

**VILLAGE OF HARTLAND
VILLAGE BOARD MINUTES
MONDAY, DECEMBER 9, 2024 · 6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

President Pfannerstill called the meeting to order at 6:32 pm.

Present: President Pfannerstill, Trustees de Boer, Truttschel, Pfeiffer, Wallschlager, Conner, Hallquist

Others Present: Village Manager Bailey, Clerk Policello, Police Lt. DeBarge, Fire Chief Jambretz, Recreation Director Rennekamp, Interim DPW Director Jenson, Leo Jungbluth, Library Director Kristensen, Kajil Sharp-Fire Department, Dave Arnott-Ruekert & Mielke

President Pfannerstill read the Village's Proclamation in recognition of Rosario J. Collura's 24 years of service to the Village of Hartland.

Recognition of Hartland Fire Department personnel for their professionalism, talent and actions at the Parquelynn Apartment fire in Delafield on September 12, 2024: Lt. Nick Shimel, FF/EMT Eric Roos and FF/EMT Jake Scaff, all were present.

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. This meeting will be recorded and will be available online through the Village's website.

Darcy Sobczak, 223 Meadow Lane. Jake Zuehl has contacted her regarding a tween hangout night and she thinks it is a good idea. Regarding the fraud claim on tonight's agenda, she asked that taxpayers not be responsible for it.

Benjamin Sobczek 223 Meadow Lane. He emailed members of Board regarding the fraud claim on tonight's agenda and thinks that residents shouldn't be responsible. He lives a block from St. Charles right off the freeway by Hwy 16 and said that people go thru the stop sign. This was a problem in the past that had gotten better but it is getting worse again. He requested that public safety be there Sunday nights or other high traffic times. There is a 4-way stop. President Pfannerstill said we could reach out to the church also.

1. Approval of Minutes for November 25, 2024

Motion (Conner/Wallschlager) to approve the Minutes for November 25, 2024. All were in favor, **motion carried**; Pfannerstill abstained.

2. Consideration of claim by Trustee Ann Wallschlager for reimbursement of \$1,200 for personal funds lost to fraud
- a. Discussion of additional cyber training for Village Board members

Trustee Wallschlager read a statement that indicated after she discussed the situation with President Pfannerstill, she was directed to place the issue on the agenda for consideration. She has decided to no longer ask for Village assistance. On December 6th she requested in writing and by telephone to have this item removed for consideration. President Pfannerstill wanted this on the

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agenda so that we can address it so that it doesn't happen again. He is proposing that between the spring election and when board members take office, that cyber training is given as a group annually. Right now the training is sent monthly via email to board members and participation is voluntary.

Village Manager Ryan Bailey has spoken with Ontech, our third party IT support provider. Now staff receive emails monthly for cyber training. This would be treated the same as the sexual harassment training and there would be a signed acknowledgement confirming participation. Trustees Conner and Pfeiffer spoke in favor of the training. Trustee de Boer said she has taken all of the emailed trainings that she has received; she said you don't get a confirmation for completion and she recommended that be looked at so the participant and the Village receives that information. President Pfannerstill asked for a motion to put a policy together that staff or the Village Manager will organize training with Ontech annually after the spring election and before the start of the new term; it will be put on an agenda and done in the board room; there would be time for discussion and questions answered.

Motion (Pfeiffer/Truttschel) to establish a policy for cyber security training after the April elections annually for the entire Board in the board room during meeting time. All were in favor, **motion carried.**

3. Items related to vouchers

- a. Consideration of contractor's application for payment no. 5 in the amount of \$18,420.50 and payment no. 6 in the amount of \$4,576.43 to Pieper Electric, Inc. to close out the Arlene Drive Lift Station Upgrades

Interim DPW Director Jensen said Peiper has done a lot of work; they completed a punch list of items that have been inspected; staff recommends payment.

Motion (Truttschel/Conner) to approve payment no. 5 in the amount of \$18,420.50 and payment no. 6 in the amount of \$4,576.43 to Pieper Electric, Inc. to close out the Arlene Drive Lift Station Upgrades. All were in favor, **motion carried.**

- b. Consideration of Langer invoice for library roof installation in the amount of \$98,182.01

Library Director Kristensen said at the May 13th meeting there was a formal vote that as soon as we got the invoice from Langer, we would bring it back to the Board as it was going to be a 6 figure payment. The invoice received is in the amount of \$98,182.01, almost \$12,000 under budget.

Motion (Pfeiffer/Hallquist) to approve payment to Langer in the amount of \$98,182.01. All were in favor, **motion carried.**

- c. Consideration of vouchers for payment in the amount of \$ 725,810.79

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Motion (Wallschlager/Conner) to pay vouchers in the amount of \$725,810.79. All were in favor, **motion carried.**

4. Actions related to Licenses and Permits

a. Consideration of Special Event Application Special Event Application – Kiwanis Thursday Night Ice Games, with request to waive application and rental fees

Recreation Director Rennekamp said this new event will replace the winter play day that was done in the past. Jim Munzenberger, Kiwanis Club said they would like to try something new. The winter play day has run into some inclement weather in the past. This will be 9 Thursdays from 6 – 8 pm; they will use the warming shed and a portion of the ice rink. They will have hot chocolate and organized games. There will be no fee to the public. Kiwanis is requesting that fees be waived. Trustee Conner supports this application. Trustee Pfeiffer asked if there is additional staffing needed. Rennekamp said Kiwanis will be staffing the event for games.

Motion (Hallquist/de Boer) to approve the Special Event Application for Kiwanis Thursday Night Ice Games, with waiving of application and rental fees. All were in favor, **motion carried.**

b. Consideration of Special Event Application - Moonlight Hike by Village of Hartland and Ice Age Trail Alliance January 11, 2025 in Nixon Park with fees waived

Recreation Director Rennekamp said the hikes are well attended, over 170 people have attended in the past. It is less than 60 days prior to the event, but this is a repeat event. Park Board Chair/Trustee Hallquist is supportive of moving this application forward. Village departments have approved the event.

Motion (Conner/Wallschlager) to approve the Special Event Application for Moonlight Hike by the Village of Hartland and Ice Age Trail Alliance for January 11, 2025 in Nixon Park with fees waived. All were in favor, **motion carried.**

c. Consideration of “Class B” Combination Beer/Liquor License – Duke’s Bar & Grill LLC d/b/a Duke’s Bar & Grill, 300 Cottonwood Avenue

i. **Public Hearing** to receive comments on the alcohol license application

President Pfannerstill opened the public meeting at 6:58 PM

Darcy Sobczak, 223 Meadow Lane - she likes the location for a restaurant and is sad Endter’s is leaving but happy for their retirement.

Trustee Hallquist read a statement thanking the Endter’s for their generosity to the Village.

Trustee Truttschel thanked the Endter’s; he has used it as a head coach meeting location.

President Pfannerstill thanked Pat and Jackie Endter; they are both a class act. There were a lot of firsts for him at Endter’s from finding love to being there on election

night and finding out that he was going to become the Village President to meeting other people that have turned into lifelong friendships.
President Pfannerstill closed the public meeting at 7:02 PM.

- ii. Consideration of action related to issuance of a “Class B” Combination Beer/Liquor License for Duke’s Bar & Grill, LLC d/b/a Duke’s Bar & Grill

Cami and Ralph (Duke) Moska said they are excited to take over with Pat’s help; they hope to fill his shoes. The Board welcomed them.

Motion (Pfeiffer/Hallquist) to approve the liquor license for Duke’s Bar & Grill. All were in favor, **motion carried.**

- b. Consideration of operator’s (bartender) license for Roberta M. Comeau

Motion (Hallquist/Conner) to approve bartender license for Roberta Comeau. All were in favor, **motion carried.**

Recess at 7:07 pm. Return to open session at 7:10 pm.

Items Referred from the December 2, 2024 Park Board Meeting:

5. Request to purchase budgeted golf cart for the sum of \$13,959

Interim Public Works Director Jensen said this was approved with the budget; they are requesting to order the golf cart. Trustee Wallschlager asked what amount was budgeted; Village Manager Bailey said \$14,000 was budgeted.

Motion (Pfeiffer/Truttschel) to approve the purchase of a budgeted golf cart for the sum of \$13,959. All were in favor, **motion carried.**

6. Discussion and consideration of the implementation of the Civic Rec software for field reservations and an update to the policy for facility reservations

Recreation Director Rennekamp said the implementation of the CivicRec software has been in phases. In 2025 they have expanded to include field reservations in the program. User groups were invited to the December Park Board meeting to introduce it. User groups will complete packets that include all of the documents that they need. Dee Dee will still be entering the schedules upfront on a first come/first served basis and user groups will then have access. This was approved by the Park Board last week.

Motion (Conner/de Boer) to approve implementation of the CivicRec software for field reservations and an update to the policy for facility reservations. All were in favor, **motion carried.**

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7. Discussion and consideration of park court rental fees for 2025

Recreation Director Rennekamp said staff reviewed all the user rates. She said all fees will be staying the same with the exception of the tennis and pickleball courts at Nixon and Pembroke. They are requesting to raise those fees from \$20 to \$30 plus tax for 2 hours. Trustee Hallquist asked if Nixon is used more; Rennekamp confirmed that it is. Courts are open to the public on a first come first served basis; you can reserve the courts if you want to guarantee use. Reservation schedules are posted at both locations.

Motion (Truttschel/Pfeiffer) to approve the recommended adjustments to park court rental fees for 2025. All were in favor, **motion carried.**

Trustee Conner asked if the rates are comparable to other area courts. Rennekamp confirmed that they are. Cory Bahr, the newly promoted leadman in DPW, will be the contact for the courts.

Other Items for Consideration

8. Discussion and consideration of Resolution 12-09-24 Approving the Sewer Average Consumption Amount Effective First Quarter 2025

Village Manager Bailey said we currently calculate sewer average using the 4th and 1st quarter water use; we have had warmer 4th quarters when people are watering, which would affect water usage. Nobody should be watering January – March, so this should be more equitable.

Motion (Conner/Hallquist) to approve Resolution 12-09-24 Approving the Sewer Average Consumption Amount Effective First Quarter 2025. All were in favor, **motion carried.**

9. Discussion and consideration of Resolution 12-09-24-A, Approving the 2025 Municipal Court Budget with Lake Country Municipal Court

Lt. DeBarge said the revised resolution that was emailed on Friday reflects the correct figures. Motion (Truttschel/Wallschlager) to approve Resolution 12-09-24-A, Approving the 2025 Municipal Court Budget with Lake Country Municipal Court. All were in favor, **motion carried.**

10. Discussion and consideration to contract Ruckert & Mielke to complete a DNR required Water Supply Area Plan in an amount not to exceed \$49,000

Interim DPW Director Jenson explained what a water supply area plan is. The study is required to comply with DNR rules; it is required for communities that serve more than 10,000 residents with its water supply. This is for the initial report that will need to be updated every 5 years. Dave Arnott from Ruckert & Mielke appeared.

Motion (Pfeiffer/Hallquist) to approve the contract with Ruckert & Mielke to complete a DNR required Water Supply Area Plan in an amount not to exceed \$49,000. All were in favor, **motion carried.**

11. Discussion and consideration for renewal of Hydro Corp. Inc. for cross connection and backflow prevention inspections for 2025.

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Interim DPW Director Jenson said the Village is required by the DNR to inspect and comply with the state code for cross connection and backflow prevention. The Village has traditionally hired Hydro Corp. for all of our commercial properties throughout the Village. The price per inspection under this new contract would average \$161 per inspection. DPW recommends hiring Hydro Corp. at a cost of \$14,076. Chemical companies are higher risk; if they lose pressure in their water lines and there is not a backflow prevention, there would be a risk of chemicals in our distribution system.

Motion (Pfeiffer/Truttschel) to approve renewal of Hydro Corp. Inc. for cross connection and backflow prevention inspections for 2025. All were in favor, **motion carried.**

12. Request to purchase budget approved body and chassis for water truck 2 for the sum of \$109,540

Interim DPW Director Jenson amended the requested amount to \$111,574. This was approved in the budget at \$120,000. The equipment has a wait time of 10 – 14 weeks; the truck could be here in January. This is a replacement for our 2011 white truck.

Motion (Truttschel/Hallquist) to approve the body and chassis for water truck 2 for the sum of \$111,574. All were in favor, **motion carried.**

13. Items related to Kwik Trip

- a. Acceptance of Public Infrastructure in W. Capitol Drive contingent on receipt of Lien Waivers
- b. Reduction in Letter of Credit for Kwik Trip

Village Manager Bailey said projects that include roads, water, sanitary sewer, are accepted by the Village and we take it over. The new road and utilities have been inspected by Ruckert & Mielke. We make sure we get all the lean waivers to confirm they have paid all of their contractors. The Kwik Trip PUD states that the Letter of Credit will be open for 2 years, so we are requesting a decrease in the amount to reflect the completed work.

Motion (Pfeiffer/Hallquist) to approve the acceptance of public infrastructure in W. Capitol Drive contingent on receipt of lien waivers. All were in favor, **motion carried.**

Motion (Conner/Truttschel) to reduce the Letter of Credit for Kwik Trip. All were in favor, **motion carried.**

14. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regard 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 Manager or other Village Staff members.

Mr. Jungbluth said it was a good weekend for Hartland with the tree lighting; he also enjoys the Holiday Train. Recreation Director Rennekamp said there was good weather and turnout for Hartland Lights with activities in the library and carriage rides. She thanked Andy Kristensen, Emily Doty and Heather Costa for their work running the event on Friday. The Holiday Train was

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a good event with good weather; she thanked Craig Eisenhut at Gristmill for letting them use his parking lot and electricity for the food vendors; she thanked Kiwanis and Epic Mortgage for the money they raised for the food pantries. The ice rink is up at Nixon and will be open weather dependent. The Winter/Spring guide is in homes now and registration starts tomorrow.

Interim DPW Director Jensen said all departments worked together for Hartland Lights and the Holiday Train, which were great events. He said DPW completed fecon/forestry mowing at the Cottonwood wayside. The Ice Age Trail is starting the bridge repair this week.

Chief Jambretz said they have had 4 internal applicants apply for the full-time positions; the last interview is tomorrow with the Police and Fire Commission; 3 will be selected to complete physicals, drug screens and psych evaluations.

Police Lt. DeBarge said police department staff interviewed 7 candidates last week; 5 will be sent to be interviewed by the Police and Fire Commission tomorrow. Mackenzie Weber started this week as their part-time administrative assistant. Ross Collura will retire December 13th; there will be a retirement luncheon at noon this Friday. The new tasers have been received and training has started.

Trustee Hallquist said he has heard good things about the drone show Friday night as part of the Hartland Lights. Trustee Conner agreed that it was a great weekend; there was a Grinch scavenger hunt on Saturday, which had a good turnout for its first year.

Trustee Truttschel said Friday was great for Hartland Lights; he was out of town for the Holiday Train. Trustee Pfeiffer said the Friday night Hartland Lights event was a good event; his daughter rode the train and had a great time.

Village Manager Bailey thanked all departments for their work on the events.

President Pfannerstill said the drone show was a big hit. The Holiday Train was late but was great. He congratulated Lt. DeBarge on his promotion to Deputy Chief. He wished everyone a Merry Christmas and a Happy New Year. This will be the last meeting of the year.

15. Consideration of a motion to recess to closed session pursuant to State Statutes §19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding the Village Manager performance evaluation.

Motion (Pfeiffer/Truttschel) to go into closed session pursuant to State Statutes §19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding the Village Manager performance evaluation. Roll Call vote was taken; all were in favor, **motion carried.**

The Board convened in closed session at 7:54 pm.

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16. Reconvene in open session to take any action, if necessary, with respect to the preceding closed session.

Motion (Truttschel/Pfeiffer) to reconvene in open session. All were in favor, **motion carried.**

The Board reconvened in open session at 8:31 pm.

Motion (Pfeiffer/Conner) to proceed with a 2.5% increase for Village Manager Bailey taking his new salary to \$153,717.20.

17. Adjournment

Motion (Pfeiffer/Conner) to adjourn the meeting. All were in favor, **motion carried.**

Respectfully submitted,

Sandee Policello
Village Clerk