

**VILLAGE OF HARTLAND  
VILLAGE BOARD MINUTES  
MONDAY, JUNE 23, 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, Truttschel, Pfeiffer, Conner, Hallquist

Excused: Trustee Wallschlager

Others Present: Village Manager Bailey, Fire Chief Jambretz, DPW Director Jenson, 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.

Sophia Bierman, 1222 Lisbon Avenue. She indicated the property located at 1209 Lisbon Avenue is a nuisance property and she has given this information to Scott Hussinger, the Village's building inspector. She said the owner is an absentee landlord, he has 3-4 pets, there is missing siding, he took some brick off the house. This has been going on for 3 years; the interior is being held up by 2x4's based on the tenant's Facebook page. Bierman said the area around the window is unfinished. She has filed complaints. She said the owner knows who she is and she has had to call the police; his dogs have chased her. The owner lives in Oconomowoc; he brings dogs there in addition to the tenant having dogs. President Pfannerstill said he will look into the matter.

1. Approval of Minutes for May 27, 2025
  - a. Motion (Conner/Hallquist) to approve the May 27, 2025 minutes. All were in favor, **motion carried**. Abstain - Truttschel
  - b. June 9, 2025  
Motion (Pfeiffer/Truttschel) to approve the June 9, 2025 minutes. All were in favor, **motion carried**. Abstain – de Boer
2. Items related to vouchers
  - a. Consideration of vouchers for payment in the amount of \$269,578.00  
Motion (Truttschel/Conner) to approve the vouchers in the amount of \$269,578.00. All were in favor, **motion carried**.
3. Review and consideration of items related to Licenses and Permits
  - a. Consideration of Special Event Application for St. Charles Fall Fest, September 5, 6, 7, 2025

Brianna Alexander, chair of Fall Fest, appeared in person. She is a youth minister at St. Charles. She said the event will be the same as previous years with nothing changing. They are adding a cash raffle and would like to sell tickets at the Beer Garden on Thursdays in August, with the drawing on September 7th. They will have a booth that people can approach if they choose to purchase tickets. Trustee Truttschel agrees with that, rather than walking around asking if people want to purchase tickets. President Pfannerstill agrees as well and suggested a pavilion. Trustee Hallquist thought it would be better for them to use a popup a tent.

Motion (Pfeiffer/Truttschel) to approve the special event application for St. Charles Fall Fest, September 5, 6, 7, including the ability to sell raffle tickets at the Beer Garden on Thursdays for the month of August. They will work with DPW Director Jenson to select an appropriate location for their popup tent. All were in favor, **motion carried.**

- b. Consideration of Temporary Class “B”/ “Class B” (Beer/Wine) Retailer’s license – St. Charles for Fall Fest, September 5, 6, 7, 2025

Motion (Conner/Hallquist) to approve the Temporary Class “B”/ “Class B” (Beer/Wine) Retailer’s license – St. Charles for Fall Fest, September 5, 6, 7, 2025. All were in favor, **motion carried.**

- c. Consideration of operator/bartender license

- i. Gavin Taylor III (temporary)

Motion (Truttschel/Hallquist) to approve the temporary bartender application for Gavin Taylor III for Fall Fest. All were in favor, **motion carried.**

- ii. James Lepkowski

Motion (Pfeiffer/de Boer) to approve the bartender application for James Kepkowski. All were in favor, **motion carried.**

- d. Consideration of Fireworks Permit for The Legend at Bristlecone for August 23, 2025

Jamie Sandin from The Legend appeared via Zoom. They are hosting a wedding and their clients would like fireworks for their guests. The Fire Department will survey the area a few days prior and be in communication with the vendor. The Village has worked with Five Star Fireworks in the past and they are good to work with.

Motion (Conner/Truttschel) to approve the Fireworks Permit for The Legend at Bristlecone for August 23, 2025. All were in favor, **motion carried.**

Other Items for Consideration

4. Consideration of Third 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”

Village Manager Bailey said this language will allow the Board to modify impact fees for a development it chooses to do so.

