

VILLAGE BOARD MINUTES
MONDAY, MAY 22, 2017
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

Pledge of Allegiance –Trustee Meyers

Present: Trustees Stevens, Meyers, Compton, Landwehr, Swenson, President Pfannerstill

Excused: Trustee Wallschlager

Others: Administrator Cox, Finance Director Bailey, DPW Director Einweck, Police Chief Bagin, Fire Chief Dean, Clerk Igl, Elise Miller, Jeff Anson, Michelle Walter, Wendy Unger

Public Comments: (Please be advised the Village Board will receive information from the public for a three minute time period per person, with time extensions per the Village President's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.) None

1. Motion (Meyers/Stevens) to approve Village Board minutes of May 8, 2017. Carried (5-0). Swenson abstained.
2. Motion (Landwehr/Swenson) to approve the vouchers for payment in the amount of \$174,224.46. Carried (5-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits
 - a. Motion (Meyers/Landwehr) to approve an application for a Street Use Permit and Temporary Class B Beer/Wine Permit for the Chamber of Commerce Street Dance to be held on July 15, 2017. Carried (6-0).
 - b. Motion (Meyers/Stevens) to approve applications for Operator's (Bartender) Licenses with a term ending June 30, 2018. Carried (6-0).
 - c. Discussion of possible actions related to a Class "B" Beer/"Class B" Liquor license issued to Hoggers Pub LLC on March 15, 2017.

Hoggers Pub owner Jeff Anson was present to discuss the status of the project. He stated that work was delayed due to weather and unavailability of contractors. He stated that the project is near completion needing only one or two more days. He stated that a "soft opening" is planned for Thursday, May 25 with the bar open to the public on Memorial Day weekend. Mr. Anson stated that he has applied for occupancy and is awaiting several inspections. The previously approved agreement with Mr. Anson required the bar to be open by May 20. After discussion, the Village Board agreed to allow the liquor license to remain unaffected despite the delayed opening of the establishment. It was stated that once occupancy is granted, he will be allowed to open.

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- d. Consideration of an application for a street use permit for Lake Country Bed Barn Sidewalk Sale

Elise Miller, Lake Country Bed Barn, stated that this will be the fourth year for the sidewalk sale, the second year including vendors. She stated that she anticipates having as many as twenty vendors at the sale this year. She stated that she would like to utilize the street parking spaces along the south side of Haight Drive and in the back parking lot of 139 E Capitol Drive. In addition, she stated she may be interested in using the Legion parking lot. Administrator Cox encouraged her to have a conversation with them. Motion (Swenson/Landwehr) to talk to the Legion regarding use of the parking lot and to approve the sidewalk sale event. Carried (6-0).

4. Presentation of the 2016 Financial Statements and Audit results by Wendi M. Unger, CPA, Partner, Baker Tilly.

Ms. Unger provided the financial highlights of the 2016 Financial Statements for the Village of Hartland including a summary of activity by fund. Ms. Unger noted that the General Fund had a \$5.574M Fund Balance at end of year. It was stated that there were no adjustments necessary for the audit.

Total long-term obligations outstanding are \$14,290,328 of governmental activities debt and \$4,763,547 of business-type activities debt. The Village has the ability to borrow up to 5% of the equalized value of the Village or \$60,547,081. The outstanding general obligation debt as of December 31, 2016 was \$15,654,123.

Finance Director Bailey stated it is anticipated the water rate increase that was implemented will result in an increase in fund balance to fund future capital projects. He stated that staff will continue to monitor the water utility fund on an annual basis to determine whether a simplified rate case is necessary.

Trustee Meyers asked for clarification related to Wisconsin Retirement System pension funds and how they are reported in the financial statements. Ms. Unger explained that annually the WRS conducts an actuarial study and each participants' activity is recorded. At the end of 2015, the assets of the system were greater than the calculated liability. The participants recorded assets on their books at the end of 2015. At the end of 2016, the investment portfolio and amount of obligation flipped; assets went down, obligation went up. This reflects that WRS had a poor investment return in 2015.

It was stated that the audit report included a recommendation regarding segregation of duties between receipting and accounts receivable function. Comments about cash collection were included as well but this will no longer be a concern as the concession sales activity has ceased. Trustee Meyers asked what could be done to minimize the risk related to receipting and accounts receivable, and at what point the auditor would make a specific recommendation that

would resolve the issue. Ms. Unger stated that if the auditing staff was asked to suggest a solution they would do so.

5. Consideration of a motion to approve final changes to the new fire vehicle including a revised price and acceptance of donation from Hartland Firefighter Association toward the purchase of the new fire vehicle.

Chief Dean stated that during construction of the fire vehicle, several unforeseen items arose that resulted in modifications being necessary to either improve safety or to better handle emergency situations. A list of change orders was provided and he stated that some costs were absorbed by the manufacturer. He stated that the new total invoice price is \$1,022,046.

It was stated that the changes fall into several categories. Some last minute design changes were made to lower the height of the ladder to ensure that the vehicle fit into the station. In addition, changes were made based on the hands on experience of using the vehicle during a visit to better improve the work flow. Lastly there were changes made based on recommendations from Rosenbauer to protect the vehicle and the contents of the vehicle from the elements. It was stated that the vehicle will be here for the parade on July 2 and then will return permanently to the Village in August.

Motion (Meyers/Stevens) to accept change orders. Carried (6-0). The Hartland Firefighter's Association donated \$3,561 to help cover the additional change orders.

6. Consideration of a motion to approve Change Order No. 1 to the 2017 Paving Program contract with Payne and Dolan to incorporate the addition of emergency repairs on Greystone Blvd. in the additional amount of \$21,363 for a revised contract amount of \$1,048,606.

DPW Director Einweck stated that repairs have commenced to resolve the trench settlement issue that took place on Greystone Blvd. Payne & Dolan submitted the lowest bid for the repairs so a change order was recommended.

Motion (Meyers/Swenson) to approve Change Order No. 1 to the 2017 Paving Program contract with Payne and Dolan to incorporate the addition of emergency repairs on Greystone Blvd. in the additional amount of \$21,363 for a revised contract amount of \$1,048,606. Carried (6-0).

7. Consideration of Resolution 5/22/2017-01, "A Resolution To Amend Resolution No. 06/27/2005-01 'A Resolution Designating Officials Authorized To Declare Official Intent Under Reimbursement Bond Regulations.'"

Administrator Cox stated that a number of years ago the Board entrusted one staff member to make these official declarations. The resolution is intended to clarify that the authority be vested in the individual occupying the position of Village Administrator.

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Motion (Meyers/Stevens) to approve Resolution 5/22/2017-01, "A Resolution To Amend Resolution No. 06/27/2005-01 'A Resolution Designating Officials Authorized To Declare Official Intent Under Reimbursement Bond Regulations.'" Carried (6-0).

8. Consideration of a motion to disallow and to issue a Notice of Disallowance of Insurance Claim regarding a claim by Raghupathi Gundamaraju for vehicle damage incurred on Greystone Boulevard.

Finance Director stated that this individual went around barricades placed on Greystone Boulevard in the area of the trench settlement causing significant damage to his vehicle. He stated that the Village's insurance carrier advised the Village to deny the claim. He stated that if the Board agreed to disallow the claim, a certified letter denying claim will be sent which gives him 120 days to request an appeal.

9. Motion (Stevens/Swenson) to disallow and to issue a Notice of Disallowance of Insurance Claim regarding a claim by Raghupathi Gundamaraju for vehicle damage incurred on Greystone Boulevard. Carried (6-0).

10. 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

President Pfannerstill invited all to attend a reception in honor of David Lamerand's years of service on Thursday, May 25 from 5-7 p.m. at Beer Snobs.

Chief Dean stated that the fire department has sent out letters to local businesses for the fire prevention program. Funds raised through this effort assists in providing materials to kids that tour the Survive Alive house.

11. Motion (Stevens/Landwehr) to recess to closed session pursuant to SS 19.85 (1)(e), deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding downtown development and to adjourn thereafter without reconvening into open session pursuant to SS 19.95 (2). Roll Call Vote was taken. All ayes. Carried (7-0).

Meeting adjourned to closed session at 8:02 p.m.

Respectfully submitted

Darlene Igl
Village Clerk

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