

VILLAGE BOARD MINUTES
MONDAY, DECEMBER 12, 2022
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD

Call to Order

Roll Call

Present: Trustees de Boer, Pfeiffer, Wallschlager, Conner, Hallquist, President Pfannerstill

Excused: Trustee Truttschel

Others Present: Village Manager Bailey, Clerk Igl, Chief Misko, Interim DPW Director Felkner, DPW Operations Supervisor Jungbluth, DPW Leadman Jenson, Fire Chief Jambretz, Rec Director Rennekamp, Steve Berger, Marilyn Haroldson, Jim Kupfer, Jim & Lynn Muenzenberger, representatives of Longmeadow Development, LLC, Troy Mleziva (Kwik Trip), interested parties.

Pledge of Allegiance – Trustee Wallschlager

Swearing in of Officer Tyler Martins – President Pfannerstill conducted the swearing in of Officer Tyler Martins. Chief Misko welcomed Tyler to the department stating that Tyler had been an intern and had recently graduated from the academy.

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. This meeting will be recorded and will be available online through the Village's website.

Bob Borkowski, 4521 Vettleson Road, raised concerns related to the Kwik Trip proposal including possible light pollution, noise, the potential of a fuel spill and theft. Additionally, he commented that he believed that the Village's agreement with Delafield stated that there could be no commercial development along the Hwy 83 corridor in that area.

1. Motion (Pfeiffer/Conner) to approve Village Board minutes of November 28, 2022. Motion carried.
2. Motion (Wallschlager/Conner) to approve vouchers for payment in the amount of \$613,534.72. Motion carried.

Items referred from the December 5, 2022, Park & Recreation Board Meeting

3. Discussion and consideration of a Special Event Permit for Winter Play Day (Kiwanis) at Nixon Park on Jan. 21, 2023.

Lynn Muenzenberger, Kiwanis, stated that this will be the second annual for this event which is a free community event intended to bring families out to the park. The event includes several games for children and free hot cocoa for attendees. Kiwanis was seeking permission to use the

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park and electrical service and requested that fees be waived. Motion (Conner/Hallquist) to approve the Special Event Permit for Winter Pay Day for Kiwanis and to waive fees. Motion carried.

4. Discussion and consideration of a Special Event Permit for Bark River Bash (Kiwanis) at Nixon Park on May 6, 2023.

Jim Muenzenberger, Kiwanis, stated that this will be the third annual event which is cosponsored by BID. The event includes a canoe/kayak run from Centennial Park to Nixon Park and a rubber duck derby. Motion (Hallquist/Wallschlager) to approve the Special Event Permit for Bark River Bash and to waive fees. Motion carried.

5. Update on Thursday Night Concert Series donation.

Rec Director Rennekamp stated that Bank Five Nine is the confirmed sponsor for the concert series, donating \$8,000 to cover the costs of the bands and new signage. It was clarified that the Village retains the right to take the signage down during Hometown Celebration.

6. Discussion and consideration of Athletic Field Fees Adjustment.

DPW Director Felkner stated that DPW had conducted a study of costs to maintain and prep fields. The recommendation to increase reservation fees and field preps was reviewed by the Park Board. Trustee Wallschlager asked why the fees were not all raised equally and Felkner stated that the items require different amounts of work, and the Village wants to keep the fees affordable. Trustee Wallschlager asked why soccer related fees were not being raised and Felkner responded that those fields require less work. Motion (Hallquist/Wallschlager) to approve the athletic field fees adjustment as recommended. Motion carried.

Items referred from the November 21, 2022, Plan Commission meeting

7. Discussion of a conceptual plan for development of a convenience store located on Hwy 83 and Vettleson Road.

Troy Mleziva, Kwik Trip, stated that Kwik Trip had recently purchased the DOT property located on Hwy 83 and Vettleson Road. He stated that they feel it would be a good opportunity to bring Kwik Trip to the Village. The parcel is roughly five acres with roads on all four sides. The plan includes a 12,000 square foot store, car wash and fueling canopies. He stated that the entrance will face Capitol Drive. They plan to do grading in spring/summer and hope to open sometime in 2024. He stated that the building will mainly be brick.

Village Manager Bailey reminded the Board that this review is concept only. President Pfannerstill commented that the Plan Commission has seen the conceptual plan and generally agreed. He asked whether 24-hour operation was intended, and Mleziva stated that the majority of the sites are open 24 hours a day. DPW Director Felkner stated that department heads had discussed the plan, and all were in favor of 24-hour operation.

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Trustee Wallschlager raised concerns about the potential of being robbed due to highway access. Mleziva stated that Kwik Trip has a good record of deterring crime.

Leslie Moats, 510-512 W. Capitol Drive, raised concerns about increasing traffic and asked whether a traffic study would be done. DPW Director Felkner stated that a traffic study will be requested. Motion (Conner/Hallquist) to move the plans for Kwik Trip on to the next steps in the process. Motion carried.

8. Discussion and consideration of a land division for Longmeadow Development, LLC to define future Hwy KE alignment.

It was stated that the land division had been reviewed and approved by the Plan Commission. The Certified Survey Map dedicates the well and certain easements and delineates where the road will be in the future. Motion (Hallquist/Pfeiffer) to approve the land division for Longmeadow Development, LLC. Motion carried.

Other Items for Consideration

9. Consideration of a request for a Letter of Credit Reduction for Sandhill of Hartland, LLC.

Village Manager Bailey stated that R & M has reviewed the submittal and approved the Letter of Credit reduction as requested. Motion (Hallquist/Wallschlager) to approve the Letter of Credit Reduction as submitted. Motion carried.

Trustee Pfeiffer left the meeting at 7:11 p.m.

10. Discussion of a conceptual plan for development of a multi-use building at 221 Cottonwood Ave.

Jim Kupfer stated that the plan has changed and is now proposed to be a two-story building with thirty-nine hotel rooms. There will be no commercial area, no restaurant and no event space included. He stated that an outdoor patio will be enclosed with a six-foot wall. The hotel will have green space on three sides. He stated that the lobby area has been upgraded.

Trustee Wallschlager asked that this item be pushed off until a January meeting as she spent a lot of time reviewing the plans submitted and has not had the opportunity to verify all of the changes. Mr. Kupfer stated that two bathrooms were added, and one hotel room removed from the plans. President Pfannerstill reminded the Village Board that this is conceptual review only at this time.

Trustee Wallschlager raised several concerns including that there is not enough onsite parking, that per Village code there must be retail space in any new structure being built in the downtown, that access through the municipal lot cannot be done, where deliveries will take place and concerns related to the planned repaving of Cottonwood next year.

President Pfannerstill commented that the plan was for the area to become part of the business district and that development will hold down taxes. Trustee Wallschlager stated her opinion that the proposed development should be smaller as it is too big of a footprint.

Trustee Hallquist stated he is in favor of this development to revitalize the downtown area. He stated that it will be revenue producing for other businesses and the redevelopment of Cottonwood to make it a commercial area is in the master plan.

Trustee Conner agreed stating that bringing people downtown attracts businesses. He stated that the details can be addressed as the project moves forward.

Motion (Conner/Hallquist) to approve the conceptual development of a 39-room hotel only at 221 Cottonwood and to refer the plans to the Plan Commission for next steps. Motion carried. Wallschlager opposed.

11. Consideration of First Reading for an Ordinance No. 12/12/2022-1 "An Ordinance Amending §22-168 through §22-173 of the Village of Hartland Code of Ordinances Regulating Mobile Food Vendors".

Village Manager Bailey stated that modifications are proposed to the ordinance so that the fees adopted will reflect the ordinance language. He stated that no investigations will be done related to food trucks and that food trucks will have to get permits. Chief Misko confirmed that fines for failure to get a food truck permit are in the deposit section of the code. This item will be placed on the next Village Board meeting agenda for a second reading.

