

VILLAGE BOARD MINUTES
MONDAY, FEBRUARY 26, 2018
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

Pledge of Allegiance – Scout Derrick Luedtke

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

Others: Administrator Cox, Clerk Igl, Finance Director Bailey, Fire Chief Dean, DPW Director Einweck, Donna Dorau, Tom Brass, Jim Muenzenberger, Tracy Bagin, Officer Thomas Bagin, Officer Jewell, Deputy Chief Collura, Captain Kelsey

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.)

Trustee Meyers commented as a citizen that on the previous Friday night he checked on parking availability in the downtown and found that only approximately 50% of the spaces were filled. He stated that he believes that better signage would assist in directing drivers to locating available parking.

1. President Pfannerstill read a proclamation honoring Chief Michael Bagin on his retirement from the Village after 31 years of service and expressed thanks on behalf of the Village Board as well as the Village residents. Chief Bagin thanked the Village Board for their support of the Police Department and expressed that he had enjoyed working for the Village. A reception in the Chief's honor is scheduled for February 28 at Hartland North.
2. Motion (Meyers/Stevens) to approve Village Board minutes of February 12, 2018. Carried (5-0). Wallschlager and Swenson abstained.
3. Motion (Landwehr/Swenson) to approve vouchers for payment in the amount of \$154,738.00. Carried (7-0).

Items referred from the February 19, 2018 Plan Commission meeting

4. Consideration of a motion to approve site, building, landscaping and lighting plans for construction of warehouse for MWS Warehouse, 400 Cardinal Lane.

Administrator Cox stated that the proposed construction of a warehouse on the adjoining property is an expansion of the existing business. The stand-alone building will be used

primarily for storage. Trustee Wallschlager asked whether an access roadway on the property will remain. Administrator Cox stated that nothing is changing on the existing RAPCO property.

Motion (Meyers/Stevens) to approve site, building, landscaping and lighting plans for construction of warehouse for MWS Warehouse, 400 Cardinal Lane subject to meeting staff comments contained in the Engineer's letter. Carried (7-0).

5. Items related to an amendment to the Zoning Code to create the RSE-2 Single-Family Residential Estate District.
 - a. Consideration of first reading of Bill for an Ordinance No. 02/26/18-01 "An Ordinance to Amend Chapter 46 of the Village of Hartland Municipal Code Pertaining to Zoning Ordinance"

Administrator Cox stated that the draft ordinance had been reviewed and recommended by the Plan Commission with two exceptions. After review and additional conversations to address the concerns of the landowner, there were two modifications made to the language. Language was added that clarifies that the on-site utility information may not be on the CSM but may be on a separate document filed with the CSM request. Additionally, a provision was added to allow multiple parcels to be accessed from one shared driveway as the properties are situated on a County highway where the Village does not control access. It was noted that this is not allowed in any other district in the Village.

- b. Consideration of a motion to set the date of a Public Hearing for March 26, 2018 during the Regular Village Board meeting.

Motion (Swenson/Meyers) to set the date of a Public Hearing for March 26, 2018 during the Regular Village Board meeting. Carried (7-0).

6. Items related to a request for amendments to the Comprehensive Land Use Plan for the area north of CTH K (Lisbon Road) and west of Winkleman Road.
 - a. Discussion and consideration of first reading of Bill for an Ordinance No. 02/26/18-02 "An Ordinance to Adopting an Amendment to the Village of Hartland Comprehensive Development Plan: 2035"

Administrator Cox stated that the Plan Commission had reviewed the proposed amendment at two meetings and had previously reviewed the development in concept. The Plan Commission adopted a resolution recommending the amendment to the Village Board at their February 19 meeting. Administrator Cox stated that he has asked the developer to create a neighborhood plan for the area.

Trustee Wallschlager asked that a map depicting acreages of the parcels be provided. There was discussion that the development will include a road which is intended to connect with Winkleman Road in the future as part of the CTH KE reroute.

Administrator Cox stated that the developer and the Plan Commission will have to will need to determine how to buffer the road.

Trustee Wallschlager asked whether the project would have to wait until the County has the exact location of the CTH KE reroute. Administrator Cox stated that the proposed layout by the developer is based on the version of the reroute that the County has shared with us.

Trustee Wallschlager asked how the Village can make changes on a property not located in the Village. Administrator Cox stated that a request for annexation will be submitted to the Village and that additionally, the Village has extraterritorial authority within a mile and a half from the Village boundaries.

- b. Reminder of the March 26, 2018 Public Hearing on the amendment to the Comprehensive Development Plan, which will take place during the Village Board meeting. No action taken.

Other items for consideration

7. Consideration of a motion to approve a professional services agreement with SRF Consulting Group, Inc of Madison for Comprehensive Plan and Comprehensive Outdoor Recreation Plan update services in the not to exceed amount of \$45,970, including a ten percent (10%) contingency.

Administrator Cox stated that proposals had been received for this service with two items scheduled for an update. Six proposals were reviewed by the committee with three firms interviewed. The committee unanimously chose SRF Consulting Group. The committee agreed that it was a high quality proposal that addressed the Village's needs and provided a method for moving us through the updates necessary. He stated that the committee did not know the costs provided in the proposals until after a firm was selected. The committee was pleased that the cost was in the ballpark of what the Village planned to spend on the service.

Administrator Cox stated that a buffer is in the contract to allow for things that may come up during the process. It is anticipated that the process will take approximately 12 months to complete. Trustee Wallschlager stated that it will not just be employees of the firm and/or Village employees involved in the updates but that residents will be asked to work on this as well. Any interested parties will be asked to submit their information to the Village. A group of eight to twelve individuals is desired.

Administrator Cox stated that he believes it critical that the current document be turned into something that is easier for users to comprehend and will be utilized as a part of the planning activities of the Village.

Motion (Meyers/Wallschlager) to approve a professional services agreement with SRF Consulting Group, Inc of Madison for Comprehensive Plan and Comprehensive Outdoor Recreation Plan update services in the not to exceed amount of \$45,970, including a ten percent (10%) contingency. Carried (7-0).

8. Discussion and possible consideration of actions related to a resident request for dog waste stations in the Village.

President Pfannerstill stated that this item was brought to the Village Board after a complaint was received from a resident. Trustee Stevens expressed concerns that he doesn't think residents will use the waste stations if they aren't currently picking up their dog waste. Trustee Wallschlager stated that the Village could get a discounted price of \$200 each for stations that would include a container for the waste which would need to be emptied periodically. It was discussed that perhaps fundraising could be done to facilitate the purchase of waste stations. It was suggested that one be placed at Nixon Park initially to determine whether they would be helpful. It was discussed that this could be reviewed by the Park Board. Trustee Meyers commented that he doesn't think this is a problem in the park but is an issue along the ice age trail. It was agreed that Trustee Wallschlager would do further research on this issue and follow up with the Village Board in April.

9. Discussion and possible consideration of a cost sharing proposal for the replacement and installation of benches in the Downtown Business Improvement District.

Administrator Cox stated that the Downtown Business Improvement District is asking the Village to partner with them in replacing benches in the downtown and installing two additional benches. He stated that the Plan Commission has recommended approval of the style of bench proposed. It was stated that the total cost of the benches with sponsor plaques is \$18,000. BID is asking the Village to handle the bench installation. Tom Brass stated that BID will absorb the cost of the plaques allowing the opportunity for memorial sponsorships on each bench. DPW Director Einweck stated that he will work with BID to make sure the benches are in the correct locations.

Motion (Stevens/Swenson) to accept the proposal for cost sharing for the replacement of benches in the Downtown Business Improvement District in the amount of \$9,200 and to provide the installation. Carried (7-0).

10. Consideration of a motion to approve participation in League of Wisconsin Municipalities program to review Hartland's obligations and options related to closed captioning requirements.

Administrator Cox stated that there are requirements for closed captioning and that recent interpretations have moved the obligation to comply with the requirements down to the municipal level. He stated that the League is working with an outside law firm that specializes in this activity and for a flat fee of \$1,000 the firm would prepare an individual report for the

Village describing how the regulations affect us. They would review what we are currently doing with broadcasting, compare it to the law and look at what we can do to improve.

Motion (Wallschlager/Compton) to approve participation in League of Wisconsin Municipalities program to review Hartland's obligations and options related to closed captioning requirements. Carried (7-0).

11. 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.

President Pfannerstill reminded residents that the Spring Primary will be held on April 3 at the Community Center from 7 a.m. to 8 p.m. He also congratulated local sports teams that were to State.

Residents were reminded that the open house in honor of Chief Bagin's retirement will be held on February 28 at Hartland North beginning at 4:30 p.m.

President Pfannerstill asked that the Closed Session that had been included on the agenda be postponed until the March 12 Village Board meeting,

12. Motion (Stevens/Swenson) to adjourn at 8:21 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk