there is the property tax letter, or constant contact but that doesn't reach everyone, or perhaps an article in the North Shore Living magazine.

Motion by Isaacson, seconded by Glaisner to approve **RESOLUTION NO. 2024-02** 2024 Schedule for Village Licenses and Permits; motion carried unanimously.

7. REPORT OF VILLAGE PRESIDENT – (President Noyes)

a. Update

President Noyes noted the Clubhouse at The Grove is scheduled to open in May and the pool has been dug. There are a total of three model homes which are scheduled to be complete and available for sale in late July. A total of 40 people attended The Grove informational meeting at the Schlitz Audubon Nature Center. There are currently five people who are under contract for homes at The Grove and one or two are expected this week. John Wahlen is very happy with how things are going and has a good working relationship with the Building Board.

President Noyes and Craig Schroeder have been working on the power line issue off Calumet Court. The residents of 16 homes signed a letter requesting that WE Energies bury the power lines in the area. Most of the residents have been removing the dead ash trees in the area. They are currently waiting for a response from WE Energies in the next couple of days.

Walker asked if the Conservancy area has been restored by Cornerstone. President Noyes stated that they are working with Clark Dietz and Cornerstone to determine who is responsible for the restoration. Village Engineer Emir stated that there are areas that are disturbed and they will be restored to the specifications for the Conservancy and one section will be grass. The contractor which put in the sewer and water lines will also be partially responsible for the restoration.

President Noyes noted that the issue of short-term rentals has come up. There are a number of events coming up and a question exists whether residents will want to rent out their homes. There currently is no ordinance in place that would regulate this. There are homes that are listed on AirBNB and VRBO currently but there have not been any complaints in several years. He would like to know if the Board would like to explore putting an ordinance in place to regulate the rentals. Attorney Dineen noted that residents can rent their homes if it is used as a single-family residence; under the law rental is not restricted just the use. The question is if you have multiple families on a short-term use if that fits the definition. He stated that Fox Point has an ordinance that requires residents to register their rental and pay a fee. At this point, he doesn't know if the Village needs to adopt an ordinance. Evans stated that there are a number of large events that are taking place within a two and ½ week period where the hotels may be booked and people may look to other places. After discussion, the Village Board determined that it didn't want to adopt an ordinance since there are no issues or concerns at this point.

8. REPORT OF VILLAGE MANAGER – (LaBorde)

- a. Preliminary Financial statements for January 2024**
- b. Presidential Preference and Spring Election – Tuesday, April 2, 2024**
- c. January 2024 Health Department Report**

LaBorde noted that the financial report is preliminary for January as there are other entries related to tax collection and audit entries that need to be made. The Village paid out \$3,206,232 to other taxing entities in January and the Village received \$1,185,371 for December collections paid out on January 15th. The Village paid out \$3,427,404 to other taxing entities in February and the Village received \$1,267,140 for January collections paid out on February 15th. Next payment is April 15 for all taxes collected through March 31. Payments were made to North Shore Fire Department, North Shore Library, and Bayside Communications in January. On March 1st, the Village paid principal and interest of \$333,275 for debt service and on March 15th the Village paid principal and interest of \$117,218.53 for state trust fund loans. On April 1st the Village will pay the TID and General Obligation debt service payments of \$333,209.44; \$185,173 of that amount is capitalized interest for the TID. The next payments for debt service are due September 1st and October 1st. The next property tax installment date is March 31st. There are currently 15 residents who are delinquent which totals \$263,270. The interest rate for the Local Government Investment Fund remains at 5.39% through February.

The Presidential Preference Primary and Spring Election are scheduled for Tuesday, April 2nd. In-person absentee voting will begin March 19th and run through 5pm on March 29th.

A copy of the Health Department Report for January 2024 was included in the Board packet.

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

a. Summary Report

Chief Mrozak stated that the summary report includes data for 2023 and trends from 2021 through 2023. It was suggested that the report be placed on the Village website. He thanked the Village Board for allowing him to serve the community.

President Noyes presented **RESOLUTION NO. 2024-01** Resolution of Commendation, recognizing the Chief's service and read the resolution into the minutes. **WHEREAS**, Chief Milton Mrozak has served the Village of River Hills since August 16, 1989, first as a police officer, then sergeant, and has served as the Chief of Police since May 15, 2018; and **WHEREAS**, Chief Milton Mrozak throughout his 35-year career with the Village of River Hills, has been dedicated and diligent and has been a valuable asset to the residents of River Hills; and **WHEREAS**, Chief Milton Mrozak always provided the most friendly and professional service to the community; and **WHEREAS**, Chief Milton Mrozak will be retiring from service to the Village of River Hills on April 17, 2024. **NOW THEREFORE BE IT RESOLVED**, by the Village Board of the Village of River Hills that this Village Board commends Police Chief Milton Mrozak for his many years of service and expresses its thanks, on behalf of the citizens of River Hills, for said services and this Village Board wishes him good health and happiness in his retirement. **BE IT FURTHER RESOLVED** that this Resolution be read into the minutes of the Village Board's proceedings and thus made a permanent part of the Village records, and that a copy of this Resolution be presented to Police Chief Milton Mrozak. **PASSED AND ADOPTED** by the Village Board of the Village of River Hills this 13TH day of March 2024.

Motion by all members of the Village Board to Approve **RESOLUTION NO. 2024-01**; motion carried unanimously.

Lt. Gaynor provided an update on the hiring of two new officers for the department which cover the one officer who left in December and the retirement of one officer in February. One officer is currently attending the police academy and then will finish with training at the Police Department and is expected to complete all the training in September. The second officer is currently in training and should complete his training in mid-May. The Department anticipates two additional retirements – the Chief in April and a patrol officer in 2025. The Department is looking for two replacements and will determine if they need to attend the August police academy prior to hire. Russo asked if there are any issues related to the new development and not being at full staffing. Lt. Gaynor said he did not anticipate any issues at this time. He is looking to hire two officers so that the Village would be at full staffing in early 2025. He is hoping to have a surge in applications in May. Financial information related to the retirements and new additions will be forwarded to the Village Board at a later date. Russo asked if there are any tools or equipment that the police department needs. Lt. Gaynor stated that there aren't any items that they are looking for at this time. Fritz stated that he noted a huge drop in speeding citations in 2023. Chief Mrozak stated that it is the one glaring statistic. He stated that there are two parts – one there has been a lot of construction where traffic decreased on our roads and staffing hours have shrunk due to the departure of officers. These last few months he noticed that the officers slowed down their citations and there was a point where some of the officers were not happy with the resolution of the contract. He stated that recent numbers are looking up.

10. REPORT OF PUBLIC WORKS (Supt. Schroeder)

a. Discussion and Possible Action to Approve Fire Alarm and Elevator monitoring system

Supt. Schroeder stated that the fire alarm system for Village Hall does not have any current monitoring. The Fire Department has raised this issue in prior inspections of Village Hall and up until now the Village has been able to pass inspections as we have a 24-hour police department. However, since there is no internal patrol of the building after hours, the Village is required to have monitoring of the building. Guetzke & Associates will install a radio for monitoring the fire alarm system. In addition, the elevator in Village Hall requires monitoring of the phone in the elevator. The Fire Department recommended Guetzke.

Motion by Fritz, seconded by Isaacson to Approve the Fire Alarm and Elevator monitoring system with Guetzke & Associates in the amount of \$2,300 with funds to come from the contingency account; motion carried unanimously.

b. Discussion and Action to Award Bid for 2024 Pavement Recycling and Resurfacing Program

Clark Dietz provided a memo on the project. The Village received a total of three bids for the project. Clark Dietz recommends the selection of Stark Pavement Corp. The project will include Bradley Rd from Green Bay Rd to Range Line Rd, Bradley Rd from River Rd to the river, and an alternate bid for Cedar Lane from Upper River Road to River Bend Court. Elevations of the road will stay the same.

Motion by Glaisner, seconded by Isaacson to Award the Bid for the 2024 Pavement Recycling and Resurfacing program to Stark Pavement in the amount of \$252,888.25 for the base bid plus the alternate bid; motion carried unanimously.

11. REPORT OF THE NORTH SHORE FIRE DEPARTMENT (Trustee Fritz)

a. Update

Trustee Fritz was not able to attend the meeting. LaBorde stated that there was a report of calls of service for 2023 included in the packet and that the construction of the new Fire Station in Glendale was originally

scheduled to be completed in April however it has now been extended to May or June. They will have a grand opening. Last year, there was a spring elected official training and they plan to do it again for 2024.

12. REPORT OF THE PERCEPTION OF RIVER HILLS PROJECT – Trustee Russo

a. Update

Trustee Russo stated that the Social Committee will be meeting on April 9th. Trustee Evans stated that residents will be provided with a tree seedling during Cleanup River Hills April 22 through April 26. Russo stated that she is also looking at scheduling a family activity at the Lynden Sculpture Garden. She also stated that John Wahlen will be appearing on the Morning Blend in the near future promoting The Grove. She stated that she is also looking at how to send out invites through Constant Contact.

The River Hills Foundation granted \$5,000 for the annual event at the Schlitz Audubon. The event is Thursday, September 12th. The Lynden Sculpture Garden is looking at activities to coincide with the event at the Audubon. She has received interest from eight residents to set up a committee. This is the last year for the Foundation's sponsorship of the Lynden memberships but she is talking to someone who may consider sponsoring membership.

Trustee Evans stated that the Community Cleanup will be giving out seedlings. The Foundation is sponsoring this. Residents should collect garbage and come into Village Hall to get a seedling.

13. REPORT ON NORTH SHORE LIBRARY – Trustee Isaacson

a. Update

Trustee Isaacson stated that there was a bomb threat last week and that the library is still on track for occupancy in August. There have been several tours of the facility. President Noyes stated that President Walny of Bayside indicated there was going to be a big announcement soon on sponsorship.

Motion by Russo, seconded by Glaisner to move Items 14, 15, and 16 to Agenda item 18 for closed session; motion carried unanimously.

14. Discussion and Possible Action regarding Request from Stark Pavement for 2023 Paving Project (Village Engineer Emir)

15. Discussion and Possible action authorizing enforcement of Lease provisions regarding past due rent related to Sprint/T-Mobile Lease Hold Over

16. Discussion and Action regarding Hiring new Police Chief

17. Discussion and Possible Action regarding ORDINANCE NO. 578 to Create Section 1.19 of Chapter 1 of the General Ordinances of the Village of River Hills Regarding the Disposal of Abandoned Personal Property in the Village of River Hills

Attorney Dineen stated that this was the result of a traffic stop of someone that was traveling at a high rate of speed. The officer found over \$8,000 in cash in the car, drugs, personal property and other items. There is a state statute related to property that is abandoned only if the Village has an ordinance. Lt. Gaynor had noted they had abandoned personal property and were looking at how to dispose of the items. A copy of the Ordinance is included in the packet.

Motion by Russo, seconded by Glaisner to Approve **ORDINANCE NO. 578** to Create Section 1.19 of Chapter 1 of the General Ordinances of the Village of River Hills Regarding the Disposal of Abandoned Personal Property in the Village of River Hills; motion carried unanimously.

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 §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 Item 14 on the agenda.
- 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 15 on the agenda.
- Pursuant to Sec. 19.85(1)(c) – Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically regarding Item 16 on the agenda.

You are further notified that at the conclusion of the Closed Session, the Village Board will convene into open session pursuant to 19.85(2), Stats. for additional discussion and action concerning any matters discussed in closed session and for remaining agenda items.

Motion by Russo, seconded by Glaisner to move into closed session for the reasons listed on the agenda at 6:11pm; motion carried unanimously.

Motion by Russo, seconded by Isaacson to reconvene to open session at 6:53pm; motion carried unanimously.

Motion by Glaisner, seconded by Isaacson to approve the request of Stark Pavement in the amount of \$58,950.67 for the 2023 Paving Project; motion carried unanimously.

Motion by Russo, seconded by Isaacson to approve the appointment of Lt. Michael Gaynor as the new Police Chief for River Hills effective April 17, 2024; motion carried unanimously.

21. ADJOURNMENT

Motion by Russo, seconded by Glaisner to adjourn at 6:54 p.m.; motion carried unanimously.

Submitted by Tammy LaBorde, Clerk on March 28, 2024