

**VILLAGE BOARD MINUTES**  
**MONDAY, DECEMBER 14, 2020**  
**6:30 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Roll Call

Present: Trustees Anson, Dorau, Meyers, Wallschlager, Ludtke, Conner, President Pfannerstill

Others Present: Administrator Rhode, Finance Director Bailey, Police Chief Misko, Utility Operations Supervisor Felkner (zoom), Operations Supervisor Gerszewski, Fire Chief Jambretz, Clerk Igl, Village Engineer Ryan Amtmann, Rec Director Kelli Yogerst, Bryan Lindgren (Neumann Developments), Park Board Chair Tim Hallquist

Pledge of Allegiance – Trustee Dorau

Public Comments: Please be advised the Village Board will receive comments from the public related to any item(s) on the agenda for a three minute time period per person, with time extensions per the Village President’s discretion. None received.

1. Motion (Meyers/Wallschlager) to approve Village Board minutes of November 23, 2020. Carried (7-0).
2. Motion (Wallschlager/Anson) to approve vouchers for payment in the amount of \$528,913.26. Carried (7-0).
3. Consideration of actions related to Licenses and Permits.
  - a. Motion (Ludtke/Dorau) to approve Operator’s (Bartender) Licenses as read. Carried (7-0).
4. Discussion and consideration of a motion to approve a request for an Early Start Building Permit for Paradise Trails Condominiums.

Administrator Rhode stated that the Village had received a request to allow Neumann Developments to move forward with construction prior to the completion of all paving. Bryan Lindgren, Neumann Developments, was present to answer any questions. It was stated that occupancy would not be granted until the road is complete. Village Engineer Amtmann stated that the roads need to allow for emergency traffic throughout construction of buildings (a 16 foot fire lane which would be one side of the road) and that Neumann would need to provide their own resources to plow roads. Amtmann stated that he recommended approve of the request. It was stated that the public portion of the roadway is done and that it is the private road that is not yet complete.

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Motion (Ludtke/Meyers) to approve a request for an Early Start Building Permit for Paradise Trails Condominiums. Carried (7-0). Trustee Dorau asked Fire Chief Jambretz if he had any concerns and he stated that he did not

5. Consideration of a motion to award the Nixon Pond Dredging contract to C.W. Purpero, Inc. in the amount of \$85,345.00.

Operations Supervisor Gerszewski stated that Ruckert & Mielke had reviewed the submittal of the low bidder and recommended acceptance of the contract. Trustee Meyers stated concerns about the large difference in the proposals received. Gerszewski stated that the contractor must follow the specifications for the project. Administrator Rhode commented that staff was surprised at the variation in bids and stated that a wider group of contractors had bid on the project that expected. He stated that several of the contractors that bid are not known for dredging projects but may have submitted a proposal due to this being a winter project. It was stated that the low bidder is actively doing dredging in our area and is a reputable company. Additionally, it was stated that the contractor has done work for the Village previously and the Village was pleased with their performance.

Trustee Wallschlagel asked who writes the specifications for the project and whether the DNR has input. It was stated that the specifications are written by R & M and reviewed by Village staff. There is a lengthy, strenuous permitting process for the project with the DNR. Amtmann stated that staff had the idea to move the project to the dead of winter so permits were modified accordingly. Trustee Conner asked how the original budgeted amount was derived. Amtmann stated that the estimate had been generated by previous dredging projects, increased for inflation and placed near the mid-point of bids received previously. Motion (Meyers/Conner) to award the Nixon Pond Dredging contract to C.W. Purpero, Inc. in the amount of \$85,345.00. Carried (7-0).

