

**VILLAGE BOARD AGENDA
MONDAY, JANUARY 23, 2017
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Roll Call

Pledge of Allegiance –Trustee Swenson

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

1. Consideration of a motion to approve Village Board minutes of January 9, 2017.
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 Restricted Species permit.
4. Consideration of a motion to approve the Nixon Park and Bark River Park Canteen Agreements between the Village of Hartland and the Hartland Athletic Advancement Association
5. Consideration of a motion to approve the 2017 Sanitary Sewer Cleaning and Televising Proposal with Visu-Sewer Clean and Seal, Inc.
6. Consideration of a motion to approve the final, close out change order for the 2016 paving program with Payne & Dolan in the net reduction amount of \$33,443.59 for a final revised contract price of \$865,064.47.
7. Consideration of a motion to approve the purchase of a 2017 F350 Superduty Ford pickup truck from Badger Truck Center of Milwaukee in the amount of \$26,285 and to declare as surplus and authorize the disposal of the 2003 Ford Pickup Truck upon receipt of its replacement.
8. Consideration of a motion to approve the purchase of a 2017 F550 Ford cab and chassis from Badger Truck Center of Milwaukee in the amount of \$45,315 and to approve the purchase of the dump box unit and related equipment from Madison Truck Equipment of Madison in the amount of \$37,000 for a total amount of \$82,315 and to declare as surplus and authorize the disposal of the 2004 Ford Two-Yard Dump Truck upon receipt of its replacement

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9. Consideration of a motion to approve the purchase of a 2017 Bush Hog Tri Deck mower from Waupun Equipment Company, Inc. of Watertown in the amount of \$13,500 and to declare as surplus and authorize the disposal of the 2009 Bush Hog mower upon receipt of its replacement

10. Consideration of actions related to the Hartland Business Improvement District.
 - a. Motion to approve the Hartland Business Improvement District 2016 Annual Report.
 - b. Motion to approve the Hartland Business Improvement District 2017 Operating Plan.

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

12. 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.

VILLAGE BOARD MINUTES
MONDAY, JANUARY 9, 2017
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

Pledge of Allegiance –Trustee Wallschlager

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

Others: Administrator Cox, Finance Director Bailey, DPW Director Einweck, Police Chief Rosch, Deputy Police Chief Bagin, Fire Chief Dean, Clerk Igl, Corrine Gundrum, John Daley.

Public Comments: (Please be advised the Village Board will receive information from the public for a three minute time period per person, with time extensions per the Village President's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.) None.

1. Motion (Meyers/Swenson) to approve Village Board minutes of December 12, 2016. Carried (7-0).
2. Motion (Landwehr/Swenson) to approve the vouchers for payment in the amount of \$437,363.14. Carried (6-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits
 - a. Motion (Wallschlager/Swenson) to approve applications for Operator's (Bartender) Licenses with a term ending June 30, 2018. Carried (7-0).
 - b. Consideration of an application for a Restricted Species permit.

Ms. Gundrum stated that she currently has 4 "personal" dogs and also regularly fosters dogs on a temporary basis. She stated that on average she has a foster dog for six weeks each. She also stated that she only fosters one dog at a time.

Administrator Cox reminded the Board that the Village Code was amended to include a provision to allow owners with more than 2 of any one species to legitimize that situation through a restricted species permit application. In addition, the code change also addressed the fostering situation including a provision that exempts dogs being fostered on a temporary basis from the animal limit.

Motion (Wallschlager/Landwehr) to approve the Restricted Species permit for Corrine Gundrum, 906 Tenny Ave., to exceed the maximum of any one species for her four dogs.

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4. Proclamation honoring John Daley on his retirement from the Village after 40 years of service.

President Lamerand read a proclamation honoring John Daley for 40 years of dedicated service to the Village, thanked him for his service and presented John with the proclamation.

5. Proclamation honoring Karen Compton for 50 years of service to the Village.

President Lamerand read a proclamation honoring Karen Compton for 50 years of continued service to the Village as an elected official and employee, and presented Karen with the proclamation.

6. Consideration of bill for an Ordinance No. 01/09/2017-01, An Ordinance to Repeal and Recreate Sec. 2-26(b) of the Village of Hartland Municipal Code Pertaining to Village President and Village Trustees Pay Schedule.

Administrator Cox reminded the Board that increasing the salary of the Village President was included in the budget at the request of the Board during budget discussions.

Motion (Meyers/Swenson) to suspend the rules. Carried (7-0). Motion (Meyers/Stevens) to approve Ordinance No. 01/09/2017-01, An Ordinance to Repeal and Recreate Sec. 2-26(b) of the Village of Hartland Municipal Code Pertaining to Village President and Village Trustees Pay Schedule. Carried (7-0).

Items referred from the December 19, 2016 Plan Commission meeting

7. Consideration of a motion to approve site and building plans for construction of a 4,250 square foot two story school addition for St. Charles Parish School, 313 Circle Drive.

Administrator Cox stated that plans had been reviewed by the Plan Commission and was recommended for approval based on contingencies to be worked out during construction. Motion (Swenson/Wallschlager) to approve site and building plans for construction of a 4,250 square foot two story school addition for St. Charles Parish School, 313 Circle Drive. Carried (7-0).

Other items for consideration

8. Consideration of a motion to approve the purchase of a 2016 Vactor 2100 Sewer Truck from Bruce Equipment, of Menomonee Falls in the amount of \$394,673 and to authorize disposal of the existing Sewer Truck upon receipt of its replacement.

DPW Director Einweck stated that staff had reviewed options and recommended the purchase of a 2016 Vactor 2100 Plus from Bruce Equipment. He stated that the truck was used as a demonstrator and staff has worked with the unit. By purchasing the demo unit the Village

received a \$10,000 discount. Additionally, it was requested that the sale of the old sewer truck as surplus be approved upon receipt of the new truck.

Motion (Meyers/Swenson) to approve the purchase of a 2016 Vactor 2100 Sewer Truck from Bruce Equipment, of Menomonee Falls in the amount of \$394,673 and to authorize disposal of the existing Sewer Truck upon receipt of its replacement. Carried (7-0).

9. Consideration of a motion to approve Resolution 01/09/2017-01 "A Resolution Adopting the Waukesha County All Hazard Mitigation Plan."

Administrator Cox stated that this is an update to the plan that was done several years ago managed by the County with the assistance of staff and is an evaluation of the entire county looking for vulnerabilities in disasters.

Trustee Meyers expressed concerns related to facilities that the Village would be required to provide for residents in the event of an evacuation. It was stated that existing Village facilities would be utilized if needed in an emergency. It was clarified that adopting this plan does not commit any Village funds. President Lamerand stated that participation in the plan ensures the assistance of the County in the event of a disaster and identifies what resources and capabilities the Village and County have available. It was stated that the Village's emergency government plan is incorporated into the County's plan.

Motion (Landwehr/Swenson) to approve Resolution 01/09/2017-01 "A Resolution Adopting the Waukesha County All Hazard Mitigation Plan." Carried (7-0).

10. Consideration of a motion to approve the 2017/2018 Village Engineer Services Agreement with Ruckert Mielke.

Administrator Cox stated that every two years staff meets with representatives of Ruckert & Mielke to review services and rates. It was stated that staff is comfortable working with the firm and wants to continue with them as the Village's primary engineering firm.

Administrator Cox commented that related to this agreement that the Board may want to consider whether to continue the practice of having the Village Engineer being a voting member of Plan Commission rather than as a recommending body similar to other staff.

Trustee Wallschlagler inquired as to whether the Village had received other quotes for this service. Administrator Cox stated that we did not because price is not necessarily the determining factor but rather the decision is made based on the experience and depth of knowledge of the resource. President Lamerand stated that the Village had gone out for bid for these services as well as legal services previously as staff changed in those firms.

Administrator Cox stated that while there certainly are other firms. He stated that Ruckert & Mielke has such a long history with the Village, however there are times when the scope of

services on a project are not a good fit for R & M we have used other firms. He stated that R & M continues to be responsive to the Village's needs and staff recommends the continued use of R & M for primary engineering services.

Motion (Landwehr/Swenson) to approve the 2017/2018 Village Engineer Services Agreement with Ruekert Mielke. Carried (7-0).

11. Motion (Stevens/Wallschlager) to confirm appointment of Tom Brass to the downtown Business Improvement District Board for a term ending December 31, 2019 and to affirm that the term for Mike Badani will end on December 31, 2017. Carried (7-0).
12. 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

Fire Chief Dean provided a Public Service Announcement cautioning residents on the use of recharging items as there has been a significant increase of house fires nationwide due to recharging units. He stated that individuals should be sure to charge items when home placing device on a hard surface away from any flammable objects.

Administrator Cox reminded the public of the events planned at the Library in honor of the Village's 125th anniversary. A presentation on the history of the Village will be provided on Jan. 18th with presentations at 2:00 pm and 6:00 pm.

13. Adjournment

Motion (Stevens/Swenson) to adjourn at 7:42 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: January 20, 2017

RE: Voucher List

Attached is the voucher list for the January 23, 2017 Village Board meeting.

January 23, 2017 (2016 Expenses) Checks:	\$ 124,824.46
January 23, 2017 Checks:	\$ 443,610.20
December Wires:	\$ 126,493.77
Total amount to be approved:	<u>\$ 694,928.43</u>

**VILLAGE OF HARTLAND
VOUCHER LIST - JANUARY 23, 2017 (2016 EXPENSES)**

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 101-34215 DESIGNATED-HPD ARMORED VESTS	ADVANTAGE POLICE SUPPLY	BALLISTICS VESTS/SURVIVAL ARMOR	\$3,655.00
EXPENSE Descr			\$3,655.00
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH PHARMACY OCON	DIAZEPAM/MORPHINE	\$331.43
EXPENSE Descr AMBULANCE			\$331.43
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-719 EVENTS	JOURNAL COMMUNITY PUBL	HARTLAND LIGHTS AD	\$273.05
EXPENSE Descr ECONOMIC DEVELOPMENT			\$273.05
EXPENSE Descr EVERGREEN CR			
E 401-70400-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	2016 PAVING PROJECT FINAL REQUEST	\$21,662.38
EXPENSE Descr EVERGREEN CR			\$21,662.38
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-530 TAX BILLING/TAX ROLL	AB DATA CLIENT TRUST	TAX INSERTS/FOLDING	\$833.80
EXPENSE Descr FINANCIAL ADMINISTRATION	KANDLER, FAITH	REIMBURSE DEC MILEAGE	\$25.32
EXPENSE Descr FIRE PROTECTION			\$859.12
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BATTERY PRODUCTS INC	BATTERY	\$25.95
EXPENSE Descr FIRE PROTECTION			\$25.95
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	CTACCESS INC	LASERFICHE RENEWAL	\$1,491.00
EXPENSE Descr GENERAL ADMINISTRATION	VON BRIESEN & ROPER	DEC LEGAL FEES	\$2,158.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	DEC BARTENDERS	\$21.00
EXPENSE Descr GENERAL ADMINISTRATION	WISCONSIN BUILDING INSPECTIONS	DONATION	-\$500.00
EXPENSE Descr INSPECTION			\$3,170.00
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	DEC PERMITS	\$7,743.74
EXPENSE Descr INSPECTION			\$7,743.74
EXPENSE Descr LAW ENFORCEMENT			
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	ADVANTAGE POLICE SUPPLY	AIRPOINT RIFLE SIGHTS	\$1,640.00
EXPENSE Descr LAW ENFORCEMENT	CTACCESS INC	LASERFICHE RENEWAL	\$1,491.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PERSONNEL EVALUATION INC	EVALUATION TEST FOR PD CANDIDATE	\$20.00
EXPENSE Descr LAW ENFORCEMENT	RACINE COUNTY LINE RIFLE CLUB	2016 RANGE RENTAL FEES	\$125.00
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	VON BRIESEN & ROPER	DEC LEGAL FEES	\$90.00
EXPENSE Descr LAW ENFORCEMENT			\$90.00

Account Descr	Search Name	Comments	Amount
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	DEC POLICE DEPT	\$7.00
EXPENSE Descr LAW ENFORCEMENT			\$3,373.00
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$543.52
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$15.68
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$44.77
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$15.68
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$5.03
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$45.34
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$31.32
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$75.05
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L539676 2)	BOOKS	\$108.28
E 101-55110-255 BLDGS/GROUNDS	GRAINGER	THERMOSTAT WALL HEATER	\$94.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	DEC ADDL IMAGES	\$59.27
EXPENSE Descr LIBRARY			\$1,037.94
EXPENSE Descr PARKS			
E 101-55200-800 CAPITAL OUTLAY	DEMAND & PRECISION PARTS CO.	BATTING CAGE CABLES AND MESH	\$2,000.00
E 101-55200-370 ATHLETIC FACILITY MAINTENANCE	DEMAND & PRECISION PARTS CO.	BATTING CAGE CABLES AND MESH	\$1,950.00
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	DEC CENTENNIAL	\$21.41
EXPENSE Descr PARKS			\$3,971.41
EXPENSE Descr PUBLIC WORKS			
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	COMPETITOR AWARDS & ENGRAVING	PLAQUE/DALEY	\$71.25
E 101-53000-240 CONTRACTED SNOW & ICE CONTROL	CONCRETE & BRICK SPECIALISTS	DEC SNOWPLOWING	\$3,219.50
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	DAVE DROEGKAMP HEATING INC	REPAIR FURNANCE	\$862.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	DAVE DROEGKAMP HEATING INC	FIX FURNANCE AT SHOP	\$298.00
E 101-53000-180 OTHER BENEFITS	ELFTMAN, CLAY	REIMBURSE CLOTHING ALLOWANCE	\$84.07
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	JOURNAL COMMUNITY PUBL	LABORER JOB AD	\$97.18
E 101-53000-430 SNOW & ICE REMOVAL	KAESTNER AUTO ELECTRIC CO	SNOWPLOW MARKERS	\$207.40
E 101-53000-360 VEHICLE MAINT/EXPENSE	MILLER-BRADFORD RISBERG INC	REPAIR LOADER	\$192.77
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	OLSEN SAFETY EQUIPMENT CORP	RAIN SUITS/BOOTS/GLOVES	\$268.43
E 101-53000-240 CONTRACTED SNOW & ICE CONTROL	STRIETER FARM TRUCK SERVICE	HAUL SNOW	\$237.50
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	PASSENGER MIRROR DOOR MOUNT	\$485.21
E 101-53000-225 STREET LIGHTING	WE ENERGIES	NOV-DEC ST LIGHTING	\$8,747.62
E 101-53000-410 STREETS GEN MAINT	WELDERS SUPPLY CO	ACETYLENE TANK	\$23.71
EXPENSE Descr PUBLIC WORKS			\$14,794.64
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HAMPE, CHRISTINA	NOV-JAN ZUMBA	\$113.05
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SCHOLTKA, JENNIFER J	NOV-JAN ZUMBA	\$406.98
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SUSSEX PARK & RECREATION DEPT	2016 HEAT ATHLETICS CLASSES	\$2,280.80

Account Descr	Search Name	Comments	Amount
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	DEC REC	\$7.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$2,807.83
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	ADVANCED DISPOSAL SERVICES	DEC SERVICES	\$30,973.59
EXPENSE Descr REFUSE & GARBAGE COLLECTION			\$30,973.59
EXPENSE Descr SEWER SERVICE			
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	OFFICEMAX	INK CARTRIDGES/BATTERY BACKUP	\$83.53
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	OLSEN SAFETY EQUIPMENT CORP	RAIN SUITS/BOOTS/GLOVES	\$268.44
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	VISU-SEWER, INC.	SEWER TELEVISION	\$8,257.80
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	VISU-SEWER, INC.	SANITARY SEWER MAINT CLEANING	\$18,587.66
EXPENSE Descr SEWER SERVICE			\$27,197.43
EXPENSE Descr SWEETBRIAR LN PAVING			
E 401-70390-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	2016 PAVING PROJECT FINAL REQUEST	\$800.32
EXPENSE Descr SWEETBRIAR LN PAVING			\$800.32
EXPENSE Descr WATER UTILITY			
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	OFFICEMAX	INK CARTRIDGES/BATTERY BACKUP	\$83.53
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	OFFICEMAX	INK CARTRIDGES/BATTERY BACKUP	\$139.98
E 620-53700-930 MISC GENERAL EXPENSES	OLSEN SAFETY EQUIPMENT CORP	RAIN SUITS/BOOTS/GLOVES	\$268.44
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-DEC #3 PUMPHOUSE	\$1,630.68
E 620-53700-923 OUTSIDE SERVICES	WI STATE LABORATORY OF HYGIENE	FLUORIDE	\$25.00
EXPENSE Descr WATER UTILITY			\$2,147.63
			\$124,824.46

VILLAGE OF HARTLAND
VOUCHER LIST - JANUARY 23, 2017

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
R 101-46730 RECREATION CLASSES	BAKER, DEBBIE	CANINE GOOD CITIZEN	\$90.00
G 101-12110 PROPERTY TAX REFUNDS	CULHANE, TIMOTHY & REBECCA	0428967001	\$163.40
G 101-12110 PROPERTY TAX REFUNDS	EAVES, MICHAEL J	0428971	\$205.45
G 101-12110 PROPERTY TAX REFUNDS	EXSA LLC	0729233	\$152.38
G 101-12110 PROPERTY TAX REFUNDS	GLEASON, BRIAN & BRENDA	0757104	\$298.00
G 101-12110 PROPERTY TAX REFUNDS	GUSTAFSON, ERIC & MOLLY	0426017	\$210.39
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	JAN DUJES	\$394.00
G 101-12110 PROPERTY TAX REFUNDS	KOEHLER, ROSEMARIE	0762028002	\$98.99
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	GRAUEL/3X80PS9LWT	\$98.80
G 101-12110 PROPERTY TAX REFUNDS	LAUTERBACH, JONATHAN & ANN	0391083	\$102.95
G 101-12110 PROPERTY TAX REFUNDS	NEWMAN, RANDY & KELLY	0762044	\$3,633.90
G 101-12110 PROPERTY TAX REFUNDS	OLDENBURG, MICHAEL	0425965	\$165.81
G 101-12110 PROPERTY TAX REFUNDS	QUAST, JOHN & LINDA	0391073	\$99.28
G 101-12110 PROPERTY TAX REFUNDS	SMITH, ADAM	0727189	\$250.48
G 101-12110 PROPERTY TAX REFUNDS	ZELKO, CLAIRE & MARK	0762076	\$171.80
EXPENSE Descr			\$6,135.63
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	CYLINDER LEASE RENEWAL	\$489.84
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	ATLAS	BUCKET REEL/ICE ANCHOR KIT/PFD VEST/SLING	\$1,388.75
E 101-52300-800 CAPITAL OUTLAY	BENDLIN FIRE EQUIPMENT CO, INC	ALTAIR 4X DETECTOR	\$240.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$702.77
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLY	\$31.73
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EPINEPHRINE	\$140.30
E 101-52300-800 CAPITAL OUTLAY	FLEMINGS FIRE 1, INC.	GUNNISON BOOTS	\$100.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	LISBON, TOWN OF	2016 TRAINING	\$3,000.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	SONTAG, CATLIN	WI EMS CONFERENCE	\$160.00
E 101-52300-800 CAPITAL OUTLAY	SOS TECHNOLOGIES	AED HEARTSTART UNIT	\$1,531.40
EXPENSE Descr AMBULANCE			\$7,784.79
EXPENSE Descr CORPORATE RESERVE EXPENSES			
E 402-59900-840 PUBLIC WORKS EXPENSE	PROVEN POWER INC	SNOWBLOWER	\$5,069.00
EXPENSE Descr CORPORATE RESERVE EXPENSES			\$5,069.00
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 101-53635-460 LANDSCAPE MANAGEMENT	BIEBELS TRUE VALUE	16 INCH BAR/CHAINS	\$192.61
EXPENSE Descr ENVIRONMENTAL SERVICES			\$192.61
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	HRA RENEWAL/JAN HRA ADMIN SERVICES	\$252.46

Account Descr	Search Name	Comments	Amount
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	MILEAGE	\$32.11
EXPENSE Descr FINANCIAL ADMINISTRATION			\$284.57
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	5 ALARM FIRE	BUTTON/REGULATOR REPAIR	\$42.00
E 101-52200-800 CAPITAL OUTLAY	5 ALARM FIRE	BLOWHARD PPV FAN	\$3,850.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	FALLON, ANDREW	ANNUAL PHYSICAL	\$101.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	LISBON, TOWN OF	2016 TRAINING	\$3,000.00
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	HP FOUNDATION CARE POST WARRANTY/VERITAS BAC	\$395.00
E 101-52200-255 BLDGS/GROUNDS	STACKPOLE SECURITY	ANNUAL MONITORING ALARM SYSTEM/SURVIVE ALIVE	\$425.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	VILLAGE GRAPHICS	PHOTOCOPIES/BINDERY/LAMINATING	\$130.50
EXPENSE Descr FIRE PROTECTION			\$7,943.50
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$91.47
EXPENSE Descr GENERAL ADMINISTRATION			\$91.47
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	BADGE DECALS	\$100.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	LETTERHEAD/PAPER	\$419.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	NAME PLATES/SIGNATURE STAMP	\$88.75
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	LOF SQ 9	\$54.29
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	RAY O HERRON CO INC	9MM LUGER/USA40SW	\$2,080.00
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	ROYAL ARMS	AMMUNITION	\$352.50
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	SANTELLA, NORA	REIMBURSE OFFICE CHAIR	\$105.09
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	SOCKS/LED FLASHLIGHT/RADIO HOLDER/OFFICER JEW	\$224.96
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY POLICE CHIEFS	MEMBERSHIP FEE/BAGIN	\$75.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE - TIME	ANNUAL TIME FEE	\$1,272.00
EXPENSE Descr LAW ENFORCEMENT			\$4,771.59
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (C031146 3)	BOOKS	\$170.59
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (C031146 3)	CREDIT	-\$115.82
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$43.09
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$96.15
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$54.22
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOK	\$19.04
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$203.95
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$156.40
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$121.42
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$84.69
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$44.10
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$29.67

Account Descr	Search Name	Comments	Amount
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (1033027 2)	BOOKS	\$61.15
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	BLACKSTONE AUDIO INC	ADULT AUDIOBOOKS	\$150.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	COPIES/STAPLES	\$115.50
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	LARGE PRINT	\$25.41
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	LARGE PRINTS	\$146.73
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	LAKE COUNTRY COMMUNITY FEST	BOOTH REGISTRATION	\$250.00
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	CHILDRENS DVD	\$15.74
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	ADULT AUDIOBOOKS	\$120.72
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	CHILDRENS REPLACEMENT CD	\$6.95
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY TREASURER (515)	2017 CAFÉ CARDS	\$290.00
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	DEC-JAN GAS	\$783.36
EXPENSE Descr LIBRARY			\$2,873.06
EXPENSE Descr LIBRARY SPEC EXPENSE			
E 205-59100-305 EXPENSES-OTHER	JANWAY COMPANY USA, INC.	PLASTIC BAGS	\$1,411.00
EXPENSE Descr LIBRARY SPEC EXPENSE			\$1,411.00
EXPENSE Descr PUBLIC WORKS			
E 101-53000-430 SNOW & ICE REMOVAL	BIEBELS TRUE VALUE	CALCIUM CHLORIDE	\$48.53
E 101-53000-360 VEHICLE MAINT/EXPENSE	BOBCAT PLUS INC	DOOR CLOSER/CLIPS	\$24.53
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	DAVE DROEGKAMP HEATING INC	REPAIR FURNACE	\$208.50
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	PREM DIESEL	\$331.73
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$695.85
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$712.92
E 101-53000-180 OTHER BENEFITS	LAGUNA, MIKE	REIMBURSE CLOTHING ALLOWANCE	\$136.62
E 101-53000-360 VEHICLE MAINT/EXPENSE	WINTER EQUIPMENT CO.	CURBGUARD/BOLTS	\$976.12
EXPENSE Descr PUBLIC WORKS			\$3,134.80
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	CHRISTMAN, DAVE	INTERMEDIATE ARCHERY	\$612.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	CHRISTMAN, DAVE	BEGINNER ARCHERY	\$720.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	ALIGNMENT YOGA	\$442.40
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	FARMER-TIEFENTHALER, SUSAN	ART STUDIO FOR ADULTS	\$792.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	FARMER-TIEFENTHALER, SUSAN	ART STUDIO FOR ADULTS	\$128.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	FARMER-TIEFENTHALER, SUSAN	ART STUDIO FOR ADULTS	\$504.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	FARMER-TIEFENTHALER, SUSAN	ART STUDIO FOR ADULTS	\$384.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	MULLETT ICE CENTER	LEARN TO SKATE NO RENTAL	\$180.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	MULLETT ICE CENTER	LEARN TO SKATE/SKATE RENTAL	\$498.40
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	MULLETT ICE CENTER	LEARN TO SKATE NO RENTAL	\$60.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	MULLETT ICE CENTER	LEARN TO SKATE/SKATE RENTAL	\$427.20
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$4,748.00
EXPENSE Descr SEWER SERVICE			

Account Descr	Search Name	Comments	Amount
E 204-53610-800 CAPITAL OUTLAY	BRUCE MUNICIPAL EQUIPMENT INC	SEWER TRUCK	\$394,673.00
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	HRA RENEWAL/JAN HRA ADMIN SERVICES	\$38.84
EXPENSE Descr SEWER SERVICE			\$394,711.84
EXPENSE Descr WATER UTILITY			
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	AUER STEEL	HEATER RELAY	\$57.54
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	HRA RENEWAL/JAN HRA ADMIN SERVICES	\$97.10
E 620-53700-635 MAINTENANCE OF TREATMENT PLANT	HAWKINS WATER TREATMENT	SCALE FOR GAS CHLORINE	\$2,450.00
E 620-53700-635 MAINTENANCE OF TREATMENT PLANT	RASMUSSEN ELECTRIC LLC	REGAL CHLORINATOR WITH EJECTOR	\$1,853.70
EXPENSE Descr WATER UTILITY			\$4,458.34
			\$443,610.20

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Payments

Current Period: DECEMBER 2016

Batch Name	Payment	Computer Dollar Amt	\$126,493.77	Posted
Refer	52557 FIRST BANK FINANCIAL CENTRE	Ck# 2016124E	12/31/2016	
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	EBUSINESS BANKING		\$20.00
Invoice				
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	POSITIVE PAY		\$30.00
Invoice				
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	ACH FILTERS/BLOCKS		\$25.00
Invoice				
Transaction Date	12/31/2016	Due 0	GF Checking 11100	Total \$75.00
Refer	52559 PAYROLL DATA SERVICES INC	Ck# 2016125E	12/1/2016	
Cash Payment	E 804-56700-110 SALARIES	12/1/16 BID PAYROLL		\$993.69
Invoice				
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH	12/1/16 BID PAYROLL		\$37.00
Invoice				
Transaction Date	12/1/2016	Due 0	GF Checking 11100	Total \$1,030.69
Refer	52560 PAYROLL DATA SERVICES INC	Ck# 2016126E	12/15/2016	
Cash Payment	E 804-56700-110 SALARIES	12/15/16 BID PAYROLL		\$993.70
Invoice				
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH	12/15/16 BID PAYROLL		\$37.00
Invoice				
Transaction Date	12/15/2016	Due 0	GF Checking 11100	Total \$1,030.70
Refer	52561 PAYROLL DATA SERVICES INC	Ck# 2016127E	12/29/2016	
Cash Payment	E 804-56700-110 SALARIES	12/29/2016 BID PAYROLL		\$993.69
Invoice				
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH	12/29/2016 BID PAYROLL		\$37.00
Invoice				
Transaction Date	12/29/2016	Due 0	GF Checking 11100	Total \$1,030.69
Refer	52563 EMPLOYEE TRUST FUNDS	Ck# 2016128E	12/27/2016	
Cash Payment	E 101-51400-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS		\$3,192.82
Invoice				
Cash Payment	E 101-51500-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS		\$2,223.31
Invoice				
Cash Payment	E 101-55300-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS		\$660.55
Invoice				
Cash Payment	E 101-52100-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS		\$25,974.45
Invoice				
Cash Payment	E 101-53000-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS		\$21,312.93
Invoice				
Cash Payment	E 101-55110-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS		\$5,148.72
Invoice				
Cash Payment	E 101-52200-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS		\$1,098.78
Invoice				
Cash Payment	E 101-52300-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS		\$1,098.78
Invoice				

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Payments

Current Period: DECEMBER 2016

Cash Payment Invoice	G 101-21530 INSURANCE DEDUCTIONS	JANUARY HEALTH INSURANCE PREMIUMS			\$5,144.72
Cash Payment Invoice	G 101-34140 UNFUNDED EMPLOYEE BE	JANUARY HEALTH INSURANCE PREMIUMS			\$634.80
Transaction Date	12/27/2016	Due 0	GF Checking	11100	Total \$66,489.86
Refer	52564	WI RETIREMENT SYSTEM		Ck# 2016129E 12/30/2016	
Cash Payment Invoice	E 101-55300-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS			\$305.64
Cash Payment Invoice	E 101-51400-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS			\$710.64
Cash Payment Invoice	E 101-51500-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS			\$278.64
Cash Payment Invoice	E 101-52100-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS			\$9,824.96
Cash Payment Invoice	E 101-52100-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS			\$633.34
Cash Payment Invoice	E 101-52200-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS			\$536.34
Cash Payment Invoice	E 101-52300-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS			\$824.75
Cash Payment Invoice	E 101-53000-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS			\$3,858.75
Cash Payment Invoice	E 101-55110-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS			\$1,469.37
Cash Payment Invoice	E 620-53700-926 EMPLOYEE PENSIONS	NOVEMBER WRS PREMIUMS			\$1,225.09
Cash Payment Invoice	E 204-53610-110 SALARIES	NOVEMBER WRS PREMIUMS			\$117.32
Cash Payment Invoice	E 204-53610-110 SALARIES	NOVEMBER WRS PREMIUMS			\$241.63
Cash Payment Invoice	E 204-53610-390 BILLING/COLLECTION/	NOVEMBER WRS PREMIUMS			\$328.45
Cash Payment Invoice	G 101-21520 RETIREMENT DEDUCTION	NOVEMBER WRS PREMIUMS			\$9,168.85
Cash Payment Invoice	G 101-21520 RETIREMENT DEDUCTION	NOVEMBER WRS PREMIUMS			\$7,779.54
Transaction Date	12/30/2016	Due 0	GF Checking	11100	Total \$37,303.31
Refer	52569	PAYMENT SERVICE NETWORK		Ck# 2016130E 12/4/2016	
Cash Payment Invoice	E 204-53610-290 OUTSIDE SERVICES/C	MONTHLY CREDIT CARD PROCESSING FEE			\$86.33
Cash Payment Invoice	E 620-53700-923 OUTSIDE SERVICES	MONTHLY CREDIT CARD PROCESSING FEE			\$86.32
Transaction Date	12/4/2016	Due 0	GF Checking	11100	Total \$172.65
Refer	52570	AFLAC		Ck# 2016131E 12/16/2016	
Cash Payment Invoice	G 101-21592 AFLAC INS PAYABLE	MONTHLY AFLAC PREMIUMS PAID			\$323.94
Transaction Date	12/16/2016	Due 0	GF Checking	11100	Total \$323.94
Refer	52571	THE DEPOSITORY TRUST COMPA		Ck# 2016132E 12/1/2016	

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Current Period: DECEMBER 2016

Transaction Date	Due 0	GF Checking	11100	Total
Cash Payment Invoice	E 301-58000-615 DEBT SERVICE - INTE	2010 GO REFUNDING INTEREST		\$6,155.00
Transaction Date	12/1/2016			
Refer	52573 JPMORGAN CHASE BANK	Ck# 2016133E 12/18/2016		
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	AMAZON - CD'S/DVD'S		\$843.03
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	AMAZON - COFFEE/CREAMER/SUGAR		\$60.51
Cash Payment Invoice	E 101-51400-300 OPERATING SUPPLIES	FUDDRUCKERS - LUNCH		\$34.09
Cash Payment Invoice	E 101-51400-395 COMMUNITY RELATIO	ICE AGE TRAIL ALLIANCE - MEMBERSHIP		\$150.00
Cash Payment Invoice	E 101-52300-800 CAPITAL OUTLAY	AMAZON - COMPUTER FOR 4352		\$687.89
Cash Payment Invoice	E 101-52300-300 OPERATING SUPPLIES	WE CUT THE GLASS - BATTERIES FOR RHYNO		\$109.99
Cash Payment Invoice	E 101-52200-255 BLDGS/GROUNDS	AMAZON - BUNN COFFEE FILTERS		\$20.74
Cash Payment Invoice	E 101-52200-300 OPERATING SUPPLIES	MEDICARE - ENROLLMENT		\$554.00
Cash Payment Invoice	E 101-52300-300 OPERATING SUPPLIES	US POST OFFICE - STAMPS		\$28.20
Cash Payment Invoice	E 101-52300-300 OPERATING SUPPLIES	KALAHARI RESORT - CONF LODGING/DEAN		\$109.00
Cash Payment Invoice	E 101-52200-360 VEHICLE MAINT/EXPE	SPARTAN CHASSIS - HINGED CAP		\$15.07
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	OFFICEMAX - OFFICE SUPPLIES		\$35.97
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	PAYPAL WPLF - CHIEFS CONFERENCE/ROSCH		\$135.00
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	AMAZON - HEPA FILTER		\$57.98
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	SIRCHIE FINGERPRINT - SUPPLIES		\$72.27
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	N AMERICA RESCUE - FIRST AID SUPPLIES		\$61.94
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	AMAZON - GPS PUCKS FOR LAPTOPS		\$163.89
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	HOME DEPOT CABINETS FOR STORAGE BLDG		\$659.90
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	SIRCHIE FINGERPRINT - SUPPLIES		\$306.46
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	AMAZON - PUCK RETURN		-\$163.89
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	KALAHARI RESORT - LODGING/ROSCH		\$79.00

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Current Period: DECEMBER 2016

Cash Payment	E 101-52100-290 OUTSIDE SERVICES/C	VESTA AT&T - UNDERCOVER CAMERA MONTHLY FEE	\$26.66
Invoice			
Cash Payment	E 205-59100-305 EXPENSES-OTHER	PIGGLY WIGGLY - FOOD/WATER/NAPKINS	\$56.26
Invoice			
Cash Payment	E 205-59100-305 EXPENSES-OTHER	BEN FRANKLIN - TOYS	\$97.92
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	PAYPAL WPLF - CHIEFS CONFERENCE/BAGIN	\$135.00
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	MENARDS - LUMBER	\$19.96
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	SIRCHIE FINGERPRINT - SUPPLIES	\$52.85
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	MENARDS - LUMBER	\$29.97
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	KALAHARI - LODGING/BAGIN	\$109.00
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	LANIER PARKING - PARKING FOR MEETING	\$9.00
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	WALGREENS - CANDY CANES FOR TAX COLLECTION	\$19.97
Invoice			
Cash Payment	G 101-23000 SPECIAL DEPOSITS	AMAZON - EMPLOYEE SPOUSE PURCHASE - REIMBURSED TO VILLAGE	\$104.97
Invoice			
Cash Payment	E 620-53700-681 COMPUTERS & SOFT	LOGMEIN - REMOTE ACCESS TO SCADA	\$167.78
Invoice			
Cash Payment	E 204-53610-300 OPERATING SUPPLIES	LOGMEIN - REMOTE ACCESS TO SCADA	\$167.79
Invoice			
Cash Payment	E 101-53000-300 OPERATING SUPPLIES	AMAZON - LAPTOP	\$61.99
Invoice			
Cash Payment	E 101-53000-225 STREET LIGHTING	ECOLITE - STREET LIGHTBULBS	\$2,760.00
Invoice			
Cash Payment	E 620-53700-681 COMPUTERS & SOFT	AMAZON - DVI CABLE & MONITOR	\$134.85
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	AMAZON - XMAS TREES (CREDIT NEXT MONTH)	\$119.76
Invoice			
Cash Payment	E 101-51440-300 OPERATING SUPPLIES	PINK MOCHA COFFEE - COFFEE	\$39.73
Invoice			
Cash Payment	E 101-51440-300 OPERATING SUPPLIES	COUSINS SUBS - ELECTION FOOD	\$354.83
Invoice			
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	WALMART - PLAYING CARDS	\$77.22
Invoice			
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	NORTHERN TOOL - FAN FOR COMMUNITY CENTER	\$106.02
Invoice			
Cash Payment	E 101-55300-295 TRIPS	GO RITEWAY TRANSPORT - CHICAGO SHOPPING TRIP	\$1,075.00
Invoice			

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Cash Payment Invoice	E 101-51440-300 OPERATING SUPPLIES	PIGGLY WIGGLY - SODA FOR ELECTION	\$10.94
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	AT&T - PD NOV-DEC SERVICE FEES	\$63.06
Cash Payment Invoice	E 101-52200-290 OUTSIDE SERVICES/C	TIME WARNER CABLE - NOV-DEC SERVICE	\$151.26
Cash Payment Invoice	E 101-52300-290 OUTSIDE SERVICES/C	TIME WARNER CABLE - NOV-DEC SERVICE	\$151.25
Cash Payment Invoice	E 101-52200-290 OUTSIDE SERVICES/C	TIME WARNER CABLE - NOV-DEC SERVICE	\$102.52
Cash Payment Invoice	E 804-56700-724 WEB SITE HOSTING &	OCREATIVE - BID WEBSITE REFRESH	\$1,200.00
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	GARETH STEVENS PUBLISHING - BOOKS	\$372.92
Cash Payment Invoice	E 101-51400-300 OPERATING SUPPLIES	TIME WARNER CABLE - NOV-DEC INTERNET	\$53.00
Cash Payment Invoice	E 101-52400-300 OPERATING SUPPLIES	TIME WARNER CABLE - NOV-DEC INTERNET	\$53.00
Cash Payment Invoice	E 101-51500-300 OPERATING SUPPLIES	TIME WARNER CABLE - NOV-DEC INTERNET	\$53.00
Cash Payment Invoice	E 101-55300-300 OPERATING SUPPLIES	TIME WARNER CABLE - NOV-DEC INTERNET	\$53.00
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	TIME WARNER CABLE - NOV-DEC INTERNET	\$53.00
Cash Payment Invoice	E 101-53000-220 UTILITY SERVICES	TIME WARNER CABLE - NOV-DEC INTERNET	\$53.00
Cash Payment Invoice	E 620-53700-605 MAINTENANCE-WATE	TIME WARNER CABLE - NOV-DEC INTERNET	\$53.00
Cash Payment Invoice	E 204-53610-385 MAINTENANCE-COLLE	TIME WARNER CABLE - NOV-DEC INTERNET	\$53.00
Cash Payment Invoice	E 101-55370-300 OPERATING SUPPLIES	TIME WARNER CABLE - NOV-DEC INTERNET	\$30.00
Cash Payment Invoice	E 101-51400-300 OPERATING SUPPLIES	TIME WARNER CABLE - NOV-DEC PHONE	\$42.05
Cash Payment Invoice	E 101-52400-300 OPERATING SUPPLIES	TIME WARNER CABLE - NOV-DEC PHONE	\$42.05
Cash Payment Invoice	E 101-51500-300 OPERATING SUPPLIES	TIME WARNER CABLE - NOV-DEC PHONE	\$42.05
Cash Payment Invoice	E 101-55300-300 OPERATING SUPPLIES	TIME WARNER CABLE - NOV-DEC PHONE	\$42.05
Cash Payment Invoice	E 101-55110-220 UTILITY SERVICES	TIME WARNER CABLE - NOV-DEC PHONE	\$42.05
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	TIME WARNER CABLE - NOV-DEC PHONE	\$42.05
Cash Payment Invoice	E 101-53000-220 UTILITY SERVICES	TIME WARNER CABLE - NOV-DEC PHONE	\$42.04
Cash Payment Invoice	E 620-53700-605 MAINTENANCE-WATE	TIME WARNER CABLE - NOV-DEC PHONE	\$42.04
Cash Payment Invoice	E 204-53610-385 MAINTENANCE-COLLE	TIME WARNER CABLE - NOV-DEC PHONE	\$42.04

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Payments

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Cash Payment Invoice	E 101-53000-220 UTILITY SERVICES	TIME WARNER CABLE - INTERNET				\$83.33
Cash Payment Invoice	E 204-53610-385 MAINTENANCE-COLLE	TIME WARNER CABLE - INTERNET				\$83.33
Cash Payment Invoice	E 620-53700-605 MAINTENANCE-WATE	TIME WARNER CABLE - INTERNET				\$83.33
Transaction Date	12/18/2016	Due 0	GF Checking	11100	Total	\$12,881.93

Fund Summary

	11100 GF Checking	
804 BUSINESS IMPROVEMENT DISTRICT	\$4,292.08	
620 WATER FUND	\$1,792.41	
301 DEBT SERVICE FUND	\$6,155.00	
205 SPECIAL LIBRARY FUND	\$154.18	
204 SEWER	\$1,119.89	
101 GENERAL FUND	\$112,980.21	
	<u>\$126,493.77</u>	

Pre-Written Checks	\$126,493.77
Checks to be Generated by the Computer	\$0.00
Total	<u>\$126,493.77</u>

**VILLAGE OF HARTLAND
LICENSES AND PERMITS
JANUARY 23, 2017**

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

Adam Golden

Application for Restricted Species Permit

Name: Tammara Wolgram
Address: 735 River Reserve Dr.
Species: 3 dogs and 7 cats



APPLICATION FOR RESTRICTED SPECIES PERMIT

Please check all that apply: New application Renewal

Application is being made under Municipal Code Sec. 14-8, Keeping of Animals; Permit to:

keep one or more of a restricted species of animal. (Application fee of \$25)

exceed the maximum number of animals allowed of any one permitted species.

Applicant: Tammara H. Wolfgram

Address: 735 River Reserve Dr.

Phone Number: 262-370-1768 Email: Tammy@maccefera.com

Please provide the following information as an attachment to this application:

1. Describe animal(s) to be covered by this application, listing species and number of animals.
2. Explain where the animal(s) will be kept on the property (home, barn, yard, pen, etc.).
3. Explain if animal(s) will be permitted to roam freely within the confines of your yard.
4. Explain if animal(s) are to be kept as pets, for other purposes or raised for selling purposes.
5. Explain whether it is the intention to keep animal(s) temporarily such as fostering or on a permanent basis.
6. Provide listing of all animals kept on the property in addition to those cover by this application.

I hereby apply for a Restricted Species Permit subject to Section 14-8 of the Village of Hartland Municipal Code and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the keeping of animals if a license is granted to me.

The license shall, if issued, be from the date of its issuance unless otherwise approved by the Village Board for a specific period of time or the license is revoked for cause by the Village Board.

Applicant's Signature: Tammara H. Wolfgram Date: 1-16-17

For Staff Use Only:

Lot Size: _____ Zoning: _____ Fee Paid: _____

Village Board Approval: _____ Expires: _____

Tammara H Wolfgram, 735 River Reserve Dr., Hartland, WI 53029

Due to financial issues, two of my daughters have moved back into my home with me, each bringing their own pets, which had previously lived at their residences. As a consequence, I am requesting to exceed the maximum number of dogs and cats. This is not a permanent arrangement, but will be long enough that I am seeking the permit.

1. The animals to be covered under this permit are 3 dogs and 7 cats. All animals are pets and have been spayed or neutered, except the youngest dog, who is schedule to be spayed this month.
2. The animals are primarily kept in our house.
3. The animals will sometimes be off-leash within the confines of our yard.
4. All animals are pets, and to us, family members.
5. As mentioned above, this arrangement is permanent, pending my daughters moving into their own residences.
6. My grandson also has a hedgehog that is kept in a cage in his room.

Village of Hartland/Hartland Athletic Advancement Association
Nixon Park and Canteen Agreement (Revised 11-02-2015)

WHEREAS, the Village of Hartland (hereinafter "Village") owns and maintains a canteen in the Nixon Park in the Village; and

WHEREAS, the canteen is frequently used by Hartland Athletic Advancement Association (hereinafter "HAAA") when games are being played on the ball field,

NOW THEREFORE, THE VILLAGE AND HAAA HEREBY AGREE AS FOLLOWS:

1. The HAAA will apply for all necessary permits required by Village to sell fermented malt beverages and food product.
2. Neither the HAAA nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
3. The responsibility and authority to schedule and allow use of the ball field and canteen for all HAAA league play and/or any tournaments or other users shall remain solely with the Village. When other users are permitted by the Village to use the facilities, it shall be HAAA's responsibility to secure their equipment and food product prior to the permitted use. It is acknowledged that the HAAA owns certain equipment within the canteen and retains the right to schedule use of their equipment for associated food and beverage sales.
4. The HAAA shall thoroughly clean the canteen area and remove all equipment and materials from the canteen with the exception of the refrigerators, before October 15th of the year of this agreement. Any electrical devices shall be turned off and unplugged by the above date.
5. This Agreement is for a period of one year from the date hereof, at the end of that period, the agreement will automatically renew for an additional one-year term unless cancelled by Village Board action. The Village may modify the agreement or, if cancelled, require that HAAA, at their sole expense, remove all of their equipment and restore all Village property to its condition prior to installation of these items (see item eleven). HAAA may with the Village Park and Recreation Board approval, donate these items to the Village. The Agreement will be reviewed annually by the Village Park and Recreation Board based on input from the Village Staff and the HAAA at their November meeting.
6. The HAAA will provide to the Village one set of keys to any locks in the canteen. This will not include any refrigerators where their product is stored.
7. The HAAA will provide to the Village a Five Hundred (\$500.00) dollar deposit that will be refunded if clean-up is satisfactorily completed by October 15th. This may be retained by the Village if damage, other than vandalism, has occurred or cleaning of the facility is required. The Village would charge the current contract labor rate plus 50% for fringe benefits, any material costs and a 3% administrative charge for billing purposes.

Village of Hartland/Hartland Athletic Advancement Association
Nixon Park and Canteen Agreement (Revised 11-02-2015)

8. The HAAA will pay for seventy-five percent (75%) of the electric utility costs during the months of field use, typically; May, June, July, and August. Additional months may be added if there are scheduled games or tournaments in other months. This will be billed on a monthly basis with the HAAA given 30 days to pay the Village.
9. Neither the HAAA nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.
10. The HAAA shall be responsible for keeping the facilities in a clean and sanitary condition at all times. This includes all trash pickup in the park after game use; sweeping around the canteen; general housekeeping in the canteen and rest rooms that includes restocking of toilet paper; and removal of debris in and around the bleachers and dugouts.
11. The HAAA shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of HAAA use of the property or HAAA items used on property. HAAA shall also maintain its own property and liability insurance that insures its property and damages that may result to Village property under any and all peril. A certificate of insurance shall be provided to the Village at the beginning of each year.
12. The HAAA will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below:
 - A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as "additional insured".
 - B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as "additional insured".

The HAAA will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:

- A. Comprehensive Liquor Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as "additional insured". A Certificate of Insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.

Village of Hartland/Hartland Athletic Advancement Association
Nixon Park and Canteen Agreement (revised 11-02-2015)

13. The HAAA shall be responsible for the maintenance and or removal/donation of the following items if this agreement is not renewed.

Park exterior

- A. Scoreboard and wiring
- B. Sound equipment

Canteen interior

- A. Refrigerator units
- B. Hand tools and equipment

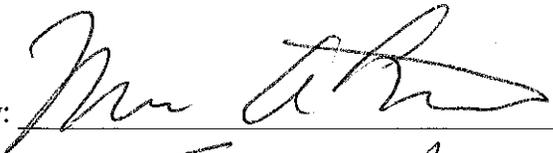
Dated this _____ day of _____, _____.

Village of Hartland

By: _____

David Lamerand, Village President

Hartland Athletic Advancement Association President

By:  _____

Printed Name: THOMAS A. LUDKE

Title: President

Village of Hartland/Hartland Athletic Advancement Association
Bark River Park and Canteen Agreement (Revised 11-02-2015)

WHEREAS, the Village of Hartland (hereinafter "Village") owns and maintains a canteen in the Bark River Park in the Village; and

WHEREAS, the canteen is frequently used by Hartland Athletic Advancement Association (hereinafter "HAAA") when games are being played on the ball field,

NOW THEREFORE, THE VILLAGE AND HAAA HEREBY AGREE AS FOLLOWS:

1. The HAAA will apply for all necessary permits required by Village to sell fermented malt beverages and food product.
2. The HAAA acknowledges that the canteen is located in a designated flood plain/floodway, and hereby releases the Village from any claims that the HAAA may have arising out of flood or water damage to the HAAA equipment/materials in the canteen, at any time in the future.
3. Neither the HAAA nor any other agency may place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.
4. The responsibility and authority to schedule and allow use of the softball field/shelter, rest rooms and canteen for all HAAA league play and/or any tournaments or other users shall remain solely with the Village. When other users are permitted by the Village to use the facilities, it shall be HAAA's responsibility to secure their equipment and food product prior to the permitted use. It is acknowledged that the HAAA owns certain equipment within the canteen and retains the right to schedule use of their equipment for associated food and beverage sales.
5. The HAAA will be allowed to store hand tools, bases, field chalk, chalker and field dry material in the storage room of the canteen. This area shall be kept in a clean and tidy manner at all times.
6. The HAAA shall thoroughly clean the canteen and garage area and remove all equipment and materials from the canteen and garage area with the exception of the shelves, the walk-in cooler, the refrigerator, the standup freezer and the popcorn maker. All electrical devices shall be turned off and unplugged, before October 15th of each year of this agreement.
7. This Agreement is for a period of one year from the date hereof, at the end of that period, the agreement will automatically renew for an additional one-year term unless cancelled by Village Board action. The Village may modify the agreement or, if cancelled, require that HAAA, at their sole expense, remove all of their equipment and restore all Village property to its condition prior to installation of these items (see item thirteen). HAAA may with the Village Park and Recreation Board approval, donate these items to the Village. The Agreement will be reviewed annually by the Village Park and Recreation Board based on input from the Village Staff and the HAAA at their November meeting.

Village of Hartland/Hartland Athletic Advancement Association
Bark River Park and Canteen Agreement (Revised 11-02-2015)

8. The HAAA will be required to maintain, throughout the period of recreational activities, insurance with coverage as provided below:

- A. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured”.
- B. Comprehensive Professional Liability Insurance in an amount of a least \$500,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as “additional insured”.

The HAAA will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:

- A. Comprehensive Liquor Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as “additional insured”. A Certificate of Insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.

9. The HAAA will provide to the Village one set of keys to any locks in the canteen. This will not include any coolers or refrigerators where their product is stored.

10. The HAAA will provide to the Village a Five Hundred (\$500.00) dollar deposit that will be refunded if clean-up is satisfactorily completed by October 15th. This may be retained by the Village if damage, other than vandalism, has occurred or cleaning of the facility is required. The Village would charge the current contract labor rate plus 50% for fringe benefits, any material costs and a 3% administrative charge for billing purposes.

11. The HAAA will pay for seventy-five percent (75%) of the electric utility costs during the months of field use, typically; May, June, July, and August. Additional months may be added if there are scheduled games or tournaments in other months. This will be billed on a monthly basis with the HAAA given 30 days to pay the Village. When other users are permitted by the Village to use the facilities, HAAA will only charge an electric use fee commensurate with the use by the user.

12. Neither the HAAA nor any other agency shall make any modifications/alterations to the facility without prior written approval of the Village.

Village of Hartland/Hartland Athletic Advancement Association
Bark River Park and Canteen Agreement (Revised 11-02-2015)

13. The HAAA shall be responsible for keeping the facilities in a clean and sanitary condition at all times. This includes all trash pickup in the park after game use; sweeping up debris in the shelter, around the canteen and in the paved area around the ball field; general housekeeping in the canteen and rest rooms that includes restocking of toilet paper; and removal of debris in the bleachers and dugouts.

14. The HAAA shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of HAAA use of the property or HAAA items used on property. HAAA shall also maintain its own property and liability insurance that insures its property and damages that may result to Village property under any and all peril. A certificate of insurance shall be provided to the Village at the beginning of each year.

15. The HAAA shall be responsible for the maintenance and/or removal/donation of the following items if this agreement is not renewed.

Park exterior

- A. Field lights, concrete bases and wiring
- B. Score board and wiring
- C. Score booth and stairs
- D. Flag pole and Flag

Canteen interior

- A. Walk in cooler
- B. Standup freezer
- C. Refrigerator
- D. Popcorn maker
- E. Sound system and wiring
- F. Speakers and mounts
- G. Desk
- H. All shelving units
- I. Hand tools and equipment

Canteen storage room

- A. hand tools
- B. bases
- C. field chalk
- D. chalker
- E. field dry material

Village of Hartland/Hartland Athletic Advancement Association
Bark River Park and Canteen Agreement (Revised 11-02-2015)

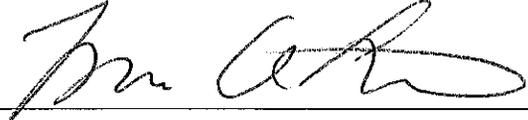
Dated this _____ day of _____, _____.

Village of Hartland

By: _____

David Lamerand, Village President

Hartland Athletic Advancement Association

By:  _____

Printed Name: THOMAS A. LIOTKE

Title: President

MEMO

TO: David E. Cox, Village Administrator
FROM: Michael Einweck, Director of Public Works
DATE: January 12, 2017
SUBJECT: 2017 Sanitary Sewer Cleaning and Televising Proposal

As part of our normal sanitary sewer system maintenance efforts, we will be performing our yearly sewer cleaning of a third of the collection system and televising the collection system on streets scheduled to be paved in the near future. This process is done annually to minimize the potential of sewer backups and to allow time to plan and execute repairs before road paving takes place.

The attached proposal from Visu-Sewer Clean and Seal, Inc. is the same cost per foot for cleaning and televising as last year's proposal. The cleaning work amounts to approximately \$20,000 and the televising is approximately \$8,000. The funds to cover this work have been budgeted under the Sewer Utility Maintenance-Sewage System Collection account (#204-53610-380).

It is staff's recommendation that the Village accept the proposal from Visu-Sewer Clean and Seal, Inc. to carry out the 2017 sewer cleaning and televising work. Visu-Sewer has done very good work for the Village in the past. Please place this on the upcoming Village Board agenda for consideration.

Attachment

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



2017 Sewer Maintenance Agreement

To: Mike Einweck
Village of Hartland
P.O. Box 247
Hartland, WI 53029
262-367-4880

From: Jeff Budzien
Visu-Sewer, Inc.
W230 N4855 Betker Drive
Pewaukee, WI 53072
414-267-7501

Date: 1/3/2017

Project: 2017 Sanitary Sewer Maintenance Agreement

Visu-Sewer, Inc. is pleased to offer the following proposal to perform 2017 sanitary sewer maintenance for the Village of Hartland. The prices to complete this work are as follows:

1. Sanitary Sewer Cleaning 80,000 LF +/- at \$0.26 per LF
2. Root Cutting at \$0.35 per LF
3. Emergency Sewer Cleaning at \$125.00 per hour
4. Cleaning of wet wells at \$310.00 per hour
5. Light Clean & TV Inspection – Minimum 600-1,499 LF at \$0.89 per LF
6. Light Clean & TV Inspection – Minimum 1,500-1,999 LF at \$0.75 per LF
7. Light Clean & TV Inspection – Minimum 2,000+ LF at \$0.65 per LF

The sanitary sewer cleaning will be completed with a combination of sewer cleaning and vacuum extraction machine, series 2100 vacuum unit. Note, the prices above are for street accessible areas. Easement areas will be quoted separately.

The Village of Hartland is asked to provide the following: access to all manholes on the project, supply hydrant and water access for cleaning equipment, and a dumpsite for all the debris removed from the system.

Visu-Sewer will provide all labor, equipment and materials to complete the above described work per NASSCO specifications. Upon completion of the cleaning and TV Inspection, Visu-Sewer will provide associated reports and DVD media for the inspection work performed.

If you have any questions regarding this quotation, please contact Randy Belanger or me at 262-695-2340.



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

Acceptance of Proposal

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

Date: _____ Signature: _____

MEMO

TO: David E. Cox, Village Administrator
FROM: Michael Einweck, Director of Public Works *ME*
DATE: January 19, 2017
SUBJECT: 2016 Paving Program
Change Order – Number 1 – Final

Attached is a copy of Change Order Number 1 for the 2016 Paving Program with the contractor Payne & Dolan, Inc. This change order incorporates the final quantities for the project.

The final project costs were less than the original contract amount that was awarded by the Village Board. The total contract amount decreases from \$898,508.06 to \$865,064.47, a project savings of \$33,443.59. The main reason for this savings was that the amount of base patching of the roadways was slightly less than expected and we didn't need to use much of the \$25,000 force account. This will close out the project and begins the contractor's one year guarantee period for their work.

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

Attachment

cc: Ryan Bailey, Finance Director/Treasurer
Mike Gerszewski, DPW Operations Supervisor
Ryan Amtmann, Village Engineer

Date of Issuance: 1-11-17
 Project: 2016 Paving Program
 Contract: 2016 Paving Program
 Contractor: Payne & Dolan, Inc.
 Address: PO Box 781
 Waukesha, WI 53187-0781

Effective Date: 1-11-17
 Owner: Village of Hartland
 Engineer: R&M/Village
 of Hartland

Effective Date of Contract: 4-8-16

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

Description: Contract Change Order #1

Reason for Change Order: Final contract quantities.

Attachments: (List documents supporting change) Final Pay Request, Application For Payment Number 4

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price \$ <u>898,508.06</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Decrease from previously approved Change Orders No. ___ to No. ___: \$ <u>0.00</u>	● Increase ● ● Decrease ● from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>898,508.06</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Decrease of this Change Order: \$ <u>33,443.59</u>	● Increase ● ● Decrease ● of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>865,064.47</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:
 By: Milose Kunic
 Engineer (Authorized Signature)

ACCEPTED:
 By: _____
 Owner (Authorized Signature)

ACCEPTED:
 By: [Signature]
 Contractor (Authorized Signature)

Date: 1-18-17

Date: _____

Date: 1/19/17

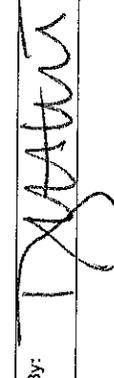
Contractor's Application for Payment No. 4-FINAL

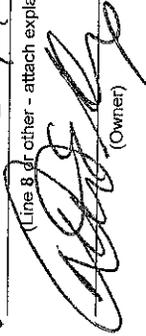
Application Date: 1/17/2017	To Date
From (Contractor): Village of Hartland Contact: Michael Einweck, P.E. Project: Village Hartland 2016 Paving Program Owner's Contract No.:	Via (Engineer): Ruekert & Mielke, Inc. Contact: Jerad J. Wegner, P.E. Address: W233 N2080 Ridgeview Parkway Waukesha, WI 53188 Engineer's Project No.: 09-10026.300

Change Order Summary

Approved Change Orders	Number	Additions	Deductions (Enter as Positive Number)
TOTALS			
NET CHANGE BY CHANGE ORDERS			

1. ORIGINAL CONTRACT PRICE \$ 898,508.06
2. Net change by Change Orders \$ -
3. CURRENT CONTRACT PRICE (Line 1 + Line 2) \$ 898,508.06
4. TOTAL COMPLETED TO DATE
(Column L Total on Progress Estimates) \$ 865,064.47
5. RETAINAGE:
 - a. 5% X \$449,254.03 Work Completed \$ -
6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number) - \$ -
7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5a. + Line 7) \$ 865,064.47
8. LESS PREVIOUS PAYMENTS (Line 6 from Prior Application) \$ 842,601.77
9. AMOUNT DUE THIS APPLICATION \$ 22,462.70

Contractor's Certification The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner per Article 15 of the General Conditions; and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.	By:  Date: 1/17/19
---	--

Payment of: \$ 22,462.70	(Line 8 or other - attach explanation of the other amount)
Recommended by: 	(Engineer) 1-19-17 (Date)
Payment of: \$ 22,462.70	(Line 8 or other - attach explanation of the other amount)
Approved by: 	(Owner) 1/19/17 (Date)

Progress Estimate - Unit Price Work

Contractor's Application for Payment No. 4-FINAL

Application Period:		Application Date: 1/17/2017										
For (Project): Village Hardland 2016 Paving Program		Engineer's Project No.: 09-10026.300										
To Date												
A	B	C	D	E	F	G	H	I	J	K	L	
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously Estimated Quantity Installed	Value of Work Installed (\$)	Work Completed This Period Estimated Quantity Installed	Value of Work Installed (\$)	Total Work Completed Estimated Quantity Installed	Value of Work Installed (\$)	
1	CHURCH STREET 30-inch Concrete Curb & Gutter Remove & Replace	LF	70.00	\$32.80	\$2,296.00	183.00	\$6,002.40			183.00	\$6,002.40	
2	Pulverize & Reshape	SY	3800.00	\$2.08	\$7,904.00	3,800.00	\$7,904.00			3,800.00	\$7,904.00	
3	Remove Excess Material	SY	3800.00	\$2.40	\$9,120.00	3,800.00	\$9,120.00			3,800.00	\$9,120.00	
4	Base Patching Remove & Replace 12-inch Material	SY	1140.00	\$16.80	\$19,152.00	1,140.00	\$19,152.00			1,140.00	\$19,152.00	
5	2 1/2 Inch Asphalt Binder	SY	3800.00	\$8.55	\$32,490.00	3,800.00	\$32,490.00			3,800.00	\$32,490.00	
6	1 1/2 Inch Asphalt Surface	SY	3800.00	\$5.60	\$21,280.00	3,800.00	\$21,280.00			3,800.00	\$21,280.00	
7	3-Inch Asphalt Drive Approach Remove & Replace	SY	10.00	\$12.80	\$128.00							
8	6-Inch Concrete Drive Approach Remove & Replace	SF	210.00	\$7.50	\$1,575.00							
9	Adjust Valve Box	EA	6.00	\$400.00	\$2,400.00	8.00	\$3,200.00			8.00	\$3,200.00	
10	Adjust Manhole	EA	2.00	\$845.00	\$1,690.00	3.00	\$2,535.00			3.00	\$2,535.00	
11	4-Inch Concrete Sidewalk, remove and replace	SF	1195.00	\$7.10	\$8,484.50	1,722.00	\$12,226.20			1,722.00	\$12,226.20	
12	6-Inch Concrete Sidewalk, remove and replace	SF	25.00	\$7.50	\$187.50	203.00	\$1,522.50			203.00	\$1,522.50	
13	Detectable Warning Field	EA	8.00	\$160.00	\$1,280.00	8.00	\$1,280.00			8.00	\$1,280.00	
14	Restoration-Hydroseed	SY	20.00	\$8.00	\$160.00	35.00	\$280.00			35.00	\$280.00	
Total of All Church Street Bid Prices					\$108,147.00		\$116,992.10				\$116,992.10	
LAWN STREET (Church Street to Nixon Avenue)												
15	30-inch Concrete Curb & Gutter Remove & Replace	LF	75.00	\$32.80	\$2,460.00	7.00	\$229.60			7.00	\$229.60	
16	Pulverize & Reshape	SY	1550.00	\$2.08	\$3,224.00	1,550.00	\$3,224.00			1,550.00	\$3,224.00	
17	Remove Excess Material	SY	1550.00	\$2.40	\$3,720.00	1,550.00	\$3,720.00			1,550.00	\$3,720.00	
18	Base Patching Remove & Replace 12-inch Material	SY	620.00	\$16.80	\$10,416.00	520.00	\$8,736.00			520.00	\$8,736.00	
19	2 1/2 Inch Asphalt Binder	SY	1550.00	\$8.55	\$13,252.50	1,550.00	\$13,252.50			1,550.00	\$13,252.50	
20	1 1/2 Inch Asphalt Surface	SY	1550.00	\$5.60	\$8,680.00	1,550.00	\$8,680.00			1,550.00	\$8,680.00	
21	3-Inch Asphalt Drive Approach Remove & Replace	SY	10.00	\$12.80	\$128.00							
22	6-Inch Concrete Drive Approach Remove & Replace	SF	90.00	\$7.50	\$675.00							
23	Adjust Valve Box	EA	1.00	\$500.00	\$500.00	2.00	\$1,000.00			2.00	\$1,000.00	
24	Adjust Manhole	EA	1.00	\$1,000.00	\$1,000.00	1.00	\$1,000.00			1.00	\$1,000.00	
25	4-Inch Concrete Sidewalk, remove and replace	SF	125.00	\$7.10	\$887.50	51.00	\$362.10			51.00	\$362.10	
26	6-Inch Concrete Sidewalk, remove and replace	SF	125.00	\$7.50	\$937.50							

Progress Estimate - Unit Price Work

Contractor's Application for Payment No. 4-FINAL

For (Project): Village Hartland 2016 Paving Program

Application Date: 1/17/2017

Application Period:		Engineer's Project No.: 09-10026.300												
To Date														
A	B	C	D	E	F	G	H	I	J	K	L			
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously Estimated Quantity Installed	Value of Work Installed (\$)	Work Completed This Period Estimated Quantity Installed	Value of Work Installed (\$)	Total Work Completed to Date Estimated Quantity Installed	Value of Work Installed (\$)			
27	Detectable Warning Field	EA	2.00	\$160.00	\$320.00									
28	Restoration-Hydroseed	SY	20.00	\$8.00	\$160.00	20.00	\$160.00			20.00	\$160.00		\$160.00	
Total of All Lawn Street Bid Prices														
NIXON AVENUE														
29	30-inch Concrete Curb & Gutter Remove & Replace	LF	250.00	\$32.80	\$8,200.00	240.00	\$7,872.00			240.00	\$7,872.00		\$7,872.00	
30	Pulverize & Reshape	SY	3,065.00	\$2.08	\$6,375.20	3,065.00	\$6,375.20			3,065.00	\$6,375.20		\$6,375.20	
31	Remove Excess Material	SY	3,065.00	\$2.40	\$7,356.00	3,065.00	\$7,356.00			3,065.00	\$7,356.00		\$7,356.00	
32	Base Patching Remove & Replace 12-inch Material	SY	1,530.00	\$16.80	\$25,704.00	950.00	\$15,960.00			950.00	\$15,960.00		\$15,960.00	
33	2 1/2 inch Asphalt Binder	SY	3,065.00	\$8.55	\$26,205.75	3,065.00	\$26,205.75			3,065.00	\$26,205.75		\$26,205.75	
34	1 1/2 inch Asphalt Surface	SY	3,065.00	\$5.60	\$17,164.00	3,065.00	\$17,164.00			3,065.00	\$17,164.00		\$17,164.00	
35	3-inch Asphalt Drive Approach Remove & Replace	SY	10.00	\$12.80	\$128.00	14.00	\$179.20			14.00	\$179.20		\$179.20	
36	6-inch Concrete Drive Approach Remove & Replace	SF	90.00	\$7.50	\$675.00	143.00	\$1,072.50			143.00	\$1,072.50		\$1,072.50	
37	Adjust Valve Box	EA	4.00	\$400.00	\$1,600.00	4.00	\$1,600.00			4.00	\$1,600.00		\$1,600.00	
38	Adjust Manhole	EA	4.00	\$845.00	\$3,380.00	1.00	\$845.00			1.00	\$845.00		\$845.00	
39	Repair Manhole-Slurry Backfill	VF	0.50	\$2,058.00	\$1,029.00									
40	4-inch Concrete Sidewalk, Remove and Replace	SF	225.00	\$7.10	\$1,597.50	615.00	\$4,366.50			615.00	\$4,366.50		\$4,366.50	
41	6-inch Concrete Sidewalk, Remove and Replace	SF	225.00	\$7.50	\$1,687.50	148.00	\$1,110.00			148.00	\$1,110.00		\$1,110.00	
42	Detectable Warning Field	EA	2.00	\$160.00	\$320.00	6.00	\$960.00			6.00	\$960.00		\$960.00	
43	Restoration - Hydroseed	SY	60.00	\$8.00	\$480.00	150.00	\$1,200.00			150.00	\$1,200.00		\$1,200.00	
Total of All Nixon Avenue Bid Prices														
\$101,901.95														
RENSON ROAD														
44	30-inch Concrete Curb & Gutter Remove & Replace	LF	385.00	\$32.80	\$12,628.00	300.00	\$9,840.00			300.00	\$9,840.00		\$9,840.00	
45	Pulverize & Reshape	SY	3,232.00	\$2.08	\$6,722.56	3,232.00	\$6,722.56			3,232.00	\$6,722.56		\$6,722.56	
46	Remove Excess Material	SY	3,232.00	\$2.40	\$7,756.80	3,232.00	\$7,756.80			3,232.00	\$7,756.80		\$7,756.80	
47	Base Patching Remove & Replace 12-inch Material	SY	970.00	\$16.80	\$16,296.00	840.00	\$14,112.00			840.00	\$14,112.00		\$14,112.00	
48	2 1/2 inch Asphalt Binder	SY	3,232.00	\$8.55	\$27,633.60	3,232.00	\$27,633.60			3,232.00	\$27,633.60		\$27,633.60	
49	1 1/2 inch Asphalt Surface	SY	3,232.00	\$5.60	\$18,099.20	3,232.00	\$18,099.20			3,232.00	\$18,099.20		\$18,099.20	
50	3-inch Asphalt Drive Approach Remove & Replace	SY	10.00	\$12.80	\$128.00	25.00	\$320.00			25.00	\$320.00		\$320.00	
51	6-inch Concrete Drive Approach Remove & Replace	SF	90.00	\$7.50	\$675.00	90.00	\$675.00			90.00	\$675.00		\$675.00	

Progress Estimate - Unit Price Work

Contractor's Application for Payment No. 4-FINAL

Application Period:		Application Date: 1/17/2017												
For (Project): Village Hartland 2016 Paving Program		Engineer's Project No.: 09-10026.300												
To Date		Engineer's Project No.: 09-10026.300												
A	B	C	D	E	F	G	H	I	J	K	L			
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously Estimated Quantity Installed	Value of Work Installed (\$)	Work Completed This Period Estimated Quantity Installed	Value of Work Installed (\$)	Total Work Completed to Date Estimated Quantity Installed	Value of Work Installed (\$)			
52	Adjust Valve Box	EA	6.00	\$400.00	\$2,400.00	8.00	\$3,200.00			8.00	\$3,200.00			
53	Adjust Manhole	EA	3.00	\$845.00	\$2,535.00	6.00	\$5,070.00			6.00	\$5,070.00			
54	Repair Manhole-Slurry Backfill	VF	0.33	\$3,118.00	\$1,028.94									
55	4-Inch Concrete Sidewalk, remove and replace	SF	270.00	\$7.10	\$1,917.00	822.00	\$5,836.20			822.00	\$5,836.20			
56	6-Inch Concrete Sidewalk, remove and replace	SF	25.00	\$7.50	\$187.50									
57	Detectable Warning Field	EA	2.00	\$160.00	\$320.00	12.00	\$1,920.00			12.00	\$1,920.00			
58	Restoration-Hydroseed	SY	85.00	\$8.00	\$680.00	35.00	\$280.00			35.00	\$280.00			
Total of All Renson Road Bid Prices					\$99,007.60		\$101,465.36				\$101,465.36			
SWEETBRIAR LANE														
59	30-Inch Concrete Curb & Gutter Remove & Replace	LF	200.00	\$32.80	\$6,560.00	236.00	\$7,740.80			236.00	\$7,740.80			
60	Pulverize & Reshape	SY	6130.00	\$2.08	\$12,750.40	5,994.00	\$12,467.52			5,994.00	\$12,467.52			
61	Remove Excess Material	SY	6130.00	\$2.40	\$14,712.00	5,994.00	\$14,385.60			5,994.00	\$14,385.60			
62	Base Patching Remove & Replace 12-Inch Material	SY	1840.00	\$16.80	\$30,912.00	1,585.00	\$26,628.00			1,585.00	\$26,628.00			
63	2 1/2 Inch Asphalt Binder	SY	6130.00	\$8.55	\$52,411.50	5,994.00	\$51,248.70			5,994.00	\$51,248.70			
64	1 1/2 Inch Asphalt Surface	SY	6130.00	\$5.60	\$34,328.00	5,994.00	\$33,566.40			5,994.00	\$33,566.40			
65	3-Inch Asphalt Drive Approach Remove & Replace	SY	15.00	\$12.80	\$192.00	15.00	\$192.00			15.00	\$192.00			
66	6-Inch Concrete Drive Approach Remove & Replace	SF	135.00	\$7.50	\$1,012.50									
67	Adjust Valve Box	EA	5.00	\$400.00	\$2,000.00	5.00	\$2,000.00			5.00	\$2,000.00			
68	Adjust Manhole	EA	15.00	\$845.00	\$12,675.00	15.00	\$12,675.00			15.00	\$12,675.00			
69	Repair Manhole-Slurry Backfill	VF	5.66	\$1,029.00	\$5,824.14	5.54	\$5,700.66			5.54	\$5,700.66			
70	Reset Inlet Frame and Grate	EA	2.00	\$1,071.00	\$2,142.00									
71	Restoration-Hydroseed	SY	45.00	\$8.00	\$360.00									
Total of All Sweetbriar Lane Bid Prices					\$175,879.54		\$166,604.68				\$166,604.68			
PINEGROVE COURT														
72	30-Inch Concrete Curb & Gutter Remove & Replace	LF	130.00	\$32.80	\$4,264.00	145.00	\$4,756.00			145.00	\$4,756.00			
73	Pulverize & Reshape	SY	1025.00	\$2.08	\$2,132.00	1,019.00	\$2,119.52			1,019.00	\$2,119.52			
74	Remove Excess Material	SY	1025.00	\$2.40	\$2,460.00	1,019.00	\$2,445.60			1,019.00	\$2,445.60			
75	Base Patching Remove & Replace 12-Inch Material	SY	513.00	\$16.80	\$8,618.40	515.00	\$8,652.00			515.00	\$8,652.00			
76	2 1/2 Inch Asphalt Binder	SY	1025.00	\$8.55	\$8,763.75	1,019.00	\$8,712.45			1,019.00	\$8,712.45			

Progress Estimate - Unit Price Work

Contractor's Application for Payment No. 4-FINAL

Application Period:		Application Date: 1/17/2017										
For (Project): Village Hartland 2016 Paving Program		Engineer's Project No.: 09-10026-300										
To Date												
A	B	C	D	E	F	G	H	I	J	K	L	
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously Estimated Quantity Installed	Value of Work Installed (\$)	Work Completed This Period Estimated Quantity Installed	Value of Work Installed (\$)	Total Work Completed to Date Estimated Quantity Installed	Value of Work Installed (\$)	
77	1 1/2 Inch Asphalt Surface	SY	1025.00	\$5.60	\$5,740.00	1,019.00	\$5,706.40			1,019.00	\$5,706.40	
78	3-Inch Asphalt Drive Approach Remove & Replace	SY	30.00	\$12.80	\$384.00	30.00	\$384.00			30.00	\$384.00	
79	6-Inch Concrete Drive Approach Remove & Replace	SF	25.00	\$7.50	\$187.50							
80	Adjust Valve Box	EA	1.00	\$500.00	\$500.00	1.00	\$500.00			1.00	\$500.00	
81	Adjust Manhole	EA	1.00	\$1,000.00	\$1,000.00							
82	Restoration-Hydroseed	SY	30.00	\$8.00	\$240.00							
Total of All Pinegrove Court Bid Prices					\$34,289.65		\$33,275.97				\$33,275.97	
EVERGREEN CIRCLE												
83	30-Inch Concrete Curb & Gutter Remove & Replace	LF	250.00	\$32.80	\$8,200.00	107.00	\$3,509.60			107.00	\$3,509.60	
84	Pulverize & Reshape	SY	5475.00	\$2.08	\$11,388.00	5,378.00	\$11,186.24			5,378.00	\$11,186.24	
85	Remove Excess Material	SY	5475.00	\$2.40	\$13,140.00	5,378.00	\$12,907.20			5,378.00	\$12,907.20	
86	Base Patching Remove & Replaces 12-Inch Material	SY	1920.00	\$16.80	\$32,256.00	3,100.00	\$52,080.00			3,100.00	\$52,080.00	
87	2 1/2 Inch Asphalt Binder	SY	5475.00	\$8.55	\$46,811.25	5,378.00	\$45,981.90			5,378.00	\$45,981.90	
88	1 1/2 Inch Asphalt Surface	SY	5475.00	\$5.60	\$30,660.00	5,378.00	\$30,116.80			5,378.00	\$30,116.80	
89	3-Inch Asphalt Drive Approach Remove & Replace	SY	15.00	\$12.80	\$192.00							
90	6-Inch Concrete Drive Approach Remove & Replace	SF	405.00	\$7.50	\$3,037.50							
91	Adjust Valve Box	EA	5.00	\$400.00	\$2,000.00	5.00	\$2,000.00			5.00	\$2,000.00	
92	Adjust Manhole	EA	16.00	\$845.00	\$13,520.00	16.00	\$13,520.00			16.00	\$13,520.00	
93	Repair Manhole-Slurry Backfill	VF	2.93	\$1,029.00	\$2,912.07	2.93	\$3,014.97			2.93	\$3,014.97	
94	Restoration-Hydroseed	SY	60.00	\$8.00	\$480.00							
Total of All Evergreen Circle Bid Prices					\$164,596.82		\$174,316.71				\$174,316.71	
MISCELLANEOUS ASPHALT PAVEMENT PATCHING												
95	Asphalt Pavement Patching	SY	506.00	\$86.00	\$43,516.00	400.00	\$34,400.00			400.00	\$34,400.00	
Total of All Miscellaneous Asphalt Bid Prices												
VILLAGE PARK PATHWAY PAVING												
96	Remove Existing Pavement and Base	LS	1.00	\$21,900.00	\$21,900.00	1.00	\$21,900.00			1.00	\$21,900.00	
97	Crushed Aggregate Base Course	TON	980.00	\$18.55	\$18,179.00	1,050.00	\$19,477.50			1,050.00	\$19,477.50	
98	3-Inch Asphalt Surface	SY	2200.00	\$10.90	\$23,980.00	2,257.00	\$24,601.30			2,257.00	\$24,601.30	
99	4-Inch Concrete Sidewalk	SF	100.00	\$18.30	\$1,830.00	160.00	\$2,928.00			160.00	\$2,928.00	

Progress Estimate - Unit Price Work

Contractor's Application for Payment No. 4-FINAL

For (Project): Village Hartland 2016 Paving Program

Application Date: 1/17/2017

Application Period:		Engineer's Project No.: 09-10026.300										
To Date												
A	B	C	D	E	F	G	H	I	J	K	L	
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously Estimated Quantity Installed	Value of Work Installed (\$)	Work Completed This Period Estimated Quantity Installed	Value of Work Installed (\$)	Total Work Completed to Date Estimated Quantity Installed	Value of Work Installed (\$)	
100	Detectable Warning Field	EA	6.00	\$160.00	\$960.00	5.00	\$800.00			5.00	\$800.00	
101	Restoration - Hydroseed	SY	550.00	\$8.00	\$4,400.00	1,425.00	\$11,400.00			1,425.00	\$11,400.00	
Total of All Park Pathway Paving Bid Prices					\$71,248.00		\$81,106.80				\$81,106.80	
COMMON TO ALL PROJECT AREAS												
102	Traffic Control, Signage, and Barricades	LS	1.00	\$7,900.00	\$7,900.00	1.00	\$7,900.00			1.00	\$7,900.00	
103	Erosion Control	LS	1.00	\$6,100.00	\$6,100.00	1.00	\$6,100.00			1.00	\$6,100.00	
104	Excavation Below Subgrade (EBS)	CY	200.00	\$26.50	\$5,300.00	135.00	\$3,577.50			135.00	\$3,577.50	
105	Geotextile Fabric	SY	200.00	\$1.50	\$300.00							
106	Excavation Below Subgrade (EBS) Backfill	TON	80.00	\$12.00	\$960.00							
107	Crushed Aggregate Base Course	TON	100.00	\$15.00	\$1,500.00							
108	Remove and Replace Valve Box Top Section	EA	10.00	\$650.00	\$6,500.00	1.00	\$650.00			1.00	\$650.00	
109	Allowance for Additional Work	LS	1.00	\$25,000.00	\$25,000.00	1.00	\$6,045.00			1.00	\$6,045.00	
Total of All Common to All Project Areas Bid Prices					\$53,560.00		\$24,272.50				\$24,272.50	
TOTALS					\$898,508.06		\$865,064.47				\$865,064.47	

MEMO

TO: David E. Cox/Village Administrator
FROM: Michael D. Gerszewski/Operation Supervisor
DATE: January 17, 2017
SUBJECT: Authorization to purchase a replacement pickup truck

With the approval of the 2017 Village budget, \$38,000 was allocated to replace a 2003 Ford pickup truck. The new truck cost is \$26,285 from Badger Truck Center.

The DPW will be installing warning lights, door logos and the two way radio. Madison truck Equipment will be installing a power inverter, window guard and running boards which is expected to cost \$2,500. These costs are not included in the truck price.

I am requesting that the DPW be authorized to purchase the 2017 Ford pickup Truck.

I am also requesting that the Village Board approve the sale of the 2003 ford pickup truck on the Wisconsin surplus.com auction site when the new truck is put in service.

Please place this in the Village Board agenda for consideration and possible action.

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



December 8, 2016

Village of Hartland

Attn: Mike/Leo

RE: Request for Quotation 2017 F350 4x2 REG. CAB

SPECIFICATIONS 2017 FORD F350 SUPERDUTY

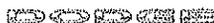
2017 Ford F350 Regular cab pickup 142" WB
 Municipal Orange
 Medium earth vinyl 40/20/40 split bench seat
 XL trim
 AM/FM Stereo w/ Clock
 Manual telescopic trailer tow mirrors
 Electronic 6 speed automatic
 6.2L EFI V8 engine
 Engine block heater
 LT275/65RX18 BSW All season tires
 18" steel wheels
 4.30 Electronic locking differential
 10,400 LB. G.V.W.
 Air conditioning
 Tilt wheel
 Extra heavy duty alternator
 Spare tire & wheel
 Factory brake controller
 Upfitter switches
 Municipal Selling Price \$ 26,285.00

3YR OR 36,000 MILE WARRANTY BUMPER TO BUMPER
 5YR OR 100,000 MILE WARRANTY ON DIESEL ENGINE

Thank you for allowing us to bid you. If you have any questions concerning specifications or pricing, please feel free to call me. Badger Truck Center hopes to be of help with your F350 Superduty needs.

Sincerely,

Brad Baker



Badger Ford
 2326 W. St. Paul Ave • Milwaukee, WI 53233
 P: 414-344-9500 • F: 414-344-4323

Badger Isuzu
 10915 W Rogers St • West Allis, WI 53227
 P: 414-321-3100 • F: 414-328-3333

Badger Rebuild
 4375 N 127th St • Brookfield, WI 53005
 P: 262-754-4370 • F: 262-754-4860

MEMO

TO: David E. Cox/Village Administrator

FROM: Michael D. Gerszewski/Operation Supervisor

DATE: January 17, 2017

SUBJECT: Authorization to purchase a replacement two yard dump truck

With the approval of the 2017 Village budget, \$86,000 was allocated to replace a 2004 Ford two yard dump truck. The new truck cab and chassis cost is \$45,315.00 including 4-wheel drive. The dump box cost is \$37,000 including a full width aluminum tool box with stainless steel doors, which brings the final cost for the replacement truck to \$82,315. The cab and chassis will be purchased through Badger Truck Center and Madison Truck Equipment will be installing the dump box, power inverter, warning lights and a hitch plate. The DPW will install the two way radio and door logos.

I am requesting that the DPW be authorized to purchase the cab, chassis and dump box.

I am also requesting that the Village board approve the sale of the old truck on the Wisconsin surplus.com auction site when the new truck is put in service.

Please place this in the Village Board agenda for consideration and possible action.

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



Village of Hartland

December 8, 2016

Attn: Mike/Leo

RE: Request for Quote on 2017 F550 Cab & Chassis 4x2

SPECIFICATIONS 2017 FORD F550 SUPERDUTY CAB & CHASSIS

2017 Ford F550 regular cab, cab & chassis 169"WB
 Municipal orange
 Medium earth vinyl 40/console/40 split bench seat
 XL-Trim
 Radio AM / FM Stereo W/ & Clock
 Electronic 6 speed automatic
 6.7L Power Stroke Turbo Diesel
 225/70RX19.5F BSW All traction tires
 4.88 Limited slip rear axle
 40 Gallon rear fuel tank
 19,500 LB. G.V.W.
 Air conditioning
 Engine block heater
 Jack
 Factory brake controller
 PTO Provision
 Snow plow prep package
 Manual regen
 Spare tire & wheel
 Municipal selling price \$ 42,677.00
 Cost to upgrade to 4WD \$ 2,648.00

3YR OR 36,000 MILE WARRANTY BUMPER TO BUMPER
 5YR OR 100,000 MILE WARRANTY ON DIESEL ENGINE

PLEASE NOTE SALES TAX & REGISTRATION FEES ARE EXTRA

Pricing good until 11-30-16

If you have any questions concerning specifications or pricing, please feel to call me. Badger Truck Center hopes to be of help with your F550 Superduty CAB CHASSIS needs.

Sincerely,

Brad Baker



Badger Ford
 2326 W. St. Paul Ave • Milwaukee, WI 53233
 P: 414-344-9500 • F: 414-344-4323

Badger Isuzu
 10915 W Rogers St • West Allis, WI 53227
 P: 414-321-3100 • F: 414-328-3333

Badger Rebuild
 4375 N 127th St • Brookfield, WI 53005
 P: 262-754-4370 • F: 262-754-4860

MADISON TRUCK EQUIPMENT INC.

A Complete Line
Of
Truck Equipment

2410 S. Stoughton Road
Madison, WI 53716-2898

Telephone (608) 222-5591
Wisconsin (800) 259-7453
FAX (608) 222-3644

To: **Budget Proposal**
Hartland
Address: 210 Cottonwood Ave.
City: Hartland, WI 53029
Attention: **Leo**
Telephone #: 262-367-4750
Fax #:

e-mail kurt.s@madisontruckequipment.com
Date: 07/27/16
Delivery:
Dealer:
P. O. #:

Terms: **NET ON DELIVERY, unless specified**

Quantity	QUOTE GOOD FOR 30 DAYS			PRICE EACH
One	Duraclass (HEIL) 316 Yardbird 8' X 7' Dump Body with 2/3 yard capacity, 14" Sides, 20" rear 10 Ga. 201 Stainless Steel Construction 1/4" AR 400 Floor with Crossmemberless Understructure CorTen Longmembers (Cor-Ten is resistant to corrosion) Heavy Duty Fully Boxed in Double hinged tailgate, Dura Class double side wall construction with front & rear corner posts, Integral 1/4 cab shield with punched window Quick release upper tailgate pins			
One	Duraclass (Heil) TBEI scissors hoist with 50 degree Dump Angle PTO For Allison Automatic with direct mount Pump, Oil tank valve, and cable control Mounted with body prop, body raise light, back up alarm, Mud Flaps Undercoat Dump Body			
One	Safety Lighting Package as follows Federal Signal L.E.D. Mini Hi-Lighter on cab guard Amber LED Alternating flashing Lights in Rear Corner Posts Mini LED Lights In front Grill, Side and rear of Cab Guard			
One	Thor TH 5000 Inverter 5000 watt inverter Mounted in cab			
MISC	3/4" Rear hitch Plate with 2" receiver Hitch 7 way RV Style electric plug Fleet Engineer Heavy Duty Poly Fenders			
One	Alum Line Aluminum Back Pack Mounted Behind the cab			
Two	Stainless Steel Underbody Tool Box 18" x 18" x 30" Room Permitting Installed FOB Madison, WI			
OPTION				
			TOTAL	\$35,000.00
			ADD	\$2,000.00
Chassis Make		CA: 84"	Trans: Allison	Subtotal
Customer Signature and Date			Salesman	Tax 5.5%
				F.E.T. 12%
		KURT SCHADEWALT	TOTAL	

MEMO

TO: David E. Cox/Village Administrator
FROM: Michael D. Gerszewski/Operation Supervisor
DATE: January 17, 2017
SUBJECT: Authorization to purchase a replacement Mower

With the approval of the 2017 Village budget, \$14,000 was allocated to replace a 2009 Bush Hog tow behind mower. The new mower cost is \$13,500.00, which includes a \$7,913.00 municipal discount.

I am requesting that the DPW be authorized to purchase the 2017 Bush Hog tow behind mower.

I am also requesting that the Village board approve the sale of the 2009 Bush Hog mower on the Wisconsin surplus.com auction site when the mower is received.

Please place this in the Village Board agenda for consideration and possible action.

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



Village of Hartland

January 16, 2017

Bushhog TD 1500 Tri-Deck mower \$ 21,413⁰⁰

15 Foot Cutting Width

1/2 TO 4 1/2 Cutting Height

1 - 72 inch Deck - 2 - 60 inch Decks

7 gauge Deck Construction

40 Hp minimum

540 pto

Double Acting Cylinder Conversion Kit

Under Side Roller Kit

Selling Price \$ 13,500⁰⁰

Salesman

Gerald Yunta



BUSH HOG[®]

Performance You Can Count On[™]

Tri-Deck



Finishing Mowers

**Professional Mowers for Sod Farms,
Golf Courses, Parks, Recreation Areas...
Wherever a Well-Groomed Cut is a Must.**

BUSH HOG® TRI-DECK FINISHING MOWERS

Designed for Precise Mowing on Even or Uneven Terrain

The Bush Hog line of Tri-Deck Finishing Mowers are perfect wherever a well-groomed cut is needed. With available mowing widths of 11, 15 and 17 feet, there is certain to be a size to fit your needs. Power requirements start at only 30 HP for the TD1100 and range up to 45 HP for the TD1700. Chances are you already have a tractor that is compatible with at least one of these mowers.

The entire TD line is well suited for golf courses, municipalities, sporting complexes, and homeowners with large acreages.

The high blade tip speed and 6-inch deck overlap assures a uniform cut with no streaking. Built "Bush Hog Tough," this line is designed to withstand thousands of hours of use with minimal downtime.

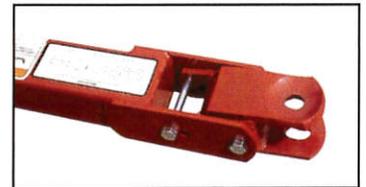
With a choice of three models, the TD Series meets your expectations of quality mowers from "The Factory Where Legends Are Built."



The TD1500/1700 mowers are at home on the golf course as well as any application where there are large areas of grass to be maintained.



The TD1100 requires only 30 horsepower and is extremely maneuverable when coupled with a compact tractor. Perfect for the golf course as well as the homeowner with large acreage. Options available for the TD1100 include a double acting hydraulic cylinder kit and 3 x 13-in. underside anti-scalp rollers (set of three).



The adjustable clevis hitch, along with the standard tongue jack, allows one person to attach mower to the tractor. The safety tow chain is standard.



The 3 x 5-inch anti-scalp front roller is standard equipment for all decks.



The TD1100 features a "quick transport" position that raises the wings to 30° in addition to folding them to 90°.



TD1500/1700

The three decks raise hydraulically for easy transport or for servicing the blades. Self-engaging transport locks are standard equipment. Wing locks are spring loaded to engage, and the rear deck engages when it reaches its locking height. The transport lock can be disengaged from the tractor seat by means of a pull cord. Wing decks can be raised 90° and the rear deck can be raised to approximately 60°. Transport width is only 95-1/2 inches.

- Streamlined deck design
- Reinforced mainframe construction
- Independent deck flotation
- Heavy duty Kevlar belting
- Large transport wheels for better flotation and stability
- Deck Gearbox – 45 H.P.
- Heavy duty divider gearbox
- Economical pricing, choice of widths
- Adjustable clevis hitch
- Greaseable blade spindles
- Standard front anti-scalp rollers
- Narrow transport width



SPECIFICATIONS

	TD1100	TD1500	TD1700
Cutting Width:	11'	15'	17'
Cutting Height:	3/4" to 4-1/4"	1-1/2" to 4-1/2"	1-1/2" to 4-1/2"
Deck Widths:	(3) 48" decks	(1) 72" deck, (2) 60" decks	(3) 72" decks
Deck Construction:	7 gauge	7 gauge	7 gauge
Deck Overlap:	6"	6"	6"
Blade Overlap:	1-1/2"	1-1/2"	1-1/2"
Material Discharge:	Rear	Rear	Rear
Rear Chains:	Standard equipment	Standard equipment	Standard equipment
Belts:	Single Kevlar "B" section per deck	Single Kevlar "B" section per deck	Single Kevlar "B" section per deck
Gauge Wheels:	(12) 11" x 4" pneumatic w/roller bearings	(12) 13" x 5" x 6" pneumatic w/roller bearings	(12) 13" x 5" x 6" pneumatic w/roller bearings
Tractor HP Required*:	30 HP minimum	40 HP minimum	45 HP minimum
Gearbox RPM:	540	540	540
Spindle RPMs:	4150	3316 (60"), 2792 (72")	2792
Transport Dimensions:	78" wide, 75" high, 146" long	95-1/2" wide, 95-1/2" high, 166" long	95-1/2" wide, 107-1/2" high, 166" long
Trans. Tires (w/taper. roll.bearings):	(2) 23" x 9-1/2" x 12"	(2) 23" x 9-1/2" x 12"	(2) 23" x 9-1/2" x 12"
Wing Flex:	30° up and 10° down	30° up and 10° down	30° up and 10° down
Hitch:	Pull type/clevis, 3 position adjustable	Pull type/clevis, 3 position adjustable	Pull type/clevis, 3 position adjustable
Driveline Size:	Cat IV 80° CV (main), Cat. III wing	Cat IV 80° CV (main), Cat. III wing	Cat IV 80° CV (main), Cat. III wing
Wing Deck Flex (ind. of wing frame):	10° side to side, 10° front to rear	10° side to side, 10° front to rear	10° side to side, 10° front to rear
Belt Adjustment:	Spring loaded idler	Spring loaded idler	Spring loaded idler
Blade Tip Speed:	18,468 fpm	18,231 (60"), 18,272 (72") fpm	18,272 fpm
Parking Jack:	Standard	Standard	Standard

* HORSEPOWER SUBJECT TO CHANGE DUE TO MOWING CONDITIONS

SPECIFICATIONS SUBJECT TO CHANGE WITHOUT NOTICE

Dealer Info:



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www.bushhog.com

Bush Hog®, Inc.
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(334) 874-2700

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Hartland Business Improvement District

2016 Annual Report

2016 Board of Directors

Tom Brass, BID President
Mike Badani, BID Vice President
Sam Emanuele CPA, BID Treasurer
Scott Heyerdahl, BID Secretary
Jon Wojciechowski, BID Past President
Steve Berger
Dave Lamerand
Dr. Jim Muenzenberger
Marilyn Haroldson
David Cox, Ex Officio Member

The mission of the Hartland BID is to provide leadership for the vitality of downtown Hartland; an area that offers a variety of commercial, retail and service businesses. The BID serves as a catalyst to improve and promote downtown Hartland through business development, marketing, economic development and business education.

The Business Improvement District attracts people to live, work, shop, conduct personal business and seek entertainment in downtown Hartland.

135 Cottonwood Ave, Hartland, WI 53029
262-367-6560 • www.downtownhartland.com • hartlandbid@att.net

The 2016 Annual Report is a summary of the highlights, accomplishments and overview of the Hartland Business Improvement District. The Hartland BID is overseen by the BID Board of Directors with four operating committees: Design Committee, Marketing Committee, Economic Development Committee and Executive Committee.

Design Committee 2016 Accomplishments

BID Façade Improvement Grant Program

In 2016, the Façade Improvement Grant Program continued its sixth year of operation, offering up to \$10,000 in matching grants for façade improvements. The overall grant budget for 2016 was \$40,000. The Village of Hartland committed \$20,000 towards the Façade Improvement Grant Program.

During 2016, a total of \$20,410 was approved for the Façade Improvement Grant Program which stimulated \$54,817 in capital improvements within the BID district.

<u>Property Owner</u>	<u>Address</u>	<u>Project Approved</u>
1. Fox Bros. Piggly Wiggly	505 Cottonwood Ave	New brat stand
2. Citgo/Hartland Village Mart	301 E. Capitol Drive	Concrete work/landscaping/parking lot
3. Hartland Professional Bldg.	140 North Ave	Concrete work
4. Birch & Banyan Coffee	150 E. Capitol Drive	Painting/Façade improvements

BID Sign and Awning Grant Program

During 2016, a total of \$2,702 was approved for the Sign and Awning Grant Program which stimulated \$5,404 in capital improvements within the BID district. The purpose of the program is to encourage the installation of new signs and awnings featuring printed signage advertising the business name, address and/or logo.

<u>Business or Property Owner</u>	<u>Address</u>	<u>Project Approved</u>
1. The Specific Chiropractic Center	557 Cottonwood Ave	Business sign
2. Behrend Property LLC	220 E. Capitol Drive	Business sign
3. Hartland Family Chiropractic	211 Cottonwood Ave	Business sign
4. Premier Partners	134 Cottonwood Ave	Business sign
5. H+P CPAs	365 Cottonwood Ave	Window decals
6. Silver Oak Properties	350-354 Cottonwood Ave	Building light pole banners
7. Birch & Banyan Coffee	150 E. Capitol Drive	Business sign

BID Sandwich Board Sign Grant Program

Implemented in 2014, this grant program offers a \$50 grant to a business owner toward the purchase of a sandwich board sign that meets the design requirements. One grant in the amount of \$50 was approved in 2016.

Streetscape Program

Summer and winter seasonal arrangements filled 13 decorative pole baskets. In 2016, artificial summer floral arrangements were used for the sixth year, making the investment pay for itself in savings. During the winter

months, 24 light poles and 13 baskets were decorated with artificial balsam greenery and LED snowflakes. Bright LED lights were strung on the holiday tree to compliment the Hartland Lights holiday event. Seasonal themed banners, purchased in previous years, hung on the decorative poles.

Garden Gate Nursery maintained landscaping around the two Downtown Hartland welcome signs. Garden Gate maintained and installed the summer floral basket arrangements, and installed the winter light pole decorations and holiday tree decorations. The Village of Hartland DPW assisted in decorating the holiday tree and provided the lift truck.



Wayfinding

In 2016, the BID did not add any wayfinding signs downtown.

Marketing Committee 2016 Accomplishments

The Marketing committee was involved in creating opportunities for BID members to participate in downtown events, opportunities for businesses to showcase their products and services, and district promotion and advertising.

Poker Pub Walk – New in 2016, the poker pub walk was held on February 25th. The goal of this event was to get people out downtown Hartland during the long winter months. Participants picked up playing cards at several restaurants/bars and were eligible for downtown Hartland gift certificate prizes based on their final card hands.

Spring Art Show – On May 15th, the downtown business district hosted a Chillin’ on the Trail – A Walk of Art show organized by Lake Country Fine Arts School & Gallery. The evening showcased many works of Ice Age Trail themed art at several businesses. The artwork was created by school children in the magnet schools at Hartland-Lakeside schools.



Hometown Celebration Parade - The BID made a monetary contribution to support the Hartland Hometown Celebration Parade on June 26th. As part of sponsorship, the BID received a float space in the parade. The Waukesha/Milwaukee County chapter of the Ice Age Trail Alliance created an Ice Age themed float. Representatives from the BID and Ice Age Trail Alliance handed out candy and Ice Age Trail information during the parade. The event is held in downtown Hartland and brings many families and business participants to the community to enjoy the festivities.



Hartland's Neighborhood Night Out – This was the third year for this family-friendly event held on August 4, 2016. The BID made a monetary contribution to support printing costs for event promotional materials. The evening included a restaurant crawl, activities at businesses and Nixon Park and an outdoor movie in the park.

Hartland Kid's Day – The Hartland BID was a Prime Media Sponsor for the extremely popular Hartland Kid's Day in Nixon Park on July 27th. With sponsorship, the BID had a booth and shared it with representatives from the Ice Age Trail Alliance. Downtown Hartland and Ice Age Trail Alliance information, children's bubbles and tattoos were given out to hundreds of kids and their parents.



Hartland Lights - The Hartland Lights event was held December 2nd. The BID participated in planning the event and provided financial support for advertising and promotion, sound equipment rental, and a small portion of the trolley service. A large, festive crowd filled the downtown streets for the event!



Canadian Pacific Holiday Train - The Holiday Train stopped in Hartland on December 6th. The BID made a monetary contribution to the Hartland Chamber of Commerce to help pay for expenses related to the event. The mission of this event was to collect food and monetary donations for local food pantries.

Annual Meeting and BID Member Socials

The BID Annual Meeting was held on Tuesday, February 9th, prior to the BID Board meeting. All BID members were invited to attend the Annual Meeting. Beer Snobs Ale & Eats hosted a Spring Social on Wednesday, April 20th and a

Fall Social on Thursday, November 10th. BID members socialized, networked, and met business neighbors at these events. The Spring Social included a welcome from Tom Brass, BID President, and recognition of BID businesses, programs and volunteers.



Other Marketing Committee initiatives in 2016:

Website Maintenance – The BID website got a new look with more vibrant colors and an updated homepage. The site was made more user friendly across all forms of electronic media. Ocreative in downtown Hartland provided these services.

Business Directory and Master BID List - The BID directory and master list are continually updated. The directory lists business contact information and is updated on the website and in print form, when needed. The master list consists of property owner and tenant information.

Social Media – The BID made a concerted effort to have a constant presence on social media, namely Facebook. The BID hosted two social media workshops for members at Digital Media Lab in Hartland.

Holiday Mailer – A holiday mailer containing an upcoming event schedule was mailed to over 4,700 area residents in late November. Included on the mailer was an opportunity for recipients to win a \$100 BID gift certificate that was good at any participating district business.

Welcome New Businesses to Downtown Hartland in 2016

Evancer Resource Group, 140 North Avenue

Kelly Farber LCSW, 155 E. Capitol Drive

Lake Country Skin Spa, 140 Cottonwood Avenue

Lisa Sauer Piano Studio, 300 Cottonwood Avenue #1

Novo Counsel, 139 Cottonwood Avenue

Ohana Group, 145 North Avenue, Suite G

Shore Line Cycling World, 103 North Avenue

The Specific Chiropractic Center, 557 Cottonwood Avenue

TTP Academy, 352 Cottonwood Avenue

Economic Development Committee 2016 Accomplishments

BID Loan Pool Program - The program provides capital up to \$25,000 at low interest rates and very affordable terms to foster business development and is available to all new and existing businesses within the Downtown Hartland Business Improvement District area. First Bank Financial Centre is the financial institution that has committed capital in the amount of \$300,000 to this venture. In 2016, three loans were awarded for a total of \$75,000 at 1% interest.

Available Property Listing - The available property listing is continually updated and posted on the BID and Village of Hartland websites, as well as social media. In addition, the BID Director maintained the property listings on the LocateInWisconsin.com website.

Education Certificate Grant Program – This was the third year for this program that was designed to encourage every entrepreneur to commit to a well-rounded education and business foundation by furthering their understanding of the operation of a small business. Certificate recipients are awarded a grant to be applied to the operation of their business in the Hartland Business Improvement District and a free one-year membership to the Hartland Chamber of Commerce. Four required classes must be completed at the WCTC Small Business Center.

Executive Committee 2016 Accomplishments

1. The BID has successfully completed 10 years of operation.
2. The 2016 annual budget was created and approved.
3. BID Board of Directors and Officers were elected for terms expiring December 31, 2017.

Ice Age Trail Community

The Village of Hartland became Wisconsin's first Ice Age Trail Community in July, 2015. The BID, in partnership with the Village of Hartland and the Ice Age Trail Alliance, helped in planning and promoting events associated with this designation and the trail that runs through the village. An Ice Age Trail Community Committee was formed by the Village of Hartland in July, 2016 and one representative from the BID serves on this committee. The BID committed \$1,500 to the committee for the construction of a new 6-panel kiosk in Nixon Park.



Hartland Business Improvement District 2017 Operating Plan

2017 B.I.D. Board of Directors

Tom Brass, B.I.D. President
Mike Badani, B.I.D. Vice President
Scott Heyerdahl, B.I.D. Secretary
Sam Emanuele CPA, B.I.D. Treasurer
Jon Wojciechowski, B.I.D. Past President
Marilyn Haroldson
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Steve Berger
Dave Lamerand, Village President
David Cox, Ex-Officio Member

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Hartland Business Improvement District

2017 Operating Plan

A. Background

In 1984, the State of Wisconsin created Section 66.608 of the Statutes (“BID law”) enabling municipalities to establish Business Improvement Districts upon the petition of the owner of at least one property used for commercial purposes within the proposed district. The purpose of the law is “...to allow businesses within those districts to develop, to manage and to promote the districts, and to establish an assessment method to fund these activities.” (1983 Wis. Act 184, Section 1, legislative declaration.)

B. Goals of the Business Improvement District

Pursuant to the BID law, this operating plan for the District has been developed by the BID Board along with business and property owners. The following objectives were identified:

1. Continuation of the *Façade Improvement Grant Program* offering matching grants up to \$10,000.
2. Continuation of the *Sign and Awning Grant Program* offering matching grants up to \$750.
3. Continuation of the *Business Loan Pool Program* offering low interest loans in partnership with First Bank Financial Centre.
4. Continuation of the *Education Certificate Grant Program* offering grants up to \$500.
5. Continuation of the *Sandwich Board Sign Grant Program* offering grants up to \$50.
6. Implementation of the BID Strategic Planning process that was initiated in 2012 to measure success.
7. Economic Development Committee
 - Business retention program to contact property and business owners on a regular basis.
 - Maintain list of vacancies and available property.
 - Conduct business education and informational seminars for property owners and businesses in district.
 - Communication with BID members, external resources and stakeholders about the BID.
 - Support of the Tax Incremental Finance district to stimulate redevelopment.
 - Initiatives to assist businesses locating in the BID and new business start-up assistance.
 - Support of businesses and issues that are important to the Village area.
8. Marketing Committee
 - Develop and continually align mission and brand of the BID.
 - Foster good communication between BID board, BID members, BID businesses, village and overall community.
 - Aid owners and business with promotion and foster cooperative efforts as needed and desired.
 - Communicate with internal constituents and external consumers.
 - Website development, maintenance, and search engine optimization.
 - Conduct or participate in events that promote and increase commerce within the district.

- Coordinate the BID's involvement in Ice Age Trail Community cross-promotion and development of activities with the Village and the Ice Age Trail Alliance.

9. Design Committee

- Encourage BID properties to be well maintained and physically appealing.
- Maintain adequate way finding to direct consumers to downtown BID district.
- Maintain comprehensive entry point signage and point of interest way finding program.
- Provide streetscaping program to create a unified look in the district.
- Maintain seasonal decorative baskets and banner program.
- Upgrades and replacement to district decorative elements and landscaping areas.
- Review applications received from district members for the grant assistance programs and make recommendations to the board for approval.
- Provide design support for exterior façade and sign improvements.
- Provide advocacy to assist businesses navigate through various Village regulatory process.

10. Executive Committee

- Adhere to the BID Mission Statement - The mission of the Hartland BID is to provide leadership for the vitality of downtown Hartland; an area that offers a variety of commercial, retail and service businesses. The BID serves as a catalyst to improve and promote downtown Hartland through business development, marketing, economic development and business education.
- Adhere to the overall goals of the BID - The Business Improvement District attracts people to live, work, shop, conduct personal business and seek entertainment in downtown Hartland.

A business improvement district creates a mechanism for non-residential property owners to levy and collect special assessments to finance the achievement of common goals. The District is dedicated to increasing activity and improving the image of the District. Staffed with a professional manager, the District creates a link between, service, retail, civic and social activities. It is anticipated that these efforts help increase District sales volumes, attract additional business investment, and enhance property values in the District commercial area.

C. Boundaries

The District consists generally of an area bounded on the north by the last commercial properties on North Avenue, on the east on Capitol Drive roughly starting at Church Street, on the south at Cardinal Lane, on the west to the top of Hill Street. A few properties are included on Pawling Avenue. Nearly all commercial property in the downtown Village Center is included in the District.

D. Budget for 2017

2017 BID Revenue	\$ 70,000	
Prior Year Surplus	39,986	
	<hr/>	109,986
Design & Maintenance	30,500	
Marketing & Promotion	28,000	
Administration	40,265	
	<hr/>	98,765
Projected Surplus	<hr/>	<hr/>
	\$ 11,221	

E. Operating Board

The District Board's primary responsibility is to implement the District Plan and the Board shall have all the powers necessary and convenient to implement the Plan including the power to contract for services. This includes the power to negotiate with providers of goods and services to carry out the District Plan; to enter into various contracts; to monitor and develop activity; to annually revise the Plan, and to ensure compliance with the provisions of applicable statutes and regulations.

State law mandates that the Board be composed of at least 5 members and that the majority of the Board be owners or occupants of property within the District (or representatives of the owners or occupants of the property within the District.)

The Hartland Business Improvement District shall be structured and operate as follows:

Board Size: Nine members plus one ex-officio member; the Village Administrator.

Composition: At least 7 members must be owners, occupants or representatives of owners or occupants of property in the District. Any non-owner or non-occupant appointed to the Board shall be a resident of the Village of Hartland or represent an entity identified with the Village of Hartland.

Terms: Appointments to the Board shall be for a period of 3 years.

Compensation: None.

Meetings: All meetings of the Board shall be open to the public and governed by Wisconsin Open Meeting Law.

Record Keeping: Files, records and other materials of the Board's affairs shall be kept pursuant to standard public record requirements.

Staffing: The Board may contract or hire for staffing and other services as needed to execute the budget and implement the Operating Plan.

Meetings: The Board shall meet regularly, at least annually. The bylaws should be used as a reference herein. If necessary, the Board shall adopt rules of order to govern the conduct of the meetings not inconsistent with the Plan.

Appointments: Members who have resigned or whose terms have expired will be appointed periodically by the Village President.

On or before December 1 of each year, the Board will submit its recommendations for appointment to the Village President for the seats of Board members whose terms have or shall expire or who have resigned.

F. Payment of Expenses

All expenses to be incurred by the District pursuant to the budget set forth each year shall be paid as incurred out of income received by the District. The District's income for calendar year 2017 shall include the special assessment revenue (District assessment) as collected by the Village and provided by the property owners.

The principle behind the District assessment is that the owner of each assessable property within the District boundaries shall provide a proportionate share of the District expenses, based on the assessed value of the property for real estate tax purposes. The assessment method is as follows: An annual assessment will be levied against each property located within the District boundaries and not otherwise exempted hereunder, in the amount computed by applying 0.23063% assessment ratio charged per \$1,000 of assessed value for that property for general real estate tax purposes as of the date of adoption of the District Plan for such year, subject to a minimum of \$500 and a maximum of \$2,500. This is subject to change and the decision of the Board on an annual basis. The method of assessment is expected to remain unchanged during the first three years of operation of the District unless the governing Board of the District and the Village of Hartland alter the assessment process pursuant to the BID law.

Any property that is exclusively used for residential purposes will not be assessed by the District. However, any property that is used only in part for residential purposes shall be assessed by the District at its full assessed value.

Property exempt from the general real estate tax has been excluded from the District. Owners of tax exempt property adjoining the District and expected to benefit from the District activities will be asked to make a financial contribution to the District on a voluntary basis. Funds collected in this manner in any given year shall be used to augment the activities of the District and used as supplemental income. In addition, those exempt properties adjoining the District

which are later determined to be no longer exempt from the general property taxes shall automatically become included within the District and subject to assessment under any current operation plan without necessity to undertake any other act.

The District assessment for each property shall be calculated by the Board and will be submitted to the Village of Hartland together with an Annual Plan and Budget, prior to the time each year that tax bills are printed. The Village shall include the approved District assessment on the tax bills as a separate line item on the next real estate tax bill issued for each property within the boundaries of the District. The Village shall collect the assessment with the taxes as a special charge and shall turn over all monies so collected to the District Board for distribution in accordance with the District Plan and the BID law. All District assessments shall be treated as special charges and shall be shown on the tax bill as due and owing with the first installment of taxes, and if not paid with that first installment when due, shall accrue interest and penalties applicable to delinquent taxes. Any money collected by the Village of Hartland for the District assessment shall be held by the Village in a segregated account until it is released to the District Board as provide herein.

A list of the projected assessments for each property within the District boundaries will be established for each subsequent year by applying an appropriate formula, and shall be available at the Village of Hartland offices.

The District Board shall prepare and make available to the public and the Village, an annual report generally outlining the current status of the District, including an accounting of the prior year's expenditures and revenues. This will be done prior to or at the time it submits its annual operating plan to the Village for the following year. The submission shall include an independent certified audit which shall be obtained by the Village of Hartland, and shall be paid from the District budget.

G. Role of the Village of Hartland

The Village of Hartland is committed to helping private property owners in the District. The Village will play a significant role in the District and in the annual implementation of the District Plan. The Village will:

- Support the adoption of the district plan and subsequent year's Operating Plan through staff time and compliance with statutes, devote stall time and assistance as appropriate to promote the services of the District.
- Monitor and when appropriate apply for outside funds and/or provide Village funds that could be used in the support of the District.
- Up to \$20,000 of matching grant funds will be provided by the Village to the 2017 Façade Improvement Program.
- Collect assessments and deposit the funds in a segregated account; disburse these monies to the District Board along with identification of those assessments included in the disbursement.
- Procure and review annual audits as required per Section 66.608 of the BID law.
- Provide the Board, through the Tax Assessor's Office on or before September 1 of each year, with the official Village records on the assessed value of each property within the District boundaries as of January 1 of that year, for the purposes of calculating the District assessment.
- Encourage Federal, State, and County government to support the activities of this District and others.

H. Promotion of Orderly Development of the Village

Under Wisconsin Statutes Section 66.608 (1) (f) (4), this business improvement district plan is required to specify how the creation of the District promotes the orderly development of the Village. The District will enhance the aesthetics and commercial atmosphere in the Village and, consequently, increase business activity. Increased business activity will increase sales tax revenues and property tax base in the Village.

I. Required Statements

The Wisconsin business improvement district law requires this District Plan to include several specific statements. They are included here and will pertain to all forthcoming plans even if not included with documents sent to the Village for confirmation.

Wisconsin Statutes 66.08(1) (f) (1m): the District will contain property used exclusively for manufacturing purpose, as well as properties used in part for manufacturing. These properties will be assessed according to the standard formula set forth in the District plan because it is assumed that they will benefit from development of the District.

Wisconsin Statutes 66.08(1)(f)(5): A legal opinion from the Village of Hartland attorney indicated that this District plan complies with all applicable provisions of the state law and is incorporated herein by this reference.

Wisconsin Statutes 66.608 (5) (a): Property known to be used exclusively for residential purposes will not be assessed.

J. Severability

The District has been created under authority of Section 66.608 of the State of Wisconsin. Should any court find any portion of this statute invalid or unconstitutional said decision will not invalidate or terminate the District and this District Plan shall be amended to conform to the law without need or re-establishment?

Should the legislature amend the statute to narrow or broaden the powers of a Business Improvement District so as, amongst other things, to exclude or include as assessable properties of a certain class or classes of properties, then this District Plan may be amended by the Village of Hartland Board of Trustees as needed when it conducts its annual budget approval and authorization, without necessity to undertake any other act.

All of the above is specifically authorized under Wisconsin Statute section 66.608 (3) (b).

All expenditures of the District shall be financed through the assessment method identified above; however, the Board is also empowered to accept and secure other gifts, donations, grants, and other monies, to carry out the action in keeping with the general goals of the District identified herein. All expenditures shall be made in the District or for its benefit.

Adopted by BID Board: January 10, 2017