

Presentation by Hartland Sparks at 6:15 p.m. prior to the Village Board meeting

**VILLAGE BOARD AGENDA
MONDAY, JANUARY 27, 2020
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Roll Call

Pledge of Allegiance – Trustee Anson

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.)

1. Consideration of a motion to approve Village Board minutes of January 13, 2020.
2. Consideration of a motion to approve vouchers for payment.
3. Consideration of actions related to Licenses and Permits
 - a. Consideration of applications for Operator's (Bartender) Licenses with a term ending June 30, 2020.
 - b. Consideration of a Temporary Class B Beer/Wine License for St. Charles Congregation
 - c. Consideration of a Temporary Operator's License for the St. Charles event
4. Consideration of a motion to approve a contract with Five Star Fireworks Company, Oconomowoc, in the amount of \$17,000 for the 2020 fireworks display.
5. Consideration of a motion to approve the purchase of a 2020 Freightliner cab, chassis, equipment and extended warranty in the amount of \$206,814 and to declare as surplus and authorize the disposal of a Freightliner truck when the new vehicle is put into service.
6. Consideration of a motion to declare miscellaneous Police Department equipment as surplus.
7. Discussion and consideration related to filling the position of Public Works Director.
8. Discussion and consideration of options related to roof repairs/replacements and possible consideration of a motion to approve an agreement with Industrial Roofing Services, Inc. in the amount of \$650 to review repairs for Village Library and Village Hall roof systems.

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9. 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.

10. Adjournment.

Tim Rhode, Village Administrator

Notice: Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Darlene Igl, Village Clerk, at 262/367-2714. The Municipal Building is handicap accessible.

**VILLAGE BOARD MINUTES
MONDAY, JANUARY 13, 2020
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Roll Call

Pledge of Allegiance – Trustee Dorau

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

Others Present: Administrator Rhode, Clerk Igl, Operations Supervisor Gerszewski, Fire Chief Dean, Police Chief Misko, Bryan Lindgren, Erin Guenterberg.

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.) President Pfannerstill welcomed Village Administrator Tim Rhode to the Village of Hartland. No other public comments made.

1. Motion (Ludtke/ Meyers) to approve Village Board minutes of December 30, 2019. Carried (7-0).
2. Motion (Wallschlager/Connor) to approve vouchers for payment in the amount of \$431,727.12. Carried (6-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits
 - a. Motion (Dorau/Ludtke) to approve applications for Operator's (Bartender) Licenses with a term ending June 30, 2020. Carried (7-0).
4. Consideration of a motion to affirm the Park and Recreation Board approval of the use of Nixon Park for the 8th Annual Hartland Kids Day on July 29, 2020 from 9:00 am to 2:00 pm as presented by Erin Guenterberg, Owner of Lake Country Family Fun.

Ms. Guenterberg stated that she has been planning for the event and met earlier with Police Department staff to discuss ways to improve parking and the shuttle service. She stated that she is waiting on information on the food truck policy and will incorporate the new policy into the event. Motion (Connor/Anson) to affirm the Park and Recreation Board approval of the use of Nixon Park for the event. Carried (7-0).

5. Consideration of a motion to adopt Resolution No. 01-13-2020 "A Resolution Accepting Public Improvements in the Glen at Overlook Trails".

Bryan Lindgren, Neumann Companies, stated that they appreciate the work of the Village staff on the project and are asking for acceptance of the water and sewer improvements only at this

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time. Operations Supervisor Gerszewski stated that the storm sewer will follow 9 spring. Motion (Ludtke/Anson) to adopt Resolution No. 01-13-2020 "A Resolution Accepting Public Improvements in the Glen at Overlook Trails. Carried (7-0).

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

Operations Supervisor Gerszewski stated that the reduction in the letter of credit requested will release the funds for improvements that were accepted. Motion (Ludtke/Dorau) to reduce the letter of credit in the amount of \$448,870.59. Carried (7-0).

7. 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 Dorau commented on an event at Hartland South involving the kids from the STEM program. The team had proposed a solution to remove ice from sidewalks and were excited that Supervisor Gerszewski took the time to meet with the kids to discuss the issue. It was stated that the team would like to provide a presentation to the Village Board prior to the next Village Board meeting.

Chief Misko provided an update on the purchase of the armored vehicle stating that the vehicle has been ordered and delivery is expected in April. He stated that Bravo Company has committed to making a \$5,000 donation. He stated that the Chiefs will be meeting to review donations and determine the final cost.

President Pfannerstill commented to residents that anyone interested in serving on a committee should submit a volunteer profile sheet which is available on the website or contact the Village Clerk's office for more information.

Administrator Rhode thanked the Village Board for the opportunity to serve in Hartland and stated that he will be meeting individually with each Village Board member in the near future.

8. Adjournment.

Motion (Dorau/Ludtke) to adjourn at 6:48 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: January 22, 2020

RE: Voucher List

Attached is the voucher list for the January 27, 2020 Village Board meeting.

January 27, 2020 (2019 expenses) Checks:	\$ 83,081.60
January 27, 2020 (2020 expenses) Checks:	\$150,205.75
Total amount to be approved:	<u>\$233,287.35</u>

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VOUCHER LIST - JANUARY 27, 2020 AP

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Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 804-21520 RETIREMENT DEDUCTIONS PAYABLE	EDWARD JONES	GARDNER DEC IRA	\$124.64
G 101-31630 4TH OF JULY PARADE DONATIONS	HARTLAND FOOD PANTRY	DONATION FROM 5K RUN	\$520.00
G 101-23000 SPECIAL DEPOSITS	LAKE COUNTRY LACROSSE	CENTENNIAL SOCCER DEPOSIT	\$500.00
G 101-23000 SPECIAL DEPOSITS	LAKE COUNTRY LACROSSE	CENTENNIAL FOOTBALL DEPOSIT	\$500.00
G 204-34187 FWW LIFT STATION REPLACEMENT	WE ENERGIES	DEC-JAN FWW LIFT STATION	\$112.61
EXPENSE Descr			\$1,757.25
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN	\$246.44
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN	\$161.89
E 101-52300-800 CAPITAL OUTLAY	JEFFERSON FIRE & SAFETY INC	TURN OUT GEAR	\$4,592.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH PHARMACY OCON	EMS SUPPLIES	\$68.48
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	XEROX CORPORATION	NOV-DEC COPIER	\$21.00
EXPENSE Descr AMBULANCE			\$5,089.81
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-140 RETIREMENT BENEFITS	EDWARD JONES	GARDNER DEC IRA	\$62.66
EXPENSE Descr ECONOMIC DEVELOPMENT			\$62.66
EXPENSE Descr FIRE PROTECTION			
E 101-52200-800 CAPITAL OUTLAY	FLEMINGS FIRE 1, INC.	COAT/PANT GEAR	\$4,823.04
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	MARK BURG 2M TRAINING	THRU THE LOCK TRAINING	\$520.00
E 101-52200-255 BLDGS/GROUNDS	PATRIOT PLUMBING, INC	REPAIR FLUSH VALVE	\$378.73
EXPENSE Descr FIRE PROTECTION			\$5,721.77
EXPENSE Descr INSPECTION			
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	DEC PERMITS	\$4,908.72
EXPENSE Descr INSPECTION			\$4,908.72
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	PHONE SEARCHES/DEC USER FEE	\$148.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW GARDNER/LOVALD/SERRANO	\$105.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	DEC PRISONER HOUSING	\$748.44
EXPENSE Descr LAW ENFORCEMENT			\$1,001.44
EXPENSE Descr LIBRARY			
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$72.50
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	OCT-DEC COPIER ADDL IMAGES	\$233.29
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	DEC-JAN GAS SERVICE	\$600.93
EXPENSE Descr LIBRARY			\$906.72

Account Descr	Search Name	Comments	Amount
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$72.50
EXPENSE Descr MUNICIPAL BUILDING			\$72.50
EXPENSE Descr PARKS			
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	DEC-JAN CENTENNIAL	\$22.86
EXPENSE Descr PARKS			\$22.86
EXPENSE Descr PUBLIC WORKS			
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	SAW BLADES	\$21.57
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BUMPER TO BUMPER	SCRAPER/KNIFE	\$38.85
E 101-53000-240 CONTRACTED SNOW & ICE CONTROL	CONCRETE & BRICK SPECIALISTS	OCT-DEC SNOW PLOWING	\$994.25
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	FILTERS	\$205.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	CREDIT	-\$62.43
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	GAUGE/CABLE TIE/FILTERS/LAMP KIT	\$327.53
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	BLADE/CLEANER/FILTERS	\$108.97
E 101-53000-225 STREET LIGHTING	WE ENERGIES	DEC-JAN FOUR WINDS WEST	\$138.69
E 101-53000-225 STREET LIGHTING	WE ENERGIES	NOV-DEC ST LIGHTING	\$8,644.92
E 101-53000-225 STREET LIGHTING	WE ENERGIES	DEC-JAN RIVERWALK STREET LIGHT	\$14.21
EXPENSE Descr PUBLIC WORKS			\$10,432.54
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OBOYLE, ERIN	SEPT-NOV BALLROOM DANCE	\$172.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	VILLAGE OF SUSSEX	SEPT-NOV TUMBLING	\$1,008.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	VILLAGE OF SUSSEX	SPRING/SUMMER TUMBLING	\$288.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$1,468.00
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	ADVANCED DISPOSAL	DEC SERVICES	\$35,091.60
EXPENSE Descr REFUSE & GARBAGE COLLECTION			\$35,091.60
EXPENSE Descr SEWER SERVICE			
E 204-53610-360 VEHICLE MAINT/EXPENSE	BRUCE MUNICIPAL EQUIPMENT INC	REPAIR SEWER TRUCK	\$170.75
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	BUMPER TO BUMPER	SCRAPER/KNIFE	\$59.96
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	VISU-SEWER, INC.	SEWER CLEANING	\$14,175.15
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC CRYSTAL	\$14.24
EXPENSE Descr SEWER SERVICE			\$14,420.10
EXPENSE Descr WATER UTILITY			
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	DRAIN HOSE	\$8.07
E 620-53700-923 OUTSIDE SERVICES	GRUNAU	TEST BACK FLOW PREVENTERS	\$455.00
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-JAN MICRO BOOSTER	\$27.04
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-JAN BRISTLECONE	\$382.36

Account Descr	Search Name	Comments	Amount
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	NOV-JAN BRISTLECONE	\$16.78
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-DEC #3 PUMPHOUSE	\$1,210.38
E 620-53700-923 OUTSIDE SERVICES	WI STATE LABORATORY OF HYGIENE	FLUORIDE	\$26.00
EXPENSE Descr WATER UTILITY			\$2,125.63
			\$83,081.60

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Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 101-12110 PROPERTY TAX REFUNDS	ALJUBOURI, FAIEK & DEBRA	0757059	\$851.92
G 101-24240 COURT FINES DUE STATE	BLAKE MOORE	CHANGE OWED/BE565587-1	\$1.20
G 101-12110 PROPERTY TAX REFUNDS	CRIVELLO, SAL	0727172	\$2,960.60
G 101-12110 PROPERTY TAX REFUNDS	FLOR, SUSAN & DANIEL	0428045	\$95.49
G 101-12110 PROPERTY TAX REFUNDS	FLOR, SUSAN & DANIEL	0424069	\$9.01
G 101-12110 PROPERTY TAX REFUNDS	GREENWOLD, DAVID	0726129	\$334.25
G 101-12110 PROPERTY TAX REFUNDS	HACKBARTH, DALE A.	0727113	\$274.15
G 101-12110 PROPERTY TAX REFUNDS	HELSTERN, THOMAS & MALORIE	0727070	\$403.55
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	MOORE/BE565587-1	\$98.80
G 101-12110 PROPERTY TAX REFUNDS	LYONS, THOMAS & CATHERINE	0430120012	\$486.34
G 101-12110 PROPERTY TAX REFUNDS	MILLEVOLTE, VINCENT	0729025	\$74.41
G 101-12110 PROPERTY TAX REFUNDS	PIER, CHRISTOPHER & ERICA	0757121	\$550.52
G 101-12110 PROPERTY TAX REFUNDS	ROCKTEACHER, MARK D	0727037	\$380.53
G 101-12110 PROPERTY TAX REFUNDS	SCHNEIDER, JUDITH	0423982056	\$1,680.24
G 101-31630 4TH OF JULY PARADE DONATIONS	SILVER CIRCLE SPORTS EVENTS LL	DEPOSIT FOR 5K	\$250.00
EXPENSE Descr			\$8,451.01
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	CHAINSAW SHARPENING	\$23.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$946.68
EXPENSE Descr AMBULANCE			\$969.68
EXPENSE Descr DEBT SERVICE			
E 401-58000-610 PRINCIPAL REDEMPTION	WAUKESHA CTY TREASURER (515)	TRUNKED RADIO REPAYMENT	\$4,854.00
EXPENSE Descr DEBT SERVICE			\$4,854.00
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-750 COPIES/DUPLICATION	VILLAGE GRAPHICS	REPORT COPIES	\$5.64
EXPENSE Descr ECONOMIC DEVELOPMENT			\$5.64
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 101-53635-460 LANDSCAPE MANAGEMENT	HAHN ACE HARDWARE	CHAINS FOR SAW/WRENCHES/SAW	\$50.35
E 201-53635-450 YARDWASTE	RENEWABLE FOREST PRODUCTS INC	TUB GRINDING	\$7,000.00
EXPENSE Descr ENVIRONMENTAL SERVICES			\$7,050.35
EXPENSE Descr FIRE PROTECTION			
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	EMERGENCY SERVICES MARKETING	RENEWAL/IAM RESPONDING SOFTWARE	\$650.00
E 101-52200-800 CAPITAL OUTLAY	GENERAL COMMUNICATIONS	DUAL BAND VOICE PAGERS	\$6,600.00
E 101-52200-255 BLDGS/GROUNDS	SUPERIOR CHEMICAL CORP	CLEANER	\$199.33
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	TRUNKED RADIO REPAYMENT	\$1,175.24

Account Descr	Search Name	Comments	Amount
EXPENSE Descr FIRE PROTECTION			\$8,624.57
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-395 COMMUNITY RELATIONS	FELKNER, DAVID	REIMBURSE SUPPLIES	\$5.68
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	JAN-APR COPIER	\$742.38
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	TRUNKED RADIO REPAYMENT	\$117.53
EXPENSE Descr GENERAL ADMINISTRATION			\$865.59
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-360 VEHICLE MAINT/EXPENSE	10-33 VEHICLE SERVICES	NEW SQUAD SET UP	\$4,983.32
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HAHN ACE HARDWARE	CONSTRUCTION LAGS/DECK SCR	\$20.68
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HAHN ACE HARDWARE	METAL HANDLE	\$22.12
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	CHECK ENGINE LIGHT	\$360.55
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	INTOXIMETERS	MOUTHPIECES	\$146.25
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	JORGENSEN, MARK	REIMBURSE CLOTHING ALLOWANCE	\$160.80
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$224.65
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	DESKTOP COMPUTERS	\$1,460.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	SOBONIAK, CONRAD	REIMBURSE CLOTHING ALLOWANCE	\$39.63
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	TRUNKED RADIO REPAYMENT	\$1,096.91
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE - TIME	TIME ACCESS/SUPPORT	\$1,416.00
EXPENSE Descr LAW ENFORCEMENT			\$9,930.91
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	BOOKS	\$150.00
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$120.50
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	BOOKS	\$26.25
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	TRUNKED RADIO REPAYMENT	\$39.18
E 101-55110-325 PERIODICALS	WAUKESHA CTY TREASURER (515)	BOOK PAGES SUBSCRIPTION	\$243.00
E 101-55110-310 BOOKS & MATERIALS	WAUKESHA CTY TREASURER (515)	SHARED DATABASE CHARGES	\$1,499.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	CAFÉ SUPPORT CHARGES 2020	\$18,616.00
E 101-55110-325 PERIODICALS	WAUKESHA CTY TREASURER (515)	FLIPSTER E-MAGAZINE	\$1,077.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY TREASURER (515)	CAFÉ CARD COMBOS	\$237.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	MOVIE LICENSING	\$280.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	ADVANTAGE PROGRAM	\$1,929.00
E 101-55110-310 BOOKS & MATERIALS	WAUKESHA CTY TREASURER (515)	GALE COURSES	\$1,573.00
EXPENSE Descr LIBRARY			\$25,789.93
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-255 BLDGS/GROUNDS	BATTERY PRODUCTS INC	DEFIB BATTERY	\$131.95
E 101-51600-255 BLDGS/GROUNDS	HAHN ACE HARDWARE	PAINT ROLLERS/BRUSHES/PAINT TRAY/PAINT	\$108.85
E 101-51600-255 BLDGS/GROUNDS	HAHN ACE HARDWARE	PAINT ROLLER	\$17.98
E 101-51600-255 BLDGS/GROUNDS	MENARDS- PEWAUKEE	DOOR HANDLES/ELECTRICAL SUPPLIES	\$58.41
EXPENSE Descr MUNICIPAL BUILDING			\$317.19

Account Descr	Search Name	Comments	Amount
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	SCREWS	\$5.21
EXPENSE Descr PARKS			\$5.21
EXPENSE Descr PUBLIC WORKS			
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	KEYCHAIN/KEY RING/CLIP	\$17.04
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	PINE SOL CLEANER	\$21.55
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	SHOP VAC FILTER	\$19.50
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	CHAIN	\$70.71
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	TOOL HOOKS	\$29.01
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	OIL FILTERS	\$29.31
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	OIL FILTER/OIL	\$53.88
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	BATTERY CHARGER	\$42.89
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	CAR SOAP/BATTERY TESTER	\$188.26
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	OIL	\$787.05
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$1,409.54
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$132.95
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$105.95
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$132.95
E 101-53000-410 STREETS GEN MAINT	LANGE ENTERPRISES INC	NO PARKING/STOPPING/STANDING	\$505.32
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	OIL FILTERS/AIR FILTER/FAB LOOM	\$308.43
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	REFLECTIVE TAPE	\$88.69
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	FITTINGS	\$70.13
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	HOSE ASSEMBLY	\$118.39
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	FITTINGS/HOSE	\$129.64
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	EXHAUST FLUID	\$86.34
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	VALVE REPLACEMENT	\$310.99
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	TRUNKED RADIO REPAYMENT	\$822.68
EXPENSE Descr PUBLIC WORKS			\$5,481.20
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	BALANCE BEAM SUPPLIES	\$7.78
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HOOPER HANDS BASKETBALL AC	FUNDAMENTALS OF BASKETBALL	\$1,152.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HUNT-MATTHES, KATE	JAN-FEB INTRO TO MEDITATION	\$139.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY MARTIAL ARTS	FAMILY BEG TAEKWONDO	\$40.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	MULLETT ICE CENTER	LEARN TO PLAY HOCKEY	\$160.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN/FERRELL	\$29.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN/FOUST	\$29.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	TISCHER, SHERRY	REIMBURSE PROGRAM SUPPLIES	\$104.75
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	TRUNKED RADIO REPAYMENT	\$39.18
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$1,700.91

Account Descr	Search Name	Comments	Amount
EXPENSE Descr SEWER SERVICE			
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	JAN FEES	\$71,985.88
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$50.48
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	VISU-SEWER, INC.	REPAIR SEWER MAIN	\$3,095.00
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	TRUNKED RADIO REPAYMENT	\$156.70
EXPENSE Descr SEWER SERVICE			\$75,288.06
EXPENSE Descr TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	BOARD ROOM CALENDAR	\$12.04
EXPENSE Descr TRUSTEES			\$12.04
EXPENSE Descr WATER UTILITY			
E 620-53700-623 PUMPING - SUPPLIES/EXPENSES	E.H. WOLF	OIL	\$404.10
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$50.48
E 620-53700-923 OUTSIDE SERVICES	VILLAGE GRAPHICS	METER TEST CARDS	\$27.30
E 620-53700-923 OUTSIDE SERVICES	WAUKESHA CTY TREASURER (515)	TRUNKED RADIO REPAYMENT	\$352.58
E 620-53700-651 MAINTENANCE OF MAINS	WOLF PAVING CO INC	CONCRETE DISPOSAL	\$25.00
EXPENSE Descr WATER UTILITY			\$859.46
			\$150,205.75

**VILLAGE OF HARTLAND
LICENSES AND PERMITS
JANUARY 27, 2020**

Bartender (Operator's) Licenses – expires June 30, 2020

Kendall Gobbeo
Robert Arndt

The Police Chief and Village Clerk have reviewed the applications listed above. The applicants have successfully completed the Responsible Beverage Servers Course.

Temporary Class B Beer/Wine License

Applicant: St. Charles Congregation
Location: St. Charles Parish, 313 Circle Drive
Event: Fish Fry
Date: February 28, March 6, March 13, March 20, March 27, April 3

Temporary Operator's License

Nancy Van De Laarschot, St. Charles

FIVE STAR FIREWORKS CO.

Mystic Fireworks, Inc., d/b/a Five Star Fireworks

P. O. Box 143

Oconomowoc, WI 53066-0143

Telephone (262)569-7820; Cell (262)490-4164

THIS AGREEMENT is made this 20th day of February, 2020, between:

Mystic Fireworks Inc. d/b/a

FIVE STAR FIREWORKS CO.

- and -

CUSTOMER, Village of Hartland, 210 Cottonwood Avenue Hartland, WI 53029

Customer agrees to engage Mystic Fireworks, Inc. d/b/a Five Star Fireworks, (“Five Star”) to shoot a fireworks show (“Show”) on June 26, 2020 at Nixon Park.

Customer agrees to pay Five Star the total price \$17,000.00, subject to modification for changes in the show for the labor, shooting and furnishing of fireworks for the Show referenced above.

A down payment of \$4,500.00 shall be made upon the signing of this Agreement. The remaining amount is due July 14, 2020.

Five Star and the Customer agree as follows:

FIREWORKS EXHIBITION TERMS AND CONDITIONS

1. **Parties.** This contract engages the services of Five Star to produce and perform pyrotechnic displays for the Customer as referenced above.

2. **Product.** Five Star agrees to furnish to Customer a fireworks display Show containing the fireworks indicated on the attached Exhibit “A” which is a list of the purchased fireworks to be used for the Show.

3. **Supply.** In the event any of the fireworks listed in Exhibit “A” should not be available through no fault of Five Star, Five Star reserves the right to substitute said fireworks with comparable fireworks without further notice. Any said substitutions will be of equal or greater value to Customer and will not affect the “look” or “feel” of the Show.

4. **Date.** The date of the Show shall be for June 26, 2020.

5. **Weather.** In case of inclement weather, the displays will be rescheduled for June 27, 2020. In the event inclement weather forces the cancellation of the Show and said Show is not rescheduled, Customer shall pay a restocking charge of 15% of the cost of the Show with the remaining down payment refunded to Customer.

6. **Financing/Sponsorship.** Should a Customer lose funding for the Show or a sponsor of the Show withdraws funds, the Customer must give written notice of same to Five Star indicating what amount of funds were lost and what is the new budget for the Show. Notice must be received before the

end of April of the year the Show is to be produced. The Customer will have the following options:

- a. **Cancellation.** If the funds available for the Show are less than the amount necessary to conduct a reasonable Show, then the contract for that year may be canceled. If the Customer has additional years remaining on its contract, then the Customer must make all reasonable efforts to secure financing for the remaining Shows. Cancellation of the contract due to lack of funds does not free or allow Customer to search out other fireworks companies to shoot the Show.
- b. **Reorganization.** After informing Five Star of the loss of funds, Customer can arrange with Five Star reorganization the Show given the new amounts available. If notice is received less than thirty (30) days prior to the Show, any cancellation or change will be disallowed. Five Star reserves the right to refuse reorganization of the Show based on its own judgment of the facts in any given situation.

7. **Personnel.** Five Star shall provide qualified personnel who will handle the delivery, set-up and execution of the display fireworks, as well as appropriate clean-up satisfactory to the Customer of the shoot display area. Said personnel are under the sole and direct control and supervision of Five Star. Any changes in the Show or information regarding the Show on the date of the Show must be referred to the site supervisor.

8. **Safety.** Five Star shall take all safety precautions with respect to the Show, shall comply with all safety measures required by the Contract, and with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority for the safety of persons or property at the Show. The following provisions are also necessary for the safety of the Show:

- a. **Area.** Customer shall provide Five Star with sufficient area as defined by Five Star to shoot said Show in a safe and reasonable manner in accordance with NFPA guidelines and standards.
- b. **Police and Fire.** Customer shall provide all necessary police and fire personnel, This includes, but is not limited to contact with the police and fire departments in the area, providing access to fire suppression equipment and water.
- c. **After-Show Inspection and Clean-Up.** Five Star will, in a manner consistent with best practices in the industry conduct a search of the grounds after the Show, and the following morning in an effort to dispose of any unexploded shells and for a general clean-up of the area. The extent of this inspection and clean-up may be affected by other commitments, inclement weather, or other unforeseeable circumstances, including, but not limited to; fire, lighting, rain, snow, or any other factors that hamper its after-show inspection and clean-up.

9. **Non-Assignment.** Five Star shall not assign or sub-let this Contract, or any part thereof, and shall not assign any money due or to become due hereunder without first obtaining the written consent of the Customer hereto.

10. **Compliance.** Five Star shall comply with all federal and state laws, codes, and regulations and all municipal ordinances and regulations effective where the work under this Contract is to be performed.

11. **Permits.** Village of Hartland will be responsible for obtaining all necessary permits for the Show. Failure to obtain permits may result in cancellation of the Show.