Motion (Pfeiffer/Conner) to approve 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”. All were in favor, **motion carried.**

5. Consideration of Third 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 this can be approved today, but it doesn’t need to be, it can come back to the Board for more readings. Staff have not received any requests for modifications to the draft ordinance. There is a penalty provision in Appendix B, which will be updated with the new numbering if the ordinance is passed.

Motion (Truttschel/Hallquist) to approve 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. All were in favor, **motion carried.**

6. Discussion and consideration to award the 2025 Crack Sealing Contract to Thunder Road LLC for the sum of \$47,859

DPW Jenson said this is for the Village’s crack sealing project, which went out for bid. Thunder Road was the lowest qualified bidder at \$47,859. Staff recommends awarding the contract to Thunder Road. Jenson said we have used them in the past and they are local.

Motion (Conner/Hallquist) to award the 2025 Crack Sealing Contract to Thunder Road LLC for the sum of \$47,859. All were in favor, **motion carried.**

7. Review and consideration of Water Utility Simplified Rate Increase

Village Manager Bailey said the Public Service Commission regulates the water utilities and we are eligible for a rate increase per the PSC. Smaller, more frequent increases with the simplified approach avoid larger increases down the road. Bailey said the PSC runs our numbers every year and indicates if we are eligible for a rate increase. If you are eligible you can apply for a 3% increase.

Trustee Hallquist asked when our last increase was, not using the simplified approach. Bailey said it was 30%; last year he believes it was 4.31%. He said the PSC does everything based on inflation, so the 3% is the inflation factor for our rates.

Motion (Hallquist/Truttschel) to approve the Water Utility Simplified Rate Increase of 3%. All were in favor, **motion carried.**

Motion (Pfeiffer/Conner) to move #10 as the next agenda item. All were in favor, **motion carried.**

10. Announcements:

Recreation Director Blonien said preparations are underway for the Hometown Celebration; the tents are up. Volunteers are still needed. Summer Camp is going well in week 2.

DPW Director Jenson said his staff is preparing for the Hometown Celebration; the carnival has begun to set up.

Fire Chief Jambretz said he and deputy chiefs Sharp and Walker were at the chief's conference in the Dells last week; they attended some very good classes. DC Sharp is on vacation this week and will be back in time for Hometown. They have had 8 calls today so far.

President Pfannerstill said this will be a fun filled week for Hometown starting Thursday. There is a carnival this year that makes it kid friendly. Trevor de Boer will be honored on Saturday night with Bella Cain performing, fireworks on Friday and the parade is on Sunday.

Trustee Truttschel thanked Culvers of Hartland for participating as the major sponsor for the Hometown Celebration. President Pfannerstill thanked Culvers for being a premier sponsor of the event; Big Fish Contracting is the presenting sponsor for the parade.

8. Discussion and possible action on Design/Construction Management Agreement for Administrative and Police Facility with Keller Inc.

Devin Flanigan of Keller Inc. gave a summary of the agreements. He said the industry standard for the fee is a percentage of the cost of construction. When we talked about budgets, this cost was included in the initial estimate of the cost of construction, as well as the design and the furniture. After the design, the bids are received and opened and Keller's fee is based on the amount of the bids received. If during design or after

bidding the project doesn't go forward, the Village is only liable for costs incurred to date; we would not be obligated to construction management or general conditions. There is a 2.5% fee which is the cost of the construction management, i.e. the cost of company operations, the cost for Keller to commit itself to a project, which is fairly the industry standard. The compensation proposal is the cost of all the man hours included in the project, i.e. project executive, administrative assistant, project assistant along with an additional handful of things. The bid units will be covered by the contractor. The owner is responsible for building permits and snow removal. This was put together by their estimating staff.

