



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, July 10, 2024 @ 5:00 pm
This meeting was an in person and virtual meeting
through Zoom – Access code 826-4951-9876

1. **ROLL CALL** Roll call was answered at 5:00pm by President Chris Noyes, Trustee David Fritz, Trustee Jamie Evans, Trustee Kurt Glaisner (via zoom), Trustee Ike Isaacson (via zoom), Trustee Peggy Russo (via zoom) and Trustee Bill Walker (via zoom) were present. Also present: Village Attorney Bill Dineen, Village Manager Tammy LaBorde, Police Chief Michael Gaynor, DPW Superintendent Craig Schroeder and Deputy Clerk/Treasurer Nathan Schafer.
2. **CONSENT AGENDA**
 - a. **The Agenda**
 - b. **Village Board Minutes – May 14, 2024**
 - c. **Building Board Minutes – April 15, 2024 and May 20, 2024**
 - d. **Voucher List – May 2024 and June 2024**

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

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

4. **FUTURE AGENDA ITEMS**

Trustee Fritz requested an update on expenses for the Cornerstone development. LaBorde mentioned some of the expenses but will report back at the next meeting. Supt. Schroeder provided an update on restoration of the properties where the water mains were installed in Bayside and the Village. Trustee Walker requested resolution regarding a property maintenance issue next door to him on Fairy Chasm Road.

5. **Presentation from Erin Povak of SweetWater and resident Randy Knaflie regarding Workshop for River Hills chicken owners and bee keepers to learn more about how to respect and keep our waters clean**

Supt. Schroeder introduced Erin Povak who works with the Village regarding our MS-4 Storm water permit compliance. They have been looking at informing residents related to fecal coliform. This is an outreach to owners of chickens and bees on how to manage their animals' waste. The DNR requires they present a topic which will reach a target audience, address a specific pollutant and have a follow up metric. They are putting on a workshop on August 7th at Randy Knaflie's home. The time is still to be determined. They will begin advertising the event next week.

Motion by Evans, seconded by Isaacson to approve conducting a Chicken and Bee Workshop on August 7th; motion carried unanimously.

6. Discussion and Possible Action to Approve Contract for Engineering Services

Thanks to the committee made up of Supt. Schroeder, Trustee Isaacson and Trustee Walker who reviewed the proposals and then met with the two finalists that were selected. Supt. Schroeder stated that Kapur came out on top. All of the submittals had similarities. He introduced Aaron Groh of Kapur. Mr. Groh has worked with communities such as Fox Point for over twenty years. Mr. Groh appreciates the opportunity and looks forward to building a long-term relationship with the Village and its staff. Trustee Glaisner asked about the monthly retainer in the contract and the Village Attorney noted that the error has been corrected. Trustee Walker noted that it was a thorough process and Supt. Schroeder did a great job of shepherding them. Trustee Isaacson stated that we are looking forward to working with Kapur. President Noyes noted that Kapur has a number of different agencies or departments that can work with the Village.

Motion by Fritz, seconded by Russo to approve the execution of the Master Agreement for Engineering Services with Kapur and authorize the Village Manager to execute the agreement subject to the final review and approval of the Village Attorney; motion carried unanimously.

7. Discussion and Possible Action to Approve RESOLUTION NO. 2024-06 to Approve Agreement for Assessment Services

President Noyes noted that LaBorde sent out a proposal for assessment services to four firms and received two proposals. Tyler Technologies has put together a new team to handle our account. Attorney Dineen suggested that the Village amend the agreement to include the financial terms as set forth in the Resolution.

Motion by Glaisner, seconded by Russo to approve Resolution No. 2024-06 to Approve a proposed Assessment Services Agreement with Tyler Technologies, Inc. for three (3) years through December 31, 2027 and the proposed Revaluation services for 2026; and further the Village President and the Village Clerk are authorized and directed to sign the Agreement upon review and approval of the Agreement by the Village Attorney; motion carried unanimously.

8. Discussion and Action to Approve ORDINANCE NO. 579 to Amend Section 21.03 of Chapter 21 Regarding Designated Sex Offender Restrictions in the Village of River Hills

Village Attorney Dineen recommends the ordinance because of changes in state law, court decisions and settlements to insulate the Village from potential liability.

Motion by Fritz, seconded by Glaisner to adopt ORDINANCE NO. 579 to Amend Section 21.03 of Chapter 21 Regarding Designated Sex Offender Restrictions in the Village of River Hills; motion carried unanimously.

9. REPORT OF VILLAGE PRESIDENT – (President Noyes)

- a. Update on Cornerstone Development
- b. Update on power outages on River Road/Calumet Court

President Noyes stated that John Wahlen reported there were three homes under contract and now there are two due to a death. Sales are moving slower than Mr. Wahlen would like but they continue to move forward. Mr. Wahlen is hoping to have the models completed by the end of August. President Noyes said they were waiting on WE Energies and did not have any further update on burying of the power lines.

10. REPORT OF VILLAGE MANAGER – (LaBorde)

- a. **Financial statements for April 2024, May 2024, and June 2024**

- b. Treasurers Report as of June 30, 2024**
- c. Consider and Approve selection of the League Insurance to provide the Village's Liability, Property and Workers Compensation insurance Coverage**
- d. Hiring of Nathan Schafer as Deputy Clerk/Treasurer**
- e. Health Department Report for May**

LaBorde stated that the June financial statements show that revenues are on track, there is approximately \$80,000 in delinquent taxes that we will settle with Milwaukee County in August, expenses are on track and we will be paying the paving contract in two weeks which is approximately \$191,000. LaBorde reported that the Village anticipates receiving requests for payment in the next month or two for the final applications on the water and sewer lines as they are working on cleaning up all of the outstanding issues. The LGIP account is still doing well with the interest rate for June at 5.42%. The Treasurer's report as of June 30, 2024 shows a \$6,659,466 balance with \$5.9 million in the LGIP account.

Motion by Fritz, seconded by Russo to ratify the selection of the League Insurance to provide the Village's Liability, Property and Workers Compensation insurance coverage effective July 1, 2024; motion carried unanimously.

A warm welcome was extended to Nathan Schafer who is the new Deputy Clerk/Treasurer. LaBorde stated that she included a copy of the May North Shore Health Department report for the Board's information.

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

a. Summary Report

Chief Gaynor stated that they have one officer who is starting the academy on July 31, one officer who is coming off of field training and another officer who will be done with field training in September. The department will have three officers under 25 years old. The training of officers coming out of the academy has been very good. There has been a lot more activity related to the issuance of citations. He stated that Officer Wiesmueller and Officer Doughman stopped at a vehicle in traffic on River Road and provided six minutes of CPR to a person and then Narcan and then another dose of Narcan and they were able to revive the driver. Both officers will receive commendations. The RNC is next week and one of our officers will be participating through a county-wide law enforcement group. Chris Malek has been promoted to Lieutenant effective in September and Brandon Keto has been promoted to third-shift Sergeant effective in September. At this point in time the Chief is not aware of any events in the North Shore that will affect the Village during the RNC.

12. REPORT OF PUBLIC WORKS (Supt. Schroeder)

The paving projects for 2024 are now complete. There have been no issues from the residents. DPW was able to address the ditch area at the Milwaukee Country Club which has opened up the flow of water. Around June 1st the DOT called to let us know that a Village sewer line had been compromised as part of the I-43 construction project. A pole had been centered through the Village sewer line. DF Tomasini was able to come out and make the repair. The invoice has been sent to Outdoor Lighting which caused the damage with a copy to the DOT. The payment has not yet been received. Trustee Evans asked about the status of the berm north of Village Hall. Supt Schroeder stated that one of the crew left the project. They have started working on it again. Trustee Evans noted that they hear the traffic on I-43 now and she hears about it from the neighbors. Trustee Evans also noted that she had received a call from a resident about the lack of fencing along Green Tree Road near I-43 and that the Village doesn't have sidewalks. Supt.

Schroeder contacted the DOT and they put up snow fencing right away to protect any kids from injury on Green Tree Road at I-43.

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

LaBorde attended for Trustee Fritz and stated that the Fire Department is in the process of updating ordinances, has rolled out a new logo, is having problems moving into the new fire station as a number of sub-contractors have to come back to finish up the building, has nine people working at the RNC including the Chief, and, over the last few years, service calls are up but staffing has decreased – the Fire Department had 12,000 calls in 2023 with staffing from 30 to 24, the department response time is at 398 seconds, and they are purchasing a new engine at a cost of \$989,000, which has a purchase lead time of forty-eight (48) months.

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

There is a new committee of eight people for these events. They are working on two events for this year – September 12 at the Schlitz Audubon from 5:30pm to 7:30pm and the second event on Sunday, September 15th as the First Family Fling for River Hills from 12pm to 3pm at the Lynden Sculpture Garden. They know there is a Packer game and plan to have the game on at the event. President Noyes asked about how we track new residents. LaBorde stated that staff tracks the new residents for events and for property tax information. Trustee Russo stated that all new residents will get an invitation mailed to them. She also looks to constant contact.

15. REPORT ON NORTH SHORE LIBRARY – Trustee Isaacson

LaBorde attended for Trustee Isaacson and stated that the Library is at 83% of its goal for fundraising, and is conducting hard-hat tours of the new building, President Noyes has executed letters of support to apply for grants, and the Library should hear in August about other grants available; Margaret Zitzer, Library Board President, has been attending community events to get the word out and is meeting with donors who pledged for two years to shorten the time period. The Library received a \$500,000 HUD grant through Congresswoman Gwen Moore, and they are creating a Fundraising Committee to operate like the Friends of the Library. Dr. Kabara stated that Nicolet is planning to have a grand reopening and they will send out invites. President Noyes stated the Foundation has its own counsel and they are hopefully in the middle of settlement discussions related to litigation with the Library Board.

16. ADJOURNMENT

Motion by Fritz, seconded by Isaacson to adjourn at 6:05 p.m.; motion carried unanimously.

Submitted by Tammy LaBorde, Clerk on July 12, 2024