

VILLAGE BOARD MINUTES
MONDAY, JULY 13, 2015
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Present: Trustees Stevens, Meyers, Compton, Landwehr, Swenson, Wallschlager and President Lamerand

Others Present: Administrator Cox, Clerk Igl, DPW Director Einweck, Interim Fire Chief Dean, Finance Director Bailey, Police Chief Rosch, Steve Martinez.

Roll Call

Pledge of Allegiance – Trustee Swenson

Public Comments: (Please be advised the Village Board will receive information from the public for a three minute time period per person, with time extensions per the Village President's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.) None.

1. Motion (Meyers/Swenson) to approve Village Board minutes of June 22, 2015. Carried (7-0)
2. Motion (Landwehr/Swenson) to approve the vouchers for payment in the amount of \$342,606.80. Carried (7-0).
3. Consideration of actions related to Licenses and Permits
 - a. Motion (Meyers/Stevens) to approve the Licenses and Permits related to the annual Palmer's Steakhouse "Tent Event" to benefit Cystic Fibrosis Foundation. Carried (7-0).
 - i. Temporary Class B Permits
 - ii. Street Use Permit
 - b. Motion (Landwehr/Wallschlager) to approve Operator (Bartender) Licenses with terms ending June 30, 2016. Carried (7-0).
 - c. Motion (Meyers/Compton) to approve Temporary Bartender (Operator's) Licenses. Carried (7-0).
 - d. Motion (Landwehr/Swenson) to approve the Licenses and Permits related to St. Charles Fall Fest, September 11-13. Carried (7-0).
 - i. Public Dance Permit
 - ii. Temporary Class B Permits
 - iii. Temporary Bartender Licenses
 - e. Motion (Landwehr/Swenson) to approve an Application for a Restricted Species Permit to raise 2 chickens on property located at 329A Prospect. Carried (7-0).

4. Consideration of a motion to approve a Planned Unit Development and Tax Incremental District Agreement with Hartland Riverwalk, LLC for the Riverwalk Development.

Administrator Cox summarized the document stating that it covers the agreement related to the land use approvals for the project which includes three buildings, two of which are residential and one that is a mixed use. The agreement also covers the financial aspects of the project including a total of \$1.75 million dollars of TIF assistance over 15 years depending on the final value of the project. It was stated that the Village Attorney has reviewed the document. Attorney Taibl who was assisting the Village in TIF matters was the primary author of the document.

Trustee Wallschlager asked what the DNR regulations are related to buildings with underground structures in close proximity to the Bark River. Administrator Cox stated that the developer would need to obtain a Chapter 30 permit due to the amount of grading that would be necessary.

Trustee Wallschlager raised concerns that while it has been stated that there is an agreement with the bank next door for additional parking for the development, she continues to be concerned about the parking. She stated that the development includes 130 parking stalls however the Village ordinance requires at least 177. She raised concerns regarding the size of the parking stalls and the number of handicap parking stalls proposed.

President Lamerand stated that the Plan Commission has approved the number of parking spaces as indicated on the plan. Administrator Cox stated that the project was approved using the Planned Unit Development process which is a process through which there are a number of conditions and situations where a particular project may stray from the exact letter of the Village code. A Planned Unit Development is a negotiated development which requires additional review by the Plan Commission as well as the Village Board because there are waivers given from various sections of the Village Code in exchange for other things. In addition, sections of the code include provisions that parking space on other parcels that are within a distance in the downtown may be used to meet the requirements.

Trustee Wallschlager asked for confirmation that the reasonable compensation for the land that the Village is providing to the developer is a value of \$143,000 and that the Village is paying for all costs related to title insurance and gap endorsement. Additional details related to the TIF financing were reviewed. It was stated that the expected cost of the project is \$12 million.

Motion (Swenson/Landwehr) to approve a Planned Unit Development and Tax Incremental District Agreement with Hartland Riverwalk, LLC for the Riverwalk Development. Carried (6-1). Wallschlager opposed.

5. Consideration of a motion to approve an agreement with Payment Service Network and policies related to accepting credit cards for payments from customers to the Village.

Finance Director Bailey stated that staff is recommending an agreement with Payment Service Network to accept credit card payments by phone, online and at the counter based on requests of residents. In addition, residents would be able to pay directly from a checking or savings account using an ACH and will have the option of receiving their utility bill electronically rather than by mail. The Village will pay related check fees and users will pay the credit card fees of 2.75%. This method provides the convenience for customers to pay by credit card without the Village losing revenues due to credit card fees.

Motion (Meyers/Wallschlager) to approve an agreement with Payment Service Network and policies related to accepting credit cards for payments from customers to the Village. Carried (7-0).

6. Consideration of a motion to approve policies related to expansion of credit card use for payments by the Village.

Finance Director Bailey stated that the Village is in a consortium with other municipalities through JP Morgan. Credit cards issued include a rebate on overall purchases. The rebate varies but was 1.59% of purchase in 2014. The Village currently has 10 credit cards issued to the various departments. The purchasing card program recommends that credit cards be in employees names instead to minimize fraud risk and increase accountability. The Village would also utilize an accounts payable credit card to pay invoices via credit card instead of a check.

Motion (Wallschlager/Swenson) to approve policies related to expansion of credit card use for payments by the Village. Carried (7-0).

7. Consideration of a motion to adopt Resolution No. 07/13/15-01 "A Resolution Adopting the Compliance Maintenance Annual Report (CMAR)".

DPW Director Einweck stated that the Village had completed the annual Compliance Maintenance Annual Report for year ending Dec. 31, 2014 which received a grade of "A" for both the financial management and collection systems .

Motion (Meyers/Wallschlager) to adopt Resolution No. 07/13/15-01 "A Resolution Adopting the Compliance Maintenance Annual Report (CMAR)". Carried (7-0).

8. A Proclamation "In Recognition of Loyal Service to the Village of Hartland By Fire Chief Allen "Augie" Wilde" upon his retirement was read into the record by President Lamerand.

A celebration in honor of Chief Wilde will be held at the American Legion Hall, 321 Goodwin Avenue, on Friday, July 17 from 5pm to 9pm. This proclamation will be officially presented to the Chief at 7:00pm. All are welcome to attend.

9. 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

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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.

Administrator Cox reminded listeners of the Neighborhood Night Out scheduled for July 14th. President Lamerand stated that there is an election of July 21 with the poll open from 7 a.m. to 8 p.m. Trustee Wallschlager stated that the annual street dance is scheduled for July 18th from 5:30 to 11 p.m.

10. Adjourn.

Motion (Stevens/Swenson) to adjourn. Carried (7-0). Meeting adjourned at 7:35 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk