

VILLAGE BOARD AGENDA
MONDAY, JULY 25, 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 July 11 2016 and minutes of the Special Joint Meeting of the Village Board and Park and Recreation Board of July 11, 2016 .
2. Consideration of a motion to approve the vouchers for payment.
3. Consideration of actions related to Licenses and Permits
 - a. Consideration of applications for Operator’s (Bartender) Licenses with a term ending June 30, 2018
 - b. Consideration of an application for a street use permit for Beer Snobs Ale & Eats Oktoberfest, October 1, 2016
 - c. Consideration of an application for a street use permit for Lake Country Bed Barn Sidewalk Sale, August 27, 2016
 - d. Consideration of an application for a street use permit for Tiffany & Chad Cooley Block Party, July 30, 2016
4. Consideration of a motion to adopt Resolution 07/25/2016-01 “A Resolution Amending Appendix A of the Code of Ordinances for the Village of Hartland Concerning the Schedule of Municipal Fees and Charges.
5. Consideration of a motion to adopt Resolution 7/25/2016-02 “Wisconsin Department of Natural Resources NR 210.23 – Capacity, Management, Operation and Maintenance Program”.
6. Consideration of Bill for an Ordinance No. 07/25/2016-01 "An Ordinance to Amend Chapter 6 of the Village of Hartland Municipal Code Pertaining To Provisional Operator’s Licenses.”
7. Consideration of a motion to authorize staff to hire a part-time custodian.
8. 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

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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.

9. 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: July 22, 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 3c Related to a proposed Sidewalk Sale.

Background: Elise Miller, proprietor of the Lake Country Bed Barn, is coordinating a proposed sidewalk sale for the retail establishments in the downtown for Saturday, August 27. In addition to allowing the use of sidewalks for sales by the businesses, the Village is being asked to permit use of certain on-street parking areas for sales by vendors that do not have a presence in the downtown. A memo from Ms. Miller is attached that outlines the proposal, especially as it relates to the outside vendors. A condition of approval should consider maintaining at least a four foot clear sidewalk at all locations. There are no requests to close roads.

Recommendation: Recommend approval of the proposed sidewalk sale event.

Item 4 Regarding a Resolution to amend fees related to cemetery plots.

Background: As described in Public Works Director Einweck's memo, the Village currently charges \$500 per plot in each of its cemeteries. Based on a review of pricing in the area, the Village is lower than most and an increase might be appropriate. In the Board's management capacity for the cemetery, it is asked to consider the increase and further adjust, as appropriate, the schedule in the Village Code.

Recommendation: Recommend increase of the cemetery plot fees as proposed.

Item 5 Related to approval of the new CMOM.

Background: As Operations Supervisor Gerszewski's memo indicates, the Village is now required by the DNR to produce a Capacity, Management, Operation and Maintenance Program for our sanitary sewer system. The intent of the program is to force municipalities to be continually evaluating the operation of their sewer utilities to ensure that it is being maintained and that planning is being performed for the future. The new CMOM includes a variety of information and will be reviewed annually at the same time the staff and Village Board prepares and considers the Compliance Maintenance Annual Report (CMAR), which is an annual performance report that is filed with the DNR

Recommendation: Recommend approval of the CMOM.

Item 6 Regarding an amendment to the Village Code related to Provisional Operator's Licenses

Background: Recently, staff was reviewing the various tasks associated with Operator's License approvals and found that the regulations for Provisional or temporary Operator's Licenses requires that applicants be fingerprinted "within one week after the issuance of the license." This same provision does not exist for regular Operator's Licenses; there is no fingerprinting requirement at all for regular Operator's Licenses. Staff feels that the taking of fingerprints is of little value as they are not used for any purpose and not entered into any database and simply add a layer of complication to the application process. The requirement was added in the late 1970's and staff has not been able to identify a specific reason for the change. As such, a recommendation is made to remove the requirement from the Village Code.

Recommendation: Recommend consideration of the ordinance on first reading and bind over to the next meeting.

Item 7 Regarding authorization to hire a custodian

Background: Currently, cleaning of the Village Hall, Police Department and Library is performed by an outside contractor. Based on ongoing dissatisfaction with the service, staff began researching other outside contractors for the work and found that pricing was more than we were currently paying and that the flexibility we desired was not available. Village Hall and the Library are cleaned during closed hours, while the Police Department is cleaned during daytime, open hours. This caused us to look at whether this could be brought in house in a cost-effective way. It was determined that the Village could create a part time position (20 hours per week) that would pay in our Grade 3 of \$10.95 to \$15.64 per hour and spend the same or less than we are spending now on the outside service. It is believed that a schedule of 6-10am or something similar will accomplish the existing goals. Staff is seeking permission to attempt to hire an individual to fill this role. If we are not successful or if our goal of a cost-effective thorough cleaning service are not achieved, we will reconsider options.

Recommendation: Recommend authorizing the hiring of a custodian to replace the outside cleaning service.

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MONDAY, JULY 11, 2016
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Motion (Lamerand/Meyers) to reconvene following recess of the Joint Park and Recreation Board/Village Board meeting. Carried (6-0). Reconvened at 7:00 p.m.

Roll Call

Pledge of Allegiance – Boy Scouts present

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

Excused: Trustee Swenson

Others: Administrator Cox, Finance Director Bailey, DPW Director Einweck, Fire Chief Dean, Police Chief Rosch, Clerk Igl, Rec Director Yogerst, Paul Mozina, Billy Cooley, Ron Reichle

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.)

Paul Mozina addressed the Board regarding his reasons for resigning from the Environmental Corridor and Open Space Task Force. He commented that he felt the transfer of two parcels to the developer of the Riverwalk development was not made clear to residents.

Billy Cooley from JD McCormick stated that it is anticipated that the 42 unit complex will be complete by Dec. 15 and the smaller 32 unit building by the end of January or early February. He stated that borings were conducted last week on either side of the river related to the bridge abutments. In the 30 feet that was tested, there were 10 feet of suspended sand which has no holding capabilities. He stated that options for helical piers are being considered with an estimated cost of \$20,000 to \$30,000.

1. Motion (Meyers/Wallschlager) to approve Village Board minutes of June 27, 2016. Carried (6-0).
2. Motion (Landwehr/Wallschlager) to approve the vouchers for payment in the amount of \$326,929.57. Carried (5-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits
 - a. Motion (Stevens/Landwehr) to approve an application for a Temporary Class "B"/"Class B" Retailer's License for Palmer's "Tent Event" on August 28, 2016. Carried (6-0).
 - b. Consideration of applications for Operator's (Bartender) Licenses

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- i. Motion (Compton/Landwehr) to approve the Operator's Licenses with a term ending June 30 2018 as listed excluding Jessica Klippstein. Carried (6-0).
 - ii. Motion (Landwehr/Compton) to deny an Operator's License application for Jessica Klippstein as recommended by the Police Chief. Carried (6-0).
 - c. Motion (Meyers/Stevens) to approve a Cabaret License for J. C. Bogar's to expire June 30, 2017. Carried (6-0).
4. Consideration of a motion to adopt Resolution 7/11/2016-01 "A Resolution Amending Appendix A of the Code of Ordinances for the Village of Hartland Concerning the Schedule of Municipal Fees and Charges"

Administrator Cox stated that these updates include some minor increases in fees. He stated that the amendment related to cemetery fees removes perpetual care. Trustee Wallschlager asked for clarification regarding the fee for false alarm charges specifically the time period for the "per occurrence after 3". Chief Rosch stated that the timeframe is 12 months and that these fees are discretionary and are rarely billed.

Motion (Landwehr/Compton) to adopt Resolution 7/11/2016-01 "A Resolution Amending Appendix A of the Code of Ordinances for the Village of Hartland Concerning the Schedule of Municipal Fees and Charges". Carried (6-0).

5. Consideration of a motion to adopt Resolution 7/11/2016-02 "A Resolution Amending Appendix B of the Code of Ordinances for the Village of Hartland Concerning the Schedule of Municipal Deposits". Carried (6-0).

Trustee Meyers raised concerns related to language and fines for "collecting recycled material". Administrator Cox stated that this refers to someone taking recyclable materials once placed by residents at the curb for recycling because once collected it becomes a return of cost to the Village.

Trustee Wallschlager asked for clarification on fees related to inline skating and skateboards. Chief Rosch stated that inline skating is allowed on the roadway. Skateboards are not allowed on the road as they fall under the Village's play vehicle ordinance. Trustee Wallschlager also asked for clarification on fines related to dogs at large and it was stated that if the Humane Society is called to capture the animal or the problem is reoccurring, the animal owner may be fined to cover the associated costs.

Motion (Meyers/Wallschlager) to adopt Resolution 7/11/2016-02 "A Resolution Amending Appendix B of the Code of Ordinances for the Village of Hartland Concerning the Schedule of Municipal Deposits". Carried (6-0).

6. DPW Director Einweck stated that Miller Marriott Construction had requested a reduction in the letter of credit for the Sanctuary. Staff reviewed the project and items that need completion

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were noted. The existing letter of credit would be reduced to \$234,437.80 which Director Einweck stated would be adequate to cover the cost of the outstanding items.

Tina Bromberger, 140 Maple Ave., stated her concern that the balance of the letter of credit may not be adequate to complete the work satisfactorily. She stated that items such as a tire and coaxial cables are coming up out of the ground and that the area behind her property does not have adequate drainage. It was stated that the developer had brought in some topsoil and planted grass seed. Staff will continue to monitor the site particularly after heavy rainfalls. She stated that tree planting and the lack of significant rainfall events have helped the drainage situation somewhat behind her property.

Motion (Landwehr/Compton) to approve a reduction in the Letter of Credit for the Sanctuary of Hartland development in the amount of \$50,940.76. Carried (6-0).

7. Consideration of a motion to approve a Dance Instruction Services Agreement with To The Pointe Performing Arts.

Rec Director Yogerst stated that provisions of the agreement include items discussed at the May 23 Village Board meeting. The only modification made to the draft was updating the name of the business. Trustee Stevens asked why the programs cannot be held at the existing dance facility. Administrator Cox stated that the business had moved recently to a location that did not have a dance floor. In addition, the floor being installed in the community center is for other fitness related activities not specifically for dance programs.

Motion (Compton/Meyers) to approve a Dance Instruction Services Agreement with To The Pointe Performing Arts. Carried (6-0).

8. Consideration of a motion to approve an Offer to Purchase the building at 150 E Capitol Drive and authorize the execution of documents related to the purchase by appropriate Village Officials.

Motion (Meyers/Stevens) to table action related to an Offer to Purchase the building at 150 E Capitol drive indefinitely. Carried (6-0).

9. Motion (Meyers/Stevens) to accept Paul Mozina's resignation from the ECOS Task Force effective immediately. Carried (6-0).

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.

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President Lamerand reminded viewers that the Street Dance is scheduled for Saturday, July 16.

11. Motion (Stevens/Wallschlager) to adjourn at 7:35 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

**SPECIAL JOINT MEETING OF THE
VILLAGE BOARD AND PARK AND RECREATION BOARD MINUTES
MONDAY, JULY 11, 2016
6:35 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Roll Call

Present for Village Board: Trustees Stevens, Meyers, Compton, Landwehr, Swenson, Wallschlager and President Lamerand.

Present for Park Board: Tina Bromberger, Mike Cottrell, Curt Gundrum, Tim Hallquist, Peggy Kallenberger, Dick Landwehr and Duane Lawson

Others Present: Administrator Cox, Recreation Director Yogerst, DPW Director Einweck, Clerk Igl and Ron Reichle, Arrowhead High School.

1. Discussion and possible consideration to select the final design for the Veterans Memorial to be placed at Nixon Park

Ron Reichle provided quotes for two of the three proposed designs. There was no quote available for the third option. Administrator Cox stated that based on the previous meeting he believed the consensus of the Boards was to construct a memorial on dry land at the location of the existing memorial. He stated that the intent of this meeting was to provide additional information and to determine the preferred memorial design.

Mr. Reichle stated that it is required that the existing memorial plaque be incorporated into whichever design is chosen. It was stated that individuals at the Legion had viewed the options and were part of determining the final six options. It was stated that the final six designs were narrowed to three at the last meeting. Mr. Reichle stated that he would take the final design selection of the boards to the Legion for a final review if desired.

Tina Bromberger suggested that the group narrow the options to two and then present to veterans at the Legion for them to make the final selection. Group members discussed their preference of design.

President Lamerand asked Board members to select their preference. The result of the survey was design 1 referred to as "the wall" was the favorite with design 2 referred to as "granite" selected as second choice. The plan referred to as "the gazebo" was eliminated. It was requested that these two designs be presented for further review to the Legion. In addition, the specifications including material and cost for design 1 were requested.

SPECIAL JOINT VILLAGE BOARD AND PARK AND RECREATION BOARD MEETING

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Mr. Reichle stated that the goal for the project would be to raise the funds this year, break ground in spring of 2017 and have completed by the end of summer 2017. It was requested that another meeting be scheduled when results are in from the Legion and specifications are available.

2. Adjourn/Recess

Motion (Bromberger/Hallquist) to adjourn the Park and Recreation Board. Carried (7-0).

Meeting adjourned at 6:50 p.m.

Motion (Landwehr/Compton) to recess the Village Board meeting. Carried (7-0). Meeting

recessed at 6:50 p.m.

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: July 22, 2016

RE: Voucher List

Attached is the voucher list for the July 25, 2016 Village Board meeting.

July 25, 2016 Checks: \$646,226.77

Total amount to be approved: \$646,226.77

VILLAGE OF HARTLAND
VOUCHER LIST - JULY 25, 2016

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 101-23000 SPECIAL DEPOSITS	ARROWHEAD HIGH SCHOOL	DEPOSIT/CENTENNIAL FOOTBALL FIELD	\$300.00
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	JULY FEES	\$26,034.00
G 101-23000 SPECIAL DEPOSITS	HACHTEL, DUANE & LINDA	DEPOSIT/FAC & NIXON SHELTER	\$200.00
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	JULY DUES	\$495.00
G 101-31630 4TH OF JULY PARADE DONATIONS	JOURNAL/SENTINEL INC	2016 HARTLAND MATTERS	\$129.60
R 101-44100 LICENSES	KLIPPSTEIN, JESSICA	DENIED OPERATOR LICENSE	\$30.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	GARY GRAUEL/3X800Q2XVNZ	\$300.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	GARY GRAUEL/3X800Q94291	\$300.00
G 101-24240 COURT FINES DUE STATE	MENOMONEE FALLS POLICE DEPT	ROBERTS/U9237432	\$455.00
G 101-31620 FINE ARTS CENTER DONATIONS	MICHAEL D GERSZEWSKI	CONCERT 7/28/16	\$600.00
G 403-31849 RIVERWALK APTS	RUEKERT & MIELKE	CONSTRUCTION REVIEW	\$5,021.12
G 403-31861 FOUR WINDS WEST	RUEKERT & MIELKE	CONSTRUCTION REVIEW	\$2,020.10
G 403-31841 MURPHY FARMS	RUEKERT & MIELKE	SUBDIVISION CONSTRUCTION REVIEW	\$184.70
G 101-31620 FINE ARTS CENTER DONATIONS	THE RICOCHETTES	CONCERT 8/4/16	\$600.00
G 101-24240 COURT FINES DUE STATE	WAUKESHA CTY SHERIFF S DEPT	ARTONE/DANIEL/K	\$153.80
G 101-23000 SPECIAL DEPOSITS	YANG, BEE	DEPOSIT/NIXON FINE ARTS CENTER	\$50.00
EXPENSE Descr			\$36,873.32
EXPENSE Descr CHURCH ST			
E 401-70405-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	PAVING	\$4,575.00
EXPENSE Descr CHURCH ST			\$4,575.00
EXPENSE Descr CRACK SEALING/PATCHING/POTHOLE			
E 401-70235-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	MISC PAVING	\$34,400.00
EXPENSE Descr CRACK SEALING/PATCHING/POTHOLE			\$34,400.00
EXPENSE Descr EVERGREEN CR			
E 401-70400-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	PAVING/EVERGREEN	\$149,144.73
E 401-70400-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CONSTRUCTION REVIEW	\$5,891.60
EXPENSE Descr EVERGREEN CR			\$155,036.33
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$14.96
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	JULY ADMIN SERVICES	\$166.22
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	MTAW	FALL CONFERENCE	\$110.00
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	MILEAGE	\$35.64
EXPENSE Descr FINANCIAL ADMINISTRATION			\$326.82
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	5 ALARM FIRE	GOGGLES	\$239.85

Account Descr	Search Name	Comments	Amount
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BENDLIN FIRE EQUIPMENT CO, INC	VEHICLE WASH/SWIVEL GASKET	\$1,07.80
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	KEYS/CONCRETE CAULK	\$25.68
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	KEYS	\$7.96
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$56.71
E 101-52200-360 VEHICLE MAINT/EXPENSE	PARTS HUT HARTLAND	HEADLIGHT/4386	\$16.58
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	SUPERIOR CHEMICAL CORP	VEHICLE WASH/DISINFECTANT/FLOOR CLEANER	\$309.69
EXPENSE Descr FIRE PROTECTION			\$764.27
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$45.86
E 101-51400-395 COMMUNITY RELATIONS	LAKE COUNTRY FAMILY FUN	EVENT SPONSORSHIP	\$1,500.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	MUNICIPAL CODE CORP	ANNUAL WEB HOSTING	\$950.00
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL FEES	\$2,959.20
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	JUNE SOLICITOR LICENSE	\$21.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	JUNE BARTENDER LICENSES	\$308.00
E 101-51400-395 COMMUNITY RELATIONS	WISCONSIN BUILDING INSPECTIONS	VILLAGE BREWER GAME	-\$400.00
EXPENSE Descr GENERAL ADMINISTRATION			\$5,384.06
EXPENSE Descr INSPECTION			
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CONSTRUCTION & EROSION CONTROL REVIEW	\$153.75
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	JUNE PERMITS	\$28,554.42
EXPENSE Descr INSPECTION			\$28,708.17
EXPENSE Descr LAW ENFORCEMENT			
E 803-52100-300 OPERATING SUPPLIES/EXPENSES	ACCESSDATA CORP.	COMPUTER LICENSE FEE	\$1,119.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	AUDIO IMPLEMENTS/GKC	RADIO EARPIECE/SEEGER	\$55.25
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$268.65
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	JUNE USER FEE	\$131.50
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	MONITORS	\$320.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	PELICAN PRODUCTS, INC	SHIPPING	\$10.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW/MARTZ	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	RCH COMMUNICATIONS	REPAIRS/LOBBY PHONES	\$254.33
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	RED THE UNIFORM TAILOR	PANTS & SHIRTS/JOSWICK	\$225.30
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	STEVES ELECTRIC	ELECTRICAL WORK/PROPERTY ROOM	\$209.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	SCBA CANISTERS	\$251.96
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	JUNE PRISONER HOUSING	\$91.41
EXPENSE Descr LAW ENFORCEMENT			\$2,971.40
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (C031146 3)	BOOKS	\$110.81
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (C031146 3)	BOOKS	\$31.33
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOK	\$15.12
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$90.65

Account Descr	Search Name	Comments	Amount
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOK	\$15.12
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$53.52
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$77.25
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOK	\$14.56
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$65.59
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOK	\$13.97
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOK	\$12.31
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOK	\$18.88
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$45.34
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOK	\$16.77
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L539676 2)	BOOKS	\$246.53
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L539676 2)	BOOKS	\$417.64
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOKS	\$83.63
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOKS	\$485.21
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOK	\$23.94
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOKS	\$49.42
E 101-55110-310 BOOKS & MATERIALS	BOOKS & COMPANY	BOOKS	\$22.06
E 101-55110-310 BOOKS & MATERIALS	CAVENDISH SQUARE	STATE BOOK	\$21.55
E 101-55110-255 BLDGS/GROUNDS	DILLETT MECHANICAL SERVICE	PREVENTATIVE MAINTENANCE	\$1,032.00
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	LARGE PRINTS	\$123.78
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	INFOWORKS TECHNOLOGY CO	PAPER LABEL	\$108.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$134.47
E 101-55110-325 PERIODICALS	JOURNAL SENTINEL INC	LAKE COUNTRY PUBLICATIONS RENEWAL	\$49.00
E 101-55110-325 PERIODICALS	JOURNAL SENTINEL INC	JOURNAL SENTINEL RENEWAL	\$418.60
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	KAPCO	EASY JACKET BOOK COVERS	\$102.14
E 101-55110-310 BOOKS & MATERIALS	MARIS ASSOCIATES	BOOKS	\$351.99
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	AUDIOBOOK	\$33.75
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOKS	\$198.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	ADDITIONAL IMAGES	\$98.33
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	VANGUARD ID SYSTEMS	LABELS	\$284.33
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	JUNE-JULY GAS SERVICE	\$64.22
EXPENSE Descr LIBRARY			\$4,929.81
EXPENSE Descr LIBRARY SPEC EXPENSE			
E 205-59100-305 EXPENSES-OTHER	BAKER & TAYLOR (L676958 2)	BOOKS	\$38.54
EXPENSE Descr LIBRARY SPEC EXPENSE			\$38.54
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$109.01
EXPENSE Descr MUNICIPAL BUILDING			\$109.01
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	SCREWDRIWER SOCKET	\$4.02

Account Descr	Search Name	Comments	Amount
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	FIRST SUPPLY MADISON	PLUMBING PART	\$11.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	OLSEN SAFETY EQUIPMENT CORP	SHOULDER LENGTH GLOVES	\$36.84
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	OLSEN SAFETY EQUIPMENT CORP	EARPLUGS/GLOVES/STARLITE GLASSES	\$247.15
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PORT-A-JOHN	PENBROOK RESTROOM	\$150.00
EXPENSE Descr PARKS			\$449.01
EXPENSE Descr PINEGROVE CT			
E 401-70395-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	PAVING/PINEGROVE	\$28,519.97
EXPENSE Descr PINEGROVE CT			\$28,519.97
EXPENSE Descr PUBLIC WORKS			
E 101-53000-235 STREET SWEEPING	ADVANCED DISPOSAL SERVICES	STREET SWEEPING MATERIAL DISPOSAL	\$5,941.58
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	BULBS/FILTERS/OIL/SANDPAPER	\$435.62
E 101-53000-410 STREETS GEN MAINT	BIEBELS TRUE VALUE	MIXING CONTAINER	\$6.01
E 101-53000-420 STORM SEWER	BIEBELS TRUE VALUE	RED MARKING PAINT	\$3.57
E 101-53000-410 STREETS GEN MAINT	CHICAGO CONTRACTORS SUPPLY	RAMP PLATE	\$130.00
E 101-53000-420 STORM SEWER	OKAUCHEE REDI-MIX INC	SLURRY	\$255.00
E 101-53000-420 STORM SEWER	OKAUCHEE REDI-MIX INC	CONCRETE	\$340.75
E 101-53000-420 STORM SEWER	OKAUCHEE REDI-MIX INC	CONCRETE	\$312.25
E 101-53000-420 STORM SEWER	OKAUCHEE REDI-MIX INC	CONCRETE	\$312.25
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	OLSEN SAFETY EQUIPMENT CORP	RESPIRATOR W/EXHALE VALVE	\$42.20
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	GASKETS/AC LINE	\$215.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	SAFRO FORD, JACK	MIRROR EXTERIOR/#130	\$146.66
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	FILTER/LIGHTS FOR SWEEPER	\$316.50
E 101-53000-430 SNOW & ICE REMOVAL	WALTERS MANAGEMENT TRUST	REPAIR MAILBOX POSTS	\$40.00
EXPENSE Descr PUBLIC WORKS			\$8,498.37
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	CHRISTMAN, DAVE	BEGINNER ARCHERY	\$288.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	CHRISTMAN, DAVE	INTERMEDIATE ARCHERY	\$432.00
E 101-55300-303 SUMMER REC EXPENSES	EGGERS IMPRINTS	SUMMER CAMP TSHIRTS	\$1,087.50
E 101-55300-303 SUMMER REC EXPENSES	HEINRITZ, HAINNAH	BEEKEEPING TALK/SUMMER CAMP	\$75.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FINE ARTS SCHOOL	CLAY SUMMER CAMP	\$304.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY MARTIAL ARTS	SMART SITTER	\$198.00
E 101-55300-295 TRIPS	MENOMONEE FALLS SCHOOL DISTRICT	BINGO-THE MUSICAL	\$308.25
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	MULLETT ICE CENTER	LEARN TO SKATE	\$142.40
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NAGAWAUKEE YACHT CLUB	SAILING LESSONS	\$432.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NEKICH, JOHN	TBALL	\$252.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NEKICH, JOHN	NSMS BBALL CAMP	\$216.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NEKICH, JOHN	NSMS BBALL CAMP LATE ADD	\$72.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NEKICH, JOHN	NSMS BBALL CAMP	\$144.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	PAWSITIVE PATHWAYS DOG	BASIC PAWS	\$135.00
E 101-55300-180 OTHER BENEFITS	SPTC AND SPAN INC	UNIFORMS 6/21/16	\$126.00

Account Descr	Search Name	Comments	Amount
E 101-55300-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 7/12/16	\$99.00
E 101-55300-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 7/5/16	\$126.00
E 101-55300-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 6/28/16	\$99.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY PARK SYSTEM	2016 SWIMMING LESSONS	\$375.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	LEARN TO SKATE	\$250.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	JUNE REC DEPT	\$7.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$5,168.15
EXPENSE Descr REPAVE PATHWAYS - MILL PLACE			
E 401-76080-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	PAVING	\$3,577.50
E 401-76080-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	PAVING/VILLAGE PARK PATHWAY	\$65,978.80
E 401-76080-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	REPAVE PATHWAYS	\$69.38
EXPENSE Descr REPAVE PATHWAYS - MILL PLACE			\$69,625.68
EXPENSE Descr SEWER SERVICE			
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	JULY FEES	\$69,219.13
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	JULY ADMIN SERVICES	\$25.57
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	IMPROVEMENT C PLAN REVIEW	\$248.00
E 204-53610-800 CAPITAL OUTLAY	RUEKERT & MIELKE	HARDWARE & SOFTWARE UPDATE	\$1,394.29
EXPENSE Descr SEWER SERVICE			\$70,886.99
EXPENSE Descr STORM WATER MGMT PLAN			
E 401-74097-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	STUDY	\$3,398.40
EXPENSE Descr STORM WATER MGMT PLAN			\$3,398.40
EXPENSE Descr SWEETBRJAR LN PAVING			
E 401-70390-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	PAVING/SWEETBRJAR	\$158,863.88
E 401-70390-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	PAVING	\$3,950.00
E 401-70390-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CONSTRUCTION REVIEW	\$5,891.61
EXPENSE Descr SWEETBRJAR LN PAVING			\$168,705.49
EXPENSE Descr WATER UTILITY			
E 620-53700-933 TRANSPORTATION EXPENSES	AUTOMOTIVE PARTS & EQUIPMENT	AIR/FUEL FILTERS	\$67.41
E 620-53700-653 MAINTENANCE OF METERS	BIEBELS TRUE VALUE	BUCKET	\$6.63
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	JULY ADMIN SERVICES	\$63.93
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	G & G INDUSTRIAL FLOORING INC	FLOOR COAT-BOOSTER STATION/TOUCH UP-WELL #4	\$1,850.00
E 620-53700-674 METERS	MIDWEST METER INC	METERS	\$10,895.00
E 620-53700-674 METERS	MIDWEST METER INC	METERS	\$2,413.56
E 620-53700-674 METERS	MIDWEST METER INC	METERS	-\$3,328.64
E 620-53700-674 METERS	MIDWEST METER INC	METERS	-\$1,200.00
E 620-53700-681 COMPUTERS & SOFTWARE	MIDWEST METER INC	MOBILE RECEIVER UPGRADE KIT	\$1,908.73
E 620-53700-923 OUTSIDE SERVICES	PUBLIC SERVICE COMMISSION	RATE CASE STUDY	\$368.82
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	RESEARCH PIPE SIZING/STH 83 WATER MAIN	\$2,343.25

Account Descr	Search Name	Comments	Amount
E 620-53700-681 COMPUTERS & SOFTWARE	RUEKERT & MIELKE	HARDWARE & SOFTWARE UPDATE	\$1,394.29
E 620-53700-933 TRANSPORTATION EXPENSES	SAFRO FORD, JACK	RADIO REPAIR	\$75.00
EXPENSE Descr WATER UTILITY			\$16,857.98
			<u>\$646,226.77</u>

**VILLAGE OF HARTLAND
LICENSES AND PERMITS
JULY 25, 2016**

Bartender (Operator's) License – expires June 30, 2018

Keera Setum	Mariah Priewe
Alexander Chromy	Natalie Lozano
Laura Koeppl	Andrea Romero
Jennifer Golla	Toni Steinhart
Alexis Krahn	Dana McCormick
Dale Hansen	Lukas Kohanowski
Christina Sandlin	Lennon Rocker
Madaline Roraff	Andrew Wintermyer

The Police Chief and Village Clerk recommend approval of the licenses listed above. All applicants have successfully completed the Responsible Beverage Servers Course.

Street Use Permit

Applicant: Beer Snobs Ale & Eats
Event: Oktoberfest
Date: October 1, 2016
Time: Noon on Oct. 1 to 6:00 a.m. on October 2

The Police Department, the Fire Chief and DPW Director recommend approval. Barricades will be required but need to allow access to library, mattress store and pharmacy.

Street Use Permit

Applicant: Lake Country Bed Barn
Event: Sidewalk Sale
Date: August 27, 2016
Time: Set up starts 8:30 a.m.; cleaned up by 3:00 p.m.

The Police Department, the Fire Chief and DPW Director recommend approval.

Street Use Permit

Applicant: Tiffany & Chad Cooley
Event: Block Party
Location: Kestrel Way
Date: July 30, 2016
Time: Noon to 9:00 p.m.

The Police Department, the Fire Chief and DPW Director recommend approval.



STREET USE PERMIT APPLICATION

Date: 7-13-16
Rec.#: 175134

(For Events Less than 3 Blocks – Residential Neighborhood Events)

\$30.00 FEE (NOT REFUNDABLE)

We, the undersigned residents of the _____ hundred block(s) of Haight Street in the Village of Hartland, hereby consent to the recreational use of this street between the hours of NOON and 6AM on Oct 1, the 1 day of 2016, for the purpose of Octoberfest, and do hereby petition the Village of Hartland to grant a Street Use Permit for use of the said portion of said street for said purpose and do hereby agree to abide by such conditions of such use in the Village of Hartland.

Barricades and "Road Closed" sign can be obtained from a traffic control rental vendor or at cost by the DPW, subject to availability and with at least 48 hours notice (262-367-2714).

The responsible person or persons who shall sign an application for a Street Use Permit on our behalf is/are as follows:

NAME(S) Beer Snobs Ale + Eats / Hartland Inn
TITLE Harry Berg / Margrit Meier
ADDRESS 122 Cottonwood Ave HARTLAND, WI 53029
PHONE (daytime) 262-367-6627 (evening) 414-870-6901
ORGANIZATION/GROUP SPONSORING EVENT _____

Petitioner(s) Signature	Petitioner(s) Address
<u>Harry Berg</u>	
<u>Margrit Meier</u>	

Received by JK (Office Use only) FEE: \$30.00
Date 7-13-16 Receipt No. 175134
Approved this _____ day of _____, 20____

Proposal for Sidewalk Sale

Who: Lake Country Bed Barn (122 Cottonwood Ave) & Décor Adore (139 E. Capitol Dr)
Vendors

What: Sidewalk Sale for downtown businesses and outside vendors

When: Saturday, August 27th 10am-2pm (event time)
Set-up starts @8:30am
Cleaned up by 3:00pm

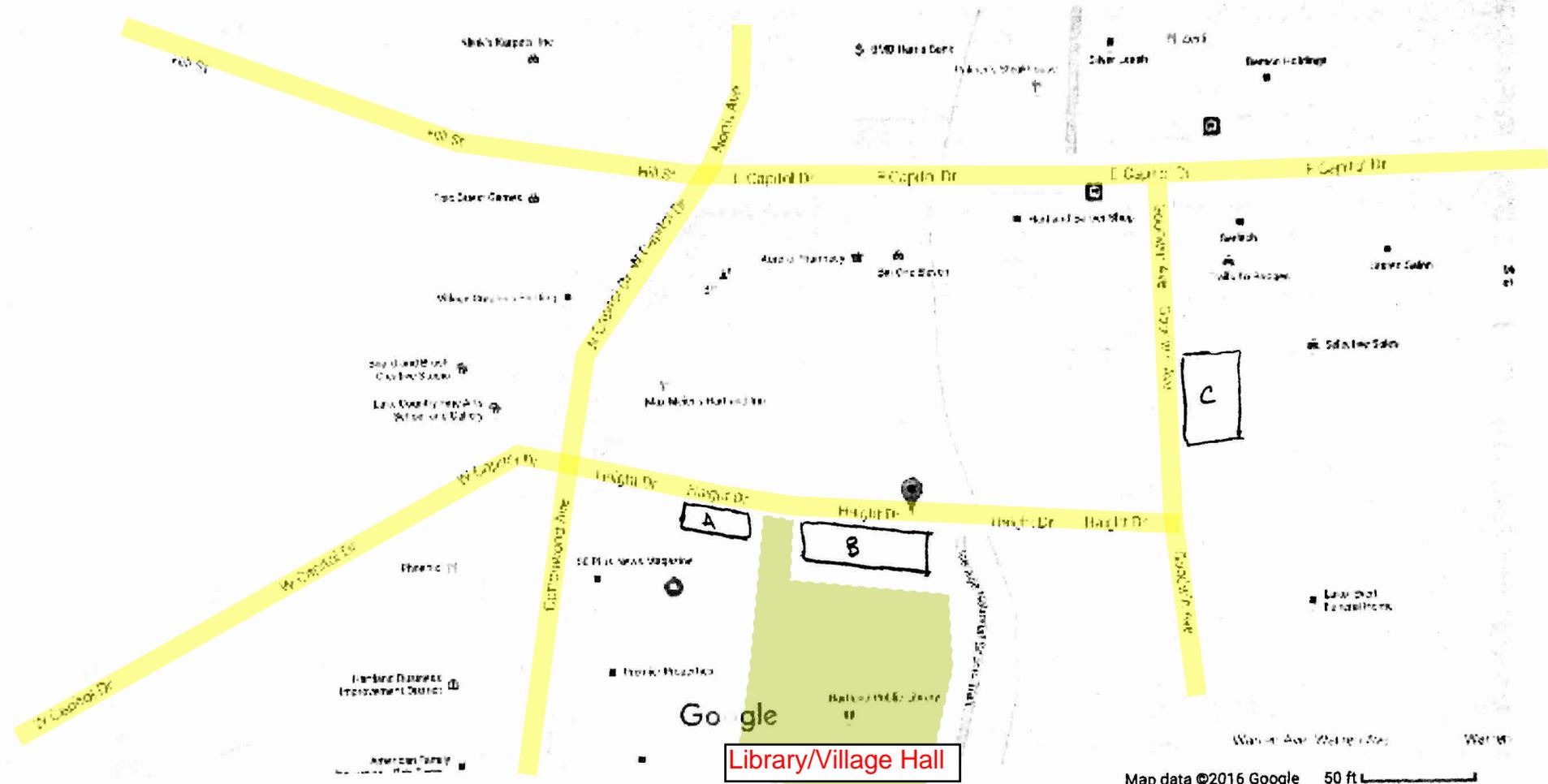
Where: Please, refer to attached map for visual reference. Street parking spaces along South side of Haight Dr (A & B) and 139 E. Capitol Dr back parking space (C) along Goodwin Ave.

How: With permission for the village, we (Lake Country Bed Barn) are looking to bring in outside vendors Saturday, August 27th to encourage more traffic for retail sales during our annual Sidewalk Sale. The past two years we have held a Sidewalk Sale in August and have been very successful. This year we would like to make it a bigger event by hosting outside vendors to bring in their goods to sell along the sidewalk. We would like to place these vendors in the parking spaces along Haight Dr facing the sidewalk and within the back parking lot at 139 E. Capitol Dr (behind Décor Adore) to encourage more potential customers visiting the BID's retail locations: Lake Country Bed Barn, Designer Consignor, and Décor Adore during the Sidewalk Sale. Flyers for the event will outline local restaurants serving lunch on Saturday.

We will be asking the outside vendors to pay a fee to be part of the event (YTD) to help differ advertising costs and ensure commitment to the event. Each vendor will be asked to fill out and sign a contact (attached) that will outline rules and regulations from the Village and our self.

It is within our best estimate that 2-3 Vendors will be able to fit within the "A" parking, 8-9 vendors will be able to fit within the "B" parking along Haight Dr which would be filled first. Additional 3-4 vendors could be placed within the parking lot at 139 E. Capitol, not including Décor Adore's space needed. If we have more then 13-15 vendors commit to the event we would look into the using the American Legions parking lot or closing a one side of Goodwin Ave to house more vendors.

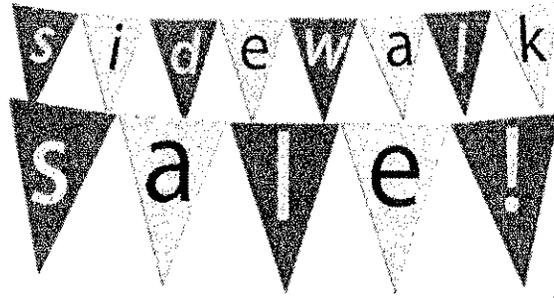
Questions can be directed to:
Elise Miller
Owner of Lake Country Bed Barn
262-349-0034
epmiller104@gmail.com



Haight Dr
Hartland, WI 53029

- A- Parking Spaces in Front of Lake Country Bed Barn (approx 8 spots)
- B- Parking Spaces along Library (approx 10 spots)
- C- Parking Lot behind Decor Adore

Downtown Hartland



Vendor Agreement

This agreement is between _____ (“Vendor”) and Lake Country Bed Barn (“Host”) for space at the Downtown Hartland Sidewalk Sale to be held at on Haight Dr and Goodwin Ave, Hartland, Wisconsin from 10:00 a.m. to 2:00 p.m. on the following days:

Saturday, August 27, 2016 (Rain Date: Sunday, August 28, 2016)

(The “Agreement”). You may register in advance for reserved space for \$30 per table.

This Agreement is valid only for the date(s) and time indicated above. By signing this Agreement, Vendor accepts and acknowledges all rules and regulations stated below:

1. Vendor agrees to pay to Host in advance the amount required for the space reserved, for the number of tables reserved.
2. Vendor understands that reservation of space is on a FIRST COME FIRST SERVED BASIS.
3. Reservation of space will be guaranteed only if payment and signed Vendor Agreement is received no later than one week prior to the event.
4. Vendor must supply own table(s) for display. Standard table size is not larger than 8 feet long x 2.5 feet wide (rectangular); or 48” diameter (round). No tables or tents will be provided by Host.
5. Vendor must leave at least 4 feet of walking space on the sidewalk.
6. Set-up may begin no earlier than 8:30am. Check-in at Lake Country Bed Barn, 122 Cottonwood Ave, Hartland, WI. Reservations for space will be held until 9:00 a.m. on the day of event. Sale will open to the public at 10:00 a.m. All sales conclude at 2:00 p.m. and vendors must leave the parking and sidewalk space no later than 3:00 p.m. on the date of event.
7. All displays and sales must be contained within Vendor’s purchased space(s).
8. No electric or water hook-ups will be available the day of the Event. Vendors must set-up their own displays.
9. Tables/spaces are required to be open and staffed during event hours - no exceptions.
10. Each Vendor will be responsible for all cash sales at their booth. Please make your own arrangements for adequate change.
11. The sale of illegal items or items the sale of which is considered copyright infringement is STRICTLY PROHIBITED
12. The sale of alcoholic beverages, tobacco products, firearms, live ammunition, live animals, pornographic or profane materials, sexually explicit images on T-shirts, DVD covers or other items, or any game of chance is STRICTLY PROHIBITED.
13. Vendor is responsible for removal of their trash from the premises. No bags or containers are to be left on the sidewalks or streets.
14. ABSOLUTELY NO HAZARDOUS CHEMICALS MAY BE USED ON THE PREMISES OF THE EVENT
15. There are NO REFUNDS due to any circumstance. This agreement is not transferable.

BUSINESS _____

CONTACT NAME _____

ADDRESS _____

CITY _____, STATE ____ ZIP _____

DAY PHONE # _____ CELL PHONE # _____

PLEASE SPECIFY WHAT YOU ARE SELLING:

****Non-Exclusivity Statement: Your group may not be the only vendor selling the same product.****

By signing this Agreement, I acknowledge that I have read and will abide by the enclosed rules and regulations. I also understand that my space will NOT be guaranteed until full payment for space is received.

SIGNATURE _____ **Date:** _____

PRINT NAME _____

RESERVED:

____ STANDARD SIZE TABLE/SPACE(S) @ \$30.00 per table

TOTAL ENCLOSED: \$ _____

PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO:

Lake Country Bed Barn

MAIL TO:

Lake Country Bed Barn
Attention: Sidewalk Sale
122 Cottonwood Ave
Hartland, WI 53029

*Price may vary depending on number of tables used or size of space needed



STREET USE PERMIT APPLICATION

(For Events Less than 3 Blocks - Residential Neighborhood Events)

Date: _____
Rec.#: _____

\$ 30.00 FEE (NOT REFUNDABLE)

We, the undersigned residents of the 100 hundred block(s) of Kestrel Way Street in the Village of Hartland, hereby consent to the recreational use of this street between the hours of NOON and 9 PM on JULY, the 30 day of 20 10, for the purpose of A NEIGHBORHOOD BLOCK PARTY, and do hereby petition the Village of Hartland to grant a Street Use Permit for use of the said portion of said street for said purpose and do hereby agree to abide by such conditions of such use in the Village of Hartland.

Barricades and "Road Closed" sign can be obtained from a traffic control rental vendor or at cost by the DPW, subject to availability and with at least 48 hours notice (262-367-2714).

The responsible person or persons who shall sign an application for a Street Use Permit on our behalf is/are as follows:

NAME(S) TIFFANY + CHAD COOLEY

TITLE _____

ADDRESS 122 Kestrel Way HARTLAND, WI 53029

PHONE (daytime) 414 335 2075 (evening) 11

ORGANIZATION/GROUP SPONSORING EVENT _____

* THE PARTY WILL ONLY BE IN FRONT OF

Petitioner(s) Signature	Petitioner(s) Address
	<u>122 KESTREL WAY</u>
	<u>111 Kestrel Way</u>
	<u>114 Kestrel Way</u>
	<u>122 KESTREL WAY</u>

THESE HOMES.

(Office use only)

Received by _____ FEE: \$30.00

Date _____ Receipt No. _____

Approved this _____ day of _____, 20____

MEMO

TO: David E. Cox, Village Administrator

FROM: Michael Einweck, Director of Public Works

DATE: July 21, 2016

SUBJECT: Cemetery Lot Costs

Staff has been inquiring with other cemeteries in the local area about their costs for gravesites and has determined that the costs the Village charges are among the lowest in the area. The following notes the gravesite costs the other cemeteries charge:

Village of Summit - \$800 resident, \$1000 non-resident
City of Delafield - \$600 per grave with \$250 perpetual care, total - \$850
City of Waukesha - \$895 to \$1300
St. Charles Hartland - \$700 for parish members only
Village of Pewaukee - \$500, is considering raising this cost

In order to stay market competitive, the Village should consider raising the gravesite cost. In addition, there are a number of long term capital improvements that are being considered for our Cemetery. These include the construction of a columbarium, development of the vacant section just west of Section F, updating the Village's GIS to account for the acquired Lutheran Cemetery, and extensive grading required in the W. Capitol Drive section of the acquired cemetery.

Staff is requesting the Village Board consider raising the fee charged for a cemetery lot as shown in the Hartland Municipal Code, Appendix A, Section 12.20 (14) to \$750 per gravesite.

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

cc: Darlene Igl, Village Clerk

RESOLUTION NO. 07/25/2016-01

RESOLUTION AMENDING APPENDIX A OF THE CODE OF ORDINANCES
FOR THE VILLAGE OF HARTLAND CONCERNING THE SCHEDULE OF
MUNICIPAL FEES AND CHARGES

WHEREAS, the Village has established Appendix A of the Code of Ordinances as the schedule of fees to be utilized in connection with the issuance of permits and other charges in the Village of Hartland; and

WHEREAS, Village staff has recommended changes to the fee structure in Appendix A.

NOW, THEREFORE, the Village of Hartland Board of Trustees does hereby ordain:

Fee schedule be amended as follows:

1. Section 12.20(14) Cemetery lot: \$750.00 per lot

RESOLVED, amendments to Appendix A referenced above are hereby adopted and incorporated by reference.

IT IS FURTHER RESOLVED that the Village Clerk shall forward a copy of this Resolution upon adoption to the Village's Code codification service.

Adopted this 25th day of July, 2016.

VILLAGE OF HARTLAND

David Lamerand, Village President

ATTEST:

Darlene Igl, MMC/WCPC, Village Clerk

MEMO

TO: David E. Cox, Village Administrator

FROM: Michael Gerszewski, Operations Supervisor

DATE: July 21, 2016

**SUBJECT: Sanitary Sewer Collection System
Capacity, Management, Operation and Maintenance program**

The Wisconsin DNR requires that municipalities submit a Capacity, Management, Operation and Maintenance program (CMOM). The first report must be adopted by August 1, 2016 and a review takes place annually thereafter.

Attached is the Village's completed CMOM program for our sewer collection system.

This document has been drafted to comply with *Wisconsin Administrative Code* NR210.23

The goal of the CMOM program is to eliminate infiltration and inflow into our sewer collection system, limit sanitary sewer overflows and basement backups, and mitigate the impact of such overflows to the environment and the public.

The report is comprised of ten parts. Goals, Organization, Legal Authority, Operation and Maintenance, Design and Performance Standards, Emergency Plan, Capacity Assurance, Annual Self Audit, Special Studies and 2015 Compliance Maintenance Annual Report (CMAR)

The Village Board must review the document and adopt the CMOM program through the passage of a resolution (please see attached).

Please place this on the July 25, 2016 Village Board agenda for consideration and approval of the attached resolution.

Attachments

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

**VILLAGE OF HARTLAND
RESOLUTION NO. 07/25/2016-02**

**WISCONSIN DEPARTMENT OF NATURAL RESOURCES
NR 210.23 – CAPACITY, MANAGEMENT, OPERATION AND MAINTENANCE
PROGRAM**

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to implement a Capacity, Management, Operation and Maintenance program (CMOM) for its wastewater treatment/wastewater collection system under Wisconsin Administrative Code NR 210.23;

WHEREAS, the goal of the CMOM program is to eliminate infiltration and inflow, limit sanitary sewer overflows, and mitigate the impact of such overflows to the environment and the impact to public health.

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the CMOM program;

BE IT THEREFORE RESOLVED by the Village Board of the Village of Hartland, Waukesha County, that the Village has adopted the CMOM program;

Adopted this 25nd day of July 2016.

VILLAGE OF HARTLAND

David Lamerand, Village President

ATTEST:

Darlene Igl, MMC/WCPC, Village Clerk

**Village of Hartland, WI
Capacity, Management, Operation,
& Maintenance (CMOM) Program**

This document has been modified to exclude certain Code, regulation and report items for copying purposes as they are available on the Village or State websites or have recently been approved by the Village. Those items are available on request.

Village of Hartland, WI

Capacity, Management, Operation, & Maintenance (CMOM) Program

Table of Contents

Section

1. Goals
2. Organization
3. Legal Authority
4. Operation and Maintenance
5. Design and Performance Standards
6. Emergency Plan
7. Capacity Assurance
8. Annual Self Audit
9. Special Studies
10. Compliance Maintenance Annual Report (CMAR)

Appendix

- A. Wisconsin Administration Code NR210.23

Section 1

Goals

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
GOALS**

A Capacity, Management, Operation, and Maintenance Program (CMOM) must ensure the following standards are met:

- The sewage collection system is properly managed, operated and maintained at all times.
- The sewage collection system provides adequate capacity to convey all peak design flows.
- All feasible steps are taken to eliminate infiltration and inflow, limit sanitary sewer overflows, and mitigate the impact of such overflows to the environment and the impact to public health.
- A process is in place to notify the public and other directly affected parties of any incidents of overflows from the sewerage system.
- Annual reports are submitted in accordance with the provisions of *Wisconsin Administrative Code*.

The following annual goals of the Village of Hartland will help ensure the standards are met:

- Review and update sewer ordinances as circumstances dictate
- Create informational materials to educate the public
- Clean 33% of the sewer collection system per year
- Increased cleaning of identified problem areas (as needed)
- Televis 5% to 10% of the system per year
- Review the sewer utility budget for repair and rehabilitation projects yearly
- Update Geographic information system (GIS) as needed
- Perform sewer flow monitoring to determine future system improvements

Section 2
Organization

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
ORGANIZATION**

The Village of Hartland owns, operates, maintains, and is responsible for forty nine and a half (49.5) miles of sanitary sewer collection system, including six (6) lift stations.

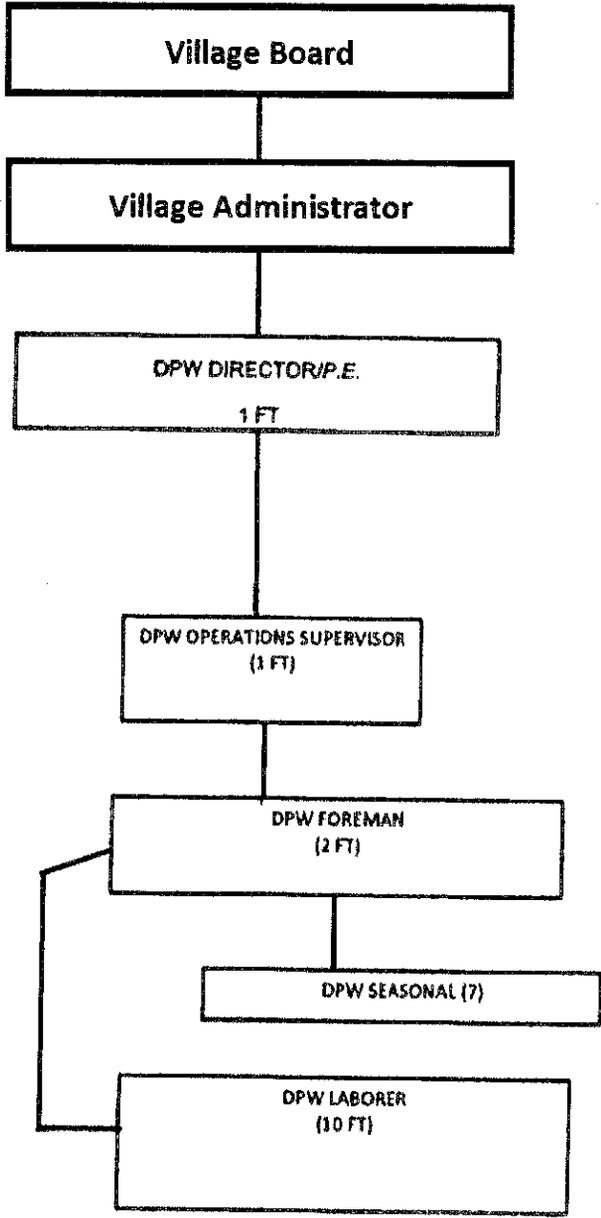
The organization of the Village's Sewer Utility is as shown on the Organizational Chart in this section. The Sewer Utility is governed by the Village Board of Trustees. Members of the Village Board are elected by the citizens of the Village.

The Village's sewer collection system flows to the Del – Hart treatment plant in the City of Delafield.

The Village accepts waste water from Arrowhead High School and Swallow School in the Town of Merton. Arrowhead High School and Swallow School must abide by the Village's sewer ordinances.

Operation and Maintenance of the Sewer Utility is performed by the Village Department of Public Works and hires contractors as needed. Communication between the Public Works Director and the Village Board occurs on a bi-weekly basis. All purchases and improvements related to the sewer system over \$15,000 must be approved by the Village Board. All purchases and improvements related to the sewer system between \$5,000 and \$15,000 must be approved by the Village Administrator.

See Village web site for public information and education documents.



Section 3

Legal Authority

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
LEGAL AUTHORITY**

The Village must have legal authority mechanisms in place to ensure the following are met:

- Infiltration and inflow sources, including infiltration and inflow into building sewers, private interceptor sewers, or other such sources on private property, are subject to oversight and control, as necessary.
- New sewers and connections, including building sewers and private interceptor sewers are designed, constructed, installed, tested, and inspected to meet all applicable current engineering and construction standards.
- New and rehabilitated sewers, lift stations, and other collection system components or appurtenances are installed, tested, and inspected to meet all applicable current standards.
- Sewage flows from privately owned sewage collection systems are monitored and controlled.
- Solid or viscous pollutants, such as fats, oils, and greases, are not discharged into the sewage collection system in amounts that will cause or contribute to obstruction to the flow in the sewer.
- Procedures are in place to implement enforcement actions for non-compliance with established legal authorities.

The following legal authority mechanisms are currently in place and will help ensure the standards are met:

- Village of Hartland Sewer Utility Ordinance
- Village of Hartland Plumbing Code
- Delafield-Hartland Water Pollution Control Commission Sewer Use and User Charge Ordinance
- Wisconsin Administrative Code

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
FATS, OIL, AND GREASE CONTROL**

Section NR 210.23 of the Wisconsin Administrative Code requires that collection system owners ensure that solid or viscous pollutants such as Fats, Oils, and Grease (F.O.G.) are not discharged into the sewage collection system.

The Village requires suitable and adequate interception units (grease traps, oil interceptors, etc.) for all food service establishments. Such interceptors and traps are required to be inspected, cleaned regularly, and maintained in proper working condition by the user at the user's expense. Maintenance and cleaning records shall be maintained by the user and made available to Inspectors for review upon request.

The following items are associated with the Village grease trap inspection program:

- Educate owners on proper maintenance and cleaning.
- Distribute Best Management Practices and maintenance record forms to owners. (Attached)
- Inspect grease traps of food service establishments for proper operation and code compliance on an annual basis.
- Post on the Village website education and outreach documentation regarding F.O.G. Control.



GREASE TRAP BEST MANAGEMENT PRACTICES (BMPs) FOR COMMERCIAL FOOD AND RESTAURANT ESTABLISHMENTS

Train kitchen staff and other employees about how they can help ensure BMPs are implemented.

Reason: People are more willing to support an effort if they understand the reasons behind it.

Benefit: The benefits of the BMPs will have a better chance of being implemented.

Post "No Grease" signs above sinks and on the front of dishwashers.

Reason: Signs serve as a constant reminder for staff working in kitchens.

Benefit: Minimize grease discharge to traps/interceptors and reduce the cost of cleaning and disposal.

"Dry wipe" pots, pans, and dishware prior to dishwashing.

Reason: By dry-wiping and disposing in the garbage, the material will not be sent to grease traps.

Benefit: This will reduce the amount of material collected in the grease trap and interceptors, and will reduce cleaning and maintenance costs.

Dispose of food waste by recycling and/or solid waste removal.

Reason: To divert food wastes away from grease traps and interceptors.

Benefit: Recycling or solid waste disposal will reduce the frequency and cost of grease trap/interceptor cleaning.

Recycle waste cooking oil.

Reason: Cooking oil that ends up in grease traps will have to be pumped, costing businesses money.

Benefit: Some companies pay to haul used cooking oil and make it into new products.

Cover outdoor grease and oil storage containers.

Reason: Rainwater into open containers can cause an overflow onto the ground leading to stormwater collection systems, creeks, and streams.

Benefit: Avoid polluting streams, creeks and other water bodies.

Routinely clean kitchen exhaust system filters.

Reason: If grease and oil escape through the kitchen exhaust system, it can accumulate on exterior surfaces, eventually entering the storm drain system when it rains.

Benefit: Minimizes the chance of grease-related fires and the likelihood of grease entering nearby water bodies.

Do not pour grease down sinks or into toilets.

Reason: Grease poured into a toilet or sink can congeal, clogging sewer pipes and cause backups.

Benefit: Lower plumbing repair bills and no loss of business due to sewer backups.

Clean interceptors with a capacity of 100 gallons or less weekly, or more frequently if needed.

Reason: Weekly (or more frequent) cleaning of the grease trap by a facility's own staff will reduce maintenance cost and lower the risk of backups.

Benefit: Cleaning under-sink grease traps frequently will reduce the frequency and cost of grease interceptor cleaning.

The balance of this Code section deleted from this document for copying purposes.

FOOTNOTE(S):

--- (1) ---

Editor's note—Printed herein are provisions promulgated by the joint Delafield-Hartland Sewer Utility (Delafield-Hartland Water Pollution Control Commission), as accepted by the village in Ord. No. 641-99 passed and approved October 11, 1999. Since the original history notes to the ordinance were unavailable, the provisions have been history noted to the prior village Code section. Obvious misspellings and punctuation errors have been corrected without notation. For stylistic purposes, headings and catchlines have been made uniform, and the same system of capitalization, citation to state statutes and expression of numbers in text as appears in the Code of Ordinances has been used. Additions made for clarity are indicated by brackets.

Cross reference— Administration, ch. 2; buildings and building regulations, ch. 18; businesses, ch. 22; community development, ch. 26; historic preservation, ch. 42; zoning ordinance, ch. 46; land subdivision, ch. 50; mobile homes, ch. 58; solid waste, ch. 74; streets and sidewalks, ch. 78; utilities, ch. 86.

ARTICLE I. - DELAFIELD-HARTLAND WATER POLLUTION CONTROL COMMISSION

Sec. 13.09. - Subsections (3)—(8).

- (1) Created. There is created a joint commission to represent the City of Delafield and Village of Hartland. Such commission shall be known as the "Delafield-Hartland Water Pollution Control Commission" (hereafter called the "commission"), pursuant to Wis. Stats. § 66.30. The purpose of this commission is to provide sewage collection, treatment and distribution services for the municipalities and such persons, organizations or municipalities as the commission may contract with. The commission has not been created for profit, and no part of any net income of the commission shall inure to the benefit of any individual, organization or association created for profit.
- (2) Membership.
 - (a) Number of members. The commission shall be composed of eight members, four selected by each municipality.
 - (b) Selection. The members selected by each municipality shall be appointed by the mayor or village president, as the case may be, and such appointment shall be confirmed by a majority vote of such municipality's governing body.
 - (c) Term of office. The term of office of all commission members shall be for three years commencing on June 1 and ending on May 31.
 - (d) Removal. Any commission member selected by a municipality may be removed without cause by a four-fifths vote of the governing body of such municipality; provided, however, that such removal shall become effective only upon the appointment of a successor member pursuant to subsection (e) of this section. For purposes of subsection (e) of this section, such a vote to remove a commission member shall be deemed to create a vacancy in such member's office, notwithstanding the fact that such member shall continue to hold such office until his successor shall be appointed. Upon such removal, the clerk of such municipality shall notify the clerk of the commission in writing of such removal.
 - (e) Vacancies. A vacancy in the office of a commission member created for any reason shall be filled by the municipality from which such member has been previously selected by the appointment of a successor member by the chief executive officer of such municipality, which

Section 4

Operation and Maintenance

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
OPERATION AND MAINTENANCE**

The Village of Hartland Operation and Maintenance program includes the following:

- A map of the collection system in our geographic information system (GIS).
- Tools, Equipment and replacement parts,
- A description of preventative maintenance activities such as cleaning, televising, flow monitoring root cutting and rehabilitation.
- A program to assess the capacity of the sewage collection system and conveyance facilities when new development is proposed.
- Identify activities to be performed to prevent building backups caused by blockages in the collection system.
- Train DPW personal on various maintenance activities.
- Identify maintenance activities and frequency.

Maintenance activities to be performed

- Sanitary sewer cleaning (33% of the system minimum) (annually)
- Sanitary sewer Televising (5% of the system minimum) (annually)
- Sanitary sewer Rehabilitation (as necessary) (annually)
- Root removal (as Needed)
- Flow monitoring (as needed)
- Manhole inspections (5% Minimum)
- Lift station maintenance (annually)

Observations/Lid | Frame/Seal | Chimney/Cone | Barrel/Bench

OBSERVATIONS

Inspection Date: Inspector:
Cross Section: Surface Type: Surface Condition:
Subject to Ponding: Precipitation: Ground Moisture:
(Ditch or Depression)

Comments:

LID

Vent Holes in Lid: Lid Condition:
Pick Holes Concealed: Gasket Seal on Lid: Gasket Condition:
Bolt Down Lid: Bolts to Replace: Replace Bolts:

Comments:

FRAME

Evidence of Inflow/Infiltration: Select... Cover to Frame Fit: Select... Frame Condition: Select...

Frame Grade to Ground: Select... Grade Above/Below Distance (in):

Frame Misaligned/Offset: Misaligned/Offset Distance (in): Realign Frame:

No. Adjustment Rings: Height of Adjustment Rings (in): Adjustment Ring Condition: Select...

Comments:

SEAL

Seal Present: Seal Type: Seal Condition: N/A

Internal Seal on Chimney: Band Leakage: Seal Band Condition: N/A

Internal Seal on Frame: Diameter (in):

Provide Seal Extensions: Length of Extension (in):

Comments:

Save

Cancel

CHIMNEY

Chimney Material: N/A Chimney Height (ft):
Infiltration Rate: Select... Replace Chimney (ft):
Infiltration Location: Chimney Condition: Select...
Grout Required:

Comments:

CONE

Cone Material: N/A Mineral Deposits:
Pipes and Openings Other Than Sanitary Sewer Lines: Cone Condition: Select...
Infiltration Rate: Select.. First Step Height (ft): Grout Required:
Infiltration Location: Step Condition: Select..
High Water Mark Present:

Comments:

Observations/Lid | Frame/Seal | Chimney/Cone | Barrel/Bench

BARREL

Barrel Material: N/A

Infiltration Rate: Select...

Infiltration Location:

Comments:

Barrel Condition: Select...

Grout Required:

FLOW LINE/BENCH

Bench Present:

Infiltration Rate: Select...

Infiltration Location:

H₂S Corrosion: Select...

Comments:

Debris in Invert:

Pipe Connection: Select...

Evidence of Surge:

H₂S Corrosion Location:

Bench Condition: Select...

Pipe Boot Condition: Select...

Grout Required:

H₂S Repair Required:

Section 5

Design and Performance Standards

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
DESIGN AND PERFORMANCE STANDARDS**

The Village has adopted standards and procedures to maintain control over the design, construction, and inspection of the sewage collection system, including building sewers and private interceptor sewers on private property including the following:

- Standards and specifications for the design and installation of new sewers and other appurtenances, and for rehabilitation and repair projects (attached).
- Procedures and requirements for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

The following standards also apply to all projects that convey wastewater in the Village:

- Wisconsin Administrative Code, Chapter NR 110 when designing and constructing sewage collection systems.
- Wisconsin Administrative Code, Chapter SPS 382 when designing and constructing plumbing.
- Standard Specifications for Sewer & Water Construction in Wisconsin, latest edition.
- Village of Hartland Plumbing Code
- Village of Hartland Sewer Utility Ordinance
- Delafield-Hartland Water Pollution Control Commission Sewer Use Ordinance

VILLAGE OF HARTLAND
STANDARD SPECIFICATIONS
AND DETAIL DRAWINGS
(Hartland Standards)

The balance of this section deleted from
this document for copying purposes.

Current Edition: JULY 30, 2015

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Section 6
Emergency response plan

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
EMERGENCY RESPONSE**

The Village has established an overflow emergency response plan that identifies measures to protect public health and the environment from sanitary sewer overflows and building backups caused by excessive flow or other hydraulic constraints in the sewage collection system and shall include protocols to ensure the following:

- Responsible personnel are made aware of the overflows.
- There is a prompt and appropriate response to and investigation of all overflows to protect, to the extent possible, public health, water quality, and the environment.
- There is appropriate reporting and notification as required under Section 210.21 (4) to (6) of the Wisconsin Administrative Code. The overflow emergency response plan shall identify the public health and other officials who will receive notification and identify the protocols and procedures for notification of the public who may be affected by an overflow. Whenever there is a significant or potentially significant risk to public health, public notification shall include personal contacts with persons who may be at risk from the effects of the overflow.
- Appropriate personnel are aware of and follow the plan and are appropriately trained.
- Emergency operations appropriate to the event are implemented.

A copy of the overflow emergency response plan is attached.

Below are several recommendations to consider to assist with emergency response planning:

- Ensure that adequate alarm systems are in place to notify the proper collection system personnel of the problem. Ensure that the alarm systems are regularly tested and working.
- Have emergency equipment such as back-up generators, portable pumps, alternative power sources, and pump trucks on hand or readily available.
- Emergency response situations should be routinely practiced as part of employee training.
- Have a signed mutual aid agreement on file with surrounding communities.
- Regularly review and revise the plan based on changes in the system or information gathered during previous emergencies.



SANITARY SEWER
OVERFLOW EMERGENCY
RESPONSE PLAN

TABLE OF CONTENTS

SECTION 1: PURPOSE

SECTION 2: SPILL RESPONSE

SECTION 3: EMERGENCY TRAFFIC CONTROL

SECTION 4: BYPASS

SECTION 5: CONTAINMENT

SECTION 6: REPORTING AND NOTIFICATION

SECTION 7: POSTING

SECTION 8: RESTORATION

SECTION 9: DOCUMENTATION

APPENDIX

Sewer Overflow Field Report

Sanitary Sewer Overflow Notification Summary Report, DNR Form 3400-184

- Equipment Rental – Lincoln Contractor Phone: (262) 544-9747

Section 3: Emergency Traffic Control

In the event that the spill is located in a high traffic area, the Operations Supervisor will utilize assistance from the Village Police Department.

Section 4: Bypass

If the blockage is not relieved within the first few attempts (20 minutes), it is crucial that the bypass procedures are followed immediately.

- 4.1 Locate the nearest downstream manhole that can accept the additional flow.
- 4.2 Set up a 2 inch pump for smaller collection lines, and the 4 inch pump for larger transmission lines, this should be used as a guideline, be advised that larger or multiple pumps may be needed. The pump discharge hose should be secured or placed far enough into the manhole that it will not come out during pumping. The pump and pump hose should be protected from traffic by barricades. If additional pumps are needed, they can be rented from Lincoln Contractor Supply/Fabick Rents (262) 544-9747.

Section 5: Containment

Containment is the Village's top priority. The DPW Crew will make every effort to keep the SSO in as small an area as possible. It is preferred that the crews keep the SSO in the street and out of storm drains. To make sure the SSO is contained, the DPW Crew will use the following methods:

- 5.1 Use rubber blankets, 3 inch high rubber dams, or soil to keep the overflow from reaching a storm drain.
- 5.2 Should the overflow take place in an area not normally accessible to the public, such as; (fields, tributaries, etc.), the DPW Crew will use reasonable means to contain the flow in that area for recovery.
- 5.3 Should the flow be too much to be contained on the street and is identified as a danger to the public, the DPW Crew will allow the flow to enter the storm drain or catch basin. The crew will make every reasonable attempt to dam up the spill in the storm drain or catch basin and recover it from that point.
- 5.4 Should the overflow take place the Village of Hartland Police Department will be requested to document the conditions and any damage.

Section 6: Reporting and Notification

- 6.1 Within 24 hours, if an overflow is verified, the Operations Supervisor shall notify the DNR Regional Office of the SSO and Village response. Village shall telephone the DNR Wastewater Engineer in the Southeast Regional office as soon as reasonably possible; phone number 414-263-8500. If staff are unavailable the use of fax, e-mail, or voicemail are acceptable.
- 6.2 Within 5 days of conclusion of the bypass or overflow occurrence, report the following information to the WDNR in writing, including DNR Form 3400-184:
- Reason the overflow occurred, or explanation of other contributing circumstances that resulted in the overflow event. If the overflow is associated with wet weather, provide data on the amount and duration of the rainfall or snow melt for each separate event.
 - Date the overflow occurred.
 - Location where overflow occurred.
 - Duration of the overflow and estimated wastewater volume discharged.
 - Steps taken or the proposed corrective action planned to prevent similar future occurrences.
 - Any other information the permittee believes is relevant.
 - Forward a copy of the attached WDNR Form 3400-184, "Sanitary Sewer Overflow or Bypass Notification Summary Form", to the DNR Regional Wastewater Engineer; a fillable form is also available at:
http://dnr.wi.gov/topic/wastewater/documents/3400-184_ssoreportform.pdf
- 6.3 As soon as possible after an overflow occurrence, public notification is required. The minimum requirement is notification of the newspaper in general circulation in the area. Send notification to Village Clerk for posting in the local newspaper. Other means of public notification may include the notification of public health officials, posting information on a web site, and notification of media outlets.

Section 7: Posting

Public health and safety is the top priority of the Village of Hartland. The proper signs will be posted to warn the public of potential contamination hazards when an overflow takes place.

- 7.1 Posting of contamination signs will be done in all cases whether there is standing water or the ground is saturated.
- 7.2 Signs will be placed in locations with high visibility as so that they can be seen from all routes that the public might take to enter an area.
- 7.3 Signs will remain posted for a period of not less than five days, unless directed by the DNR Wastewater Engineer.

Section 8: Restoration

The Village will make every effort to restore the environment to the condition that existed before the SSO occurred by using the following procedures:

- 8.1 If the SSO occurred in the street, the Wastewater Crew will apply household bleach to the affected area and wash down the area, de-chlorination if needed and recover wash down water, as much as possible. If the SSO occurred in an unpaved/dirt area the Wastewater Crew would apply hydrated lime as needed for odor control and apply class 2 Aggregate base at a minimum of two inches (2") of coverage. (1)
- 8.2 Collect and dispose of any standing or pooled sewage that is accessible to the public.
- 8.3 Recover any sewage within storm drains, channels, curb, gutters, and culverts.
- 8.4 Clear surrounding area of paper, solids, and any other signs of a SSO.
- 8.5 Replace vegetation, sidewalks, asphalt, fencing or any other items that were damaged as a result of the SSO or the crews working to restore service.

Section 9: Village Documentation

A Sewage Overflow Field Report is included in the Appendix. Documentation shall at a minimum contain the following information:

- 9.1 Beginning and ending time.
- 9.2 Exact location of the SSO.
- 9.3 Any and all conditions that may have contributed to the cause of the SSO.
- 9.4 Did the SSO reach surface waters or a storm drain?
- 9.5 Total gallons spilled and the amount recovered.
- 9.6 Damage that was caused and any repairs that were made.
- 9.7 Photographs of the affected area.

1) Aggregate base (AB) is typically made of a recipe of mixing different sizes of crushed rock together forming the aggregate which has certain desirable properties. *3/4 inch Aggregate Base, Class 2*, is used in roadways and is an aggregate made of a specific recipe of different sizes and quality of rock inclusive of 3/4 in (19.05 mm) to fine dust. An aggregate is normally made from newly quarried rock, or it is sometimes allowed to be made from recycled asphalt concrete and/or Portland cement concrete.

Sanitary Sewage Overflow Type: Permit Number:

Collection System SSO GP WI-0047341-05

Treatment Facility TFO Other WI- _____

- Notice:** Under s.283.55 (1)(dm), Wis. Stats., and in accordance with reporting requirements in your WPDES permit, permittees shall provide the following notices if a sanitary sewer overflow or treatment facility overflow occurs:
- Within **24 hours** of the occurrence, notify the DNR regional wastewater staff by telephone (FAX, email or voice mail, if staff are unavailable).
 - Within **5 days** of the occurrence, provide a written report describing the overflow, including all information requested on this form. The permittee is required to submit this form or other equivalent written notification to the DNR Regional Office (Refer to GP WI-0047341-05 sections 3.2, 3.4, and 3.5.)
 - Public notification. Date _____ How? _____
 - Regional wastewater treatment facility notification. Date _____ Not applicable
 - Drinking water intake owner notification. Date _____ Not applicable

Failure to notify the Department as specified may result in fines up to \$10,000 for each day of violation [s. 283.91(2), Wis. Stats.].
Personally identifiable information will be used for program administration and will also be made available to requesters as required under Wisconsin Open Records law [ss. 19.31 - 19.39, Wis. Stats.].

Instructions: Use this form to report all **SSO, or TFO occurrences**. Attach additional information as necessary to explain or document the overflow. For the purpose of this report, an overflow is defined as the discharge of sewage from the collection system or at the treatment facility other than from the permitted outfall to a surface water and/or ground due to circumstances such as those identified by the check boxes in the overflow details section of this form.

Use one form per occurrence. A single occurrence may be more than one day if the circumstance causing the overflow or bypass results in a discharge duration more than 24-hours. If there is a stop and restart of the overflow or bypass within 24-hours, but it's caused by the same circumstances, report it as one occurrence. If the discharges are separated by more than 24 hours, they should be reported as separate occurrences.

Notification Information	
Permittee (Facility Name)	Overflow Reported to DNR
	Date _____ Time _____ <input type="radio"/> am <input type="radio"/> pm
Person Representing Permittee Who Contacted DNR	DNR Office and Person Contacted

Overflow Details (Refer to GP WI-0047341-05 section 3.2 and NR210.21(4)(b), Wis. Adm. Code.)

1. Location of the Overflow (complete a separate form for **each discharge location**)

2. Provide the name of the local receiving water that the wastewater enters, which could be a nearby stream, river, lake, or welland. If discharge does not enter directly into a surface water, but indirectly by way of a ditch or storm sewer, trace the path of the ditch or storm sewer to find the receiving water. (check all that apply)

Runs on ground and absorbs into the soil.

Ditch. Name of surface water it drains to: _____

Storm sewer. Name of surface water it drains to: _____

Surface water direct discharge: _____

Other, describe: _____

3. Duration of the Overflow (hours and minutes)	Estimated Volume of Wastewater Discharged (gallons)
---	---

Note: The duration of the overflow equals the estimated time when the overflow began and stopped when sewage may have discharged, and is not the same as the length of time precipitation occurred. The volume of all overflow discharges shall be reported as a numerical value (do not report "unknown"). The potential overflow volume may be calculated knowing the flow capacity of the sewer and the overflow duration.

4. Identify the sewer system or treatment facility component from which the discharge occurred. Check all that apply and explain in number 11.

Manhole Permanent overflow structure Other (describe below)

Lift station Broken pipe

5. The estimated date and time when the overflow began and stopped or will be stopped:

Start Date	Time (to nearest 15 minutes) <input type="radio"/> am <input type="radio"/> pm	End Date	Time (to nearest 15 minutes) <input type="radio"/> am <input type="radio"/> pm
------------	---	----------	---

6. The cause or suspected cause of the overflow including, if appropriate, precipitation, runoff conditions, areas of flooding, soil moisture and other relevant information. Circumstances causing the overflow: (check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Rain | <input type="checkbox"/> Power Outage | <input type="checkbox"/> Equipment Failure |
| <input type="checkbox"/> Soil Moisture | <input type="checkbox"/> Plugged Sewer | <input type="checkbox"/> Widespread Flooding |
| <input type="checkbox"/> Snow Melt | <input type="checkbox"/> Broken Sewer | <input type="checkbox"/> Other (explain in number 11) |

Note: Flooding should only be indicated as a cause if there is significant flooding that is caused by high river, stream, or lake water levels, not just localized high water in the street.

Document the weather conditions if it contributed to the cause of the overflow. The wet weather data should include the cumulative amount of precipitation that caused the overflow.

Date and Duration of Rainfall			
Start Date	Time (to nearest 15 minutes) <input type="radio"/> am <input type="radio"/> pm	End Date	Time (to nearest 15 minutes) <input type="radio"/> am <input type="radio"/> pm
Amount of Rainfall (nearest rain gauge to 0.1 inch accuracy)		Amount of Snow Melt (estimated inches melted)	
Contributing Soil Conditions (saturated, frozen, soil type)			

7. Steps taken or planned to reduce, eliminate and prevent reoccurrence of the overflow and a schedule of major milestones for those steps.

8. A description of the actual or potential for human exposure and contact with the wastewater from the overflow.

9. Steps taken or planned to mitigate the impacts of the overflow and a schedule of major milestones for those steps.

10. To the extent known at the time of reporting, the number and location of building backups caused by excessive flow or other hydraulic constraints in the sewage collection system that occurred concurrently with the SSO and were within the same area of the sewage collection system as the SSO.

Number Location

11. The reason the overflow occurred or explanation of other contributing circumstances that resulted in the overflow event including whether the overflow was unavoidable to prevent loss of life, personal injury, or severe property damage and whether there were feasible alternatives to the overflow. (Refer to GP WI-0047341-05 section 2.2)

Report Completed By

Authorized Representative Name (Print)

Title

Signature of Authorized Representative

Date

VILLAGE OF HARTLAND – SEWER OVERFLOW FIELD REPORT

Name: _____ (Operator receiving call)

To: _____ (Personnel to investigate call)

Subject: _____

Location of reported overflow: _____

Cross street: _____

Date reported: _____

Time reported: _____ Personnel arrival time: _____

Time overflow stopped: _____ Total time of overflow: _____

Receiving waters: _____ Amount of overflow (gallons): _____

Description of incident: _____

Description of response/actions taken: _____

Clean up methods used: _____

Circle the answer for the next 5 questions

Sign Posted?	Yes	No	Barricaded?	Yes	No	Sample Taken?	Yes	No
Notified Public?	Yes	No	May affect fish/wildlife?	Yes	No			

Reporting Procedures

1. Fill in the above information.
2. Notify Operations Supervisor immediately.
3. Within 24 hours fax this form to the DNR Regional Wastewater Engineer.
4. Within 5 days send written report and Form 3400-184 to DNR Regional Office.
5. Public Notification.

**PUBLIC WORKS
EMERGENCY RESPONSE
MUTUAL AID AGREEMENT**

This Public Works Emergency Response Mutual Aid Agreement (hereinafter "Agreement") dated the 1 day of January, 2008, is entered into by each of the entities that executes and adopts the understandings, commitments, terms, and conditions contained herein:

WHEREAS, §66.0301 of the Wisconsin Statutes authorizes municipalities to cooperate with other municipalities to make the most efficient use of their powers on a basis of mutual cooperation; and

WHEREAS, municipalities are geographically vulnerable to a variety of natural and technological disasters and recognizing this vulnerability, this Agreement's intended Purpose is to:

- (1) Reduce vulnerability of people and property of this State to damage, injury and loss of life and property;
- (2) Prepare for prompt and efficient rescue, care and treatment of threatened or affected persons;
- (3) Provide for the rapid and orderly rehabilitation of persons and restoration of property; and
- (4) Provide for cooperation and coordination of activities relating to emergency and disaster mitigation, preparedness, response and recovery; and

WHEREAS, the parties of this Agreement and the State of Wisconsin have recognized the importance coordination and cooperation between local governments; and

WHEREAS, pursuant to §66.0302(2) of the Wisconsin Statutes, entities entering into cooperative mutual aid and assistance agreements may include provisions for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law; and

WHEREAS, the entities which have chosen to become signatories to this Agreement wish to provide mutual aid and assistance among one another during times of disaster or public works emergencies.

THEREFORE, pursuant to §66.0301 of the Wisconsin Statutes, the undersigned entities agree to enter into this Agreement for cooperative and reciprocal public works emergency response aid and assistance, with this Agreement embodying the understandings, commitments, terms and conditions for said aid and assistance, as follows:

SECTION I

DEFINITIONS

The following definitions will apply to the terms appearing in this Agreement.

- A. "AID AND ASSISTANCE" includes, but is not limited to personnel, equipment, facilities, services, supplies and any other resources needed to respond to a disaster.
- B. "AUTHORIZED REPRESENTATIVE" means a party's employee who has been authorized in writing by that party to request, to offer or to otherwise provide aid and assistance under the terms of this Agreement. This list of Authorized Representatives for each party shall be attached to the executed copy of this Agreement. (In the event of a change in personnel, unless otherwise notified the presumption will be that the successor to the employee's position will be the authorized representative.)
- C. "DISASTER" means a calamitous event threatening loss of life, or significant loss or damage to property, including but not limited to flood, hurricane, tornado, dam break or other naturally occurring catastrophe or man-made accidental, military or paramilitary event.
- D. "MUTUAL AID RESOURCE LIST" means the list provided by each party and attached to this Agreement listing the equipment, personnel and other resources a party has available for aid and assistance.
- E. "PARTY" means a governmental entity which has adopted and executed this Agreement.
- F. "PROVIDER" means the party, which has received a request to furnish aid and assistance from another party in need (the "Recipient") and has agreed to provide the aid and assistance requested. The Provider shall be represented by the authorized representative or the local agency charged with recovery and repair activities including, but not limited to, opening of public ways; removal of debris; building of protective barriers; management of physical damage to structures and terrain; transportation of persons, supplies and equipment; and repair and operation of municipal utilities.
- G. "RECIPIENT" means the party setting forth a request for aid and assistance to another party (the "Provider"). The Provider shall be represented by the authorized representative or the local agency charged with recovery and repair activities including, but not limited to, opening of public ways; removal of debris; building of protective barriers; management of physical damage to structures and terrain; transportation of persons, supplies and equipment; and repair and operation of municipal utilities.

SECTION II

INITIAL RECOGNITION OF PRINCIPLE BY ALL PARTIES; AGREEMENT PROVIDES NO RIGHT OF ACTION FOR THIRD PARTIES

- A. As this is a reciprocal contract, it is recognized that any party to this Agreement may be requested by another party to be a Provider. It is mutually understood that each party's foremost responsibility is to its own citizens. The provisions of this Agreement shall not be construed to impose an unconditional obligation on any party to provide aid and assistance pursuant to a request from another party. Accordingly, when aid and assistance have been requested, a party may in good faith withhold the resources necessary to provide reasonable and adequate protection for its own community, by deeming itself unavailable to respond and so informing the Recipient.
- B. Given the finite resources of any jurisdiction and the potential for each party to be unavailable for aid and assistance at a given point in time, the parties mutually encourage each other to enlist other entities in mutual aid and assistance efforts and to enter into such agreements accordingly. Concomitantly, the parties fully recognize that there is a highly meritorious reason for entering into this Agreement, and accordingly shall attempt to render assistance in accordance with the terms of this Agreement to the fullest extent possible.
- C. All functions and activities performed under this Agreement are hereby declared to be governmental functions conducted pursuant to the powers conferred in §61.34(1), §62.11(5), §60.22(1), §60.22(3). Functions and activities performed under this Agreement are carried out for the benefit of the general public and not for the benefit of any specific individual or individuals. Accordingly, this Agreement shall not be construed as or deemed to be an agreement for the benefit of any third parties or persons shall have any right of action under this Agreement for any cause whatsoever. All immunities provided by law shall be fully applicable as elaborated upon in Section XI of this Agreement.

SECTION III

SEMI-ANNUAL REVIEW

The authorized representatives of each party shall meet semi-annually to review the Agreement and if applicable, discuss recommendations to be made to their respective governing bodies for amendments to the Agreement pursuant to Section XIII of this Agreement.

SECTION IV

PROCEDURES FOR REQUESTING ASSISTANCE

Mutual aid and assistance shall not be requested, unless Recipient deems its resources available within the stricken area, inadequate. When Recipient becomes affected by a disaster and deems its resources inadequate to rectify the given situation, it may request mutual aid and assistance by communicating the request directly to one or more Providers on the Mutual Aid Resource List, indicating the request is made pursuant to this Agreement. The request shall be followed as soon as practicable by a written confirmation of that request. All requests for mutual aid and assistance shall be transmitted as set forth below.

A. **METHOD OF REQUEST FOR MUTUAL AID AND ASSISTANCE:**

Recipient shall directly contact Provider's authorized representative, setting forth the information in paragraph B of this Section. All communications shall be conducted directly between Recipient and Provider. Recipient shall be responsible for the costs and expenses incurred by all Providers providing aid and assistance pursuant to the provisions of this Agreement as noted in Section VII of this Agreement.

B. **REQUIRED INFORMATION:** Each request for aid and assistance shall be accompanied by the following information, in writing or by any other available means, to the extent known.

- (1) Stricken Area and Status: A general description summarizing the condition of the community (i.e., whether the disaster is imminent, in progress, or has already occurred) and of the damage sustained to date;
- (2) Services: Identification of the service function(s) for which assistance is needed and the particular type of aid and assistance needed;
- (3) Infrastructure Systems: Identification of the type(s) of public infrastructure system for which aid and assistance is needed (water/sewer, storm water systems, streets) and the type of aid and assistance needed;
- (4) Aid and Assistance: The amount and type of personnel, equipment, materials and supplies needed and a reasonable estimate of the length of time they will be needed;
- (5) Facilities: The need for sites, structures or buildings outside Recipient's geographical limits to serve as staging areas for incoming emergency goods and services; and

(6) Meeting Time and Place: An estimated time and a specific place for a representative of Recipient to meet the personnel and resources of any Provider.

C. STATE AND FEDERAL ASSISTANCE: If the severity of the emergency is expected to exhaust the reasonably available resources on the Mutual Aid Resource List, then the Recipient shall be responsible for notifying the appropriate agencies or coordinating requests for state and/or federal assistance.

SECTION V

PROVIDER'S ASSESSMENT OF AVAILABILITY OF RESOURCES AND ABILITY TO RENDER ASSISTANCE

- A. When contacted by a Recipient in need, the Provider's authorized representative shall assess Provider's own local situation in order to determine available personnel, equipment and other resources. If the Provider's authorized representative determines that the Provider has available resources and agrees to provide the aid and assistance requested, the Provider's authorized representative shall so notify the Recipient. The Provider shall complete a written acknowledgment regarding the aid and assistance to be rendered (or a rejection of the request) and shall transmit it by the most efficient practical means to the Recipient for a final response. Provider's acknowledgement shall contain the following information:
- (1) In response to the items contained in the request, an acknowledgement of the personnel, equipment, and other resources to be sent;
 - (2) The projected length of time such personnel, equipment and other resources will be available to serve Recipient, particularly if the period is projected to be shorter than one week (as provided in Section VII of this Agreement);
 - (3) The estimated time when the aid and assistance provided will arrive at the location designated by the authorized representative of the Recipient; and
 - (4) The name of the person(s) to be designated as Provider's supervisory personnel (pursuant to Section VI of this Agreement).
- B. Nothing in this section shall be deemed to unconditionally require any party to this Agreement to provide aid and assistance to any Recipient. Each party has the right to reject any request for aid and assistance.
- C. Public Works Mutual Aid Agreement Request Form will be on file with each community.

SECTION VI

SUPERVISION AND CONTROL

- A. Provider shall designate contact persons/coordinators among its employees sent to render aid and assistance to Recipient. As soon as practicable, Recipient shall assign work tasks to Provider's contact persons coordinators, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordinating communications between Provider's contact persons/coordinators and Recipient.
- B. Based upon such assignments set forth by Recipient, Provider's contact persons/coordinators shall:
 - (1) Have the authority to assign work and establish work schedules for Provider's personnel. Provider should be prepared to furnish communications equipment sufficient to maintain communications among its respective operating units, and if this is not possible, Provider shall notify Recipient accordingly;
 - (2) In accordance with Section VIII of this Agreement, maintain a log of daily personnel time records, material records, equipment hours and other expenses;
 - (3) Report work progress to Recipient at mutually agreed upon intervals.
- C. Recipient is ultimately in control of supervising personnel of both Recipient and Provider as necessary to comply with the workers compensation laws of Wisconsin and Section X of this Agreement.

SECTION VII

LENGTH OF TIME FOR AID AND ASSISTANCE; RENEWABILITY; RECALL

- A. Unless otherwise provided, the duration of Provider's aid and assistance shall be presumed to be for an initial period of twenty-four (24) hours. Thereafter, assistance may be extended as the situation warrants for periods agreed upon by the authorized representatives of Provider and Recipient. The twenty-four hour period and any other agreed upon time periods shall start when the aid and assistance departs from Provider's location with the intent of going to Recipient's location. The aid and assistance shall end when the aid and assistance returns to Provider's location and no further expectation of aid and assistance exists between Provider and Recipient.

- B. In accordance with Section II of this Agreement, Provider's aid and assistance shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant. Provider shall make a good faith effort to provide at least twenty-four (24) hours advance notification to Recipient of Provider's intent to terminate portions of or all aid and assistance, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

SECTION VIII

COST DOCUMENTATION AND REIMBURSEMENT

- A. *PERSONNEL* - Provider shall continue to pay its employees according to its then prevailing ordinances, rules, regulations and collective bargaining agreements. At the conclusion of the period of aid and assistance, the Provider shall document all direct and indirect payroll costs plus any taxes and employee benefits which are measured as a function of payroll (i.e., FICA, unemployment, retirement etc.).
- B. *PROVIDER'S TRAVELING EMPLOYEE NEEDS* - Provider shall document the basic needs of Provider's traveling employees, such as reasonable out-of-pocket costs and expenses of Provider's personnel, including without limitation transportation expenses for travel to and from the stricken area during the period of aid and assistance.
- C. *EQUIPMENT* - Provider shall document the use of its equipment during the period of aid and assistance including without limitation all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition, fuels, miscellaneous supplies, and repairs directly caused by provision of the aid and assistance.
- D. *MATERIALS AND SUPPLIES* - Provider shall document all materials and supplies furnished by it and used or damaged during the period of aid and assistance.
- E. *REIMBURSEMENT OF COSTS* - Recipient as documented in this Section shall reimburse Provider's costs within sixty (60) days of Provider submitting an invoice for such costs to Recipients.

SECTION IX

RIGHTS AND PRIVILEGES OF PROVIDER'S EMPLOYEES

Whenever Provider's employees are rendering aid and assistance pursuant to this Agreement, such employees shall retain the same powers, duties, immunities, privileges they would ordinarily possess if performing their duties within the geographical limits of Provider.

SECTION X

PROVIDER'S EMPLOYEES COVERED AT ALL TIMES BY PROVIDER'S WORKERS' COMPENSATION POLICY

Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's employees due to personal injury or death occurring during the period of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective employees. Further, it is mutually understood that Provider will be entirely responsible for the payment of worker's compensation benefits to its own employees.

SECTION XI

IMMUNITY

All activities performed under this Agreement are hereby declared to be governmental functions and Wisconsin law shall govern the liability of both provider and Recipient, and all grants of immunity pursuant to §893.80 of the Wisconsin Statutes shall apply.

SECTION XII

PARTIES MUTUALLY AGREE TO HOLD EACH OTHER HARMLESS

Each party (as indemnitor) agrees to protect, defend, indemnify, and hold all other parties (as indemnitees), and other officers, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind including, but not limited to: attorney's fees and costs of litigation arising out of or relating to any and all claims, liens, demands, obligations, actions, proceeding, or causes of action of every kind in connection with or arising out of indemnitor's negligent or intentional acts and errors and/or omissions. Indemnitor further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, etc. at indemnitor's sole expense and agrees to bear all other costs and expenses related thereto. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement.

SECTION XIII

AMENDMENTS; ADDITIONAL MEMBERS

- A. *MANNER* - This Agreement may be amended at any time by (1) unanimous consent of the parties as determined by the governing units of the parties, or (2) upon the mutual written consent of the Recipient and Provider; however any such amendment shall not be binding upon the other parties unless said parties provide written consent thereto.
- B. *ADDITION OF OTHER ENTITIES* - additional entities may become parties to this Agreement upon; (1) acceptance and execution of this Agreement, (2) sending the executed Agreement to all parties, and (3) sending a copy of its completed Mutual Aid Resource List to each of the other parties.

SECTION XIV

INITIAL DURATION OF AGREEMENT; RENEWAL; TERMINATION

This Agreement shall be binding for not less than one (1) year from its effective date. Thereafter, this Agreement shall automatically renew annually. However, any party may withdraw from the Agreement at any time by written notification served personally or by registered mail upon all parties. The withdrawal shall not be effective until sixty (60) days after notice thereof has been served upon or sent to all other parties. A party's withdrawal from this Agreement shall not affect a party's liability or obligation from the terms of this Agreement incurred hereunder. Once the withdrawal is effective, the withdrawing entity shall no longer be a party to this Agreement, but this Agreement shall continue to exist among the remaining parties. The Agreement may be terminated at any time after the initial duration of the Agreement by unanimous consent of the parties as determined by the governing units of the parties.

SECTION XV

HEADINGS

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement or their interpretation.

SECTION XVI

SEVERABILITY - EFFECT ON OTHER AGREEMENTS

Should any clause, sentence, provision, paragraph, or other part of this Agreement, be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. Each of the parties declares

that it would have entered into this Agreement irrespective of the fact that any one or more of this Agreement's clauses, sentences, provisions, paragraphs, or other parts have been declared invalid. Accordingly, it is the intention of the parties that the remaining portions of this Agreement shall remain in full force and effect without regard to the clause(s), sentence(s), paragraphs(s), or other part(s) invalidated.

SECTION XVII
EFFECTIVE DATE

This Agreement shall be effective upon proper approval and execution hereof by at least two parties. The effective date shall be the date upon which the second party executed the Agreement. As to all subsequently added parties, the effective date shall be the date upon which the newly added party properly executed the Agreement.

NOW THEREFORE, in acknowledgment of the acceptance of this Agreement, each of the parties have caused this Public Works Emergency Response Mutual Aid Agreement to be duly executed in its name and behalf by its chief executive officer, who has signed accordingly with seals affixed and attested with concurrence of a majority of its governing board, as of the date set forth in this Agreement.

TOWN OF LISBON

By: [Signature]
Michael Reed, Chairman

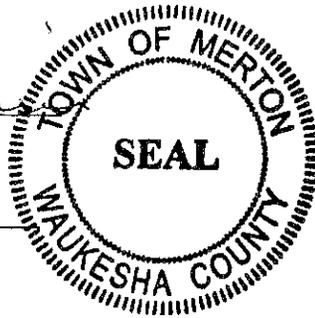
Dated: 11/20/2007

Attest: [Signature]
Jeffrey Musche, Clerk

TOWN OF MERTON

By: [Signature]
Richard Morris, Chairman

Dated: 9/25/07



Attest: [Signature]
Susan J. Oman, Clerk

TOWN OF OCONOMOWOC

By: _____
Robert C. Hultquist, Chairman

Dated: _____

Attest: _____
Terry A. Leaman, Clerk

**SECTION XVII
EFFECTIVE DATE**

This Agreement shall be effective upon proper approval and execution hereof by at least two parties. The effective date shall be the date upon which the second party executed the Agreement. As to all subsequently added parties, the effective date shall be the date upon which the newly added party properly executed the Agreement.

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TOWN OF LISBON

By: _____
Michael Reed, Chairman

Attest: _____
Jeffrey Musche, Clerk

Dated: _____

TOWN OF MERTON

By: _____
Richard Morris, Chairman

Attest: _____
Susan J. Oman, Clerk

Dated: _____

TOWN OF OCONOMOWOC

By: Robert C. Hultquist →
Robert C. Hultquist, Chairman

Attest: Terry A. Leaman
Terry A. Leaman, Clerk

Dated: December 17, 2007

VILLAGE OF CHENEQUA

By: _____
Bruce Styza, President

Attest: _____
Bonita Zimdars, Clerk

Dated: _____

VILLAGE OF HARTLAND

By: David Lamerand
David Lamerand, President

Dated: 12/10/2007

Attest: Connie Casper
Connie Casper, Clerk

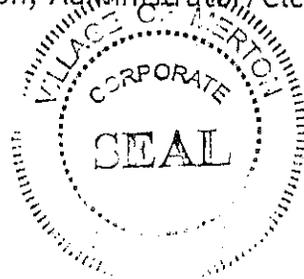


VILLAGE OF MERTON

By: Robert Weber
Robert Weber, President

Dated: 1-14-08

Attest: Tom Nelson
Tom Nelson, Administrator/Clerk



Public Works Emergency Response Mutual Aid Reference Guide

INTRODUCTION

The purpose of the Public Works Emergency Response Mutual Aid Agreement (hereinafter "Agreement") is to permit parties to the Agreement to make the most efficient use of their powers by enabling them to coordinate resources.

This Agreement will allow parties to support each other during disasters/ emergencies to protect life and property, when the event is beyond the capabilities of the affected party. The Agreement provides the mechanism for an immediate response to the Recipient party provided the Provider party has the resources and expertise necessary and available.

When faced with a disaster or emergency, public works agencies have a responsibility to maintain service and recover in the most expedient way. This can best be accomplished by preparation, coordination, and cooperation with other public works agencies.

This reference guide is designed to be useful to individual agencies during a proclaimed emergency – whether it be to borrow a piece of equipment for a specific job or request crews to assist in repair of a major failure. The provisions in this reference guide are suggestions and are not binding on the parties to the Agreement. The reference guide will be updated and revised periodically as desired by the parties of the Agreement.

PROCEDURES TO CONSIDER
in using the
Public Works Emergency Response Mutual Aid Agreement

Below are **SUGGESTED** steps for your agency to follow when using the Public Works Emergency Response Mutual Aid Agreement. The parties to the Agreement are listed by agency, with a contact person, their phone number and an emergency 24-hour phone number. Simply make the contact and obtain the assistance.

RECIPIENT – STEPS TO FOLLOW:

When your agency is requesting assistance:

1. Assess the situation and determine the resources needed.
2. Fill out the **RECIPIENT'S CHECKLIST**.
3. Locate agencies included in the Agreement;
4. Call the agency(s) listed that may have the resources you need.
5. Fill out the **RECIPIENT'S MUTUAL AID INFORMATION** form.
6. Send a copy of the form to the Provider as soon as possible.

PROVIDER – STEPS TO FOLLOW:

When your agency is responding to a request for assistance:

1. Make sure you can fulfill the request before giving an answer. Remember, *you are not required* to supply aid if you determine you cannot spare resources or if you do not have qualified personnel, appropriate equipment, and necessary materials for what is requested.
2. Analyze the level of risk of the request.
3. Complete the **PROVIDER'S CHECKLIST** with the information given by the Recipient.
4. Brief your employees and prepare the equipment.
5. Complete the **EMPLOYEE & EQUIPMENT INFORMATION** form – provide copies to your responding staff and to the Recipient.
6. Dispatch staff to the Recipient for assistance.

CONTACT PERSON/COORDINATOR OF PROVIDER – STEPS TO FOLLOW

1. Carry a copy of the Recipient's **MUTUAL AID INFORMATION** form and your **EMPLOYEE & EQUIPMENT INFORMATION** form and provide a copy of each to the Recipient.
 2. Remember, you are responsible for your crew working in a safe and professional manner.
 3. Track your equipment and materials inventory.
-

RECIPIENT'S CHECKLIST

- Ensure that a real need exists. The Public Works Emergency Response Mutual Aid Agreement is only to be used to support resources already reasonably committed.
- What can the Provider help you repair or service? What is the nature of the emergency?
- Identify what type of equipment, material and skilled employees are needed.
- How long may they be needed? Will Provider's employees work independently or with one of your supervisors?
- Has an arrangement for refueling and repair of equipment been made?
- Identify a staging area. Where will Provider's employees meet your agency employees to be briefed and assigned work? Provider's employees will need the name of your contact person, phone numbers, and locations and times to meet and report.

Who Can Help?

- Review list of Public Works Emergency Response Mutual Aid agencies and locate an agency not affected by the emergency.
- Contact your local Office of Emergency Management, if necessary.
- Call the agency directly. Send written request as soon as possible.
 - Identify yourself and your agency.
 - Fill out the MUTUAL AID INFORMATION form.
 - State the nature of the problem.
 - State your needs – personnel, equipment, resources, etc. Length of time they will be needed?
 - Advise the Provider on weather and road conditions.
 - How soon is aid needed? Is the work time sensitive?
 - Advise the Provider where, when, and to whom they are to report?
 - Identify facilities that are available to Provider (shelter, food, etc.)

Briefing

- Meet with your agency's union representatives or supervisors to discuss how staff will be used.
- Identify a staff person to work directly with your employees to handle and address questions.
- Provide system maps and discuss how to use them.
- Review standards for the type of work being requested.
- Establish a communications plan.

MUTUAL AID INFORMATION FORM
Recipient

DATE: _____ TIME: _____

REQUESTING AGENCY: _____

NAME / TITLE CONTACT: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMERGENCY PHONE NUMBER: _____

TYPE OF EMERGENCY: _____

ESTIMATED DURATION ASSISTANCE WILL BE REQUIRED: _____

AID & ASSISTANCE BEING REQUESTED (be as specific as possible): _____

*Technical Assistance**

Personnel Area of Expertise: _____

*Equipment **

Communication Equipment: _____

*Materials**

- * Items to consider in your request:
 - Inspectors, Engineers, Surveyors
 - Technicians, Truck Drivers, Utility person
 - Operators, Flaggers, Welders, Mechanics
 - Bridge Repair, Carpenters, Electricians
 - Dump Trucks, Back Hoe, Gravel Pipe
 - Paving Equipment, Oiler, Grader,
 - Compactor, Traffic Control Equipment
 - Power Supply Communication Equip.

PROVIDER'S CHECKLIST

DATE: _____ TIME: _____
RECIPIENT AGENCY: _____
NAME / TITLE CONTACT: _____
PHONE NUMBER: _____ FAX NUMBER: _____
EMERGENCY PHONE NUMBER: _____
TYPE OF EMERGENCY: _____
ESTIMATED DURATION ASSISTANCE WILL BE REQUIRED: _____

Fill out Mutual Aid Information form.

Clarify Need

- Review types of damage and what Provider's employee may be expected to deal with (volcanic ash, earthquake, flooding, etc.)
- Review types of equipment, materials, and number of employees needed and skills required,
- How long will your employees be needed? Should a relief crew be prepared? Where will your employees stay and eat?
- Identify a communications plan for crews.
- How will responding affect your agency's current operations?
- Immediately notify Supervisor, elected officials, and Highway & Local Programs of request for Emergency Response Mutual Aid.

Preparations

- Identify your responding employees. Review employee selection with union reps or supervisors. Ask employees to bring necessary personal items.
- Identify Incident Commander for your employees and appoint staff for operations, planning logistics and finance.
- Review ER/FEMA documentation procedures with supervisors and initiate record keeping requirements.
- Inventory and standardize tools and materials on vehicles. Inspect vehicles for travel.
- Set up daily check in time between Provider and Recipient. Review progress, identify hours worked, working conditions and status of crew.
- Send credit cards with Supervisor for emergency expenses.
- Send mobile phone/radio equipment for back up communications.
- Be sure emergency food and water are on each vehicle.

TOWN OF LISBON

ASPHALT SAW	1987 WACKER
ASPHALT SAW	2007 NORTON
BACKHOE	2008 - CASE 1085-B CRUZ-AIR BACKHOE
CHIPPER	1990 VERMEER WOOD CHIPPER 1250
COLD PLANNER	2003 APX450
COMPACTOR	2007 WACKER
GRAPPLE	ROTO-BEC HYDRAULIC FOR CRUZ-AIR
LOADER	1995 CASE 621-B WHEEL LOADER W/2-1/2 YD BUCKET
LOADER	1983 CASE 850-C CRAWLER LOADER W/1-1/2 YD BUCKET
PAVER	1997 NEAL DM-3000 ASPHALT PAVER
PLOW/WING	FOR 621 LOADER
POLE SAW	RACINE HYDRAULICS
POST DRIVER	2007 HYDRAULIC TRACTOR MOUNTED
POST DRIVER	1996 STANLEY HYDRAULIC HAND HELD
POST HOLE DIGGER	ARPS PHD-103
POWER BROOM	8' MB - TRUCK MOUNTED HYDRAULIC
PRESSURE WASHER	1994 HOTSY 550 B HOT WATER
PUMPS	1974 HOMELITE TRASH PUMP
PUMPS	1983 DAYTON 3" TRASH PUMP
PUMPS	1970 2" CH & E TRASH PUMP
ROLLER	2001 BW 900 BOMAG
SHOP PRESS	1982 OTC HYDRAULIC
SKID LOADER	2001 NEW HOLLAND/ BUCKET-FORKS
TRACTOR	1993 MASSEY FERGUSON TRACTOR/MOWER
TRACTOR	2007 KUBOTA 4-WD TRACTOR/MOWER
TRAILER	2001 TOWMASTER T-24
TRUCK	1979 OSHKOSH V PLOW & WING PLOW
TRUCK	1996 FORD L-8000 PLOW/WING
TRUCK	1999 FORD -F450 1-TON DUMP/PLOW
TRUCK	2001 FREIGHTLINER FL-80 PLOW/WING
TRUCK	2001 STERLING PLOW/WING
TRUCK	2003 FREIGHTLINER FL-80 PLOW/WING
TRUCK	2006 CHEVY 1 -TON PLOW/SPREADER
TRUCK	2006 CHEVY PICKUP

TOWN OF LISBON

TRUCK
TRUCK
TRUCK
WELDER
WELDER
WELDER

2006 STERLING PLOW/WING
2007 STERLING PLOW/WING
STERLING ACTERRA PLOW/WING
1970 WESTINGHOUSE PORTABLE
1996 MILLERMATIC 250 MP - WIRE
1976 HOBART R400

TOWN OF MERTON

BROOM	2008 FOR PLOW TRUCK
CHAIN SAW	STIHL TS 760 CUTQUIK SAW/CART
CHAIN SAW	STIHL 046
CHAIN SAW	PRO MAC 700
CHAIN SAWS	2-STIHL 026
CHAIN SAWS	2- STIHL HT 101 STICK
CHIPPER	2002 VERMEER BC 1230A
LOADER	1996 JOHN DEERE 4 IN 1 BUCKET
POSTHOLE	DIGGER FOR 3-PT HITCH
ROLLER	2000 HYPAC C 330 B
SKIDSTEER	2002 NEW HOLLAND LS 180
TRACTOR	2001 MASSEY FERGUSON/ALAMO MOWER W/WING
TRACTOR	1997 MASSEY FERGUSON ALAMO MOWER W/WING
TRACTOR	1999 KUBOTA 6800 W/BLADE AND BROOM
TRASH PUMP	MIDLAND MT SERIES W/HOSE
TRUCK	1976 INTERNATIONAL WING
TRUCK	1995 FORD 800 PLOW/WING
TRUCK	1997 CHEVY PICKUP 4 X 4
TRUCK	2000 STERLING L7501 PLOW/WING
TRUCK	2001 STERLING L7501 PLOW/WING
TRUCK	2002 FORD 350 ONE TON
TRUCK	2004 STERLING L7501 PLOW/WING
TRUCK	2006 STERLING L7501 PLOW/WING
TRUCK	2007 STERLING L7501 PLOW/WING
TRUCK	2008 STERLING L7501 PLOW/WING
TRUCKER	2007 WT1550
LOADER	LINCOLN ARC W/GENERATOR FITS IN BACK OF PICKUP
LOADER	MIGMASTER 25 AMP

LAGE OF HARTLAND

AIR COMPRESSOR	1992 INGERSOL 185
BACKHOE	1996 CASE 580 E
BUCKET TRUCK	2007 FORD SUPER DUTY
CHIPPER	2004 VERMEER BC 1400
GENERATOR	1988 ONAN 150DGFA-L
GENERATOR	1996 ONAN 35KV
GENERATOR	2004 ONAN 35KV
JET TRUCK	2000 FORD VACTOR
LOADER	1995 CASE 621 B
RESCUE TRAILER	2002 CONFINED SPACE RESCUE TRAILER CARGO EXPRESS CE716MH
ROLLER	1988 BUETHLING B 100
SKID LOADER	2007 BOBCAT 300238
SNOWBLOWER	2003 SNOWBLOWER FAIR MFG 842SI
SWEeper	1993 ELGIN - WHIRLWIND
TRACTOR	2000 JOHN DEERE 4300
TRACTOR	2000 JOHN DEERE 4600
TRUCK	1996 GMC TOPKICK - 6 YD DUMP
TRUCK	1999 GMC TOPKICK - 6 YD DUMP
TRUCK	2000 FORD F450 - 2 YD DUMP
TRUCK	2000 FREIGHTLINER FL80 - 6 YD DUMP
TRUCK	2001 FREIGHTLINER FL80 - 6 YD DUMP
TRUCK	2002 FREIGHTLINER FL80 - 6 YD DUMP
TRUCK	2003 FREIGHTLINER FL80 - 6 YD DUMP
TRUCK	2005 FORD F450 - 2 YD DUMP
TRUCK	2005 FREIGHTLINER M2106 - 6 YD DUMP
TRUCK	2006 FREIGHTLINER FL80 - 6 YD DUMP
UTILITY TRUCK	2001 FORD F350
UTILITY TRUCK	2003 FORD F350

TOWN OF OCONOMOWOC

LOADER	2007 VOLVO L70E W/GRAPPLE/BROOM
MOWER	1999 NEW HOLLAND 770 W/ SNOW BLOWER ATTACHMENT
SKID LOADER	1992 MUSTANGE 960 W/BUCKET/FORKS/PLOW
TRUCK	1975 INTERNATIONAL PLOW/WING/V-PLOW
TRUCK	1992 INTERNATIONAL DUMP/PLOW/WING/SALTER
TRUCK	2000 FORD F-550 3YD DUMP/PLOW/SALTER
TRUCK	2000 INTERNATIONAL DUMP/PLOW/WING/SALTER
TRUCK	2003 INTERNATIONAL DUMP/PLOW/WING/SALTER
TRUCK	2003 INTERNATIONAL DUMP/PLOW/WING/SALTER
TRUCK	2006 FORD F-550 3YD DUMP/PLOW/SALTER
TRUCK	2006 INTERNATIONAL DUMP/PLOW/WING/SALTER
WATER PUMP	WACKER 3" 220 GPM, 600' HOSE

VILLAGE OF CHENEQUA

SHOVEL	1991 VERMEER MODEL 1250
TANK/PUMP	300 GALLON
TRACTOR	2006 JOHN DEERE LAWN TRACTOR W/FLAIL, BROOM AND SNOW BLOWER
TRACTOR/LOADER	1987 JOHN DEERE - GRADER/TREE SPADE/AUGER
TRAILER	2007 UTILITY GVWR 2990
TRUCK	1990 INTERNATIONAL DUMP PLOW/SANDER
TRUCK	2001 FORD 250 4 X 4 W/PLOW
TRUCK	2002 FORD 250 4 X 4 W/PLOW
TRUCK	2007 FORD 450 4 X 4 DUMP PLOW/SANDER

subsection. At the time of permit application, a permittee may demonstrate that the relevant information in a previously approved facilities plan is current. If the relevant information in the approved facilities plan is not reflective of current operations, the permittee shall submit new information or may update the facilities plan with new information that demonstrates there are no feasible alternatives to the use of blending.

(6) REPORTING. Any blending under this section shall be reported to the department by telephone, fax or email no later than 24 hours from the time each blending operation ceases at the sewage treatment facility, including operation of an alternative treatment process as provided in sub. (4). Permittees shall also report the time, duration, and volume of wastewater routed around the biological treatment process, or routed through an alternative treatment process as provided in sub. (4), on the wastewater discharge monitoring report form required by the permit. These reporting requirements shall apply whether blending was or was not included as a condition in the permit.

History: CR 12-027; cr. Register July 2013 No. 691, eff. 8-1-13.

Subchapter IV — Overflows and Sewage Collection Systems

NR 210.19 Applicability. This subchapter applies to all publicly owned treatment works and privately owned domestic treatment works that own and operate a sewage collection system, including satellite sewage collection systems.

Note: Chapter NR 114 may require the certification of operators for sewage collection systems subject to the requirements of this subchapter.

History: CR 12-027; cr. Register July 2013 No. 691, eff. 8-1-13.

NR 210.20 Permits for satellite sewage collection systems. All municipally owned satellite sewage collection systems shall be operated under the authorization of a general permit or an individual permit issued by the department. The department may require privately owned satellite sewage collection systems to be operated under the authorization of a general permit or an individual permit issued by the department if the department determines a permit is necessary to assure compliance with the requirements of this subchapter. General permits shall be issued following the procedures in s. NR 205.08 and shall require compliance with all applicable provisions of this subchapter. The department may issue an individual permit, including a compliance schedule for sewage collection system investigations and sewage collection system modifications, when necessary to assure compliance with the requirements of chapter.

History: CR 12-027; cr. Register July 2013 No. 691, eff. 8-1-13.

NR 210.205 Combined sewer systems and overflows. Permittees that own and operate combined sewer systems, including combined sewage treatment facilities, shall comply with the specific requirements contained in the WPDES permit. Permittees that operate a combined sewer system shall be subject to the requirements of ss. NR 210.23 and NR 210.24. Discharges from combined sewer systems and overflows from combined sewage treatment facilities shall be reported to the department as required in the WPDES permit and the public shall be notified of such discharges in accordance with the emergency response plan required under s. NR 210.23 (4) (f). The department may require the permittee to notify the owner of a drinking water intake located in a surface water receiving any discharges from combined sewer systems.

Note: The department may consult with the requirements of 33 U.S.C. 1342 and U. S. environmental protection agency guidance when establishing permit conditions for combined sewer systems.

History: CR 12-027; cr. Register July 2013 No. 691, eff. 8-1-13.

NR 210.21 Sanitary sewer overflows and sewage treatment facility overflows. (1) **PROHIBITED OVERFLOWS.** Sanitary sewer overflows and sewage treatment facility overflows are prohibited and may not be approved by the department nor authorized in a permit issued by the department. If applicable to

an overflow event, permittees shall provide information that will enable the department to determine whether any of the following conditions exist:

Note: When used without qualification in this chapter, the word "overflow" includes both sanitary sewer overflow and sewage treatment facility overflow.

(a) The sanitary sewer overflow or sewage treatment facility overflow was unavoidable to prevent loss of life, personal injury, or severe property damage.

(b) There were no feasible alternatives to the sanitary sewer overflow or sewage treatment facility overflow such as the use of auxiliary treatment facilities or adequate back-up equipment, retention of untreated wastes, reduction of inflow and infiltration, or preventative maintenance activities.

Note: When evaluating feasibility of alternatives, the department may consider factors such as technical achievability, the relationship between the control of storm water and the control of infiltration and inflow into the sewage collection system, costs and affordability of implementation and risks to public health, the environment, and welfare of the community served by the sewage collection system.

(c) The sanitary sewer overflow or the sewage treatment facility overflow was caused by unusual or severe weather related conditions such as large or successive precipitation events, snowmelt, saturated soil conditions, or severe weather occurring in the area served by the sewage collection system or sewage treatment facility.

(d) The sanitary sewer overflow or the sewage treatment facility overflow was unintentional, temporary, and caused by an accident or other factors beyond the reasonable control of the permittee.

(2) DEPARTMENT RESPONSE. If a prohibited sanitary sewer overflow or sewage treatment facility overflow occurs, the department may, in addition to the factors provided in sub. (1), also consider the following factors in any enforcement action or response:

(a) The permittee's activities in implementing a capacity, management, operation, and maintenance (CMOM) program, or a functionally equivalent program, that meets the requirements in s. NR 210.23.

(b) The status of preparation of a system evaluation and capacity assurance plan, or a functionally equivalent plan that meets the requirements of s. NR 110.10 (4), that may be required under s. NR 210.24.

(c) The status of implementation of an approved system evaluation and capacity assurance plan, or a functionally equivalent plan that meets the requirements of s. NR 110.10 (4), that may be required under s. NR 210.24.

(d) The status of planning or implementation of specific actions that conform to an approved facilities plan under ss. NR 110.08, 110.09, and 110.10 and that meet the requirements of this chapter and s. NR 205.07 (1) (u).

(e) The status of planning or implementation of specific actions required by a WPDES permit, or other legally binding document, to construct or implement projects that will address the cause of the sanitary sewer overflow or sewage treatment facility overflow.

Note: The department may initiate enforcement action under s. 283.89, Stats., for any sanitary sewer overflow or sewage treatment facility overflow.

(3) PERMITTEE RESPONSE TO OVERFLOWS. Whenever a sanitary sewer overflow or sewage treatment facility overflow occurs, the permittee shall take all feasible steps to control or limit the volume of untreated or partially treated wastewater discharged, and terminate the discharge as soon as practicable. Remedial actions shall be implemented consistent with an emergency response plan developed under s. NR 210.23 (4) (f). Remedial actions may include the following:

(a) Interception and rerouting of untreated or partially treated wastewater around the point of failure, if that failure is in the sewage collection system.

(b) Use of vacuum trucks or other appropriate mechanisms to recover as much of the wastewater discharged as possible and properly dispose of such wastewater and wash down water.

(c) Cleanup of debris at the overflow site.

(d) Adequate sampling to determine the amount, characteristics, and impact of the overflow.

(4) PERMITTEE REPORTING. Permittees shall report all sanitary sewer overflows and sewage treatment overflows as follows:

(a) The permittee shall notify the department by telephone, fax, or email as soon as practicable, but no later than 24 hours from the time the permittee becomes aware of the overflow.

(b) The permittee shall, no later than five days from the time the permittee becomes aware of the overflow, provide to the department the information identified in this paragraph using department form number 3400-184. If an overflow lasts for more than five days, an initial report shall be submitted within 5 days as required in this paragraph and an updated report submitted following cessation of the overflow. At a minimum, the following information shall be included in the report:

1. The date and location of the overflow.
2. The surface water to which the discharge occurred, if any.
3. The duration of the overflow and an estimate of the volume of the overflow.
4. A description of the sewer system or treatment facility component from which the discharge occurred such as manhole, lift station, constructed overflow pipe, or crack or other opening in a pipe.
5. The estimated date and time when the overflow began and stopped or will be stopped.
6. The cause or suspected cause of the overflow including, if appropriate, precipitation, runoff conditions, areas of flooding, soil moisture, and other relevant information.
7. Steps taken or planned to reduce, eliminate and prevent reoccurrence of the overflow and a schedule of major milestones for those steps.
8. A description of the actual or potential for human exposure and contact with the wastewater from the overflow.
9. Steps taken or planned to mitigate the impacts of the overflow and a schedule of major milestones for those steps.
10. To the extent known at the time of reporting, the number and location of building backups caused by excessive flow or other hydraulic constraints in the sewage collection system that occurred concurrently with the sanitary sewer overflow and that were within the same area of the sewage collection system as the sanitary sewer overflow.
11. The reason the overflow occurred or explanation of other contributing circumstances that resulted in the overflow event. This includes any information available under sub. (1), including whether the overflow was unavoidable to prevent loss of life, personal injury, or severe property damage and whether there were feasible alternatives to the overflow.

Note: A copy of form 3400-184 for reporting sanitary sewer overflows and sewage treatment facility overflows may be obtained from the department or accessed on the department's web site at http://dnr.wi.gov/topic/wastewater/documents/3400-184_ssoreportform.pdf. As indicated on the form, additional information may be submitted to supplement the information required by the form.

(c) The permittee shall identify each specific location and each day on which a sanitary sewer overflow or sewage treatment facility overflow occurs as a discrete sanitary sewer overflow or sewage treatment facility overflow occurrence. An occurrence may be more than one day if the circumstances causing the sanitary sewer overflow or sewage treatment facility overflow results in a discharge duration of greater than 24 hours. If there is a stop and restart of the overflow at the same location within 24 hours and the overflow is caused by the same circumstance, it may be reported as one occurrence. Sanitary sewer overflow occurrences at a specific location that are separated by more than 24 hours shall be reported as separate occurrences.

(d) A permittee that is required to submit wastewater discharge monitoring reports under s. NR 205.07 (1) (r) shall also report all

sanitary sewer overflows and sewage treatment facility overflows on that report.

(e) Satellite sewage collection system permittees shall submit reports required under this subsection to all owners of sewerage systems which receive wastewater from the satellite sewage collection system.

(5) PUBLIC NOTIFICATION. A permittee shall notify the public of any sanitary sewer and sewage treatment facility overflows consistent with its emergency response plan required under s. NR 210.23 (4) (f). Such public notification shall occur promptly following any overflow event using the most effective and efficient communications available in the community. At minimum, a daily newspaper of general circulation in the county(s) and municipality whose waters may be affected by the overflow shall be notified by written or electronic communication.

(6) NOTIFICATION OF DRINKING WATER SYSTEM OWNERS. The department may require the permittee to notify the owner of a drinking water intake located in a surface water receiving any sanitary sewer overflows and sewage treatment facility overflows. Such conditions shall be included in the WPDES permit.

History: CR 12-027: cr. Register July 2013 No. 691, eff. 8-1-13.

NR 210.22 Building Backups. (1) Except for the reporting requirement established in s. NR 210.21 (4) (b) 10., building backups shall be subject only to requirements of this section.

(2) A building backup caused by the blockage or failure of the building sewer or any other component of a plumbing system as defined in s. SPS 381.01 (179), and discrete or individual building backups caused, or primarily caused, by excessive flow or hydraulic constraints within the sewage collection system shall not be subject to the requirements of s. NR 210.21 (1).

Note: Section SPS 381.01 (179) reads: "Plumbing system" includes the water supply system, the drain system, the vent system, plumbing fixtures, plumbing appliances and plumbing appurtenances that serve a building, structure or premises.

(3) Whenever there are recurring building backups caused, or primarily caused, by excessive flow or hydraulic constraints within a sewage collection system, the department may reissue or modify a WPDES permit to require actions by the permittee, including preparation and implementation of a system evaluation and capacity assurance plan as provided in s. NR 210.24, to reduce or eliminate such recurring building backups.

(4) Whenever there are building backups caused, or primarily caused, by excessive flow or hydraulic constraints within the sewage collection system and there are no sanitary sewer overflows within the same part of the sewage collection system, the building backups shall be reported in accordance with the requirements of ch. NR 208.

History: CR 12-027: cr. Register July 2013 No. 691, eff. 8-1-13.

NR 210.23 Capacity, Management, Operation, and Maintenance Programs. (1) CMOM PROGRAM REQUIRED. All permittees subject to this chapter, including the owners of satellite sewage collection systems and combined sewer systems, shall implement a capacity, management, operation, and maintenance program.

(2) IMPLEMENTATION DEADLINE. The holder of a WPDES permit shall implement a capacity, management, operation and maintenance program under this section no later than August 1, 2016, or no later than an earlier date specified in the permit.

(3) GENERAL STANDARDS. A CMOM program shall ensure the following general standards are met:

(a) The sewage collection system is properly managed, operated, and maintained at all times.

(b) The sewage collection system provides adequate capacity to convey all peak design flows.

(c) All feasible steps are taken to eliminate excessive infiltration and inflow as defined in s. NR 110.03 (13c), cease sanitary

Section 7
Capacity Assurance

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
CAPACITY ASSURANCE**

The Wisconsin Department of Natural Resources may require the Village to prepare and implement a system evaluation and capacity assurance plan in rare cases when numerous sewer system overflows occur or frequent or recurring building backups are reported. The Village collection system and all tributary systems have adequate capacity throughout the entire sanitary sewer system. No capacity assurance plan is required at this time.

If a capacity assurance plan is required, make sure to have the following documents on hand:

- Current and up-to-date sewer system maps.
- Sewer system plans and specifications.
- Manhole location maps with numbered manholes and GPS coordinates.
- Lift station pump and wet well capacity information.
- Lift station operation and maintenance manuals.

Identify the following areas within the sewer system:

- Areas with flat sewers.
- Areas with surcharging.
- Areas with bottlenecks or constrictions.
- Areas with chronic basement backups or sanitary sewer overflows.
- Areas with excess debris, solids, or grease accumulation.
- Areas with heavy root growth.
- Areas with excessive infiltration and inflow.
- Sewers and manholes with severe corrosion.
- Sewers with severe defects that affect flow capacity.
- Adequacy of capacity for new connections.
- Lift station capacity and/or pumping problems.
- Wet weather relief points or overflow structures (if any).

See the Village of Hartland GIS for a collection system map showing areas to monitor for potential additional maintenance.

Section 8/9
Annual Self Audit/ Special Studies

VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
ANNUAL SELF AUDIT

2015 Self Audit

Lift Station Failures = 0

Sewer Pipe Failures = 0

Sanitary Overflows = 0

Basement Backups = 0

(Caused by Mainline Blockages)

Complaints = 0

December 4, 2008

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

Re: Sewer Study Update

Dear Mr. Einweck:

This letter provides an update to the overall Village sewer study conducted by Ruekert/Mielke in 1993 and all subsequent sewer study updates performed in 2000, 2001, and 2002. The scope of the study was outlined in our attached proposal of June 12, 2008. The purpose for the update is to determine if the sewer system has capacity for planned development.

The Village is looking to expand beyond its limits to provide sewer service to proposed residential development to the north of the Village, commercial and multi-family residential development to the west, and multi-family development to the south. These possible development areas have been broken down into 11 development sites and are shown more clearly on Exhibit 1. These sites were determined during a meeting between Ruekert/Mielke Staff and Village of Hartland Staff on October 10, 2008.

Flow monitoring was performed by Ruekert/Mielke in the months of June, July, and August in three manholes within the Village. These monitoring manholes are located at Manhole F023 along Sunnyslope Drive, Manhole F002 along Highway 16 and Manhole B046 along Industrial Drive. The flow data obtained from monitoring is shown graphically in the appendices and is labeled as "Sunnyslope Site", Hartbrook #2 Site" and "Industrial Site", respectively. The flow data was able to provide average and peak flow values for upstream areas given the existing land uses. The flow data shows a peak flow of 145 gallons per minute (gpm) and an average flow of 55 gpm for the Sunnyslope Site. A peak flow of 295 gpm and an average flow of 162 gpm for the Hartbrook #2 Site and a peak flow of 900 gpm and an average flow of 358 gpm for the Industrial Site. These results are shown in Table 1 below.

TABLE 1			
Village of Hartland			
Ruekert & Mielke, Inc. Flow Monitoring Results			
Location	Manhole Number	Peak Flow (gpm)	Average Flow (gpm)
Sunnyslope Site	F023	145	55
Hartbrook #2 Site	F002	295	162
Industrial Site	B046	900	358

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Sewer flow monitoring data from the Dela-Hart metering manhole located at the DPW garage was also utilized in the evaluation of the Village system. In addition to the flow monitoring manholes, the Arlene Drive lift station has been analyzed to determine additional peak flow capacity. The sewer flow monitoring reports and lift station pumping records are attached in this report and are located in the Appendices.

Rainfall amounts from the Dela-Hart Treatment Facility were used to determine peak rainfall days and amounts for the months of May, June and July. A copy of these records are attached and are located in the Appendix.

The trunk sewer mains that make up the Village System have all been analyzed as part of this study as well. Each individual span of sewer that makes up the entire main has been broken down to determine the maximum possible flow through them. These charts are attached to this report and can be found in the appendices.

As a whole, the existing sewer system and interceptor that runs north/south through the Village (Trunk Sewer 1 on Exhibit 2) has enough capacity within it to allow for the proposed residential sites north of the Village. These sites include Murphy Farms, Gray Oaks, A1, A2, A3, and A4. Exhibit 2 shows the locations of the trunk sewer mains throughout the Village as well as the future flows and existing capacity within each main. Trunk Sewer 8 will be near capacity if the Murphy Farms and A4 site are developed according to this study. If in the future, additional sewage flow other than what is discussed in this report is proposed to be conveyed into Trunk Sewer 8, modifications may need to be performed to this section of sewer main.

There are two areas of concern shown on Exhibit 2: one area that will need monitoring during development stages and one area that causes a "system bottleneck". The area that will require monitoring is along Sunnyslope Drive by CTH "KC" from MH F028-MHF023. This area is projected to have flows slightly below current capacities when upstream developments are in place. The area that will create a "system bottleneck" is the proposed TEWS Development. The TEWS Development involves the addition of higher density residential development that will add more users and corresponding dwelling unit equivalents (DUE) that will stress the existing sewer system.

Design Guidelines:

The flow values in Table 2 were used to estimate flows from future development. They have been tested in several other communities and in our opinion the values are appropriate for the Village. These flows were added to existing peak flows and compared to trunk sewer capacities.

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TABLE 2	
Village of Hartland Sanitary Sewer Plan Design Standards	
Proposed Land Use	Existing Peak Flow Rate
Single-Family	500 gpcd
High Density Multi-Family	500 gpcd
Commercial	4,000 gpad

The densities or dwelling unit equivalents (DUE) for the Respective 11 development sites were provided by the Village. The following is an example of the conversion from DUE's to peak flow in cubic feet per second (cfs).

Example Conversion: 100 Additional Dwelling Units

$$100 \text{ DU} \times 2.4 \text{ Capita / DU} \times 500 \text{ gpcd} \times \frac{1 \text{ cfs}}{646,317 \text{ gpd}} = 0.186 \text{ cfs}$$

Note: 1.0 cfs = 646,317 gpd

Future Development Analysis

The following areas of the Village are planned to have future development. Existing and future flows were computed for those areas and compared to the capacity of the downstream trunk sewers. Table 3 lists those flow comparisons.

TABLE 3		
Village of Hartland Existing Capacity and Future Sub-Basin Flows		
	Existing Capacity (cfs)	Proposed (cfs)
West Branch Trunk Sewer 1	1.77	0.54
East Branch Trunk Sewer 1	1.37	0.84
North Branch Trunk Sewer 1	1.79	1.36
Trunk Sewer 8	0.65	0.61
Trunk Sewer 9	1.25	0.07
Trunk Sewer 1 at Hartbrook #2 MH	4.67	2.49
Trunk Sewer 3	0.82	1.03
Trunk Sewer 10	1.08	0.59
Dela Hart Interceptor	* 15.00-20.00	7.70

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* The section of sewer between B001DH and B007DH presented in the Village's GIS has some invert information that appears to be in error. There are several sections of this interceptor that have a slope of 0.08% which would result in an anticipated capacity of between 15.0 and 20.0 cfs. The Village would need to verify by survey the invert elevations of this sewer to determine the capacity.

Site Analysis:

The eleven (11) development sites have been analyzed and future flows have been generated using the future land use and density. Table 4 shows the additional dwelling unit equivalents and peak flows generated in full build out stage.

TABLE 4		
Village of Hartland Future Development Flows		
Development Site	Additional DUE's	Peak Flow (cfs)
Murphy Farms	60	0.111
Gray Oaks	71	0.131
A1	156	0.290
A2	154	0.286
A3	162	0.301
A4	95	0.176
A5	20	0.037
Geason Farm	104	0.193
Foxwood	49	0.090
TEWS	457	0.848
Lake Country Lutheran High School	40	0.074

▪ **Murphy Farms**

The Murphy Farms site is located in the northeast area of the Village. Conceptual plans for development show that 60 single family dwelling units (DU's) are proposed to be constructed on approximately 97 acres. Using the sanitary sewer plan design standards established earlier in this report, the Murphy Farms site will contribute 0.111 cubic feet per second (cfs) of peak flow to the sewer system.

It is recommended that the Murphy Farms site be served from the west through Bristlecone Pines, by way of extension from Manhole F167. This sewer flows to the Arlene Drive Lift Station which conveys sewage directly to Trunk Sewer 8. The Bristlecone Pines

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subdivision has a lift station along Arlene Drive that currently services all flows generated by the subdivision. The ultimate peak capacity of this lift station is 0.69 cfs with the current peak pumping capacity at 0.229 cfs. This allows for an additional 0.461 cfs of peak flow to be serviced by the Arlene Drive Lift Station. Trunk Sewer 8 currently conveys a peak flow of 145 gpm or 0.323 cfs as shown in the attached monitor summary graphs under "Sunnyslope Site". The Arlene Drive Lift Station as well as Trunk Sewer 8, 1, and DH will be able to handle the proposed peak sewage flows from the Murphy Farms site without any modifications to the existing facilities.

- **A1:**

The A1 site is located in the northeast area of the Village. It was decided that the projected land use in this area will be that of residential development with single family lots being utilized. For planning purposes, the Four Winds subdivision was used as a model for lot density, size, and green space utilization. It is projected the A1 site will have 156 single family residential lots on approximately 137 acres. The A1 site is estimated to contribute 0.290 cfs of peak flow to the sewer system.

It is recommended that the A1 site be served from the west through the east branch of Trunk Sewer 1 at MH G026. The east branch of Trunk Sewer 1 has capacity to convey a peak sewage flow of 1.37 cfs. This portion of sewer is currently serving 74 existing single family homes located north of Lisbon Road and has additional capacity for approximately 1.23 cfs of peak sewage flow. The Trunk Sewer 1 and DH will be able to handle the proposed peak sewage flows generated by the Area A1 site.

- **Gray Oaks:**

The Gray Oaks site is located in the northeast area of the Village. Preliminary plans for development show that 71 single family DU's are proposed to be constructed on approximately 103 acres. Applying the sewer design standards, the Gray Oaks site is projected to contribute approximately 0.131 cfs of peak flow to the sewer system.

It is recommended that the Gray Oaks area be served from the west by the Trunk Sewer 1. This could be accomplished by either installing a gravity sewer through Area A1 or by installing a pumping station on the Gray Oaks site and routing a force main around Area A1 to Trunk Sewer 1. Further study of these alternatives should be completed prior to approving any land development in the area. The Trunk Sewer 1 and DH will be able to handle the proposed peak sewage flows generated by the Gray Oaks site without any modifications to the existing facilities.

- **A2:**

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The A2 site is located in the northern area of the Village. The land use is projected to be residential development with single family lots being utilized. The Four Winds subdivision was used as a model for lot density, size, and green space. It is projected the A2 site will have 154 single family residential lots on approximately 136 acres. The A2 site is estimated to contribute 0.286 cfs of peak flow to the sewer system.

It is recommended that the A2 site be served from the south through the east branch of Trunk Sewer 1 along Lisbon Road. The ideal connection into the existing system would be between MH G001 and MH G006. The Trunk Sewer 1 and DH will be able to handle the proposed peak sewage flows generated by the A2 site without any modifications to the existing facilities.

- **A3:**

The A3 site is located in the northwest area of the Village. The land use is projected to be residential development with single family lots being utilized. The Four Winds subdivision was used as a model for lot density, size, and green space. In addition to the residential development, the A3 site will also include the Arrowhead School. The Arrowhead School is estimated to contribute 50 DUE's. It is projected the A3 site will have 112 single family residential lots on approximately 99 acres in addition to the 50 DUE's. The A3 site is estimated to contribute 0.321 cfs of peak flow to the sewer system.

It is recommended that the A3 site be served from the east by the west branch of Trunk Sewer 1 along Lisbon Road. The ideal connection into the existing sewer system would be at MH H002 located at the intersection of Four Winds Way and Lisbon Road. The west branch of Trunk Sewer 1 has an ultimate capacity of 1.79 cfs and currently conveys approximately 119 single family homes that contribute 0.22 cfs of peak sewage flow. The Trunk Sewer 1 and DH will be able to handle the proposed peak sewage flows generated by the A3 site without any modifications to the existing facilities.

- **A4:**

The A4 site is located in the northeast area of the Village. The land use is projected to be residential development with single family lots being utilized. The Four Winds subdivision was used as a model for lot density, size, and green space. Using these guidelines, the A4 site is projected to have 95 single family residential lots on approximately 84 acres. The A4 site is estimated to contribute 0.176 cfs of peak flow to the sewer system.

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It is recommended that the A4 site be served from the west by the east branch of Trunk Sewer 8. The ideal connection point into the existing sewer system would be at MH F167 located at the intersection of Arlene Drive and Juniper Way. The Murphy Farms site is located immediately to the east of the A4 site and is proposed to convey sewage flow from Murphy Farms through the A4 site. The A4 development site has a vertical elevation change of approximately 40 feet from north to south and appears to be able to direct flows by gravity to the south and west toward MH F167. The Trunk Sewer 8, 1, and DH will be able to handle flows generated by the A4 site without any modifications to the existing sewer system.

- **A5:**

The A5 site is located in the western area of the Village. The land use is projected to be entirely commercial with the possibility of one or two restaurants. The A5 site is approximately 6 acres in size and is estimated to contribute 0.037 cfs of flow to the sewer system.

It is recommended that the A5 site be served from the south and east by Trunk Sewer 3. The ideal connection point for the A5 site to the existing sewer facility would be at MH C081. The existing Trunk Sewer 3 has an ultimate capacity of 0.82 cfs. The Trunk Sewer 3 and DH will be able to handle flows generated by the A5 site without any modifications to the existing sewer system.

- **Geason Farm:**

The Geason Farm site is located in the southwestern area of the Village. The land use is projected to be 52 single family and 52 multi-family residential lots. Applying the design standards it is estimated that the Geason Farm site will contribute 0.193 cfs of peak flow to the sewer system.

It is recommended that the Geason Farm site be served by Trunk Sewer 10 from the north. Trunk Sewer 10 is designed to convey a peak flow of 1.08 cfs and will have adequate capacity to serve the Geason Farm site. The ideal connection point to the existing sewer facility would be at MH B150 along Rose Drive.

- **Foxwood:**

The Foxwood site is located in the southwestern area of the Village. The land use is projected to be 48 multi-family residential lots. It is estimated that the Foxwood site will contribute 0.090 cfs of peak flow to the sewer system.

It is recommended that the Foxwood site be served by Trunk Sewer 10 from the north. Trunk Sewer 10 is designed to convey a peak flow of 1.08 cfs and will have adequate capacity

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to serve the Foxwood Site. The ideal connection point to the existing sewer facility would be at MH B150 along Rose Drive.

- **TEWS:**

The TEWS site is located in the western area of the Village. The land use is projected to be high density multi-family with approximately 450 DUE's and 2 acres of commercial development to be added to the Village. The TEWS site is estimated to contribute approximately 0.848 cfs of peak flow to the sewer system.

It is recommended that the TEWS site be served from the south by Trunk Sewer 3. The ideal connection point to the existing sewer system is at MH C084 along Palmer Drive. Due to the high density and large number of DUE's to be added to the sewer system with the TEWS site, the sewer spans from MH B004 to MH B073 will need to be upsized when and if the site is developed. This section of sewer currently conveys approximately 0.147 cfs of flow and is designed to convey a peak sewage flow of 0.82 cfs and will not be able to handle the additional 0.848 cfs generated by the TEWS site. The TEWS site can be added to the sewer system without any modification to DH.

- **Lake Country Lutheran High School:**

The Lake Country Lutheran High School site is located in the northwestern area of the Village. The land use is projected to be governmental/institutional with approximately 40 DUE's to be added to the Village. The Lake Country Lutheran High School site is estimated to contribute approximately 0.074 cfs of peak flow to the sewer system.

It is recommended that the Lake Country Lutheran High School (LCLHS) site be served from the east by Trunk Sewer 9. The ideal connection point to the sewer system is at MH E051 at the western end of Willow Drive. Trunk Sewer 9 is designed to convey a peak sewage flow of 1.25 cfs. The LCLHS site can be added to the sewer system without any modifications to Trunk Sewer 9, 1, or DH.

Recommended Improvements

There is one future development area which will add sewer flows that will stress the downstream trunk sewers. There is also one area within the system that will be slightly below existing capacity that will need to be monitored for possible surcharge during peak flow times.

Letter To: Mr. Michael Einweck
Re: Sewer Study Update
December 4, 2008
Page 9

- **TEWS:**

A portion of Trunk Sewer 3 will be overloaded as the result of the flows from the TEWS Development. The TEWS site will require relaying the existing 8-inch sewer main with a 12-inch sewer main. This relay would be needed for the sewer span between MH B004 and MH B073, which is approximately 3,500 linear feet within an urban section of roadway. The project cost estimate to complete this relay is approximately \$1,137,000, based on if constructed in 2008 dollars. This cost includes engineering fees and contingencies.

- **Sunnyslope Drive**

Trunk Sewer 8 is projected to be slightly below capacity if sewer flows from both Murphy Farms and the A4 site are conveyed through it. We recommend that the Village monitor peak flows in this span to determine the surcharge within the system. If the surcharging is found to be too great in this span, the Village will need to consider relaying the existing 8-inch main from MH F028 – MH F023 with a 10-inch or 12-inch main.

Please contact our office with any questions regarding this matter.

Very truly yours,

RUEKERT/MIELKE



Ryan T. Amtmann, P.E.
Senior Project Manager

RTA:sjs
Enclosure

cc: Michael Gerszewski, Operations Supervisor
Michael F. Campbell, P.E., Ruekert/Mielke
File



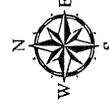
EXHIBIT 1

FUTURE DEVELOPMENT SITES AND PROPOSED PEAK FLOW

VILLAGE OF HARTLAND
WAUKESHA COUNTY, WISCONSIN

LEGEND

- Village of Hartland
- Future Development Sites (PROPOSED PEAK FLOW)



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Source: Waukesha County Parks and Land Use



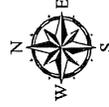
EXHIBIT 2

EXISTING SANITARY TRUNK SEWERS WITH FUTURE SEWAGE FLOWS AT KEY POINTS

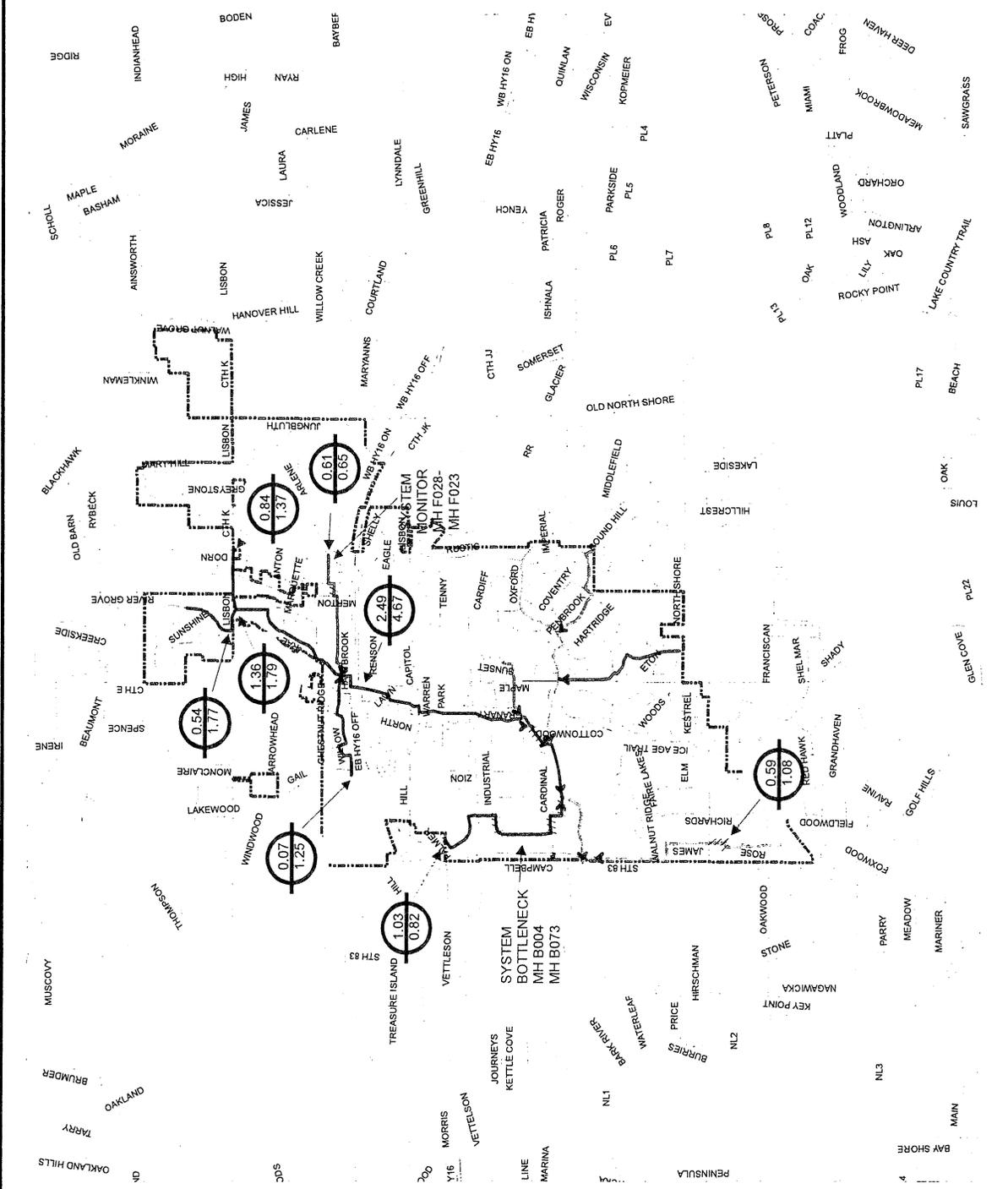
**VILLAGE OF HARTLAND
WAUKESHA COUNTY, WISCONSIN
2008**

Legend

- TRUNK SEWER 1
- TRUNK SEWER 2
- TRUNK SEWER 3
- TRUNK SEWER 4
- TRUNK SEWER 5
- TRUNK SEWER 6
- TRUNK SEWER 7
- TRUNK SEWER 8
- TRUNK SEWER 9
- TRUNK SEWER 10
- DELA-HART INTERCEPTOR
- Village of Hartland
- EXISTING AND FUTURE FLOW (cfs)
- EXISTING CAPACITY (cfs)



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Plot Scale: 1" = 3000 Feet Date: 12-02-08 BY: DLA
I:\CAD DWG\0992039\100\EXHIBIT 2.MXD

Source: Waukesha County Parks and Land Use

Section 8/9

Compliance Maintenance Annual Report

The balance of this section, the 2015 CMAR document, has been deleted for copying purposes.

VILLAGE OF HARTLAND

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 6
OF THE VILLAGE OF HARTLAND MUNICIPAL CODE
PERTAINING TO PROVISIONAL OPERATOR'S LICENSES

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

Section 1: The specified paragraphs or sections of Chapter 6 of the Village of Hartland Municipal Code of Ordinances pertaining to Provisional Operator's Licenses are hereby amended by the deletion of the reference to finger printing as identified herein by ~~strikeout~~.

Sec. 6-38. (b) Provisional operator's license restrictions.

- (1) No provisional operator's license may be issued to a person who has been denied an operator's license by the village board.
- (2) The operator is limited to working for the sponsor as defined in subsection (a) above until a regular operator's license is issued by the village board.
- ~~(3) The applicant shall be finger printed at the police department within one week after the issuance of the license.~~
- (4) The provisional operator's license shall expire 60 days after its issuance or when a regular operator's license is issued to the holder, whichever is sooner.
- (5) The clerk/adm. secretary may revoke the provisional operator's license if he or she discovers that the holder of the license made a false statement on the application.

Section 3: If any provision of the Village of Hartland Municipal Code of Ordinances conflicts with or references the sections amended herein, those additional provisions are hereby amended as those provisions may pertain to finger printing.

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

Adopted this _____ day of _____, 2016.

VILLAGE OF HARTLAND

By: _____
David C. Lamerand, Village President

ATTEST:

Darlene Igl, MMC/WCPC, Village Clerk

Village of Hartland

JOB DESCRIPTION

Position Title:	Custodian
Department/Location:	Administration/Police/Library
Reports To:	Village Clerk
Employees Supervised:	N/A
Interrelationships:	Village employees, vendors, etc.

Position Summary:

This position performs a variety of daily custodial and light maintenance work in the Village Hall, Police Department, and Library.

Position Duties:

Each essential job function described below is within the scope of duties with actual assignments and the emphasis on specific functions depending on the work that needs to be done at a given time or location.

Essential Job Functions:

1. Performs all cleaning duties as detailed by the supervisor on a given cleaning schedule including vacuuming and cleaning of carpeted areas and floor mats, scrubbing and mopping, cleaning and stocking restrooms and locker room facilities, cleaning windows and glass, dusting, and stripping and waxing of floors.
2. Shovel and salt sidewalks
3. Check for and replace light bulbs
4. Perform other light maintenance (i.e. Painting, changing furnace filters, add salt to softeners)
5. Perform outdoor maintenance activities such as mowing, weeding and planting
6. Report any other maintenance concerns to the Village Clerk that may be observed.

Other Duties:

1. Attend required meetings and participate actively in any work group or training assignments.
2. Plan ahead recognizing the cycle of work and projects that repeat from year to year.

3. Maintain knowledge of equipment and procedures used to perform duties.
4. Know, understand, follow and update applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of personal protective equipment, Material Safety Data Sheets, etc.
5. Perform any other job-related duties as requested by management.

Qualifications:

High school diploma or equivalent, with two (2) years general building maintenance preferred

Must pass a back ground check and be approved as a confidential employee due to the access that will be granted to sensitive work areas.

Personal Attributes Required:

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Must be well organized, demonstrate initiative and be able to work independent of direct supervision.

Essential Physical / Mental Requirements:

1. Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements such as equipment operation.
2. Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
3. Ability to sustain prolonged visual concentration.
4. Must be able to stand and/or walk for prolonged periods.
5. Must be able to perform heavy work, frequently lifting up to **50** pounds without assistance.
6. Must be able to move throughout the Village in all weather and temperature conditions.
7. Must be able to reach in all directions and bend/stoop/climb to perform physical work and operate equipment.
8. Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.
9. Ability to effectively understand and follow safety procedures, including updating Material Safety Data Sheets (MSDS).
10. Ability to communicate effectively with Department employees, utility personnel, and materials suppliers.

11. Must provide a high level of customer service to the Village by promoting a friendly, courteous and professional work environment.
12. Must be able to assume responsibility and work with independence and work as a team member and understand timeliness.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties within this job category as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Originated July 2016

Revision date: