



## 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, Tuesday, May 14, 2024 @ 5:00 pm**

**This meeting was an in person and virtual meeting  
through Zoom – Access code 827-1275-4963**

1. **ROLL CALL** Roll call was answered at 5:00pm by President Chris Noyes, Trustee David Fritz, Trustee Jamie Evans (via zoom), Trustee Kurt Glaisner, Trustee Ike Isaacson (via zoom), and Trustee Peggy Russo (via zoom) were present. Trustee Bill Walker was absent and excused. Also present: Village Attorney Bill Dineen, Village Manager Tammy LaBorde, Police Chief Michael Gaynor, and DPW Superintendent Craig Schroeder.
2. **SWEARING IN CHIEF MICHAEL GAYNOR**  
Police Chief Michael Gaynor was sworn into office.
3. **CONSENT AGENDA**
  - a. **The Agenda**
  - b. **Village Board Minutes – March 13, 2024**
  - c. **Building Board Minutes – February 19, 2024 and March 18, 2024**
  - d. **Voucher List – March 2024 and April 2024**
  - e. **Approve RESOLUTION 2024-03 to Combine Wards for the August 13, 2024 Partisan Primary and November 5, 2024 General Election**
  - f. **2023 Annual Report for Municipal Separate Storm Sewer Systems (MS4)**
  - g. **Approve RESOLUTION 2024-05 Compliance Maintenance Annual Report**Motion by Glaisner, seconded by Fritz to approve the Consent Agenda; motion carried unanimously.
4. **PUBLIC COMMENTS ON NON-AGENDA MATTERS**  
None.
5. **FUTURE AGENDA ITEMS**  
None.
6. **Consider/Approve 2023 Auditors Report and Financial Statements as presented by Wendi Unger of Baker Tilly**  
Wendi Unger, who is a partner at Baker Tilly, was present for this item. She stated that the audit reports were distributed to the Board prior to the meeting. The summary report that she provided was included in the packet. This is a clean, unmodified audit opinion which is the highest level of assurance. She reviewed the general fund, debt service fund, sewer fund, TID #1 fund, and nonmajor governmental funds (ARPA, Capital, and Police). A number of the funds had revenues exceed budget due to positive investment income throughout the year. The ARPA fund used \$27,000 of the general fund in order to balance while the Village waits for a reimbursement from the IRS for the solar panel project. Previously there was a deficit in the TID #1 and Nonmajor Government funds which are now positive balances. The Village currently has \$11.9 million in outstanding debt. The Village's capacity to borrow is at \$16 million. The material weaknesses continue to be due to the size of the organization and are common in small communities. There are two new GASB requirements which shouldn't have any impact on the Village's financial statements.

Motion by Isaacson, seconded by Glaisner to approve the 2023 Financial Statements; motion carried unanimously.

**7. Discussion and Action to Approve Class B Beer and Class B Liquor Licenses for the Milwaukee Country Club and Bradley Foundation Lynden Sculpture Garden**

Motion by Russo, seconded by Glaisner to approve the Liquor Licenses for the Milwaukee Country Club and Bradley Foundation Lynden Sculpture Garden as submitted; motion carried unanimously with Fritz abstaining.

**8. Discussion and Action to Approve Appointments to the various Boards, Commissions and Committees**

Trustee Isaacson stated that he is having difficulty attending the Library Board meetings.

Motion by Fritz, seconded by Russo to approve the appointments to the various Boards, Commissions and Committees as submitted; motion carried unanimously.

**9. Discussion and Action to Award Bid for 2024 Sanitary Sewer Lining Project**

Supt. Schroeder stated that every year the Village tries to eliminate as much as they can of the clear water infiltration into the sewer system. Clark Dietz has recommended that the bid for 2024 Sanitary Sewer Lining Project in the amount of \$32,568.75 be awarded to Visu-Sewer.

Motion by Fritz, seconded by Isaacson to award the bid for 2024 Sanitary Sewer Lining Project to Visu-Sewer in the amount of \$32,568.75.

**10. Discussion and Action to Approve the Following Items for the Annual Event at Schlitz Audubon Nature Center**

- a. **RESOLUTION 2024-04 World Migratory Bird Day**
- b. **2024 Arbor Day Proclamation**
- c. **2024 Monarch Butterfly Day Proclamation**

Motion by Russo, seconded by Fritz to approve RESOLUTION 2024-04 World Migratory Bird Day, 2024 Arbor Day Proclamation, and 2024 Monarch Butterfly Day Proclamation; motion carried unanimously.

**11. REPORT OF VILLAGE PRESIDENT – (President Noyes)**

- a. Update on Cornerstone Development
- b. Update on power outages on River Road/Calumet Court
- c. Engineering RFP's

President Noyes stated that he received an email from John Wahlen. There are three homes under contract with two more coming. People are waiting to see the completed clubhouse and model homes. The clubhouse should be done at the end of July and the model completed in August. Cornerstone plans to hold an Open House at the end of August. Mr. Wahlen reported that the restoration of the prairie area has been completed. Fritz asked if they have information regarding the price points. Power outages – WE Energies has acknowledged that this area is a candidate for burying lines but they are eighteen months behind on those projects. There are thirteen homes that are affected. Ike Isaacson and Bill Walker have agreed to serve on a committee for the engineering RFP's. They plan to meet next week and schedule interviews. President Noyes went on a tour of the new Glendale Fire station. The Health department has the north side of the building. The building is spectacular. They hope to be open in two to three weeks.

**12. REPORT OF VILLAGE MANAGER – (LaBorde)**

- a. **Financial statements for January, February, March 2024**

**b. Treasurers Report as of March 31, 2024**

**c. Fireworks Permit issued to Milwaukee Country Club for July 4, 2024**

**d. Health Department Report for March**

LaBorde stated that the March financial statements show that expenses are at 76% which is where they should be. Funds that are invested in the LGIP are still receiving 5.39%. There were no questions. Fritz asked about the installation of water. LaBorde stated that there were approximately nine residents who connected. Fritz asked about the restoration from the construction. Supt. Schroeder stated that they are working on addressing a punch list. LaBorde presented the Treasurer's report as of March 31, 2024 with the bulk of the funds due to the TID district and property tax payments. There were no questions. LaBorde reviewed the fireworks permit that was issued to Milwaukee Country Club for July 4, 2024. She noted that the Fire Department has reviewed the permit and a copy was issued to the Police Department. LaBorde stated that she included a copy of the March North Shore Health Department report for the Board's information.

**13. REPORT OF THE RIVER HILLS POLICE DEPARTMENT (Chief Gaynor)**

**a. Summary Report**

Chief Gaynor stated that staffing is a major issue. They are at eight sworn officers and overtime has increased. Members of the Police Department were able to do active training in the old Cardinal Stritch buildings. They hosted it with Fox Point and was a great program. Our new Officer McGovern will be off training in a couple of weeks. Officer Kurshinsky came off the academy and started training last night. We hired a new officer and he will start the academy at the end of July and should be done training in December. Overtime should drop off in October; they will go from 30 shifts of overtime to 10 shifts. The Police Department will be at full staffing in December.

The Police Department will be participating in the RNC with the Mobile Field Force. One officer from the department will participate and will be attached through the Sheriff's Department. The country club does not plan to have any gatherings for the RNC.

Chief Gaynor stated that citation numbers are going in the right direction. Arrests have tripled recently. Fritz stated that the residents on Range Line Road are concerned about speeding. Chief stated that they have been monitoring.

The Department will be deploying its first F-150 truck in June.

**14. REPORT OF PUBLIC WORKS (Supt. Schroeder)**

**a. 2023 Recycling Program Annual Report**

Supt. Schroeder stated that he filed the report and received confirmation for funds to be received in 2025.

**b. Discussion/Possible Action Regarding Range Line Road Box Culvert Repair or Replacement**

Supt. Schroeder presented information regarding the history of the box culvert on Range Line Road. In 2022, the Village set money aside for two years in the amount of \$350,000. Clark Dietz inspected the culvert in March of 2024 and concluded that there are two options – replacement would have a 40-year life span and repair would have a 20-year life span. Repair of the box culvert is estimated to cost between \$150,000 and \$200,000 while replacement of the box culvert is estimated to cost between \$400,000 and \$450,000. Mr. Schroeder is looking to include the expansion of the bridge to accommodate pedestrian traffic. The Village does not have a quote on

either of the options at this point. Isaacson asked if the box culvert is appropriately sized. Schroeder stated that he hasn't seen anything but there would need to be a hydraulic study completed. Schroeder would also like to explore other options. Isaacson stated that pre-cast is a higher quality product to consider. Fritz stated that neighbors have back up from the creek on the Kies property. There is probably some engineering that could tie all of this together; however, a portion of that is on private property. The Board would like to see more information on both options for the July meeting. Supt. Schroeder recommends replacing the box culvert. The Board approved an agreement with Clark Dietz for design in January 2024.

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

**a. Update**

Trustee Fritz stated that there are union negotiations that will begin soon. LaBorde stated that there is a new report that needs to be filed with the DOR – Maintenance of Effort related to levels of Emergency services by the Fire Department.

**16. REPORT OF THE PERCEPTION OF RIVER HILLS PROJECT – Trustee Russo**

**a. Update**

Trustee Evans stated that the Community Cleanup went well and they handed out all of the seedlings. She didn't see much as to the pickup on social media but she did see people picking up trash. Trustee Russo stated that the Committee is meeting on Thursday at the Lynden to come up with an event for families. She received a request from the County Executive to attend the annual event. She also has a donor to cover the Lynden membership for Village residents.

**17. REPORT ON NORTH SHORE LIBRARY – Trustee Isaacson**

**a. 2023 Year in Review**

Trustee Isaacson stated that they are getting close to the funding goal. The Library Foundation will be meeting on Friday related to the transfer of funds raised. LaBorde will attend the upcoming NS Library meeting on Thursday. President Noyes stated that the Village Presidents signed a letter to Congresswoman Gwen Moore to request \$1.5 million in funding. Trustee Glaisner stated that the old Library Foundation is meeting on Friday to discuss the funds that they raised.

**18. ADJOURNMENT**

Motion by Fritz, seconded by Glaisner to adjourn at 6:12 p.m.; motion carried unanimously.

Submitted by Tammy LaBorde, Clerk on May 15, 2024