

**VILLAGE BOARD MINUTES
MONDAY, SEPTEMBER 14, 2015
7:00 PM**

BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

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

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

Roll Call

Pledge of Allegiance – Trustee Stevens

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/Stevens) to approve Village Board minutes of August 24, 2015 and Special Village Board minutes of August 31, 2015. Carried (7-0).
2. Motion (Landwehr/Swenson) to approve the vouchers for payment in the amount of \$256,184.34. Carried (6-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits
 - a. Motion (Landwehr/Swenson) to approve Operator (Bartender) Licenses with terms ending June 30, 2016. Carried (7-0).
 - b. Motion (Meyers/Wallschlager) to approve a Restricted Species Permit to raise 3 chickens on property located at 820 Tenny Avenue. Carried (7-0).
 - c. Motion (Landwehr/Swenson) to approve a Fireworks Permit for Lake Country Lutheran High School's Alumni Homecoming on October 9, 2015. Carried (7-0).

Items referred from the August 17, 2015 Plan Commission meeting

4. Actions related to proposed Zoning Code and general Code amendments to allow the Architectural Board to conditionally eliminate the requirement for review of single family residences in subdivisions with active homeowners associations.
 - a. Second reading of Bill for an Ordinance No. 08/24/2015-01, An Ordinance To Amend Chapter 46 And Chapter 18 Of The Village Of Hartland Municipal Code Pertaining To Architectural Board And Building Permits.
 - b. REMINDER: A public hearing is scheduled for September 28 during the Regular Village Board meeting to hear public comment on these proposed Code amendments.

Others items for consideration

5. Consideration of a motion to approve a Relocation Assistance Agreement with Pink Mocha Cafe related to the Riverwalk development.

Administrator Cox stated that this is the third of the relocation agreements for tenants in the Capital Plaza to facilitate redevelopment of that site. He stated that the agreement has a value of approximately \$79,000 of which \$60,000 is for capital build out of the new restaurant unit. Administrator Cox stated that this agreement is similar to the other two however provisions relating to time are included which encourage the tenant to locate out of facility by October 31.

Trustee Wallschlager noted that the agreement calls for the Village to pay the security deposit for the new lease however she asked why the Village would not get that back at the end of the lease. Administrator Cox stated that this is the same provision in the other agreements and that the security deposit is included in the total package of funds provided for assistance

Trustee Wallschlager why the Village would not pay the contractors directly. Administrator Cox stated that the funds are a benefit to the owner and that the Village will issue a 1099 at the end of the year reporting the taxable benefit to the IRS.

Trustee Stevens asked what happens if one of the businesses does not continue to operate. Administrator Cox stated that the Village would lose those funds but the revamped space would be available to a new tenant.

Motion (Meyers/Swenson) to approve a Relocation Assistance Agreement with Pink Mocha Cafe related to the Riverwalk development. Carried (7-0).

6. Actions related to the Fire Department management and creation of a Full Time Fire Chief Position.

- a. Consideration of a motion to approve creation of a Full Time Fire Chief Position and updated Job Description and insertion of that position into the Village's Payroll Matrix Job Classifications List at Grade 16.

Administrator Cox stated that funding for the Fire Department is included in the budget and it is recommended that a full time Fire Chief position be created. He stated that the organizational chart has been modified and it is proposed that the position be in Grade 16. Trustee Stevens stated his support in making Dave Dean the full time Fire Chief.

- b. Motion (Stevens/Wallschlager) to approve creation of a Full Time Fire Chief Position and updated Job Description and insertion of that position into the Village's Payroll Matrix Job Classifications List at Grade 16. Carried (7-0).
- c. Motion (Compton/Landwehr) to request the Police and Fire Commission to appoint a regular Fire Chief. Carried (7-0).

President Lamerand stated that the Police and Fire Commission will conduct the hiring process and that a recommendation for the appointment of a Fire Chief will be presented to the Village Board for approval.

7. Consideration of a request from the County Executive to participate in a study of the northwestern Waukesha County fire and EMS services and to pledge \$2,000 for said study.

Trustee Stevens asked what this study will provide for the Village. Interim Fire Chief Dean stated that the study will review and consider options for staffing including shared services. Trustee Meyers asked what the County will spend the funds on. President Lamerand stated that the County will prepare a request for proposals to hire a consultant to conduct the study. He stated that the study process will be similar to that which was conducted related to shared dispatch. It is intended that the study assist in determining whether shared services or consolidation is beneficial particularly due to the high cost of equipment and difficulties in securing and maintaining adequate staffing.

Motion (Swenson/Wallschlager) to participate in a study with Waukesha County of the northwestern Waukesha County fire and EMS services and to pledge \$2,000 for said study. Carried (7-0).

8. Consideration of Resolutions Related to Various Refunding of Existing Debt and the 2016/2017 Capital Improvements Program.

Jim Mann from Ehlers and Associates provided information related to the proposed 2015 finance plan. The Capital Project Summary for 2015-2019 was reviewed related to the proposed borrowing totaling \$3,065,000. Two proposals were provided comparing 15 and 20 year payback periods. He stated that 15 year financing would spike the debt service higher throughout the life until 2037. He stated that it would be easier to manage the flow of the debt service utilizing the 20 year financing option.

- a. Motion (Swenson/Landwehr) to adopt Resolution No. 09/14/2015-01, Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$2,040,000 for Street Improvement Projects. Carried (7-0).
- b. Motion (Landwehr/Swenson) to adopt Resolution No. 09/14/2015-02, Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$315,000 for Sewerage Projects. Carried (7-0).
- c. Motion (Swenson/Compton) to adopt Resolution No. 09/14/2015-03, Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$150,000 for Parks and Public Grounds Projects. Carried (7-0).
- d. Motion (Compton/Meyers) to adopt Resolution No. 09/14/2015-04, Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$525,000 for Water Systems Projects. Carried (7-0).
- e. Motion (Meyers/Wallschlager) to adopt Resolution 09/14/2015-05, Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$35,000 for Fire Department Equipment. Carried (7-0).

- f. Motion (Wallschlager/Meyers) to adopt Resolution 09/14/2015-06, Resolution Providing for the Sale of \$3,065,000 General Obligation Corporate Purpose Bonds, Series 2015A. Carried (7-0).
9. Consideration of a motion to change the date for the first October Village Board meeting to Tuesday, October 13.

Due to Monday, October 12 being Columbus Day, which is a financial institution holiday, the bonds cannot be sold that day. To accommodate the sale of bonds on October 13, the Board was asked to move the first meeting in October.

Motion (Stevens/Wallschlager) to change the date for the first October Village Board meeting to Tuesday, October 13. Carried (7-0).

10. Consideration of a motion to approve an Agreement with the Humane Animal Welfare Society of Waukesha County for stray and injured animal care for the years 2016-2018.

Trustee Wallschlager noted that the agreement needs to be modified to remove the requirement for proof of a license for cats as the Village no longer requires cats to be licensed. In addition, she raised concerns regarding the humane care provided to strays based on personal experience.

Motion (Landwehr/Compton) to approve an Agreement with the Humane Animal Welfare Society of Waukesha County for stray and injured animal care for the years 2016-2018. Carried (7-0).

11. Motion (Compton/Swenson) to approve a Memorandum of Understanding Between the Ice Age Trail Alliance and the Village of Hartland related to the Village's designation as a Trail Community. Carried (7-0).
12. Consideration of a motion to authorize submission of an initial grant letter of inquiry to the National Endowment for the Arts related to promotion of the Ice Age Trail and community improvement through public art.

Administrator Cox stated that the project is undefined at this point because of the process that the organization uses to administer the grant. The initial grant letter of inquiry is submitted to be entered into the applicant pool and from those applicants the organization will select a the applicants to submit grant requests.

Motion (Meyers/Stevens) to authorize submission of an initial grant letter of inquiry to the National Endowment for the Arts related to promotion of the Ice Age Trail and community improvement through public art. Carried (7-0).

13. Motion (Stevens/Landwehr) to approve appointments of Reginald Lawson (term ending April 30, 2017) and Curt Gundrum (terms ending April 30, 2018) to the Park Board to fill vacancies. Carried (7-0).

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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.

Administrator Cox reminded the Board and the public that there is a budget meeting scheduled for Wednesday, Sept. 23 at 5:00.

President Lamerand reminded viewers that there is a Special Election on Sept. 29 for Representative to the Assembly District 99.

15. Adjourn.

Motion (Stevens/Swenson) to adjourn. Carried (7-0). Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk