

**VILLAGE BOARD MINUTES**  
**MONDAY, NOVEMBER 11, 2019**  
**6:30 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Roll Call

Pledge of Allegiance – Trustee Ludtke

Present: Trustees Anson, Dorau, Meyers, Wallschlager, Ludtke, Conner, President Pfannerstill

Others Present: Interim Administrator/Finance Director Bailey, Clerk Igl, Operations Supervisor Gerszewski, Utility Operations Supervisor Felkner, Fire Chief Dean, Police Captain Kelsey, Building Inspector Hussinger, Police Chief Misko, Village Engineer Amtmann, Library Director Gest, Matt Neumann and Bryan Lindgren.

Public Comments: (Please be advised the Village Board will receive information from the public for a three minute time period per person, with time extensions per the Village President's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.) None.

1. Motion (Meyers/Ludtke) to approve Village Board minutes of October 28, 2019. Carried (7-0).
2. Motion (Wallschlager/Ludtke) to approve vouchers for payment in the amount of \$1,378,102.86. Carried (6-0). Meyers abstained. Trustee Wallschlager asked why the Village is using a company for lawn services rather than having staff perform those tasks. Operations Supervisor Gerszewski stated that it is a better use of resources to have staff concentrate on other tasks.
3. Consideration of actions related to Licenses and Permits
  - a. Motion (Dorau/Wallschlager) to approve applications for Operator's (Bartender) Licenses with a term ending June 30, 2020. Carried (6-0). Anson abstained.
4. First reading of a Bill for an Ordinance 11-11-2019 "A Village Board Ordinance Adopting the Village of Hartland Comprehensive Development Plan".

Interim Administrator Bailey stated that this ordinance is required for the approval of the plan. The item will be placed on the next agenda for a second reading.

5. Second reading of a Bill for an Ordinance 10-28-2019-01, "An Ordinance to Amend Chapter 18 of the Village of Hartland Municipal Code Pertaining to State Uniform Building Codes Adopted".

This item will be placed on the next agenda for third reading and consideration of approval.

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6. Second reading of a Bill for an Ordinance 10-28-2019-02, "An Ordinance to Amend Chapter 18 of the Village of Hartland Municipal Code Pertaining to State Uniform Electrical and Plumbing Codes Adopted".

This item will be placed on the next agenda for third reading and consideration of approval.

7. Consideration of items related to the 2020 Village Budget as shown on Tab 1 Page 8 and Tab 31 Pages 1 and 2 of the 2020 Budget Book. All information after Tab 1 is for informational purposes only. These figures may be modified by the Village Board during final consideration at this meeting.
  - a. Discussion of 2020 Budget  
Interim Administrator Bailey stated that the proposed budget includes the skid loader and dump truck requested by DPW. He further stated that the Village did not have the total assessed value yet due to court actions taken but it is expected soon.
  - b. Motion (Anson/Pfannerstill) to approve the 2020 Municipal General Fund Budget in the amount of \$7,758,532 shown on Tab 1 Page 8 of the 2020 Budget Book (Roll call vote) All ayes.
  - c. Motion (Meyers/Dorau) to approve the 2020 Water Utility Budget in the amount of \$2,292,676 shown on Tab 1 Page 8 of the 2020 Budget Book (Roll call vote) All ayes.
  - d. Motion (Meyers/Dorau) to approve the 2020 Sewer Utility Budget in the amount of \$2,412,655 as shown on Tab 1 Page 8 of the 2020 Budget Book (Roll call vote) All ayes.
  - e. Motion (Ludtke/Dorau) to approve the 2020 TIF #4 Budget in the amount of \$320 as shown on Tab 1 Page 8 of the 2020 Budget Book (Roll call vote) All ayes.
  - f. Motion (Conner/Anson) to approve the 2020 TIF #5 Budget in the amount of \$7,924 as shown on Tab 1 Page 8 of the 2020 Budget Book (Roll call vote) All ayes.
  - g. Motion (Anson/Dorau) to approve the 2020 TIF #6 Budget in the amount of \$103,820 as shown on Tab 1 Page 8 of the 2020 Budget Book (Roll call vote) All ayes.
  - h. Motion (Conner/Ludtke) to approve the 2020 Debt Service Budget in the amount of \$1,697,035 as shown on Tab 1 Page 8 of the 2020 Budget Book (Roll call vote) All ayes.
  - i. Motion (Meyers/Dorau) to approve the 2020 Capital Improvements, Impact Fee and Special Revenue and other funds in the amount of \$3,609,982 for a total Village Expenditure budget in the amount of \$17,882,944 (Roll call vote) Carried 5-2. Ludtke and Conner voted nay.
  - j. Motion (Anson/Ludtke) to authorize a Downtown Business Improvement District assessment of \$74,800 as requested by the BID Board with approval of the BID's final expenditure budget held until consideration of the 2020 Operation Plan. (Roll call vote) All ayes.
  - k. Motion (Conner/Ludtke) to approve a Property Tax Levy in the amount of \$6,293,160 (Roll call vote) All ayes.
  - l. Motion (Dorau/Ludtke) to approve a general wage adjustment of 2% and the resulting 2020 Payroll Matrix Tab 31 Page 1 (Roll call vote) All ayes.
8. Discussion and consideration of a motion to approve the Agreement between Members of the Suburban Critical Incident Team for the purchase of an armored vehicle.

Chief Misko stated that the agreement was reviewed by the Village Attorney. He stated that the total cost is anticipated to be approximately 50% of the original sum due to fundraising efforts. The team wants to order the vehicle as soon as possible as there is a significant lead time. Motion (Ludtke/Dorau) to approve the Agreement between Members of the Suburban Critical Incident Team for the purchase of an armored vehicle. Carried (7-0).

9. Discussion and consideration of a motion to approve the ordering and purchase of Police Department vehicles for delivery in 2020 and declaring the two 2016 Ford Explorers as surplus.

Chief Misko stated that the two 2016 vehicles being replaced will be sold on the Wisconsin surplus website. He stated that the new vehicles were included in the 2020 budget but that there is a 20-22 week lead time. If the vehicles are ordered now, they should arrive in spring. Trustee Ludtke asked for clarification on the vehicle pricing. Chief Misko stated that vendors agree to the pricing through the state bid plan. Motion (Conner/Dorau) to approve the ordering and purchase of Police Department vehicles for delivery in 2020 and declaring the two 2016 Ford Explorers as surplus and sold on Wisconsin Surplus. Carried (7-0).

10. Discussion and consideration of a motion to approve the Food Truck Policy.

Operations Supervisor Gerszewski stated that staff had asked the Park and Recreation Board to consider a food truck policy as there have been more requests for them in the parks during rental of shelters. It was stated that the policy limits the number per event. It was clarified that the hours of operation are for during an event and not past normal park closing hours. Motion (Ludtke/Conner) to approve the Food Truck Policy. Carried (7-0).

11. Discussion and consideration of a motion to approve the planting of street and subdivision trees.

Operations Supervisor Gerszewski stated that bids were requested from three contractors but only two responded. It was stated that subdivision trees are planted per the developer's landscape plan. Motion (Anson/Meyers) to approve the planting of street and subdivision tree planting contract with Johnson Nursery in the total amount of \$52,230.85 (\$16,036.49 for subdivision trees and \$36,194.36 for street trees). Carried (7-0).

12. Discussion and consideration of a motion to approve a contract for inspection services with Wisconsin Building Inspections, LLP.

Interim Administrator Bailey stated that he had sent requests for proposals to four building inspection firms. Motion (Meyers/Anson) to approve a three year contract for inspection services with Wisconsin Building Inspections, LLP. Carried (7-0).

13. Discussion and consideration of a motion to approve a design agreement with BSI (Building Service Inc.) for services related to remodeling of the Village Board room and Administration counter.

President Pfannerstill stated that there are two areas that need updating. He stated that the mechanical gate at the counter of the administration department is broken. Additionally,

security of the counter area needs to be improved. President Pfannerstill also commented that the Village Board room is outdated and in need of a remodel. After discussion, staff was asked to get at least three bids for design work on these projects.

14. Consider and take action to approve the hiring of the Buelow Vetter law firm, which specializes in employment matters, to assist and provide legal guidance to the Village Police and Fire Commission in connection with disciplinary charges against a member of one of the public safety departments under its jurisdiction.

President Pfannerstill stated that the Village Attorney represents the Village Board; however, a separate attorney is necessary to provide services to the Police and Fire Commission. Motion (Wallschlager/Anson) to approve the hiring of the Buelow Vetter law firm, which specializes in employment matters, to assist and provide legal guidance to the Village Police and Fire Commission in connection with disciplinary charges against a member of one of the public safety departments under its jurisdiction. Carried (7-0).

15. Discussion and consideration of placing photographs of elected officials and staff on the Village's website.

Interim Administrator Bailey commented that he has met resistance from staff about placing their photos on the Village's website. There was consensus among the Village Board members that they would place their photos on the site. Department heads were asked to discuss further with their staff members. It was requested that Village Board member photos be taken and placed on the Village website by April 15.

16. Discussion and consideration of creating a Village flag and updating the Village seal.

President Pfannerstill commented that he feels it is time to update the Village logo and possibly create a Village flag which could be based on the Village's history. Staff was asked to consider options including holding a design contest (reaching out to residents/students) or working with a marketing firm to create a design. Staff will begin looking at options.

17. Discussion and consideration of a motion to approve the purchase of RFID system for the library.

Library Director Gest stated that the system would be ordered once approved but would not be received until sometime in 2020. Motion (Dorau/Ludtke) to approve the purchase of the RFID system for the library. Carried (7-0).

18. Discussion and consideration of allowing Neumann Developments to start construction on identified lots without binder.

Matt Neumann stated that their request was due to the unusual weather as a contingency plan to start construction on stone roads rather than with a binder course in place. It was stated that there would be no occupancy permits issued until the roads are completed. It was stated that Neumann Developments has a letter of credit posted to guarantee completion of the project.

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Interim Administrator Bailey stated that historically Hartland has not allowed construction without binder in place. Village Engineer Amtmann stated that he would like to see the area get stabilized as much as possible and that there is a three step process in place to assist in making the decision whether to move forward with the binder course. He stated that there are three pages of contingency items that have been agreed to if construction is allowed without binder. It was stated that it will be a day by day situation over the next two weeks depending on weather conditions.

Interim Administrator Bailey stated that there are protections in the agreement that are to protect the Village. He further stated that the binder is usually required to allow public safety vehicle access. Chief Misko, Chief Dean, Building Inspector Hussinger, Operations Supervisor Gerszewski and Utility Operations Supervisor Felkner were asked whether they were comfortable with allowing construction to begin construction without binder and they agreed that they were.

After further discussion, motion (Meyers/Conner) to approve the contingency plan and allow building permits on the stone base in the event that they are unable to get the binder and curb in place this fall. Carried (6-1). Wallschlager opposed.

19. 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 extended a thank you to all veterans in honor of Veterans Day.

Trustee Dorau commented the VFW for their Veterans Day service.

Chief Dean also thanked veterans for their service. Further, he thanked the board and community for their support of the department including the purchase of the vehicle that was included in the list of vouchers. He stated that the department is experiencing savings in maintenance costs and that the trucks are more universal now.

20. Consideration of a motion to recess to closed session pursuant to State Statutes §19.85 (1) (c) for the purpose of considering employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. [Roll Call Vote]

Motion (Ludtke/Dorau) to recess to closed session pursuant to State Statutes §19.85 (1) (c) for the purpose of considering employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. [Roll Call Vote] All ayes. Adjourned to closed session at 8:28 p.m.

Respectfully submitted,

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Darlene Igl  
Village Clerk