6. Discussion and consideration of a motion to approve an Event Sign Park Policy.

Administrator Rhode stated that the Park & Recreation Board Chairman and staff had put this policy together to address confusion with signage in the parks. He stated that the written policy had been approved by the Park & Recreation Board. It was stated that the Village Attorney had made minor alterations to the language and Chairman Hallquist agreed with the changes. Trustee Dorau commented that the policy language should be modified to state "non-profit and not for profit". Trustee Ludtke asked if a group were holding an event, whether the policy would prevent the group from having a banner with alcohol imagery. It was stated that the intent of the policy is that those signs falling within the guidelines do not have to seek approval from the Park & Recreation Board. Proposed signage that do not comply with the policy would be considered by the Park & Recreation Board. Motion (Conner/Ludtke) to approve the Event Sign Park Policy with changes noted by Village Attorney and with modifying the language to state "non-profit and not for profit". Carried (7-0).

7. Discussion and consideration of a motion to approve a two-year service agreement with Ruckert-Mielke for Engineering Services with a term ending December 31, 2022.

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Village Engineer Amtmann stated that background information had been provided to the Village Board which included past and upcoming projects. He stated that R & M has a long history with the Village with the various systems. He stated that he often acts as a facilitator with developments. He stated that the contract includes a discounted rate for himself, attendance for the first hour of each Plan Commission meeting at no charge and as he travels through the Village daily, he often does not charge mileage.

Trustee Meyers asked what planning for infrastructure has been done for the north and northwest area of the Village. Amtmann stated that the sewer and water study indicated that the Vilter farm may come into the system with the addition of a pumping station which would be paid for by the developer. He stated that there has been some talk about going further north and that would stretch the infrastructure system. He stated that as the Village Engineer, he has a good feel for how the Village's system function and can anticipate into the future to avoid issues.

Trustee Wallschlager stated that she feels as a board that they should do their due diligence to seek bids for services to see what the market bears in the industry as they are elected by the taxpayers. She stated that without seeking bids she does not know what another company would charge, what their quality is or services they would provide. Trustee Conner asked for clarification related to the discount. Amtmann stated that rates would be locked in for two years. Amtmann stated that engineering services had last gone out for bids in 2009 when three board members and staff solicited firms to submit proposals. He stated that it had been thought that R & M would be interacting with a new DPW Director in 2020 as they will need to get that individual up to speed. He stated that he would be in the position to assist in the onboarding of that individual.

Trustee Ludtke stated concerns about making a change prior to onboarding a new DPW Director. She commented that R & M was able to assist the Village through pursuing large amounts of grants. Trustee Anson stated his agreement with Trustee Ludtke in having a DPW Director in place before making any change in engineering services. He stated that he believes that Ryan Amtmann has done an excellent job with competitive rates. President Pfannerstill stated that he felt the timing would be a challenge if the process to seek proposals was done now and that it would serve the Village better to approve the contract now with all that is going on with the intent that the process to seek proposals for engineering services is brought to the Village Board on May 9, 2022. Trustee Dorau agreed that the service should be put out for bid but stated that now is not the time.

Motion (Dorau/Ludtke) to approve a two-year service agreement with Ruckert-Mielke for Engineering Services with a term ending December 31, 2022. Carried (6-1) Wallschlager opposed.

8. Discussion and consideration of a motion to approve a Recreation Agreement between the Village of Hartland and City of Delafield.

Rec Director Yogerst stated that the City of Delafield had agreed to continue on with the agreement. They have opted to discontinue mailing the program guides to City residence starting with the current guide. The City will pay for the printing of guides to be distributed

throughout the City. The contract allows that they can request the number to be printed having agreed to no more than 200 per session. It was stated that they currently pay \$2,000 for recreation fees which will be increased to \$2,500 through 2026. Trustee Ludtke asked whether Delafield allows the guide to go to the school district. Director Yogerst stated that she will inquire. Motion (Dorau/Ludtke) to approve a Recreation Agreement between the Village of Hartland and City of Delafield. Carried (7-0).

9. Discussion and consideration of a motion to approve funding of an additional police officer to cover the schedule of the officer that was injured in the line of duty on 11/06/2020 through unreserved fund balance.

Chief Misko stated that he had met with the injured officer who states that he wants to come back, he has a long road to recovery ahead and there is no medical timeline in place for his return to duty or if it will be possible. Chief Misko stated that he is anticipating two retirements in the near future. Additionally, he stated that the department includes some officers with young families that may require family medical leave. He stated that he is trying to avoid a potential situation in which the injured officer is still out, two officers retire and an officer goes on medical leave all at the same time. He stated that his request is that an officer would be funded through unreserved fund balance, stating that he would hope to hire an officer as a lateral transfer. He stated that the worst case scenario would be a top paid officer with family benefits with a cost of approximately \$128,000. Chief Misko stated that during this time, the injured officer continues to get paid and that the Village is receiving approximately 50% of the officer's compensation as a reimbursement from worker's compensation insurance. He stated that as the chief he wants to reduce the impact to his staff of covering shifts. He stated that his intent would be to move the temporary officer into one of the slots created by a retirement.

Trustee Conner commended the Chief for planning for the future stating that having staff work significant overtime to cover shifts adds to the burden. Trustee Ludtke also commended the Chief for his foresight in this situation.

Motion (Conner/Ludtke) to approve funding of an additional police officer to cover the schedule of the officer that was injured in the line of duty on 11/06/2020 through unreserved fund balance. Carried (7-0).

President Pfannerstill asked for clarification that this dollar amount represents the worst case scenario and that all funds would not be spent if not necessary. Chief Misko stated that this is intended to cover the cost for filling the injured officer's schedule. He stated that he would hope to make the transitions as seamless as possible, however, there may be a short overlap and would only spend what is necessary.

10. Consideration of a motion to adopt Resolution No. 12/14/2020 "Resolution Approving Municipal Court Budget".

Chief Misko stated that he had recently attended the administrative committee meeting for the court. He stated that the court had move into a new courthouse in 2020 which is meeting the court's needs. He stated that the court is dealing with the fact that the court is fully funded

through citations and that those fees have not gone up in some time. He stated that the court had been breakeven but the rent due for the new space has increased substantially. He stated that there is an attempt underway to get the fees raised. He stated that the court had planned for a \$16,000 shortfall, however COVID reduced traffic enforcement and staff has pulled back on applying for traffic grants. Additionally, he stated that many people are not paying their citations. Currently, the court now anticipates a shortfall of \$38,000 for 2020.

Regarding the 2021 budget, Chief Misko stated that there are no raises included for staff as the court is trying to get the budget back in line. However, he stated that a stipend was provided to staff of \$1,500 divided between the four employees, recognizing them for meeting the unusual demands caused by COVID. He stated that the court's reserve fund through October is \$430,000, some of which will be used for the relocation. He stated that the court would continue to use reserve funds to cover shortfalls. He stated that a shortfall of \$33,000 is anticipated in 2021. Motion (Dorau/Conner) to adopt Resolution No. 12/14/2020 "Resolution Approving Municipal Court Budget". Carried (7-0).

11. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.

Trustee Dorau thanked all who contributed to the holiday train event, creating boxes to fill for the food pantries. She thanked the Village Departments and Chamber for their assistance. Trustee Ludtke echoed the thanks and commended Trustee Dorau for her efforts and for working with organizations to get the event off the ground.

President Pfannerstill encouraged anyone interested in running for Village Board or getting involved on a Committee or Board to contact the Village Clerk for the appropriate papers.

Chief Jambretz stated that the ladder truck should be done by the end of the week. He stated that he had met with county chiefs related to COVID with 18 departments signed up to be vaccination sites. He stated that the Fire Department is scheduled to be vaccinated the end of January or beginning of February.

Trustee Ludtke asked Chief Misko for a reminder related to winter parking. Chief Misko stated that winter parking regulations are in effect through March with no overnight parking from 2:00 a.m. to 8:00 a.m.

Chief Misko stated that he is working with the Police Chief's Association who is coordinating with the state of vaccines and stated that they are attempting to get bumped up on the list.

12. Adjournment

Motion (Conner/Dorau) to adjourn at 7:34 p.m.

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Respectfully submitted,

Darlene Igl  
Village Clerk