

VILLAGE BOARD MINUTES
MONDAY, AUGUST 25, 2025 · 6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD

Ryan Bailey, Village Manager called the meeting to order at 6:30 pm.

Present: Trustees de Boer, Truttschel, Wallschlager, Conner, Hallquist

Excused: President Pfannerstill, Trustee Pfeiffer

Others Present: Village Manager Bailey, Librarian Kristensen, Police Chief Misko, Fire Chief Jambretz, DPW Director Jenson, Recreation Director Blonien, Clerk Policello

Village Manager Bailey asked for a motion for a chair pro tem. Motion (Truttschel/Conner) to nominate Trustee Hallquist as chair pro tem. All were in favor, **motion carried**.

Trustee Hallquist led the Pledge of Allegiance.

Public Comment:

John Crotty, 356 Sunshine Drive – Mr. Crotty addressed the board regarding the building needs project. He expressed concern about the urgency to make a decision and the apparent commitment to Keller. As someone with extensive residential remodeling experience, Crotty urged the board to shop around for contractors rather than rushing ahead. He presented information about a project in Jackson where a 48,000 square foot police, fire, and general administration building was built for \$11.6 million - a fraction of what the Village is considering.

Crotty explained how Cedar Corporation performed an independent needs analysis for Jackson's project, then bid it out as a lump sum. He criticized the cost-plus approach where Keller would charge 2.5% over costs, arguing there was no incentive for the contractor to save money. With construction cost overruns common due to soil conditions, weather, unforeseen issues, and change orders, he predicted the project would exceed the \$29.5 million guaranteed maximum price. His neighbor, a chief property officer for a big box retailer, builds commercial properties for about \$120 per square foot. Crotty offered to help provide alternatives and suggested incentivizing contractors with 30% of any savings in cost-plus arrangements, similar to how big box retailers operate.

Val Wisniewski, 511 Ransom Road – Ms. Wisniewski thanked the Village for placing no-parking cones during the St. Charles Festival in past years, noting it made a noticeable difference. She requested similar temporary parking restrictions for major church services like Christmas and Easter. Without restrictions this past Easter, traffic became unsafe with cars parked on both sides while others entered and left. A police vehicle with activated lights was unable to pass through Ransom Road due to congestion. Wisniewski requested a parking or traffic study of the area, noting that with only 2-3 exits from the subdivision and both Hartland North and St. Charles School in session, traffic flow becomes difficult and poses safety hazards for children. Despite 25 years of significant growth at both schools, there has been no meaningful changes to traffic signage or controls. She asked for more consistent enforcement of parking restrictions during the festival to maintain street safety.

1. Approval of Minutes – August 11, 2025

A motion was made by Trustee De Boer to approve the minutes from August 11. The motion was seconded by Trustee Wallschlager. The motion carried unanimously.

2. Items related to vouchers

- a. Consideration of contractor's application for payment no. 3 in the amount of \$242,750.22 to Wolf Paving for the 2025 Paving Program.

Tom Jenson, DPW Director, reported that Wolf Paving was seeking their third payment for the paving project. All work completed to date has been inspected and staff was satisfied with the quality. Staff recommended approval of the payment.

A motion was made by Trustee Conner to approve application for payment number 3 in the amount of \$242,750.22 to Wolf Paving for the 2025 Paving Program. The motion was seconded Trustee de Boer. The motion carried unanimously.

- b. Consideration of contractor's application for payment no. 1 (final) in the amount of \$47,859.00 to Thunder Road, LLC for the 2025 Road Maintenance Program
Jenson explained that Thunder Road completed the crack sealing project with no problems. Staff has inspected all work and recommended payment.

A motion was made by Trustee Wallschlager to approve payment number 1 in the amount of \$47,859.00 to Thunder Road LLC. The motion was seconded by Trustee Truttschel. The motion carried unanimously.

- c. Consideration of vouchers for payment in the amount of \$418,732.05
Trustee Wallschlager asked for confirmation that this amount included the roughly \$290,000 referenced earlier. Ryan Bailey confirmed it included both the \$290,000 amounts together.

A motion was made by Trustee Wallschlager to approve the vouchers in the amount of \$418,732.05. The motion was seconded by Trustee Conner. The motion carried unanimously.

3. Review and consideration of items related to Licenses and Permits

- a. Consideration of "Class B" Combination Beer/Liquor License – El Camino Real, LLC, dba Senor Tomas, 150 North Ave.

- i. **Public Hearing** to receive comments on the alcohol retailer's license application
Trustee Hallquist opened the public hearing. No comments were received. The public hearing was closed.

- ii. Consideration of action related to issuance of a "Class B" Combination Beer/Liquor License for El Camino Real , LLC, dba Senor Tomas, 150 North Ave.

Clerk Policello said this was a new liquor license application for Senor Tomas, which is under new ownership. They will be keeping the same name.

A motion was made by Trustee Conner to approve the Class B combination beer/liquor license for El Camino Real LLC DBA Senor Tomas, 150 North Avenue. The motion was seconded by Trustee de Boer. The motion carried unanimously.

- b. Consideration of Restricted Species application – Christian and Jessica Zebrasky, 108 Lindenwood Drive for six chickens.

Jessica Zebrasky appeared before the board, explaining her daughter has joined 4-H and loves chickens, prompting them to apply for six chickens. The building inspector has reviewed and signed off on the location and structure after requiring it be moved to meet setback requirements.

Ryan Bailey, Village Manager noted the Village had no issue with the application but the applicant is working with the HOA, which has rules about structures. The Zebrasky's attended the HOA board meeting and were awaiting approval for the structure's aesthetics, including paint color and trim. The HOA confirmed they had no issue with chickens themselves, only ensuring the structure met aesthetic standards and was not permanent. Jessica Zebrasky noted she had just received her bylaws and hadn't previously understood the architectural design committee requirements.

A motion was made by Trustee Truttschel to approve the restricted species application for Christian and Jessica Zebrasky at 108 Linden Drive for 6 chickens contingent upon approval of their HOA. The motion was seconded by Trustee Conner. The motion carried unanimously.

c. Consideration of bartender application for Dylan M. Armbruster

Dylan Armbruster appeared before the Board. Chief Misko explained the application came to the Board because the clerk couldn't approve it due to something on his background check. There is a prior OWI arrest including possession of a firearm while intoxicated in June 2019. The firearm charge was amended down to a non-criminal disorderly conduct ticket through Washington County court in August 2020. Additional citations included failure to stop at a stop sign (the reason for the initial stop) and operating while suspended.

Armbruster explained the license suspension was because he hadn't obtained a new license when required. The court process was lengthy due to COVID. He had an interlock system in his car for two years instead of the required one year because he hadn't registered his motorcycle. He currently holds an outside sales position where his employer trusts him with a company vehicle, and he couldn't risk another DUI as that would end his career.

Trustee Hallquist commented that he typically allows one mistake, considering two or more a habit.

A motion was made by Trustee Truttschel to approve the bartending application for Dylan Armbruster. The motion was seconded by Trustee de Boer. The motion carried unanimously.

Item referred from the August 18, 2025 Plan Commission meeting

4. Review and consideration of a Conditional Use Permit for Boros Real Estate, LLC, dba Adava Care, 300 E. North Shore Drive.

Ryan Bailey explained this was a change of ownership with a conditional use permit that has been approved by the Plan Commission. The applicant was available on Zoom for questions. Everything would remain the same except for signage changes.

A motion was made by Trustee Wallschlager to approve the conditional use permit for Boros Real Estate LLC, dba Adava Care at 300 E. North Shore Drive. The motion was seconded by Trustee Conner. The motion carried unanimously.

Other Items for Consideration

5. Approval of use of fund balance for emergency stormwater pipe replacement between 140 and 150 E. Capitol Drive.

DPW Director Jenson reported that the previous Tuesday, Jessie from Birch and Banyan called about a giant sinkhole along their parking lot. Investigation revealed it aligned with a storm sewer and video inspection confirmed the 24-inch clay pipe had collapsed. The pipe, likely original to the area, was 160 feet long and handled all flow on East Capitol as far east as Nixon - significant volume with the recent storms.

Ruekert & Mielke was engaged to prepare proper elevation and pitch plans. While their estimate was around \$50,000 for pipe replacement alone, Jenson conservatively estimated \$75,000-\$100,000 including asphalt, parking lot, potential sidewalk sections, and other unknown costs. Since the old pipe predated easement requirements, anything removed would need replacement at Village expense.

Regarding stabilization, Jenson explained they added larger cobblestone material that will not wash away, as water found its way around the broken pipe to the river. Finding a contractor would be challenging at season's end when contractors were wrapping up jobs. Prints were expected by Wednesday, after which they would solicit quotes from respected contractors they have worked with previously.

A motion was made by Trustee Conner to approve the fund balance for emergency stormwater pipe replacement between 140 and 150 East Capitol Drive. The motion was seconded by Trustee Truttschel. The motion carried unanimously.

6. Consideration of Data Processing Services, Property Tax Assessment and Billing Agreement with Waukesha County

Ryan Bailey explained this was the annual agreement with Waukesha County for tax billing services. The Village collects taxes through early February, then the county handles the remainder. Unlike larger municipalities that collect all their own taxes, the county collects and remits to the Village through April and July settlements.

A motion was made by Trustee Wallschlager to approve the data processing services property tax assessment and billing agreement with Waukesha County. The motion was seconded by Trustee Conner. The motion carried unanimously.

7. Consideration of a motion to approve Resolution No. 08/25/2025 "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".

Andy Kristensen, Library Director, explained this annual August resolution prevents Hartland residents from being double-taxed by pledging the Village will spend the minimum appropriation of \$467,678 for 2026. This amount was based on the county library tax rate from the previous year and Hartland's equalized assessed value.

Ryan Bailey added that failing to spend the minimum would result in losing \$380,000-\$390,000 in county funding. Kristensen confirmed residents would also be taxed double.

A motion was made by Trustee Truttschel to approve resolution number 08-25-2025, 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. The motion was seconded de Boer. The motion carried unanimously.

8. Consideration of a resolution of necessity regarding the vacant lot at 550 Hartbrook Drive, Hartland, WI.

Ryan Bailey explained this was the first step in the eminent domain process. The resolution of necessity would be presented to Waukesha State Bank. The process would include an appraisal, with the bank having 60 days to obtain their own appraisal at Village expense. With two appraisals, the Village Board would make an offer. If rejected, the Village would write a check and proceed through the courts. Keith Van der Laarschot with Waukesha State Bank was present but did not speak.

Bailey noted the resolution was drafted by von Briesen. The eminent domain process would involve legal fees, appraisals, and potential closing costs. This resolution would start the process based on the Village's legal need for the property for public safety purposes.

A motion was made by Trustee Conner to approve the resolution of necessity regarding the vacant lot at 550 Hartbrook Drive, Hartland, Wisconsin. The motion was seconded by Trustee Truttschel. The motion carried unanimously.

9. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regard 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 Manager or other Village Staff members.

Andy Kristensen, Librarian, reported that despite announcing full staffing two weeks prior, a clerk had just announced her pregnancy and move to Utah, creating an opening. Interviews will be conducted over the next two weeks. Summer reading has concluded and the Pumpkin Party in the Park is scheduled for October 11th. He is working with various staff on preparations.

Sam Blonien, Recreation Director, announced the recreation department was preparing for fall programs with five weeks remaining in the Thursday night concert series. She thanked Bank Five Nine for sponsoring all concerts and noted planning had begun for Hometown 2026.

Tom Jenson, DPW Director, reported the crack sealing project paid for tonight was complete. He strongly recommended board members view Windrush subdivision where GSB 88 sealant was applied last week, noting it looked tremendous. Surface paving will occur at the cemetery tomorrow and River Reserve on Friday. The Progress Drive sanitary main was completely installed and in use, with roadway paving beginning. The Street Dance went well Saturday with good weather and attendance. The Chamber thanked Cillage staff from police, fire, DPW, recreation, and library for their assistance.

Fire Chief Jambretz reported the ladder truck was at Peterbilt for front end repairs and brake work. The golf outing was successful, bringing in approximately \$21,000. He thanked sponsors including Bank Five Nine and GFL. The pancake breakfast is scheduled for October 11 from 7 AM to noon, with Flight for Life supposedly landing.

Police Chief Misko announced a part-time administrative assistant position opening as their current clerk, Kenzie, was moving to Florida for a Disney World job. Applications will close September 2nd for the noon to 4:30 PM Monday-Friday position.

Regarding flooding response, they worked with Waukesha County Emergency Management who activated their EOC. The 211 line was activated and promoted through social media for resources and damage reporting. The damage assessment team MOU was completed, allowing immediate response. Seven residential structures in Hartland proper were reported through 211, plus the Village's sewer issue. The fire department conducted damage assessments on two additional properties in the Town of Merton.

The fire department received training for the app-based damage assessment system. While Hartland experienced some damage, eastern neighbors including Menominee Falls, Elm Grove, Brookfield, New Berlin, and Muskego were hit harder. The governor has requested FEMA assistance, with FEMA reviewing damage assessments to determine federal assistance eligibility. Both individual assistance for residences and public assistance for infrastructure like sewer work were possibilities pending FEMA's determination.

Trustee Truttschel commented on the successful Give Me A Par golf outing for the Fire Department on Friday with good weather; he thanked all the volunteers.

Ryan Bailey cautioned about Highway 83 reports, clarifying it would only partially open from just past Nagawicka to Cardinal - not to Golf Road or Highway 16. Work remained from Golf to Nagawicka Roads and Cardinal to Vettelson. Budget meetings are scheduled for September 10-11 at 6:05 PM in the board room for department presentations. The September 22nd Village Board meeting would be missing himself, Tom Jenson, Kajil Sharp, and Brian DeBarge due to week-long emergency management training in Maryland for emergency management.

10. Adjourn

A motion was made by Trustee Truttschel to adjourn. The motion was seconded by Trustee de Boer. The motion carried unanimously. Meeting adjourned at 7:09 pm.

Respectfully submitted,
Sandee Policello
Village Clerk

