

**VILLAGE BOARD AGENDA  
MONDAY, MARCH 9, 2015  
7:00 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Roll Call

Pledge of Allegiance – Trustee Wallschlager

**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 February 23, 2015.
2. Consideration of a motion to approve the vouchers for payment.
3. Consideration of actions related to Licenses and Permits
  - a. Consideration of a motion to approve Operator (Bartender) Licenses with terms ending June 30, 2016
  - b. Consideration of a motion to approve a Temporary Class "B"/"Class B" Retailers License
4. Consideration of second reading of Bill for an Ordinance No. 02/23/2015-01 "An Ordinance to Amend the Official Zoning Map" to rezone the properties for the Four Winds West Subdivision from A-1 to RS-1 Single-family Residential Zoning District.
5. Consideration of first reading of Bill for an Ordinance No. 03/09/2015-01 "An Ordinance to Amend Chapter 86 Article VI of the Village of Hartland Municipal Code Pertaining to Sewer Utility"
6. Consideration of actions related to the Storm Water Calculation Update and Alternative Analysis Study related to complying with the Village's DNR Storm Water Permit.
  - a. Consideration of a motion to accept a grant from the DNR in the amount of \$76,650 to provide 70 percent of the funding for the proposed Storm Water Calculation Update and Alternative Analysis Study.
  - b. Motion to approve the engineering services proposal of Ruckert/Mielke to provide a Storm Water Calculation Update and Alternative Analysis Study in the not-to-exceed amount of \$109,500. (Grant = \$76,650; VOH = \$32,850)

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7. Consideration of a motion to approve agreements with Ehlers and Associates, Inc. for financial review and process assistance related to amendment of TIF District #4 and possible creation of TIF District #6.
8. Consideration of a motion to correct the public hearing date on the Land Use Amendment for a proposed Memory Care CBRF on the properties located at 430, 438 and 444 Merton Ave. to April 27, 2015 during the Village Board Meeting.
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. Adjourn.

David E. Cox, 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.

**MEMORANDUM**

**TO:** President and Board of Trustees  
**FROM:** David E. Cox, Village Administrator  
**DATE:** March 6, 2015  
**SUBJECT:** Agenda Information



The following information relates to the upcoming Village Board meeting agenda and includes additional or summary information and staff recommendations as necessary. The numbering will follow the numbering of the agenda.

Item 3 Licenses and permits.

**Background:** The Police Department is completing its review of one of the Operator's License applications, which is expected to be complete on Monday. The Board will be advised of the recommendation at the meeting.

**Recommendation:** Except as noted above, Licenses and permits are recommended for approval.

Item 5 Regarding an amendment to the Village's Sewer Connection Fees.

**Background:** As required in the Village Code, new connections to the Village's sewer utility are charged two separate fees. The main connection fee was set at \$7,323 a number of years ago and was determined to remain at that rate rather than inflating with time. Del-Hart receives \$4,339 of this fee as its compensation for upgrades to the plant to accommodate new users. The \$2,984 balance is retained by the Village as compensation for previous capacity work and for Village-paid sewer costs related to making the service available to a new user. Staff is not proposing to modify this portion of the fee and is recommending that the amount be continued. A second fee, called the Regional Sewer Availability Charge (RSAC), is charged only in certain areas of the Village that require specific capacity-expansion projects that would not be constructed by a particular developer. As outlined in the attached letter from the Village Engineer, these include improvements to resolve a bottleneck in the system, expanded pumping capacity in a lift station and sewer pipe capacity expansion in the northern part of the Village. The future cost of these projects has been divided among the potential new users to determine the new RSAC, which reflects current long-term projections in the system. The revised RSAC remains a two tier system by geographic area with additional connection charges of \$1,690 and \$3,130. New users or expanded users in these areas would be charged total connection fees of \$9,013 and \$10,453.

Recommendation: Provide for the first reading of the ordinance, which staff will recommend for approval.

Item 6 Regarding acceptance of a DNR grant and professionals services agreement for a storm water study.

Background: As described in the memo from Director Einweck, the Village has received a grant from the DNR to pay 70 percent of the cost related to a study that will provide the Village updated information and alternatives to meet the new, stringent discharge requirements for storm water as defined in our permit from the DNR. Based on receipt of the grant, the Board is asked to proceed with the study by our Village Engineer as outlined in the attached proposal in the not-to-exceed amount of \$109,500. The Engineer's work includes updating all of the Village's storm water system information to current standards, testing various portions of the system to determine how well they work to achieve the new requirements and development of alternatives for necessary improvements to the system in order to meet the new, stricter discharge standards.

Recommendation: Accept the DNR grant and approve the Storm Water Calculation Update and Alternative Analysis Study.

Item 7 Regarding a professional services agreement related to downtown TIF Districts.

Background: Recently, the Board determined it was willing to pursue an amendment of TIF District #4 in the downtown to improve its financial health and improve its ability to pay its obligations. At the same time, the Board indicated it was interested in creating a new TIF District (#6) for the purpose of providing appropriate support to the proposed Riverwalk development. Based on the need for significant financial projections and review, staff is requesting approval of an agreement with the Village's existing financial advisor, Ehlers and Associates to provide support and assistance in reviewing the Riverwalk proposal and working through the required analysis and two parallel processes related to both amending the existing district and creating a new district. Ehlers has provided the attached proposal in the estimated amount of \$26,500 to \$31,500. The Village Board is asked to approve the agreement to allow the project and work to move forward.

Recommendation: Approve the professional services agreement with Ehlers and Associates.

Item 8 Regarding correction of a Public Hearing date.

Background: At its last meeting, the Board set a public hearing date related to the Land Use Plan amendment request for the Merton Avenue CBRF. Inadvertently, the wrong date was included in the agenda and subsequently, the Village Board's motion called for the hearing to be held on a night the Plan Commission would be meeting instead of when the Board would be meeting. The Board is asked to correct the date, assuming a desire to hold the hearing during a Village Board meeting, to Monday, April 27, 2015. The hearing date has not been published yet.

Recommendation: Approve the revised Public Hearing date.

**VILLAGE BOARD MINUTES  
MONDAY, FEBRUARY 23, 2015  
7:00 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Roll Call

Pledge of Allegiance – Trustee Stevens

Present: Trustees Stevens, Meyers, Compton, Swenson, Wallschlager, President Lamerand

Others: Administrator Cox, Clerk Igl, Finance Director Bailey, Police Chief Rosch, Fire Chief Dean, DPW Supervisor Gerszewski, Steve Martinez (Lake Country Reporter), Katherine Michalets (Waukesha Freeman), interested citizens, students representing the Chimney Swifts project

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. Motion (Meyers/Wallschlager) to approve Village Board minutes of February 9, 2015. Carried (6-0).
2. Motion (Swenson/Wallschlager) to approve the vouchers for payment in the amount of \$196,455.72. Carried (5-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits
  - a. Actions related to the consideration of the issuance of a Class "B" Beer License and a "Class B" Liquor License for the premise located at 122 Cottonwood Ave. (Beer Snobs, Inc., Steve Berger, Agent)
    - i. **PUBLIC HEARING**  
President Lamerand opened the public hearing at 7:03 p.m. There were no comments heard and the Public Hearing was closed at 7:04 p.m.
    - ii. Motion (Compton/Meyers) to approve issuance of a Class "B" Beer License and a "Class B" Liquor License for the premise located at 122 Cottonwood Ave. to Beer Snobs, Steve Berger, Agent contingent on receipt of a certificate of completion of Responsible Beverage Server Course and proof of control of premises. Carried (6-0).
  - b. Motion (Swenson/Wallschlager) to approve Operator (Bartender) Licenses with terms ending June 30, 2016. Carried (6-0).
  - c. Motion (Compton/Stevens) to deny an Operator's License for Carlee Voight. Carried (6-0).

Items referred from the February 16 , 2015 Plan Commission meeting

4. Items related to the proposed development of the Four Winds West Subdivision.
  - a. Review of Preliminary Plat submission and Plan Commission initial review activity.

Administrator Cox stated that the Plan Commission is in the process of reviewing this proposed development. The Plan Commission had received a significant number of comments from property owners near the development.

Trustee Wallschlager raised concerns about potential duplication of road names proposed. Administrator Cox stated that the names had not yet been determined.

- b. Consideration of a Petition to annex property from the Town of Merton owned by Clark and Joy Vilter (53 acres).
      - i. Motion (Compton/Swenson) to adopt Bill for an Ordinance 1/26/2015-01, An Ordinance Annexing Territory To The Village Of Hartland, Wisconsin Pursuant To Wis. Stat. § 66.0217(2). Carried (6-0).
  - c. **PUBLIC HEARING** regarding an amendment to the Village Of Hartland Comprehensive Development Plan: 2035 to designate the land use of properties for Four Winds West Subdivision to Low Density Cluster Development.

President Lamerand opened the Public Hearing at 7:06 p.m. Peter Drescher, N62 W30475 Beaumont Lane raised concerns about the density of the traffic on Hwy E with the schools and existing subdivisions and asked whether there was consideration of widening the road. President Lamerand stated that it is a County Road and would be reviewing the proposed plat and would make the determination at that level. Mr. Drescher raised concerns about the proposed density of the homes and the definition of low density. He also asked where the water would come from to serve the development. President Lamerand stated that the water would be provided by the Hartland municipal water system and that the Village's looped system so that all active wells contribute to providing water. It was stated that testing was conducted to verify that the new development will not impact the ability of the water system to adequately supply water.

Jim Liebert, N57W30560 Stevens Rd., raised concerns about potential run off from the property and any impact the development would have on run off so that there would not be drainage into the lake. He also raised concerns regarding buffering for adjacent parcels. He stated that he is disappointed that a development that it this dense and close to property lines of other residents is proposed without any buffers.

Trustee Meyers asked whether water retention ponds are included in the plan. Administrator Cox stated that the developer is in the process of developing the storm water management plan which will be reviewed by the Village's engineer. Administrator Cox stated that there will be at least two retention ponds. He reminded

the Board that the law provides that in the post-developed state the runoff has to be of a lower volume than it was in the pre-developed state. It is also required that the quality of the water leaving the site must be clean.

Trustee Meyers asked whether there are plans for buffers. Administrator Cox stated that the Village has asked the developer to consider what his options might be for buffering on the west side of the development and plans will be reviewed in March.

Trustee Meyers asked what happens if after the development is complete it is determined that there is a problem with runoff. Administrator Cox stated that water will leave this site but at a reduced volume along much the same path. It was stated that the Village's standard form development agreement includes language that holds the developer responsible if it is determined that the plan didn't work.

President Lamerand closed the Public Hearing at 7:23 p.m.

- i. Motion (Meyers/Swenson) to adopt Bill for an Ordinance 1/26/2015-02, An Ordinance Adopting An Amendment To The Village Of Hartland Comprehensive Development Plan: 2035. Carried (6-0).

- d. **PUBLIC HEARING** for the consideration of an amendment to the Hartland Sanitary Sewer Service Area

President Lamerand opened the Public Hearing at 7:24 p.m. Dave Schilling, SEWRPC, provided background information on the sanitary sewer service area and SEWRPC's review process for the amendment. President Lamerand closed the Public Hearing at 7:26 p.m.

- e. Motion (Swenson/Stevens) to adopt Resolution No. 02/23/2015-01 "A Resolution For Adoption of a Hartland Sanitary Sewer Service Amendment". Carried (6-0).
- f. Consideration of First reading of Bill for an Ordinance No. 02/23/2015-01 "An Ordinance to Amend the Official Zoning Map" to rezone the properties for the Four Winds West Subdivision from A-1 to RS-1 Single-family Residential Zoning District.

This item was carried over to the next regularly scheduled Village Board meeting.

- g. Motion (Compton/Meyers) to set and affirm the date of a Public Hearing on the rezoning for Monday, March 23, 2015 at the Village Board Meeting. Carried (6-0).
- 5. Items related to a conceptual review of a proposed Memory Care CBRF on the properties located at 430, 438 and 444 Merton Avenue.
    - a. Review of the Memory Care CBRF concept including proposed land use of multi-family residential – senior housing.

Trustee Wallschlager raised concerns regarding the limited amount of parking. Administrator Cox stated that the Village has different requirements for this type of facility and that based on the developer's experience the amount of parking is appropriate.

- b. Motion (Meyers/Stevens) to confirm and set a public hearing on the matter as part of the Village Board meeting on Monday, April 20, 2015. Carried (6-0)
6. Consideration of a motion to approve the Final Plat for Sanctuary of Hartland including the proposed walking path.

Administrator Cox stated that the proposed walking path was suggested as a means to provide a shorter walking route into the downtown. Trustee Wallschlager stated that she doesn't believe the pathway is necessary and is concerned that the space for the walkway is too small. Trustee Meyers agreed that the space is too small and believes it would be disruptive for the property owners. Trustee Stevens stated he believes the path would invade privacy. Trustee Compton suggested that the final plat be considered but that the pathway be considered when the full Village Board is present. Administrator Cox stated that the Developer's Agreement calls for the decision regarding the pathway to be made by March 31.

Motion (Compton/Swenson) to approve the Final Plat for Sanctuary of Hartland with the location of the proposed walking path to be determined. Carried (4-2). Wallschlager, Meyers opposed.

7. Consideration of a motion to approve a Certified Survey Map for the properties located at 400 E. Industrial Drive and 405, 415 and 425 Cottonwood Avenue including acceptance of the dedication of Right of Way.
8. It was stated that this Certified Survey Map will combine all three parcels into one lot. Motion (Meyers/Stevens) to approve a Certified Survey Map for the properties located at 400 E. Industrial Drive and 405, 415 and 425 Cottonwood Avenue including acceptance of the dedication of Right of Way. Carried (6-0).

Other items for consideration

9. Motion (Compton/Swenson) to authorize preparation and submittal of an application to the Ice Age Trail Alliance to become an Ice Age Trail Community. Carried (6-0).
10. Motion (Meyers/Swenson) to approve the Joint Powers Agreement with the Waukesha County Department of Emergency Preparedness, Waukesha County Communications. Carried (6-0).
11. Consideration of a motion to approve a request to waive fees for the Chimney Swift Boat Race.

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Students involved with the Chimney Swift project provided an update regarding the 2<sup>nd</sup> Annual Boat and Duck Race scheduled for Sat., May 23 at Nixon Park beginning at 10:00 a.m. The group asked that park fees be waived.

Motion (Stevens/Wallschlager) to approve a request to waive fees for the Chimney Swift Boat Race. Carried (6-0).

12. Motion (Meyers/Swenson) to approve appointment of James Schneeberger to the Joint Architectural Board/Plan Commission to fill a vacancy with a term ending April 30, 2017.
13. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.

President Lamerand thanked those residents that came out to vote in the February election and looks forward to a larger turnout for the April election.

14. Consideration of a motion to recess to closed session pursuant to SS 19.85 (1)(e), deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding acquisition or sale of property and easements and to adjourn thereafter without reconvening into open session pursuant to SS 19.95 (2) for discussion related to the Bristlecone Pine Subdivision easement and the Capitol Plaza redevelopment.

Roll call vote taken. All ayes. Carried (6-0). Meeting recessed to closed session at 7:50 p.m.

Respectfully submitted,

Darlene Igl  
Village Clerk

TO: Village President & Board of Trustees

FROM: Sarah Oldenburg, Fiscal Clerk

DATE: March 06, 2015

RE: Voucher List & February Tax Settlements

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Attached is the voucher list for the March 9, 2015 Village Board meeting.

February Manual Checks	\$ 5,797.32
March A/P:	\$ 203,202.81
Subtotal of checks:	\$ 209,000.13

Listed below are the February tax settlements for:

Hartland/Lakeside School	\$ 1,387,410.32
Arrowhead High School	\$ 948,232.30
Lake Country School	\$ 183,588.12
Swallow School	\$ 412,492.70
WCTC	\$ 106,815.51
Waukesha County	\$ 617,933.36

February Wires:	\$ 142,226.64
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Subtotal of wire transfers:	\$ 3,798,698.95
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The total amount to be approved is: \$ 4,007,699.08

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Payments

Current Period: FEBRUARY 2015

Batch Name	Payment	Computer Dollar Amt			Posted
Refer	46054 MERTON COMMUNITY SCHOOL DI	Ck# 008298	2/12/2015		
Cash Payment	G 801-24600 TAXES DUE TO SCHOOL DI FEB TAX SETTLEMENT				\$44.82
Invoice					
Transaction Date	3/3/2015	Due 0	GF Checking	11100	Total \$44.82
Refer	46055 DELAFIELD, CITY OF	Ck# 008299	2/13/2015		
Cash Payment	G 101-24240 COURT FINES DUE STATE PALUSZCYK/L965738				\$114.00
Invoice	WARRANT				
Transaction Date	3/3/2015	Due 0	GF Checking	11100	Total \$114.00
Refer	46056 WI SUPPORT COLLECTIONS TRUS	Ck# 008300	2/13/2015		
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO PP #4				\$1,234.60
Invoice					
Transaction Date	3/3/2015	Due 0	GF Checking	11100	Total \$1,234.60
Refer	46057 TD AMERITRADE	Ck# 008301	2/13/2015		
Cash Payment	G 101-21570 DEFERRED COMP DEDUC PP #4				\$547.04
Invoice					
Transaction Date	3/3/2015	Due 0	GF Checking	11100	Total \$547.04
Refer	46058 WI CITY/COUNTY MGMT ASSOC	Ck# 008302	2/13/2015		
Cash Payment	E 101-51400-300 OPERATING SUPPLIES CONF REG/COX				\$195.00
Invoice					
Transaction Date	3/3/2015	Due 0	GF Checking	11100	Total \$195.00
Refer	46059 CASCADE MOUNTAIN	Ck# 008303	2/19/2015		
Cash Payment	E 101-55300-295 TRIPS SKIING TRIP/MEALS				\$1,428.00
Invoice	38140558				
Transaction Date	3/3/2015	Due 0	GF Checking	11100	Total \$1,428.00
Refer	46060 MTAW	Ck# 008304	2/20/2015		
Cash Payment	E 101-51500-300 OPERATING SUPPLIES ANNUAL DUES/BAILEY				\$90.00
Invoice					
Transaction Date	3/3/2015	Due 0	GF Checking	11100	Total \$90.00
Refer	46061 WRWA	Ck# 008305	2/27/2015		
Cash Payment	E 620-53700-930 MISC GENERAL EXPEN CONFERENCE REGISTRATION				\$360.00
Invoice					
Transaction Date	3/3/2015	Due 0	GF Checking	11100	Total \$360.00
Refer	46062 WI SUPPORT COLLECTIONS TRUS	Ck# 008306	2/27/2015		
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO PP #5				\$1,234.60
Invoice					
Transaction Date	3/3/2015	Due 0	GF Checking	11100	Total \$1,234.60
Refer	46063 TD AMERITRADE	Ck# 008307	2/27/2015		
Cash Payment	G 101-21570 DEFERRED COMP DEDUC PP #5				\$549.26
Invoice					
Transaction Date	3/3/2015	Due 0	GF Checking	11100	Total \$549.26

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## Payments

Current Period: FEBRUARY 2015

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### Fund Summary

	11100 GF Checking	
801 TRUST & AGENCY FUND		\$44.82
620 WATER FUND		\$360.00
101 GENERAL FUND		\$5,392.50
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		\$5,797.32

Pre-Written Checks	\$5,797.32
Checks to be Generated by the Computer	\$0.00
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Total	\$5,797.32

VILLAGE OF HARTLAND  
VOUCHER LIST/MARCH 9, 2015

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 101-23000 SPECIAL DEPOSITS	ANDERS, MAUREEN	DEPOSIT/110 W CAPITOL	\$500.00
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	FEB FEES	\$4,339.00
G 101-21560 LIFE INSURANCE DEDUCT PAYABLE	MINNESOTA LIFE INSURANCE CO	APR PREMIUMS	\$760.09
G 403-31786 SANCTUARY OF HARTLAND	RUEKERT & MIELKE	JAN ENGINEERING/REVIEW	\$1,595.60
G 403-31841 MURPHY FARMS	RUEKERT & MIELKE	JAN WATER BOOSTER DESIGN	\$7,980.30
G 403-31841 MURPHY FARMS	RUEKERT & MIELKE	DEC-JAN WATER MODEL UPDATES	\$4,974.00
G 403-31849 RIVERWALK APTS	RUEKERT & MIELKE	JAN ENGINEERING/REVIEW	\$138.00
G 403-31841 MURPHY FARMS	RUEKERT & MIELKE	JAN ENGINEERING/REVIEW	\$138.00
G 403-31848 HARTLAND SERVICE	RUEKERT & MIELKE	JAN ENGINEERING/PLANNING	\$525.00
G 403-31786 SANCTUARY OF HARTLAND	RUEKERT & MIELKE	JAN CONSTR REVIEW	\$4,860.00
G 403-31861 FOUR WINDS WEST	RUEKERT & MIELKE	JAN ENGINEERING/REVIEW	\$343.75
R 101-46730 RECREATION CLASSES	TYLKE, MARY	MOMMY & ME YOGA	\$36.00
EXPENSE Descr			\$26,189.74
EXPENSE Descr AMBULANCE			
E 101-52300-360 VEHICLE MAINT/EXPENSE	JEFFERSON FIRE & SAFETY INC	SCREEN DOOR LOCK	\$18.47
E 101-52300-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	APR PREMIUMS	\$8.69
E 101-52300-290 OUTSIDE SERVICES/CONTRACTS	REDLIN, KENNETH MD	ANNUAL PHYSICALS	\$2,025.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	JAN-FEB CELLULAR	\$59.01
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA MEMORIAL HOSPITAL	EMS SUPPLIES	\$22.56
EXPENSE Descr AMBULANCE			\$2,133.73
EXPENSE Descr CABLE TELEVISION			
E 101-55370-290 OUTSIDE SERVICES/CONTRACTS	MILLER, JOEL R	JAN BD MTG BROADCAST	\$150.00
E 101-55370-290 OUTSIDE SERVICES/CONTRACTS	MILLER, JOEL R	FEB BD MTG BROADCAST	\$100.00
EXPENSE Descr CABLE TELEVISION			\$250.00
EXPENSE Descr CEMETERY			
E 101-54910-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	LUMBER	\$42.82
EXPENSE Descr CEMETERY			\$42.82
EXPENSE Descr COTTONWOOD/MAPLE RR QUIET ZONE			
E 401-70385-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	JAN QUIET ZONE	\$1,918.00
EXPENSE Descr COTTONWOOD/MAPLE RR QUIET ZONE			\$1,918.00
EXPENSE Descr ECONOMIC DEVELOPMENT			

Account Descr	Search Name	Comments	Amount
E 804-56700-724 WEB SITE HOSTING & MAINT	OCREATIVE DESIGN STUDIO	HOSTING/VIRUS PROTECTION	\$325.00
EXPENSE Descr ECONOMIC DEVELOPMENT			\$325.00
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 101-53635-470 LANDSCAPE PLANTINGS	BIEBELS TRUE VALUE	TILE GLUE	\$6.72
E 101-53635-440 RECYCLING	HOME DEPOT	PLUMBING PARTS	\$25.58
E 101-53635-450 YARDWASTE	MAX R	GRINDING SERVICES	\$2,750.00
EXPENSE Descr ENVIRONMENTAL SERVICES			\$2,782.30
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	AT&T	FEB-MAR TELEPHONE	\$18.50
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	BANYON DATA SYSTEMS INC	ANNUAL SOFTWARE SUPPORT	\$330.00
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FEB FSA FEES	\$147.60
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	KANDLER, FAITH	REIMBURSE JAN MILEAGE	\$26.92
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	KANDLER, FAITH	REIMBURSE FEB MILEAGE	\$22.78
E 101-51500-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	APR PREMIUMS	\$32.47
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	FEB MILEAGE	\$44.85
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	FEB MILEAGE	\$57.51
EXPENSE Descr FINANCIAL ADMINISTRATION			\$680.63
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	5 ALARM FIRE	HYDRO-TEST CYLINDER/ORING	\$27.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	5 ALARM FIRE	VALVE STEM/WASHER	\$37.00
E 101-52200-220 UTILITY SERVICES	AT&T	FEB-MAR TELEPHONE	\$18.50
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BENDLIN FIRE EQUIPMENT CO, INC	LETTERING	\$59.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY SERVICES MARKETING	ANNUAL PHONE CHARGES	\$13.10
E 101-52200-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	REPR SES LIGHT/LOF	\$511.83
E 101-52200-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	APR PREMIUMS	\$8.70
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	REDLIN, KENNETH MD	ANNUAL PHYSICALS	\$2,025.00
E 101-52200-220 UTILITY SERVICES	U.S. CELLULAR	JAN-FEB CELLULAR/IPHONE	\$396.38
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB SURVIVE/GAS	\$36.84
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB SURVIVE/ELECT	\$86.49
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB ELECTRIC/GAS	\$954.21
EXPENSE Descr FIRE PROTECTION			\$4,174.05
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	AT&T	FEB-MAR TELEPHONE	\$18.50
E 101-51400-395 COMMUNITY RELATIONS	FIVE STAR FIREWORKS INC	DEPOSIT/FIREWORKS	\$4,500.00
E 101-51400-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	APR PREMIUMS	\$54.41
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PIQUED INTEREST	FEB ECON DEVELOPMT	\$1,155.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	JAN-FEB COPIER CLICKS	\$235.23

Account Descr	Search Name	Comments	Amount
EXPENSE Descr GENERAL ADMINISTRATION			\$5,963.14
EXPENSE Descr INSPECTION			
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	AT&T	FEB-MAR TELEPHONE	\$18.50
EXPENSE Descr INSPECTION			\$18.50
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-360 VEHICLE MAINT/EXPENSE	10-33 VEHICLE SERVICES	SQ 3/REPL LIGHT SWITCH	\$72.50
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	AT&T	FEB-MAR TELEPHONE	\$18.50
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	OUTLET PLATE	\$1.19
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	OFFICE SUPPLIES	\$290.03
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	OFFICE SUPPLIES	\$21.52
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	OFFICE SUPPLIES	\$7.07
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	OFFICE SUPPLIES	\$102.74
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	OFFICE SUPPLIES	\$13.20
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	RETURN/SUPPLIES	\$24.64
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	RETURN/CLIPS	\$11.08
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	STAMP/EMBOSSER	\$76.67
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	RETURN/LABELS	\$16.06
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	OFFICE SUPPLIES	\$16.06
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	OFFICE SUPPLIES	\$195.97
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	CHAIR/MAT	\$509.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	RETURN/PLANNER	\$16.54
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	RETURN/CLIPS	\$2.77
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	OFFICE SUPPLIES	\$546.35
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	CHAIR MAT	\$125.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	RETURN/FILES	\$21.35
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	OFFICE SUPPLIES	\$45.71
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	DEFIB PADS	\$186.75
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	BUSINESS CARDS/HARPER	\$31.50
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	SIGNS FOR PD	\$80.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	JAN-FEB COPIER CLICKS	\$69.25
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GORDON FLESCH CO INC	FILTERS/BRUSHES	\$78.86
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HOME DEPOT	PAINT DETECTIVE OFFICE	\$102.84
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HOME DEPOT	PBT TUBES	\$205.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	INTOXIMETERS	REPR LIDAR UNIT	\$410.45
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	KUSTOM SIGNALS INC	FEB USER FEE	\$130.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	LEXISNEXIS	APR PREMIUMS	\$206.93
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	MINNESOTA LIFE INSURANCE CO	AMMUNITION	\$4,848.07
E 101-52100-150 HEALTH/DENTAL/LIFE	PRECISION CARTRIDGE INC	LEGAL BLOOD DRAWS	\$105.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAWS	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)		

Account Descr	Search Name	Comments	Amount
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	RED THE UNIFORM TAILOR	UNIFORM ITEMS/JEWELL	\$134.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	SALESSMITH INC	HPD HATS/CAPS	\$1,266.59
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	WHISTLES/CHAINS	\$23.91
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	TYRE, DR. TIMOTHY	JOB COACH CONSULTATION	\$900.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	VERIZON WIRELESS	JAN-FEB CELLULAR	\$546.35
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	VERIZON WIRELESS	JAN-FEB CELLULAR	\$40.95
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	TRAINING FEES	\$89.01
EXPENSE Descr LAW ENFORCEMENT			\$11,439.53
EXPENSE Descr LIBRARY			
E 101-55110-220 UTILITY SERVICES	AT&T	FEB-MAR TELEPHONE	\$18.50
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (1033027 2)	BOOKS	\$742.95
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (1033027 2)	BOOKS	\$64.29
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (1033027 2)	BOOKS	\$621.51
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (1033027 2)	BOOKS	\$15.32
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (1539676 2)	BOOKS	\$28.78
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (1676958 2)	BOOKS	\$15.75
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (1676958 2)	BOOKS	\$40.58
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (1676958 2)	BOOKS	\$105.23
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	AUDIOBOOKS	\$195.98
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	OFFICE SUPPLIES	\$185.91
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	OFFICE SUPPLIES	\$22.54
E 101-55110-255 BLDGS/GROUNDS	CA LIGHTING LENSES INC	WALL PACK	\$226.75
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	LABELS/TAPE/CASES	\$459.55
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	NEWSLETTERS	\$48.00
E 101-55110-255 BLDGS/GROUNDS	HOME DEPOT	ELECTRICAL BOX COVER	\$1.09
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$201.04
E 101-55110-255 BLDGS/GROUNDS	KAESTNER AUTO ELECTRIC CO	FLAG	\$59.00
E 101-55110-250 JANITORIAL SERVICE	KLEAN LINE LLC	MAR JANITORIAL SERVICES	\$685.00
E 101-55110-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	APR PREMIUMS	\$104.20
E 101-55110-345 STAFF EDUCATION/TRAINING	NANCY MASSNICK	REIMBURSE MILEAGE	\$66.70
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	HARD DRIVE	\$149.00
E 101-55110-310 BOOKS & MATERIALS	PENQUIN RANDOM HOUSE LLC	AUDIOBOOKS	\$153.00
E 101-55110-255 BLDGS/GROUNDS	PIONEER SUPPLY LLC	ICE MELT	\$134.00
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOKS	\$181.20
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	MAR COPIER LEASE	\$66.01
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	MAR COPIER LEASE	\$81.85
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB ELECTRIC	\$2,605.32
EXPENSE Descr LIBRARY			\$7,279.05
EXPENSE Descr MUNICIPAL BUILDING			

Account Descr	Search Name	Comments	Amount
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$93.89
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	TRACK FOR PHONE LINE	\$8.53
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	TRACK/FLASHLIGHT	\$36.59
E 101-51600-255 BLDGS/GROUNDS	GUETZKE & ASSOCIATES, INC.	UPDATE ALARM PANEL CODES	\$187.50
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	KLEAN LINE LLC	MAR JANITORIAL SERVICES	\$705.00
E 101-51600-255 BLDGS/GROUNDS	MENARDS- PEWAUKEE	OAK HAND RAILS	\$103.98
E 101-51600-255 BLDGS/GROUNDS	PIONEER SUPPLY LLC	ICE MELT	\$134.00
E 101-51600-255 BLDGS/GROUNDS	POHLMAN, THOMAS	REIMBURSE BRUSH RENTAL	\$35.00
E 101-51600-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB GAS	\$771.46
E 101-51600-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB ELECTRIC	\$1,984.39
EXPENSE Descr MUNICIPAL BUILDING			\$4,060.34
EXPENSE Descr NIXON/HARTBROOK PARK SHORELINE			
E 401-74090-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	JAN BR SHORELINE RESTOR	\$20.00
EXPENSE Descr NIXON/HARTBROOK PARK SHORELINE			\$20.00
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	HANDLES	\$17.24
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	PAINTING BRUSHES	\$22.15
E 101-55200-350 EQUIPMENT PURCHASE	BUBRICKS	LAMINATING CARTRIDGE	\$38.65
E 101-55200-800 CAPITAL OUTLAY	HOME DEPOT	LUMBER/PICNIC TABLES	\$395.16
E 101-55200-800 CAPITAL OUTLAY	HOME DEPOT	HANDLES	\$49.86
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB BARK RIVER	\$45.55
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB FAC	\$31.57
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	OCT-FEB NIXON	\$2.46
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB NIXON	\$24.93
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB NIXON	\$18.01
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB HARTBROOK	\$28.60
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB HARTBROOK	\$16.80
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB CENTENNIAL	\$171.14
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB NIXON	\$29.60
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB PENBROOK	\$15.71
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB PENBROOK	\$23.82
EXPENSE Descr PARKS			\$931.25
EXPENSE Descr PUBLIC WORKS			
E 101-53000-220 UTILITY SERVICES	AT&T	FEB-MAR TELEPHONE	\$18.50
E 101-53000-220 UTILITY SERVICES	AT&T MOBILITY	JAN-FEB CELLULAR	\$6.53
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	TRACTOR STROBE	\$290.77
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FLOOR MATS	\$234.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	RETURN/CORE DEPOSIT	-\$82.50

Account Descr	Search Name	Comments	Amount
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	WHEEL COVER/CAULK/ARMOR ALL/FILTERS/HARDWAR	\$204.12
E 101-53000-360 VEHICLE MAINT/EXPENSE	BABCOCK AUTO SPRING	SPRINGS/HARDWARE	\$1,473.56
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	STAPLE/HARDWARE	\$4.02
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	CORD REEL	\$35.97
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	PRIMER	\$8.52
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	DRILL BITS	\$13.36
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	COMPRESSION SPRAYER	\$80.99
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	LAMINATING CARTRIDGE	\$38.65
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BUBRICKS	FLOOR MATS	\$165.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	COREY OIL LTD	ELECTRIC MOTOR OIL	\$164.30
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$894.42
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$439.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$388.96
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$918.85
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$239.26
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$794.47
E 101-53000-360 VEHICLE MAINT/EXPENSE	EXECU PRINT	DOOR DECAL #21	\$90.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	FOX BROS PIGGLY WIGGLY	DISH/LAUNDRY SOAP	\$22.66
E 101-53000-360 VEHICLE MAINT/EXPENSE	INLAND POWER GROUP	TRANS OIL	\$1,690.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	JACK SAFRO FORD-LINCOLN-MERCUR	GASKET/FILTER KIT #24	\$73.03
E 101-53000-410 STREETS GEN MAINT	LANGE ENTERPRISES INC	SIGNS	\$331.40
E 101-53000-410 STREETS GEN MAINT	LANGE ENTERPRISES INC	PED XING SIGN	\$195.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	MADISON TRUCK EQUIPMENT	CYLINDER/LATCH #26	\$156.76
E 101-53000-360 VEHICLE MAINT/EXPENSE	MILWAUKEE TRUCK SALES INC	FLANGE SEALS/GASKET	\$5.74
E 101-53000-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	APR PREMIUMS	\$283.83
E 101-53000-360 VEHICLE MAINT/EXPENSE	MOORE OIL	OIL	\$703.20
E 101-53000-430 SNOW & ICE REMOVAL	PIONEER SUPPLY LLC	ICE MELT	\$134.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	POMP S TIRE SERVICE INC	TIRES	\$1,088.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	LOADER FITTINGS/ORING KITS	\$435.07
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	SEAL/ANTENNA	\$85.43
E 101-53000-345 STAFF EDUCATION/TRAINING	REINDERS INC	CONF REGISTRATIONS	\$396.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	RINDERLE DOOR CO	REPR SALT DOME DOOR	\$1,364.66
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	02/18/15 UNIFORMS	\$13.16
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	02/18/15 UNIFORMS	\$129.00
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	02/11/15 UNIFORMS	\$102.00
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	02/04/15 UNIFORMS	\$133.00
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	01/28/15 UNIFORMS	\$107.50
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	SUPERIOR CHEMICAL CORP	FLOOR SOAP	\$129.71
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	GASKET/BEARING KIT #25	\$127.65
E 101-53000-220 UTILITY SERVICES	U.S. CELLULAR	LAPTOP CARD	\$40.00

Account Descr	Search Name	Comments	Amount
E 101-53000-220 UTILITY SERVICES	U.S. CELLULAR	JAN-FEB CELLULAR	\$13.80
E 101-53000-430 SNOW & ICE REMOVAL	WAUKESHA CTY TREASURER (515)	SALT BRINE	\$121.00
E 101-53000-430 SNOW & ICE REMOVAL	WAUKESHA CTY TREASURER (515)	SALT BRINE	\$392.48
E 101-53000-225 STREET LIGHTING	WE ENERGIES	JAN-FEB ST LIGHTING	\$335.01
E 101-53000-225 STREET LIGHTING	WE ENERGIES	DEC-JAN CLOCK	\$31.30
E 101-53000-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB ELECTRIC	\$779.90
E 101-53000-225 STREET LIGHTING	WE ENERGIES	JAN-FEB CAMPUS DR	\$396.29
E 101-53000-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB GAS	\$1,480.59
E 101-53000-360 VEHICLE MAINT/EXPENSE	WELDERS SUPPLY CO	OXYGEN TANK/DISK	\$142.30
E 101-53000-360 VEHICLE MAINT/EXPENSE	ZEP MANUFACTURING CO.	INTERIOR CLEANER	\$197.85
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	ZIMMERMAN, MATT	REIMBURSE DRYWALL	\$14.12
EXPENSE Descr PUBLIC WORKS			\$18,074.07
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	AT&T	FEB-MAR TELEPHONE	\$18.50
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	BUBRICKS	LAMINATING CARTRIDGE	\$38.64
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	BULLARD, KELLY	FEB ZUMBA	\$392.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	FEB MODERATE	\$302.40
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	FEB GENTLE YOGA	\$100.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUSOLD, CAROL	FEB NIA	\$160.00
E 101-55300-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	APR PREMIUMS	\$3.24
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NELSON, JOANNE	WAKE UP WRITER	\$134.40
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	FEB CORE FITNESS	\$160.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	FEB YOGA FOR RUNNERS	\$224.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SPRECHER, MARIA	FEB QIGONG	\$128.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	JAN-FEB CELLULAR	\$8.84
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	FEB YOGA FOR LIFE	\$1,027.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	FEB CHAIR YOGA	\$115.20
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$2,813.22
EXPENSE Descr RETAINING WALL REPLACEMENT			
E 401-79170-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	JAN RETAINING WALL/DT LOT	\$1,116.00
EXPENSE Descr RETAINING WALL REPLACEMENT			\$1,116.00
EXPENSE Descr SEWER SERVICE			
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	AT&T	FEB-MAR TELEPHONE	\$18.48
E 204-53610-220 UTILITY SERVICES	AT&T MOBILITY	JAN-FEB CELLULAR	\$6.54
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	BANYON DATA SYSTEMS INC	ANNUAL SOFTWARE SUPPORT	\$330.00
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	BUSINESS FORMS & ACCOUNTING	UTILITY BILL STATEMENTS	\$379.14
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	FEB FEES	\$69,064.14
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FEB FSA FEES	\$22.71

Account Descr	Search Name	Comments	Amount
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	JAN ENGINEERING SERVICES	\$286.50
E 204-53610-800 CAPITAL OUTLAY	RUEKERT & MIELKE	JAN ARLENE MANHOLE DESIGN	\$758.00
E 204-53610-220 UTILITY SERVICES	U.S. CELLULAR	LAPTOP CARD	\$39.99
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	DEC-JAN RUSTIC	\$47.41
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB WOODLANDS	\$45.25
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB HWY 83	\$24.66
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	DEC-JAN CRYSTAL	\$103.33
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB BRADFORD	\$50.14
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	DEC-JAN SHADOW RIDGE	\$62.09
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	DEC-JAN ARLENE	\$250.51
EXPENSE Descr SEWER SERVICE			\$71,488.89
EXPENSE Descr WATER UTILITY			
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	AT&T	FEB-MAR TELEPHONE	\$18.49
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	AT&T MOBILITY	JAN-FEB CELLULAR	\$6.53
E 620-53700-923 OUTSIDE SERVICES	BANYON DATA SYSTEMS INC	ANNUAL SOFTWARE SUPPORT	\$330.00
E 620-53700-623 PUMPING - SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	ELECTRICAL SUPPLIES	\$5.18
E 620-53700-635 MAINTENANCE OF TREATMENT PLANT	BIEBELS TRUE VALUE	SCREWS	\$33.00
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	TOWEL HLDR/CONTAINER	\$8.53
E 620-53700-930 MISC GENERAL EXPENSES	BUBRICKS	OFFICE SUPPLIES	\$47.61
E 620-53700-903 CUSTOMER ACCTS - SUPPLIES/EXP	BUSINESS FORMS & ACCOUNTING	UTILITY BILL STATEMENTS	\$379.14
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	FEB FSA FEES	\$56.77
E 620-53700-923 OUTSIDE SERVICES	EUROFINS	LAB SERVICES	\$1,217.80
E 620-53700-923 OUTSIDE SERVICES	EUROFINS	LAB SERVICES	\$1,219.30
E 620-53700-923 OUTSIDE SERVICES	FEDEX	SHIPPING FEES	\$486.55
E 620-53700-651 MAINTENANCE OF MAINS	HD SUPPLY WATERWORKS, LTD	CLAMP	\$177.76
E 620-53700-631 WATER TREATMENT - CHEMICALS	MARTELLE WATER TREATMENT	AQUA MAG BULK	\$2,551.92
E 620-53700-632 WATER TREATMENT-SUPPLIES/EXP	MENARDS- PEWAUKEE	WOOD FOR SHELVING	\$48.77
E 620-53700-653 MAINTENANCE OF METERS	MIDWEST METER INC	METER PARTS	\$819.80
E 620-53700-653 MAINTENANCE OF METERS	MIDWEST METER INC	METER PARTS	\$652.84
E 620-53700-674 METERS	MIDWEST METER INC	METERS	\$28,618.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	FEB LAB SERVICES	\$54.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	FEB LAB SERVICES	\$54.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	FEB LAB SERVICES	\$72.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	FEB LAB SERVICES	\$20.00
E 620-53700-653 MAINTENANCE OF METERS	T&P SALES INC	METER GASKETS	\$75.45
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	U.S. CELLULAR	LAPTOP CARD	\$39.99
E 620-53700-653 MAINTENANCE OF METERS	VILLAGE GRAPHICS	METER TEST CARDS	\$24.50
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JAN-FEB SUNNYSLOPE	\$891.49
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	DEC-JAN BRISTLECONE	\$30.98
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	JAN-FEB SUNSHINE	\$21.53

Account Descr	Search Name	Comments	Amount
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	DEC-JAN HILL ST	\$145.03
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	JAN-FEB PENBROOK	\$62.30
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JAN-FEB PENBROOK	\$223.25
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JAN-FEB COVENTRY	\$125.78
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	JAN-FEB #3 PUMPHOUSE	\$10.23
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JAN-FEB MANCHESTER	\$1,257.50
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JAN-FEB SUNSHINE	\$1,671.53
E 620-53700-930 MISC GENERAL EXPENSES	WI DEPT OF NATURAL RESOURCES	OP CERT RENEWAL/GEORGENSON	\$45.00
EXPENSE Descr WATER UTILITY			\$41,502.55
			\$203,202.81

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## Payments

Current Period: FEBRUARY 2015

Batch Name	Payment	Computer Dollar Amt			Posted
<b>Batch Name FEB15WIRE</b>					
<b>Payment</b>					
		<b>\$3,798,698.95</b>			
<hr/>					
Refer	46064 THE DEPOSITORY TRUST COMPA		Ck# 2015016E	2/2/2015	
Cash Payment	E 301-58000-615 DEBT SERVICE - INTE		2006 GO BONDS INTEREST PAYMENT		\$5,782.18
	Invoice				
Cash Payment	E 620-53700-427 INTEREST ON LONG T		2006 GO BONDS INTEREST PAYMENT		\$1,249.07
	Invoice				
Transaction Date	2/2/2015	Due 0	GF Checking	11100	<b>Total \$7,031.25</b>
<hr/>					
Refer	46065 EMPLOYEE TRUST FUNDS		Ck# 2015017E	2/24/2015	
Cash Payment	E 101-51400-150 HEALTH/DENTAL/LIFE		MARCH HEALTH INSURANCE		\$5,124.81
	Invoice				
Cash Payment	E 101-51500-150 HEALTH/DENTAL/LIFE		MARCH HEALTH INSURANCE		\$2,394.21
	Invoice				
Cash Payment	E 101-55300-150 HEALTH/DENTAL/LIFE		MARCH HEALTH INSURANCE		\$685.94
	Invoice				
Cash Payment	E 101-52100-150 HEALTH/DENTAL/LIFE		MARCH HEALTH INSURANCE		\$28,810.26
	Invoice				
Cash Payment	E 101-53000-150 HEALTH/DENTAL/LIFE		MARCH HEALTH INSURANCE		\$22,603.51
	Invoice				
Cash Payment	E 101-55110-150 HEALTH/DENTAL/LIFE		MARCH HEALTH INSURANCE		\$5,810.75
	Invoice				
Cash Payment	E 101-52200-150 HEALTH/DENTAL/LIFE		MARCH HEALTH INSURANCE		\$1,197.11
	Invoice				
Cash Payment	E 101-52300-150 HEALTH/DENTAL/LIFE		MARCH HEALTH INSURANCE		\$1,197.10
	Invoice				
Cash Payment	G 101-21530 INSURANCE DEDUCTIONS		MARCH HEALTH INSURANCE		\$1,520.81
	Invoice				
Cash Payment	G 101-34140 UNFUNDED EMPLOYEE BE		MARCH HEALTH INSURANCE		\$2,406.00
	Invoice				
Transaction Date	2/24/2015	Due 0	GF Checking	11100	<b>Total \$71,750.50</b>
<hr/>					
Refer	46066 WI RETIREMENT SYSTEM		Ck# 2015018E	2/27/2015	
Cash Payment	E 101-55300-140 RETIREMENT BENEFIT		JANUARY WRS		\$364.93
	Invoice				
Cash Payment	E 101-51400-140 RETIREMENT BENEFIT		JANUARY WRS		\$1,042.13
	Invoice				
Cash Payment	E 101-51500-140 RETIREMENT BENEFIT		JANUARY WRS		\$444.88
	Invoice				
Cash Payment	E 101-52100-140 RETIREMENT BENEFIT		JANUARY WRS		\$13,848.86
	Invoice				
Cash Payment	E 101-52100-140 RETIREMENT BENEFIT		JANUARY WRS		\$958.79
	Invoice				
Cash Payment	E 101-52200-140 RETIREMENT BENEFIT		JANUARY WRS		\$822.71
	Invoice				
Cash Payment	E 101-52300-140 RETIREMENT BENEFIT		JANUARY WRS		\$1,214.38
	Invoice				
Cash Payment	E 101-52200-140 RETIREMENT BENEFIT		JANUARY WRS		\$50.70
	Invoice				

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Payments

Current Period: FEBRUARY 2015

Cash Payment	E 101-53000-140 RETIREMENT BENEFIT	JANUARY WRS			\$6,048.50
Invoice					
Cash Payment	E 101-55110-140 RETIREMENT BENEFIT	JANUARY WRS			\$2,131.40
Invoice					
Cash Payment	E 620-53700-926 EMPLOYEE PENSIONS	JANUARY WRS			\$2,078.74
Invoice					
Cash Payment	E 204-53610-110 SALARIES	JANUARY WRS			\$341.09
Invoice					
Cash Payment	E 204-53610-110 SALARIES	JANUARY WRS			\$369.50
Invoice					
Cash Payment	E 204-53610-390 BILLING/COLLECTION/	JANUARY WRS			\$527.15
Invoice					
Cash Payment	G 101-21520 RETIREMENT DEDUCTION	JANUARY WRS			\$14,357.80
Invoice					
Cash Payment	G 101-21520 RETIREMENT DEDUCTION	JANUARY WRS			\$11,217.49
Invoice					
Transaction Date	2/27/2015	Due 0	GF Checking	11100	<b>Total</b> \$55,819.05
Refer	46067	ARROWHEAD HIGH SCHOOL	Ck# 2015019E	2/20/2015	
Cash Payment	G 801-24600 TAXES DUE TO SCHOOL DI	FEBRUARY TAX SETTLEMENT			\$948,232.30
Invoice					
Transaction Date	2/20/2015	Due 0	GF Checking	11100	<b>Total</b> \$948,232.30
Refer	46069	WCTC (2) (TAXES)	Ck# 2015020E	2/20/2015	
Cash Payment	G 801-24610 TAXES DUE TO VTAE DIST	FEBRUARY TAX SETTLEMENT			\$106,815.51
Invoice					
Transaction Date	2/20/2015	Due 0	GF Checking	11100	<b>Total</b> \$106,815.51
Refer	46070	WAUKESHA CTY TREASURER (51	Ck# 2015021E	2/20/2015	
Cash Payment	G 801-24310 TAXES DUE TO COUNTY &	FEBRUARY TAX SETTLEMENT			\$46,639.80
Invoice					
Cash Payment	G 801-24310 TAXES DUE TO COUNTY &	FEBRUARY TAX SETTLEMENT			\$571,293.56
Invoice					
Transaction Date	2/20/2015	Due 0	GF Checking	11100	<b>Total</b> \$617,933.36
Refer	46072	SWALLOW SCHOOL DISTRICT	Ck# 2015022E	2/20/2015	
Cash Payment	G 801-24600 TAXES DUE TO SCHOOL DI	FEBRUARY TAX SETTLEMENT			\$412,492.70
Invoice					
Transaction Date	2/20/2015	Due 0	GF Checking	11100	<b>Total</b> \$412,492.70
Refer	46073	LAKE COUNTRY SCHOOL	Ck# 2015023E	2/20/2015	
Cash Payment	G 801-24600 TAXES DUE TO SCHOOL DI	FEBRUARY TAX SETTLEMENT			\$183,588.12
Invoice					
Transaction Date	2/20/2015	Due 0	GF Checking	11100	<b>Total</b> \$183,588.12
Refer	46075	HARTLAND/LAKESIDE SCHOOL DI	Ck# 2015024E	2/20/2015	
Cash Payment	G 801-24600 TAXES DUE TO SCHOOL DI	FEBRUARY TAX SETTLEMENT			\$1,387,410.32
Invoice					
Transaction Date	2/20/2015	Due 0	GF Checking	11100	<b>Total</b> \$1,387,410.32
Refer	46076	JPMORGAN CHASE BANK	Ck# 2015025E	2/20/2015	
Cash Payment	E 205-59100-305 EXPENSES-OTHER	AMAZON - CD'S/DVD'S			\$191.79
Invoice					

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## Payments

Current Period: FEBRUARY 2015

Cash Payment	E 101-55110-300 OPERATING SUPPLIES	AMAZON - OPTICAL MICE	\$26.88
Invoice			
Cash Payment	E 101-55110-290 OUTSIDE SERVICES/C	TEAM SOFTWARE - PUBLIC WEB BROWSER RENEW	\$125.00
Invoice			
Cash Payment	E 101-55110-345 STAFF EDUCATION/TR	WI LIBRARY ASSOC - TRAINING	\$15.00
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	AMAZON - GENEALOGY ONLINE RESEARCH	\$57.43
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	LOCAL GOVT EDUCATION - BAILEY GFOA DUES	\$25.00
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	WMCA - KANDLER MEMBERSHIP	\$65.00
Invoice			
Cash Payment	E 101-51100-300 OPERATING SUPPLIES	PIGGLY WIGGLY - COFFEE FOR BOARD MEETINGS	\$8.69
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	SCHWAAB - STAMP	\$20.50
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	WEST BEND INS - NOTARY BOND/HOFFA	\$20.00
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	BEST BUY - JUMP DRIVE	\$15.99
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	WPY - TACTICAL CONF - HAAG	\$245.00
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	BEST BUY - INK CARTRIDGES/JUMP DRIVES	\$77.96
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	AMAZON - JACKET/JOSWICK	\$107.90
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	US PATRIOT - BOOTS/ROSCH	\$119.99
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	ULINE - BAGS FOR PARKING TICKETS	\$51.10
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	VERIZON - OTTER BOX	\$37.49
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	WI DEPT OF ADM - BAIL SCHEDULE	\$8.50
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	PIGGLY WIGGLY - DONUTS	\$39.99
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	WALGREENS - PHOTO FINISHING	\$50.10
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	SSI/GRAINGER - EMERGENCY BLANKETS	\$59.72
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	PIGGLY WIGGLY - FOOD FOR MEETING	\$11.97
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	WALMART - STORAGE BAGS	\$13.76
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	IACP - CONF REGISTRATION - HARPER	\$215.00
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	JG UNIFORMS - OUTER VEST CARRIERS	\$365.61
Invoice			

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## Payments

Current Period: FEBRUARY 2015

Cash Payment	E 101-52100-300 OPERATING SUPPLIES	DASH MEDICAL GLOVES - NON-LATEX GLOVES			\$461.40
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	QDOBA - TRAINING/FOOD			\$277.51
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	CHILI'S - TRAINING/FOOD			\$19.36
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	COMFORST SUITES - LOUNGE FOOD/HOFFA			\$7.00
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	FOX VALLEY TECH - TRAINING FOOD			\$16.81
Invoice					
Cash Payment	E 101-52100-360 VEHICLE MAINT/EXPE	MOTOMART - FUEL			\$22.13
Invoice					
Cash Payment	E 101-53000-360 VEHICLE MAINT/EXPE	FAIR MFG - THROTTLE ACTUATOR			\$341.46
Invoice					
Cash Payment	E 101-51600-255 BLDGS/GROUNDS	KLEAN IT SHOP - WINDOW WASHING SUPPLIES			\$101.16
Invoice					
Cash Payment	E 101-55110-255 BLDGS/GROUNDS	KLEAN IT SHOP - WINDOW WASHING SUPPLIES			\$101.15
Invoice					
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	WPRA - MEMBERSHIP/YOGERST			\$150.00
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	WALMART - RIFLE GRIPS			\$1,969.26
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	BUBBA'S - LUNCH AT TRAINING			\$28.21
Invoice					
Transaction Date	2/20/2015	Due 0	GF Checking	11100	<b>Total</b> \$5,470.82
Refer	46080	PAYROLL DATA SERVICES INC	Ck# 2015026E	2/12/2015	
Cash Payment	E 804-56700-110 SALARIES		2/12/15	BID PAYROLL TRANSFER	\$977.56
Invoice					
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH		2/12/15	BID PAYROLL TRANSFER	\$35.00
Invoice					
Transaction Date	2/12/2015	Due 0	GF Checking	11100	<b>Total</b> \$1,012.56
Refer	46081	PAYROLL DATA SERVICES INC	Ck# 2015027E	2/26/2015	
Cash Payment	E 804-56700-110 SALARIES		02/26/15	BID PAYROLL TRANSFER	\$1,032.46
Invoice					
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH		02/26/15	BID PAYROLL TRANSFER	\$35.00
Invoice					
Transaction Date	2/26/2015	Due 0	GF Checking	11100	<b>Total</b> \$1,067.46
Refer	46082	FIRST BANK FINANCIAL CENTRE	Ck# 2015028E	2/28/2015	
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	EBUSINESS BANKING			\$20.00
Invoice					
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	POSITIVE PAY			\$30.00
Invoice					
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	ACH FILTERS/BLOCKS			\$25.00
Invoice					
Transaction Date	2/28/2015	Due 0	GF Checking	11100	<b>Total</b> \$75.00

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## Payments

Current Period: FEBRUARY 2015

### Fund Summary

	11100 GF Checking	
804 BUSINESS IMPROVEMENT DISTRICT		\$2,080.02
801 TRUST & AGENCY FUND		\$3,656,472.31
620 WATER FUND		\$3,327.81
301 DEBT SERVICE FUND		\$5,782.18
205 SPECIAL LIBRARY FUND		\$191.79
204 SEWER		\$1,237.74
101 GENERAL FUND		\$129,607.10
		<hr/>
		\$3,798,698.95

Pre-Written Checks	\$3,798,698.95
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$3,798,698.95

**VILLAGE OF HARTLAND  
LICENSES AND PERMITS  
MARCH 9, 2015**

**Bartender (Operator's) License – expires June 30, 2016**

Jade Nielsen  
Sara Garcia  
Jacob Edwards

The Police Chief recommends approval. The Village Clerk recommends approval. All applicants have successfully completed the Responsible Beverage Servers Course.

**Temporary Class "B" / "Class B" Retailers Licenses**

Event: St. Charles Parish Shrimp Dinner  
Address: 313 Circle Drive  
Date: April 17, 2015

**VILLAGE OF HARTLAND**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 86 ARTICLE VI  
OF THE VILLAGE OF HARTLAND MUNICIPAL CODE  
PERTAINING TO SEWER UTILITY**

THE VILLAGE BOARD OF THE VILLAGE OF HARTLAND DO ORDAIN AS FOLLOWS:

**Section 1:** Section 86-276 (c) of the Village of Hartland Code of Ordinances pertaining to Amount of initial/additional connection charges is hereby amended to read as follows:

(c) *Amount of initial/additional connection charges.* Connection charges applicable to the sanitary sewer system within the village, or any extension thereto, shall be as follows:

(1) Per DUE within the Village of Hartland:

Year	2014 <del>5</del>	2012 <del>6</del>	2013 <del>7</del>
Amount	\$7323.00	\$7323.00	\$7,323.00

(2) Per DUE outside the Village of Hartland:

Year	2014 <del>5</del>	2012 <del>6</del>	2013 <del>7</del>
Amount	\$9,154.00	\$9,154.00	\$9,154.00

**Section 2:** Section 86-276 (d) of the Village of Hartland Code of Ordinances pertaining to Annual adjustment to connection charge is hereby amended to read as follows:

(d) *Annual adjustment to connection charge.* Effective January 1 of the year after the last date referenced in section 86-276 (c), 2007, and each calendar year thereafter, the connection charge shall be annually adjusted based upon changes to the "Engineering News Record Construction Cost Index" (the "index"), which index most closely reflects construction costs of the Wastewater Facilities. The adjustment shall reflect changes to the index during the period of July 1 through June 30 of each year. The connection charge shall be increased or decreased annually by the percentage increase or decrease (rounded) in the index, determined as of June of each year commencing with the year 2006. By way of example only, if the index in June of 2005 was 7629.95 and the index for June 2006 is 8010.00, the changes in the index represent a percentage increase of 5.0 percent for the twelve month period of time (June 2005 to June 2006). Accordingly, the connection charge would be increased by \$183.00 (rounded) for an adjusted connection charge of \$3,840.00, rounded, for the year 2007. The commission shall notify all municipalities no later than November 1 of each calendar year (commencing on November 1, 2006) of the adjusted connection charge for its facilities to become effective as of January 1 of the succeeding year. The connection charge shall be in the amount so determined for the calendar year within which a permit is issued by the customer to allow for the user building sewer to be connected to the sanitary sewer. Notwithstanding anything to the contrary contained in this article, the commission may by resolution duly adopted on or before December 31 of any

year, elect not to adjust the connection charge for the succeeding calendar year whenever the commission determines that the public interest will be served thereby.

**Section 3:** Section 86-277 (b) of the Village of Hartland Code of Ordinances pertaining to Regional sewer availability charge assessed is hereby amended to read as follows:

(b) *Assessed.* Each new sanitary sewer user, or existing user who increases its use to require additional capacity in the treatment facility, shall be charged a regional sewer availability charge ("RSAC"). For purposes of this section a "new sanitary sewer user" shall mean any person paying a sanitary sewer connection charge to the village for a property after October 1, 2003 and an "existing user" shall mean any person having an existing connection to the village sanitary sewer system as of October 1, 2003. The RSAC charge shall be assessed as follows:

(1) For property located within the geographical area depicted as North Side Area A in Exhibit AI [~~attached to the ordinance from which this section derives and incorporated herein by reference~~], the charge per DUE, in addition to the charge assessed under subsections 86-276 (c) and (d), shall be as follows:

Year	201 <u>4</u> 5	201 <u>2</u> 6	201 <u>3</u> 7
Amount	\$ <u>3,130.00</u> 3,717.00	\$ <u>3,130.00</u> 3,717.00	\$ <u>3,130.00</u> 3,717.00

(2) For property located within the geographical area depicted as North Side Area B in Exhibit AH [~~attached to the ordinance from which this section derives and incorporated herein by reference~~], the charge per DUE, in addition to the charge assessed under subsections 86-276 (c) and (d), shall be as follows ~~in addition to the charge per DUE assessed under subsection 86-117(b)(2)(a), a charge per DUE shall be assessed as follows:~~

Year	201 <u>4</u> 5	201 <u>2</u> 6	201 <u>3</u> 7
Amount	\$ <u>1,690.00</u> 26,138.00	\$ <u>1,690.00</u> 26,138.00	\$ <u>1,690.00</u> 26,138.00

**Section 4:** If any section, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of such ordinance.

**Section 5:** This Ordinance shall take effect and be in full force after adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

VILLAGE OF HARTLAND

ATTEST:

By: \_\_\_\_\_  
David C. Lamerand, Village President

\_\_\_\_\_  
Darlene Igl, MMC, WCPC, Village Clerk

## MEMO

**TO:** David E. Cox, Village Administrator  
**FROM:** Michael Einweck, Director of Public Works  
**DATE:** March 4, 2015  
**SUBJECT:** DNR Storm Water Permit Compliance -  
DNR Grant Award and Study

---

In order to meet the DNR's requirements of the Village's Municipal Separate Storm Sewer System (MS4) Discharge Permit, the Village must meet new regulations as they relate to impaired (excessive sediment and phosphorus) waters of the state. The Village is located within the Rock River watershed which is impaired and the storm water runoff is regulated by pollutant allocations as noted in the Rock River Total Maximum Daily Load (TMDL).

To assist communities facing these new regulations, the DNR accepted study grant applications that would help offset the study costs with a 70% DNR and 30% local cost share. The Village was successful in obtaining one of these grants in the amount of \$76,709.00. This will help offset much of the cost for the new study.

The total cost for the study is \$109,500. This will be split between the DNR's share of \$76,650 and the Village's share of \$32,850. The Village's portion of the study has been accounted for in the Village's 2015/2016 CIP. This will be a two year study that will assist us in updating our storm water management ordinances, creating pollution prevention plans for municipal properties and developing storm water management alternatives to bring the Village into compliance with the TDML requirements.

There are two separate considerations being requested of the Board. The first is to accept the grant from the DNR and the second is to enter into the agreement with Ruekert & Mielke to perform the study.

Please place this on the next Village Board agenda for consideration.

### Attachments

cc: Darlene Igl, Village Clerk  
Mike Gerszewski, DPW Operations Supervisor  
Dave Felkner, Utility Foreman

**-- GRANT AWARD --**

Form 8700-327 (10/10)

**Notice:** You are required to agree to terms of the grant agreement, sign and return this form to establish reimbursement eligibility for the Runoff Management Grant Program, authorized under s. 281.65 and 281.66, Wis. Stats., and chs. NR 151, 153, 154, 155 and 243, Wis. Adm. Code. Failure to return a signed agreement will result in denial of grant funds. Personally identifiable information collected will be used for program administration and may be made available to requesters as required under Wisconsin's Open Records Law [ss. 19.31 - 19.39, Wis. Stats.].

**PART 1. GRANT ADMINISTRATION INFORMATION**

Grant Number USP-LR13-67136-15	Grant Award Date January 1, 2015		
Grantee Village of Hartland		Total Grant Amount \$76,709	
Project Name Hartland Storm Water Management Plan		Watershed Bark River	
Authorized Representative Michael Einweck, Director Of Public Works		Project/Grant Period From January 1, 2015 Through December 31, 2016	
Street Address 210 Cottonwood Ave		Grantee Contact Michael Einweck, Director Of Public Works	
City, Zip Code, County Hartland, 53029 Waukesha County		Contact's E-mail Address MIKEE@VILLAGEOFHARTLAND.COM	
Telephone Number (262) 367-4880 Fax No. (262) 367-2430			
Name of Department Regional Coordinator, Phone Number and Email Address Maureen McBroom, (262) 574-2126, maureen.mcBroom@wisconsin.gov			DNR Region Southeast Region

**PART 2. ELIGIBLE COST-SHARE BUDGET DATA**

Note: Line items cannot be exceeded without prior amendment.

1. Project Cost-Share Reimbursements For:
  - a. **Storm Water Management Planning**
2. Other
3. **Total Nonpoint Source Grant Amount**

Cost-Sharing	
	76,709
	0
	<b>\$76,709</b>

**PART 3. PURPOSE AND SCOPE**

This grant provides funding and authorizes cost-share reimbursement by the department for the above-named project as described in the grant application submitted for calendar year 2015 for the eligible storm water management planning activities listed in the application to address nonpoint sources of pollution. The cost-share reimbursement rate will be up to **70%** of the actual eligible planning costs, to the maximum amount contained in Part 2.

Reimbursements may only be made for work performed, and expenses incurred, during the Grant Period. The amount listed under Part 2 (above) is the maximum amount which the department may reimburse you under this grant. Reimbursement deadlines and restrictions, project eligibility specifications, and other project Scope limitations are continued on the other side of this page. Additional departmental grant conditions are listed on the following pages. Consultant or professional-service contracts **must be approved by the department Regional Coordinator prior to signing**. Reimbursement requests shall be sent to the above address and must be accompanied by **payment** documentation, consisting of consultant/contractor billings with check nos. and dates paid. A *Final Report* is required before the Department may release the final reimbursement. Note that no Federal funds are used in reimbursements for this grant.

-- SCOPE CONTINUED - OVER --

**DNR COPY**

### Project Eligibility

Draft reports and associated electronic files (e.g., modeling data files, GIS mapping files, etc.) shall be submitted to the Regional Coordinator at least 60 days prior to the grant expiration date, or by an alternative date approved by the Regional Coordinator. Personal service contracts or, at a minimum, scope of service agreements between the consultant and the grantee to perform this work must be approved by the department prior to signing. Projects not receiving this approval will **not** receive reimbursement. Adequacy of the proposed product must meet the minimum criteria (below) and also conform to the activities promised (checked) by the grantee in the application.

**Project Implementation.** The storm water management plan activities will cover the developed urban areas within the Village identified in the application materials. Prior planning products will be updated and newer areas included to provide a more accurate portrayal of the current water flow patterns and pollutant loading sources, analysis and cost-effectiveness comparisons of practice alternatives, recommendations to implement best management practices to meet the plan goals, investigation of potential sites and preparation of preliminary designs for priority basin projects.

Research and findings must include at least preliminary determinations on the potential for environmental hazards, cultural, historical, endangered and threatened resources, along with the potential for wetland and Chapter 30 conflicts, within the areas of prospective structural practice installations.

**Contract Approvals**. All consultant and construction contracts must be approved by the Department **prior** to grantee signing in order to determine reimbursement eligibility and conformity with practice technical standards. All appropriate permits must be obtained prior to commencement of construction, and the design must be approved by the department.

**Payment Schedule.** Expenses incurred and paid by the grantee shall be submitted to the department for reimbursement periodically. Reimbursements shall be made to the grantee at a rate of one-half the cost-share rate stipulated above until a completed product is submitted to, and accepted by, the department [see *Final Reimbursement* (below)].

**Final Reimbursement.** To obtain the full eligible reimbursement, grantee must provide acceptable products which comply with the scope stipulations of this grant (above), with the project components enumerated within the grant application, and with the scope of service provisions in the consultant agreement approved by the department. At the conclusion of the project, grantee shall submit a Final Report (Form 3400-189) to the regional project manager detailing the effort's implementation and effectiveness. The Final Report and instructions for completing it are available on our web site. Use the following link and click on the Resources tab:

<http://dnr.wi.gov/Aid/UrbanNonpoint.html>

#### REIMBURSEMENT DEADLINES

Eligible Expenses Incurred	Reimbursement Request Due Date
1 <sup>st</sup> Quarter of the Calendar Year	April 30th
2 <sup>nd</sup> Quarter of the Calendar Year	July 31st
3 <sup>rd</sup> Quarter of the Calendar Year	October 31st
4 <sup>th</sup> Quarter of the Calendar Year	January 31st

Grantee shall provide the Regional Coordinator with a **project update each quarter**.

## **PART 4. CONDITIONS**

The State of Wisconsin Department of Natural Resources (Department) and the Grantee, in mutual consideration of the provisions of this document, agree as follows:

### **Section A – General Requirements**

- A1. This agreement and all activities undertaken pursuant to this agreement are subject to the provisions of s. 281.66, Wis. Stats., and chs. NR 151, 154, and 155, Wis. Adm. Code. All amendments to this grant agreement shall be executed in writing. The deadline for requesting an amendment to extend the grant period is 45 days before the end of the grant period.
- A2. Eligibility for cost-sharing reimbursement is governed by the provisions of s. NR 154.04 and ch. NR 155, Wis. Adm. Code, by the stipulations or limitations in this grant's *Scope* provisions, and by the applicable contract approvals by the department, as required under provision B1.
- A3. The Grantee may not receive reimbursement for costs which: (1) exceed the amounts listed in Part 2, (2) are not authorized by the *Scope* of this agreement, or (3) are incurred for work performed outside of the grant period, unless otherwise specified in the grant scope. Cost-share rates and applicability may be further limited by departmental contract approval(s), which may restrict the grant cost-share amount due to the eligibility requirements of the statute and codes. Reimbursements are contingent upon availability of State funds.
- A4. Neither the grantee nor any landowner may adopt any land use or practice that reduces the effectiveness or defeats the purposes of the best management practices installed under this grant.

### **Section B – Grantee Responsibilities**

- B1. All professional service and construction contracts, construction designs, and appraisals must be approved by the department Regional Coordinator prior to signing or entering into such commitments. Grantee must obtain all required permits prior to construction.
- B2. If constructing on non-grantee-owned property, the Grantee shall enter into cost share agreements with landowners and land operators on forms provided by the Department. The cost share rates may not exceed the rates specified in the applicable administrative code governing this grant or in the *Scope* section of this grant. Such agreements and amendments shall be recorded with the Register of Deeds and promptly submitted to the Regional Coordinator. The Grantee agrees to perform periodic inspections beyond the grant period to ensure that all cost share recipients are complying with the maintenance requirements in accordance with the applicable administrative code governing this grant.
- B3. The Grantee shall submit reimbursement requests on the worksheets provided by the Department and accompanied by verification of project expenses, at least quarterly, as specified in the *Scope* section.
- B4. The Grantee shall comply with the cost containment and procurement procedures in the applicable administrative codes governing this grant. The Grantee shall maintain a financial management system, separate from all other grantee activities, for this grant. Accounting and fiscal records shall be maintained in accordance with the applicable administrative codes governing this grant. At a minimum, grantee shall retain and make available all fiscal records pertaining to this grant for three years after the date of final settlement, or three years after the end of the Grant Period, whichever is later, or for a longer period if required by the department for audit purposes.
- B5. The Grantee shall submit progress reports at the conclusion of each quarter of the project period to the department Regional Coordinator identified in Part 1 of this agreement. When requesting a final payment, grantee shall also submit a final report to the Regional Coordinator detailing practices installed and results expected/obtained, along with a maintenance strategy for the practices installed.

### **Section C – State and Federal Requirements**

- C1. If historical/cultural artifacts are unearthed during any earth disturbance under this grant activity, Grantee is to immediately notify the department Regional Coordinator to determine the appropriate response.
- C2. The Grantee shall ensure that Department representatives have access to land on which grant-funded activities are undertaken during period of best management practice installation, operation and maintenance, or for performance auditing purposes.
- C3. The Grantee shall indemnify the Department and all of its officers, employees and agents against, and hold harmless from, any and all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, to person or property, including attorney's fees, arising out of, connected with or resulting from the occupancy, use, acts or omissions of the Grantee's employees, agents or representatives.
- C4. The Grantee or its employees or agents are not employees or agents of the Department for any purpose including Worker's Compensation.
- C5. The Grantee shall not issue funds from this grant to individuals if that individual is delinquent in child support or maintenance payments [s.144.25(9)(L), Wis. Stats]. The grantee shall comply with this condition by verifying a cost share recipient non-delinquent at the time of signing a cost share agreement by accessing the Department of Workforce Development website.
- C6. In connection with the performance of work under this agreement, the Grantee agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision includes but is not limited to employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Grantee agrees to provide and post notices in conspicuous places, available for employees and applicants for employment, setting forth the provisions of this nondiscrimination clause. Grantee shall take affirmative action to ensure equal employment opportunities.
- C7. The Grantee shall comply with annual Single Audit requirement as specified in OMB Circular A-133 "Audit of States, Local Governments, and Non-Profit Organizations" and the Wisconsin State Single Audit Guidelines found at: <http://www.doa.state.wi.us/Divisions/budget-and-finance/financial-reporting/state-controllers-office/state-single-audit-guidelines> issued by the Wisconsin Department of Administration (DOA), State Controller's Office.

**PART 5. INELIGIBLE COSTS**

1. Costs incurred, or work performed, either prior to or after the grant period [page 1, Part 1], unless specifically authorized in the grant Scope.
2. Costs for installation of a best management practice which does not meet the conditions of the applicable administrative codes governing this grant, or which are inconsistent with the grant application.
3. Costs for practices identified as ineligible practices in the applicable administrative codes governing this grant or which are specifically excluded in the contract approval letter.
4. Costs which exceed or do not satisfy the cost containment procedures of the applicable administrative code governing this grant.
5. Costs to perform operation and maintenance of best management practices.
6. Costs specified in NR. 155.15(2), Wis. Admin. Code.

FOR THE GRANTEE

By:

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

FOR THE STATE OF WISCONSIN

By

  
\_\_\_\_\_  
Mary Rose Teves, Director  
Bureau of Community Financial Assistance

\_\_\_\_\_  
Date Signed

*01/16/15*

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
(Printed Name, If Different Than Authorized Representative on P.1)

**When returning the signed grant, you must also include evidence of your community's local share of the grant project costs – such as a copy showing its inclusion in the municipal budget, or other evidence that the community has, in fact, committed the necessary funding to complete the project. Alternatively, you may certify that commitment below.**

Certification provided as an alternative to evidence of local share:

I, the undersigned, hereby certify and attest that the grantee has incorporated the "local share" of funding for the project covered by this grant within the municipal budget, or has otherwise made provisions to provide the local share.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Resolution Number Authorizing Expenditure

March 3, 2015

Mr. Michael Einweck  
Director of Public Works  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53029

RE: DNR Storm Water Permit Compliance  
Water Quality Calculation Updates and Alternatives Analysis

Dear Mr. Einweck:

The Village of Hartland is regulated under a Wisconsin Department of Natural Resources (DNR) Municipal Separate Storm Sewer System (MS4) permit which covers all storm water discharges within the Village. The Village is also located within the Rock River watershed, meaning it is regulated by the pollutant allocations derived from the recently completed Rock River Total Maximum Daily Load (TMDL).

Recent revisions to the MS4 permit have now attached compliance dates to various TMDL initiatives. Understanding that these regulations were forthcoming, the Village proactively applied for a DNR Urban Nonpoint Source Storm Water Grant in April of 2014 and was awarded \$76,709 in grant funds acknowledged within an Award Letter from DNR dated January 16, 2015. Grant funds must be offset at a 70% DNR/30% local funding split.

Compliance with the MS4 and TMDL permit regulations will require the Village to develop updated storm sewer mapping, update their pollutant loading calculations, review storm water management alternatives to bring the Village into compliance with the TMDL requirements, and develop an implementation plan/schedule. The Village will also be required to update their storm water management ordinances, while also developing written pollution prevention plans for their municipal operations.

The Village of Hartland worked with Ruekert & Mielke, Inc. (R/M) in 2010 to complete a storm water quality assessment. While the modeling software and the DNR's guidance have changed since 2010, the original maps, pond data, and modeling files can be used as a starting point, saving time and money.

We understand the project to consist of the following scope of services:

- Review the storm water quality assessment data completed in 2010. As applicable, update this data to current standards.

Mr. Michael Einweck  
Village of Hartland  
March 3, 2015  
Page 2

- Obtain the TMDL watershed boundaries from DNR and an updated storm sewer database from the Village. Incorporate both datasets into the base map.
- Incorporate storm sewer and storm water quality devices installed after the 2010 analysis (based on Village-provided data).
- Update drainage basin boundaries to match the TMDL watershed boundaries and identify any discrepancies. Also delineate drainage basins to new facilities.
- Identify areas to be excluded from the analysis.
- Gather pond/water quality device information from the Village.
- Perform grass swale/infiltration device infiltration rate testing, as often times the assumed infiltration rates are significantly less than those experienced in the field. It is assumed that 12 infiltration tests will be performed throughout the Village.
- Perform the existing conditions water quality analysis using the appropriate version of WinSLAMM software.
- Evaluate locations throughout the Village for alternatives, including a brief review of alternative compliance measures such as pollutant trading.
- Complete an alternatives analysis outlining potential methodologies to comply with the Village's MS4 and TMDL pollutant loading allocations.
- Develop a recommended plan including preliminary costs estimates and conceptual layouts.
- Update the Village's Storm Water Ordinance to comply with the recent NR 151 changes.
- Develop Best Management Practice Maintenance Ordinance and Maintenance Guidance Documents.
- Prepare individual storm water pollution prevention plans for the Village's municipal sites.
- Update Illicit Discharge Inspection protocol.
- Attend three meetings with Village staff.
- Prepare a brief letter report summarizing the results of the analysis. The report will include an updated map (hard copy and GIS format), narrative, recommended plan and corresponding exhibits. Three hard copies and one digital copy will be provided to the Village. The letter report format will briefly incorporate EPA's 9 key elements.
- Attend one meeting with the Village Board to present the results.

Mr. Michael Einweck  
Village of Hartland  
March 3, 2015  
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This work will be completed on a time and material basis at a not-to-exceed cost of \$109,500, which includes all miscellaneous reimbursable costs. This total can be reimbursed at a 70% rate via the DNR grant mentioned above. The work will be completed no later than December 1, 2016, assuming authorization from the Village by March 23, 2015.

Services specifically excluded from this proposal include title searches or parcel research, geotechnical investigations and attendance at meetings other than those specifically discussed. If desired, additional services can be completed at our standard hourly rates and after authorization by Village staff. This proposal is also predicated on using the most recent storm sewer GIS database (including pipe location, size, material, invert elevations and rim elevations), updated pond information (design/as-built drawings), and the Village providing updated land use information and a water source for the infiltration testing.

The above-described professional services will be provided to you in accordance with the 2015-2016 Engineering Services Agreement dated January 6, 2015. Please indicate your acceptance of this agreement by having the appropriate authorized official(s) affix their signature(s) where indicated and returning one fully executed copy to our office.

We appreciate the opportunity to work with the Village with its storm water permit compliance activities. Should any questions arise, please feel free to contact me.

Very truly yours,

RUEKERT & MIELKE, INC.



Ryan T. Amtmann, P.E. (WI, IL)  
Vice President  
[ramtmann@ruekert-mielke.com](mailto:ramtmann@ruekert-mielke.com)

RTA:sjs  
Enclosures

cc: Steven C. Wurster, P.E., Ruekert & Mielke, Inc.  
Jerad Wegner, P.E. Ruekert & Mielke, Inc.  
File

Mr. Michael Einweck  
Village of Hartland  
March 3, 2015  
Page 4

CLIENT NAME:

Village of Hartland

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ENGINEER:

Ruekert & Mielke, Inc.

By: Stanley R. Sugden  
Stanley R. Sugden, P.E.

Title: President

Date: March 3, 2015

Designated Representative:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

Designated Representative:

Name: Ryan T. Amtmann, P.E.

Title: Vice President

Phone Number: (262) 542-5733

Facsimile Number: (262) 542-5631

# Water Quality Calculation Updates and Alternatives Analysis Village of Hartland

Estimated Ruekert Mielke Level of Effort -- January 27, 2015

Task	Task Description	Employee Hours by Classification (2015-2016 Hartland Rates)										Total		
		Eng 2	Eng 4	Eng 7	GIS Analyst 4	GIS Analyst 2	Eng Tech 1	Eng Tech 2	AA					
		\$99	\$124	\$160	\$140	\$115	\$80	\$90	\$63					
1	Project Management and Grant Administration			6								6	2	\$960.00
2	Kickoff Meeting and 2 Interim Meetings	24		9								24	4	\$2,106.00
3	In-Field Swale Infiltration Testing			4								16		\$5,428.00
4	Develop Updated Drainage Area, Land Use and Contributing Area Maps	4	4	4	8	16						160		\$5,932.00
5	Update Water Quality Calculations Following TMDL Guidance			60	12	60						8		\$32,580.00
6	Develop Conceptual Alternatives to Improve Water Quality			8								60		\$2,000.00
7	Model Proposed Alternatives			12								8		\$7,320.00
8	Develop Cost Estimates and Constructability / Regulatory Concerns of Alts	4	4	8								24		\$2,892.00
9	Create Conceptual Exhibits for Alternatives			4								4		\$4,720.00
10	Review Feasibility of Trading / Adaptive Management			24								4		\$4,200.00
11	Develop Recommended Plan to Comply with TMDL Requirements			8								20		\$5,992.00
12	Review Funding Alternatives			6								4		\$2,064.00
13	Summary Report			16								16		\$11,520.00
14	Ordinance Updates	4		4								8		\$3,716.00
15	Develop Pollution Prevention Plans for Public Works, Village Hall and Fire Station	16		4								16		\$4,664.00
16	Determine Updated Illicit Discharge Inspection Protocol			4								4		\$1,000.00
17	Develop BMP Maintenance Ordinance and Maintenance Guidance Documents	4	12	12								20		\$6,108.00
18	Neighboring Community Meetings (3)			9								6		\$2,106.00
19	Final Presentation to Board			8								4		\$2,136.00
<b>Subtotal Labor Cost</b>		56	62	242	20	76	40					408	64	\$107,444.00
<b>Reimbursable Cost</b>														\$2,056.00
<b>Total Estimated Cost</b>														\$109,500.00

February 5, 2015

Mr. David Cox  
Administrator  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53029

Re: North Side Regional Sewer Availability Charge Update

Dear Mr. Cox:

This letter provides background information and project cost estimates for anticipated improvements to the Village's trunk sewer system to allow for new or infill developments throughout the North Side of the Village. This information is also intended for use in substantiating and updating the Village's Regional Sewer Availability Charge (RSAC) amounts identified in Section 86-277 of the Municipal Code.

#### Background

Ruekert & Mielke, Inc. (R/M) has studied the Village's sanitary sewer system during the last 20 years and authored several reports to provide guidance for building out and providing capacity within the Village's sanitary sewer system to allow for growth. In a letter dated February 1, 2002 from R/M to the Village, there were three documented improvements to allow for new development to occur on the Village's north side. Improvements A and B were completed concurrent with the development of the Four Winds and Mary Hill subdivisions. Improvement C provided for reserving funds to allow for what was anticipated to be a bottleneck in the sanitary sewer system between MH 1.00 (B073) and MH 1.08 (B064) in the area of Cardinal Lane and Cottonwood Avenue. Funds are still being reserved for Improvement C and a fee remains in place for new (and/or infill) development for areas tributary to the Improvement C area as shown in "Exhibit – North Side Regional Sewer Availability Charge, dated 2/5/2015". The following describes Improvement C in more detail.

#### Improvement C

Improvement C involves relieving peak flows from Trunk Sewer 1 between MH-1.00 and MH 1.08. Improvement C includes constructing a 1,100 gpm sanitary pump station with emergency generator, building and SCADA near MH 1.08 where Trunk Sewer 2 connects to Trunk Sewer 1. The pump station will divert all of the flow from Trunk Sewer 2 through an 8-inch diameter force main southwesterly along Cardinal Lane and Progress Drive. The force main will discharge into MH 1.00 at the downstream end of the Village trunk sewer system. The cost for Improvement C was estimated to be \$710,500 in 2002 and \$817,100 in 2007. The following details the components for Improvement C with costs based upon 2015 dollars:

Mr. David Cox  
Re: Trunk Sewer Improvements  
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Lump sum for 1,100 gpm 20 HP sanitary pump station w/ generator, building, SCADA =	\$ 650,000
2,500 LF of 8-Inch force main with spoil backfill @ \$80/LF =	\$ 200,000
500 LF of 8-Inch force main with gravel backfill @ \$115/LF =	\$ 57,500
Lump sum for traffic control =	\$ 10,000
Lump sum for erosion control =	\$ 5,000
Total Estimated Construction Cost	\$ 922,500
25% Contingencies, Administration, and Engineering	\$ 230,500
Total Project Cost	<u>\$1,153,000</u>

The Village has yet to experience any sewerage backup problems resulting from surcharging in the trunk sewers between MH-1.00 and MH 1.08. During 2008 and 2010, R/M installed temporary meters in the area of the confluence of Trunk Sewers 1 and 2 to gage the timing of need for Improvement C to be constructed. During the time the meters were in place, there were no significant wet weather events to get a true gauge of the performance of the sewers in this area during wet weather. The optimal timeframe to construct Improvement C remains unknown. The Village is undertaking a metering program starting in 2015 that is intended to provide the information necessary to confirm the need and timing for construction of Improvement C, as well as the continued collection of the RSAC to fund this improvement.

For the purpose of updating the Improvement C RSAC, it is assumed that Improvement C will be constructed in 2020. The project cost of Improvement C is anticipated to increase by 15% over the 2015 estimate or \$172,950, which would amount to a total cost of \$1,325,950.

#### North Side Area Development

Since 2009, there has been a prospective developer desiring to develop lands in the northeast area of the Village. R/M has worked with Village Staff in reviewing the overall sewer service plan for areas north of STH 16. We have determined that the northeast area will be served via a gravity sewer system that will be routed into the Bristlecone Pines sewer and to the Arlene Drive pumping station.

A draft memorandum dated January 9, 2014, along with its Exhibits documents the analysis and recommendations for servicing this area.

#### Arlene Drive Pumping Station - Metering Manhole Improvement

Additional flows from the northeast area developments are planned to be routed through the Arlene Drive pumping station. Presently, the only way to obtain flow readings is to use the daily pump runtime log and rated pump output. This allows for the peak daily flow rate to be determined, but not the peak hourly flow rate. To accurately monitor and determine the peak hourly flow rate, a flow meter within the discharge side of the force main at the site is needed

Mr. David Cox  
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with integration into the Village's SCADA system. The Village is in process of installing a flow meter within a meter manhole on the discharge force main to begin documenting the trends of average and peak daily and hourly flow rates. This information will help to confirm the timing for the Arlene Drive Pumping Station – Capacity Improvements, as well as the Sunnyslope Drive Sewer Capacity Upgrade.

#### Arlene Drive Pumping Station - Capacity Improvements

Based upon the pump station's firm capacity of 285 gpm, observed flow rates and theoretical peak flow rates, the pumping station appears to have the capacity to accept additional flow. We recommend that the following capacity upgrades be implemented at the beginning of the Phase 2 Homestead development or sooner if actual metered flows warrant sooner capacity upgrades. The recommended upgrades include:

Replace pumps and modify wet well guide rails =	\$ 56,500
Replace pump starters, breakers and electrical components =	\$ 20,000
Replace generator and transfer switch =	<u>\$ 50,000</u>
Total Estimated Construction Cost =	\$126,500
25% Contingencies, Administration and Engineering =	<u>\$ 31,625</u>
Total Project Cost =	<u>\$158,125</u>

For the purpose of determining the RSAC fee, it is anticipated that these improvements will be completed in 2020. These project costs are anticipated to increase by 15% over the 2015 estimate or \$23,725, which would amount to a total of \$181,850.

#### Sunnyslope Drive Sewer Capacity Upgrade

The routing of wastewater flows from the northeast area through the Sunnyslope Drive sewer is anticipated to cause the need for a capacity upgrade in the future along Sunnyslope Drive. The need and timing for the capacity upgrade will be confirmed with data obtained from the metering program.

For budgetary purposes, we recommend budgeting for the Sunnyslope Drive sewer to be upsized from an 8-inch sewer to a 12-inch sewer from MH 008A at Rae Drive to MH F024 at Merton Avenue. This results in approximately 2,200 feet of sewer replacement within an asphalt paved Village street with a depth range of 11- to 16- feet using spoil backfill. A 2-inch asphalt patch would be provide as the street would be programmed for rehabilitation at a subsequent year through the Village Capital Improvement Program.

The estimated project cost for the Sunnyslope Drive Sewer Capacity Upgrade in 2015 dollars is shown below.

Mr. David Cox  
 Re: Trunk Sewer Improvements  
 February 5, 2015  
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2,200 LF of 12 inch sanitary sewer replacement @ \$250/LF =	\$550,000
25% Contingencies, Administration and Engineering =	<u>\$137,500</u>
Total Project Cost =	<u>\$687,500</u>

It is anticipated that this project would be constructed in 2020. The project cost is anticipated to increase by 15% over the 2015 estimate or \$103,125, which would amount to a total cost of \$790,625.

#### Sewer Service Area Summary

The anticipated development units (DUE's) within Areas A and B are shown in "Exhibit – Existing and Planned Development Sites, dated 2/3/2015".

		Future Devel. (DUE's)	Already Devel. (DUE's)	2020 Devel. Forecast (DUE's)	2035 Devel. Forecast (DUE's)
<b>Area A</b>	Bristlecone	4	0	4	4
	Windrush	58	0	46	58
	Homestead Ph 1	47	0	0	47
	Homestead Ph 2	15	0	0	15
	Area 4	70	0	0	35
	Fourwinds	119	118	1	1
	Traditions	21	21	0	0
	Mary Hill	74	73	1	1
	Area 1	86	0	0	22
	Homestead Ph 3	10	0	0	10
	Area 2	96	0	0	20
	Fourwinds West	48	0	38	48
	Other Area 3	14	0	0	4
	Jungbluth North 40	15	0	0	7
	Hilger Farms	0	0	0	0
	Sunnyslope Drive	0	0	0	0
	<b>Subtotal</b>	<b>677</b>	<b>212</b>	<b>90</b>	<b>272</b>
<b>Area B</b>	Sanctuary	34	0	27	34
	Riverwalk	74	0	74	74
	<b>Subtotal</b>	<b>108</b>	<b>0</b>	<b>101</b>	<b>108</b>

Mr. David Cox  
Re: Trunk Sewer Improvements  
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Regional Availability Charge Summary

Improvement C Cost	\$1,325,050/785 DUE's = \$1,690
Arlene Drive Pumping Station Upgrade Cost	\$181,850
Sunnyslope Drive Sewer Capacity Upgrade Cost	<u>\$790,625</u>
Total	<u>\$972,475/677 DUE's = \$1,440</u>

North Side Area A RSAC = \$3,130/DUE  
North Side Area B RSAC = \$1,690/DUE

If you have any questions with the above information, please feel free to call me.

Very truly yours,

RUEKERT & MIELKE, INC.

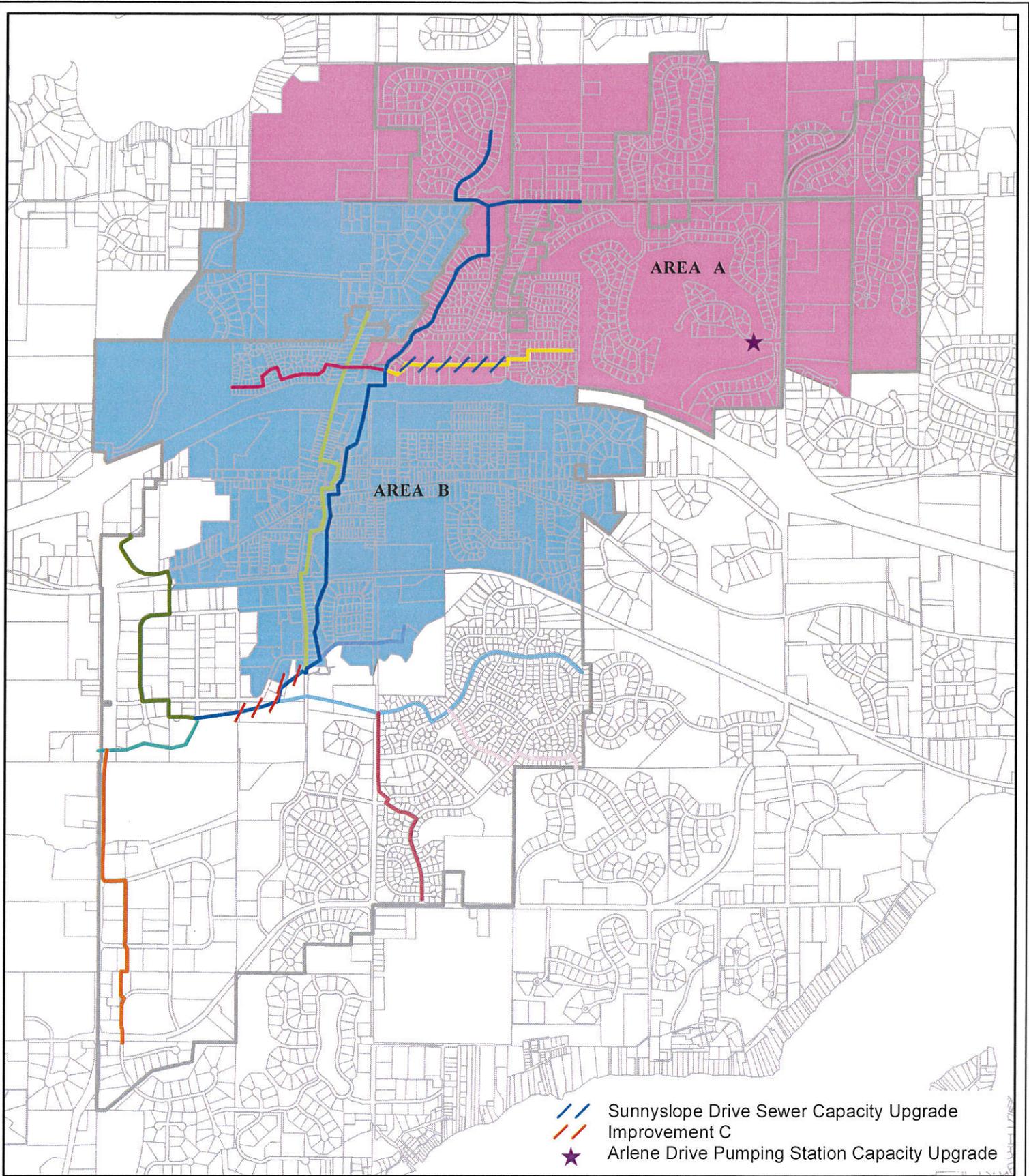


Ryan T. Amtmann, P.E. (WI, IL)  
Principal/Vice President  
[ramtmann@ruekert-mielke.com](mailto:ramtmann@ruekert-mielke.com)

RTA:sjs

Enc: Exhibits: North Side Regional Sewer Availability Charge, dated 2/5/2015  
Existing and Planned Development Sites, dated 2/3/2015

cc: Jerad J. Wegner, P.E., Ruekert / Mielke, Inc.  
File



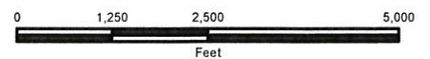
-  Sunnyslope Drive Sewer Capacity Upgrade
-  Improvement C
-  Arlene Drive Pumping Station Capacity Upgrade

**Legend**

-  TRUNK SEWER 1
-  TRUNK SEWER 2
-  TRUNK SEWER 3
-  TRUNK SEWER 4
-  TRUNK SEWER 5
-  TRUNK SEWER 6
-  TRUNK SEWER 7
-  TRUNK SEWER 8
-  TRUNK SEWER 9
-  TRUNK SEWER 10
-  DELA-HART INTERCEPTOR
-  Civil Division

**Exhibit**  
 North Side  
 Regional Sewer Availability Charge

February 5, 2015  
 Village of Hartland  
 Waukesha County, Wisconsin



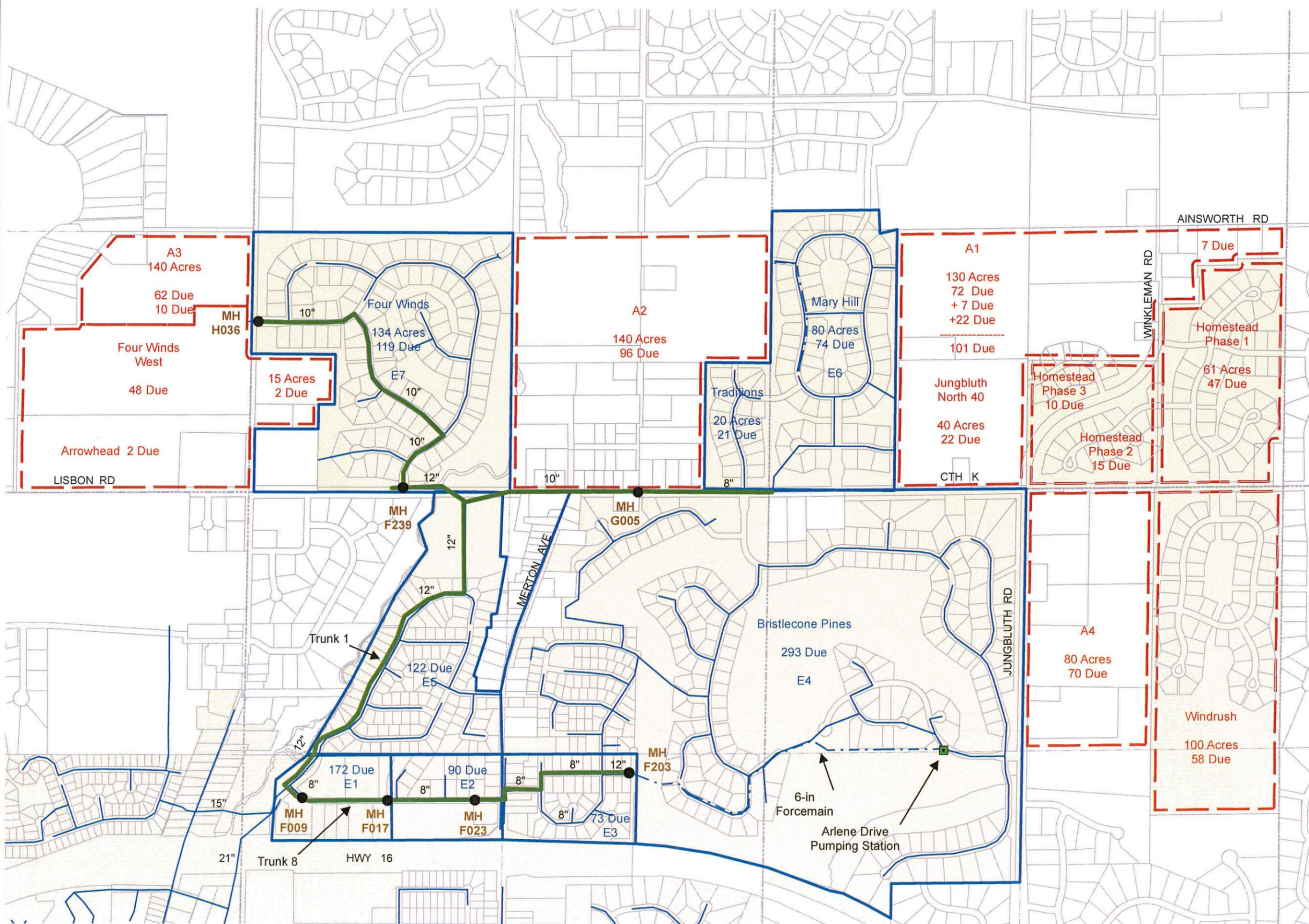
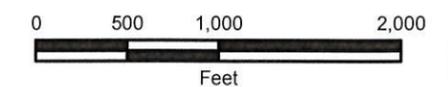


**EXHIBIT**

**EXISTING AND PLANNED  
DEVELOPMENT SITES**  
  
**FEBRUARY 3, 2015**  
**VILLAGE OF HARTLAND**  
**WAUKESHA COUNTY, WISCONSIN**

**LEGEND**

- Existing Development Sites
- Planned Development Sites
- Village of Hartland
- Sanitary Sewer
- Force Main



I:\Projects\09110004\EXHIBIT 3.MXD  
 Plot Scale: 1"= 1000 Date: 2-03-15 By: DLA



**EHLERS**  
LEADERS IN PUBLIC FINANCE

March 2, 2015

David Cox  
Village Administrator  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53029

RE: Proposed Project: Developer *pro forma* Analysis & Tax Incremental District # 6 Creation & # 4 Boundary Amendment

Dear Mr. Cox:

In accordance with your request, we are herewith transmitting our Agreement to provide Developer *pro forma* Analysis and Tax Incremental Financing Services. Please have one copy signed and returned to our office.

Please note that our contract is divided into phases. A breakdown of the services to be provided by phase has been outlined in this agreement. The Village would have the right to terminate the project at the conclusion of each phase. At this time, Ehlers is prepared to begin the Feasibility Analysis. Should the Village decide to move forward with this project, following the completion of the analysis, Ehlers is prepared to begin all other phases outlined.

Ehlers & Associates has been providing tax increment assistance to Wisconsin municipalities since the tool was developed in the 1970's. We look forward to the opportunity to work with the Village on this important project. If you have any questions regarding the agreement feel free to contact me at any time.

Sincerely,

**EHLERS & ASSOCIATES, INC.**

James A. Mann, CIPMA  
Senior Financial Advisor - Vice President

cc: Dawn Gunderson, Financial Advisor – Vice President, Ehlers  
Paula Czaplewski, TIF & Disclosure Coordinator, Ehlers





## Agreement to Provide Tax Incremental Financing Services

Date of Agreement: March 2, 2015  
Client: Village of Hartland, WI  
Proposed Project: Developer *pro forma* Analysis & Tax Incremental District # 6 Creation & # 4 Boundary Amendment (the "Project")

This Agreement is between the Village of Hartland (the "Client") and Ehlers & Associates, Inc. ("Ehlers"). Ehlers agrees to provide the following scope of services for the above Project:

### Scope of Services

#### Project *pro forma* analysis

Ehlers will undertake an independent review of the developer's proposed project sources, uses and cash flows to assess financial feasibility and to identify the "gap", if any, between expected performance and the performance required to achieve a reasonable rate of return. The results of this analysis will give the Client substantial information to help determine if and how to move forward with future negotiations with the developer. To accomplish this, Ehlers will complete the following tasks:

- Review the developer's submittal and financial data, including but not limited to sources and uses of funds, construction and financing costs, annual revenues and expenses, and Client revenues from the proposed project that may support financing the developer's gap, if any.
- Prepare project *pro forma* with and without Client financial assistance. Ehlers will review the developer's numbers and methodology as compared to Ehlers' model and assumptions utilizing industry and market standards. Ehlers will prepare other alternate scenarios to provide the Client a reasonable understanding of the developer's anticipated returns and risks to the Client.
- Estimate Client revenues (tax increment revenues or other revenues as may be specific to the project) from the proposed project that may support financing the developer's "gap," if any, and compare to the developer's numbers. Ehlers will examine whether these revenues are appropriate to fill the "gap," if any. Ehlers will review and provide feedback on whether any of the developer's project costs are eligible expenses under state statutes.
- Prepare a summary report to the Client. The report will summarize our findings and make recommendations as appropriate to the Client. Ehlers is available to appear at meetings of the Client's staff, council or committees as appropriate.
- Participate in Developer Negotiations, as requested by the Client. Ehlers will participate with the Client negotiating team in developer negotiations to create or review term sheets, development or redevelopment agreements, financing options, and if applicable TID contribution review ("Look Back").
- Identify options for financing any needed Client portion of the project, as necessary.



In return for the services set forth in the "Scope of Services," Client agrees to compensate Ehlers on an hourly basis as set forth under the "Compensation" section of this proposal.

Based on our past experience with similar engagements, the cost to complete the analysis for a specific development project generally ranges from \$2,500 to \$7,500 depending on the complexity, the availability of information from the developer/applicant, and the number of iterations required to complete the model and test alternatives where applicable. Attendance at meetings and any subsequent involvement in negotiations with the developer would also be billed on an hourly basis.

## TID Creation/Amendment

### Phase I – Feasibility Analysis

The purpose of Phase I is to determine whether or not the Project is a statutorily and economically feasible option to achieve the Client's objectives. This phase begins upon your authorization of this engagement, and ends on completion and delivery of a feasibility analysis report. As part of Phase I services, Ehlers will:

- Consult with appropriate Client officials to identify the Client's objectives for the Project.
- Provide feedback as to the appropriateness of using Tax Incremental Financing in the context of the "but for" test.
- If the Project includes creation of or addition of territory to a district, identify preliminary boundaries and gather parcel data from Client. Determine compliance with the following statutory requirements as applicable:
  - Equalized Value test.
  - Purpose test (industrial, mixed use, blighted area, or in need of rehabilitation or conservation).
  - Vacant land test.
  - Newly platted residential land use test.
- Prepare feasibility analysis report. The report will include the following information, as applicable:
  - Identification of the type or types of districts that may be created.
  - A description of the type, maximum life, expenditure period and other features corresponding to the type of district proposed.
  - A summary of the development assumptions used with respect to timing of construction and projected values.
  - Projections of tax increment revenue collections to include annual and cumulative present value calculations. Qualification of the district as a donor or recipient of shared increment, and projected impact of any allocations of shared increment.
  - If debt financing is anticipated, a summary of the sizing, structure and timing of proposed debt issues.
  - A cash flow reflecting annual and cumulative district fund balances and projected year of closure.
  - A draft time table for the Project.
  - Identification of how the creation date may affect the district's valuation date, the base value, the number of revenue collection periods, compliance with the equalized value

test, and the ability to capture current year construction values and changes in economic value.

- When warranted, evaluate and compare options with respect to boundaries, type of district, project costs and development levels.
- Ehlers will provide guidance on district design within statutory limits to creatively achieve as many of the Client’s objectives as possible, and will provide liaison with State Department of Revenue as needed in the technical evaluation of options.
- Present the results of the feasibility analysis to the Client’s staff, Plan Commission or governing body.

## Phase II – Project Plan Development and Approval

If the Client elects to proceed following completion of the feasibility analysis, the Project will move to Phase II. This phase includes preparation of the Project Plan, and consideration by the Plan Commission<sup>1</sup>, governing body, and the Joint Review Board. This phase begins after receiving notification from the Client to proceed, and ends after the Joint Review Board takes action on the Project. As part of Phase II services, Ehlers will:

- Based on the goals and objectives identified in Phase I, prepare a draft Project Plan that includes all statutorily required components.
- We will coordinate with your staff, engineer, planner or other designated party to obtain a map of the proposed boundaries of the district, a map showing existing uses and conditions of real property within the district, and a map showing proposed improvements and uses in the district.
- Submit to the Client an electronic version of the draft Project Plan for initial review and comment.
- Coordinate with Client staff to confirm dates and times for the meetings indicated below and on the following. Ehlers will ensure that selected dates meet all statutory timing requirements, and will provide documentation and notices as indicated.

Meeting	Ehlers Responsibility	Client Responsibility
Initial Joint Review Board	<p>Prepare Notice of Meeting and transmit to Client’s designated paper.</p> <p>Mail meeting notice, informational materials, and draft Project Plan to overlapping taxing jurisdictions.</p> <p>Provide agenda language to Client.</p> <p>Attend meeting to present draft Project Plan.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Prepare meeting minutes.</p> <p>Designate Client Joint Review Board representative.</p> <p>Identify and recommend Public Joint Review Board representative for appointment.</p>
Plan Commission Public Hearing	<p>Prepare Notice of Public Hearing and transmit to Client’s designated paper.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p>
Plan Commission Public Hearing	<p>For districts created on the basis of blight elimination, or on the basis of properties in need of conservation or</p>	<p>Prepare and mail individual property owner notices (only for districts created on the basis of blight elimination, or on the basis of</p>

<sup>1</sup> If Client has created a Redevelopment Authority or a Community Development Authority, that body may fulfill the statutory requirements of the Plan Commission related to creation or amendment of the district.

	<p>rehabilitation, provide a format for the required individual property owner notification letters.</p> <p>Attend hearing to present draft Project Plan.</p>	<p>properties in need of conservation or rehabilitation).</p> <p>Prepare meeting minutes.</p>
Plan Commission	<p>Provide agenda language to Client.</p> <p>Attend meeting to present draft Project Plan.</p> <p>Provide approval resolution for Plan Commission consideration.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Distribute Project Plan &amp; resolution to Plan Commission members in advance of meeting.</p> <p>Prepare meeting minutes.</p>
Governing Body Action	<p>Provide agenda language to Client.</p> <p>Attend meeting to present draft Project Plan.</p> <p>Provide approval resolution for governing body consideration.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Provide Project Plan &amp; resolution to governing body members in advance of meeting.</p> <p>Prepare meeting minutes.</p>
Joint Review Board Action	<p>Mail meeting notice and copy of final Project Plan to overlapping taxing jurisdictions.</p> <p>Prepare Notice of Meeting and transmit to Client's designated paper.</p> <p>Provide agenda language to Client.</p> <p>Attend meeting to present final Project Plan.</p> <p>Provide approval resolution for Joint Review Board consideration.</p>	<p>Post or publish agenda and provide notification as required by the Wisconsin Open Records Law.</p> <p>Prepare meeting minutes.</p>

- Throughout the meeting process, provide drafts of the Project Plan and related documents in sufficient quantity for the Client's staff, Plan Commission, governing body and Joint Review Board members.
- Provide advice and updated analysis on the impact of any changes made to the Project Plan throughout the approval process.

### Phase III – State Submittal

This phase includes final review of all file documents, preparation of filing forms, and submission of the base year or amendment packet to the Department of Revenue. This phase begins following approval of the district by the Joint Review Board, and ends with the submission of the base year or amendment packet. As part of Phase III services, Ehlers will:

- Assemble and submit to the Department of Revenue the required base year or amendment packet to include a final Project Plan document containing all required elements and information.

- Provide the Client with an electronic copy of the final Project Plan (and up to 12 bound hard copies if desired).
- Provide the municipal Clerk with a complete electronic and/or hard copy transcript of all materials as submitted to the Department of Revenue for certification.
- Act as a liaison between the Client and the Department of Revenue during the certification process in the event any questions or discrepancies arise.

## Compensation

In return for the services set forth in the "Scope of Services," Client agrees to compensate Ehlers as follows, depending on whether doing a creation or a project plan amendment:

	<b><u>Project Pro form Analysis</u></b>
Principal / Senior Financial Advisor	\$250 per hour
Financial Advisor	\$220 per hour

	<b><u>Creation Fees</u></b>	<b><u>Boundary Amendment Fees</u></b>
Phase I	\$ 5,200	\$3,600
Phase II	\$ 7,300	\$4,900
Phase III	\$ 1,500	\$1,500
<b>Total</b>	<b>\$ 14,000</b>	<b>\$10,000</b>

- Pricing assumes all phases are done concurrently, utilizing same meeting nights. In the event that meetings for simultaneous districts do not occur on the same evening, full fee shall be charged per district.
- Phase I base fee includes up to three financial scenarios. Additional scenarios will be run as needed at a cost of \$750/scenario.

## Payment for Services

For all compensation due, Ehlers will invoice Client for the amount due at the completion of each Phase. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.

## Client Responsibility

The following expenses are not included in our Scope of Services, and are the responsibility of Client to pay directly:

- Services rendered by Client's engineers, planners, surveyors, appraisers, assessors, attorneys, auditors and others that may be called on by Client to provide information related to completion of the Project.
- Preparation of maps necessary for inclusion in the Project Plan.
- Preparation of maps necessary for inclusion in the base year or amendment packet.
- Publication charge for the Notice of Public Hearing and Notices of Joint Review Board meetings.

- Legal opinion advising that Project Plan contains all required elements (normally provided by municipal attorney).
- Preparation of District metes & bounds description (needed in Phase III)
- Department of Revenue filing fee and annual administrative fees. The current Department of Revenue fee structure is:

Current Wisconsin Department of Revenue Fee Schedules	
Base Year Packet	\$1,000
Amendment Packet with Territory Addition	\$1,000
Amendment Packet	No Charge
Distressed or Severely Distressed Designation	\$500
Annual Administrative Fee	\$150

### Execution and Authority

By executing this Agreement, the person signing on behalf of Client represents that he/she has the authority to execute agreements of this type on behalf of Client and that this Agreement constitutes a binding obligation of Client enforceable in accordance with its terms/

IN WITNESS WHEREOF, the undersigned have executed this Agreement effective as of the date first above written.

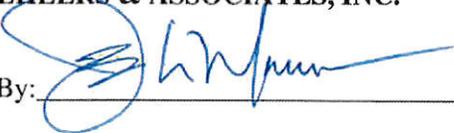
#### VILLAGE OF HARTLAND, WISCONSIN

By: \_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_

Title: \_\_\_\_\_

#### EHLERS & ASSOCIATES, INC.

By:  \_\_\_\_\_

Dated: March 2, 2015

Title: Senior FA / Director