12. **Entire Agreement.** This Agreement constitutes the entire Contract of the parties. It is expressly agreed that no statement, arrangement, or understanding, oral or written, express or implied, will be recognized unless it is stated in, or otherwise permitted by, this Agreement. Customer and Five Star warrants that the person executing this Agreement, and any subsequent change orders, has legal authority to do so. Customer acknowledges the review and approval of the entire Agreement before execution. This Agreement is not assignable by either party without the other's consent.

13. **Debt or Obligations.** Each party shall be solely responsible for its separate debts and obligations.

14. **Payment.** The cost of the display shall be \$17,000.00, and the cost for \$2,000,000.00 liability insurance is included, for a total amount due of \$17,000.00, plus sales tax, if applicable. At the time of the signing of this Contract, the Customer shall pay the deposit in the amount of \$4,500.00. The remaining balance shall be due July 14, 2020. A 5% financing charge shall be applied on the unpaid balance each month until the receipt by Five Star of any unpaid balance.

15. **Indemnification. Mystic Fireworks, Inc. and Five Star Co.** each shall indemnify Customer against all liability to any person for or by reason of any condition, whether defective or otherwise, of any fireworks, apparatus, equipment, or fixtures furnished by Five Star in connection with the Show, and against all liability to any person for or by reason of any act of omission of Five Star or any of its agents or employees. Mystic Fireworks, Inc. and Fire Star Fireworks Co. each shall name the Village of Hartland, its officers, employees and agents as additional insured and shall provide a policy endorsement evidencing same not less than 90 days before the start of the Show.

16. **Severability.** The invalidity of any part of this Agreement shall not be deemed to affect the validity of any other part. In the event that any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provisions.

17. **Access.** Customer agrees to maintain access for Five Star to the display area, to keep the site free from obstructions, and to obtain permission for Five Star to gain access through any property as necessary to facilitate the shooting of the Show. Customer shall be solely responsible for all risk, shall hold Five Star harmless and free of liability, and shall compensate for any damage or costs arising out of such access or the failure to maintain access.

18. **Insurance.** Five Star shall maintain workers compensation and general liability insurance (in an amount of \$2,000,000.00), as necessary, either through itself or its parent company, Five Star Fireworks, Corp. and shall name the Village of Hartland as an additional insured.

19. **Alternative Dispute Resolution.** In the event that either party requests, in writing, that a dispute relating in any way to this Agreement be resolved by mediation, the other party to this contract *may* proceed to mediate the dispute prior to filing a lawsuit any mediator or group that the parties can mutually agree to.

20. **Waiver.** Customer's commencement of litigation against Five Star for breach of contract or other dispute(s) prior to providing the notice required above, shall be deemed a waiver of any and all claims Customer may have had against Five Star for breach of contract or other dispute(s).

21 **Acceptance.** In executing this Agreement, Customer represents that Customer has the necessary financial resources to fulfill its obligations under this Agreement; and each party represents the person signing on its behalf has the legal authority to execute this Agreement.

By signing this Agreement, Customer represents and warrants that: (1) they have the authority to execute this Agreement for the Show; and (2) they have reviewed and approved the Agreement and the attached Exhibit "A." This Agreement shall become binding on Five Star and Customer upon signing below.

Submitted by Five Star:

By: _____ Date: January 20, 2020
Tim Heinecke, President

The undersigned Customer certifies that he/she has carefully read this entire Agreement before signing below and acknowledges receipt of a copy of the entire Agreement at the time of signing.

Accepted by Customer:

By: _____ Date: _____

Accepted by Five Star:

By: _____ Date: _____
Tim Heinecke, President



Hartland Home Town Celebration

June 26, 2020



GRAND OPENING

300 BRIGHT SILVER TAILS TO SILVER WILLOWS (FANNED)

MAIN EVENT

10 **THREE INCH FLASH SALUTES**
Salutes will be used to signal the open of your show
and will continue throughout the program.

120 THREE INCH SMART STAR COLOR DISPLAY SHELLS

36 THREE INCH DELUXE PYRO DISPLAY SHELLS

30 THREE INCH CROWN PYRO DISPLAY SHELLS WITH TAILS

65 THREE INCH YOUNG FENG DISPLAY SHELLS

50 THREE INCH CROWN PYRO DISPLAY SHELLS WITH TAILS

Three inch display shells include: Colored Diadems, Crossett's, Tiger Tails, Sneaking Peony's, Bright Stars, Dark Peony's, Mixed Gamboges, White Willows, Strobes, Colors to Crackling, Dahlias, and Coconut Pistols to name a few.

FINALE

200	1 INCH MIXED CRACKLE STAR TO REPORT
200	1 ½ INCH SILVER/GREEN BLINK TO WILLOW
200	1 ½ INCH GLITTER CROWN TO FALLING LEAVES
200	1 INCH ASSORTED DIADEMS WITH TAILS
300	1 ½ INCH BROCADE KING WITH TIME RAIN
300	1 ½ INCH RED, WHITE, AND BLUE TAILS TO REPORT
200	1 ½ INCH TITANIUM SALUTES WITH REPORT
200	1 ½ INCH GOLD TAIL TO BRIGHT BLINK STAR
25	TWO AND A HALF INCH MIXED TAIL TO REPORT
25	TWO AND A HALF SPIDER SHELLS WITH CRACKLE
60	THREE INCH DELUXE FINALE COLOR SHELLS WITH TAILS
100	THREE INCH SILVER CROWN FINALE SHELLS
72	THREE INCH KAMURION FINALE SHELLS
60	THREE INCH GOLD CROWN RAIN FINALE SHELLS
100	THREE INCH FINALE COLOR SHELLS AND SALUTES

The conclusion of your show will consist of more than 2,200 shells to end the show on an extremely dramatic note!



HARTLAND SPECIAL EFFECTS



250	1 INCH CRACKELING COCONUT WITH TAIL
250	1 ½ INCH ASSORTED CROSSETTES
400	1 ½ INCH MIXED STROBE TO VARIGATED PISTOL
300	1 ½ GOLDEN BLINK WILLOW TO MIXED STAR
300	1 ½ INCH “FAN” CRACKEL MINE TO CRACKLE WILLOW
200	1 INCH “FAN” COCONUT CRACKLE TO BROCADE
200	1 ½ INCH MIXED CHRYSANTHEMUMS
200	1 ½ INCH RED TAIL TO WHITE GLITTER WILLOW
1800	FAN SHAPE DAHLIAS WITH COLOR TAILS
400	1 INCH FAN SHAPE GOLDEN KAMARUO SHELLS
200	1 INCH BROCADE KING TO LOUD REPORT

Special effects will be presented as 11 special segments throughout your show

The length of this show will be 25 minutes duration.
Program Exhibit “A”

Display Budget \$17,000.00

MEMO

TO: Timothy Rhode/Village Administrator
FROM: Michael D. Gerszewski/Operation Supervisor
DATE: January 21, 2020
SUBJECT: Authorization to purchase a 6-yard dump truck

With the approval of the 2020 Village budget, \$225,000 was allocated to replace a 6-yard dump truck. After reviewing options and in order to match our existing fleet, the cab and chassis we are requesting is a 2020 Freightliner from Truck Country of Oak Creek Wisconsin. Madison Truck Equipment will install the dump box, plow, wing, sander and lights. The DPW will install door decals and 2 way radio.

As a matter of note, this truck is being purchased with a stainless steel dump box, carbon fiber oil pan and stainless steel oil lines to increase corrosion resistance and longevity.

The cost of the cab and chassis is \$109,820 and the cost of the dump box, plow, wing, sander and lights installed is \$94,544.

The new truck is being purchased on the Waukesha County Joint Purchasing Contract. We also solicited and received three proposals for comparison purposes.

I am requesting that the DPW be authorized to purchase the 2020 Freightliner cab, chassis and equipment for a total cost of \$204,364. I am also requesting permission to purchase the extended warranty for 2 years for \$2,450. The grand total of the purchase will be \$206,814.

I am also requesting that the Village Board declare as surplus an old 6-yard dump truck and authorize its' disposal on the Wisconsin surplus.com auction site. At this time, we have not yet decided which Freightliner we will sell. We will evaluate which truck is in poorer condition at the time the new truck is put into service.

Please place this on the January 27, 2020 Village Board agenda for consideration and possible action.



cc: Darlene Igl/Village Clerk
David Felkner/Utility Supervisor



Village
of
Hartland

Police Department
210 Cottonwood Avenue
Hartland, WI 53029
Emergency Dial 911
Non-emergency (262) 367-2323
Fax (262)369-2224

Torin J. Misko
Chief of Police

Rosario J. Collura
Deputy Chief of Police

Date: 01/21/2020

To: Hartland Village Board

Re: Surplus Equipment

I am requesting approval to surplus the equipment listed below. All of the items listed below have already been replaced with new equipment and are no longer being used. If approved all of the equipment will be posted on the Wisconsin Surplus Online Auction website.

- Three radio holders
- Thirteen magazine pouches
- Eleven handgun holsters
- Two drop down handgun holsters
- Six handgun lights
- Two rifle cases
- One Simunition conversion kit
- Four Goodyear tires for a Chevrolet Impala
- One Canon Image Runner 17301F Printer/Copier/Scanner

Respectfully,

Torin J. Misko
Chief of Police



**Village of Hartland
Administration**

210 Cottonwood Ave, Hartland, WI 53029
www.villageofhartland.com

Committee: Village Board	Date: 1/22/2020
Village Board Item Number: 7	Date: 1/27/2020
Submitted By: Tim Rhode, Village Administrator	
Subject: Discussion and Possible Action of strategy for Replacing Vacant Department of Public Works Director	

Details:

Staff would like to present two options for the strategy to replace the retired DPW Director from back in 2018.

Option 1) Staff could update the Job Description with a few minor adjustments and one major adjustment. The major adjustment would be to amend the requirement for a certified Engineer. The current trend of Public Works Directors in the Southeastern Wisconsin area is not to require the Public Works Director to be a certified Engineer, but rather a more management based skill set toward construction management, organizational administration, and customer service.

Option 2) Staff has worked with a regional firm called GovTemps, which is a local government Temporary Staffing firm. The firm would recruit several experienced, usually retired Director of Public Works professionals for the Village to interview. Upon selection of a successful candidate, the position would be on a short-term (2-3 month) basis as an interim Director of Public Works. The selected candidate would not be a Village employee; they would be an employee of GovTemps. This position could be three days per week and would take on the role of our Village interim Director of Public Works.

While in the role, this season professional will help establish updated work rules, organization development and perform a complete review of DPW policy and procedures. Additionally, job duties would include evaluating staffing structure, helping to train DPW employees on the performance review process, as well as, coordinate with our Village consulting engineering staff on projects and grants. At the conclusion of the agreement, the candidate would help market and participate in the process of hiring a permanent Director of Public Works for the Village.

Financial Remarks:

No action is requested at this time. However, both options would fall under the 2020 Budgeted amount for a Public Works Director.

Options & Alternatives:

Staff is looking for direction on Option #1 or Option #2, before any additional time and resources are expended.

Executive Recommendation:

Please discuss and review both options. Staff is looking for direction. Once a direction is given, staff can better outline specific recommendations for moving forward at the February 10th Board Meeting.



About GovTemps USA

GovTemps USA is the interim staffing line of business of GovHR USA. It was formed in 2011 by Joellen Cademartori and Heidi Voorhees. Both have distinguished careers in local government management and saw a need for a firm to focus on providing short and long-term staffing solutions to local governments. As of October 2019, GovTemps has assisted more than 180 organizations in 14 states with over 450 placements.

GovTemps Positions. GovTemps has placed employees in a variety of temporary positions at local jurisdictions. They include: Managers and Administrators, Parks and Recreation Administrators, Police Chiefs, Executive Assistants, Clerks, HR Directors, HR Generalists, Finance Directors, CFO's, Accountants, Community Development Directors, Planners, Plan Reviewers, Permit Clerks, Public Works Directors and Superintendents, Engineers, Building Officials, and more.

Why Employees Choose GovTemps. Employees choose GovTemps because of its reputation as a leader in short and long-term staffing services for local governments. The senior staff at GovTemps are former local government employees and care about assisting good and talented people find positions in local governments. GovTemps employee benefits include:

- ✓ Professional liability and workers' compensation coverage
- ✓ Contribution to health insurance for eligible employees
- ✓ Matching contribution towards an IRA for eligible employees

Because GovTemps carries professional liability insurance coverage, individuals who might otherwise consider working as an independent contractor have opted to work through GovTemps thus avoiding the high cost of liability insurance and simplifying year-end tax filing.

Why Local Governments Choose GovTemps. Local governments choose GovTemps for the following reasons:

Talented and Skilled Candidates. GovTemps understands the unique position needs and expectations of local governments. GovTemps actively recruits employees through regular attendance at professional conferences and other events, outreach to its professional network, and pro-active recruitment.

Cost Avoidance. By partnering with GovTemps, local governments avoid the costs associated with employee recruitment and selection, as well as the expense of payroll withholdings,



employee health insurance and pensions. In addition, GovTemps carries workers' compensation and unemployment insurance on all employees.

Flexible Staffing Arrangements. GovTemps recognizes that local governments often need to fill a position on a short term or project basis due to employee transitions, illness or seasonal demand. Accordingly, GovTemps actively recruits employees who embrace flexible work schedules.

GovTemps Fee. The employee hourly rate is determined by matching what the employee wishes to earn versus what the jurisdiction desires to pay. The GovTemps 40% fee is in added to the employee's hourly rate. Employees are typically paid only for hours worked.

Selection Process. Upon notification from a local government that it needs to fill a temporary position, GovTemps staff will discuss the position requirements with potential candidate(s) and present those that are best suited. The local government will decide if it desires to interview any or all the presented candidates. If a suitable candidate is not immediately available, GovTemps will recruit candidates at no cost to the local government. Once a candidate has been identified and the hourly rate is set, GovTemps and the jurisdiction will enter into an employee leasing agreement.

To discuss your interim staffing need, please contact Senior Vice President Mike Earl at 224-261-8366 or mearl@govhrusa.com or Mysi DeSantis at 847-380-3169 or mdesantis@govhrusa.com.



VILLAGE BOARD REGULAR

AGENDA ITEM: 8

DATE: January 27, 2020

SUBJECT: **Visual Roof Survey** – Agreement from Industrial Roofing Services Inc., to review repairs for Village Library and Village Hall Roof Systems.

SUBMITTED BY: Tim Rhode, Village Administrator

BACKGROUND/HISTORY:

In 2017 the Village reached out to a roofing company to inspect and make a recommendation on the flat portion of the Village Library roof. The recommendation was for the Village to perform a series of repairs to replace deficient areas based on missing or damaged fasteners of the 25-year-old Visqueen vapor retarder flat roof, which also included two layers of 2.0” foamular extruded polystyrene roof insulation. The contractor, Langer Roofing and Sheet Metal, anticipated the life span of our roof at 25-30 years.

During the 2020 capital project discussion, the Village Board approved the repairs of the Library Roof and budgeted \$65,000. Staff worked with local contractors to get multiple quotes; however, was unable to get other firms to bid on the project.

The new Village Administrator has worked with Industrial Roofing Services, a roofing consultant, in multiple communities on multiple projects to achieve cost savings on roofing projects. Included in the packet is the proposal from Industrial Roofing Services (IRS) to review and assess our current Library and Village Hall roofs and present options for repair/replacement based on their professional evaluation.

BUDGET/FISCAL IMPACT:

Village Board has budgeted \$65,000 in the 2020 Capital Projects Plan for the Library Roof.

The agreement from Industrial Roofing Services (IRS) is for \$650 to inspect, assess, and create options for the Village Board to take action on.

*** Special Note: Industrial Roofing Services is not a Roofing contractor, they are a roofing consulting firm that independently reviews the condition of the roof, makes recommendations based on their review, and then provides specifications and bidding documents to allow multiple firms to bid the project. Additionally, they provide construction management services, final inspection, and guarantee the manufacturer's warranty on all work performed.

RECOMMENDATION/OPTIONS:

Staff is requesting that the Village Board review the Agreement presented by Industrial Roofing Services for \$650 to give the Village a second opinion on the Library/Village Hall roof projects.

Another option would be to have staff continue to market the roofing project (based on the original contractor's recommendation) to roofing firms to receive three (3) bids on the project.

TIMING/IMPLEMENTATION:

This is an approved 2020 project, and the goal would be to have completed before winter 2020.

Attachments

- Industrial Roofing Services Agreement for Visual Roof Survey for the Village Library/Village Hall
- Langer Roofing and Sheet Metal Quote dated 8-7-2019



Industrial Roofing Services, Inc.

13000 West Silver Spring Drive

Butler, Wisconsin 53007

Phone: (262) 432-0500

Fax: (262) 432-0504

www.irsroof.com

Proposal for

VISUAL ROOF SURVEY

of

VILLAGE OF HARTLAND LIBRARY

110 E Park Ave

Hartland, WI

Submitted by

DAVE ANGOVE

Prepared for

Mr. Tim Rhode

Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029

January 10, 2020

January 10, 2020

Mr. Tim Rhode
Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029

SUBJECT: Proposal for a Visual Roof Survey of Village of Hartland Library, located at 110 E Park Ave in Hartland, WI.

Dear Mr. Rhode:

Industrial Roofing Services, Inc. is pleased to submit the following proposal to perform a Visual Roof Survey for the facility listed above. This survey and the accompanying summary will provide you with the information necessary to plan required roofing work during the next five (5) years, creating a roof management program to facilitate proactive asset management practices that result in reduced life-cycle costs of new and existing roof systems.

The results of this survey will be available for your review through a secure client login via our Web-Based Asset Management Program at www.irsroof.com. Secure, web-based access to the information gathered during this survey along with our observations and recommendations provide easy access to all information necessary to effectively manage your roof assets.

IRS shall supply all services necessary to provide the following information:

Roof Plan Drawing: IRS will create a scaled, CAD-generated roof plan of your facility to identify individual roof areas and determine total square footage for the purpose of establishing budgets. All perimeters will be shown on the plan.

Roof Conditions and Photographs: IRS will examine each roof system's general appearance to analyze flashing conditions, membrane surface conditions, general drainage characteristics, excessive traffic patterns, etc., and to identify the presence of any contaminants and/or previous repairs. The adjoining building walls will also be examined for conditions that could affect the performance of the roof system. Conditions of each roof area will be confirmed and documented with photographs.

Recommendations and Estimated Costs: Based on the existing construction and conditions of each roof area, IRS will establish recommendations and estimated costs for all roofing work that may be required over the next five (5) years.

Annual Budget Summary: The recommendations and budgets will be compiled into a summary for any necessary maintenance and capital roofing expenditures over the next five (5) years.

Mr. Rhode
January 10, 2020
Page 3

FEES

Industrial Roofing Services, Inc. shall provide the above-described services for the lump sum fee of Six Hundred Fifty Dollars (\$650.00).

AUTHORIZATION

To acknowledge acceptance of this proposal, please return a signed copy of the Authorization page with any paperwork (i.e. a purchase order or signed contract) to our corporate headquarters:

Industrial Roofing Services, Inc.
13000 West Silver Spring Drive
Butler, WI 53007
Fax: (262) 432-0504

Upon receipt of a purchase order or signed contract we will enter the information in our system and schedule the work to be completed.

Should you have any questions regarding this proposal, please do not hesitate to call. We appreciate this opportunity and look forward to working with you on this project.

Sincerely yours,
INDUSTRIAL ROOFING SERVICES, INC.

Dave Angove

Dave Angove
Project Manager

tlr

Acknowledged by:

_____ **Date:** _____
Name Title



345 S. Curtis Road, Milwaukee, WI 53214

PHONE (414) 476-5800 FAX (414) 476-3044

www.Langer-Roofing.com

August 7, 2019

Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029

Attn: Mr. Dave Felkner

Re: 1994 Roof

Dear Mr. Felkner,

Per your request we are pleased to update pricing that was submitted back in June of 2017. The below pricing will be valid if completed ahead of June 2020.

Our records indicate that the roof system was installed in 1994. From the steel deck up there is a visqueen vapor retarder, 5/8" gypsum, and two layers of 2.0" foamular extruded polystyrene roof insulation. The membrane was a Carlisle 45 mil EPDM rubber membrane. River washed stone ballast was applied to hold the membrane and insulation in place as this is a loose laid roofing system.

Overall, with the exception of some minor deficiencies the roof system is performing as designed. The roof system is around 25 years in age. Dating back to 2011 we have been out to service leaks on five (5) different occasions. Typically we have been seeing roof systems similar to your roof having a service life of 25-30 years. So you are nearing the end of a typical roof system. However, we feel confident that if you were to spend some money on pro-active preventative maintenance you will help extend the service life of the roof system.

Specifically we observed some minor pulling of flashings at a couple of areas. Witches hats or small membrane boots at RTU locations 6, 7, and 8 were never clamped. In total there are six (6) boots that need to be clamped. Minor debris accumulating at roof drains should be cleaned. Wood blocking placed below gas lines is starting to deteriorate. Minor caulking deterioration was observed at sheet metal coping details. Gutter hanger displacement was noticed at the metal panel roof system likely due to snow and ice sliding off of the roof. There are also two (2) trees that are overgrowing the roof and should be trimmed back.

Our recommendation is to send roofing technicians out to perform minor repairs to certain components of the roofing, flashing and sheet metal areas. These repairs would include addressing minor deficiencies found during their inspection in addition to the specific items noted above. Repairs would be performed by technicians well versed in all of your roof systems.

The technicians would perform a grid like inspection of all your roof areas. Inspections will include previous roof repairs, traffic patterns around heating, ventilating and air conditioner units, flashings around the perimeter, rooftop curbs, penetrations, roofing related sheet metal components, caulk joints, etc.

During the inspection, minor repairs will be made with compatible roofing materials to all minor visible holes, seams, deficiencies and punctures. Re-caulking of deteriorated sealant joints at penetrations, repair to curb corners as needed, and topping off of pitch pans. Additionally, caulking will be applied as needed to all sheet metal components including non-gasketed exposed fastener heads and open or deteriorated splice and corner details. Debris found near or in drainage areas will be removed and discarded.

All work will be performed in a first-class, professional manner by experienced Journeyman Roofing technicians thoroughly familiar with your roofing systems and the above preventative maintenance scope of work. Our technicians will arrive on site with a fully stocked repair vehicle and the ability to find and repair a large number of different minor roofing and sheet metal deficiencies on the spot without delays or significant interruptions to your daily operations.

We would suggest budgeting the sum not to exceed **\$3,100.00** for general preventative maintenance. Due to the lack of preventative maintenance being performed on a routine basis this first round will be significantly more than would be subsequent visits.

Our scope for reroofing would be as follows:

1. Remove the existing loose stone ballast and dirt from the roof by use of our industrial vacuum. Resulting debris will be properly removed from the premises.

Please note that we will not subcontract this work out others as most other contractors do. This process is completed by Langer Roofing technicians. This will ensure that the roof system is properly weighted down and that any minor tears or deficiencies will be repaired during ballast removal so that the building is kept water tight. The roof will be weighted down with 100# concrete pavers and wood planks that will also be supplied by Langer Roofing.

2. Remove the existing sheet metal flashings, roof membrane and membrane flashings down to the existing roof insulation. Resulting debris will be properly removed from the building and premises.

3. Inspect the underlying roof insulation for possible deterioration. All insulation will be kicked tight and any small voids infilled with new roof insulation. We have included small amounts of insulation replacement in our pricing.

Please note that if we are the successful bidder we could come in ahead of time and complete a series of core samples to provide you with piece of mind with the condition of the roof. This additional work would be completed at no additional cost to you.

4. Over the roof insulation we will install a 60 mil ballasted EPDM rubber membrane roof system in accordance with the membrane manufacturer's requirements. We will utilize Carlisle Syntec or Firestone Building Products. They are the leading manufacturers of Single-Ply roof systems.
5. 2'x2'x2" thick concrete pavers will be placed at roof hatch and adjacent to rooftop equipment access panels.
6. All vertical surfaces will be flashed in accordance with the membrane manufacturer's requirements. We will incorporate a universal securement strip to prevent shrinkage.

Please note that unfortunately most of the rooftop units were placed on curbing that doesn't allow for a proper roof flashing application. Most of the units will need to be disconnected and lifted off the curb so that we can provide you with a good roof curb flashing application. The cost of any disconnection/reconnection is not included in our pricing. This work would have to be completed by your mechanical contractor. All coordination would be completed by Langer Roofing at no additional cost.

7. All penetrations will be flashed in accordance with the membrane manufacturer's requirements.
8. Upon completion our sheet metal department will measure, fabricate and install all new 24 gauge prefinished steel coping with a concealed 22 gauge continuous galvanized cleat. We have also included repairs to the gutter at the standing seam roof.

The above work can be completed for the sum of **Sixty-Eight Thousand Six Hundred Twenty-Five Dollars (\$68,625.00)**.

Price above includes all necessary labor, materials and equipment.

All reroofing includes a 5-year Langer Roofing & Sheet Metal Inc. guarantee covering all labor and materials in addition to a 15-year manufacturer's guarantee covering labor and materials.

All work will be performed in a first-class, professional manner by experienced roofing mechanics thoroughly familiar with the above scope of work. Our employees will be covered by worker's compensation, public liability, and property damage insurance.

We thank you for the opportunity to present this information and shall greatly appreciate your consideration.

Sincerely,

LANGER ROOFING & SHEET METAL INC.

Matthew L. Bruinius

Vice President

MLB:mlb

