

**VILLAGE BOARD MINUTES**  
**MONDAY, OCTOBER 14, 2019**  
**6:30 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Roll Call

Pledge of Allegiance – Trustee Wallschlager

Present: Trustees Dorau, Meyers, Wallschlager, Conner, President Pfannerstill

Others Present: Interim Administrator/Finance Director Bailey, Clerk Igl, Police Chief Misko, Fire Chief Dean, Utility Operations Supervisor Felkner, Tom Brass, Jim Muenzenberger, EMS Captain Sue Jambretz, Jason Albrecht (Zimmerman Architects) and Brad Seuber (Harwood Engineering).

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.)

Chief Dean and Captain Jambretz presented a donation in the amount of \$1,000 from the Hartland Firefighters Association toward the purchase of the armored vehicle. An additional \$141 was raised at the pancake breakfast for the vehicle.

Chief Dean and Captain Jambretz also presented a check from the association to the Village Board in the amount of \$32,500 representing funding supplementing the budget. These funds were used to purchase equipment including the ultra high pressure pump system, hydrant bags and a ventilation fan.

1. Motion (Meyers/Dorau) to approve Village Board minutes of September 23, 2019. Carried (5-0).
2. Motion (Conner/Wallschlager) to approve vouchers for payment in the amount of \$1,581,563.88. Carried (5-0).
3. Consideration of actions related to Licenses and Permits
  - a. Motion (Dorau/Conner) to approve an application for Operator's (Bartender) License with a term ending June 30, 2020. Carried (5-0).
  - b. Actions related to the consideration of the issuance of a Class C Wine License for the premises located at 202 North Ave. (The Flower Garden, Daniel Williamson, Agent)
    - i. PUBLIC HEARING – President Pfannerstill opened the Public Hearing at 6:34 p.m. No comments were heard. The Public Hearing was closed at 6:35 p.m.
    - ii. Motion (Meyers/Wallschlager) to approve issuance of a Class C Wine License to Jamesines Flowers LLC. Carried (5-0).
4. Discussion and consideration of a conceptual plans for expansion of St. Charles Church, 313 Circle Drive.

Jason Albrecht (Zimmerman Architects) and Brad Seubert (Harwood Engineering) presented conceptual plans for an expansion of St. Charles Church. It was stated that the proposed structure is 84 ½ feet to the base of the cupola. It was also stated that there will be more parking spaces after the expansion that currently exist. It was stated that they are still working on details of entrances/exits. Motion (Dorau/Conner) to send the conceptual plans to the Plan Commission for consideration. President Pfannerstill stated that the details of the proposed project will be discussed at that meeting and that the public is welcome to attend the meeting which is scheduled for Monday, October 21 at 6:30 p.m.

5. Discussion of Capital Improvement Plan.

Interim Administrator Bailey stated that inquired whether there was a general consensus in moving forward with borrowing. Trustee Wallschlager commented that North Avenue was scheduled for 2021 and asked why this is being put off. President Pfannerstill commented that after viewing the tennis courts, it appears that this project should not be put off. Interim Administrator Bailey stated that this project will be paid for by funds on hand. Staff will look at the courts in spring, get in a contractor and get them done next year. It was stated that representatives from Ehlers will be at the next meeting to move forward with the borrowing resolution.

President Pfannerstill commented that the Village will continue to explore avenue to keep quality high while taking steps that we can to keep costs down. Interim Administrator Bailey will move forward with the borrowing plan.

6. Discussion and consideration of a request from BID related to downtown street pole banners.

Jim Muenzenberger and Tom Brass, representing BID, stated that they want to continue the banners and extend them down Cottonwood Avenue and North Avenue. The banners will be attaching to 20 utility poles and feel extending the banner system will further define the Business Improvement District. It was stated that BID will need to purchase 20 all season banners and intermix with existing seasonal banners. BID requested that the Village consider a \$3,045 contribution to getting the system up and running. It was stated that the BID would be responsible for upkeep and replacement of banners as needed.

Motion (Meyers/Wallschlager) to approve a \$3,045 contribution from the Village to the BID banner system. Carried (5-0).

7. Discussion and consideration of a motion to approve ordering eight (8) Badger Books (electronic poll books) and related supplies from PDS & Works Computing in the amount of \$15,378 from 2020 Budget.

Motion (Meyers/Conner) to approve the ordering of eight Badger Books and related supplies from PDS & Works Computing in the amount of \$15,378 from the 2020 Budget. Carried (5-0).

8. Discussion and consideration of a motion to approve Change Order #1 to the contract with Payne & Dolan for the 2019 Paving and Utilities Program with a reduction of \$908.59 for a revised contract amount of \$1,168,315.89.

Utility Operations Supervisor Felkner stated that the reduction in the contract price was due to the Village doing the restoration on a hydrant. Additionally, costs related to a detour sign that was taken down that had been put up too early reduced the total contract amount.

Motion (Dorau/Conner) to approve Change Order #1 to the contract with Payne & Dolan for the 2019 Paving and Utilities Program with a reduction of \$908.59 for a revised contract amount of \$1,168,315.89. Carried (5-0).

9. Discussion and consideration of a motion to approve Contractor's Application for Payment No. 1 for the Crystal Drive Lift Station Modifications in the amount of \$148,100.00.

Utility Operations Supervisor Felkner stated that the building has been set and electric has been run to it. The startup of the unit is scheduled for the 24<sup>th</sup>. It was stated that the project was budgeted due to a control failure. The project included upgrading controls and rebuilding pumps.

Motion (Dorau/Conner) to approve Contractor's Application for Payment No. 1 for the Crystal Drive Lift Station Modifications in the amount of \$148,100.00. Carried (5-0).

10. Discussion and consideration of a motion to approve a Letter of Credit Reduction for the Glen at Overlook Trails development.

Interim Administrator Bailey stated that this is a standard request which has been approved by R & M. Motion (Conner/Dorau) to approve a Letter of Credit Reduction for the Glen at Overlook Trails development.

11. 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.

Trustee Meyers asked how much longer we would be replacing water meters to get the lead out. Utility Operations Supervisor Felkner stated that it would be three more years. Trustee Meyers also asked whether there has been consideration of 50% cost sharing for sidewalk assessments. President Pfannerstill state that this would be a good agenda items for further consideration.

Utility Operations Supervisor Felkner stated that eastbound traffic on Hwy K will be slowed up as turn lane construction is beginning.

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Fire Chief Dean stated that 432 people were served at the pancake breakfast. He stated that 31 units of blood were received at the blood drive. The pizza fundraiser is scheduled later in the week. He also stated that a letter is sent to local business asking for contributions to providing fire safety materials. He thanked those businesses for their contributions.

The Board and staff wished Trustee Anson a speedy recovery from a recent surgery.

The memorial service for former Trustee Rick Stevens had been held.

It was stated that the Board will need to determine whether concerns raised by resident Lee Bromberger at a previous meeting should be placed on a future agenda. Chief Misko stated that the PD has provided extra patrols in the area and reported no violations had taken place while the area was being monitored.

12. Adjournment.

Motion (Dorau/Conner) to adjourn at 7:16 p.m.

Respectfully submitted,

Darlene Igl  
Village Clerk