

**VILLAGE BOARD AGENDA**  
**MONDAY, DECEMBER 14, 2015**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Roll Call

Pledge of Allegiance – Trustee Meyers

**Public Comments:** (Please be advised the Village Board will receive information from the public for a three minute time period, with time extensions per the Village President's discretion, per person. 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 November 23, 2015.
2. Consideration of a motion to approve the vouchers for payment.
3. Consideration of actions related to Licenses and Permits
  - a. Consideration of a Bartender's (Operator's) License with a term ending June 30, 2016.
4. Consideration of a motion to appoint Election Inspectors with terms to expire Dec. 31, 2017.
5. Consideration of a motion to authorize payment to Heartland Construction, Inc., for sanitary sewer flow metering manhole installation in the amount of \$31,192.80
6. Consideration of a motion to approve a contract with Visu-Sewer for sanitary sewer repairs.
7. Consideration of a motion to approve a change order for the 2015 Paving Program due to retaining wall design modifications.
8. Consideration of a motion to approve the Residential Electronics and Appliance Recycling Collection Event Agreement with Waukesha County.
9. Consideration of a motion to approve a reduction in the Letter of Credit for Windrush development.
10. Consideration of a motion to approve to adopt Resolution No. 12/14/2015-01 "A Resolution Approving the 2016 Lake Country Municipal Court Budget".
11. Consideration of items related to the Business Improvement District:
  - a. Consideration of a motion to approve the 2016 Business Improvement District Budget.
  - b. Consideration of a motion to confirm the appointments of Scott Heyerdahl, David Lamerand and Steve Berger to terms ending December 31, 2018.

**VILLAGE BOARD AGENDA**  
**MONDAY, DECEMBER 14, 2015**  
**7:00 PM**  
**PAGE 2**

12. Consideration of a motion to approve revisions to the Employee Handbook.
13. Consideration of a motion to approve a policy related to ambulance billing.
14. Consideration of a motion to approve the ordering of a fire vehicle.
15. Consideration of a motion to approve a contract with the Hartland Professional Police Association for 2016-2018.
16. 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.
17. Consideration of a motion to recess to closed session pursuant to State Statutes §19.85(1)(c), Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding the Village Administrator and to adjourn thereafter without reconvening into open session pursuant to SS 19.95 (2).

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:** December 11, 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 appointment of Election Inspectors

**Background:** This is a bi-annual action to official appoint the team of residents that assist the Village in performing elections. The appointments include those requested by the major political parties in compliance with State Law.

**Recommendation:** Approve the list of Election Officials.

### Item 5 Regarding authorizing payment for flow meter installation.

**Background:** This action is intended to authorize payment to the Windrush Subdivision utilities contractor, Heartland Construction, Inc., for its work to install a sanitary sewer flow metering manhole, which was performed in conjunction with subdivision infrastructure installation. As the Board will recall, installation of these flow metering facilities in the sanitary sewer system and the data they will provide become an integral part of future planning. This particular installation will provide information on the actual flow from the entire northeast part of the Village, including new subdivisions as well as existing areas of the Village, which will contribute to understanding infiltration of ground water into the system and help plan the upgrading of pumps at the lift station and upsizing of the Sunnyslope Drive sewer pipe. The use of Heartland was deemed the most efficient means to complete the work, which was performed on a time and materials basis providing an actual cost of \$31,192.80. Minor restoration work for this facility, which is located immediately adjacent to the grounds of the Bristlecone Pines Golf Course, will be coordinated in the spring with the course.

**Recommendation:** Approve the payout to Heartland Construction.

### Item 7 Regarding the retaining wall

**Background:** In follow up to the Village Board discussion at the last meeting, staff has continued to work with the contractor and his landscaping subcontractor to arrive at an acceptable solution for the drainage of the wall. The proposed resolution now includes the installation of three (3) drains in the front of the wall, which will allow water moving through the drainage field that was installed behind the wall to weep out. The design engineer as well as the Village Engineer and staff agree that this

is a very satisfactory resolution. Additionally, the contractor/subcontractor have provided a \$500 credit on the cost of the wall as compensation for the difficulty the situation has caused.

Recommendation: Approve the change order authorizing the minor change in design and reducing the cost.

#### Item 11 Regarding the BID District budget and appointments

Background: The BID District Board has approved its budget for 2016 in the amount of approximately \$85,000, which is an increase of about \$9,000. The District and Village Board had previously approved a levy of \$70,000, which is the same amount the District has levied annually since its inception. The increased expenditures related primarily to an advertising and promotion program the BID will be implementing in 2016 as part of an effort to market downtown Hartland to residents and travelers in the area. The increased cost will be paid from accumulated surplus funds being held by the BID. Additionally, the BID Board has recommended appointment and reappointment of Scott Heyerdahl (reappoint), David Lamerand (reappoint) and Steve Berger (new appointment) to fill terms on the Board. As the Board is aware, Mr. Berger is one of the owners of Beer Snobs.

Recommendation: Approve the 2016 BID Budget and the BID Board appointments.

#### Item 12 Regarding a policy for Ambulance Billing

Background: The Board is asked to consider a policy that clearly outlines its intent related to the billing for our services on ambulance calls. The basic tenet of the policy is that all ambulance calls will be billed if a transport occurs or services are rendered on scene. In the event a person feels that they should not have to pay a bill, for whatever reason, they may appeal the bill to the Village Board. This eliminates any personal appeals to staff. Further, the policy clarifies what is determined to be nuisance calls and how they are billed as well as how accounts are deemed to be uncollectable. Staff believes such a policy will improve the billing process and will improve uniformity in the application of the process.

Recommendation: Approve the proposed Ambulance Billing policy.

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

Roll Call

Pledge of Allegiance – Trustee Compton

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

Others: Administrator Cox, Finance Director Bailey, DPW Director Einweck, Fire Chief Dean,  
Police Chief Rosch, Clerk Igl, Steve Martinez

Public Comments: (Please be advised the Village Board will receive information from the public for a three minute time period, with time extensions per the Village President's discretion, per person. 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/Swenson) to approve Village Board minutes of November 9, 2015. Carried (7-0).
2. Motion (Landwehr/Swenson) to approve the vouchers for payment in the amount of \$183,332.50. Carried (6-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits
  - a. Motion (Landwehr/Wallschlager) to approve a Bartender's (Operator's) License with a term ending June 30, 2016. Carried (7-0).
  - b. Motion (Meyers/Swenson) to approve an application for Amusement Devices for Beer Snobs Inc., 122 Cottonwood Avenue. Carried (7-0).
  - c. Motion (Stevens/Landwehr) to approve a Restricted Species Permit to raise no more than 20 pigeons on the property at 196 Granary Circle for a period of one year. Carried (7-0).

Items referred from the November 16, 2015 Plan Commission meeting

4. Consideration of a motion to approve a Certified Survey Map to divide the property at 1112 Lisbon Avenue (existing Hammer residence).

Administrator Cox stated that this is a preliminary step toward a proposed future subdivision and that both lots are compliant in that the rear portion is not land locked. There is an easement being granted to the Village on the east side of the parcel as any development to the rear might need that as a drainage way.

There was discussion regarding the layout of roadways on the concept plan for the area. It was stated that six to seven lots were proposed with discussions continuing with the Plan Commission and neighboring property owners.

**VILLAGE BOARD MINUTES**  
**MONDAY, NOVEMBER 23, 2015**  
**7:00 PM**  
**PAGE 2**

Motion (Meyers/Swenson) to approve a Certified Survey Map to divide the property at 1112 Lisbon Avenue. Carried (7-0).

5. Consideration of a motion to approve a Certified Survey Map to combine the properties for the Riverwalk Development.

Administrator Cox stated that this is a technical step that combines five individual parcels for the Riverwalk Development into one parcel.

Motion (Landwehr/Swenson) to approve a Certified Survey Map to combine the properties for the Riverwalk Development. Carried (7-0).

Others items for consideration

6. Motion (Meyers/Swenson) to approve the ordering of two Police Department vehicles as approved in the 2016 Village Budget. Carried (7-0).
7. Motion (Landwehr/Wallschlager) to approve the ordering of one DPW vehicle as approved in the 2016 Village Budget. Carried (7-0).
8. Consideration of a motion to approve a reduction in the Letter of Credit for The Sanctuary development.

DPW Director Einweck stated that he had reviewed areas of concerns with the developer. The silt fence has been removed and restored with topsoil/seed. In addition, erosion logs at the northern end of the borrow pit were removed. After review, Village staff agreed to a reduction in the Letter of Credit of \$8,000 less than requested for a reduction of \$261,489.77

Motion (Swenson/Landwehr) to approve a reduction in the Letter of Credit for The Sanctuary development. Carried (7-0).

9. Consideration of a motion to approve a change order for the 2015 Paving Program due to retaining wall design modifications.

DPW Director Einweck stated that a part of the paving project was the replacement of the retaining wall in the municipal lot. The contract called for the contractor to have a structural engineer provide plans and for the contractor to build as designed. It was discovered after the wall was complete that the drain tiles were not put in by the contractor. The contractor was told to either install the drain tiles behind the wall or have the structural engineer provide an explanation of why drain tiles were not required. After review of the analysis supplied, the Village engineer and Village staff agree that the drain tile is not necessary.

Trustee Wallschlager asked that a cost reduction be requested for the tile not installed. DPW Director Einweck stated that he will request a reduction. Trustee Wallschlager stated she felt that the wall should be corrected and built as designed.

Administrator Cox stated that staff can request a cost reduction for costs related to the drain tile not being installed and can pursue remuneration for staff time and efforts put in because of the

**VILLAGE BOARD MINUTES**  
**MONDAY, NOVEMBER 23, 2015**  
**7:00 PM**  
**PAGE 3**

change. He stated that the Village could pursue removal and reconstruction of the wall if desired.

It was discussed that if the wall were to fail due to the lack of drain tile being installed, the Village would then take action against the structural engineer's firm.

After discussion, motion (Meyers/Swenson) to table this item. Carried (7-0).

10. Consideration of a motion to approve a Fire Protection and Emergency Medical Services Agreement with the Town of Merton.

Administrator Cox stated that this is the renewal of the agreement with the Town of Merton. The update this year is primarily to adjust the amount of contribution from the town and update some of the language.

Fire Chief Dean stated that the contract is improved and should lead to increased revenues for the Village.

Motion (Swenson/Wallschlager) to approve a Fire Protection and Emergency Medical Services Agreement with the Town of Merton. Carried (7-0).

11. **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 reminded viewers of the Village's tree lighting and Holiday Train event on December 4<sup>th</sup>.

Fire Chief Dean stated that the public is invited to attend a ceremony planned for Monday, Dec. 7 at 7:30 p.m. to dedicate the Survive Alive House as the Allen "Augie" Wilde Education Center.

12. Motion (Stevens/Landwehr) to recess to closed session pursuant to SS 19.85 (1)(e), deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding an Agreement with Labor Association of Wisconsin Inc. on behalf of the Hartland Professional Police Association and to adjourn thereafter without reconvening into open session pursuant to SS 19.85 (2). Roll Call Vote was taken. All ayes. Carried (7-0).

Meeting adjourned to closed session at 7:40 p.m.

Respectfully submitted,

Darlene Igl  
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: December 11, 2015

RE: Voucher List

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Attached is the voucher list for the December 14, 2015 Village Board meeting.

December 14, 2015 Checks:	\$286,913.48
Northwest Asphalt Products: (Previously approved Board check, voided and corrected amount due to lien waiver not yet received. This new amount is in the Manual Checks)	(\$132,820.60)
November Manual Checks:	\$164,195.10
November Wires:	<u>\$495,195.00</u>
Total amount to be approved:	<u>\$813,482.98</u>

VILLAGE OF HARTLAND  
VOUCHER LIST - DECEMBER 14, 2015

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 101-13010 AMBULANCE CURRENT RECEIVABLE	EAGLE COLLECTION CORP	COLLECTION FEES	\$26.07
G 101-21515 SALES TAXES PAYABLE	HAAA	PREPS	\$2.56
R 101-46725 PARK RENTALS-TAX EXEMPT	HAAA	PREPS	\$66.00
R 101-46720 PARK RENTALS	HAAA	PREPS	\$50.00
R 101-48000 MISCELLANEOUS REVENUE	HARTLAND AREA CHAMBER COMMERCE	ANNUAL GIFT CERTIFICATES	-\$375.00
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	DECEMBER DUES	\$375.00
R 101-46730 RECREATION CLASSES	KINZIGER, LAUREL	DESIGNING THE LIFE OF YOUR DREAMS	\$57.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	WESTBERG/118530114	\$232.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	BRUEGGEMANN/T501755-2	\$300.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	BRUEGGEMANN/T501754-1	\$148.80
G 403-31841 MURPHY FARMS	RUEKERT & MIELKE	OCTOBER SERVICE	\$2,072.00
G 403-31861 FOUR WINDS WEST	RUEKERT & MIELKE	OCTOBER SERVICE	\$2,803.10
G 403-31786 SANCTUARY OF HARTLAND	RUEKERT & MIELKE	OCTOBER SERVICE	\$653.20
G 403-31856 HAMMER SUBDIVISION	RUEKERT & MIELKE	OCT SERVICES	\$153.75
G 403-31841 MURPHY FARMS	RUEKERT & MIELKE	OCTOBER SERVICES	\$12,236.68
G 403-31786 SANCTUARY OF HARTLAND	RUEKERT & MIELKE	OCTOBER SERVICES	\$177.43
G 403-31848 HARTLAND SERVICE	RUEKERT & MIELKE	OCTOBER SERVICES	\$345.00
G 403-31861 FOUR WINDS WEST	RUEKERT & MIELKE	OCTOBER SERVICES	\$258.11
G 403-31841 MURPHY FARMS	RUEKERT & MIELKE	OCTOBER SERVICES	\$1,900.25
G 101-34280 GIS SYSTEM	RUEKERT & MIELKE	OCTOBER SERVICES	\$1,150.00
G 403-31849 RIVERWALK APTS	RUEKERT & MIELKE	OCTOBER SERVICE	\$2,255.25
G 101-23000 SPECIAL DEPOSITS	SATTELL, LINDA	DEPOSIT FOR COMMUNITY ROOM	\$75.00
R 101-46730 RECREATION CLASSES	STRANDBERG, PAULA	LOTIONS CLASS	\$10.00
R 101-44100 LICENSES	WAUKESHA COUNTY CLERK	DOG LICENSES	\$1,335.00
			\$26,307.20
EXPENSE Descr			
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	ARROW INTERNATIONAL INC	EMS SUPPLIES	\$352.74
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BATTERY PRODUCTS INC	BATTERIES	\$100.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BAYCOM, INC.	TRAVEL CHARGER	\$189.60
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$590.82
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	FOX BROS PIGGLY WIGGLY	BREAKFAST	\$20.48
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HARTLAND AREA CHAMBER COMMERCE	ANNUAL GIFT CERTIFICATES	\$37.50
E 101-52300-360 VEHICLE MAINT/EXPENSE	HARTLAND QUIK LUBE	OIL FILTERS	\$98.90
E 101-52300-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	TIRES/OIL CHANGE- 4388	\$525.51

Account Descr	Search Name	Comments	Amount
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$205.98
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	MUELLER, ANDREW	BATTERIES	\$124.75
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN	\$37.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	NOV-DEC CELLULAR	\$123.58
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	EMT SCHOOL GROGAN & SCHIMEL/TESTING WALKER	\$696.28
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	WISCONSIN EMS ASSOCIATION	MEMBERSHIP RENEWAL	\$425.00
EXPENSE Descr AMBULANCE			\$3,528.14
EXPENSE Descr CABLE TELEVISION			
E 101-55370-300 OPERATING SUPPLIES/EXPENSES	HARTLAND AREA CHAMBER COMMERCE	ANNUAL GIFT CERTIFICATES	\$25.00
E 101-55370-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	NOV-DEC SERVICE	\$30.00
EXPENSE Descr CABLE TELEVISION			\$55.00
EXPENSE Descr CEMETERY GIS			
E 401-79176-285 CONSTRUCTION COSTS	RUEKERT & MIELKE	OCTOBER SERVICE	\$12,000.00
EXPENSE Descr CEMETERY GIS			\$12,000.00
EXPENSE Descr CORPORATE RESERVE EXPENSES			
E 402-59900-810 ADMINISTRATION EXPENSE	ONTECH SYSTEMS, INC	BARRACUDA BACKUP & CLOUD	\$5,248.00
E 402-59900-855 LIBRARY EXPENSE	ONTECH SYSTEMS, INC	LIBRARY PROJECT	\$441.23
EXPENSE Descr CORPORATE RESERVE EXPENSES			\$5,689.23
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-746 TELEPHONE	BMO (CREDIT CARD-BID)	ATT UVERSE	\$47.48
E 804-56700-744 OFFICE SUPPLIES	BMO (CREDIT CARD-BID)	BID OFFICE SIGN	\$251.71
E 804-56700-758 MEETINGS	BMO (CREDIT CARD-BID)	EXECU COMMITTEE	\$56.71
E 804-56700-746 TELEPHONE	BMO (CREDIT CARD-BID)	ATT PHONE	\$74.42
E 804-56700-719 EVENTS	BMO (CREDIT CARD-BID)	HARTLAND LIGHTS VOLUNTEER FOOD	\$26.03
E 804-56700-719 EVENTS	CLEARWING PRODUCTIONS, INC	HARTLAND LIGHTS AUDIO	\$324.99
E 804-56700-718 DISTRICT ADV & MARKET POSITION	EMANUELE, SAM	BID LIGHTS PAYMENT	\$1,739.00
E 804-56700-715 STREETSCAPE PROGRAM	GARDEN GATE NURSERY	REPLACEMENT OF DAMAGED SNOWFLAKES	\$369.61
E 804-56700-715 STREETSCAPE PROGRAM	GARDEN GATE NURSERY	HOLIDAY DECORATIONS	\$1,260.00
E 804-56700-711 FAÇADE PROGRAM	HARTLAND VILLAGE MART	FAÇADE IMPROVEMENT	\$258.00
E 804-56700-719 EVENTS	VILLAGE GRAPHICS	HARTLAND LIGHTS EVENT	\$145.00
E 804-56700-719 EVENTS	VILLAGE GRAPHICS	HARTLAND LIGHTS FLYER	\$46.00
E 804-56700-738 MEMBERSHIPS	WI DEPT OF REVENUE (SALES TAX)	BUSINESS TAX REGISTRATION	\$10.00
EXPENSE Descr ECONOMIC DEVELOPMENT			\$4,608.95
EXPENSE Descr ELECTIONS			
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	JOURNAL COMMUNITY PUBL	ELECTION NOTICE	\$25.05
EXPENSE Descr ELECTIONS			\$25.05

Account Descr	Search Name	Comments	Amount
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 101-53635-450 YARDWASTE	BIEBELS TRUE VALUE	LEAF RAKE	\$9.67
E 101-53635-470 LANDSCAPE PLANTINGS	GROUNDS KEEPER, INC.	TREE PLANTING	\$9,460.00
E 101-53635-460 LANDSCAPE MANAGEMENT	GROUNDS KEEPER, INC.	TREE PLANTING	\$1,000.00
E 101-53635-450 YARDWASTE	MAX R	GRIND BRUSH	\$2,200.00
EXPENSE Descr ENVIRONMENTAL SERVICES			\$12,669.67
EXPENSE Descr FD ADA BATHROOMS			
E 401-79195-285 CONSTRUCTION COSTS	ROCK SERVICE LLC	FIREHOUSE REPAIR	\$200.00
EXPENSE Descr FD ADA BATHROOMS			\$200.00
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	AT&T	NOV-DEC SERVICE	\$18.39
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	BANYON DATA SYSTEMS INC	SOFTWARE SUPPORT	\$491.67
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	NOVEMBER FEES	\$110.98
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	DEC HRA ADM SERVICES	\$159.35
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	HARTLAND AREA CHAMBER COMMERCE	ANNUAL GIFT CERTIFICATES	\$75.00
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	KANDLER, FAITH	OCT MILEAGE	\$31.06
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	KANDLER, FAITH	NOV MILEAGE	\$31.06
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	TREND MICRO WORRY/MAINTENANCE RENEWAL	\$57.00
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	NOV-DEC SERVICE	\$101.86
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	SCHWAAB INC	NOTARY STAMP/DETERT	\$40.25
E 101-51500-530 TAX BILLING/TAX ROLL	WAUKESHA CTY TREASURER (515)	TAX BILLING	\$2,658.25
EXPENSE Descr FINANCIAL ADMINISTRATION			\$3,774.87
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	5 ALARM FIRE	SMALL ENGINE FUEL	\$80.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	5 ALARM FIRE	FIRE HOOKS-TOOL KIT	\$185.00
E 101-52200-220 UTILITY SERVICES	AT&T	NOV-DEC SERVICE	\$18.39
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BATTERY PRODUCTS INC	BATTERIES	\$65.52
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	CUT OFF BLADE FOR SAW	\$94.95
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	SCREWS/SHARPENING OF CHAIN SAW CHAIN	\$12.88
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	VELCRO/SHELF BRACKETS/EPOXY	\$47.80
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	LIGHT BULBS/OIL DRY	\$102.22
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	ROPE	\$11.22
E 101-52200-255 BLDGS/GROUNDS	COMPETITOR AWARDS & ENGRAVING	ENGRAVED PLAQUE/WILDE	\$197.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$10.90
E 101-52200-255 BLDGS/GROUNDS	DAVE DROEGKAMP HEATING INC	REPLACE FAN MOTOR	\$333.82
E 101-52200-360 VEHICLE MAINT/EXPENSE	EMERGENCY APPARATUS MAINT	REPAIR WORK/PUMP 4363	\$1,044.99
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	HARTLAND AREA CHAMBER COMMERCE	ANNUAL GIFT CERTIFICATES	\$37.50
E 101-52200-255 BLDGS/GROUNDS	HOME DEPOT	ELECTRICAL SUPPLIES	\$38.71

Account Descr	Search Name	Comments	Amount
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	JEFFERSON FIRE & SAFETY INC	BEADING/D-RING CLIP BRKT	\$44.66
E 101-52200-800 CAPITAL OUTLAY	KLINKS KARPETS	INSTALLED CERAMIC TILE	\$1,052.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	MID-CITY SPORTS LLC	T-SHIRTS FOR MEMEBERS	\$729.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	TREND MICRO WORRY/MAINTENANCE RENEWAL	\$95.00
E 101-52200-220 UTILITY SERVICES	PAETEC (WINDSTREAM)	NOV-DEC SERVICE	\$571.62
E 101-52200-255 BLDGS/GROUNDS	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$185.00
E 101-52200-360 VEHICLE MAINT/EXPENSE	POMP S TIRE SERVICE INC	TIRES/4365	\$2,633.98
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	POWERSPORTS COMPANY	TUNE UP/CLEAN PUMP	\$195.88
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	TEREX SERVICES	OUTRIGGER PAD	\$219.00
E 101-52200-220 UTILITY SERVICES	U.S. CELLULAR	NOV-DEC CELLULAR	\$123.58
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	WALKER, PATRICK	REIMBURSE DRY ERASE BOARD	\$27.99
EXPENSE Descr FIRE PROTECTION			\$8,158.61
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	AT&T	NOV-DEC SERVICE	\$18.39
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$78.98
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	CTACCESS INC	LSAP RENEWAL	\$1,491.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	HARTLAND AREA CHAMBER COMMERCE	ANNUAL GIFT CERTIFICATES	\$75.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	TREND MICRO WORRY/MAINTENANCE RENEWAL	\$76.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	NOV-DEC SERVICE	\$101.86
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	NOV-DEC COPIER	\$252.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	OCT-NOV OVERAGE	\$93.59
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL FEES	\$3,625.65
EXPENSE Descr GENERAL ADMINISTRATION			\$5,812.47
EXPENSE Descr INSPECTION			
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	AT&T	NOV-DEC SERVICE	\$18.39
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	TREND MICRO WORRY/MAINTENANCE RENEWAL	\$19.00
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	NOV-DEC SERVICE	\$101.86
EXPENSE Descr INSPECTION			\$139.25
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	AT&T	NOV-DEC SERVICE	\$18.39
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	BOTACH TACTICAL	BALLISTIC SHIELD	\$1,798.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	CHILDS, CRAIG D	JOB COACHING	\$150.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$299.86
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$19.24
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$462.64
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	CTACCESS INC	LSAP RENEWAL	\$1,491.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	CUSTOM SERVICE INFORMATION	POLICY & ACCREDITATION CONSULTING	\$500.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	GORDON FLESCH CO INC	NOV-DEC COPIER FEES	\$67.92

Account Descr	Search Name	Comments	Amount
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HARTLAND AREA CHAMBER COMMERCE	ANNUAL GIFT CERTIFICATES	\$750.00
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	MOUNT/BALANCE SNOW TIRES	\$85.50
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	FRONT BRAKES/LIGHT/AIR FILTER/SNOWTIRES REPAI	\$705.55
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	JORGENSEN, MARK	REIMBURSE CLOTHING ALLOWANCE	\$95.99
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	JORGENSEN, MARK	REIMBURSE CLOTHING ALLOWANCE	\$130.10
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	JOURNAL SENTINEL INC	LEGAL NOTICES/ACCREDITATION HEARING	\$164.38
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	NOVEMBER USE FEE	\$133.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	TREND MICRO WORRY/MAINTENANCE RENEWAL	\$380.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	COMPUTER/MEMORY UPGRADE	\$617.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	NOV-DEC SERVICE	\$101.86
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAWS/DUNNE	\$35.00
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	RACINE COUNTY LINE RIFLE CLUB	2015 RANGE FEES	\$100.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	RED THE UNIFORM TAILOR	UNIFORM ITEMS/MACIEJEWSKI	\$264.24
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	REIMBURSE CLOTHING/HARPER	\$263.95
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	UNIFORM SHIRTS	\$97.98
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	VERIZON WIRELESS	OCT-NOV SERVICE	\$251.25
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	VERIZON WIRELESS	OCT-NOV SERVICE	\$21.34
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	VERIZON WIRELESS	OCT-NOV SERVICE	\$442.27
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	TRAINING FEES	\$271.62
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	LC CAB/BARTENDERS	\$21.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WILEAG	ON-SITE ASSESSOR PER DIEM COSTS	\$406.05
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WILLIAMS, TIM (LOCKSMITH)	REPLACE LOCK & KEYS	\$120.00
EXPENSE Descr LAW ENFORCEMENT			\$10,265.13
EXPENSE Descr LIBRARY			
E 101-55110-220 UTILITY SERVICES	AT&T	NOV-DEC SERVICE	\$18.39
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (C031146 3)	BOOKS	\$221.43
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$16.77
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	LARGE PRINT BOOK	\$16.80
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$76.70
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$75.01
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$15.09
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$10.07
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$403.83
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$44.73
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$16.79
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$35.64
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$35.64
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L539676 2)	BOOKS	\$40.57
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L539676 2)	BOOKS	\$129.09
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOKS	\$362.17

Account Descr	Search Name	Comments	Amount
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOKS	\$10.07
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	AUDIOBOOKS	\$100.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	BOOKMARKS/CLIPBOARD/BAGS	\$148.60
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	STAMP	\$51.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	HARTLAND AREA CHAMBER COMMERCE	ANNUAL GIFT CERTIFICATES	\$450.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$6.20
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$119.78
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$227.48
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$72.44
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	JENSEN, JANET	REIMBURSE LIBRARY EQUIPMENT	\$168.14
E 101-55110-255 BLDGS/GROUNDS	KAESTNER AUTO ELECTRIC CO	FLAG	\$39.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	KAPCO	TAPE	\$107.40
E 101-55110-250 JANITORIAL SERVICE	KLEAN LINE LLC	DEC JANITORIAL SERVICE	\$685.00
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	DVDS	\$601.74
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	CHILDREN'S DVD	\$22.04
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	CHILDREN'S DVDS	\$45.12
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	CHILDREN'S DVD	\$24.14
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	ADULT AUDIOBOOK	\$41.99
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	ADULT AUDIOBOOKS	\$120.72
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	DVDS	\$775.57
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	NANCY MASSNICK, LIBRARY DIR	PETTY CASH	\$43.24
E 101-55110-220 UTILITY SERVICES	PAETEC (WINDSTREAM)	NOV-DEC SERVICE	\$101.86
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	LARGE PRINT	-21.00
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	LARGE PRINT/AUDIOBOOK	\$71.25
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	LARGE PRINT	\$19.50
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	LARGE PRINT	\$21.00
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOKS/LARGE PRINT	\$78.75
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOKS	\$161.20
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	CHILDREN/ADULT AUDIOBOOKS	\$87.33
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOK	\$49.99
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOKS	\$103.60
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOK	\$39.99
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOK	\$69.97
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	CHILDREN AUDIOBOOK	\$23.17
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOK	\$39.99
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOKS	\$39.99
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	DEC COPIER LEASE	\$66.01
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	NOV ADDITIONAL IMAGES	\$39.89
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	DEC COPIER LEASE	\$76.35
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC ELECTRIC	\$418.07

Account Descr	Search Name	Comments	Amount
EXPENSE Descr LIBRARY			\$6,865.30
EXPENSE Descr MAPLE AVE (E CAPITOL TO RR)			
E 401-70380-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	OCTOBER SERVICE	\$1,284.10
E 401-70380-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	OCTOBER SERVICE	\$559.00
EXPENSE Descr MAPLE AVE (E CAPITOL TO RR)			\$1,843.10
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$103.97
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	KLEAN LINE LLC	DEC JANITORIAL SERVICE	\$705.00
E 101-51600-255 BLDGS/GROUNDS	MENARDS- PEWAUKEE	CORDS/ADAPTERS	\$16.03
EXPENSE Descr MUNICIPAL BUILDING			\$825.00
EXPENSE Descr NIXON/HARTBROOK PARK SHORELINE			
E 401-74090-285 CONSTRUCTION COSTS	GIBRALTAR LANDSCAPE	BARK RIVER SHORELINE RESTORATION	\$11,410.50
EXPENSE Descr NIXON/HARTBROOK PARK SHORELINE			\$11,410.50
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	DECK SCREWS	\$33.18
E 101-55200-370 ATHLETIC FACILITY MAINTENANCE	BIEBELS TRUE VALUE	TRENCHER	\$76.50
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	CREATIVE FENCE	FENCE REPAIRS/NIXON & CENTENNIAL PARK	\$1,275.00
E 101-55200-470 LANDSCAPE PLANTINGS	GROUPS KEEPER, INC.	TREE PLANTING	\$2,885.00
E 101-55200-370 ATHLETIC FACILITY MAINTENANCE	HOME DEPOT	WIRE	\$223.59
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	OCT-NOV CENTENNIAL	\$21.54
EXPENSE Descr PARKS			\$4,514.81
EXPENSE Descr PUBLIC WORKS			
E 101-53000-220 UTILITY SERVICES	AT&T	NOV-DEC SERVICE	\$18.39
E 101-53000-220 UTILITY SERVICES	AT&T MOBILITY	OCT-NOV CELLULAR	\$60.31
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FILTERS	\$147.65
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	AIR FILTER	\$8.06
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FILTERS	\$112.78
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FILTERS	\$191.37
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	WINTER DEFENSE	\$183.80
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	HOSE FITTINGS	\$85.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	BEARINGS INC	BEARING WEDGES	\$230.33
E 101-53000-410 STREETS GEN MAINT	BIEBELS TRUE VALUE	SHEET METAL SCREWS	\$33.04
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	GROMMET FITTINGS	\$9.97
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	PARTS FOR GARDEN HOSES	\$34.04
E 101-53000-410 STREETS GEN MAINT	BIEBELS TRUE VALUE	OUTLET	\$12.12
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	HOSE NOZZLES	\$44.25
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	WIRE BRUSHES	\$46.99

Account Descr	Search Name	Comments	Amount
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	OIL	\$665.50
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$337.73
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$763.22
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$825.03
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$298.65
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$126.10
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$371.37
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	HARTLAND AREA CHAMBER COMMERCE	ANNUAL GIFT CERTIFICATES	\$400.00
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	HOME DEPOT	TARP	\$45.98
E 101-53000-410 STREETS GEN MAINT	LANGE ENTERPRISES INC	ISLAND REFLECTOR	\$19.50
E 101-53000-360 VEHICLE MAINT/EXPENSE	MILLER-BRADFORD RISBERG INC	NEW FILTERS	\$101.50
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	TREND MICRO WORRY/MAINTENANCE RENEWAL	\$133.00
E 101-53000-220 UTILITY SERVICES	PAETEC (WINDSTREAM)	NOV-DEC SERVICE	\$299.69
E 101-53000-360 VEHICLE MAINT/EXPENSE	PARTS HUT HARTLAND	SELF ETCHING PRIMER	\$197.12
E 101-53000-360 VEHICLE MAINT/EXPENSE	PARTS HUT HARTLAND	HUB CAPS	\$95.52
E 101-53000-360 VEHICLE MAINT/EXPENSE	POMP S TIRE SERVICE INC	SAND BLAST/PAINT RIMS-#27	\$246.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	SPINNER MOTOR - #26	\$463.40
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	DRAIN HOSE/VALVE-BRINE TANK MOTOR	\$42.50
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	QTRLY RANDOM DRUG TESTING	\$172.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	PIN	\$3.44
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	CUTTING EDGES/BOLTS	\$565.04
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	SEAL	\$5.16
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	BROOM/CYLINDER	\$25.30
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	TRACTOR PARTS-SEAL/SLEEVE/GASKET	\$144.15
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	BROOM/CYLINDER	\$11.18
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	OCTOBER SERVICE	\$109.50
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	OCTOBER SERVICE	\$897.00
E 101-53000-410 STREETS GEN MAINT	SAFE STEP LLC	GRIND SIDEWALK SLABS	\$1,212.17
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 11/25/15	\$131.00
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 11/04/15	\$99.00
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 11/11/15	\$126.00
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 11/18/15	\$99.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	CREDIT	-\$58.15
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	INNER DOOR HANDLE/HOSE CLAMP	\$163.16
E 101-53000-220 UTILITY SERVICES	U.S. CELLULAR	NOV-DEC CELLULAR	\$123.58
E 101-53000-430 SNOW & ICE REMOVAL	WAUKESHA CTY TREASURER (515)	SALT BRINE	\$177.98
E 101-53000-225 STREET LIGHTING	WE ENERGIES	OCT-NOV ST LIGHTING	\$8,271.34
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	WI RURAL WATER ASSOC (WRWA)	SAFETY AUDIT	\$189.51
E 101-53000-180 OTHER BENEFITS	WICHTROWSKI, THOMAS	REIMBURSE CLOTHING ALLOWANCE	\$200.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	WOLF CONSTRUCTION CO INC	COLD PATCH	\$902.61

Account Descr	Search Name	Comments	Amount
E 101-53000-410 STREETS GEN MAINT	WOLF CONSTRUCTION CO INC	CONCRETE DUMPING	\$50.00
EXPENSE Descr PUBLIC WORKS			\$20,270.86
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	AT&T	NOV-DEC SERVICE	\$18.39
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	NOV GENTLE STRETCH YOGA	\$235.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	NOV GENTLE STRETCH YOGA	\$436.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUSOLD, CAROL	NOV NIA	\$256.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HAMPE, CHRISTINE	NOV PUNCH CARDS	\$73.37
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	HARTLAND AREA CHAMBER COMMERCE	ANNUAL GIFT CERTIFICATES	\$225.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	JH ART & DESIGN LLC	WINTER/SPRING COVER DESIGN	\$75.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	JOURNAL COMMUNITY PUBL	HARTLAND MATTERS	\$127.67
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	KRUGER, CHRISTIAN T	CAMERA IN YOUR SMARTPHONE	\$84.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	KRUGER, CHRISTIAN T	OLD FAMILY PHOTOS	\$84.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY MARTIAL ARTS	BABYSITTING BASICS	\$198.00
E 101-55300-295 TRIPS	MENOMONEE FALLS SCHOOL DISTRIC	FIRESIDE	\$95.00
E 101-55300-295 TRIPS	MENOMONEE FALLS SCHOOL DISTRIC	FIRESIDE	\$326.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NELSON, JOANNE	NOV PUNCH CARDS/WAKE UP THE WRITER	\$33.60
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	NOV PUNCH CARDS-CORE FITNESS	\$416.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	NOV PUNCH CARDS-YOGA FOR ATHLETES	\$192.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	TREND MICRO WORRY/MAINTENANCE RENEWAL	\$19.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	PAETEC (WINDSTREAM)	NOV-DEC SERVICE	\$101.86
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	RABIEGO, MARY	SING AND BOUNCE	\$240.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	RABIEGO, MARY	SING AND BOUNCE	\$144.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SCHOLTKA, JENNIFER J	NOV PUNCH CARDS	\$77.87
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SPRECHER, MARIA	NOV QIGONG	\$64.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	TOMAN, JULIE	LOTION CLASS	\$250.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	NOV-DEC CELLULAR	\$51.13
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	VILLAGE OF SUSSEX	BEGINNER IRISH DANCE	\$27.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	VILLAGE OF SUSSEX	GRILLING 101	\$50.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	VILLAGE OF SUSSEX	WINDY CITY TRIP	\$751.92
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	VILLAGE OF SUSSEX	WOODCARVING	\$35.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	VILLAGE OF SUSSEX	FUSION	\$20.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	VILLAGE OF SUSSEX	JERSEY BOYS TRIP	\$828.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	VILLAGE OF SUSSEX	WEST SIDE STORY TRIP	\$416.70
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	VILLAGE OF SUSSEX	CHEER CAMP	\$640.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	VILLAGE OF SUSSEX	TUMBLING	\$1,944.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	VILLAGE OF SUSSEX	ADULT TENNIS	\$207.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	LEARN TO SKATE - NAGAWAUKEE	\$250.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	NOV YOGA FOR LIFE	\$144.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	NOV YOGA FOR LIFE	\$544.00

Account Descr	Search Name	Comments	Amount
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	NOV CHAIR YOGA	\$316.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	NOV CHAIR YOGA	\$32.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$10,030.31
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	ADVANCED DISPOSAL SERVICES	NOVEMBER SERVICE	\$31,625.12
EXPENSE Descr REFUSE & GARBAGE COLLECTION			\$31,625.12
EXPENSE Descr RETAINING WALL REPLACEMENT			
E 401-79170-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	OCTOBER SERVICE	\$124.00
EXPENSE Descr RETAINING WALL REPLACEMENT			\$124.00
EXPENSE Descr SEWER SERVICE			
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	AT&T	NOV-DEC SERVICE	\$18.39
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	AT&T MOBILITY	OCT-NOV CELLULAR	\$60.32
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	BANYON DATA SYSTEMS INC	SOFTWARE SUPPORT	\$491.66
E 204-53610-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	BATTERY	\$19.51
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$61.36
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	NOVEMBER FEES	\$67,270.00
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	DEC HRA ADM SERVICES	\$24.51
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	NOVEMBER FEES	\$17.07
E 204-53610-360 VEHICLE MAINT/EXPENSE	ENVIROTECH EQUIPMENT CO	SEWER TRUCK REPAIR	\$4,334.00
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	TREND MICRO WORRY/MAINTENANCE RENEWAL	\$28.50
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	PAETEC (WINDSTREAM)	NOV-DEC SERVICE	\$299.69
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	OCTOBER SERVICE	\$1,498.27
E 204-53610-800 CAPITAL OUTLAY	RUEKERT & MIELKE	SEPT-OCT SERVICES	\$487.50
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	SEPT-OCT SERVICES	\$525.00
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	U.S. CELLULAR	NOV-DEC CELLULAR	\$123.57
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	VISU-SEWER, INC.	2015 MAINTENANCE CLEANING	\$23,632.96
EXPENSE Descr SEWER SERVICE			\$98,892.31
EXPENSE Descr STORM WATER MGMT PLAN			
E 401-74097-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	OCTOBER SERVICE	\$500.00
EXPENSE Descr STORM WATER MGMT PLAN			\$500.00
EXPENSE Descr TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	TREND MICRO WORRY/MAINTENANCE RENEWAL	\$19.00
EXPENSE Descr TRUSTEES			\$19.00
EXPENSE Descr WATER UTILITY			
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	AT&T	NOV-DEC SERVICE	\$18.39
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	AT&T MOBILITY	OCT-NOV CELLULAR	\$60.31

Account Descr	Search Name	Comments	Amount
E 620-53700-923 OUTSIDE SERVICES	BANYON DATA SYSTEMS INC	SOFTWARE SUPPORT	\$491.67
E 620-53700-653 MAINTENANCE OF METERS	BIEBELS TRUE VALUE	WIRE DISH PAN	\$5.39
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$61.36
E 620-53700-923 OUTSIDE SERVICES	DIGGERS HOTLINE INC	NOV LOCATES	\$33.30
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	DEC HRA ADM SERVICES	\$61.29
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	NOVEMBER FEES	\$42.69
E 620-53700-635 MAINTENANCE OF TREATMENT PLANT	HAWKINS WATER TREATMENT	REBUILD KIT/WELL #6	\$518.00
E 620-53700-930 MISC GENERAL EXPENSES	HOME DEPOT	HAND TOOLS	\$155.54
E 620-53700-923 OUTSIDE SERVICES	MIDWEST METER INC	METERS	\$1,303.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	NOVEMBER SAMPLES	\$54.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	570 PROGRESS WELL #3	\$20.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	NOVEMBER SAMPLES	\$54.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	NOVEMBER SAMPLES	\$18.00
E 620-53700-930 MISC GENERAL EXPENSES	ONTECH SYSTEMS, INC	TREND MICRO WORRY/MAINTENANCE RENEWAL	\$28.50
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	PAETEC (WINDSTREAM)	NOV-DEC SERVICE	\$299.69
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	SEPT-OCT SERVICES	\$525.00
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	OCTOBER SERVICE	\$1,498.27
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	U.S. CELLULAR	NOV-DEC CELLULAR	\$123.57
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	OCT-NOV #3 PUMPHOUSE	\$881.25
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV MICRO BOOSTER	\$11.38
E 620-53700-930 MISC GENERAL EXPENSES	WI RURAL WATER ASSOC (WRWA)	MEMBERSHIP RENEWAL	\$495.00
EXPENSE Descr WATER UTILITY			\$6,759.60
			\$286,913.48

VILLAGE OF HARTLAND

12/10/15 11:42 AM

Page 1

Payments

Current Period: NOVEMBER 2015

Batch Name	NOV15 MC	User Dollar Amt	\$164,195.10		
Payments		Computer Dollar Amt	\$164,195.10		
				\$0.00	In Balance
Refer	48570 LAKE COUNTRY BED BARN	Ck# 008418	11/12/2015		
Cash Payment	E 216-58300-290 OUTSIDE SERVICES/C	RELOCATION EXPENSES			\$8,502.25
Invoice					
Transaction Date	12/10/2015	GF Checking	11100	Total	\$8,502.25
Refer	48571 NUGENT, HEIDI	Ck# 008419	11/12/2015		
Cash Payment	E 216-58300-290 OUTSIDE SERVICES/C	RELOCATION EXPENSES			\$1,500.00
Invoice					
Transaction Date	12/10/2015	GF Checking	11100	Total	\$1,500.00
Refer	48572 WE ENERGIES	Ck# 008420	11/4/2015		
Cash Payment	E 620-53700-622 POWER FOR PUMPING	SEPT-OCT MANCHESTER			\$913.05
Invoice	7839302285				
Cash Payment	E 620-53700-622 POWER FOR PUMPING	SEPT-OCT SUNNYSLOPE			\$559.16
Invoice	2293156744				
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	SEPT-OCT #3 PUMPHOUSE			\$9.57
Invoice	3042164324				
Cash Payment	E 101-53000-220 UTILITY SERVICES	SEPT-OCT GAS			\$25.08
Invoice	6056270114				
Cash Payment	E 620-53700-622 POWER FOR PUMPING	SEPT-OCT SUNSHINE			\$1,197.31
Invoice	6473362744				
Cash Payment	E 204-53610-220 UTILITY SERVICES	SEPT-OCT HWY 83			\$18.01
Invoice	6263414559				
Cash Payment	E 620-53700-622 POWER FOR PUMPING	SEPT-OCT COVENTRY			\$19.36
Invoice	1468544962				
Cash Payment	E 101-51600-220 UTILITY SERVICES	SEPT-OCT GAS			\$44.47
Invoice	2663271889				
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPT-OCT PENBROOK			\$15.71
Invoice	5674217938				
Cash Payment	E 204-53610-220 UTILITY SERVICES	SEPT-OCT BRADFORD			\$33.88
Invoice	5613294504				
Cash Payment	E 620-53700-622 POWER FOR PUMPING	SEPT-OCT PENBROOK			\$236.80
Invoice	7851809890				
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	SEPT-OCT PENBROOK			\$10.47
Invoice	7851809890				
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPT-OCT PENBROOK			\$23.82
Invoice	8613908604				
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPT-OCT CENTENNIAL			\$171.14
Invoice	0450215442				
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPT-OCT HARTBROOK			\$16.12
Invoice	0481684333				
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPT-OCT HARBROOK			\$33.46
Invoice	9236535835				
Cash Payment	E 101-52200-220 UTILITY SERVICES	SEPT SURVIVE ALIVE/GAS			\$9.90
Invoice	0882882206				
Cash Payment	E 101-52200-220 UTILITY SERVICES	SEPT-OCT SURVIVE ALIVE/ELECT			\$54.79
Invoice	9205177634				

VILLAGE OF HARTLAND

12/10/15 11:42 AM

Page 2

Payments

Current Period: NOVEMBER 2015

Cash Payment	E 101-53000-220 UTILITY SERVICES	SEPT ELECTRIC		\$560.28
	Invoice 3646056192			
Cash Payment	E 101-52200-220 UTILITY SERVICES	SEPT ELECTRIC/GAS		\$451.48
	Invoice 0433099006			
Cash Payment	E 620-53700-622 POWER FOR PUMPING	AUG-SEPT HILL ST		\$20.04
	Invoice 1256399293			
Cash Payment	E 101-53000-225 STREET LIGHTING	AUG-SEPT CLOCK		\$25.20
	Invoice 7216041063			
Cash Payment	E 101-53000-225 STREET LIGHTING	SEPT-OCT ST LIGHTING		\$244.90
	Invoice 5028427102			
Cash Payment	E 101-53000-225 STREET LIGHTING	SEPT-OCT CAMPUS DR		\$396.29
	Invoice 9028267806			
Cash Payment	E 204-53610-220 UTILITY SERVICES	SEPT-OCT WOODLANDS		\$36.32
	Invoice 9416057165			
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPT-OCT NIXON		\$23.84
	Invoice 5876199679			
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPT-OCT NIXON		\$67.41
	Invoice 2679405828			
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPT-OCT FAC		\$81.60
	Invoice 0216106875			
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPT-OCT NIXON		\$18.56
	Invoice 0096257859			
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPT-OCT BARK RIVER		\$122.41
	Invoice 9032161219			
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPT-OCT NIXON		\$26.82
	Invoice 8805432113			
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	AUG-SEPT SUNSHINE		\$17.14
	Invoice 5677024971			
Cash Payment	E 204-53610-220 UTILITY SERVICES	AUG-SEPT CRYSTAL		\$92.71
	Invoice 6068808002			
Cash Payment	E 204-53610-220 UTILITY SERVICES	AUG-SEPT RUSTIC		\$32.38
	Invoice 9264030069			
Cash Payment	E 620-53700-622 POWER FOR PUMPING	AUG-SEPT BRISTLECONE		\$26.42
	Invoice 5016074048			
Cash Payment	E 204-53610-220 UTILITY SERVICES	AUG-SEPT ARLENE		\$179.02
	Invoice 6475996819			
Cash Payment	E 204-53610-220 UTILITY SERVICES	AUG-SEPT SHADOW RIDGE		\$59.09
	Invoice 7811234819			
Transaction Date	12/10/2015	GF Checking	11100	Total \$5,874.01
Refer	48573 WI SUPPORT COLLECTIONS TRUS Ck# 008421 11/5/2015			
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO	PP #23		\$1,234.60
	Invoice			
Transaction Date	12/10/2015	GF Checking	11100	Total \$1,234.60
Refer	48574 TD AMERITRADE Ck# 008422 11/5/2015			
Cash Payment	G 101-21570 DEFERRED COMP DEDUC	PP #23		\$200.00
	Invoice			
Transaction Date	12/10/2015	GF Checking	11100	Total \$200.00
Refer	48575 STARK ASPHALT Ck# 008423 11/6/2015			

VILLAGE OF HARTLAND

12/10/15 11:42 AM

Page 3

Payments

Current Period: NOVEMBER 2015

Cash Payment	E 620-53700-678 HYDRANTS	FORCE ACCOUNT			\$3,149.05
Invoice	58663				
Cash Payment	E 620-53700-651 MAINTENANCE OF MAI	MISC WATER REPAIRS			\$825.00
Invoice	58663				
Cash Payment	E 401-74010-285 CONSTRUCTION COST	MISC STORM SEWER REPAIRS			\$360.00
Invoice	58663				
Cash Payment	E 620-53700-679 STRUCTURES & IMPR	WELL #4 DRIVEWAY REPLACEMENT			\$29,811.00
Invoice	58663				
Cash Payment	E 401-76090-285 CONSTRUCTION COST	VILLAGE PARK PATHWAY PAVING			\$20,895.50
Invoice	58663				
Cash Payment	E 401-70235-285 CONSTRUCTION COST	MISC ASPHALT PATCHING			\$27,180.80
Invoice	58663				
Cash Payment	E 401-79160-285 CONSTRUCTION COST	COTTONWOOD/MAPLE RR QUIET ZONE			\$4,881.20
Invoice	58663				
Cash Payment	E 401-79175-285 CONSTRUCTION COST	CEMETERY DRIVEWAY PAVING			\$20,642.00
Invoice	58663				
Cash Payment	E 401-70380-285 CONSTRUCTION COST	MAPLE AVE PAVING			\$25,076.05
Invoice	58663				
Cash Payment	G 401-21200 RETAINAGE PAYABLE	CREDIT			-\$14,535.00
Invoice	58663				
Transaction Date	12/10/2015	GF Checking	11100	Total	\$118,285.60
Refer	48576 MINNESOTA LIFE INSURANCE CO	Ck# 008424	11/9/2015		
Cash Payment	E 101-51400-150 HEALTH/DENTAL/LIFE	DECEMBER PREMIUMS			\$55.43
Invoice					
Cash Payment	E 101-51500-150 HEALTH/DENTAL/LIFE	DECEMBER PREMIUMS			\$34.00
Invoice					
Cash Payment	E 101-55300-150 HEALTH/DENTAL/LIFE	DECEMBER PREMIUMS			\$3.31
Invoice					
Cash Payment	E 101-52200-150 HEALTH/DENTAL/LIFE	DECEMBER PREMIUMS			\$8.94
Invoice					
Cash Payment	E 101-52300-150 HEALTH/DENTAL/LIFE	DECEMBER PREMIUMS			\$8.93
Invoice					
Cash Payment	E 101-55110-150 HEALTH/DENTAL/LIFE	DECEMBER PREMIUMS			\$95.10
Invoice					
Cash Payment	E 101-52100-150 HEALTH/DENTAL/LIFE	DECEMBER PREMIUMS			\$232.94
Invoice					
Cash Payment	E 101-53000-150 HEALTH/DENTAL/LIFE	DECEMBER PREMIUMS			\$304.44
Invoice					
Cash Payment	G 101-21560 LIFE INSURANCE DEDUCT	DECEMBER PREMIUMS			\$803.28
Invoice					
Transaction Date	12/10/2015	GF Checking	11100	Total	\$1,546.37
Refer	48577 AFLAC	Ck# 008425	11/10/2015		
Cash Payment	G 101-21592 AFLAC INS PAYABLE	MONTHLY PREMIUMS			\$319.86
Invoice	609180				
Transaction Date	12/10/2015	GF Checking	11100	Total	\$319.86
Refer	48578 NUGENT, HEIDI	Ck# 008426	11/12/2015		
Cash Payment	E 216-58300-290 OUTSIDE SERVICES/C	RELOCATION EXPENSES			\$4,400.00
Invoice					

VILLAGE OF HARTLAND

12/10/15 11:42 AM

Page 4

Payments

Current Period: NOVEMBER 2015

Transaction Date	12/10/2015	GF Checking	11100	Total	\$4,400.00
Refer	48579 WE ENERGIES	Ck# 008427	11/17/2015		
Cash Payment	E 101-55110-220 UTILITY SERVICES	OCT-NOV ELECTRIC			\$199.19
	invoice 7827910400				
Cash Payment	E 620-53700-622 POWER FOR PUMPING	SEPT-OCT #3 PUMPHOUSE			\$890.99
	Invoice 0065822102				
Cash Payment	E 101-53000-225 STREET LIGHTING	SEPT-OCT ST LIGHTING			\$8,271.34
	Invoice 0065822102				
Transaction Date	12/10/2015	GF Checking	11100	Total	\$9,361.52
Refer	48580 PAETEC (WINDSTREAM)	Ck# 008428	11/17/2015		
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	OCT-NOV PHONE/INTERNET			\$102.43
	Invoice 58882964				
Cash Payment	E 101-52400-300 OPERATING SUPPLIES	OCT-NOV PHONE/INTERNET			\$102.43
	Invoice 58882964				
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	OCT-NOV PHONE/INTERNET			\$102.43
	Invoice 58882964				
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	OCT-NOV PHONE/INTERNET			\$102.43
	Invoice 58882964				
Cash Payment	E 101-52200-220 UTILITY SERVICES	OCT-NOV PHONE/INTERNET			\$571.07
	Invoice 58882964				
Cash Payment	E 101-55110-220 UTILITY SERVICES	OCT-NOV PHONE/INTERNET			\$102.43
	Invoice 58882964				
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	OCT-NOV PHONE/INTERNET			\$102.43
	Invoice 58882964				
Cash Payment	E 101-53000-220 UTILITY SERVICES	OCT-NOV PHONE/INTERNET			\$300.35
	Invoice 58882964				
Cash Payment	E 620-53700-605 MAINTENANCE-WATE	OCT-NOV PHONE/INTERNET			\$300.34
	Invoice 58882964				
Cash Payment	E 204-53610-385 MAINTENANCE-COLLE	OCT-NOV PHONE/INTERNET			\$300.34
	Invoice 58882964				
Cash Payment	E 101-55370-300 OPERATING SUPPLIES	OCT-NOV PHONE/INTERNET			\$30.00
	Invoice 58882964				
Transaction Date	12/10/2015	GF Checking	11100	Total	\$2,116.68
Refer	48581 NOTARY BOND RENEWAL SERVIC	Ck# 008429	11/17/2015		
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	NOTARY BOND - KANDLER			\$25.00
	Invoice				
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	NOTARY BOND - IGL			\$25.00
	Invoice				
Transaction Date	12/10/2015	GF Checking	11100	Total	\$50.00
Refer	48582 WI DEPT OF FINANCIAL INST	Ck# 008430	11/17/2015		
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	NOTARY RENEWAL - KANDLER			\$20.00
	Invoice				
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	NOTARY RENEWAL - IGL			\$20.00
	Invoice				
Transaction Date	12/10/2015	GF Checking	11100	Total	\$40.00
Refer	48583 NUGENT, HEIDI	Ck# 008431	11/17/2015		
Cash Payment	E 216-58300-290 OUTSIDE SERVICES/C	RELOCATION EXPENSES			\$4,957.00
	Invoice				

VILLAGE OF HARTLAND

12/10/15 11:42 AM

Page 5

Payments

Current Period: NOVEMBER 2015

Transaction Date	12/10/2015	GF Checking	11100	Total	\$4,957.00
Refer	48584 NORTH SHORE MIDDLE SCHOOL	Ck# 008432	11/18/2015		
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	POINSETTIA FUNDRAISER			\$112.00
Invoice					
Transaction Date	12/10/2015	GF Checking	11100	Total	\$112.00
Refer	48585 CHICAGO TITLE COMPANY	Ck# 008433	11/18/2015		
Cash Payment	E 216-58300-290 OUTSIDE SERVICES/C	TRANSFER OF LAWN/OAK ST PARCELS			\$1,303.00
Invoice					
Transaction Date	12/10/2015	GF Checking	11100	Total	\$1,303.00
Refer	48586 WI SUPPORT COLLECTIONS TRUS	Ck# 008434	11/20/2015		
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO	PP #24			\$1,234.60
Invoice					
Transaction Date	12/10/2015	GF Checking	11100	Total	\$1,234.60
Refer	48587 TD AMERITRADE	Ck# 008435	11/20/2015		
Cash Payment	G 101-21570 DEFERRED COMP DEDUC	PP #24			\$57.61
Invoice					
Transaction Date	12/10/2015	GF Checking	11100	Total	\$57.61
Refer	48588 LAKE COUNTRY BED BARN	Ck# 008436	11/24/2015		
Cash Payment	E 216-58300-290 OUTSIDE SERVICES/C	RELOCATION EXPENSES			\$3,100.00
Invoice					
Transaction Date	12/10/2015	GF Checking	11100	Total	\$3,100.00

Fund Summary

	11100 GF Checking	
101 GENERAL FUND		\$17,194.85
204 SEWER		\$751.75
216 TIF #6		\$23,762.25
401 CAPITAL PROJECTS FUND		\$84,500.55
620 WATER FUND		\$37,985.70
		<u>\$164,195.10</u>

Pre-Written Checks	\$164,195.10
Checks to be Generated by the Computer	\$0.00
Total	<u>\$164,195.10</u>

# VILLAGE OF HARTLAND

12/10/15 2:08 PM

Page 1

## Payments

Current Period: NOVEMBER 2015

Batch Name	Payment	Computer Dollar Amt			Posted
Batch Name	NOV15WIRE				
Payment					
Computer Dollar Amt		\$495,195.00			
Posted					
<hr/>					
Refer	48611 FIRST BANK FINANCIAL CENTRE	Ck# 2015089E	11/30/2015		
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	11/30/2015	Due 0	GF Checking	11100	Total \$75.00
<hr/>					
Refer	48612 PAYROLL DATA SERVICES INC	Ck# 2015090E	11/5/2015		
Cash Payment	E 804-56700-110 SALARIES	NOVEMBER 6 BID PAYROLL			\$993.70
Invoice					
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH	NOVEMBER 6 BID PAYROLL			\$35.00
Invoice					
Transaction Date	11/5/2015	Due 0	GF Checking	11100	Total \$1,028.70
<hr/>					
Refer	48613 PAYROLL DATA SERVICES INC	Ck# 2015091E	11/20/2015		
Cash Payment	E 804-56700-110 SALARIES	NOVEMBER 20 BID PAYROLL			\$993.69
Invoice					
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH	NOVEMBER 20 BID PAYROLL			\$35.00
Invoice					
Transaction Date	11/20/2015	Due 0	GF Checking	11100	Total \$1,028.69
<hr/>					
Refer	48614 BOND TRUST SERVICES CORP	Ck# 2015092E	11/30/2015		
Cash Payment	E 301-58000-615 DEBT SERVICE - INTE	2013 GO REFUNDING BONDS INTEREST			\$71,818.75
Invoice					
Transaction Date	11/30/2015	Due 0	GF Checking	11100	Total \$71,818.75
<hr/>					
Refer	48615 THE DEPOSITORY TRUST COMPA	Ck# 2015093E	11/30/2015		
Cash Payment	E 301-58000-610 PRINCIPAL REDEMPTI	2010 GO REFUNDING BONDS PRINCIPAL			\$310,000.00
Invoice					
Transaction Date	11/30/2015	Due 0	GF Checking	11100	Total \$310,000.00
<hr/>					
Refer	48616 EMPLOYEE TRUST FUNDS	Ck# 2015094E	11/24/2015		
Cash Payment	E 101-51400-150 HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS			\$5,124.81
Invoice					
Cash Payment	E 101-51500-150 HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS			\$2,336.57
Invoice					
Cash Payment	E 101-55300-150 HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS			\$685.94
Invoice					
Cash Payment	E 101-52100-150 HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS			\$29,146.65
Invoice					
Cash Payment	E 101-53000-150 HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS			\$22,603.51
Invoice					
Cash Payment	E 101-55110-150 HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS			\$4,730.78
Invoice					
Cash Payment	E 101-52200-150 HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS			\$1,197.11
Invoice					

VILLAGE OF HARTLAND

12/10/15 2:08 PM

Page 2

Payments

Current Period: NOVEMBER 2015

Cash Payment	E 101-52300-150 HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS			\$1,197.10
Invoice					
Cash Payment	G 101-21530 INSURANCE DEDUCTIONS	DECEMBER HEALTH INSURANCE PREMIUMS			\$1,321.93
Invoice					
Cash Payment	G 101-34140 UNFUNDED EMPLOYEE BE	DECEMBER HEALTH INSURANCE PREMIUMS			\$1,967.10
Invoice					
Transaction Date	11/24/2015	Due 0	GF Checking	11100	Total \$70,311.50
Refer	48617	WI RETIREMENT SYSTEM	Ck# 2015095E	11/30/2015	
Cash Payment	E 101-55300-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$248.15
Invoice					
Cash Payment	E 101-51400-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$696.08
Invoice					
Cash Payment	E 101-51500-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$295.44
Invoice					
Cash Payment	E 101-52100-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$9,616.25
Invoice					
Cash Payment	E 101-52100-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$634.79
Invoice					
Cash Payment	E 101-52200-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$382.41
Invoice					
Cash Payment	E 101-52300-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$600.76
Invoice					
Cash Payment	E 101-52200-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$76.90
Invoice					
Cash Payment	E 101-53000-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$3,470.85
Invoice					
Cash Payment	E 101-55110-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$1,439.64
Invoice					
Cash Payment	E 620-53700-926 EMPLOYEE PENSIONS	OCTOBER WRS PREMIUMS			\$1,720.43
Invoice					
Cash Payment	E 204-53610-110 SALARIES	OCTOBER WRS PREMIUMS			\$190.00
Invoice					
Cash Payment	E 204-53610-110 SALARIES	OCTOBER WRS PREMIUMS			\$245.88
Invoice					
Cash Payment	E 204-53610-390 BILLING/COLLECTION/	OCTOBER WRS PREMIUMS			\$309.91
Invoice					
Cash Payment	G 101-21520 RETIREMENT DEDUCTION	OCTOBER WRS PREMIUMS			\$9,328.07
Invoice					
Cash Payment	G 101-21520 RETIREMENT DEDUCTION	OCTOBER WRS PREMIUMS			\$7,484.53
Invoice					
Transaction Date	11/30/2015	Due 0	GF Checking	11100	Total \$36,740.09
Refer	48618	JPMORGAN CHASE BANK	Ck# 2015096E	11/18/2015	
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	AMAZON - CD'S/DVD'S			\$140.12
Invoice					
Cash Payment	G 101-23005 EMPLOYEE RECOGNITION	LANDS END - EMPLOYEE LOGO CLOTHING			\$326.94
Invoice					
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	CONSTANT CONTACT - ANNUAL EMAIL MEMBERSHIP			\$336.00
Invoice					

VILLAGE OF HARTLAND

12/10/15 2:08 PM

Page 3

Payments

Current Period: NOVEMBER 2015

Cash Payment	E 101-51400-395 COMMUNITY RELATIO	ICE AGE TRAIL ALLIANCE - MEMBERSHIP	\$100.00
Invoice			
Cash Payment	E 101-51400-400 OTHER BOARDS/COM	LEAGUE OF WI MUNI - PFC WORKSHOP/REDLIN	\$105.00
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	PIGGLY WIGGLY - COFFEE FOR VB MEETINGS	\$16.08
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	GLACIER CANYON - PFC WORKSHOP LODGING	\$82.00
Invoice			
Cash Payment	E 101-52300-300 OPERATING SUPPLIES	AMAZON - SURFACE PRO KEYBOARD CASE	\$39.99
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	AMAZON - CREDIT DUE	-\$189.98
Invoice			
Cash Payment	E 101-52300-800 CAPITAL OUTLAY	AMAZON - 3 YR TABLET PROTECTION PLAN	\$189.98
Invoice			
Cash Payment	E 101-52300-800 CAPITAL OUTLAY	AMAZON - MICROSOFT SURFACE PRO 3	\$1,099.85
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	AMAZON - INDOOR FLAGPOLE STANDS	\$49.98
Invoice			
Cash Payment	E 802-52100-300 OPERATING SUPPLIES	LA POLICE GEAR - MEDICAL LITTERS	\$141.95
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	PIGGLY WIGGLY - DONUTS/WATER/SODA	\$22.75
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	SHERWIN WILLIAMS - PAINT	\$93.71
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	LABOR LAW CENTER - LABOR LAW POSTER	\$37.90
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	WALMART - CANDY FOR BUSINESS TRICK OR TREAT	\$63.64
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	FALBO BROS - MOCK ON-SITE LUNCH	\$66.45
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	EXXON - SNACK/SODA (ROSCH REIMBURSED)	\$3.38
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	AMAZON - AIR FILTERS	\$61.24
Invoice			
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	KALAHARI - WPRA LODGING - YOGERST	\$109.00
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	OFFICEMAX - CHAIR/PRINTER	\$289.98
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	FAMOUS FOOTWEAR - SHOES/BAGIN	\$64.99
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	5.11 TACTICAL - SOCKS/BAGIN	\$41.11
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	USPS - DEBT ISSUE MAILING	\$6.70
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	WI DSPS - CPA LICENSE RENEWAL/BAILEY	\$82.00
Invoice			

# VILLAGE OF HARTLAND

12/10/15 2:08 PM

Page 4

## Payments

Current Period: NOVEMBER 2015

Cash Payment	E 620-53700-625 MAINTENANCE OF PU	FCX PERFORMANCE - SOLENOID FOR WELL #2	\$128.93
	Invoice		
Cash Payment	E 101-53000-360 VEHICLE MAINT/EXPE	BURRIS EQUIP - HUB FOR SPIKER	\$172.64
	Invoice		
Cash Payment	E 101-53000-300 OPERATING SUPPLIES	BEST BUY - CAR CELL PHONE CHARGERS	\$17.99
	Invoice		
Cash Payment	E 204-53610-305 EXPENSES-OTHER	BEST BUY - CAR CELL PHONE CHARGERS	\$17.99
	Invoice		
Cash Payment	E 620-53700-930 MISC GENERAL EXPEN	BEST BUY - CAR CELL PHONE CHARGERS	\$18.00
	Invoice		
Cash Payment	E 101-53000-300 OPERATING SUPPLIES	US CELLULAR - SMART PHONES	\$133.69
	Invoice		
Cash Payment	E 204-53610-305 EXPENSES-OTHER	US CELLULAR - SMART PHONES	\$133.69
	Invoice		
Cash Payment	E 620-53700-930 MISC GENERAL EXPEN	US CELLULAR - SMART PHONES	\$133.68
	Invoice		
Transaction Date	11/18/2015	Due 0 GF Checking 11100	<b>Total</b> \$4,137.37
Refer	48622 PAYMENT SERVICE NETWORK Ck# 2015097E 11/3/2015		
Cash Payment	E 101-51500-290 OUTSIDE SERVICES/C	OCTOBER CREDIT CARD FEES	\$18.30
	Invoice		
Cash Payment	E 204-53610-290 OUTSIDE SERVICES/C	OCTOBER CREDIT CARD FEES	\$18.30
	Invoice		
Cash Payment	E 620-53700-923 OUTSIDE SERVICES	OCTOBER CREDIT CARD FEES	\$18.30
	Invoice		
Transaction Date	11/3/2015	Due 0 GF Checking 11100	<b>Total</b> \$54.90

### Fund Summary

	11100 GF Checking
804 BUSINESS IMPROVEMENT DISTRICT	\$2,057.39
802 LAKE AREA CRITICAL INCIDENT TM	\$141.95
620 WATER FUND	\$2,019.34
301 DEBT SERVICE FUND	\$381,818.75
204 SEWER	\$915.77
101 GENERAL FUND	\$108,241.80
	\$495,195.00

Pre-Written Checks	\$495,195.00
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<b>\$495,195.00</b>

**VILLAGE OF HARTLAND  
LICENSES AND PERMITS  
DECEMBER 14, 2015**

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

Jamie Pendleton  
Leesha Hall  
Haley Kuznicki

The Police Chief and Village Clerk recommend approval. Applicant has successfully completed the Responsible Beverage Servers Course.

Name
AMIDZICH, NANCY M
BEAUMONT, EMILIE
BEDNAR, GEORGIA ANN
BERNHARDT, JILL A
BIERMAN, MILDRED I
BOLTE, RICHARD A
BOMBERG, MARY SUSAN
BORKOWSKI, JUDITH A
CHERTY, TAWNN M
COMPTON, KAREN M
COOK, MARCIA A
DECKER-NOLD, JOAN D
ECKELS, MARY BETH J
ECKELS, STEVEN D
GEORGSON, DAVID O
GERGER, CAROLINE S
HOFMAN, LYNN M
KEPPE, MARIE SUE
KOWIS, CYNTHIA A
KUTSCHENREUTER, FRANCES L
LAWSON, REGINALD D
LAWSON, ROSEMARY A
LEGARE, LAWRENCE R
LIGOCKI, ANN W
LISIUS, JUDI M
LISIUS, PAUL A
MALY, JEANINE E
MAUTZ, DIANE K
MEINDL, RUTH A
MILLER, SUSAN C
MODERSON, DIANE L
MUTSCHELKNAUS, JOAN L
PAPA, JOANN M
PFEIFFER, MARY SHARPE
RASMUSSEN, RENEE J
RISTOW, SHARON A
RUDZINSKI, ELLEN MARIE
RUDZINSKI, RAYMOND FRANCIS
SAATKAMP, JEFFREY CHARLES
SCHWAGER, JOICELYN C
THRAVES, CYNDEE L
WEISHAPPLE, GLORIA A
ZISKA, THOMAS L
ZWIEG, BARBARA A

**MEMORANDUM**

**TO:** President and Village Board  
**FROM:** David E. Cox, Village Administrator   
**DATE:** December 10, 2015  
**SUBJECT:** Arlene Flow Monitoring Payment

Attached is an invoice from Heartland Construction, Inc. for installation of a manhole and flow monitoring equipment at the Arlene Lift Station in Bristlecone Pines. This work was performed by Heartland in conjunction with their work for Siepmann Realty to construct the Windrush Subdivision infrastructure. As part of that work, the Village required installation of the flow monitoring equipment with the intent that the cost would be covered by the Village. The cost of this work is included in the projects identified for the Sewer Connection Fees established by the Village.

The Board will recall that installation of flow metering was included as part of the Village's recent budgets. Specifically, the meter at the Arlene Lift Station is a key part of the infrastructure in the northeast part of the Village. The information from this new meter will improve the ability of the Village to understand and address the infiltration of clear/ground water into the sewer system but also accurately plan for the installation of upgrades to the sewer in Sunnyslope Drive, which will likely need to be upsized to accommodate expanded flow from development in the northeast.

The Village Board is requested to specifically authorize the payment to Heartland in the amount of just over \$31,000, which was established through actual time and materials billing.

DC Arlene Metering Payment

cc: Mike Einweck, Public Works Director.

Heartland Construction, Inc.  
 393 Hartford Road  
 Slinger, WI 53086  
 Phone: (262)644-9331 Fax: (262)644-9944

**INVOICE**

INVOICE NO. INV 2275

BILLING PHONE:  
 BILLING FAX:

ACCT. NO.: HARTLAND,VILLAGE OF  
 SOLD TO: VILLAGE OF HARTLAND  
 210 COTTONWOOD AVENUE  
 HARTLAND, WI 53029

SHIP TO:

SALES NO.	PURCHASE ORDER NO.		SHIP VIA	SALES- PERSON	DATE SHIPPED	TERMS	INVOICE DATE
3					12/10/2015	NET 30 DAYS	12/10/2015
QUANTITY ORDERED	QUANTITY SHIPPED	BACK ORDERED	ITEM NO.	DESCRIPTION		UNIT PRICE	EXTENDED PRICE
				TERMS: NET 30 DAYS. ALL PAST DUE AMOUNTS WILL BE SUBJECT TO A SERVICE CHARGE OF 1.0% PER MONTH (12.0% PER ANNUM)			
				ARLENE DRIVE LIFT STATION UPGRADE			
26.0	26.0	0.0	1545	HRS-240 EXCAVATOR		160.00	4,160.00
16.0	16.0	0.0	1545	HRS-QUAD AXLE TRUCK		95.00	1,520.00
12.0	12.0	0.0	1545	HRS-440 EXCAVATOR/COMPACTOR		130.00	1,560.00
52.0	52.0	0.0	1545	HRS-LABOR		75.00	3,900.00
24.0	24.0	0.0	1545	HRS-CAV TRUCKS		215.00	5,160.00
1.0	1.0	0.0	1545	PIPE & FITTINGS		2,294.00	2,294.00
1.0	1.0	0.0	1545	MANHOLE & CASTING		3,880.00	3,880.00
1.0	1.0	0.0	1545	FOAM INSULATION FOR MANHOLE		780.00	780.00
1.0	1.0	0.0	1545	FLOW METER		3,860.00	3,860.00
1.0	1.0	0.0	1545	ELECTRICIAN		1,250.00	1,250.00
44.0	44.0	0.0	1545	TN-BEDDING STONE		14.00	616.00
176.0	176.0	0.0	1545	TN-T.B. BACKFILL		9.30	1,636.80
36.0	36.0	0.0	1545	YDS-TOPSOIL		16.00	576.00

Weight 0.00 lbs.

<b>SALES AMOUNT</b>	31,192.80
<b>TAXABLE TOTAL</b>	0.00
<b>SALES TAX</b>	0.00
<b>FREIGHT</b>	0.00
<b>TOTAL</b>	31,192.80

Thank You

## MEMO

**TO:** David E. Cox, Village Administrator  
**FROM:** Michael Einweck, Director of Public Works  
**DATE:** December 10, 2015  
**SUBJECT:** 2015 Sanitary Sewer Point Repairs Contract

---

Attached are two proposals from Visu-Sewer Clean & Seal, Inc. for sanitary sewer point repairs and grouting of the pipe joints in sanitary sewer mains. The point repair work provides a sectional liner inside the sewer main at locations in need of repair. The liner will provide structural strength and repair the pipe defect. Grouting of the pipe joints eliminates the infiltration that is entering the pipe through the joints.

The cost to perform the point repairs from inside the pipe is actually less expensive than it is to excavate the roadway and replace a section of pipe. This portion of the work is for four (4) sectional liners. The point repairs and grouting work was based upon the review of the television inspection of our sewer mains. The total cost of the two proposals is \$16,200.00 and is available in the Sewer Utility Capital Outlay Account.

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

### Attachments

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



## Proposal

To: Michael Einweck  
Village of Hartland  
210 Cottonwood Ave.  
Hartland, WI 53029  
262-367-4880

From: Mike Blazejovsky  
Visu-Sewer, Inc.  
W230 N4855 Betker Dr.  
Pewaukee, WI 53072  
414-335-2538

**Date:** 12/9/2015

**Project:** Cottonwood Ave. Sanitary Sewer Grouting

---

Visu-Sewer is pleased to provide the following quotation for new sanitary sewer CCTV inspection:

Test & Seal Grouting of all joints in approx. 100 LF of 18" clay sanitary sewer from manhole B062 to manhole B064 in Hartland, WI. Proposal cost includes DVD's & inspection reports. Visu-Sewer will provide all labor, equipment, and material to complete this project.

**T&M Rate - Labor - \$290.00 per hour (Port-to-Port)**  
**- Material - \$ 12.00 per gallon (Av-100)**  
**(Estimated total of +/- 10 hours total & 150 gallons of grout)**

The Village of Hartland will need to provide access to all manholes, water from nearby hydrants (without charge), a dumpsite for any captured debris, and any traffic control required beyond cones & signs. Thank you for the opportunity to quote on this project. If you have any questions, please do not hesitate to call Randy Belanger or me at 262-695-2340.

---

All material guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to standard practices or specifications submitted. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. If a collapse of the original pipe results during the lining process, Visu-Sewer will not be held liable for costs associated with excavation, repairs or restoration. Our workers are fully covered by Workmen's Compensation Insurance. This proposal may be withdrawn if not accepted within 30 days of issue. Terms - Net 30 days.

---

## Acceptance of Proposal

The above prices / conditions are satisfactory and are hereby accepted. Visu-Sewer is authorized to do the work as specified.

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

Signature: \_\_\_\_\_

[www.visu-sewer.com](http://www.visu-sewer.com)

WISCONSIN - ILLINOIS - MINNESOTA - IOWA - MISSOURI



## Proposal

To: Michael Einweck  
 Village of Hartland  
 210 Cottonwood Ave.  
 Hartland, WI 53029  
 262-367-4880

From: Mike Blazejovsky  
 Visu-Sewer, Inc.  
 W230 N4855 Betker Dr.  
 Pewaukee, WI 53072  
 414-335-2538

**Date:** 12/9/2015

**Project:** Short Liners - Various Locations

Visu-Sewer is pleased to provide the following quotation for sectional sewer lining:

Install minimum of four (4) sectional liners at various locations in the Village of Hartland, WI:

Location	MH-MH Section	Proposed Repair	Amount
Maple Ave.	D098 - D097	Install 4'L x 8" Dia. Short Liner @ 103.7'	\$ 2,050.00
Prospect Ave.	C059 - C060	Install 4'L x 8" Dia. Short Liner @ 202.4'	\$ 2,050.00
Prospect Ave.	C060 - C061	Install 6'L x 8" Dia. Short Liner @ 145' - 151'	\$ 2,225.00
Cottonwood Ave.	B27 - B28	Install 6'L x 15" Dia. Short Liner @ 12' - 18'	\$ 5,175.00

Prices include one (1) pass with a jet, for light cleaning, prior to liner installation. Above prices assume the pipes can be lined in their current condition. If it is determined that the damaged pipe cannot be lined as is, mobilization, setup costs, removal of obstructions, or additional cleaning will be billed at a T&M rate of \$260.00/ hour. By-pass pumping is included.

The Village of Hartland will need to provide access to all manholes, water from nearby hydrants (without charge), a dump site for any captured debris, and any traffic control required beyond cones and signs. Thank you for the opportunity to quote on this project. If you have any questions, please do not hesitate to call Randy Belanger or me at 262-695-2340.

All material guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to standard practices or specifications submitted. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. If a collapse of the original pipe results during the lining process, Visu-Sewer will not be held liable for costs associated with excavation, repairs or restoration. Our workers are fully covered by Workmen's Compensation Insurance. This proposal may be withdrawn if not accepted within 30 days of issue. Terms - Net 30 days.

## Acceptance of Proposal

The above prices / conditions are satisfactory and are hereby accepted. Visu-Sewer is authorized to do the work as specified.

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

Signature: \_\_\_\_\_

[www.visu-sewer.com](http://www.visu-sewer.com)

## MEMO

**TO: David E. Cox, Village Administrator**

**FROM: Michael Einweck, Director of Public Works**

**DATE: December 10, 2015**

**SUBJECT: 2015 Paving Program  
Change Order – Number 1  
Retaining Wall Design Modification**

---

Attached is a copy of Change Order Number 1 for the 2015 Paving Program with the contractor Stark Pavement Corporation. This change order incorporates a design modification for the retaining wall constructed at the Village parking lot across from the Village Hall on Cottonwood Avenue and has a \$500 decrease in the contract amount.

The paving project called for a modular block retaining wall to be construction at the Village parking lot and required a stamped engineering plan be provided as part of the construction item. The original plan detailed a drain tile placed at the base of the retaining wall. During construction, the contractor's subcontractor (Cedarburg Landscaping) did not install the drain tile. This omission was noticed after the wall was constructed. Prior to any acceptance of the item, the Village required the design engineer review the as-built situation and provide a recommendation since the wall was not constructed per plan. The revised plan has three (3) wall drains being installed from the front of the wall into the drain field behind the wall (please see attached). This way, any water that builds up behind the wall would be collected and transported by the drains to the front of the wall.

The Village Engineer and staff have reviewed this and recommend that the revised wall design be incorporated into the contract via the proposed change order. Please place this on the next Village Board agenda for consideration.

### Attachments

cc: Darlene Igl, Village Clerk  
Mike Gerszewski, DPW Operations Supervisor  
Ryan Amtmann, Village Engineer

Date of Issuance: 12-14-15  
 Project: 2015 Paving and Utilities Program  
 Contract: 2015 Paving and Utilities Program  
 Contractor: Stark Pavement Corporation  
 Address: 12845 W. Burleigh Road  
 Brookfield, WI 53005

Effective Date: 12-14-15  
 Owner: Village of Hartland  
 Engineer: Village of Hartland  
 Effective Date of Contract: 6-12-15

The Contract is modified as follows upon execution of this Change Order:

Description: Contract Change Order #1

Reason for Change Order: Retaining Wall design modification.

Attachments: (List documents supporting change) Revised retaining wall design and supplemental design modification discussion by Design Engineer.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price \$ <u>573,228.80</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Increase from previously approved Change Orders No. ____ to No. ____: \$ <u>0.00</u>	●Increase● ●Decrease● from previously approved Change Orders No. ____ to No. ____: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>573,228.80</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Decrease of this Change Order: \$ <u>500.00</u>	●Increase● ●Decrease● of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>572,728.80</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:  
 By:   
 Engineer (Authorized Signature)

ACCEPTED:  
 By: \_\_\_\_\_  
 Owner (Authorized Signature)

ACCEPTED:  
 By:   
 Contractor (Authorized Signature)

Date: 12-10-15

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

Date: 12/10/15



December 10, 2015

Project RCP 15-102

Mr. Scott Devereux  
Cedarburg Landscaping Company, Inc.  
4200 W Highland Road  
Mequon, WI 53092

Dear Mr. Devereux:

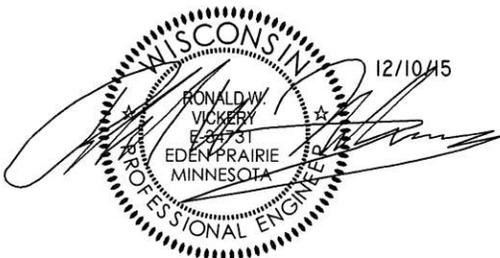
Re: Segmental Retaining Wall Drain Addition, 2015 Paving and Utilities Project, Hartland, WI

As requested by you, Vickery Engineering and Consulting, LLC (VEC), is writing this letter to discuss the proposed drainage system for the segmental retaining wall (SRW) at the referenced project.

In June of 2015, VEC prepared construction drawings for the SRW to be constructed at the referenced project. The project was titled "Proposed Segmental Retaining Wall, 2015 Paving and Utilities Program, Hartland, Wisconsin." The plans were dated 6/18/15, with an Addendum dated 9/18/15 (Addendum 1). The purpose of the addendum was to show the wall as it was constructed, with the draintile omitted. You indicated the lack of draintile was discovered after the wall construction was completed. On November 17, 2015, VEC prepared a letter discussing the draintile.

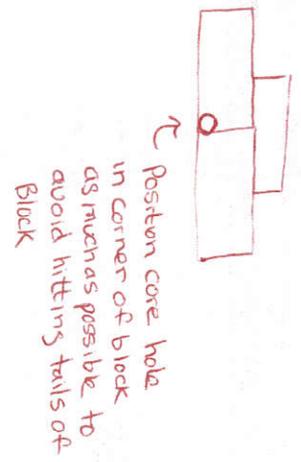
As requested, VEC has reviewed the attached drawing, and the installation of the drainage system proposed will not impair the expected life or performance of the retaining wall. A geosynthetic sock around the pipe is not necessary.

In performing its services, VEC used that degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession currently practicing in the same locality. If you have any questions regarding this report or wish to further discuss this report, please call me at 952-465-8272.

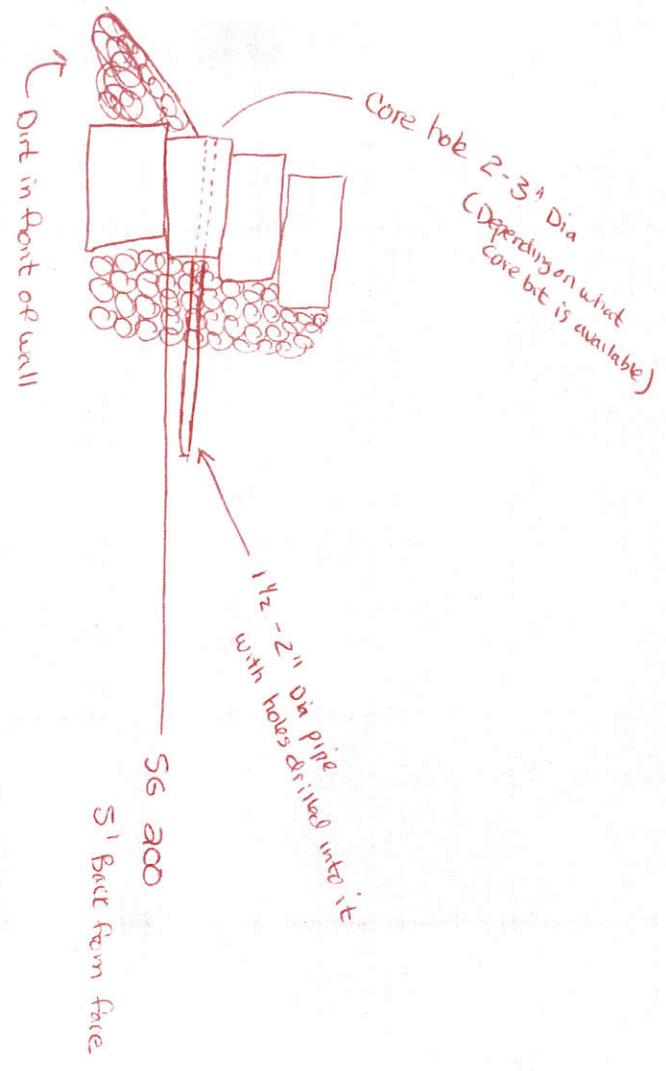


Ronald W. Vickery, PE  
President/Principal Engineer

Attachment: Drainage Sketch

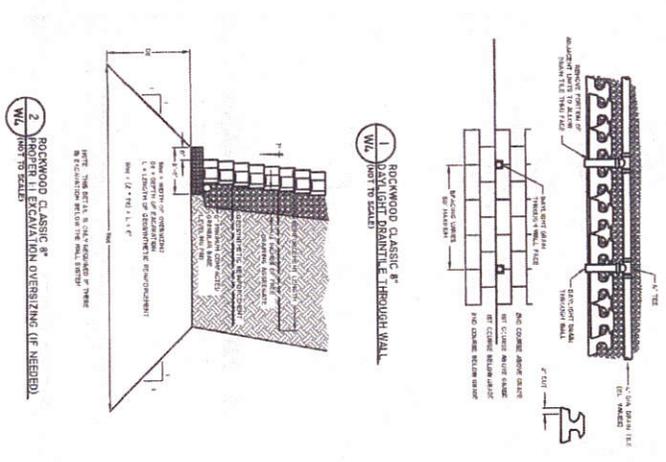


- Steps
- 1) Core hole in Block offset to avoid hitting tails of Block
  - 2) Take pipe drive it into the reinforced zone 2'-3' (pipe is galvanized)
  - 3) Trim pipe end off within 3" of face of wall.





**VFC**  
 VICKERY ENGINEERING & CONSULTING, LLC  
 1444 Village Woods Drive  
 Eden Prairie, MN 55347  
 phone: 952-461-8272  
 www.vickeryeng.com  
 2013 Vickery Engineering & Consulting, LLC



**PROPOSED SEGMENTAL RETAINING WALL**  
 2015 PAVING AND UTILITIES PROGRAM  
 HARTLAND, WISCONSIN  
 SECTIONS & DETAILS / WALL-SPECIFIC X-SECTION

REV. NO.	DATE	DESCRIPTION	SCALE

AS SHOWN  
 VEC PROJECT NO. RCP IS-102  
 DRAWN BY: P/W  
 REVIEWER BY: VEC  
 DATE: 6/18/15

SHEET: **W/L** OF: **L** CLIENT: CEDARBURG

VERIFIED LINE ABOVE MEASURES 1-INCH IF IT DOESN'T ADJUST SCALE ACCORDINGLY



## Mike Einweck

---

**From:** Chuck Gassert <chuckg@starkcorp.us>  
**Sent:** Thursday, December 10, 2015 1:15 PM  
**To:** Mike Einweck  
**Subject:** Wall solution

Hi Mike,

Do you think that if we offered a \$500.00 Credit along with the repair that was offered the Board would accept that?  
If not, what do you think would satisfy them?

Thanks

Chuck

Chuck Gassert  
Vice President  
Stark Pavement Corporation  
(f/k/a Stark Asphalt a Division of Northwest Asphalt Products, Inc.)  
12845 W Burleigh Road  
Brookfield, WI 53005

Office 414-466-7820

Cell 414-406-2514

Fax 262-784-6840

## MEMO

**TO: David E. Cox, Village Administrator**

**FROM: Michael Einweck, Director of Public Works**

**DATE: December 10, 2015**

**SUBJECT: Collection Event Agreement with Waukesha County  
for Residential Electronics and Appliance Recycling**

---

Earlier in the year, the Village suspended our collection of electronics recyclables due to issues with the selected vendor. Since that time, the Village has worked with Waukesha County and other local agencies to request proposals on alternative collection options that are efficient and cost effective. The selected alternative is to have collection events hosted throughout the County at seven different locations throughout the year. These events would allow residents to drop off both electronics and appliances for recycling. There would be a small fee charged to the residents for any television or CRT computer monitor that is dropped off. All other eligible electronics and appliances will be taken at no cost.

The Village would need to provide staffing to host the collection event, site security, adequate space for the collection containers and advertise the event on our website. We have proposed using our recycle center site located at the Village Garage at 701 Progress Drive. The events would coincide with our normal second Saturdays in April and October where we would be open for recycling and yard waste drop-offs. I would anticipate the need to have both of our seasonal staff members to staff the event.

Staff recommends that the attached Collection Event Agreement be approved. Please place this on the next Village Board agenda for consideration.

### Attachments

cc: Darlene Igl, Village Clerk  
Mike Gerszewski, DPW Operations Supervisor



## RESIDENTIAL ELECTRONICS AND APPLIANCE RECYCLING Collection Event Agreement

**THIS AGREEMENT** is between Waukesha County, through its Department of Parks and Land Use ("County") and the Village of Hartland ("Municipality").

**WHEREAS**, since 1990, the County has served as a "Responsible Unit" ("RU") for recycling under Chapter 287 Wisconsin Statutes for twenty-five (25) participating municipalities, including the Municipality;

**WHEREAS**, the E-Cycle Wisconsin program is supported by Wisconsin's electronics recycling law (2009 Wisconsin Act 50), which bans electronics such as TVs, computers and cell phones from Wisconsin landfills and incinerators;

**WHEREAS**, under the E-Cycle Wisconsin program, local governments/recycling RUs must inform their residents about electronics recycling and the electronics disposal bans;

**WHEREAS**, in 2015, the County facilitated a request for proposal (RFP) process on behalf of participating municipalities to review options for electronics and appliance recycling, including permanent drop-off sites and collection events around the County; and

**WHEREAS**, the RFP results verified that permanent electronics drop-off sites are cost-prohibitive. Participating municipalities requested the County to contract for collection events to be hosted throughout the County in partnership with local municipalities.

**NOW THEREFORE**, in consideration of these premises, the County and the Municipality hereby agree to work cooperatively on the planning and implementation of collection events for electronics and appliance recycling. Neither the Municipality nor the County shall charge for their services, as further described below:

**1. The County will:**

- i. Execute and administer contract(s) with vendor(s) to operate Electronics and Appliance collection events in the Municipality as mutually agreed and scheduled and that said contract(s) will include language requiring the vendor(s) to indemnify the Municipality.
- ii. Provide a copy of the executed contract(s) to the Municipality.

- iii. Coordinate the collection event schedule, site access, location and layout for collection events with the Municipality and contracted vendor(s).
- iv. Advertise collection events through news releases, web pages and other methods to increase public awareness of the collection events.

**2. The Municipality will:**

- i. Provide a contact person and sufficient municipal staff, as necessary, to host scheduled collection events.
- ii. Ensure site safety and security before, during and after collection events.
- iii. Provide host site with adequate public access and space for containers for each collection event.
- iv. Advertise collection events through municipal website, social media and other local methods available to increase public awareness of the event.

**3. Indemnification**

- i. The Municipality shall indemnify, hold harmless, and defend the County, its officers, agents, and employees from any and all liability including claims, demands, damages, actions or causes of action; together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Municipality, its employees, agents or subcontractors in association with an electronics and appliance recycling collection event, or otherwise arises from or is related to a collection event, except to the extent such liability is caused or contributed to by the vendor, the County or its agents.

**4. No Waiver.** Nothing contained within this agreement is intended to be a waiver or estoppels of the Municipality or the County or their respective insurers to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained within Wisconsin Statutes 893.80, 895.475 through 895.62 and 345.05

**5. Effective Date and Term.** This Agreement shall become effective upon execution by both parties, and shall remain in effect until expiration of the County contract with the current vendor (December 31, 2018), unless otherwise terminated in writing by either party upon a 90-day written notice to the other party. Upon extension of the County contract, this Agreement shall automatically be extended for the period of the new contract, unless otherwise agreed by the parties.

**WAUKESHA COUNTY:**

By: 

Date: 12-9-15

Dale R. Shaver, Director - Department of Parks and Land Use

**MUNICIPALITY NAME:** \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name/title: \_\_\_\_\_

# Electronics Recycling Collection Events Summary

Residential Electronics and Appliance Collection, Transport and Recycling

## Key Information

- Request for Proposal process was a cooperative effort between Municipalities and the County
- Process resulted in collection event contracts between the County, Legacy Recycling (electronics) and Refrigerant Depot (appliances)
  - Three year contracts with two (2) one (1) year extension options
  - Permanent electronic collection site proposals were deemed cost prohibitive
  - One contract for collection events and intergovernmental cooperation secured County wide collection events along with uniform user fees and consistent event schedule for residents
- Eight (8) Municipalities are participating to host collection events throughout the County
  - Events schedule mutually agreed by Municipality, County and Contractor
- Collection events will be from 9am-12pm on the 2<sup>nd</sup> Saturday of each month in 2016
  - Total collection events may decrease each year based on demand

## Important Contract Components

- Requires Indemnification and Defense of Suits for County and Municipalities
- Financial Assurances for failure to clean up site or provide required reporting
- Requires Waukesha County and Municipalities be listed as additional insured
- Requires the Contractor to accept the title to waste from residents directly to Contractor at the time of acceptance resulting in contractor responsibility/liability for transport and disposal

## Event Schedule and User Costs

Collection Event Schedule (2016)		
Month	Date	Location
January	9	City of Brookfield
February	13	City of Oconomowoc
March	12	City of New Berlin
April	9	Village of Hartland
May	14	City of Muskego
June	11	City of Pewaukee
July	9	City of Brookfield
August	13	Town of Merton
September	10	City of Muskego
October	8	Village of Hartland
November	12	City of Pewaukee
December	10	City of Oconomowoc

Participant Itemized Fees (2016)	
Cost Descriptions	Collection Event
Itemized Costs	\$20/Unit for Television Sets \$5/Unit for CRT Monitors
All Other Eligible Electronic Devices (EEDs) & Covered Electronic Devices (CEDs)	No Cost
Electronics Rebate	No Rebate
Non-Program Item Costs	No Cost
Labor	No Fees (Contractor Staffed)
Additional Fees	No Fees
Transportation and Mobilization	No Fees
Equipment Rental	No Fees

## **Contractor, County and Municipal Responsibilities**

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### **1. Contractor Responsibilities (Contract with Waukesha County)**

- i. Supply all necessary equipment to collect and transport all materials
- ii. Collect and handle all fees at all events
- iii. Register all collection events with the WDNR
- iv. Provide no fewer than four (4) staff members for each event
- v. Comply with, secure and pay for all permits, fees, licenses and inspections for applicable federal, state, and local laws
- vi. Prepare and provide, at the Contractor's expense, educational and promotional materials regarding computer asset disposal (destruction of data) and materials accepted in the recycling program for residents
- vii. Accept all electronics (both CEDs and EEDs) as specified in Wisconsin Law Act 50 for the recycling of e-waste from households
- viii. Handle and recycle or dispose of video displays, specifically cathode ray tubes (CRTs) and liquid crystal displays (LCDs) in accordance with specific state and federal regulations
- ix. Provide reports within 30 days of each collection event including total itemized pounds of materials collected and downstream vendor for recycling or disposal

### **2. County Responsibilities (Intergovernmental Agreement with Municipality)**

- i. Execute and administer contract(s) with vendor(s) to operate Electronics and Appliance collection events in the Municipality as mutually agreed and scheduled
- ii. Provide a copy of the executed contract(s) to the Municipality
- iii. Coordinate the collection event schedule, site access, location and layout for collection events with the Municipality and contracted vendor(s)
- iv. Advertise collection events through news releases, web pages and other methods to increase public awareness of the collection events

### **3. Municipal Responsibilities (Intergovernmental Agreement with County)**

- i. Provide a contact person and sufficient municipal staff to host scheduled collection events
- ii. Ensure site safety and security before, during and after collection events
- iii. Provide host site with adequate public access and space for containers for each collection event
- iv. Advertise collection events through municipal website, social media and other local methods available to increase public awareness of the event

**Waukesha County**  
**Request for Proposal No. 1536**  
**RESIDENTIAL ELECTRONICS AND APPLIANCE COLLECTION, TRANSPORT AND RECYCLING**  
**5/22/15**

**I. INTRODUCTION**

Waukesha County is requesting proposals from qualified firms **for the collection and recycling of electronic waste** for residents at eight (8) Waukesha County Municipal Sites (Municipalities). The County is assisting and facilitating this process although each Municipality will negotiate, execute and administer their respective contracts. Waukesha County, herein after County, may facilitate Temporary Collection Events in which case the County will separately execute a Contract with the awarded Vendor.

**II. DEFINITIONS**

The following definitions are used throughout the Special Conditions of Proposal:

<u>DEFINITION</u>	<u>MEANING</u>
Appliances/White Goods	Air conditioners, dehumidifiers, dishwashers, dryers/washers, Microwaves, freezers, ovens/ranges, water coolers, stoves, water heaters, refrigerators
Applicable Regulations	All federal, state, and local laws, regulations, rules and standards which apply to this RFP and the resulting contract
Contract Administrator	The Municipal and or County individuals and Contract representatives responsible for and with authority to administer and coordinate this contract
Contractor	The successful vendor awarded this contract
County	Waukesha County
CRT	Cathode Ray Tubes from electronic equipment, such as televisions and computer monitors
* Covered electronic devices (CEDs)	The category used to determine which manufacturers must register under E-Cycle Wisconsin and how much they must recycle each year. CEDs include: computers (desktop, laptop, netbook and tablet computers); desktop printers and printer/fax/copier scanner combinations; and video display devices, including televisions, computer monitors and e-readers with displays of 7" or more in the longest diagonal direction.
E-Cycle Wisconsin Program	A statewide, manufacturer-funded program that recycles certain electronics used in homes and schools.
* Eligible electronic devices (EEDs)	A broader category of devices that manufacturers can count toward their recycling obligation. EEDs include: televisions; computers (desktop, laptop, netbook and tables computers); desktop printers (including those that scan, fax and/or copy; computer monitors; other computer accessories (including keyboards, mice, speakers, external hard drives and flash drives); e-readers; DVD players, VCRs and other video players (i.e., DVRs); and fax machines.
E-waste	Electrical and electronic equipment or components which are dependent on electric currents or electromagnetic fields in order to fulfill their primary function, and which have never contained ozone depleting substances, combustible fuels, or gasses. This definition includes computers, central processing units (CPUs), laptops, and their peripheral equipment, including monitors, display devices, printers, keyboards, scanners, storage devices, servers, networking systems, copiers, fax machines, control boxes, imaging systems, etc. It also includes communications equipment such as desktop telephones, telecommunications equipment, and personal digital assistants (PDAs) as well as consumer electronic devices, such as televisions, recorders, DVD players, camcorders, digital cameras, stereo systems, compact disc players, radios, calculators, organizers, digital, cable and satellite

**MEMO**

**TO: David E. Cox, Village Administrator**  
**FROM: Michael Einweck, Director of Public Works**  
**DATE: December 10, 2015**  
**SUBJECT: Windrush Subdivision**  
**Letter of Credit Security Reduction**

---

The developer, Mr. James Siepman of Sunrise Development, LLC, has requested a reduction in the letter of credit security for the Windrush Subdivision construction items that have been completed. The request has been reviewed and checked by the Village Engineer, Ruekert - Mielke (please see attached). I have also reviewed the request and am in agreement that the work has been completed. This is the third request for security reduction.

The existing letter of credit may be reduced from the current balance of \$1,108,373.11 to \$563,356.11. This is a reduction in the amount of \$545,017.00. If approved by the Board, staff will contact the issuer of the security with the new amount contingent upon receiving the lien waivers for this reduction. The remaining balance is adequate to cover the outstanding construction work and the ten percent guarantee security.

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

Attachments

cc: Darlene Igl, Village Clerk  
Ryan Bailey, Finance Director/Treasurer  
Ryan Amtmann, Village Engineer

W233 N2080 Ridgeview Parkway • Waukesha, WI 53188-1020 • Tel. (262) 542-5733

December 9, 2015

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

RE: Windrush Development  
Letter of Credit Reduction No. 3

Dear Mike:

I have reviewed Sunrise Development, LLC's third request to reduce the Letter of Credit amount by \$545,017.00. I am in agreement with this request and recommend that the Village Board reduce the total Letter of Credit amount of \$5,092,350.00 to \$563,356.11. This recommendation is based upon inspection records performed by Ruekert/Mielke and confirmed quantity estimates with Village Staff.

If you should have any questions regarding this recommendation, please feel free to contact me.

Very truly yours,

RUEKERT & MIELKE, INC.



Jerad J. Wegner, P.E. (WI)  
Project Manager  
[jwegner@ruekert-mielke.com](mailto:jwegner@ruekert-mielke.com)

JJW:sjs

cc: Ryan T. Amtmann, P.E., Ruekert & Mielke, Inc.  
File

# Certification of Work Completed and Authorization for Letter of Credit Reduction

Village of Hartland

Subdivision: Windrush

Date: December 9, 2015

Developer: Sunrise Development, LLC

Report #: 3

Developer's Agreement Date: April 21, 2015

Covering Period from: 10/22/15-12/9/15

Letter of Credit Date: 4/24/2015

Total Letter of Credit: \$5,092,350

Total Letter of Credit Reduction Requested: \$545,017

Work Completed to Date

Description of Improvements Required	Contractor	Total Bid Amount	Current LOC Amount	Total LOC	
				Reduction Report #3 (105%)	LOC Balance After Request #3
Grading	Super Western	\$ 855,000	\$ 232,825	\$ 147,325	\$ 85,500
Paving	Stark Asphalt	\$ 738,188	\$ 267,752	\$ 70,104	\$ 197,648
Sewer & Water	Hearthland Construction	\$ 2,477,420	\$ 437,458	\$ 189,716	\$ 247,742
Restoration	Mtec	\$ 172,918	\$ 170,337	\$ 137,872	\$ 32,465
<b>Totals:</b>		<b>\$ 4,243,526</b>	<b>\$ 1,108,372</b>	<b>\$ 545,017</b>	<b>\$ 563,355</b>

Original Letter of Credit	\$ 5,092,350
LOC Reduction Request #1	\$ 1,594,758
LOC Reduction Request #2	\$ 2,389,219
LOC Reduction Request #3	\$ 545,017
<b>Remaining LOC</b>	<b>\$ 563,355</b>

Accepted by:

  
 By: James P. Siepmann, Member  
 Sunrise Development, LLC.

  
 By: Anthony S. Gehon  
 Jahnke & Jahnke & Associates

  
 By: Ruckert & Mefelke  
 12-10-15  
 Village of Hartland

06

# APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

PAGE ONE OF 2 PAGES

PROJECT: Windrush Subdivision

Distribution to:

APPLICATION NO.: 5

TO OWNER:  
Slepman Realty Development  
Attn: Jim Slepman  
W240 N1221 Pewaukee Road  
Waukesha, WI 53188

- OWNER
- ARCHITECT
- CONTRACTOR
- 
- 

PERIOD TO: 10/31/2015

PROJECT NOS.:

JOB #

CONTRACT DATE:

SVI Project No. 2015206

VIA ARCHITECT:

FROM CONTRACTOR:  
Super Western, Inc.  
N53 W14601 Bobolink Ave.  
Menomonee Falls, WI 53051

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

- 1. ORIGINAL CONTRACT SUM..... \$855,000.00
- 2. Net change by Change Orders..... \$0.00
- 3. CONTRACT SUM TO DATE (Line 1 + 2)..... \$855,000.00
- 4. TOTAL COMPLETED & STORED TO DATE..... \$855,000.00  
(Column G on G703)

### RETAINAGE:

- a. \_\_\_% of Completed Work
- (Columns D + E on G703)
- b. \_\_\_% of Stored Material
- (Column F on G703)

- Total Retainage (Line 5a + 5b or Total in Column 1 of G703)..... \$0.00
- 6. TOTAL EARNED LESS RETAINAGE..... \$855,000.00  
(Line 4 less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT..... \$714,680.00  
(line 6 from prior Certificate)

- 8. CURRENT PAYMENT DUE..... \$140,310.00
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE..... \$0.00  
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous		
Total approved this Month		
<b>TOTALS</b>		
NET CHANGES by Change Orders		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by Contractor

SUBCONTRACTOR: Super Western, Inc.

Date: 10/23/15

By: Josh Repent-Smith, Project Manager

State of: Wisconsin

County of: Waukesha

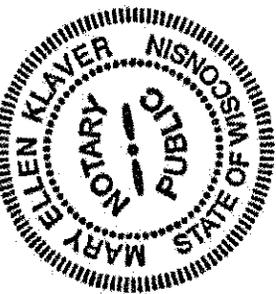
Subscribed and sworn to before

me this 23rd day of October, 2015

*Mary Ellen Klaver*

Notary Public: Mary Ellen Klaver

My Commission expires: 09-05-2017



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated

AMOUNT CERTIFIED .....\$  
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to

conform to the amount certified.)

ARCHITECT: By: Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Insurance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**CONTINUATION SHEET**

**SUBCONTRACTOR'S APPLICATION FOR PAYMENT**, containing

Contractor's signed certification is attached.

In tabulation below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 5  
 APPLICATION DATE: 10/25/15  
 PERIOD TO: 10/31/15  
 PROJECT NO.: 2015206

AIA DOCUMENT G703

Windrush Development

ITEM NO.	DESCRIPTION OF WORK	Qty	UOM	Contract Amount	D		E		F	G	H
					WORK COMPLETED		This Period				
					From Previous Application (F from last application)	Amount	Qty	Amount			
10	Tracking Pad	1	LS	\$2,192.68	100%	2,192.68			2,192.68	100%	\$0.00
20	Strip Topsoil	1	LS	\$167,090.00	100%	167,090.00			167,090.00	100%	\$0.00
30	Cut/Fill Ponds	1	LS	\$94,427.16	100%	94,427.16			94,427.16	100%	\$0.00
35	Cut/Fill Ponds	1	LS	\$91,735.04	100%	91,735.04			91,735.04	100%	\$0.00
40	Pick Up and Place Sewer Spoils	1	LS	\$89,600.00	100%	89,600.00			89,600.00	100%	\$0.00
45	Use Topsoil as Fill	1	LS	\$119,645.12	100%	119,645.12			119,645.12	100%	\$0.00
50	Replace Topsoil	1	LS	\$65,000.00	80%	52,000.00	20%	\$13,000.00	65,000.00	100%	\$0.00
60	Clay Liner for Pond	1	LS	\$22,650.00	100%	22,650.00			22,650.00	100%	\$0.00
70	Infiltration Basin Soil	1	LS	\$75,350.00	100%	75,350.00			75,350.00	100%	\$0.00
80	Overexcavate Pond- Use as Fill	1	LS	\$127,310.00			100%	\$127,310.00	127,310.00	100%	\$0.00
	PENDING - extra work orders										
E3	Undercut for tracking mat at front entrance	1	LS	\$10,910.83					0.00	0%	\$10,910.83
E4	Vac truck work for AT&T pedestals	1	LS	\$1,251.49					0.00	0%	\$1,251.49
	Additional work performed	1	LS	\$13,855.09					0.00	0%	\$13,855.09
	<b>TOTALS</b>			<b>\$881,017.41</b>		<b>\$714,690.00</b>		<b>\$140,310.00</b>	<b>\$855,000.00</b>		<b>\$26,017.41</b>

10

Heartland Construction, Inc.  
393 Hartford Road  
Slinger, WI 53086  
Phone: (262)644-9331 Fax: (262)644-9944

INVOICE

INVOICE NO. INV 2255

BILLING PHONE:  
BILLING FAX:

ACCT. NO.: SIEPMANN REALTY CORP  
SOLD TO: SIEPMANN REALTY CORP  
W240 N1221 PEWAUKEE ROAD  
WAUKESHA, WI 53186

SHIP TO:

SALES NO.	PURCHASE ORDER NO.		SHIP VIA	SALES PERSON	DATE SHIPPED	TERMS	INVOICE DATE
9					11/06/2015	NET 30 DAYS	10/31/2015
QUANTITY ORDERED	QUANTITY SHIPPED	BACK ORDERED	ITEM NO.	DESCRIPTION		UNIT PRICE	EXTENDED PRICE
0.35	0.35	0.0	1545	TERMS: NET 30 DAYS. ALL PAST DUE AMOUNTS WI  WINDRUSH BOOSTER STATION COMPLETED OCTOBER PER QUOTE		567,760.00	198,716.00
Weight 0.00 lbs.						SALES AMOUNT	198,716.00
						TAXABLE TOTAL	0.00
						SALES TAX	0.00
						FREIGHT	0.00
Thank You						TOTAL	198,716.00

STARK PAVEMENT CORPORATION  
 12845 W Burleigh Road  
 Brookfield, WI 53005

Invoice: 58695

14724

(414) 466-0644

Revised

Sold to

SIEPMANN REALTY CORPORATION  
 W240 N1221 PEWAUKEE RD  
 WAUKESHA, WI 53188

Ship to

WINDRUSH  
 HWY KE & HWY K  
 HARTLAND, WI

Account: STIEP      P.O. Num:      Ship Via:      Ship Date:      Terms: Net 30      Invoice Date: 10/30/15      Page: 1

STARK PAVEMENT CORP. JOB #156681

Item	Quantity	Description	Unit Price	Extended Price
1	11,447	30" VERTICAL FACE CURB & GUTTER	10.80	123,627.60 ✓
2	120	36" DOT CURB & GUTTER	32.00	3,840.00 ✓
3	1,163	12" STONE AND 6" ASPHALT HWY K	30.20	35,122.60 ✓
4	345	3" STONE SHOULDER HWY K	7.70	2,656.50 ✓
5	17,580	9" STONE AND 2 1/2" BINDER (INCLUDING RAMP FLANGES)	13.60	239,088.00 ✓
6	4	CONCRETE PLOWABLE NOSE	540.00	2,160.00 ✓
7	441	18" CURB & GUTTER @ CLUBHOUSE	15.70	6,923.70 ✓
10	0.75	8" STONE AND 4" ASPHALT @ CLUBHOUSE	18,900.00	14,175.00 ✓
11	440	CONCRETE WALK WITH TRUNCATED DOMES	9.20	4,048.00 ✓
12	9,355	8" STONE & 3" ASPHALT PED. PATHS	19.70	184,293.50 ✓
13	80	3" ASPHALT DRIVEWAY	54.00	4,320.00 ✓
	2,499	EXTRA WORK - UNDERCUT AND PLACE 3" TB		
	1	(TICKETS UPON REQUEST)	12.90	32,237.10
	-1	LESS PAYMENT #1 (DRAW #3)	553,489.10	-553,489.10

99,002.90  
 - 32,237.10  
 66,765.80

Subtotal 99,002.90

PLEASE REMIT PAYMENT TO ADDRESS ABOVE

CELEBRATING 50 YEARS IN BUSINESS  
 WWW.STARKCORP.US

Total \$99,002.90

02+16

**MTEC Environmental, Inc.**

597 W. Red Pine Cir  
Dousman, WI 53118

**Invoice**



Bill To
SUNRISE DEVELOPMENT, LLC W240 N1221 PEWAUKEE RD WAUKESHA, WI 53188

Date	Invoice #
11/24/2015	2015 124
Terms	Project
Net 30	WIND RUSH

Item	Quantity	Unit	Description	Rate	Amount
Silt Fence	1,700.00		1. SILT FENCE BOTTOM OF INFILTRATION BASINS	1.25	2,125.00
E-MAT	12,013.00		4. E-MAT CLASS I TYPE B FOR PONDS WITH NATIVE MESIC SEED	1.75	21,022.75T
E-MAT	0.92		6. E-MAT CLASS III TYPE B TRM SPILLWAYS (QTY 3)	2,650.00	2,438.00T
E-MAT	8,666.40		7. E-MAT CLASS I TYPE B (4:1 OR > )	1.35	11,699.64T
Seeding	230,929.00		9. PERM SEED, FERTILIZE AND MULCH LOTS AND R.O.W.	0.38	87,753.02T

<b>Subtotal</b>	\$125,038.41
<b>Sales Tax (5.1%)</b>	\$6,268.58
<b>Total</b>	\$131,306.99
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	<b>\$131,306.99</b>

THANK YOU FOR YOUR BUSINESS!

Phone # 262-719-6391 Fax... 262-431-4154 mtecinco@wi.rr.com



**LAKE COUNTRY MUNICIPAL COURT**

174 E. Wisconsin Avenue  
Oconomowoc, WI 53066  
262-569-0920 - T  
[www.lcmunict.com](http://www.lcmunict.com)

**RECEIVED**

NOV 20 2015

Village of Hartland

Clerk Pamela Strunk  
[clerk@lcmunict.com](mailto:clerk@lcmunict.com)

Deputy Clerk Theresa Berlin  
[deputyclerk@lcmunict.com](mailto:deputyclerk@lcmunict.com)

Honorable Timothy T. Kay

November 17, 2015

TO: City, Village and Town Clerks

RE: Lake Country Municipal Court  
2016 Budget Approval

I enclose herewith a proposed Municipal Court budget for the year 2016 together with an approval resolution for your board's consideration. The Court Administrative Committee, by agreement, is to formulate the budget, which has been accomplished. The budget is to then be approved by the governing bodies of the member municipalities. As you were informed in November of 2010, the Administrative Committee established a budget stabilization fund in the amount of \$100,000.00 which is to be utilized at year-end to stabilize the budget by transferring from that fund to the general fund for purposes of balancing the budget. The stabilization fund has been utilized to advantage.

It would be appreciated if your Common Council, Village Board or Town Board would take action on this as soon as possible and return a signed copy of the approved resolution to the Municipal Court office. On November 12, 2015, at a meeting of the court Administrative Committee, 13 members were present and recommended unanimously that the budget be approved. If you have any questions, please contact the undersigned or your Administrative Committee representative.

Thank you for your anticipated cooperation.

Sincerely,

G. William Chapman, Chairman, Administrative Committee  
LAKE COUNTRY MUNICIPAL COURT  
GWC/sp  
Enclosures

cc: Municipal Court Representatives (letter only)  
Municipal Court Clerk  
Judge Timothy Kay

Lake Country Municipal Court

2016 Budget

11/12/15

Rev 6

Percent  
+/-  
Budget  
Increase

Acct #:	Account Description:	2014 Actual	2015 YTD Ten Months	2015 Budget	2015 Estimated Year End	2016 Budget	
<b>Revenues:</b>							
1	4000 Court Fees	302,802	257,172	325,000	317,172	325,000	0.00%
3	4900 Interest Income	1,517	933	1,000	1,000	1,000	0.00%
4	4300 Court Assessment	1,992	2,938	0	3,200	2,000	
	Transfer from Undesignated Fund			0		2,853	
5	4800 Miscellaneous Insurance Recoveries	15,055	735	0	750	0	
7	<b>Total Revenues</b>	<b>321,366</b>	<b>261,778</b>	<b>326,000</b>	<b>322,122</b>	<b>330,853</b>	<b>1.49%</b>
9	<b>Total Assets</b>	<b>602,882</b>	<b>595,084</b>		<b>0</b>		
11	<b>Total Liabilities</b>	<b>138,812</b>	<b>164,284</b>		<b>0</b>		
13	<b>Total Fund Balance</b>	<b>470,774</b>	<b>430,799</b>		<b>0</b>		
15	<b>Total Fund Balance &amp; Liabilities</b>	<b>609,586</b>	<b>595,084</b>		<b>0</b>		

**Expenditures:**

19	Wages & Benefits	264,381	216,562	268,265	267,457	246,345	-8.17%
20	Purchased Services	39,604	37,333	36,924	39,511	40,703	10.23%
21	Operating Supplies & Expenses	13,318	9,008	16,000	10,930	15,280	-4.50%
22	Fixed Charges	26,785	22,719	28,048	28,048	28,525	1.70%
23	Capital Outlay	0	2,276	6,000	2,276	0	-100.00%
		1,584					
	Restitution	24	0	0	0	0	
25	Bad Debt	22,245	0	0	0	0	
26	<b>Total Expenditures:</b>	<b>367,941</b>	<b>287,897</b>	<b>355,237</b>	<b>348,222</b>	<b>330,853</b>	<b>-6.86%</b>
28	<b>Total Surplus/Deficit</b>	<b>-46,575</b>	<b>-26,119</b>	<b>-29,237</b>	<b>-26,100</b>	<b>0</b>	

Percent  
+/-  
Budget  
Increase

Acct #:	Account Description:	2014 Actual	2015 YTD Ten Months	2015 Budget	2015 Estimated Year End	2016 Budget	
35	5000 Full Time Salaries	111,049	93,682	113,745	113,745	113,745	0.00%
36	Clerk of Courts						
37	Deputy Clerk of Courts						
38	5010 Assistant Clerks	39,180	30,331	44,256	44,256	23,240	-47.49%
39	Clerk Salaries - Overtime						
40	5015 Part Time Judge	41,136	34,776	41,667	41,667	41,667	0.00%
	Bailiff Services	3,610	2,873	4,200	3,395	4,200	0.00%
41	5030 Employer FICA	14,421	11,331	15,275	15,275	13,667	-10.53%
42	5040 Retirement EE-ER	13,606	11,304	14,298	14,298	12,826	-10.30%
43	5050 Health	41,085	31,996	34,524	34,524	36,700	6.30%
44	5060 Long Term Disability Ins.			0			
45	5070 Life Insurance	294	270	300	297	300	
	Unemployment Benefits						
	Overtime						
46	<b>TOTAL:</b>	<b>264,381</b>	<b>216,562</b>	<b>268,265</b>	<b>267,457</b>	<b>246,345</b>	<b>-8.17%</b>

Acct #: Account Description:		2014 Actual	2015 YTD Ten Months	2015 Budget	2015 Estimated Year End	2016 Budget	Percent +/- Budget Increase
56	<b>PURCHASED SERVICES:</b>						
57							
58	5400 Professional/Outside Services	607	780	2,000	760	2,000	0.00%
59	5405 Accounting	8,291	6,005	7,200	7,200	7,440	3.33%
60	5410 Auditor	7,000	7,350	7,200	7,350	7,450	3.47%
61	5415 Professional Services	1,939	1,094	0			
61	5415 Legal Services	6,699	7,459	3,000	7,500	6,000	
62	5420 Computer Consultant	0	3,010	3,000	3,000	3,000	0.00%
63	5425 Court Software Support	12,481	8,062	9,314	9,314	9,593	3.00%
64	5550 Telephone	2,302	2,098	3,000	2,517	3,000	0.00%
	Internet/Web	285	180	260	270	270	3.85%
65	5500 Repair/Maint. Contracts Equip.		1,295	1,800	1,600	1,800	0.00%
66	5540 Substitute Judge			150		150	0.00%
67	<b>Total:</b>	<b>39,604</b>	<b>37,333</b>	<b>36,924</b>	<b>39,511</b>	<b>40,703</b>	<b>10.23%</b>
69	<b>OPERATING SUPPLIES &amp; EQUIPMENT</b>						
70	5250 Office Supplies/Printing	6,771	4,008	7,100	4,000	6,000	-15.49%
71	5300 Postage	4,922	3,553	5,000	5,000	5,000	0.00%
72	5350 Newspaper Publishing			500	0	1,000	
73	5200 Memberships	735	960	850	880	880	3.53%
74	5160 Books & Publications			150	0	0	-100.00%
	Printing			0		0	
	Miscellaneous		213	200	50	200	0.00%
75	5600 Training & Travel	890	274	2,200	1,000	2,200	0.00%
76	<b>Total:</b>	<b>13,318</b>	<b>9,008</b>	<b>16,000</b>	<b>10,930</b>	<b>15,280</b>	<b>-4.50%</b>
78	<b>FIXED CHARGES</b>						
79	5100 Insurance and Bonds						
80	5105 Workman's Comp	755	547	800	800	800	0.00%
81	5120 Public Officials Ins.	392	175	650	650	650	0.00%
	Property Insurance Coverage			450	450	450	0.00%
82	5125 Advertising			500	500	500	
83	5130 G Liability Ins./ Hired & non-owned l	2,734	2,657	2,300	2,300	2,300	0.00%
84	5140 Bonds						
85	5150 Bank Charges	293	196	350	350	350	0.00%
	Erroneous Interest Charged	0	0	25	25	25	
86	5475 Equipment Lease						
87	5450 Rent	22,611	19,144	22,973	22,973	23,450	2.08%
	<b>Total:</b>	<b>26,785</b>	<b>22,719</b>	<b>28,048</b>	<b>28,048</b>	<b>28,525</b>	<b>1.70%</b>
90	<b>CAPITAL OUTLAY</b>						
91	8000 Capital Equipment		2,276	6,000		0	-100.00%
92	<b>Total:</b>	<b>0</b>	<b>2,276</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>-100.00%</b>

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING MUNICIPAL COURT BUDGET

WHEREAS, the Intermunicipal Agreement for the operation of the Lake Country Municipal Court requires formation of an annual budget no later than the 1st day of September and approval of said budget by governing bodies of member municipalities; and

WHEREAS, the Court Administrative Committee, Court personnel and the Municipal Court Judge have formulated a budget for 2016 which has estimated revenues of \$330,853.00 and anticipated expenditures of \$330,853.00; and

WHEREAS, the Court Administrative Committee has, by formal action in November of 2010, created a budget stabilization fund in the amount of \$100,000.00 which has been used to advantage.

NOW THEREFORE, BE IT HEREBY RESOLVED that the attached Municipal Court budget for 2016 be approved.

DATED: \_\_\_\_\_

VILLAGE OF HARTLAND

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

ATTEST:

\_\_\_\_\_  
Clerk

**Hartland Business Improvement District**  
**2016 BUDGET**

	2012	2013	2014	2015 <i>Projected</i>	2015 YTD Budget	\$ Over Budget	Approved 2016 Budget
<b>Income</b>							
42300 · BID Assesment Revenue	70,000	70,000	70,000	70,000	70,000	-	70,000
Restraunt Crawl	2,680	-	-				
Other	251	1	1				
<b>Total Income</b>	<b>72,931</b>	<b>70,001</b>	<b>70,001</b>	<b>70,000</b>	<b>70,000</b>	<b>-</b>	<b>70,000</b>
<b>Expense</b>							
<b>ADMINISTRATION</b>							
732 · Professional Services	35,845	42,620	3,483				
110 · Employee Wages			16,720	23,728	24,000	(272)	24,000
180 · Payroll Taxes			1,792	2,361	-	2,361	2,400
760 · Payroll Fee			843	1,031	-	1,031	1,050
<b>Total 732 · Professional Services</b>	<b>35,845</b>	<b>42,620</b>	<b>22,837</b>	<b>27,120</b>	<b>24,000</b>	<b>3,120</b>	<b>27,450</b>
734 · Annual Audit	2,700	1,200	1,200	1,200	1,200	-	1,200
738 · Memberships	176	166	268	176	300	(124)	300
742 · Subscriptions	-	-	114	95	150	(55)	100
744 · Office Supplies	713	488	384	126	500	(374)	500
746 · Telephone	1,124	1,197	1,365	1,749	1,400	349	1,500
748 · Postage	88	249	74	10	250	(240)	50
750 · Copies/Duplication	1,141	644	147	145	700	(555)	150
752 · Rent	3,900	3,900	3,900	4,110	3,900	210	3,900
754 · Office Equipment	0	1,434					
756 · Education/Conferences	-	545	105	266	500	(234)	500
758 · Meetings	440	189	840	434	1,000	(566)	1,000
<b>Total ADMINISTRATION</b>	<b>46,127</b>	<b>52,632</b>	<b>31,233</b>	<b>35,431</b>	<b>33,900</b>	<b>1,531</b>	<b>36,650</b>
<b>DESIGN &amp; MAINTENANCE</b>							
711 · Facade Program	26,962	17,889	36,705	35,410	40,000	(4,590)	40,000
711.5 · Facade Match from Village	(13,481)	(8,945)	(18,353)	(17,711)	(20,000)	2,289	(20,000)
711.5 · Facade Match from Village		(9,737)	(4,647)				
711.9 · PY Facade Grant Adjusts-BID		4,869	2,324				
712 · Banner Sys/Sandwich Board	150	1,366	325	-	500	(500)	300
713 · Sign & Awning Program	2,337	1,375	2,011	3,645	5,000	(1,355)	4,700
714 · Wayfinding	6,163	2,240	405	-	1,000	(1,000)	1,000
715 · Streetscape Program	4,081	4,923	4,111	3,823	4,000	(177)	4,500
<b>Total DESIGN &amp; MAINTENANCE</b>	<b>26,212</b>	<b>13,980</b>	<b>22,881</b>	<b>25,167</b>	<b>30,500</b>	<b>(5,333)</b>	<b>30,500</b>
<b>MARKETING &amp; PROMOTION</b>							
716 · Business Certification Grant				500	1,000	(500)	1,000
718 · District Advertising & Promo	500	878	52	890	3,900	(3,010)	10,000
719 · Events	3,380	2,997	3,479	7,337	5,000	2,337	5,000
720 · Evening Walk/Promotion	1,262	-					
722 · Website Design/Update		1,575	5,300	31	500	(469)	500
724 · Web Site Hosting & Maint	1,050	-	451	325	500	(175)	500
726 · Promotional Collateral	520	-					
729 · Business Education & Promo	733	-	31	-	1,000	(1,000)	1,000
<b>Total MARKETING &amp; PROMOTION</b>	<b>7,445</b>	<b>5,450</b>	<b>9,313</b>	<b>9,083</b>	<b>11,900</b>	<b>(2,817)</b>	<b>18,000</b>
<b>Total Expense</b>	<b>79,784</b>	<b>72,062</b>	<b>63,426</b>	<b>69,681</b>	<b>76,300</b>	<b>(6,619)</b>	<b>85,150</b>
<b>Net Income (Loss)</b>	<b>(6,853)</b>	<b>(2,061)</b>	<b>6,575</b>	<b>319</b>	<b>(6,300)</b>	<b>6,619</b>	<b>(15,150)</b>
Fund Bal Beg. Of Year				30,365			30,684
Current Year Projected Loss				319			(15,150)
Estimated C/O Fund Bal to 2016				30,684			15,534

Unaudited - Internal Use Only



December 9, 2015

Dave Lamerand, Village President  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53029

Dear Mr. Lamerand,

On December 8, 2015, the BID Board of Directors approved the appointments of Scott Heyerdahl, Dave Lamerand and Steve Berger to serve on the BID Board for three-year terms (January 1, 2016 to December 31, 2018). Scott Heyerdahl, Dave Lamerand and Steve Berger accepted nominations from the BID Board and agreed to the appointments pending Village Board approval.

The following BID executive committee positions were nominated and approved for a one-year term (January 1, 2016 to December 31, 2016):

BID President:	Tom Brass, Tom Brass Insurance
BID Vice President:	Mike Badani, Citgo Hartland Village Mart
BID Secretary:	Scott Heyerdahl, Premier Properties
BID Treasurer:	Sam Emanuele, Emanuele and Haut CPA's

Should you require more information, please contact Cindy Gardner at the BID office at 262-367-6560 or email [hartlandbid@att.net](mailto:hartlandbid@att.net).

Thank you for your time, consideration and continued support of the Hartland Business Improvement District.

Sincerely,  
*Cindy Gardner*

Cindy Gardner  
Hartland BID



## Hartland BID Board of Directors 3 year terms

Term to expire December 31, 2016		
<p><b>Tom Brass, BID President</b> Tom Brass Insurance 151 East Capitol Dr Hartland, WI 53029 262-367-4747 TomBrass@aol.com</p>	<p><b>Marilyn Haroldson</b> MH Properties N49 W28689 Chardon Dr Hartland, WI 53029 414-322-9998 makflower@hotmail.com</p>	<p><b>Jon Wojciechowski, BID Past President</b> Wealth Development Corporation 795 Greenway Terrace Hartland, WI 53029 262-560-9770 jonwojo825@gmail.com</p>
Term to expire December 31, 2017		
<p><b>Mike Badani, BID Vice President</b> Hartland Village Mart CITGO 301 E Capitol Dr Hartland, WI 53029 262-367-8099 hvmart@yahoo.com</p>	<p><b>Sam Emanuele, BID Treasurer</b> Emanuele &amp; Haut, CPA's 140 E Capitol Dr Hartland, WI 53029 262-367-1040 sam@ehcpas.com</p>	<p><b>Dr. Jim Muenzenberger</b> Generations Dental 139 E Capitol Dr Hartland, WI 53029 262-367-2750 drjimsteam@hotmail.com</p>
Term to expire December 31, 2018		
<p><b>Scott Heyerdahl, BID Secretary</b> Premier Properties 134 Cottonwood Ave Hartland, WI 53029 262-367-9900 scott@wipremier.com</p>	<p><b>Dave Lamerand, Village President</b> Village of Hartland 210 Cottonwood Ave Hartland, WI 53029 262-367-2714 davidl@villageofhartland.com</p>	<p><b>Steve Berger</b> Beer Snobs Ale &amp; Eats 122 Cottonwood Ave Hartland, WI 53029 262-367-6627 sberger173@aol.com</p>
<p><b>David Cox, Ex-Officio Member</b> Village of Hartland, Village Administrator 210 Cottonwood Avenue Hartland, WI 53029 262-367-2714 davidc@villageofhartland.com</p>	<p><b>Cindy Gardner, BID Director</b> Hartland BiD 155 East Capitol Dr, Suite 10A Hartland, WI 53029 262-367-6560 hartlandbid@att.net</p>	

## MEMORANDUM

**TO:** President and Village Board  
**FROM:** David E. Cox, Village Administrator  
**DATE:** December 11, 2015  
**SUBJECT:** Employee Handbook Updates



In the last several months, staff has been reviewing the Village's Employee Handbook to determine appropriate updates and clarifications for recommendation to the Village Board. Attached is a draft of the updates to the Handbook for consideration.

Substantive changes to the document are found on the following pages.

- **Page 11** – This change clarifies that a Holiday is 8 hours. This provision is a partner to the overtime provision that was adopted two years ago that provides for a shortened work week with longer days (i.e., four ten-hour days instead of five eight-hour days), which may be considered for Public Works. The provision is intended to clarify that in the example case of a four day work week, a Friday holiday does not create additional pay; it, instead, shortens the week to 32 hours. Those hours can be divided however the Department desires to best fit the work needs.
- **Page 19** – The Sick Leave provision is being clarified to match how this provision is implemented by indicating that sick leave may be used not only for the employee's medical matters and illness but also for those of the employee's immediate family. Such a provision is intended to mirror the leave allowances of the Family Medical Leave Act. Further, the changes in the section clarify that a work day is eight hours long, which, again, addresses the work day issues discussed above.
- **Page 30** – This added section requires employees to notify their supervisor if they are taking a drug that may impact their performance prior to working.
- **Page 33/34** – A variety of changes are made in this section. In addition to repeating the requirement to notify one's supervisor of potential drug impairment, it expands the list of prohibited drugs to include controlled substances that are both legal and illegal. This is intended to be ahead of any change in legislation that may legalize certain drugs or forms of drugs that are currently illegal but that may have an impairing effect such as marijuana.
- **Page 35** – The Political Activity language was simply adjusted to be clearer.

- **Page 45** – A Driving Record Review provision has been added to clearly allow the Village to receive and review the driving record of any employee who either drives Village vehicles or drives in connection with their job. The intent is to ensure that employee's licenses are valid and current and that there are no behaviors that may be problematic for our insurance carrier or impact our ability to be protected by insurance.
  
- **Appendix C, pages 3-5** – This Appendix related to the Village's Alcohol and Drug Testing Policy is intended to mirror the drug provisions discussed above in order to maintain the intended impairment-free nature of the Village's workplaces.

Management Staff has reviewed these language updates and recommends their adoption. Please contact me if you have any questions in advance of the meeting.

DCHandbook Update Board

cc: Management Staff

# Ambulance Billing Policy

## AMBULANCE FEES

In order to ensure compliant, fair and equitable charging, billing and collections for ambulance services provided by the Village of Hartland Fire Department, this policy is adopted.

### **Third Party Administration**

The Village will hire a third party billing administrator to perform the Village's ambulance billing functions. The third party will provide billing and collection services on behalf of the Village and may provide other services as defined by the Village. The Village of Hartland Fire Department will cooperate with this outside provider to ensure that accurate and complete billing is provided.

### **Required Billing**

All transports in an ambulance will be billed to the insurance of the person transported or billed directly to the person transported in the instance of the person not having insurance. Non-transport ambulance calls will not be billed except for circumstances where medical supplies were used or medical services were rendered on site or where the call(s) have been determined to be nuisance calls. In these instances, the On Scene Care fee will be charged. Calls will be considered "nuisance calls" if a person has 3 non-transport ambulance calls in a 90 day period during which medical service or assistance was not administered. The Village will deem any future non-transport calls during which medical service or assistance is not administered as nuisance calls and the calls will be billed at the appropriate on scene care fee as approved by the Village Board.

### **Billing Rates**

All ambulance fees, Advanced Life Support (ALS), Basic Life Support (BLS) and Non-Transport, Mileage and Supplies, shall be billed at the Village Board approved rate structure. The Fire Department and 3<sup>rd</sup> party ambulance billing company shall review these rates annually and have the Village Board approve any rate changes desired.

### **Write Off Accounts**

The Village has three categories of account write-offs: (1) statutory – to comply with the legal allowable amounts that will be paid under government insurance programs, (2) uncollectible – these are write-offs of accounts that have been deemed by the third party billing agency to be uncollectible and (3) accounting purpose write offs – these are write-offs for audit and bookkeeping purposes but the bill is still collectible and remains as a receivable.

### **Special Considerations/Appeals**

The Village will follow the collection agency recommendation writing off delinquent accounts. If any ambulance customer desires a special write off of their balance that does not pertain to the statutory or uncollectible write offs in the previous paragraph (items 1 or 2), the customer

may request a reduction or elimination of their outstanding bill from the Village Board. The Village Board will review any request for appeal in closed session, as such may be allowed by law, and shall be the final arbiter of these requests with the authority to deny, modify or grant such request or appeal in full or in part.

**Approved by the Village Board: December 14, 2015**

# Memo

**To: Administrator Dave Cox, Village Board**

**From: Dave Dean, Fire Chief**

**Date: December 9, 2015**

**Re: purchase of 101 foot aerial platform**

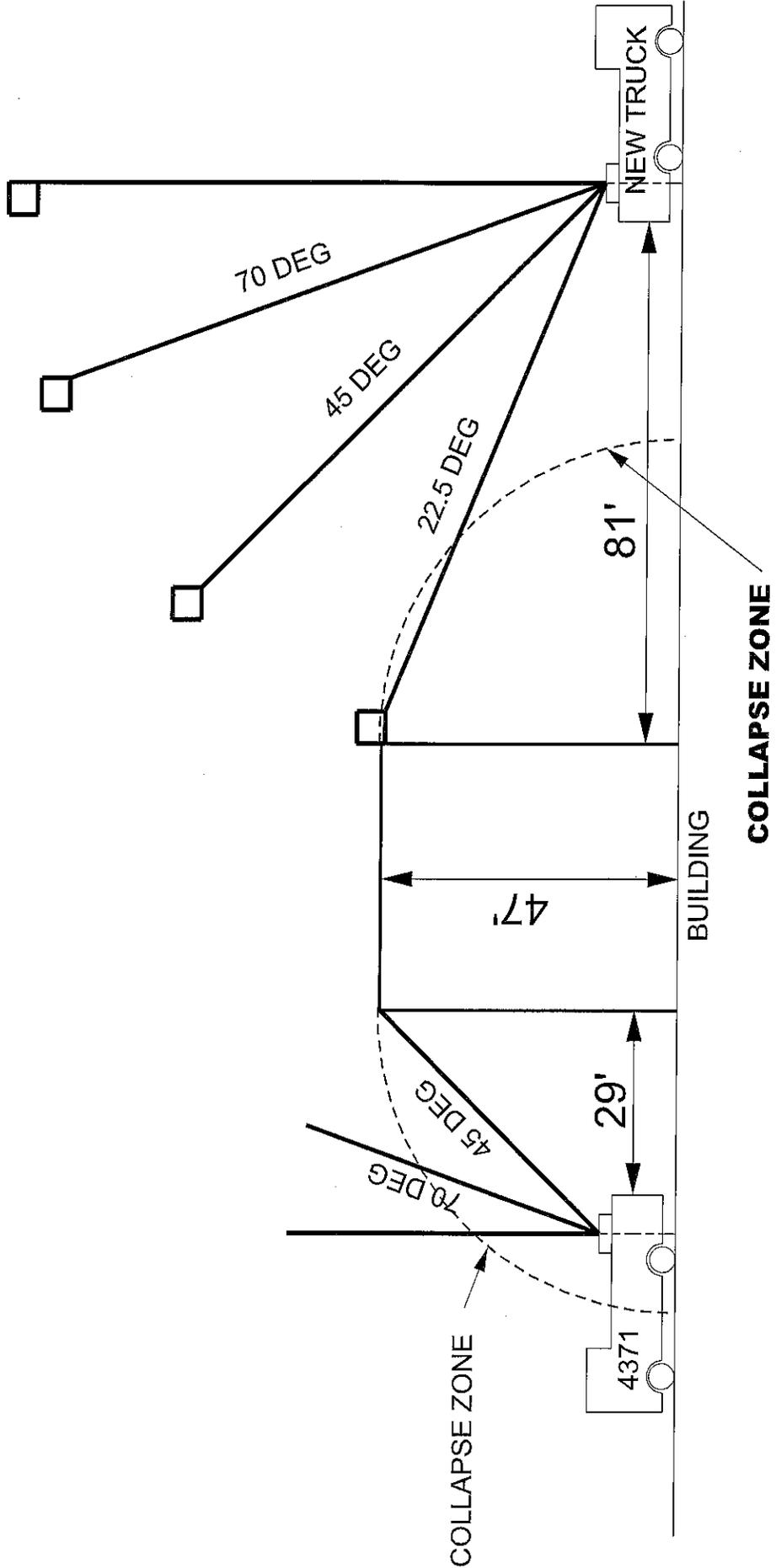
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The Fire Department has been evaluating the future needs of the emergency fleet and considering long term plans to develop the best options to meet the Villages needs while maintaining fiscal responsibility. The replacement of equipment truck 4376, a 1993 rescue rig was due in 2013, (20 year replacement rotation). However, this was delayed as it was in good shape and we wanted to evaluate the department's needs in greater depth. A task force was created to forecast needs and evaluate strategic requirements as the Village continues to experience growth. The current ladder, 4371, is a 2000 Peterbuilt two person cab, 61 foot sky boom (ladder only) and is due for replacement in the year 2020 following the 20 year replacement schedule.

Staff is proposing the sale of the current equipment truck (4376) and the sky boom (4371) to be replaced by one vehicle, a 101 foot aerial platform with rescue capabilities, a six person cab and a projected life span of 25 years instead of 20. (NFPA 1901 appendix D.1 recommends that apparatus over 15 years be removed from front line service and over 25 years be replaced) The price tag of a new 101 foot aerial is significant at \$989,000.00 dollars; however we expect to save nearly \$400,000.00 by combining the two vehicles. (The replacement cost for 4376=\$400,000.00 and the ladder at \$1million plus in 2020) The new truck would be requested to be custom built to meet our "first out" fire attack requirements within the Village. The current vendor we are dealing with is willing to take the order in 2015 year end, take one year to build it (completed March 2017) and would like to show it off at the National Convention in the spring of 2017 while offering us nearly \$39,000.00 in discounts. (Please see additional attachment)

Staff would like to move forward with this purchase as we continue discussions with neighboring Fire Departments and the evaluation of their current equipment and projected future replacement schedules which indicate possibilities of financial support and/or the ability to share resources in the future.

The task force has also researched alternative ideas going forward that will be less expensive options for future replacement of fire department vehicles such as the "glider program" that allows us to keep our current chassis and replace the box or body of the apparatus. Expected savings for this program range between \$60,000.00 and \$120,000.00 per vehicle and we avoid trying to deal with the new versions of diesel engines with emission controls. I also project savings in the future with shared services of man power and equipment with other departments.



# AERIAL COMPARISON

## MEMORANDUM

**TO:** President and Village Board  
**FROM:** David E. Cox, Village Administrator  
**DATE:** December 11, 2015  
**SUBJECT:** Police Union Contract



As the Board will recall, the collective bargaining agreement between the Village and the Police Officers union (Labor Association of Wisconsin; "LAW") expires at the end of this year. Based on Village Board review and direction, I met with representatives of LAW and two of our Officers to hear their proposals for updates and modifications to the contract and to explain the Village's requested modifications. At two meetings, we met and agreed to a variety of negotiated changes to the contract, which have been ratified by the Officers and are now recommended for Village Board approval. The full contract showing the revisions is attached for your review and the amendments are briefly described herein.

- Section 5.01 Wages – This section was amended to provide for the 1.25% general wage adjustment approved by the Village Board with the budget. Further, the section was amended to create a wage classification for a Non-Certified Officer at 57% of the starting Officer wage (the same level as a Fiscal Clerk). This wage would be the wages paid in the event the Village hired a person who had not yet attended the Police Academy; this would be that employee's pay while they attended the academy. Further, the contract provides that any annual wage adjustments will be negotiated each year as the Village's finances are reviewed and budget prepared.
- Section 7.02 Shift Selection – These changes allow Officers to trade half shifts in addition to the whole shifts they were previously allowed to trade. A variety of changes are made to address the practice and prevent confusion from its use.
- Section 8.02 Call-In Pay – This change incorporates the provisions of a Side Letter Agreement implemented between the Village and the Union in 2013, which successfully addressed changes in Court appearance requirements that now provide for telephonic appearance by our Officers.
- Section 8.03 Overtime/Compensatory Time – This changes limits the number of extra days off an Officer can earn by taking overtime as leave time instead of pay. Previously, Officers could only bank as much as four (4) days but could continuously regenerate the bank as they used it. After the change, Officers can earn a maximum of 7 days of extra leave time. Other additional hours worked will be paid at the standard overtime rate. The section was further updated to reflect the practice of paying out any unused time in the Comp Time Bank in January instead of December.
- Section 8.04 Seniority – This is a new section, which provides that the Village will, under certain circumstances, offer overtime by seniority with the most senior Officer having the first opportunity to take the shift. The Village is still able to assign overtime as it sees fit if there is

not enough time to offer it based on seniority or if it is not taken during the aforementioned seniority process.

- Section 10.04 Armor Vests and Section 11.01 Insurance – These sections were updated as housekeeping matters to eliminate old, outdated language.
- Section 15.01 Vacation – A change in the section creates a new vacation accrual method for new employees that slows and reduces the overall leave time available to Officers to more closely match general employees. All new employees (both general and sworn) achieve a maximum of 25 days of leave. Overall, the accrual schedule reduces the amount of leave time available by one (1) to three (3) days.
- Section 18.03 Probation – This change relates to the potential hiring of an Officer who has not yet completed the Academy. It extends the probationary time to cover any time spent in the Academy and provides a full 12 months of probation once the employee begins working as an Officer.
- Section 19.01 Sick Leave – This change allows officers to use as much of their accumulated sick leave as general employees can to generate a bank for buying health insurance after retirement.
- Section 19.02 Bereavement Leave – This section was amended to mirror the provisions for funeral leave applicable to general employees.
- Throughout the documents, references to shifts have been changed to fully incorporate the Side Letter Agreement from 2013 that change the shift start times to 6:00am, 2:00pm and 10:00pm.

As indicated, these adjustments have been tentatively agreed to by Management Staff (Chief Rosch, Deputy Chief Bagin and me), ratified by the Officers and are recommended for approval by the Village Board. Please contact either Chief Rosch or me if you have any questions prior to the meeting.

DCBoard Memo 12-11

Attachment

cc: Robert Rosch, Police Chief  
Mike Bagin, Deputy Police Chief

***AGREEMENT***

Between The

***VILLAGE OF HARTLAND***

And The

***LABOR ASSOCIATION OF WISCONSIN, INC.***

For and On Behalf of The

***HARTLAND PROFESSIONAL POLICE ASSOCIATION***  
Local 301

January 1, 201~~6~~<sup>4</sup> - December 31, 201~~8~~<sup>5</sup>

**INDEX**

ARTICLE I - PURPOSE OF AGREEMENT..... 1

ARTICLE II - RECOGNITION ..... 1

ARTICLE III - MANAGEMENT RIGHTS ..... 3

ARTICLE IV - SECTION 125 PLAN..... 4

ARTICLE V - WAGES AND COMPENSATION ..... 5

ARTICLE VI - WORK WEEK AND WORK DAYS..... 5

ARTICLE VII - SHIFT SELECTION..... 6

ARTICLE VIII - OVERTIME ..... 7

ARTICLE IX - EDUCATIONAL INCENTIVE PAY ..... 8

ARTICLE X - UNIFORM REPLACEMENT AND MAINTENANCE ..... 9

ARTICLE XI - HOSPITALIZATION, DENTAL & SURGICAL CARE INSURANCE..... 12

ARTICLE XII - RETIREE HEALTH INSURANCE BENEFIT ..... 14

ARTICLE XIII - LONG TERM DISABILITY INSURANCE ..... 14

ARTICLE XIV - LIFE INSURANCE..... 14

ARTICLE XV - VACATION ..... 14

ARTICLE XVI - PENSION CONTRIBUTION..... 16

ARTICLE XVII - FALSE ARREST INSURANCE..... 16

ARTICLE XVIII - RESIDENCY, TRAINING, PROBATION ..... 16

ARTICLE XIX - LEAVE AND ABSENCES ..... 17

ARTICLE XX - TERMINATION OF EMPLOYMENT COMPENSATION..... 21

ARTICLE XXI - RULES OF CONDUCT AND MAINTENANCE OF EQUIPMENT ..... 21

ARTICLE XXII - GRIEVANCE PROCEDURE ..... 22

ARTICLE XXIII - SENIORITY ..... 24

ARTICLE XXIV- PHYSICAL FITNESS TESTING ..... 25

ARTICLE XXV - NON DISCRIMINATION..... 27

ARTICLE XXVI - NO STRIKE CLAUSE ..... 27

ARTICLE XXVII - SAVINGS CLAUSE ..... 28

ARTICLE XXVIII - ENTIRE MEMORANDUM ..... 28

ARTICLE XXV - GENDER ..... 28

ARTICLE XXX - TERM OF AGREEMENT..... 28

SIGNATURE PAGE..... 29

WAGE AND INSURANCE ADJUSTMENTS..... 30

1 **ARTICLE I - PURPOSE OF AGREEMENT**

2 **Section 1.01:** The purpose of this agreement is to express the understanding between the  
3 Labor Association of Wisconsin, Inc. on behalf of the Hartland Professional Police Association, and  
4 the Village of Hartland, as to wages, hours and working conditions, and to assure high quality  
5 personnel for the general health, safety and welfare of the Village of Hartland.  
6

7 **ARTICLE II - RECOGNITION**

8 **Section 2.01:** The Village hereby recognizes the Labor Association of Wisconsin, Inc., on  
9 behalf of the Hartland Professional Police Association (hereinafter "Association"), as the sole and  
10 exclusive bargaining agent, with respect to hours, wages and conditions of employment, for all  
11 regular full-time and part-time officers having power to arrest, excluding supervisory, confidential,  
12 managerial, executive and all other officers, pursuant to Section 111.70 and 111.77 of the Wisconsin  
13 Statutes, to bargain collectively through representatives of their own choosing.

14 **Section 2.02 - Fair Share/Dues Deduction:**

- 15 A. **Representation:** The Association will represent all of the members of the bargaining  
16 unit, both Association members and non-members, fairly and equally and non-  
17 members will be required to pay their proportionate share of the costs of the  
18 collective bargaining process and contract administration, in keeping with Section  
19 111.70, Wisconsin Statutes.
- 20 B. **Fair Share Deduction:** The Village agrees that on each pay period, it will deduct an  
21 amount from every bargaining unit member's wages, which is equal to the dues  
22 uniformly required of all members of the Hartland Professional Police Association  
23 (hereinafter "HPPA") as certified by the HPPA.
- 24 C. **New Officers:** With respect to new officers, said deductions shall commence with  
25 the pay period following the date such officer completes his first thirty (30) days.
- 26 D. **Administration:** The HPPA will submit a voucher to the Village Treasurer, prior to  
27 the first Village Board meeting of each month, reflecting the amount of dues the  
28 Village Treasurer should deduct from each member's paycheck for that month. The  
29 HPPA agrees to certify only such fair share costs as allowed by law. This check will

1 be made out to the HPPA and delivered to the HPPA Treasurer or his designee no  
2 later than seven (7) days after the Village Board approval.

3 E. Forfeiture: In the event that the bargaining representative, its officers, agents or any  
4 of its members, acting individually or in concert with another, engage in or encourage  
5 any illegal strike or illegal work stoppage or any other type of illegal job action  
6 against the Village during the term of this Agreement, the deductions and payments  
7 of fair share contributions made in accordance with this Agreement, and any  
8 voluntary dues deductions (check-off) privileges, shall be terminated forthwith by the  
9 Employer.

10 F. Responsibilities of the Employer And The Collective Bargaining Representative:

11 1. If, through inadvertence or error, the employer fails or neglects to make a  
12 deduction, which is properly due and owing from the officer's paycheck, such  
13 deduction shall be made from the next paycheck of the officer and submitted  
14 to the collective bargaining representative. The employer shall not be liable  
15 to the collective bargaining representative, officer or any other party by  
16 reason of the requirements of this section of the Agreement for the remittance  
17 or payment of any sum other than those constituting actual deductions made  
18 from officer wages earned.

19 2. The collective bargaining representative shall indemnify and save the Village  
20 harmless against any and all claims, demands, suits, orders, judgments, or  
21 other forms of liability that shall arise out of, or by any reason of, action taken  
22 or not taken by the Village under this section.

23 G. Rebate: The Association shall provide officers who are not members of the  
24 Association with an internal mechanism within the Association which will allow  
25 those officers to challenge the fair share amount certified by the Association as the  
26 cost of representation and receive where appropriate, a rebate of any monies  
27 determined to have been improperly collected by the Association. To the extent  
28 required by state or federal law, the Association will place in an interest bearing  
29 escrow account, any disputed fair share amounts until a determination has been made

1 by an impartial umpire designated by the Wisconsin Employment Relations  
2 Commission.

3 H. Dues Deduction: The Employer agrees to deduct payroll dues from the pay of  
4 officers who individually sign voluntary checkoff authorization forms supplied by the  
5 Association which shall include the following statement: "I, the undersigned, hereby  
6 authorize the Village to deduct Association dues from my wages each and every  
7 paycheck and direct that such amount so deducted be sent to the Treasurer of the  
8 Association for and on my behalf. The authorization shall be irrevocable and shall  
9 automatically renew itself for successive years unless I give thirty (30) days written  
10 notice to the Village and the Association of my desire to change the amount or  
11 revoke the dues deduction at the end of such thirty (30) day period or at the end of  
12 such year.

13 NAME \_\_\_\_\_ DATE \_\_\_\_\_

14 WITNESS \_\_\_\_\_ DATE \_\_\_\_\_ "

15 The Employer agrees to deduct the appropriate amount from each paycheck of each  
16 officer requesting such deduction following receipt of the above enumerated  
17 statement and shall remit the total of such deductions to the Treasurer of the  
18 Association within ten (10) days of the date such deductions were made with a list of  
19 the names that the deductions have been deducted from. Any changes in the amount  
20 to be deducted shall be certified to the Employer by the Treasurer of the Association  
21 at least (30) days prior to the effective date of such change.

### 22 23 ARTICLE III - MANAGEMENT RIGHTS

24 **Section 3.01:** The Association recognizes that the Village possesses the sole right to operate  
25 Village government, and that all management rights repose on the Village. The Village will exercise  
26 its management rights consistent with the other provisions of the agreement. These rights, which are  
27 normally exercised by the Chief of Police, include, but are not limited to, the following:

28 A. To direct all operations of the Police Department.

29 B. To hire, evaluate, promote, train, transfer, assign and schedule officers in positions

1 with the Village; and to suspend, demote, discharge or take other disciplinary action  
2 against officers other than probationary officers for just cause pursuant to the Rules  
3 and Regulations of the Village of Hartland Police Department.

- 4 C. To layoff officers from their duties.
- 5 D. To determine the methods, means, number of personnel needed to carry out the  
6 Police Department mission.
- 7 E. To introduce new or improved methods or facilities.
- 8 F. Change existing methods or facilities.
- 9 G. Contract out for goods and/or services. The Association recognizes that the Village  
10 of Hartland has statutory and charter rights and obligations in contracting for matters  
11 relating to municipal operation. The rights of contracting or subcontracting are  
12 vested in the Village. The right to contract or subcontract shall not be used for the  
13 purpose or intention of undermining the Association, nor to discriminate against any  
14 of its members. The rights of contracting or subcontracting shall be used in the event  
15 of an emergency, strike, work stoppage, or essential public need where it is  
16 uneconomical for Village officers to perform said services.
- 17 H. To take whatever action must be necessary to carry out the functions of the Police  
18 Department in situations of emergency.
- 19 I. To direct the officers of the Village including the right to assign work and overtime.

20 The Association agrees that it will not attempt to abridge these Management Rights, and the  
21 Village agrees that it will not use these Management Rights to interfere with the rights of the  
22 Association as established under this Agreement, or under Wisconsin Statute.

23  
24 **ARTICLE IV - SECTION 125 PLAN**

25 **Section 4.01:** The employer shall make available to all officers a Section 125 Plan which  
26 shall include insurance premiums, non-reimbursed medical expenses and child/dependent care.

1 **ARTICLE V - WAGES AND COMPENSATION**

2 **Section 5.01 - Wage Scale:**

3  
4 **January 1, 2011 (0.00)**

5

<b>Patrol Officer</b>	<b>Annual</b>	<b>Biweekly</b>
Starting	48,963.88	1,883.23
After 1 year	53,438.19	2,055.32
After 2 years	57,915.34	2,227.51
After 3 years	62,389.63	2,399.60
After 4 years	66,865.38	2,571.75

6  
7 **February 3, 2012 (3.0%)**

8

<b>Patrol Officer</b>	<b>Annual</b>	<b>Biweekly</b>
Starting	50,432.80	1,939.72
After 1 year	55,041.34	2,116.97
After 2 years	59,652.80	2,294.34
After 3 years	64,261.32	2,471.59
After 4 years	68,871.34	2,648.90
Detective	71,861.86	2,763.91

9  
10 **June 8, 2012 (3.0%)**

11

<b>Patrol Officer</b>	<b>Annual</b>	<b>Biweekly</b>
Starting	51,945.78	1,997.91
After 1 year	56,692.58	2,180.48
After 2 years	61,442.38	2,363.18
After 3 years	66,189.16	2,545.74
After 4 years	70,937.48	2,728.33
Detective	74,017.72	2,846.84

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**January 18, 2013 (2.7%)**

<b>Patrol Officer</b>	<b>Annual</b>	<b>Biweekly</b>
Starting	53,348.32	2,051.86
After 1 year	58,223.28	2,239.36
After 2 years	63,101.32	2,426.97
After 3 years	67,976.27	2,614.47
After 4 years	72,852.79	2,802.03
Detective	76,016.20	2,923.70

4  
5  
6

**January 1, 2014 (1.66%)**

<b>Patrol Officer</b>	<b>Annual</b>	<b>Biweekly</b>
Starting	54,233.90	2,085.92
After 1 year	59,189.79	2,276.53
After 2 years	64,148.81	2,467.26
After 3 years	69,104.67	2,657.87
After 4 years	74,062.15	2,848.54
Detective	77,278.07	2,972.23

7  
8  
9

**January 1, 2015 (1.57%)**

<b>Patrol Officer</b>	<b>Annual</b>	<b>Biweekly</b>
Starting	55,085.37	2,118.67
After 1 year	60,119.07	2,312.27
After 2 years	65,155.94	2,506.00
After 3 years	70,189.62	2,699.60
After 4 years	75,224.92	2,893.27
Detective	78,491.33	3,018.90

10  
11

**January 1, 2016 (1.25%)**

<b>Patrol Officer</b>	<b>Annual</b>	<b>Biweekly</b>
Non Certified Officer	31,398.00	1,207.62
Starting	55,773.94	2,145.15

After 1 year	60,870.56	2,341.18
After 2 years	65,970.39	2,537.32
After 3 years	71,067.00	2,733.35
After 4 years	76,165.23	2,929.43
Detective	79,472.47	3,056.63

**Section 5.02 - Pay Period:** Wage and benefit payments shall consist of equal biweekly payments. The paychecks of each officer shall be paid on alternate Fridays.

**ARTICLE VI - WORK WEEK AND WORK DAYS**

**Section 6.01:** Patrol Officers of the Police Department covered by this agreement shall work four (4) days on and have (2) days off and then repeating the cycle. A work day shall consist of eight (8) hours and twenty (20) minutes. The normal work day consists of the following normally scheduled shifts:

6:00~~40~~ a.m. to 2:20~~3:00~~ p.m.

2:00~~40~~ p.m. to 10:20~~1:00~~ p.m.

10:00~~40~~ p.m. to 6:20~~7:00~~ a.m.

The placement of normally scheduled work shifts in this Agreement in no way limits or restricts the right of management to change the normally scheduled work shift provided that a forty-eight (48) hour notice is given. The above notification requirement shall not apply to training assignments.

**Section 6.02:** Patrol Officers assigned as Detectives shall work Monday through Friday with Saturdays and Sundays off, eight (8) hours per day (2080 hours per year). The starting and ending times of the workday shall be mutually agreed upon between the Detective and his/her Supervisor with the Chief of Police retaining the right to schedule the hours worked if a mutual agreement is not reached.

**ARTICLE VII - SHIFT SELECTION**

**Section 7.01:** When the Village determines that a vacancy exists on a shift, assignments to that shift shall be made on the basis of seniority in classification. The most senior officer eligible for

1 shift reassignment shall have the option of accepting the reassignment.

2 The Employer shall post shifts on or about October 1 of each year from which officers will  
3 select shifts for the ensuing year by seniority preference. Shift preference will be implemented as  
4 soon as practicable following January 1 of each year.

5 **Section 7.02**

6 A. Non-probationary officers of equal rank may switch full and half work shifts at no  
7 additional cost to the Village provided all of the following conditions are met:

- 8 1. the switch is designated at the outset;
- 9 2. the switch (payback) is accomplished within the same calendar year;
- 10 3. the officers provide at least forty-eight (48) hours' notice of the switch; and
- 11 4. the approval of the Police Chief or his/her designee is obtained.
- 12 5. Officers can switch shifts with any officer of equal rank on any shift.
- 13 6. Half shift switches can be an extension of an officer's work shift or with an  
14 officer who is normally not scheduled to work.
- 15 7. If the switch half shift is an extension at the end of an officer's shift, the  
16 officer will start the switch time at the end of their shift and work 4 hours and  
17 10 min. (1420-1830, for example).
- 18 8. If the switch half shift is an extension at the beginning of an officer's shift,  
19 the officer will start the switch time 4 hours and 10 min prior to the start of  
20 their shift. (0150-0600, for example)
- 21 9. Half shift switches with an off duty officer will begin at the shift beginning  
22 or halfway point of the officer being worked for.

23 B. It is understood that officers may not work double shifts and that each officer is  
24 limited to eight~~six~~ (8~~6~~) switches per calendar year.

25 C. Overtime provisions shall not apply to switched shifts unless the officer is held  
26 beyond the anticipated hours for a given switched shift.

27 DC. Once a switch has been approved, the officers involved may not take holidays,  
28 vacation days or comp time, off or another switch to avoid working on the agreed  
29 change date.

- 1 | 1. If an officer is legitimately sick, sick time use is not prohibited on the day of  
2 | the switch.

3 |  
4 | **ARTICLE VIII - OVERTIME**

5 | **Section 8.01 - Definition of Overtime:**

- 6 | A. Any officer that is required to perform work in excess of eight (8) hours and twenty  
7 | (20) minutes in any regularly scheduled work day shall be compensated at the rate of  
8 | time and one-half (1-1/2) the officer's regular base hourly rate. Overtime will be paid  
9 | biweekly. Overtime will be authorized only by the Chief of Police or the Chief's  
10 | designee.
- 11 | B. Officers who are assigned to work and who work two (2) full eight (8) hour and  
12 | twenty (20) minute shifts within a twenty-four (24) hour period at the direction of the  
13 | Chief of Police or the Chief's designee, shall receive time and one-half (1-1/2) for the  
14 | second shift, which pay may not be taken as compensatory time off. This benefit  
15 | shall only be received as additional pay. Officers who volunteer to work two (2)  
16 | shifts within such period shall be paid at their regular rate of pay.
- 17 | C. An officer who is scheduled to work and who works outside of the officer's normally  
18 | scheduled shift without a forty-eight (48) hour notice as prescribed in Section 6.01,  
19 | shall be entitled to an additional one-half (2) hour pay for each hour worked outside  
20 | of the officer's normally scheduled hours, or call in pay, whichever is greater.
- 21 | D. Payment for any overtime worked by a member when the member is on vacation  
22 | leave or when the member is off on a holiday off-day shall be made at the rate of  
23 | double time.
- 24 | E. An officer's rate of overtime shall be computed as follows: Annual wage divided by  
25 | 2027 hours.

26 | **Section 8.02 - Call-In Pay:** For any required overtime worked, other than an extension of an  
27 | officer's regularly scheduled tour of duty, and including, but not restricted to, emergency or early  
28 | call-ins, special events, crossing guard duty, and court appearances, a minimum of three (3) hours  
29 | overtime shall be paid. Except:

1 A. If an officer is required to perform a duty function outside their normally scheduled  
2 time, but the assignment does not require them to report to a specific location, the  
3 call-in pay shall be 1 hour (60 minutes) at their current overtime rate. If that  
4 assignment takes them beyond 1 hour (60 minutes), the overtime shall be actual time  
5 spent on the assignment and paid at their current overtime rate.

6 A.B. If an officer is required to perform a duty function and that function requires them to  
7 report to a specific location and starts within 1 hour (60 minutes) of their normal shift  
8 start time on a scheduled work day, the call-in pay will be 1 hour (60 minutes) at their  
9 current overtime rate. This section would not apply to emergency or early call-in, but  
10 would apply to special events, crossing guard duty, court appearance, or other special  
11 assignments. If the specific event starts beyond 1 hour (60 minutes) of their normally  
12 scheduled shift start time on a scheduled work day, the 3 hour call-in pay remains in  
13 effect.

14 **Section 8.03 - Payment of Overtime/Compensatory Time:** An officer has the choice of  
15 taking payment for overtime as additional wages or as compensatory time off.

16 A. The Association recognizes the need for maintaining adequate police protection for  
17 the Village and agrees that these overtime compensatory days off shall be taken only  
18 with the approval of the Chief of Police or his designee.

19 B. Officers may take their choice of days off as they wish, restricted only to seniority  
20 and the proper staffing of the Police Department.

21 C. The Chief of Police or the Chief's designee shall keep an account record of a  
22 compensatory time bank for each officer. Overtime worked, which an officer shall  
23 designate as compensatory time, up to thirty three and one third (33.3) hours, shall be  
24 placed into the compensatory time bank at the rate of time and one half (1-1/2).  
25 Officers shall be able to use up to 7 days of compensatory time off annually. Any  
26 additional overtime worked shall be paid out ~~at the~~ Officer's overtime rate- and  
27 will not regenerate the compensatory time banked.~~Officers may regenerate the~~  
28 ~~account if any is used.~~ At the end of each pay period, overtime in excess of that in  
29 the bank shall be paid out to the officer. Any accrued compensatory time that is not

1 used will be paid out in ~~January~~December of ~~the following~~each year at the previous  
2 year's pay rate. No time shall be carried over to the following year. Compensatory  
3 time off may be taken in increments of not less than two (2) consecutive hours at  
4 either the beginning or end of a shift. Officers shall request the use of compensatory  
5 time off at least forty-eight (48) hours prior to the requested time off. The Chief or  
6 Police or designee may waive the forty-eight (48) hour notice requirement.

7 **Section 8.04 – Seniority:** If a shift becomes available with at least 24 hours<sup>2</sup> notice to the  
8 Employer and the Employer decides to fill such vacancy by offering the vacancy as  
9 overtime hours, the Employer shall offer the overtime by seniority to all employees.  
10 If no one agrees to work the overtime, the Employer may order the shift filled at its  
11 discretion.

12 A. The Employer only need give notice of the available overtime via an email message,  
13 and the employees have 2 hours to respond.

14 1. The overtime will be awarded to the most senior officer who has responded  
15 within the 2 hour time period

16 +2. An officer on vacation or holiday may respond to work the overtime but will  
17 be paid time and one half (1-1/2) not (2x) double time.

## 18 **ARTICLE IX - EDUCATIONAL INCENTIVE PAY**

19 **Section 9.01:** Members of the Association, who have acquired college credits by attending  
20 classes at an accredited University, College, or Technical Institute, while enrolled in a Criminal  
21 Justice or Police Science degree program, and those credits are applicable to either a Bachelor's  
22 degree or an Associate's degree in Criminal Justice or Police Science, shall be compensated at the  
23 rate of one dollar and fifty cents (\$1.50) per credit earned, per month, to a maximum of one hundred  
24 dollars (\$100.00) per month. This payment shall be made biweekly.  
25

## 26 **ARTICLE X - UNIFORM REPLACEMENT AND MAINTENANCE**

27 **Section 10.01:** Upon appointment to the Police Department each officer shall be provided  
28 with a full uniform at Village expense. The Chief of Police shall determine what constitutes a full  
29

1 uniform. A full uniform shall consist of:

2 1 Winter Uniform (including e.g., 1 coat, 2 pairs of uniform trousers, 2 long sleeve  
3 shirts, 1 knit uniform hat, 2 long sleeve insulating T-Shirts).

4 1 Summer Uniform (including e.g., 2 pair of uniform trousers, 2 short sleeve shirts).

5 1 Dress Hat 1 Holster

6 1 Raincoat and Hat Cover 2 Outer Badges

7 2 Uniform Ties 1 Hat Badge

8 1 Hand Gun 1 Wallet/ID Badge

9 1 Gunbelt 2 Nameplates

10 1 Pair of Handcuffs 1 ID/Photocard

11 1 Handcuff Case 2 HPD Collar Pins

12 2 Magazines and Pouches 1 Briefcase

13 1 Armor Vest Handgun Ammunition

14 1 Personal Protection 1 Pair Shooter's glasses

15 Equipment Kit (including TB mask) 1 Riot Helmet

16 1 Firearms Hearing Protection 1 HPD Tie Clasp

17 2 Defensive Weapons (1 OC spray container and 1 expandable metal baton)

18 Items shall be of a type as prescribed by the Chief of Police. The initial uniform items which  
19 are purchased by the Village shall remain the property of the Village during the officer's period of  
20 probation. These items shall be returned to the Village by the officer in the event the officer resigns  
21 or is dismissed prior to the termination of the officer's probationary status. Failure to comply with  
22 this section shall cause the Village to charge the resigned/dismissed officer for any non-returned  
23 items and cost of same will be deducted from the officer's Termination of Employment  
24 Compensation, (Article XX).

25 **Section 10.02:** After completion of an officer's probationary status, the uniform items  
26 purchased by the Village shall be considered the officer's property, with the exception of the  
27 following items:

28 All Handgun Ammunition 2 HPD Collar Pins

29 1 Personal Protection Equipment Kit (including TB mask)



1 shall be returned to the Village. If an officer resigns on his own accord prior to retirement, the  
2 officer shall have the option to purchase the off-duty weapon at the then current market value. If the  
3 officer retires from the Police Department under the terms and conditions set forth under the  
4 Wisconsin Retirement System, ownership of the off-duty weapon shall transfer from the Village to  
5 the officer without any cost. The replacement of uniform or equipment items, including footwear,  
6 because of wear and/or condition, except for firearms, handcuffs, or defensive weapons, can be made  
7 by the choice of a member or by the Chief of Police. All draws against this clothing allowance  
8 account shall be preceded by a purchase order made out to the designated Police Department  
9 supplier. Payment to the supplier shall be made by the Village Clerk only after receipt of a Voucher  
10 having a copy of the supplier's bill attached. If an officer wishes to purchase authorized equipment  
11 or uniform item from a vendor or supplier which is not usually used by the Police Department; the  
12 officer must make a written request to the Chief of Police for authorization for the purchase prior to  
13 obtaining the item. The officer's request must identify the item to be purchased. An officer may  
14 purchase allowable items from other vendors if the officer has received written authorization from  
15 the Chief of Police. If the non-list vendor will not accept a Village Purchase Order and recognize the  
16 Village's sale tax exempt status, the sales tax will be deducted from the officer's clothing allowance  
17 account. All shipping and handling charges will also be deducted from the officer's clothing  
18 allowance account. Anytime the Chief of Police shall designate a uniform change, such as color or  
19 type of uniform or patches, the Village shall pay each officer the amount necessary to replace the  
20 officer's present uniform items which are in a serviceable condition, if the Chief of Police orders a  
21 change to the new uniform article. This section does not apply to an order from the Chief of Police  
22 to an officer to replace a uniform or equipment item because of its worn, unserviceable condition.  
23 The uniform and equipment allowance shall not be used to purchase any type of underwear or  
24 stockings/socks.

25 The annual uniform replacement and maintenance allowance shall be as follows:

26 Effective 1/1/08, five hundred dollars (\$500.00) shall be considered a prorated bank earned at  
27 the rate of one hundred twenty-five dollars (\$125.00) per quarter on the first day of the quarter.

28 The full bank will be available to officers as of January 1 of each year as needed pursuant to  
29 the above requirements. An officer who retires, resigns or is dismissed during the year shall have

1 any excess uniform allowance money spent in excess of the officer's prorated bank deducted from the  
2 officer's Termination of Employment Compensation (Article XX).

3 **Section 10.04 - Armor Vests:** ~~A vest replacement fund shall be established for all officers at~~  
4 ~~the rate of one hundred ten dollars (\$110.00) per officer per year with a maximum accumulation of~~  
5 ~~six hundred dollars (\$600.00). Effective 1/1/12, A vest replacement fund shall be established for all~~  
6 ~~officers at the rate of one hundred fifteen dollars (\$115.00) per officer per year with a maximum~~  
7 ~~accumulation of six hundred dollars (\$600.00). Effective 1/1/13, A vest replacement fund shall be~~  
8 established for all officers at the rate of one hundred twenty-five dollars (\$125.00) per officer per  
9 year with a maximum accumulation of six hundred dollars (\$600.00). The vests that will be  
10 provided by the employer must provide protection to the officer which at a minimum would protect  
11 them from their own firearms. Vests that are provided by the Village must be worn at all times  
12 unless noncompliance with wearing the vest has been approved by the Chief of Police or meets one  
13 of the mutually agreed exceptions. Officers who wish to purchase a vest and/or ballistic shield that  
14 exceeds the amount of money allocated above shall be allowed to take the additional monies from  
15 their clothing allowance referenced in Section 10.03 to make up the difference. Any costs in excess  
16 of available allowances shall be borne by the officer.

17  
18 **ARTICLE XI - HOSPITALIZATION, DENTAL & SURGICAL CARE INSURANCE**

19 **Section 11.01 - Hospitalization, Dental and Surgical Care Insurance:** The Employer shall  
20 provide hospitalization and surgical care insurance through the State of Wisconsin Health. Effective  
21 January 1, 2009, the Village shall change from the Wisconsin Public Employers' Group Health  
22 Insurance Traditional HMO Option - Classic Standard Plan to the Wisconsin Public Employers'  
23 Group Health Insurance Deductible HMO Option - Deductible Standard Plan. The Village may from  
24 time to time, change the insurance carrier or self-fund health care benefits if it elects to do so  
25 provided the coverage afforded officers is equivalent or comparable. The Village shall notify the  
26 Association in writing at least thirty (30) days prior to any change in carrier. If the Village elects to  
27 change insurance carrier, the officer contribution for health insurance will be frozen at the amount  
28 the officer would have paid if the Village had remained in the State of Wisconsin Health Plan.  
29 Officer contributions will remain frozen for the remaining term of this Agreement.

1 The Village shall not be required to provide coverage for any officer during any waiting  
2 period for new officers which is imposed by the insurer.

3 ~~Effective December 1, 2007, the employees shall pay seven and one-half percent (7.5%) of~~  
4 ~~the cost of the lowest cost qualified plan in the service area plus the difference between the amount~~  
5 ~~paid by the employer and the full cost of the plan selected. The employee contribution shall be paid~~  
6 ~~by payroll deduction. Effective June 8, 2012, the employees shall pay ten percent (10.0%) of the cost~~  
7 ~~of the lowest cost qualified plan in the service area plus the difference between the amount paid by~~  
8 ~~the employer and the full cost of the plan selected. Effective May 1, 2013, the e~~Employees shall pay  
9 twelve (12.0%) percent of the cost of the lowest cost qualified plan in the service area plus the  
10 difference between the amount paid by the employer and the full cost of the plan selected through  
11 payroll deduction. Effective January 1, 2009, the Village shall contribute \$500.00 per year into a  
12 flexible spending account for each officer who selects the single plan and \$1,000.00 per year into a  
13 flexible spending account for each officer who selects the family plan.

14 **Section 11.02:** The Village shall provide coverage through a self-funded arrangement  
15 administered by Delta Dental with an annual plan maximum of Fifteen Hundred Dollars (\$1,500) per  
16 person. The Village shall pay the monthly premiums for each officer of the Police Department, and  
17 the officer's family in the case of married officers. The Village may from time to time, change the  
18 insurance carrier, plan administrator or provide insured dental care benefits if it elects to do so  
19 provided the coverage afforded officers is equivalent or comparable. The Village shall notify the  
20 Association in writing at least thirty (30) days prior to any change in carrier.

21 The Village shall not be required to provide coverage for any officer during any waiting  
22 period for new officers which is imposed by the insurer.

## 23 24 **ARTICLE XII - RETIREE HEALTH INSURANCE BENEFIT**

25 **Section 12.01:** All employees of the Police Department, who have completed five (5) full  
26 years with the Hartland Police Department shall receive longevity pay equal to 1.5% of their monthly  
27 salary each month. Longevity pay shall be paid bi-weekly.

## 28 29 **ARTICLE XIII - LONG TERM DISABILITY INSURANCE**



1 designee at least forty-eight (48) hours in advance of the vacation time being  
2 requested. The Chief of Police or designee may waive the forty-eight (48)  
3 hour requirement.

4 5. In the case of a conflict of two (2) or more officers requesting the same time  
5 period for vacation, the officer with the greatest length of service shall have  
6 preference. In the case of two (2) officers having the same length of service  
7 requesting the same vacation period, a flip of the coin will resolve the conflict  
8 initially, and in succeeding years, the matter, if recurring, shall be resolved on  
9 a rotating basis, i.e., the officer losing the first conflict shall be granted the  
10 first choice the next year.

11 6. Payment may not be taken in lieu of vacations.

12 7. All vacations must be approved by the Chief of Police or the Chief's  
13 designee.

14 8. Officers of the Police Department hired prior to 1-1-16 shall be granted  
15 vacation with pay as follows:

16 After one (1) year of service .....twelve (12) working days.

17 After seven (7) years of service.....twenty (20) working days.

18 After fourteen (14) years of service ..... twenty-eight (28) working days.

19 All vacation selections must be approved by the Chief of Police.

20 9. New Officers Effective 1-1-16 shall receive vacation with pay as follows:

21 Less than one (1) year.....five (5) working days

22 One (1) through seven (7) years.....eleven (11) working days

23 Eight (8) through fourteen (14) years.....eighteen (18) working days

24 Fifteen (15) or more years.....twenty five (25) working days

25 10. Officers who take vacation in the first half of the shift would commence their  
26 vacation at 6:400 a.m., 2:400 p.m. or 10:400 p.m., whichever is appropriate  
27 for the shift they are working. If the employees take their vacation on the  
28 second half of the shift, the vacation would commence at 10:510 a.m., 6:510  
29 p.m. or 2:510 a.m., whichever is appropriate for the shift they are working.

1 Any reference to a day's pay throughout the collective bargaining agreement  
2 will reflect eight (8) hours and twenty (20) minutes.

3  
4 **ARTICLE XVI - PENSION CONTRIBUTION**

5 **Section 16.01:** In addition to the Village's share of contributions to the Wisconsin State  
6 Retirement Plan, the Village shall also pay all of the officer's share, for each officer of the Police  
7 Department. The Village shall not be required to make any contributions toward the pension benefit  
8 of any new officer during any waiting period imposed by the Wisconsin State Retirement Plan.  
9 Effective January 1, 2012, members of the bargaining unit shall contribute the required Employee  
10 contribution (currently 5.9%). The Village shall continue to pay the Employer contribution.

11  
12 **ARTICLE XVII - FALSE ARREST INSURANCE**

13 **Section 17.01:** The Village shall provide an adequate policy which covers each officer of the  
14 Police Department in the event an officer is sued for actions taken in the course of his duties. A copy  
15 of this policy shall be made available for review by Police Department officers. The policy may be  
16 reviewed during normal business hours at the Police Department and/or general offices of the Village  
17 of Hartland.

18  
19 **ARTICLE XVIII - RESIDENCY, TRAINING, PROBATION**

20 **Section 18.01 - Residency:** There shall be no geographical boundaries for residency for  
21 officers covered under this Agreement. It is required that officers will live within a reasonable  
22 distance of the Village and be able to respond in a sufficient period of time if called in for extra duty.  
23 Officers who are required to report to the Village because of a call-in for extra duty may be subject  
24 to discipline if they do not report within a reasonable time, as determined by the Chief of Police or  
25 the Chief's designee, with all due consideration given to distance, the time of day, and other  
26 extenuating existing conditions.

27 **Section 18.02 - Training:** Within one (1) year of hiring, an officer shall complete the  
28 minimum hours of recruit training as promulgated by the Wisconsin Department of Justice, Training  
29 and Standards Board.

1 A. This shall not apply to new officers who have been certified by the Wisconsin  
2 Department of Justice, Training and Standards Board.

3 **Section 18.03 - Probation:** Newly hired officers of the Police Department shall serve a  
4 probationary period which period shall begin on the date of hire and end in accordance with this  
5 Section after expiration of one (1) year from the beginning of said Officer's field training. At the end  
6 of the probationary period, or at any time during the probationary period, the Chief of Police shall  
7 recommend to the Fire and Police Commission to:

- 8 A. Release the probationary officer from that status and continue the officer's  
9 employment as an officer of the Police Department.
- 10 B. Continue the probationary period for a time not to exceed six (6) months.
- 11 C. Terminate the probationer's employment for any reason without recourse to the  
12 grievance procedure.

13

14 **ARTICLE XIX - LEAVE AND ABSENCES**

15 **Section 19.01 - Sick Leave:**

- 16 A. Each officer of the Police Department, from the time of hiring, shall be granted  
17 twelve (12) days of sick leave per year of employment. Officers hired after the first  
18 of January shall be eligible for sick leave on a prorated basis, based on the number of  
19 months the officer is employed that calendar year.
- 20 B. Unused sick leave may be accumulated to a maximum of one hundred seventy-two  
21 (172) days. ~~The daily rate of pay in effect at the time of retirement, times thirty~~  
22 ~~percent (30%) (Effective 1/1/13 - times thirty five percent (35%))~~ An amount equal  
23 to fifty percent (50%) of a retiree's accumulated sick leave days time not to exceed  
24 600 hours paid at the rate of pay in effect at the time of retirement may be used to  
25 ~~shall~~ provide a fund which shall be used to pay the health insurance premiums for the  
26 retiree until the fund is exhausted.
- 27 C. Sick leave benefits shall begin on the first day of absence and continue until the  
28 officer returns to work or has used all accumulated sick leave. Officers who are sick  
29 and unable to report to work shall notify the officer in charge, whenever possible, at

1 least sixty (60) minutes before the start of the regular shift or assignment, or earlier.  
2 Officers who repeatedly fail to give the sixty (60) minute notice shall be subject to  
3 discipline.

4 D. Officers shall notify the Police Department when they have recovered from their  
5 illness and that they will report to work on their next scheduled shift.

6 E. Officers who abuse sick leave benefits by fraud, deceit or falsified statement are  
7 subject to discipline.

8 **Section 19.02 - Bereavement Leave**

9 ~~A. Leave with pay, up to a maximum of three (3) days, shall be granted each officer to  
10 attend the funeral of a member of the officer's immediate family. A written request  
11 for this leave must be submitted to the Chief of Police.~~

12 ~~B. This leave shall consist of working days only and shall not include any regularly  
13 scheduled vacation days.~~

14 ~~C. Immediate family is defined as including a spouse, child, parent, parent in law,  
15 brother or sister, and brother or sister in law.~~

16 ~~D. The period of time allowed for this leave shall depend upon the place of the funeral  
17 and the duties of the officer in respect to the funeral and affairs of the decedent.~~

18 ~~E. Furthermore, an officer shall be allowed one (1) day leave to attend the funeral of a  
19 grandparent.~~

20 A. In the event of death in the immediate family, an employee shall be allowed up to a  
21 maximum of three (3) working days of paid Funeral Leave when approved by the  
22 Chief of Police or his/her designee.

23 1. Immediate family is defined as an employee's spouse, children, grandchildren,  
24 stepchildren, parents, stepparents, grandparents, brothers, sisters, and spouse's  
25 parents.

26 B. Bereavement leave for brothers- or sisters-in-law, sons- or daughters-in-law shall be  
27 one (1) day.

28 1. Additional leave may be granted if deemed acceptable by the Chief or his/her  
29 designee. These additional leave days will be deducted from the employee's accrued

1 sick leave, compensatory leave, vacation leave, holiday bank or shall be taken as  
2 leave without pay.

3 C. In the event of a death not in the employee's immediate family or leave in excess of  
4 this section, any leave granted will be deducted from the employee's accrued  
5 compensatory leave, vacation leave, holiday bank, or shall be taken as leave without  
6 pay.

7  
8 **Section 19.03 - Injury on Duty Leave:**

9 A. An officer who is unable to work due to an injury sustained while performing the  
10 duties of a Police Officer for the Village of Hartland Police Department shall suffer  
11 no loss of salary of benefits during such period of injury.

12 1. This period of time shall not be deducted from the officer's sick leave or  
13 accumulated sick leave.

14 B. If the injury is of the duration in which Worker's Compensation is paid to the officer,  
15 the Village will pay the difference between the amount paid by Worker's  
16 Compensation and the officer's regular rate of pay for three hundred sixty five (365)  
17 days. The officer must substantiate to the Village's satisfaction, actual receipt and  
18 amount of each Worker's Compensation payment.

19 C. Any officer who has been injured on duty must provide a doctor's certificate  
20 indicating that the officer has recovered and is fit for the duty to which the officer  
21 was assigned at the time the officer was injured or a substitute duty assignment as  
22 may be prescribed by the Chief of Police, before the officer may return to duty.

23 D. If an officer, once having been injured in the line of duty and having been properly  
24 returned to duty, suffers a reoccurrence of the effects of the injury, the officer shall be  
25 entitled to leave under this Article; however, the officer's claim shall be verified by a  
26 physician.

27 1. The officer shall submit to a physical examination at Village expense, by a  
28 physician chosen by the Village, if so directed.

29 **Section 19.04 - Leave for Association Business:**

- 1 A. An officer who is a member of the Association may have leave when on duty,  
2 without loss of pay to attend contract negotiations and grievance hearings provided,  
3 however, that one officer must be on duty and on patrol at all times.
- 4 B. Prior notice shall be given to the Chief of Police of such meetings and the Chief's  
5 consideration for granting permission for this leave shall be that the safety of the  
6 Village is not endangered and the officer shall be ready for immediate recall to duty.

7 **Section 19.05 - Military Leave:**

- 8 A. If an officer of the Police Department is called to active duty with the Armed Forces  
9 of the United States, the officer shall be granted a leave of absence from the Police  
10 Department for the period of time the officer is required to serve in the Armed  
11 Forces.
- 12 B. Upon returning from active duty with the Armed Forces, providing that the officer  
13 reports for duty with the Police Department within seven (7) days after being  
14 honorably discharged from the Armed Forces, the officer shall be re-instated to the  
15 same position the officer held prior to military leave, and with such seniority as if the  
16 officer's service had been continuous, and the officer shall receive whatever wages  
17 and benefits as are then in force for other officers of the Police Department.
- 18 C. If an officer of the Police Department is a member of any Reserve unit of the Armed  
19 Forces of the United States, or of the National Guard, and is required to attend  
20 training periods other than regular meetings, and which are of more than several  
21 hours of duration, the officer shall be granted a leave with pay for that period of time.
- 22 1. Leave described in this section shall not be considered as a vacation period.  
23 2. The wages of the officer shall be reduced by any payment that the officer  
24 receives from the Federal or State Government for this period of training.
- 25 D. The officer is required to notify the Chief of Police of the officer's induction into the  
26 Armed Forces or of the calling to duty of the officer's Reserve or National Guard unit  
27 as soon as the officer is so notified. As soon as is practical, dependent on the  
28 immediacy of the induction/call-up, written notice shall be given to the Chief of  
29 Police, and shall be inserted in the officer's personnel file.

1           **Section 19.06 - Holidays:**

2           A.       Officers of the Police Department will receive eleven (11) days off per year in lieu of  
3           holidays.

4           1.       The Association recognizes the need for maintaining adequate Police  
5           protection for the Village and the Association agrees that these holidays shall  
6           be taken only with the permission of the Chief of Police or the Chief's  
7           designee.

8           2.       Officers may take their choice of days off restricted only by seniority and  
9           staffing requirement of the Police Department with the prior written approval  
10          of the Chief of Police or the Chief's designee.

11          3.       The Officer must designate the holiday requested in writing to the Chief or  
12          the Chief's designee not later than April 1<sup>st</sup> of each year to exercise seniority  
13          rights. Any officer failing to do so shall forfeit any seniority rights of holiday  
14          choices and subsequent requests for holidays off shall then be approved on a  
15          first come first serve basis.

16          4.       Requests for holidays must be made forty-eight (48) hours in advance and  
17          approved by the Chief or Police or designee. Any time notification  
18          requirements may be waived by the Chief or Police or designee.

19  
20  
21           **ARTICLE XX - TERMINATION OF EMPLOYMENT COMPENSATION**

22           **Section 20.01:** When an officer of the Police Department terminates his/her employment, the  
23           officer shall be paid in a lump sum.

24           1.       Holiday pay of holiday off days earned but not taken.

25           2.       Vacation pay figured on a prorated basis at the date of termination.

26           **Section 20.02 - Exceptions:** Any officer of the Police Department who resigns without  
27           giving at least thirteen (13) days' notice of intention to resign, in writing; shall forfeit his/her rights  
28           under this Article, and shall not be eligible for payment of any benefits listed, except for vacation  
29           days earned prior to his/her resignation date.

1  
2 **ARTICLE XXI - RULES OF CONDUCT AND MAINTENANCE OF EQUIPMENT**

3 **Section 21.01:** The Village and the Association agree that the theory of participatory  
4 management is an effective and reasonable method for maintaining an understanding of the  
5 employer-officer relationship.

6 A. The Village agrees that the Chief of Police, exclusive of emergency circumstances or  
7 when it is impractical to do so, will insure that all members of the Police Department  
8 understand changes in the rules of conduct of the Hartland Police Department before  
9 they are implemented. The Association and the Village agree to cooperate and work  
10 together to identify and implement changes in areas where improvement in the  
11 delivery of law enforcement services can be achieved.

12 The Association agrees that the authority to promulgate rules of conduct for the  
13 Police Department rests solely in the office of the Chief of Police. The Village and  
14 the Association agree to resolve disagreements regarding rules of conduct changes  
15 made in a non-emergency circumstance and which are alleged to be unreasonable or  
16 non-job related through the grievance procedure.

17 B. The Village agrees that it will not intentionally require Association members to use  
18 equipment which will adversely affect their health or safety. The Association agrees  
19 that it will not make unreasonable demands for equipment and/or facility purchases  
20 and recognizes that the approval and acquisition of all equipment and facilities for  
21 the Police Department rests solely within the Management Rights of the Village,  
22 (Article III).

23 The Village and the Association agree to resolve disagreements regarding  
24 equipment which is alleged to be unsafe or which is alleged to be dangerous to the  
25 health of Association members through the grievance procedure.

26  
27 **ARTICLE XXII - GRIEVANCE PROCEDURE**

28 **Section 22.01:** Disciplinary actions shall not be subject to the grievance/arbitration  
29 procedures. Such actions may be appealed to the Police and Fire Commission under Section

1 61.65(3g) Wis. Stats.

2 **Section 22.02 - Grievance Steps:**

3 A. If a difference arises between the Village of Hartland and the Association as to the  
4 interpretation and application of the provisions of this Agreement, during the term of  
5 this Agreement, such differences or disputes shall be settled in the following manner.

6 **Step 1:** The grievant shall submit his/her grievance in writing to the Chief of Police not later  
7 than ten (10) working days from the date of incident or when the officer had knowledge of the  
8 grievance. In the event of a grievance, the officer shall perform his/her assigned work task and  
9 grieve the complaint later. The grievant shall discuss the grievance with the Chief of Police or the  
10 Chief's designee within five (5) days of the submission of the grievance.

11 The Chief of Police or the Chief's designee shall attempt to adjust the grievance and shall  
12 respond in writing to the grievant within five (5) working days after the discussion of the written  
13 grievance.

14 In all instances, copies of the grievances and the response shall be forwarded to the President  
15 of the Village Board and the Village Administrator.

16 **Step 2:** If after a thorough discussion with the Chief of Police or the Chief's designee, the  
17 grievance has not been satisfactorily resolved, the grievant shall present the written grievance, along  
18 with a written statement outlining the reason(s) for the rejection of the proposed resolution in Step 1,  
19 to the Village Administrator.

20  
21 The grievant shall discuss the grievance with the Village Administrator within three (3) days  
22 after their presentation of the grievance to the Village Administrator.

23 The Village Administrator shall respond in writing to the grievant within five (5) working  
24 days after discussion of the grievance.

25 **Step 3:** If a satisfactory settlement of the grievance is not reached in Step 2, the Association  
26 must notify the Village Administrator in writing not later than ten (10) working days after receipt of  
27 the written decision of the Village Administrator that they intend to process the grievance to  
28 arbitration.

29 The Association shall request that the Wisconsin Employment Relations Commission

1 (WERC) appoint an arbitrator to arbitrate the grievance under the WERC arbitration service  
2 provided for in the Wisconsin Statutes. Said request shall be in writing and sent to the WERC by  
3 mail not later than fifteen (15) days after the written notification has been given to the Village  
4 Administrator.

5 The Arbitrator appointed by the WERC shall hold a hearing at a time and place convenient to  
6 the parties and shall review the evidence and hear testimony relating to the grievance. Statements of  
7 position may be made by the parties and witnesses may be called. Upon completion of this hearing,  
8 the arbitrator shall render a written decision to both the Village and the Association which shall be  
9 final and binding upon both parties.

10 The decision of the arbitrator shall be limited to the subject matter of the grievance and shall  
11 be restricted solely to interpretation of the contract in the area where the alleged breach occurred.  
12 The arbitrator shall neither add to, detract from nor modify the language of this agreement in arriving  
13 at a determination of any issue presented that is proper for final and binding arbitration. The  
14 arbitrator shall not have authority to grant wage increases or decreases.

15 All expenses which may be involved in the arbitration proceeding shall be borne by the  
16 parties equally. However, the expenses relating to the calling of witnesses, the obtaining of  
17 depositions, attorney's fees, or any other similar expenses shall be borne by the party at whose  
18 request such expenses are incurred.

19 Either party may request a transcript, but the party requesting the transcript shall pay the cost.  
20 When the arbitrator requests a transcript, both parties shall share the cost of the transcript equally.  
21 Arbitration hearings shall be held whenever possible in the Municipal Building.

22 B. Time limits set forth in the Grievance Procedure may be extended by mutual  
23 agreement, of the respective persons and/or parties' involved, and such variance as  
24 may be requested by either side shall not be unreasonably denied. All time limit  
25 extension requests shall be in written form, and shall state the reason for the  
26 extension. All reference to days in this article shall be Monday through Friday,  
27 excluding Saturdays, Sundays and holidays.

28 C. An Association representative may accompany the grievant at any step in the  
29 grievance procedure.

1  
2 **ARTICLE XXIII - SENIORITY**

3 **Section 23.01:** Seniority shall be defined as the length of continuous service in a  
4 classification of all officers in the Police Department having arrest powers beginning with that  
5 officer's latest date of hire.

6 **Section 23.02:** Layoffs and recalls shall be governed by Section 62.13(5m), Wis. Stats.

7 **Section 23.03:** An officer shall lose seniority upon the occurrence of:

- 8 1. Discharge;
- 9 2. Resignation;
- 10 3. Retirement;
- 11 4. Quitting;
- 12 5. Expiration of the two year re-employment period;
- 13 6. If the officer unreasonably fails to report for work for three (3) consecutive days  
14 without first advising the Village of the officer's inability to report;
- 15 7. If the officer fails to report for work within five (5) days after the Village transmits to  
16 the officer's last known address, by certified mail, a notice of recall from layoff.

17 **Section 23.04:** Any officer on probation under the terms of this Agreement shall have no  
18 seniority rights. Any such officer shall be subject to dismissal for any reason without recourse to the  
19 grievance procedure.  
20

21 **Section 23.05:** After completion of the probationary period, an officer's seniority shall relate  
22 back to his/her initial date of hire.  
23

24 **ARTICLE XXIV – PHYSICAL FITNESS TESTING**

25 **Section 24.01:** In recognition of the importance that physical fitness plays in the general  
26 health and well-being of police officers and in consideration of the relationship between good health,  
27 well-being and effective police services, the following physical fitness program is implemented  
28 effective in calendar year 2009.

- 29 A. Participation: The physical fitness program will be voluntary.

1 B. Frequency: The test will be given once (1x) a year on or about July 1st. Personnel  
2 will be notified at least six (6) weeks in advance of the actual test dates.

3 C. Medical Certification: All employees are responsible for determining their fitness to  
4 participate in the testing procedure.

5 D. Fitness Coordinator: The Physical Fitness Coordinator will be designated by the Chief  
6 of Police. The Coordinator will be appointed based on their experience, training or interest in  
7 personal fitness. The Coordinator will be the governing body for the physical fitness testing. The  
8 Coordinator will conduct the actual testing and certify the test results.

9  
10 E. Assessment Testing: The physical fitness program shall contain five (5) events.

11 1. Cardiovascular Endurance (1.5 mile run)

12 a. Acceptable standards will be based upon the current Cooper Institute  
13 Standards.

14  
15 2. Upper Body Strength (push-ups or bench press):

16 Push-Ups

17 a. Acceptable standards will be based upon the current Cooper Institute  
18 Standards.

19  
20 Bench Press

21 a. Acceptable standards will be based upon the current Cooper Institute  
22 Standards.

23  
24 3. Abdominal Strength

25 a. Acceptable standards will be based upon the current Cooper Institute  
26 Standards.

27  
28 4. Anaerobic Power (Vertical Jump)

29 a. Acceptable standards will be based upon the current Cooper Institute  
30 Standards.

31  
32 5. Anaerobic Power (300 Meter Run)

33 a. Acceptable standards will be based upon the current Cooper Institute  
34 Standards.

35  
36 E. Benefits and Incentive: Employees who receive a passing grade or are acceptable shall  
37 be reimbursed the following.

38 F. An employee who attains a passing grade in all five events shall receive \$400.00. The

1 employee who voluntarily participates in the program and achieves a level of passing or acceptable  
2 in any of the above five categories shall receive their designated reimbursement allotment.  
3 Employees who do not pass all events, shall receive \$50.00 for each test completed with a passing  
4 grade and \$25.00 for each test completed with an acceptable grade. This reimbursement will be used  
5 towards physical fitness related expenses to include, but not be limited to, health club memberships,  
6 exercise equipment, running shoes, martial arts, physical fitness medical evaluations not covered by  
7 health insurance and any other fitness related expenses as deemed appropriate by the Chief of Police  
8 or his designee. The reimbursement may not be taken in cash. Officers shall be allowed to carry  
9 over any money that remains in his/her account at the end of each calendar year. There shall be no  
10 maximum accumulation.

11 G. Physical Fitness Testing Compensation: Each employee who voluntarily participates  
12 in the physical fitness testing shall be entitled to one (1) hour of pay at straight time in cash, if the  
13 employee participates in the testing procedure while off duty. Employees who participate in the  
14 voluntary physical fitness testing shall be considered on duty and eligible for workers compensation  
15 if they incur an injury. However, the Employer and the Association agree that any preparation for  
16 the actual test will not be considered on duty time and, as such, will not qualify an employee for  
17 workers compensation if they sustain an injury during their regular off duty workouts.

18 H. Testing Participation: Employees who participate in the voluntary physical fitness  
19 testing and do not receive a passing grade in all events may take the test over again if it is provided  
20 by the Employer prior to the end of the calendar year. The employee may then take the best scores  
21 from the combined two testing periods and use those scores to qualify for the reimbursement  
22 program set forth in paragraph F above.

23 I. Physical Fitness Test Result Records: The test results records of the employees who  
24 voluntarily participate in the physical fitness program shall be kept in the medical records file of the  
25 police department. The employer agrees that the test results and the participation of an employee in  
26 the voluntary physical fitness program shall not be used as a criteria for any future promotions or  
27 assignments.

28

29

## **ARTICLE XXV - NON DISCRIMINATION**



1 such tribunal, the remainder of this Agreement and addenda shall not be affected thereby.

2 **Section 27.02:** The parties to this Agreement shall enter into immediate collective  
3 bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such  
4 Article or section of any such Article, as may have been stricken.

5 **Section 27.03:** This Agreement is subject to amendment, alteration, or addition only by a  
6 subsequent written agreement between and executed by the Village and the Association where  
7 mutually agreeable. The mutual waiver of any breach, term or condition of this contract by either  
8 party hereto, shall not constitute a precedent in the future enforcement of all its terms and conditions.

9  
10 **ARTICLE XXVIII - ENTIRE MEMORANDUM**

11 **Section 28.01:** The Village and the Association for the life of the Agreement, each  
12 voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to  
13 bargain collectively with respect to any subject or matter specifically referred to or covered in this  
14 Agreement.

15  
16 **ARTICLE XXIX - GENDER**

17 **Section 29.01:** All references to officers in the male or female gender shall be  
18 interchangeable where applicable.

19  
20  
21 **ARTICLE XXX - TERM OF AGREEMENT**

22 **Section 30.01:** This Agreement shall become effective on January 1, 201~~6~~<sup>4</sup>, and shall  
23 remain in full force and effect until and including December 31, 201~~8~~<sup>5</sup>. Either party wishing to  
24 reopen the contract shall notify the other party by no later than September 1st of the year in which the  
25 contract expires. Thereafter the parties shall mutually agree to a date to exchange proposals.

Dated this \_\_\_\_\_ of \_\_\_\_\_, 201~~5~~<sup>2</sup>.

**VILLAGE OF HARTLAND**

**HARTLAND PROFESSIONAL POLICE  
ASSOCIATION**

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Village President

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President

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Village Clerk

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Vice President

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Village Administrator

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LAW, Inc. Representative

**VILLAGE OF HARTLAND AND HARTLAND PROFESSIONAL POLICE**  
**ASSOCIATION**  
**WAGE AND INSURANCE ADJUSTMENTS**  
**FY 2012, FY 2013, FY 20174 and FY 20185**

During the course of negotiations over the 2016~~4~~-18~~5~~ collective bargaining agreement, representatives of the parties agreed that wage adjustments, ~~and health insurance adjustments~~, if any, would be determined by the parties after consideration and discussion of the “state of the union” in Hartland and through the following procedures:

1. For 2017~~2~~
  - A. The Village Administrator and other designated Village representatives will present information to the Association president and other Association representatives concerning the proposed revenue and expense budgets for the Village for 2017~~2~~, and such other information as the Village may deem relevant to its financial situation.
  - B. The presentation will also contain a proposal of the Village for wage and/or insurance adjustments for fiscal year 2017~~2~~.
  - C. The presentation shall be made on or before October 1, 2016~~4~~, or such later date as the parties may mutually agree.
  - D. The Association representatives shall have the right to ask such questions as they deem appropriate and request additional information from the Village relative to the presentation and/or proposal. Discussion concerning the information presented and/or the proposal shall be encouraged.
  - E. The Association shall meet with its members to consider the information presented and the proposal, and shall respond to the proposal not later than two (2) weeks after it is presented, unless the parties agree to another timetable. The response of the Association may be to accept, reject, or to submit a counter-offer to the proposal.
  - F. If the parties are unable to agree on wage and/or insurance adjustments for 2017~~2~~ by October 30, 2016~~4~~, they will submit a joint request for mediation to the Wisconsin Employment Relations Commission (WERC).
  - G. If the parties are unable to agree on wage and/or insurance adjustments for 2017~~2~~ following a reasonable period of mediation, but not later than November 30, 2016~~4~~, the parties will file a joint petition for arbitration of their dispute. Arbitration will be interest arbitration under Chapter 111.77 of the Wisconsin Statutes. The parties may agree to arbitrate wage and/or

insurance adjustments for ~~2012, or for 2012, 2013, 2014 and 2015~~ 2017 and 2018. If the parties are unable to agree to arbitrate 2017 only, they shall arbitrate both 2017 and 2018.

2. For ~~2013, 2014 and 2015~~2018
  - A. Wage ~~and insurance~~ adjustments, if any, for fiscal years ~~2017, and~~ 2018 ~~and 2015~~ will be determined using the same process as referenced above, ~~substituting 2012 for 2011, 2013 for 2012, 2014 for 2013 and 2015 for 2014.~~
3. This agreement details a process for determining wage ~~and insurance~~ adjustments for ~~2012, 2013, 2014 and 2015~~ 2017 and 2018 only. This agreement shall expire on December 31, 2018, and upon said expiration, shall not serve as the status quo between the parties. This agreement does not set a precedent, and is not considered past practice of the parties. Expiration of this agreement shall not affect any arbitration process underway prior to this date.
4. Disputes concerning the process detailed in this agreement shall be resolved by representatives of the parties.

Dated this \_\_\_ day of ~~January~~December, 2018

For the Association:

For the Village:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_