

VILLAGE BOARD MINUTES
MONDAY, OCTOBER 25, 2021
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD

Call to Order
Roll Call

Present: Trustees Pfeiffer, Meyers, Wallschlager, Conner, Ludtke, President Pfannerstill

Excused: Trustee Dorau

Others Present: Interim Administrator Bailey, Clerk Igl, Interim DPW Director Felkner, Police Chief Misko, Park Board Chair Tim Hallquist, Fire Chief Jambretz, Rec Director Kelli Yogerst, Stacey Smith, Joann Steuber, Scott Howard, Randy Ferrell, Keegan Bolstad (zoom), Deanna Alexander (zoom)

Pledge of Allegiance – President Pfannersitll

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

1. Motion (Meyers/Ludtke) to approve Village Board minutes of October 11, 2021. Motion carried.
2. Motion (Wallschlager/Conner) to approve vouchers for payment in the amount of \$257,798.72. Motion carried. Ludtke and Meyers abstained.
3. Consideration of actions related to Licenses and Permits.
 - a. Motion (Conner/Wallschlager) to approve Operator's (Bartender) License. Motion carried.
 - b. Motion (Meyers/Conner) to approve a Street Use Permit for AHS Trunk or Treat event. Motion carried.
4. **PUBLIC HEARING** on the proposed 2022 Village Budget including the General Fund, Water and Sewer Utility Funds, Debt Service, and all other Revenue and Expenditure Funds with consideration of adoption of the budget at the November 8, 2021 Village Board meeting.

President Pfannerstill opened the Public Hearing at 6:37 p.m. No comments were heard.
President Pfannerstill closed the Public Hearing at 6:38 p.m.

5. Discussion of 2022 Village Budget updates.

Interim Administrator Bailey reported that health insurance rates for 2022 helped the budget and worker's compensation insurance increased by \$50,000 due to claims. He stated that the Police Association Agreement includes a 3% pay increase for the officers. He stated that the tower lease is expected to increase revenues b \$25,000. He stated that the contingency that will be in the budget is at \$87,921. Interim Administrator Bailey stated that whether or not an

officer is added to the Police Department will be determined at the Nov. 8 meeting. He stated that adding the officer would result in the budget being short approximately \$34,000, however the officer could be hired mid-year. He stated that new budget documents will be out to the board members shortly and reiterated that the proposed new officer is not included in the budget currently.

6. Consideration of a motion to adopt on third reading "An Ordinance Repealing §10-206 through §10-232 of the Village of Hartland Code of Ordinances Regulating Public Dances and Concerts and Creating an Ordinance Regulating the Issuance of Special Event Permits".

Interim Administrator Bailey explained that the draft language had been updated and includes the requirement that notices regarding the event would need to be delivered to affected parties two weeks prior to board consideration of the event. The notice is to include the date of village board consideration and an affidavit must be submitted stating that notices have been provided as required. Further, the language was updated to specify that if the event is only in a park, notices are not required and if event is only on one street, just those affected property owners would be notified. It was stated that the signature requirement was removed from the language. Motion (Conner/Pfeiffer) to adopt "An Ordinance Repealing §10-206 through §10-232 of the Village of Hartland Code of Ordinances Regulating Public Dances and Concerts and Creating an Ordinance Regulating the Issuance of Special Event Permits". Motion carried.

Items referred from the October 18, 2021 Plan Commission meeting

7. Consideration of an Extraterritorial Certified Survey Map, N27 W30037 Maple Ave., Town of Delafield.

President Pfannerstill stated that the Plan Commission had recommended approval of the extraterritorial certified survey map. Motion (Wallschlager/Ludtke) to approve an Extraterritorial Certified Survey Map, N27 W30037 Maple Ave., Town of Delafield. Motion carried.

Other Items for Consideration

8. Discussion related to creation of a process or ordinance for filling a vacant Village Trustee seat.

It was stated that Clerk Igl had pulled some information from a neighboring community as a starting point for the discussion. Trustee Meyers asked what holding a special election would cost and it was stated by Interim Administrator Bailey that it could easily cost \$10,000. Trustee Meyers stated that he wants to see residents vote to fill a vacant seat but not for a short term vacancy. He stated that he feels it has been working to have the Village President nominate a candidates but felt the timeframe of the vacancy should be considered. Trustee Ludtke stated that she doesn't feel that the board needs to choose one option at time, but that an internal process stating the options be in place and when a vacancy occurs, these options are brought forward to the board at that time. Trustee Conner stated that he felt it is situational and would prefer to make the decision how to fill a vacancy at the time necessary but is not opposed to making appointments at the board level.

President Pfannerstill stated that he felt that due to the Village President being the only position that is elected separately, that is the person that the residents want to be the head of the elected body. He stated that he is concerned that if it is left the way it currently is (not having an ordinance or process in place) it could lead to disagreement on the board how to move forward in a future vacancy situation. He stated that it would be best for the Village to solidify the process in an ordinance as citizens should know in advance how the vacancy will be filled. Trustee Pfeiffer asked whether board members would still vote on a nomination made by the Village President and the response was yes. Trustee Ludtke asked for clarification that the options to fill a vacancy are not currently in the Village ordinances and whether anyone in the public could look at the options in the state statutes related to filling a vacancy. Clerk Igl confirmed both.

President Pfannerstill asked that this item be placed on the next Village Board agenda and the language be drafted to include that the Village President nominates a candidate for the Village Board to consider. A majority of the Village Board would have to vote in favor for the individual to be appointed.

9. Discussion and consideration of a motion to end the practice of the Village of Hartland paying membership dues to the Hartland Chamber of Commerce.

President Pfannerstill requested that this item be tabled until the full board is present to discuss. Motion (Ludtke/Conner) to table the item to the next Village Board meeting. Motion carried.

10. Discussion and consideration of a motion to approve the Village of Hartland Professional Police Association Agreement.

Interim Administrator Bailey stated that he had met with the labor association and officers. He stated that group wanted to go from a 3 to a 5 year contract. He stated that some language was cleaned up with mutual benefits to the Chief and officers. The proposed agreement includes a 3% wage increase and provides for annual wagger reopener as well. President Pfannerstill asked for clarification regarding wages. Interim Administrator Bailey stated that the average increase for employees in 2021 was 2.3 and that's what the officer received in the annual wage reopener. It was stated that the maximum increase was 2.85%. Motion (Meyers/Conner) to approve the Village of Hartland Professional Police Association Agreement. Motion carried.

11. Discussion and consideration of a motion to approve the purchase of a server through Ontech Systems, Inc.

Scott Howard, Ontech Systems, Inc. stated tat the a new server is proposed to replace the current server that is five years old, The new server will split out PD and Village from a networking standpoint. He stated that there will be more control for separation, include in-house backup process and that the existing server will be moved to DPW. Chief Misko stated that the state requirements changed to protect criminal justice information. Mr. Howard stated that HP support services will also be included and IT will be able to engage them to come out and work through an issue with a four hour response time. It was stated that Ontech Systems, Inc. will install and that the purchase will happen now with repayment from corporate reserves.

Motion (Pfannerstill/Conner) to approve the purchase of a server through Ontech Systems, Inc. not to exceed \$46,821. Motion carried.

12. Discussion and consideration of a motion to establish a fund balance account for the Warhawks Wrestling Program.

Rec Director Yogerst stated that a wrestling program was started with the rec department in 2019 with Randy Ferrell. It was the intention at that time to create a fund balance which never happened. It was stated that the program was not held in 2020 due to COVID. The fund balance is intended to cover cost of uniforms, equipment, warm-ups and other program related items.

Randy Ferrell, 915 S. Imperial, stated that the youth wrestling program run through the rec department does not pay coaches but rather the program is run for the benefit of the youth and feeds into the high school program. He stated that the funds would be from when the program was created in 2019. He stated that he is looking to establish the fund to purchase uniforms. It was stated that the program is available for 5-8 year olds and 8 year olds through 8th grade. The program is held in the AHS wrestling room. Trustee Meyers asked why this program is run through the Village's recreation department when Arrowhead has a program. Mr. Ferrell stated that it is a collaborative effort just like youth baseball leagues and builds a community stronghold. It was stated that the Village has had the wrestling associated funds for a couple of years in the amount of approximately \$1,840 which was never allocated.

Interim Administrator Bailey asked whether participants keep the uniforms and the response was no. It was stated that the funds would be held on a fund balance account until there is a balance sufficient to cover uniform expenses. President Pfannerstill asked how other programs such as yoga operate as far as expense for equipment. Rec Director Yogerst stated that yoga instructors get paid and funds are not set aside as a fund balance. It was stated that the cost for participants is \$100 for the younger group and \$200 for the older group. Mr. Ferrell stated that the program is a great way to give kids an opportunity to get exposed to the sport and that the participants will eventually feed into the high school program. Motion (Ludtke/Conner) to establish a fund balance account for the Warhawks Wrestling Program. Motion carried. Interim Administrator Bailey asked for clarification that the fund be established to include the previous funds as well and that was confirmed.

13. Discussion and consideration of the Village Administrator search and potential direction/process.

Trustee Ludtke stated that she had asked for this item to be added to the agenda. She thanked Interim Administrator Bailey for filling the role and Departments Heads for stepping up. She stated that she was unclear what the process should be and was looking for the discussion by the board. President Pfannerstill stated that the Village Board can determine options which could include using a service, posting the job ourselves and conducting the search/interviews. President Pfannerstill commented that he has worked with Bailey in the position of Interim Administrator twice, felt things never went better and stated he couldn't say enough about the job he has done.

Trustee Ludtke stated that she agreed with the comments and stated that the question has been asked of the Interim Administrator several times whether there is a desire to be in the role of Administrator moving forward. She suggested that if interested, Interim Administrator Bailey reach out to the Village President to begin the conversation and that the discussion could be held off for a month to determine the interest.

Motion (Pfannerstill/Ludtke) to table the discussion until the second Village Board meeting in November. Motion carried.

14. 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.

Interim Administrator Bailey stated that the Holiday Train will be virtual again this year with the Village Clerk heading the food drive.

Chief Misko stated that Business Trick or Treat is set for Oct. 28 and reminded residents that the Shop with a Cop program is coming up soon. Additionally, he stated that that temporary no parking signs by St. Charles Church have been removed.

Park & Rec Board Chairman Hallquist reminded residents of the ice rink ribbon cutting on Dec. 11.

Trustee Ludtke stated that residential trick or treat is set for Oct. 31 from 6-8 pm. Households participating were asked to put lights on. Trustee Ludtke also commented that there was an incidence of destruction of property this last week. She asked residents to continue to be kind and respect each other.

Interim DPW Director Felkner stated that leaf collection had begun with two passes. He asked residents to keep leaves out of storm sewer grates and keep in curb line. Trustee Wallschlager asked that residents not blow leaves into the middle of the roadways. Felkner also stated that the Village is looking for a utility operations supervisor. There were seven applicants of which four were interviewed. The position was offered to two candidates and they declined.

President Pfannerstill thanked those working on the ice rink project.

15. Adjournment.

Respectfully submitted,

Darlene Igl
Village Clerk