

VILLAGE BOARD MINUTES
MONDAY, JULY 25, 2022
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD

Call to Order

Roll Call

Present: Trustees Truttschel, Wallschlager, Conner, Hallquist, President Pfannerstill

Excused: Trustees Meyers, Pfeiffer

Others Present: Village Manager Bailey, Clerk Igl, Lieutenant DeBarge, Rec Director Yogerst, Fire Chief Jambretz, Operations Supervisor Jungbluth, Wendi Unger (Baker Tilly), citizens.

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.

Val Wisniewski, 501 Renson Road, raised concerns about the approval of hiring bands for the 2023 Hometown Celebration at the last meeting. She stated that the information provided in the Village Board packet for that meeting stated that the cost would be approximately \$12,000 but in reality, it was stated that it would be \$25,000. She questioned the transparency of the Village Board actions as they spend money. She asked what will happen if sponsorship donations are not received to cover the costs and asked if it would have been more fiscally responsible to get funding first. She also raised concerns that there were no contracts with the bands reviewed before approval. Lastly, she asked for thoughts on the combination of the Village Administrator and Finance Manager positions from Ms. Unger, Baker Tilly.

Captain Stacy Kelsey thanked the Village as she is resigning after 14 years of service. She listed the opportunities that she has had in the department throughout her tenure. President Pfannerstill thanked her for her service to the Village and wished her the best.

1. Presentation of the 2021 Financial Statements and Audit results by Wendi M. Unger, CPA, Partner, Baker Tilly.

Ms. Unger provided the financial highlights of the 2021 Financial Statements for the Village of Hartland including a summary of activity by fund. Ms. Unger noted that the General Fund had a \$5.964M Fund Balance at end of year. It was stated that there were no adjustments necessary for the audit.

Total long-term obligations outstanding are \$20,551,410 of governmental activities debt and \$3,716,237 of business-type activities debt. The Village could borrow up to 5% of the equalized

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value of the Village or \$76,795,325. The outstanding general obligation debt as of December 31, 2021, was \$21,434,853.

She stated that a new rule, GASB 87, will be in place next year which will impact how leases are accounted for. Village Manager Bailey stated that he may be contacted if there are questions on the audit.

2. Motion (Wallschlager/Truttschel) to approve Village Board minutes of July 11, 2022. Motion carried.
3. Motion (Conner/Hallquist) to approve vouchers for payment in the amount of \$382,848.70. Motion carried.
4. Actions related to Licenses and Permits
 - a. Consideration of Restricted Species Permit
The applicant was not present, however, Village Manager Bailey stated that applicants were notified that they should plan to attend. Motion (Wallschlager/Conner) to postpone to the next Village Board meeting for the homeowner to be present to answer questions. Motion carried.
 - b. Motion (Conner/Hallquist) to approve Operator's (Bartender) Licenses. Motion carried.

Items referred from the July 18, 2022, Plan Commission meeting

5. Consideration of an Extraterritorial Certified Survey Map for the Thomas property, W283N3312 Lakeside Road, Town of Delafield.

It was stated that this item was reviewed and recommended for approval by the Plan Commission. Motion (Hallquist/Wallschlager) to approve an Extraterritorial Certified Survey Map for the Thomas property, W283N3312 Lakeside Road, Town of Delafield. Motion carried.

6. Consideration of an Extraterritorial Certified Survey Map for the Jakel property, Lots 27, 28 and 29 of Pewaukee Highlands, Town of Delafield.

It was stated that this item was reviewed and recommended for approval by the Plan Commission. Motion (Hallquist/Conner) to approve an Extraterritorial Certified Survey Map for the Jakel property, Lots 27, 28 and 29 of Pewaukee Highlands, Town of Delafield. Motion carried.

Other Items for Consideration

7. Consideration of Letter of Credit Elimination for Paradise Trails Phase 1.

Village Manager Bailey stated that the credit elimination request was reviewed by Ruckert & Mielke and recommended release of the Letter of Credit. Motion (Conner/Truttschel) to release the letter of credit for Paradise Trails Phase 1. Motion carried.

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8. Consideration of a Special Events Permit for Tabi's Lake Country for a 4 Year Celebration on July 30, 2022.

Rec Director Yogerst stated that the event will be held in the parking lot behind the business from 7:00 p.m. to 11:00 p.m. Trustee Wallschlager asked what kind of vendors would be at the event and Yogerst stated that the applicant had not clarified. Trustee Wallschlager asked which direction the band would be playing, and Yogerst stated the applicant did not provide that information. Trustee Wallschlager asked that the applicant be thoughtful of neighbors and direct the music toward businesses rather than residences. Trustee Conner noted the application date of May 11 asking why it was not brought to the board sooner. Village Manager Bailey stated that he is not sure, but that staff had approved the application in the last week. Rec Director Yogerst stated that she did not know what had happened to cause the delay. It was discussed that the Village Board would like these applications placed on agendas so that it may be considered at two meetings, if deemed necessary, prior to approval. Motion (Truttschel/Hallquist) to approve a Special Events Permit for Tabi's Lake Country for a 4 Year Celebration on July 30, 2022. Motion carried.

9. Discussion of fees related to food trucks.

Village Manager Bailey stated that the ordinance has been adopted but that fees need to be set and staff is seeking board input. There was discussion that there could be a fee for a one-time use and an annual fee which would allow a business to have different vendors throughout the licensing period. It is clarified that per the ordinance, any food truck would need Village Board approval. Village Manager Bailey stated that he will draft a fee schedule and bring to the next Village Board meeting for consideration.

10. Consideration of updated fees related to banners.

Village Manager Bailey stated that staff had been asked to determine the cost for installing a banner. It was stated that a banner can typically be installed in an hour resulting in a cost of approximately \$200. It was stated that banners are installed for the Village, BID, Kiwanis, Chamber and St. Charles. Trustee Hallquist commented that if the Village charges, groups will request exemption from the fee. President Pfannerstill stated that he would like to meet with the groups to discuss charging a fee for banner installation. Motion (Wallschlager/Truttschel) to postpone to the next Village Board meeting. Motion carried.

11. Consideration of Contractors Application for Payment No. 1 – 2022 Utilities program.

Operations Supervisor Jungbluth stated that the work was complete with an appropriate retainer to cover restoration. He stated staff recommended approval of the request. Motion (Conner/Hallquist) to approve Contractor's Application for Payment No. for the 2022 utilities program. Motion carried.

12. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regard 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

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individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.

Lieutenant DeBarge stated that Captain Kelsey's last day will be August 8 with a reception planned at 11 a.m. He stated that he will be moving to second shift and that Officer Soboniak will be promoted to the position of Lieutenant effective July 30. He stated that Tyler Martins has passed all conditions for employment and will be starting the Police Academy at WCTC in August.

Chief Jambretz stated that the department is at 82 calls for the month. He stated that they had participated in the extrication demo at the Waukesha County Fair.

Rec Director Yogerst stated that Kids Day is scheduled for July 27 and National Night Out is scheduled for August 4.

13. Adjournment.

Motion (Truttschel/Wallschlager) to adjourn at 7:49 p.m. Motion carried.

Respectfully submitted,

Darlene Igl
Village Clerk