

VILLAGE BOARD MINUTES
MONDAY, DECEMBER 14, 2015
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

Pledge of Allegiance – Trustee Meyers

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

Others: Administrator Cox, Finance Director Bailey, DPW Director Einweck, Fire Chief Dean, Police Chief Rosch, Clerk Igl, Larry Legare, Jim Siepman, firefighters.

Public Comments: (Please be advised the Village Board will receive information from the public for a three minute time period, with time extensions per the Village President's discretion, per person. 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 November 23, 2015. Carried (7-0).
2. Motion (Landwehr/Swenson) to approve the vouchers for payment in the amount of \$804,712.48. Carried (7-0).
3. Consideration of actions related to Licenses and Permits
 - a. Motion (Swenson/Wallschlager) to approve a Bartender's (Operator's) License with a term ending June 30, 2016. Carried (7-0).
4. Motion (Meyers/Landwehr) to appoint Election Inspectors with terms to expire Dec. 31, 2017.
5. Consideration of a motion to authorize payment to Heartland Construction, Inc., for sanitary sewer flow metering manhole installation in the amount of \$31,192.80.

Administrator Cox stated that this was a budgeted item for the sanitary sewer system beginning with 2016. The construction was performed in conjunction with the Windrush development per agreement.

Motion (Meyers/Wallschlager) to authorize payment to Heartland Construction, Inc. for sanitary sewer flow metering manhole installation in the amount of \$31,192.80. Carried (7-0).

6. Consideration of a motion to approve a contract with Visu-Sewer for sanitary sewer repairs.

DPW Director Einweck presented two proposals for consideration. The first is for sanitary sewer point repairs and grouting of the pipe joints in sanitary sewer mains on Cottonwood Ave. south of Cardinal Lane. It is estimated to take about 10 hours of work at a cost of \$4,700.

VILLAGE BOARD MINUTES
MONDAY, DECEMBER 14, 2015
7:00 PM
PAGE 2

The second proposal is for four separate sectional liners; one on Maple Ave., one on Cottonwood Ave and two on Prospect Ave. Trustee Wallschlager asked what the expected life of a liner is and Director Einweck stated the expected life is 50 years.

Motion (Meyers/Swenson) to approve a contract with Visu-Sewer for sanitary sewer repairs. Carried (7-0).

7. Consideration of a motion to approve a change order for the 2015 Paving Program due to retaining wall design modifications.

DPW Einweck stated that this item was tabled at the last meeting. Since that time, staff worked with contractor to install an under drain system in the retaining wall and to receive a \$500 credit for staff time related to the change order.

Trustee Wallschlager asked how it was initially determined that the drain tile had not been installed. DPW Director Einweck stated that it was found during final inspection. Trustee Wallschlager questioned fees charged by Ruckert & Mielke related to the project and asked what those fees cover. It was stated that their fees cover initial design work including setting up the contract document and for on-site observation.

Trustee Stevens asked that the contractor not be used for future projects. DPW Director Einweck stated that staff is working with the Village Attorney to review that process.

Motion (Landwehr/Swenson) to approve a change order for the 2015 Paving Program due to retaining wall design modifications. Carried (6-1). Wallschlager opposed.

8. Consideration of a motion to approve the Residential Electronics and Appliance Recycling Collection Event Agreement with Waukesha County.

DPW Director Einweck stated that electronics recycling had been suspended earlier in the year due to issues with the vendor. The Village worked with Waukesha County and other agencies to request proposals for alternative collection options. The alternative selected is to hold collection events through the County at seven locations throughout the year which would allow residents to drop off both electronics and appliances for recycling. There would be a small fee charged for any television or CRT computer monitors. All other eligible electronics and appliances would be taken at no cost.

It was proposed that the Village host two events which would coincide with the normal second Saturdays in April and October. The Village would provide staffing, site security, space for the collection containers and advertising for the event on the Village's website.

Motion (Swenson/Landwehr) to approve the Residential Electronics and Appliance Recycling Collection Event Agreement with Waukesha County. Carried (7-0).

9. Consideration of a motion to approve a reduction in the Letter of Credit for Windrush development.

DPW Director Einweck stated that the project is progressing and the developer has requested a reduction in the letter of credit. He stated that the remaining balance is sufficient for the outstanding work.

Motion (Meyers/Landwehr) to approve Letter of Credit Reduction No. 3 to \$563,356.11. Carried (7-0).

10. Consideration of a motion to adopt Resolution No. 12/14/2015-01 "A Resolution Approving the 2016 Lake Country Municipal Court Budget".

