

**VILLAGE OF HARTLAND  
VILLAGE BOARD MINUTES  
WEDNESDAY, FEBRUARY 28, 2024 ▪ 6:30 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

The Village President called the meeting to order at 6:31 pm

Present: President Pfannerstill, Trustees de Boer, Truttschel, Pfeiffer, Wallschlager, Conner, Hallquist

Others Present: Village Manager Ryan Bailey, Village Clerk Policello, Police Chief Misko, Fire Chief Jambretz, Recreation Director Rennekamp, DPW Operations Leadman Jenson, DPW Operations Manager Jungbluth

Public Comments: 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.

There were no public comments.

1. Presentation of building needs reports by department heads
  - a. Presentation by Department of Public Works by DPW Leadman Jenson and DPW Operations Manager Jungbluth. See attached for details.
  - b. Presentation by Recreation Director Rennekamp. See attached for details.
  - c. Presentation by Fire Chief Jambretz. See attached for details.

2. Tour  
Tour of Police Department by Chief Misko.

3. Adjournment

Motion to adjourn at 10:10 pm. All were in favor, **motion carried.**

Respectfully submitted,

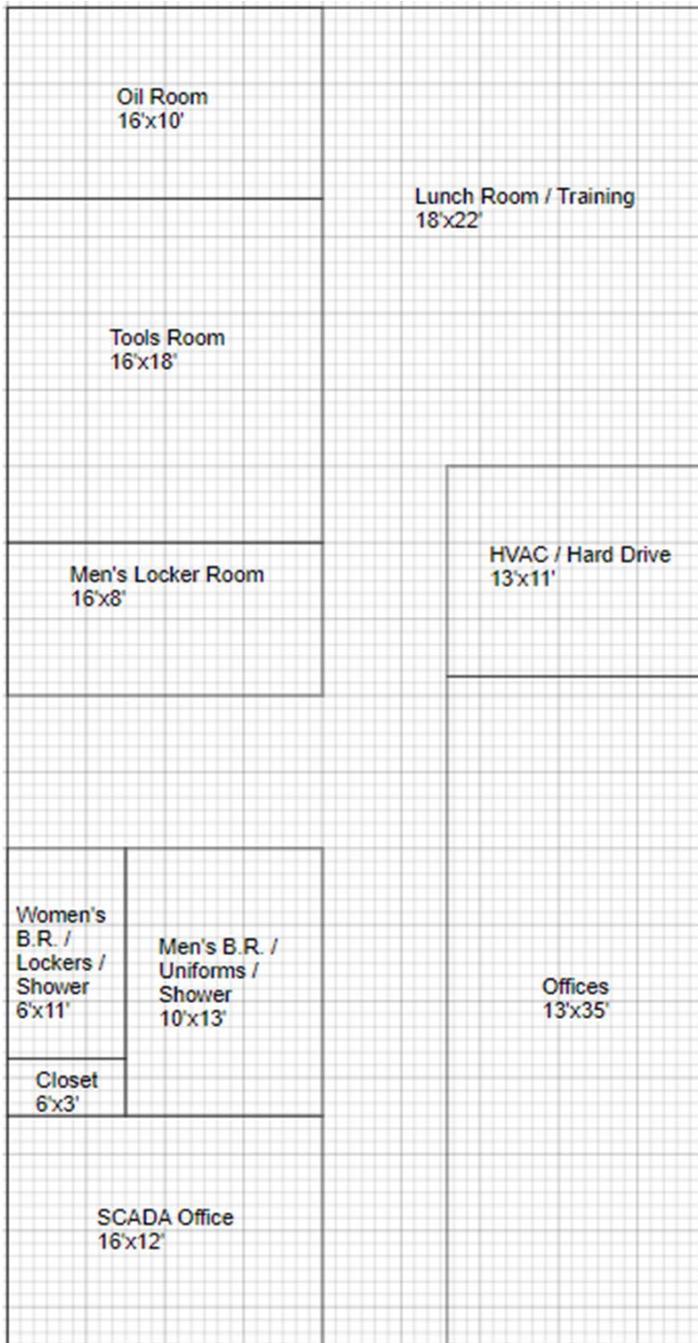
Sandee Policello  
Village Clerk

# ADMINISTRATION

The square footage of the administrative offices is sufficient. The current document storage room is 450 sq ft and sufficient as well. Election equipment storage space has been included in the Community Center reconfiguration drawing presented tonight and can remain the same size. A storage space under the main stairwell houses the election poll booths and signage and the same 100 sq ft would be needed for that use. A new facility shared with other departments could be configured in a way to share conference room space.

# DPW Facilities





## DPW Office / Non-Shop Area

DPW Office Area	SQFT
SCADA Office	192
DPW Office	455
Closet	21
Men's B.R.	130
Women's B.R. and Locker Room	66
Men's Locker Room	128
Tool Crib	288
Oil Bay	160
Lunchroom	396
HVAC Room	143
<b>Total</b>	<b>1979</b>

# Needs / Troubled Areas

## Women's Locker Room

While we currently don't have any full-time female laborer's this situation may change in the upcoming future of DPW. The current locker room for female employees is just a bathroom with lockers placed in them along with a single stall shower. As shown in the picture below there is limited space to change in and out of uniform.



## Men's Locker Room



We currently have 13 full time male employees working and utilizing the men's locker room. In the Summer we hire and addition 6 Seasonal employees, typically males with an exception from time to time. While Summer Help typically does not change at work this might be due to there not being any physical lockers or room to do so. With the current size of the locker room staff would be elbowed to elbow with one another if all were changing at the same time. Due to this Staff change in shifts waiting for available room.

# Lunchroom



We currently have 10 available spots at the lunch table for employees to eat lunch. Again with 13 employees and 6 summer help employees this can make things tight. Employees have been utilizing the shop, their personal vehicles, or a picnic table outside if conditions are suitable.

## Oil Room



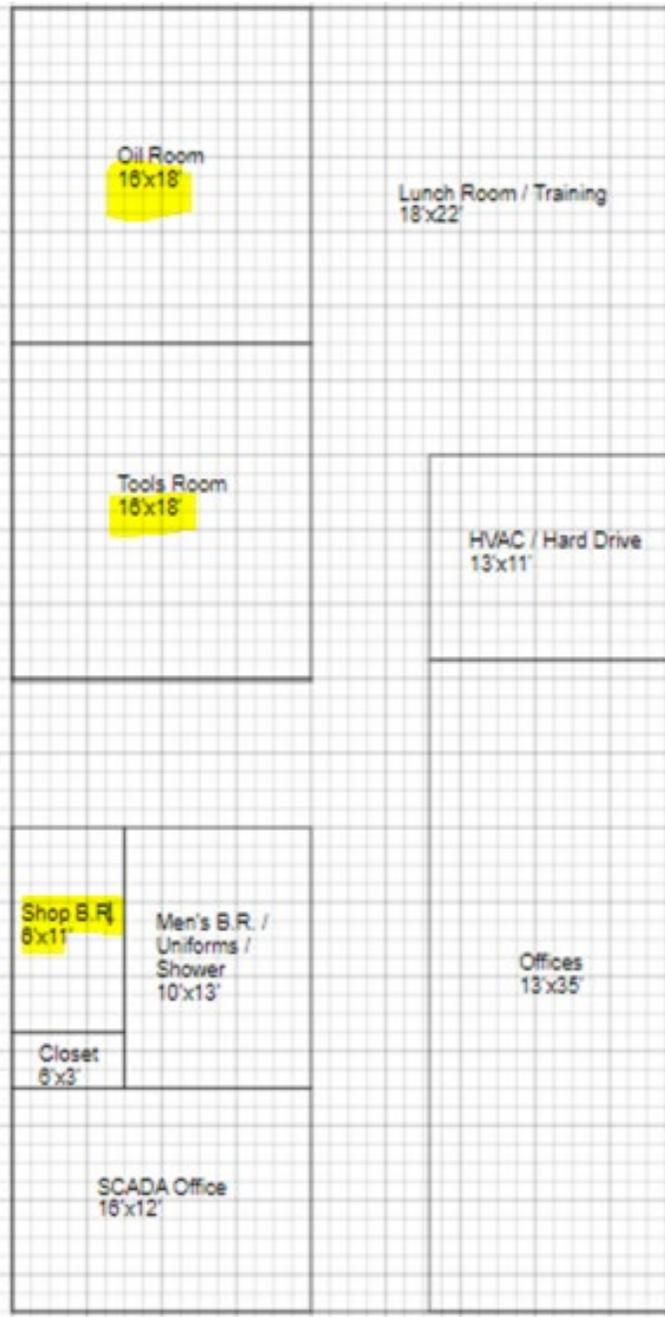
During the time of this picture there were additionally 2 drums of oil outside the oil containment room that we were found in violation for on our safety inspection. The drums were removed to get at the barrel in the far back corner of the room. Due to the wide variety of pieces of equipment maintained by the village there are no standardized lubricants as each manufacturer calls for something different.

## Solution



- One potential solution could be to add onto the front of the building towards Progress Drive.
- We would need a professional to give us the true options with the current building and its structural options for additions. Especially with the oil room requiring containment and explosion proof specifications.

Addition Size	SQFT
Total	2,000



## Changes to existing building and layout

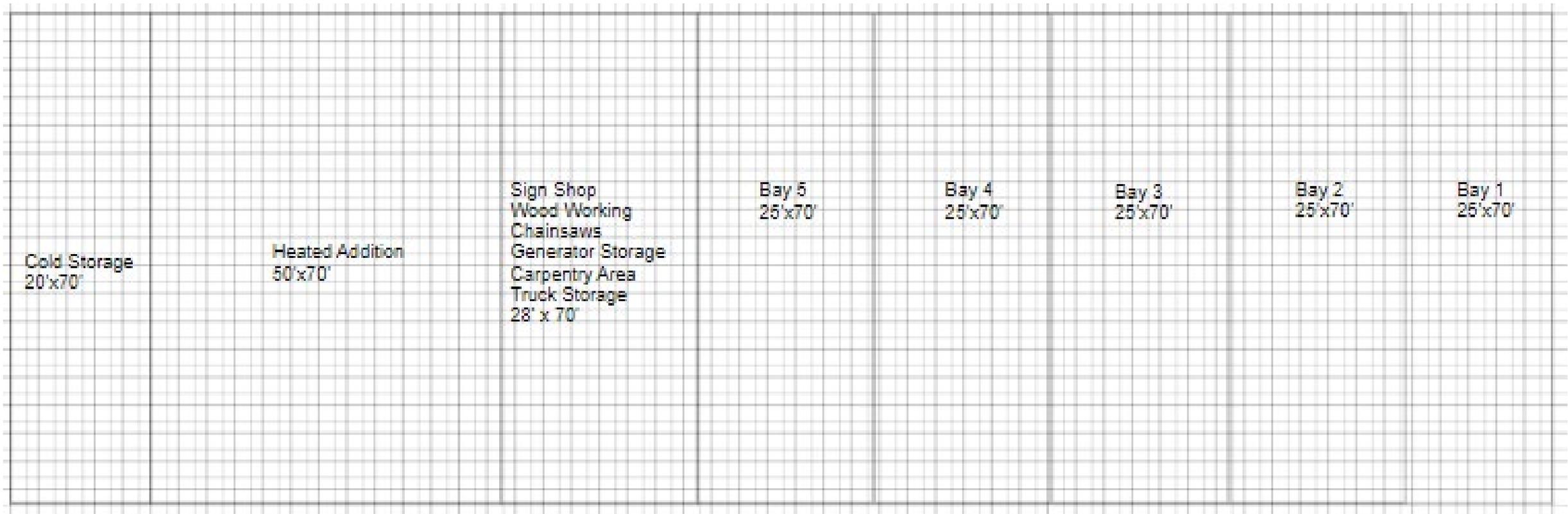
- Remove Men's Locker room to give the Oil Room the addition space required, while keeping an external explosion proof wall and the availability to keep the underground oil containment.
- Move the Tool Room further south taking up the area that used to be the Men's Locker room but keeping the same dimensions as the current room.
- Change the purpose of the Women's restroom to a unisex shop restroom.



