

VILLAGE BOARD MINUTES
MONDAY, NOVEMBER 13, 2017
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

Pledge of Allegiance – Swenson

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

Others: Administrator Cox, DPW Director Einweck, Police Chief Bagin, Fire Chief Dean, Clerk Igl, Library Director Massnick, Finance Director Bailey, Dawn Gunderson, Dave Jambretz, Mike Gerszewski

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.)

1. Motion (Meyers/Swenson) to approve Village Board minutes of October 23, 2017. Carried (7-0).
2. Motion (Landwehr/Swenson) to approve vouchers for payment in the amount of \$791,997.98. Carried (7-0).
3. Consideration of actions related to Licenses and Permits
 - a. Motion (Landwehr/Wallschlager) to approve applications for Operator's (Bartender) Licenses with a term ending June 30, 2018. Carried (7-0).
4. Consideration of actions related to the issuance of Bonds
 - a. Presentation of information regarding proposals received for the sale of bonds as approved by the Village Board.

Dawn Gunderson of Ehlers provided the sale day report documents stating that Moody's rating had been conducted with a result of AA1. The sale day report summarized that six bids were received with the winning bid from Wells Fargo North Carolina. She stated that there was a significant premium which allowed the debt issue to be downsized to \$5,420,000 and that an additional \$44,000 was generated for projects.

- b. Consideration of Resolution No. 11/13/2017-01, "A Resolution Awarding The Sale Of \$5,420,000 General Obligation Corporate Purpose Bonds, Series 2017A"

Motion (Meyers/Landwehr) to adopt Resolution No. 11/13/2017-01, "A Resolution Awarding The Sale Of \$5,420,000 General Obligation Corporate Purpose Bonds, Series 2017A". Roll call vote taken – all ayes, carried 7-0.

5. Consideration of a motion to approve Resolution No. 11/13/2017-02 a "Resolution Approving the Sewer Utility Rate Effective First Quarter 2018".

Administrator Cox stated that a 5% increase in the sewer utility rate was included in the 2018 budget. This increase will equate to a \$20 annual increase to an average home. Motion (Meyers/Swenson) to approve Resolution No. 11/13/2017-02 a "Resolution Approving the Sewer Utility Rate Effective First Quarter 2018". Carried (7-0).

Questions were raised whether there are lead pipes in the water system and whether the Village would be eligible for state funding to replace those lead lines. Operations Supervisor Gerszewski stated that the Village is not eligible for funding.

6. Discussion and consideration of actions related to the addition of two full-time Fire Department paramedics to the draft 2018 Village Budget.

Chief Dean stated that he has worked with Administrator Cox and Finance Director Bailey on the proposal to add two additional full-time paramedics in an attempt to meet the department's long term goal of upgrading the service level of our EMS response to EMT-Paramedic. He stated that the department currently has seven members trained at the paramedic level and are currently operating at the EMT-Intermediate level.

Administrator Cox stated that the cost for the additional paramedics including benefits is \$140,000. He stated that due to some eliminated expenses, reduction in other personnel costs, elimination of a gap shift and a reduction in overtime for existing personnel, the funding gap is \$114,000. This additional expense will be covered by lowering contingency and transportation aids coming in higher than expected. This will result in no change to the tax levy.

Motion (Wallschlager/Meyers) to approve the addition of two full-time Fire Department paramedics to the 2018 Village Budget. Carried (7-0).

7. Consideration of items related to the 2018 Village Budget as shown on Tab 1 Page 8 and Tab 31 Pages 1 and 2 of the 2018 Budget Book. All information after Tab 1 is for informational purposes only. These figures may be modified by the Village Board during final consideration at this meeting.

Administrator Cox stated that the proposed 2018 Village Budget will result in a mill rate of \$4.79 per \$1,000 of assessed value. This will result in an increase of about \$50 for an average home valued at \$270,000.

- a. Motion (Landwehr/Compton) to approve the 2018 Municipal General Fund Budget in the amount of \$7,811,069. (Roll call vote) All ayes.
- b. Motion (Meyers/Wallschlager) to approve the 2018 Water Utility Budget in the amount of \$2,011,450 shown on Tab 1 Page 8 of the 2018 Budget Book. (Roll call vote) All ayes.
- c. Motion (Landwehr/Meyers) to approve the 2018 Sewer Utility Budget in the amount of \$1,852,305 as shown on Tab 1 Page 8 of the 2018 Budget Book. (Roll call vote) All ayes.
- d. Motion (Landwehr/Swenson) to approve the 2018 TIF #4 Budget in the amount of \$320 as shown on Tab 1 Page 8 of the 2018 Budget Book. (Roll call vote) All ayes.
- e. Motion (Landwehr/Swenson) to approve the 2018 TIF #5 Budget in the amount of \$320 as shown on Tab 1 Page 8 of the 2018 Budget Book. (Roll call vote) All ayes.
- f. Motion (Landwehr/Meyers) to approve the 2018 TIF #6 Budget in the amount of \$53,420 as shown on Tab 1 Page 8 of the 2018 Budget Book. (Roll call vote) All ayes.
- g. Motion (Swenson/Wallschlager) to approve the 2018 Debt Service Budget in the amount of \$1,352,496. (Roll call vote) All ayes.
- h. Motion (Landwehr/Meyers) to approve the 2018 Capital Improvements, Impact Fee and Special Revenue and other funds in the amount of \$3,128,949 for a total Village Expenditure budget in the amount of \$16,210,329. (Roll call vote) All ayes.
- i. Motion (Swenson/Landwehr) to approve a Property Tax Levy in the amount of \$5,805,720. (Roll call vote) All ayes.
- j. Consideration of a motion to approve a general wage adjustment and the resulting 2018 Payroll Matrix (Roll call vote)