Trustee Meyers asked why the assistant clerk salary was reduced in the proposed budget. Chief Rosch stated that tickets and revenues are down so an adjustment made was to cut the hours of the part-time staff.

Motion (Swenson/Landwehr) to adopt Resolution No. 12/14/2015-01 "A Resolution Approving the 2016 Lake Country Municipal Court Budget". Carried (7-0).

11. Consideration of items related to the Business Improvement District:

- a. Consideration of a motion to approve the 2016 Business Improvement District Budget.

Administrator Cox stated that the BID funds its operations through an assessment made to the property owners in the downtown business improvement district. Since 2007 it has maintained that assessment at \$70,000. It has accumulated a \$30,000 surplus and the intent is to use some of the surplus this year for an aggressive advertising program for Hartland's downtown.

Motion (Meyers/Wallschlager) to approve the 2016 Business Improvement District budget. Carried (7-0).

- b. Motion (Swenson/Compton) to confirm the appointments of Scott Heyerdahl, David Lamerand and Steve Berger to terms ending December 31, 2018. Carried (7-0).

12. Consideration of a motion to approve revisions to the Employee Handbook.

Administrator Cox provided a brief description of revisions to the Employee Handbook as recommended by management staff. Motion (Swenson/Landwehr) to approve revisions to the Employee Handbook. Carried (7-0).

13. Consideration of a motion to approve a policy related to ambulance billing.

Finance Director Bailey stated that this policy provides that the Village will have a third-party billing company perform the billing function, that bills will be provided to all patients that are transported, patients that are not transported and considered "nuisance" calls could be billed for service, annual rates will be submitted to the Village Board for approval, and documents provisions related to writing off of accounts.

Motion (Swenson/Stevens) to approve a policy related to ambulance billing. Carried (7-0).

14. Consideration of a motion to approve the ordering of a fire vehicle.

Fire Chief Dean stated that a task force had been formed to evaluate the future needs of the emergency fleet and to consider long term plans to develop the best options to meet the Village's needs. After review, the approach that was determined to best fit the needs was to replace the current equipment truck and the sky boom vehicle, and to replace them with one vehicle which would be a 101 foot aerial platform vehicle with rescue capabilities, a six person cab and a projected life span of 25 years. It is expected that there would be a savings of approximately \$400,000 by combining the functions of the two vehicles. The new custom vehicle has a projected cost of \$989,000. The vendor is offering a discount of nearly \$39,000 if the order is placed prior to the end of 2015 with the vehicle to be built by March 2017 to include the provision that the vendor is allowed to utilize the vehicle as a model at the National Convention in the spring of 2017. It was stated that the vehicle was specifically designed to fit into the existing fire station.

Motion (Meyers/Swenson) to approve the ordering of the new fire vehicle as presented. Carried (7-0).

15. Consideration of a motion to approve a contract with the Hartland Professional Police Association for 2016-2018.

Administrator Cox stated that he had met with representatives of the union to discuss modifications. He stated that the contract includes the agreement on the 1.25% general wage adjustment. In future years wage adjustments will be considered annually as part of the budgeting process and the union has agreed to continue that practice. Terms of two side agreements approved by the Village Board were incorporated relating to call in pay and shift times. Adjustments were made related to overtime compensation. The contract includes new language agreeing to offer overtime on a seniority basis. The new contract eliminates some outdated language.

The union has agreed to modifying their future vacation schedules (for future employees) reducing leave time available. Provisions for the potential hiring of an officer that has not yet gone through the Academy were included providing a full 12 months of probation once the employees begins working as an Officer and creating a wage rate that would be paid to such an employee. Modifications in sick leave and bereavement leave were made to more closely align to the rest of the employee groups.

Motion (Swenson/Wallschlager) to approve a contract with the Hartland Professional Police Association for 2016-2018. Carried (7-0).

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.

VILLAGE BOARD MINUTES
MONDAY, DECEMBER 14, 2015
7:00 PM
PAGE 5

Motion (Stevens/Wallschlager) to cancel the regular Village Board meeting for December 28.
Carried (7-0).

President Lamerand thanked all who participated in the Village's tree lighting and attended the holiday train event. He stated that it was estimated that between 10,000 and 15,000 attended.

President Lamerand wished viewers a Merry Christmas and Happy New Year and reminded all to drive safely.

17. 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 regarding the Village Administrator and to adjourn thereafter without reconvening into open session pursuant to SS 19.95 (2). Roll Call Vote was taken. All ayes. Carried (7-0).

Meeting adjourned to closed session at 8:08 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk