



ADMINISTRATION
210 COTTONWOOD AVENUE
HARTLAND, WI 53029
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www.villageofhartland.com

VILLAGE BOARD AGENDA
MONDAY, JULY 13, 2015
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

Pledge of Allegiance – Trustee Swenson

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 June 22, 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 the Licenses and Permits related to the annual Palmer's Steakhouse "Tent Event" to benefit Cystic Fibrosis Foundation.
 - i. Temporary Class B Permits
 - ii. Street Use Permit
 - b. Consideration of a motion to approve Operator (Bartender) Licenses with terms ending June 30, 2016
 - c. Consideration of a motion to approve Temporary Bartender (Operator's) Licenses
 - d. Consideration of a motion to approve the Licenses and Permits related to St. Charles Fall Fest, September 11-13
 - i. Public Dance Permit
 - ii. Temporary Class B Permits
 - iii. Temporary Bartender Licenses
 - e. Consideration of an Application for a Restricted Species Permit to raise 2 chickens on property located at 329A Prospect
4. Consideration of a motion to approve a Planned Unit Development and Tax Incremental District Agreement with Hartland Riverwalk, LLC for the Riverwalk Development.
5. Consideration of a motion to approve an agreement with Payment Service Network and policies related to accepting credit cards for payments from customers to the Village.
6. Consideration of a motion to approve policies related to expansion of credit card use for payments by the Village.
7. Consideration of a motion to adopt Resolution No. 07/13/15-01 "A Resolution Adopting the Compliance Maintenance Annual Report (CMAR)".

VILLAGE BOARD AGENDA

MONDAY, JULY 13, 2015

7:00 PM

PAGE 2

8. Proclamation "In Recognition of Loyal Service to the Village of Hartland By Fire Chief Allen "Augie" Wilde" upon his retirement.

A celebration in honor of Chief Wilde will be held at the American Legion Hall, 321 Goodwin Avenue, on Friday, July 17 from 5pm to 9pm. This proclamation will be officially presented to the Chief at 7:00pm. All are welcome to attend.

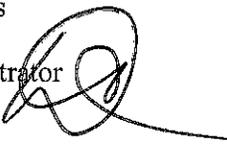
9. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated 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: July 10, 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 4 Regarding a Development and TIF Agreement for the Riverwalk.

Background: The Riverwalk development is a mixed-use PUD that has been approved as a redevelopment of the Capitol Plaza shopping center and three residential parcels north of the Plaza. The approved plan calls for the demolition of the existing Plaza building and an additional residential structure and construction of a new 4,000 square foot (@3,000 useable) commercial building facing E. Capitol Drive with three second story residential units and two multi-tenant residential buildings including 74 units and underground parking. The Developer indicated that certain extraordinary costs associated with the project and other factors cause the project not to be economically feasible on its own. After review of the Developer's costs and expected revenue, it was determined that public support in the form of grants would be appropriate to cause the development and allow the Developer to mitigate some of his risk and to anticipate an acceptable return. Under the terms of the Agreement, the \$12 million development will be supported with \$1.75 million in TIF funding comprised of \$528,000 in grants to cover the immediate cost of utility relocation and installation and related engineering, building demolition, construction of a pedestrian bridge over the Bark River plus an additional \$1.22 million to be paid by the Village over time from tax increment proceeds under the terms of a Municipal Revenue Obligation (MRO). Under the terms of the Agreement, the development must be completed and have its occupancy permit by the end of 2016. Based on this time frame, the first payments under the MRO would commence in 2018

Recommendation: Approve the Agreement.

Item 5 Regarding actions to expand Village acceptance of credit cards for general payments.

Background: Currently, the Village accepts credit cards for only very limited number of transactions related to the Recreation Department, Library (through the County system) and property taxes. As described in the memo from Finance Director Bailey, under this proposal, the Village's acceptance of credit cards would be expanded to cover virtually all payments to the Village including utilities and building permits. Additionally, via this service, the Village will also be able to accept direct payments from customer checking or savings accounts. The recommended agreement with an outside vendor (Payment Service Network, "PSN") and related policies indicate that customers would pay a 2.75% convenience fee for use of a credit card but

would pay no fee for use of the direct payments from a bank account. Additionally, use of PSN allows the Village to offer a paperless billing option to customers who wish to receive their utility bills electronically, which has the added benefit of saving postage and handling for the Village.

Recommendation: Approve the proposed Agreement and related policies.

Item 6 Regarding expansion of the Village's use of credit cards for payments

Background: Again, as described in Finance Director Bailey's memo, the Village currently uses credit cards on limited basis for purchases it makes. The cards are issued through a joint municipal agreement reached with Chase. The agreement includes a rebate to the municipalities participating in the joint agreement based on their purchase amounts. Under this proposal, the Village's use of the credit cards would be purposefully expanded to take maximum advantage of the rebates offered. Additionally, steps would be implemented to further mitigate the potential for misuse of the cards by issuing cards to specific individuals instead in the name of departments and by implementing a specific, multi-layer approval process.

Recommendation: Approve the expanded use of credit cards and the related policies.

VILLAGE BOARD MINUTES
MONDAY, JUNE 22, 2015
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

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

Others Present: Administrator Cox, Clerk Igl, DPW Director Einweck, Interim Fire Chief Dean, Finance Director Bailey, Police Chief Rosch, Jim Mann, Bill Taibl, Jim Siepmann, Steve Martinez, Lynn Minturn, Donna Dorau, Reporter from Waukesha Freeman.

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.) None.

1. Motion (Meyers/Stevens) to approve Village Board minutes of June 8, 2015. Carried (6-0). Wallschlager abstained.
2. Motion (Landwehr/Swenson) to approve the vouchers for payment in the amount of \$554,837.98. Carried (7-0).
3. **Public Hearing** and Consideration of the Annual Renewal of Licenses and Permits for:
 - a. Class "B" Beer/"Class B" Liquor
 - b. Reserve Class "B" Beer/"Class B" Liquor
 - c. Class "A" Beer
 - d. Class "A" Beer/Class "A" Liquor
 - e. "Class B" Beer
 - f. "Class C" Wine

President Lamerand opened the Public Hearing at 7:02 p.m. The listing of applicants for renewal liquor licenses was presented. No comments being heard, the Public Hearing was closed at 7:05. Motion (Landwehr/Swenson) to approve the following license renewals:

CLASS "B" BEER/"CLASS B" LIQUOR

1. El Pueblo Inc., dba Café El Sol & Senor Tomas, 150 North Ave., Marco Alarcon, Agent
2. Flanagan-Dorn Legion Post #294, 231 Goodwin Ave., William T. Lay, Jr. Agent
3. KNP Enterprises, Inc., dba Phoenix, 129 Cottonwood Ave., Nancy Fetkenhauer, Agent

VILLAGE BOARD MINUTES

MONDAY, JUNE 22, 2015

7:00 PM

PAGE 2

4. Lake Country Racquet and Athletic Club, Inc. dba Lake Country Racquet Club, 560 Industrial Dr., Trudy Gebhard, Agent
5. Margrit Meier, dba Hartland Inn, 110 Cottonwood Avenue, Margrit Meier, Individual
6. Palmer's Steakhouse, LLC, dba Palmer's Steakhouse, 122 E. Capitol Dr., Jerome Arenas, Agent
7. Endter's Sports Grill, LLC, dba Endter's Sports Grill, 300 Cottonwood Ave., Patrick Endter, Agent
8. Saloon 247 LLC, dba Saloon 247, 247 W. Capitol Drive, David Marklund, Agent
9. The Legend at Bristlecone Pines, LLC, dba The Legend at Bristlecone, 1500 E. Arlene Dr., Jack Gaudion, Agent,
10. JC Bogars, LLC, dba JC Bogars, 352A Cottonwood Ave., Juan C. Montano, Agent
11. Beer Snobs, Inc., dba Beer Snob Eats & Ales, 122 Cottonwood Ave., Steve Berger, Agent

RESERVE CLASS "B" BEER/"CLASS B" LIQUOR

1. Bin One Eleven, LLC, dba Bin One Eleven Wine Store & Tasting Bar, , 111 E. Capitol Dr., Justin Jackson, Agent
2. Hartland Hospitality Group, LLC, dba Zesti, 130 E. Capitol Dr., Maricela Feker, Agent

CLASS "A" BEER

1. Cardinal Service, Inc., dba Cardinal Service, 805 Cardinal Lane, Michael Jungbluth, Agent
2. Stop-N-Go of Madison, Inc., dba Stop-N-Go #273, 101 E. Capitol Dr., Andrew Bowman, Agent

CLASS "A" BEER/CLASS "A" LIQUOR

1. Fox Brothers Piggly Wiggly, Inc., dba Piggly Wiggly, 505 Cottonwood Ave., Patrick Fox, Agent
2. Walgreen Co., dba Walgreens #09365, 423 Merton Ave., Jacqueline Wagner, Agent
3. Sendik's Hartland, LLC, dba Sendik's Food Market, 600 Hartbrook Drive, Theodore Balistreri, Agent
4. Hartland Village Mart, Inc., dba Hartland Village Mart, 301 E. Capitol Dr., Moyez T. Badani, Agent

"CLASS B" BEER

1. Hartland Athletic Advancement Association, Inc., H.A.A.A. Bark River Canteen, David Godgluck, Agent
2. Hartland Athletic Advancement Association, Inc., H.A.A.A. Nixon Park Canteen, Peter Ludtke, Agent
3. Endter's Sports Grill, LLC, dba Endter's Sports Grill, Nixon Park Fine Arts Center Concession Stand, Patrick Endter, Agent
4. Board & Brush, LLC, dba Board & Brush Creative Studio, 110 W. Capitol Dr., Julie Selby, Agent

"CLASS C" WINE

1. Board & Brush, LLC, dba Board & Brush Creative Studio, 110 W. Capitol Dr., Julie Selby, Agent

VILLAGE BOARD MINUTES

MONDAY, JUNE 22, 2015

7:00 PM

PAGE 3

4. Consideration of other Licenses not requiring a Public Hearing:

a. Motion (Compton/Wallschlager) to approve **Amusement Device Licenses**:

Endter's Sports Grill LLC, 300 Cottonwood Avenue
Flanagan-Dorn Legion Post #294, 231 Goodwin Avenue
KNP Enterprises, Inc. (The Phoenix), 129 Cottonwood Avenue
Saloon 247, 247 W. Capitol Drive
Sun Laundries, LLC, 515 Cottonwood Avenue

Carried (7-0).

b. Motion (Landwehr/Swenson) to approve **Bartender (Operator's) Licenses** as presented.

Carried (7-0)

c. Motion (Landwehr/Swenson) to approve **Cabaret Licenses**:

Maricela Feker, Zesti, 130 E. Capitol Drive
Justin Jackson, Bin One Eleven, 111 E. Capitol Drive
Jack Gaudion, The Legend at Bristlecone Pines, 1500 E. Arlene Drive
Kenneth L. Zilisch, Flanagan Dorn Post 294 American Legion, 231 Goodwin Avenue
Margrit Meier, Hartland Inn, 110 Cottonwood Avenue
Endter's Sports Grill LLC, 300 Cottonwood Avenue

Carried (7-0).

d. Motion (Compton/Wallschlager) to approve **Cigarette Licenses**

BAJB Services, LLC, dba Colburn's Car Wash
Cardinal Service, Inc., 805 Cardinal Lane
Fox Bros Piggly Wiggly, 505 Cottonwood Avenue
Hartland Village Mart, Inc., 301 E. Capitol Drive
Sendik's Hartland LLC, 600 Hartbrook Drive
Stop N Go, 101 E. Capitol
The Legend at Bristlecone Pines, 1500 E. Arlene Drive
Walgreen's #9365, 423 Merton Avenue

Carried (7-0).

e. Motion (Swenson/Meyers) to approve a **Taxi Cab License** to Lake Country Cares Cab, Inc. Carried (7-0).

f. Motion (Landwehr/Swenson) to approve a **Temporary Bartender (Operator's) License** to Daniel Bird. Carried (7-0).

- g. Motion (Meyers/Swenson) to approve **Weights and Measures Licenses**

Aurora Pharmacy #065, 109 E. Capitol Drive
BAJB Services, LLC, dba Colburn's Car Wash, 700 Hartbrook Drive
Biebel's True Value, 480 Hartbrook Drive
Cardinal Service, Inc., 805 Cardinal Lane
Fox Bros. Piggly Wiggly, 505 Cottonwood Avenue
Hartland Village Mart, Inc., 301 E. Capitol Drive
Health & Happiness, 230 Pawling Avenue
Sendik's Hartland LLC, 600 Hartbrook Drive
Stop N Go #273, 101 E. Capitol Drive
Sun Laundries, LLC, 515 Cottonwood Avenue
Wisconsin Cement Co., 701 W. Capitol Drive
Walgreen's, 423 Merton Avenue

5. Proclamation Honoring the Hartland Chamber of Commerce on its 65th Anniversary.

President Lamerand read the Proclamation honoring the Chamber on its 65th anniversary into the record and presented it to Chamber Director Lynn Minturn and Chamber President Donna Dorau.

6. Consideration of actions related to the proposed Tax Incremental District No. 4 Project Plan and Boundary Amendment and Tax Incremental District No. 6 Creation.
- a. Review of proposed amendment to Tax Incremental District No. 4 and creation of Tax Incremental District No. 6

Jim Mann from Ehlers stated the proposed second amendment to TIF #4 would shrink the territory of the district down to encompass just the two properties that have had positive value development since the creation of the tax increment district. It will essentially shut the district down for any further projects going forward. It will put the overall district in a positive tax increment standpoint where it will start generating tax increments to be utilized to offset the advances that have been made to the district. It is anticipated that when the district closes it would not be in a position where it pays off the entire amount but it is believed that the district is not going to develop any additional dollars to cover any of the costs that it has incurred.

Also proposed is the creation of a single site tax increment district as a mixed unit district for the express purpose of constructing approximately 77 residential units, 3,000 square feet of commercial space on properties fronting on Capitol Drive and extending north to include two residential properties abutting Lawn Street. Currently the property has a mixed use. All existing structures on the property will be torn down. Three new buildings will be constructed comprised of rental housing structures and a commercial structure with residential space located above. The project does meet the Village's

VILLAGE BOARD MINUTES

MONDAY, JUNE 22, 2015

7:00 PM

PAGE 5

overall master plan. Staff has been negotiating with the developer for quite some time and terms of an agreement are in position but not yet finalized. Based on the cash flow analysis the anticipated value to be generated will be between \$8 and \$10 million. It is anticipated that the district would have a life cycle of about 17 years.

Trustee Wallschlager asked whether plans had been changed to address concerns related to parking. It was stated that no changes had been made to the plans.

- b. Motion (Landwehr/Swenson) to adopt Resolution 06/22/2015-01 "Resolution Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 4, Village of Hartland, Wisconsin." Carried (7-0).
 - c. Motion (Meyers/Swenson) to adopt Resolution 06/22/2015-02 "Resolution Approving the Project Plan and Establishing the Boundaries for and the Creation of Tax Incremental District No. 6, Village of Hartland, Wisconsin." Carried (6-1) Wallschlager opposed.
7. Consideration of a motion to approve a Planned Unit Development and Tax Incremental District Agreement with JD McCormick Company, LLC regarding the Riverwalk Development conditioned on final JRB approval of TIF District #6.

President Lamerand stated that this item is not yet complete. Motion (Swenson/Landwehr) to table the item. Carried (7-0).

Items referred from the June 15, 2015 Plan Commission meeting

8. Consideration of a motion to approve an amendment to the Conditional Use Permit recently issued for Hartland Service to allow the second wash unit to be unattended and available 24 hours per day.

Administrator Cox stated that this item was reviewed by the Plan Commission. Hartland Service is moving toward creating final plans for its expansion and has requested that the conditional use permit that was issued related to providing automotive service in that zoning district be amended to allow that the second unit can be an unattended 24 hour a day facility. The petitioner indicated at the Plan Commission that while the equipment is more efficient the impact will be a reduction in the number of vehicles that he can run through per day. In addition, it was stated that the floor level of the revised wash bay would be about 4 inches lower, mitigating some of the headlight traffic leaving the site.

In addition, an amendment was made to the permit to describe that if excessive complaints related to noise occur, the Village may consider modification or revocation of the permit. Motion (Meyers/Wallschlager) to approve an amendment to the Conditional Use Permit recently issued for Hartland Service to allow the second wash unit to be unattended and available 24 hours per day.

VILLAGE BOARD MINUTES

MONDAY, JUNE 22, 2015

7:00 PM

PAGE 6

Trustee Stevens stated that he has concerns related to any machinery with moving parts being unattended. He stated he would like to see supervision or some type of automatic shut off. It was stated that there are similar businesses open 24 hours that are unattended in the Village currently. Motion carried (6-1). Stevens opposed.

9. Items related to consideration of the Final Plat, Recreation Center, Entry Monument Sign and Final Landscaping Plan for the Windrush Subdivision.
 - a. Consideration of a motion to approve the Final Plat for the Windrush Subdivision.

Trustee Landwehr asked whether there is an outlet to the east. Mr. Siepmann stated that there is an outlet to properties in the Town of Lisbon.

Motion (Landwehr/Swenson) to approve the Final Plat for the Windrush Subdivision. Carried (7-0).

- b. Consideration of the site and plans for a proposed monument entry/subdivision sign.

Administrator Cox stated that an addendum to the development agreement has been drafted which addresses the monument entry/subdivision sign stating that the developer agrees to change their declarations of restriction so that the homeowners association absorbs liability for the monument sign and also the responsibility for repair or replacement of the sign even if the Village has to have it removed to gain access to the sanitary sewer or water system located below it.

Motion (Meyers/Wallschlager) to approve the site and plans for a proposed monument entry/subdivision sign. Carried (7-0).

10. Motion (Landwehr/Meyers) to approve a Final Extraterritorial Plat for the Woodridge Estates II Subdivision in the Town of Delafield. Carried (7-0).

Others items for consideration

11. Consideration of a motion to approve an Advanced Life Support Intercept Agreement with the Lisbon Fire Department.

Interim Fire Chief Dean stated that this agreement is intended to formalize a handshake agreement with the Town of Lisbon for mutual assistance in providing Advanced Life Support. The agreement provides details related to billing of these calls and should eliminate billing problems for these calls.

Motion (Meyers/Wallschlager) to approve an Advanced Life Support Intercept Agreement with the Lisbon Fire Department. Carried (7-0).

VILLAGE BOARD MINUTES

MONDAY, JUNE 22, 2015

7:00 PM

PAGE 7

12. Motion (Swenson/Wallschlager) to approve a reduction to standby letter of credit for Sanctuary of Hartland, LLC. Carried (7-0).
13. Consideration of actions related to the Hartland Business Improvement District.
 - a. Motion (Meyers/Swenson) to approve the Hartland Business Improvement District 2014 Annual Report. Carried (7-0).
 - b. Motion (Compton/Landwehr) to approve the Hartland Business Improvement District 2015 Operating Plan. Carried (7-0).
14. 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 encouraged residents to vote in the Special Partisan Primary election on June 23.

Residents were reminded of the Hometown Celebration events planned for June 26 – June 28.

15. Adjourn.

Motion (Stevens/Wallschlager) to adjourn. Carried (7-0). Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

TO: Village President & Board of Trustees

FROM: Sarah Oldenburg, Fiscal Clerk

DATE: July 10, 2015

RE: Voucher List

Attached is the voucher list for the July 13, 2015 Village Board meeting.

June Wires: \$123,180.46

June Manual Checks: \$4,884.95

July A/P Checks: \$214,541.39

Total amount to be approved: \$342,606.80

VILLAGE OF HARTLAND
VOUCHER LIST/JUNE 22, 2015

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 101-31630 4TH OF JULY PARADE DONATIONS	ARNOLDS ENVIRONMENTAL	TOILET/SINK RENTAL	\$846.82
G 101-23000 SPECIAL DEPOSITS	BAKALARS, SHANNON	HB FIELD PREP/DEPOSIT	\$100.00
R 101-46720 PARK RENTALS	BAKALARS, SHANNON	ADMIN FEE	-\$10.00
G 101-21515 SALES TAXES PAYABLE	BAKALARS, SHANNON	HB FIELD PREP/DEPOSIT	\$0.77
R 101-46720 PARK RENTALS	BAKALARS, SHANNON	HB FIELD PREP/DEPOSIT	\$15.00
R 101-46725 PARK RENTALS-TAX EXEMPT	BAKALARS, SHANNON	HB FIELD PREP/DEPOSIT	\$13.20
G 101-31630 4TH OF JULY PARADE DONATIONS	BIEBELS TRUE VALUE	SCREWS FOR POPUP/PARADE	\$9.80
G 101-31630 4TH OF JULY PARADE DONATIONS	BIG TOP BRASS BAND	PARADE 06/28/15	\$1,500.00
G 101-31630 4TH OF JULY PARADE DONATIONS	BLOSSOM AND FRIENDS	PARADE 06/28/15	\$150.00
G 101-31630 4TH OF JULY PARADE DONATIONS	CHAMPION CRITTERS	PARADE 06/28/15	\$900.00
G 101-23000 SPECIAL DEPOSITS	CLARK, ANGELA	DEPOSIT/HB FIELD 06-27-15	\$50.00
G 403-31861 FOUR WINDS WEST	DELAFIELD-HARTLAND WATER	SEWER EXT/FOUR WINDS WEST	\$1,249.84
G 101-23000 SPECIAL DEPOSITS	GUERTIN, JOE	BOND/120 KESTREL WAY	\$1,000.00
G 101-31630 4TH OF JULY PARADE DONATIONS	HARTLAND COMMUNITY BAND	PARADE 06/28/15	\$500.00
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	JULY DUES	\$562.50
G 101-31630 4TH OF JULY PARADE DONATIONS	HOOF BEATS EXPRESS	PARADE 06/28/15	\$380.00
G 101-31630 4TH OF JULY PARADE DONATIONS	HOWELL, TIM	PARADE 06/28/15	\$1,000.00
G 101-31630 4TH OF JULY PARADE DONATIONS	JOLLY GIANTS	PARADE 06/28/15	\$450.00
R 101-46730 RECREATION CLASSES	KRAUSE, ALYSSA	TENNIS LESSONS	\$18.00
G 101-31620 FINE ARTS CENTER DONATIONS	KUBIAK, LARRY	CONCERT 07/23/15	\$600.00
G 101-31630 4TH OF JULY PARADE DONATIONS	LONG RIDERS OF TRIPOLI	PARADE 06/28/15	\$550.00
G 101-31630 4TH OF JULY PARADE DONATIONS	MILWAUKEE DANCING GRANNIES	PARADE 06/28/15	\$350.00
G 101-21560 LIFE INSURANCE DEDUCT PAYABLE	MINNESOTA LIFE INSURANCE CO	AUG PREMIUMS	\$803.28
G 101-23000 SPECIAL DEPOSITS	MSI GENERAL CORP	STREET CUT BOND	\$5,000.00
G 101-31630 4TH OF JULY PARADE DONATIONS	OCONOMOWOC AM. LEGION BAND	PARADE 06/28/15	\$750.00
G 101-31630 4TH OF JULY PARADE DONATIONS	RED HOT DIXIE JAZZ BAND	PARADE 06/28/15	\$675.00
G 101-31630 4TH OF JULY PARADE DONATIONS	ROCKET CYCLE	PARADE 06/28/15	\$425.00
G 403-31841 MURPHY FARMS	RUEKERT & MIELKE	APR-MAY CONSTR REVIEW	\$1,377.10
G 403-31861 FOUR WINDS WEST	RUEKERT & MIELKE	APR-MAY DEV REVIEW	\$1,578.00
G 403-31841 MURPHY FARMS	RUEKERT & MIELKE	APR-MAY SEWER REVIEW	\$276.40
G 403-31841 MURPHY FARMS	RUEKERT & MIELKE	APR-MAY BOOSTER ST REVIEW	\$1,943.70
G 101-34280 GIS SYSTEM	RUEKERT & MIELKE	APR-MAY GIS SERVER CONV	\$16,222.50
G 403-31841 MURPHY FARMS	RUEKERT & MIELKE	APR-MAY DEVELOPMNT REVIEW	\$690.00
G 403-31786 SANCTUARY OF HARTLAND	RUEKERT & MIELKE	APR-MAY CONSTR REVIEW	\$16,547.22
G 403-31841 MURPHY FARMS	RUEKERT & MIELKE	APR-MAY MAIN REVIEW	\$275.00

Account Descr	Search Name	Comments	Amount
G 403-31786 SANCTUARY OF HARTLAND	RUEKERT & MIELKE	APR-MAY EROSION INSP	\$469.84
G 403-31841 MURPHY FARMS	RUEKERT & MIELKE	APR-MAY WATER MAIN REVIEW	\$829.20
G 101-31630 4TH OF JULY PARADE DONATIONS	SCHAEFER, ANNETTE	BOOTH FEE	\$40.00
R 101-46730 RECREATION CLASSES	SMYCZEK, LAURA	NINJA CAMP	\$44.00
G 101-31630 4TH OF JULY PARADE DONATIONS	SNOPEK, SIGMUND	PARADE 06/28/15	\$300.00
G 101-31630 4TH OF JULY PARADE DONATIONS	SOUTHEAST AREA SQUARE DANCE	PARADE 06/28/15	\$75.00
G 101-21515 SALES TAXES PAYABLE	STEINMETZ, MARGARITA	DEPOSIT	\$2.06
R 101-46720 PARK RENTALS	STEINMETZ, MARGARITA	DEPOSIT	\$40.50
G 101-31630 4TH OF JULY PARADE DONATIONS	STERLING & BRASS (SCHULZE)	PARADE 06/28/15	\$500.00
G 101-23000 SPECIAL DEPOSITS	T-LON PRODUCTS INC	DEPOSIT/NIXON 06-19-15	\$50.00
R 101-46720 PARK RENTALS	TOMANN, JODY	SHELTER/NIXON 3 08-02-15	\$40.00
G 101-21515 SALES TAXES PAYABLE	TOMANN, JODY	SHELTER/NIXON 3 08-02-15	\$2.56
G 101-21593 LONG TERM HEALTH CARE	TRANSAMERICA PREMIER LIFE INS	JULY HEALTH/ROSCHE	\$149.92
G 101-31630 4TH OF JULY PARADE DONATIONS	TRIPOLI ANTIQUE AUTO	PARADE 06/28/15	\$150.00
G 101-31630 4TH OF JULY PARADE DONATIONS	TRIPOLI HILLBILLY CLAN #50	PARADE 06/28/15	\$200.00
G 101-31630 4TH OF JULY PARADE DONATIONS	TRIPOLI LEGION OF HONOR	PARADE 06/28/15	\$200.00
G 101-31630 4TH OF JULY PARADE DONATIONS	TRIPOLI SHRINE CLOWNS	PARADE 06/28/15	\$200.00
G 101-31620 FINE ARTS CENTER DONATIONS	WALL, JAMES B	CONCERT 07/16/15	\$450.00
EXPENSE Descr			\$60,542.21
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN	\$276.02
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	RETURN/EMS SUPPLIES	-\$178.95
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$45.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$315.58
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$133.84
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$411.75
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$322.50
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$776.55
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$72.98
E 101-52300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FIRE DEPT.	PARAMEDIC INTERCEPT	\$850.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	LAKE COUNTRY FIRE DEPT.	TRAINING/MITCHELL	\$898.00
E 101-52300-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	AUG PREMIUMS	\$8.93
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	MAY-JUN CELLULAR	\$80.46
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA MEMORIAL HOSPITAL	MAY EMS SUPPLIES	\$103.35
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	TRAINING FEES	\$200.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	WORKPLACEPRO	SHIPPING/HANDLING	\$7.00
EXPENSE Descr AMBULANCE			\$4,323.01
EXPENSE Descr CABLE TELEVISION			
E 101-55370-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	JUN-JUL PHONE/INTERNET	\$30.00

Account Descr	Search Name	Comments	Amount
EXPENSE Descr CABLE TELEVISION			\$30.00
EXPENSE Descr COTTONWOOD/MAPLE RR QUIET ZONE			
E 401-70385-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	APR-MAY DESIGN SVC	\$2,041.38
EXPENSE Descr COTTONWOOD/MAPLE RR QUIET ZONE			\$2,041.38
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-713 SIGN/AWNING/PAINTING GRANTS	RUSSELL, PATRICK	SIGN GRANT/135 COTTONWOOD	\$84.00
E 804-56700-719 EVENTS	VILLAGE GRAPHICS	COPIES/SIGNS	\$28.00
E 804-56700-750 COPIES/DUPLICATION	VILLAGE GRAPHICS	COLOR COPIES	\$20.00
E 804-56700-713 SIGN/AWNING/PAINTING GRANTS	ZEUTZIUS, CARL	SIGN GRANT/135 COTTONWOOD	\$750.00
E 804-56700-711 FAÇADE PROGRAM	ZEUTZIUS, CARL	FACADE GRANT/135 COTTONWOOD	\$473.00
EXPENSE Descr ECONOMIC DEVELOPMENT			\$1,355.00
EXPENSE Descr ELECTIONS			
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$40.33
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	FOX BROS PIGGLY WIGGLY	FOOD/WATER AT POLLS	\$12.49
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	FOX BROS PIGGLY WIGGLY	FOOD/WATER AT POLLS	\$35.88
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	JOURNAL COMMUNITY PUBL	ADS/PUBL NOTICE	\$48.03
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY TREASURER (515)	BALLOTS/NOTICE	\$134.21
EXPENSE Descr ELECTIONS			\$270.94
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 101-53635-460 LANDSCAPE MANAGEMENT	CHICAGO CONTRACTORS SUPPLY	HANDLE/ADAPTER/CLIP/PAINT	\$120.00
E 101-53635-440 RECYCLING	EXECU PRINT	SIGNS	\$35.50
E 101-53635-460 LANDSCAPE MANAGEMENT	MEINECKE LAWN SERVICES	TREE REMOVAL/OAKWOOD & DONA	\$1,750.00
EXPENSE Descr ENVIRONMENTAL SERVICES			\$1,905.50
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-500 PROPERTY ASSESSMENT	ACCURATE APPRAISAL LLC	ASSESSMENT SERVICES	\$3,670.00
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	AT&T	JUN-JUL TELEPHONE	\$18.50
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	JUNE FEES	\$115.73
E 101-51500-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	AUG PREMIUMS	\$34.00
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	JUNE MILEAGE	\$41.98
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	JUN-JUL PHONE/INTERNET	\$102.42
EXPENSE Descr FINANCIAL ADMINISTRATION			\$3,982.63
EXPENSE Descr FIRE PROTECTION			
E 101-52200-220 UTILITY SERVICES	AT&T	JUN-JUL TELEPHONE	\$18.50
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	AUTOMOTIVE PARTS & EQUIPMENT	NAPAKOOL	\$4.47
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	AUTOMOTIVE PARTS & EQUIPMENT	ANTI RUST	\$5.98
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	AUTOMOTIVE PARTS & EQUIPMENT	RETURN/NAPAKOOL	-\$4.47

Account Descr	Search Name	Comments	Amount
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	AUTOMOTIVE PARTS & EQUIPMENT	SPARK PLUGS	\$15.92
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	BULBS/4376	\$5.02
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	BULB/TOWELS/HARDWARE	\$36.72
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	ALARM BOXES/ELECTRICAL/CABLE	\$20.02
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	FLAGS/ELECTRICAL BOX/LEAD ADDITIVE	\$60.69
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	CASCADE SUBSCRIPTION SERVICE	BIANNUAL SUBSCRIPTION	\$179.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	DEAN, DAVID (FIRE)	REIMBURSE FOOD/AUGIE PARTY	\$58.15
E 101-52200-360 VEHICLE MAINT/EXPENSE	EMERGENCY APPARATUS MAINT	REPR VALVES/SPOT LIGHTS #4365	\$1,537.85
E 101-52200-360 VEHICLE MAINT/EXPENSE	EMERGENCY APPARATUS MAINT	REPR VALVE/PACK ADJ #4363	\$458.22
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	PARADE BANNERS	\$126.12
E 101-52200-220 UTILITY SERVICES	HARTLAND WATER & SEWER	2ND QTR WATER/SEWER	\$211.47
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$136.17
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	MBM	COPIER SERVICE	\$271.36
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	MBM	COPIER SERVICE/DORM ROOM	\$120.00
E 101-52200-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	AUG PREMIUMS	\$8.94
E 101-52200-220 UTILITY SERVICES	PAETEC (WINDSTREAM)	JUN-JUL PHONE/INTERNET	\$575.61
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	PRICE ENGINEERING	AIR LINE HOES/FITTINGS	\$27.12
E 101-52200-220 UTILITY SERVICES	U.S. CELLULAR	MAY-JUN CELLULAR	\$144.15
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	TRAINING FEES	\$195.26
EXPENSE Descr FIRE PROTECTION			\$4,212.27
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	AT&T	JUN-JUL TELEPHONE	\$18.50
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$118.72
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	JOURNAL COMMUNITY PUBL	ADS/PUBL. NOTICE	\$163.52
E 101-51400-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	AUG PREMIUMS	\$55.43
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	MUNICIPAL CODE CORP	SUPPLEMENT PAGES	\$805.89
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICEMAX	PARCHMENT PAPER	\$12.99
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	JUN-JUL. PHONE/INTERNET	\$102.42
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	RESERVE ACCOUNT	POSTAGE REFILL	\$2,500.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	MAY-JUN COPIER CLICKS	\$293.32
EXPENSE Descr GENERAL ADMINISTRATION			\$4,070.79
EXPENSE Descr IMPACT FEE EXPENSES			
E 206-59000-990 USE OF FIRE IMPACT FEES	STREICHER S	GEAR	\$223.99
E 206-59000-990 USE OF FIRE IMPACT FEES	STREICHER S	GEAR	\$10.99
E 206-59000-990 USE OF FIRE IMPACT FEES	STREICHER S	GEAR	\$10.99
EXPENSE Descr IMPACT FEE EXPENSES			\$245.97
EXPENSE Descr INSPECTION			
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	AT&T	JUN-JUL TELEPHONE	\$18.50

Account Descr	Search Name	Comments	Amount
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	JUN-JUL PHONE/INTERNET	\$102.42
EXPENSE Descr INSPECTION			\$120.92
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	AT&T	JUN-JUL TELEPHONE	\$18.50
E 101-52100-360 VEHICLE MAINT/EXPENSE	CHIEF	SQ 4/SPOTLIGHT BULB	\$148.28
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$256.18
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$466.40
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	CUSTOM SERVICE INFORMATION	POLICY/ACCREDITATION SERVICES	\$1,000.00
E 803-52100-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	GRAPHIC/TRAILER	\$20.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	GORDON FLESCH CO INC	MAY-JUN COPIER CLICKS	\$50.56
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HAAG, DEAN	REIMBURSE MEALS/TRAINING	\$7.20
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HAAG, DEAN	REIMBURSE CLOTHING ALLOWANCE	\$12.43
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	HARTLAND OVERHEAD DOOR	REPR OVERHEAD DOOR	\$120.50
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ 8/LOF, DETAILING	\$197.54
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ 2/AIR CONDITIONING	\$660.96
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ3/LOF, DETAILING	\$169.28
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ 7/INSTALL BED COVER	\$246.47
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	LEXINGTON METAL PRODUCTS CORP	CHALLENGE COIN ORDER	\$689.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	JUNE USER FEE	\$130.00
E 101-52100-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	AUG PREMIUMS	\$232.94
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	ROUTER	\$538.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	JUN-JUL PHONE/INTERNET	\$102.42
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	PEWAUKEE POLICE DEPT (VILLAGE)	REIMBURSE USB	\$9.45
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW/LUECK	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	MAY-JUN BLOOD DRAWS	\$175.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	RED THE UNIFORM TAILOR	UNIFORM ITEMS/SEGER	\$299.54
E 101-52100-360 VEHICLE MAINT/EXPENSE	REGISTRATION FEE TRUST	SQ 8/REGISTRATION	\$75.00
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	VERIZON WIRELESS	MAY-JUN CELLULAR	\$70.94
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	VERIZON WIRELESS	MAY-JUN CELLULAR	\$1,191.91
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	MAY PRISONER HOUSING	\$45.27
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	TRAINING FEES	\$420.00
EXPENSE Descr LAW ENFORCEMENT			\$7,388.77
EXPENSE Descr LIBRARY			
E 101-55110-220 UTILITY SERVICES	AT&T	JUN-JUL TELEPHONE	\$18.50
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$641.28
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L539676 2)	BOOKS	\$833.07
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOKS	\$18.26
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOKS	\$503.98
E 101-55110-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	RETURN/WEED CNTRL	-\$25.99

Account Descr	Search Name	Comments	Amount
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	ADULT AUDIOBOOKS	\$341.98
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	ADULT AUDIOBOOKS	\$150.00
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	ADULT AUDIOBOOKS	\$94.79
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	NEWSLETTERS	\$48.00
E 101-55110-220 UTILITY SERVICES	HARTLAND WATER & SEWER	2ND QTR WATER/SEWER	\$295.92
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$139.96
E 101-55110-310 BOOKS & MATERIALS	JUNIOR LIBRARY GUILD	BOOKS	\$2,436.00
E 101-55110-250 JANITORIAL SERVICE	KLEAN LINE LLC	JUL JANITORIAL SVC	\$685.00
E 101-55110-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	AUG PREMIUMS	\$115.10
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	NANCY MASSNICK, LIBRARY DIR	REIMBURSE PETTY CASH	\$60.24
E 101-55110-325 PERIODICALS	OCONOMOWOC ENTERPRISE	ANNUAL SUBSCRIPTION	\$43.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	HANDSET	\$35.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	JUNE MILEAGE	\$20.70
E 101-55110-220 UTILITY SERVICES	PAETEC (WINDSTREAM)	JUN-JUL PHONE/INTERNET	\$102.42
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOKS	\$33.75
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOKS	\$60.00
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOKS	\$33.75
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOKS	\$37.50
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOKS	\$67.50
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	JUNE DRUG TESTING	\$29.00
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOKS	\$198.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	JUL COPIER LEASE	\$66.01
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	JUL COPIER LEASE	\$81.85
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	MAY-JUN GAS	\$314.71
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	MAY-JUN ELECTRIC	\$2,733.18
EXPENSE Descr LIBRARY			\$10,212.46
EXPENSE Descr LIBRARY SPEC EXPENSE			
E 205-59100-305 EXPENSES-OTHER	DEMCO INC	BOOK CARTS	\$830.08
E 205-59100-305 EXPENSES-OTHER	JENSEN, JANET	REIMBURSE SUMMER READING	\$147.84
E 205-59100-305 EXPENSES-OTHER	NOONAN, CLAUDIA	REIMBURSE SUMMER SUPPLIES	\$221.94
EXPENSE Descr LIBRARY SPEC EXPENSE			\$1,199.86
EXPENSE Descr MAPLE AVE (E CAPITOL TO RR)			
E 401-70380-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	APR-MAY DESIGN/CONSTR	\$1,089.74
EXPENSE Descr MAPLE AVE (E CAPITOL TO RR)			\$1,089.74
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$93.89
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$93.89
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	GORILLA TAPE	\$13.46

Account Descr	Search Name	Comments	Amount
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	RETURN/WEED CNTRL	-\$26.00
E 101-51600-230 HVAC REPAIRS	DILLETT MECHANICAL SERVICE	SERVICE CALL/BLOWER MOTOR	\$1,464.92
E 101-51600-230 HVAC REPAIRS	DILLETT MECHANICAL SERVICE	COUPON	-\$50.00
E 101-51600-220 UTILITY SERVICES	HARTLAND WATER & SEWER	2ND QTR WATER/SEWER	\$362.58
E 101-51600-255 BLDGS/GROUNDS	KAESTNER AUTO ELECTRIC CO	FLAG BANNERS	\$300.00
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	KLEAN LINE LLC	JUL JANITORIAL SVC	\$705.00
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	OTIS ELEVATOR CO	ELEVATOR TESTING	\$500.00
E 101-51600-220 UTILITY SERVICES	WE ENERGIES	MAY-JUN ELECTRIC	\$1,817.32
EXPENSE Descr MUNICIPAL BUILDING			\$5,275.06
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	ALL-WAYS CONTRACTORS INC	TOPSOIL	\$275.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	TAPE MEASURES/RAZER KNIFE	\$14.13
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	GOOF OFF	\$62.79
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	SCREWS FOR POPUP/PARADE	\$67.81
E 101-55200-220 UTILITY SERVICES	HARTLAND WATER & SEWER	2ND QTR WATER/SEWER	\$921.49
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	WOOD/BOLTS FOR BENCH	\$86.55
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	WOOD/LAGS/BROOMS	\$51.07
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	PHOTO-EYE	\$9.87
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PIONEER SUPPLY LLC	TP/PAPER TOWELS	\$228.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PIONEER SUPPLY LLC	TP/PAPER TOWELS	\$234.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	RIDGE VIEW CONSTRUCTION	REPL SHINGLES/BATHROOM	\$1,540.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	SUPERIOR CHEMICAL CORP	JANITORIAL SUPPLIES	\$611.45
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JUN CENTENNIAL	\$41.60
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	WISCONSIN TURF	LAWN SWEEPER PARTS	\$357.73
EXPENSE Descr PARKS			\$4,501.49
EXPENSE Descr PUBLIC WORKS			
E 101-53000-235 STREET SWEEPING	ADVANCED DISPOSAL SERVICES	JUN STREET SWEEPINGS	\$4,048.01
E 101-53000-410 STREETS GEN MAINT	ALL-WAYS CONTRACTORS INC	TOPSOIL	\$275.00
E 101-53000-220 UTILITY SERVICES	AT&T	JUN-JUL TELEPHONE	\$18.51
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	HAMMER KIT	\$175.56
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	HARDWARE/TERMINAL	\$76.57
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FUEL FILTERS	\$28.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	OIL SEAL	\$38.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	SEALANT/FILTERS/VALVE	\$279.27
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FILTERS/HARDWARE/WTHRSTRP/TAPE	\$262.70
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FUEL FILTERS	\$28.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	BEARING/GREASE GUN	\$76.04
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	COUPLING	\$19.26
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	OIL	\$858.00

Account Descr	Search Name	Comments	Amount
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	RETURN/SURELOK	-\$47.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	LOCKNUT	\$50.25
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	DRILL BITS	\$15.66
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	METAL SHAFT	\$16.15
E 101-53000-410 STREETS GEN MAINT	BIEBELS TRUE VALUE	HARDWARE	\$2.13
E 101-53000-410 STREETS GEN MAINT	BIEBELS TRUE VALUE	DRAIN SPADE	\$14.37
E 101-53000-410 STREETS GEN MAINT	BIEBELS TRUE VALUE	CHALK REEL/TIE DOWN	\$50.38
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIL-BAR FARMS	LAWN MWR/TRLER JACK	\$86.91
E 101-53000-360 VEHICLE MAINT/EXPENSE	BRUCE MUNICIPAL EQUIPMENT INC	BROOM/MOTOR	\$854.45
E 101-53000-410 STREETS GEN MAINT	CHICAGO CONTRACTORS SUPPLY	HANDLE/ADAPTER/CLIP/PAINT	\$143.67
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	FINANCE CHG	\$15.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$1,000.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$1,325.56
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	E.H. WOLF	DIESEL FUEL	\$1,340.03
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	HYDRAULIC FLUID	\$189.36
E 101-53000-410 STREETS GEN MAINT	EXECU PRINT	SIGNS	\$35.50
E 101-53000-180 OTHER BENEFITS	FELKNER, DAVID	LUNCH/WATER DIG	\$25.38
E 101-53000-410 STREETS GEN MAINT	FRONTIER FS MAPLETON	SPRAY ISLANDS	\$676.13
E 101-53000-220 UTILITY SERVICES	HARTLAND WATER & SEWER	2ND QTR WATER/SEWER	\$231.92
E 101-53000-410 STREETS GEN MAINT	HOME DEPOT	WOOD/LAGS/BROOMS	\$76.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	LAKESIDE INTERNATIONAL	DIAG/REINSTALL TURBO	\$782.88
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	MENARDS- PEWAUKEE	SHADES	\$77.98
E 101-53000-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	AUG PREMIUMS	\$304.44
E 101-53000-410 STREETS GEN MAINT	OKAUCHEE REDI-MIX INC	CONCRETE/450 SUNNYSLOPE	\$243.75
E 101-53000-420 STORM SEWER	OKAUCHEE REDI-MIX INC	CONCRETE	\$102.00
E 101-53000-420 STORM SEWER	OKAUCHEE REDI-MIX INC	CONCRETE	\$102.00
E 101-53000-220 UTILITY SERVICES	PAETEC (WINDSTREAM)	JUN-JUL PHONE/INTERNET	\$300.82
E 101-53000-180 OTHER BENEFITS	POHLMAN, THOMAS	REIMBURSE CLOTHING ALLOWANCE	\$50.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	POMP S TIRE SERVICE INC	LAWN MOWER TIRES	\$109.08
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	JUNE DRUG TESTING	\$29.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	HOOD/HARDWARE/SCREEN	\$1,657.72
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	FLAIL/SHACKLE	\$225.10
E 101-53000-410 STREETS GEN MAINT	PSI - PUMPING SYSTEMS	PAINTER TIPS/DEFLECTORS	\$162.07
E 101-53000-410 STREETS GEN MAINT	PSI - PUMPING SYSTEMS	DEFLECTOR	\$77.83
E 101-53000-360 VEHICLE MAINT/EXPENSE	REARDON METAL FEBRICATING	HINGE/STEEL	\$175.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	REARDON METAL FEBRICATING	ALUMINUM	\$317.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	APR-MAY ENGINEERING	\$143.00
E 101-53000-235 STREET SWEEPING	STRIETER FARM TRUCK SERVICE	HAUL MATERIAL/STONE	\$249.37
E 101-53000-220 UTILITY SERVICES	U.S. CELLULAR	MAY-JUN CELLULAR	\$9.80
E 101-53000-220 UTILITY SERVICES	U.S. CELLULAR	LATOP CARDS	\$40.00

Account Descr	Search Name	Comments	Amount
E 101-53000-360 VEHICLE MAINT/EXPENSE	VERMEER - WISCONSIN INC	CHIPPER RESET SWITCH	\$665.95
E 101-53000-360 VEHICLE MAINT/EXPENSE	WALDSCHMIDTS TOWN & COUNTRY	STEERING CASTER SUPPORT	\$494.73
E 101-53000-360 VEHICLE MAINT/EXPENSE	WALDSCHMIDTS TOWN & COUNTRY	ROD END/SEALS	\$46.56
E 101-53000-360 VEHICLE MAINT/EXPENSE	WISCONSIN TURF	LAWN SWEEPER PARTS	\$357.73
E 101-53000-410 STREETS GEN MAINT	WOLF PAVING CO INC	ASPHALT	\$57.07
EXPENSE Descr PUBLIC WORKS			\$19,068.51
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	AT&T	JUN-JUL TELEPHONE	\$18.50
E 101-55300-220 UTILITY SERVICES	AT&T MOBILITY	MAY-JUN CELLULAR	\$26.57
E 101-55300-305 EXPENSES-OTHER	BEER CAPITOL DISTR	CONCESSIONS/CONCERTS	\$104.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	CHRISTMAN, DAVE	ARCHERY/INTERM	\$216.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	CHRISTMAN, DAVE	ARCHERY/BEGIN	\$540.00
E 101-55300-303 SUMMER REC EXPENSES	DOUSMAN TRANSPORT	JUNE FIELD TRIPS	\$161.60
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	JUN GENTLE YOGA	\$302.40
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	JUN MODERATE	\$268.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUSOLD, CAROL	JUNE NIA	\$256.00
E 101-55300-303 SUMMER REC EXPENSES	EGGERS IMPRINTS	SWEATSHIRTS/T-SHIRTS	\$588.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	RETURN/EMS SUPPLIES	-\$739.21
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HALVERSON, LINDA	INTRO TO PIANO	\$99.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HAMPE, CHRISTINE	JUN-JUL ZUMBA	\$92.40
E 101-55300-220 UTILITY SERVICES	HARTLAND WATER & SEWER	2ND QTR WATER/SEWER	\$1,430.51
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HOOPER HANDS BASKETBALL AC	JUNE BBALL PRGM	\$384.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HOOPER HANDS BASKETBALL AC	JULY BBALL PRGM	\$720.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	KIDS SPORTS LLC	SPORT PRGMS	\$5,007.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	KNOLLWOOD STABLES	BASIC HORSEMANSHIP	\$648.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FINE ARTS SCHOOL	DISCOVER THE MASTERS	\$176.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FINE ARTS SCHOOL	TODDLER SCULPTING	\$48.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FINE ARTS SCHOOL	MUSIC/ART/SONGWRITING	\$160.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FINE ARTS SCHOOL	GLASS FUSING	\$200.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY MARTIAL ARTS	BABYSITTING BASICS	\$422.40
E 101-55300-303 SUMMER REC EXPENSES	LEDZIAN, JENNIFER	REIMBURSE SUPPLIES/CAMP	\$19.26
E 101-55300-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	AUG PREMIUMS	\$3.31
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NELSON, JOANNE	JUN-JUL/WAKE UP WRITER	\$33.60
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	JUN CORE	\$160.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	JUN YOGA FOR ATHLETES	\$256.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	JUN-JUL PHONE/INTERNET	\$102.42
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	MAY-JUN COPIER CLICKS	\$33.55
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SCHOLTKA, JENNIFER J	JUN-JUL ZUMBA	\$92.40
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SPRECHER, MARIA	JULY QIGONG	\$160.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	ST. JOHNS GOLF COURSE	JR GOLF	\$856.80

Account Descr	Search Name	Comments	Amount
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	TO THE POINTE	BASIC BALLET	\$1,704.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	MAY-JUN CELLULAR	\$5.70
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY PARK SYSTEM	SWIM LESSONS/CONTRACT	\$300.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	MAY-JUN LEARN TO SKATE	\$300.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	JULY YOGA	\$1,385.60
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$16,543.61
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	ADVANCED DISPOSAL SERVICES	JUNE REFUSE/RECYCLING	\$32,240.83
EXPENSE Descr REFUSE & GARBAGE COLLECTION			\$32,240.83
EXPENSE Descr RETAINING WALL REPLACEMENT			
E 401-79170-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	APR-MAY REPL RETAIN WALL	\$1,068.00
EXPENSE Descr RETAINING WALL REPLACEMENT			\$1,068.00
EXPENSE Descr SEWER SERVICE			
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	AT&T	JUN-JUL TELEPHONE	\$18.51
E 204-53610-220 UTILITY SERVICES	AT&T MOBILITY	MAY-JUN CELLULAR	\$26.56
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	CHICAGO CONTRACTORS SUPPLY	RETURN/HANDLE	-\$112.74
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIGGERS HOTLINE INC	ANNUAL LOCATES/PMT 2	\$630.85
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	JUNE FEES	\$17.81
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	PAETEC (WINDSTREAM)	JUN-JUL PHONE/INTERNET	\$300.83
E 204-53610-800 CAPITAL OUTLAY	RUEKERT & MIELKE	APR-MAY GIS SERVER CONV	\$6,400.00
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	APR-MAY SYST METERING	\$512.24
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	SABEL MECHANICAL	CK VALVE PARTS	\$220.00
E 204-53610-220 UTILITY SERVICES	U.S. CELLULAR	LATOP CARDS	\$39.99
EXPENSE Descr SEWER SERVICE			\$8,054.05
EXPENSE Descr TIF FUND EXPENSES			
E 216-58300-290 OUTSIDE SERVICES/CONTRACTS	EHLERS & ASSOCIATES	TIF #6/PLANNING	\$506.25
E 216-58300-290 OUTSIDE SERVICES/CONTRACTS	EHLERS & ASSOCIATES	TIF #6 PLANNING	\$5,512.50
EXPENSE Descr TIF FUND EXPENSES			\$6,018.75
EXPENSE Descr WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	ACCURATE GRAPHICS INC	CONSUMER CONF REPT	\$1,255.72
E 620-53700-652 MAINTENANCE OF SERVICES	ALL-WAYS CONTRACTORS INC	TOPSOIL	\$275.00
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	AT&T	JUN-JUL TELEPHONE	\$18.51
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	AT&T MOBILITY	MAY-JUN CELLULAR	\$26.57
E 620-53700-652 MAINTENANCE OF SERVICES	CHICAGO CONTRACTORS SUPPLY	HANDLE/ADAPTER/CLIP/PAINT	\$114.00
E 620-53700-923 OUTSIDE SERVICES	DIGGERS HOTLINE INC	ANNUAL LOCATES/PMT 2	\$630.85
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	JUNE FEES	\$44.51
E 620-53700-651 MAINTENANCE OF MAINS	HALQUIST STONE CO INC	CHIPS/T.B.	\$318.10

Account Descr	Search Name	Comments	Amount
E 620-53700-651 MAINTENANCE OF MAINS	HD SUPPLY WATERWORKS, LTD	VALVES/GASKETS/HARDWARE	\$1,555.21
E 620-53700-652 MAINTENANCE OF SERVICES	HD SUPPLY WATERWORKS, LTD	CURBSTOPS/ROD	\$579.67
E 620-53700-652 MAINTENANCE OF SERVICES	HD SUPPLY WATERWORKS, LTD	CURBSTOPS/UNIONS/INSERTS/BOXES	\$835.73
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	HOME DEPOT	WOOD/LAGS/BROOMS	\$39.16
E 620-53700-903 CUSTOMER ACCTS - SUPPLIES/EXP	JOURNAL COMMUNITY PUBL	PUBL NOTICE/RATE INCR	\$52.60
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	JUN LAB SERVICES	\$20.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	JUN LAB SERVICES	\$54.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	JUN LAB SERVICES	\$54.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	JUN LAB SERVICES	\$72.00
E 620-53700-651 MAINTENANCE OF MAINS	OKAUCHEE REDI-MIX INC	SLURRY/BRISTLECONE	\$1,900.00
E 620-53700-652 MAINTENANCE OF SERVICES	OKAUCHEE REDI-MIX INC	SLURRY/MARQUETTE & OAKWOOD	\$450.00
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	PAETEC (WINDSTREAM)	JUN-JUL PHONE/INTERNET	\$300.82
E 620-53700-681 COMPUTERS & SOFTWARE	RUEKERT & MIELKE	APR-MAY GIS SERVER CONV	\$6,390.00
E 620-53700-679 STRUCTURES & IMPROVEMENTS	RUEKERT & MIELKE	MAR-MAY DRIVEWAY/WELL 4	\$660.00
E 620-53700-651 MAINTENANCE OF MAINS	RUEKERT & MIELKE	APR-MAY MISC WATER SYST	\$910.00
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	APR-MAY ROOF LEAK/WELL 6	\$414.50
E 620-53700-651 MAINTENANCE OF MAINS	STRIETER FARM TRUCK SERVICE	HAUL MATERIAL/STONE	\$249.38
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	U.S. CELLULAR	LATOP CARDS	\$39.99
E 620-53700-650 MAINT-DIST RESERVE/STANDPIPE	WATER TOWER CLEAN & COAT INC	REPAINT BASE/COVENTRY TOWER	\$1,000.00
E 620-53700-684 TOOLS/SHOP/GARAGE EQUIPMENT	WEBER, KURT	WRENCH/SOCKETS	\$230.82
E 620-53700-923 OUTSIDE SERVICES	WI STATE LABORATORY OF HYGIENE	JUNE FLUORIDE	\$20.00
E 620-53700-651 MAINTENANCE OF MAINS	WOLF PAVING CO INC	ASPHALT	\$268.50
EXPENSE Descr WATER UTILITY			\$18,779.64
			\$214,541.39

VILLAGE OF HARTLAND

07/01/15 1:55 PM

Page 1

Payments

Current Period: JUNE 2015

Batch Name	JUNE15WIRE		Computer Dollar Amt	\$123,180.46	Posted	
Payment						
Refer	47103	FIRST BANK FINANCIAL CENTRE	Ck# 2015051E	6/30/2015		
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	6/30/2015	Due 0	GF Checking	11100	Total	\$75.00
Refer	47104	EMPLOYEE TRUST FUNDS	Ck# 2015052E	6/24/2015		
Cash Payment	E 101-51400-150	HEALTH/DENTAL/LIFE	JULY HEALTH INSURANCE PREMIUMS			\$5,124.81
Invoice						
Cash Payment	E 101-51500-150	HEALTH/DENTAL/LIFE	JULY HEALTH INSURANCE PREMIUMS			\$2,394.21
Invoice						
Cash Payment	E 101-55300-150	HEALTH/DENTAL/LIFE	JULY HEALTH INSURANCE PREMIUMS			\$685.94
Invoice						
Cash Payment	E 101-52100-150	HEALTH/DENTAL/LIFE	JULY HEALTH INSURANCE PREMIUMS			\$28,124.32
Invoice						
Cash Payment	E 101-53000-150	HEALTH/DENTAL/LIFE	JULY HEALTH INSURANCE PREMIUMS			\$22,603.51
Invoice						
Cash Payment	E 101-55110-150	HEALTH/DENTAL/LIFE	JULY HEALTH INSURANCE PREMIUMS			\$5,810.75
Invoice						
Cash Payment	E 101-52200-150	HEALTH/DENTAL/LIFE	JULY HEALTH INSURANCE PREMIUMS			\$1,197.11
Invoice						
Cash Payment	E 101-52300-150	HEALTH/DENTAL/LIFE	JULY HEALTH INSURANCE PREMIUMS			\$1,197.10
Invoice						
Cash Payment	G 101-21530	INSURANCE DEDUCTIONS	JULY HEALTH INSURANCE PREMIUMS			\$1,513.95
Invoice						
Cash Payment	G 101-34140	UNFUNDED EMPLOYEE BE	JULY HEALTH INSURANCE PREMIUMS			\$1,203.00
Invoice						
Transaction Date	6/24/2015	Due 0	GF Checking	11100	Total	\$69,854.70
Refer	47105	WI RETIREMENT SYSTEM	Ck# 2015053E	6/30/2015		
Cash Payment	E 101-55300-140	RETIREMENT BENEFIT	MAY WRS CONTRIBUTIONS			\$248.15
Invoice						
Cash Payment	E 101-51400-140	RETIREMENT BENEFIT	MAY WRS CONTRIBUTIONS			\$694.40
Invoice						
Cash Payment	E 101-51500-140	RETIREMENT BENEFIT	MAY WRS CONTRIBUTIONS			\$296.59
Invoice						
Cash Payment	E 101-52100-140	RETIREMENT BENEFIT	MAY WRS CONTRIBUTIONS			\$9,579.15
Invoice						
Cash Payment	E 101-52100-140	RETIREMENT BENEFIT	MAY WRS CONTRIBUTIONS			\$635.59
Invoice						
Cash Payment	E 101-52200-140	RETIREMENT BENEFIT	MAY WRS CONTRIBUTIONS			\$528.61
Invoice						
Cash Payment	E 101-52300-140	RETIREMENT BENEFIT	MAY WRS CONTRIBUTIONS			\$631.06
Invoice						

VILLAGE OF HARTLAND

07/01/15 1:55 PM

Page 2

Payments

Current Period: JUNE 2015

Cash Payment	E 101-52200-140 RETIREMENT BENEFIT	MAY WRS CONTRIBUTIONS				\$11.15
Invoice						
Cash Payment	E 101-53000-140 RETIREMENT BENEFIT	MAY WRS CONTRIBUTIONS				\$3,182.43
Invoice						
Cash Payment	E 101-55110-140 RETIREMENT BENEFIT	MAY WRS CONTRIBUTIONS				\$1,507.97
Invoice						
Cash Payment	E 620-53700-926 EMPLOYEE PENSIONS	MAY WRS CONTRIBUTIONS				\$1,919.80
Invoice						
Cash Payment	E 204-53610-110 SALARIES	MAY WRS CONTRIBUTIONS				\$262.38
Invoice						
Cash Payment	E 204-53610-110 SALARIES	MAY WRS CONTRIBUTIONS				\$245.88
Invoice						
Cash Payment	E 204-53610-390 BILLING/COLLECTION/	MAY WRS CONTRIBUTIONS				\$351.38
Invoice						
Cash Payment	G 101-21520 RETIREMENT DEDUCTION	MAY WRS CONTRIBUTIONS				\$9,355.71
Invoice						
Cash Payment	G 101-21520 RETIREMENT DEDUCTION	MAY WRS CONTRIBUTIONS				\$7,582.97
Invoice						
Transaction Date	6/30/2015	Due 0	GF Checking	11100	Total	\$37,033.22
Refer	47106	PAYROLL DATA SERVICES INC	Ck# 2015054E	6/4/2015		
Cash Payment	E 804-56700-110 SALARIES	6/4/15 BID PAYROLL WIRE				\$1,026.93
Invoice						
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH	6/4/15 BID PAYROLL WIRE				\$35.00
Invoice						
Transaction Date	6/4/2015	Due 0	GF Checking	11100	Total	\$1,061.93
Refer	47107	PAYROLL DATA SERVICES INC	Ck# 2015055E	6/18/2015		
Cash Payment	E 804-56700-110 SALARIES	6/18/15 BID PAYROLL WIRE				\$1,026.92
Invoice						
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH	6/18/15 BID PAYROLL WIRE				\$35.00
Invoice						
Transaction Date	6/18/2015	Due 0	GF Checking	11100	Total	\$1,061.92
Refer	47108	THE DEPOSITORY TRUST COMPA	Ck# 2015056E	6/1/2015		
Cash Payment	E 301-58000-615 DEBT SERVICE - INTE	2013 REFUNDING BONDS INTEREST PAYMENT				\$8,325.00
Invoice						
Transaction Date	6/1/2015	Due 0	GF Checking	11100	Total	\$8,325.00
Refer	47109	JPMORGAN CHASE BANK	Ck# 2015057E	6/18/2015		
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	AMAZON - CD'S/DVD'S				\$152.47
Invoice						
Cash Payment	E 402-59900-855 LIBRARY EXPENSE	TECHSOUP - SOFTWARE				\$119.00
Invoice						
Cash Payment	E 205-59100-305 EXPENSES-OTHER	ORIENTAL TRADING - SUMMER READING PRIZES				\$254.14
Invoice						
Cash Payment	E 101-55110-290 OUTSIDE SERVICES/C	CONSTANT CONTACT - EMAIL MARKETING				\$168.00
Invoice						
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	WCMA CONFERENCE - COX				\$206.25
Invoice						

VILLAGE OF HARTLAND

07/01/15 1:55 PM

Page 3

Payments

Current Period: JUNE 2015

Cash Payment	E 101-51400-300 OPERATING SUPPLIES	CHULA VISTA - WCMA CONF LODGING - COX	\$128.95
Invoice			
Cash Payment	G 101-23005 EMPLOYEE RECOGNITION	LANDS END - VILLAGE LOGO CLOTHING	\$432.41
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	FED EX - SHIPPING FEES	\$18.16
Invoice			
Cash Payment	E 101-52100-360 VEHICLE MAINT/EXPE	KWIK TRIP - FUEL	\$23.75
Invoice			
Cash Payment	E 802-52100-300 OPERATING SUPPLIES	KWIK TRIP - FUEL - SCIT	\$40.45
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	WALMART - AIR CLEANER FOR PROPERTY ROOM	\$131.34
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	WALMART - MISC ITEMS	\$58.62
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	PICK N SAVE - SODA/ICE	\$20.10
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	AMAZON - VERTICAL CHALLENGER	\$364.36
Invoice			
Cash Payment	E 802-52100-300 OPERATING SUPPLIES	CABELAS - RANGEFINDER - SCIT	\$619.93
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	DOJ - PUBLIC SAFETY SUMMIT	\$300.00
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	MARTY'S PIZZA - PIZZA	\$173.43
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	THE POINTE HOTEL - LODGING FOR ROSCH & BAGIN	\$420.00
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	AMBER GRILL - CONF/MEAL	\$15.12
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	AMBER GRILL - CONF/MEAL	\$10.97
Invoice			
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	ABC SUPPLY - STARTER TRIP/TRIM BOARDS	\$61.30
Invoice			
Cash Payment	E 620-53700-684 TOOLS/SHOP/GARAGE	AMAZON - LAPTOP CHARGER CORD	\$15.99
Invoice			
Cash Payment	E 101-53000-300 OPERATING SUPPLIES	PIGGLY WIGGLY - APWA LUNCH	\$207.67
Invoice			
Cash Payment	E 620-53700-921 OFFICE SUPPLIES & E	OFFICEMAX UPS/LINK	\$120.97
Invoice			
Cash Payment	E 204-53610-300 OPERATING SUPPLIES	OFFICEMAX - UPS/INK	\$120.97
Invoice			
Cash Payment	E 101-55300-303 SUMMER REC EXPENS	BANNERSONTHECHEAP - CAMP BANNERS	\$78.43
Invoice			
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	PICKLE-BALL INC - PICKLEBALL BALLS	\$65.55
Invoice			
Cash Payment	E 101-55300-290 OUTSIDE SERVICES/C	360 TRAINING - RESP BEV SRVR TRAINING	\$14.95
Invoice			
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	RADTKE APPLIANCE - FRIDGE/CONCESSION STAND	\$354.95
Invoice			

VILLAGE OF HARTLAND

07/01/15 1:55 PM

Page 4

Payments

Current Period: JUNE 2015

Cash Payment Invoice	G 101-31620 FINE ARTS CENTER DONA	AMAZON - POPCORN MACHINE			\$799.00
Cash Payment Invoice	E 101-55300-300 OPERATING SUPPLIES	BANNERSONTHECHEAP - HOMETOWN CELEBRATION			\$51.10
Cash Payment Invoice	E 101-52200-360 VEHICLE MAINT/EXPE	CUMMINS NPOWER - FUEL PUMP			\$82.65
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	FED EX - SHIPPING FEES			\$13.26
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	SUBWAY - MEALS AT TRAINING			\$14.14
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	MAMAS SUPPER CLUB - MEALS AT TRAINING			\$37.05
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	CULVERS - MEALS AT TRAINING			\$14.96
Cash Payment Invoice	E 101-52100-360 VEHICLE MAINT/EXPE	MINOCQUA MART - FUEL			\$58.30
Transaction Date	6/18/2015	Due 0	GF Checking	11100	Total \$5,768.69

Fund Summary

	11100 GF Checking
804 BUSINESS IMPROVEMENT DISTRICT	\$2,123.85
802 LAKE AREA CRITICAL INCIDENT TM	\$660.38
620 WATER FUND	\$2,118.06
402 CORPORATE RESERVE FUND	\$119.00
301 DEBT SERVICE FUND	\$8,325.00
205 SPECIAL LIBRARY FUND	\$254.14
204 SEWER	\$980.61
101 GENERAL FUND	\$108,599.42
	<u>\$123,180.46</u>

Pre-Written Checks	\$123,180.46
Checks to be Generated by the Computer	\$0.00
Total	<u>\$123,180.46</u>

VILLAGE OF HARTLAND

07/02/15 10:01 AM

Page 1

Payments

Current Period: JUNE 2015

Batch Name	JUN15MC	Payment	Computer Dollar Amt	\$4,884.95	Posted
Refer	47110	WI IAAI (ASSOC OF ARSON INV)	Ck# 008344	6/1/2015	
Cash Payment	E 101-52100-300	OPERATING SUPPLIES TRAINING/HOFFA			\$225.00
Invoice					
Transaction Date	7/1/2015	Due 0	GF Checking	11100	Total \$225.00
Refer	47111	WI SUPPORT COLLECTIONS TRUS	Ck# 008345	6/4/2015	
Cash Payment	G 101-21580	GARNISHMENT DEDUCTIO PP #12			\$1,234.60
Invoice					
Transaction Date	7/1/2015	Due 0	GF Checking	11100	Total \$1,234.60
Refer	47112	TD AMERITRADE	Ck# 008346	6/4/2015	
Cash Payment	G 101-21570	DEFERRED COMP DEDUC PP #12			\$200.00
Invoice					
Transaction Date	7/1/2015	Due 0	GF Checking	11100	Total \$200.00
Refer	47113	BRODART CO	Ck# 008347	6/10/2015	
Cash Payment	E 205-59100-305	EXPENSES-OTHER LEARNING WALLS			\$785.35
Invoice	398813				
Cash Payment	E 205-59100-305	EXPENSES-OTHER CREDIT ON ACCT			-\$172.27
Invoice					
Transaction Date	7/2/2015	Due 0	GF Checking	11100	Total \$613.08
Refer	47114	REGISTRATION FEE TRUST (7949)	Ck# 008349	6/17/2015	
Cash Payment	E 101-52100-360	VEHICLE MAINT/EXPE SQ 2 TITLE			\$69.50
Invoice					
Transaction Date	7/2/2015	Due 0	GF Checking	11100	Total \$69.50
Refer	47115	WI SUPPORT COLLECTIONS TRUS	Ck# 008350	6/19/2015	
Cash Payment	G 101-21580	GARNISHMENT DEDUCTIO PP #13			\$1,234.60
Invoice					
Transaction Date	7/2/2015	Due 0	GF Checking	11100	Total \$1,234.60
Refer	47116	TD AMERITRADE	Ck# 008351	6/19/2015	
Cash Payment	G 101-21570	DEFERRED COMP DEDUC PP #13			\$200.00
Invoice					
Transaction Date	7/2/2015	Due 0	GF Checking	11100	Total \$200.00
Refer	47117	REGISTRATION FEE TRUST (7949)	Ck# 008352	6/19/2015	
Cash Payment	E 101-52200-300	OPERATING SUPPLIES PLATES			\$5.00
Invoice					
Transaction Date	7/2/2015	Due 0	GF Checking	11100	Total \$5.00
Refer	47118	ACCURATE GRAPHICS INC	Ck# 008353	6/22/2015	
Cash Payment	E 620-53700-923	OUTSIDE SERVICES POSTAGE/WATER REPORT			\$783.31
Invoice					
Transaction Date	7/2/2015	Due 0	GF Checking	11100	Total \$783.31
Refer	47119	AFLAC	Ck# 008354	6/22/2015	
Cash Payment	G 101-21592	AFLAC INS PAYABLE MONYHLY PREMIUMS			\$319.86
Invoice	852504				

VILLAGE OF HARTLAND

07/02/15 10:01 AM

Page 2

Payments

Current Period: JUNE 2015

Transaction Date	7/2/2015	Due 0	GF Checking	11100	Total	\$319.86
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Fund Summary

	11100 GF Checking	
620 WATER FUND	\$783.31	
205 SPECIAL LIBRARY FUND	\$613.08	
101 GENERAL FUND	\$3,488.56	
	<hr/>	
	\$4,884.95	

Pre-Written Checks	\$4,884.95
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$4,884.95

**VILLAGE OF HARTLAND
LICENSES AND PERMITS
JULY 13, 2015**

Licenses and Permits related to “Tent Event” to benefit Cystic Fibrosis Foundation

Applicant: Palmer’s Steakhouse
Date: Sunday, August 23, 2015
Time: 1 p.m. – 7:00 p.m.

**Temporary Class B Beer/Wine Permit
Street Use Permit**

No concerns from Staff regarding this event.

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

Sarah Catherine Jordan
Camille Elizabeth Gilson
Amber U. Kuester
Brandon James Geracie
Caitlin M. Herold
Raelee A. Rogers
Joseph Kurkiewicz
Laura Marie Downey
Fredrick Paul Schwartz
Patricia Anne Sullivan

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

Temporary Bartender (Operator’s) License

Donna Lynn Dorau, Hartland Street Dance
Donald S. Minturn, Hartland Street Dance

Licenses and Permits related to the St. Charles Fall Fest

Event: St. Charles Fall Fest
Dates: September 11, 12, 13
Time: Friday, Sept. 6 - 4 p.m. - 11:00 p.m.
Saturday, Sept. 7 - Noon - 11:00 p.m.
Sunday, Sept. 8 - Noon - 6:00 p.m.

Public Dance Permit

Temporary Class B Beer/Wine Permit

Temporary Bartender Licenses for: Thomas Shannon, Richard Jacunski, Mark Fennig, Gregory Bartz, Keith Van De Laarschot

No concerns from Staff regarding this annual event.

Application for Restricted Species Permit

Name: Melissa Trinka
Address: 329A Prospect
Species: 2 Chickens



ADMINISTRATION
 210 COTTONWOOD AVENUE
 HARTLAND, WI 53029
 PHONE (262) 367-2714
 FAX (262) 367-2430
 www.villageofhartland.com

VILLAGE OF HARTLAND
 APPLICATION FOR RESTRICTED SPECIES PERMIT

FEE: \$25

DATE: 6-9-15

RECEIPT NO. 162521

Application is being made under Sec. 14-8, Keeping of Animals; Permit, Hartland Municipal Code to keep one or more of a restricted species of animal, as defined in Ordinance #445

Applicant: Melissa Trinka
 Address: 329A Prospect Phone Number: 414-333-6589
 FAX No: _____ E-mail: csdmel@gmail.com
 Lot Size: 3/4 acre Zoning of Property: ?

Neighboring Property: List of names and addresses of all property owners adjacent to you. State distance between your shared lot line and neighbors home.

<u>?</u> <u>apartment complex</u>	Distance
<u>?</u> <u>duplex</u>	Distance
<u>?</u> <u>Ann Marie 329 Prospect Ave - Share yard</u>	Distance

Describe animal(s) to be covered by this application, listing species and number of animals:

Chickens 2
 Species Number of Animals

Explain where the animal(s) will be kept on the property (home, barn, yard, pen, etc.) Also explain if animal(s) will be permitted to roam freely within the confines of your yard.

in coop in yard

Explain if animal(s) are to be kept as pets, or are to be raised for selling purposes.

Pets

Date: 6-9-15 Applicant's Signature: Melissa Trinka



Wisconsin Department of Agriculture, Trade and Consumer Protection
 Livestock Premises Registration (c/o WLIC)
 135 Enterprise Dr., Ste. ID
 Verona, WI 53593-0202
 Fax: 608-848-4702

If Registered Enter
Acct #
Premises Code

Livestock Premises Registry Application

(S. 95.51, Wis. Stats. and ch. ATCP 17, Wis. Adm. Code)

Please return completed form to the address listed above.

A. Registrant information If registrant is a business, provide the legal name of that business.

Name of individual (first name, middle initial, last name) * OR legal name of business (or other legal entity) *		Registrant phone*	
Melissa A Trinkka		(414) 333-6589	
All trade or other names*, if any (d/b/a or "doing business as")		County*	
Mailing address*		City/Village/Town*	State* Zip code*
3579A Prospect Ave		Hartland	WI 53029
Registrant type: check one			
<input checked="" type="checkbox"/> Individual (includes a pet owner or 'hobby farm')	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Cooperative
<input type="checkbox"/> State or local government entity	<input type="checkbox"/> Tribal entity	<input type="checkbox"/> Trust	<input type="checkbox"/> Estate
			<input type="checkbox"/> Limited Liability Company (LLC)
			<input type="checkbox"/> Limited Liability Partnership (LLP)

B. Contact information List the name of the Primary Contact for the premises. 'Primary contact' is the individual who best knows about livestock movement on and off or between the premises locations being registered and can be contacted if there is an animal disease emergency. Check applicable box for each phone number type. If contact does not have a phone number, see instruction sheet.

Primary contact name and phone number * - Fill in below.

First Name	Middle Initial	Last Name
Melissa	A	Trinkka
Primary contact phone <input type="checkbox"/> Home <input type="checkbox"/> Business <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Pager	Backup Phone <input type="checkbox"/> Home <input checked="" type="checkbox"/> Business <input type="checkbox"/> Cell <input type="checkbox"/> Pager	
(414) 333-6589	(608) 960-7577	

Alternate contact name and phone number - Fill in below (OPTIONAL).

First Name	Middle Initial	Last Name
Alternate contact phone <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Cell <input type="checkbox"/> Pager	Backup Phone <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Cell <input type="checkbox"/> Pager	
()	()	

C. Address of primary premises location* If the primary location does not have an address, see instruction sheet.

Description of location (Examples: "milking barn" or "pasture")

Premises Address: Check here if same as mailing address in Section A and skip to Section D

City/Village/Town	State	Zip code	County
	WI		

O P T I O N A L	Township number (1 - 53N)	Range number (20W - 30E)	Section number (1-36)	¼ Section	¼ Section
	Geographic coordinates		Geographic coordinates		
	West (Longitude) (must be between 86.000 and 94.000)		North (Latitude) (must be between 42.000 and 48.000)		

D. Livestock premises type* Check ONE that best applies. If your premises has more than one type of operation, see instruction sheet.

<input checked="" type="checkbox"/> Farm or production unit (includes hobby farm)	<input type="checkbox"/> Livestock exhibition	<input type="checkbox"/> Clinic	<input type="checkbox"/> Market or livestock collection point	<input type="checkbox"/> Rendering or carcass collection point
<input type="checkbox"/> Slaughter establishment	<input type="checkbox"/> Tagging site	<input type="checkbox"/> Laboratory	<input type="checkbox"/> Quarantine facility	<input type="checkbox"/> Non-producer participant (See instruction sheet for definition and examples)

All information with an asterisk (*) is required under s. 95.51, Wis. Stats. and s. ATCP 17.02, Wis. Adm. Code., unless otherwise specified.

Continued on next page

E. Types of livestock or livestock carcasses on premises and any secondary locations* Check ALL that apply.

Bovine – please specify:

Beef Cattle

Dairy Cattle

Bison

Camelids (includes llamas and alpacas)

Captive cervids (includes deer, elk, moose, caribou, reindeer, and the subfamily musk deer)

Equine (includes horses, mules and donkeys)

Fish (includes all fish kept at a fish farm that requires registration under s. ATCP 10.61)

Goats

Poultry (includes domesticated fowl like chickens, turkeys, geese, ducks, guinea fowl, squab, r atites like rheas, ostriches, emus, ca ssowaries, kiwi, and captive game birds like pheasants, quail, wild turkeys, migratory wildfowl, pigeons, and exotic birds raised for hunting, which are raised in captivity)

Sheep

Swine

F. Secondary locations (if applicable)* If your premises has more than one location (but the same contact individual), you may list up to three secondary locations here. (Example: a dairy farm may list its heifer and dry cow facilities below as two secondary locations because they are at separate geographical locations, yet the contact individual is the same for all locations AND livestock are commingled.) Additional premises need to be registered separately (see instruction sheet).

Description of location (Example: "dry cow facility – 3 miles west of main premises")

Address	City/Village/Town	State WI	Zip code	County
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Description of location (Example: "heifer facility – 5 miles southeast of main premises")

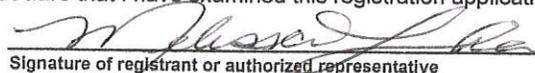
Address	City/Village/Town	State WI	Zip code	County
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Description of location

Address	City/Village/Town	State WI	Zip code	County
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G. Signature

I declare that I have examined this registration application, and to the best of my knowledge it is true and correct.


 Signature of registrant or authorized representative

 Date 6-9-15

 Print name of person signing Melissa Trinko

 Title of person signing
 (Examples: "livestock owner" or "Vice President, XYZ Farms, Inc.")

All information with an asterisk (*) is required under s. 95.51, Wis. Stats. and s. ATCP 17.02, Wis. Adm. Code.

Additional livestock premises registration forms may be obtained by calling (888) 808-1910.



Lynn Meyer

From: csdmel@gmail.com
Sent: Monday, June 15, 2015 2:05 PM
To: Lynn Meyer
Subject: RE: Application for Restricted Species Permit

Its about 3/4 acre lot...it will be located about halfway back..and on the north side...there is a metal fence and a wood fence between my neighbors yard and mine...and the coop will be about 5 feet from that fence...and its about 60 feet from my house..and thats the closest of any housing.

Thanks melissa trinka

On Jun 15, 2015 2:01 PM, "Lynn Meyer" <LynnM@villageofhartland.com> wrote:

That looks very nice!

However, we still need the dimensions of your property and where the coop will be in relation to the lot lines and any structures on the property.

From: csdmel@gmail.com [mailto:csdmel@gmail.com]
Sent: Monday, June 15, 2015 1:48 PM
To: Lynn Meyer
Subject: Re: Application for Restricted Species Permit

Here is a picture of it...its about 8 feet long total..4 feet tall..3 feet deep...this would be behind my gargage...under a overhang.. And unfortunately due to work commitments I will be unable to make the meeting..

Please let me know if you have any further questions

Thank you. Melissa Trinka

On Jun 15, 2015 8:35 AM, "Lynn Meyer" <LynnM@villageofhartland.com> wrote:

Dear Ms. Trinkka:

I received your application for restricted species permit. We do need a site plan for this project. It can be a simple drawing that shows the dimensions of the coop, as well as what materials you will use to build it and also where on your lot the coop will be located.

I will put your request on the Village Board Agenda for approval for the June 22 Meeting, if I receive the information by June 18. It is a good idea to be present at the meeting in case the Board has questions. The June 22 meeting starts at 7:00 PM in the Village Board Room.

If you have any questions, feel free to contact me.

LYNN MEYER

DEPUTY CLERK

VILLAGE OF HARTLAND

210 COTTONWOOD AVE

HARTLAND WI 53029

262-367-2714 (PHONE)

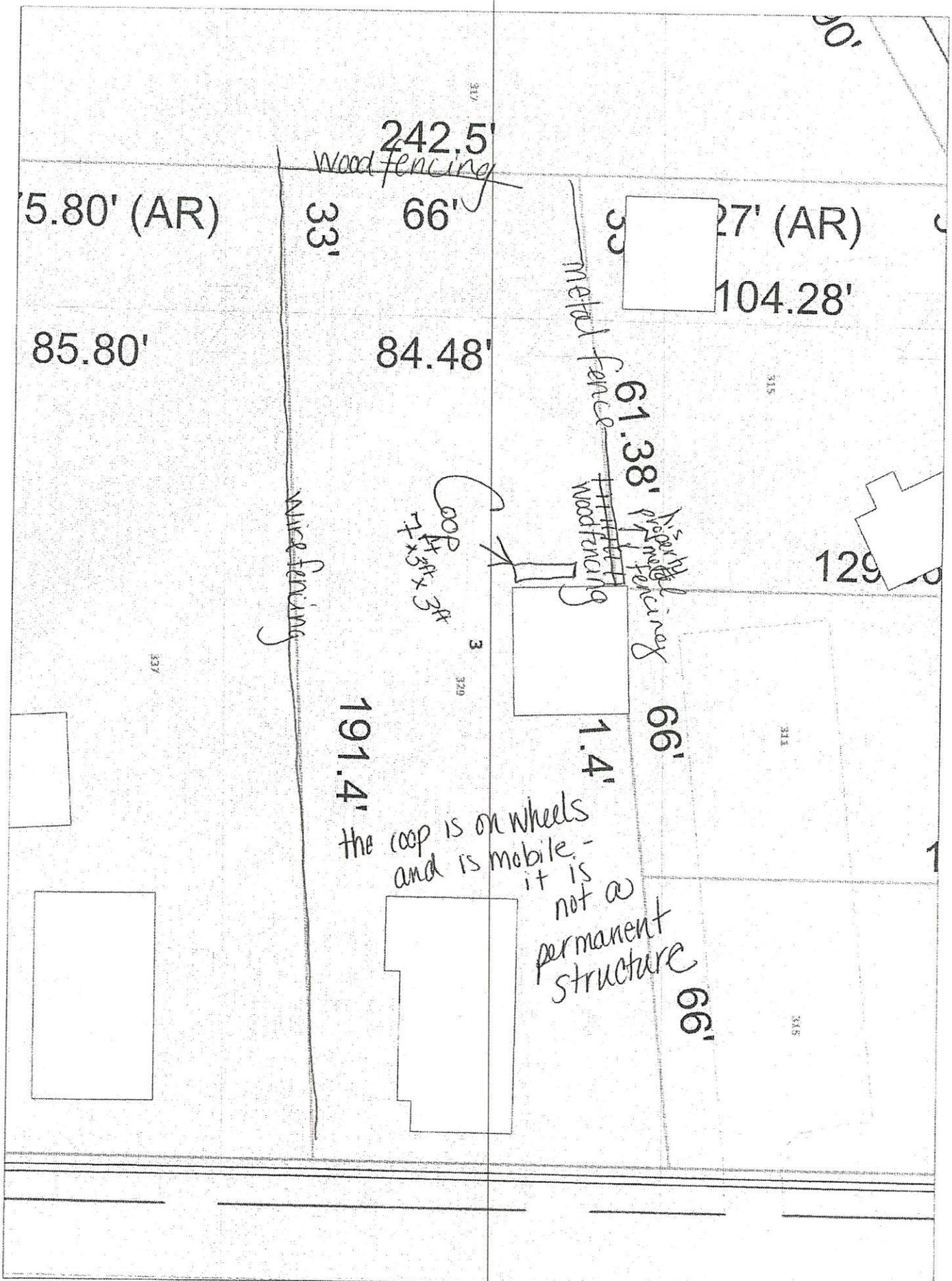
262-367-2430 (FAX)

lynnm@villageofhartland.com

POPULATION: 9124







5.80' (AR)

85.80'

242.5'
wood fencing

33'

66'

84.48'

53'

27' (AR)

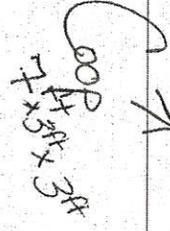
104.28'

metal fence

61.38'

north fence

wire fencing



coop
7' x 3' x 3'

wood fencing

129'



1.4'

66'

191.4'

the coop is on wheels
and is mobile -
it is not a
permanent
structure

66'

PLANNED UNIT DEVELOPMENT
AND
TAX INCREMENTAL DISTRICT AGREEMENT

THIS PLANNED UNIT DEVELOPMENT AND TAX INCREMENTAL DISTRICT AGREEMENT (the “**Agreement**”) is entered into as of _____, 2015 (the “**Effective Date**”) by and between the Village of Hartland (the “**Village**”) and Hartland Riverwalk, LLC (the “**Developer**”).

RECITALS

A. Developer desires that the Real Estate, as herein defined, be rezoned to B-3 Central Business/Mixed Use District with a Planned Unit Development (PUD) Overlay District to allow a mixed use residential and commercial development.

B. Section 46-491 et seq of the Hartland Village Code regarding B-3 Central Business/Mixed Use District provides that commercial and residential uses are Permitted Uses and that mixed uses that are compatible and in accordance with Division 29 regarding Planned Unit Development are Conditional Uses.

C. In accordance with Division 29 of Article III of Chapter 46 of the Hartland Code of Ordinances pertaining to Planned Unit Development, the proposed development including a mix of residential and commercial uses is considered a Conditional Use.

D. The Plan Commission of the Village of Hartland reviewed the Project, as herein defined, and has recommended approval of said Project, related rezoning and granting of the Conditional Use upon entry by the Village and the Developer into a Planned Unit Development Agreement.

E. The Village of Hartland is requiring that, as conditions of Planned Unit Development approval, the Developer make and install all improvements necessary and desirable to service the Project and the Real Estate.

F. The Village has established, or is in the process of establishing, Tax Incremental District No. 6 (the “**District**”) as a mixed use tax increment district under the Village’s proposed project plan (the “**Project Plan**”) in order to finance various project costs within the District as permitted under Wis. Stat. § 66.1105 (the “**TI Act**”).

G. The Developer currently owns a portion of the land described in **Exhibit A** and intends to acquire the balance of the land described in Exhibit A (collectively, the Exhibit A land is hereinafter referred to as the “**Real Estate**”) located within the boundaries of the District and intends to develop the Real Estate for residential and commercial uses.

H. The Village believes it is appropriate to use tax increments from the District to provide for the construction of certain Developer Obligations (as hereinafter defined) in and for

the benefit of the District, to facilitate development and redevelopment within the District and to provide financial assistance for portions of such improvements and development.

I. The Village further believes that the Developer's proposed development within the District, as described in this Agreement, ("**Project**") is in the best interests of the Village and its residents and is reasonably consistent with the public purposes set forth in the Project Plan and the development expectations supporting the creation of the District.

J. The Village Board has duly approved the rezoning of the Real Estate, Conditional Use Permit, Planned Unit Development Overlay, Developer's plans for the Project and the use of tax increments as defined and described herein and has authorized the terms and provisions of this Agreement on the condition that the Developer enter into said Agreement.

NOW, THEREFORE, the Village and the Developer, in consideration of the terms and conditions contained in this Agreement and for other good and valuable consideration, the receipt of which is hereby acknowledged, agree as follows:

ARTICLE I

1.1 Required Documentation. The Village shall have no obligations under this Agreement and shall have the right to terminate this Agreement in accordance with the provisions of Section 2.1, if the Developer does not timely furnish the documentation referenced in **Exhibit B** ("**Required Documentation**") to the Village, in form and content reasonably acceptable to the Village.

ARTICLE II

2.1 Termination Rights. Subject to the applicable notice and cure provisions of Section 11.1:

(a) If the Developer fails to fully and timely provide, as determined in the sole discretion of the Village, the Required Documentation in compliance with Section 1.1 on or before July 31, 2015, the Village shall have the right to terminate this Agreement and the Village shall have no obligations under this Agreement.

(b) If the Village does not receive the approval of the District and the Project Plan by the Village Board of Trustees and the joint review board (as set forth in §66.1105(4) and §66.1105(4m) of the TI Act) on or before July 22, 2015, the Village shall have the right to terminate this Agreement and shall have no obligations under this Agreement.

2.2 Reimbursement for Expenses. In the event the Village elects to terminate this Agreement pursuant to the provisions of Subsection 2.1(a) above, the Developer shall pay to the Village a sum of \$12,000.00 as reimbursement to the Village for a portion of its administrative expenses, engineering fees, legal fees and consultant fees related to this Agreement and the Developer's proposed development under this Agreement. Any payments due from the Developer pursuant to this Section 2.2 shall be paid within 30 days of the date of termination of

this Agreement. Receipt of such payment shall be the Village’s sole and exclusive remedy if this Agreement is terminated under Section 2.1(a) above. Developer shall have no liabilities or obligations to the Village if this Agreement is terminated under Subsection 2.1(b) above.

ARTICLE III

3.1 Developer Obligations. The Developer shall make the following improvements, satisfy the following obligations and perform the following work on and related to the Real Estate and the Project subject to and in compliance with the “Final Plans” provided as a part of the Required Documents under Exhibit B and pursuant to the other terms and conditions of this Agreement (collectively, the “**Developer Obligations**”):

(a) The Developer shall commence: (i) the demolition of the existing commercial building on the Real Estate not later than November 1, 2015, and (ii) the construction of improvements on the Real Estate not later than December 1, 2015. Upon commencement of such work, the Developer shall proceed to the full completion of all of the Developer Obligations with due diligence and without delay or interruption with the exception of force majeure events, if any, as defined in Section 18.3 below. The following elements of the Developer Obligations related to the Project shall be completed substantially in accordance with the Final Plans, this Agreement and all applicable building and zoning codes and ordinances on or before the following dates:

Erosion control measures and construction fencing	Prior to commencement of the work on the Real Estate
Building demolition and site preparation for construction	December 31, 2015
All utility installations and relocations including the Water Main Loop referenced in Section 3.1(i)	September 1, 2016
Foundations and, as applicable, building slabs and basements	February 29, 2016
Exterior completion of the building referenced at Section 3.1(c)	August 1, 2016
Exterior completion of buildings referenced at Section 3.1(d)	October 1, 2016
Parking lots and stalls referenced in Section 3.1(e) and all site landscaping as referenced in Section 3.1(f) and restoration	November 1, 2016

Occupancy permits issued for the building referenced at Section 3.1(c)	November 30, 2016
Occupancy permits issued for the buildings referenced at Section 3.1(d)	December 31, 2016
Completion of the Walkways referenced in Section 3.1(g)	November 1, 2016

(b) As part of the Developer’s demolition work on the Real Estate, the Developer shall remove and dispose of all existing buildings, destroyed trees, brush, tree trunks and shrubs and all rubbish and rubble on the Real Estate in accordance with all applicable state, federal and municipal codes and ordinances. The Developer shall not destroy or remove any live vegetation nor conduct any grading or filling related activities except in accordance with the Final Plans as referenced in Exhibit B and under any required and issued Wisconsin Department of Natural Resources permit. The Developer shall comply with all applicable provisions of Chapter 90 of the Village Code of Ordinances pertaining to clearing and protection of trees including, but not limited to, submission of a tree protection plan and the obtaining of a tree permit prior to the commencement of work on the Real Estate. The Landscaping Plan attached as Schedule 3.1(f) and as described in section 3.1(f) shall be deemed compliant with the tree replacement requirements of Chapter 90 of the Village Code.

(c) The Developer shall construct a new, four thousand one hundred eighty-seven square foot (4,187 ft²), two-story mixed-use building (“**Building #3**”) with commercial units on the ground floor and three residential apartment units on the second floor that is substantially similar to the mixed-use building plans attached hereto as Schedule 3.1(c).

(d) The Developer shall construct two (2) new, three-story apartment buildings with thirty-two (32) residential units (“**Building #1**”) and forty-two (42) residential units (“**Building #2**”), respectively, that are substantially similar to the residential building plans attached hereto as Schedule 3.1(d). Between the mixed-use building and the two residential buildings, the Developer shall construct a total of seventy-seven (77) residential units, fifty (50) of which shall be one bedroom units and twenty-seven (27) of which shall be two bedroom units.

(e) The Developer shall construct private parking on the Real Estate to service the Project. As a conditional use under Section 46-494 (1) of the Hartland Code of Ordinances, the Developer agrees to provide, at a minimum, one hundred thirty-three (133) parking stalls (seventy-four (74) parking stalls beneath the two residential buildings and fifty-nine (59) surface parking stalls) in the locations shown on Schedule 3.1(e) attached hereto and to reasonably cooperate in good faith with the Village and the owner of the property adjacent to the Real Estate on the west which is generally known

as 148 and 160 East Capitol Drive with tax identification numbers HAV0729001 and HAV0729002 (“**Adjoining Parcel**”) in the development of additional joint parking and cross access rights to be shared on the Real Estate and the Adjoining Parcel (collectively, “**Parking and Access Agreements**”). The Village shall make reasonable good faith efforts to facilitate the negotiation, execution and delivery of such agreements as are deemed reasonably necessary and appropriate to implement the Parking and Access Agreements on or before November 30, 2015. The Parking and Access Agreements shall be subject to the approval of the Village, the Developer and the owner of the Adjoining Parcel and such approval shall not be unreasonably withheld, conditioned or delayed by the Village or the Developer. The Developer agrees to incur reasonable costs associated with implementation of the Parking and Access Agreements including, but not limited to, construction, reconstruction and maintenance costs associated with such implementation. The Village may, in its sole discretion, elect to participate in the maintenance costs under the Parking and Access Agreements; however, the Village shall have no obligation to incur such costs.

(f) The Developer shall be responsible for landscaping on the Real Estate, including trees, shrubs, seeding or sod (the Village acknowledges that such work is seasonal by its nature and the Developer shall have the right to complete landscaping within the customary season for such landscaping but not later than November 1, 2016) and such landscaping shall be substantially similar to the landscaping plan attached hereto as Schedule 3.1(f) (including, without limitation, saving four existing trees as shown on such schedule).

(g) The Developer shall construct and, upon completion in accordance with the Final Plans, dedicate to the Village: (1) a pedestrian bridge across the Bark River that will connect to a Village parking area (“**Bridge**”), and (2) a ten foot (10’) wide path to allow for a public walkway and to accommodate Village maintenance trucks (collectively with the Bridge, the “**Walkways**”) at the time of the dedication of the Bridge, the Developer shall furnish to the Village one set of as built plans for the Bridge. The as built plans shall contain such detail as deemed appropriate by the Village Engineer and the Village Director of Public Works.

(h) The Developer shall construct the pathways on the Real Estate and off the Real Estate substantially in compliance with the path locations identified on Schedule 3.1(f) (“**Pathways**”). The Pathways shall be located and constructed in compliance with the Final Plans. The Developer shall grant a permanent access easement, in form and in substance reasonably acceptable to the Village, to the Village and general public for unrestricted passage and enjoyment over those portions of the Pathways located on the Real Estate. The improvements for the Pathways to be constructed by the Developer which are not located on the Real Estate shall be dedicated to the Village upon completion subject to the Village’s acceptance of such dedication. The Pathways on the Real Estate shall be maintained by the Developer, at the Developer’s expense, year round including winter maintenance performed in compliance with the Village Code requirements for snow and ice removal and control in a manner which would be in compliance with the maintenance of public sidewalks. The

Developer hereby grants to the Village and its agents or subcontractors a permanent easement to access the Pathways on the Real Estate and to repair and maintain them at the Village's sole option in the event the Developer fails to maintain such Pathways in good condition and repair and in compliance with the preceding sentence. Any costs incurred by the Village for any repair or maintenance performed by the Village on those portions of the Pathways located on the Real Estate shall be assessed against the Real Estate as a special charge pursuant to Wisconsin Statutes.

(i) The Developer shall install, or have installed, all sanitary sewer and water laterals on the Real Estate, as well as connections of such laterals to sewer and water mains. Also, the Developer shall replace the existing water main on Lawn Street with approximately four hundred (400) feet of eight inch (8") water main that will be connected under East Capitol Drive to create a loop (the "**Water Main Loop**") and dedicate the Water Main Loop to the Village upon completion. The Village shall have no obligation to accept the Water Main Loop until it has been inspected by the Village Engineer and the Director of the Public Works and it is determined to be installed in accordance with the Final Plans. Prior to dedication, the Developer shall furnish to the Village one set of reproducible as built plans for the Water Main Loop. Reproducible plans shall be provided on Mylar or another similar media acceptable to the Village Engineer and to the Director of Public Works together with an electronic file copy of said plans compatible with the Village's GIS software. Electronic plans provided shall include GPS locations for hydrants, valves and other structures as requested by the Village Engineer or Director of Public Works. No occupancy permits shall be processed or issued until the Water Main Loop has been dedicated to, and accepted by, the Village.

(j) The Developer shall obtain and record a certified survey map of the Real Estate to facilitate the required dedications, conveyances contemplated in this Agreement and to consolidate the real property currently owned by the Developer and the property being conveyed to the Developer for this Project (the "**CSM**"). The Developer shall be solely responsible for placing survey or other monuments or markers required by the Village Engineer and for complying with all applicable state laws and Village ordinances related to land consolidations and CSM's.

(k) The Developer shall install, or have installed, and, as necessary, relocate, all electric, gas, telephone and cable services ("**Utilities**") for the use and operation of the Project.

(l) The Developer shall install, or have installed, all storm water drainage systems and facilities on the Real Estate in accordance with a storm water plan approved by the Village. Also, the Developer shall be responsible for snow and ice removal activities on the Real Estate (including, without limitation, hauling away snow after larger snow storms).

(m) The Developer shall be responsible for all erosion control related to the Developer's construction of the Developer Obligations in compliance with all applicable municipal and state erosion control restrictions and requirements. The Developer shall complete the required weekly erosion control inspections and reports in accordance with the erosion control permit. The Developer shall be responsible for costs and periodic compliance inspections of erosion control facilities that will be conducted by the Village Engineer or his designee. If any erosion control facilities including, but not limited to, bales, silt fences and berms are washed out or otherwise rendered ineffective as determined by the Village Engineer, Director of Public Works or Building Inspector, the Developer shall repair or replace said facilities within 48 hours of being notified in writing by the Village. If the Developer fails to repair or replace such facilities within 48 hours of being notified by the Village, the Village may, but is not required to, repair or replace such facilities and charge 125% of all costs incurred by the Village in the performance of such work to the Developer. Such amount shall be paid by the Developer to the Village within twenty (20) days of the Village's demand.

(n) Except for the Grants provided by the Village in accordance with Article VI of this Agreement, the Developer shall be responsible for all costs related to the work to be performed by the Developer under this Agreement, including, but not limited to, all engineering, inspections, materials, labor, and inspection, permit and license fees.

(o) In the event of any loss or damage to any of the buildings or improvements constructed by the Developer as part of the Developer Obligations, the Developer shall promptly proceed with the repair and replacement of such building improvements to the condition that the building improvements were in immediately prior to the casualty. The fair market value of the buildings and improvements following reconstruction or repair must be substantially similar to the fair market value of such buildings and improvements immediately prior to the casualty. Once the reconstruction or repair work is commenced, the Developer shall promptly proceed with due diligence to complete such work. The reconstruction and repair work must be commenced within one hundred eighty (180) days after the casualty. These obligations shall be deemed covenants running with the land and shall be applicable to the Developer's successors and assigns and all other persons or entities acquiring any interest in the Real Estate.

(p) For the dedications to the Village of those portions of the improvements to be made by the Developer as part of the Developer Obligations, the Developer shall execute and deliver to the Village such documentation as the Village may reasonably require evidencing the unconditional grant, conveyance and full dedication of such improvements to the Village free and clear of all liens and encumbrances and shall include, to the extent necessary, easements over the Real Estate to enable the Village to exercise all of its rights related to such dedicated improvements including, but not limited to, inspection, maintenance, repair and replacement. The Developer shall notify the Village in writing when any improvement to be dedicated to the Village pursuant to this Agreement is complete in accordance with the Final Plans. After receipt of such notice, the Village Engineer and the Director of Public Works will inspect and/or

reinspect as necessary such improvements and prepare and deliver to the Developer a written punch list of repairs necessary to bring such improvements into conformance with the Final Plans. Upon the Developer's written notice to the Village that all punch list repairs for such public improvements are complete, and following satisfactory completion of any applicable reinspection, the Village shall, subject to the reinspection and approval of the Village Engineer and the Director of Public Works, by separate resolution, accept the dedication of such improvements.

(q) The Developer and the Village acknowledge that the Village has caused a needs assessment study to be performed pursuant to Wis. Stat. §66.0617 and that the Village has enacted Ordinance §50-232 that imposes impact fees pertaining to the Village's services and facilities. The Developer and the Village acknowledge that the ultimate occupants of the Real Estate will utilize these Village services and facilities and that the impact fees imposed by the Village Ordinances are necessary to pay for capital costs of facilities in order to accommodate land development. Accordingly, the Developer shall pay to the Village impact fees in the then current amount in accordance with the Village Code upon application for building permits.

(r) The Developer acknowledges that sanitary sewer service to the Real Estate is subject to the payment of both a Connection Charge under §86-276 of the Village Code and a Regional Sewer Availability Charge ("RSAC") under §86-277 of the Village Code as those sections and fees may be adjusted from time to time. The Developer shall pay to the Village the then current Connection Charge and RSAC fee applicable to the Real Estate upon application for building permits including connection to the sanitary sewer system.

(s) The Developer shall pay and discharge all taxes, assessments and other governmental charges upon the Real Estate when due.

ARTICLE IV

4.1 Village Obligations. The Village, at its own expense, shall satisfy the following obligations and perform the following work pursuant to the terms and conditions of this Agreement (collectively, the "**Village Obligations**"):

(a) Subject to the conditions set forth in Village Resolution No. 12-22-14-01 (the "**Oak Street Vacation Resolution**"), namely, the final approval of the CSM by the Village, the Village shall record a certified copy of the Oak Street Vacation Resolution with the Waukesha County Register of Deeds to evidence the vacation of the portion of the Oak Street right-of-way shown on the attached Schedule 4.1(a).

(b) Within twenty (20) days of the Village's receipt of a compliant application, as that phrase is hereinafter defined, for a foundation permit for the construction of buildings on the Real Estate, the Village agrees to convey the real property described in Exhibit C and all improvements thereon (collectively, the "**Village Property**") to the Developer. A "compliant application" is an application for a

foundation permit that is deemed, by the Village Building and Zoning Official, to be complete and in compliance with applicable Village ordinances. The conveyance of the Village Property to the Developer shall be subject to the following terms and conditions:

(i) The Village Property shall be conveyed by special warranty deed in the form attached hereto as Exhibit D with good and marketable title, free and clear of all liens, security interests, mortgages or encumbrances of any kind, except for the permitted encumbrances on the Village Property as set forth on Exhibit E attached hereto (collectively, the “**Permitted Encumbrances**”).

(ii) Title to the Village Property shall be insured by a policy of title insurance, or a binding commitment for such a title policy, that will be effective upon conveyance and insure the quality of title of the subject property as provided in Subsection 4.1(b)(i) above.

(iii) The Village shall give evidence of title in the form of a commitment for an owner’s policy of title insurance with a gap endorsement, on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin with a coverage amount of \$143,000.00. The Village shall pay for all costs of the owner’s policy of title insurance and gap endorsement, and Developer shall be responsible for obtaining any additional endorsements and paying for all costs associated with such additional endorsements covering the Village Property as may be determined by the Developer. Each party shall promptly execute and deliver to the other such other documents, certifications and confirmations as may be reasonably required and designated by the title insurer to issue the policy of title insurance described above.

(iv) The Village Property is being conveyed “AS-IS, WHERE-IS” and the Village is making no representations or warranties, express or implied, with respect to the condition of the Village Property. The Developer agrees that the Developer is relying exclusively upon its own inspection of the Village Property and not on any information provided by the Village. **THE DEVELOPER WAIVES ANY AND ALL CLAIMS AGAINST THE VILLAGE INCLUDING ITS OFFICERS, TRUSTEES, EMPLOYEES, AGENTS, REPRESENTATIVES, CONTRACTORS AND CONSULTANTS (COLLECTIVELY, “RELEASED PARTIES”), INCLUDING, WITHOUT LIMITATION, CLAIMS BASED IN TORT (INCLUDING, BUT NOT LIMITED TO, NEGLIGENCE, STRICT LIABILITY AND STRICT RESPONSIBILITY), IN CONTRACT, IN WARRANTY, IN EQUITY OR UNDER ANY STATUTE, LAW OR REGULATION ARISING DIRECTLY OR INDIRECTLY OUT OF ANY CONDITION OF THE VILLAGE PROPERTY, EXCEPT TO THE EXTENT SUCH CLAIMS ARISE SOLELY OUT OF THE INTENTIONAL WRONGDOING OF THE RELEASED PARTIES.**

ARTICLE V

5.1 Access Rights. The Developer hereby grants to the Village, its agents, employees, officials, representatives, contractors and consultants the right to enter upon the Real Estate, at all reasonable times (upon reasonable notice to the Developer), for the purposes of facilitating the Village's inspection of the Real Estate and the Developer Obligations. Any inspection conducted by the Village or its agents shall be deemed to have been for the Village's own benefit (and at its own expense, unless the Village must perform multiple inspections as a result of the Developer's failure to meet the Final Plans) and shall in no way be construed to be for the benefit of or on behalf of the Developer. The Developer shall not (and hereby waives any right to) rely upon such appraisals, inspections or determinations of the Village in any way. All fees and costs charged or incurred by the Village for Village inspections related to the Developer Obligations (collectively, "**Inspection Fees**") shall be paid by the Developer from the Services Grant Holdback referenced in Section 6.1(a). In the event such fees and costs exceed the Services Grant Holdback, the Developer shall pay to the Village such excess within twenty (20) days of the Village's demand. The Village hereby grants to the Developer, its agents, employees, contractors and consultants the right to enter those portions of the Village's property necessary and reasonable to enable the Developer to perform the Developer Obligations under this Agreement. Any damage to the Village's property caused by the exercise of these rights, shall be promptly repaired by the Developer and, in any event, within thirty (30) days of the Village's demand.

5.2 Consultants. At any time, the Village shall have the right to retain consulting engineers and architects to perform services for the Village including:

- (a) to make periodic inspections for the purpose of assuring that construction is in accordance with the requirements of this Agreement and to advise the Village of the anticipated cost of, and a time for, the completion of construction work; and
- (b) to review and advise the Village of any proposed changes in the construction of the Developer Obligations.

The Village's selection of, and reliance upon, the consulting engineers and architects shall not give rise to any liability on the part of the Village for the acts or omissions of the consulting engineers or architects or their employees or agents.

5.3 Time is of the Essence. Time is of the essence with reference to the Developer's obligation to commence and complete the Developer Obligations. The Developer acknowledges that the timely performance of the Developer's work under this Agreement is critical to the collection of the tax increment upon which the Village and the Developer are relying for the performance of their respective obligations under this Agreement.

ARTICLE VI

6.1 Grants. Provided the Developer has complied with the provisions of Section 1.1 of this Agreement and is not in Default (as defined below) under this Agreement, and subject to the applicable notice and cure provisions of Section 11.1, the Village shall make cash

contributions to the Developer to be used towards the costs incurred and evidenced by the Developer related to the specific Developer Obligations represented in this Section 6.1 (each a “Grant” and, collectively, the “Grants”). Each Grant is limited to the actual expenses incurred by the Developer for the specific Developer Obligation(s) related to such Grant and supported by invoices in form and in substance acceptable to the Village in the Village’s sole discretion (“Invoices”). In the event the actual supported costs associated with one or more of the Grants described herein are below the amount allotted for a given Grant, the unused funds may be allocated to fund unanticipated cost overruns in another Grant or Grants at the sole discretion of the Village. Each Grant is subject to the following conditions:

(a) A Grant for engineering, survey and architect expenses related to the Project in an amount not to exceed Fifty Thousand Dollars (\$50,000.00), will be provided by the Village no later than thirty (30) days after the Village receives invoices (in form and substance acceptable to the Village in the Village’s sole discretion) for such engineering, survey or architect services related to the Project (“Services Grant”). The Village shall withhold \$5,000.00 from the Services Grant (“Services Grant Holdback”) to be held and applied by the Village to the Developer’s fees and costs payment obligations under Section 5.1. In the event the total amount of Inspection Fees is less than the Services Grant Holdback at the time the Developer has completed all of its construction obligations on the Real Estate as part of the Developer’s Obligations, the amount of the Services Grant Holdback in excess of the total Inspection Fees shall be paid to the Developer by the Village.

(b) A Grant for demolition of the existing commercial building on the Real Estate in an amount not to exceed Seventy-Five Thousand Dollars (\$75,000.00), will be provided by the Village no later than thirty (30) days after the Developer confirms with the Village (and the Village agrees) that the existing commercial building and all related debris and rubble have been removed from the Real Estate and the Village has received the applicable Invoices.

(c) A Grant for relocation of existing Utilities on the Real Estate in an amount not to exceed Sixty-Eight Thousand Dollars (\$68,000.00), will be provided by the Village no later than thirty (30) days after the Village receives: (1) written confirmation from We Energies that all utility relocation work on the Real Estate is complete, (2) a written certification by the Developer’s engineer that all utility work on the Real Estate is complete and consistent with the utility relocation work contemplated in the Final Plans and (3) the Village has received the applicable Invoices.

(d) A Grant for the construction of the Walkways in an amount not to exceed Seventy Thousand Dollars (\$70,000.00), will be provided by the Village no later than thirty (30) days after: (1) an inspector selected by the Village approves of the Walkways and confirms that the Walkways have been constructed consistent with the Final Plans, (2) the Village receives a written certification by the Developer’s engineer that the Walkways are complete and have been constructed consistent with the Final Plans, (3) all portions of the Walkways not currently owned by the Village are dedicated by the

Developer to the Village and accepted by the Village and (3) the Village has received the applicable Invoices.

(e) A Grant for the construction of the Water Main Loop in an amount not to exceed Two Hundred Sixty-Five Thousand Dollars (\$265,000.00), will be provided by the Village no later than thirty (30) days after: (1) an inspector selected by the Village approves of the Water Main Loop and confirms that the Water Main Loop has been constructed consistent with the Final Plans, (2) the Village receives a written certification by the Developer's engineer that the Water Main Loop is complete and has been constructed consistent with the Final Plans, (3) all portions of the Water Main Loop not currently owned by the Village are dedicated by the Developer to the Village and accepted by the Village and (4) the Village has received the applicable Invoices.

ARTICLE VII

7.1 Municipal Revenue Obligation. Pursuant to the terms of this Agreement, the Village agrees to issue a non-interest bearing municipal revenue obligation (the "MRO") to the Developer within forty-five (45) days after the Village pays the Grant to the Developer pursuant to Section 6.1(b) of this Agreement provided the Developer is not in Default under this Agreement. The MRO shall be in the face amount of One Million Two Hundred Twenty-Two Thousand Dollars (\$1,222,000.00). Except as otherwise described herein, payments on the MRO will equal the amount of the Available Tax Increment (as defined below) in each year appropriated by the Village Board of Trustees until the MRO is paid in full. "**Available Tax Increment**" means an amount equal to the Tax Increment (as defined below) actually received by the Village in each year **less** ten percent (10%) of the Tax Increment to be retained by the Village for payment of (i) the amount of the Village's administrative expenses, including, but not limited to, reasonable charges for the time spent by Village employees in connection with the negotiation and implementation of this Agreement, (ii) professional service costs, including, but not limited to, those costs incurred by the Village for outside architectural, planning, engineering, financial consulting and legal advice and services related to the Project Plan and the negotiation and implementation of this Agreement, and (iii) other eligible project costs incurred by the Village under the Project Plan (collectively, the "**Priority Project Costs**"). "**Tax Increment**" shall have the meaning given under Wis. Stat. § 66.1105(2)(i) but shall be limited to the Tax Increment attributable to the Real Estate and the improvements on the Real Estate and any taxable personal property associated with the Real Estate.

The Village shall, subject to annual appropriation of such payment by the Village Board of Trustees, pay the Available Tax Increment to the holder of the MRO in one payment, each year commencing in 2018, and continuing to (and including) 2034, or until the MRO has been paid in full, whichever is earlier. Each appropriated annual payment shall be made within thirty (30) days after the Village has received from Waukesha County funds for the settlement of the full amount of the real estate taxes levied against and attributable to the Real Estate (each, a "Payment Date"). The Developer shall provide written notification to the Village Treasurer of the date on which the Developer has paid in full the real estate taxes levied against and attributable to the Real Estate. To the extent that on any Payment Date the Village is unable to make all or part of a scheduled payment of principal due on the MRO from such Available Tax

Increment due to an absence of adequate Available Tax Increment, such failure shall not constitute a default under the MRO. The amount of any such deficiency shall be deferred without interest. The deferred principal shall be due on the next Payment Date on which the Village has Available Tax Increment. If the MRO has not been paid in full by the final scheduled Payment Date, then the Village shall have no obligation to make further payments on the MRO. The term of the MRO and the Village's obligation to make payments hereunder shall not extend beyond October 31, 2034 ("**Final Payment Date**"). Upon the Final Payment Date or, if earlier, the Payment Date on which the MRO is paid in full, the MRO shall terminate and the Village's obligation to make any payments under the MRO shall be discharged, and the Village shall have no obligation and incur no liability to make any payments hereunder or under the MRO, after such date.

The MRO shall not be payable from or constitute a charge upon any funds of the Village, and the Village shall not be subject to any liability thereon or be deemed to have obligated itself to pay thereon from any funds except the Available Tax Increment which has been appropriated for that purpose, and then only to the extent and in the manner herein specified. The MRO is a special, limited revenue obligation of the Village and shall not constitute a general obligation of the Village. The Village will use good faith efforts to annually appropriate the Available Tax Increment for the MRO, until the earlier of the Final Payment Date, the termination of this Agreement or the MRO, or the payment in full of the MRO as provided herein. If Available Tax Increment is received by the Village earlier than the first Payment Date, such increment shall be retained by the Village and applied to the first payment subject to appropriation by the Village Board of Trustees. The Developer shall not have the right to assign the MRO without the prior written consent of the Village. Interests in the MRO may not be split, divided or apportioned.

7.2 MRO Form. The MRO shall be substantially in the form attached hereto as **Exhibit F** and shall be payable in accordance with the terms and conditions set forth in such MRO. The principal payments shall be payable solely from the Available Tax Increment appropriated by the Village. On or about each Payment Date under the MRO, the Village shall provide to the Developer an accounting identifying the Available Tax Increment, the amount of the payment being made on such Payment Date, and the remaining principal balance due on the MRO after the application of such payment.

7.3 Payment Limitation. The total amount to be paid under the MRO shall in no event exceed \$1,222,000.00. The Village's obligation to make payments on the MRO is conditioned on the requirement that the Developer is not in Default under this Agreement.

7.4 Payment of Priority Project Costs and Repayment Schedule. From the Tax Increment received by the Village each year, the Village shall first pay the Priority Project Cost. The estimated repayment schedule of the MRO shall be set forth in Schedule 1 to the MRO. The Village reserves the right to modify the MRO repayment schedule based upon market conditions, the actual and projected Tax Increment generated from the Developer Obligations and (with respect to determination of the first Payment Date) the completion date of construction of the Developer Obligations. The Available Tax Increment held by the Village each year shall be applied to the payment of principal due on the MRO subject to appropriation by the Village

Board of Trustees. Payments made in excess of a scheduled principal payment shall constitute permitted prepayments of principal by the Village.

ARTICLE VIII

8.1 Zoning and Land Use.

(a) The Project shall be in compliance with all applicable zoning ordinances and land use guidelines of the Village, including, but not limited to, the payment of any applicable impact fees in the amounts applicable at the time each required permit is issued. All uses shall: (i) be appropriate within the context of the Village's comprehensive plan for the Real Estate, (ii) conform with the provisions of the planned unit development overlay district, and (iii) be subject to conditions established as part of the approval of the Final Plans. Nothing in this Agreement or the creation of the District shall obligate the Village to grant variances, exceptions or conditional use grants related to the Project except as granted or described herein.

(b) The Developer shall not use or permit the use of any of the Real Estate in any manner which would render such Real Estate exempt from property taxation without the prior written consent of the Village. The Developer agrees to record a deed restriction or restrictive covenant against the Real Estate prior to any sale of any of the Real Estate to make any subsequent purchasers or users of any portion of the Real Estate subject to this provision. The deed restriction or restrictive covenant shall permit, but shall not obligate, the Village to enforce such deed restriction or restrictive covenant and shall be in form and in substance reasonably acceptable to the Village. This provision and the deed restriction or restrictive covenant shall continue to be applicable until the termination of the District. However, the Developer shall have no continuing obligation for compliance with this provision as to any portion of the Real Estate in which the Developer no longer maintains an interest as owner, tenant or occupant provided that the Developer has timely recorded the deed restriction or restrictive covenant as reasonably approved by the Village.

ARTICLE IX

9.1 Contractors, Work Quality and Indemnification.

(a) Contractors selected by the Developer for the Developer Obligations shall be qualified in the Village to perform the work, shall be licensed to do business in the State of Wisconsin, shall have experience in providing the type of work and materials required of the Developer Obligations, and shall have a good reputation for diligent performance of their obligations under their contracts.

(b) All work to be performed by or on behalf of the Developer (or any contractor selected by the Developer) related to the Developer Obligations shall be performed expeditiously and in a good and workmanlike manner, consistent with the prevailing industry standards for such work in the area of the Village. The Developer (or any contractor selected by the Developer) shall perform all work in compliance with

all applicable laws, regulations, ordinances and buildings codes, and shall obtain and maintain all necessary permits and licenses for such work.

(c) The Developer guarantees that all materials and workmanship furnished by or through the Developer for the improvements which are part of the Developer's Obligations which are to be dedicated to the Village are in compliance with the Final Plans and meet or exceed all state, federal and local requirements and specifications and that such dedicated improvements are and will remain in good and sound condition for and during a period of twelve (12) months from the date of final acceptance of each dedicated improvement by the Village. The Developer shall provide to the Village at or prior to the time the Village accepts each dedication of an improvement, an irrevocable letter of credit, related to such improvement, issued by a federally insured banking institution authorized to do business in Wisconsin and reasonably acceptable to the Village, naming the Village as payee, expiring no sooner than fourteen (14) months from the date of the Village's acceptance of the improvement and in an amount equal to 10% of the total funding for such improvement provided by the Village pursuant to Article VI.

(d) The Developer shall make or cause to be made, at its own expense, any and all repairs which may become necessary under and by virtue of the Developer's guaranty referenced in Section 9.1(c) and shall leave the improvements in good and sound condition, satisfactory to the Village and Village Engineer and Director of Public Works at the expiration of the guaranty period; provided, however, Developer's obligation to repair shall not extend to repairs necessitated by or related to any act, omission, neglect or misconduct of the Village, its agents, employees or contractors.

(e) If during the twelve (12) month period of the guaranty, the improvements shall, in the opinion of the Village Engineer and Director of Public Works, require any repairs or replacements which in their judgment are necessitated by reason of settlement, defective workmanship or materials or noncompliance with the Final Plans, the Developer shall, upon written notification by the Village Engineer or Director of Public Works of the necessity for such repairs, make such repairs at its own cost and expense. Should the Developer fail to make such repairs within a reasonable time after written notice has been sent as provided herein but not exceeding sixty (60) days, or failed to start work within fourteen (14) calendar days after such written notice, weather permitting, the Village may cause such work to be done, but has no obligation to do so, either by contract or otherwise, and the Village may draw on the letter of credit to pay any costs or expenses incurred in connection with such repairs or replacements. If the costs or expenses incurred by the Village in repairing or replacing any portion of the dedicated improvements exceed the amount available under the applicable letter of credit, the Developer shall, within twenty (20) days of demand by the Village, pay 125% of any excess cost or expense actually incurred by the Village related to such work.

(f) The Developer shall maintain the public improvements to be dedicated to the Village until such time as they are dedicated and accepted by the Village. All such

improvements shall be maintained so they conform to the Final Plans at the time they are dedicated and accepted by the Village.

(g) The Developer shall INDEMNIFY AND SAVE HARMLESS the Village, its officers, agents and employees, and shall DEFEND the same from and against any and all liability, claims, losses, damages, interest, actions, suits, judgments, costs, expenses, attorney's fees and the like, which result from or arise in the course of or out of, or as a result of the performance, misperformance, or nonperformance of the Developer Obligations under this Agreement or the negligent construction or operation of the improvements to be dedicated to the Village until the dedication of such improvements is accepted by the Village and after such dedication and acceptance, only if the occurrence giving rise to the claim predates the dedication and acceptance. In every case where judgment is recovered against the Village, if notice and the opportunity to participate in the defense of the suit has been given to the Developer of the pendency of the suit within ten (10) days after the service of the summons and complaint on the Village, the judgment shall be conclusive upon the Developer not only as to the amount of damages, but also as to the Developer's liability to the Village.

ARTICLE X

10.1 Default. Subject to the applicable notice and cure provisions of Section 11.1, any one or more of the following shall constitute a "Default" under this Agreement.

(a) The Developer fails to timely and fully perform, or comply with (in any material respect), any one or more of its obligations or any of the terms or conditions of this Agreement or any document related hereto or referenced herein.

(b) Any representation or warranty made by the Developer in this Agreement, any document related hereto or referenced herein or any financial statement delivered by the Developer pursuant to this Agreement shall prove to have been false in any material respect as of the time when made or given.

(c) The Developer (or any successor) shall:

(i) become insolvent or generally not pay, or be unable to pay, or admit in writing its inability to pay, its debts as they mature (except, with respect to the Developer's failure to pay debts when they mature, for debts contested by the Developer in good faith and in the appropriate proceedings),

(ii) make a general assignment for the benefit of creditors or to an agent authorized to liquidate any substantial amount of its assets,

(iii) become the subject of an "order for relief" within the meaning of the United States Bankruptcy Code, or file a petition in bankruptcy, for reorganization or to effect a plan, or other arrangement with creditors,

(iv) have a petition or application filed against it in bankruptcy or any similar proceeding, or have such a proceeding commenced against it, and such petition, application or proceeding shall remain undismissed for a period of ninety (90) days or more, or the Developer, shall file an answer to such a petition or application, admitting the material allegations thereof,

(v) apply to a court for the appointment of a receiver or custodian for any of its assets or properties, or have a receiver or custodian appointed for any of its assets or properties, with or without consent, and such receiver shall not be discharged within ninety (90) days after his appointment, or

(vi) adopt a plan of complete liquidation of its assets.

ARTICLE XI

11.1 Remedies. In the event of a Default, the Village shall provide written notice to the Developer of the Default and the actions necessary to cure the default to the extent known by the Village; however, the Developer shall not be entitled to a notice of Default or a right to cure in the event the Default occurs under Subsection 10.1(c) above.

(a) The notice shall provide the Developer at least thirty (30) days to cure a Default; however, the 30-day period may be extended to the period of time reasonably necessary to cure the Default, if the Developer promptly commences activities to cure the Default in good faith and diligently pursues such activities to fully cure the Default, but in no event shall the period of time to cure the Default exceed ninety (90) days from the date of the Village's notice.

(b) In the event the Default is not fully and timely cured by the Developer, the Village shall have all of the rights and remedies available in law or in equity, including, but not limited to, all or any of the following rights and remedies, and the exercise or implementation of any one or more of these rights and remedies shall not be a bar to the exercise or implementation of any other rights or remedies of the Village provided for under this Agreement, in law or in equity:

(i) The Village may refuse to issue any permits to the Developer for the construction of buildings or improvements on Real Estate in the District in which the Developer has an interest;

(ii) The Village may recover from the Developer all damages, costs and expenses, including, but not limited to, reasonable attorneys' fees incurred by the Village related to or arising out of a Default;

(iii) Except for Grants under Section 6.1(d) and 6.1(e), the Village may recover from the Developer all amounts paid by the Village to the Developer for Grants under Article VI plus interest at the rate of 10% per annum from the date of each respective payment of a Grant until such amounts are repaid to the Village.

(iv) The Village may recover from the Developer the sum of \$143,000.00 which amount represents reasonable compensation to the Village for the conveyance of the Village Property by the Village to the Developer pursuant to Section 4.1(b).

(v) The Village may terminate or postpone its obligation to perform any one or more of its obligations under this Agreement, including, but not limited to, any payment obligations on any Grant or the MRO (or both); or

(vi) The Village may terminate this Agreement.

ARTICLE XII

12.1 Assignments. This Agreement shall not be assigned by the Developer without the prior written consent of the Village. The Developer and any assignee(s) shall be jointly and severally liable for all of the obligations of the Developer under this Agreement prior to and after such assignment. Furthermore, as a condition to the Developer being able to assign this Agreement, any assignee of the Developer shall execute and deliver to the Village an assumption agreement (in form and substance acceptable to the Village) whereby the assignee assumes all of the Developer's obligations and acknowledges to be bound by all of the terms of this Agreement.

ARTICLE XIII

13.1 Developer Additional Obligations and Representations and Warranties. The Developer undertakes the following additional obligations and represents and warrants that:

(a) it is a limited liability company duly formed and validly existing, has the power and all necessary licenses, permits and franchises to own its assets and properties and to carry on its business, and is in good standing in the State of Wisconsin and all other jurisdictions in which failure to do so would have a material adverse effect on its business or financial condition;

(b) it has full authority to execute and perform this Agreement and has obtained all necessary authorizations to enter into, execute and deliver this Agreement;

(c) the execution, delivery, and performance of the Developer's obligations pursuant to this Agreement will not violate or conflict with its articles of organization, operating agreement or any indenture, instrument or agreement by which it is bound, nor will the execution, delivery, or performance of its obligations pursuant to this Agreement violate or conflict with any law applicable to the Developer or the Project;

(d) this Agreement constitutes (and any instrument or agreement that it is required to give under this Agreement when delivered will constitute) legal, valid, and binding obligations of the Developer enforceable against it in accordance with their respective terms;

(e) it will expeditiously complete the development and construction of the Developer Obligations and the Project in a good and workmanlike manner and in accordance with all acceptable statutes, ordinances and regulations, any restrictions of record and the Final Plans provided to the Village regarding the Project;

(f) it will not make or consent to any material modifications to the Final Plans without the prior written consent of the Village (which consent will not be unreasonably withheld, conditioned or delayed);

(g) it will discharge all claims for labor performed and materials, equipment, and services furnished in connection with the construction of the Developer Obligations; nothing contained in this Agreement shall require the Developer to pay any claims for labor, services or materials which it, in good faith, disputes and is currently and diligently contesting, provided, however, that it shall, within 10 days after the filing (or the assertion) of any claim of lien that is disputed or contested by the Developer, obtain and record (if required by the Village) a surety bond sufficient to release said claim or lien or provide the Village with other such assurances that the Village may reasonably require;

(h) it will take all reasonable steps to forestall claims of lien for materials or labor or both against the Real Estate (any part thereof or right or interest appurtenant thereto) or any personal property and fixtures located or used in connection with the Real Estate (nothing contained in this Agreement shall require the Developer to pay any claims for labor, services or materials which it, in good faith, disputes and is currently and diligently contesting, provided, however, that the Developer shall, within 10 days after the filing (or the assertion) of any claim of lien that is disputed or contested by the Developer, obtain and record (if required by the Village) a surety bond sufficient to release said claim or lien or provide the Village with other such assurances that the Village may reasonably require);

(i) it will maintain, at all times during construction, a policy of builder's risk completed value and non-reporting form of contractor's multiple perils and public liability, extended coverage, vandalism and malicious mischief hazard insurance covering the Project in at least the amount of the full replacement value of the improvements on the Real Estate which are completed for the Project;

(j) it will pay and discharge all taxes, assessments and other governmental charges upon the Real Estate when due;

(k) it will promptly furnish to the Village written notice of any litigation affecting the Project or the Developer's ability to carry out its obligations under the Agreement, and any claims or disputes which involve a material risk of litigation against the Developer which has affected, or could reasonably be expected to affect, the Project or the Developer's ability to satisfy all of its obligations under this Agreement;

(l) it will deliver to the Village revised statements of estimated costs of the construction for the Developer Obligations showing changes in or variations from the original cost statement provided to the Village as soon as such changes are known to the Developer;

(m) it will provide to the Village, promptly upon the Village's request, any information deemed reasonably necessary by the Village related to the MRO and the performance of the Developer under this Agreement to enable the Village to timely and accurately complete any accounting or reporting requirements applicable to the Village related to the transactions under this Agreement and the MRO;

(n) no litigation, claim, investigation, administrative proceeding or similar action (including those for unpaid taxes) against the Developer is pending or threatened which has adversely affected, or could reasonably be expected to adversely affect, the Project or the Developer's ability to satisfy all of its obligations under this Agreement, other than litigation, claims, or other events, if any, that have been disclosed to and acknowledged by the Village in writing; and

(o) there are no delinquent outstanding personal property taxes, real estate taxes, or special assessments affecting the Real Estate.

13.2 Execution Representations and Warranties. The parties signing this Agreement on behalf of the Developer represent and warrant that they have full power and authority to execute this Agreement on behalf of the Developer and to bind the Developer to the terms and conditions of this Agreement.

13.3 Repeating Representations. On each Payment Date, the Developer shall recertify in writing the representations, warranties and covenants set out in Section 13.1 above as being true and correct in all material respects as of each Payment Date, provided that if the Developer cannot provide such recertification because of any event, condition or circumstance occurring after the date hereof which would render such recertification untrue, the Developer shall provide the Village with written notice of such a Default and, upon receiving any such notice, the Village shall have the right to waive its remedies with regard to such a Default or to pursue any remedies provided to the Village in Section 11.1 as a result of such a Default (subject to the notice and cure provisions of that Section).

ARTICLE XIV

14.1 Successors and Assigns. This Agreement shall be binding upon the successors and assigns of the Developer; however, this provision shall not constitute an authorization of the Developer to assign or transfer its rights and obligations under this Agreement.

ARTICLE XV

15.1 Termination. This Agreement shall not terminate until the earlier of:

- (a) termination by the Village of the District pursuant to §66.1105(7) of the TI Act,
- (b) the MRO being paid in full or the Final Payment Date, whichever is earlier, or
- (c) termination by the Village pursuant to Sections 2.1 or 11.1 of this Agreement; however, the termination of this Agreement shall not cause a termination of the rights and remedies of the Village under this Agreement.

ARTICLE XVI

16.1 Notices. Any notice given under this Agreement shall be deemed effective when personally delivered in writing, or the third business day after notice is deposited with the United States Postal Service, postage prepaid, certified with return receipt requested, or a commercially recognized overnight delivery service providing confirmation of delivery and addressed as follows:

If to the Village:

Village of Hartland
 Attention: Village Administrator
 210 Cottonwood Avenue
 Hartland, WI 53029

If to the Developer:

Hartland Riverwalk, LLC
 Attention: Joseph D. McCormick
 101 N. Mills Street
 Madison, WI 53715

with a copy to:

William E. Taibl, Esq.
 von Briesen & Roper, s.c.
 411 E. Wisconsin Ave.
 Suite 1000
 Milwaukee, WI 53202

ARTICLE XVII

17.1 Applicable Law. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Wisconsin. Any litigation related to this Agreement shall be brought in the state courts of the State of Wisconsin and the parties hereto agree to submit to the jurisdiction and venue of the Circuit Court for Waukesha County, Wisconsin.

17.2 Waiver of Jury Trial. EACH PARTY ACKNOWLEDGES AND AGREES THAT ANY CONTROVERSY WHICH MAY ARISE UNDER THIS AGREEMENT IS LIKELY TO INVOLVE COMPLICATED AND DIFFICULT ISSUES AND, THEREFORE, EACH SUCH PARTY IRREVOCABLY AND UNCONDITIONALLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY

LEGAL ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY. EACH PARTY TO THIS AGREEMENT CERTIFIES AND ACKNOWLEDGES THAT: (A) NO REPRESENTATIVE OF ANY OTHER PARTY HAS REPRESENTED, EXPRESSLY OR OTHERWISE, THAT SUCH OTHER PARTY WOULD NOT SEEK TO ENFORCE THE FOREGOING WAIVER IN THE EVENT OF A LEGAL ACTION, (B) SUCH PARTY HAS CONSIDERED THE IMPLICATIONS OF THIS WAIVER, (C) SUCH PARTY MAKES THIS WAIVER VOLUNTARILY, AND (D) SUCH PARTY HAS BEEN INDUCED TO ENTER INTO THIS AGREEMENT BY, AMONG OTHER THINGS, THE MUTUAL WAIVERS AND CERTIFICATIONS IN THIS SECTION 17.2.

ARTICLE XVIII

18.1 General Provisions. This Agreement contains the entire agreement between the parties relating to the transactions contemplated under this Agreement and except for the agreements related to the PUD designation of the Project, all prior or contemporaneous agreements, oral or written, are superseded by this Agreement. The invalidity or unenforceability of a particular provision of this Agreement shall not affect the other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted. This Agreement is solely for the benefit of the Village and the Developer, and nothing contained in this Agreement shall confer upon anyone other than the Village and the Developer any right to insist upon or enforce the performance or observance of any of the obligations contained in this Agreement. The Village is not a partner, agent or joint venturer of or with the Developer. The Village and the Developer acknowledge and represent that this Agreement is the subject of negotiation by the Village and the Developer and that the Village and the Developer shall be construed collectively as the drafters of this Agreement and this Agreement shall not be construed against either the Village or the Developer individually as the drafter. A memorandum of this Agreement may be recorded by the Village in the office of the Register of Deeds for Waukesha County, Wisconsin and, upon request of the Village, the Developer shall execute and deliver to the Village a memorandum of this Agreement for recording purposes.

18.2 Village Representatives. The Developer hereby acknowledges and agrees that the Village President, Village Clerk, Village Board of Trustees, Village officials and Village employees have acted with reference to this Agreement solely in their official capacities and not individually, and shall have no personal liability or responsibility hereunder; and personal liability as may otherwise exist, is hereby expressly released and waived.

18.3 Force Majeure. Notwithstanding any contrary term herein, if any party is delayed or prevented from timely performing any act required under this Agreement (except for any payment obligation) by reason of extraordinary and uncommon matters beyond the reasonable control of the party obligated to perform, whether or not foreseeable, including (but not limited to) fire, earthquake, war, terrorist act, flood, riot, or other similar causes, such act shall be excused for the period of such delay, and the time for the performance of any such act shall be extended for a period equivalent to such delay; provided, however, that the time for performance shall not be extended by more than ninety (90) days.

18.4 Counterparts and Electronic Signatures. This Agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were upon the same instrument. This Agreement may be executed by facsimile or scanned signatures and any signed Agreement or signature page to this Agreement that is transmitted by facsimile or in the portable document format (.pdf) shall be treated in all manners and respects as an original Agreement or signature page.

[The remainder of this page is intentionally left blank with a signature page to follow.]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

VILLAGE: VILLAGE OF HARTLAND

By: _____
Name: David Lamerand, Village President

Attest: _____
Name: Darlene Igl, Village Clerk

DEVELOPER: HARTLAND RIVERWALK, LLC

By: _____
Name: Joseph D. McCormick
Title: _____

STATE OF WISCONSIN)
) SS
WAUKESHA COUNTY)

Personally came before me this _____ day of _____, 2015, the above named David Lamerand and Darlene Igl, the Village President and the Village Clerk, respectively, of the Village of Hartland, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Wisconsin
My commission _____

STATE OF WISCONSIN)
) SS
WAUKESHA COUNTY)

Personally came before me this _____ day of _____, 2015, the above named Joseph D. McCormick, the _____ of Hartland Riverwalk, LLC, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Wisconsin
My commission _____

LIST OF EXHIBITS

Exhibit A Real Estate

Exhibit B Required Documentation

Exhibit C Village Property

Exhibit D Special Warranty Deed

Exhibit E Permitted Encumbrances

Exhibit F MRO

Exhibit A
Real Estate

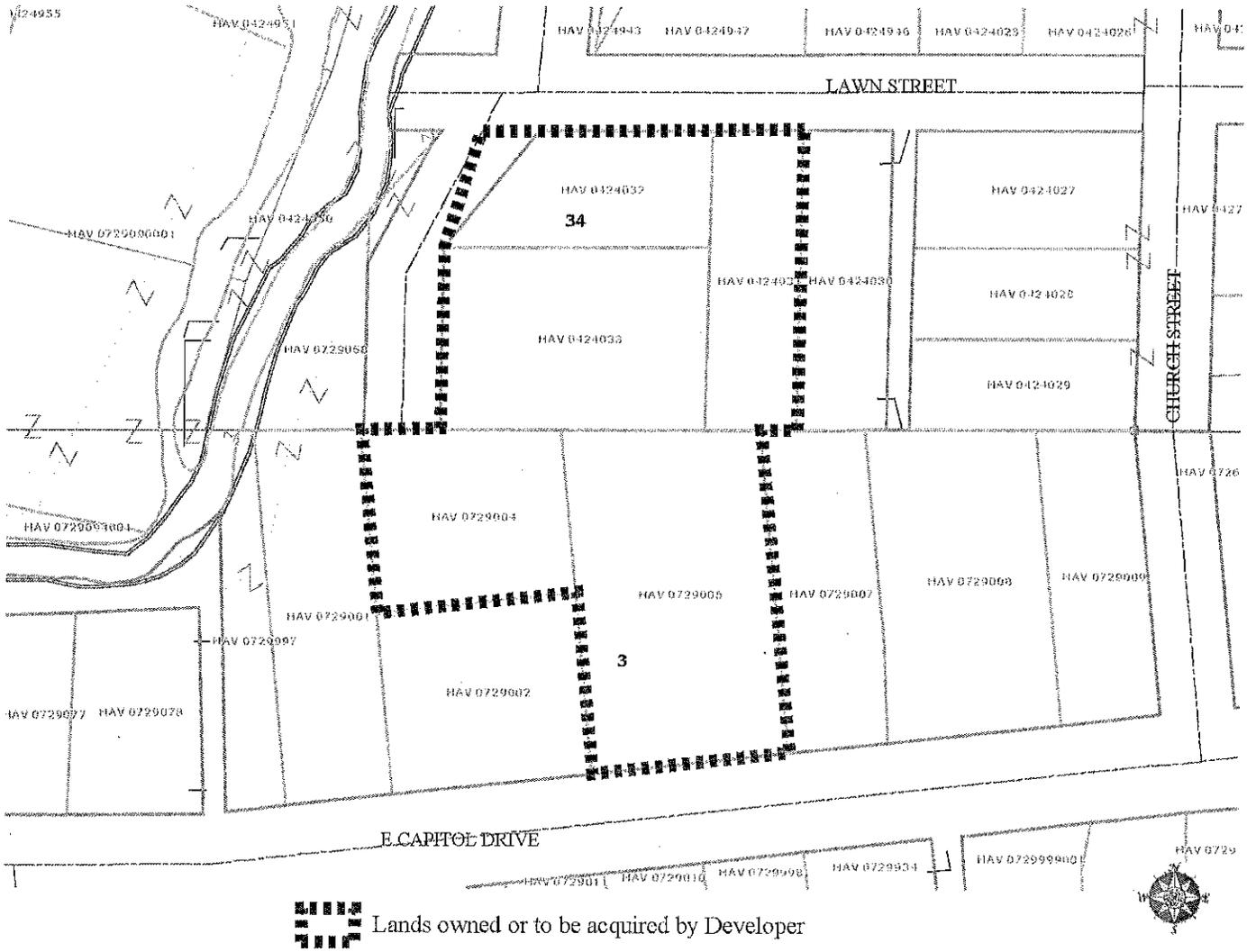


Exhibit B

Required Documentation

1. Title Evidence. A title status report issued by a title insurance company licensed to do business in Wisconsin identifying the Developer as the current owner or the proposed owner (as applicable) of the fee interest in the Real Estate and containing copies of all easements, restrictions, encumbrances, leases or other documents of record affecting the Real Estate (collectively, “**Exceptions**”). None of the Exceptions shall interfere with the development and use of the Project.

2. Construction Contract/Cost Breakdown/Budget. The construction contracts and a cost breakdown and budget listing the intended cost of each improvement and construction expense for the Developer Obligations and the Project, including all hard costs and soft costs. The cost breakdown and budget shall be certified in writing by the Developer and the Developer’s consulting engineer or independent architect and shall be acceptable to the Village.

3. Approvals. Documentation confirming that the Developer has complied with all necessary federal, state, county, and municipal laws, ordinances, rules, regulations, directives, orders, and requirements necessary to obtain the governmental approvals relating to the intended construction. The Developer shall also provide copies of all approvals by all applicable government bodies and agencies.

4. Plans and Specifications. A copy of the final construction plans and complete specifications (“**Final Plans**”) for the intended construction related to the Developer Obligations and the Project that are consistent with (and contain no material changes to) the site plan approved by the Village Board at its January 26, 2015 meeting, including, without limitation, the Project’s square footage, number of units, parking plans and building elevations. The Final Plans must be certified as final and complete and be signed by the Developer, the consulting engineer, architect and the general contractor and approved by the Village.

5. The Developer Authorization. All documents evidencing the resolutions authorizing the construction of the Project and directing the appropriate officer of the Developer to execute and deliver the Agreement and all other agreements, documents and contracts required to be executed by it in connection with the transactions which are the subject of this Agreement.

Exhibit C

Village Property

Lot 6, Village of Hartland Assessor's Plat No. 1 being part of the Southeast 1/4 of Section 34, Town 8 North, Range 18 East; and part of the Northeast 1/4 of Section 3, Town 7 North, Range 18 East, Village of Hartland, County of Waukesha, State of Wisconsin including the following portion of Oak Street vacated by the Village:

Commencing at a northwesterly corner of Lot 6 of Village of Hartland Assessors Plat No 1 as the point of beginning, thence N89°52'28"E 34 feet, thence N20°31'57"E 82.27 feet to the southwesterly corner of said Lot 6, thence 99.49 feet along the westerly line of said Lot 6 to the point of beginning.

Tax Key No: HAV 0424.032

Address: 205 Lawn Street

Lot 7 Village of Hartland Assessor's Plat No. 1 being part of the Southeast 1/4 of Section 34, Town 8 North, Range 18 East; and part of the Northeast 1/4 of Section 3, Town 7 North, Range 18 East, Village of Hartland, County of Waukesha, State of Wisconsin.

Tax Key No.: HAV 0424.033

Address: 140 Oak Street

Exhibit D

Special Warranty Deed

Schedule A

Legal Description of Real Property

Schedule B

Permitted Encumbrances

[INSERT PERMITTED ENCUMBRANCES]

Exhibit E

Permitted Encumbrances

- 1. The exceptions set forth in the Special Warranty Deed.**
- 2. Easements for the purposes and rights incidental thereto, as granted in a document, granted to Wisconsin Electric Power Company, for utility purposes, recorded on January 28, 1953, as Document No. 375998 affecting Lot 7 Village of Hartland Assessor's Plat No. 1**

Exhibit F

MRO

UNITED STATES OF AMERICA
STATE OF WISCONSIN
COUNTY OF WAUKESHA
VILLAGE OF HARTLAND

TAXABLE TAX INCREMENT PROJECT MUNICIPAL REVENUE OBLIGATION (“**MRO**”)

<u>Number</u>	<u>Date of Original Issuance</u>	<u>Amount</u>
_____	_____, 2015	\$1,222,000.00

FOR VALUE RECEIVED, the Village of Hartland, Waukesha County, Wisconsin (the “**Village**”), promises to pay to _____ (the “**Developer**”), or registered assigns, but only in the manner, at the times, from the source of revenue and to the extent hereinafter provided, the principal amount of One Million Two Hundred Twenty-Two Thousand Dollars (\$1,222,000.00), without interest.

This MRO shall be payable in installments of principal due in each of the years and in the amounts set forth on the debt service schedule attached hereto as Schedule 1.

This MRO has been issued to finance a project within the Village’s Tax Incremental District No. 6, pursuant to Article XI, Section 3 of the Wisconsin Constitution and Chapters 66 and 67, as applicable, of the Wisconsin Statutes and acts supplementary thereto, and is payable only from the income and revenues herein described, which income and revenues have been set aside as a special fund for that purpose and identified as the “Special Redemption Fund” provided for under the Resolution adopted on _____, 2015, by the Village Board of the Village (the “**Resolution**”). This MRO is issued pursuant to the Resolution and pursuant to the terms and conditions of the Tax Incremental District Development Agreement dated as of _____, 2015 between the Village and the Developer (“**Development Agreement**”). This MRO does not constitute an indebtedness of the Village within the meaning of any constitutional or statutory limitation or provision. This MRO shall be payable solely from Available Tax Increments generated by the Real Estate and appropriated by the Village Board to the payment of this MRO (the “**Revenues**”). Reference is hereby made to the Resolution and the Development Agreement for a more complete statement of the revenues from which and conditions and limitations under which this MRO is payable and the general covenants and provisions pursuant to which this MRO has been issued. The Resolution and Development Agreement are incorporated herein by this reference. All capitalized terms that are not otherwise defined in this MRO shall take on the meaning given to such terms in the Development Agreement.

If on any Payment Date there shall be insufficient Revenues appropriated to pay the principal due on this MRO, the amount due but not paid shall be deferred. The deferred principal shall be payable on the next Payment Date until the Final Payment Date (as defined

below). The Village shall have no obligation to pay any amount of this MRO which remains unpaid after the Final Payment Date. The owner of this MRO shall have no right to receive payment of any deferred amounts, unless there are available Revenues which are appropriated by the Village Board to payment of this MRO. If, in any calendar year, the Revenues exceed the amount payable in that year on the MRO (“**Surplus Increment**”), the Village shall, subject to appropriation of such payment by the Village Board of Trustees, apply the Surplus Increment to prepayment of principal on the MRO. The “**Final Payment Date**” is October 31, 2034.

At the option of the Village, this MRO is subject to prepayment in whole or in part at any time.

The Village makes no representation or covenant, express or implied, that the Tax Increments or other Revenues will be sufficient to pay, in whole or in part, the amounts which are or may become due and payable hereunder.

The Village’s payment obligations hereunder are subject to appropriation, by the Village Board, of Tax Increments to make payments due on this MRO. In addition, as provided in Section 7.3 of the Development Agreement, the total amount to be paid shall in no event exceed \$1,222,000.00. When that amount of Revenue has been appropriated and applied to payment of this MRO, the MRO shall be deemed to be paid in full and discharged, and the Village shall have no further obligation with respect hereto. Further, as provided in Section 7.3 and ARTICLE XI of the Development Agreement, the Village shall have no obligation to make payments on this MRO in the event the Developer is in default under any of the terms and conditions of the Development Agreement.

This MRO is a special, limited revenue obligation and not a general obligation of the Village and is payable by the Village only from the sources and subject to the qualifications stated or referenced herein. This MRO is not a general obligation of the Village, and neither the full faith and credit nor the taxing powers of the Village are pledged to the payment of the principal or interest of this MRO. Further, no property or other asset of the Village, except the above-referenced Revenues, is or shall be a source of payment of the Village’s obligations hereunder.

This MRO is issued by the Village pursuant to, and in full conformity with, the Constitution and laws of the State of Wisconsin.

This MRO may be transferred or assigned, in whole or in part, only with the consent of the Village. Interests in this MRO may not be split, divided or apportioned. In order to transfer or assign the MRO, the transferee or assignee shall surrender the same to the Village either in exchange for a new, fully-registered municipal revenue obligation or for transfer of this MRO on the registration records for the MRO maintained by the Village. Each permitted transferee or assignee shall take this MRO subject to the foregoing conditions and subject to all provisions stated or referenced herein and in the Development Agreement.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this MRO have been done, have existed and have been performed in due form and time.

IN WITNESS WHEREOF, the Village Board of the Village of Hartland has caused this MRO to be signed on behalf of the Village by its duly qualified and acting President and Clerk, and its corporate seal to be impressed hereon, all as of the date of original issue specified above.

VILLAGE OF HARTLAND

By: _____
Name: David Lamerand, Village President

(SEAL)

Attest: _____
Name: Darlene Igl, Village Clerk

Schedule 1 of MRO

Payment Schedule

Subject to the Village's actual receipt of Available Tax Increment and the terms and conditions of the Development Agreement, the Village shall make the following payments on the MRO to the Developer:

<u>Payment Year</u>	<u>MRO Payment</u>
2018	\$119,257
2019	\$120,450
2020	\$121,654
2021	\$122,871
2022	\$124,100
2023	\$125,341
2024	\$126,594
2025	\$127,860
2026	\$129,139
2027	\$104,735
	=====
Total	\$1,222,000

REGISTRATION PROVISIONS

This MRO shall be registered in registration records kept by the Village Clerk of the Village of Hartland, Waukesha County, Wisconsin, such registration to be noted in the registration blank below and upon said registration records, and this MRO may thereafter be transferred only upon presentation of this MRO together with a written instrument of transfer approved by the Village and duly executed by the Registered Owner or his attorney, such transfer to be made on such records and endorsed hereon.

Date of Registration

Name of Registered Owner

Signature of Village Clerk

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Schedule 3.1(c) – Mixed-use Building Plans



KDC
Architects & Planners
ARCHITECTS
 2000 W. 10th Street
 Suite 100
 Lincoln, NE 68502
 Phone: (402) 441-1111
 Fax: (402) 441-1112
 Website: www.kdc.com

BLDG #2
 42 UNIT APARTMENT BUILDING
 41 UNDERGROUND PARKING STALLS

BLDG #1
 32 UNIT APARTMENT BUILDING
 31 UNDERGROUND PARKING STALLS

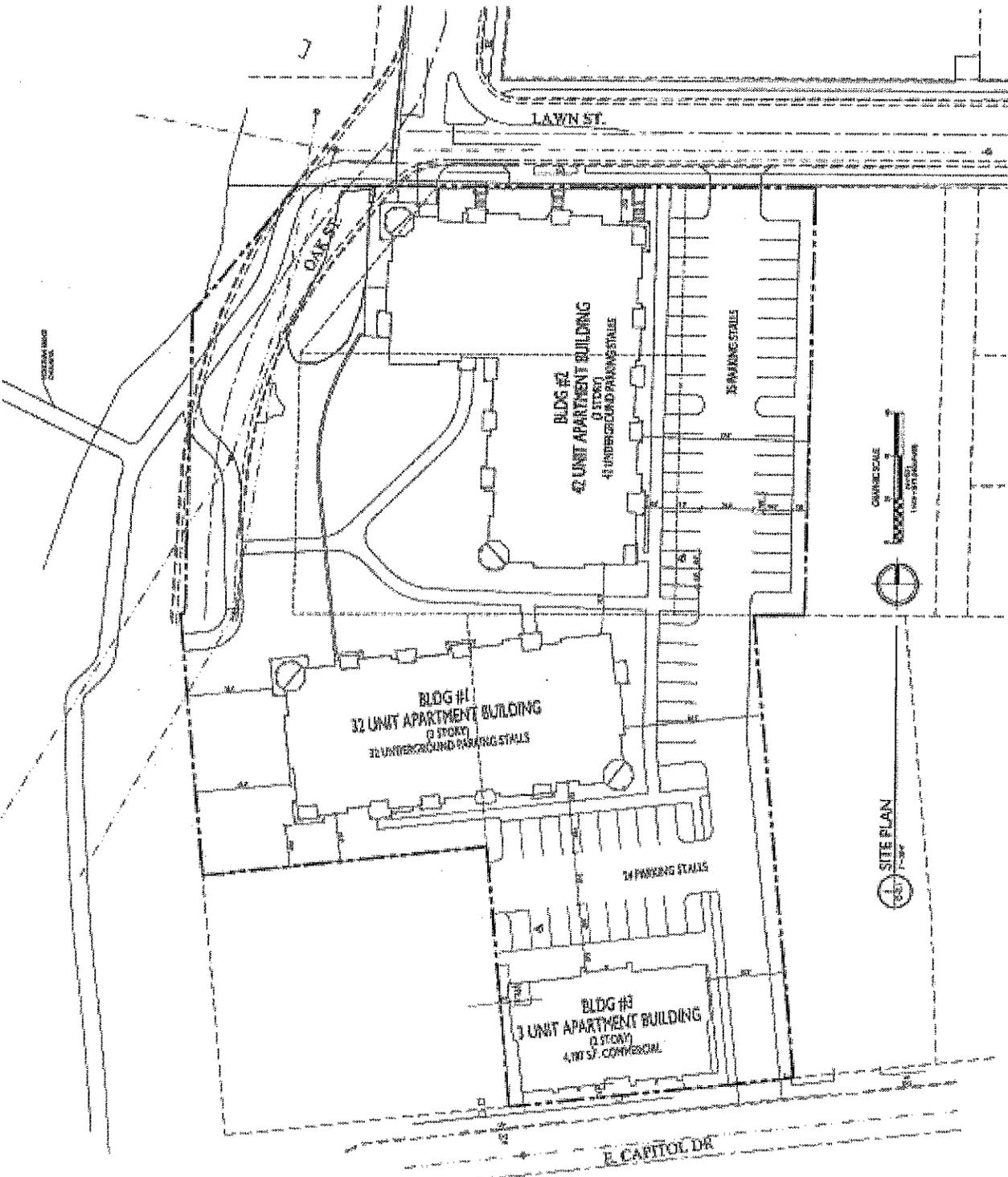
BLDG #3
 3 UNIT APARTMENT BUILDING
 (3 STORY)
 4,181 SF COMMERCIAL

PROJECT TYPE
 Flatland
 Riverwalk
 Apartments

Client: Wisconsin
 2007-2018
 Site Plan

C-1.1

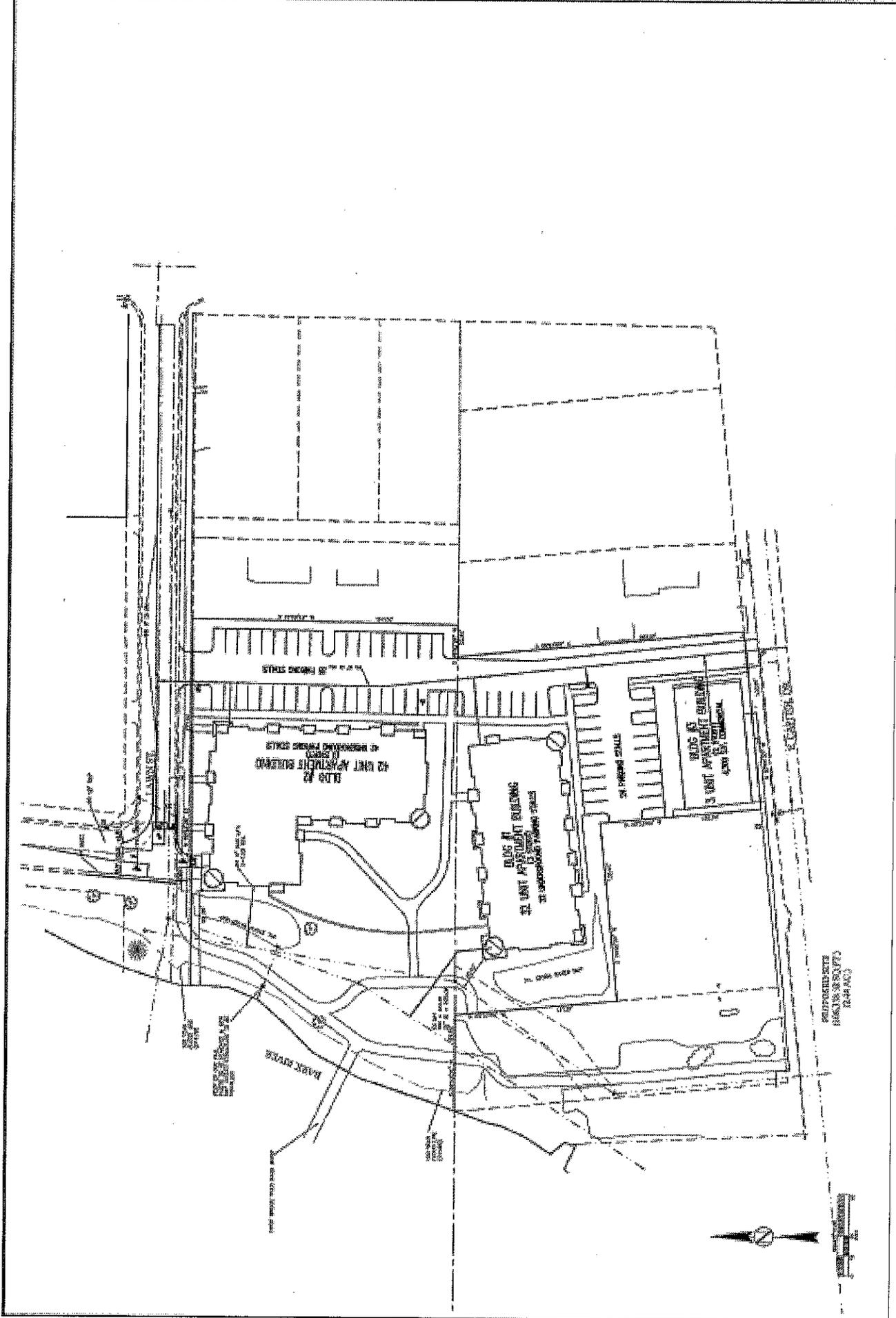
PROJECT NO.
 19238
 2007-2018
 2007-2018
 2007-2018



SYMBOL	DESCRIPTION
1	EXISTING CURB
2	EXISTING DRIVEWAY
3	EXISTING SIDEWALK
4	EXISTING DRIVEWAY
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SYMBOL	DESCRIPTION
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Schedule 3.1(c)



Schedule 3.1(c)



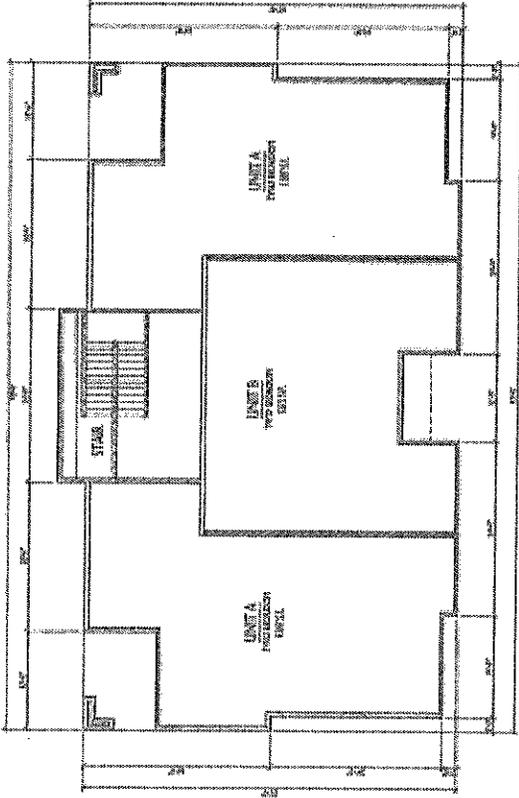
DATE: 10/11/10
 PROJECT NO: 1020 W. Washington Street
 SHEET NO: 1020 W. Washington Street

PROJECT NO: 1020 W. Washington Street
 PROJECT NAME: 1020 W. Washington Street
 PROJECT TYPE: 1020 W. Washington Street

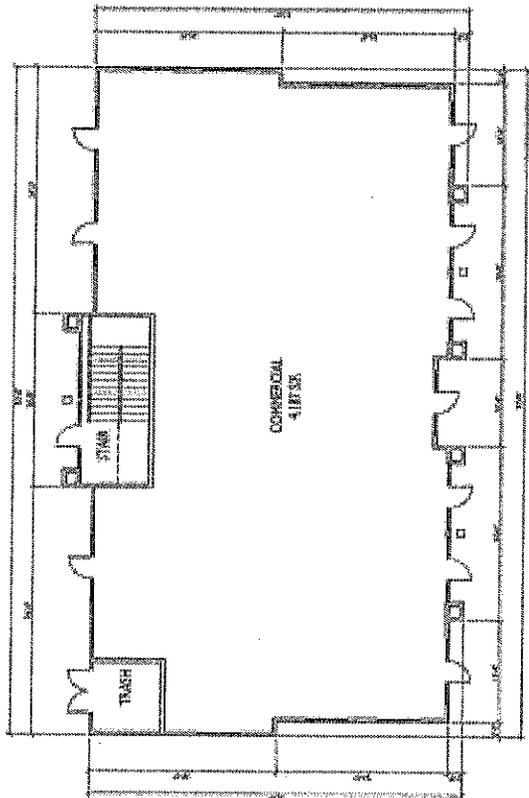
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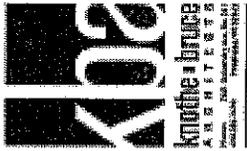


1 SECOND FLOOR PLAN
 10/11/10



1 FIRST FLOOR PLAN
 10/11/10

Schedule 3.1(c)

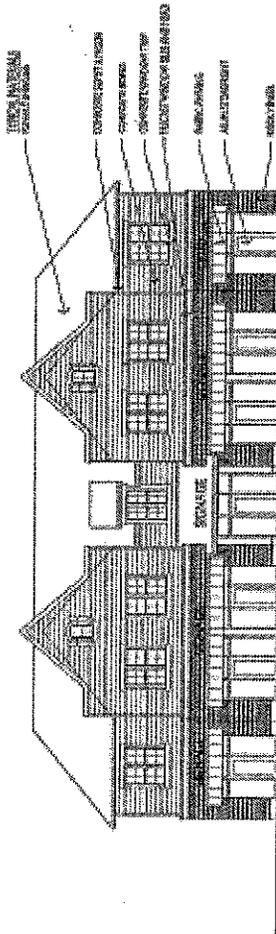


OWNER:
Huntington National Bank
1000 Massachusetts Ave., Ste. 401
Boston, MA 02118

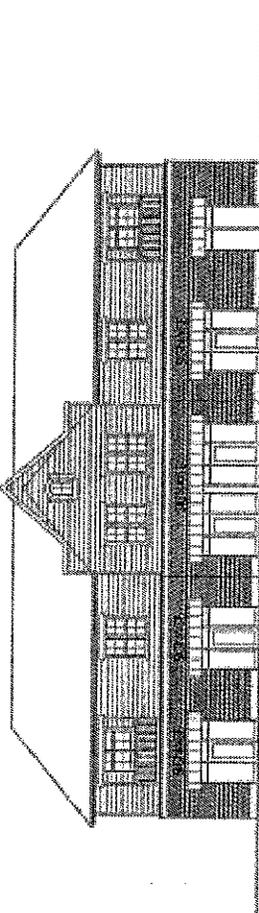
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Huntington
Riverwalk
Apartments

PROJECT LOCATION:
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PROJECT TYPE:
Exterior
Elevations -
Building #3

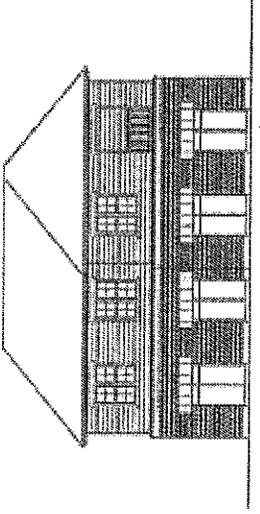
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10/28
PROJECT NO.:
1028
10/28/2009 10:49 AM



SOUTH ELEVATION



NORTH ELEVATION



EAST ELEVATION

Schedule 3.1(c)

Schedule 3.1(d) – Residential Building Plans



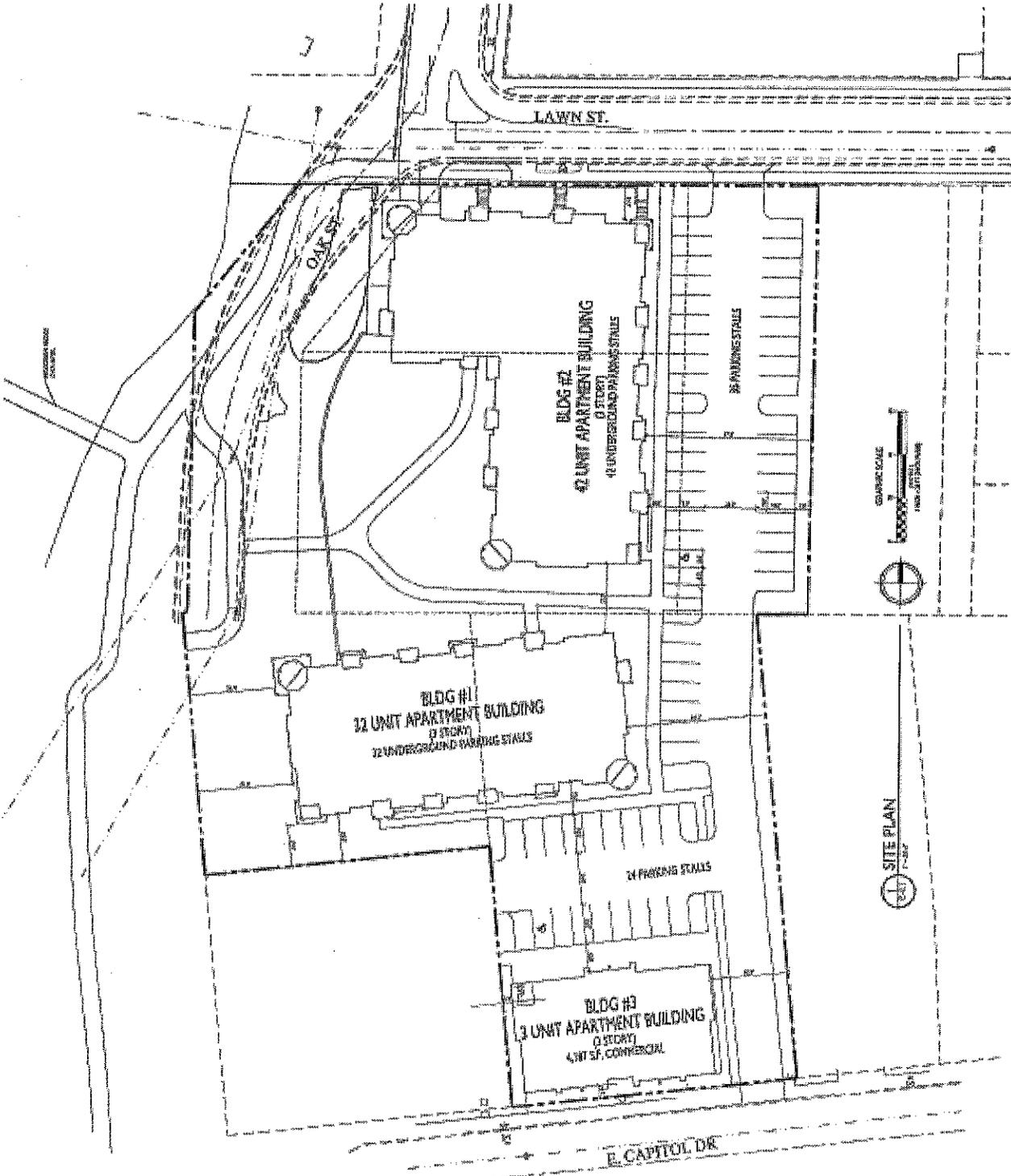
PROJECT NO. 2017-001
 DATE: 08/15/17
 SHEET NO. 101

PROJECT TITLE
 Highland
 Riverwalk
 Apartments

DESIGNED BY
 Krotz & Bruege
 ARCHITECTS

SCALE
 AS SHOWN

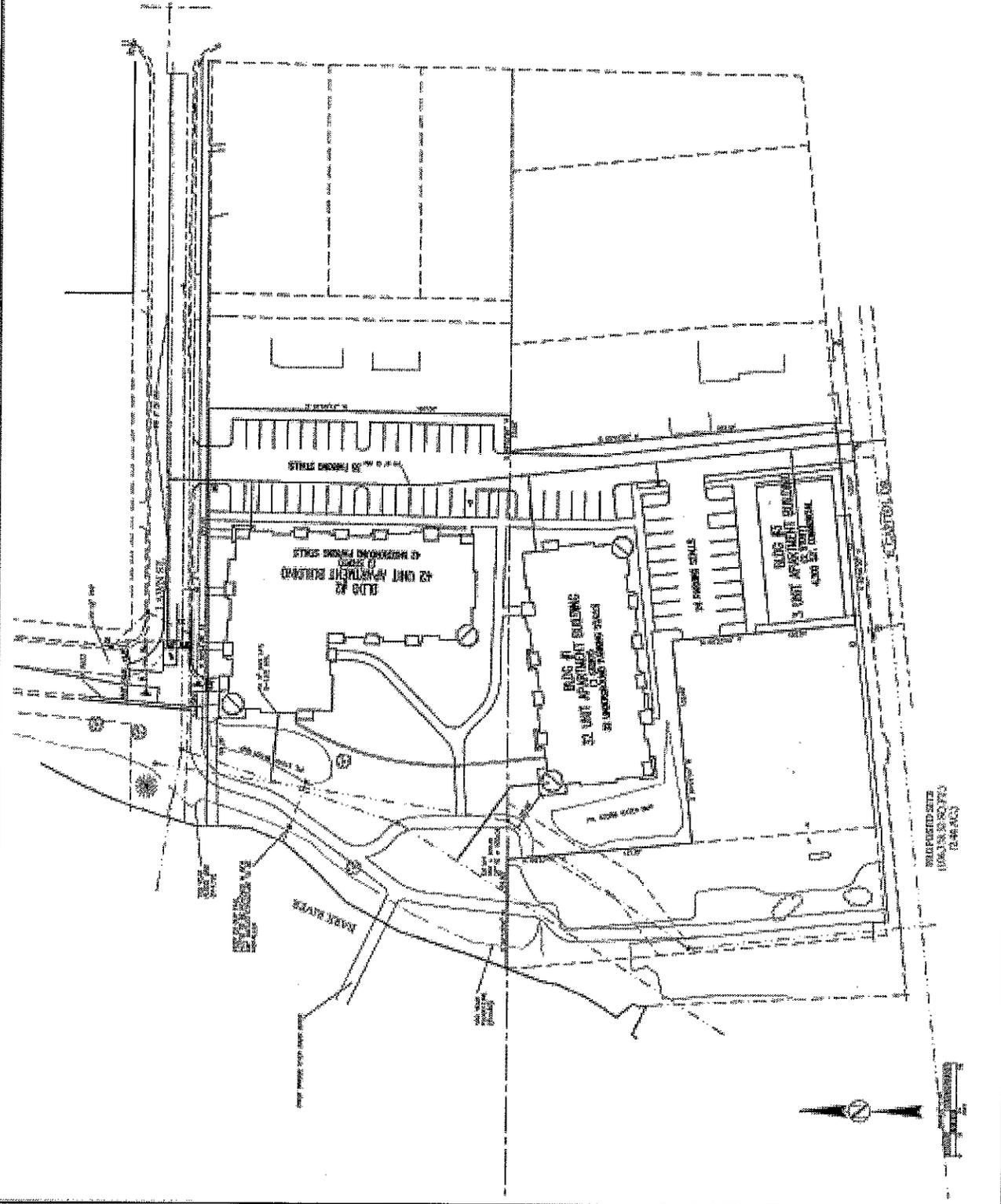
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 SHEET NO. 101



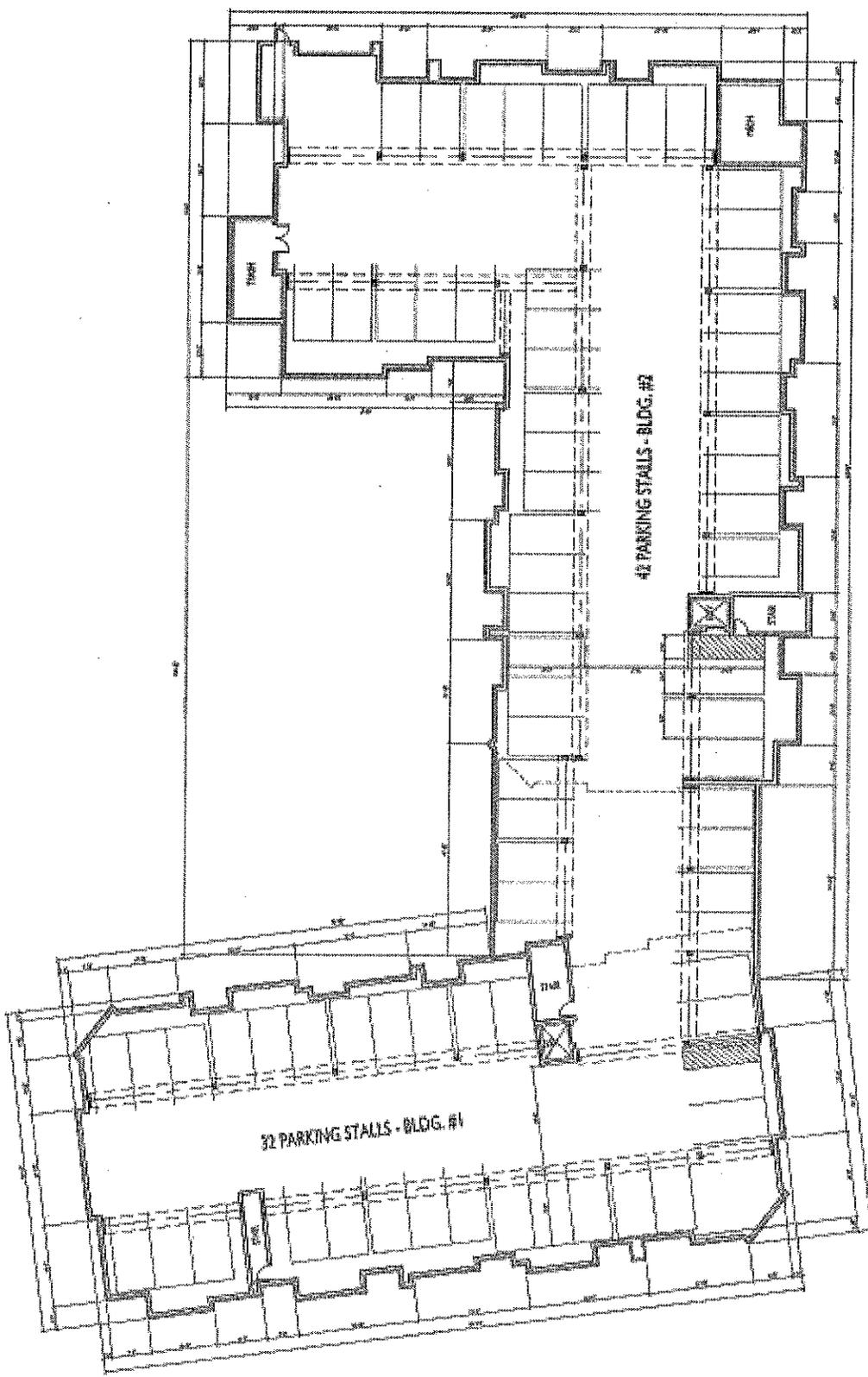
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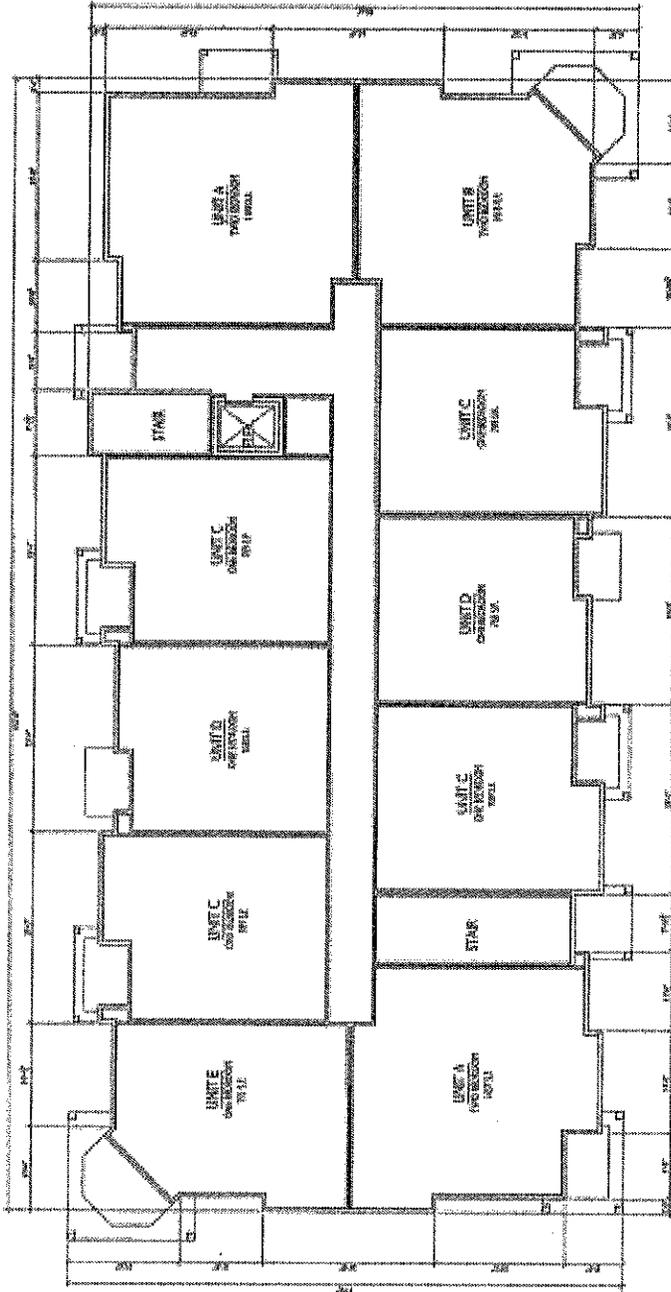
Schedule 3.1(d)



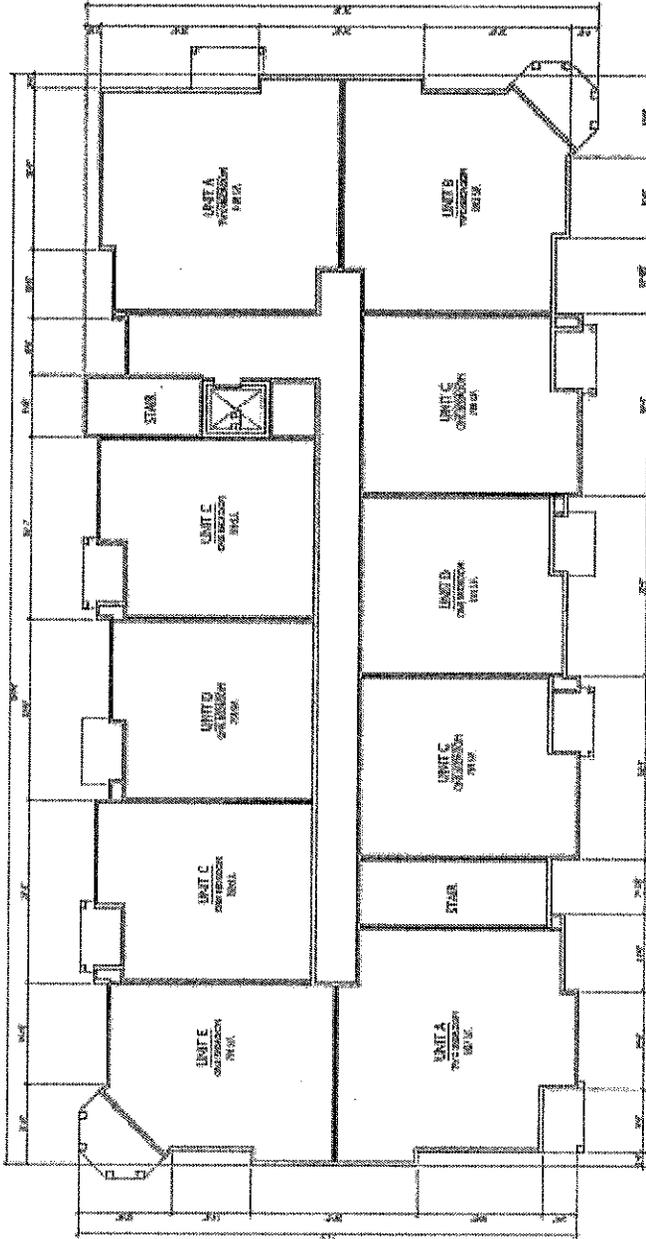
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Schedule 3.1(d)

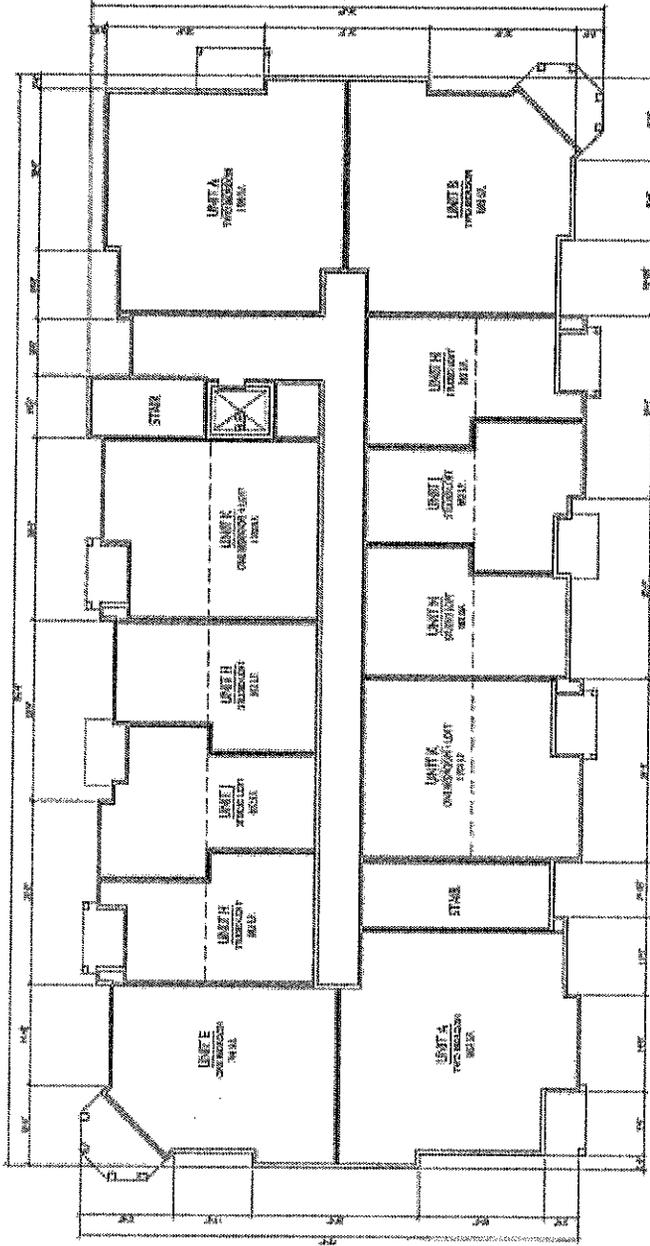


Schedule 3.1(d)

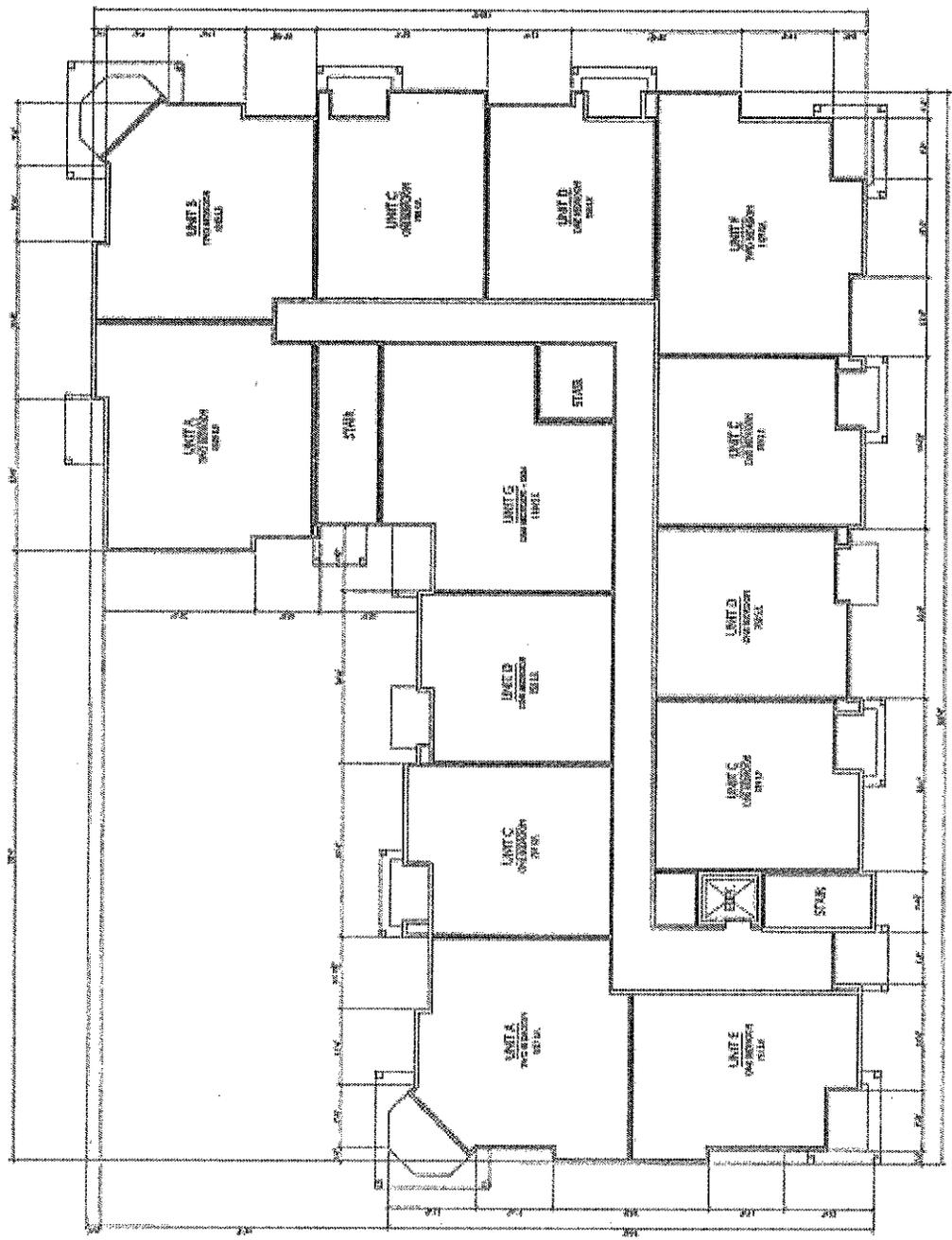


1 SECOND FLOOR PLAN

Schedule 3.1(d)



Schedule 3.1(d)



102B
 FIRST FLOOR PLAN

Schedule 3.1(d)



PROJECT TITLE
 Harband
 Riverwalk
 Apartments

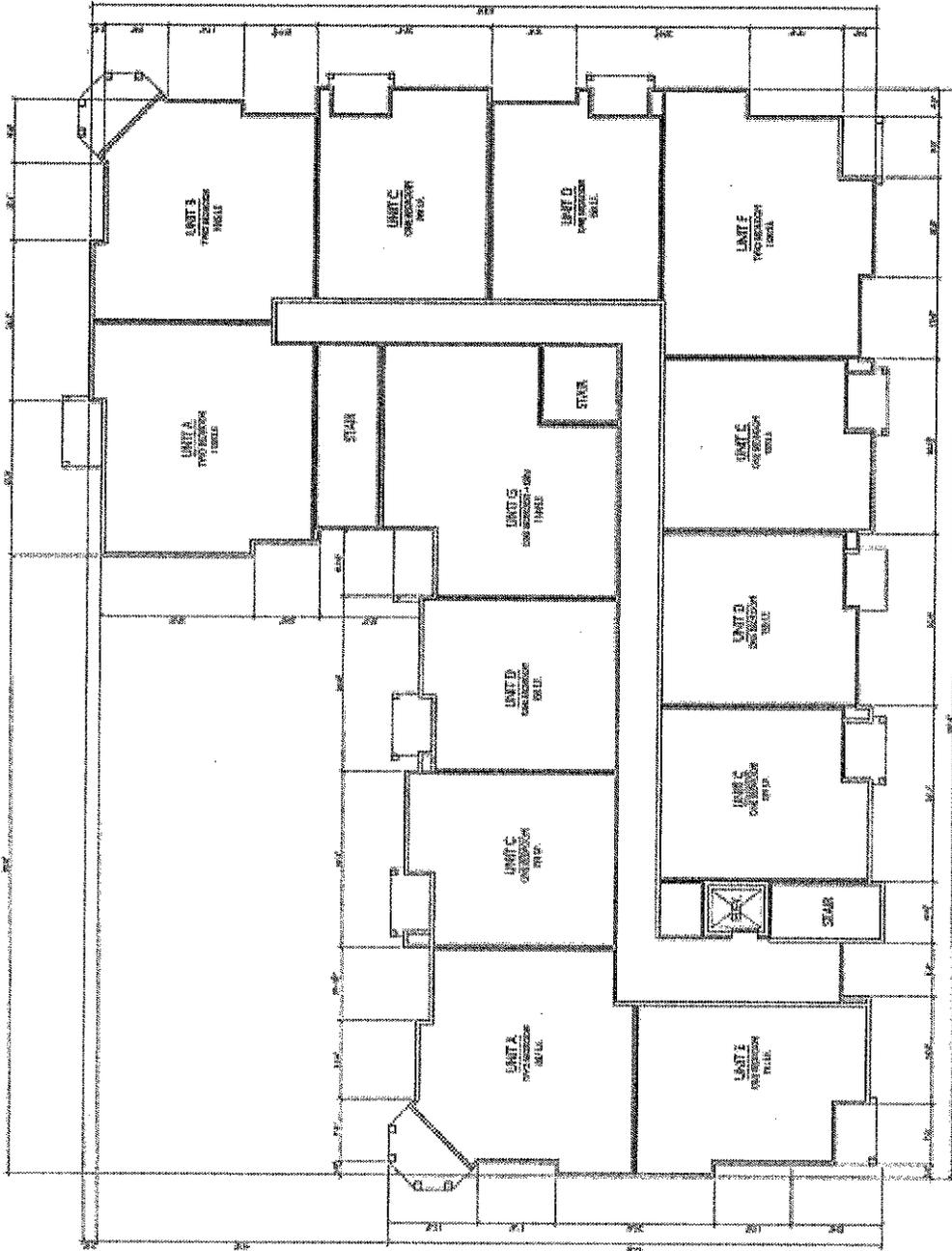
PROJECT TITLE
 Harband
 Riverwalk
 Apartments

PROJECT TITLE
 Harband, Wisconsin
 Riverwalk
 Second Floor Plan
 - 42 UNITS
 Building #2

PROJECT TITLE
 Harband, Wisconsin
 Riverwalk
 Second Floor Plan
 - 42 UNITS
 Building #2

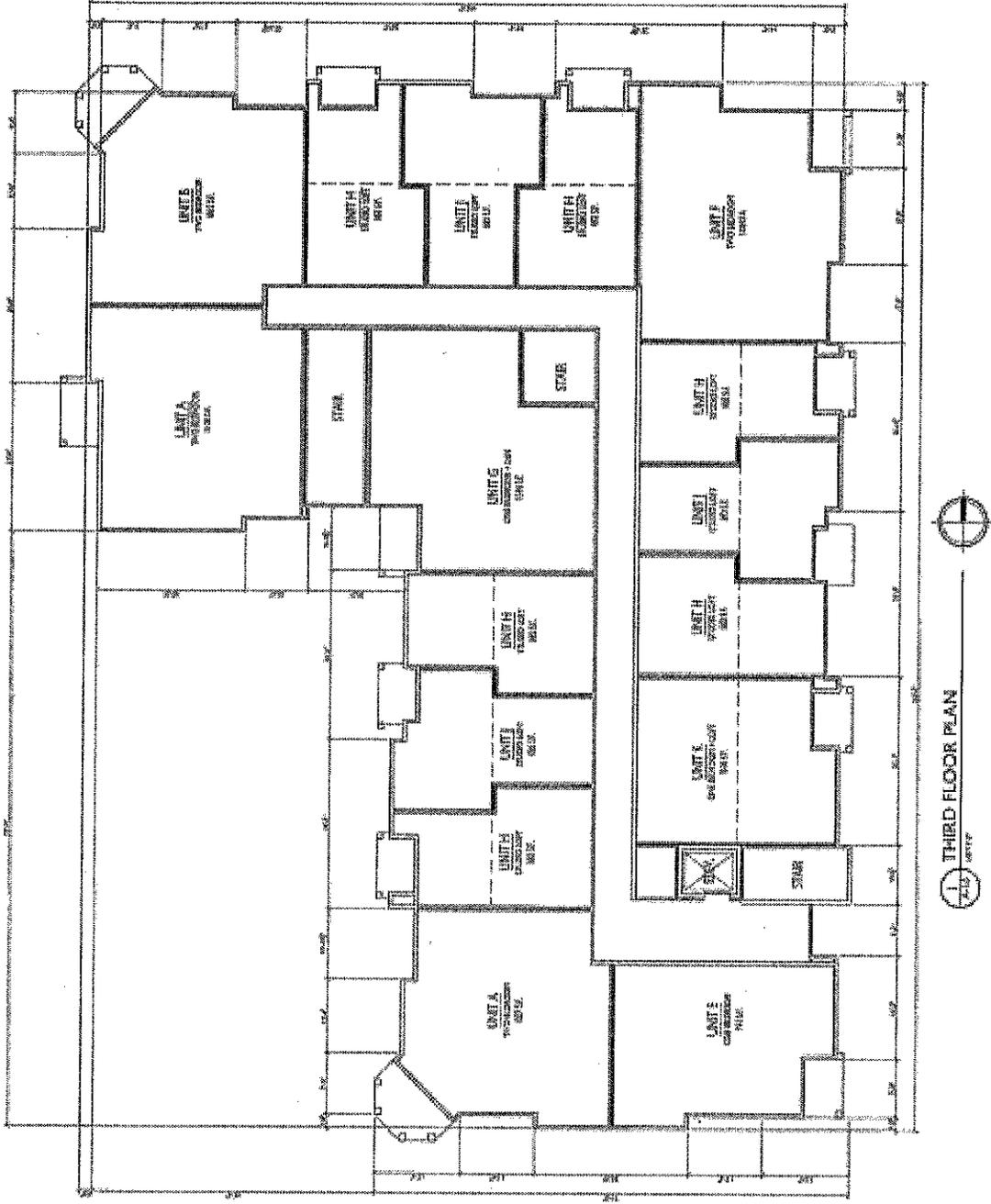
A-1.5

PROJECT NO.
 102R
 © 2014 KOS Architects, Inc.

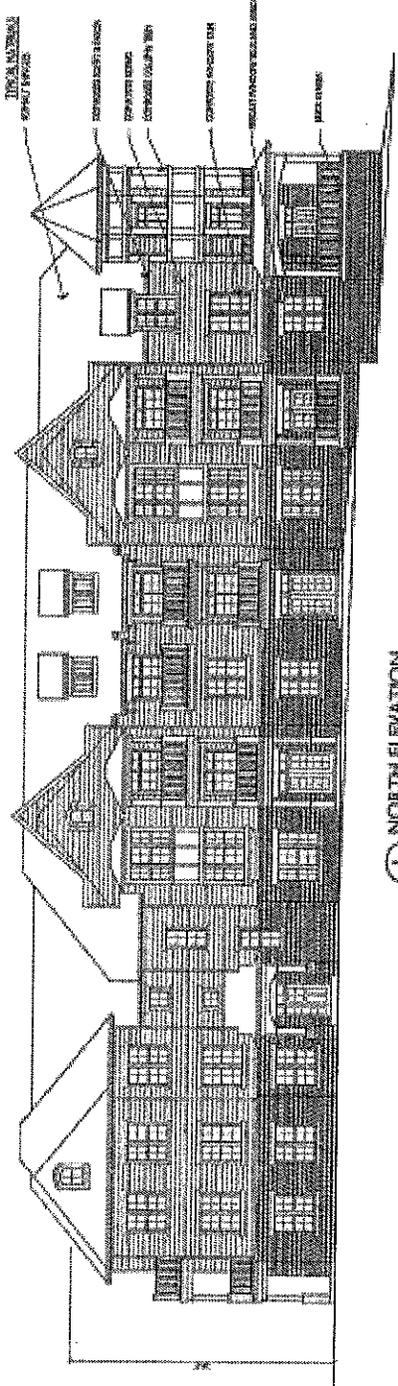


1 SECOND FLOOR PLAN
 UNIT #2

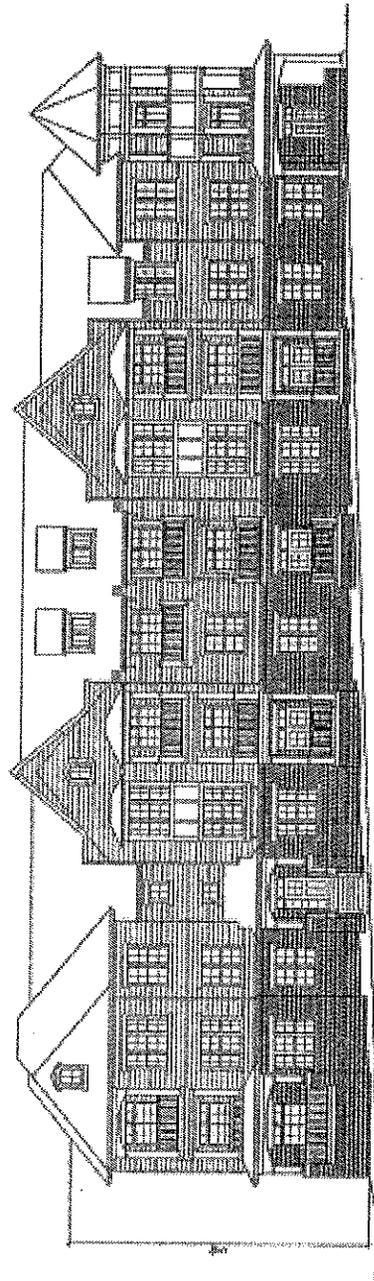
Schedule 3.1(d)



Schedule 3.1(d)



1 NORTH ELEVATION



2 SOUTH ELEVATION

Schedule 3.1(d)

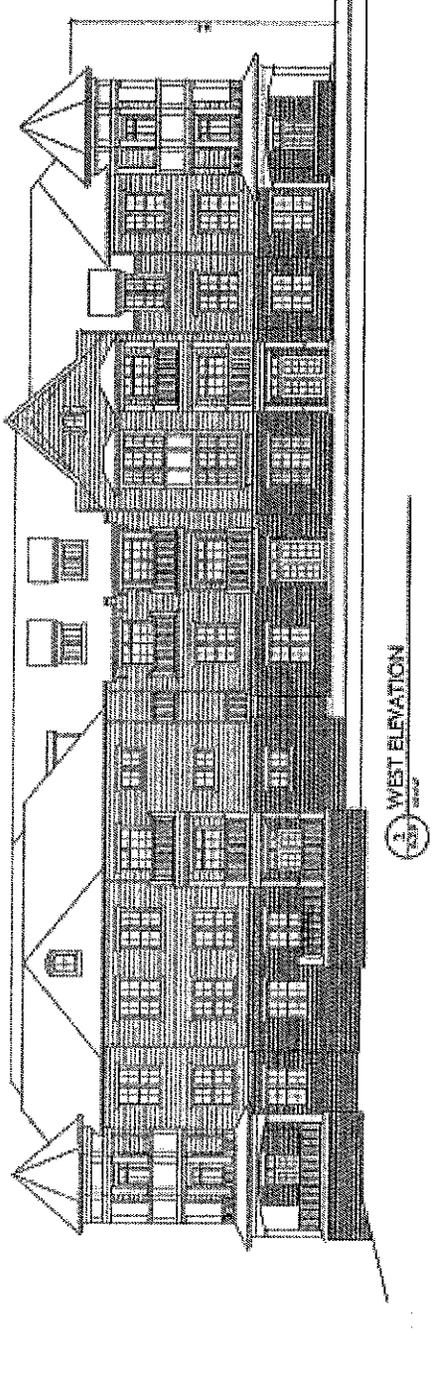
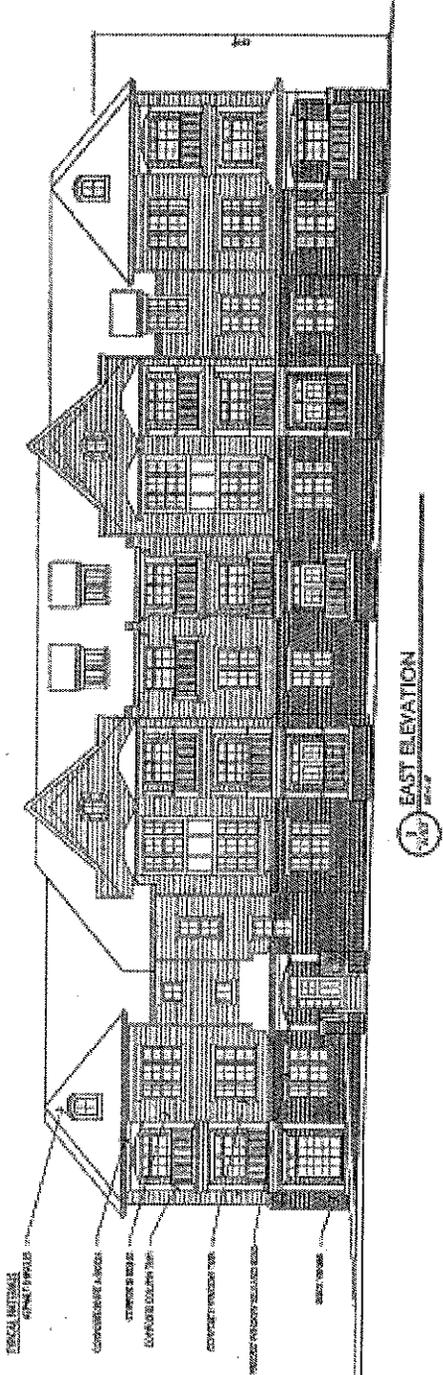


DATE: 11/11/10
PROJECT: Hartland Riverwalk Apartments
NO.: A-2.3

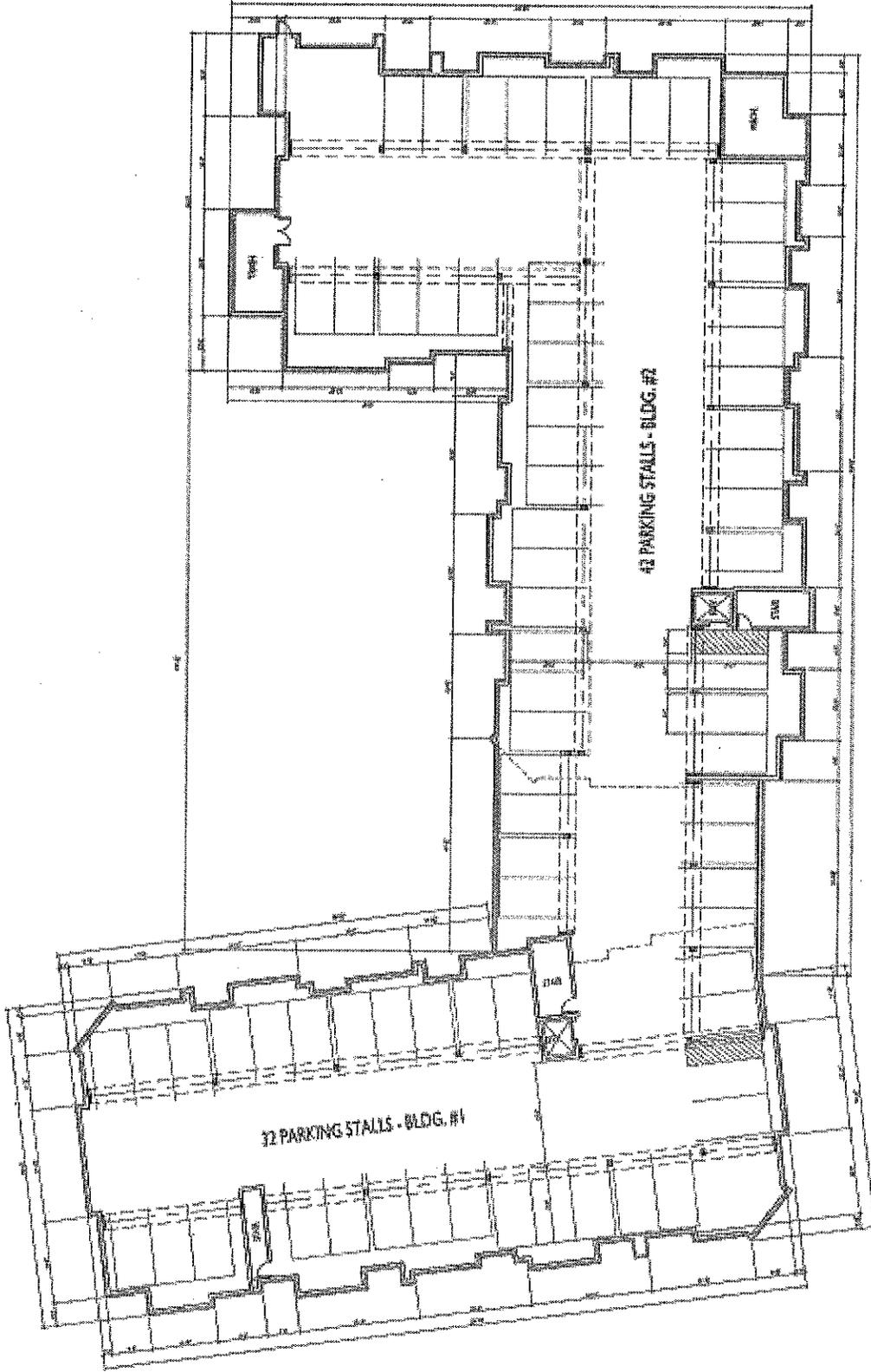
PROJECT TITLE:
 Hartland Riverwalk
 Apartments

ARCHITECT: Knott & Bruce
PROJECT NO.: 10228
DATE: 11/11/10

PROJECT NO.: 10228
DATE: 11/11/10



Schedule 3.1(d)



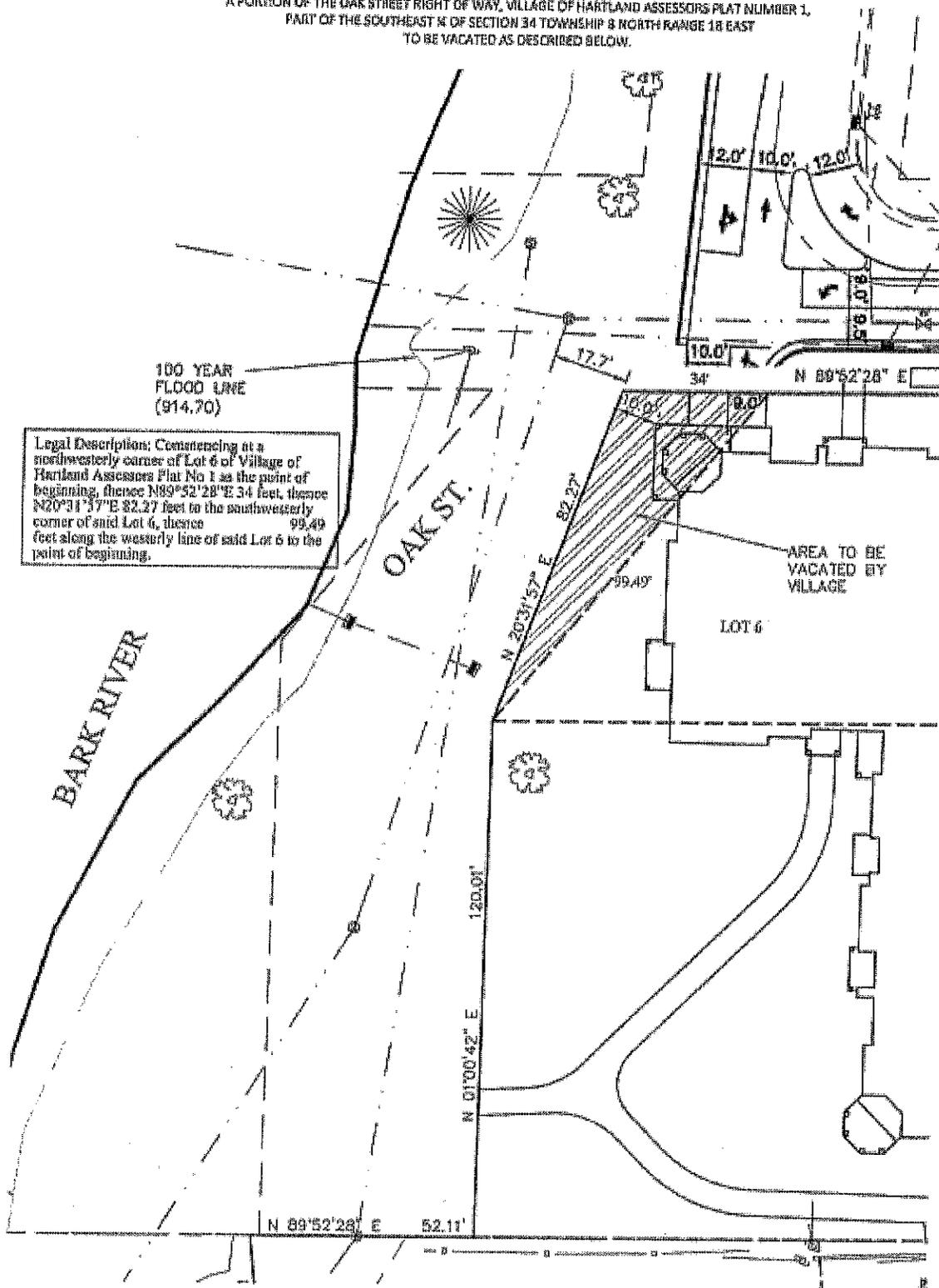
1 OVERALL BASEMENT FLOOR PLAN

Schedule 3.1(e)

Schedule 4.1(a)

Vacated Portion of Oak Street Right-of-Way

A PORTION OF THE OAK STREET RIGHT OF WAY, VILLAGE OF HARTLAND ASSESSORS PLAT NUMBER 1,
PART OF THE SOUTHEAST ¼ OF SECTION 34 TOWNSHIP 8 NORTH RANGE 18 EAST
TO BE VACATED AS DESCRIBED BELOW.



MEMORANDUM

TO: Village Board

FROM: Ryan Bailey, Finance Director



DATE: July 10, 2015

SUBJECT: Acceptance of credit cards for customer payments by the Village

Over the past year, Village staff has received several inquiries into the Village's capabilities of accepting credit card payments for services. Village staff has contacted and had several demo's of credit card vendor platforms. We had presentations from Payment Service Network, Inc (PSN) and Civic Systems, our current website provider, in the past year. PSN is also used by municipalities around the State of Wisconsin. Staff talked with the Village of Sussex, who currently uses PSN and uses Banyon which is the same accounting software system the Village of Hartland uses, and they gave PSN a positive review.

Attached is a pricing proposal from PSN. PSN is a third party credit card company facilitator that offers a range of services. With PSN, customers would be able to make credit card payments from our website, at the counter or over the phone. Customers would also be able to receive electronic utility bills which would help reduce staff's time and cost for mailing Utility bills for those who sign up for this service. PSN also accepts Direct Debit from customer checking or savings accounts so that utility bills could be paid via this method when the customer desired. They also offer a service that intercepts customers paper checks and turns them into an e-payment to the Village. This happens when a customer goes onto their bank website and creates a payment to the Village. PSN has software capabilities that intercept these before they get mailed and turns them into convenient e-payments to the Village. This would save on staff time of opening these transactions and inputting them into our accounting software. We receive several hundred of these each quarter.

PSN also allows the Village to decide who pays for what fees. On page 3 of Attachment 1, they show three options for payment of the service fees. There is a cost associated with credit card payments and check/savings payments. Staff envisions allowing customers to pay on credit card for all Village payments.

Staff recommends the Village Board approve moving forward with allowing credit card payment for Village items. Staff recommends option 2: Village pays checks fees and residents pay credit card fees. This method provides the convenience option for customers to pay on a credit card without the Village losing revenues due to credit card fees. This option keeps a minimal charge of 2.75% to customers for credit card purchases plus \$0.50 if the transaction is under \$100. Also included is attachment 2 which shows one time fees and monthly/annual costs. Staff will annually review the credit card usage to determine what is the best option for accepting credit card payments.

Attachment 1: Payment Service Network (PSN) Pricing Proposal

Attachment 2: Listing of additional one time fees and monthly/annual costs

Attachment 1



Pricing Proposal for Village of Hartland

Payment Service Network, Inc.
2901 International Lane
Madison Wisconsin 53704

www.PaymentServiceNetwork.com

VOICE 866.917.7368

FAX 608.442.5116

Ruth Ponder

DIRECT 608-442-5058

rponder@PaymentServiceNetwork.com

Simplifying Your Business Day



VISA



AMERICAN EXPRESS



DISCOVER



MasterCard



Thank you for allowing me to submit this proposal. Payment Service Network (PSN) provides a vast range of eServices for payment processing, billing and customer communication. After discussing your needs, I have developed the following proposal of services. Please let me know if there is any additional information you require. The staff at PSN looks forward to providing you with personalized service.

This proposal quotes costs for the services that are marked below. If you would like quotes on any additional services, please let me know.

PAYMENT METHODS

Included	Not Included	
√		Credit and Debit Card Payments
√		Checking and Savings Payments
	√	Cash and Money Orders

PAYMENT CHANNELS

Included	Not Included	
√		Online and Standard Mobile App
√		Automated Phone (IVR) and PSN Call Center
√		Counter Credit Card Swipes
√		Virtual Terminal for Your Staff
	√	Cash Payment Locations Arranged by PSN
√		Residents' Banks' Bill Payment System
	√	Paper Check Scanning (Check 21)

ADDITIONAL SERVICES

Included	Not Included	
√		Web Customization
√		Data Sharing (System Integration)
√		eBills
	√	Customized Mobile App
	√	Customized Automated Phone (IVR)
	√	Outbound Auto-Call Messaging
	√	Lockbox Processing

Implementation and Service Fees

Following are non-transactional fees which are either one-time, monthly or annual costs. If you need additional information on these costs, please let me know.

Service Implementation Fee Includes, as applicable: Implementation Team • Training • Online Portal Setup • Standard Mobile App Setup • IVR Setup • PSN Call Center Training Specific to Your Account • Merchant Application Processing • eBill Design • Marketing Support	One-time fee	\$149.00
Data Sharing/Integration Includes, as applicable: Integration Specialist • Creating Specifications • Developing Interface • Coordination with Your Software Supplier • Testing • Training	One-time fee	Waived
Website Customization Fee Includes: Development of Web Portal with Your Header and Links	One-time fee	\$200 OPTIONAL SERVICE
Support, Maintenance Fee Includes, as applicable: Online Portal, Standard Mobile App, IVR System Upgrades and Maintenance • Call Center Support for Your Customers • Email Notifications to Payers and Staff • Service Account Manager for Your Staff • Interface/Integration Support (Storage and Maintenance of Customer Data) • Reports • Online Account Management Center • System and Account Monitoring (24/7) • And More	Monthly fee NOTE: If PSN eBills are used, this fee is waived.	\$14.95 (See eBill Fee)
eBill Fee Includes: Creation of PDF eBills • Posting Online • Archiving for 24 Months • Email Notifications (Includes "Ready to View," "Coming Due" and "Past Due," as Applicable)	Monthly fee NOTE: If PSN eBills are used, the Support, Maintenance fee is waived	\$49.95
Credit Card Terminal Maintenance Fee	Monthly fee	\$4.95 OPTIONAL SERVICE
PCI Security Compliance Fee Includes: Required PCI Certification • Compliance with Credit Card Security Requirements • Auditing	Annual fee (one fee regardless of number of accounts)	\$89

Equipment Cost

Credit Card Swipe Terminal Includes: Terminal • Setup • Shipping	One-time cost per terminal	\$195
Mobile Swipe Device Includes: Terminal • Setup • Shipping	One-time cost per device	Coming soon.

Transaction Fees

To cover costs of processing payments through the network of financial institutions, the following fees will apply to each transaction. The fees are based on the type of payment (check, credit card) and/or how the payment is made.

OPTION ONE: You Pay All Fees

Payment Channel	Check/Savings	Credit/Debit Card
Online • Mobile • Virtual • Swipe	50¢	50¢ + credit card fees
Automated Phone (IVR)	75¢	75¢ + credit card fees
PSN Call Center	\$1.50	\$1.50 + credit card fees

Credit card fees for VISA, MasterCard, Discover:

Interchange Rate + Network Card Assessment Fee + Discount Rate + Authorization Fee

- *Interchange Rate: You will pay the amount charged by the credit card company. PSN does not mark up the interchange rate to assure you get charged the lowest possible fee for the card being used by your resident. Potential range: 1.6% to 3%. Example: \$100 payment x 1.6% = \$1.60. Most debit cards are regulated and will have an interchange rate of 0.05% + 22¢. If you have a \$100 debit card payment the interchange would be 27¢. PSN will also arrange special utility interchange rates for your utility department should they use this service. Utility fees are a flat rate between 45¢ - \$1.50; most settle between 65¢ - 75¢.*
- *Network Card Assessment Fee: You will pay the amount charged by the credit card networks; PSN does not mark up this fee. The fee is a percentage based on the total monthly payment amount and is charged monthly. Example: \$5,000 in total monthly payments x 0.0014 network fee = \$7.00.*
- *Discount rate (a term used by merchant providers) is an added cost. It is a percent of the transaction. You will pay a discount fee of 0.4%. Example: \$100 payment x 0.004 discount fee = 40¢.*
- *Authorization fee is a flat fee of 10¢ per transaction.*

Credit card fees for American Express (if you choose to accept): 2.60% plus \$0.50 if under \$100

*STAFF
RECOMMENDATION*

OPTION TWO: You Pay Check Fees & Residents Pay Credit Card Fees

Fees Paid by Your Residents

Payment Channel	Check/Savings	Credit/Debit Card
Online • Mobile • Virtual • Swipe • Automated Phone (IVR) • PSN Call Center	None	2.75% (+50¢ if under \$100)*

*Credit cards include your choice of VISA, MasterCard, Discover and American Express

Fees Paid by You

Payment Channel	Check/Savings	Credit/Debit Card
Online • Mobile • Virtual	50¢	None
Automated Phone (IVR)	75¢	None
PSN Call Center	\$1.50	None

OPTION THREE: Residents Pay All Fees

Payment Channel	Check/Savings	Credit/Debit Card
Online • Mobile • Virtual • Swipe • Automated Phone (IVR) • PSN Call Center	\$1.00	2.75% (+50¢ if under \$100)*

*Credit cards include your choice of VISA, MasterCard, Discover and American Express

NOTE: A \$15 fee is charged to you for any disputed credit/debit card.

Your residents will be charged a \$35 NSF fee

Other Services

You can also convert time-consuming traditional payments to ePayments through PSN. These payments can automatically post to your software, if integrated. You would pay the fee.

<i>Conversion Methods</i>	<i>Fee</i>
Bank Bill Payment Paper Checks to ePayments*	50¢

**Set up for Utility Payments only.*

PSN can also provide ancillary services.

<i>Services</i>	<i>Fee</i>
Outbound Auto-Call Messaging	15¢ per minute/2 minute minimum/only charged for answered calls

Attachment 2

Fees Associated with Credit Card Acceptance Program

One Time Fees:

1. Banyon Data Accounting Software: \$995 one time fee to integrate PSN Software with Banyon Data Software for daily receipt integration
2. PSN Implementation: \$149.00 one time fee for training, portal setup, ebill design and other items
3. Website Customization: \$200 one time fee for developing a web portal with the Village's header and links
4. Credit Card Swipe Terminal: \$195 one time fee for purchasing an onsite credit card swipe terminal for the administration office

Monthly Fees:

1. eBill Fee: \$49.95 per month to create PDF eBills, posting online, 24 months of archiving and email notifications
2. Credit Card Terminal Maintenance Fee: \$4.95 per month for monthly maintenance to the credit card swipe terminal

Annual Fee:

1. PSI Security Compliance Fee of \$89. This is required PCI Certification and compliance with credit card security.

MEMORANDUM

TO: Village Board

FROM: Ryan Bailey, Finance Director



DATE: July 10, 2015

SUBJECT: Purchasing Card Policies and information

The Village is in the Wisconsin Purchasing State Consortium with over 140 other municipalities, counties, school districts and utility districts facilitated by JP Morgan Chase. The Village joined the consortium about 10 years ago. Through the Consortium, credit cards are issued to the Village that includes a rebate on overall purchases. The amount of the rebate varies dependent on the Consortium's overall purchases. In 2014, the rebate was 1.59%. The Village had total credit card payments of \$49,202.14 and received a rebate of \$787.23.

Village staff is looking to improve our purchasing card program in several ways in order to maximize Hartland's rebate. Currently, we have a total of 10 company cards in the various generic department names (Administration, Fire Department, Police Department, Public Works, Library and Recreation). The purchasing card program recommends that credit cards be in employee names instead of department names to minimize fraud risk and to create accountability with card holders. In the attached purchasing card program policies and procedures, we will now make this change to individual employee card holders and have department heads have final decision over which individuals can have a purchasing card.

Village staff is also looking into having an accounts payable credit card. Many municipalities have an accounts payable credit card to pay invoices via credit card instead of a check. When invoices are given to our accounts payable clerk (currently Sarah Oldenburg), this person will contact the companies and see if they take credit cards. If they accept credit cards without any fees, the Village would then make this payment via credit card. The benefit to having a payable credit card is the Village can maximize the rebate it receives by using the account payable purchase card instead of a check. Surrounding communities who take advantage of this have increased their annual credit card charges to over \$500,000 and annual rebates over \$10,000.

When credit card transactions are made, the invoices are kept by the individual who makes the charge. Our monthly cycle ends on the 4th of the month and our payment for that credit card balance is paid on the 20th of that month. Once the credit card holders have reconciled their monthly charges, their invoices along with the monthly statement are turned over to the Deputy Treasurer (currently Faith Kandler) for review. After the Deputy Treasurer has reviewed these transactions and verified them, all credit card purchase are given to the Finance Director for entry into our accounting software and a final approval. After the payment is made and the transactions are entered into the software, the board is given a listing of these credit card purchases with the monthly wire payment transactions for board approval.

MEMO

TO: David E. Cox, Village Administrator
FROM: Michael Gerszewski, Operations Supervisor
DATE: July 8, 2015
SUBJECT: Sanitary Sewer Collection System
DNR Compliance Maintenance Annual Report

The Wisconsin DNR requires that municipalities submit a Compliance Maintenance Annual Report (CMAR). This report must be filed by July 31, 2015 for the year ending December 31, 2014. This report is electronically filed.

Attached is the Village's completed CMAR for our collection system. The first section involves financial management. The second section involves questions regarding the operation and maintenance of the collection system.

The responses generate point values. Based on the points generated, a letter grade of A through F is assigned. Depending on the grade received, corrective action may be required.

The Village Board must review the document, certify it, and pass a resolution (please see attached). This must be passed prior to the electronic filing of the report.

We have a very well organized, active operation and maintenance program for the Village's sanitary sewer collection system. Therefore, I am pleased to report that the Village's grade for the past year for both the financial management and collection systems is an A.

Please place this on the July 13, 2015 Village Board agenda for consideration and approval of the attached resolution.

Attachments

cc: Darlene Igl, Village Clerk
Michael Einweck, Director of Public Works
Dave Felkner, DPW Utility Foreman

Staff recommends the Village Board authorize the changes to the purchasing card program as follows: 1. Allow department heads to approve who within their department can have an individual credit card. 2. Allow for an accounts payable credit card to be used to maximize the annual rebate possibility for the Village. 3. Allow for board approval of credit card purchases after billing statements have been reviewed, approved and entered into our accounting software system. Due to the short turnaround time of the reconciliation and bill payment period, the Village Board would ultimately be approving these purchases after they have happened and been paid for.

Attachment: Village of Hartland Purchasing Card Program Policies and Procedures

VILLAGE OF HARTLAND PURCHASING CARD PROGRAM POLICIES AND PROCEDURES

INTRODUCTION

The Village of Hartland is providing an alternate approach to purchasing goods and services by offering a Purchasing Card Program to select Village employees, administered by JPMorgan Chase Bank (JPMC). The Purchasing Card Program is designed to make it easier and more cost effective for Village personnel to make small dollar purchases of goods and services from any supplier that accepts MasterCard. Use of Purchasing Cards will be subject to all Village of Hartland and departmental purchasing policies and practices. For purchases where a purchase order is required, the Finance Director or department head with a purchase order will be authorized to make payments by credit card provided the supplier accepts MasterCard.

These policies and procedures are intended to provide guidelines to cardholders in utilizing their purchasing cards, and all cardholders should carefully read this document. A cardholder's signature on the Cardholder Agreement Form indicates that the cardholder understands the intent of the program and agrees to adhere to these guidelines.

PROGRAM ADMINISTRATION

The Village's Purchasing Card Program is administered through JPMorgan Chase Bank, under a contract negotiated through V.A.L.U.E., a cooperative purchasing organization of government agencies in southeastern Wisconsin of which the Village is a member. The Village's purchasing card Program Administrator is Ryan Bailey, Finance Director. The Program Administrator's responsibilities include the following:

- Authorization, set-up, and issuing of all purchasing cards.
- Authorization and processing of changes to cardholder transaction limits.
- Receiving and distributing electronic reports.
- Serving as the primary contact for cardholder questions.
- Conducting cardholder training.

GENERAL INFORMATION

The Village issues purchasing cards to designated employees. Elected officials are not included in the purchasing card program. The cardholder's name is embossed on it, as well as the Village's tax exempt number. No person other than the person to whom the purchasing card is issued is authorized to use the assigned purchasing card. The card is to be used for official Village business only. **Use of the card for personal items is not permitted.**

The purchasing cards are issued to the Village of Hartland by JPMorgan Chase and assigned to specific users. Personal information of cardholders is NOT provided to JPMorgan Chase when cards are issued. JPMorgan Chase is provided with a cardholder's date of birth and the employee's phone extension instead of the last four digits of his/her Social Security number for verification purposes only. Card activity is not reported on a cardholder's personal credit report, and, likewise, activity on the card is not used to compute a cardholder's credit score with reporting agencies. Activity on the Purchasing Card Program is reported on the Village's credit report.

The purchasing card is as easy to use as any credit card and is just as widely accepted. The only difference between a credit card and a purchasing card is that the latter is a corporate liability charge card with certain restrictions and limitations imposed on the cardholder. Card privileges may be rescinded at any time at the discretion of the Program Administrator if policies and/or procedures are not followed by the cardholder.

VILLAGE OF HARTLAND PURCHASING CARD PROGRAM POLICIES AND PROCEDURES

Purchasing cards must be kept in a secure place. Although the purchasing card is issued in the cardholder's name, the card remains the property of JPMorgan Chase Bank and the Village of Hartland.

All charges made on Village purchasing cards are billed directly to the Village on a monthly summary invoice. This process minimizes paperwork and streamlines the payment process. Village account numbers are assigned to a transaction by the cardholder when reconciling their monthly transactions using JPMorgan Chase's Smart Data Online (SDOL) web-based program.

Training will be provided with the issuance of all purchasing cards to ensure that all policies and procedures are understood. An employee will not be issued a purchasing card until training has taken place.

The cardholder will only be able to use the purchasing card for specific Merchant Category Codes (MCC) assigned based on necessity specific to each department or grouping of employees. If the cardholder attempts to use the purchasing card for an MCC not set up, the transaction will be denied. The Village's Program Administrator can adjust the MCC's assigned to each cardholder.

Each cardholder will be required to review and verify their purchasing card transactions on a monthly basis. Please refer to the "Cardholder Recordkeeping Requirements" section below.

CARDHOLDER LIMITS

In addition to being assigned to a specific MCC group as mentioned above, each cardholder has the following limits applied to his/her purchasing card:

- Credit Limit - This is the maximum amount that a cardholder is authorized to spend in any given billing cycle.
- Single Purchase Limit - This is the maximum amount that a cardholder is authorized to spend on any single purchase.
- Authorizations Per Day - This is the maximum number of transactions that a cardholder is authorized to make in any given day.
- Transactions Per Cycle - This is the maximum number of transactions that a cardholder is authorized to make in any given billing cycle.

Note: The billing cycle for the Village's purchasing card program is the period ending on the 4th day of each month.

Each cardholder will be given a copy of his/her Cardholder Account Form that shows their MCC group and limits that have been assigned to their particular card. To request a change to an existing cardholder's limits or MCC group, or to add a new cardholder, complete the appropriate form and submit it to the Program Administrator. A copy of all forms can be found in Appendix 3 of this manual and in the employee intranet on the Village website.

VILLAGE OF HARTLAND PURCHASING CARD PROGRAM POLICIES AND PROCEDURES

UNAUTHORIZED USES

In addition to the controls that disallow certain purchases (such as liquor and cash), the following purchases are expressly forbidden under this program. Purchases that:

- Exceed your single limit
- Are split into multiple transactions to stay within your single limit
- Are split across days to stay within your single limit
- Are split amongst cardholders to stay within your single limit
- Are made to avoid or circumvent the purchasing process
- Are not immediately available at time of credit card use. No back-ordering of merchandise is allowed. Back-ordering will cause the Village to pay for goods before they are received.

A cardholder that makes **unacceptable or unauthorized purchases** or carelessly uses the purchase card may be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged in conjunction with the misuse. **The cardholder will also be subject to disciplinary action, up to and including termination or suspension/revocation of credit card.**

PURCHASING PROCEDURES

Making Village purchases for goods and services using your purchasing card is as simple as using any credit card. Following are the procedures for making purchases using your purchasing card:

General Guidelines

- In general, only purchases of goods and services that do not require the issuance of a purchase order should be made using a purchasing card. Purchases must conform to the Village of Hartland purchasing policy. Exceptions must be authorized by the Program Administrator or department head prior to purchase. Efforts should be made to use vendors who accept the purchasing card where appropriate in order to maximize administrative cost savings.
- Only the cardholder named on the purchasing card can authorize a purchase on his/her card. The cards cannot be loaned to another person; however, the card can be used by the cardholder to make purchases for an employee in your department.
- Purchases utilizing your purchasing card can be made in person, by phone, or over the internet from any vendor that accepts MasterCard. For security reasons, fax orders should be avoided as you do not know who at the other end has access to your card information.
- Whether paying for orders in person, by phone, or over the internet, the cardholder is responsible for obtaining and retaining proper documentation of all transactions, i.e., receipts, invoices, or other documentation showing the item(s) purchased and the amount paid. See the "Cardholder Recordkeeping Requirements" section below for information on submitting your receipts/documentation to the Finance Department for processing.

**VILLAGE OF HARTLAND
PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES**

- **All Village purchases are exempt from Wisconsin sales tax.** The Village's tax exempt number is embossed on all purchasing cards under the cardholder name. It is the cardholder's responsibility to make certain that sales tax is not paid on any purchases that he/she makes using a purchasing card. If a vendor requires a copy of the Village's tax exempt certificate, a copy is available on the Village's Intranet Website for the cardholder to print and provide to the vendor.
- A purchasing card purchase may be declined at the point of sale if that purchase falls outside of any of the parameters listed in the "Cardholder Limits" section. If a transaction is declined, the cardholder should cancel the transaction and contact JPMC Customer Service at the number on the back of the card or **1-800-316-6056** as soon as possible to determine the reason for the declined transaction.
- Any returns or credits made on purchases paid for by a purchasing card must be credited to that cardholder's account (no cash refunds). The cardholder should obtain and retain the appropriate documentation.

Reporting Lost, Stolen, or Damaged Cards:

- If your purchasing card is lost or stolen, contact JP Morgan Chase immediately at **1-800-316-6056** or at the number on the back of the card and notify the Program Administrator as soon as possible.
- If a card becomes damaged and needs to be replaced, the cardholder must notify the Program Administrator and return the damaged card to the Finance Department. Once the damaged card has been returned to the Program Administrator a replacement card will be requested from JPMorgan Chase.

Disputed Items:

- If there is a discrepancy on your monthly statement, contact the vendor immediately to try and resolve the matter. If successful, make a note on the monthly statement and be sure to verify the correction on the following month's statement.
- If you cannot resolve the discrepancy with the vendor, contact the Program Administrator.

Unauthorized Account Usage:

- The cardholder is responsible for keeping track of how the card is used and for its safekeeping. Just like any credit card, the cardholder should protect against fraudulent use of the card.
- If the cardholder detects or suspects that his/her card has been used fraudulently, he/she should contact JPMorgan Chase immediately at **1-800-316-6056** or at the number on the back of the card and notify the Program Administrator as soon as possible.

Card Deactivation:

- Upon termination of employment of a cardholder, the purchasing card must be turned in to the Program Administrator prior to the employee's last day of work. The purchasing card will be deactivated immediately.
- A purchasing card may be deactivated if the Program Administrator determines that the cardholder has continuously violated the policies and procedures set forth in this manual.

CARDHOLDER RECORDKEEPING REQUIREMENTS

Cardholders must keep all original sales documents (receipts, packing slips, cash register tape, credit card slips) from purchases made on their JPMorgan Chase purchasing card. These documents will be required to be submitted to the Finance Department with the cardholder's monthly Account Statement printed from the Smart Data Online application, as described in this section.

**VILLAGE OF HARTLAND
PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES**

The Village's monthly billing cycle runs through the 4th day of each month, or the Monday following, if the 4th falls on a weekend or holiday. At the end of each billing cycle, each cardholder (with email access) will receive a reminder email notification to review and approve posted transactions for that billing period.

Each cardholder will be required to login to the Smart Data Online application via Internet connection and review all transactions for which he/she is responsible. The review process includes matching receipts and other documentation to the Transaction Summary, providing an expense description for each transaction, assigning a general ledger account number to each transaction, and approving his/her transactions.

Once the cardholder's review process has been completed, print a monthly Expense Report, sign and date the report, attach all original sales documents and submit to the Supervisor/Department Head. The Supervisor/Department Head will then review the charges, account numbers, and documentation for accuracy and sign the Expense Report.

The authorized Account Statement packet should then be sent to the Finance Department for review within 1 week of the billing cycle end. This is a short time-frame but necessary to ensure proper documentation obtained prior to the payment due date.

**VILLAGE OF HARTLAND
PURCHASING CARD PROGRAM
POLICIES AND PROCEDURES**

SMART DATA ONLINE

Smart Data Online is a JP Morgan Chase/MasterCard online system that allows cardholders, supervisors, and Program Administrators to monitor and manage purchasing card accounts and transactions. Detailed instructions on the use of the Smart Data Online system **are included in the next sections of this manual**. In addition to the instructions provided in this manual, JPMorgan Chase provides an online training course for Smart Data Online. This training course can be accessed through the Links section on the first screen that you see after login to the system (see below). Click on the "Access the JPMorgan Chase Training Tool" line and follow the instructions.

An account holder guide can also be printed from Smart Data Online. This document includes more details regarding the various aspects of the online tool.

Visit the help icon on the top of your login screen for these tools.

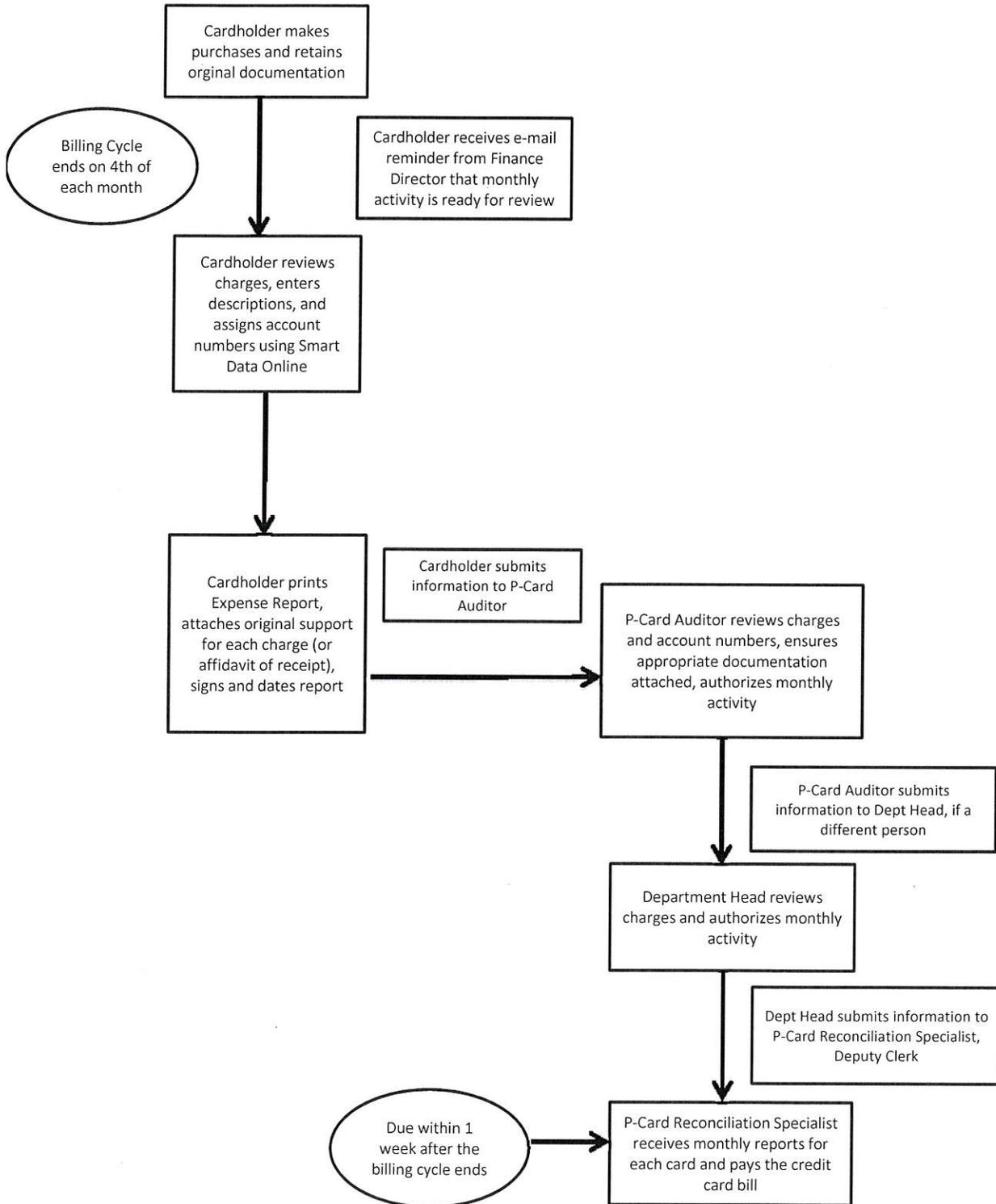
Note: The online training course includes audio, so turn on/up your speakers.

If you have any questions, please contact the Program Administrator.

**VILLAGE OF HARTLAND
PURCHASING CARD PROGRAM
APPENDIX 1 - PERSONNEL**

- Cardholder:** Employee that has been issued a p-card and who is authorized to make purchases in accordance with these procedures.
- P – Card Auditor:** A department head, supervisor or designee, who reviews and approves a cardholder's monthly statement of account in accordance with the procedures or the cardholder themselves if they are the department head.
- P-Card Administrator:** Individual responsible for issuing cards, providing training and responding to questions related to the program. Currently Ryan Bailey.
- P-Card Reconciliation Specialist:** Individual responsible for accepting statements, responding to questions related to reconciliation or allocation and who is responsible for assuring payment to the card issuer. Currently Faith Kandler.

VILLAGE OF HARTLAND
PURCHASING CARD PROGRAM
APPENDIX 2 - PROCESS



**VILLAGE OF HARTLAND
PURCHASING CARD PROGRAM
APPENDIX 3 - FORMS**

The following forms are attached to this manual:

- **Affidavit of P-Card Receipt:** Each purchase needs to have some supporting documentation attached (i.e. receipt). The Affidavit of P-Card Receipt should be used when documentation is not available for a transaction. Excessive use of this form may result in revocation of the cardholder's purchasing card privileges.

- **Request for Change:** This form is used anytime a limit change is requested on a card. This form must be approved by the Department Head and the Village Administrator prior to the change being effective.

- **New Card Request:** This form should be completed when requesting a card for a new cardholder. The form includes lines to indicate the restrictions on the card requested.

**Village of Hartland
Affidavit of P-Card Receipt**

I do hereby certify that I have made a purchase with my P-Card from:

Vendor Name: _____

Dollar Amount: _____

I have received the merchandise/service as indicated on my statement, but I have:

_____ Not received a receipt yet from the vendor and will try again to obtain one.

_____ Lost the receipt and have tried, to the best of my ability, to obtain a duplicate.

Cardholder Name (Printed): _____

Cardholder Signature: _____

Date: _____

Note: Submit with P-Card statement for payment in lieu of original receipt. Excessive use of this form may result in revocation of the cardholder's purchasing card privileges.

**Village of Hartland
Request for Change
Cardholder Limits and/or Cardholder Authority**

Name of Cardholder: _____
Department: _____
Last 4 Digits of Card Number: _____

Complete all fields requesting change – enter N/A in all other areas.

A) *Please change the single purchase limit for the above cardholder to:
\$ _____ *May not exceed \$500 unless sufficient justification is provided below.
Explanation: _____

B) Please change the monthly purchase limit for the above cardholder to: \$ _____
Explanation: _____

C) Please change the daily transaction limit for the above cardholder to: # _____
Explanation: _____

D) Please change the monthly transaction limit for the above cardholder to: # _____
Explanation: _____

E) Please add the following MCC Code for the above cardholder: # _____
Explanation: _____

Person requesting changes: _____

Signature of **Department Head**: _____

Date: _____

Approvals:

Notes:

Administrator: _____
Effective Date: _____

**VILLAGE OF HARTLAND
PURCHASING CARD PROGRAM
FREQUENTLY ASKED QUESTIONS**

1. When should I use my Procurement Card?

In general, use your procurement card to purchase goods or services that do not require the issuance of a purchase order from vendors that accept credit cards.

2. Can a co-worker use my Procurement Card?

No, only the cardholder named on the procurement card can authorize a purchase on his/her card. However, the card may be used to make purchases for an employee in your department.

3. What if my Procurement Card is declined when making a purchase?

Your procurement card purchase may be declined if the purchase that you are making falls outside the parameters set-up for your card. Cancel the transaction and contact JPMC Customer Service at the number on the back of the card or **1-800-316-6056** as soon as possible.

Note: Be aware of the cardholder limits for your card to avoid a situation where your purchase might be declined.

4. What do I do if my card is lost or stolen? If your procurement card is lost or stolen, contact JPMorgan Chase immediately at **1-800-316-6056** and notify the Program Administrator as soon as possible.

5. Who should I contact to resolve a disputed transaction?

If a discrepancy appears on your monthly statement, contact the vendor to resolve the matter. If you cannot resolve the discrepancy with the vendor, contact the Program Administrator.

6. What do I do if I need to return an item purchased with my procurement card?

Contact the vendor directly and make arrangements for the return. Make sure that the returned item is credited to your procurement card account. Cash refunds are not allowed under any circumstances!

7. What do I do if I was mistakenly charged sales tax on a purchase made with my procurement card?

Contact the vendor directly and have the sales tax amount credited back to your account. If necessary, obtain a copy of the Village's tax exempt certificate from the Village website. Remember, the Village's tax exempt number is located below your name on the procurement card.

8. What do I do if unauthorized charges appear on my account?

If you detect or suspect that your card has been used fraudulently, contact JPMorgan Chase immediately at **1-800-316-6056** and notify the Program Administrator as soon as possible.

9. How can I have my cardholder limits or MCC group changed?

Complete a Request for Change Form, have your Department Head approve it, and submit it to the Program Administrator. Upon approval you will be notified when the requested changes become effective.

MEMO

TO: David E. Cox, Village Administrator
FROM: Michael Gerszewski, Operations Supervisor
DATE: July 8, 2015
SUBJECT: Sanitary Sewer Collection System
DNR Compliance Maintenance Annual Report

The Wisconsin DNR requires that municipalities submit a Compliance Maintenance Annual Report (CMAR). This report must be filed by July 31, 2015 for the year ending December 31, 2014. This report is electronically filed.

Attached is the Village's completed CMAR for our collection system. The first section involves financial management. The second section involves questions regarding the operation and maintenance of the collection system.

The responses generate point values. Based on the points generated, a letter grade of A through F is assigned. Depending on the grade received, corrective action may be required.

The Village Board must review the document, certify it, and pass a resolution (please see attached). This must be passed prior to the electronic filing of the report.

We have a very well organized, active operation and maintenance program for the Village's sanitary sewer collection system. Therefore, I am pleased to report that the Village's grade for the past year for both the financial management and collection systems is an A.

Please place this on the July 13, 2015 Village Board agenda for consideration and approval of the attached resolution.

Attachments

cc: Darlene Igl, Village Clerk
Michael Einweck, Director of Public Works
Dave Felkner, DPW Utility Foreman

**VILLAGE OF HARTLAND
RESOLUTION NO. 07/13/2015-01**

**WISCONSIN DEPARTMENT OF NATURAL RESOURCES
NR 208 – COMPLIANCE MAINTENANCE RESOLUTION – 2014**

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file a Compliance Maintenance Annual Report (CMAR) for its (wastewater treatment/wastewater collection system) under Wisconsin Administrative Code NR 208;

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR);

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades (of “C” or less) and/or an overall grade point average (<3.00);

BE IT THEREFORE RESOLVED by the Village Board of the Village of Hartland, Waukesha County, that the Village has received a Grade of A for Financial Management and Collection Systems;

Adopted this 13th day of July 2015.

VILLAGE OF HARTLAND

David Lamerand, Village President

ATTEST:

Darlene Igl, CMC, Village Clerk

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:
7/8/2015 2014

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 300px;" type="text" value="Michael D Gerszewski"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="(262) 367-2714"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="Mikeg@villageofhartland.com"/></p>																									
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2014"/></p> <p><input checked="" type="radio"/> 0-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p>	0																								
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																									
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2014"/></p> <p><input checked="" type="radio"/> 1-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																									
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: center;"><input style="width: 150px;" type="text" value="226,011.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="226,011.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="17,000.00"/></td> </tr> <tr> <td>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)</td> <td style="text-align: center;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="243,011.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 150px;" type="text" value="226,011.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)		\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 150px;" type="text" value="226,011.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 150px;" type="text" value="17,000.00"/>	3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)	-	\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.6 Ending Balance as of December 31st for CMAR Reporting Year		\$	<input style="width: 150px;" type="text" value="243,011.00"/>	
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Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:
7/8/2015 2014

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP link under Info in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

0

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Arlene Drive lift station rehab.	74366	2019
2	Woodland Court Lift Station rehab.	76597	2020
3	Bradford Way Lift Station rehab.	81282	2022
4	Shadow Ridge Lift Station rehab.	83700	2023

5. Financial Management General Comments

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:
7/8/2015 2014

Sanitary Sewer Collection Systems

1. CMOM Program

1.1 Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?

Yes

No

1.2 Did you have a documented (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance (O&M) or CMOM program last calendar year?

Yes (Continue with question 1)

No (30 points) (Go to question 2)

1.3 Check the elements listed below that are included in your O&M or CMOM program.

Goals

Describe the specific goals you have for your collection system:

Eliminate sewer backups in basements. Prevent bypass pumping from lift stations. Clean one third of the collection system yearly. Reduce I & I. Perform rehabilitation of the collection system.

Organization

Do you have the following written organizational elements (check only those that apply)?

Ownership and governing body description

Organizational chart

Personnel and position descriptions

Internal communication procedures

Public information and education program

Legal Authority

Do you have the legal authority for the following (check only those that apply)?

Sewer use ordinance Last Revised Date (MM/DD/YYYY) 05/28/2007

Pretreatment/industrial control Programs

Fat, oil and grease control

Illicit discharges (commercial, industrial)

Private property clear water (sump pumps, roof or foundation drains, etc.)

Private lateral inspections/repairs

Service and management agreements

Maintenance Activities (provide details in question 2)

Design and Performance Provisions

How do you ensure that your sewer system is designed and constructed properly?

State plumbing code

DNR NR 110 standards

Local municipal code requirements

Construction, inspection, and testing

Others:

Overflow Emergency Response Plan:

Does your emergency response capability include (check only those that apply)?

Alarm system and routine testing

Emergency equipment

Emergency procedures

Communications/notifications (DNR, internal, public, media, etc.)

Capacity Assurance:

How well do you know your sewer system? Do you have the following?

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:
7/8/2015 2014

- Current and up-to-date sewer map
- Sewer system plans and specifications
- Manhole location map
- Lift station pump and wet well capacity information
- Lift station O&M manuals

Within your sewer system have you identified the following?

- Areas with flat sewers
- Areas with surcharging
- Areas with bottlenecks or constrictions
- Areas with chronic basement backups or SSOs
- Areas with excess debris, solids, or grease accumulation
- Areas with heavy root growth
- Areas with excessive infiltration/inflow (I/I)
- Sewers with severe defects that affect flow capacity
- Adequacy of capacity for new connections
- Lift station capacity and/or pumping problems
- Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed
- Special Studies Last Year (check only those that apply):
 - Infiltration/Inflow (I/I) Analysis
 - Sewer System Evaluation Survey (SSES)
 - Sewer Evaluation and Capacity Management Plan (SECAP)
 - Lift Station Evaluation Report
 - Others:

0

Had sewer system model updated to verify capacity for future development.

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	40	% of system/year
Root removal	0	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	.03	% of system/year
Manhole inspections	40	% of system/year
Lift station O&M	1	# per L.S./year
Manhole rehabilitation	.001	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services

Please include additional comments about your sanitary sewer collection system below:

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:
7/8/2015 2014

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

25.41	Total actual amount of precipitation last year in inches
34.1	Annual average precipitation (for your location)
48.13	Miles of sanitary sewer
6	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
3	Number of basement backup occurrences
0	Number of complaints
	Average daily flow in MGD (if available)
	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.06	Basement backups (number/sewer mile)
0.00	Complaints (number/sewer mile)
	Peaking factor ratio (Peak Monthly: Annual Daily Avg)
	Peaking factor ratio (Peak Hourly: Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **				
Date	Location	Cause	Estimated Volume (MG)	
None reported				

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
 No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
 No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

None

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:

7/8/2015

2014

5.4 What is being done to address infiltration/inflow in your collection system?

We are replacing manhole covers with pick holes with solid covers with gaskets. We rebuild manholes with solid concrete rings (no bricks or block). We also use mastic Between rings, no mortar.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:

7/8/2015

2014

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

*P*ROCLAMATION

*In Recognition of Loyal Service to the Village of Hartland
By Fire Chief Allen "Augie" Wilde*

Whereas, Fire Chief Augie Wilde has loyally served the Village of Hartland residents for more than 52 years as a member and nearly 36 years as Chief of the Hartland Fire Department, and

Whereas, during his tenure with the Department, the Hartland Fire Department has grown to more than 50 members providing high quality fire prevention, fire fighting, emergency medical services and educational programming to the population of the Village of Hartland and the surrounding areas, and

Whereas, Fire Chief Augie Wilde has been a true asset to the Village of Hartland through his unwavering dedication to the community and its safety and protection during his longstanding tenure of service to the Village of Hartland;

Now, Therefore, Be It Proclaimed that the Village of Hartland Board of Trustees hereby proclaims thanks to Fire Chief Allen "Augie" Wilde upon his retirement from the position of Fire Chief for his continued dedication and service to the Village of Hartland and encourages all residents to join it in expressing our tremendous gratitude for his service.

Dated this 22nd day of December, 2014.

Presented this 17th day of July, 2015.

David Lamerand, Village President

ATTEST:

Darlene Igl, WCMC, CMC, Village Clerk