

**VILLAGE OF HARTLAND
VILLAGE BOARD MINUTES
MONDAY, OCTOBER 23, 2023 6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

President Pfannerstill called the meeting to order at 6:31 pm.

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

Others Present: Village Manager Bailey, Clerk Policello, Police Chief Misko, Fire Chief Jambretz, DPW Director Felkner

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

None.

1. Consideration of Village Board minutes of October 9, 2023.
Motion (Hallquist/Conner) to approve the Village Board minutes of October 9, 2023. All were in favor, **motion carried**.

2. Items related to vouchers

- a. Approval of closeout change order for reduction of \$21,702.00 to the contract with D.F. Tomasini Contractors to reflect actual quantities installed; original contract price \$230,902.00, modified contract price \$209,200.00. Contractor's Application for Payment in the amount of \$5,772.55.

Motion (Pfeiffer/Hallquist) to approve closeout change order for reduction of \$21,702.00 to the contract with D.F. Tomasini Contractors to reflect actual quantities installed; original contract price \$230,902.00, modified contract price \$209,200.00. Contractor's Application for Payment in the amount of \$5,772.55. All were in favor, **motion carried**.

- b. Contractor's Application for Payment Zenith Tech Inc in the amount of \$247,592.15.

Motion (Wallschlager/Conner) to approve Contractor's Application for Payment Zenith Tech Inc in the amount of \$247,592.15. All were in favor, **motion carried**.

- c. Consideration of vouchers for payment in the amount of \$426,853.29.

Motion (Wallschlager/Conner) to approve vouchers for payment in the amount of \$426,853.29. All were in favor, **motion carried**.

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3. Actions related to Licenses and Permits
 - a. Consideration of Operator's (Bartender) Licenses

Motion (Hallquist/Pfeiffer) to approve the license list of October 23, 2023. All were in favor, **motion carried.**

4. **PUBLIC HEARING** on the proposed 2024 Village Budget including the General Fund, Water and Sewer Utility Funds, Debt Service and all other Revenue and Expenditure Funds with consideration of adoption of the budget at the November 13, 2023 Village Board meeting.

President Pfannerstill opened the public hearing at 6:36 pm. No one wished to speak. Public hearing closed at 6:37 pm.

5. Discussion regarding the proposed 2024 Village budget:
 - a. Village Board, Administration, Finance, Elections, Municipal Building, Inspection, Cable TV, Other Funds, General Fund Revenues and Debt Service

Village Manager Bailey presented the 2024 budget for the above departments. We will have a tax rate of under \$5.00 based on the numbers coming in. There will not be a rate increase for refuse and recycling, it will stay at \$190.

TIF 4 will be positive and close in approx. 2027. TIF 5 will be closing early in 2024 (Culvers TIF). TIF 6 is negative \$1.3 million and has 16-17 years to accumulate increment to pay it off. Interest income is up 500%.

President Pfannerstill said TIF 5 will be closing 13 years early. Budget approval will be on the agenda November 13th.

6. Village Board first reading and review of Kwik Trip, a proposed PUD development ("Project") whose approval and rezoning are being sought by Kwik Trip on property tax key HAV0730950 located at Highway 83 & W. Capitol Drive. The Village Board will review:
 - a. Proposed preliminary site and building plans;
 - b. Proposed preliminary certified survey map;
 - c. Proposed rezoning to B-2 in conjunction with a PUD Agreement for the Project;
 - d. Proposed petition for a Planned Unit Development
 - e. Proposed land use amendment and Resolution
 - f. Consideration of setting a date for a Public Hearing for November 27, 2023.

Motion (Hallquist/Conner) to set the public hearing for November 27, 2023. All were in favor, **motion carried.**

7. Discussion and possible consideration of Memorandum of Understanding for the Waukesha County Sheriff's Department Computer Forensics Laboratory

Chief Misko said the Police Department has had full access to the lab for the last 5 years. We have operated on these terms verbally in the past; the County has prepared a Memorandum of

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Understanding as more municipalities are using the services. This has been reviewed by the Village Attorney. Lt. Jewell has full access to this equipment.

Motion (Conner/Pfeiffer) to approve the Memorandum of Understanding for the Waukesha County Sheriff's Department Computer Forensics Laboratory. All were in favor, **motion carried**.

8. Discussion and possible consideration of BID's nomination of Kristine Schutte to the BID Board.

Village Manager Bailey said Kristine Schutte was unanimously approved by the BID Board.

Motion (Hallquist/de Boer) to approve BID's nomination of Kristine Schutte to the BID Board. She will be finishing a term that expires 12/31/24. All were in favor, **motion carried**.

9. Announcements

Chief Misko said five candidates were interviewed for the administrative assistant position and one is in the background check phase that has over 5 years of experience. Tonight they are interviewing candidates for the police officer position. Officer Kayla Nelson has been selected and accepted the new role of Team Leader for TRG (Technology Resource Group). The TRG is comprised of selected officers from the SCIT agencies.

Fire Chief Jambretz said the pancake breakfast was a success with 470 people served.

DPW Director Felkner gave an update regarding construction at Nixon Park. They paved last week and striping will be done on Saturday. He will be meeting with the paving crew for a few path repairs that are needed. He said the park will hopefully open by this weekend.

Chief Misko added that today is Chief Jambretz's birthday; he was wished a happy birthday.

President Pfannerstill announced that trick-or-treat will take place on October 31st from 6 – 8 pm; business trick-or-treat will take place on Thursday, October 26th from 6 – 8 pm. The Holiday Train will make a stop in Hartland on December 4th at 5:30 pm. Hartland Lights is scheduled for December 1st from 6 – 9 pm.

President Pfannerstill announced that Coach Taraska from Arrowhead passed away unexpectedly in an auto accident. Last weekend at the game in Mukwonago there was a moment of silence and red light bulbs will be lit on porches in Hartland in his honor. A service will be held at the Arrowhead stadium on Sunday.

Trustee Hallquist thanked Ryan for the good Moody's bond rating.

10. Pursuant to Wis. Stat. 19.85(1)(c) upon a motion duly made, may convene in a closed session for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, namely to review the report prepared by Five Bugle Training and Consulting, LLC, and Strategic Plan related to the Hartland Fire Department.

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Motion (Pfeiffer/Truttschel) to go into closed session. **Roll call vote: AYE – 7, NAY – 0.** Closed session started at 7:07 pm.

11. Motion (Truttschel/Conner) to return to open session. All were in favor, **motion carried.** Return to open session at 8:20 pm.

President Pfannerstill said the Five Bugle report was discussed in closed session. Bruce Fuerbringer said he cannot substantiate the allegations made in the anonymous letter. Mr. Fuerbringer said the fire department is functioning, call volume is up. He foresees hiring challenges in future. Pfannerstill said the study revealed that outside of nominal factors that are present in any department, Hartland is experiencing the standard that other departments are. Mr. Fuerbringer recommends a 3 – 5 year strategic plan, which would give direction and input from the community on how the fire department can best serve, identify any weaknesses and establish a bedrock for where the fire departments wants to be in 3 - 5 years. This will establish a road to get them there with benchmarks along the way. Trustee Conner thanked Mr. Fuerbringer for the report. Trustee Pfeiffer said will be good to have the guidance of a strategic plan. Pfannerstill thanked the fire department for working with the board in looking into this.

Motion (Conner/Pfeiffer) to accept the report and findings from Five Bugle. All were in favor, **motion carried.**

Motion (Truttschel/Pfeiffer) to move forward with Five Bugle to develop a strategic plan for the fire department. Motion amended (Truttschel/Pfeiffer) for the fee to not exceed \$8,000.

Trustee Conner said Five Bugle has collected some of the data already and will allow implementation sooner. Trustee Hallquist acknowledged the department wants to work with Five Bugle on the strategic plan. Mr. Fuerbringer anticipates completing the strategic plan in the first quarter of 2024.

All were in favor, **motion carried.**

Mr. Fuerbringer commented that it can be stressful for a fire department during an investigation and he was made to feel welcome and thanked the fire department members for that.

12. Adjournment

Motion (Pfeiffer/Hallquist) to adjourn at 8:30 pm. All were in favor, **motion carried.**

Respectfully submitted,

Sandee Policello
Village Clerk