



**Hartland Business Improvement District
Board of Director's Meeting
Tuesday, November 12, 2019, 7:30 a.m.
Village Hall Board Room, 210 Cottonwood Ave., Hartland, WI**

BID Board Members Present: Dr. Jim Muenzenberger, Tom Brass, Jessie Puzach, Cheryl Pfundtner, Steve Berger

BID Board Members Absent: Marilyn Haroldson, Mike Badani, Jeff Pfannerstill, Jon Wojciechowski

Others Present: Ryan Bailey, Interim Village Administrator & BID Director, Cindy Gardner

Meeting Proceedings

1. Board Meeting Call to Order: Meeting called to order at 7:38 a.m. by BID Board President, Tom Brass

2. Approval of Minutes: MOTION made by Muenzenberger to approve October 8, 2019, meeting minutes as presented; seconded by Berger. MOTION passed unanimously.

3. President report by Tom Brass, BID President

Discussion about BID board members and officers for 2020.

Board members Brass, Haroldson and Wojciechowski recommit to a 3 year term, starting Jan. 1, 2020 and ending Dec. 31, 2022.

Action Item: BID Board nominates existing board members Brass, Haroldson and Wojciechowski to new 3 year terms starting Jan. 1, 2020 and ending Dec. 31, 2022. MOTION made by Muenzenberger to reappoint Brass, Haroldson and Wojciechowski to a 3 year term; seconded by

Action Item: MOTION made by Brass that it is highly suggested that all future board members serve on a committee prior to serving on the board; seconded by Puzach. MOTION passed unanimously.

Action Item: BID Executive Officers for 2020: Steve Berger, president, Jessie Puzach, vice president, Marilyn Haroldson, secretary, Cheryl Pfundtner, treasurer, Tom Brass, past president. MOTION made by Muenzenberger to approve BID Executive Officers for 2020 as presented; seconded by Berger. MOTION passed unanimously.

BID Executive Committee met on Oct. 24 at Beer Snobs. State of the BID and BID Director salary discussed. BID Director left room during discussion on salary. Action Item: MOTION made by Muezenberger to increase BID Director annual salary \$1,000 for 2020; seconded by Berger. MOTIN passed unanimously.

4. Financial report by Cheryl Pfundtner, BID Treasurer

Statement of operations and balance sheets through October, 2019. MOTION made by Muenzenberger to approve operations and balance sheets as presented; seconded by Berger. MOTION passed unanimously.

Action Item: BID office lease renewal at 135 Cottonwood Ave. for 5 years. MOTION made by Muenzenberger to approve BID office lease renewal for 5 years at \$4,500/yr commencing 1/1/2020 and ending 12/31/2024; seconded by Puzach. MOTION passed unanimously.

Action Item: Fourth draft of 2020 BID budget. MOTION made by Berger to approve the fourth draft as the final BID budget for 2020; seconded by Pfundtner. MOTION passed unanimously.

Brief comments on payroll annual service fee. BID treasurer will contact provider to discuss lowering cost.

5. Committee Reports

a) Marketing Committee report by Steve Berger, Committee Chair

Recap of marketing meeting on Nov. 1:

- Hartland Lights event is Friday, Dec. 6 from 6-9pm.

- Fall social Thursday was Oct. 17 from 5-7pm at Beer Snobs. About 30 attendees.
- Shop Small event promotion done by Elise Miller
- 2020 Marketing calendar & events discussed
- IAT Committee report by Muenzenberger. Successful Bark River clean up on Oct. 19 at Hartbrook Park. Village DPW big help.
- Comments about marketing available benches in the spring.
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b) Design Committee report by Jim Muenzenberger, Committee Chair

Recap of meeting on Nov. 1:

- 2020 Estimates for streetscaping from Patio Petals
- Final edits & updates of façade application. Will be ready for 2020.
- Comments about bench sponsorship

c) Economic Development Committee – no meeting

d) Executive Committee report by Tom Brass, Committee Chair

Committee met on Oct. 24. Action items & comments listed under President's report.

6. BID Director Report presented by Cindy Gardner, BID Director

Banner for Holiday Train & Hartland Lights will be put up by DPW. Businesses encouraged to collect food for the train.

Light pole banners and hardware are in. DPW will install in near future.

Kiosk at Centennial Park now available for BID information.

Director spoke with WTKM radio station in Hartford regarding banner program.

No movement on properties for sale downtown: Lombard property price reduction to \$374,900, Bruno property/139 Cottonwood for sale for \$499,900 and 221 Cottonwood reduced to \$319,900.

New laptop for BID office on order. OnTech, Village's tech support company, will handle set-up.

7. State of the Village report presented by Ryan Bailey, Interim Village Administrator

New Village Administrator, Tim Rhode, starting Jan.6.

Holiday Train arrives Dec. 3 at 5:30pm.

Lake Country Lutheran property development moving forward through village approval process. Will be apartments & condos only, no commercial.

Interest in the old gravel pit property for possible apartments.

8. Adjournment

MOTION by Puzach to adjourn at 8:47 a.m.; seconded by Pfundtner. MOTION passed unanimously.

Next BID Board meeting date is scheduled for Tuesday, December 10 at 7:30 a.m.

Minutes submitted by Cindy Gardner, BID Director.