### What the addition could directly provide

- A Women's Locker Room and dedicated restroom.
- A larger Men's Locker Room.
- A larger Lunchroom.
- A larger Storage Area for cleaning supplies and documentation.

# DPW Shop



DPW Main Shop	SQFT
Total	15,650

# Needs / Troubled Areas

- Sewer Jet / Vac Combination Truck
- Water / Sewer Utility Truck
- Lift Station / Water Generator's
- Shield Trailer



To pull out the Sewer Jet / Vac Truck one pickup and one dump truck must be moved out of the way.



## Water / Sewer Utility Truck



Our Water / Sewer Truck is equipped with every tool essential to shut off a broken water main and perform the necessary repairs during a water main dig including hauling the dig shield to the site of the dig. This vehicle is also equipped with a crane to pull submersible lift station pumps that can become clogged with rags. This truck also can haul out the emergency lift station and water generators. This vehicle is currently stored either in Bay 1 or Bay 2 of the shop.



## Lift Station / Water Generator's



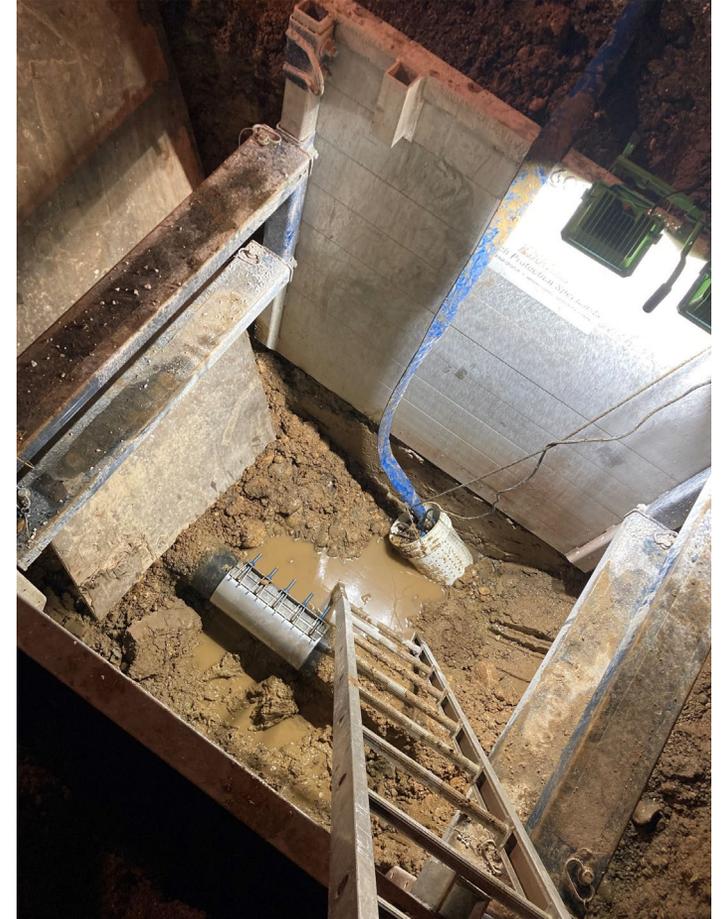
Our emergency lift station and water generators are stored in the portion of the shop that does not have an overhead door in front of them. This area is also a catch all area that includes the sign shop, a carpentry area, our chainsaw maintenance and storage bench, pallet of sidewalk salt, grading blade, snowplow, and three additional pickups. The pictures is an all-too-common occurrence where the carpentry area expands into the generator storage area.

To respond to a power outage at a lift station 3 pickup trucks would need to be removed and all the lumber before starting to hook up a truck. This area becomes excessively cluttered prior to the Hometown Celebration week as this area catches all the additional items to make this week possible.

## Shield Trailer



Our Shield Trailer is essential to access for water main breaks. This has been stored outside along the chain link fence in the yard. This has been an issue in inclement weather due to snow or mud. Staff tries to keep it inside as much as possible.



## Solution



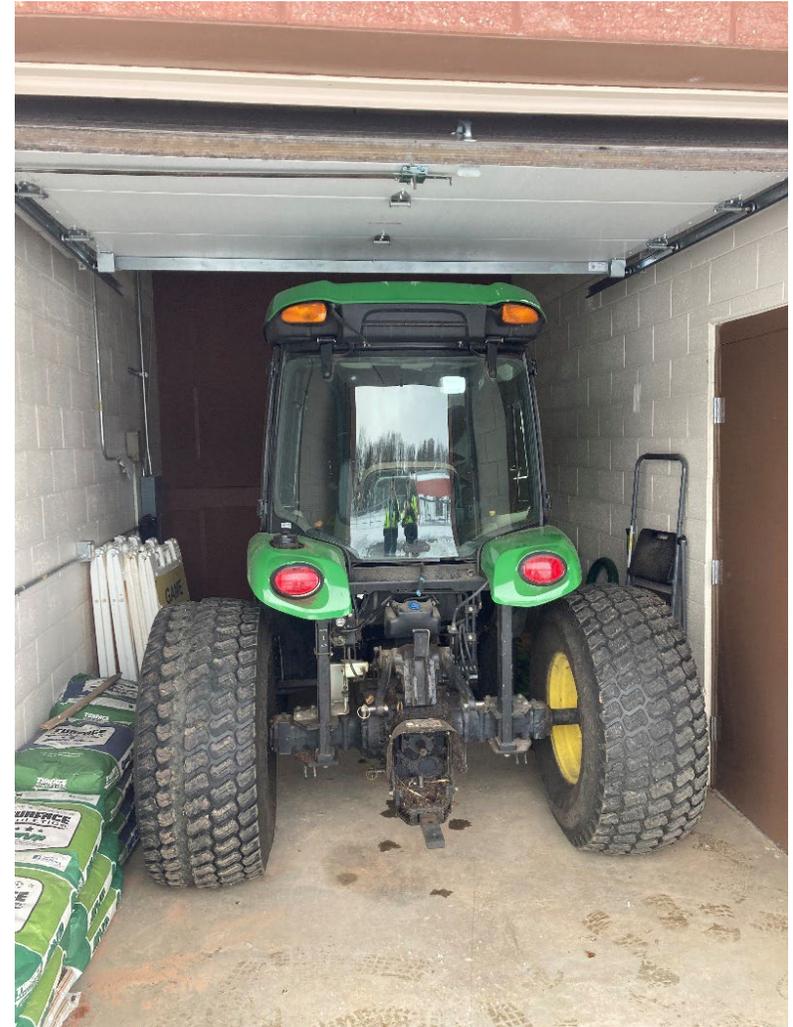
- An addition of 50' x 70' would give the necessary room for all the emergency equipment to be stored in a manner that all these essential pieces of equipment would be in the same location and accessible for emergency response.

# Cold Storage / Alternative Storage

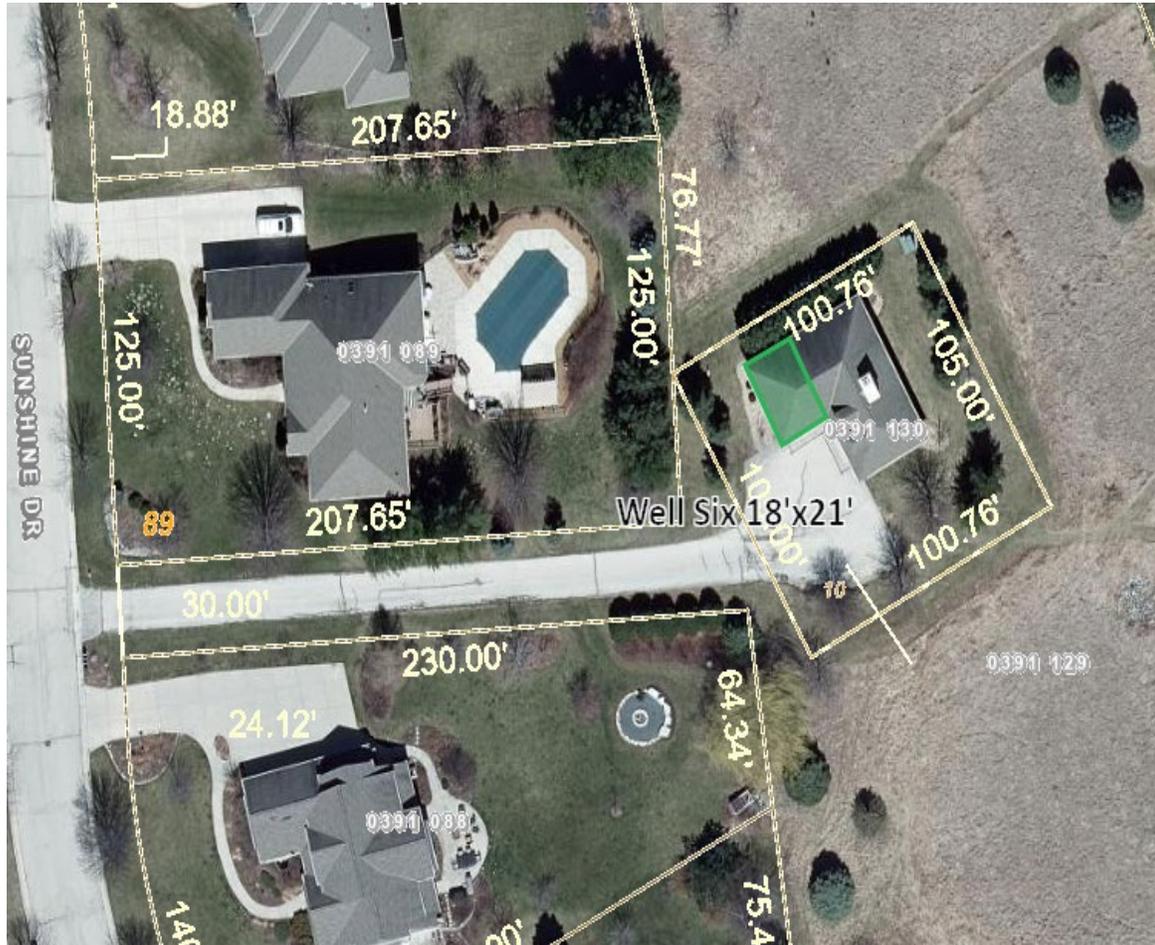
Misc Storage Places	SQFT	SQFT
Cold Storage		2470
Well 5	600	
Well 6	378	
Bark River Storage	168	
Centenial Storage	160	
Nixon Storage	340	
<b>Total</b>	<b>1646</b>	
<b>Total with Cold Storage</b>		<b>4,116</b>



# Centennial Storage



# Well 6 Storage



# Bark River Storage



# Nixon Storage



# Well Five Storage



## Issues with Additional Storage Areas

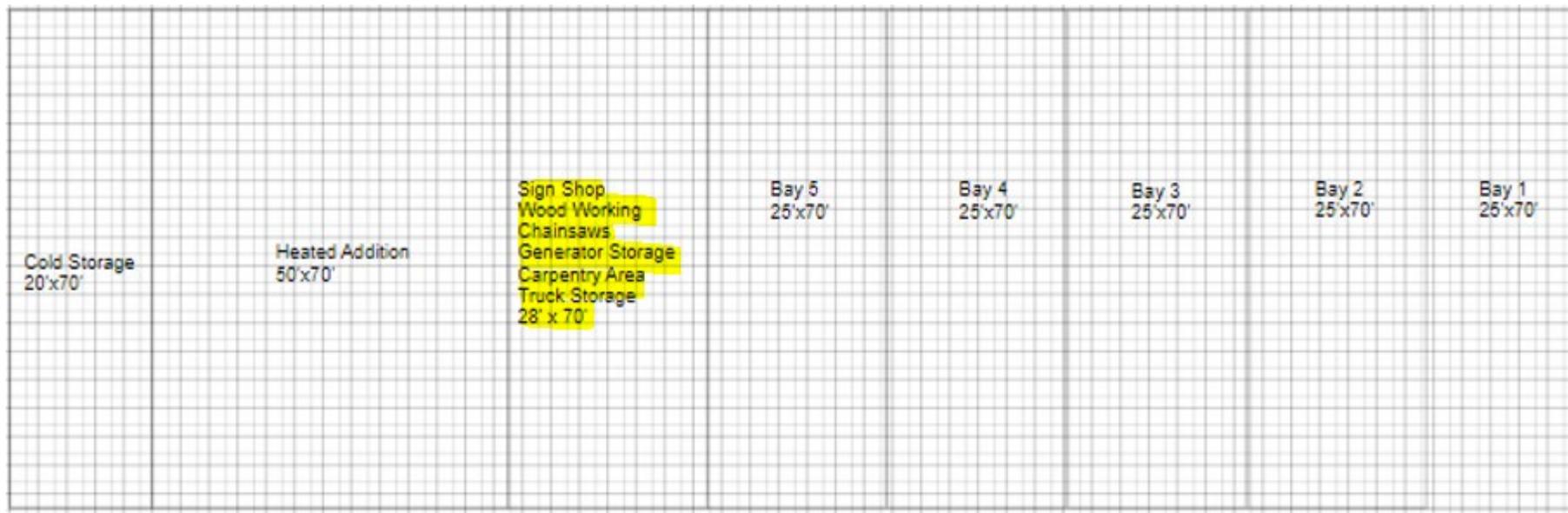
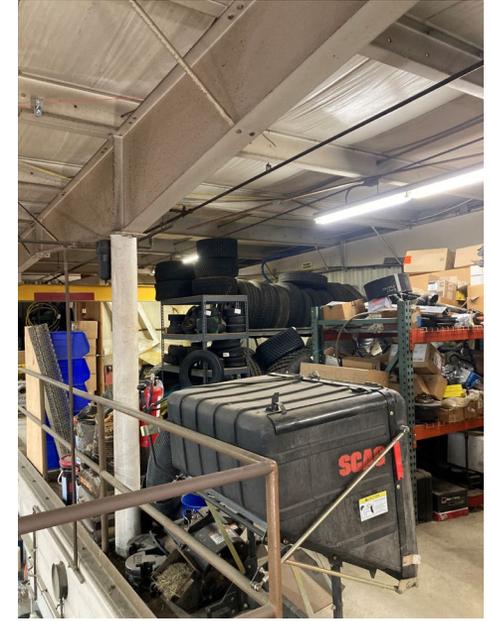
1. Not being able to service pieces of equipment in the winter.
2. Damage to the buildings trying to cram areas full of equipment that they were not designed for.
3. Having to wait for user groups to put their equipment away for the year to free up the available space.
4. Takes multiple days to switch equipment out and rearrange equipment with the seasonal changes.
5. Potential for theft or vandalism of some expensive pieces of equipment.

## Solution



- If the Police Department was to get the addition they were looking for, we would be able to use that area to store additional equipment.

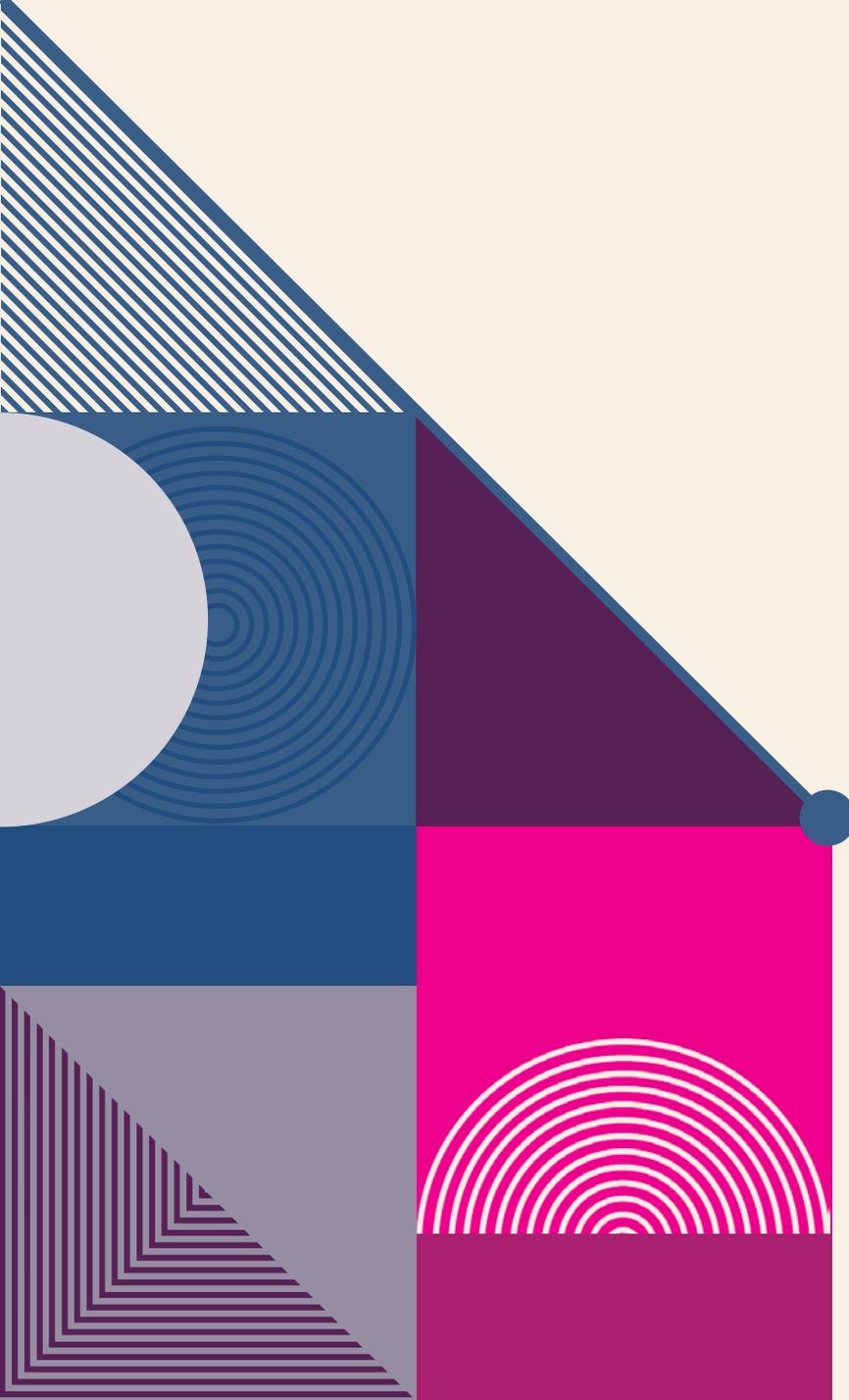
# Solution Mezzanine Storage Area



- An additional solution could be an addition of a mezzanine over the sign shop / woodworking area.
- This could free up some additional floor space for seasonal equipment.



# HARTLAND RECREATION: NEEDS ANALYSIS



# RECREATION SPACES

Hartland Community Center

Hartland North Elementary Gymnasium

Hartland North Elementary Cafeteria

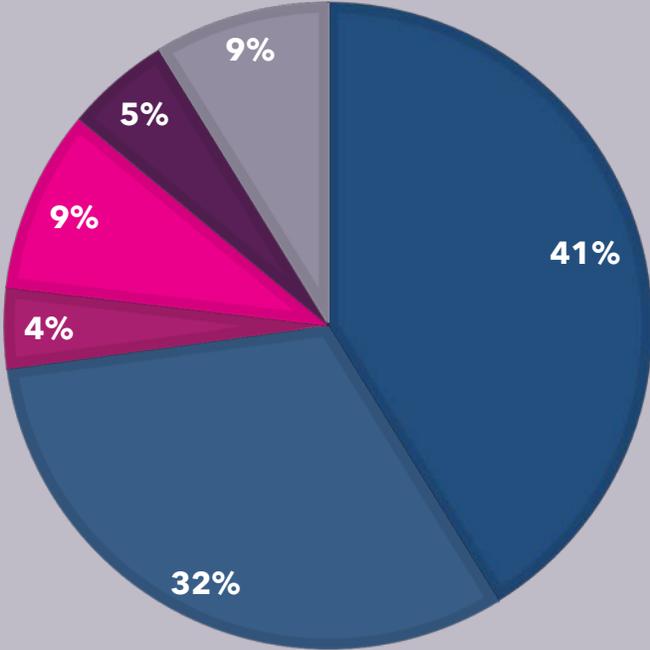
Little Red Schoolhouse

Delafield Fish Hatchery

Nixon Park & Centennial Park Storage

# REVENUE GENERATED BY LOCATION

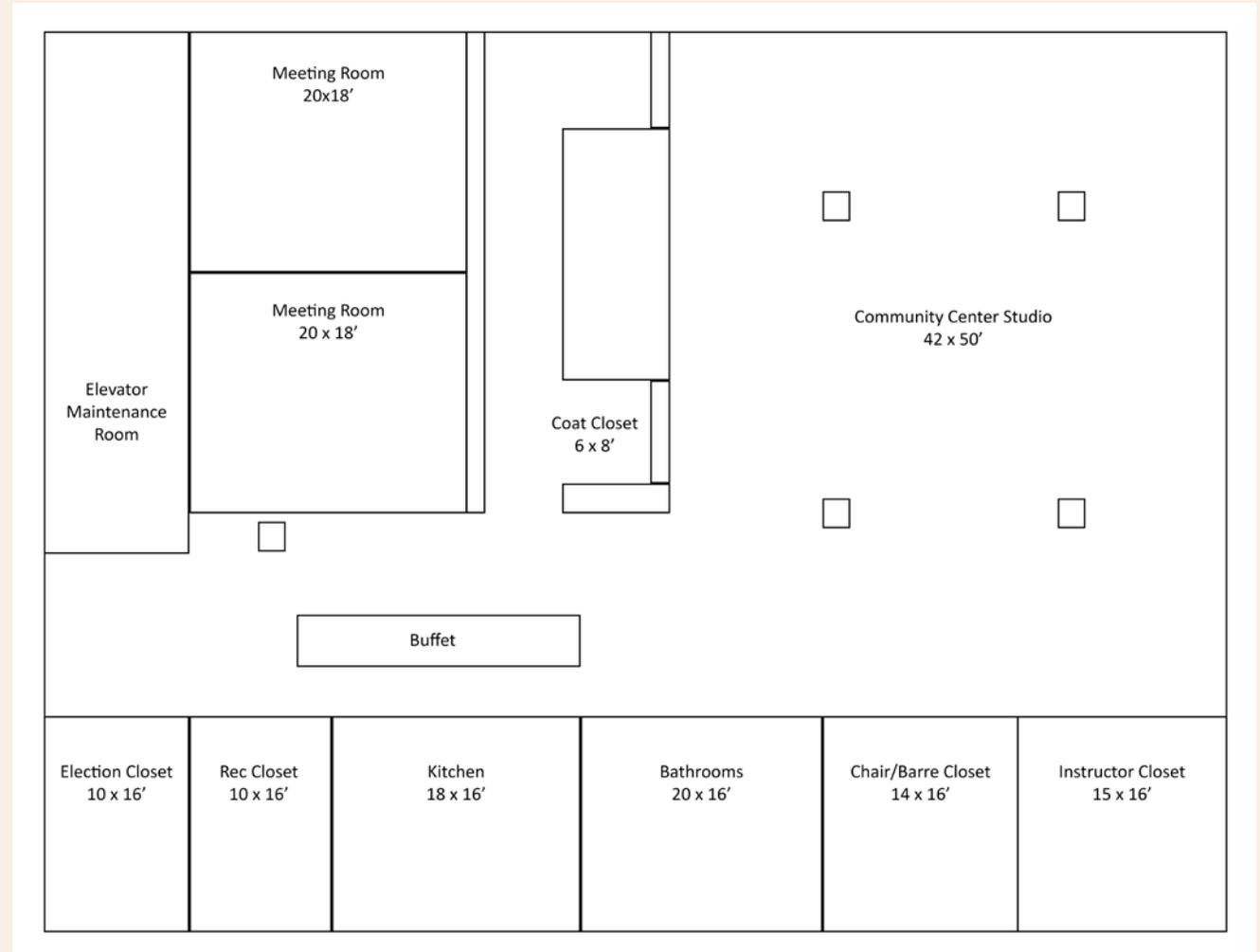
- Community Center
- Hartland North Elementary
- Little Red Schoolhouse
- Delafield Fish Hatchery
- Parks
- Other



# COMMUNITY CENTER CHALLENGES

- Layout prevents multi-program use
- Design limits functional space
- Partitions are ineffective
- Studio hardware is temporary
- Storage is limited
- HVAC is unreliable
- Community use requests cannot be accommodated
- Space does not accommodate large elections
- Space does not accommodate Summer Camp program

**TOTAL SPACE = 5,896 SQ FT**

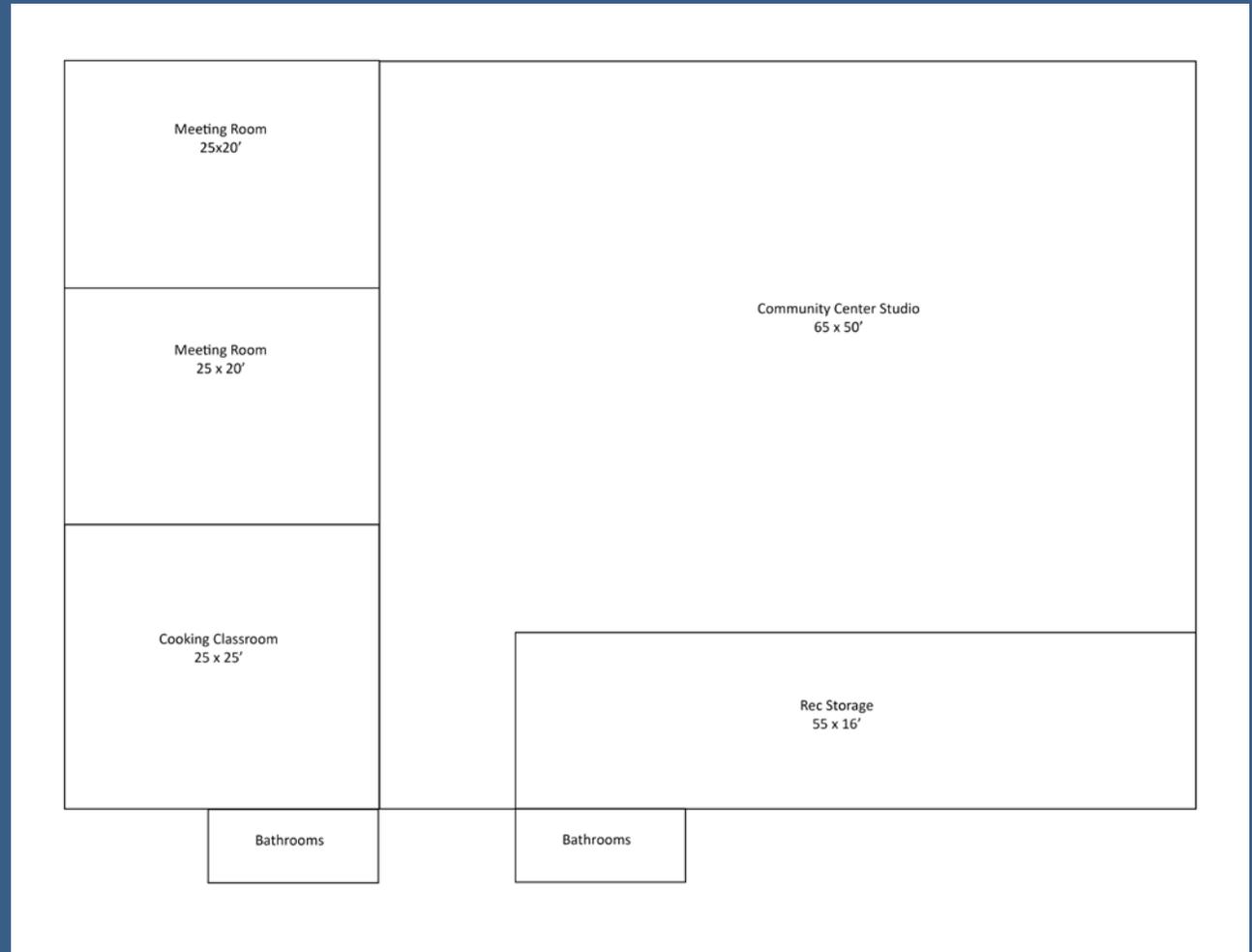




# COMMUNITY CENTER NEEDS

- Functional, multi-use space
- Meeting rooms that can provide independent space or one large space
- More storage
- Kitchen classroom

**TOTAL: 6,000 SQ FT**



# NEW BERLIN ACTIVITY & RECREATION CENTER



# HARTLAND NORTH CHALLENGES



- Access/Security
- Seasonality
- Poor lighting
- Maintenance and custodial
- Taped lines

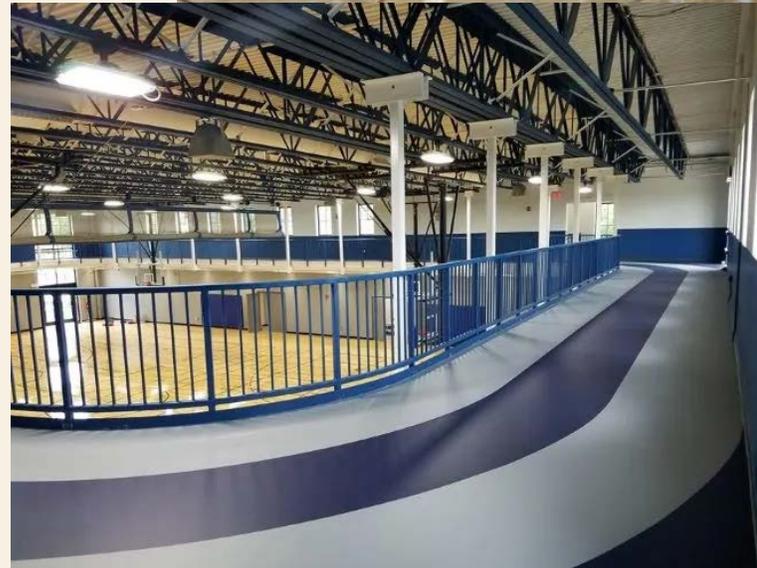


**TOTAL: 9,000 SQ FT**  
GYM: 5,500 SQ FT  
CAFETERIA: 3,500 SQ FT

# MULTI-PURPOSE ROOM NEEDS

- Basketball court
- Pickleball courts
- Volleyball court
- Indoor track
- Storage

**TOTAL: 5,500 SQ FT**





# ENRICHING THE COMMUNITY

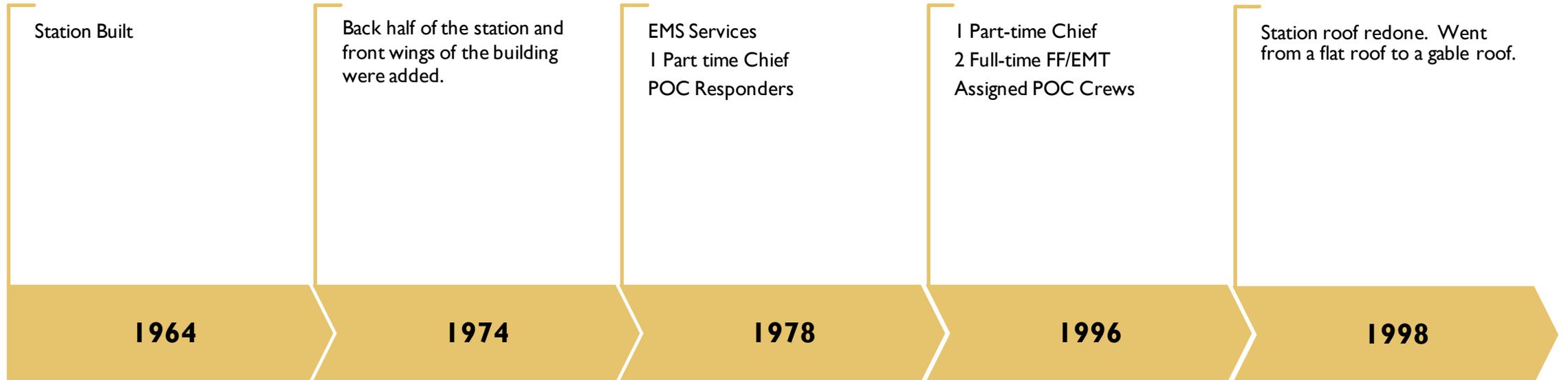


# CURRENT STATION

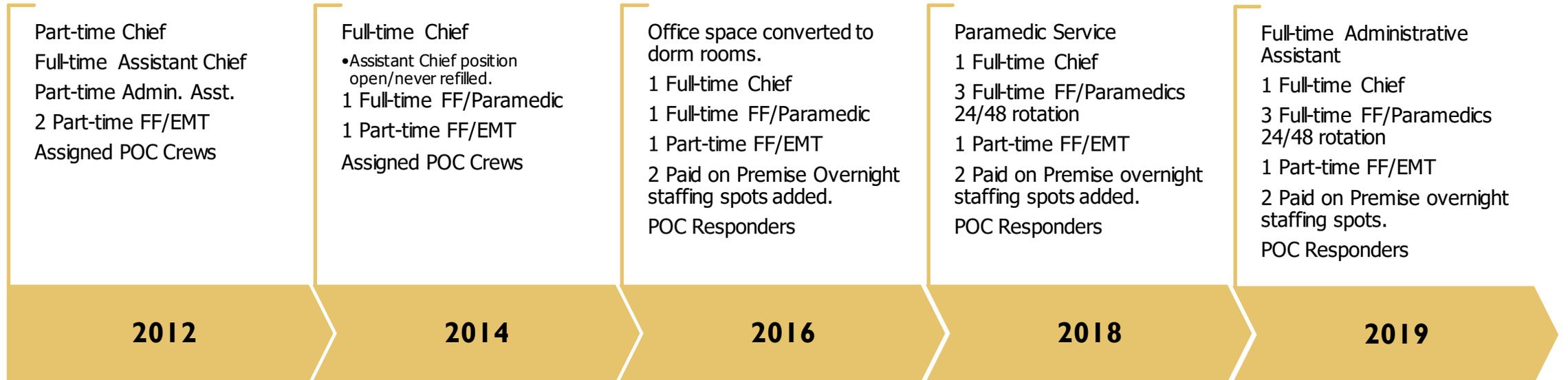
- 1964 – Station built.
  - This station was built for the volunteer staffing model.
- Mechanicals
  - 2 Air conditioning units
  - 2 Furnace's
  - 4 Heaters in the apparatus bay.
  - 1 Water Softener
  - 2 Water Heaters
  - 6 Bay Doors
    - 1 Apparatus Bay
- Station Function Areas
  - 1 Kitchen
  - 1 Full Bath
  - 1 Half Bath
  - 3 Dorms
  - 1 Office/Dorm
  - 2 Administrative Offices
  - 1 Day Room
  - 1 Maintenance Room
  - 1 Hose Drying Room
  - 1 Laundry
  - 1 Med Room
  - 1 Supply Room
- Current square footage – 8,938
- Owned by the Village of Hartland.



# TIMELINE



# TIMELINE

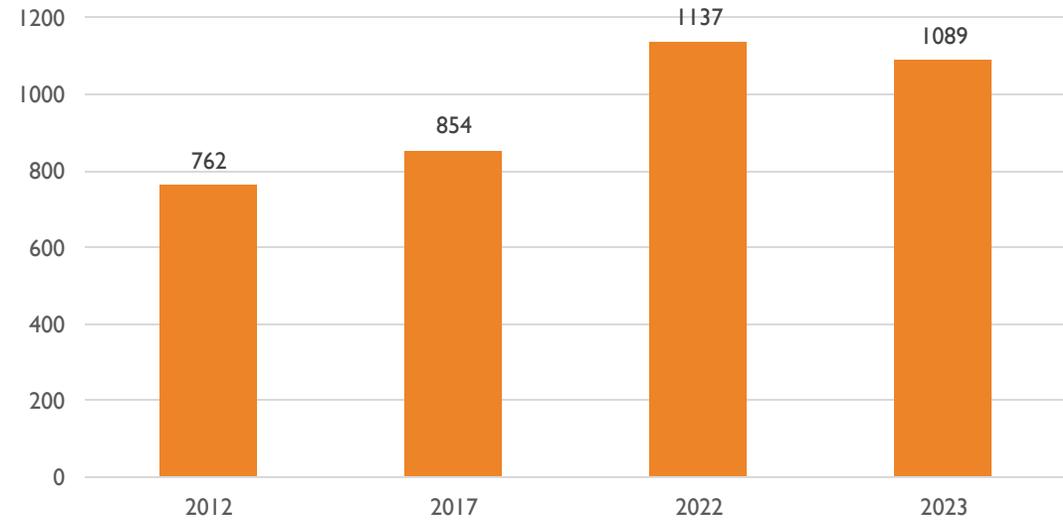


# TIMELINE

Paramedic Service  
1 Full-time Chief  
1 Full-time Admin. Asst.  
3 Full-time FF/Paramedics 24/48 rotation  
2 Full-time FF/Paramedics 40 hours per week.  
1 Part-time FF/EMT  
2 Paid on Premise Overnight staffing  
POC Responders

**2024**

Fire/EMS Calls for Service



# CURRENT APPARATUS BAY

- 2-ALS Ambulances
- 1-Engine
- 1-Truck
- 1-Tender
- 1-Brush Truck
- 1-Command Car
- 1-Reserve Engine
- Workout equipment
- Oxygen cylinder storage
- Fire/Rescue Equipment
- Hose Rack
- Freezer
- Refrigerator
- Vending Machine

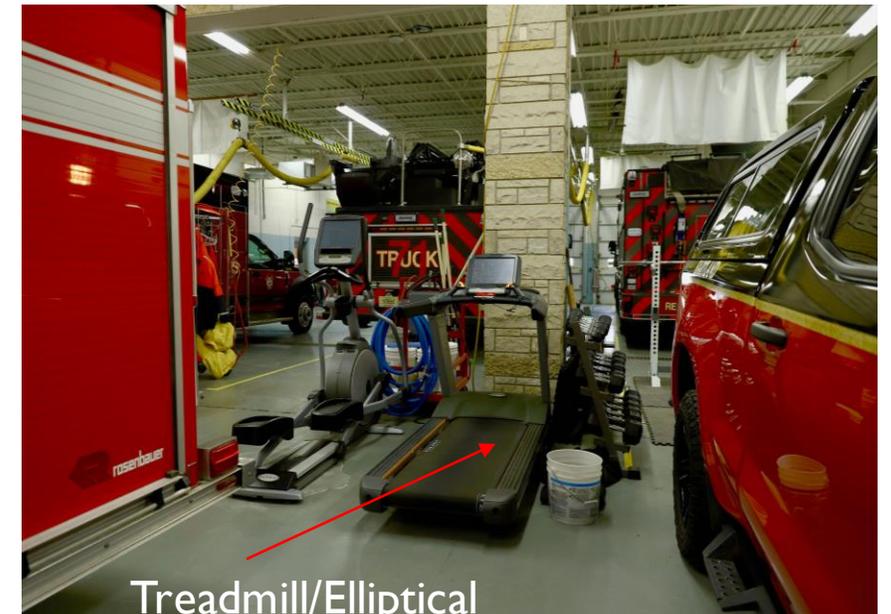
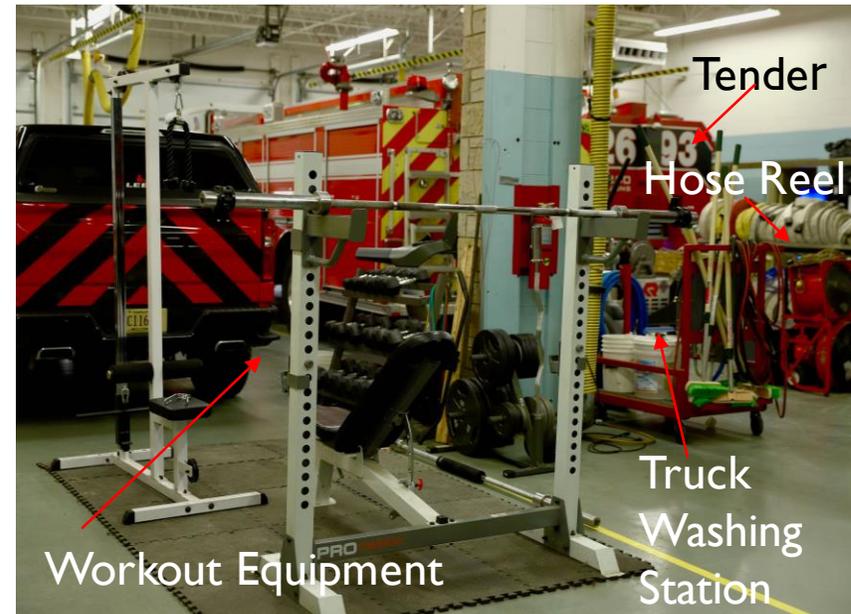
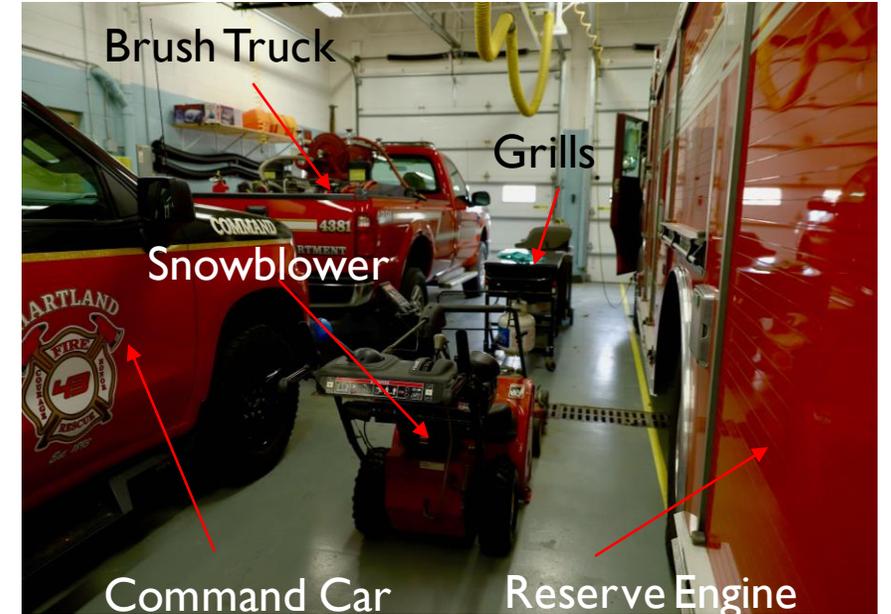


# CURRENT APPARATUS BAY

- Workout equipment

Note: The National Institute of Health states, "Firefighters need a higher level of physical fitness to meet the demands of their profession."

<https://pubmed.ncbi.nlm.nih.gov/33096792/>



# STATION FUNCTION SPACES

## Watch Room – Multipurpose space

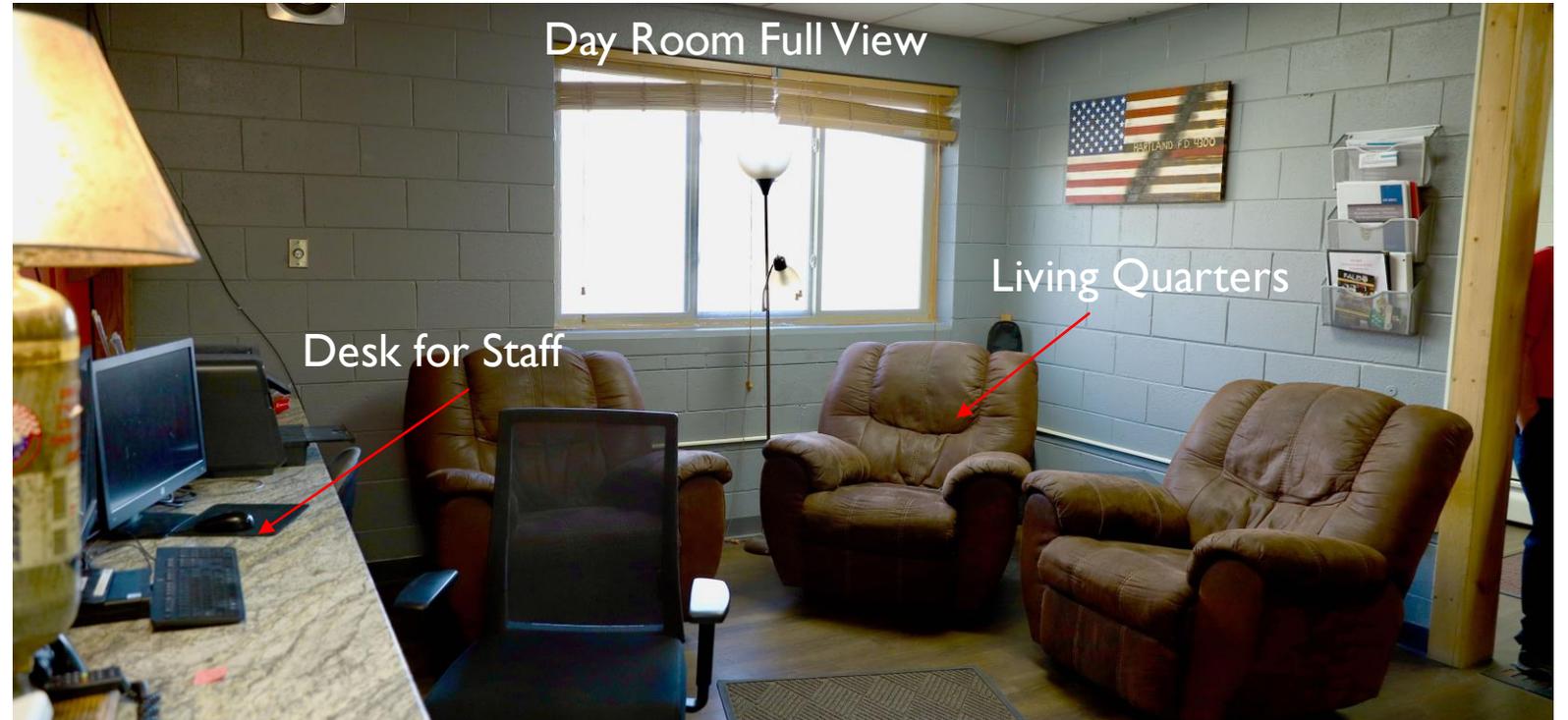
- Fire/EMS report writing space
- 1 computer with 2 screens
- 1 printer
- 1 office chair

## Day room – Living/Eating Quarters

- 3 recliners
- 1 counter for eating.
- 1 TV with no cable or streaming network.
- Staff utilize their personal account to watch TV.

### NOTE:

- All EMS/Fire Reports, Fire/EMS call debriefing, shift change reports are completed in the Watch Room/Day Room.
- The space is not conducive for an entire duty crew.
- The Watch Room/Day Room is the staff living quarters for their 24- or 12-hour shift
- Room size 16x13.6
- Windows need to be replaced.

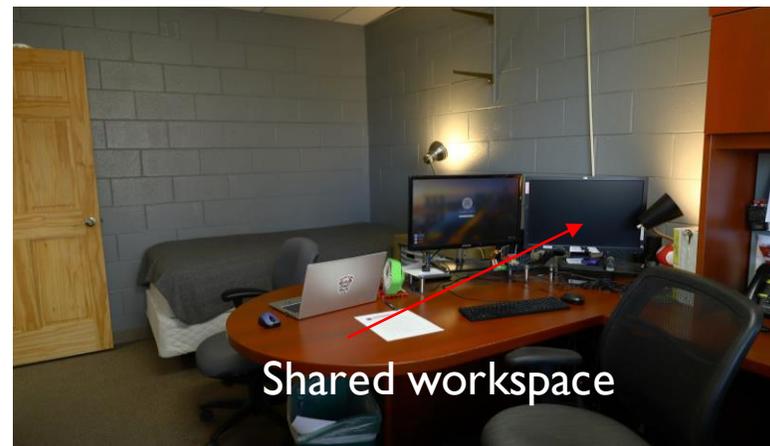


# STATION FUNCTION SPACES

## Dorm – Full Time

- 1 dorm/full-time office
- Three full-time staff 24/48 shift.
- 1 Shared desk
- 1 bed
- 1 Shared computer with 2 screens.
- 1 TV with no cable or streaming network.
  - Staff utilize their personal account to watch TV.
- 3 drawers for personal bedding.
- 3 bins for personal items.
- Station pagers & Radio docking station.
- Heat/Air
- All windows need to be replaced.

**Note:** Full-time staff work and sleep in the same space.



# STATION FUNCTION SPACES

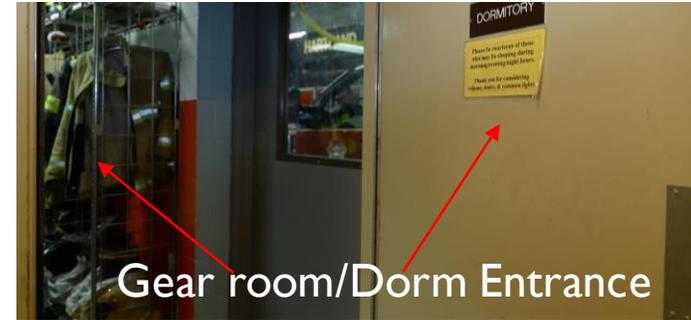
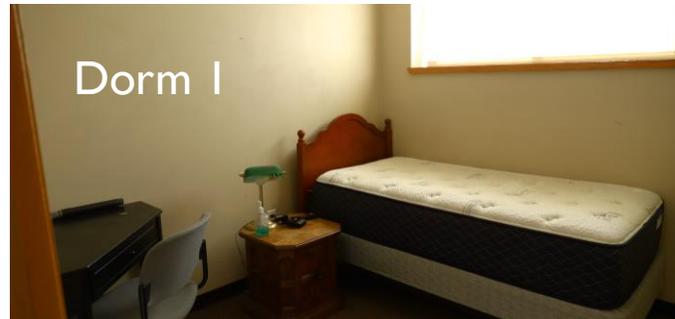
## Dorms – Paid on Premise

- 3 dorm rooms
  - 3 Beds
  - 3 Plastic storage containers for personal bedding.
  - Heat/Air

**Note:** The heat and air exchange circulates through the gear room which in turn pulls in the carcinogens from the turnout gear into the breathing air for the dorm room.

*“Last year, a study by the National Institute of Standards and Technology (NIST) showed that the textiles used in protective clothing worn by firefighters often contain per- and polyfluoroalkyl substances, or PFAS, a class of chemicals that has been linked to an increased risk of cancer and other health effects.” Jan 16, 2024*

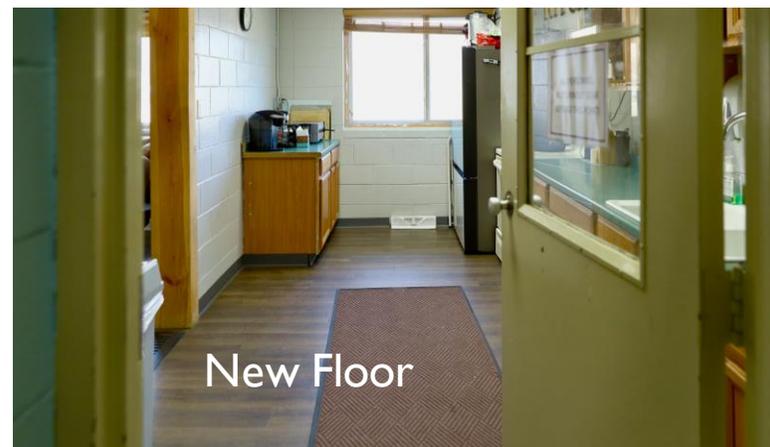
<https://www.nist.gov/news-events/news/2024/01/wear-and-tear-may-cause-firefighter-gear-release-more-forever-chemicals#:~:text=Last%20year%2C%20a%20study%20by,cancer%20and%20other%20health%20effects.>



# STATION FUNCTION SPACES

## Kitchen

- Galley kitchen
  - New refrigerator
  - New Microwave
  - Donated old stove
  - No counter/prep space
  - No dining space
  - Window needs to be replaced.



# STATION FUNCTION SPACES

## Bathrooms

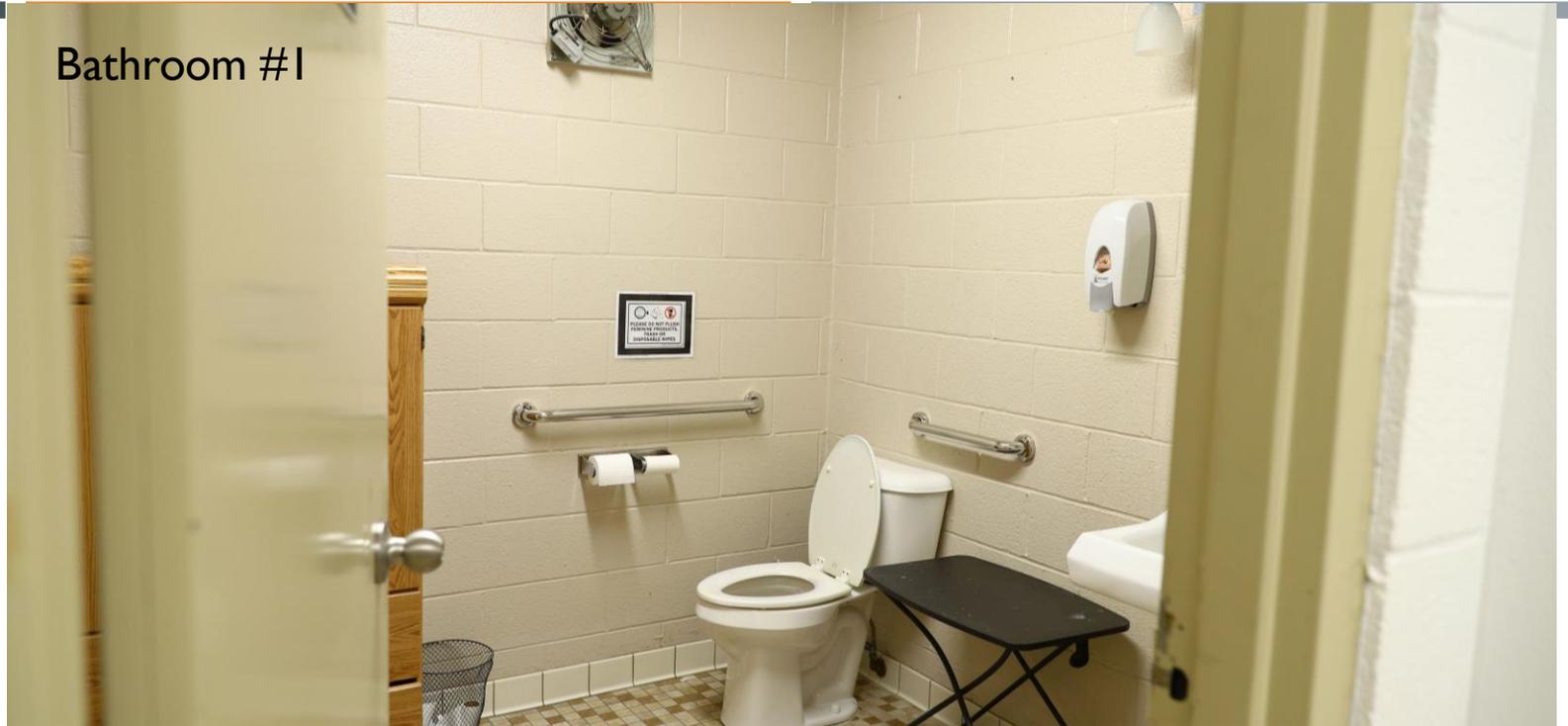
- Bathroom #1 (by supply room)
- Sink/Toilet only
- Wall heater/no air
- No Window

Note: To utilize the bathroom members, exit their dorm and go through the apparatus bay to get to the bathroom.

- Bathroom #2 (by admin. office).
- 1 shower (for all staff)
- 1 Toilet
- 1 Urinal
- 1 Decontamination Unit
- Heat/Air conditioned
- Small Window

Note: Bathroom #2: The heat and air exchange circulates through the gear room which in turn pulls in the carcinogens from the turnout gear into the breathing air for the bathroom.

Bathroom #1



Bathroom #2



Decontamination Unit



The only shower in the station.

# STATION FUNCTION SPACES

## Laundry

- 1 Gear washer (for entire station)
  - Example: Structure fire on 2/17/24.
    - 6 crew members entered the building.
    - All gear needs to be washed.
    - One set of gear from start to finish takes 24 hours to clean.
    - Each member only has one set of gear.
      - It will take the rest of the week to clean all the turnout gear and put them back in service.
- Gear dryer -None
- 1 Washer for duty clothes.
- 1 Dryer for duty clothes
  - Not in the laundry room.
- 2 Hose dryers – (one is out of service)
  - Utilized for hose and drying gear.
- Furnace



Washer for Duty Clothes



Gear washer for the entire roster.



Hose Dryer/  
Gear Dryer.

Dryer for duty clothes

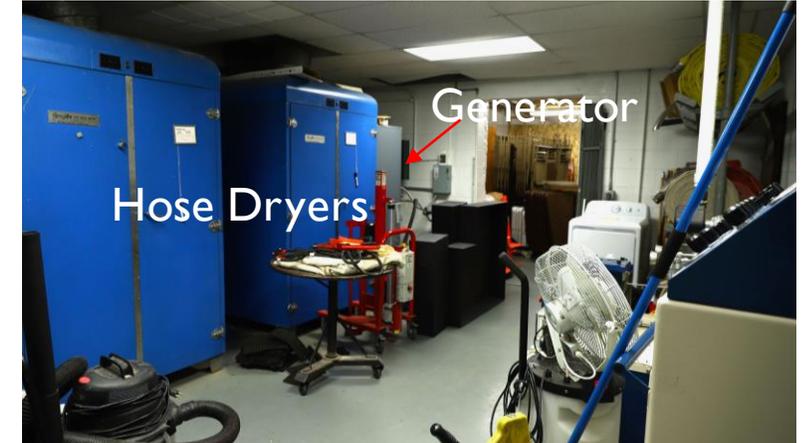
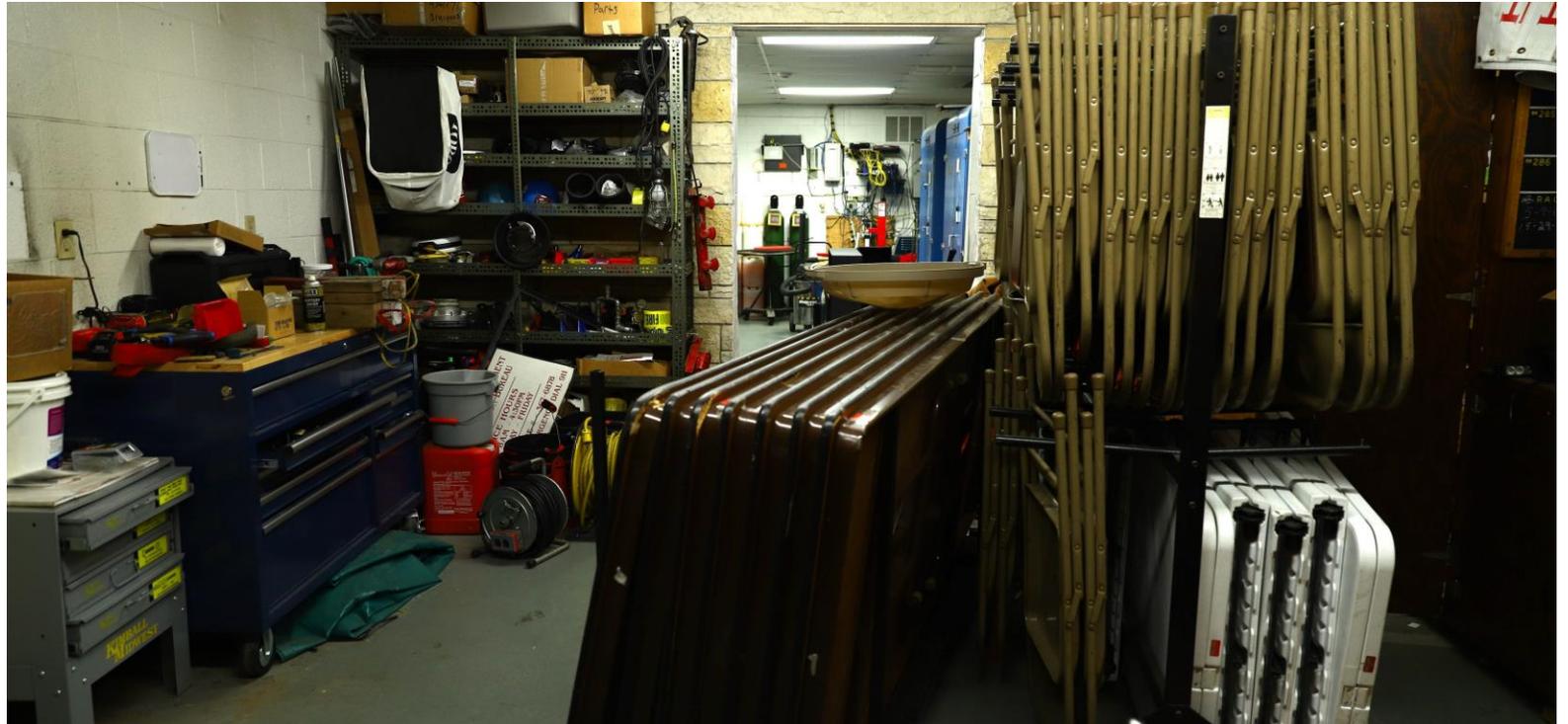
# MAINTENANCE/HOSE DRYER ROOM

## Maintenance Room

- Mechanic Work Bench
  - Tools
  - Hose storage
- No storage space for tables and chairs for events.
- Gear Room storage
  - Turnout gear
  - Class A Uniforms

## Hose Dryer Room

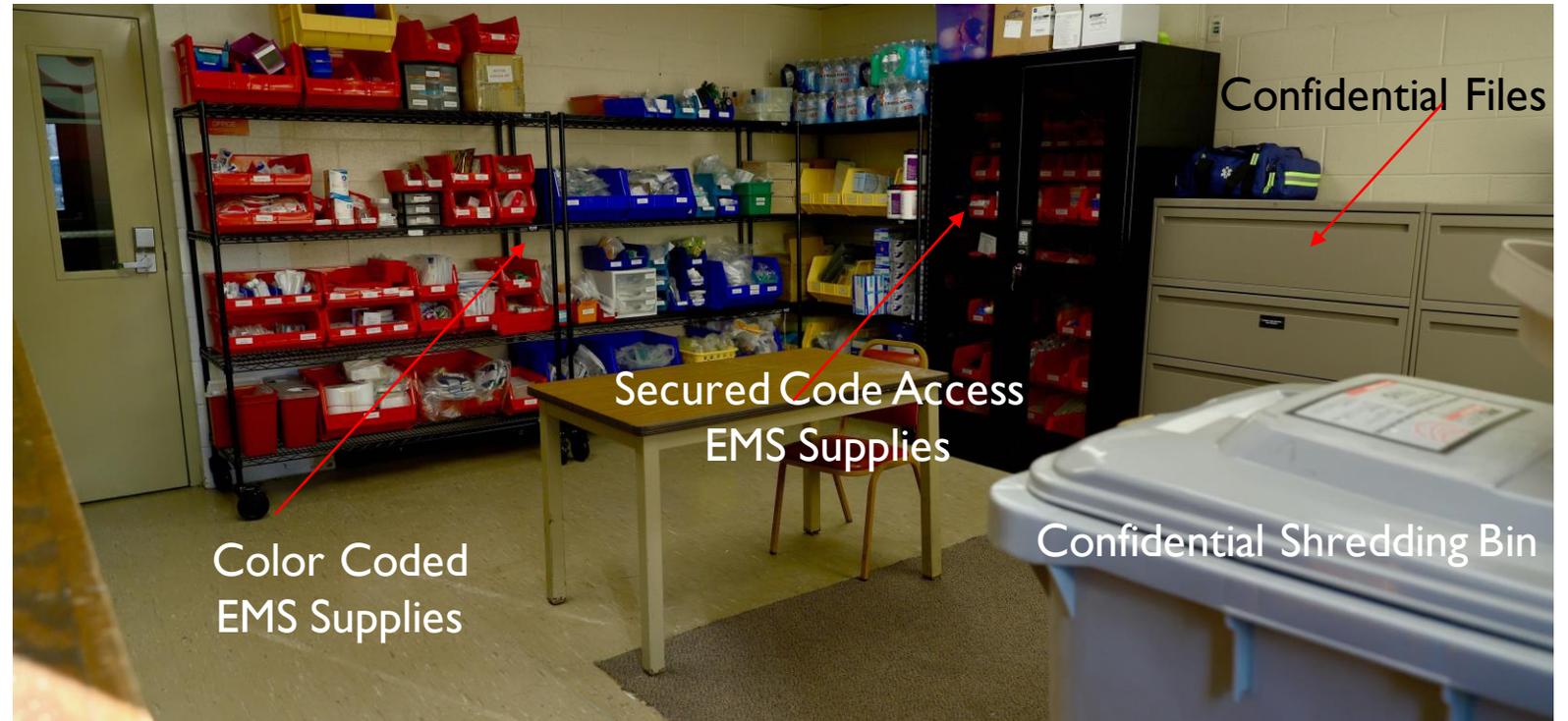
- 2 Hose Dryers (One hose dryer is out of service.)
- Two hose dryers that also serve as gear dryers for the entire roster.
  - All gear and hose must be cleaned after and dried after a fire.
- Station Generator
- Spare ambulance oxygen tanks
- Phones and computer wiring



# EMS SUPPLY ROOM

## EMS Supply Room

- Door Code required to enter the room.
  - EMS Providers/Administration access only.
- EMS Supplies
  - Shelving units (new)
    - All medical supplies color coded.
  - Refrigerated Medications Secured.
    - Paramedic access only.
  - Confidential shredding bin.
  - Confidential EMS files.
  - TV Screen/Computer for PSTRax Inventory Tracking System.
- Minimal baseboard heat/no air.
- Windows need to be replaced.



# ADMINISTRATION OFFICES

## Chief's Office

- Bathroom/Storage shelves
- 1 toilet/no sink
- Windows need to be replaced.

Note: Chief's Office, Administrative Asst. Office and Full-time office are not together.

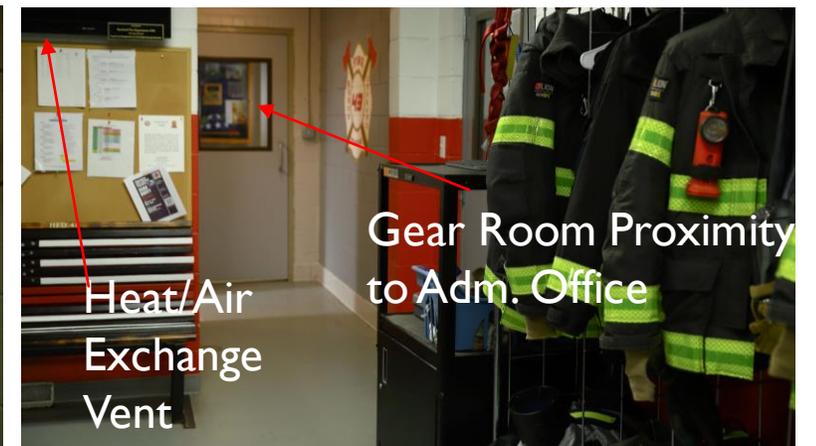
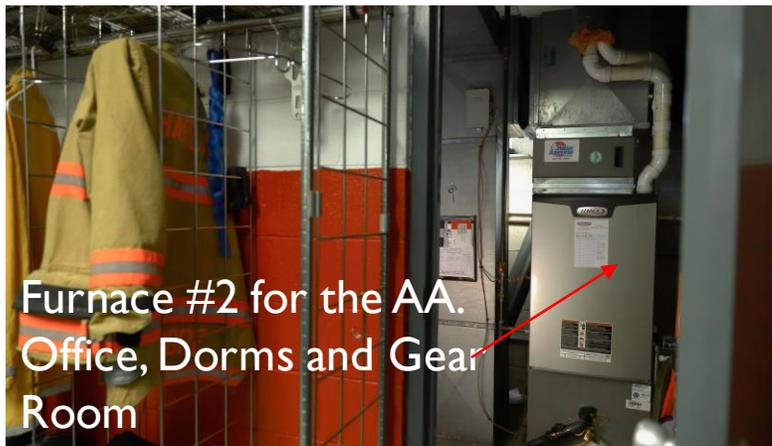


# ADMINISTRATION OFFICES

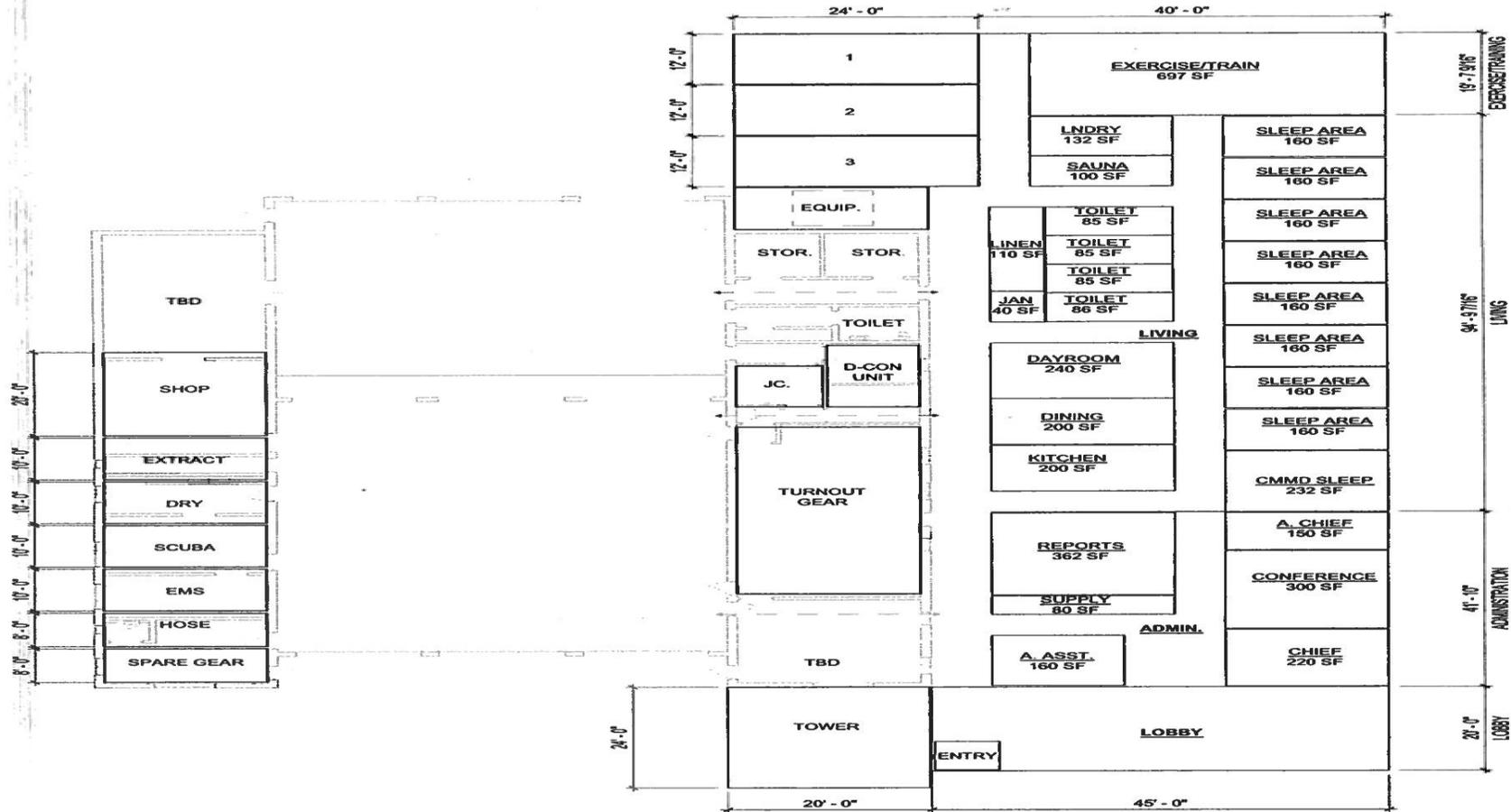
## Administrative Assistant Office

- Copy Machine/Printer
- Fax Machine
- Lobby not adequate for
  - Visitors/Burn Permits
  - Receiving packages
- Windows need to be replaced.
- Heat/Air

**Note:** The heat and air exchange circulates through the gear room which in turn pulls in the carcinogens from the turnout gear into the breathing air for the Administrative Office.



# PROPOSED ADDITION TO CURRENT STATION



Proposed square footage 20,938

Projected cost to add an addition and remodel current station: \$11,775,996

# NEWPORT, MN PUBLIC SAFETY & CITY HALL

Square Footage –26,650

- Newport City Hall
- Newport Police Department
- Newport Fire

Overall Construction – \$7,224,613

- \$271/SF

Architect

- Brunton Architects & Engineers

Virtual Tour of the facility available

- <https://www.bruntonarchitects.com/Projects/newport-city-hall-police-fire-department/>



Photo courtesy of Brunton Architects & Engineers

# PUBLIC SAFETY & CITY HALL BUILDING

Serves as a joint Emergency Operations Center

- Mass casualty situations
  - Epidemics
  - Chemical Emergencies
  - Mass shootings
  - Natural disasters
  - Police Incidents
- Shared meeting space
- Shared apparatus/squad bay space
  - Apparatus Bays – 7,830 (10) Bays
  - Squad Bays – 1,100 (2) Bays
- This is a sample of square footage and cost per square footage.
  - Utilizing the Village needs assessment we can design the space to fit our needs for a public safety building.



Photo courtesy of Brunton Architects & Engineers