

**VILLAGE BOARD MINUTES**  
**MONDAY, OCTOBER 13, 2025 • 6:30 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD, HARTLAND, WI**

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

Present: Trustees Truttschel, Pfeiffer, Wallschlager, Conner, Hallquist, and President Pfannerstill.

Excused: Trustee de Boer

**Public Comments**

Jake Zuehl, 306 Lawn Street, thanked various individuals and organizations for their help with the Pumpkin Party in the Park, including Village staff, Village Board, DPW, the Recreation Department, Police and Fire Departments, Hartland Library, Hartland Lakeside Education Foundation, Hartland Lake Country Rotary, Friends of the Library, and Arrowhead football players who helped move pumpkins in the morning. He noted the event had more attendees than the previous year and acknowledged sponsors including Dave Droegkamp Heating and Cooling, Hartland Family Chiropractic, Rapco Fleet Support, and others. He spoke on behalf of the Kiwanis Club of Hartland.

Michael Diliberto, 1052 Woodbridge Court, addressed concerns regarding the American Legion Post 294's manager. He stated that while police determined no criminal activity occurred, he believed the Village had responsibility to act. He inquired about what actions had been taken and expressed frustration about having to file his own civil claim. President Pfannerstill offered to meet with him along with the Village Manager and Police Chief to discuss the issue further, as this cannot be discussed during public comment.

Introduction of Business Improvement District Director Stacy Giddings and discussion of possible return of ToAD, Tour of America's Dairyland road cycling series the Wednesday prior to Hometown Celebration. Steve Osterndorf, BID President, introduced Stacy Giddings as the new BID Director. Ms. Giddings expressed her pride in representing Hartland and noted the optimism she's encountered among business owners. She stated her professional background includes marketing, fundraising, and event planning, which she looks forward to utilizing for the betterment of Hartland.

Mr. Osterndorf then discussed the Tour of America's Dairyland (ToAD) cycling event. He explained the BID has been in contact with ToAD leaders for about 10 months, and they spoke highly of Hartland's 2021 event. He noted the previous event was organized on a short three-month timeline, and he has been advocating for scheduling it during Hometown Celebration week to give visitors more reason to return to Hartland. He announced ToAD's board of directors has voted to return to Hartland next year on Wednesday, June 24, which is the Wednesday of Hometown Celebration. Mr. Osterndorf explained they want to maximize the involvement of downtown establishments and seek ways to overcome previous feedback from business owners. He noted that fundraising is already secured for the event. Village Manager Bailey added that the event requires minimal village resources, as ToAD provides barricades and manages crowd control. President Pfannerstill expressed

support for the event as a way to showcase Hartland. Mr. Osterndorf confirmed that visitors during the previous event had commented positively about discovering Hartland. The Board agreed to place this item on the next meeting agenda for formal consideration.

Mr. Osterndorf also reminded everyone about the upcoming Creepy Crawl on October 25th, featuring costumes and cocktails at participating downtown establishments from 12-4 PM on Saturday.

1. Approval of Minutes – September 22, 2025

Motion (Conner/Wallschlager) to approve the minutes of September 22, 2025; all were in favor, **motion carried.**

2. Items related to vouchers

a. Consideration of project closeout payment in the amount of \$13,305.90 to Zignego Company Inc. for the 2025 Utilities Program

DPW Director Jenson reported that this was the final payment for Zignego for work completed on W. Capital and portions of Four Winds. Staff recommended making the payment following inspections of the completed work.

Motion (Pfeiffer/Hallquist) to approve the project closeout payment in the amount of \$13,305.90 to Zignego for the 2025 utility program. All were in favor, **motion carried.**

b. Consideration of contractor's application for payment no. 4 in the amount of \$582,149.74 to Wolf Paving Co., Inc. for the 2025 Paving Program

DPW Director Jenson stated that inspections had been conducted and staff was satisfied with the work Wolf Paving had completed this year. Staff recommended making the payment.

Motion (Truttschel/Conner) to approve payment number 4 in the amount of \$582,149.74 to Wolf Paving. All were in favor, **motion carried.**

c. Consideration of contractor's application for payment no. 2 in the amount of \$363,593.12 to Globe Contractors, Inc. for the Progress Drive Sanitary Relay Project

DPW Director Jenson explained this was for the Progress Drive project, which had encountered some issues because it was not done in the typical sequence where utility projects precede paving. He noted there were additional charges on the second page due to water valves needing replacement. He added that the decision to repave the entire road rather than just do a trench patch was beneficial because the trench kept expanding due to soil conditions. Staff recommended the payment after multiple inspections.

Motion by (Pfeiffer/Hallquist) to approve payment number 2 in the amount of \$363,593.12 to Globe Contractors for the Progress Drive sanitary relay project; Seconded by Trustee Truttschel. Motion carried.

d. Consideration of vouchers for payment in the amount of \$2,188,972.67

Trustee Wallschlager questioned an entry on page 6 regarding Palmer Steakhouse 2024 snow plowing for \$1,336. Village Manager Bailey explained it was a delayed payment for the Village's third of the cost for plowing the alley shared with Palmer's, Silver Leash, and the Village.

Motion (Wallschlager/Truttschel) to approve the vouchers in the amount of \$2,188,972.67. All were in favor, **motion carried.**

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

a. Consideration of bartender applications – Emelia Ann Kreblin, Brett William Phelan

Chief Misko explained that both applications were approved by him but brought to the Board because the applicants did not have completely clean backgrounds. Amelia Kreblin had disorderly conduct charges from 2012 and 2022, while Brett Phelan had two OWI (Operating While Intoxicated) charges - one in Ohio in 2015 and another in Wisconsin in 2021. Brett also had a possession of paraphernalia and THC conviction in municipal court in 2018.

Trustee Wallschlager asked about the criteria for denying applications based on OWIs. Chief Misko explained there is no specific rule, but decisions are made subjectively based on timing, frequency, and other relevant information. Policello noted that Brett would be working at Bristlecone, which doesn't allow employees to drink while working.

Motion (Pfeiffer/Hallquist) to approve the bartender applications for Amelia Ann Kreblin and Brett William Phelan. All were in favor, **motion carried.**

b. Discussion and consideration of special event application by Ice Age Trail Community Committee for Moonlight Hike on November 8, 2025

Jake Zuehl presented the application, explaining they've been conducting similar events for 4-5 years with both fall and winter hikes. The November 8 event will run from 6:30-8:00 PM at Cottonwood Wayside, with free apple cider and a fire in the chimney. DPW will assist with the fire, and Police will provide cones to manage traffic. Dorner has offered their parking lot for extra parking. He noted they typically have over 100 attendees, with at least half coming from outside Hartland.

Motion (Hallquist/Truttschel) to approve the special application by Ice Age Trail Community Committee for the Moonlight Hike on November 8. All were in favor, motion carried.

4. Discussion and consideration of changes in park shelter and athletic field fees and deposits

DPW Director Jenson presented three different types of permits: one for the general public renting fields, one for user groups, and one for park facilities. He explained they were streamlining the fee structure by eliminating participant-based fees and simplifying the process in the Civic Rec system. For the general public renting fields, the restoration deposit was increased to \$215 to cover the difference from eliminating the participant deposit. Field prep fees for soccer and football fields were increased from \$80 to \$150 to reflect the time required for painting lines. For user groups, the individual field deposits were replaced with a general \$2,000 annual deposit that would be returned if no damage occurred. The same increase in prep fees for soccer and football fields was applied.

For park facility reservations, several unused categories were removed, including "Other structures" and "Bounce Houses." The participant categories were simplified to just "100+" with a \$300 deposit. New rules were added requiring special event applications for bounce houses, dunk tanks, and

climbing walls to ensure they don't interfere with electrical or other infrastructure. The cancellation fee was changed from a flat \$10 to 20% of the reservation fee.

DPW Director Jenson noted the Park Board approved these changes with the condition that they would review field prep fees further. He explained he was developing a calculation based on chalk, paint, staff time, and other factors. Trustee Hallquist mentioned he had raised the question about whether the prep and reservation fees were competitive with surrounding communities. President Pfannerstill expressed support for the changes and the upcoming review of baseball field prep costs, suggesting that staff time spent coordinating with user groups should also be factored into the fees.

Motion (Pfeiffer/Hallquist) to approve the changes in the park shelter and athletic field fees and deposits. All were in favor, **motion carried**.

5. Discussion and consideration to award the 2025 Tree Planting Contract to Dan Larson Landscaping Inc. for the sum of \$6,009.00

DPW Director Jenson explained this was their annual contract for street trees and some park trees. They received two proposals, with Dan Larson being the lowest qualified bidder. He noted they've used this contractor for the past three years. Staff recommended using Dan Larson Landscaping for a total of \$6,009. Trustee Hallquist asked how many residents declined tree replacements, and DPW Director Jenson indicated it was quite a few, often in areas where trees aren't suitable due to power lines or small terrace areas.

Motion (Conner/Wallschlager) to award the 2025 tree planting contract to Don Larson Landscaping Inc. for the sum of \$6,009. All were in favor, **motion carried**.

6. Discussion and consideration to replace the SCADA PLC and the SCADA computer for the Village's distribution and collection system

DPW Director Jenson explained they have been replacing PLCs (Programmable Logic Controllers) at lift stations and well houses for the past 3-4 years. He explained that PLCs have a 10-year lifespan, while the SCADA computer's lifespan is 3-5 years. While they had focused on replacing the external components, they hadn't addressed the main control system, which now needs to be replaced. He explained that SCADA (Supervisory Control and Data Acquisition) runs all well houses and lift stations, and is connected to the alarm system that notifies staff of problems. He emphasized that SCADA is the bloodline of any utility. The current PLC is unsupported, making replacement urgent. Ruekert & Mielke would work with Ontech to set up the computer and configure the hardware and programs. The estimated cost is \$35,000. Trustee Hallquist asked if this was a bid situation, and DPW Director Jenson explained that Ruekert & Mielke is proprietary to all their programming, making it impractical and more expensive to switch providers.

Motion (Wallschlager/Conner) to approve the replacement of the SCADA PLC and SCADA computer for \$35,000. All were in favor, **motion carried**.

7. Discussion and consideration to join the Intergovernmental Agreement with Waukesha County for the Municipal Recycling Dividend Program

DPW Director Jenson explained that the Village is already part of this intergovernmental agreement with Waukesha County, but the Material Recovery Facility (MRF) had burned down in 2023. After determining rebuilding would cost too much, they are now establishing a new contract defining where recyclables will go and outlining contingency plans. He explained there is a MRF balance account funded by recycling proceeds. If the fund falls below a certain threshold, municipalities could be charged a tipping fee per ton. He noted that having 25 municipalities in the agreement provides greater negotiating power for more favorable rates. The Village has been involved since 1990, and the new facility is actually closer to Hartland than the previous one.

Motion (Truttschel/Pfeiffer) to approve the intergovernmental agreement with Waukesha County for the municipal recycling dividend program. All were in favor, **motion carried.**

8. Discussion and consideration to approve a Memorandum of Understanding between Waukesha County Health and Human Services-Child Protective Services and the Hartland Police Department and authorize Chief Misko to sign on behalf of the Village

Chief Misko explained this was similar to an agreement done previously with adult protective services. The MOU formalizes networking and coordination between the Police Department and Child Protective Services, which is required by state statute. Village Attorney Trace Hummel reviewed the agreement without concerns. Chief Misko requested authorization to sign on behalf of the Village to maintain efficiency, as having the document changed by the County to include the Village President's signature would significantly delay the process.

Motion (Pfeiffer/Hallquist) to approve the memorandum of understanding between Waukesha County Health and Human Services, Child Protective Services, and the Hartland Police Department and authorize Chief Misko to sign on behalf of the Village. All were in favor, **motion carried.**

9. Discussion and consideration to approve Valuation Services Agreement with Valbridge Property Advisors regarding Tax Key HAV 0727143004 at Hartridge and Maple

Village Manager Bailey explained this was for an appraisal of the lot discussed at the previous meeting. The Board had directed staff to determine a cost for an appraisal as step one in potentially listing the property. This is the same firm that did the appraisal for the Waukesha State Bank land and comes highly recommended by von Briesen.

Motion (Pfeiffer/Conner) to approve valuation services agreement with Valbridge Property Advisors regarding Tax Key HAV 0727143004 at Hartridge and Maple. All were in favor, **motion carried.**

10. Discussion regarding registered sex offender residency restriction

President Pfannerstill explained this item was placed on the agenda in response to concerns raised during information sessions with Four Winds residents after a sex offender moved into the subdivision. He provided historical context, noting that prior to 2017-2018, the Village had no ordinance regarding sex offenders.

The Village Board implemented a moratorium to bring saturation levels down from 38 to the current 21 and later established an ordinance with residency restrictions based on child safety zones.

Chief Misko explained there is no standardized footage requirement for these restrictions. The state requires 1,500 feet for violent sex offenders on supervision, but there are no statewide regulations for other registered sex offenders. He noted that courts have ruled restrictions are too restrictive if they leave no available housing, which means each community must determine appropriate distances based on their specific layout and child safety zones. Chief mentioned that Zion Lutheran School, which was previously identified as a child safety zone, no longer operates a school, which opens up additional housing possibilities. He recalled the Village settled on 750 feet because greater distances would have been too restrictive given Hartland's geography and path system.

President Pfannerstill shared information about restrictions in neighboring communities: Brookfield (1,400 feet), Waukesha (750 feet), Menomonee Falls (1,500 feet), Village of Pewaukee (750 feet), Oconomowoc (1,000 feet), Sussex (1,000 feet), Delafield (2,000 feet), Merton (500 feet), and Lisbon (1,500 feet). He noted that Milwaukee eliminated restrictions following a lawsuit by the same individual who had sought to live in Hartland.

President Pfannerstill stated that the village attorney advised maintaining the current 750-foot restriction, noting that Hartland is smaller in square mileage than some communities with larger restrictions. He explained that in court, the legal perspective is that offenders have served their time and have rights as citizens.

Chief Misko agreed to provide maps from surrounding communities and noted that any changes would apply only to future residents, not retroactively. The Board decided to bring this topic back for possible action at the next meeting after gathering additional information. No action was taken.

11. Update regarding building needs by Keller
  - a. Consideration of agreement with RaSmith for the preparation of a topographic and boundary plat of surveys for 550 Hartbrook and 150 Lawn Street

Devin Flannagan from Keller provided an update on several aspects of the municipal building project:

- Surveys: He explained the need for topographic surveys to accurately design the sites, particularly to ensure the fire station property doesn't encroach on floodplains and to address grade changes at the bowling alley site. While acknowledging some risk in surveying property not yet owned, he recommended proceeding to avoid delays.
- Floor plans: He reported the fire station plans haven't changed significantly, but the police/admin/rec building has been substantially reconfigured due to changes in entrance and parking lot locations, though the spaces remained the same size.
- Timeline: Flannagan outlined the projected timeline - working on exterior renderings over the next month, developing construction documents from

November through February, bidding in March-April, finalizing by late spring, and breaking ground in late spring/early summer.

Trustee Hallquist raised concerns about the potential cost of the bank location and whether it might push the project over budget. Flannagan acknowledged land costs would impact the budget but noted the economy is in a relatively good position for construction. He explained that while initial concerns about tariffs had worried him, prices had not increased as dramatically as feared. He characterized the current budget range of \$25-30 million as realistic, with the actual cost likely falling in the middle.

President Pfannerstill emphasized his desire to keep the project under \$30 million even with land acquisition, acknowledging some features might need to be scaled back. Flannagan also discussed plans for the upcoming community meeting, where he would present the site plans, room comparisons between existing and future facilities, budgets, timelines, and next steps.

Motion (Pfeiffer/Truttschel) to approve the agreement for the topographical and boundary plat of surveys for 550 Hartbrook and 150 Lawn Street. All were in favor, **motion carried**.

## 12. Announcements

Fire Chief Jambretz reported the Pancake Breakfast served a record 672 people, up by about 40 from the previous record. He thanked everyone who supported the event, including sponsors who donated raffle prizes.

DPW Director Jenson announced leaf pickup started today and will run until November 16, with a goal of covering the entire Village each week. Parks are closing October 15, and the recycling yard remains open until November 25. He noted Highway 83's completion date has been extended to October 27 but might be delayed until early November according to the DOT. He also mentioned the success of recent events including Pumpkin Party in the Park and the Arrowhead Parade.

Recreation Director Blonien confirmed the Pumpkin Party went well and announced the Holiday Train date as Wednesday, December 10.

Trustee Hallquist thanked everyone who participated in the Pumpkin Party, noting the high turnout.

Trustee Pfeiffer commended both the Pancake Breakfast and Pumpkin Party events, suggesting they be intentionally coordinated next year to create a full day of activities for families.

Trustee Truttschel echoed appreciation for both events, noting the Fire Department staff worked hard from early morning and the Pumpkin Party was heavily attended with families having a great time.

Village Manager Bailey mentioned the downtown artwork by Arrowhead students who painted windows around the Village for homecoming, coordinated by Steve Osterndorf of US Bank and the BID.

President Pfannerstill praised the increasing attendance at the Pancake Breakfast and the community camaraderie it creates. He shared that the Holiday Train will return to Hartland and encouraged people to begin collecting food donations. He also reported receiving a call from an Arrowhead board member expressing intent to request annexation by the Village of Hartland, though formal steps have not yet been taken. Additionally, he mentioned meeting with Mary Hill homeowners and discovering that part of the subdivision is in the Town of Merton, with some residents interested in annexation.

13. Closed session

Motion (Pfeiffer/Conner) to move into closed session pursuant to Wis. Stat. Sec. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the acquisition of 550 Hartbrook Drive pursuant to a prior resolution of necessity.

After a roll call vote (Aye – 6; Nay – 0) the Board went into closed session at 8:20 pm.

14. Return to open session for possible action regarding closed session item

Motion (Wallschlager/Pfeiffer) to return to open session. All were in favor, motion carried. The Board reconvened in open session at 8:44 pm.

Motion (Pfeiffer/Conner) to move forward with the amount agreed upon during closed session as an offer to Waukesha State Bank regarding 550 Hartbrook Drive. All were in favor, **motion carried.**

15. Adjourn

Motion (Pfeiffer/Wallschlager) to adjourn. All were in favor, motion carried.

The meeting was adjourned at 8:45 pm.

Respectfully submitted,

Sandee Policello  
Village Clerk