

**VILLAGE BOARD MINUTES**  
**MONDAY, NOVEMBER 12, 2018**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Roll Call

Pledge of Allegiance – Trustee Landwehr

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

Others: Administrator Cox, Police Chief Misko, Clerk Igl, Captain Stacy Kelsey, Finance Director Ryan Bailey, DPW Operations Supervisor Gerszewski, Utility Operations Supervisor Felkner, Alex Konen (HFD), Tim Hallquist, Matt Neumann, Dino Xykis, Brandon Anderegg

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/Swenson) to approve Village Board minutes of October 22, 2018. Carried (7-0).
2. Motion (Landwehr/Swenson) to approve vouchers for payment in the amount of \$1,230,658.90. Carried (6-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits.
  - a. Motion (Landwehr/Swenson) to approve an application for Operator's (Bartender) License with a term ending June 30, 2020. Carried (7-0).
  - b. Motion (Landwehr/Anson) to approve a Temporary Class "B" license for St. Charles, Trivia Night. Carried (7-0).
4. Consideration of a motion to approve Resolution No. 11/12/2018-01 a "Resolution Approving the Sewer Utility Rate Effective First Quarter 2019."

Administrator Cox stated that adjusting the sewer utility rate incrementally on an annual basis prior to approving the budget is an effort to avoid major spikes in the rate over time. Motion (Meyers/Dorau) to approve Resolution No. 11/12/2018-01 a "Resolution Approving the Sewer Utility Rate Effective First Quarter 2019." Carried (7-0).

5. Consideration of items related to the 2019 Village Budget as shown on Tab 1 Page 8 and Tab 31 Pages 1 and 2 of the 2019 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.

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Finance Director Bailey stated that no changes had been made to the budget since the public hearing and that the proposed budget will overall results in a \$.10 per thousand mill rate increase.

- a. Motion (Meyers/Swenson) to approve the 2019 Municipal General Fund Budget in the amount of \$7,799,837 shown on Tab 1 Page 8 of the 2019 Budget Book (Roll call vote) All ayes.
- b. Motion (Anson/Landwehr) to approve the 2019 Water Utility Budget in the amount of \$1,804,010 shown on Tab 1 Page 8 of the 2019 Budget Book (Roll call vote) All ayes.
- c. Motion (Landwehr/Wallschlager) to approve the 2019 Sewer Utility Budget in the amount of \$1,671,300 as shown on Tab 1 Page 8 of the 2019 Budget Book (Roll call vote) All ayes.
- d. Motion (Anson/Dorau) to approve the 2019 TIF #4 Budget in the amount of \$320 as shown on Tab 1 Page 8 of the 2019 Budget Book (Roll call vote) All ayes.
- e. Motion (Landwehr/Swenson) to approve the 2019 TIF #5 Budget in the amount of \$320 as shown on Tab 1 Page 8 of the 2019 Budget Book (Roll call vote) All ayes.
- f. Motion (Anson/Swenson) to approve the 2019 TIF #6 Budget in the amount of \$103,820 as shown on Tab 1 Page 8 of the 2019 Budget Book (Roll call vote) All ayes.
- g. Motion (Landwehr/Dorau) to approve the 2019 Debt Service Budget in the amount of \$1,481,700 as shown on Tab 1 Page 8 of the 2019 Budget Book (Roll call vote) All ayes.
- h. Motion (Anson/Swenson) to approve the 2019 Capital Improvements, Impact Fee and Special Revenue and other funds in the amount of \$3,565,904 for a total Village Expenditure budget in the amount of \$16,517,863 (Roll call vote) All ayes.
- i. Motion (Dorau/Meyers) to authorize a Downtown Business Improvement District assessment of \$74,800 as requested by the BID Board with approval of the BID's final expenditure budget held until consideration of the 2019 Operation Plan. (Roll call vote) All ayes.
- j. Motion (Landwehr/Swenson) to approve a Property Tax Levy in the amount of \$5,980,117. (Roll call vote) All ayes.
- k. Consideration of a motion to approve a general wage adjustment and the resulting 2019 Payroll Matrix (Roll call vote)

Administrator Cox stated that most municipalities in the area have reported that they will be providing cost of living increases for employees of approximately 2%. Staff recommended that a 2.1% adjustment be approved to stay competitive with the neighboring municipalities.

Trustee Meyers commented that the payroll matrix should be reviewed prior to making an across the board adjustment. It was stated that the intent of the ranges is to keep positions competitive. Additionally, it was explained how employees move up in their range. Motion (Landwehr) to approve a 2.5% general wage adjustment. Motion failed for lack of a second.

Trustee Meyers asked whether a supervisor has control in what an employee receives as an increase. Administrator Cox stated that there is the potential for merit pay increases however the Village does not have a policy in place. He stated that staff needs to create a policy to bring back to the board for discussion. Administrator Cox stated that supervisors do differentiate raises given to employees based on performance but we need to come up with a better system to allow this to be applied more universally across the municipality.

Motion (Pfannerstill) to approve a 2% general wage adjustment and to adjust the payroll matrix accordingly. Motion failed for lack of a second. It was requested that an item be placed on the January 14 Village Board meeting agenda to discuss implementation of a merit based system.

Motion (Swenson/Pfannerstill) to approve a 2% general wage adjustment and the resulting 2019 Payroll Matrix. (Roll call vote) All ayes.

Finance Director Bailey stated that the 2019 budget will be placed on the Village website and paper copies will be available in the library and administration office.

6. Overlook Trails

- a. Consideration of a motion to reconsider the previous motion to postpone further action on Overlook Trails until January 2019.

Trustee Wallschlager commented that she had made the initial motion to postpone as she felt that a professional and complete plan for the development should be submitted and the issue of public or private roads be determined. President Pfannerstill stated that the board has to determine whether they want this project to move forward in the Village. Development Matt Neumann stated that if the project does not get reconsidered by the Village Board with direction being provided, they intent to keep the development in the Town of Merton.

Motion (Pfannerstill/Landwehr) to reconsider the previous motion to postpone further action on Overlook Trails until January 2019. Roll call vote. All ayes.

- b. Revote on the original motion: Motion to postpone the entire Glen at Overlook Trails issue until at least January of 2019.

Administrator Cox read the motion to postpone the project until January 2019 from the October 22, 2018 Village Board meeting. Roll call taken to revote on the original motion. Wallschlager abstained. Motion failed with 6 nay votes.

- c. Consideration of action related to the following items of direction related to the proposed development:

- i. Motion (Pfannerstill/Wallschlager) to concur with the Plan Commission that no access will be provided at Southern Oak Drive. Carried (6-1). Meyers opposed.
- ii. Motion (Swenson/Anson) to concur with the Plan Commission that emergency access would route directly to CTH K. Carried (6-1). Meyers opposed.
- iii. Motion (Swenson/Pfannerstill) to concur with the Plan Commission that the development will include public roads with public maintenance. Carried (5-2). Meyers and Wallschlager opposed.

Trustee Dorau asked whether the roads will be constructed to be wider than originally proposed. It was stated that the public roads will be built to public standards. Administrator Cox stated that the intent is to use the PUD process to reduce the front yard setback so distances between front doors would be 90 feet. Matt Neumann stated that the proposed plan keeps homes out of the woods and away from the county highway.

- iv. Motion (Landwehr/Swenson) to indicate that the Village Board is willing to use Eminent Domain to acquire underground utility access easements only if negotiation between developer and property owner fails. Carried (6-1). Wallschlager opposed.

Matt Neumann stated that they have been in discussions with the property owner through multiple forms of communication and they are optimistic that the easements can be worked out. If they find that they can't access the utilities at the end of the process, they need to know the Village is committed to this action is necessary. Mr. Neumann stated that they are willing to pay for an easement but there needs to be reasonableness.

- d. First reading of Bill for an Ordinance 10-22-2018-1, An Ordinance Annexing Territory To The Village Of Hartland, Wisconsin Pursuant To Wis. Stat. § 66.0217(2)

Second reading will appear on the next Village Board agenda.

- e. First reading of Bill for an Ordinance 10-22-2018-2, An Ordinance To Amend The Official Zoning Map Of The Village Of Hartland

Second reading will appear on the next Village Board agenda.

Administrator Cox stated that both ordinances have a clause that creates a delayed effective date for the ordinance contingent on the final approval of the PUD agreement.

- 7. Consideration of a motion to approve the purchase of 100 replacement audience and general purpose chairs for the Village Hall from Office Pro in the amount of \$9,930 and to declare as surplus and authorize the disposal of the existing chairs upon their replacement.

Administrator stated that the chairs would be used in the community center and as audience chairs in the Village Board room. Trustee Wallschlager suggested that some armless chairs be purchased as well. Motion (Pfannerstill/Dorau) to approve the purchase of 100 replacement audience and general purpose chairs for the Village Hall from Office Pro in the amount of \$9,930 and to declare as surplus and authorize the disposal of the existing chairs upon their replacement. Carried (7-0).

8. Consideration of a motion to approve award of a contract to Grounds Keeper, Inc. of Hartland in the amount of \$46,126.60 for the purchase and installation of street trees including new subdivision trees.

DPW Operations Supervisor Gerszewski stated that Grounds Keeper can plant trees until the ground freezes. It was confirmed that this contract is for 100 trees which will be guaranteed for one year. DPW Operations Supervisor Gerszewski stated that he had put this work out for bid but had only received one response. Motion (Swenson/Meyers) to approve award of a contract to Grounds Keeper, Inc. of Hartland in the amount of \$46,126.60 for the purchase and installation of street trees including new subdivision trees. Carried (7-0).

9. Motion (Meyers/Swenson) to approve Change Order #1 to the contract with Stark Paving Corporation for the 2018 Paving Program in the net additional amount of \$13,739.18 for a revised contract amount of \$1,150,246.43. Carried (7-0).
10. Motion (Meyers/Swenson) to surplus certain Village property as listed in the staff memorandum and authorize its sale at auction. Carried (7-0).
11. Discussion of the DPW Director interview process and determining Board member involvement.

Motion (Pfannerstill/Wallschlager) to postpone this item until the next Village Board meeting. Carried (7-0). President Pfannerstill asked that Village Board members submit ideas or questions to the Village Administrator.

12. 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 thanked all veterans for their service and commented on the program held at the VFW.

Chief Misko reported that the accreditation process has determined that the department is not in non-compliance. He stated that the next step is the conducting of phone interviews scheduled for Nov. 27<sup>th</sup> from 1-3 pm. An update will be provided toward the end of the year.

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Chief Misko also stated that Officer Greenwood will be receiving a lifesaving award from the PFC and a citizen will receive a letter of appreciation.

Finance Directory Bailey stated that the Holiday Train will arrive in Hartland on Friday, Dec. 7 at 5:45 p.m. He thanked the DPW for the work done to prepare the site for the event.

Hartland Lights is scheduled for Friday, Nov. 30.

Trustee Dorau commented that the Fire Dept. had done an amazing job with a Fire Prevention poster contest providing the winner with a ride to school on the fire truck.

13. Motion (Dorau/Anson) to recess to closed session pursuant to State Statutes §19.85 (1)(e), deliberating of or negotiating for the purchase of public properties, investment of public funds, or conduct of other specified public business, whenever competitive or bargaining reasons require closed session regarding the potential purchase or acquisition of public property, namely a community center facility through an option to acquire the Zion Evangelical Lutheran Church, 415 W Capitol Drive, Hartland and to adjourn thereafter without returning to open session pursuant to §19.85(2). [ROLL CALL VOTE] Trustee Meyers left the meeting at this time. Recessed to closed session at 8:54 p.m.

Respectfully submitted,

Darlene Igl  
Village Clerk