

**VILLAGE BOARD MINUTES**  
**MONDAY, AUGUST 24, 2020**  
**6:30 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order  
Roll Call

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

Others Present: Administrator Rhode, Finance Director Bailey, Clerk Igl, Police Chief Misko, Operations Supervisor Gerszewski, Utility Operations Supervisor Felkner, Interim Fire Chief Jambretz, Library Director Gest, Bryan Lundgren (Neumann Companies), Rebecca Sprague, Randy Hettwer (TDI Associates), Representatives from BSI.

Pledge of Allegiance – Trustee Dorau

Public Comments: Please be advised the Village Board will receive comments from the public related to any item(s) on the agenda for a three minute time period per person, with time extensions per the Village President’s discretion. None received.

1. Motion (Meyers/Dorau) to approve Village Board minutes of August 10, 2020. Carried (7-0).
2. Motion (Conner/Wallschlager) to approve vouchers for payment in the amount of \$187,104.07/ Carroed (6-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits.
  - a. Motion (Wallschlager/Ludtke) to approve Operator’s (Bartender) Licenses. Carried (6-0). Anson abstained.
4. Items related to proposed rezoning of the property at 415 W. Capitol Drive
  - a. Second reading of Bill for an Ordinance No. 08-10-2020 “An Ordinance To Amend The Official Zoning Map Of The Village Of Hartland”.  
Motion (Wallschlager/Ludtke) to suspend the rules and waive the third reading. Carried (6-0). Meyers abstained. Motion (Wallschlager/Dorau) to approve Ordinance No. 08-10-2020 “An Ordinance To amend The Official Zoning Map Of The Village Of Hartland”. Carried (6-0). Meyers abstained.
5. Presentation of plans for remodeling the Village Board Room and Administration Service Counter by BSI Architectural project team.
  - a. Discussion and action on the Administrative Services Counter.
  - b. Discussion and action on the Village Board Room Remodeling Project.

Representatives of BSI provided a presentation of the proposed plans for remodeling of the two areas under consideration.

The multitude of uses for the Village Board room were discussed. The proposed plan would orient the Village Board table on the north wall. Windows were proposed for the east wall and the entryway. Trustee Meyers raised concerns about safety if windows are added to the Village Board room and questioned the significant expense that adding windows would add to the cost of the project. Proposed AV related equipment for the Board room was described and a summary of the use and functionality of the proposed equipment was provided.

It was stated that the administrative services counter area currently has an overhead gate that is unusable. Temporary screening has been put in place to provide for separation due to COVID-19. It was stated that the plan includes two standing height counters and one lower counter to allow seating for two which meets ADA requirements. It was stated that fixed glass would be placed in each of the three workstations as well as power and computer connectivity. The proposed project will not affect lighting, office furniture or existing workstations.

Trustee Dorau raised concerns related to ADA required signage throughout the building. Trustee Ludtke asked whether the proposed changes would cause difficulties for the Police Department as the room acts as the Emergency Operations Center. Additionally, she asked whether the addition of windows would be an issue during closed sessions. Administrator Rhode commented that he has never had an issue with that but that shades could be installed if that becomes a concern.

Administrator Rhode stated that the upstairs counter project is COVID funding eligible and that some items in the Board room would be as well. He stated that staff is looking for direction for the two separate areas.

Trustee Wallschlagel asked how long the project would take. It was stated that the counter area could take two to three weeks with materials order ahead of time. The Village Board room as proposed would take approximately three months from start to finish. It was stated that power would be installed at the Village Board table at every monitor location and below the table at dedicated outlets. President Pfannerstill asked whether the existing televisions and chairs could be utilized to save money. Trustee Meyers asked whether lighting would be updated and it was stated that led lighting would be installed. There was discussion about adding windows to the space as it adds considerable cost to the project.

Motion (Pfannerstill) to accept the Administrative Services Counter plan and to request that BSI come back in a month for the Village Board room remodeling project with additional information. The motion died for lack of a second.

Administrator Rhode stated that BSI could propose modifications with some or none of the windows in the current plan. He stated that signage throughout the building could be added to the project. Trustee Ludtke asked that staff preparing options for financing alongside updated plans. Overall, the Village Board requested that a breakdown of prices be provided in more detail. President Pfannerstill stated that while BSI was contracted to provide the design, the project will be bid.

Motion (Anson/Ludtke) to request that BSI representatives come back in a month with a breakdown in pricing with/without windows and furnishings incorporating comments of the Village Board as well as signage, to request staff provide financing options for the Village Board Room Remodeling project and to move forward with the plan for the Administration Service Counter. Carried (7-0).

Items referred from the August 17, 2020 Plan Commission meeting

6. Consideration of a motion to approve an Extraterritorial Certified Survey Map in the Town of Delafield.

Administrator Rhode commented that this CSM will combine two lots into one. Staff has no concerns and the Joint Architectural Board/Plan Commission has recommended approval. Motion (Meyers/Ludtke) to approve the Extraterritorial Certified Survey Map in the Town of Delafield. Carried (7-0).

7. Consideration of a motion to approve plans for construction of Units 35-40 and Units 43-44 in the Bristlecone Pine Condominiums and to approve Amendment #17 of the Declaration of Covenants, Conditions, and Restrictions of the Bristlecone Pines.

Bryan Lindgren, Neumann Companies, stated that the neighborhood had been approved in the 1990's for 44 units but only 32 were built at that time. He stated that approvals must be reestablished due to the amount of time that has passed. He stated that he had worked with the homeowner's association to secure approvals. He stated that he received approvals on the new design and materials stating that the general look was designed to match what had been approved by owners and HOA. He stated that the new units will not have cedar siding but a longer lasting product instead. He stated that the outlot had to be changed to house units placed approximately to get to the total of 44 units.

Trustee Wallschlager asked whether Neumann's partner builder will be constructing. It was stated that the new units will be single story based on the market.

Administrator Rhode stated that a Plan Commission member had made a recommendation that the Village consider a bike trail from the cul-de-sac to Merton Ave., however the engineer assessed reasons why that wouldn't be safe or functional.

Motion (Meyers/Wallschlager) to approve construction of Units 35-40 in the Bristlecone Pine Condominiums. Carried (7-0).

Motion (Conner/Dorau) to approve Amendment #17 of the Declaration of Covenants, Conditions, and Restrictions of the Bristlecone Pines. Carried (7-0).

Other items for Consideration

8. Consideration of a motion to approve Resolution No. 08/24/2020 "A Resolution Pledging That

The Village Board Of The Village Of Hartland Will Expend Funds Necessary For The Hartland Public Library To Exempt The Village From The Waukesha County Library Levy”.

Library Director Gest reminded the Board that this action taken annually agrees that the Village will provide at least the minimum funds required for the Library. This action results in the library receiving county funding and Hartland residents are exempt from the county library system tax. Motion (Ludtke/Dorau) to approve Resolution No. 08/24/2020 “A Resolution Pledging That The Village Board Of The Village Of Hartland Will Expend Funds Necessary For The Hartland Public Library To Exempt The Village From The Waukesha County Library Levy”. Carried (7-0).

9. Discussion and consideration of conceptual site plan and building plans for Prairie Wind Townhomes on E. Imperial Drive.

Conceptual plans for building three remaining buildings in the Prairie Wind Townhomes on E. Imperial Drive were presented. It was stated that the three new buildings will have the same architectural style. As this was a conceptual submittal, the applicants were seeking board opinion before moving forward with plans. Motion (Meyers/Anson) to send the item to the Joint Architectural Board/Plan Commission for consideration. Carried (7-0).

10. Consideration of a motion to approve a contract with Let Kids Fly for use of the soccer field at Centennial Park.

It was stated that this contract received is for a new soccer club that is looking for space. The contract was reviewed and approved by the Park & Recreation Board. It was clarified that the grass length and recycling/trash provisions are standard. Restroom maintenance will be required a couple of times per week. Operations Supervisor Gerszewski commented that the group will be allowed to store items in the Village’s shed. President Pfannerstill stated that in the future it would be helpful for the Village Board to receive something in writing from the committee recommending approval.

Motion (Ludtke/Conner) to approve a contract with Let Kids Fly for use of the soccer field at Centennial Park. Carried (7-0).

11. 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.

Utility Operations Supervisor Felkner provided an update on the Sunnyslope project stating that it should be complete in 3-4 weeks.

Operations Supervisor Gerszewski provided an update on the annual paving project stating that the final lift had just been completed. He also stated that the slurry seal project on Mill Place has been completed and striped.

**VILLAGE BOARD MINUTES**  
**MONDAY, AUGUST 24, 2020**  
**6:30 PM**  
**PAGE 5**

It was stated that the paving project of the parking lot off of North Ave. has been challenging but expected to be complete in one or two weeks. It was stated that the project had been changed; was not milled but excavated instead.

President Pfannerstill asked whether slurry sealing is something that the Village Board should consider moving toward. Gerszewski stated that this is a tool that may be used if the road under consideration is in a certain condition, not too deteriorated. He stated that there had been no tracking or loose material during the process.

Interim Fire Chief Jambretz stated that the department had 39 calls for service during his 4 days of vacation. He stated that a burn is scheduled for Sept. 12 at 7 a.m.

12. Adjournment.

Motion (Dorau/Conner) to adjourn at 8:13 p.m.

Respectfully submitted,

Darlene Igl  
Village Clerk