

**VILLAGE OF HARTLAND  
VILLAGE BOARD MINUTES  
TUESDAY, MAY 27, 2025 · 6:30 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

President Pfannerstill called the meeting to order at 6:32 pm.

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

Excused: Trustees Truttschel, Pfeiffer, Wallschlager

Others Present: Fire Chief Jambretz, Kajil Sharp, Division Chief, Police Chief Misko, DPW Director Jenson, DPW Supervisor Jungbluth, Recreation Director Blonien, Clerk Policello

Public Comment: 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.

Nina Ziegler works for St. Jerome School; she asked that the board approve their special event application that is on this agenda.

1. Approval of Minutes for May 12, 2025

Motion (Conner/Hallquist) to approve the May 12, 2025 minutes. All were in favor, **motion carried.**

2. Items related to vouchers

a. Consideration of contractor's application for payment no. 1 in the amount of \$146,451.94 to Zignego Company, Inc. for the 2025 Utilities Program  
Staff recommends approval.

Motion (Hallquist/de Boer) to approve contractor's application for payment no. 1 in the amount of \$146,451.94 to Zignego Company, Inc. for the 2025 Utilities Program.

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

b. Consideration of contractor's application for payment no. 1 in the amount of \$99,668.87 to Wolf Paving Co., Inc. for the 2025 Paving Program  
Staff recommends approval.

Motion (Conner/Hallquist) to approve contractor's application for payment no. 1 in the amount of \$99,668.87 to Wolf Paving Co., Inc. for the 2025 Paving Program.

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

c. Consideration of vouchers for payment in the amount of \$363,646.03

Motion (Conner/de Boer) to approve payment of vouchers in the amount of \$363,646.03.

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

3. Review and consideration of items related to Licenses and Permits
  - a. Consideration of Special Event Application by St. Jerome School for June 2, 2025  
Nina Ziegler, St. Jerome School appeared in person. The application was turned in too late to go to the Park Board prior to the Village Board.  
Motion (Hallquist/de Boer) to approve the Special Event Application for St. Jerome School for June 2, 2025. All were in favor, **motion carried.**
  - b. Consideration of bartender license applications  
Chief Misko does approve both bartender applications.
    - i. Heidi Wise
    - ii. Diane RaabeMotion (Hallquist/Conner) to approve both bartender license applications. All were in favor, **motion carried.**

Referred from Plan Commission May 19, 2025 Meeting

4. Village Board first reading for proposed PUD development amendment (“Project”) whose approval is being sought by Three Leaf Development on property tax key HAV 0423981056 located on Campus Drive. The Village Board will review:
  - a. Proposed amendment of preliminary site and building plans for senior living development (124 units from previous 120);
  - b. Request by the developer to amend the PUD to waive impact, sewer connection and Regional Sewer Availability Charge fees totaling approximately \$382,874.
  - c. Consideration of setting a date for a Public Hearing for July 14, 2025

John Ford, Three Leaf Development appeared in person. The number of units is increased to 124 units from 120, as previously proposed. No board members object to the increased number of units.

Ford said the second component of their request is on the financial side. There is a housing gap for baby boomers. This development will allow family members to live near each other. They have reviewed their plans and operating expenses and have trimmed \$3,000,000 from the project cost, which equates to approximately \$25,000 per unit. Ford said there are site challenges, including fire access around the entire building, additional grading due to existing topography, inefficient parking and road circulation due to property shape and additional building; the additional site work is estimated at \$541,700. They estimate senior occupancy at 1.2 people per unit; industry standards for traditional housing is 3.5 people per unit. Ford estimates utility usage at 37% by comparison. Ruekert & Mielke calculated 2.53 people per household based on in their impact fee report that they provided in October 2023 (page 5). Using this statistic, they would be just under 50% utility usage compared to the alternatives for housing. There are two impact fee schedules, one for commercial and one for residential. Ford said senior is a hybrid of the two schedules. Ford said they are actually using 37% of what we are actually charging for impact fees. Ford said they will pay 100% of all police, fire and DPW impact fees; they are requesting a waiver of library

and recreation/parks fees, which their seniors will generally not use. They will pay 100% of the Del-Hart utility fees. The total impact fees are \$1,265,801; they are requesting waiver of \$382,874 to come in line with what they are actually using. They will pay \$882,000 in impact fees.

This is a \$50M project to meet a growing need; they are not asking the Village, to contribute any money and this would not set precedent. Ford is asking to set utility fees for their actual usage, which represents less than 1% of the total project costs. This project will generate between \$2 – 3M in taxes over the next 10 years.

President Pfannerstill informed the Village Board that a Plan Commission member brought up that a hospital would not have to pay these fees; he asked Village Manager Bailey if this is part of the PUD as written – how does this move forward? Bailey said there is an ordinance amendment on tonight's agenda for a first reading that would allow the Board to move forward with waiving of impact fees.

Motion (Hallquist/Conner) to set the date for the public hearing on July 14, 2025. All were in favor, **motion carried.**

Ford said there will be 40-45 full-time equivalent employees.

#### Other Items for Consideration

5. Consideration of First Reading for Ordinance No. 05/27/2025-A “An Ordinance Amending Sec. 46-801 of the Village of Hartland Code of Ordinances Regulating PUD Planned Unit Development Overlay District”  
Bailey said this amendment would allow the board to potentially waive fees. The first reading was completed.
6. Consideration of First Reading for Ordinance No. 05/27/2025 – “An Ordinance Amending Sec. 22-168 through 22-173 and creating Sec. 174 of the Village of Hartland Code of Ordinances Regulating Mobile Food Vendors

Village Manager Bailey said the draft ordinance would allow food trucks in four of our parks; in Nixon Park they would be allowed on Mondays, Tuesdays and Wednesdays for at least this year and could change in future years. Fees were included in the draft. Changes can be made.

Chief Misko said the appendix needs to reflect the renumbering of the ordinance if it is passed. He asked what would happen if the parking spots were occupied when the food truck arrives. Clerk Policello said we would have DPW cone off those spots earlier in the day.

Trustee Conner asked why we would have separate regulation of food carts versus food trucks and not have them under one umbrella. Pfannerstill said the difference is volume; a food truck/trailer can handle a larger volume of sales. The draft ordinance as written counts a food

cart as a food vendor; the draft limits two food vendors per park at a time. Conner questions why food carts are allowed in Nixon Park when the beer garden is open and not food trucks. Pfannerstill said it appeared that the majority of the board wanted to honor the beer garden contract and review it next year. He said a truck/trailer will take up more parking spots; the carts can move around the park. If the Board does not want the cart to count in the two-vendor limit, it can be changed in the draft. Conner said the draft is confusing and doesn't make sense. Pfannerstill said he sees a difference between a food cart and a food truck/trailer.

Trustee Hallquist referred to the draft sec. 22-169, are we happy with the hours 7 am – 11 pm? Is 11 pm too late? Sec. 22-172 – Mobile food vendors parks there are no hours; the parks close at dusk; would we want to limit those hours? Chief Misko said this is the language that is in the current ordinance and he is not aware of any issues or complaints with the 11 pm closure time but it could be an issue with a weekday. Hallquist said we could add that food vendors are allowed when the parks are open, with the exception of special events. Pfannerstill agreed.

The first reading was completed.

7. Presentation of Draft Water Supply Service Area Plan
  - a. Schedule Public Hearing for June 9, 2025

DPW Director Jenson gave an overview of the Draft Water Supply Plan. The Plan is on the Village's website and looks at the next 20 years for the Village's water utility. A public hearing will be held on June 9<sup>th</sup> with public comments taken at that date and by email through June 27, 2025. They have the volunteers that they need for the study.

Motion (Hallquist/Conner) to schedule the Public Hearing for June 9, 2025. All were in favor, **motion carried.**

8. Discussion and consideration to award Mid City Corporation the contract for maintenance and repairs required for the Arlene Lift Station check valve vault in the amount of \$22,400.

DPW Director Jenson said this is a PLC upgrade keeping up with improvements on the panels; he has taken care of subcontracting out the mechanical and electrical pieces of the project. The lift station will be down during this work. Jenson received two complete quotes; the third contractor bowed out due to the complexities of the project. Staff recommends awarding Mid City the contract for the sum of \$22,400

Motion (Conner/Hallquist) to approve Mid City Corporation the contract for maintenance and repairs required for the Arlene Lift Station check valve vault in the amount of \$22,400. All were in favor, **motion carried.**

9. Discussion and consideration to purchase ODB Leaf Vac for the sum of \$140,072.56 as approved in the 2025 budget

DPW Director Jenson said the current leaf vac is 23 years old and has outlasted its lifetime. The lowest bidder was Dickmar. The current leaf vac we have is an ODB and they are recommending approving ODB unit.

Motion (Hallquist/de Boer) to approve the purchase of the ODB Leaf Vac for the sum of \$140,072.56 as approved in the 2025 budget. They anticipate receiving the unit in 2025.

President Pfannerstill asked if we are going to keep the old one. Jenson said this is scheduled as a replacement but that he will discuss with the Village Manager to see if we can keep it.

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

10. Discussion and possible action on presentation by Keller, Inc. regarding space needs study

Devin Flannigan recapped the last meeting; the overall opinion was Hartbrook Park for the location of the Police Department and the Administrative offices. Lawn Street was discussed as the location for the Fire Department. The Board wanted a cost comparison of rebuilding Fire and remodeling it. The potential sites have been narrowed. Flannigan said it would make sense to come back in June to get approval for construction documents which could be completed in December and bidding would go out next January/February.

Flannigan misspoke at the last meeting regarding the gym. The previously proposed gym was 15,000 sq ft with a cost of \$5-7M. It could be done now or later. President Pfannerstill asked if just the gym – not classrooms – could it be done for \$2.5M? Flannigan said probably not, maybe \$4 – 5M. A gym is challenging due to building and energy codes, required bathrooms, etc.

Flannigan reviewed the building budgets.

The Police Department and Administration at Hartbrook Park would be about \$17-20M.

The Fire Department remodel is \$6 – 7.5M; a new build would be \$8 – 9.5M.

Greg Staub reviewed the Fire Department as a new build and the reconstruction option. Chief Jambretz said both would work for the department. He said with the ground up option there is a lot less question or unknown; in a remodel you don't know exactly what you will run into. Flannigan said over time, adding onto the remodel version will be more challenging – if we aren't worried about that, then it may not be an issue.

Pfannerstill asked if the Fire Department went to full-time how many employees per shift would we have? Jambretz said 6 per shift plus chief, a deputy chief and an administrative

assistant. DPW asked if the remodel would involve replacing water and sewer; Flannigan said he would recommend that.

Staub reviewed Village Hall and the Police Department at Hartbrook Park. Hallquist would like to have a ball field made somewhere else to replace the one lost to construction. Bailey said options for an additional ball field were proposed for Centennial Park .

The Clerk suggested flipping the small Village Hall conference room with the small men's toilet room to allow access to the conference room from the public hallway and the administrative office. Chief Misko said the evidence room will be larger than they currently have; there will be room in the garage for vehicles and larger things they don't want to bring in the building; there will be a mezzanine area as well.

Flannigan can look at cost if the Police Department and Village Hall would be 2 stories. Misko said we will look at Hartbrook's ball field schedule to see if we are solving a problem that doesn't exist.

Flannigan said at the next meeting we need to bring plans back for Centennial Park and Cottonwood for baseball.

President Pfannerstill and Trustee Conner think the plan are going in the right direction. Flannigan said these will be 75 year buildings.

Pfannerstill suggested if we build the Police Department first, their garage could help house fire vehicles during their build.

Pfannerstill is in favor of a Fire Department rebuild; de Boer said she is good with ground up construction.

Flannigan asked if it would make sense to have Ehlers at the next meeting. Bailey said that can be done.

Pfannerstill suggested getting this on the Park Board agenda to look at relocating Hartbrook's ball field and for staff to look at how much that field is used.

#### 11. Announcements

DPW Director Jenson said West Capitol resurfacing will be next week – avoid the area if you can. Hwy 83 construction will be moving south from Oakwood to Golf on June 9<sup>th</sup>. They are looking for a DPW laborer. Some repairs were made today to the splash pad and it will hopefully be online soon. The Hometown banner is up.

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Recreation Director Blonien said they are looking for volunteers for Hometown. The fishing clinic is this Saturday. Thursday concerts in the park kicked off last week. T-ball games start next week. The Delafield fishing clinic went well.

Kajil Sharp, FD said last week they did their annual compliance testing for the SCBA's and their face pieces. Testing for hydrotesting on bottles they purchased last year is due by next year.

Chief Misko said the spring Citizens Academy class had their graduation. Officer Pfeil will complete his field training tomorrow, which is a few weeks early.

12. Adjourn

Motion (de Boer/Conner) to adjourn. All were in favor, **motion carried.**

Meeting adjourned at 8:57 pm.

Respectfully submitted,  
Santee Policello  
Village Clerk