Administrator Cox stated that information regarding a general wage adjustment was provided to the board including information from surrounding municipalities and the consumer price index change. The range provided was 1.8% to 2.25%. Motion (Landwehr/Swenson) to approve a 2.4% general wage adjustment. There was discussion that this percentage would exhaust funds set aside. It was stated that some employees will also receive an increase for time of service as they are moving up the wage scale. Motion (Wallschlager/Meyers) to amend the motion from a 2.4% increase to a 1.9% increase. Carried (7-0). Action on the amended motion was carried (7-0).

8. Consideration of a motion to approve updated position descriptions related to the reorganization of the Department of Public Works.
 - a. Motion to approve the revised Public Works Director job description.
 - b. Motion to approve the revised DPW Operations Supervisor job description.
 - c. Motion to approve the new Utility Operations Supervisor job description.

Motion (Stevens/Landwehr) to approve the three updated job descriptions as presented. Trustee Wallschlager suggested tabling the item for further review including trustees visiting the DPW and suggested that perhaps this should be a matter discussed in closed session. Administrator Cox stated that any concerns related to the job descriptions could be discussed or brought to him. He stated that some overlap in the job descriptions is intentional to make sure

it is a coordinated team. He stated that a closed session would only be in the event that a specific personal matter needed discussion. (Roll call vote) Trustee Stevens, yes, Trustee Meyers, no, Trustee Compton, yes, Trustee Landwehr, yes, Trustee Swenson, yes, Trustee Wallschlager, no, President Pfannerstill, no. Motion carried (4-3).

9. Motion (Meyers/Swenson) to approve the ordering and purchase of Police Department vehicles for delivery in 2018 in the combined amount of \$60,162 plus final equipment installation and to declare as surplus the two 2015 Chevrolet Impalas being replaced and authorize their disposal. Carried (7-0).

10. Consideration of a motion to approve the ordering and purchase of a Fire Department ambulance for delivery in 2018 in the not-to-exceed amount of \$248,250 and to declare as surplus the 2008 Ford ambulance being replaced and authorize its disposal.

Motion (Pfannerstill/Wallschlager) to table this item until the next Village Board meeting for further review. Carried (7-0).

11. Consideration of a motion to approve the Hartland Business Improvement District 2018 Operating Plan showing revised District boundaries.

Administrator Cox stated that the operating plan includes revisions to the boundaries based on businesses on the fringe of the district asking to be included.

Motion (Landwehr/Swenson) to approve the Hartland Business Improvement District 2018 Operating Plan showing revised District boundaries. Carried (7-0).

12. Discussion and consideration of action related to ongoing activities in pursuit of Coordination and the provision of comments to the FDA regarding regulation of the vaping industry.

President Pfannerstill stated that with Johnson Creek Industries being out of business and the vaping coalition not functioning at 100%, he recommended separating from the coalition. Motion (Swenson/Wallschlager) to authorize staff to work directly with the FDA on the coordination process and eliminate dealing with third parties on the matter. Carried (7-0).

13. Consideration of a motion to approve granting of an easement to WE Energies over a portion of Castle Park adjacent to Oxford Drive.

DPW Director Einweck stated that he had noticed one of the existing lines was not covered by an easement. There is no payment due for the proposed easement however if they disturb vegetation they would need to restore. Motion (Meyers/Wallschlager) to approve granting of an easement to WE Energies over a portion of Castle Park adjacent to Oxford Drive. Carried (7-0).

14. Acknowledgement of donation made to the Hartland Fire Department.

Chief Dean thanked the American Legion for a \$500 donation to the ambulance fund and the Sons of the American Legion for a \$200 donation to the ambulance fund.

Chief Bagin thanked the Marshall Johnson VFW Post for a \$500 donation to the Police Department for equipment.

Trustee Wallschlager thanked the Legion for the event held in honor of Veteran's Day.

15. 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.

Library Director Massnick informed the Village Board that she will be retiring no later than the end of April 2018 after having served since 1996.

President Pfannerstill announced that Administrator Cox will turn 50 on November 14.

16. Motion (Stevens/Landwehr) to adjourn at 8:20 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk