

**VILLAGE BOARD AGENDA  
MONDAY, MARCH 28, 2016  
7:00 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Roll Call

Pledge of Allegiance – Trustee Compton

**Public Comments:** (Please be advised the Village Board will receive information from the public for a three minute time period per person, with time extensions per the Village President's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.)

1. Consideration of a motion to approve Village Board minutes of March 14, 2016.
2. Consideration of a motion to approve the vouchers for payment.
3. Consideration of actions related to Licenses and Permits
  - a. Actions related to the consideration of the issuance of a Class "B" Beer/"Class B" Liquor License for the premises located at 375 Cottonwood Ave. (Ordway's Corner, Inc., Julie Dunham, Agent)
    - i. PUBLIC HEARING
    - ii. Consideration of an action related to issuance of a Class "B" Beer/"Class B" Liquor License for Ordway's Corner, Inc.
  - b. Consideration of an application for a Cabaret License for Ordway's Corner, Inc.
  - c. Consideration of a motion to approve an Operator's (Bartender) License with term ending June 30, 2016.
4. Consideration of Second Reading of Bill for an Ordinance No. 03/14/2016-01 "An Ordinance To Amend Chapter 38 Of The Village Of Hartland Municipal Code Pertaining To Fire Protection And Prevention"

Items referred from the March 21, 2016 Plan Commission meeting

5. Items related to consideration of site plans and building plans for the Lift Station building and the Entry Monument Sign for the Four Winds West Subdivision.
  - a. Consideration a motion to approve a Special Real Estate Development (Entry) Monument Sign, including site, landscaping and building plans, for the Four Winds West Subdivision.
  - b. Consideration a motion to approve the site, landscaping and building plans for the sanitary sewer lift station in the Four Winds West Subdivision.

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Other items for consideration

6. Actions related to the purchase of a new mower.
  - a. Consideration of a motion to authorize the purchase of a Scag Cheetah mower from Waldshmidt's Town and Country Mart of Menomonee Falls in the amount of \$11,847.00.
  - b. Consideration of a motion to declare as surplus one 2011 Scag Turf Tiger model STT61V-28CAT mower and authorize its disposal at auction.
7. Consideration of a motion to authorize the purchase of two laser flow meters for the sanitary sewer system from Mulcahy Shaw Water of Cedarburg in the amount of \$34,035.
8. Consideration of a motion to approve an agreement with AECOM of Milwaukee for water leak detection services in the amount of \$7,309.
9. Consideration of a motion to approve the submittal to Wisconsin Department of Natural Resources of the MS4 Annual Storm Water report.
10. **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.
11. Adjournment.

David E. Cox, Village Administrator

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

## MEMORANDUM

**TO:** President and Board of Trustees  
**FROM:** David E. Cox, Village Administrator  
**DATE:** March 25, 2016  
**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 amendments to the Fire Code.

**Background:** The Fire Department continues to review the Fire Inspection operation and is considering various improvements. As part of that review, it was observed that the Village Code includes an erroneous reference to an out of date regulation. The proposed ordinance amends the applicable section to update the reference. While, as Chief Dean's memo indicates, the Department is not ready to present a request for a new system for record keeping and increased efficiency in inspections, staff still desires to continue the Code change through the process including the provision that authorizes a fee. Because all fees are set by separate Resolution of the Village Board based on a Code authorization, amending the Village Code allows the Village Board to determine any appropriate fees at a future meeting. The ordinance is set for second reading at this meeting and will be held until the April 11 meeting for final action. If the Village Board discusses the proposed changes and determines modifications are necessary, those changes will be incorporated before final adoption.

**Recommendation:** Consider the ordinance on second reading and bind over for third reading.

### Item 5 Related to various matters at the Four Winds West Subdivision.

**Background:** The Four Winds West developer has presented the site, building and sign plans for the Lift Station and subdivision entry signage for the subdivision. Additionally, he has submitted the Final Plat for consideration but a number of staff comments were adopted as conditions of the Plan Commission, which needed to be resolved prior to presentation to the Village Board. As such, approval of the Final Plat will be held until the developer is ready. Otherwise, staff and the Plan Commission have reviewed the entry sign and Lift Station. Staff had no comments on the subdivision entrance sign and the Plan Commission recommended approval of the sign as presented. A few comments were made about the lift station and were included as conditions of the Plan Commission's approval. Those conditions were:

1. Shorten the median island in Four Winds Ct. to accommodate the turning radii of Village vehicles entering the site.
2. Add downspouts to the roof drainage system.
3. Extend landscaping elements of the entrance sign farther west to soften the appearance of the north face of the lift station.

4. Add a concrete stoop at the door.
5. Add an LED light over the door, which light may be operated by either photo eye or motion detection.

Recommendation: Recommend approval of the Entrance Sign and Lift Station with modifications.

Item 6 Related to purchase and surplus declaration of a mower.

Background: As Operations Supervisor Gerszewski's memo indicates, the staff is requesting permission to purchase the budgeted replacement riding mower. The original budget figure anticipated a trade in of our current mower. However, based on the age of the current mower and its excellent condition, it is anticipated to fetch significantly more if it is auctioned. Any auction proceeds will be directed to reducing the cost impact of the new equipment. As a reminder, the Village is replacing a relatively new mower (2011 model) because we have found that it is too large to operate in the newly acquired historic Lutheran Cemetery. The new mower will be smaller to allow greater maneuverability in tighter areas.

Recommendation: Approve the mower purchase and surplus of the current mower.

Item 7 Regarding sewer flow meters.

Background: As Operations Supervisor Gerszewski's memo indicates, staff has been testing a model of the flow meters proposed for purchase in the Village Budget. Now that we have had a successful test and the final configuration of the flow meters is known, staff is requesting permission to purchase the two meters (the test meter and an additional one) and install the second meter. As a reminder, these meters will provide us with detailed actual flow information from new development in order to help staff plan future public improvements so that the improvements are designed well and installed at the right time or, conversely, not installed if actual data suggests a better alternative.

Recommendation: Approve the flow meter purchase.

Item 8 Regarding leak detection services.

Background: As Operations Supervisor Gerszewski's memo indicates, annually the Village contracts a service to inspect our water system to identify the size and location of system leaks. Using this information, repairs are made in order to minimize the amount of water lost into the ground and to prevent a more serious leak in the future. Staff considers this a very successful program and contractor.

Recommendation: Approve the agreement with AECOMM for leak detection.

Item 9 Regarding the annual storm water report.

Background: As Director Einweck's memo indicates, annually, the Village is required to report to the DNR its activities related to storm water and, in particular, reducing the amount of pollutants that end up primarily in the Bark River and, ultimately, the Rock River. The Board is asked to receive the report and approve its submittal to the DNR

Recommendation: Receive the report and approve its submittal to the DNR.

DC:Agenda Info 3-28-2016

**VILLAGE BOARD MINUTES  
MONDAY, MARCH 14, 2016  
7:00 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Roll Call

Pledge of Allegiance – President Lamerand

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

Others Present: Administrator Cox, Finance Director Bailey, Clerk Igl, DPW Director Einweck, Fire Chief Dean, Rec Director Yogerst, Deputy Chief Bagin Melissa Peterson, Elise Miller.

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 (Swenson/Wallschlager) to approve Village Board minutes of February 22, 2016 and Special Joint Village Board/Park & Recreation Board minutes of March 7, 2016. Carried (6-0). Meyers abstained.
2. Motion (Landwehr/Swenson) to approve the vouchers for payment in the amount of \$548,882.52. Carried (6-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits
  - a. Motion (Compton/Stevens) to approve applications for Bartender's (Operator's) Licenses. Carried (7-0).
  - b. Motion (Landwehr/Wallschlager) to approve an application for a Temporary Class B Beer License for St. Charles Church Mission Ladies. Carried (7-0).
4. Presentation by representatives of Hartland Neighborhood Night Out.

Kelli Yogerst and Elise Miller were present to represent Hartland's Neighborhood Night Out. Ms. Miller stated that this is the third year for the event which is scheduled for August 4. The event will include an open house event for downtown businesses and a scavenger hunt. Rec. Director Yogerst stated that an outdoor concert is scheduled after the open house and scavenger hunt at Nixon Park. The concert will be followed by a family movie. It was stated that the Park & Rec Board was in favor of the event.

5. Consideration of a Park and Recreation Board endorsement for the use of Nixon Park for the 4th Annual Hartland Kids Day on July 27, 2016 from 9 am - 3 pm as presented by Melissa Peterson,

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Owner of Lake Country Family Fun and consideration of continuing the Village's Primary Sponsorship in the amount of \$1,500.

Melissa Peterson stated that Hartland Kids Day is scheduled for Wednesday, July 27 to be held at Nixon Park. She stated that she is considering adding additional food vendors. Motion (Meyers/Swenson) to continue sponsorship in the amount of \$1,500. Carried (7-0).

6. Consideration of a motion to appoint additional Election Inspectors with terms to expire December 31, 2017.

Motion (Meyers/Wallschlager) to appoint additional Election Inspectors as requested. Carried (7-0).

7. Consideration of a motion to approve a reduction in the Letter of Credit for the Four Winds West development.

DPW Director Einweck stated that a reduction was requested due to work completed. The Village Engineer and staff agreed that the reduction is warranted. Motion (Wallschlager/Swenson) to approve the reduction in the Letter of Credit for Four Winds West in the amount \$645,191.89. Carried (7-0).

8. Consideration of a motion to approve a reduction in the Letter of Credit for the Sanctuary of Hartland development

Trustee Meyers raised concerns that there would be enough funds to cover the final grading and restoration work including that which is necessary behind properties along Maple Lane. DPW Director Einweck commented on the items that are not yet complete. It was discussed that the remaining balance is sufficient. DPW Director Einweck stated that the reduction requested includes the entrance street lighting and a reduction in the retainage from 10% to 4%.

Motion (Swenson/Landwehr) to approve the reduction in the Letter of Credit for the Sanctuary of Hartland in the amount of \$71,161.14. Carried (7-0).

9. Consideration of motion to approve award of a contract to Payne & Dolan, Inc. for the 2016 Paving Project in the amount of \$898,508.06.

Motion (Meyers/Wallschlager) to approve award of a contract to Payne & Dolan, Inc. for the 2016 Paving Project in the amount of \$898,508.06. Carried (7-0).

Trustee Landwehr raised concerns about disruption to neighborhoods if a paving project is prolonged over a period of time. DPW Director Einweck stated that the paving has been divided into two distinct areas. The contractors will be instructed to finish one area before moving onto the other area. It is anticipated that the paving will be done before school starts.

10. Consideration of motion to approve award of a contract to American Sewer Services, Inc. for the 2016 Utility Project in the amount of \$337,543.60.

DPW Director Einweck stated that minor utility work will be done prior to paving and will begin work in early April. Motion (Meyers/Swenson) to approve award of a contract to American Sewer Services, Inc. for the 2016 Utility Project in the amount of \$337,543.60. Carried (7-0).

11. Consideration of a motion to authorize the purchase of meter reading software and related equipment from Midwest Meter in the amount of \$16,550 plus annual licensing.

Trustee Stevens asked whether this system will be compatible with the existing equipment. DPW Einweck stated that it will be. It is anticipated that all water meters will be able to be read in one day. The old system is no longer supported so conversion will be necessary and is planned for 2017. It was clarified that the annual licensing will be a new expense in the 2017 budget.

Motion (Compton/Stevens) to authorize the purchase of meter reading software and related equipment from Midwest Meter in the amount of \$16,550 plus annual licensing. Carried (7-0).

12. Consideration of First Reading of Bill for an Ordinance No. 03/14/2016-01 "An Ordinance To Amend Chapter 38 Of The Village Of Hartland Municipal Code Pertaining To Fire Protection And Prevention"

Fire Chief Dean stated that changes to the fire code are proposed. Trustee Meyers raised concerns about Section 3(g) which references fees related to fire inspections and whether businesses would be charged to conduct fire inspections. Chief Dean explained that the department is considering the purchase of software to track fire inspection information. Fees would not be charged directly to the local business but rather the fee would be charged to the contractors servicing fire prevention equipment. The software would require contractors to provide the fire department with compliance information. Trustee Meyers commented that it would be likely that the contractor would pass along the additional fee to the business owners raising their costs of operating.

Administrator Cox stated that the inclusion of Section 3(g) related to fees is intended to allow the Village to charge a fee if the department changes the way that it tracks fire inspection information. The department is considering the purchase of software for which the provider covers the cost of the annual licensing through the fee concept that individuals filing a fire inspection report are charged a fee. It was stated that Hartland has never charged for required fire inspections.

President Lamerand stated that this matter is related to the safety and protection of the Village and its residents. The proposed system would require businesses that have fire protection equipment to file a report so that compliance is verified. It was stated that the fire inspector has the authority to cite a business that does not comply after a violation is noted.

Chief Dean stated that the software program includes the ability to create a database of preplans which would include key holder information, emergency contact numbers, system contacts, hydrant locations etc. This information would then be available on a laptop in the fire truck at the scene of an incident. It was stated that the fee would be per report and is proposed as \$8.99 per fire suppression system.

Administrator Cox stated that the department will continue to research the system and one possibility is that the fee may be paid directly by the Village rather than charging the businesses. This item will be placed on a future agenda for further discussion.

13. Staff Report: Recreation Department 2015 Participation

Rec Director Yogerst provided the Board with participation information stating that in 2015 there was an increase of over 500 more participants than in 2014. She provided an update on program offerings. She stated that she will be providing an update to the Hartland/Lakeside school District on the ongoing partnership.

14. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.

President Lamerand reminded residents of the Presidential Preference & Spring Election scheduled for Tues., April 5<sup>th</sup>. Residents may vote at the Community Center from 7 a.m. to 8 p.m.

Residents were also reminded of the next County-wide electronic recycling program date which is April 9<sup>th</sup> from 9 am to noon to be held at the Village's DPW garage, 701 Progress Drive.

15. Adjournment.

Motion (Stevens/Wallschlager) to adjourn. Carried (7-0). Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Darlene Igl  
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: March 24, 2016

RE: Voucher List

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*Attached is the voucher list for the March 28, 2016 Village Board meeting.*

March 28, 2016 Checks: \$145,462.48

Total amount to be approved: \$145,462.48

VILLAGE OF HARTLAND  
VOUCHER LIST - MARCH 28, 2016

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
R 101-46730 RECREATION CLASSES	HAAS, MARY LOU	WINE GLASS CREATIONS	\$74.00
G 101-24240 COURT FINES DUE STATE	TOWN OF BROOKFIELD POLICE	OSTROWSKI/Y1011183	\$124.00
EXPENSE Descr			\$198.00
EXPENSE Descr AMBULANCE			
E 101-52300-800 CAPITAL OUTLAY	5 ALARM FIRE	DEFENDER FLAN LINER	\$195.00
E 101-52300-800 CAPITAL OUTLAY	5 ALARM FIRE	DEFENDER FLAN LINER	\$195.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$35.80
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	LAKE COUNTRY FIRE DEPT.	PARAMEDIC INTERCEPT	\$425.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	LAKE COUNTRY FIRE DEPT.	PARAMEDIC INTERCEPT	\$425.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	MAR-APR CELLULAR SERVICE	\$55.10
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY TREASURER (515)	PUBLIC SAFETY CHARGES	\$625.88
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA MEMORIAL HOSPITAL	FEB EMS SUPPLIES	\$72.00
EXPENSE Descr AMBULANCE			\$2,028.78
EXPENSE Descr CORPORATE RESERVE EXPENSES			
E 402-59900-810 ADMINISTRATION EXPENSE	ONTECH SYSTEMS, INC	SERVER PROJECT	\$12,809.00
E 402-59900-810 ADMINISTRATION EXPENSE	ONTECH SYSTEMS, INC	SERVER PROJECT	\$756.00
EXPENSE Descr CORPORATE RESERVE EXPENSES			\$13,565.00
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-719 EVENTS	GARDNER, CINDY	HARTLAND CHAMBER KUDOS AWARD DINNER	\$100.00
E 804-56700-724 WEB SITE HOSTING & MAINT	OCREATIVE DESIGN STUDIO	DOMAIN MAINTENANCE	\$84.00
EXPENSE Descr ECONOMIC DEVELOPMENT			\$184.00
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 101-53635-450 YARDWASTE	BIEBELS TRUE VALUE	CHAIN SAW FILES	\$43.36
EXPENSE Descr ENVIRONMENTAL SERVICES			\$43.36
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-510 INSURANCES	MPIC	2016-2017 POLICY	\$21,495.00
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	MTAW	MEMBERSHIP DUES/DETERM	\$30.00
EXPENSE Descr FINANCIAL ADMINISTRATION			\$21,525.00
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	COMPETITOR AWARDS & ENGRAVING	ACRYLIC PANELS	\$100.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	COMPETITOR AWARDS & ENGRAVING	AWARD PLAQUE/MEDAL	\$24.50
E 101-52200-255 BLDGS/GROUNDS	CULLSTER PLUMBING	FD SEWER CLEANING	\$180.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	FIRE DEPT, CITY OF NEW BERLIN	5" STORZ WATER THIEF	\$300.00

Account Descr	Search Name	Comments	Amount
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	JEFFERSON FIRE & SAFETY INC	ANNUAL SCBA BREATHING AIR TEST	\$375.12
E 101-52200-220 UTILITY SERVICES	U.S. CELLULAR	MAR-APR CELLULAR SERVICE	\$55.10
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	W.S. DARLEY & CO.	CYLINDER/FREIGHT	\$174.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY TREASURER (515)	PUBLIC SAFETY CHARGES	\$620.00
EXPENSE Descr FIRE PROTECTION			\$1,828.72
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	CNA SURETY	BOND/TGL	\$56.25
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$93.17
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$178.26
E 101-51400-395 COMMUNITY RELATIONS	FIVE STAR FIREWORKS INC	DEPOSIT/FIREWORKS	\$4,500.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PITNEY BOWES (371887)	DEC-MAR LEASE	\$331.95
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL FEES	\$1,749.00
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL FEES	\$945.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY REGISTER OF DEEDS	REGISTER DOCUMENT	\$30.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY REGISTER OF DEEDS	REGISTER DOCUMENT	\$30.00
EXPENSE Descr GENERAL ADMINISTRATION			\$7,913.63
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	SQUAD KEYS/COPIES	\$35.91
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$38.00
E 803-52100-300 OPERATING SUPPLIES/EXPENSES	DELAFIELD POLICE, CITY OF	CAMERA LENSE	\$99.95
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	FBINAA WISCONSIN CHAPTER	TRAINING/ROSC	\$85.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	CLOTHING ALLOWANCE/WEBER	\$166.91
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HARTFORD POLICE DEPT	MINI ACADEMY TRAINING/HOFFA	\$40.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	JORGENSEN, MARK	REIMBURSE CLOTHING ALLOWANCE	\$71.11
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	NATIONAL TACTICAL OFFICERS	ANNUAL TEAM MEMBERSHIP	\$150.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	REPLACE DESKTOP	\$610.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	RED THE UNIFORM TAILOR	CLOTHING/JEWELL	\$172.02
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	LIBERATOR RADIO/HEADSET KIT	\$1,544.97
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	CLOTHING ALLOWANCE/ROSC	\$84.99
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	HOLSTERS	\$183.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	BARTENDER LICENSES	\$21.00
EXPENSE Descr LAW ENFORCEMENT			\$3,302.86
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (75003338)	CHILDREN'S DVDS/MUSIC	\$48.09
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (C031146 3)	BOOKS	\$78.13
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (C031146 3)	BOOK	\$25.82
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$383.60
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$26.29

Account Descr	Search Name	Comments	Amount
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$80.63
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$15.11
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$15.68
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$15.09
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$131.21
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$69.37
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$59.35
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$22.40
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$44.79
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$174.04
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$9.42
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$15.08
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$45.35
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$61.53
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$81.75
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$40.31
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$10.07
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOKS	\$183.36
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOK	\$12.59
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOKS	\$195.47
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOKS	\$65.58
E 101-55110-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	SCREWS	\$0.90
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	ADULT AUDIOBOOK	\$50.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	POSTER/BOOKMARKS	\$27.80
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	LARGE PRINTS	\$65.37
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	LARGE PRINTS	\$43.18
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$159.51
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$99.64
E 101-55110-345 STAFF EDUCATION/TRAINING	KATHRYN WEISBECK	REIMBURSE CONFERENCE	\$95.00
E 101-55110-345 STAFF EDUCATION/TRAINING	KATHRYN WEISBECK	REIMBURSE CONFERENCE	\$68.00
E 101-55110-310 BOOKS & MATERIALS	KNOWBUDDY RESOURCES	YOUNG ADULT BOOKS	\$159.75
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	NANCY MASSNICK, LIBRARY DIR	PETTY CASH	\$39.51
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	PRINTER	\$195.00
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOK	\$33.75
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT/CHILDREN AUDIOBOOK	\$67.50
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	CHILDREN AUDIOBOOK	\$37.50
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOK	\$33.75
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOK/LARGE PRINT	\$51.75
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	CREDIT	-\$37.50
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOKS	\$84.99

Account Descr	Search Name	Comments	Amount
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOKS	\$79.98
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	APR COPIER	\$66.01
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	APR COPIER	\$76.35
E 101-55110-310 BOOKS & MATERIALS	WAUKESHA CTY TREASURER (515)	BRIDGES SYSTEM/MOVIE LICENSING COST	\$2,452.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY TREASURER (515)	BRIDGES COOPERATIVE SUPPLY PURCHASE	\$87.00
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	FEB-MAR ELECTRIC	\$1,992.07
EXPENSE Descr LIBRARY			\$7,938.92
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	RAKE/WEEED MESH	\$23.76
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	COPPER FITTINGS	\$3.57
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	SHIMS	\$15.52
E 101-51600-255 BLDGS/GROUNDS	HOME DEPOT	LIGHT	\$24.97
E 101-51600-255 BLDGS/GROUNDS	HOME DEPOT	CREDIT	-\$17.97
E 101-51600-255 BLDGS/GROUNDS	HOME DEPOT	LIGHT	\$25.44
E 101-51600-255 BLDGS/GROUNDS	HOME DEPOT	LUMBER	\$33.06
E 101-51600-255 BLDGS/GROUNDS	KAESTNER AUTO ELECTRIC CO	FLAGS	\$132.00
E 101-51600-255 BLDGS/GROUNDS	MAX R	CUSTOM LAMINATED SIGN	\$478.00
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	WE ENERGIES	FEB-MAR ELECTRIC	\$1,575.90
EXPENSE Descr MUNICIPAL BUILDING			\$2,294.25
EXPENSE Descr PARKS			
E 101-55200-370 ATHLETIC FACILITY MAINTENANCE	BIEBELS TRUE VALUE	STARTER FERTILIZER	\$32.35
E 101-55200-350 EQUIPMENT PURCHASE	FLEET US LLC	PAINTER/ATHLETIC FIELDS	\$1,495.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	SIGN POSTS	\$11.27
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	MAX R	PARK SIGNS	\$395.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	SUPERIOR CHEMICAL CORP	JANITORIAL SUPPLIES	\$574.01
EXPENSE Descr PARKS			\$2,507.63
EXPENSE Descr PUBLIC WORKS			
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	STROBE LIGHT/TRACTOR	\$307.11
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	BULBS	\$26.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FITTINGS	\$134.20
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	ADAPTER	\$6.86
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	ADAPTERS/WIPER BLADE	\$84.18
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	TOOL BOX #36	\$249.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FILTERS	\$193.10
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FILTERS/BELT	\$104.49
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FILTERS/WIPER BLADES	\$184.38
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	LED ROPE LIGHT	\$113.99
E 101-53000-345 STAFF EDUCATION/TRAINING	BRUCE MUNICIPAL EQUIPMENT INC	SWEEPER SCHOOL	\$150.00

Account Descr	Search Name	Comments	Amount
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$805.87
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	HYDRAULIC OIL/TRACTORS	\$242.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$1,006.45
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$803.61
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	HOME DEPOT	SHOVELS	\$51.94
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	LIGHT BULBS	\$39.88
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	LED BULBS	\$47.04
E 101-53000-345 STAFF EDUCATION/TRAINING	ITE WISCONSIN	TRAINING/EINWECK	\$90.00
E 101-53000-410 STREETS GEN MAINT	LANGE ENTERPRISES INC	STREET SIGNS	\$302.59
E 101-53000-360 VEHICLE MAINT/EXPENSE	MILWAUKEE TRUCK SALES INC	REPAIR DUMP TRUCK/COOLANT LEAK	\$833.69
E 101-53000-360 VEHICLE MAINT/EXPENSE	PARTS HUT HARTLAND	BELT	\$20.84
E 101-53000-360 VEHICLE MAINT/EXPENSE	PARTS HUT HARTLAND	NOTCH BELT	\$55.59
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	PARTS HUT HARTLAND	OIL DRY	\$71.10
E 101-53000-360 VEHICLE MAINT/EXPENSE	REARDON METAL FBRICATING	WING BUSHINGS	\$870.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	RINDERLE DOOR CO	GARAGE DOOR SPRING	\$1,996.98
E 101-53000-220 UTILITY SERVICES	U.S. CELLULAR	MAR-APR CELLULAR SERVICE	\$99.50
E 101-53000-430 SNOW & ICE REMOVAL	WALDSCHMIDTS TOWN & COUNTRY	HOSE FOR BRINER	\$25.95
E 101-53000-360 VEHICLE MAINT/EXPENSE	WELDERS SUPPLY CO	WELDING TIPS	\$181.60
EXPENSE Descr PUBLIC WORKS			\$9,098.84
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HAMPE, CHRISTINA	JAN-MAR ZUMBA SESSIONS	\$321.60
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FINE ARTS SCHOOL	OPEN ART, EARLY RELEASE	\$20.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FINE ARTS SCHOOL	OPEN ART, EARLY RELEASE	\$24.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SCHOLTKA, JENNIFER J	JAN-MAR ZUMBA SESSTONS	\$321.60
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	MAR-APR CELLULAR SERVICE	\$46.69
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	VILLAGE GRAPHICS	COPIES/BINDERY-COLORING BOOKS	\$103.50
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$837.39
EXPENSE Descr SEWER SERVICE			
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	MAR FEES	\$69,502.01
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	PRO INDUSTRIAL CONTROLS	PHASE MONITOR	\$93.03
E 204-53610-800 CAPITAL OUTLAY	TAYLOR COMPUTER SERVICES INC	SCADA COMPUTER	\$615.30
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	U.S. CELLULAR	MAR-APR CELLULAR SERVICE	\$99.50
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	WEBER, KURT	FLOOD LIGHT	\$231.84
EXPENSE Descr SEWER SERVICE			\$70,541.68
EXPENSE Descr TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	WISCONSIN TAXPAYERS ALLIANCE	ANNUAL SUBSCRIPTION	\$39.97
EXPENSE Descr TRUSTEES			\$39.97

Account Descr	Search Name	Comments	Amount
EXPENSE Descr WATER UTILITY			
E 620-53700-652	MAINTENANCE OF SERVICES	BATTERIES FOR LOCATOR	\$46.08
E 620-53700-653	MAINTENANCE OF METERS	ZIP TIES	\$13.45
E 620-53700-652	MAINTENANCE OF SERVICES	WATER BALL VALVE	\$73.45
E 620-53700-635	MAINTENANCE OF TREATMENT PLANT	INJECTOR	\$48.00
E 620-53700-625	MAINTENANCE OF PUMPING PLANT	PAINT/SUPPLIES WELL #6	\$160.29
E 620-53700-625	MAINTENANCE OF PUMPING PLANT	FAUCET/PLUMBING	\$55.75
E 620-53700-625	MAINTENANCE OF PUMPING PLANT	PAINT/SUPPLIES	\$236.05
E 620-53700-625	MAINTENANCE OF PUMPING PLANT	CREDIT	-\$10.25
E 620-53700-681	COMPUTERS & SOFTWARE	SCADA COMPUTER	\$615.30
E 620-53700-605	MAINTENANCE-WATER SOURCE PLANT	MAR-APR CELLULAR SERVICE	\$99.50
E 620-53700-653	MAINTENANCE OF METERS	FLOOD LIGHT	\$231.83
E 620-53700-930	MISC GENERAL EXPENSES	MUNICIPAL WATER SUPPLY OPERATOR RENEWAL/SCHL	\$45.00
EXPENSE Descr WATER UTILITY			\$1,614.45
			\$145,462.48

**VILLAGE OF HARTLAND  
LICENSES AND PERMITS  
MARCH 28, 2016**

**Class "B" Beer/"Class B" Liquor License**

Applicant: Ordway's Corner, Inc.  
Location: 375 Cottonwood Ave.  
Agent: Julie Dunham

The following documents are complete and on file:

- Original Alcohol Beverage Retail License Application
- Auxiliary Questionnaire
- Schedule for Appointment of Agent

**Cabaret License- expires June 30, 2016**

Julie Dunham, Ordway's Corner, Inc., 375 Cottonwood Ave.

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

Samantha Monrial-Garza

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

**Village of Hartland**

**Notice of New Class "B" Beer/  
"Class B" Liquor License  
Application**

**Ordway's Corner, Inc.  
Village Board Meeting  
Monday, March 28, 2016  
7:00 p.m.**

Notice that the applicant Beer Snobs, Inc. has made and filed an application for a Class "B" Beer License and "Class B" Liquor License to be issued by the Village of Hartland, Waukesha County, Wisconsin pursuant to the approval of said applications, for the license period ending June 30, 2016.

This application will be considered by the Village Board on March 28, 2016 at 7 p.m. in the Board Room, Municipal Building, 210 Cottonwood Avenue.

Agent: Julie B. Dunham,  
W303N5945 Monclair Rd.,  
Hartland, WI 53029

Trade Name: Ordway's Corner  
Tap  
Location: 375 Cottonwood Ave.

All interested parties will be heard.

Darlene Igl, MMC/WCPC  
Village Clerk  
LCR 3/24

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# Memo

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

**From: Dave Dean**

**Date: March 23, 2016**

**Re: ordinance amendment**

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As discussed at the March 14 Village Board meeting, the Fire Department has been researching the implementation of a new fire inspection record keeping and tracking system. Originally, it was hoped that a recommendation would be presented at the upcoming Village Board meeting. At this time, the department staff is not ready to make a recommendation and may not for some time, however, I would like to continue moving forward with the chapter 38 ordinance amendment regarding fire prevention as written.

The proposed ordinance addresses two items. First, and most important, is the update to reference the most current version of the fire code instead of the outdated reference currently in the ordinance. Second, the ordinance includes a provision that would authorize a charge for fire inspections upon final authorization of the Village Board by a separate action. The proposed ordinance will put in place a provision that may or may not be used in the future regarding paying for software that would help maintain compliance of all fire inspection violations and code compliance issues. As noted above, staff continues to explore software that will play a vital role in the future operations and management of buildings in our response area. The software is cutting edge and advancing everyday by a multitude of software design engineers. Eventually, we expect to recommend software that has the capabilities to manage fire inspections, building pre-plans, mapping, and ensure our occupancies are compliant with today's life safety codes. Ideally, this information would be shared with all village departments in one data base.

At this time I would ask the Village Board for approval of the proposed Village Code amendment as written. While we are not ready to bring in fees at this time, in the future if a fee would be recommended, the ordinance would be established and allow a fee to be charged if so approved by the Village Board.

VILLAGE OF HARTLAND

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

AN ORDINANCE TO AMEND CHAPTER 38  
OF THE VILLAGE OF HARTLAND MUNICIPAL CODE  
PERTAINING TO FIRE PROTECTION AND PREVENTION

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

**Section 1:** Chapter 38, Article 1, section 38-4 through section 38-8 of the Village of Hartland Municipal Code of Ordinances pertaining to Fire Prevention Code is hereby **amended** to read as follows.

**Sec. 38-4. - Fire prevention code.**

~~(a) Adoption. There is adopted by the village board to prescribe regulations governing conditions hazardous to life and property from fire or explosion the NFPA, 1975 edition, except such portions as are hereafter deleted, modified or amended. The clerk shall place on file in the chief's office at the village fire station a complete set of the National Fire Codes. Such codes shall be available for inspection at any time during regular hours. Excepting where referenced by this Code, the relevant standards of the most current version of the NFPA Codes shall be applied in relation to fire prevention code. In cases of conflict between any provision of this section and any regulation contained in the Wisconsin Statutes or Administrative Code, the most restrictive provision shall apply. The Authority Having Jurisdiction (AHJ) shall have the final determination on all code enforcement.~~

**Section 2:** Chapter 38, Article 1, section 38-34 (d) of the Village of Hartland Municipal Code of Ordinances pertaining to Fire Inspection is hereby **amended** to read as follows.

(d) The fire inspector shall keep a ~~written~~ record of each property inspected which shall conform to the requirements of the Wisconsin Department of Safety and Professional Services.

**Section 3:** Chapter 38, Article 1, section 38-34 (g) of the Village of Hartland Municipal Code of Ordinances pertaining to Fire Inspection is hereby **created** as follows.

(g) Owners of public buildings and places of employment, as those terms are defined under SS 101.01, Wis. Stats., shall cause all inspection reports, service records, notices of violation, and any other information requested by the fire inspector, to be filed *and fees as established by the Village Board to be paid* as directed by the fire inspector. Property

owners who fail to comply with these requirements will be subject to an additional fee as determined by the Village Board.

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

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

VILLAGE OF HARTLAND

ATTEST:

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

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

**DEPARTMENT OF BUILDING INSPECTION  
APPLICATION FOR ARCHITECTURAL BOARD**

Job Address <i>Four Winds West Subdivision</i>				
Lot	Block	Subdivision	Key No. HAV	
Owner <i>Four Winds West Development, LLC</i>			Phone <i>414-466-0111</i>	
Address <i>5429 N. 118th CT</i>		City <i>Milwaukee</i>	State <i>WI</i>	Zip <i>53225</i>
Contractor		Phone	FAX	E-Mail Address
Address		City	State	Zip

The Architectural Board meets on the **THIRD MONDAY** of the Month at 7:00 p.m. in the Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue in the Village of Hartland.

The **DEADLINE** for filing is on the **SECOND MONDAY** of the month at 4:30 p.m. All of the following information must be received prior to the deadline in order to be placed on the agenda.

**Commercial/Industrial/Multifamily:**

- Three bound sets of plans (one of the sets must be reduced to a maximum size of 11" x 17"). Plans must show all sides of building, materials and colors, exterior HVAC locations, appearance, and dumpster location.
- Three site plans. Plans must be dimensioned.
- Three landscape plans.
- Three exterior lighting plans. Include type, location, number and wattage of fixtures.

**Signs:**

- Three renderings (one of the renderings must be reduced to a maximum size of 11" x 17"). Include colors and material type. Renderings are to be dimensioned and must show placement on building and height.
- Details (color picture) of all existing wall signs on the same building elevation. A photograph of the building with sign location shown is recommended.
- Three site plans. Not required for wall signs. Plans must be dimensioned.
- Three sets of lighting details. Include type, location, number, and wattage of fixtures.
- Submit Sign Permit Application

**NOTE:** Approval by the Architectural Board is not permission to begin construction; a building permit must first be obtained.

Date Applied: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_ Item No. \_\_\_\_\_



1663

KOLBE

**Four Winds West Subdivision Entrance Material Selections:**

Stone: Halquist Stone – Carbondale with gray mortar.

Shingles: GAF Timberline Ultra HD series color “Pewter Gray”

Trim and all exterior metal: Sherwin Williams 6003 Proper Gray

Fencing: Kentucky Black Posts and Boards: Four Horizontal Boards = 1-1/8” x 6” x 16’; Posts = 6” x 8’

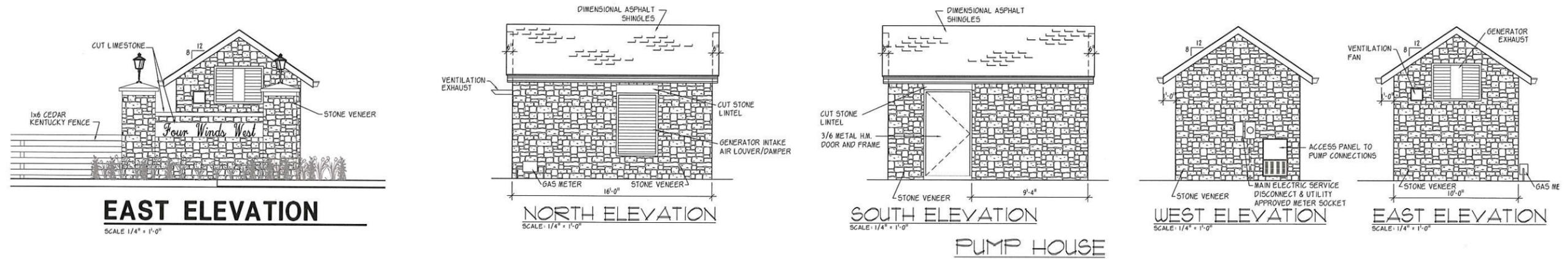


# SUBDIVISION ENTRANCE FOR:

FOUR WINDS WEST  
HARTLAND, WI 53029

CONTACT:

JIM SILENO  
SCI REAL ESTATE INC.  
5429 N. 118th CT.  
MILWAUKEE, WI 53225  
OFFICE: (414) 466-0111  
FAX: (414) 466-9984  
EMAIL: jim@scirealestate.com



**EAST ELEVATION**

SCALE: 1/4" = 1'-0"

**NORTH ELEVATION**

SCALE: 1/4" = 1'-0"

**SOUTH ELEVATION**

SCALE: 1/4" = 1'-0"

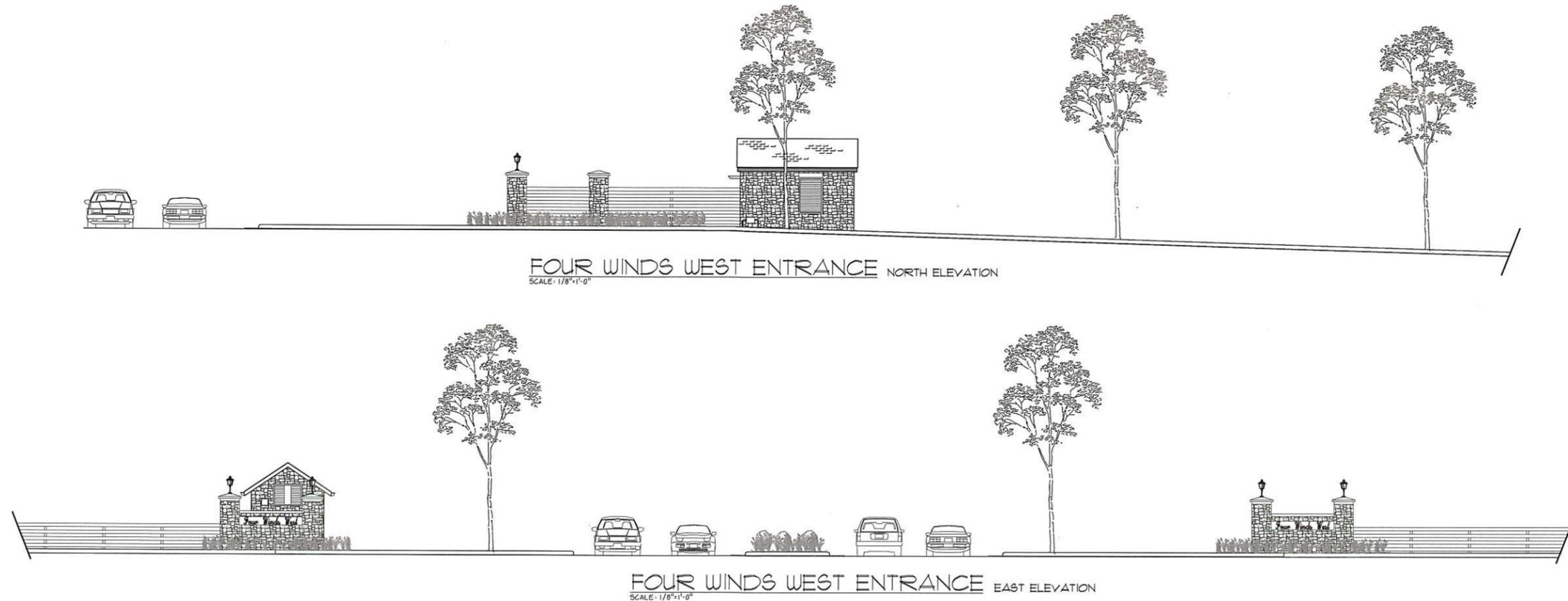
**WEST ELEVATION**

SCALE: 1/4" = 1'-0"

**EAST ELEVATION**

SCALE: 1/4" = 1'-0"

PUMP HOUSE



**FOUR WINDS WEST ENTRANCE NORTH ELEVATION**

SCALE: 1/8" = 1'-0"

**FOUR WINDS WEST ENTRANCE EAST ELEVATION**

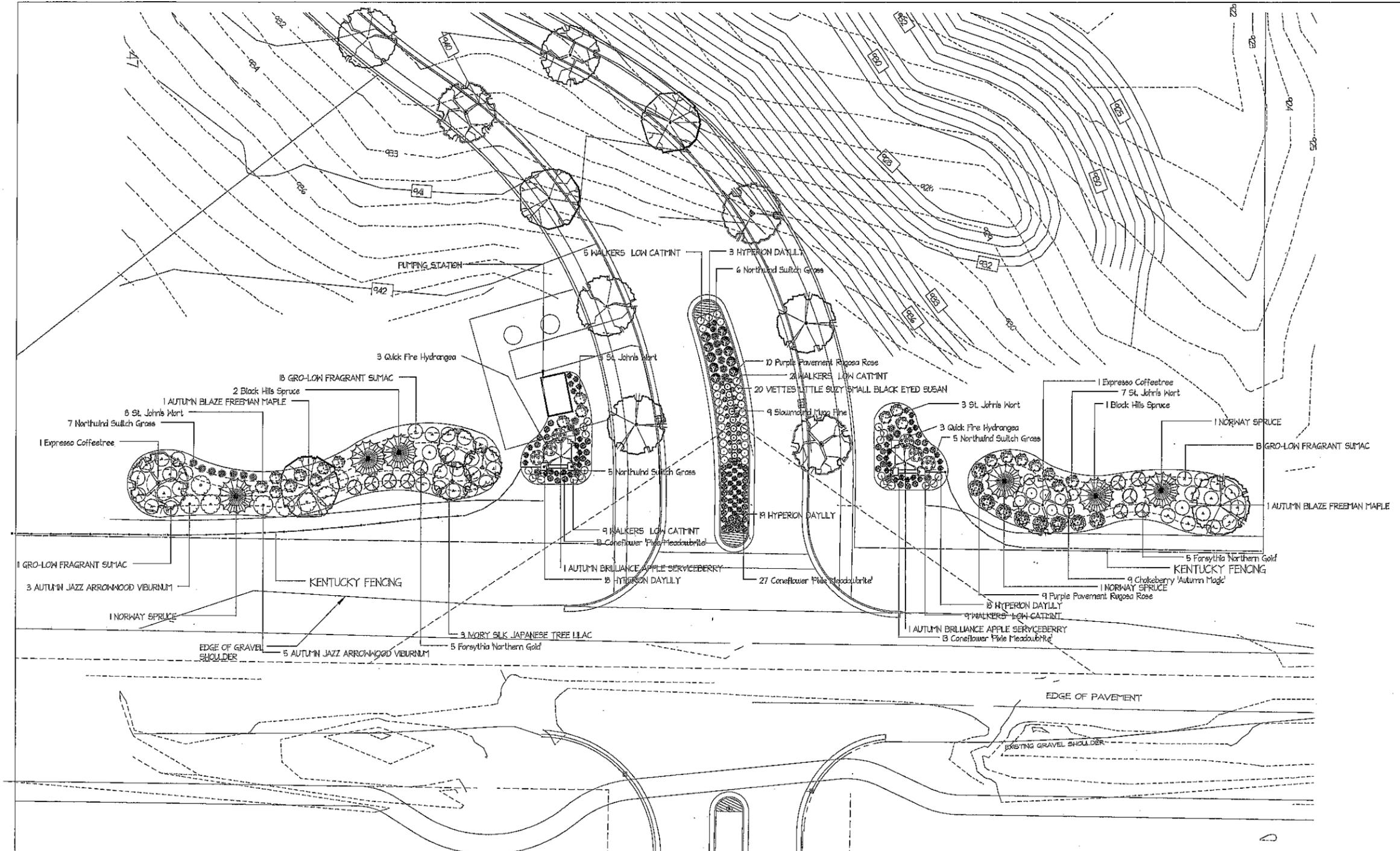
SCALE: 1/8" = 1'-0"

PROJECT  
SUBDIVISION ENTRANCE FOR:  
FOUR WINDS WEST  
HARTLAND, WI  
FOUR WINDS DEVELOPMENT, LLC  
5429 N. 118th CT.  
MILWAUKEE, WI 53225

**NEW HORIZON VENTURES, L.L.C.**  
ARCHITECTS/PLANNERS  
P.O. BOX 292, GRAFTON, WI 53024  
<http://www.nhv-arch.com/>  
262-377-4730 or 262-375-2397

JOB NUMBER SIL-2607-116	DATE 01/12/2016	REVISIONS:
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SHEET A-1	CHECKED BY: TLB	DRAWN BY: TLB
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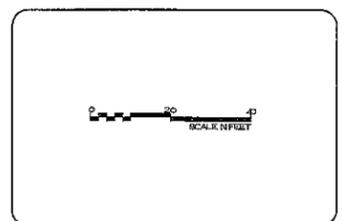
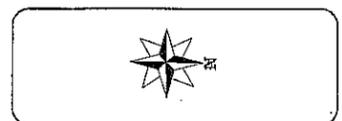
NOTES

# FOUR WINDS WEST HARTLAND, WI

No.	Date	Description

**LYNNSCAPE DESIGN, LLC**

262-306-8728 P.O. Box 240575  
lynne@lynnscape-design.com Ellsworth, WI 53224  
lynnscape-design.com

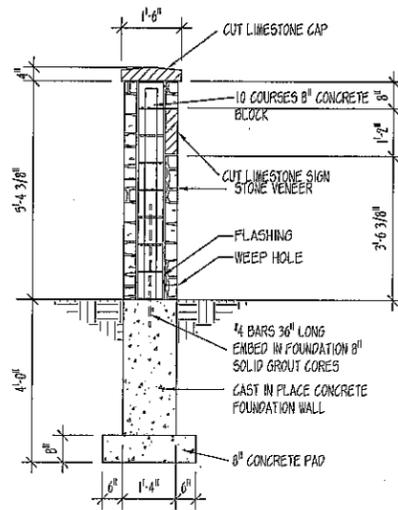


SCALE: 1" = 20'	PROJECT:
DRAWN BY: B. NIELSEN	BERTHA BERM PLANTINGS LC-8
CREATED BY: L. HINCH	DESIGNED BY: L. HINCH
DATE: 1/4/2015	REVISED: 2/29/2016

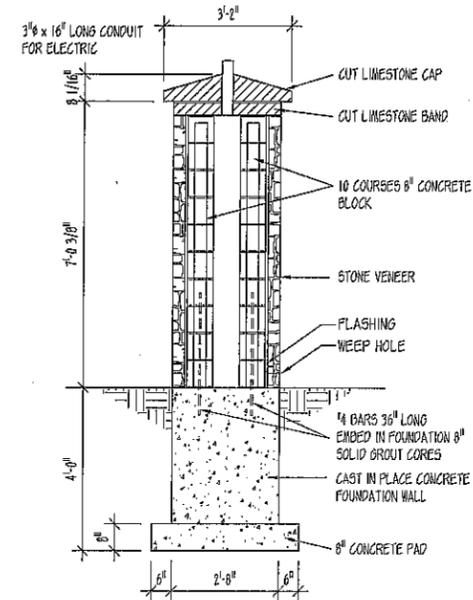
Qty	Botanical Name	Common Name	Size/Condition
<b>Trees</b>			
2	<i>Acer x freemanii</i> 'Jeffersred'	AUTUMN BLAZE FREEMAN MAPLE	2 1/2" CALIPER B&B
2	<i>Amelanchier x grandiflora</i> 'Autumn Brilliance'	AUTUMN BRILLIANCE APPLE SERVICEBERRY	6" TALL B&B
2	<i>Gymnocladia dioica</i> 'Espresso'	Espresso Coffeetree	2 1/2" CALIPER B&B
3	<i>Syringa reticulata</i> 'Nory Silk'	NORY SILK JAPANESE TREE LLAC	2" CALIPER B&B
<b>Conifers</b>			
3	<i>PICEA glauca</i> 'densata'	Black Hills Spruce	5" TALL B&B
3	<i>Picea abies</i>	NORWAY SPRUCE	5" TALL B&B
<b>Shrubs</b>			
9	<i>Anonla melanocarpa</i> 'Autumn Magic'	Chokeberry 'Autumn Magic'	18" CONTAINER
10	<i>Forsythia x Northern Gold</i>	Forsythia Northern Gold	18" CONTAINER
6	<i>Hydrangea paniculata</i> 'Quick Fire'	Quick Fire Hydrangea	18" CONTAINER
21	<i>Hypericum kalimianum</i>	St. John's Wort	18" CONTAINER
9	<i>Pinus mugo</i> 'Stoumound'	Stoumound Mugo Pine	18" CONTAINER
42	<i>Rhus aromatica</i> 'Gro-low'	GRO-LOW FRAGRANT SUMAC	18" CONTAINER
11	<i>Rosa rugosa</i> 'Purple Pavement'	Purple Pavement Rugosa Rose	18" CONTAINER
8	<i>Viburnum dentatum</i> 'Ralph Senior'	AUTUMN JAZZ ARROWWOOD VIBURNUM	3" TALL B&B
<b>Ornamental Grasses</b>			
23	<i>Panicum virgatum</i> 'Northwind'	Northwind Switch Grass	1 GALLON
<b>Perennials and Annuals</b>			
53	<i>Echinacea</i> 'CBG Cone 2'	Coneflower 'Felix Meadowbrite'	4 1/2" POTS
58	<i>Hemerocallis</i> 'Hyperion'	HYPERION DAYLILY	4 1/2" POTS
44	<i>Nepeta x faassenii</i> 'Walkers Low'	WALKERS LOW CATMINT	4 1/2" POTS
20	<i>Rudbeckia fulgida</i> 'Vettes Little Suzy'	VETTES LITTLE SUZY SMALL BLACK EYED SUSAN	4 1/2" POTS

1 FOUR WINDS WEST ENTRY  
LC-8 SCALE: 1" = 20'

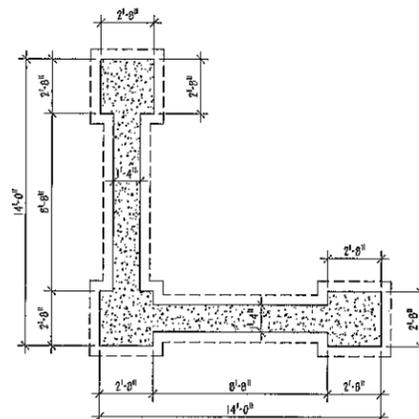
THIS LANDSCAPE PLAN IS A CONCEPTUAL TOOL AND NOT A CONTRACT. INSTALLATION MAY BE POSSIBLE ONLY UNDER IDEAL CONDITIONS. LYNNSCAPE DESIGN, LLC WILL NOT BE HELD ACCOUNTABLE FOR ANY PROBLEMS THAT MAY OCCUR DURING OR AFTER INSTALLATION OF LANDSCAPE PROJECT. VERIFICATION FOR CODE COMPLIANCE, ZONING, SETBACKS, PROPERTY LINES AND BUILDING PERMITS MAY BE REQUIRED PRIOR TO INSTALLATION.



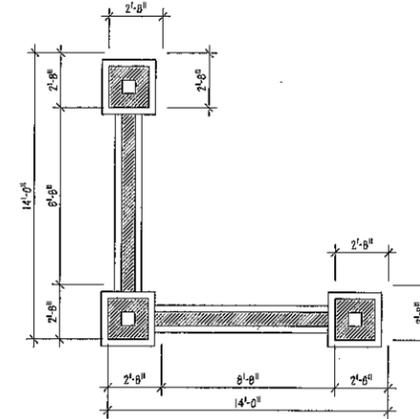
SECTION 1  
SCALE: 1/2" = 1'-0"



SECTION 2  
SCALE: 1/2" = 1'-0"



FOUNDATION PLAN  
SCALE 1/4" = 1'-0"



FLOOR PLAN  
SCALE 1/4" = 1'-0"

PROJECT  
SUBDIVISION ENTRANCE FOR:  
FOUR WINDS WEST  
HARTLAND, WI  
OWNER/DEVELOPER:  
FOUR WINDS DEVELOPMENT LLC  
5403 S. 18TH CT.  
MILWAUKEE, WI 53225

**NEW HORIZON VENTURES, L.L.C.**  
ARCHITECTS/PLANNERS

P.O. BOX 292, GRAFTON, WI 53024  
http://www.nhv-arch.com/ 262-377-4730 or 262-375-2397

JOB NUMBER SL-2807-16	DATE 01/12/06	REVISIONS:
SHEET A-2		CHECKED BY: T.L.B.
		DRAWN BY: T.L.B.

NEW HORIZON VENTURES LLC  
© 2003

**MEMO**

**TO: David E. Cox/Village Administrator**  
**FROM: Michael D. Gerszewski/Operation Supervisor**  
**DATE: March 15, 2016**  
**SUBJECT: Authorization to purchase a new mower and disposal of the old mower**

As part of the 2016 Village budget, the Village Board appropriated \$8,800 to replace a riding lawn mower. The original intention was to trade the old mower in to the company we are buying the new mower from, but we believe we can get more selling it outright. This new mower will be primarily used in the cemetery, but it will be used in other areas as needed.

We are purchasing a Scag Cheetah with a 52" mower deck and a bagging attachment. It is a replacement of the current 2012 Scag mower. The new mower cost is \$11,847.99.

We would like the Board approval to sell the old mower on the Wisconsin Surplus Online Auction site. We will set a minimum price of \$3,000, but expect to get significantly more based on our research.

Please place this in the March 28, 2016 Village Board agenda for consideration and possible action.

cc: Darlene Igl/Village Clerk  
Michael Einweck/Director of Public Works  
David Jambretz/Foreman



2016 Corporate Reserve Purchases

Law Enforcement Corporate Reserve Purchases

Item	Add	Repl	Amt	Unit Cost	Total
1) Replacing Squad #1*		X	1	36,500	\$ 36,500
2) Replacing Squad #3*		X	1	36,500	36,500
3) Handgun Replacement		X	16	1,044	16,700
<b>TOTAL LAW ENFORCEMENT CORP RESERVE PURCHASES</b>					<b>\$ 89,700</b>

Fire Department Corporate Reserve Purchases

Item	Add	Repl	Amt	Unit Cost	Total
NO PURCHASES ANTICIPATED IN 2016					\$ -
<b>TOTAL FIRE DEPARTMENT CORP RESERVE PURCHASES</b>					<b>\$ -</b>

Public Works Corporate Reserve Purchases

Item	Add	Repl	Amt	Unit Cost	Total
1) Rehab Dump Truck #19		X	1	25,000	\$ 25,000
2) F350 Pickup Truck with Hydraulic Bed and Plow		X	1	60,000	60,000
3) Furnace		X	1	15,000	15,000
<b>TOTAL PUBLIC WORKS CORP RESERVE PURCHASES</b>					<b>\$ 100,000</b>

Parks Corporate Reserve Purchases

Item	Add	Repl	Amt	Unit Cost	Total
1) Tractor		X	1	8,800	\$ 8,800
2) Trailer		X	1	4,000	4,000
<b>TOTAL PARKS CORPORATE RESERVE PURCHASES</b>					<b>\$ 12,800</b>

General Administration Corporate Reserve Purchases

Item	Add	Repl	Amt	Unit Cost	Total
1) 3 Voting Machines		X	3	2,133	\$ 6,400
<b>TOTAL GENERAL ADMINISTRATION CORP RESERVE PURCHASES</b>					<b>\$ 6,400</b>

Recreation Corporate Reserve Purchases

Item	Add	Repl	Amt	Unit Cost	Total
1) MOVIE EQUIPMENT	X		1	9,000	\$ 9,000
<b>TOTAL RECREATION CORP RESERVE PURCHASES</b>					<b>\$ 9,000</b>

Library Corporate Reserve Purchases

Item	Add	Repl	Amt	Unit Cost	Total
NO PURCHASES ANTICIPATED IN 2016					\$ -
<b>TOTAL LIBRARY CORP RESERVE PURCHASES</b>					<b>\$ -</b>

Cable TV Corporate Reserve Purchases

Item	Add	Repl	Amt	Unit Cost	Total
NO PURCHASES ANTICIPATED IN 2016					\$ -
<b>TOTAL CABLE TV CORP RESERVE PURCHASES</b>					<b>\$ -</b>

**Total Corporate Reserve Purchases \$ 217,900**

\*Anticipate sale of used squad cars

surplus tractor  
trade-in on new one

(20,000)

**MEMO**

**TO: David E. Cox/Village Administrator**  
**FROM: Michael D. Gerszewski/Operation Supervisor**  
**DATE: March 23, 2016**  
**SUBJECT: Authorization to purchase 2 sewer flow meters**

With the approval of the 2016 Village budget, money was allocated to purchase and install two sewer flow meters. One of these meters was installed in a manhole on Rae Drive as a demonstration. It was installed in October of 2015 and we have been receiving very good data since then. The second meter will be installed in a manhole on Cottonwood Avenue. These meters are needed to assess the impact that the developments to the north and west will have to our system.

The cost of the two flow meters is \$34,035. This amount includes the meters, software, programming and training.

The 2016 Capital Improvement Fund (CIP) budgeted \$30,000 for the meters. We would like to spend an additional \$4,035 from the CIP. The price increase is due to upgrades staff desires to make to the equipment to improve the accuracy and ease of retrieving the data.

I am requesting the Village Board approve the purchase and installation of the sewer flow meters in the amount of \$34,035 from the Capital Improvement Fund.

Please place this in the March 28, 2016 Village Board agenda for consideration and possible action.

cc: Darlene Igl/Village Clerk  
Michael Einweck/Director of Public Works  
David Jambretz/Foreman



# Quotation

Date: 1/13/2016

Company: Ruekert and Mielke, Inc.  
W233 N2080 Ridgeview Parkway  
Waukesha, WI 53188

Mulcahy Shaw Water  
N57 W6316 Center Street  
Cedarburg, WI 53012

Quoted By: Tom Mulcahy

ATTN: Jerad Wegner

Phone: (262) 542-5733

Email: [jwegner@ruekert-mielke.com](mailto:jwegner@ruekert-mielke.com)

Project: Hartland Flow Monitoring Project

Phone: (262) 241-1199  
Fax: (262) 241-4997  
Email: [info@mulcahyshaw.com](mailto:info@mulcahyshaw.com)

Quote #: 10768Rev. B  
Terms: Net 30 Days  
Shipping: FOB Factory  
Freight: Not Included  
Valid for: 30 Days  
Delivery: 3-4 weeks

Part Number	Qty	Description	Each	EXTENDED
		<u>Laser Flow Meter</u>		
68-2160-060	2	Portable 2160 LaserFlow™ System. This system includes TIENet® 360 LaserFlow Sensor with 32.8 ft (10 m) cable, built-in Ultrasonic level sensor, 2160 LaserFlow module, 2191 Battery module with carrying handle and suspension strap. The system includes one 2100 Series maintenance kit, instruction manual, and coupon for free Isco Open Channel Flow Measurement Handbook. Requires wall mount or temporary mount for LaserFlow sensor, Flowlink software and computer connect cable.	\$12,230.00	\$24,460.00
60-4364-003	2	Permanent wall mount	\$585.00	\$1,170.00
		<u>Modem</u>		
68-2000-098	2	2103ci CDMA Cell Phone Package with 60-2004-550 magnetic mount dual band antenna. This stack-on module provides wireless communications (configuration, data retrieval, push data, text message alarms) with the 2100 Series site. Powered from the module stack. Requires customer provided Verizon account with static IP service, paid by customer.	\$2,200.00	\$4,400.00
60-2004-507	1	USB Communication Cable, 10 ft. (3 m). Connects 2100 Series Module top connector to PC with USB connector.	\$245.00	\$245.00
		<u>Software</u>		
68-2540-276	1	Flowlink Pro software, two total licenses. Supplied on CD-ROM.	\$3,085.00	\$3,085.00
		<b>Total</b>		<b>\$33,360.00</b>
	1	Initial programming and training	\$350.00	\$350.00
	1	Plus Freight Charges	\$325.00	\$325.00

\$34,085

Plus tax if applicable/ Tax Exempt Required

Please note the following:

- 1) Please make out Purchase Order to Mulcahy Shaw Water Inc. N57 W6316 Center Street Cedarburg, WI 53012
- 2) Now accepting credit cards at a 3.5% processing fee

Approved for purchase by:

## **MEMO**

**TO:** David E Cox, Village Administrator  
**FROM:** Michael Gerszewski, Operations Supervisor  
**DATE:** March 21, 2016  
**SUBJECT:** 2016 Leak Detection Proposal

As part of our normal water system maintenance efforts, we are performing a system wide leak detection survey. This process is carried out every year to minimize our water loss. AECOM has submitted a proposal for completing this service for us at a total cost of \$7,309.00 or \$146.18 per mile of watermain (the Village has 50 miles of watermains). This represents an increase in price of 1% over last year's price.

Funds from the water outside services account will be used to pay for the leak detection services.

It is my recommendation that we accept the proposal for the 2016 leak detection survey. AECOM has done very good work for the Village for the past 28 years and responds very quickly when we call them to pinpoint watermain breaks that the Department of Public Works finds.

Please place this on the March 28, 2016 Village Board agenda for consideration and approval.

Attachment

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



AECOM  
1555 N RiverCenter Dr. Suite 214  
Milwaukee, WI 53212

414.944.6080 tel  
414.944.6081 fax

February 19, 2016

Mr. Mike Gerszewski  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53027  
[mikeg@villageofhartland.com](mailto:mikeg@villageofhartland.com)  
262.367.2714

**Subject: Proposal for 2016 Leak Detection Survey Services for the Village of Hartland**

Dear Mr. Gerszewski:

AECOM is pleased to have this opportunity to submit proposal to conduct a leak detection survey for the Village of Hartland in 2016. AECOM values the all previous work afforded us by the Village of Hartland. Consistent with last year, the attached proposal has been prepared under that assumption reporting will be limited to provision of field daily reports. The daily reports will detail leakage located by type, location, and estimated quantity of leakage. The reports will be submitted periodically through-out the investigation as they become available, and a comprehensive submittal of all reports will be delivered via email following completion of the field investigation. No formal final report containing recommendations for future work based on the results of this survey will be provided.

Consistent with previous proposals, this proposal has been prepared in agreement format, so that if you wish to proceed, you only need to return one executed copy to our office. Should you have any additional questions concerning this proposal, please do not hesitate to contact me at (414) 944-6104.

Sincerely,

AECOM Technical Services, Inc.

Timothy Wolf  
Project Manager

Enclosure



## CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement ("Agreement") effective this February 19, 2016, is by and between Village of Hartland, a Wisconsin Municipality with offices at 210 Cottonwood Avenue Hartland, WI 53027, ("Client"), and AECOM Technical Services, Inc., a California corporation, ("AECOM"); each also referred to individually as ("Party") and collectively as ("Parties").

In consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

### 1. SCOPE OF SERVICES

1.1 AECOM shall perform the services set forth in **EXHIBIT A** ("Services"), incorporated herein by reference.

1.2 AECOM will provide the work products ("Deliverables") in accordance with the schedule ("Project Schedule"), if applicable, as set forth in **EXHIBIT A**.

**2. TERM OF AGREEMENT** Upon execution by the Parties, this Agreement shall have the effective date set forth above. This Agreement shall remain in force until all obligations related to the Services, other than those obligations which survive termination of this Agreement under Article 22, have been fulfilled, unless this Agreement is sooner terminated as set forth herein.

**3. COMPENSATION AND PAYMENT** AECOM shall be paid for the performance of the Services in accordance with **EXHIBIT B** ("Compensation and Payment"), incorporated herein by reference.

**4. NOTICE** All notices, requests, claims, demands and other official communications herein shall be in writing. Such notices shall be given (i) by delivery in person, (ii) by a nationally recognized commercial courier service; or (iii) by United States Postal Service, registered mail, postage prepaid and return receipt requested. Notices shall be effective upon actual delivery to the other Party at the following addresses:

#### TO CLIENT:

Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53027

Attn: Mr. Mike Gerszewski  
[mikeg@villageofhartland.com](mailto:mikeg@villageofhartland.com)  
262.367.2714

#### TO AECOM:

1555 N RiverCenter Drive, Suite 214  
Milwaukee, Wisconsin 53212  
Attn: Tim Wolf  
Project Manager,  
[Tim.wolf@aecom.com](mailto:Tim.wolf@aecom.com)  
414.944.6104

Claims-related notices shall be copied to:  
Chief Counsel, Americas Design and Consulting Services

515 South Flower Street, Suite 1050  
Los Angeles, CA 90071

or to which address the receiving Party may from time to time give notice to the other Party. Rejection or other refusal to accept, or the inability to deliver because of changed address for which no notice was given, shall be deemed to be receipt of the notice as of the date of such rejection, refusal to accept, or inability to deliver.

## **5. AECOM'S RESPONSIBILITIES**

5.1 AECOM shall perform the Services in accordance with the degree of professional skill, quality and care ordinarily exercised by members of the same profession currently practicing in the same location under comparable circumstances and as expeditiously as is consistent with professional skill and the orderly progress of the Project. The full extent of AECOM's responsibility with respect to the Services shall be to perform in accordance with the above standards and to remedy any material deficiencies or defects in the Deliverables at AECOM's own expense, provided that AECOM is notified by Client, in writing, of any such deficiency or defect within a reasonable period after discovery thereof, but in no event later than 90 days after AECOM's completion or termination of the Services. AECOM MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, INFORMATIONAL CONTENT OR OTHERWISE.

5.2 AECOM will endeavor in good faith, as needed, to obtain from the appropriate authorities their interpretation of applicable codes and standards and will apply its professional judgment in interpreting the codes and standards as they apply to the Project at the time of performance of the Services. Notwithstanding the above, the Parties agree that, as the Project progresses, such codes or standards may change or the applicability of such codes or standards may vary from AECOM's original interpretation through no fault of AECOM and that additional costs necessary to conform to such changes or interpretations during or after execution of the Services will be subject to an equitable adjustment in the Compensation and Project Schedule.

5.3 AECOM shall be responsible for its performance and that of AECOM's lower-tier subcontractors and vendors. However, AECOM shall not be responsible for health or safety programs or precautions related to Client's activities or operations or those of Client's other contractors and consultants or their respective subcontractors and vendors ("Contractors"). AECOM shall have no responsibility for (i) construction means, methods, techniques, sequences or procedures; (ii) for the direction of Contractors' personnel; (iii) selection of construction equipment; (iv) coordination of Contractors' work; (v) for placing into operation any plant or equipment; or (vi) for Contractors' failure to perform the work in accordance with any applicable construction contract. AECOM shall not be responsible for Client's pre-existing site conditions or the aggravation of those preexisting site conditions to the extent not caused by the negligence or willful misconduct of AECOM. AECOM shall not be responsible for inspecting, observing, reporting or correcting health or safety conditions or deficiencies of Client, Contractors or others at the project site ("Project Site") other than AECOM's employees, subconsultants and vendors. So as not to discourage AECOM from voluntarily addressing health or safety issues while at the Project Site, in the event AECOM does identify such issues by making observations, reports, suggestions or otherwise, AECOM shall have no authority to direct the actions of others not under AECOM's responsibility and control and shall have no liability, responsibility, or affirmative duty arising on account of AECOM's actions or forbearance.

5.4 Notwithstanding anything contained in this Agreement, AECOM shall have no responsibility for the discovery, presence, handling, removal, transportation, storage or disposal of, or exposure of persons to hazardous materials in any form related to the Project.

## **6. CLIENT'S RESPONSIBILITIES**

6.1 Client shall provide in writing any specific Client requirements or criteria for the Project.

6.2 Client shall furnish to AECOM all information and technical data in Client's possession or control reasonably required for the proper performance of the Services. AECOM shall be entitled to reasonably rely without independent verification upon the information and data provided by Client or obtained from generally accepted sources within the industry, except to the extent such verification by AECOM is expressly required as a defined part of the Services.

6.3 Client shall arrange for access and make all provisions necessary for AECOM to enter upon public and/or private property as required for AECOM to properly perform the Services. Client shall disclose to AECOM any known or suspected hazards at the Project Site which may pose a threat to human health, property or the environment.

6.4 If any document or inquiry requires Client to approve, comment, or to provide any decision or direction with regard to the Services, such approval, comment, decision or direction shall be provided within a reasonable time within the context of the Project Schedule, or if not identified in the Project Schedule, within a reasonable time to facilitate the timely performance of the Services.

**7. INDEPENDENT CONTRACTOR** Nothing contained in this Agreement shall be construed to create a partnership, joint venture, or create a relationship of employer/employee or principal/agent between Client or Client's Contractors and AECOM.

## **8. CONFIDENTIALITY**

8.1 AECOM shall treat as confidential information and data delivered to it by Client or developed in the performance of the Services that are specified in writing by Client to be confidential ("Confidential Information"). Confidential Information shall not be reproduced, transmitted, disclosed or used by AECOM without the consent of Client, except in the proper performance of the Services, for a period of 5 years following completion or termination of this Agreement.

8.2 Notwithstanding the above, these restrictions shall not apply to Confidential Information which (i) is already known to AECOM at the time of its disclosure; (ii) becomes publicly known through no wrongful act or omission of AECOM; (iii) is communicated to a third party with the express written consent of Client and not subject to restrictions on further use or disclosure; (iv) is independently developed by AECOM; or, (v) to the extent such Confidential Information is required by Law to be disclosed to any governmental agency or authority; provided that before making such disclosure, AECOM shall promptly provide Client with written notice of such requirement and a reasonable opportunity for Client to object to the disclosure or to take action that Client deems appropriate to maintain the confidentiality of the Confidential Information.

8.3 Upon termination of this Agreement or upon Client's written request, AECOM shall return the Confidential Information to Client or destroy the Confidential Information in AECOM's possession or control. Notwithstanding the above, AECOM shall be entitled to retain a copy of such Confidential Information relating to the Services or this Agreement for its archives, subject to AECOM's continued compliance with this Article 8.

## **9. DATA RIGHTS**

9.1 All Deliverables set forth in **Exhibit A** shall become the property of Client upon proper payment for the Services. AECOM shall bear no liability or responsibility for Deliverables that have been modified post-delivery or used for a purpose other than that for which it was prepared under this Agreement.

9.2 Notwithstanding Section 9.1 above, AECOM's proprietary information, including without limitation, work papers, drawings, specifications, processes, procedures, software, interim or draft documents, methodologies, know-how, software and other instruments of service belonging to or licensed by AECOM and used to develop the Work Product ("AECOM Data"), shall remain the sole property of AECOM. To the extent the Deliverables contain or require the use of AECOM Data, AECOM hereby grants to Client, upon proper payment for the Services, a non-exclusive, non-transferable and royalty-free license to use such AECOM Data solely for the purposes for which the Deliverables were developed.

9.3 Nothing in this Article shall be construed to prohibit AECOM from using skills, knowledge or experience gained by AECOM in the performance of the Services for other purposes, provided that AECOM does not use Client's Confidential Information.

**10. COMPLIANCE** The Parties shall comply with applicable treaties, compacts, statutes, ordinances, codes, regulations, consent decrees, orders, judgments, rules, and other requirements of governmental or judicial entities that have jurisdiction over the Services ("Law").

**11. FORCE MAJEURE** Neither Party shall be responsible for a delay in its respective performance under this Agreement, other than a delay in payment for Services already performed, if such delay is caused by extraordinary weather conditions or other natural catastrophes, war, terrorist attacks, sabotage, computer viruses, riots, strikes, lockouts or other industrial disturbances, acts of governmental agencies or authorities, discovery of Hazardous Materials or differing and unforeseeable site conditions, or other events beyond the reasonable control of the claiming Party. AECOM shall be entitled to an equitable adjustment to the Project Schedule in the foregoing circumstances.

**12. INSURANCE**

12.1 AECOM will maintain the following insurance coverages and amounts:

- 12.1.1 Workers Compensation insurance as required by Law;
- 12.1.2 Employer's Liability insurance with coverage of \$1,000,000 each accident/employee;
- 12.1.3 Commercial General Liability insurance with coverage of \$2,000,000 per occurrence/aggregate;
- 12.1.4 Automobile Liability insurance with coverage of \$1,000,000 combined single limit; and
- 12.1.5 Professional Liability insurance with coverage of \$2,000,000 per claim/aggregate.

**13. INDEMNITY**

13.1 AECOM agrees to indemnify Client, its officers, directors and employees, from loss or damage for bodily injury or property damage ("Claims"), to the extent caused by AECOM's negligence or willful misconduct.

13.2 If the Services include AECOM's performance during the construction phase of the Project, Client shall require Client's Contractors working on the Project Site to include AECOM, its directors, officers and employees in any indemnity that the Client requires such Contractors to provide to the Client.

**14. CONSEQUENTIAL DAMAGES WAIVER** IN NO EVENT SHALL EITHER PARTY, THEIR PARENTS, AFFILIATES AND SUBSIDIARIES OR THEIR RESPECTIVE DIRECTORS OFFICERS OR EMPLOYEES BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, LOST PROFITS, LOSS OF REVENUE, LOSS OF USE OR INTERRUPTION OF BUSINESS) ARISING OUT OF OR RELATED TO THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

**15. RISK ALLOCATION AND RESTRICTION OF REMEDIES** THE PARTIES HAVE EVALUATED THE RESPECTIVE RISKS AND REMEDIES UNDER THIS AGREEMENT AND AGREE TO ALLOCATE THE RISKS AND RESTRICT THE REMEDIES TO REFLECT THAT EVALUATION. CLIENT AGREES TO RESTRICT ITS REMEDIES UNDER THIS AGREEMENT AGAINST AECOM, ITS PARENTS, AFFILIATES AND SUBSIDIARIES, AND THEIR RESPECTIVE DIRECTORS, OFFICERS, SHAREHOLDERS AND EMPLOYEES, ("AECOM COVERED PARTIES"), SO THAT THE TOTAL AGGREGATE LIABILITY OF THE AECOM COVERED PARTIES SHALL NOT EXCEED THE ACTUAL PAID COMPENSATION FOR THE SERVICES. THIS RESTRICTION OF REMEDIES SHALL APPLY TO ALL SUITS, CLAIMS,

ACTIONS, LOSSES, COSTS (INCLUDING ATTORNEY FEES) AND DAMAGES OF ANY NATURE ARISING FROM OR RELATED TO THIS AGREEMENT WITHOUT REGARD TO THE LEGAL THEORY UNDER WHICH SUCH LIABILITY IS IMPOSED. CLAIMS MUST BE BROUGHT WITHIN ONE CALENDAR YEAR FROM PERFORMANCE OF THE SERVICES UNLESS A LONGER PERIOD IS REQUIRED BY LAW.

**16. DISPUTES RESOLUTION**

16.1 Either Party may initiate a dispute resolution by providing written notice to the other Party setting forth the subject of the claim, dispute or controversy ("Claim") and the requested relief. The recipient of such notice shall respond within 5 business days with a written statement of its position and a recommended solution to the Claim.

16.2 If the Parties cannot resolve the dispute through negotiation, either Party may refer the Claim to a panel ("Panel") consisting of a designated senior representative from each Party ("Representative"), who shall have the authority to resolve such Claim. The Representatives shall not have been directly involved in the Services and shall negotiate in good faith. No written or verbal representation made by either Party in the course of any Panel proceeding or other settlement negotiations shall be deemed to be a party admission. If the representatives are unable to resolve the dispute within 3 weeks, either Party may pursue its respective legal and equitable remedies.

**17. GOVERNING LAW** This Agreement shall be governed by and interpreted under the laws of the State of California, excluding the conflict of law provisions.

**18. TERMINATION**

18.1 This Agreement may be terminated for convenience by either Party upon 30 days advance written notice. On termination, AECOM will be paid for all Services performed up through the termination date.

18.2 This Agreement may be terminated for cause by either Party if the other Party materially fails to perform its obligations under this Agreement, does not commence correction of such non-performance within 10 business days of receipt of written notice and/or fails to diligently complete such correction thereafter. The respective rights and obligations of the Parties predating such termination shall survive termination of this Agreement.

**19. ASSIGNMENT**

19.1 Neither Party may assign this Agreement without the written consent of the other Party.

19.2 Notwithstanding Section 19.1 above, the Parties recognize that AECOM has affiliated companies who have specialized expertise, necessary certifications/registrations or other capabilities that may make use of such affiliates more suitable for the performance of all or part of the Services. AECOM shall be entitled without additional consent to assign this Agreement or performance of the Services, in whole or in part, to any of AECOM's subsidiaries or affiliates upon written notice to Client; provided, however, that AECOM shall remain liable for the performance, obligations and responsibilities of such Affiliates under this Agreement.

**20. PARTIES IN INTEREST** Nothing in this Agreement, expressed or implied, is intended to confer on any person or entity other than the Parties any right or remedy under or by reason of this Agreement. The provisions of this Agreement shall bind and inure solely to the benefit of the Parties and their respective successors and permitted assigns.

**21. WAIVER** Either Party may in writing waive any provisions of this Agreement to the extent such provision is for the benefit of the waiving Party. No waiver by any Party of a breach of any provision of this Agreement shall be construed to be a waiver of any subsequent or different breach.

**22. SEVERABILITY AND SURVIVAL** The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions, and this Agreement shall be construed in all respects as if any invalid or unenforceable provision were omitted. Articles 4 (Notice), 5 (AECOM's Responsibilities), 6.2 (Reliance on Data), 8 (Confidentiality), 9 (Data Rights), 12 (Insurance), 13 (Indemnity), 14 (Consequential Damages Waiver), 15 (Risk Allocation), 16 (Disputes Resolution), 17 (Governing Law), 19 (Assignment), 20 (Parties in Interest) or 22 (Survival) shall survive termination of this Agreement.

**23. PREPARATION OF AGREEMENT** Each Party has had the opportunity to avail itself of legal advice and counsel. Neither Party shall be deemed to be the drafter or author of this Agreement. In the event this Agreement is subject to interpretation or construction by a court of law or panel of arbitration, such court or panel shall not construe this Agreement, or any portion hereof, against either Party as the drafter of this Agreement.

**24. SIGNATURES** Each person executing this Agreement warrants that he/she has the necessary authority to do so on behalf of the respective Party. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute a single agreement.

**25. ORDER OF PRECEDENCE**

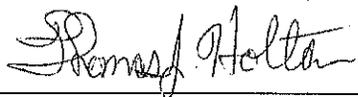
<b>EXHIBIT C</b>	Change Orders
<b>Consulting Services Agreement</b>	Article 26
<b>Consulting Services Agreement</b>	Articles 1 through 25 and 27
<b>EXHIBIT B</b>	Compensation and Payment
<b>EXHIBIT A</b>	Services
<b>Other contract documents</b>	

**26. SPECIAL TERMS AND CONDITIONS : None**

**27. ENTIRE AGREEMENT** This Agreement contains all of the promises, representations and understandings of the Parties and supersedes any previous understandings, commitments, proposals or agreements, whether oral or written. This Agreement shall not be altered, changed, or amended except as set forth in a written amendment to this Agreement, duly executed by both Parties. The attached **EXHIBIT C** ("Change Order"), incorporated herein by reference, is the preferred form for such use.

**AECOM Technical Services, Inc.**

**CLIENT: Village of Hartland**

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Thomas J. Holtan  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Senior Project Manager  
\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Title

Address  
1555 N RiverCenter Dr, Suite 214  
Milwaukee Wis 53212

Address  
210 Cottonwood Avenue  
Hartland, WI 53027

(End of page)

**EXHIBIT A**  
**SERVICES**

Services:

See - Appendix A: Part I Section A and B

Schedule:

See - Appendix A: Part I Section C

Deliverables:

See - Appendix A: Part I Section B4

AECOM Project Manager

Name	Timothy Wolf
Title	Project Manager
Address	1555 N RiverCenter Dr, Suite 214, Milwaukee WI 53212
Phone Number	414.944.6104
Email Address	Tim.wolf@aecom.com

Client Project Manager

Name	Mr. Mike Gerszewski
Title	
Address	210 Cottonwood Avenue
Phone Number	262.367.2714
Email Address	mikeg@villageofhartland.com

(End of page)

**EXHIBIT B**

**COMPENSATION AND PAYMENT**

**1 COMPENSATION** The Services set forth in **EXHIBIT A** will be compensated on the following basis:

[X] Lump Sum [\$]: (Based on unit rate of \$146.18/mile and 50 miles

Milestone/Deliverable & Date	Payment Amount
Report Deliver 1-2 weeks following completion of field work	\$ 7,309.00

**2. RATE SCHEDULE** Compensation shall be based on the following Hourly Labor Rate Schedule:  
**INTENTIONALLY OMITTED**

	\$
--	----

**2.2 OTHER HOURLY LABOR RATE CATAGORIES** If additional labor categories are authorized during the performance of this Agreement, compensation for each additional category will be negotiated at the time the additional Services are authorized.

**2.3 ANNUAL HOURLY LABOR RATE ADJUSTMENTS** The Hourly Labor Rate Schedule is adjusted each calendar year to reflect updated labor cost categories. Labor cost of Services authorized in subsequent calendar years will be based on the applicable Hourly Labor Rate Schedule for those years.

**3. REIMBURSEABLE EXPENSES** Reimbursable expenses are expenditures made by AECOM for goods, travel expenses and vendor services in support of the performance of the Services. Such expenditures will be billed at the actual cost to AECOM plus ten percent (10%) to cover related administrative costs.

**4. CHANGE ORDERS** The Parties may at any time and by written agreement make changes in the Services, Project Schedule, Deliverables, Compensation or other terms and conditions in this Agreement. The Parties shall effect such change through the use of a written Change Order. **EXHIBIT C** is the preferred form for such use.

**5. INVOICING** AECOM will invoice Client on a monthly basis unless otherwise set forth herein. If Client disagrees with any portion of an invoice, it shall notify AECOM in writing of the amount in dispute and the specific reason for Client's objection within 10 days of receipt of invoice. Client shall pay the undisputed portion of the invoice as set forth below. Documentation supporting the invoice will be made available upon request.

**6 PAYMENT**

**6.1** If payment is based on Time and Materials with a NTE, once AECOM reaches the NTE, AECOM will stop further Services pending a Change Order to adjust the budget and schedule for the continued performance of the Services.

**6.2** Timely payment is a material term of this Agreement. Client shall pay all undisputed portions of AECOM's invoices within 30 days of receipt without holdback or retention. Amounts remaining unpaid 30 days after the invoice date shall bear interest at the rate of 1.5% per month on the unpaid balance and AECOM may suspend the Services pending receipt of such payment. In addition, AECOM retains its unrestricted rights under Article 18 (Termination) of the Agreement.

6.3 If the Project is suspended by Client for more than 30 days, AECOM shall be paid for all Services performed prior to the effective date of suspension within 30 days of such suspension. Upon resumption of the Project, AECOM shall be entitled to an equitable adjustment in cost and schedule to compensate AECOM for expenses incurred as a result of the interruption and resumption of the Services.

6.4 To the extent that completion of the Services is delayed beyond the original scheduled completion date and such delay is not the fault of AECOM, an equitable adjustment shall be made to AECOM's Compensation and Project Schedule.

6.5 Except as otherwise specifically provided herein, Client shall pay or reimburse AECOM, as appropriate, for all categories of taxes other than income tax, including without limitation, sales, consumer, use, value added, gross receipts, privilege, and local license taxes related to the Services.

6.6 Client shall make payments to AECOM using one of the following methods:

6.6.1 AECOM LOCKBOX:

AECOM Technical Services, Inc.  
1178 Paysphere Circle  
Chicago, IL 60674

6.6.2 ELECTRONIC FUNDS TRANSFER/ACH PAYMENT:

Account Name: AECOM Technical Services, Inc.  
Bank Name: Bank of America  
Address1: Building D  
Address2: 2000 Clayton Road  
City/State/Zip: Concord, CA 94520-2425  
Account Number: 5800937020  
ABA Routing Number: 071000039

6.6.3 WIRE TRANSFER:

Account Name: AECOM Technical Services, Inc.  
Bank Name: Bank of America  
Address: 100 West 33rd St  
City/State/Zip: New York, NY 10001  
Account Number: 5800937020  
ABA Routing Number: 026009593  
SWIFT Code: BOFAUS3N

6.6.4 Questions related to payment can be sent to:

AECOM Cash Applications Supervisor by phone at (804) 515-8490 or by email at [cashappsremittance@aecom.com](mailto:cashappsremittance@aecom.com)

(End of page)

AECOM Project Name: \_\_\_\_\_  
 AECOM Project No.: \_\_\_\_\_  
 Change Order No.: \_\_\_\_\_

**EXHIBIT C**

**CHANGE ORDER FORM**

In accordance with the Consulting Services Agreement dated *Insert the effective date of the Agreement*, 20\_\_ between *Insert the name of the Client's legal entity* \_\_\_\_\_ ("Client"), and AECOM Technical Services, Inc. is listed because it is the primary AECOM legal entity used within the USA. However, a different AECOM legal entity may be required in certain states to meet registration requirements. Check with the Legal team to confirm the applicable AECOM legal entity. If a different AECOM legal entity is used, you need to replace "AECOM Technical Services, Inc." with that other AECOM legal entity here, on the signature page, and in any Change Orders. AECOM Technical Services, Inc., a California corporation, ("AECOM"), this Change Order, with an effective date of \_\_\_\_\_, 20\_\_ modifies that Agreement \_\_\_\_\_ as follows:

**1. Changes to the Services:**


**2. Change to Deliverables:**

--

**3. Change in Project Schedule (attach schedule if appropriate):**

--

**4. Change in CONSULTANT's Compensation:**

The Services set forth in this Change Order will be compensated on the following basis:

- No change to Compensation
- Time & Material (See **Exhibit B** for the Hourly Labor Rate Schedule)
- Time and Materials with a Not- to-Exceed amount of (\$ *Numerical Amount*). The Hourly Labor Rate Schedule is set forth in **EXHIBIT B** (if applicable). Reimbursable expenses are included in the overall Not to Exceed cap.
- Lump Sum [*\$ Numerical Amount*]

Milestone/Deliverable & Date	Payment Amount
	\$

- Cost Plus Fixed Fee:** [Cost \$ *Numerical Amount* and Fee \$ *Numerical Amount*]

Therefore, the total authorized Compensation, inclusive of this Change Order is \$ *Numerical Amount*.

- 5. **Project Impact:**
  
- 6. **Other Changes** (including terms and conditions):
  
- 7. All other terms and conditions of the Agreement remain unchanged.
  
- 8. Each Party represents that the person executing this Change Order has the necessary legal authority to do so on behalf of the respective Party.

**AECOM Technical Services, Inc.**

**CLIENT:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

[End of Agreement]

**ATTACHMENT A  
LEAK DETECTION SURVEY PROPOSAL  
February 19, 2016**

**PART I  
AECOM'S RESPONSIBILITIES**

**A. INTRODUCTION**

This proposal describes the services that will be provided to conduct a Leak Detection Survey on approximately 50 miles of water main in the Village of Hartland water distribution system. Based on review of information contained in the PSCW 2014 Annual Report, it is our understanding; system construction consists primarily of 19.75 miles of metal piping construction and 0.25 miles of plastic distribution piping. Given the limited nature of the use of plastic distribution piping, AECOM will complete inspection services for that section in accord with the included metal piping survey unit rate. The purpose of the survey is to identify specific points of leakage such that system rehabilitation can be undertaken and water loss reduced.

**B. SCOPE**

Services to be provided for the Project are as follows:

1. Review existing water distribution system maps, street maps, and pertinent water system reports.
2. Conduct a leak detection and location survey with sonic detection and computer correlation equipment on the entire water distribution system. Physical contact will be made with the system at exposed valves and fire hydrants. After the initial sonic leak survey of a portion of the system is completed, indications of leaks will be verified a second time, after which leaks will be located with a computer programmed leak correlator designed to identify leak locations without drill holes or excavations. Where leakage into a storm or sanitary sewer is suspected, a visual examination of the appropriate sewer will be conducted. All equipment used will be non-intrusive. Valves and hydrants will not normally require operation during the survey and locating operations. This survey will be conducted primarily during normal working hours, with additional leak detection being conducted during late evening and/or early morning hours in areas of high traffic volume.
3. Provide record of defective system components such as valves, hydrants, meters, and curb stops, which are noted in the course of carrying out field activities on daily field reports.
4. Final report shall be limited to delivery of daily field reports showing the results of the investigations. Daily results will be transmitted verbally to the Village through-out investigation as they become available. The final submittal of all daily reports will be delivered via email following completion of the field investigation. The daily report shall detail leakage located by type, location, and estimated quantity of leakage. No formal final report containing recommendations for future work based on the results of this survey will be provided.

**C. SCHEDULE**

Field Investigations	9 -10 working days
Submittal of Daily Reports (comprehensive)	1 - 2 weeks after fieldwork

**PART II  
CLIENT'S RESPONSIBILITIES**

Client, at its expense, shall do the following in a timely manner so as not to delay the Services.

**A. INFORMATION/REPORTS/ASSISTANCE**

Furnish AECOM the following information/reports/assistance, all of which AECOM may rely upon without independent verification in performing the Services.

1. All available street maps and water distribution system maps.
2. One (1) experienced person with a good working knowledge of the water distribution system to assist on a part-time basis in field activities such as location of system components.
3. Access to valves and curb stops by uncovering and cleaning valves and curb boxes where required prior to initiation of field activities.

The Village of Hartland agrees to hold harmless and indemnify AECOM against any liability arising out of the three (3) items above for which the Village is responsible.

**B. REPRESENTATIVE**

Designate a representative for the Project who shall have the authority to transmit instructions, receive information, interpret and define Client's policies, and make decisions with respect to the Services.

**PART III  
COMPENSATION**

Client shall pay AECOM for the services in accordance with the following: Compensation for the Services as presented in Part III of this agreement will be based on a unit cost based on the type of water main surveyed.

- A. For metal water mains, the unit price to conduct leak detection will be \$146.18 per mile. Based on an estimated 50 miles of metal water main, the fees will be \$7,309.00.

## MEMO

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

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

**DATE: March 24, 2016**

**SUBJECT: Stormwater Management Program -  
DNR Annual Report**

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In order to meet the DNR's reporting requirements of the Municipal Separate Storm Sewer System (MS4) Discharge Permits; the attached form must be completed by each municipality and filed with the DNR by March 31, 2016. The form allows each municipality to report on activities required to maintain their discharge permit. Included on the form are the past year's activities associated with the following areas; public education and outreach, public involvement and participation, illicit discharge detection and elimination, construction site pollutant control, post-construction storm water management, pollution prevention, storm water quality management and on-going updates to our storm sewer system map. The Village's efforts for the past year are as shown on the reporting form in addition to providing information on two recently required reports. The two reports are; Winter Road Management Activities and the Storm Water Pollution Prevention Plan for the public works garage site at 701 Progress Drive.

This report is an ongoing annual requirement and reporting requirements will likely be more extensive in coming years. As part of the DNR's requirement to evaluate the Village's pollutant controls compared to the waste load allocations in the Rock River TMDL report, we are in the middle of a two year study with our Village Engineer to identify potential controls and develop a long range plan to address these requirements. The Village in 2014 received a DNR grant in the amount of 70% of the study's costs.

Staff is providing this report to the Village Board for their review and comment prior to submission to the DNR. A concurrence by the Board on its contents and submittal to the DNR is requested.

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

### Attachments

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

Due by March 31, 2016

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2015.

**Instructions:** Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2016, to the appropriate address indicated on the last page of this form.

**SECTION I. Municipal Information**

Name of Municipality		Facility ID No. (FIN)	
Village of Hartland		31273	
Mailing Address	City	State	ZIP Code
210 Cottonwood Avenue	Hartland	WI	53029
County(s) in which Municipality is located	Municipality Type: (select one)		
Waukesha	<input type="radio"/> County <input type="radio"/> City <input checked="" type="radio"/> Village <input type="radio"/> Town <input type="radio"/> Other (specify)		

**SECTION II. Municipal Contact Information**

Name of Municipal Contact Person		Title	
Michael Einweck		Director of Public Works	
Mailing Address (if different from above)	City	State	ZIP Code
		WI	
Email	Phone Number (include area code)	Fax Number (include area code)	
mikee@villageofhartland.com	(262) 367-2714	(262) 367-2430	

**SECTION III. Certification**

*I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-2 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.*

Authorized Representative Printed Name	Authorized Representative Title	
Michael Einweck	Director of Public Works	
Signature of Authorized Representative	Date	
Email	Phone Number (include area code)	Fax Number (include area code)
mikee@villageofhartland.com	(262) 367-2714	(262) 367-2430

**SECTION IV. General Information**

a. Describe what efforts the municipality has undertaken to invite the municipal governing body, interest groups, and the general public to review and comment on the annual report.

This report and subsequent reports will be posted on the Village web site, distributed to Village Board members, and distributed to other interest groups (as requested). A copy of the report will be maintained at the Village Hall and Village Library for public review. An update of storm water management activities will be given at least annually to the Village Board.

b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements.

The Village prepared a Storm water Management Plan in 2003 - 2005 with funding provided under a DNR Urban Non-point and Storm Water Management Grant. Results and recommendations of this report were presented to the Village Board in January, 2005 as well as annual updates on current storm water activities. As part of a subsequent DNR grant, the Village completed a Storm water Utility Feasibility Study in December, 2007. With this study, the Village convened a Storm water Utility Task Force consisting of Village Staff, one Village Board Member, and several other local stakeholders. The task force met six times to discuss various topics related to Storm water Management Issues. A primary topic of these discussions include implications to the Village of the impending

**SECTION IV. General Information (continued)**

MS4 Storm water Permit. A presentation was made to the Village Board in December, 2007 to discuss Task Force recommendations. This presentation included discussion of permit requirements. During the 2009 Budget process that included an extensive discussion on the 5-year CIP, the Village Board was informed on the remaining work necessary to meet the 40% reduction in TSS. Also, there was a follow-up on the Storm water mandates as required by the DNR presented to the Board on November 10, 2008. Village staff attended various storm water seminars during 2015 - Permeable pavements, Annual League of Municipalities Conferences, various seminars on TMDL at R&M, the DOT Annual Utility Conferences, the Storm water MS4 Permit Workshops. The Village also had a staff member complete the "Winter parking lot and sidewalk maintenance with reduced environmental impacts training" on 10-25-10. During 2010, we updated our storm water model to calculate the new level of TSS reduction. In 2014, the Village was awarded a DNR grant to evaluate the Village's pollutant controls compared to the Rock River TMDL study.

c. Has the municipality prepared its own municipal-wide storm water management plan?  Yes  No  
If yes, title and date of storm water management plan:

Village of Hartland Storm water Management Plan, July 2005

d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions as provided under section 2.10 of the general permit?  Yes  No  
If yes, describe these cooperative efforts:

The Village entered into a contract with Waukesha County to participate in the Waukesha County Storm Water Education Program. The Village will be involved with tasks such as storm drain stenciling, exhibiting County-developed displays, participating and promoting workshops, distributing County-produced handouts, and other activities specified in the Village - County agreement. The Village also participates in the meetings held at the County offices. Please see Waukesha County generated report. This meets the permit conditions for Public Education and Outreach and Public Involvement and Participation.

e. Does the municipality have an internet website?  Yes  No  
If yes, provide web address:  
www.villageofhartland.com

If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program?  Yes  No  
If yes, provide web address:  
http://www.villageofhartland.com/DocumentCenter/View/1271

**SECTION V. Permit Conditions**

a. Minimum Control Measures: For each of the permit conditions listed below, provide a description of the implementation of each program element, the status of meeting measurable goals, and compliance with permit schedule in section 2.11 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

- Public Education and Outreach

The Village has entered into a contract with Waukesha County to participate in the Waukesha County Storm Water Education Program. The County includes a summary of the past year's storm water education efforts in their annual report. The Village has had storm drain stenciling completed by various groups, has exhibited County-developed displays in our Library, and participates and promotes workshops, have begun distributing County-produced handouts (rain barrels and pet waste), and other activities specified in the Village - County agreement. This agreement was approved by the Village Board on February 11, 2008 and signed by the Village and returned to the County on February 13, 2008.

Over the past year the Village has regularly posted storm water-related articles in its quarterly newsletter and provided Village wide - informational postings about storm water-related and recycling topics on its web site and on our weekly constant contact electronic newsletter. The Village also has handouts available on composting. Waukesha County includes a summary of the past year's storm water education efforts in their annual report.

**SECTION V. Permit Conditions (continued)**

• Public Involvement and Participation

The Village Park Board approved a project identification sign located in Nixon Park identifying a Volunteer Stream Monitoring Site where a team of volunteers monitor six aspects of stream health. The Waukesha County staff gave multiple public presentations, attended multiple public events and presented information at local area high schools and a Girl Scout troop regarding information on the storm water issues and recycling partnerships between the County and the Village of Hartland.

• Illicit Discharge Detection and Elimination

The Village completed and adopted an Illicit Discharge Detection and Elimination (IDDE) Ordinance as part of the 2005 Storm water Management Plan. Also, the Village has completed an updated Storm Sewer Map identifying storm sewer outfalls, drainage basins, and land use. The Village has prepared an Illicit Discharge Detection Form and staff has these available with them during their inspections. In October of 2012, the Village DPW staff took the "IDDE, A Grate Concern" video class along with completing the employee quiz. The class was moderated by the Director of Public Works. We did not have any illicit discharges detected in 2015.

• Construction Site Pollutant Control

In January, 2006 the Village amended the Construction Site Erosion Control Ordinance, in conformance with recommendations in the 2005 Stormwater Management Plan. The ordinance (included in Chapter 76 of the Municipal Code) includes performance standards consistent with those specified in Subchapter III, Chapter NR 151 of the Wisconsin Administrative Code (Non-agricultural Performance Standards). This ordinance requires implementation of best management practices that, by design, achieve a reduction of 80 percent of the sediment load carried in runoff as compared with the same site with no sediment or erosion controls.

The Village Building Inspector is in charge of enforcing the local Construction Site Erosion Control Ordinance for single family home sites and commercial building sites with the exception of State and Federal properties. Village staff and the consultant Village Engineer (Ruekert-Mielke, Inc.) enforces controls on subdivision, right-of-way permits and Village CIP construction projects. The Village Engineer makes monthly site visits and completes the erosion control inspection report that gets transmitted to the developers to make any necessary corrections.

• Post-Construction Storm Water Management

In January, 2006 the Village adopted a Stormwater Management Ordinance in conformance with recommendations in the 2005 Stormwater Management Plan applicable to any land disturbance greater than one acre. This ordinance (included in Chapter 76 of the Municipal Code) includes performance standards consistent with those specified in Subchapter III, Chapter NR 151 of the Wisconsin Administrative Code (Nonagricultural Performance Standards). The Village enforces stormwater detention standards exceeding DNR requirements. As part of the site development process, the Village requires maintenance agreements for stormwater management facilities to ensure facilities continue to function as designed.

• Pollution Prevention

The Village completed an evaluation of current Stormwater Pollution Prevention Procedures as part of the 2005 Stormwater Management Plan. Key components of the Village's existing procedures were found to comply with DNR requirements. These included street sweeping operations, leaf and grass clipping collection, vehicle washing, materials storage, turf maintenance, and other procedures.

This program will be refined and expanded in conformance with DNR reporting procedures. Expected enhancements will include improved tracking of collected materials and development of procedures and goals for educating municipal and other personnel involved in implementing the Stormwater Permit Program.

Village Public Works staff installs inlet protection, filter fabric or other appropriate erosion control devices when repairing or maintaining Village infrastructure such as water mains. Public works spent an estimated \$1000 in 2015 on erosion control materials such as filter fabric, silt fence and inlet protection materials. The Village performed 246 hours sweeping the Village streets of debris during 2015. All sweeping waste is collected and then properly landfilled by Advanced Disposal. The Village also takes part in the County's Household Hazardous Waste (HHW) Program to encourage our residents to properly dispose of these wastes. The Village DPW had four staff members complete fertilizer/pesticide application training in 2013. The Village conducted a Christmas tree collection program in early January 2015 and collected 496 trees, performed a Spring brush pick-up from 4-13 through 4-17, published the Household Recycling information in our newsletter, conducted the Fall Leaf

**SECTION V. Permit Conditions (continued)**

Collection program from 10-5 through 11-16, and is a cooperative partner with Waukesha County for the collection of waste electronics (e-cycle products) that were recently banned from landfills.

b. Winter Road Management Activities:

Provide the name, title, and phone number for the individual(s) with overall responsibility for winter roadway maintenance.

Michael Gerszewski, DPW Operations Supervisor, 262-367-2714.

Describe the types of products used for winter road management (e.g., deicing, pre-wetting, salting, etc.).

Pretreatment of roadways with a salt brine solution, application of road salt, use of sand for traction.

Describe the type of equipment used to apply the products.

VariTech brine sprayer and a fleet six yard dump trucks with Swenson spreaders.

Report the amount of product used per month.

Salt - Jan 2015 = 280 tons, Feb 2015 = 95 tons, Mar 2015 = 30 tons, Nov 2015 = 30 tons, Dec 2015 = 60 tons

Brine - Jan 2015 = 1349 gals, Feb 2015 = 1610 gals, Mar 2015 = 809 gals, Nov 2015 = 750 gals

Report the snow disposal locations, if snow is hauled away.

Village DPW Yard located at 701 Progress Drive.

Describe any anti-icing, equipment calibration, and salt reduction strategies considered.

If the conditions are right, we pre-treat our roadways with a salt brine solution at an application rate of 40 gallons per lane mile. During a snow removal event, our drivers utilize the lower settings for both the auger (2 of 9) and spinners (3 of 9) and apply material to hills, curves and intersections. Salt is applied when temperatures are 15 degrees and above while sand is occasionally used for traction purposes when the temperature is below 15 degrees.

Describe any other additional measurable data or information that the permittee used to evaluate its winter road management activities.

We check the weather forecasts to see how the precipitation event is being predicted to decide upon our course of action and we utilize a hand held thermometer to check the roadway temperatures prior to applying material.

c. Municipal facility(s):

Provide an inventory of municipally owned or operated structural storm water management facility(s), include: Location of each facility and contact information for the individual(s) with overall responsibility for each facility.

Please see attached report.

Describe the housekeeping activities and best management practices installed to reduce or eliminate storm water contamination.

Please see attached report.

Discuss recommendations for improvements to current storm water management practices at the facility(s) and a timeline for installation and/or implementation of these recommendations.

Please see attached report.

Describe the municipal facility(s) employee training on storm water pollution prevention provided.

Please see attached report.

**SECTION V. Permit Conditions (continued)**

Describe the spill prevention and response procedures in place at the municipal facility(s).

Please see attached report.

- d. Storm Water Quality Management: Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard?  Yes  No

If yes, provide the following: Model used WinSLAM Version 9.4.1 Reduction (%) 41.5

If no, include a description of any actions the municipality has undertaken during 2015 to help achieve the 20% standard.

- Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal?  Yes  No

If yes, describe:

Due to meeting the 40% TSS reduction standard, the Village will not need to continue with further evaluation at this time.

- e. Best Management Practices Maintenance: Does the municipality have a maintenance program for installed storm water best management practices?  Yes  No

If yes, describe the maintenance program and any maintenance activities that have occurred for best management practices in 2015. If available, attach any additional information on the maintenance program.

We inspect our system on an annual basis and have corrections made as required.

- f. Storm Sewer System Map: Describe any changes or updates to the storm sewer system map made in the reporting year.

Provide an updated map if any changes occurred during the reporting year.

The Storm Sewer System Map was last updated in early 2016 with a 3-16-16 revision date. A copy of that map is included with this submittal.

**SECTION VI. Fiscal Analysis**

- a. Provide a fiscal analysis that includes the annual expenditures for 2015, and the budget for 2015 and 2016. A table to document fiscal information is provided on page 8.

Please see attached table. The Village received a DNR planning grant for a study to be completed in 2015/2016. This study will perform water quality calculations updates and provide an alternatives analysis to meet the new TMDL limits. SE Wis DNR staff was very helpful in assisting the Village in the grant application process.

- b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?

Storm water utility  General fund  Other Capital Improvement Plan funding

- c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements?  Yes  No

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.

Currently the Village is using General funds and funding through its five year CIP. Even though the Village has met the 40% TSS reduction standard, there are on-going costs for the maintenance and inspection of these facilities constructed to meet the TSS reduction standard. These activities would need to use general funds and CIP funding for this purpose. Overall levy limit restrictions will cause these general fund dollars to be severely limited in the near future and future mandates with TMDL requirements will be another draw on limited CIP funds in order to address those pollutant limits. The TMDL study is progressing as a result of receiving a 70% cost share grant from the DNR.

**SECTION VII. Inspections and Enforcement Actions**

**Note: If an ordinance listed below has previously been submitted and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.**

- a. As of the date of this annual report, has the municipality updated or revised its construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit?  Yes  No

If yes, attach copy or provide web link to ordinance:

<http://www.municode.com/resources/gateway.asp?sid=49&pid=13361>

- b. As of the date of this annual report, has the municipality updated or revised its post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit?  Yes  No

If yes, attach copy or provide web link to ordinance: <http://www.municode.com/resources/gateway.asp?sid=49&pid=13361>

- c. As of the date of this annual report, has the municipality updated or revised its illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit?  Yes  No

If yes, attach copy or provide web link to ordinance:

<http://www.municode.com/resources/gateway.asp?sid=49&pid=13361>

- d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)?  Yes  No

If yes, attach copy or provide web link to ordinance:

The Village has adopted an Animal Waste Ordinance. This is found in Section 14-14 of the Village Municipal Code.

- e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.

The Department of Public Works visits storm water outfalls within the Village and inspects for any blockages, debris accumulation, structural condition, barrier device (if applicable), energy dissipater (silt accumulation, voids, washouts) and schedules any necessary repairs. Inspection also notes if any illicit discharge is present. The Village also has our Village Engineer perform the construction site inspections for our major development projects and the inspection forms are sent to the developer for corrective action. There were development projects where corrective actions were necessary and follow-up inspections showed compliance. DPW staff and our project inspector performs the public works improvement projects and maintains a copy of the individual reports. The Village's paving Contractor was notified to inspect and clean inlet protection as needed and follow-up indicated that it was performed as requested.

**SECTION VIII. Water Quality Concerns**

- a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/topic/surfacewater/orwerw.html>)  Yes  No

If yes, list:

- b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/water/impairedsearch.aspx?status=303d>)  Yes  No

If yes, complete the following:

- Impaired waterbody to which the MS4 discharges:

Bark River

- Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant (s) of concern to an impaired waterbody:

The Village of Hartland now has eliminated the usual use of sand with the 2010-2011 snow removal season. We only use 100% salt for our snow and ice control in the winter, unless in the case of extreme low temperatures where some sand is used for traction purposes or if salt supplies run short. We continue to spend a great deal of time street sweeping material from our roadways (246 hours in 2015), we have converted many standard storm water inlets to catch basins with 2 foot sumps to collect roadway debris prior to our sweeping operations, we conduct a Spring brush pick-up and a Fall leaf pick-up and routinely provide informational articles on our Village website and in our Village newsletters. To reduce the use of salt in the winter, we continue to pre-treat our

**SECTION VIII. Water Quality Concerns (continued)**

roadways with a salt brine which has delayed the need for snow removal work and placing additional salt or in some cases not required it at all for minor snowfalls.

- c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

The Village has completed construction of a wet detention basin started in 2007 and completed a pair wet detention basins in 2008, each receiving drainage from the industrial park south of the Bark River. We routinely clean out the collected debris in the sumps of catch basins throughout the Village.

- d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

None known.

**SECTION IX. Proposed Program Changes**

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2016 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

As part of an awarded DNR Storm Water Management Planning grant, the Village has entered into an agreement with its Village Engineer, Ruckert-Mielke, to perform a two year study to assist the Village with compliance with the TMDL requirements. Through this study, there have been updates to the Village's storm sewer map and the preparation of the Village's Storm Water Pollution Prevention Plan for Municipal Property.

**SECTION X. Other**

Any other additional information the permittee would like to provide in the Annual Report regarding their storm water program?

No.

Fiscal Analysis Table. Complete the fiscal analysis table provided below.

Program Element	Annual Expenditure	Budget		Source of Funds
	2015	2015	2016	
Public Education and Outreach	2,605	2,500	2,600	General Fund
Public Involvement and Participation	2,145	2,200	2,200	General Fund
Illicit Discharge Detection and Elimination	1,800	2,100	2,000	General Fund
Construction Site Pollutant Control	1,000	1,400	1,300	General Fund
Post-Construction Storm Water Management	6,120	2,500	5,000	General Fund
Pollution Prevention	6,450	9,000	9,000	General Fund
Storm Water Quality Management (including pollutant-loading analysis)	50,433	55,000	55,000	General Fund and CIP
Storm Sewer System Map	0	750	1,000	General Fund and CIP, map updated prior to 2015 report submittal.
Other:				

NORTHERN REGION COUNTIES			WEST CENTRAL REGION COUNTIES		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	Attn: Storm Water Program	Buffalo	Monroe	Attn: Storm Water Program
Bayfield	Oneida	5301 Rib Mountain Rd.	Chippewa	Pepin	5301 Rib Mountain Rd.
Burnett	Polk	Wausau, WI 54401	Clark	Pierce	Wausau, WI 54401
Douglas	Price	Phone: (715) 359-4522	Crawford	Portage	Phone: (715) 359-4522
Florence	Rusk		Dunn	St. Croix	
Forest	Sawyer		Eau Claire	Trempealeau	
Iron	Taylor		Jackson	Vernon	
	Vilas		Juneau	Wood	
	Washburn		La Crosse		

NORTHEAST REGION COUNTIES			SOUTH CENTRAL REGION COUNTIES		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	Attn: Storm Water Program	Dane	LaFayette	Attn: Storm Water Program
Door	Oconto	2984 Shawano Ave.	Dodge	Richland	3911 Fish Hatchery Rd.
Fond du Lac	Outagamie	Green Bay, WI 54313	Grant	Rock	Fitchburg, WI 53711
Green Lake	Shawano	Phone: (920) 662-5100	Green	Sauk	Phone: (608) 275-3266
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				

SOUTHEAST REGION COUNTIES		
Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	Attn: Storm Water Program
Ozaukee	Washington	141 NW Barstow Street,
Racine	Waukesha	Room 180
		Waukesha, WI 53188
		(262) 574-2100



## **Village of Hartland Storm Water Pollution Prevention Plan for Municipal Property**

**Site:** Village of Hartland Public Works Garage Site  
701 Progress Drive, Hartland, WI

**Contact info.:** Mike Einweck, Director of Public Works  
262-367-2714  
mikee@villageofhartland.com

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### **Site Description**

The property located at 701 Progress Drive is the central location for Public Works Department activities and storage. The main garage, salt shed, and outdoor storage areas are utilized by Public Works staff. In addition, other village departments use the fueling center, storage sheds and outdoor storage areas, including the Village of Hartland Police Department and the Village Fire Department.

The Public Works yard is surrounded by Progress Drive on the north, industrial park businesses to the west and northwest, and wetlands adjacent to the Bark River on the south and east. The wetlands to the south and east lie downhill approximately 10 – 12 feet below the yard elevation, and are primarily dominated by cattails. The Bark River is approximately 375 feet away from the Public Works yard at the closest point. A tributary to the Bark River begins near the bottom of the hill near the east side of the yard, then flows in a south/southeastern direction toward the Bark River. A fence surrounds the site and the entry way gate is locked during non-business hours, preventing the dumping of un-anticipated materials.

The Public Works yard is the former site of the Village of Hartland's Waste Water Treatment Plant. The plant was built in 1957 and was in operation until 1983 when the Village converted to the Del-Hart plant downstream of the City of Delafield. The Village's Treatment Plant was demolished and the Public Works garage was constructed. The yard and buildings are approximately 4.5 acres in size, and are organized to minimize clutter and reduce potential runoff concerns.

### **Runoff Prevention Practices and Maintenance Activities**

The Village of Hartland has been covered under the WPDES Municipal Storm Separate Sewer System (MS4) Discharge Permit WI-S050075 since 2006. During the first permit term, Village staff developed and submitted a Storm Water Pollution Prevention Plan (SWPPP) for the Public Works yard, which helped identify efficiencies and pollution prevention practices that could be installed to protect the nearby water resources. Staff have gone further in removing discarded materials that have been stored in the yard and consolidating other items into smaller, more manageable areas, thus removing potential sources of pollution. Removing outdated equipment and consolidating materials on site also means fewer runoff prevention practices are necessary, and less time installing, maintaining

and inspecting these practices associated with this task. Remaining materials that are stored outdoors are primarily items that would typically be used outdoors, such as wood, sign posts, barricades, storm sewer materials, etc.

Runoff from the Village's Public Works yard typically sheet flows across the pavement in a southeasterly direction. The pavement changes to a gravel yard approximately 180 feet south of the main garage. Runoff from the pavement area partially infiltrates in to the gravel area rather than flowing in to the wetlands to the east. The Village of Hartland evaluated the potential for runoff pollution resulting from the Public Works yard during the first MS4 permit term, and has implemented measures to reduce the impacts of this source to the nearby rivers and wetlands. The following actions and improvements have been implemented at the 701 Progress Drive yard:

- Grass swales
- Bays around stockpiled material
- Salt shed
- Drains in main garage lead to sanitary sewer
- Fuel Center with canopy
- Covered dumpsters

Maintenance of these practices is critical to proper functioning. Without inspections or maintenance, debris and pollutants such as sediment, metals, nutrients, etc., that are captured can become a source of pollution if excess amounts are carried out with rain and snow melt in high concentrations through the treatment device. Any inspections and maintenance of storm water facilities should be documented and recorded for comparison and evaluation of the performance of the practice in the future.

Stockpiles of loose aggregate are stored away from the swales and wetlands in the seasonal bulk storage area on the east side of the yard and also in an older, covered shed. Additional bulk storage piles are kept in 3-sided bays. Any material that spills or is tracked away from the immediate storage area is swept up and deposited back onto the piles.



Photo 1: Bulk material stored in bays on east side of yard



Photo 2: Bulk materials stored under cover in older shed

Loose salt that spills or is tracked away from the shed entrance during delivery is swept up and placed in the shed. Any excess salt that spills during loading of trucks during a snow/ice event is also swept up and placed back in the salt shed. The shed itself is designed to meet the requirements of Trans 207, Wisconsin Administrative Code.

The lawn on the north side of the garage along Progress Drive is mowed weekly or as needed, depending on the weather. The grass and weeds within the yard is typically cut 3 times per year.

Temporary storage of parks items such as park benches, picnic tables, garbage & recycling barrels, etc., occupy space around the perimeter of the salt shed in winter until crews deliver these items to Village parks in the spring.



Photo 3: Temporary, seasonal storage around salt shed (during winter months)

The fueling center is used by many Village Departments. Employee training includes review of the spills procedures and location of the spills kit. The fuel center is covered, and controls have been installed to regulate the amount of fuel pumped each time. An identification number of the particular vehicle to be filled is required to be entered into the pump before any fuel is dispersed. The maximum amount of fuel pumped to a vehicle depends on the size of the fuel tank for that particular vehicle and. These features contribute to less fuel available for spills or potential discharges to the nearby wetlands and river.

The floor drains in the main garage are connected to the sanitary sewer system, rather than the storm sewer system. Any fluids from vehicle maintenance or other activities inside the garage are directed through this system to the Wastewater Treatment Plant. Floor drains are cleared of debris on an as-needed basis. An oil/grease separator allows recurring clean-out and maintenance of the system.



Photo 4: Fueling center at Public Works yard.

### **Recommendations to Enhance Runoff Protection**

Village staff have previously taken steps to implement runoff control practices and to minimize the materials that could be sources of runoff pollution at the Public Works yard on Progress Drive. Current recommendations include:

1. Allowing grass to grow to at least 4 – 6 inches in swales to filter particles in runoff prior to discharging to the wetlands.
2. Sweep up any spilled salt and return into inventory.
3. A 3-sided bay around the street sweepings would prevent runoff from carrying the collected particles off-site; a tarp or cover over the street sweepings pile would further reduce the potential for runoff from this material.

### **Spills Plan**

Dry materials that spill are swept up and either disposed of or placed for future use, if possible. (Example: dry salt spilled on the ground can be swept up and put back in the salt pile for use in the future.)

Liquids that spill on the ground are absorbed, with the absorption materials disposed of properly depending on the liquid.

Staff are trained on which authorities to contact depending on the situation, such as the Fire Department, Police Department, or the Wisconsin Department of Natural Resources. (Example: contact Wisconsin Department of Natural Resources for fuel spills at **1-800-943-0003** for any materials or liquids that would discharge to the wetlands south and east of the yard as the result of an incident.)

New staff are educated on the spills plan when they start, and any policy changes are communicated to appropriate staff at the time of the changes. As part of the Storm Water Pollution Prevention Plan, the spills plan will be evaluated yearly and any changes will be summarized in the Village's MS4 annual report.

### **Employee Training**

Public Works Department training is an on-going activity for staff. Changes in procedure are communicated with appropriate staff, and new staff receive training on safety procedures and overall operations of the department. Any portions of the SWPPP, including the spills plan, that affect staff in other departments are shared with those departments.

**Inspections**

Routine visual inspections are conducted every few months, with a full inspection at least once per year. Items noted on the inspection reports are corrected as soon as possible. The yard is evaluated on a recurring basis to improve operations.

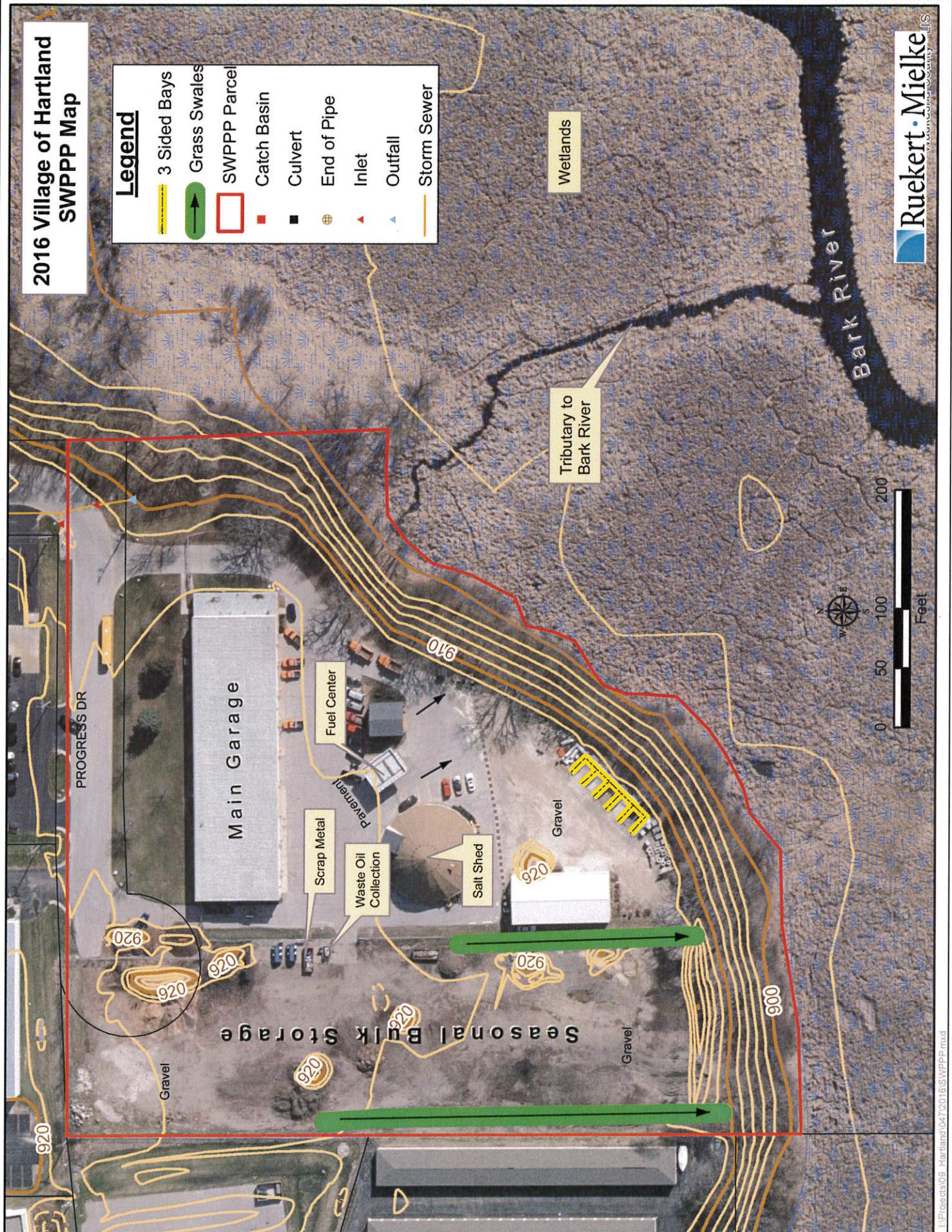
# 2016 Village of Hartland SWPPP Map

## Legend

-  3 Sided Bays
-  Grass Swales
-  SWPPP Parcel
-  Catch Basin
-  Culvert
-  End of Pipe
-  Inlet
-  Outfall
-  Storm Sewer

Wetlands

Tributary to Bark River



## STORM WATER POLLUTION PREVENTION PLAN (SWPPP) INSPECTION FORM FOR MUNICIPAL FACILITIES

Site:	
Location:	
Inspector/Title:	
Date:	
Last Inspection (Date):	

### Storm Water Pollution Prevention Plan

Has a storm water pollution prevention plan been developed for this site? Yes  No

Title of Plan: \_\_\_\_\_

Date of Plan: \_\_\_\_\_

Does the SWPP include a site map, list of pollutant sources, pollutant control practices to be inspected, and maintenance procedures? Yes  No

(Indicate any items that are *not* included):

### Vehicle Maintenance, Washing and Fueling

	Activity/Practice	Inspected?	Activity/ Practice Adequate?	Corrective Action Needed & Notes
1	Vehicle maintenance area drains to sanitary sewer system	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2	Vehicle maintenance area has oil-grease separator in floor drains	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3	Floor drains are clean	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4	Vehicle washing completed inside building	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5	Vehicle washing drains to sanitary system	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6	Vehicle fueling center has canopy/cover	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7	Vehicle fueling center has clearly labeled spill kit nearby	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8	Vehicle fueling center has oil-grease separators in nearby storm drains	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Hazardous Waste Management

	Activity/Practice	Inspected?	Activity/ Practice Adequate?	Corrective Action Needed & Notes
1	Hazardous materials and containers are stored indoors	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2	Containers of hazardous materials are in good condition	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Waste Management

	Activity/Practice	Inspected?	Activity/ Practice Adequate?	Corrective Action Needed & Notes
1	Dumpsters are covered	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2	Full dumpsters are hauled out on a regular basis	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3	Piles of miscellaneous debris are sorted and disposed of on a regular basis	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4	Street sweepings are covered	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5	Street sweepings are stored in containers or have barriers or perimeter controls to minimize runoff impacts	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Material Storage

	Activity/Practice	Inspected?	Activity/ Practice Adequate?	Corrective Action Needed & Notes
1	Runoff from bulk storage is contained on low side by barriers, bays or other perimeter controls	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2	Bulk storage piles are stabilized/vegetated	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3	Materials stored under cover/inside buildings	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4	Area near salt shed is clear of excess/spilled/tracked salt	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5	Excess/spilled/tracked salt is swept up and added to bulk salt pile	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6	Underground runoff containment is emptied on a regular basis	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Runoff Controls

	Activity/Practice	Inspected?	Activity/ Practice Adequate?	Corrective Action Needed & Notes
1	Grass filter strips have at least 70% uniform vegetation growth	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2	Grass filter strips typically have 6 inches or more of vegetation	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3	Storm water pond inlets/outlets are stable	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4	Storm water berms are vegetated	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5	Storm water pond berms are stable (no erosion, tree roots or animal boroughs)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6	Infiltration basins/rain gardens have at least 70% plant growth	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7	Infiltration basins/rain gardens are maintained regularly, and in the spring and fall	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8	Infiltration basins/rain gardens drain down within 24 hours ( <i>based on post-rain event observations</i> )	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Spills Program

	Activity/Practice	Inspected?	Activity/ Practice Adequate?	Corrective Action Needed & Notes
1	Written program is available for employees	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2	Employees know where written program is located	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3	Written program is evaluated annually	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Employee Training

	Activity/Practice	Inspected?	Activity/ Practice Adequate?	Corrective Action Needed & Notes
1	New employees are trained on SWPPP	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2	Annual or more frequent training provided to employees on SWPPP	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

	Recommendations/Correction	Completed On (Date)	Initials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



# 2016 RECYCLING/YARDWASTE CALENDAR

## January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

## March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

RECYCLING/YARDWASTE SITE IS LOCATED AT 701 PROGRESS DRIVE

HOURS: FRIDAYS 9:00 AM – 3:00 PM

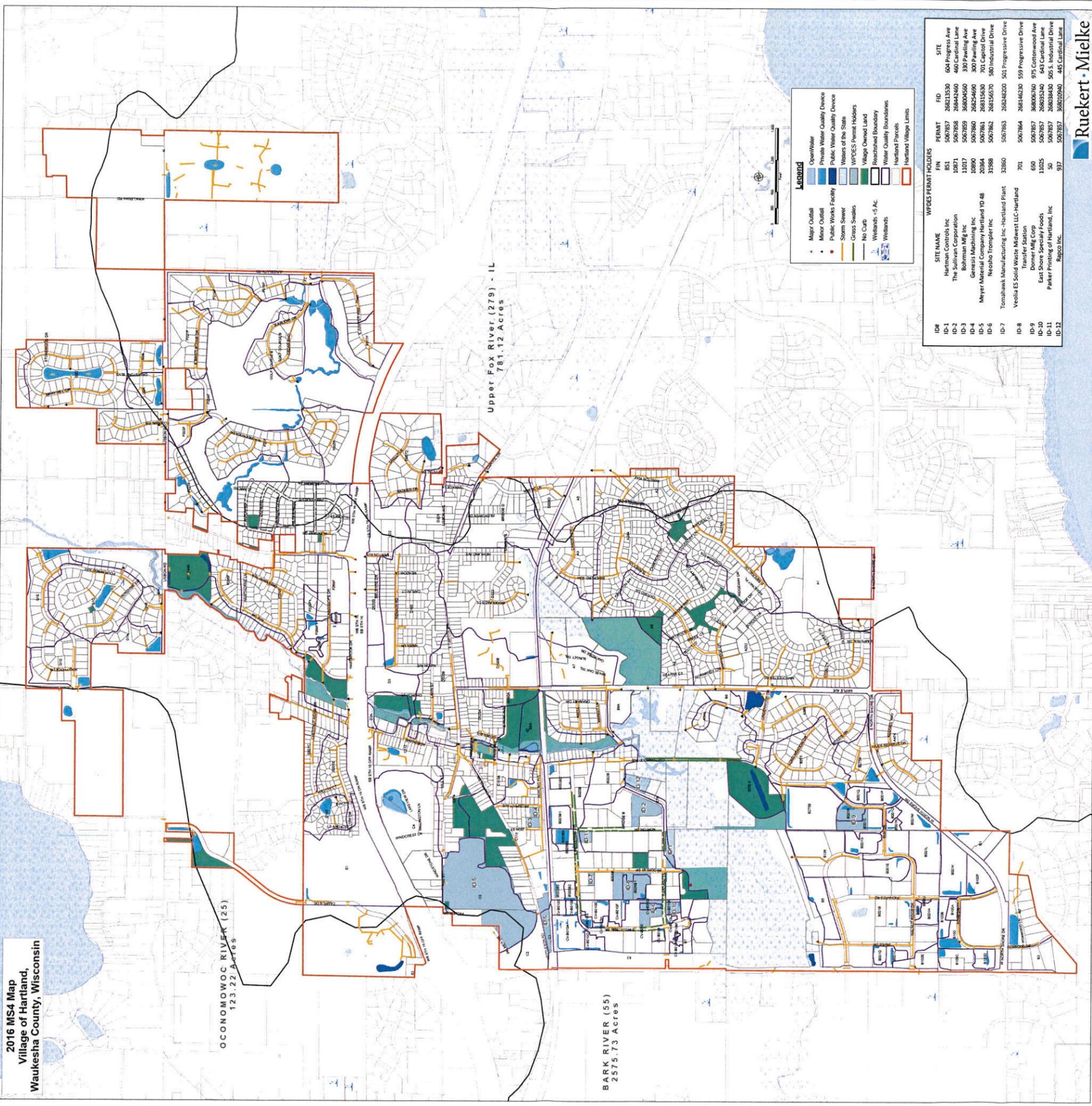
2<sup>ND</sup> AND 4<sup>TH</sup> TUESDAYS 6:00 PM – 8:00 PM

2<sup>ND</sup> AND 4<sup>TH</sup> SATURDAYS 9:00 AM – 1:00 PM

RECYCLING SITE OPEN SITE CLOSED RECYCLING & YARD WASTE SITE OPEN

April 11 Brush collection with one pass through Village starting April 11<sup>th</sup>.  
 Oct. 10 – Nov. 21 Leaf collection – leaves out by Nov. 20<sup>th</sup> (program is weather dependent)

**2016 MS4 Map**  
**Village of Hartland,**  
**Waukesha County, Wisconsin**



**OCONOMOWOC RIVER (25)**  
 123.22 Acres

**Upper Fox River (279) - IL**  
 781.12 Acres

**BARK RIVER (55)**  
 2575.73 Acres

**Legend**

- Major Outfall
- Minor Outfall
- Public Works Facility
- Storm Sewer
- Gross Swales
- No CURB
- Wetlands - 50 Ac.
- Wetlands
- Open Water
- Private Water Quality Device
- Public Water Quality Device
- Waters of the State
- WPDDES Permit Holders
- Village Owned Land
- Refranchised Boundary
- Water Quality Boundaries
- Hartland Parcels
- Hartland Village Limits

ID#	SITE NAME	FIN	PERMIT	FID	SITE
ID-1	Hartman Controls Inc	851	5067857	268213530	604 Progress Ave
ID-2	The Sullivan Corporation	10871	5067858	268442460	460 Cardinal Lane
ID-3	Bohman Mfg Inc	11017	5067859	368004560	330 Pawling Ave
ID-4	Genesis Machining Inc	10890	5067860	268254690	300 Pawling Ave
ID-5	Meyer Material Company Hartland ID-4B	20364	5067861	2683115630	701 Capital Drive
ID-6	Neesho Trompler Inc	31988	5067862	268156570	580 Industrial Drive
ID-7	Tomahawk Manufacturing Inc - Hartland Plant	32860	5067863	268248200	501 Progressive Drive
ID-8	Veeha ES Solid Waste Midwest LLC Hartland Transfer Station	701	5067864	268146230	559 Progressive Drive
ID-9	Domer Mfg Corp	660	5067857	368002760	975 Cottonwood Ave
ID-10	East Shore Specialty Foods	11025	5067857	268082540	643 Cardinal Lane
ID-11	Parker Printing of Hartland, Inc	50	5067857	268038430	905 S. Industrial Drive
ID-12	Rapco Inc.	937	5067857	368010940	445 Cardinal Lane

