

**VILLAGE BOARD MINUTES**  
**MONDAY, NOVEMBER 22, 2021**  
**6:30 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

Call to Order  
Roll Call

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

Others Present: Interim Administrator Bailey, Clerk Igl, Interim DPW Director Felkner, Police Chief Misko, Park Board Chair Tim Hallquist, Fire Chief Jambretz, Rec Director Yogerst, Bryan Lindgren.

President Pfannerstill read into the record a letter of support being sent to the Mayor of the City of Waukesha after the recent tragic events at their Christmas Parade. A moment of silence was held to honor the victims.

Pledge of Allegiance – Trustee Pfeiffer

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. Consideration of a motion to approve Village Board minutes of November 8, 2021.

Trustee Meyers stated that he had voted to approve the vouchers at the November 8 meeting in error as he had meant to abstain. He asked that the minutes remove his vote and state that he had abstained. Motion (Meyers/Conner) to approve the November 8, 2021 minutes with the change requested. Motion carried.

2. Motion (Wallschlager/Pfeiffer) to approve vouchers for payment in the amount of \$87,887.58. Motion carried.
3. Consideration of actions related to Licenses and Permits.
  - a. Motion (Dorau/Conner) to approve Operator's (Bartender) License. Motion carried.
4. Consideration of First Reading of Bill for an Ordinance No. 11/22/2021 "An Ordinance To Amend Chapter 30 Of The Village Of Hartland Municipal Code Pertaining To Municipal Court".

Chief Misko stated that some modifications to the ordinance are necessary due to changes made in the successor agreement. He stated additional municipalities had been added to the group. He stated that every municipality pays the same amount to the court per citation. This item will be placed on the next Village Board agenda for a second reading.

5. Consideration of Second Reading of Bill for an Ordinance No. 11/08/2021 "An Ordinance Creating §2-49 of the Village of Hartland Code of Ordinances Regulating Vacancies on the Board of Trustees".

Motion (Dorau/Ludtke) to suspend the rules and to not adopt the ordinance but create a policy to fill vacancies. Motion carried to suspend the rules. Trustee Meyers opposed.

Trustee Dorau stated there should be a policy not an ordinance and that the policy would list options to fill a vacancy on the board to provide guidance to the current and future trustees. Trustee Conner stated that he agreed with creation of a policy rather than adoption of an ordinance. President Pfannerstill commented that the Village has history of the Village President making a nomination to fill a vacant seat and feels that the community depends on him to make this decision. He stated his opposition to changing the way a vacancy is filled. Trustee Dorau stated that she believes there are numerous ways to go about this and referenced the Village President stating previously that there are three options in state law to fill a vacancy.

Roll call vote taken on not adopting the ordinance but creating a policy to fill vacancies. Motion failed.

Motion (Wallschlager/Meyers) to adopt "An Ordinance Creating §2-49 of the Village of Hartland Code of Ordinances Regulating Vacancies on the Board of Trustees". Trustee Dorau commented that she doesn't see why other opportunities to fill a vacancy wouldn't be listed. Trustee Ludtke stated that the police would have to enforce an ordinance and that she didn't feel that an ordinance was necessary at this time. Trustee Conner stated that he felt a policy would accomplish the same thing and that an ordinance would be too restrictive. Trustee Ludtke asked whether the ordinance if adopted would be on the Village website and would appear in search results. President Pfannerstill confirmed.

Roll call vote taken on adoption of ordinance. Motion carried.

6. Consideration of a motion to adopt Resolution 11/22/2021-01 "A Resolution to Authorize the Combining of Wards for Elections in the Village of Hartland, Waukesha County Wisconsin".

Clerk Igl stated that this resolution is required by the County Clerk's office for election setup and replaces a similar resolution adopted in 2015. The update is necessary due to redistricting following the census resulting in the Village have 13 wards rather than 14. Motion (Conner/Meyers) to adopt Resolution 11/22/2021-01 "A Resolution to Authorize the Combining of Wards for Elections in the Village of Hartland, Waukesha County Wisconsin". Motion carried. Trustee Ludtke thanked the Village Clerk for moving quickly to work through the redistricting process.

7. Discussion and consideration of items related to Lake Country Municipal Court.
  - a. Consideration of a motion to adopt Resolution 11/22/2021-02 "A Resolution Approving Municipal Court Budget".

Chief Misko stated that the court had a deficit in 2020 due to the location change and capital expenditures related to the move. He stated that a surplus is anticipated in 2021 as well as 2022. He stated that any surplus goes into a fund to cover any deficits in the future. He stated that the rent in the new location is locked in for 20 years. Motion (Ludtke/Conner) to adopt Resolution 11/22/2021-02 "A Resolution Approving Municipal Court Budget". Motion carried.

- b. Consideration of a motion to approve the Successor Agreement for the Operation of the Lake Country Municipal Court for Western Waukesha County.

Chief Misko stated that the changes in the agreement tie into the ordinance updates. He stated that some changes related to the administrative committee and added details to outline the position of the chairman of the committee. He stated that he has been appointed as the Vice Chair of the committee. Motion (Ludtke/Pfeiffer) to approve the Successor Agreement for the Operation of the Lake Country Municipal Court for Western Waukesha County. Motion carried.

- c. Consideration of a motion to appoint Chief Misko as the Village's representative on the Administrative Committee.

Chief Misko stated that each municipality must appoint an individual to sit on the committee per the agreement. Motion (Meyers/Conner) to appoint Chief Misko as the Village's representative on the Administrative Committee. Motion carried.

8. Discussion and consideration of a motion to approve project certification and project closeout request for The Glen at Overlook Trails.

Bryan Lindgren, Neumann Companies, thanked the Village for their assistance and cooperation with this development. Interim DPW Director Felkner stated that he recommended closing out the project. He stated that DPW has inspected all utilities and the punch list has been completed. Motion (Conner/Dorau) to approve project certification and project closeout request for The Glen at Overlook Trails. Motion carried.

9. Discussion and consideration of a motion to approve the ordering of vehicles for the Department of Public Works.

Interim DPW Director Felkner stated that if a verbal order is placed by the end of 2021 an additional \$5,000 cost increase would be avoided. He stated that the vehicles are included in the 2022 budget and would be received early in 2022. Motion (Meyers/Wallschlager) to approve the ordering of vehicles for the Department of Public Works. Motion carried.

10. Discussion and consideration of adjustments in user group facility application and restoration agreements.

Interim DPW Director Felkner stated that the Park Board and staff recommended the baseball reservation fee at Centennial be equal to those charged for Nixon at a cost of \$35. Additionally, it was recommended to increase the Centennial Park football field deposit to \$550 and all soccer

field deposits to \$550. Motion (Conner/Pfeiffer) to adjust fees as presented. Motion carried. Ludtke abstained.

11. Discussion and consideration of fee adjustments for shelter rentals.

Rec Director Yogerst stated that the Park Board had proposed an increase in the non-resident rental rate for park shelters as follows: increasing the non-resident fees from \$85 to \$130 (group of 0-50), \$103 to \$145 (group of 51-100), \$121 to \$160 (group of 101-200) and \$139 to \$175 (group of 201+ individuals). Motion (Ludtke/Dorau) to adjust fees for shelter rentals as presented. Motion carried.

12. Discussion and consideration of a motion to approve the purchase of Police Department gear bag lockers.

Chief Misko stated that the lockers will be located in the garage and would provide secure storage for the gear that officers put in their squads. Currently the gear is stored on open shelves located in an area that is used for prisoner transport. He stated that three quotes were received, however, the system needs to provide 36" of depth which was only available through two of the companies. Chief Misko stated that the purchase would be funded from the 2021 operations budget. Motion (Conner/Ludtke) to approve the purchase of Police Department gear bag lockers in the amount of \$11,090.80. Motion carried. Trustee Dorau thanked Chief Misko for getting three quotes.

13. Consideration of a motion to approve appointment of Jeffrey Pfannerstill to the Business Improvement District Board.

It was stated that Jeffrey Pfannerstill would be appointed as a business owner, not a representative of the Village. Motion (Meyers/Conner) to appoint Jeff Pfannerstill to the Business Improvement District Board. Motion carried. Pfannerstill abstained.

14. Discussion related to creation of a food truck ordinance.

Interim Administrator Bailey stated that this was placed on the agenda for further discussion. President Pfannerstill asked whether there could be two separate items; an ordinance to regulate food trucks and a policy to allow and regulate food truck parking in Centennial Park. He stated that he wants to see an ordinance to regulate food trucks in the entire Village but is not opposed to Trustee Meyers' suggestions for Centennial Park. There was discussion regarding the timeframes for the policy (all year versus seasonal). President Pfannerstill stated that he would like to see the \$300 fee suggested increased to \$500.

Park Board Chairman Hallquist stated that he was in favor of allowing food trucks to park at Centennial as there is a lot of room. He stated that food trucks selling on private property should have to pay a fee. Trustee Wallschlager asked if the hours should be until 11:00 p.m. rather than 11:30 p.m. for consistency. Chief Misko stated that the Village's noise ordinance does not state an end time but most events do end at 11:00 p.m. Trustee Ludtke stated that the park operation states the park is open from sun up to sun down. She stated that there are 163 regular parking spots but that the parking lots at Centennial get full. She stated that she felt

that food trucks should be limited to one parking spot. She stated that she doesn't want users that have rented the fields to have to park on the road and cross the street. Interim DPW Director asked whether anyone had talked to businesses that sell food as he believes that if there are food trucks present at Centennial, users may not frequent local establishments.

Chief Misko stated that the department would typically enforce park hours of sun up to sun down, however, he stated that he didn't think food trucks would be present if there is no event taking place. Trustee Dorau suggested that the board work through the ordinance process first and then work through the provisions for food trucks at Centennial Park.

There was discussion related to the application process which would include a background investigation which the applicant would be charged for. It was stated that this would offer protection to the Village to deny a request if deemed appropriate. Chief Misko stated that he would need to correspond with the Village Attorney for guidance on determining moral character and would provide information to the Village Board on each applicant. He stated that the department is limited to background checks for Wisconsin residents. If applicant resides outside of Wisconsin, the department may not be able to get the background information. It was stated that a copy of a driver's license or state id would be requested with each application.

Interim Administrator Bailey reminded the Board that this item was discussion only. President Pfannerstill asked that this item be referred back to the Park Board. He stated that a first reading of a draft ordinance for food trucks would be placed on the Dec. 27 Village Board agenda.

15. Discussion and consideration of the next steps to fill Village Administrator vacancy.

President Pfannerstill stated that he would like to add a closed session item on the next Village Board agenda to pursue having Interim Administrator Bailey fill the Administrator position.

16. 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.

Rec Director Yogerst stated that the Ice Rink Ribbon Cutting at Nixon Park is scheduled for Dec. 11. Additionally, she stated that the Park Board has been discussing bring a carnival to the Village of the Hometown Celebration weekend.

Chief Misko stated that the PD had assisted with the Waukesha Christmas parade event. He stated that measures are being taken to secure Hartland events including efforts to block streets. He also stated that Officer Dean Haag will be retiring on Dec. 17.

Interim DPW Felkner stated that the DPW had purchased 12 concrete barricades to be used to block roads for special events.

**VILLAGE BOARD MINUTES**  
**MONDAY, NOVEMBER 22, 2021**  
**6:30 PM**  
**PAGE 6**

Fire Chief Jambretz stated that they will be collecting donations for the Hartland Food Pantries on Nov. 29 and Dec. 3 from 3-6 pm.

Hartland Lights was scheduled for Dec. 3 from 6-9 pm. Boxes decorated like train cars will be in front of Village Hall to collect food pantry donations.

It was stated that there will be a CP Holiday Train viewing event on Dec. 18 at 7:00 pm in Nixon Park. Food pantry donations will be accepted at the event. It was stated that the Police Department has collection barrels at the Piggly Wiggly. Monetary donations may be made through the Village website.

Trustee Ludtke stated that thoughts and prayers go out to the Village of Merton at the loss of Tom Nelson. Additionally, she thanked President Pfannerstill for his statement related to the Waukesha Christmas Parade tragedy.

Interim Administrator Bailey stated that he is reviewing tax information with bills expected to be out on Dec. 7 or Dec. 8.

It was stated that Village offices are closed on Nov. 25 and 26 for Thanksgiving.

President Pfannerstill urged residents that are interested in donating to those affected by the Waukesha tragedy to utilize the link to the official site to support the Waukesha community.

17. Adjournment.

Motion (Meyers/Ludtke) to adjourn at 8:03 p.m.

Respectfully submitted,

Darlene Igl  
Village Clerk