12. Discussion and consideration of BID Marketing Study fund request.

Steve Berger and Marilyn Haroldson representing BID outlined a request for funding a marketing study. Mr. Berger stated that this study will provide an analysis of spending activity and will help businesses, both new and existing. It was stated that the study will include the BID district but also the entire Village. Village Manager Bailey stated that the cost of the study (\$18,000) could be paid for from funds that are budgeted for façade improvements. To date this year, there is a total request for \$1,102.50 of the \$20,000 budgeted. Motion (Conner/de Boer) to approve the BID marketing study funding request. Motion carried.

13. Discussion and consideration of 2023 BID Operating Plan and 2022 BID Annual Report.

Motion (Wallschlager/Conner) to approve the 2023 BID Operating Plan and 2022 BID Annual Report. Motion carried.

14. Discussion and consideration of Wood sewer project close out.

DPW Director Felkner stated that the project is complete with restoration done and staff recommended project closeout after review. Motion (Hallquist/Conner) to close out the Wood sewer project. Motion carried.

15. Discussion and consideration of the Village of Hartland Professional Police Association Annual Wage Reopener agreement and additional holiday.

Chief Misko stated that the Village is in the middle of a five-year contract with HPPA. He stated that the annual wage reopener is budgeted for 4%. The only other change in the contract is the change of two half-day holidays to full days similar to the Village handbook. Village Manager Bailey stated that the Village has a good relationship with the union and that he felt this is a fair percentage increase. Motion (Conner/Hallquist) to approve a 4% pay increase for the wage reopener and to increase holidays for union staff from 11 days to 12 days. Motion carried.

16. Discussion and consideration of amendment to T-Mobile Cellular Tower Agreement.

Village Manager Bailey stated that this agreement is an increase from previous years and was negotiated with the Village Attorney. He stated that annually the Village receives about \$125,000 for all tower leases combined. Motion (Hallquist/Wallschlager) to approve the amendment to the T-Mobile Cellular Tower Agreement. Motion carried.

17. Discussion related to hunting/deer management in the Village.

President Pfannerstill stated that he had been asked to place this item on the agenda. Trustee Hallquist stated that this was discussed at the Park Board meeting where the group felt more information was needed. It was stated that a waiver would be required, only bow hunting would be allowed, and hours would need to be posted. It was requested that additional information be gathered and sent back to the Park Board. Trustee de Boer stated that the Park Board had discussed that an individual would need to be vetted; the Village would not just allow anyone to hunt.

Chief Misko stated that he had reached out to the DNR and they are willing to give out nuisance tags but that the Village would have to manage the program. Chief Misko stated that managing a program of this nature can be problematic and time consuming. He stated concerns about this activity taking place in parks and near residential areas. He stated that the marsh area was considered but is not the most conducive as it runs along residential areas and highways which would cause issues.

18. 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.

Chief Misko stated that the FEMA Hazard Mitigation for the Village has been approved. He reported that the Shop with a Cop event was successful. He stated that that the Holiday Train event was very well attended and went smoothly. Chief Misko stated that the building assessment is moving forward, and he hopes a final product will be ready in March.

DPW Director Felkner stated that DPW staff had trucks at the Holiday Train event to collect donations. He stated that a new employee has been hired after Clay Elftman's retirement after 29 years of service.

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Chief Jambretz reported that Zimmerman will be at the fire station to conduct a review of the facility. He stated that the department held a Christmas Party on Dec. 11.

Village Manager Bailey stated that \$2,700 was raised by the two food pantries at the Holiday Train event. In addition, Kiwanis raised \$1,210 that will be split between the two pantries.

President Pfannerstill reminded all that the December 26 Village Board meeting has been cancelled.

President Pfannerstill wished all a Merry Christmas. He thanked all Village staff for their efforts throughout the year.

19. Motion (Wallschlager/Hallquist) 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 Village Manager performance evaluation. Roll call vote taken; all ayes. Recessed to closed session at 8:18 p.m.

20. Consider and take any action deemed appropriate pursuant to the previously held closed session.

No action taken.

21. Adjournment.

Motion (Conner/Wallschlager) to adjourn at 8:30 p.m. Motion carried.

Respectfully submitted,

Darlene Igl
Village Clerk