

**VILLAGE BOARD MINUTES**  
**MONDAY, MAY 9, 2022**  
**6:30 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

Call to Order

Roll Call

Present: Trustees Truttschel, Pfeiffer, Meyers, , Conner, Ludtke, President Pfannerstill

Excused: Trustee Wallschlager

Others Present: Interim Administrator Bailey, Clerk Igl, Interim DPW Director Felkner, Police Chief Misko, Fire Chief Jambretz, Rec Director Yogerst, Tim Hallquist, County Board Chair Paul Decker, Pat Endter, Ann Grevenkamp, Craig Eisenhut, Attorney de la Mora, Val Wisniewski (zoom).

Pledge of Allegiance – Trustee Truttschel

Public Comments: Please be advised the Village Board will receive comments from the public related to any item(s) for a three-minute time period per person, with time extensions per the Village President's discretion.

Ann Grevenkamp, 618 Renson Road, raised concerns with the St. Charles project stating that the neighborhood is plagued with cars lining both sides of the street, the residents can't get out of their driveways, there is potential property damage and excessive dirt. She further raised concerns about Fall Fest including where it may be held as the neighborhood is filled with vehicles anytime that St. Charles has an event as the parking lot overflows. She requested that the temporary signage in place for the project be made permanent.

1. Presentation from Paul Decker: Waukesha County Board Update

Waukesha County Board Chairman Paul Decker provided an update including information on population growth, Waukesha County budget, growth in the business sector, housing, per capita income, and unemployment rates. He stated that the county has allocated quite a bit of the ARPA funding to capitol projects which provides an opportunity to look at road projects. He provided statistics on overdose deaths and outlined challenges the county faces with mental health issues. Trustee Meyers asked why there is not a buying group at the county level for medical supplies and equipment to save municipalities money. Chairman Decker stated that this is being worked on as the WI Counties Association is looking at creating a larger buying group.

2. Consideration of Village Board minutes of April 25, 2022.

Motion (Conner/Pfeiffer) to approve the Village Board minutes of April 25, 2022. Trustee Ludtke stated that she had abstained from voting on Item #4, the Conditional Use Permit for 123 Lawn Street and asked that the correction be made to the minutes. Motion carried with correction to be made. Meyers abstained.

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3. Motion (Pfeiffer/Ludtke) to approve vouchers for payment in the amount of \$387,689.49. Motion carried.

4. Actions related to Licenses and Permits
  - a. Consideration of Restricted Species Permits

Four applications for Restricted Species Permits were considered; Baumgartner, 781 Wexford Way; Helstern, 663 Oxford Drive; Neigum, 208 E. Park Ave.; Zuehl, 306 Lawn Street. Trustee Ludtke noted that the Baumgartner application was not signed. Interim Administrator Bailey stated that the application had been completed and submitted electronically and is therefore, considered to be an e-signature. Motion (Truttschel/Pfeiffer) to approve Restricted Species listed. Motion carried.

Items referred from the May 2, 2022 Park & Recreation Board meeting

5. Consideration of request by Pat Endter for use of warming shed.

Interim DPW Director Felkner commented that allowing Mr. Endter to use the warming shed when busy would decrease wait times and increase service. It was stated that the contract in place includes approval to use the warming shed with Park Board and Village Board approval. Motion (Pfeiffer/Ludtke) to approve the request from Pat Endter to use the warming shed. Motion carried. Trustee Conner noted a typo in the contract under usage fees to be updated.

6. Consideration of renting the warming shed at Nixon Park.

Interim DPW Director Felkner stated that the Park Board had recommended allowing reservations for the warming shed. He stated that if approved, the form would be updated to include the warming shed. Motion (Ludtke/Conner) to add the warming shed at Nixon Park to the Park Facility Reservation Application. Motion carried.

7. Consideration of car show and bags tournament during Hometown Celebration.

Rec Director Yogerst stated that the Park Board had discussed adding events to the Hometown Celebration on Saturday and have proposed a car show and bags tournament as well as a band. It was requested that any fees not covered by the car show would be covered by the Village and could be \$1,000 - \$2,000 for a band. It was stated that the entry fee for the car show would be kept low to gain interest. President Pfannerstill commented that it is moving the right direction to have events all weekend. Trustee Ludtke commended Park Board members Nick Miller and Craig Eisenhut on bringing these events forward. Motion (Conner/Pfeiffer) to approve a car show, bags tournament and band with a cost update being provided to the Village Board prior to the event. Motion (Pfannerstill/Pfeiffer) to amend the motion to include a budget not to exceed \$4,500. Motions carried.

Other Items for Consideration

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8. Consideration of a contract with the Department of Agriculture, Trade and Consumer Protection for weights and measures inspection services.

Interim Administrator Bailey stated that inspections for weights and measures are required by the state. The cost for the inspections is billed annually to the businesses that are inspected. Motion (Pfeiffer/Truttschel) to approve a contract with the Department of Agriculture, Trade and Consumer Protection for weights and measures inspection services. Motion carried.

9. Consideration of Visu-Sewer Lining Proposal for Cottonwood Ave.

Interim DPW Director Felkner stated that the Village conducts televising for paving projects which provides the status of the sewer mains under the roads to be paved. Cottonwood Ave. under the railroad tracks toward Piggly Wiggly is included this year. He stated that lining will provide structural integrity and will be done before paving. He stated that 600 feet will be done on Cottonwood Ave. and that the bid came in under budget. He stated that the Village will also be charged time and material at a rate of \$305 per hour to ream the tuberculation from the cast iron main beneath the railroad tracks. Staff recommended award of the contract in the amount of \$44,469.50 plus \$305 per hour to ream sewer main not to exceed \$3,600. Motion (Meyers/Pfeiffer) to award the contract as recommended. Motion carried. Trustee Truttschel asked whether there is a warranty for the work. Interim DPW Director Felkner stated that there have been no failures on work done by this company to date. He stated that he will look into whether there is a warranty and will provide that information in the next staff update.

10. Discussion and consideration of surveillance camera for the municipal parking lot.

Chief Misko stated that follow up was conducted. It was learned that none of the properties near the municipal lot behind Senor Tomas have cameras and none of the businesses are planning to install any. Chief Misko stated that he had been advised by our Verizon rep that a MiFi device could be used but that it is not made for outdoor use. Additionally concerns regarding quality of the video and connection to the MiFi device were noted. Chief Misko cautioned that if camera equipment is approved for one location, this practice may quickly expand to other areas creating a significant budgetary impact. He stated that due to technology advances leading to more efficient and cost effective there may be better options in the near future. Trustee Truttschel asked whether Chief Misko was familiar with Lorex equipment as he stated it was rated highly for night vision. Chief Misko stated that the department has an Arlo system that is deployed from time to time which received real time alerts and provides video evidence.

11. Discussion related to modifying parade route.

Interim Administrator Bailey stated that staff had discussed changing the parade route for a few years and due to safety concerns is proposing a new route be considered this year. He stated that the current route ends near Nixon Park and that participants then have to get back to the starting point at Sendik's. He stated that staff has considered ways to make the route more secure, blocking off the route with large vehicles. He stated that the proposed route would head north on North Avenue back to Hartbrook Mall, would limit access to/from Hwy 16 and that two plow trucks would be at the back of the parade for protection.

Chief Misko commented that he is looking to harden the route and is aware of issues with the start/end points. He stated that this will close the loop with having the staging area as the final piece. He stated that this new parade route plan will require the roads to be shut down longer. Additionally, the roads will open with 2 plows following the police vehicle that is picking up the cones. President Pfannerstill stated that the proposed new route sounds good from a safety standpoint and that he appreciates the dual system of protection. Chief Misko stated that the plan for opening the roads will cause a delay but allows for the crowd to dissipate.

Interim Administrator Bailey stated that he would talk to businesses in Hartbrook about the new parade route. Chief Misko commented that the proposed route provides improvements in logistics for dropping off/picking up parade participants. Trustee Ludtke stated that staff needs to be sure to advertise this well and to notify participants that the Village is changing the route for the safety improvements. Chief Misko stated that staff is planning a mailer for those residents that will be impacted. It was stated that access will always be open to businesses in Hartbrook throughout the event.

12. Consideration of the 2023 Budget Preparation Calendar.

President Pfannerstill asked Village Board members to note the two budget presentation dates on the proposed budget calendar and asked that calendar invites be sent to the Village Board members. Motion (Ludtke/Conner) to approve the 2023 Budget Preparation Calendar. Motion carried.

13. Consideration of appointments to Board of Review, Environmental Corridor and Open Space Committee, Hartland Public Library Board, and Ice Age Trail Community Committee to be presented by the Village President.

President Pfannerstill appointed Trustee Meyers (as Village Board member) and Trustee Truttschel (as citizen member) to the Board of Review. Motion (Ludtke/Conner) to confirm appointments as made. Motion carried. It was stated that the Board of Review Meeting to Adjourn will be scheduled for May 23 at 6:15 p.m.

14. 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.

Trustee Ludtke requested that the language for a food truck ordinance be brought back to the Village Board as a first reading. Interim Administrator Bailey stated that it will be placed on the May 23 agenda.

Trustee Meyers commented that the bollard lighting being installed in Nixon Park will be nice. Interim DPW Director Felkner stated that the installation is to be complete this week and will be lit as of next week.

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Chief Misko stated that Laurie Matula-Bahr has transitioned to full-time, Mark Jorgensen will move to the part-time morning shift and two applicants have moved to background checks for the part-time afternoon shift. He stated that Detective Paula Hoffa received an award from the District Attorney during National Crime Victim's Week.

It was stated that staff had met with St. Charles staff last week and agreed to an area of temporary signage which will be evaluated throughout construction. St. Charles has agreed to pay for and maintain the temporary signage.

15. Motion (Pfeiffer/Meyers) 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 Interim Village Administrator and to reconvene into open session pursuant to §19.85(2) for the purpose of considering any action as may be necessary and appropriate. Roll call vote taken; all ayes. Motion carried. Adjourned to closed session at 7:49 p.m.

16. Discussion and consideration of a motion(s) as a result of discussions held in the closed session.

Motion (Ludtke/Conners) to reconvene in open session at 8:41 p.m. Motion (Pfeiffer/Conner) to direct the Village Attorney to draft language to update Village ordinances to create a joint administrator/finance director position and to move forward with the administrator contract in conjunction with the ordinance changes. Carried unanimously.

17. Adjournment.

Motion (Pfeiffer/Conner) to adjourn at 8:43 p.m.

Respectfully submitted,

Darlene Igl  
Village Clerk