\$127,722 plus \$29,213.22 are the monthly reoccurring costs for the Administration/Police Department building for the project duration of 15 months. If the project is completed sooner, it will save costs; if the project takes longer, that's a conversation that we will need to have with Keller. If the delay is Keller driven, it's hard for him to say that we will need to pay more money. If the Village delays the project, we will need to cover the cost. This is a new cost model for Keller, which is designed to keep it more fair.

President Pfannerstill asked when the monthly charge starts. Flannigan said once construction starts the monthly fee starts; it does not include the design period.

Village Manager Bailey said the commitment today is for plans. We would then move to bidding this fall and start construction next spring. Flannigan said we will start the design and that's where we go through all the design and construction where they will meet with us and give us updates. When the bids are received, that's when the Village will say yes or no to move forward with the projects based on where they are bidding. It is then when a shovel is stuck in the ground and we start.

Trustee Truttschel noted that the two compensation proposals both indicate project managers and project executives; he asked if the same managers will be on both projects. Flannigan said if they can have the same staff work on both of them they will; but these are two very different projects that are planned for the same time. He said some of the costs at their office could be consolidated. Our onsite managers will be two separate people based on the size and complexity of the projects. Truttschel asked if the per diem should be shared for some of the positions. Flannigan said their office staff will be the same people handling both projects, but the onsite people will be different. He said they will have two employees dedicated to the Administration/Police Department building and one employee dedicated to the Fire Station. He will ask his staff about the project manager and project executive positions – he will find out if they are the same people on the same days; per diem would be shared between projects in that case.

Bailey asked if the Board would feel comfortable moving forward with the design portion today and bring back everything else on July 14<sup>th</sup>. He said we need to keep this moving forward if we want to obtain bids this fall.

Flannigan said he can get updated numbers to Bailey tomorrow. He said the project manager, project executive and superintendent per diems should be split between the two projects.

Bailey asked Flannigan if there is a way to move forward with the design and for him to come back July 14<sup>th</sup> to confirm the fees. Flannigan said he can confirm now that the per diem fees for the 3 positions noted will be split 50/50. Truttschel said as long as things that need to be divided 50/50 are adjusted and brought to staff, we could move forward with the design. Bailey said the Board could move to approve this contingent on the President, Clerk and him agreeing that the changes made are reflective of what is being discussed now and we would show the changes. Pfannerstill said he would want the duplicate charges indicated. Flannigan said the project executive, project manager and superintendent per diem and the project manager charges should be split 50/50; he needs to discuss with his staff if the projects would share an assistant project manager or not. Bailey said if we are not comfortable with the changes that come back, it will get moved to July 14<sup>th</sup>. Pfannerstill said he won't sign the agreement tonight, but he will sign off on it once the revised numbers come from Keller. Flannigan said he will have the revised numbers to the Village by 7 am tomorrow. Pfannerstill said this was a good catch by Truttschel.

Bailey asked the Clerk if the motion would be okay to include both contracts, items 9 and 10, contingent on Pfannerstill or his approval based on the conversation today. Pfannerstill said he thinks they should go together since fees are going 50/50 and the motion should include a list of items that will be adjusted 50/50 between the projects.

Flannigan will send new agreements with a new date on it to distinguish versions from one another.

Motion (Truttsche/Pfeiffer) to approve the design, construction and management agreement for an administrative/police facility with Keller Inc. and also approve design, construction and management agreement for a fire station facility with Keller Inc. pending their adjustment to 50/50 fees on project executive travel and per diem, project manager, project manager travel and per diem and superintendent travel and per diem.

Pfannerstill said a space study was done which confirmed the need for additional space. He hopes that everyone sticks together on this or if they change their mind, that they explain it. This was staff driven and after the study, there was no way that the Board could not agree with it. He thinks this is being done for the right reasons.

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

9. Discussion and possible action on Design/Construction Management Agreement for Fire Station Facility with Keller Inc.

See above discussion and motion.

11. Adjourn

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

Meeting adjourned at 7:51 pm.

Respectfully submitted,  
Santee Policello  
Village Clerk