

**VILLAGE OF HARTLAND
VILLAGE BOARD MINUTES
MONDAY, DECEMBER 11, 2023 6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

President Pfannerstill called the meeting to order at 6:30 pm.

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

Excused: Trustee Truttschel

Others Present: Village Manager Bailey, Clerk Policello, Police Chief Misko, Fire Chief Jambretz, Public Works Director Felkner, Recreation Director Rennekamp

Pledge of Allegiance – President Pfannerstill

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.

No one wished to speak for Public Comment.

1. Consideration of Village Board minutes of November 27, 2023.
Motion (Conner/Pfeiffer) to approve the Village Board minutes of November 27, 2023. All were in favor, **motion carried.**
2. Items related to vouchers
 - a. Motion (Wallschlager/Hallquist) to approve vouchers for payment in the amount of \$776,571.53.
All were in favor, **motion carried.**
3. Actions related to Licenses and Permits
 - a. Motion (Hallquist/Conner) to approve bartender application for Samantha Zimdars. All were in favor, **motion carried.**
 - b. Ylli Buresha, owner of Sweet Dreams appeared in person. He has a Class B Beer license for his location, specifically suite A and would like to include the arcade area, suite B, in the licensed premise area. He has one LLC that leases both suites.
Motion (Wallschlager/Pfeiffer) to approve the modification of premise description for Hartland Sweet Dreams LLC. All were in favor, **motion carried.**
4. Discussion and consideration of special events
Director Rennekamp said all three events are repeat events.

Winter Play Day – Kiwanis – The event will take place on January 20, 2024 in Nixon Park from 2 – 4 pm. They are requesting to use power in the park; they will have activities; in the past the fee has been waived; there will be free hot chocolate; this is a free community event.

Full Moon Hike – Ice Age Trail Community - The event will take place on January 25, 2024 and start at the warming shed in Nixon Park; there will be free hot chocolate with a hike of the

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Hartland segment of the Ice Age Trail and circle back. There were over 170 participants last year. They would like the Police Department to assist participants with crossing Maple Avenue if they are available. Chief Misko said their assistance would be dependent on call volume that night; he recommended volunteers assist with the crossing that they would be willing to train. This would be a backup plan. The volunteers will wear vests. There is a request that the special event fee be waived. President Pfannerstill asked Director Rennekamp to contact the Ice Age Trail Community to inform them that volunteers will be needed. Trustee Wallschlager offered to volunteer.

Bark River Bash – Kiwanis and BID – This event will take place on May 4, 2024 in Nixon Park in the open space, shelter 4 and the Fine Arts Center for a band performance. This is a fundraising event. There is a request that the fee be waived.

Trustee Hallquist said the Park Board reviewed all three applications and they had no issues.

Motion (Hallquist/de Boer) to approve the special event applications with waiving of the fees. All were in favor, **motion carried**.

5. Discussion and possible consideration of modifications to park shelter deposits. Director Rennekamp said the park facility reservation fees were recently reviewed and modified by the Village Board. They would like to change the refundable deposit to mirror the rental fee modifications. No deposit would be required for rentals up to 100 attendees; \$200 deposit for 101-200 attendees; a \$300 deposit for over 200 people. Staff recommends that no deposit be required for 1 – 100 attendees, as it would be time consuming due to the bulk of the reservations falling in this attendee category. The need for the Village to keep a deposit has been rare. President Pfannerstill suggested a signed waiver might be considered in the future, which may foster more responsibility.

Motion (Pfeiffer/Hallquist) to approve the modifications to the park shelter deposits. All were in favor, **motion carried**.

6. Discussion and consideration of Resolution 12/11/2023 “Tax Incremental District Termination Resolution” for Tax Incremental District No. 5.

Village Manager Bailey said at the last meeting the Board approved Baker Tilly to assist with the closing of TID 5. This needs to be submitted to the state to begin the process. This is the Culver’s TID.

Motion (Hallquist/Pfeiffer) to approve Resolution 12/11/2023 “Tax Incremental District Termination Resolution” for Tax Incremental District No. 5. All were in favor, **motion carried**.

7. Consideration of a motion to approve Election Inspectors with terms to expire December 31, 2025.

Motion (Conner/de Boer) to approve proposed Election Inspectors with terms to expire December 31, 2025. All were in favor, **motion carried**.

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8. Discussion and consideration of BID's nominations of Jim Muenzenberger, Tabi McBride and Cheryl Pfundtner to the BID Board.

Motion (Pfeiffer/Conner) to approve BID's nomination of Jim Muenzenberger, Tabi McBride and Cheryl Pfundtner to the BID Board. All were in favor, **motion carried**.

9. Discussion and consideration of modification to grant funds to the BID for façade improvements.

Village Manager Bailey said he has had discussions with the Hartland Business Improvement District regarding this. Annually our Public Works Department does the watering of the hanging baskets at a cost of \$5,000 - \$6,000 annually. We have up to \$20,000 available for matching façade improvement grants. Currently the BID pays us \$5,000 for the watering of the flower baskets. The idea is to lower the façade match grant to \$15,000 annually. This would be a way to keep the flower baskets, which are expensive to maintain.

DPW Director Felkner said the baskets should be watered every 2 – 3 days depending on the weather. The BID thought the pricing was a little high this year. We don't charge BID for the tractor, just a portion of the labor and the water. Summer help waters the Village's flowers while they are out watering the flower baskets. This expense has been brought up in the past. President Pfannerstill said this is something that the Village would take over if the BID did not continue it. He suggested meeting with the BID members. Felkner said summer staff maintains the baskets, not full-time staff; he thinks the baskets look great. Trustee Conner asked what BID's annual budget is. Bailey said it is \$74,800 and they have a part-time employee; he said BID hasn't raised their fees to the businesses in over a decade. Conner suggested the Village could split the cost with the BID. Conner asked how much of the grant funds get utilized; Bailey said not all funds in the façade grant get utilized.

Trustee Wallschlager asked what flowers are ours? Felkner said the flower baskets on the light poles are BID's; the Village owns the flowers in pots by the gas station, two at Village Hall and two in the parks; the ground flowers are the Village's. Wallschlager said the flowers are important and they beautify Hartland.

Motion (Conner/Pfeiffer) to table this to the January 8th meeting and invite bid in to discuss; All were in favor, **motion carried**.

10. Discussion and consideration of letter of credit reduction for Sandhill Development contingent on receiving the as-built drawings.

John Siepmann and Chris Siepmann of Siepmann Realty appeared in person requesting a reduction of letter of credit per the developer's agreement. 20 units are sold and 15 buildings under construction with 3 units occupied. Village Manager Bailey said Ruekert Mielke is recommending approval of this contingent on the as built drawings.

Director Felkner said Seipmann came to the Village Board and they reduced the number of 4 families and they cut them back to 2 families, so that is why they had to redesign to add more water and sewer laterals, so once we get them drawn up, we can get our as built drawings. Felkner said they are adding the laterals when they construct the buildings.

Motion (Hallquist/Wallschlager) for letter of credit reduction for Sandhill Development contingent on receiving the as-built drawings. Bailey said the reduction in the letter of credit will be from \$300,330.26 to \$51,720. All were in favor, **motion carried.**

11. Discussion and consideration of phone system upgrade.

Village Manager Bailey said the phone system is beginning to fail. We have received several proposals. We currently have Allworx. We are looking to go with a cloud-based system; we will only need to upgrade telephones as they fail. Going with another vendor would cause us to buy new hardware. Scott Howard said as it stands now if power is out and the Village Hall is on generator, the Allworx server that's on site couldn't do anything with the phone calls. With Allworx hosted the call will be able to go to a voicemail and an email would be generated to the intended recipient and they would decide how to contact the caller. Trustee Hallquist asked to hear from department heads.

Chief Misko said over the last year the phones have been down several times. 911 calls go to WCC but the Police Department gets a lot of non-emergency calls. They have had to do several hard resets, which is not good for the hardware. They have been unable to receive and make calls. This has happened frequently and on weekends. It got to the point that the Police Department had to get a hard-wired phone installed for backup. Misko said our dispatch center is looking to go to a cloud-based system as well. Scott Howard said phone recording capabilities will not change at all. Fire Chief Jambretz said they have had the same phone issues in the recent past requiring resets that Scott has walked them through. Emergency calls come through dispatch. Jambretz said they do sometimes have to refer emergency calls from their non-emergency line to dispatch.

Trustee Wallschlager asked if there is a backup generator for doors. Jambretz said they have a backup generator that operates the doors and lights. The Police Department has generators as well.

Motion (Pfeiffer/Hallquist) to approve the phone system upgrade with Allworx. All were in favor, **motion carried.**

12. Discussion and consideration of Resolution 12/11/2023A "Amending Appendix A of the Code of Ordinances for the Village of Hartland Concerning the Schedule of Municipal Fees and Charges".

Clerk Policello said the solicitor fee is currently \$30.00 and \$10.00 for additional applications from the same company. Record checks are \$7.00 and an ID card with lanyard is supplied to the applicant, so the current fees do not cover our costs. Area municipalities charge \$100 - \$125.

Village Manager Bailey said that our building fees have not been updated in a long time and we have historically been lower than neighboring communities. We aren't raising the fees to try and make money, we are looking to bring them to market rate.

Director Felkner reviewed the requested increase for stormwater management; the fee now is \$75 with a \$1,000 bond; he is requesting that go to a \$150 fee with a \$2,000 deposit; he would like to change the bond requirements to cash deposits; it is too difficult to recover a bond if needed. Curb and gutter is currently \$75, he is suggesting that go to \$150 with a \$2,000

deposit; street excavations and openings he is suggesting increase to \$150 with a \$2,000 deposit. Felkner said the \$1000 deposit doesn't cover cost if DPW has to do the work if the permit holder fails to complete the work; this has happened a few times. The fees were last changed in 2013. Felkner reviewed the requested changes to the building permit fees: the agricultural building fee has been removed as we don't have ag property with buildings on it. The re-inspection fee is proposed to go up from \$50 to \$100. Deck permits are currently \$30; elaborate decks are being installed so looking to change that to \$8/1,000 of value of the deck. There is a proposed increase for sewer main permits to \$2/linear foot; private utilities are now more common. Public utilities are inspected by Ruekert & Mielke, with private utilities inspected by the building inspector, requiring multiple inspections when infrastructure is going in. Proposed storm sewer fees are \$1/linear foot; the price difference is due to storm sewer installation at only 3 feet underground. The building inspector is recommending that permits and fees no longer be required for water heaters and softeners for one and two family dwellings; a lot of times owners install these themselves or the contractor puts the permit responsibility on the owner after the fact and the inspector doesn't want to collect money from the resident because if he keeps the resident's money, they would have to go after the contractor to recover that money. Under electrical permits, generators are currently at .50/KW; the proposed increase is \$5.00/KW due to more elaborate units requiring a more involved inspection. Under HVAC the building inspector is recommending no permit or fees be required for furnace and air conditioning replacements. The revised fees will go into effect January 1, 2024.

Motion (Conner/Pfeiffer) to approve Resolution 12/11/2023A "Amending Appendix A of the Code of Ordinances for the Village of Hartland Concerning the Schedule of Municipal Fees and Charges". All were in favor, **motion carried**.

13. Discussion and consideration of Narcan Agreement.

Chief Misko said this was reviewed in June of this year since then the County DHHS has updated the contract. Sec. 2(b) is the only update – this says if we would have the ability to distribute Narcan to the public; we do not do that in Hartland – this is strictly for officers to use. That added language does not apply to us.

Motion (Pfeiffer/Hallquist) to approve the Contract for Training Services and Naloxone Distribution Agreement with Waukesha County Department of Health and Human Services. All were in favor, **motion carried**.

14. Presentation of building study by Zimmerman Architectural Studios.

John Sabinash, Zimmerman Architectural Studios provided his presentation. He has updated cost estimates from his previous presentation.

President Pfannerstill asked if the current board room would be untouched in a remodel? Sabinash said if new HVAC is in it, then no; if sprinklers are added, then it would have to be reconstructed. The previous cost estimate was based on top down estimating. Another budget approach is bottom up; start with a fixed value, i.e. \$14 million and determine what that will yield in terms of what can be built. Remodeling the current building is a cost of approximately \$4 million. With a \$14 million fixed expenditure, this would allow \$10 million to be spent on an

addition, for an approximate 17,000 sq ft building on Cottonwood, which is a fraction of what the program identified, but it's a way to approach the budgeting. If \$14 million were to be spent for a new location for the Police Department and Village Hall, we would get about a 24,000 square foot building, which is slightly larger than what we currently have.

Trustee Wallschlager said she brought up Hartbrook Park as a location, but she didn't see that location in the report. Sabinash said the cost wouldn't change based on a location. Sanitary sewer is not currently at the Cottonwood site. Bailey said the point of the presentation was not to have a vote. Sabinash said the most important thing is to determine where we want to be; do we want to be in the same place? If the desire is to stay downtown, that will drive decisions; if it is not important to stay downtown, then that will drive decisions. Pfannerstill said the question could be presented to residents in a referendum or the Board can make the decision to borrow the money.

Chief Misko asked for Sabinash's professional opinion of the options. Sabinash said he doesn't like the option to add on to this building; adding a 4 level area for a police department is not ideal. Building new is the biggest bang for the buck. If we can build new it can be more efficient and better designed for the Police Department.

This item will go on the next Board agenda for discussion.

15. Discussion and consideration of new Village logo.

Clerk Policello said the deadline for a new logo with the website refresh is February 15th. Trustee Hallquist said he likes graphic artist #3, design A. He said he would not be upset with any of the presented designs. Trustee Conner said he likes graphic artist #2, design A. Trustee Wallschlager does not like the designs by graphic artist #3 because they are too much; designs by graphic artist #2 are too dark for a letterhead. If it is going to be one of the presented designs, she would pick graphic artist #1, design B without the clouds. President Pfannerstill would like to see more symbolism in a logo. He likes the train bridge over the foot bridges used in the presented designs. Trustee Pfeiffer agreed with what Pfannerstill said. If he had to pick from the presented designs, he would pick graphic artist #2, design A with one house removed. If he had to go with artist #3, he would pick design B because it is less busy with the smaller trees. He thinks that we could do better. Trustee de Boer said she has been looking at these and would agree with one less house for graphic artist #2, design A. The more she looks at them, the more they mesh together and she suggested we re-evaluate. Pfannerstill thinks we should work toward a new logo by February 1st.

16. Announcements.

Chief Misko said the Police Department is still working through background checks with the hiring process. There have been recruitment challenges with on boarding of new candidates. They are in the background process with one candidate to fill a vacancy. Officer Adam Mueller has accepted a new position with probation and parole and his last day will be January 1; he has over 25 years with the Department. Today Misko toured the Waukesha County Crisis Resource Center. The voluntary treatment option does not require medical clearance; they are hopeful that this will reduce the number of emergency detentions.

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Chief Jambretz said the Fire Department is in the midst of their hiring process; they received three applications from good candidates. They continue to work with 5 Bugle on the strategic plan. They will be meeting with area businesses as a part of that process.

Recreation Director Rennekamp thanked Police, Fire and DPW for their help with the Hartland Lights and Holiday Train events; both were very successful. She thanked the BID for putting on the Hartland Lights event. The carriage rides were well received. The Holiday Train event raised \$6150 and had over 4800 lbs of food was collected; both are an increase from last year. She thanked the volunteers for a successful event. They are in the process of hiring a part-time recreation assistant.

Director Felkner said a new employee just started in Public Works, Jason Held came from another municipality and has good water background and experience. They have interviewed for a part-time utility clerk position and expect to make an offer on Monday.

President Pfannerstill said there was a huge turnout for the Holiday Train event. Hartland Lights is presented by the BID. There are businesses in other parts of the Village that are requesting participation in an event. He thanked staff for their work. The December 25th meeting has been canceled. He expressed his condolences to Trustee Wallschlager for the loss of her mother.

17. Consideration of a motion to recess to closed session pursuant to State Statute §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, specifically regarding the Village Manager performance evaluation.

Motion (Conner/Wallschlager) to recess to closed session pursuant to State Statute §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, specifically regarding the Village Manager performance evaluation.

The roll call vote was unanimous. The Board went into closed session at 8:38 pm.

18. Motion (Pfeiffer/Conner) to return to open session. All were in favor, **motion carried**.
The Board returned to open session at 9:38 pm.
19. Motion (Conner/Wallschlager) to give Village Manager Bailey a 3% pay increase (\$4,368) to raise his salary to \$149,968. All were in favor, **motion carried**.
20. Adjournment
Motion (Pfeiffer/Wallschlager) to adjourn. All were in favor, **motion carried**.

Meeting adjourned at 9:40 pm.

Respectfully submitted,

Sandee Policello
Village Clerk

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