

VILLAGE BOARD MINUTES
MONDAY, JUNE 25, 2018
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Call to Order

Roll Call

Pledge of Allegiance – Trustee Wallschlager

Present: Trustees Anson, Dorau, Meyers, Landwehr, Swenson, Wallschlager, President Pfannerstill

Others: Administrator Cox, Clerk Igl, Finance Director Bailey, DPW Supervisor Gerszewski, Interim Chief Collura, Utility Operations Supervisor Dave Felkner, Captain Kelsey, Craig Eisenhut, Susan Loppnow, Brandon Anderegg, Wendy Unger (Baker Tilly), Rec Director Kelli Yogerst, Representative for Joe McCormick, Mary Barwick, Hartland Police Dept. staff members, Officer Gurgul and family members, Division Chief of Operations Sharon Dyer, Rick and Maureen Stalle, Karen Trimble, representatives of Keller Williams Real Estate.

Clerk Igl administered the oath of office to Police Officer Dillon P. Gurgul.

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/Dorau) to approve Village Board minutes of June 11, 2018. Carried (7-0).
2. Motion (Landwehr/Dorau) to approve vouchers for payment in the amount of \$81,508.42. Carried (7-0).
3. Consideration of actions related to Licenses and Permits
 - a. Motion (Swenson/Dorau) to approve applications for Operator's (Bartender) Licenses with a term ending June 30, 2020. Carried (7-0).
 - b. Consideration of licenses and permits related to the Hometown Celebration
 - i. Temporary Class B Beer/Wine Permit
 - ii. Temporary Operator's (Bartender) license
Motion (Landwehr/Meyers) to approve the licenses and permits related to the Hometown Celebration. Carried (7-0).
 - c. Consideration of a motion to approve the use of the Pawling Avenue Municipal Parking Lots for a weekly Farmer's Market on Sundays until September 23/30.

Mary Barwick stated that she plans to hold the Farmer's Market on Sundays from 10 a.m. to 1 p.m. through September. Motion (Meyers/Swenson) to approve the use of the Pawling Avenue municipal parking lots for the Farmer's Market as requested. Carried (7-0).

4. Presentation of the 2017 Financial Statements and Audit results by Wendi M. Unger, CPA, Partner, Baker Tilly.

Ms. Unger provided the financial highlights of the 2017 Financial Statements for the Village of Hartland including a summary of activity by fund. Ms. Unger noted that the General Fund had a \$5.604M Fund Balance at end of year. It was stated that there were no adjustments necessary for the audit.

Total long-term obligations outstanding are \$19,749,849 of governmental activities debt and \$4,331,581 of business-type activities debt. The Village has the ability to borrow up to 5% of the equalized value of the Village or \$64,448,405. The outstanding general obligation debt as of December 31, 2016 was \$20,734,269.

Items referred from the June 18 Plan Commission meeting

5. Consideration of actions related to a proposed Planned Unit Development amendment for the Riverwalk development to allow not less than 3,000 square feet commercial space and up to six residential units or up to full commercial use in the mixed use building (Building #3).
 - a. **Public Hearing** to receive comment on the proposed Planned Unit Development Agreement amendment for the Riverwalk.

President Pfannerstill opened the Public Hearing at 7:23 p.m. Administrator Cox reminded the board that this amendment is for the mixed used development in the third building in the Riverwalk development located on Capitol Drive. He stated that the Plan Commission recommended approval of amendment #2 which allows not less than 3,000 square feet of commercial space and up to six residential units if the entire space is not used for commercial. Administrator Cox stated that the amendment includes conditions that event parking occur in the Village's lot across the river and that the second floor be returned to residential use if commercial use ends.

President Pfannerstill stated that there had been a change in the plans to include one first floor residential unit and five second floor residential units. The increase in residential units was never incorporated into the PUD agreement. President Pfannerstill stated that the Village is addressing the situation with staff preparing a report on the issue so that the error doesn't happen in the future.

Board members expressed concern that when the development was proposed it was intended that the space would bring more activity to the downtown including retail and

restaurant type of businesses. Rick Stalle of Keller Williams stated that they plan to use the space as a training facility which will bring more people into the downtown area. He stated that he became involved with this space in April and that this amendment will allow either use of the building which was always intended for mixed use.

Trustees stated that they receive feedback from residents that they would like to see retail or other types of businesses in the space and believe that if the space is made available, it will fill up with retail businesses. President Pfannerstill stated that while there is disappointment that the development may not contain boutique retail businesses as originally believed, the board should consider whether they would rather have the space empty than to allow a commercial use which will benefit the other businesses in the downtown.

The representative for Joe McCormick stated that the PUD does not restrict who the owner chooses to have as tenants and that only one business has approached them to rent a portion of the commercial space for one third of the rent. It was stated that the proposed lease agreement will guarantee that the space will be occupied for seven years.

The Public Hearing was closed at 8:06 p.m.

- b. Consideration of a motion to approve Planned Unit Development and Tax Incremental District Agreement Amendment No. 2.

Motion (Landwehr/Swenson) to approve Planned Unit Development and Tax Incremental District Agreement Amendment #2. Carried (6-1). Wallschlagger opposed. President Pfannerstill reiterated that this amendment addresses all of the issues that needed to be resolved related to the PUD.

Other items for consideration

6. Motion (Meyers/Dorau) to adopt Resolution No. 06/25/18 "A Resolution Adopting the Compliance Maintenance Annual Report (CMAR)". Carried (7-0).
7. Consideration of a motion to approve an agreement with Visu-Sewer, Inc. of Pewaukee for the 2018 Sanitary Sewer Cleaning and Televising in the estimated amount of \$32,500.

DPW Supervisor Gerszewski was asked whether there are competitors for this service. He stated that in past years the village has solicited pricing from others but last time only one response was received and the cost was higher. He further stated that the unit price was held from last year and one-third of the system is done each year. It was stated that we are increasing the amount of the system that will be televised as we work toward the goals set in the CMOM report.

Motion (Landwehr/Meyers) to approve an agreement with Visu-Sewer, Inc. of Pewaukee for the 2018 Sanitary Sewer Cleaning and Televising in the estimated amount of \$32,500. Carried (7-0).

8. Consideration of a motion to approve appointment of David de Courcy Bower as the Plan Commission representative to the Comprehensive Plan/CORP Update Steering Committee.

President Pfannerstill appointed David de Courcy Bower as the Plan Commission representative to the Comprehensive Plan/CORP Update Steering Committee. Motion (Swenson/Anson) to confirm the appointment as made. Carried (7-0).

9. Discussion related to Village Board goals and comments for the 2019 Village Budget.

Administrator Cox provided an opportunity for the Village Board to discuss goals for the 2019 Village Budget including items that they would like staff to consider. President Pfannerstill stated that he would like to see a decrease of 1% - 2% if possible. Trustee Meyers suggested that inspections and fee schedules be reviewed to determine whether we are providing what is necessary for the Village and to consider whether this service could be brought in-house. Additionally, it was discussed that the fine for parking tickets should be increased.

10. Discussion related to possible changes in the position of DPW Director and other staff positions.

President Pfannerstill asked that staff prepare a document for the board outlining pros/cons of proposed changes in the position of DPW Director and other staff positions. Trustee Anson suggested that a resident from the village be selected to lead the DPW so they have a vested interest in Hartland. President Pfannerstill stated that Administrator Cox is ultimately responsible for the Department of Public Works. Trustee Meyers suggested that perhaps the Director position be broken down into three areas and utilize experts in each of those areas.

11. Discussion related to the need and desire for a Community Center building and the potential purchase of an existing building for that purpose.

President Pfannerstill stated that he would like to determine whether there is community interest in a community center building. He stated that he would not want the Village to spend money on this if the residents are not interested. He further stated that there is a building that may be a possibility for consideration if the board is interested in taking steps to investigate further.

Trustee Wallschlager asked whether the building would include a youth center. President Pfannerstill stated that nothing has been determined at this point. Trustee Landwehr referenced a previous survey and consideration given to the development of a community center. It was stated that in this scenario the village has to start fresh. Administrator Cox stated that there is an opportunity to acquire an existing space with the possibility for expansion and that the recreation department is always looking for additional gym space.

The consensus of the board was to move forward with investigating the opportunity. President Pfannerstill asked that staff consider the use of an electronic means to conduct a survey of the residents.

12. Discussion related to a policy to allow signs or banners to be hung across streets in the downtown.

There was discussion related to hanging banners for events in the downtown. It was discussed that staff should consider the location that would be used, how liability coverage may be impacted and develop guidelines for timing (when the banners go up and come down). Trustee Dorau suggested that an actual permit be required to allow this activity.

Administrator Cox stated that staff will review the municipal code related to this activity, check with WE Energies to determine whether the village would be allowed to attach to their equipment and draft policies related to permitting. Additionally, he stated that there may be an option for the village to install our own devices such as flag poles for this use.

Motion (Pfannerstill/Anson) to direct staff to prepare options and provide to the Village Board by the end of July. Carried (7-0).

13. 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.

Viewers were reminded of the Hometown Celebration events planned for June 29 through July 1 and the street dance scheduled for July 21.

14. Adjournment

Motion (Swenson/Meyers) to adjourn at 8:54 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk