

VILLAGE BOARD AGENDA
MONDAY, MARCH 27, 2017
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

Pledge of Allegiance –President Lamerand

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. Proclamation honoring Mike Laguna on his retirement from the Village after 30 years of service.
2. Consideration of a motion to approve Village Board minutes of March 13, 2017.
3. Consideration of a motion to approve the vouchers for payment.
4. 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 a renewal application for a restricted species permit
 - c. Consideration of a Street Use Permit for Beer Snobs Ale & Eats
 - d. Consideration and action regarding a request from the owners of Hogger's Pub requesting additional time to begin operation
5. Consideration of bill for an Ordinance No. 03/13/2017-01, An Ordinance to Amend Article 22, Section 30-28 of the Village of Hartland Code of Ordinance Regarding Fines and Forfeitures of the Municipal Court.
6. Consideration of actions related to various insurance matters:
 - a. Consideration of a motion to approve various liability, workers compensation and automobile insurance coverage through League of Wisconsin Municipalities Mutual Insurance (LWMMI) and other underwriters for the term of April 1, 2017 to April 1, 2018 with a combined annual premium of \$193,229.50.
 - b. Consideration of motion to accept proposal for property and equipment insurance coverage from Municipal Property Insurance Company for the policy term of May 1, 2017 to May 1, 2018 with an annual premium of \$23,436.

Items referred from the March 20, 2017 Plan Commission meeting

7. Items related to a request to construct a secured self-storage facility located at 840 Rose Drive for Benchmark Secured Storage of Hartland LLC.

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- a. Consideration of a motion to approve site and building plans
 - b. Consideration of a motion to approve a Conditional Use Permit
8. Consideration of a motion to approve revised site and building plans for an addition to Midwest Composite Technologies, 1050 Walnut Ridge Drive.

Others items for consideration

9. Consideration of a motion to approve the Stormwater Management Program Annual Report to the DNR.
10. Consideration of a Proposed No Parking Designation on Pawling Avenue at Prospect Avenue.
11. Consideration of a motion to replace the Village Engineer position on the Plan Commission with a citizen member and to appoint resident Tim Fenner to the Plan Commission for a term ending April 30, 2020
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
13. Adjournment

David E. Cox, Village Administrator

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

MEMORANDUM

TO: President and Board of Trustees
FROM: David E. Cox, Village Administrator 
DATE: March 24, 2017
SUBJECT: Agenda Information

The following information relates to the upcoming Village Board meeting agenda and includes additional or summary information and staff recommendations as necessary. The numbering will follow the numbering of the agenda.

Item 4c Related the Street Use Permit for Beer Snobs.

Background: As noted in the attached e-mail from one of the principals in Beer Snobs Ale and Eats, they are proposing a later ending time than was approved for this event last year. In order to help capture some of the US Open spectator business, they would like authorization to play music until midnight and to clear the street of patrons by 12:30am. In 2016, these times were 11:00pm to end music and Midnight to clear the street.

Recommendation: Approve the Street Use Permit with the later times for 2017.

Item 4d Related to Hogger's Pub.

Background: As the Board will recall, liquor licenses were issued to Hogger's Pub, which is planned to occupy the former Ordway's building. The licenses were issued subject to an agreement with Linda and Jeff Anson that required them to acquire the property, make improvements and open by Thursday, March 30. We have had contact from the owners indicating that they have encountered setbacks in the renovation process involving both the electrical and the HVAC system that will delay their opening. As the attached material from the owners indicates, they will address the Village Board on Monday to request an 8-week time extension to complete the renovations and open.

Recommendation: Authorize an appropriate time extension.

Item 5 Related to the Municipal Court Ordinance.

Background: At the last meeting, the Village Board gave the first reading to an ordinance prepared by the Municipal Court that would adjust the Hartland Village Code to reflect the new members. All members of the Court must enact identical enabling legislation for the Court. In the intervening week, it has been determined by the Court's council that the entire enabling legislation needs to be updated to not only add the new members but also correct Statute references that have changed and to update some other language. That ordinance is not ready

and the Court does not want us to adopt the original ordinance. As such, in order to properly dispose of the ordinance currently in the process, it would be appropriate for the Village Board to waive the third reading and to **fail the existing ordinance**. The Board would then see a revised ordinance to repeal and replace the Court legislation at an upcoming meeting.

Recommendation: Suspend the rules to waive the third reading and fail the ordinance.

Item 6 Regarding Insurance

Background: The Village has continued to purchase most of its insurance protection through the League of Wisconsin Municipalities Mutual Insurance (LWMMI) represented locally by R&R Insurance. We have continued this relationship because the LWMMI is a mutual insurance company owned by the various governments that are insured therein and the program is well oriented toward the peculiar needs of government owners. For the upcoming renewal term of April 1, 2017 through April 1, 2018, the cost of the Village's various insurance coverages, except property and certain equipment, will increase by about \$16,000, which is due primarily to a change in our experience modifier in the Workers Compensation insurance. As the Board will recall, the experience modifier, which adjusts the State-set premium for Workers Compensation Insurance by a factor representing our safety and claim experience, is set using our actual claims experience for the three most recent completed years. In 2017, a year with very few claims is being replaced with a year in which we experienced some more significant injuries and claims. Unfortunately, this increases our modifier from .71 to .81, which translates to an increase of about \$10,000 in this premium. Approximately \$2,900 of the \$193,230 premium is paid to other carriers, including Liberty Mutual, Hanover and CNA, for our Boiler and Machinery, Crime coverage and two Bonds.

In addition to the above-discussed coverage, the Village insures its real and personal properties through Municipal Property Insurance Company (MPIC), which is a partnership of the League of Wisconsin Municipalities Mutual Insurance Company, Cities and Villages Mutual Insurance Company and Wisconsin Municipal Mutual Insurance Company. The cost of this insurance has increased slightly to \$23,436 due to the addition of certain utility-related properties and an adjustment in the rate for non-vehicle property.

Recommendation: Approve the general insurance proposal with LWMMI and the property insurance proposal through MPIC.

Item 7 Regarding Benchmark Secure Storage.

Background: This item is returning to the Plan Commission for Public Hearing related to the Conditional Use Permit and final Plan Commission review and recommendation. Staff has drafted the Conditional Use Permit and the Commission is requested to ensure that the proposed conditions are accurate and complete. Specifically, the Commission should ensure that the drainage and landscape plans are acceptable for screening for parcels on the west and softening the appearance of the site from the east. Also, the developer has proposed a paved vehicle access wrapping around the east side of the main building and allowing vehicle access to the rear of the property. The intent is to provide Fire Department access at this location as well as some level of customer access. The Commission is asked to review this situation and determine whether it is acceptable. The Fire Chief has reviewed the design and indicated via e-mail to the developer earlier this week that the proposed fire access lane will not be acceptable to the Department.

Recommendation: Hold the Public Hearing and recommend approval with conditions.

Item 8 Regarding Midwest Composite Technologies.

Background: The Plan Commission will recall that a version of this project was approved by the Plan Commission and Village Board in September 2016. However, the owners of Midwest Composite have determined to make changes to the site layout and the architectural design of the building that merit review and approval. The new proposal calls for a 48,065 square foot (previously - 47,240 square foot) addition to the existing 60,307 square foot facility located at 1050 Walnut Ridge Drive in the Bark River Commerce Center. The site is approximately seven acres. The expansion will provide for additional manufacturing space as well as warehousing and shipping/receiving area. While the overall amount of impervious surface changes only minimally (one-tenth of a percentage point increase) the loading dock area moves toward the road and front of the building and the overall height of the building is reduced. Materials and architectural appearance remain the same. No change is proposed to the entry way authorized as part of the original plan.

Recommendation: Approve the revised site and building plan conditioned on final engineering review.

Item 9 Regarding the annual Stormwater Report.

Background: As Public Works Director Einweck's memo indicates, annually the Village is required to file a report with the DNR related to the permit the Village holds for

discharging storm water to waters of the State. The report highlights our policies and practices related to improving storm water discharge quality and, this year, highlights changes to some of our programs.

Recommendation: Approve the Annual Stormwater Report for submission to the DNR.

Item 10 Regarding implementation of parking restrictions on Pawling Avenue.

Background: As Public Works Director Einweck's memo indicates, staff has been asked to respond to parking difficulties on Pawling Avenue in the area of the newly-constructed Hartland Station office building. The proposal, which is slightly revised from the version sent earlier this month, calls for some elimination of parking on both the north and south sides of the street in the area of the intersection of Pawling and Prospect. The owner of the new building and some of the tenants are concerned about the loss of parking on the south side but we are attempting to accommodate the space needed to turn a semi-truck from Prospect onto Pawling, which occurs on a somewhat regular basis due to the machining and manufacturing facilities on the northwest corner. It is hoped that the parking restriction on the south side of the street in front of the building will be temporary. The Plan Commission and Village Board approval for this building included a plan for the Village to install angled parking along this stretch of roadway and that project may be scheduled for construction in 2018. The plan would be presented as part of the Capital Improvements planning upcoming this summer. The building developer has contributed some funds toward that effort.

Recommendation: Approve the parking plan.

Item 11 Regarding Plan Commission Membership.

Background: The Village Code provides that one member of the Plan Commission may be the "Village Engineer or his/her designee." As staff and the Village Board have discussed in the past, this particular arrangement does not seem to make sense any more. The Village Engineer, as an outside consultant, functions, primarily, as a staff member providing review and recommendations for the Commission. It has been staff's recommendation to replace this position with a citizen member. Recently, staff was contacted by Attorney Tim Fenner who indicated that he had retired in December and, as a Hartland resident, was interested in serving on a Board or Commission. President Lamerand felt his background made him well-suited for the Plan Commission and he is, therefore, recommending him for membership. The proposed

President and Board of Trustees

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term would coincide with the other renewal for the Plan Commission that will take place next month.

Recommendation: Approve appointment of a citizen member instead of the Village Engineer and consider confirmation of Mr. Fenner's appointment.

DC:Agenda Info 3-27-2017

*P*ROCLAMATION

IN HONOR OF MIKE LAGUNA'S 30 YEARS OF SERVICE
TO THE VILLAGE OF HARTLAND UPON HIS RETIREMENT

Whereas, Department of Public Works Employee Mike Laguna has loyally served the Village of Hartland residents for 30 years having been hired as a temporary employee in the Public Works Department on September 4, 1986 but the Village immediately recognized Laguna's skills and abilities and made him a permanent employee on January 2, 1987;

Whereas, Mike Laguna served the Village as a DPW Laborer with great skill as woodworker, building our picnic tables, maintaining our entrance signs and deftly handling any carpentry project the Village sent his way;

Whereas, Mike Laguna has endeavored with his coworkers in all manner of weather from the warm summer days painting fresh traffic markings on our streets to the coldest of winter midnights keeping the roads in Hartridge clear or the water flowing;

Whereas, Mike Laguna has been an asset to our community and while he will be missed, his retirement after 30 years of service is well-deserved;

Now, Therefore, the Village Board for the Village of Hartland hereby proclaims congratulations and thanks to Mike Laguna upon his retirement and encourages all residents to join it in expressing our tremendous gratitude for his service.

Dated this 3rd day of April, 2017.

David Lamerand, Village President

Attest:

Darlene Igl, WCMC/CMC, Village Clerk

VILLAGE BOARD MINUTES
MONDAY, MARCH 13, 2017
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

Pledge of Allegiance –Kyle Hoepner

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

Others: Administrator Cox, Finance Director Bailey, DPW Director Einweck, Police Chief Rosch, Deputy Chief Bagin, Clerk Igl, Laura Myrah, Anthony Armelli, Jim Busch, Kyle Hoepner, Pat Endter, a number of police officers.

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. President Lamerand read and presented a proclamation to Kyle Hoepner honoring him for achieving the rank of Eagle Scout.
2. President Lamerand read and presented a proclamation to Chief Robert Rosch on his retirement from the Village after 33 years of service. Chief Rosch thanked the Village for their support for him and the police department stating that the Village has been an outstanding employer.
3. Presentation by Arrowhead High School Superintendent Laura Myrah regarding the Referendum on the April 4 ballot.

Ms. Myrah stated that Arrowhead High School has 160 teachers with a total of 200 employees that are all topnotch serving eleven municipalities. A brochure titled "Referendum Facts" was provided which divides the proposed project highlights into three categories: instructional area improvements, campus-wide building and technology infrastructure and campus-wide site improvements. She stated that the referendum which was on the November ballot of nearly \$65 million dollars which included a new fine arts center and replacement swimming pool was defeated. She stated that the school board has since reviewed the assessment of needs and reprioritized. Enrollment is currently decreasing. State funding mechanisms are based on per pupil allocation so less revenue is coming in yet expenses remain similar. Maintenance costs continue to increase and they are unable to keep up with these costs through the annual budget. These factors have led the board to place a referendum on the April ballot to help support ongoing maintenance and facility needs.

Village President Lamerand stated that he believed residents may have been influenced by previous projects such as the renovations made to the locker room and believes that the public may not understand how that project was funded and how badly the improvements were needed. Ms. Myrah explained that particular project wasn't just a boys' basketball locker room but was 7,500 square feet of miscellaneous sports facility in a basement level which was part of the original building from the mid 1950's and was in horrendous condition. The estimated cost to redo the plumbing in the area alone was approximately \$500,000. A family generously donated \$461,000 and the school district spent approximately \$250,000 on the renovations.

President Lamerand asked whether the total amount of the referendum includes adequate funds to continue the maintenance programs necessary on these improvements. Ms. Myrah stated that it is structured to cover about five years of maintenance for roofing and heating systems.

Ms. Myrah stated that over 300 out of 424 school districts in Wisconsin have had to go to referendum since 2011. It was stated that a brochure explaining the referendum was sent to every household and another will be mailed in late March as the school board wants the community to be well informed.

Trustee Stevens commented that several years ago the Village had offered to put the connector road in to the parking lot and to fix the run off pond but the school declined. Ms. Myrah was not aware of that situation but the school board will further review the options for installing and financing the construction of the connector road to alleviate traffic flow issues.

Trustee Meyers expressed his concerns that it is difficult to understand documents such as the school district budget. It was discussed that school finance is complicated and that the Department of Public Instruction has budgeting mechanisms that districts must use. Ms. Myrah encouraged citizens that are interested in better understanding the budget to review a pie chart related to the budget available on the district website. In addition, she stated that the website contains detailed information related to the referendum as well as the annual budget.

4. Motion (Meyers/Wallschlager) to approve Village Board minutes of February 27, 2017. Carried (7-0).
5. Motion (Landwehr/Swenson) to approve the vouchers for payment in the amount of \$3,763,747.53. Carried (6-0). Meyers abstained.
6. 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. Discussion of possible actions related to a Class "B" Beer/"Class B" Liquor license issued to Pepino's Hartland on Sept. 12, 2016.

President Lamerand raised concerns that while a liquor license was issued to Pepino's Hartland on September 12, 2016 after a building permit was issued about a year ago, the establishment is still not open for business. He stated that the Village Code requires an establishment to be open within 45 days of being issued a liquor license.

Jim Busch, Devo Management, stated that there were delays in receiving approvals for HVAC plans from the State. It was stated that the project is very close to completion and that the management company will be turning over the unit to Mr. Armelli on March 27. Mr. Armelli stated that he is on schedule to be open at the end of the month of March at the latest. The Board agreed that he must be open no later than April 7 or the Board will begin proceedings to revoke the liquor license at the April 10 meeting.

7. First reading of bill for an Ordinance No. 03/13/2017-01, An Ordinance to Amend Article 22, Section 30-28 of the Village of Hartland Code of Ordinance Regarding Fines and Forfeitures of the Municipal Court.

This item was carried over to the next Village Board meeting. It was stated that this change is necessary as additional municipalities have joined the court.

8. Motion (Landwehr/Swenson) to authorize approval of a Successor Agreement for the operation of the Lake Country Municipal Court. Carried (7-0). This agreement recognizes all participants in the court.
9. Consideration of a motion to approve an amendment to the 2016 Municipal Budget in the amount of \$172,500. (Roll call vote)

Finance Director Bailey reported that the Village overspent budgeted expenditures by \$108,492, however, there were offsetting revenues received during that year. The budget amendment proposed is an increase in budgeted revenues for inspection permits from \$110,000 to \$282,500, an increase in budgeted expenditures for outside services – inspection from \$77,000 to \$189,000 and an increase in budgeted expenditures for contingency from \$52,059 to \$112,559. He stated that a summary of the amendment to the 2016 budget will be published.

It was stated that the Recreation Dept. was over budget in revenues and expenses due to higher than anticipated enrollments. It was stated that Police Dept. expenses were over budget due to being down one officer which increased overtime and retirement expenses as well as the across the board pay increase which was not included in the budget.

Motion (Landwehr/Swenson) to approve an amendment to the 2016 Municipal Budget in the amount of \$172,500. Roll call vote taken. All ayes.

10. Motion (Meyers/Stevens) to approve an agreement with Visu-Sewer, Inc. of Pewaukee for the 2017 Sanitary Sewer Lining Project in the amount of \$18,905. Carried (7-0).

11. Discussion and consideration of a proposal by Patrick Endter to operate a Beer Garden in Nixon Park from June 8 through August 20, 2017.

Administrator Cox stated that the Park Board had recommended approval of the proposal to operate a beer garden in Nixon Park. Pat Endter stated that he had looked at the elements involved at several beer gardens operating in the Milwaukee area. After consideration of all factors in Hartland including recent growth, he stated that he thought that it may be a good time to operate a beer garden on a trial basis. The beer garden would be in operation from June 8 through August 20 Thursdays and Fridays from 4:00 pm to 9:00 pm. and Saturdays and Sundays from noon to 9:00 p.m. It will operate out of the existing concession stand. He stated that he would build a temporary portable bar on wheels that would sit outside the concession stand. He would like to erect a temporary pole in the middle of the grassy area to hang low wattage lighting over the seating. Beer, wine, soda and a limited food menu would be offered. The Village would provide picnic tables. If more tables are needed, Mr. Endter would provide the materials and DPW would construct them. Mr. Endter stated that he would like to put a small walk in cooler behind the stage area.

Motion (Meyers/Landwehr) to direct staff to prepare an agreement for the operation of a Beer Garden in Nixon Park by Pat Endter. Carried (7-0).

12. Consideration of a motion to approve a Site Access Agreement with Verizon Wireless Personal Communications LP d/b/a Verizon Wireless to authorize access to the Coventry Lane Water Tower site for the purpose of investigating the proposed installation of communications antennas and equipment on the site and water tower.

Administrator Cox stated that as a landlord the Village has more impact than as a municipality in dealing with this type of facility. He stated that this agreement allows them access to the site for investigation so that they can then go through an approval process with the Plan Commission and Village Board. It was stated that they would pay approximately \$18,000 - \$20,000 per year. The proposal would be for a physical attachment to the Village's water tower rather than the construction of another structure.

13. Motion (Swenson/Meyers) to approve a Site Access Agreement with Verizon Wireless Personal Communications LP d/b/a Verizon Wireless to authorize access to the Coventry Lane Water Tower site for the purpose of investigating the proposed installation of communications antennas and equipment on the site and water tower.

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

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Fire Chief Dean stated that the Hartland Fire Department will hold a fundraiser on March 25 at Rustic Manor for the extrication team to purchase tools and equipment.

Trustee Wallschlager stated that the Chamber's Lake Country Community Fest will be held March 25 from 10 am to 3 pm at Arrowhead High School.

15. Adjournment

Motion (Stevens/Compton) to adjourn at 8:12 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: March 24, 2017

RE: Voucher List

Attached is the voucher list for the March 27, 2017 Village Board meeting.

March 27, 2017 Checks: \$ 370,035.70

Total amount to be approved: \$ 370,035.70

VILLAGE OF HARTLAND
VOUCHER LIST - MARCH 27, 2017

03/24/17 8:48 AM

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Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 101-23000 SPECIAL DEPOSITS	AMERICAN CANCER SOCIETY	COMMUNITY ROOM DEPOSIT 11/03/03	\$75.00
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	MAR FEES	\$186,577.00
G 804-21520 RETIREMENT DEDUCTIONS PAYABLE	EDWARD JONES	GARNER IRA 03/10/17 AND 03/24/17	\$60.50
R 101-46730 RECREATION CLASSES	HANNON, GREGORY	REFUND BALANCE	\$40.00
R 101-46210 POLICE DEPT FEES	HISHMEH, JAMES	CHANGE DUE/FINGERPRINT FEE	\$10.00
G 101-23000 SPECIAL DEPOSITS	KEN BECKER & SONS INC	ROW BOND 5/31/11	\$3,000.00
G 101-23000 SPECIAL DEPOSITS	LAKE COUNTRY MEADOWS	COMMUNITY ROOM DEPOSIT 01/14/05	\$75.00
G 403-31861 FOUR WINDS WEST	RUEKERT & MIELKE	EROSION CONTROL INSPECTIONS	\$164.37
G 403-31849 RIVERWALK APTS	RUEKERT & MIELKE	EROSION CONTROL INSPECTIONS	\$187.88
G 403-31752 BENCHMARK SECURED STORAGE	RUEKERT & MIELKE	JAN-FEB MUNICIPAL ECONOMICS/PLANNING SERVICES	\$277.75
G 403-31861 FOUR WINDS WEST	RUEKERT & MIELKE	JAN-FEB CONSTRUCTION REVIEW	\$2,121.30
G 403-31752 BENCHMARK SECURED STORAGE	RUEKERT & MIELKE	JAN-FEB DEVELOPMENT REVIEW	\$1,295.00
G 101-23000 SPECIAL DEPOSITS	WEST COAST BIBLE COLLEGE	NIXON PARK SHELTER 07/01/12	\$400.00
EXPENSE Descr			\$194,283.80
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	ATLAS	WATER HELMET	\$125.50
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BATTERY PRODUCTS INC	BATTERIES	\$45.36
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	COMPETITOR AWARDS & ENGRAVING	BRASS PLATES/ENGRAVED	\$133.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$634.59
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	COMBAT APPLICATION TOURNIQUET	\$202.44
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	JEFFERSON FIRE & SAFETY INC	BATTERIES AND CHARGERS	\$874.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	LAKE COUNTRY FIRE & RESCUE	PARAMEDIC INTERCEPTS	\$1,700.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	MAR-APR CELLULAR SERVICE	\$55.40
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY TREASURER (515)	WAUKESHA CTY RADIO PROGRAMMING	\$128.96
EXPENSE Descr AMBULANCE			\$3,899.25
EXPENSE Descr ARLENE DR			
E 401-70450-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	JAN-FEB 2017 PAVING AND UTILITIES PROGRAM	\$2,000.00
EXPENSE Descr ARLENE DR			\$2,000.00
EXPENSE Descr CEMETERY			
E 101-54910-350 EQUIPMENT PURCHASE	PROVEN POWER INC	LEAF BLOWER/SAW BLADE/TRIMMER STRING	\$689.93
EXPENSE Descr CEMETERY			\$689.93
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-140 RETIREMENT BENEFITS	EDWARD JONES	GARNER IRA 03/10/17 AND 03/24/17	\$60.50
E 804-56700-718 DISTRICT ADV & MARKET POSITION	JOURNAL COMMUNITY PUBL	LAKE COUNTRY PUBLICATIONS	\$67.60
E 804-56700-719 EVENTS	LAKE COUNTRY FAMILY FUN LLC	EVENT SPONSORSHIP	\$250.00
E 804-56700-718 DISTRICT ADV & MARKET POSITION	VILLAGE GRAPHICS	PHOTOCOPIES	\$99.00

Account Descr	Search Name	Comments	Amount
EXPENSE Descr ECONOMIC DEVELOPMENT			\$477.10
EXPENSE Descr ELECTIONS			
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	FOX BROS PIGGLY WIGGLY	ELECTION	\$12.79
EXPENSE Descr ELECTIONS			\$12.79
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-510 INSURANCES	CNA SURETY	BOND/IGL	\$56.25
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	MAR FSA FEES	\$146.32
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	MILEAGE	\$41.73
EXPENSE Descr FINANCIAL ADMINISTRATION			\$244.30
EXPENSE Descr FIRE PROTECTION			
E 101-52200-800 CAPITAL OUTLAY	BIEBELS TRUE VALUE	SAW WITH DEPTH SAFETY GUARD	\$1,595.92
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	GRILL/DUST PAN/VAC CLEANER	\$203.69
E 101-52200-255 BLDGS/GROUNDS	FLEMINGS FIRE 1, INC.	ANNUAL INSPECTIONS/FIRE EXTINGUISHERS	\$74.20
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$190.35
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	JEFFERSON FIRE & SAFETY INC	ANNUAL COMPRESSOR MAINTENANCE/AIR QUALITY TE	\$560.00
E 101-52200-220 UTILITY SERVICES	U.S. CELLULAR	MAR-APR CELLULAR SERVICE	\$55.40
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	WALKER, PATRICK	REIMBURSE PROHEALTH VISIT	\$29.64
EXPENSE Descr FIRE PROTECTION			\$2,709.20
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-395 COMMUNITY RELATIONS	FIVE STAR FIREWORKS INC	DEPOSIT/FIREWORKS	\$4,500.00
E 101-51400-395 COMMUNITY RELATIONS	HARTLAND AREA CHAMBER COMMERCE	KUDOS	\$1,050.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$0.96
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$15.85
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$350.71
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL FEES	\$2,871.20
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL FEES	\$90.00
EXPENSE Descr GENERAL ADMINISTRATION			\$8,878.72
EXPENSE Descr INSPECTION			
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	JAN-FEB HAWKS HAVEN DEVELOPMENT	\$1,195.00
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	FEB PERMITS	\$14,418.39
EXPENSE Descr INSPECTION			\$15,613.39
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	SQ 8 SPARE KEY	\$3.99
E 101-52100-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	SQ 5 SPARE KEY	\$2.99
E 101-52100-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	SQ 9 SPARE KEY	\$3.99
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HAAG, DEAN	INSERVICE MEALS	\$27.76
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	LOF/REPLACE INDICATOR BULB	\$51.77

Account Descr	Search Name	Comments	Amount
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	LOF SQ 6	\$54.29
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	IDENTISYS	ID CARDS	\$86.52
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$108.97
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	PRECISION CARTRIDGE INC	AMMUNITION	\$1,374.96
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	FEB PRISONER HOUSING	\$298.80
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	WCTC FIRING RANGE	JAN RANGE RENTAL	\$225.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WCTC FIRING RANGE	FEB RANGE RENTAL	\$45.00
EXPENSE Descr LAW ENFORCEMENT			\$2,284.04
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	ABDO-SPOTLIGHT-MAGIC WAGON	BOOKS	\$362.05
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$100.76
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$209.89
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$19.03
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOK	\$15.12
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$82.86
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$520.80
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOK	\$10.79
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$13.97
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$30.22
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOK	\$5.66
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$74.45
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOK	\$14.56
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$31.33
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$62.69
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$113.58
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$11.19
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOK	\$16.23
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$43.06
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$30.34
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOK	\$10.08
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$123.24
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOK	\$15.68
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L033027 2)	BOOKS	\$84.18
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L539676 2)	BOOKS	\$251.07
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOKS	\$29.38
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOKS	\$11.30
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOKS	\$22.38
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L676958 2)	BOOK	\$8.39
E 101-55110-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	DRILL BITS	\$27.48
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	ADULT AUDIOBOOK	\$50.00
E 101-55110-310 BOOKS & MATERIALS	BRILLIANCE AUDIO INC	ADULT AUDIOBOOK	\$41.98

Account Descr	Search Name	Comments	Amount
E 101-55110-310 BOOKS & MATERIALS	BRILLIANCE AUDIO INC	ADULT AUDIOBOOK	\$41.98
E 101-55110-255 BLDGS/GROUNDS	CA LIGHTING LENSES INC	LAMP HOLDERS	\$51.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	TAPE/DVD CASES	\$511.47
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	ENVISIONWARE	ANNUAL SYSTEM MAINTENANCE	\$564.40
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	LARGE PRINTS	\$179.52
E 101-55110-310 BOOKS & MATERIALS	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$133.91
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$165.68
E 101-55110-310 BOOKS & MATERIALS	INTER OFFICE PRODUCTS INC	CREDIT	-\$299.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$28.90
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	KAPCO	LABEL PROTECTORS/BOOK COVERS	\$198.56
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	NANCY MASSNICK, LIBRARY DIR	PETTY CASH	\$74.75
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	AUDIOBOOKS/LARGE PRINT	\$87.00
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	AUDIOBOOK	\$33.75
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$53.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	APR COPIER	\$77.31
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	APR COPIER	\$76.35
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	FEB-MAR GAS	\$477.69
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	FEB-MAR ELECTRIC	\$1,937.85
EXPENSE Descr LIBRARY			<u>\$6,837.86</u>
EXPENSE Descr MISC SIDEWALK/CURB REPAIRS			
E 401-75010-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	JAN-FEB MISC SIDEWALK CURB REPAIR	\$1,370.00
EXPENSE Descr MISC SIDEWALK/CURB REPAIRS			<u>\$1,370.00</u>
EXPENSE Descr MISC STORM SEWER REPAIR			
E 401-74010-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	2017 PAVING/UTILITIES PROGRAM MISC STORM SEWE	\$890.50
EXPENSE Descr MISC STORM SEWER REPAIR			<u>\$890.50</u>
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$112.27
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	DRILL BITS	\$13.74
E 101-51600-255 BLDGS/GROUNDS	FOX BROS PIGGLY WIGGLY	ZIPLOC BAGS	\$11.56
E 101-51600-355 JANITORIAL SUPPLIES	INTER OFFICE PRODUCTS INC	JANITORIAL SUPPLIES	\$11.82
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$53.00
E 101-51600-220 UTILITY SERVICES	WE ENERGIES	FEB-MAR ELECTRIC	\$1,445.15
EXPENSE Descr MUNICIPAL BUILDING			<u>\$1,647.54</u>
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	SCREWDRIVER	\$4.97
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	BIT SET	\$11.40
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	TABLE HARDWARE/BEER GARDEN	\$106.03
E 101-55200-370 ATHLETIC FACILITY MAINTENANCE	FRONTIER-SERVCO FS	MEETING	\$15.00
EXPENSE Descr PARKS			<u>\$137.40</u>

Account Descr	Search Name	Comments	Amount
EXPENSE Descr PONDEROSA DR			
E 401-70425-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	JAN-FEB 2017 PAVING AND UTILITY PROGRAM	\$2,877.15
EXPENSE Descr PONDEROSA DR			\$2,877.15
EXPENSE Descr PUBLIC WORKS			
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BATTERY PRODUCTS INC	BATTERIES	\$23.90
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	SINK HOSES	\$19.76
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	ETCH AND FILL PRIMER	\$181.92
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	HOOPER HANDS BASKETBALL AC	DRIBBLE DRIBBLE 102 - LATE ADDITION	\$48.00
E 101-53000-410 STREETS GEN MAINT	JENSEN EQUIPMENT CO INC	CUTTER WHEELS	\$19.10
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	RACK/CRIMP SET/NUT	\$245.76
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	DRILL BIT/WASHER/SCREW	\$427.24
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	BOLT/BLADE/PAINT	\$294.91
E 101-53000-410 STREETS GEN MAINT	LANGE ENTERPRISES INC	SIGNS	\$57.60
E 101-53000-410 STREETS GEN MAINT	LANGE ENTERPRISES INC	TAMPER PROOF NUTS/BOLTS	\$36.48
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	MEMORY/DESKTOP EINWECK	\$267.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	GIS ANNUAL SERVICES	\$1,025.30
E 101-53000-220 UTILITY SERVICES	U.S. CELLULAR	MAR-APR CELLULAR SERVICE	\$100.00
E 101-53000-225 STREET LIGHTING	WE ENERGIES	JAN-FEB ST LIGHTING	\$8,709.72
E 101-53000-410 STREETS GEN MAINT	WOLF PAVING CO INC	COLD PATCH ASPHALT	\$111.25
EXPENSE Descr PUBLIC WORKS			\$11,567.94
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	FARMER-TIEFENTHALER, SUSAN	ART STUDIO PM	\$288.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	FARMER-TIEFENTHALER, SUSAN	ART STUDIO PM	\$320.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	FARMER-TIEFENTHALER, SUSAN	ART STUDIO AM	\$64.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	FARMER-TIEFENTHALER, SUSAN	ART STUDIO AM	\$864.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HOOPER HANDS BASKETBALL AC	DRIBBLE DRIBBLE 102	\$1,008.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HUNT-MATTHES, KATE	INTRO TO MEDITATION	\$182.40
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FINE ARTS SCHOOL	GLASS FUSING WORKSHOP	\$20.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY MARTIAL ARTS	SMART SITTER	\$563.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LISA M SAUER	MUSIC FOR LITTLE MOZARTS	\$180.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OSBORNE, SHEILA RAE	LOOKING BETTER FOR LESS	\$175.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	PAWSITIVE PATHWAYS DOG	BASIC PAWS	\$300.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	MAR-APR CELLULAR SERVICE	\$46.99
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$4,011.59
EXPENSE Descr SEWER SERVICE			
E 204-53610-360 VEHICLE MAINT/EXPENSE	BRUCE MUNICIPAL EQUIPMENT INC	CONE HOLDERS	\$276.78
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	MAR FEES	\$70,242.13
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	MAR FSA FEES	\$22.51
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	MEMORY/DESKTOP EINWECK	\$265.00

Account Descr	Search Name	Comments	Amount
E 204-53610-800 CAPITAL OUTLAY	RUEKERT & MIELKE	2017 PAVING/UTILITIES PROGRAM MISC SEWER REPAI	\$1,027.50
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	JAN-FEB SCADA SERVICE	\$345.56
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	GIS ANNUAL SERVICES	\$1,025.30
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	U.S. CELLULAR	MAR-APR CELLULAR SERVICE	\$100.01
EXPENSE Descr SEWER SERVICE			<u>\$73,304.79</u>
EXPENSE Descr STORM SWR CATCH BASIN REPAIR			
E 401-74075-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	2017 PAVING/UTILITIES PROGRAM STORM SEWER CAT	\$822.00
EXPENSE Descr STORM SWR CATCH BASIN REPAIR			<u>\$822.00</u>
EXPENSE Descr TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	INTER OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$155.26
EXPENSE Descr TRUSTEES			<u>\$155.26</u>
EXPENSE Descr WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	BADGER METER INC	BEACON READ LICENSE/USER SERVICES	\$3,200.04
E 620-53700-623 PUMPING - SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	WRENCH	\$4.47
E 620-53700-623 PUMPING - SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	COUPLING/PITCHER/FUNNEL	\$17.22
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	MAR FSA FEES	\$56.27
E 620-53700-623 PUMPING - SUPPLIES/EXPENSES	FUEL SYSTEMS INC	REPAIR TURBO FOR GENERATOR/WELL #6	\$4,872.54
E 620-53700-681 COMPUTERS & SOFTWARE	MIDWEST METER INC	METER READING HAND HELD/SOFTWARE	\$16,550.00
E 620-53700-651 MAINTENANCE OF MAINS	OKAUCHEE REDI-MIX INC	SLURRY	\$1,060.00
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	ONTECH SYSTEMS, INC	MEMORY/DESKTOP EINWECK	\$267.00
E 620-53700-673 TRANS&DIST MAINS	RUEKERT & MIELKE	JAN-FEB BRISTLECONE VALVE REPLACEMENT	\$3,387.80
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	JAN-FEB SCADA SERVICE	\$345.56
E 620-53700-673 TRANS&DIST MAINS	RUEKERT & MIELKE	JAN-FEB BRISTLECONE HYDRANT VALVE REPLACEMEN	\$1,575.50
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	JAN-FEB DPW SERVICES	\$43.00
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	GIS ANNUAL SERVICES	\$1,025.30
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	WELL CHLORINATORS	\$86.00
E 620-53700-678 HYDRANTS	RUEKERT & MIELKE	JAN-FEB HYDRANT REPLACEMENT	\$884.50
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	U.S. CELLULAR	MAR-APR CELLULAR SERVICE	\$100.01
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JAN-FEB #3 PUMPHOUSE	\$1,567.84
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WERNER ELECTRIC SUPPLY	ROOF MOUNT	\$27.34
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WERNER ELECTRIC SUPPLY	ANTENNA	\$250.76
EXPENSE Descr WATER UTILITY			<u>\$35,321.15</u>
			<u>\$370,035.70</u>

**VILLAGE OF HARTLAND
LICENSES AND PERMITS
MARCH 27, 2017**

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

Mason Held
Danica Skarbek
Morgan Deprez
Heidi Sutter
Spencer Heinecke

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

Street Use Permit

Event: Beer Snobs Ale & Eats outdoor party
Date: June 17, 2017
Time: Street closure for set up starts noon on 6/17/17
Event time is 6:00 pm to 11:00 pm on 6/17/17
Tent take down and street clean up finished at 6:00 am on 6/18/17

The Police Chief, Fire Chief, Public Works Director and Village Clerk recommend approval.

Renewal Restricted Species Permit

Applicant: Duane Grimm
Address: 311 Woodlands Ct.
Animal(s): 4 chicken hens



STREET USE PERMIT APPLICATION

Date: 3/17/17
Rec.#: 183646

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

\$30.00 FEE (NOT REFUNDABLE)

We, the undersigned residents of the _____ hundred block(s) of Haight Dr Street in the Village of Hartland, hereby consent to the recreational use of this street between the hours of NOON and 6AM on Saturday - June the 17 day of 2017, for the purpose of outdoor party, and do hereby petition the Village of Hartland to grant a Street Use Permit for use of the said portion of said street for said purpose and do hereby agree to abide by such conditions of such use in the Village of Hartland.

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

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

NAME(S) Beer Snobs Ale+Eats - Harold Berg
TITLE VP
ADDRESS 122 Cottonwood Ave HARTLAND, WI 53029
PHONE (daytime) 414-870-6901 Cell (evening) 262-367-6627
ORGANIZATION/GROUP SPONSORING EVENT Beer Snobs Inc

Petitioner(s) Signature	Petitioner(s) Address
<u>Harold Berg</u>	<u>110 Cottonwood Ave</u>

Received by KD (Office use only) FEE: \$30.00
Date 3/17/17 Receipt No. 183646
Approved this 17 day of _____, 2017

From: [David Cox](#)
To: [Darlene Igl](#)
Subject: FW: Street Permit
Date: Thursday, March 23, 2017 4:06:05 PM

Dave

David E. Cox, Village Administrator

262-367-2714

www.villageofhartland.com

[Click here](#) to register for our electronic newsletter *Hartland Happenings*.

What is a Village Administrator? Find out more in this [video from ICMA](#).

From: Harold Berg [mailto:harry@beersnobshartland.com]

Sent: Thursday, March 23, 2017 3:57 PM

To: David Cox <davidc@VillageofHartland.com>

Subject: Street Permit

David:

As you may know, I handed in an application for a street permit on Friday, March 17th for a party on June 17th. I do not know the procedure for approval but I do remember the rules that the music needs to end at 11pm and no-one drinking on the street after midnight.

This year's party will also be the Saturday of the major golf event in Erin and I am wondering if I could get approval to have the music play until midnight and everyone off the street by 12:30am. My reasoning is that most visitors that go to the golf event will not arrive here until later in the evening, since they play golf until dusk. I am bringing this up now in case the approval for the extra hour is granted by the same committee that approves the original permit.

Beer Snobs will work with whatever hours the village approves and we will represent the Village of Hartland with pride to all our guests.

Harry Berg
Beer Snobs Ale and Eats
122 Cottonwood Avenue
P.O. Box 559
Hartland, WI 53029
262-36 snobs
414-870-6901 cell



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: Duane A. Grimm

Address: 311 Woodlands Court

Phone Number: 262-367-4885 Email: ddrec400@att.net

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: Duane A. Grimm Date: 3/14/2017

For Staff Use Only:

Lot Size: _____ Zoning: _____ Fee Paid: 322-17 # 183725

Village Board Approval: _____ Expires: _____

Addendum for Application for Restricted Species

Duane A. Grimm
311 Woodlands Court
Hartland WI 53029

Requested information

1. 4 - hen chickens
 - a. AmeriCauna
 - b. Silver Laced Wyandotte
 - c. Black Star
 - d. Australorp
2. Backyard coup - approved last year
3. The chickens are allowed to cruise backyard and gardens while I or my family is out with them. Both side yards are protected by plantings that do not allow chickens to get into the neighbors yard. I did lose one Buff Orpington last year when a coyote came upon them.
4. They provide us with eggs, and they entertain us. Pets
5. We intend to keep the chickens for as long as we can. Permanent
6. 2- cats / 4- chickens

Section 1

Program

Proposal



Coverage/Limits Summary

Coverage Provided by League of Wisconsin Municipalities Mutual Insurance	Limit of Liability
General Liability (No Terrorism, Mold or Fungi Exclusions)	\$6,000,000
Law Enforcement Liability	\$6,000,000
Premises Medical Payments	\$10,000
Public Officials Liability	\$6,000,000
<i>Sewer & Water Systems Backup Extended Coverage (\$100,000 per occurrence, \$300,000 aggregate) can be added for population x \$1.75</i>	
Automobile Liability	\$6,000,000
Automobile:	
Comprehensive deductible	\$1,000
Collision deductible	\$1,000
Automobile Medical Payments	\$10,000
Uninsured/Underinsured Motorist	Statutory
Damage to Premises Rented to You	\$250,000
Workers Compensation Part A Benefits (Including "Terrorism")	Statutory
Part B Employers Liability	\$2,000,000

The LWMMI Program offers a single limit of liability, combining General Liability, Law Enforcement, Public Officials Liability, and Auto Liability in one policy:

- No Aggregates
- No Claims Made Triggers
- No Deductibles

Section 1

Program

Proposal *Continued*



Coverage/Limits Summary

Coverage	Limit	Deductible	(company name)
Property (Effective 5/1/16)			MPIC
Buildings, Personal Property & Property in the open	\$32,884,213	\$5,000	
Contractor's Equipment	\$684,645	\$5,000	
Public Officials Bonds:			
Ryan Bailey (Eff. 4/1)	\$30,000	Treasurer / Fin. Director	CNA Surety
Darlene Igl (Eff. 5/12)	\$30,000	Clerk	CNA Surety
Comprehensive Crime Coverage			
Employee Theft – Per Loss	\$250,000	\$2,500	Hanover Insurance
<i>(Includes Faithful Performance; Deletes Employee Exclusion; Includes designated persons or classes of persons as employees)</i>			
Forgery or Alteration			
Theft of Money and Securities			
Inside			
Outside			
Computer Fraud	\$250,000	\$2,500	
Funds Transfer Fraud	\$250,000	\$2,500	
Boiler & Machinery	\$100,000,000	\$1,000	Liberty Mutual

Section 1

Program

Proposal *Continued*



Workers Compensation

Employers Liability

Each Accident	100,000
Disease – Policy Limit	500,000
Disease – Each Employee	100,000

Rating Information

Class Code	Classifications	Estimated Remuneration	Rate	Estimated Premium
7520	Waterworks Ops	\$ 144,474	4.26	\$6,155
7709	Volunteer Fire	\$ 10,275		\$7,828
7720	Police Officers	\$ 1,320,448	3.48	\$45,952
8810	Clerical Office	\$ 893,852	.24	\$2,145
9414	Municipal Operations	\$ 1,075,270	6.21	\$66,774

Factors & Premiums

Coverage	Rate	Premium
Classifications Total		\$128,854
Experience Modification	.81	\$-24,482
Premium Discount	8.2%	\$ -8,588
Expense Constant		\$ 220
Terrorism		\$ 0 (no charge)
Total Estimated Annual Premium		\$96,004

Other:

Semi-Annual Pay Plan

Section 1

Program



Cost Comparison

	EXPIRING	<i>VS</i>	LWMMI AND OTHERS
General Liability	\$ 29,366		\$ 29,366
Law Enforcement Liability	\$ 14,816		\$ 14,816
Public Officials E&O Liability	\$ 15,262		\$ 15,262
Automobile Liability	\$ 13,747		\$ 15,288
Auto Physical Damage	\$ 17,657		\$ 19,603
No-Fault Sewer Coverage			
Property / Inland Marine	\$ 21,495	<i>MPIC</i>	\$ 23,436 <i>MPIC</i>
Boiler & Machinery	\$ 1,754	<i>Liberty</i>	\$ 1,803 <i>Liberty</i>
Crime	\$ 810	<i>Hanover</i>	\$ 850 <i>Hanover</i>
Public Official Bond (Treasurer)	\$ 86.25	<i>CNA</i>	\$ 86.25 <i>CNA</i>
Public Official Bond (Clerk) (<i>Eff. 5/12</i>)	\$ 56.25	<i>CNA</i>	\$ 56.25 <i>CNA</i>
Subtotal	\$ 115,049.50		\$ 120,661.50
Workers Compensation	\$ 85,468 @ .71 mod		\$96,004 @ .81 mod
TOTAL ANNUAL ESTIMATE	\$ 200,517.50		\$ 216,665.50

Special Conditions/Options:

- Optional Crime quote: (Quote subject to questions answered)
 - Funds Transfer – False Pretenses Limit: \$25,000, Deductible \$5,000
 - 3 year Annual installment premium \$890
 - Total 3 year policy premium \$2,670
- *** 3 year additional annual premium of \$40***

Village of Hartland
 Rick Kalschuer/ Karlie Davis
 Effective: 4/1/2017 to 4/1/2018

Company Year	Prior Year	Current Year - By Companies Quoting		
	LWMMI	LWMMI	Difference	
Coverages	2016	2017		
General Liability	\$29,366.00	\$29,366.00	\$0.00	0%
Police Prof Liability	\$14,816.00	\$14,816.00	\$0.00	0%
Public Officials Liability	\$15,262.00	\$15,262.00	\$0.00	0%
Auto Liability	\$13,747.00	\$15,288.00	\$1,541.00	11%
APD	\$17,657.00	\$19,603.00	\$1,946.00	11%
Package Total	\$90,848.00	\$94,335.00	\$3,487.00	4%
Boiler & Machinery	\$1,754.00 <i>Liberty</i>	\$1,898.00	\$144.00	8%
Property	\$21,495.00 <i>MPIC</i>	\$23,436.00 <i>MPIC</i>	\$1,941.00	9%
Crime	\$810.00 <i>Hanover</i>	\$850.00 <i>Hanover</i>	\$40.00	5%
Po Bonds - Treasurer	\$86.25 <i>CNA</i>	\$86.25 <i>CNA</i>	\$0.00	0%
Po Bond - Clerk (Eff 5/12)	\$56.25 <i>CNA</i>	\$56.25 <i>CNA</i>	\$0.00	0%
Other Coverages Subtotal	\$24,201.50	\$26,326.50	\$2,125.00	9%
Workers Compensation	\$85,468.00	\$96,004.00	\$10,536.00	12%
Estimated Premium	\$200,517.50	\$216,665.50	\$16,148.00	8%
Package Changes	2016	2017	Difference	
<i>Exposure changes</i>				
Number of Vehicle	44	49	5	11.4%
Total Vehicle Values	\$3,401,510	\$3,957,740.00	\$556,230	16.4%

APD rates changed

Crime

3 Year Term

3 year annual installment premium = \$850

Total 3 year policy premium = \$2,550

OPTIONAL quote

3 year annual installment premium = \$890

Total 3 year policy premium = \$2,670

Funds Transfer - False Pretenses \$25,000 limit/ \$5,000 deductible

****3 year additional annual premium \$40****

(see 3rd page)

Boiler & Machinery

Total Insured Value went from \$31,062,715 to \$32,884,213

Public Official Bonds

Bonds will automatically renew when Insured sends payment to CNA Surety

**Village of Hartland
Work Comp Comparison**

Code	Class	2016 Exposure	2016 Rate	2016 Premium	2017 Exposure	2017 Rate	2017 Premium	Exposure Difference	Rate Difference	Premium Difference
7520	Waterworks Ops	141,642	3.79	\$5,368	144,474	4.26	\$6,155	2,832	0.47	\$786
7709	Volunteer Fire	10,275		\$7,931	10,275	0.00	\$7,828			
7720	Police Officers	1,314,330	3.85	\$50,602	1,320,448	3.48	\$45,952	6,118	-0.37	-\$4,650
8810	Clerical Office	884,538	0.25	\$2,211	893,852	0.24	\$2,145	9,314	-0.01	-\$66
9414	Village Operations	1,043,049	6.19	\$64,565	1,075,270	6.21	\$66,774	32,221	0.02	\$2,210
	Payroll/Exposure Total	3,393,834		\$130,677	3,444,319		\$128,854	50,485	1.49%	-\$1,720
	Premium Sub-Total			\$92,781		0.81	-\$24,482		0.10	\$13,414
	Experience Mod									
	Premium Sub-Total						\$104,372			\$11,591
	Premium Discount			-\$7,533			-\$8,588			-\$1,055
	Expense Constant			\$220			\$220			
	Terrorism			\$0			\$0			
	Calculated Total			\$85,468			\$96,004			

Village of Hartland

Rick Kalscheuer / Karlie Davis

Effective: 5/1/2017

Property Comparison

	Prior Year MPIC 2016	Current Year MPIC 2017	Difference	
Building, BPP, PITO				
Premium	<u>\$21,122.00</u>	<u>\$22,361.00</u>	<u>\$1,239.00</u>	<u>6%</u>
Coverage Limit	<u>31,062,715</u>	<u>32,884,213</u>	<u>1,821,498</u>	<u>6%</u>
Rate	<u>\$0.068</u>	<u>\$0.068</u>	<u>\$0.000</u>	<u>0%</u>
Deductible	<u>\$5,000.00</u>	<u>\$5,000.00</u>	<u>\$0.00</u>	<u>0%</u>
Contractor's Equipment				
Premium	<u>\$373.00</u>	<u>\$1,075.00</u>	<u>\$702.00</u>	<u>188%</u>
Coverage Limit	<u>611,745</u>	<u>684,645</u>	<u>72,900</u>	<u>12%</u>
Rate	<u>\$0.061</u>	<u>\$0.157</u>	<u>\$0.096</u>	<u>157%</u>
Deductible	<u>\$5,000.00</u>	<u>\$5,000.00</u>	<u>\$0.00</u>	<u>0%</u>
Property Total	\$21,495.00	\$23,436.00	\$1,941.00	9%



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

800 Rose Drive

APPLICATION FOR
 PLAN COMMISSION

\$300 PLAN REVIEW FEE DUE AT TIME OF APPLICATION

Project Description <i>New Commercial Development of Vacant land in the Village of Hartland</i>			
Proposed Use <i>Secured Self Storage</i>		No. of Employees <i>2-3</i>	
Project Location <i>Rose Dr, E of Hwy 83, North of Ahabauk Lenny, S. of Revere Electric</i>			
Project Name <i>Benchmark Hartland</i>			
Owner <i>Benchmark Secured Storage of Hartland, LLC</i>		Phone <i>(414) 708-0730</i>	
Address <i>1256 Mary Hill Cir.</i>		City <i>Hartland</i>	State <i>WI</i> Zip <i>53029</i>
Engineer/Architect <i>Persprovic Design</i>		Phone <i>302-1780</i>	FAX <i>-</i>
Address <i>11525 W. North Ave.</i>		City <i>Wauwatosa</i>	State <i>WI</i> Zip <i>53226</i>
Contact Person <i>Bill Conine</i>	Phone <i>302-1780</i>	FAX <i>-</i>	E-mail <i>bconine@pdi-arch.com</i>

Cell (414) 803-9646

The Plan Commission meets on the third Monday of the Month at 7:00 PM in the Village Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue, Hartland.

The deadline for filing is a minimum of fifteen (15) working days before the meeting.

All of the requested information must be received prior to the deadline in order to be placed on the agenda. Village Plan Review Staff has been directed to delay placement on the Plan Commission Agenda based on incomplete submittals.

Four (4) sets of bound site plans and ten (10) sets of reduced site plans (11" x 17") copy must be submitted showing the following existing and proposed information:

- Complete dimensions (lot, building, setbacks, parking, drives, etc.)
- Scale and north arrow
- All structures (include building elevations and height)
- Drainage and grades (include design calculations for drainage)
- Storm Water Management Plan
- Utilities and easements (sewer, water, storm etc.)
- Calculation of lot coverage
- Parking stalls (stalls to be minimum 180 s.f., driving lanes minimum 24 ft. wide and 30 ft. maximum at street right-of-way, asphalt to be minimum 3 ft. from lot lines)
- Grading and erosion control
- Landscaping, including a Tree Protection Plan
- Exterior lighting details
- Exterior HVAC equipment location
- Dumpster location (screening required)
- Street right-of-way
- Miscellaneous, 100 year floodplain, wetland boundary, environmental corridor

Additional information may be requested by the Plan Commission or Staff.

Date Applied: <i>1/30/17</i>	Date of Meeting:	Return Comments by:
------------------------------	------------------	---------------------

*Pd. 1/30/17
 # 182701*



VILLAGE OF HARTLAND
PETITION FOR:



CONDITIONAL USE

With Approval for Location and Plan of Operation
(REQUIRES 2 PLAN COMMISSION MEETINGS, A PUBLIC HEARING AT THE SECOND PLAN COMMISSION MEETING AND 1 VILLAGE BOARD MEETING)

FEE: \$150.00 + \$300 Professional Fee Deposit

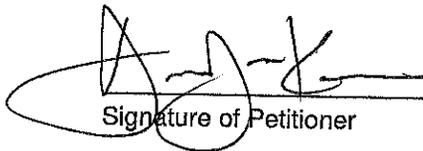
800 Rose Drive

Date: 1/30/17	Fee Paid: \$450.00
Date Filed: 1/30/17	Receipt No.

- Name: Aaron Kahle
Address of Owner/Agent: W235 55858 Big Bend Rd.
Waukesha, WI 53189
Phone Number of Owner/Agent: (414) 324-4953
FAX No. (262) 574-7699 E-mail aaron.kahle@kahlebuilders.com

2. Give complete legal description of property to be considered. (Attach a separate sheet with description and label sheet "Exhibit A").

- State present use of property and intended use. Vacant Land - Secured Storage Commercial Development


Signature of Petitioner

W235 55858 Big Bend Rd. Waukesha, WI 53189
Address

(414) 324-4953
Phone

pd. 1/30/17
#182700

over 

Benchmark Secured Storage of Hartland, LLC

Plan of Operation

Project Description

The high image self-storage development includes 50,000sf of outdoor drive-up units and both indoor ambient and climate controlled indoor personal storage. Benchmark shall rent storage space on a short-term, month-to-month basis allowing for longer-term leases if desired. Customers will typically store household goods, business supplies, archived records, or in some cases recreational vehicles, trailers, or miscellaneous equipment. No outdoor storage will be offered. Liquids, explosives, flammable liquids, toxic materials, live/dead animals, stolen property, drugs, and perishables are among the items that are not permitted for storage at Benchmark.

Hours of Operation

The proposed hours of operation for the office will be:

- Monday through Friday 9am-5pm
- Saturday and Sunday 9am-1pm

The proposed hours of facility access will be:

- Monday through Sunday 6am-9pm

Staff/Customer Parking and Operation

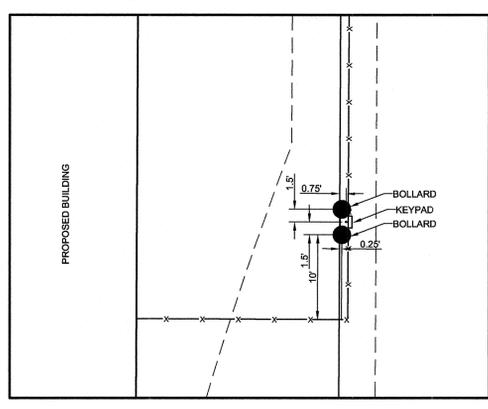
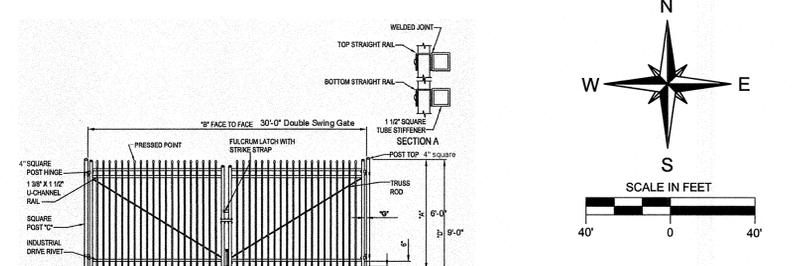
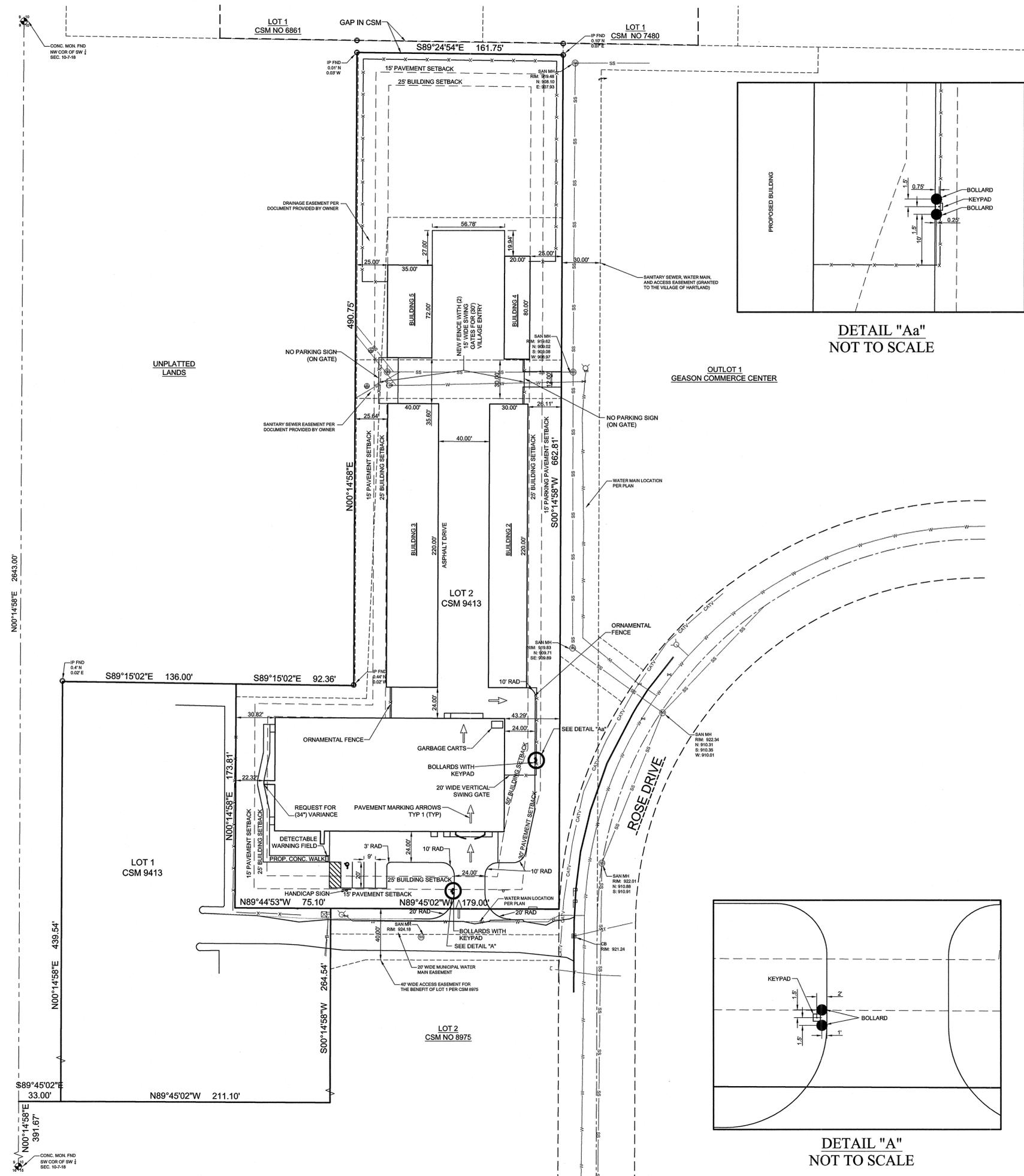
The proposed staff for this development will be one employee that will be on site Monday through Friday, 9am-5pm, and Saturday/Sunday 9am-1pm. Customer parking for the site will be at the storefront office (we have allocated 4 spots) for the first initial leasing and then customers will park adjacent to their outdoor storage units or within the fully enclosed carport to load/unload goods. The average number of vehicles through a self-storage facility in the Midwest is 19/day and more than 60% of customers visit their storage unit less than once a month.

Site Maintenance

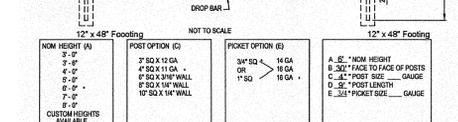
During the spring/summer/fall months a hired service will provide lawn/landscaping maintenance on a regular basis. During the winter months a hired service will provide snow clearing/plowing services on an as needed basis.

Site Security

The facility will be a fully secured site with perimeter fencing, motorized overhead doors, and a motorized gate. The site shall incorporate motion-activated cameras that will be recorded. Each customer will be given his/her own code to enter as well as exit the property during access permitted hours. The site will be well lighted inside and out. Individual storage spaces may be alarmed as well.



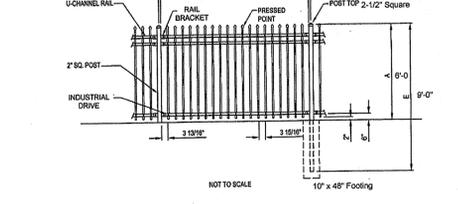
DETAIL "Aa"
NOT TO SCALE



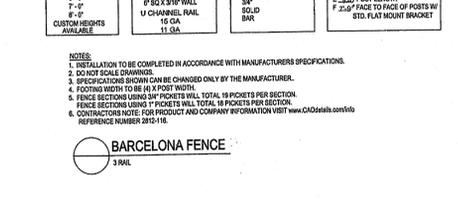
SECTION A
NOT TO SCALE



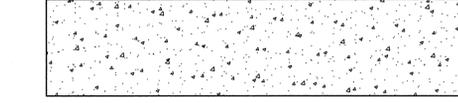
SECTION B
NOT TO SCALE



SECTION C
NOT TO SCALE



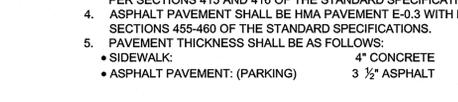
SECTION D
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SECTION E
NOT TO SCALE



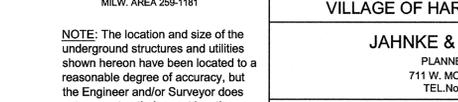
SECTION F
NOT TO SCALE



SECTION G
NOT TO SCALE



SECTION H
NOT TO SCALE



SECTION I
NOT TO SCALE

- LEGEND:**
- ⊙ EX. SANITARY MANHOLE
 - ⊙ EX. STORM MANHOLE
 - ⊙ EX. CATCH BASIN ROUND
 - ⊙ EX. HYDRANT
 - ⊙ EX. WATER VALVE
 - ⊙ EX. HOUSE VALVE
 - ⊙ EX. POWER POLE
 - ⊙ EX. POWER/LIGHT POLE
 - ⊙ EX. GUY WIRE
 - ⊙ EX. LIGHT POLE
 - ⊙ EX. SIGN
 - ⊙ EX. DECIDUOUS TREE
 - ⊙ EX. CONIFEROUS TREE
 - ⊙ EX. OVERHEAD WIRES
 - ⊙ EX. FENCE LINE
 - ⊙ EX. RAILING
 - ⊙ EX. SANITARY SEWER
 - ⊙ EX. STORM SEWER
 - ⊙ EX. WATER MAIN

TO OBTAIN LOCATIONS OF PARTICIPANTS UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN



DETAIL "A"
NOT TO SCALE

PAVING NOTES:

- ALL WORK SHALL CONFORM TO THE STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, 2016 EDITION.
- AGGREGATE BASE SHALL BE 3/4" AGGREGATE BASE DENSE PER SECTION 305 OF THE STANDARD SPECIFICATIONS.
- CONCRETE PAVEMENT, DRIVEWAYS, SIDEWALKS AND CONCRETE PADS SHALL BE CONSTRUCTED PER SECTIONS 415 AND 416 OF THE STANDARD SPECIFICATIONS.
- ASPHALT PAVEMENT SHALL BE HMA PAVEMENT E-0.3 WITH PG 64-28 ASPHALT MATERIAL PER SECTIONS 455-460 OF THE STANDARD SPECIFICATIONS.
- PAVEMENT THICKNESS SHALL BE AS FOLLOWS:
 - SIDEWALK: 4" CONCRETE
 - ASPHALT PAVEMENT (PARKING): 3 1/2" ASPHALT
 - 4" AGGREGATE BASE
 - 8" AGGREGATE BASE

PAVEMENT X-SECTION PARKING AREA
NOT TO SCALE

- 1 1/2" SURFACE COURSE ASPHALT TYPE E-0.3
- 2" BINDER COURSE ASPHALT TYPE E-0.3
- 8" AGGREGATE BASE COURSE (BOTTOM: 6"-1 1/2" CRUSHED LIMESTONE STATE GRAD NO. 1 TOP: 2"-3/4" CRUSHED LIMESTONE STATE GRAD NO. 2)

REVISED: MARCH 10, 2017
REVISED: MARCH 7, 2017

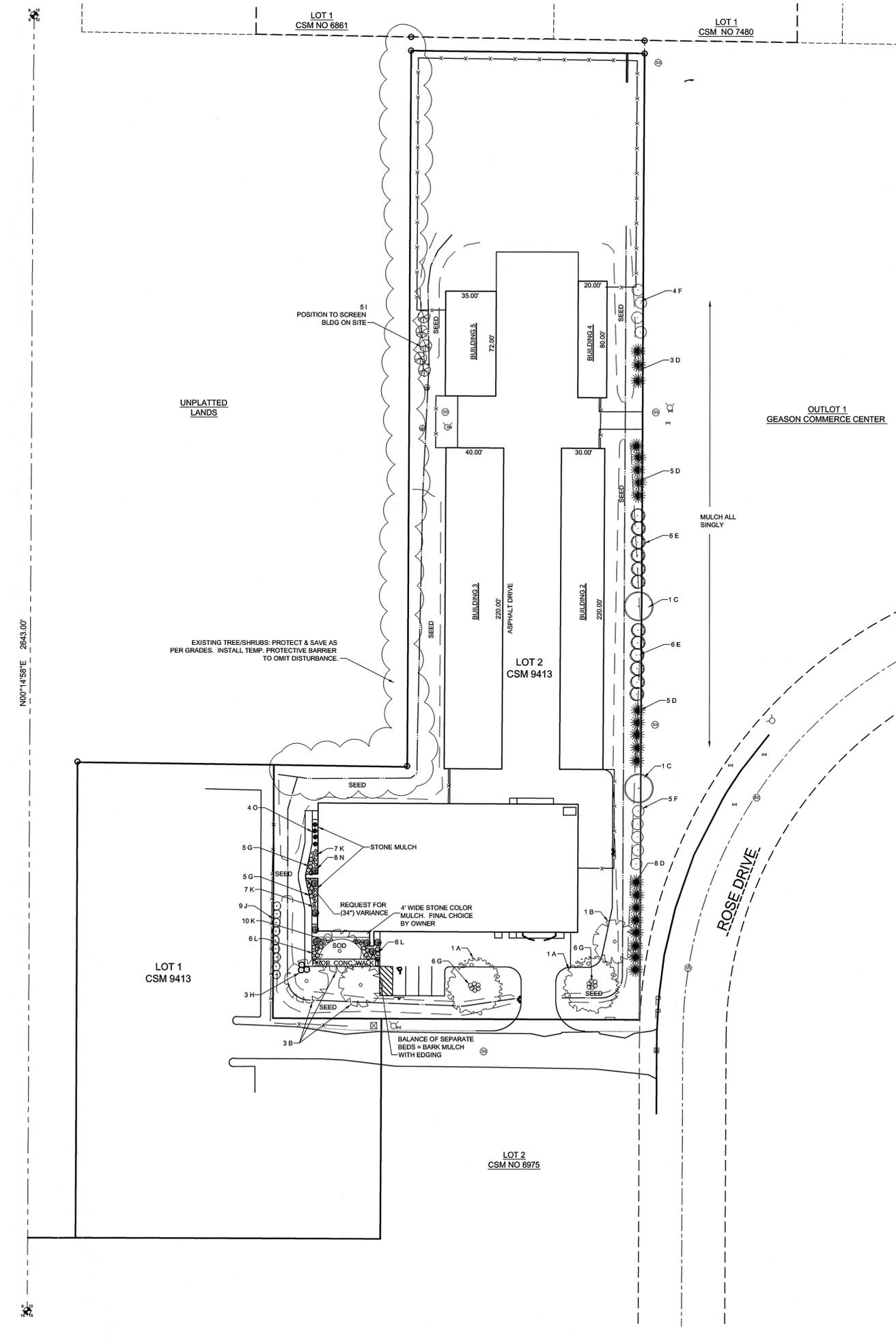
PROPOSED SITE PLAN
FOR: LOT 2 CSM 9413
PART OF THE SW 1/4 OF SECTION 10, T7N, R18E
VILLAGE OF HARTLAND, WAUKESHA COUNTY, WI.

JAHNKE & JAHNKE ASSOCIATES INC.
PLANNERS & PROFESSIONAL ENGINEERS
711 W. MORELAND BLVD. - WAUKESHA, WI 53188
TEL. NO. (262) 542-5797 FAX (262) 542-7698

SCALE: 1" = 40'
DATE: JANUARY 27, 2017
DRAWN BY: N.S. CHECKED BY: P.J.J. FILE NO.: DELAFIELD 610
BOOK NO.: MER 46 JOB: S-8555 SHEET 2 OF 5

C1.2

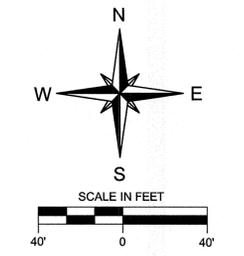
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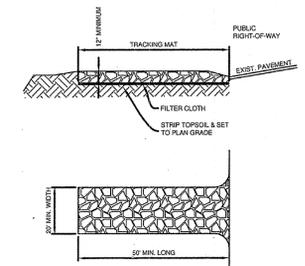
- CLEARING & GRUBBING NOTES:**
- CLEAR AND GRUB ALL TREES AND BUSHES WITHIN THE GRADING LIMITS. REMOVE ALL BUCKTHORN ON THE PROPERTY WHETHER IN THE GRADING LIMITS OR NOT.
 - THE ROW OF MATURE CEDAR TREES ABOUT 4' INSIDE THE PROPERTY ALONG THE SOUTHERN PROPERTY LINE OF THE RESIDENCE SHALL REMAIN.
 - ALL STUMPS ARE TO BE EITHER PULLED OR GROUND BELOW THE SURFACE. STUMPS SHALL NOT BE BURIED ON SITE, BUT REMOVED FROM THE PROPERTY.
 - CLEAR AND GRUB THE DRAINAGE CHANNEL ALONG THE WEST SIDE REGARDLESS IF IT IS WITHIN THE GRADING LIMITS OR NOT.
 - REMOVE FALLEN TREES FROM THE INFILTRATION BASIN BERMS. IN PARTICULAR, REMOVE THE TREES FROM THE SPILLWAY ALONG THE NORTH EDGE OF THE BASIN.
 - CLEAR AND GRUB TREES AND BUSHES FROM THE OVERFLOW PATH, WHERE ON THE PROPERTY, THAT FLOWS WNW FROM THE SPILLWAY.

PLANT LIST				
KEY	QTY	SIZE	ROOT	TYPE
A	2	2.5"	BB	MAPLE - GREEN MOUNTAIN SUGAR
B	4	2"	BB	CALLERTY PEAR - CLEVELAND SELECT
C	2	1.75"	BB	CRAB - RED JEWEL
D	21	6.5"	BB	JUNIPER - MOUNTBATTEN
E	12	5"	BB	LILAC - COMMON PURPLE
F	9	3"	POT	NINBARK - DIABLO
G	12	1 GAL	POT	DAYLILLY - HYPERION
H	3	18"	POT	ROSE - KNOCKOUT DOUBLE RED
I	5	5"	BB	ABORVITAE - TECHNY
J	9	4.5"	BB	VIBURNUM - AUTUMN JAZZ
K	24	1 GAL	POT	RUSSIAN SAGE - LITTLE SPIRE
L	24	1 GAL	POT	CATMINT - WALKER'S LOW
M				
N	8	24"	POT	LILAC - DWARF KOREAN
O	4	15"	POT	POTENTILLA - GOLDMOUND

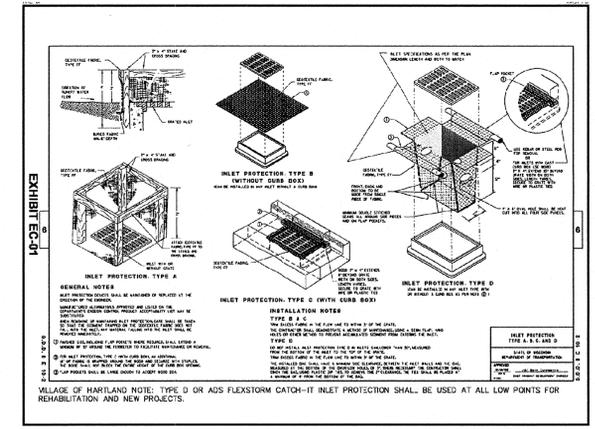
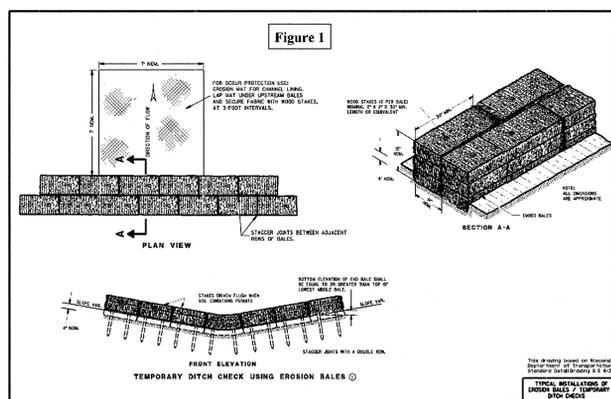
PLANTS MUST MEET A.A.N. STANDARDS. NO SUBSTITUTIONS. MINIMUM SIZES SHOWN.



- LEGEND:**
- ⊗ EX. SANITARY MANHOLE
 - ⊗ EX. STORM MANHOLE
 - ⊗ EX. CATCH BASIN ROUND
 - ⊗ EX. CATCH BASIN SQUARE
 - ⊗ EX. HYDRANT
 - ⊗ EX. WATER VALVE
 - ⊗ EX. HOUSE VALVE
 - ⊗ EX. POWER POLE
 - ⊗ EX. POWERLIGHT POLE
 - ⊗ EX. GUY WIRE
 - ⊗ EX. LIGHT POLE
 - ⊗ EX. SIGN
 - ⊗ EX. DECIDUOUS TREE
 - ⊗ EX. CONIFEROUS TREE
 - ⊗ EX. FENCE LINE
 - ⊗ EX. RAILING



- NOTES:**
- THE TRACKING PAD SHALL BE INSTALLED PRIOR TO ANY TRAFFIC LEAVING THE SITE.
 - THE AGGREGATE FOR TRACKING PADS SHALL BE 3 TO 6 INCH CLEAR 3/4" WASHED STONE. ALL MATERIAL TO BE RETAINED ON A 3/4" SIEVE.
 - THE AGGREGATE SHALL BE PLACED IN A LAYER AT LEAST 18 INCHES THICK ON SITES WITH A HIGH WATER TABLE. IN WHERE SATURATED CONDITIONS ARE EXPECTED DURING THE LIFE OF THE PRACTICE, STONE TRACKING PADS SHALL BE UNDERLAIN WITH A WOODCHIP TYPE GEOTEXTILE FABRIC TO PREVENT MIGRATION OF UNDERLYING SOIL INTO THE STONE.
 - THE TRACKING PAD SHALL BE THE FULL WIDTH OF THE EGRESS POINT. THE TRACKING PAD SHALL BE AT A MINIMUM 50 FEET LONG.
 - A FILTER CLOTH SHALL BE PLACED OVER THE ENTIRE AREA PRIOR TO PLACING STONE. THE FABRIC SHALL HAVE THE FOLLOWING PROPERTIES:
 - A. GRAB STRENGTH: 200 LBS. (ASTM D-182)
 - B. HULLEN BURST: 400 PER MIN. (ASTM D-578)
 - C. EQUIVALENT OPENING SIZE: 40-80 (NO. STD. SIEVE)
 - D. ELONGATION AT FAILURE: 10% (ASTM D-482)
 - E. PUNCTURE STRENGTH: 125 LBS. (ASTM D-751)
 - THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE AS CONDITIONS DEMAND AND/OR REPAIR OR CLEANUP OF ANY WEARWAYS USED TO TRAFFIC SEDIMENT.
 - THE WASHING OF CONDITIONS ON THE SITE ARE SUCH THAT THE SEDIMENT IS NOT REMOVED FROM VEHICLES. TRUCKS BY THE TRACKING PAD, THEN TRUCKS SHALL BE WASHED UTILIZING PRESSURIZED WATER BEFORE ENTERING A PUBLIC ROAD.
 - THE TRACKING MAT SHALL BE LOCATED ON SITE IN AN AREA THAT IS STABILIZED AND DRAINS INTO SUSTAINABLE SEDIMENT TRAPPING OR SETTING AREA.
 - THE WASH RACK SHALL CONSIST OF A HEAVY GAUGE OVER A LOWERED AREA. THE RACK SHALL BE STRONG ENOUGH TO SUPPORT THE VEHICLES THAT WILL CROSS IT.
 - ALL SEDIMENT SHALL BE DROPPED, WASHED, OR TRACKED ONTO A PUBLIC RIGHT-OF-WAY SHALL BE REMOVED IMMEDIATELY.
 - ACCESS PERMIT TO PUBLIC ROADS MUST BE OBTAINED PRIOR TO CONSTRUCTION.



CALL DIGGERS HOTLINE
1-800-242-8511 TOLL FREE
WI STATUTE 18C.07(1)(b) REQUIRES MIN. 3 WORK DAYS NOTICE BEFORE YOU DIG A HOLE
MIL.W. AREA 259-1181

NOTE: The location and size of the underground structures and utilities shown hereon have been located to a reasonable degree of accuracy, but the Engineer and/or Surveyor does not guarantee their exact location or the location of others not shown. Contact Diggers Hotline, Inc., Etc.

REVISED: MARCH 10, 2017
REVISED: MARCH 7, 2017

PROPOSED LANDSCAPE PLAN
FOR: LOT 2 CSM 9413
PART OF THE SW 1/4 OF SECTION 10, T7N, R18E
VILLAGE OF HARTLAND, WAUKESHA COUNTY, WI.

JAHNKE & JAHNKE ASSOCIATES INC.
PLANNERS & PROFESSIONAL ENGINEERS
711 W. MORELAND BLVD.-WAUKESHA, WI 53188
TEL. NO. (262) 542-5797 FAX (262) 542-7898

SCALE: 1" = 40'
DATE: JANUARY 27, 2017
DRAWN BY: N.S. CHECKED BY: P.J.J. FILE NO.: DELAFIELD 610
BOOK NO.: MER 46 JOB: S-8555 SHEET 5 OF 5

C1.5

FILE NAME: PROJECTS\SR5555\DWG\SR5555.dwg



CONDITIONAL USE PERMIT

[Benchmark Storage

840 Rose Drive]

Document Title

Document Number

THIS CONDITIONAL USE PERMIT is hereby granted this 27th day of March, 2017, by the Village of Hartland (hereinafter Village) to Benchmark Secure Storage (hereinafter “Grantee”) for the operation of a **storage or warehousing establishment** at the property located at 840 Rose Drive.

RECITALS

WHEREAS, Grantee has applied for a conditional use permit (the “CUP”) pursuant to Section 46-847 of the Village of Hartland Code of Ordinances for the operation of a storage or warehousing establishment at the property located at 840 Rose Drive, Hartland, Wisconsin, (the “Property”) more specifically described as:

Tax Key No. HAV 0759.991.002
Owned by Benchmark Secured Storage of Hartland, LLC
c/o Douglas Hafemann
1256 Mary Hill Circle
Hartland, WI 53029

Recording Area

Name and Return Address
Village of Hartland
210 Cottonwood Ave.
Hartland, WI 53029

Parcel Identification Number
HAV 0759.991.002

WHEREAS, the Property is located in the B-5 Zoning District; and

WHEREAS, Section 46-545 of the Village of Hartland Code of Ordinances provides that a storage or warehousing establishment use in the B-5 District is a conditional use; and

WHEREAS, Applicant has submitted all information as required under Section 46-847 of the Village of Hartland Code of Ordinances and the Plan of Operation along with clarifications attached hereto as Exhibit A; and

WHEREAS, the Village Plan Commission reviewed the subject CUP application and Plan of Operation and held a Public Hearing on March 20, 2017 pursuant to Section 46-848 of the Village of Hartland Code of Ordinances and recommended the following conditions of approval necessary to fulfill the purpose and intent of the Village Code of Ordinances:

1. Operation of the storage or warehousing establishment use consistent with the applicant’s submissions and statements at public meetings including up to ~~XXX~~ interior climate-

controlled units and 79 drive up and walk up non-controlled units in five buildings except as modified by this Conditional Use Permit or directives of the Plan Commission or Village Board,

2. No other uses shall be authorized for the site,
3. Construction of Building Number 1 (three-story, climate controlled facility) and all site improvements shall occur prior to or contemporaneous to construction of the four additional storage buildings on the northerly portion of the site,
4. Parking related to the authorized use shall occur only in marked parking spaces on the site,
5. Acquisition of easements for private utility services to the site prior to the issuance of permits for construction of the development and shall be maintained in perpetuity,
6. Execution of a Storm Water Maintenance Plan and Agreement including maintenance of all drainage paths on the site in accordance with Village Policy prior to receiving permits for grading of the site,
7. Maintenance of access for the Village over the entire area of the utility easement held by the Village through the subject property including provision of gates of a design acceptable to the Public Works Director and Village Engineer and the ability to access the gates at any time without previous notice to the Grantee,
8. Notwithstanding the forgoing, the Village will provide notice to the Grantee on the business day prior to any day on which the Village intends to access the easement area for scheduled maintenance of the infrastructure located within the easement,
9. Posting and maintenance of appropriate signage to ensure that parking does not occur in the easement area,
10. Establishment of a paved Fire Department access acceptable to the Fire Department and Village Engineer over the utility easement held by the Village on the property immediately east of the subject property,
11. Prohibition of outside storage of materials or items on the site,
12. Maintain facilities for the collection of trash and ensure that trash is contained within the site and no accumulations of trash occur on the site,
13. Loading and unloading of storage units shall occur within the secure areas of the site including inside the carport and within the fenced portions of the site and shall not occur from the parking areas outside the secure area,
14. ***OTHER CONDITIONS BY PLAN COMMISSION***; and

WHEREAS, the Village Board of Trustees has considered the Plan Commission's recommendations and has determined that the proposed conditional use and structures are in accordance with the purpose and intent of Chapter 46 of the Village Code of Ordinances and is found to be not hazardous, harmful, offensive or otherwise adverse to the environment or the value of the neighborhood or the community.

NOW THEREFORE, the Village Board of Trustees hereby approves the issuance of this conditional use permit to Benchmark Secured Storage of Hartland, LLC, c/o Douglas Hafemann, 1256 Mary Hill Circle, Hartland, Wisconsin 53029 for the operation of a storage or warehousing establishment, at the Property, which conditional use permit shall be subject to the following conditions:

1. The conditional use permit granted hereunder is for the sole benefit of Benchmark Secured Storage of Hartland, LLC.
2. The business activities permitted hereunder are limited to the operation of a storage or warehousing establishment.
3. All business activities conducted on the Property shall conform to this CUP and the approved Plan of Operation and the Village of Hartland Code of Ordinances. The approved Plan of Operation is attached hereto and incorporated herein.
4. The foregoing recommended conditions of the Plan Commission are hereby included by reference as if set forth herein.
5. Changes subsequent to the initial issuance of this CUP shall require an amendment to this CUP.
6. This CUP shall terminate upon the occurrence of any of the following:
 - a. Upon Grantee failing to conduct business at the Property in substantial conformity with this CUP or the approved Plan of Operation; or
 - b. Upon the cessation of the operations permitted under this CUP; or
 - c. Upon revocation in accordance with the Village Code.
7. The operation of the storage or warehousing establishment shall be reviewed by the Village after the establishment has been in operation for a period of time to ascertain whether all conditions of this Conditional Use Permit are being met. Therefore, Grantee shall apply to the Village for review of the storage and warehousing establishment operations by April 1, 2019.
8. Notwithstanding the forgoing, this CUP is issued to Benchmark Secure Storage of Hartland, LLC, Douglas Hafemann, Owner/Agent and shall expire or terminate as indicated above in paragraph 6 including cessation of operation by Benchmark Secure Storage of Hartland, LLC, Douglas Hafemann, Owner/Agent.

This conditional use permit is hereby issued this 27th day of March, 2017 subject to the conditions provided herein.

VILLAGE OF HARTLAND

David Lamerand, Village President

Darlene Igl, MMC/WCPC, Village Clerk

[VILLAGE SEAL]

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

Job Address 1050 Walnut Ridge Drive			
Lot	Block	Subdivision	Key No. HAV
Owner Ealon LLC		EMAIL	Phone
Address 6231 Hwy 83		City Hartland	State WI Zip 53029
Contractor MSI General	Phone 414-550-9400	FAX 262-367-7390	EMAIL tink@msigeneral.com
Address W215 E. Wisconsin Ave.		City Nashotah	State WI Zip 53058

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

The DEADLINE for filing is THREE WEEKS PRIOR TO THE MEETING DATE at 4:30 p.m. All of the following information must be received prior to the deadline in order to be placed on the agenda.

Commercial/Industrial/Multifamily:

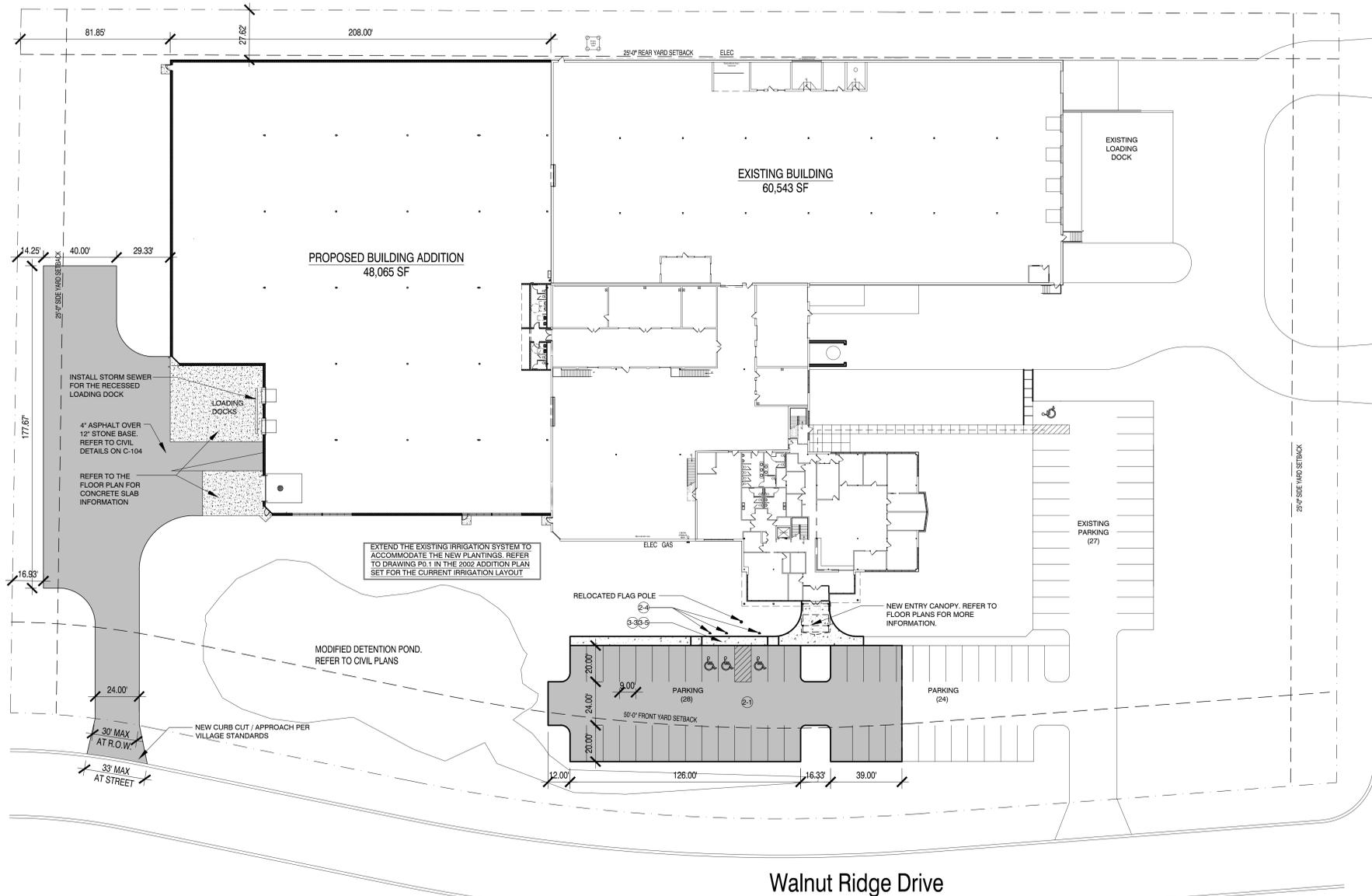
- Three bound sets of plans (one of the sets must be reduced to a maximum size of 11" x 17"). Plans must show all sides of building, materials and colors, exterior HVAC locations, appearance, and dumpster location.
- Three site plans. Plans must be dimensioned.
- Three landscape plans.
- Three exterior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

Signs:

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

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

Date Applied: _____ Date of Meeting: _____ Item No. _____



SITE DATA:

SITE AREA:	308,455 SF or 7.081 Acres
	Max 60% Hardscapable = 185,073.08 SF
Building (E):	60,307 SF
Hardscapable (E):	51,355 SF
Total Existing Hardscapable:	111,662 SF
Building Addition:	48,065 SF
New Hardscapable:	23,304 SF
Total Additional Hardscapable:	73,369 SF
Total Site Hardscapable with the Addition:	185,031 SF @ 59.9%

SITE PLAN 1" = 30'-0"

REFERENCE KEYNOTES

Division 01- General	(1) 1/4" PRECAST LIME CONCRETE (01050)
(2) 1/2" PRECAST LIME CONCRETE (01050)	
Division 02- Site	(3) 1 1/2" ASPHALT OVER 4" STONE BASE (02020)
(4) 2" ASPHALT OVER 4" STONE BASE (02020)	
(5) 3" ASPHALT OVER 4" STONE BASE (02020)	
(6) HANDICAPPED PARKING STALL SIGN	
Division 03- Concrete	(7) CONCRETE CURB/POLE HOLD FOUNDATION WALL w/ FLOOR FINISH (03030) (03030)
(8) 4" FOUNDED CONCRETE FLOOR w/ 4" STONE & 2" F.B. LIFT (03030) (03030)	
(9) 4" FOUNDED CONCRETE FLOOR w/ 4" STONE & 2" F.B. LIFT (03030) (03030)	
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MSI GENERAL CORPORATION
P.O. BOX. 7
OCONOMOWOC, WI 53066
PHONE: 262-367-5661
FAX: 262-367-7390

WWW.MSIGENERAL.COM
SINGLE SOURCE RESPONSIBILITY™

PROJECT ADDRESS:

PROJECT NAME
Midwest Composite Technologies
STREET ADDRESS
1050 Walnut Ridge Drive
CITY STATE / ZIP
Hartland, WI 53029

ALL WORK TO BE COMPLETED AS SHOWN, AND IN ACCORDANCE WITH THE LATEST EDITION OF THE MSI GENERAL MASTER SPECIFICATION

PROJECT ADDRESS:

PROJECT NAME
Midwest Composite Technologies
STREET ADDRESS
1050 Walnut Ridge Drive
CITY STATE / ZIP
Hartland, WI 53029

Date: 08.19.16
Sheet Title: SITE PLAN
Sheet Number: C-101
Project Number: P11744
4424

MANAGERS

ENGINEERS

CONTRACTORS

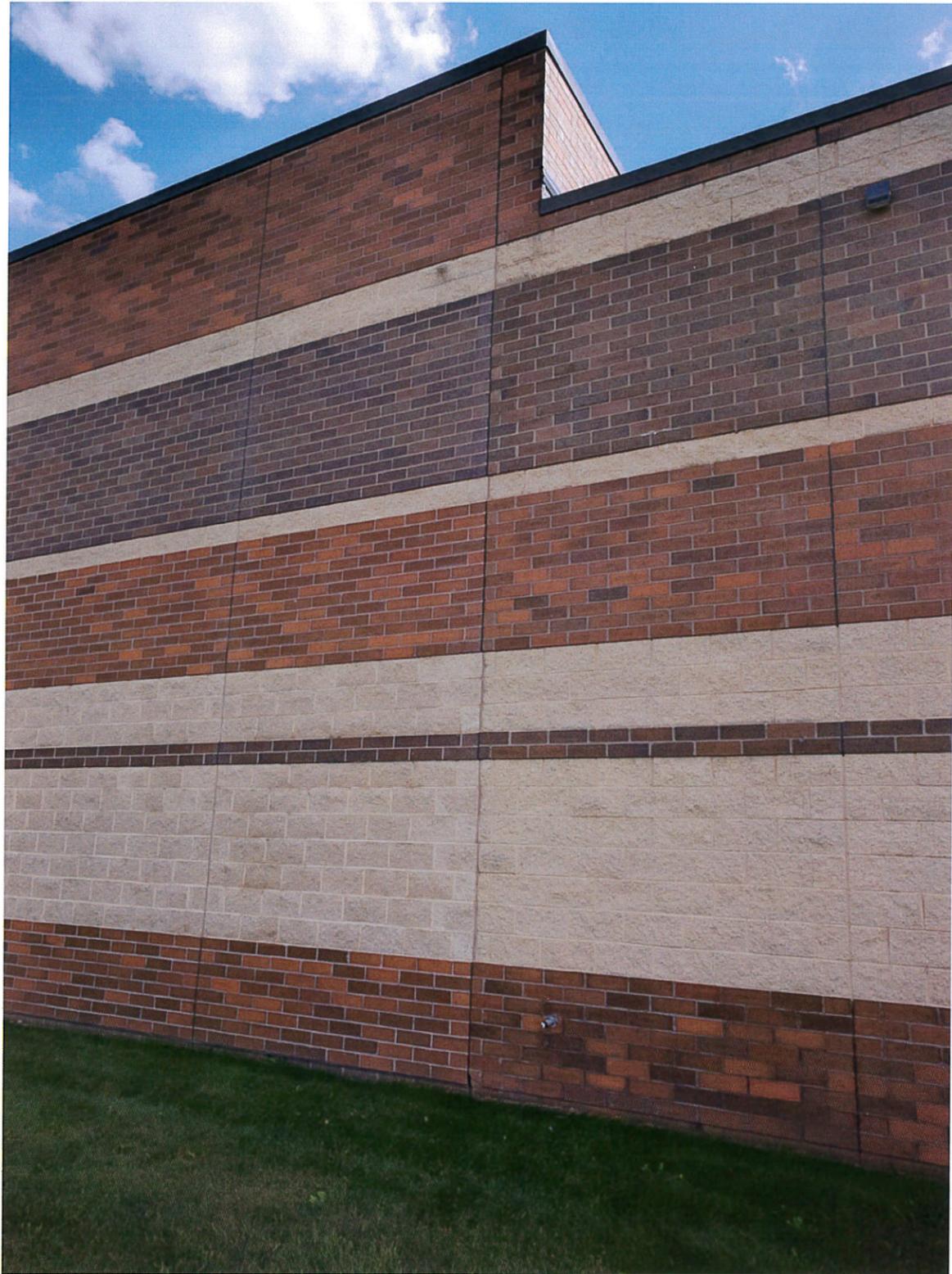
ARCHITECTS



VIEW FROM THE SOUTHWEST



VIEW FROM THE NORTHWEST



VIEW OF THE EXISTING NORTH WALL



VIEW OF THE EXISTING WEST WALL



EXISTING VIEW FROM THE NORTHWEST

MEMO

TO: David E. Cox, Village Administrator

FROM: Michael Einweck, Director of Public Works



DATE: March 23, 2017

SUBJECT: Stormwater Management Program -
DNR Annual Report

In order to meet the DNR's reporting requirements of the Municipal Separate Storm Sewer System (MS4) Discharge Permits; the attached form must be completed by each municipality and filed with the DNR by March 31, 2017. The form allows each municipality to report on activities required to maintain their discharge permit. Included on the form are the past year's activities associated with the following areas; public education and outreach, public involvement and participation, illicit discharge detection and elimination, construction site pollutant control, post-construction storm water management, pollution prevention, storm water quality management and on-going updates to our storm sewer system maps and related programs. The Village's efforts for the past year are as shown on the reporting form in addition to providing information on two recently updated programs. The two programs are; Illicit Discharge Detection and Elimination and the Storm Water Facility Inspection and Maintenance.

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

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

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

Attachments

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

Due by March 31, 2017

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

This form is for reporting on activities undertaken in calendar year 2016.

Instructions: Complete each section of the form. If additional space is needed, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2017, to the appropriate address indicated on the last page of this form.

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

Part II. Municipal Contact Information			
Name of Municipal Contact Person Michael Einweck		Title Director of Public Works	
Mailing Address (if different from above)	City	State WI	ZIP Code
Email mikee@villageofhartland.com	Phone Number (include area code) (262) 367-2714	Fax Number (include area code) (262) 367-2430	
Has the contact person changed in the last year? <input type="radio"/> Yes <input checked="" type="radio"/> No			

Part III. Certification		
<i>I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-2 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.</i>		
Authorized Representative Printed Name Michael Einweck	Authorized Representative Title Director of Public Works	
Signature of Authorized Representative	Date	
Email mikee@villageofhartland.com	Phone Number (include area code) (262) 367-2714	Fax Number (include area code) (262) 367-2430

Part IV. General Information		
a. Describe the municipality's efforts to invite the municipal governing body, interest groups, and general public to review and comment on the annual report. This report and subsequent reports will be posted on the Village website, distributed to Village Board members, and distributed to other interested groups (as requested). A copy of the report will be maintained at the Village Hall for public review. An update of storm water management activities will be given at least annually to the Village Board.		
b. Describe how the municipality has kept elected and municipal officials and appropriate staff (such as operators, department heads, and those that interact with the public) informed of the municipal storm water discharge permit and its requirements. The Village initially prepared a storm water management plan in 2003-2005 with funding provided under a DNR Urban Non-point and Storm Water Management Grant. The results and recommendations of the report were presented to the Village Board in January of 2005. As part of a subsequent DNR grant, the Village completed a Storm Water Utility Feasibility Study with a presentation to the Village Board in December, 2007. In 2014, the Village was awarded a DNR grant to evaluate the Village's pollutant controls compared to the Rock River TMDL study. Each year prior to the submittal of the Annual Report, a staff presentation with a copy of the report is provided to the Village Board at a scheduled meeting. There are also various seminars and conferences that the staff attends.		
c. Has the municipality prepared or updated its own municipal-wide storm water management plan during the reporting year? <input checked="" type="radio"/> Yes <input type="radio"/> No		

If yes, provide the title and date of storm water management plan and list any updates:

Village of Hartland Storm Water Management Plan, July 2005 and is currently in the process of completing an update to this study.

If yes, has the information been submitted to the Department?

Yes No

d. During the reporting year, has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions as provided under section 2.10 of the general permit?

Yes No

If yes, describe these cooperative efforts:

The Village entered into a contract with Waukesha County to participate in the Waukesha County Storm Water Education Program. The Village has been involved with exhibiting County developed displays, promoting workshops, distributing County produced handouts, and posting of materials on our website and constant contact site. For other activities, please see the Waukesha County generated report. This meets the permit conditions for Public Education and Outreach and Public Involvement and Participation.

If yes, has the information been submitted to the Department?

Yes No

e. If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program?

Yes No

If yes, provide web address:

<http://www.villageofhartland.com/DocumentCenter/View/1271>

Part V. Evaluation of Permit Conditions (Section 2 of General Permit)

Minimum Control Measures: For each of the permit conditions listed below, provide an evaluation of program compliance with the general permit.

1. Public Education and Outreach (Section 2.1 of General Permit)

Description of Program(s)	Contracted with Waukesha County to implement storm water education program according to the annual workplan.
Measurable Goal(s)	Please see the 2016 Annual Workplan as administered by Waukesha County.
Result(s) Achieved	Please see Waukesha County report.
Describe any planned changes to program.	Please see Waukesha County draft 2017 Annual Workplan.

2. Public Involvement and Participation (Section 2.2 of General Permit)

Description of Program(s)	Contracted with Waukesha County to implement storm water education program according to the annual workplan.
Measurable Goal(s)	Please see the 2016 Annual Workplan as administered by Waukesha County.
Result(s) Achieved	Please see Waukesha County report.
Describe any planned changes to program.	Please see Waukesha County draft 2017 Annual Workplan.

3. Illicit Discharge Detection and Elimination (Section 2.3 of General Permit)

Description of Program(s)	Identification of priority and non-priority outfalls to be inspected in order to eliminate illicit discharges.
Measurable Goal(s)	Update of program, preparation of new field screening sheet, and identification of storm water outfalls. To inspect each major outfall annually.
Result(s) Achieved	Revised IDDE program being completed as part of revised storm water management plan update. No complaints were received in 2016.
Describe any planned changes to program.	Currently revising IDDE program to follow priority outfall approach through the storm water management plan update project and update/train staff about program.

4. Construction Site Pollutant Control (Section 2.4 of General Permit)

Part V. Evaluation of Permit Conditions (continued)

Description of Program(s)	Village Engineer's office performs monthly compliance inspections of on-going construction sites and verifies compliance with erosion control measures.
Measurable Goal(s)	Complete monthly inspections with reporting to responsible parties for corrective action, if required.
Result(s) Achieved	There were 38 erosion control inspections completed at 5 different sites during 2016.
Describe any planned changes to program.	None.

5. Post-Construction Storm Water Management (Section 2.5 of General Permit)

Description of Program(s)	Review and approve storm water management plans and supporting documents to meet NR 151 post construction storm water requirements found in Village ordinance.
Measurable Goal(s)	Review and approve storm water management plans for all new and redevelopment sites over 1 acre.
Result(s) Achieved	Reviewed storm water management plans for 3 sites in 2016.
Describe any planned changes to program.	Village staff are considering drafting the storm water ordinance in a format that is more commonly found in the area (WDNR state model, Waukesha County model, etc.).

6. Pollution Prevention (Section 2.6 of General Permit)

Description of Program(s)	Village staff are/will be trained to consider impacts of every day maintenance activities to wetlands and streams in the area. Pollution prevention programs include leaf pickup program, DPW yard SWPPP, pond inspection program, winter road management program, street sweeping, catch basin cleaning, and training to address these programs.
Measurable Goal(s)	See individual program descriptions below for details.
Result(s) Achieved	See individual program descriptions below for details.
Describe any planned changes to program.	The Village is currently in the process of updating the storm water management plan to address TMDL wasteload allocations in the Rock River Basin. Changes to the DPW yard SWPPP and the pond inspection program are in draft form and are attached to this report for reference. We anticipate hiring two new staff members during 2017 to replace retiring staff.

• Storm Water Management Facilities (Section 2.6.1 of General Permit)

List any new municipality owned or operated structural storm water management facilities (ponds, biofilters, etc.) added in the last year.

A Residential CBRF facility on Merton Avenue, the Four Winds West residential subdivision on CTH E, and the Riverwalk Apartments in downtown Hartland off of Lawn Street.

• Routine Inspection and Maintenance (Section 2.6.2 – 2.6.4 of General Permit)

Does the municipality have an inspection and maintenance program for installed structural storm water management facilities?

Yes No

Describe the inspection and maintenance program and any activities that have occurred for structural storm water management facilities in 2016. If available, attach any additional information on the inspection and maintenance program.

As part of the TDML planning study, the inspection and maintenance activities were reviewed and the attached plan and reporting form will be used beginning with inspections in 2017. During the construction of new storm water ponds, there is an on-going monthly erosion control inspection effort that takes place with copies of the report sent to the responsible parties and if necessary, follow-up reports are made to verify compliance. When required, new and redevelopment projects are required to prepare and record a Storm Water Management Practice Agreement that sets the construction and maintenance activities to be followed by the property owner.

Describe the street sweeping and catch basin cleaning efforts, and the disposal of waste.

During 2016, the Village performed 199 hours of street sweeping operations. We began on April 18th and continued throughout the year until December 2nd. We try to sweep every roadway in the Village on a regular basis and perform extra passes in our downtown area as needed. The Village performed catch basin cleaning by clearing the accumulated debris from around the inlet frames. If this material is just organic material such as leaves and sticks, it is collected and placed in the yard waste pile. An inspection of new developments requires accumulated debris in the catch basins to be removed and disposed of by the developer's contractor.

The debris from the street sweeping and catch basin cleaning is stored at the DPW Yard and is picked up by the local waste disposal company for landfill.

• Winter Road Management Activities (Section 2.6.5 of General Permit)

Provide the name, title, and phone number of the individual(s) with overall responsibility for winter roadway maintenance. Michael Gerszewski, DPW Operations Supervisor, 262-367-2714.

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

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

Report the amount of product used by month over the last winter season (approx. November 2015 through April 2016).

Salt used - Nov 2015 = 30 tons, Dec 2015 = 60 tons, Jan 2016 = 230 tons, Feb 2016 = 300 tons, Mar 2016 = 300 tons, Apr 2016 = 25 tons. Brine used - Nov 2015 = 750 gals, Feb 2016 = 1500 gals, Mar 2016 = 750 gals.

Report the snow disposal locations, if applicable.

Village DPW Yard located at 701 Progress Drive.

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

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

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

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

• Leaf Management (Section 2.6.6 of General Permit)

Describe the management of leaves and grass clippings.

The DPW maintains a recycling/yardwaste facility at our Public Works Yard located at 701 Progress Drive. In 2016, we opened on April 1st and accepted material until November 22nd. The open dates for residents are the second and fourth Tuesday evenings, each Friday and the second and fourth Saturday mornings, except holidays. Village residents are able to drop off yard waste, grass clippings and leaves. This material is ground up on occasion and provided back to the public as mulch. Our annual leaf collection program ran from October 10th until November 30th. We have up to two leaf vacuums that are run on every Village roadway to collect the leaves that are raked to the road sides.

• Municipal Pollution Prevention (Section 2.6.7 of General Permit)

Part V. Evaluation of Permit Conditions (continued)

Provide the location (street address) of each facility (municipal yards and/or maintenance facilities) and contact information (name, title, and phone number) for the individual(s) with overall responsibility for each facility.

Public Works Facility, 701 Progress Drive, Hartland. Michael Gerszewski, DPW Operations Supervisor, 262-367-2714.

Map(s) included? Yes No - Include a map of each facility, drawn to scale and include the following features:

- Location of major activities and storage areas
- Identification of drainage patterns, potential sources of storm contamination and discharge points.
- Identification of nearby receiving waters or wetlands
- Identification of connections to the permittees's MS4

Describe the housekeeping activities and best management practices installed at municipal yards and/or maintenance facilities to reduce or eliminate storm water contamination.

A copy of the report is attached to address the request.

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

Allowing grass to grow to at least 4 - 6 inches in swales to filter particles in runoff - currently being done.

Sweep up any spilled salt and return to inventory - currently being done.

Construct a 3-sided bay around street sweepings - will plan for construction in 2017 or 2018.

Place a tarp or cover over the street sweepings pile - not currently done because we request a pick-up of the material for landfill shortly after it is deposited.

Provide information on facility inspections. Identify and address potential sources of storm water contamination.

Initial report was prepared on March 22, 2016 that included the initial inspection from which the report was prepared. A full inspection with a written report was completed on March 10, 2017.

Describe the municipal facility(s) employee training on storm water pollution prevention (frequency, duration, objectives, percentage of employees trained this year, etc.).

The Public Works Department will have two vacancies in their staff in 2017. During that year we will be training the new staff and providing a refresher training to the existing staff.

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

The spills plan is contained within the attached report. There is a container of absorbent at the pumps to be used in case of liquid spills. The absorbent would then be collected and properly disposed of depending on the liquid.

Staff are trained on which authorities to contact depending on the situation, such as Fire Department and/or the Wisconsin DNR and to report the incident.

7. Storm Water Quality Management (Section 2.7 of General Permit)

Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard? Yes No

If yes, provide the following: Model used WinSLAM Version 10.2 Reduction (%) 52

If no, include a description of any actions the municipality has undertaken during 2016 to help achieve the 20% standard.

8. Storm Sewer System Map (Section 2.8 of General Permit)

Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year.

Please see attached map.

Part VI. Fiscal Analysis

- a. Provide a fiscal analysis that includes the annual expenditures for 2016, and the budget for 2016 and 2017. A table to document fiscal information is provided on page 8.
Please see attached table. The Village received a DNR planning grant for a study to be completed in 2015/2016. A request to extend the grant period to June 30, 2017 was approved by the DNR on November 18, 2016. This study is performing water quality calculation updates and will provide alternatives analysis to assist in meeting the new TMDL limits. Wis DNR staff has been very helpful in assisting the Village in the grant application and administration process.
- b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?
 Storm water utility General fund Other Capital Improvement Plan funding
- c. Is adequate revenue generated to implement the storm water management program and meet permit requirements?
 Yes No

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

There is general funding used for on-going maintenance activities and the construction projects are funded by the Capital Improvement Project (CIP) process when funds are available. The Village does not have a storm water utility in place. New storm water facility construction is incorporated into road reconstruction designs whenever possible to reduce the cost of improved storm water treatment in the Village. However the cost of storm water facility construction to meet TMDL goals may be a strain in the future without the addition of some new funding sources.

Part VII. Inspections and Enforcement Actions

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

- a. Has the municipality amended its illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit during the reporting year? Yes No
If yes, attach copy or provide web link to ordinance:
Ord. No. 839-16, § 1, 5-23-2016, https://www.municode.com/library/wi/hartland/codes/code_of_ordinances?nodeId=
- b. Has the municipality amended its construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit during the reporting year? Yes No
If yes, attach copy or provide web link to ordinance:
Ord. No. 839-16, § 1, 5-23-2016, https://www.municode.com/library/wi/hartland/codes/code_of_ordinances?nodeId=
- c. Has the municipality amended its post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit during the reporting year? Yes No
If yes, attach copy or provide web link to ordinance:
Ord. No. 839-16, § 1, 5-23-2016, https://www.municode.com/library/wi/hartland/codes/code_of_ordinances?nodeId=MUCO
- d. Has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.) during the reporting year? Yes No
If yes, attach copy or provide web link to ordinance:

- e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.
The Village conducted 38 erosion control inspections at 5 different construction sites in 2016. The Village has previously approved an ordinance regarding animal waste that is still in effect (Code 1991, § 12.10(12)).

Part VIII. Water Quality Concerns

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

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

If yes, complete the following:

- Impaired waterbody to which the MS4 discharges:
The Village lies upstream of the impaired section of the Bark River.
- Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant(s) of concern to an impaired waterbody:
The Village is currently revising the storm water management plan to address the wasteload allocations associated with the Rock River TMDL, to reduce TSS & phosphorus in the local waterways.

- c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.
None.

- d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.
None.

- e. Does any part of the MS4 discharge to an approved Total Maximum Daily Load (TMDL) area (Section 1.5.4 of the general permit)? Yes No

If yes, fill out below. If no, disregard.

Required reporting for TMDLs approved prior to the effective date of the permit for 2016:

Name of TMDL: Rock River Basin TMDL Date TMDL approved? 09/28/2011

Map(s) included? Yes No - Submit a storm sewer system map (may be the same map submitted under section V.6. of this form), which includes the TMDL reachshed boundaries and associated acreage within the municipality, and the MS4 drainage boundaries and associated acreage within the municipality.

Part IX. Proposed Program Changes

Describe any proposed changes to the storm water management program being considered for 2017 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

Implementing the recommendations and to bring the long range scheduling and funding consideration of the recommended projects from the updated Storm Water Planning grant funded project.

Part X. Other

Any other municipal storm water program information for inclusion in the Annual Report regarding their storm water program may be added here or attached.

The Village has developed an Environmental Corridor/Open Space task force that is made up of citizen and other interested party volunteers to review and make recommendations to the Village Board about the Environmental Corridors and Open Spaces within the Village. This group meets monthly with the initial meeting on July 28, 2016.

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

Program Element	Annual Expenditure 2016	Budget		Source of Funds
		2016	2017	
Public Education and Outreach	\$2,605	\$2,600	\$2,700	General Fund
Public Involvement and Participation		\$2,200	\$1,000	General Fund, included in above amount
Illicit Discharge Detection and Elimination		\$2,000	\$2,500	General Fund, included in TMDL Study amount
Construction Site Pollutant Control	\$5,320	\$1,300	\$2,500	General Fund and Developer's charge back
Post-Construction Storm Water Management	\$4,200	\$5,000	\$3,000	General Fund
Pollution Prevention	\$12,000	\$9,000	\$11,000	General Fund
Storm Water Quality Management (including pollutant-loading analysis)	\$75,713	\$55,000	\$90,000	General Fund and CIP
Storm Sewer System Map	\$1,000	\$1,000	\$500	General Fund and CIP
Other:				
Storm Water municipal general fee	\$1,000	\$1,000	\$1,000	General Fund
Other: TMDL Study	\$103,278.38	\$55,000		CIP and DNR Grant Funding

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

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

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



Village of Hartland Storm Water Pollution Prevention Plan for Municipal Property

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

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

Site Description

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

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

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

Runoff Prevention Practices and Maintenance Activities

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

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

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

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

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

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



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



Photo 2: Bulk materials stored under cover in older shed

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

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

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

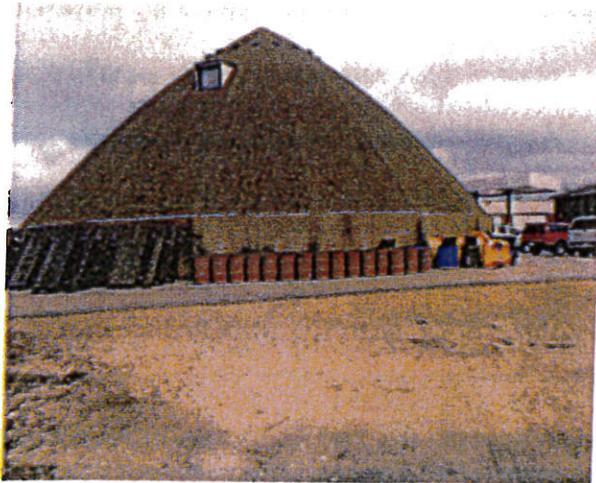


Photo 3: Temporary, seasonal storage around salt shed (during winter months)

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

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



Photo 4: Fueling center at Public Works yard.

Recommendations to Enhance Runoff Protection

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

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

Spills Plan

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

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

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

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

Employee Training

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

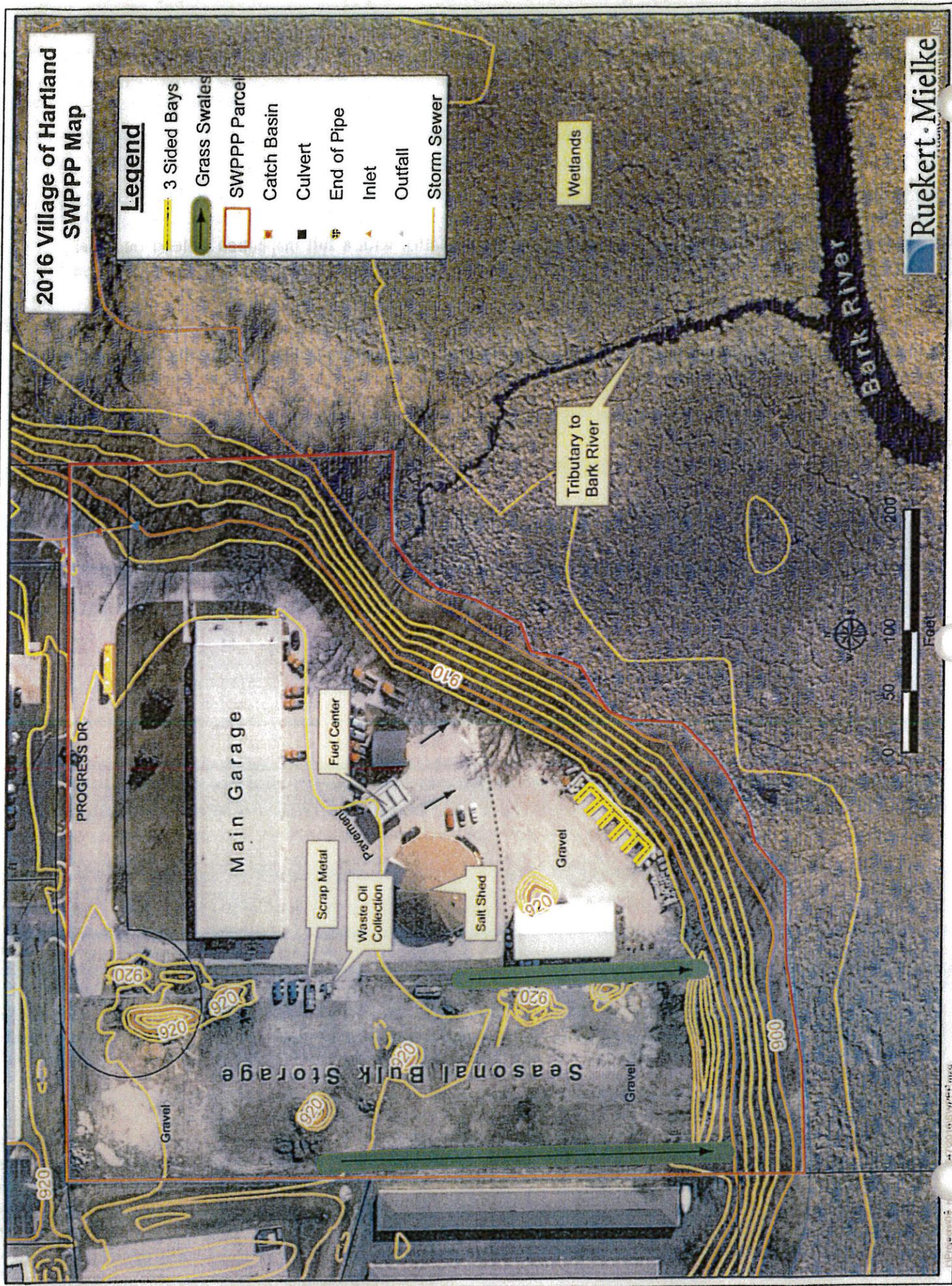
Inspections

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

2016 Village of Hartland SWPPP Map

Legend

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



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

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

Storm Water Pollution Prevention Plan

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

Title of Plan: _____

Date of Plan: _____

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

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

Vehicle Maintenance, Washing and Fueling

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

Hazardous Waste Management

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

Waste Management

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

Material Storage

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

Runoff Controls

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

Spills Program

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

Employee Training

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

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



2016 RECYCLING/YARDWASTE CALENDAR

January

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

February

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

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

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

November

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

December

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

RECYCLING/YARDWASTE SITE IS LOCATED AT 701 PROGRESS DRIVE

HOURS: FRIDAYS 9:00 AM – 3:00 PM

2ND AND 4TH TUESDAYS 6:00 PM – 8:00 PM

2ND AND 4TH SATURDAYS 9:00 AM – 1:00 PM

RECYCLING SITE OPEN SITE CLOSED RECYCLING & YARD WASTE SITE OPEN

April 11

Brush collection with one pass through Village starting April 11th.

Oct. 10 – Nov. 21

Leaf collection – leaves out by Nov. 20th (program is weather dependent)

Village of Hartland

Illicit Discharge Detection and Elimination Program

Revised – December 2016

The Village of Hartland has been conducting an Illicit Discharge Detection and Elimination (IDDE) program since 2010, when it was first required under the WPDES Municipal Separate Storm Sewer System (MS4) Permit no. WI-S050075-1. After reviewing the Department of Natural Resources' (WDNR) Program Guidance document no. 3800-2012-01 on Illicit Discharge Detection and Elimination programs, the Village has decided to revise the original program to focus on areas where problems are more likely to be detected.

The Village's revised IDDE program will break down the MS4 outfalls into 3 inspection categories:

1. Priority Outfalls to be inspected annually
2. Non-Priority Major Outfalls to be inspected once per 5-year permit term
3. Non-Priority Minor Outfalls to be inspected on a complaint basis or based on professional judgement of staff (not in the regular inspection rotation)

Location of MS4 Outfalls to be Inspected

Priority Outfalls to be Inspected Annually				
	Structure ID	Inspection Category	Outfall Size	Outfall Location
1	F029F	Priority (Major)	42	West of Rae Drive & Greenway Terrace
2	F039F	Priority (Major)	36	West end of Hartbrook Drive
3	E083	Priority (Major)	36	North Avenue, across from Hwy 16 Off-Ramp
4	D142A	Priority (Major)	36	Northwest of Intersection of Nixon Ave. and Renson Rd.
5	C113	Priority (Major)	60	Bark River at Railroad Tracks in Nixon Park
6	B136	Priority (Major)	30	North of 950 Walnut Ridge Drive
7	B001B	Priority (Major)	60	North of 700 Walnut Ridge Drive
8	A016A	Priority (Major)	36	East of Hartland South Elementary School
9	B100	Priority (Major)	42	Northwest of 800 Rose Drive
10	B005B	Priority (Major)	18	South end of Progress Drive near Public Works Yard
11	C112	Priority (Minor)	15	Bark River at Lawn Street
12	D020A	Priority (Minor)	24	East side of Bark River north of Capitol Drive
13	C040	Priority (Minor)	15	West side of Bark River at Capitol Drive
14	D004D	Priority (Minor)	18	East side of Bark River South of Haight Drive
15	C176	Priority (Minor)	12	West side of Bark River at Haight Drive
16	E379F	Priority (Minor)	24	Lake Country Lutheran High School inlet to pond
17	C106	Priority (Minor)	15	West side of Bark River North of Park Ave

Non-Priority Major Outfalls to be Inspected Once Every 5 Years				
	Structure ID	Inspection Category	Outfall Size	Outfall Location
1	F021F	Major	42	South of 1503 East Bristlecone Drive
2	F018F	Major	48	South end of North Blue Spruce Circle
3	F01F	Major	48	East of 700 Ponderosa Drive
4	F005F	Major	36	North of 514 North Ponderosa Drive
5	F008F	Major	54	South side of East Arlene Drive
6	F009F	Major	54	South side of East Arlene Drive
7	F014F	Major	40	Coco Creek at East Juniper Way
8	F043F	Major	24	Northwest of Intersection of STH 16 and CTH KC
9	D190	Major	18x30	Northwest side of Maple Ave and railroad tracks
0	A14A	Major	24x36	West side of CTH E at Hartwood Lane
11	A372	Major	36	North side of Lindenwood Drive west of CTH E
12	B275	Major	42	West of Cottonwood Wayside /south of Cottonwood Pond
13	A474	Major	36	North side of CTH KE, east of 1100 Cottonwood Avenue
14	A488	Major	26x43	Southwest of Intersection of CTH KE & River Reserve Drive

Criteria used to designate an outfall as a “Priority” included: land-use (industrial/business parks, institutional, retail/commercial), amount of imperviousness in a drainage area, and approximate age of infrastructure. The Village of Hartland has experienced new development and redevelopment growth in the past 2 decades, with new or replaced infrastructure which minimizes the potential for illicit discharges due to older or failing systems. Major outfalls in these new or redeveloped areas were not included in the priority outfall category.

Village staff found one discharge that required follow-up under the previous IDDE program since 2010. That situation was resolved, and subsequent reviews have not resulted in detecting further discharges. This outfall was not included in the priority category.

The remainder of the MS4 outfalls in the Village of Hartland are categorized as “minor”: pipe sizes of less than 36 inches in diameter associated with a drainage area of less than 50 acres or an industrial land use of less than 2 acres. These outfalls will not fall into the annual or once every 5 years inspection rotation, but may be inspected if a complaint is received or if circumstances change and village staff determine it would be beneficial to inspect any of these locations.

There are a few areas with swales within the Village limits. Swale system can be inspected by visual observations for dead vegetation due to excessive standing water or pollutants in discharges that would kill the vegetation; staining on pipes and structures that drain to the swales, staining or water marks on culverts in swales, etc. Visual observations of the swale systems should be done on a complaint basis or as staff determine necessary.

**VILLAGE OF HARTLAND
ILLICIT DISCHARGE FIELD SCREENING SHEET**

SECTION 1: BACKGROUND DATA

Subwatershed:		Outfall ID:	
Today's date:		Time (Military):	
Investigators:		Form completed by:	
Temperature (°F):	Rainfall (in.): Last 24 hours:	Last 48 hours:	
Nearest Intersection / Location:			
Photo #s:		Land use in drainage area:	
Notes (e.g., origin of outfall, if known):			

SECTION 2: OUTFALL DESCRIPTION

Location	Material	Shape	Dimensions (in.)	Submerged
<input type="checkbox"/> Closed Pipe <input type="checkbox"/> Open Drainage				
Flow Present?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If No, Skip to Section 5</i>		
Flow Description	<input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial			

SECTION 3: QUANTITATIVE CHARACTERIZATION

Flow Depth	Flow Width	Measured Length	Time of Travel	Volume	Time To Fill	Temperature (F)	pH	Ammonia (PPM)

SECTION 4: PHYSICAL INDICATORS FOR FLOWING OUTFALLS ONLY		SECTION 5: PHYSICAL INDICATORS FOR BOTH FLOWING AND NON-FLOWING OUTFALL	
Is Any Physical Indicator Present in the flow? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are Any Physical Indicators that are not related to flow present? <input type="checkbox"/> Yes <input type="checkbox"/> No	
INDICATOR	DESCRIPTION	INDICATOR	DESCRIPTION
<input type="checkbox"/> Odor	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/Sour <input type="checkbox"/> Petroleum/Gas <input type="checkbox"/> Sulfide <input type="checkbox"/> Other : _____	<input type="checkbox"/> Outfall Damage	<input type="checkbox"/> Spalling, Cracking or Chipping <input type="checkbox"/> Corrosion <input type="checkbox"/> Peeling Paint
<input type="checkbox"/> Color	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Other: _____	<input type="checkbox"/> Deposits/Stains	<input type="checkbox"/> Oily <input type="checkbox"/> Flow Line <input type="checkbox"/> Paint <input type="checkbox"/> Other: _____
<input type="checkbox"/> Turbidity	<input type="checkbox"/> 1 - Slight Cloudiness <input type="checkbox"/> 2 - Cloudy <input type="checkbox"/> 3 - Opaque	<input type="checkbox"/> Abnormal Vegetation	<input type="checkbox"/> Excessive <input type="checkbox"/> Inhibited
<input type="checkbox"/> Floatables	<input type="checkbox"/> Sewage (Toilet Paper, Etc.) <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (Oil Sheen) <input type="checkbox"/> Other : _____	<input type="checkbox"/> Poor Pool Quality	<input type="checkbox"/> Odors <input type="checkbox"/> Suds <input type="checkbox"/> Floatables <input type="checkbox"/> Yellow <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other: _____

SECTION 6: DATA COLLECTION

1. Sample for the lab?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. If yes, collected from:	<input type="checkbox"/> Flow <input type="checkbox"/> Pool

SECTION 7: COMMENTS OR OTHER CONCERNS (e.g., trash or needed infrastructure repairs)?



Village of Hartland

Storm Water Facility Inspection and Maintenance Program

December 2016

Routine inspections and maintenance are necessary for the storm water treatment facilities to remove sediment, nutrients and other pollutants over time. In accordance with WPDES MS4 Permit no. WI-S050075-2, the Village of Hartland has developed the following approach to ensure inspections and maintenance of storm water facilities will occur on a routine basis.

Publicly Owned Storm Water Facilities: Village staff to inspect once every three years, and after large rain events (> 3 inches within 24 hours). Inspections shall occur between April 1st and October 15th.

- Complete inspection report form for each facility; submit to Director of Public Works within 7 days of inspection.
- Complete routine maintenance identified during inspection within 60 days.
- Record date maintenance was completed on inspection form; re-submit to Director of Public Works within 30 days from date of maintenance, to record and report in MS4 annual report.

Publicly Owned Storm Water Facility Locations:

1	Cottonwood Pond	801 Cottonwood Avenue	west side of Cottonwood Ave., across from Lindenwood Drive
2	James Drive Pond	700 Walnut Drive	downhill of north end of James Drive, prior to Bark River and wetlands
3	Hartland South Elementary School Pond	651 E. Imperial Drive	east of school building
4	Nixon Park Splashpad Runoff Swale	175 E. Park Ave.;	(east, south side of parking lot adjacent to Splashpad in Nixon Park
5	Nixon Park Pond	175 E. Park Ave.;	southwest corner of Nixon Park, east of Bark River
6	Campus Drive infiltration pond – south		Campus Drive and CTH K
7	Campus Drive infiltration pond-north		Campus Drive and CTH K – west side of road
8	Centennial Park	700 CTH K	south side of CTH K
9	Centennial Park	700 CTH K	

Privately Owned Storm Water Facilities: Property owners or owners' representatives to inspect per frequency listed on Long-Term Maintenance Agreement, or every 3 years if an inspection frequency was not identified in a maintenance plan, and after large rain events (> 3 inches within 24 hours). Inspections shall occur between April 1st and August 30th.

- Complete inspection report form for each facility; submit to Director of Public Works within 14 days of inspection.
 - Send inspection reports to: Michael Einweck, Director of Public Works
210 Cottonwood Avenue
Hartland, WI 53029
 - If inspection is not completed at least once every 3 years, the Village will contract out the inspection and expenses will be charged back to property owner. Village to ensure privately owned storm water facilities have been inspected through receipt of completed inspections or through inspections contracted by Village staff.
- Complete routine maintenance identified during inspection within 60 days.
 1. If maintenance is not completed within 60 days, Village staff will contract out the maintenance; and maintenance expenses will be charged back to the property owner.
- Record date maintenance was completed on inspection form; re-submit to Director of Public Works within 60 days from date of maintenance, to record and report in MS4 annual report.

Outreach to Property Owners

The Village will add information about storm water pond maintenance to the Village web-site, including the 3 "Guidelines for Maintenance" handouts developed by Waukesha County for storm water pond owners.

A news release will be submitted to the local newspaper and will be included in the spring/summer newsletter to remind property owners to inspect storm water ponds.

Village staff will maintain a database of contact information for property owners with storm water facilities.

- Village staff will send a mailing reminder during spring to property owners who did not have their ponds inspected the prior year.
- Village staff will notify property owners of maintenance needs that were identified during a village-completed inspection.

STORMWATER POND INSPECTION

Pond Information							
Pond ID:		Pond Type:					
Location:							
Subdivision:		Watershed:					
Capacity:		Acres:					
Overflow Elev:		100 Year Elev:					
Year Constructed:		Date Input:					
Water Quality:		Private:					
Inspection Details							
Inspector Name(s):							
Inspection Date:		Start Time:		End Time:			
Weather Condition:					Last Rainfall Date:		
Issue	Checked			Maintenance Needed			Comments
	Y	N	N/A	Y	N	N/A	
Dry Pond							
1. Standing water or wet spots?							
2. Sediment or trash accumulation?							
3. Low flow channels unobstructed?							
4. Other?							
Wet Pond							
1. Removal of floating debris required?							
2. Visible oil/chemical presence?							
3. Evidence of wave action?							
4. Safety shelf erosion or failure?							
5. Other?							
Infiltration Basin							
1. Standing water or wet spots?							
2. Sediment or trash accumulation?							
3. Under drain functioning?							
4. Other?							

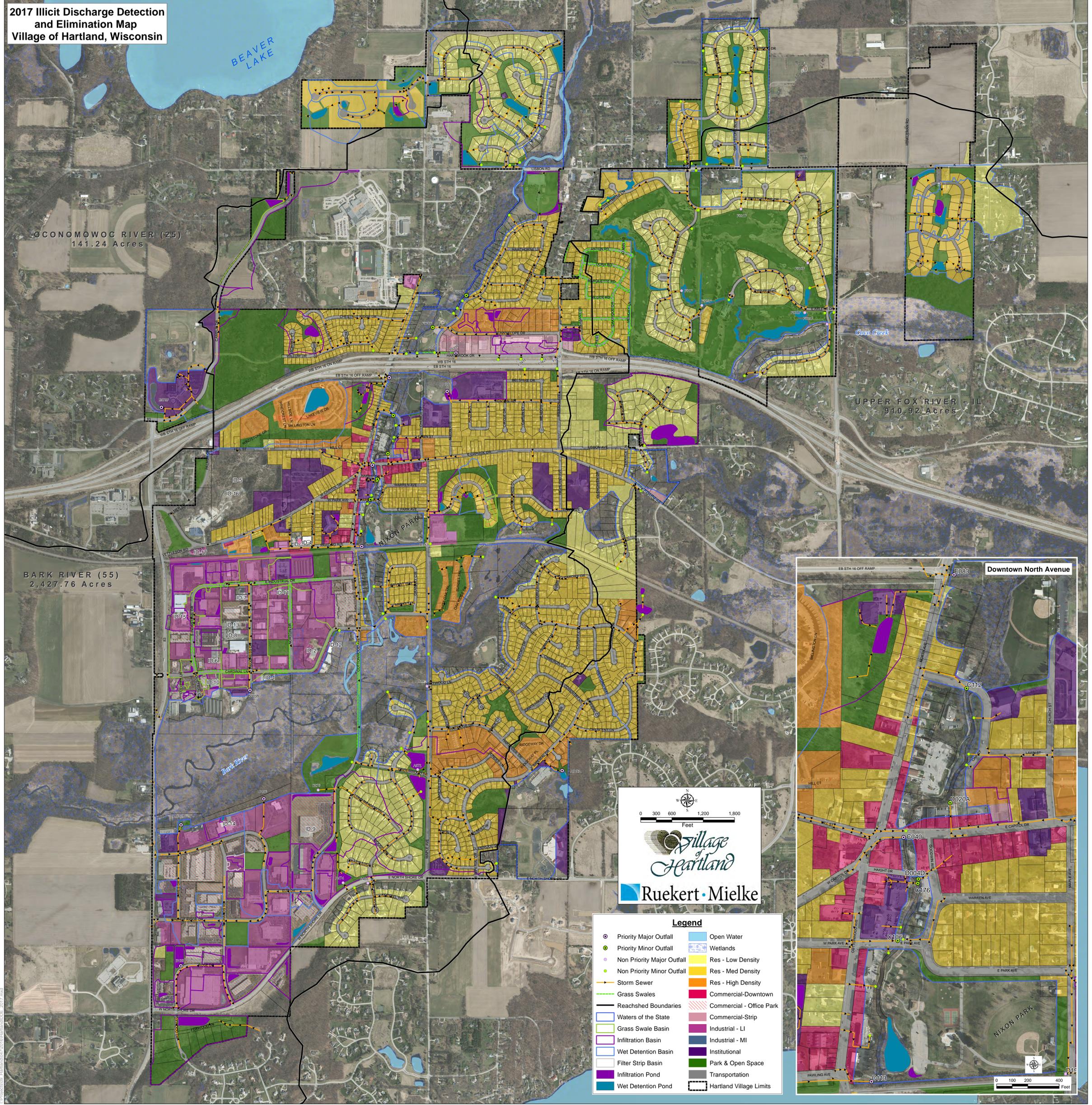
STORMWATER POND INSPECTION

Issue	Checked			Maintenance Needed			Comments
	Y	N	N/A	Y	N	N/A	
Vegetation							
1. Adequate vegetation cover?							
2. Appropriate vegetation?							
3. Presence of invasive or undesirable vegetation/woody growth?							
4. Excessive nuisance aquatic vegetation present?							
5. Other?							
Sediment Forebays							
1. Is sediment accumulation >50%? If yes, then maintenance is needed immediately.							
2. Evidence of excessive velocity/scour?							
3. Maintenance access clear of obstructions?							
4. Other?							
Embankment & Emergency Spillway							
1. Is the spillway level?							
2. Adequate Freeboard? (min 1' from top of bank to highest outlet)							
3. Embankment erosion evident?							
4. Cracking, bulging or sliding of embankment?							
5. Evidence of animal burrows?							
6. Seepage evident on exterior face of embankment?							
7. Vertical & horizontal alignment of top of dam as per plans?							
8. Emergency spillway clear of obstructions & debris?							
9. Maintenance access clear of obstruction?							
10. Other?							

STORMWATER POND INSPECTION

Issue	Checked			Maintenance Needed			Comments
	Y	N	N/A	Y	N	N/A	
Riser & Outfall Spillway							
1. Low flow orifice obstructed?							
2. Low flow trash rack debris/corrosion?							
3. Weir trash rack debris/corrosion?							
4. Excessive sediment accumulation inside the riser?							
5. Sediment accumulation in outlet pipe?							
6. Outfall channels functioning?							
7. Under drain functioning?							
8. Slope protection or rip-rap failures?							
9. Other?							
Other							
1. Encroachments on pond or easement area?							
2. Complaints from residents?							
3. Odor?							
4. Mowing required?							
5. Graffiti removal needed?							
6. Insects in excess?							
7. Public hazards?							
8. Other?							
Summary:							
Inspector Remarks:							

**2017 Illicit Discharge Detection and Elimination Map
Village of Hartland, Wisconsin**



OCONOMOWOC RIVER (25)
141.24 Acres

BARK RIVER (55)
2,427.76 Acres

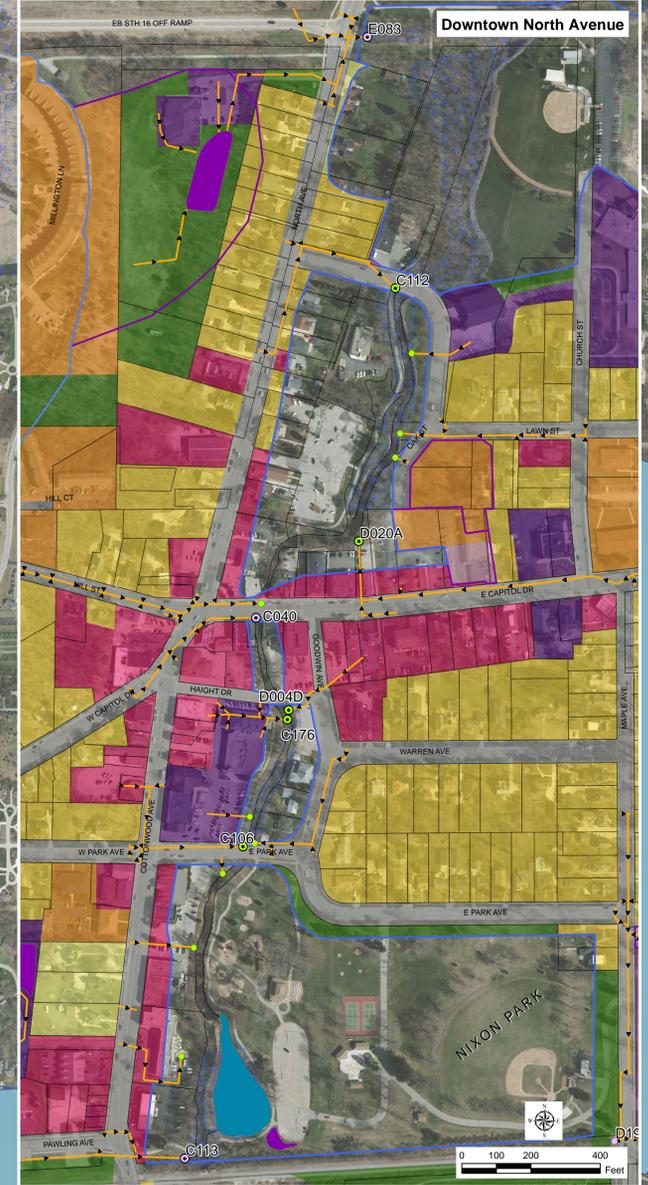
UPPER FOX RIVER - IL
910.92 Acres

0 300 600 1,200 1,800
Feet

Ruekert • Mielke

Legend

○ Priority Major Outfall	○ Priority Minor Outfall	○ Non Priority Major Outfall	○ Non Priority Minor Outfall	— Storm Sewer	— Grass Swales	— Reachshed Boundaries	— Waters of the State	— Grass Swale Basin	— Infiltration Basin	— Wet Detention Basin	— Filter Strip Basin	— Infiltration Pond	— Wet Detention Pond	— Open Water	— Wetlands	— Res - Low Density	— Res - Med Density	— Res - High Density	— Commercial-Downtown	— Commercial - Office Park	— Commercial-Strip	— Industrial - LI	— Industrial - MI	— Institutional	— Park & Open Space	— Transportation	— Hartland Village Limits
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OCONOMOWOC RIVER (25)
141.24 Acres

BARK RIVER (55)
2,427.16 Acres

Upper Fox River (279) - IL
911.5 Acres

Legend

- Major Outfall
- Minor Outfall
- Public Works Facility
- Storm Sewer
- Grass Swales
- No Curb
- Streams Rivers
- Reachshed Boundaries
- Grass Swale Basin
- Infiltration Basin
- Wet Pond Basin
- Filter Strip Basin
- Waters of the State
- Infiltration Pond
- Wet Pond
- Wetlands
- WPDES Permit Holders
- Village Owned Land
- Open Water
- Parcels
- Hartland Village Limits

WPDES PERMIT HOLDERS					
ID#	SITE NAME	FIN	PERMIT	FID	SITE
ID-1	Hartman Controls Inc	851	S067857	268213530	604 Progress Ave
ID-2	The Sullivan Corporation	10871	S067858	268442460	460 Cardinal Lane
ID-3	Bohrman Mfg Inc	11017	S067859	368004560	330 Pawling Ave
ID-4	Genesis Machining Inc	10890	S067860	268254690	300 Pawling Ave
ID-5	Meyer Material Company Hartland YD 48	20364	S067861	268315630	701 Capitol Drive
ID-6	Neosho Trompler Inc	31988	S067862	268156570	580 Industrial Drive
ID-7	Tomahawk Manufacturing Inc -Hartland Plant	32860	S067863	268248200	501 Progressive Drive
ID-8	Veolia ES Solid Waste Midwest LLC-Hartland Transfer Station	701	S067864	268146230	559 Progressive Drive
ID-9	Dorner Mfg Corp	650	S067857	368006760	975 Cottonwood Ave
ID-10	East Shore Specialty Foods	11025	S067857	268035240	643 Cardinal Lane
ID-11	Parker Printing of Hartland, Inc	50	S067857	268038430	505 S. Industrial Drive
ID-12	Rapco Inc.	937	S067857	368010940	445 Cardinal Lane
ID-13	ADS Solid Waste Midwest LLS	701	S067857	268146230	599 Pregoress Drive
ID-14	Camtronics Medical Systems LTD	11017	S049158	368010830	900 Walnut Ridge Drive #950
ID-15	Heraeus Electro-Mite Co. LLC	55378	S067857	268524740	541 S Industrial Drive
ID-16	Ozinga Ready Mix	20364	S067857	268315630	701 W Capital Drive
ID-17	Wisconsin Cement Group	9276	S049158	368011270	701 W Capital Drive

Village of Hartland
Ruekert • Mielke

MEMO

TO: David E. Cox, Village Administrator

FROM: Michael Einweck, Director of Public Works



DATE: March 10, 2017

**SUBJECT: Pawling Avenue at Prospect Avenue –
Proposed No Parking Designation**

During the approval process related to the construction of the new office building located at 249 Pawling Avenue, the developer was allowed to provide the Village with a payment in lieu of off-street parking to assist in constructing future on-street parking in front of the building. That parking area would be constructed as part of a future paving project.

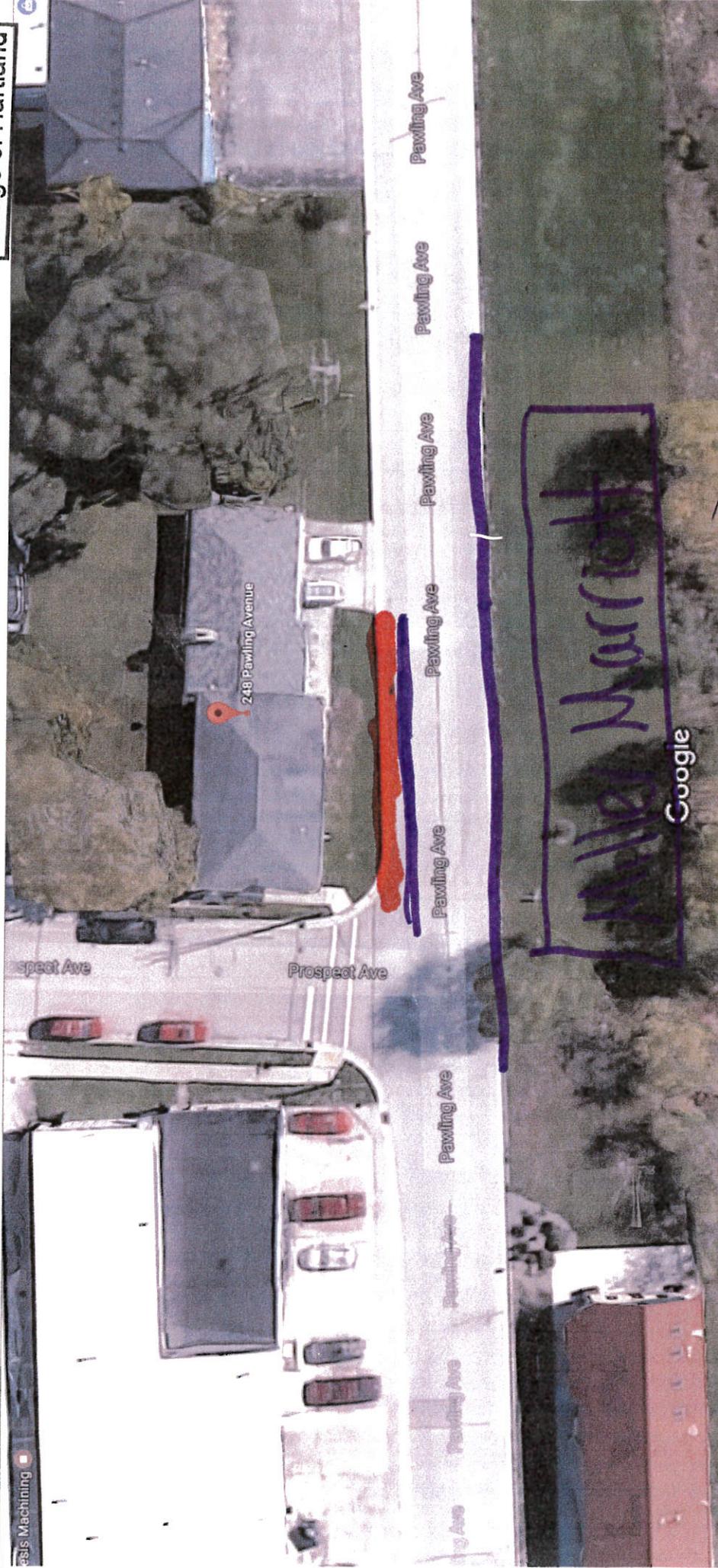
Since the building's opening, there has been extensive on-street parking use by the tenants and customers of the new building. The Village has received some requests to install no parking zones at this location to prevent the blocking of a residence's mailbox (see attached request), assist in the making of deliveries to the building and to keep the intersection clear so that larger vehicle turning movements can be made at the intersection.

Staff has investigated these concerns and has prepared the attached sketch showing a no parking zone along both the north side of Pawling in front of the residence at 248 Pawling (approximately 75') and along the south side from the intersection with Prospect east to the entrance sidewalk to 249 Pawling (approximately 90'). This will allow for the intersection to be clear for the larger vehicle turning movements and the so residence is not obstructed for their mail delivery. In addition, staff will be contacting the office building owner to request that the tenants utilize the Village's parking lots on Pawling for their parking so the street can be utilized for their shorter duration parking customers.

It is staff's recommendation that the proposed No Parking zone be designated by the Village Board. In order to allow time to notify the building owners and tenants, please place this on the March 27 Village Board agenda for consideration.

Attachments

cc: Darlene Igl, Village Clerk
Mike Bagin, Deputy Police Chief
David Dean, Fire Chief
Mike Gerszewski, DPW Operations Supervisor



Proposition #1

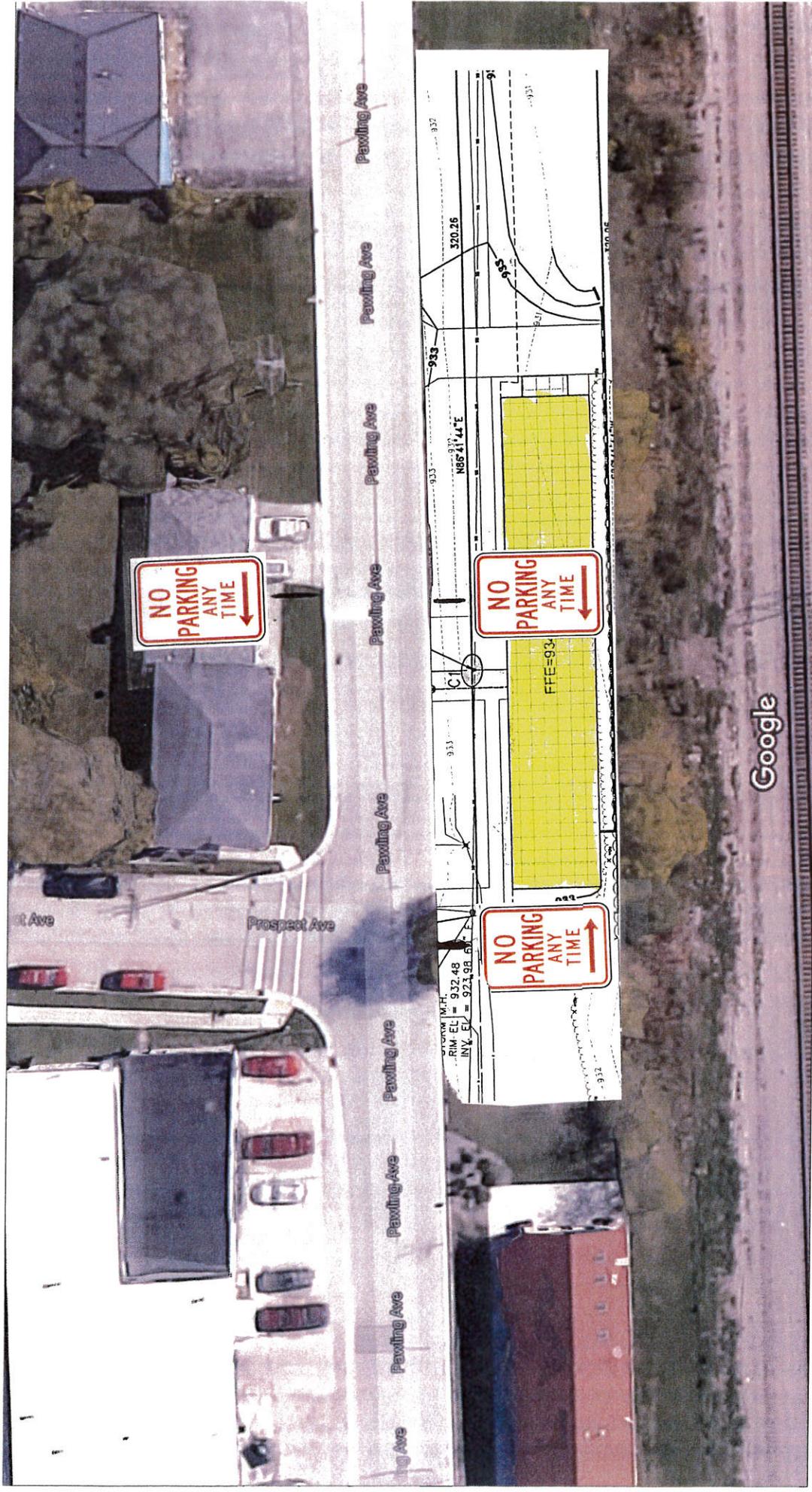
Red-

No parking in front of 248 Pawling from driveway west to Prospect Ave

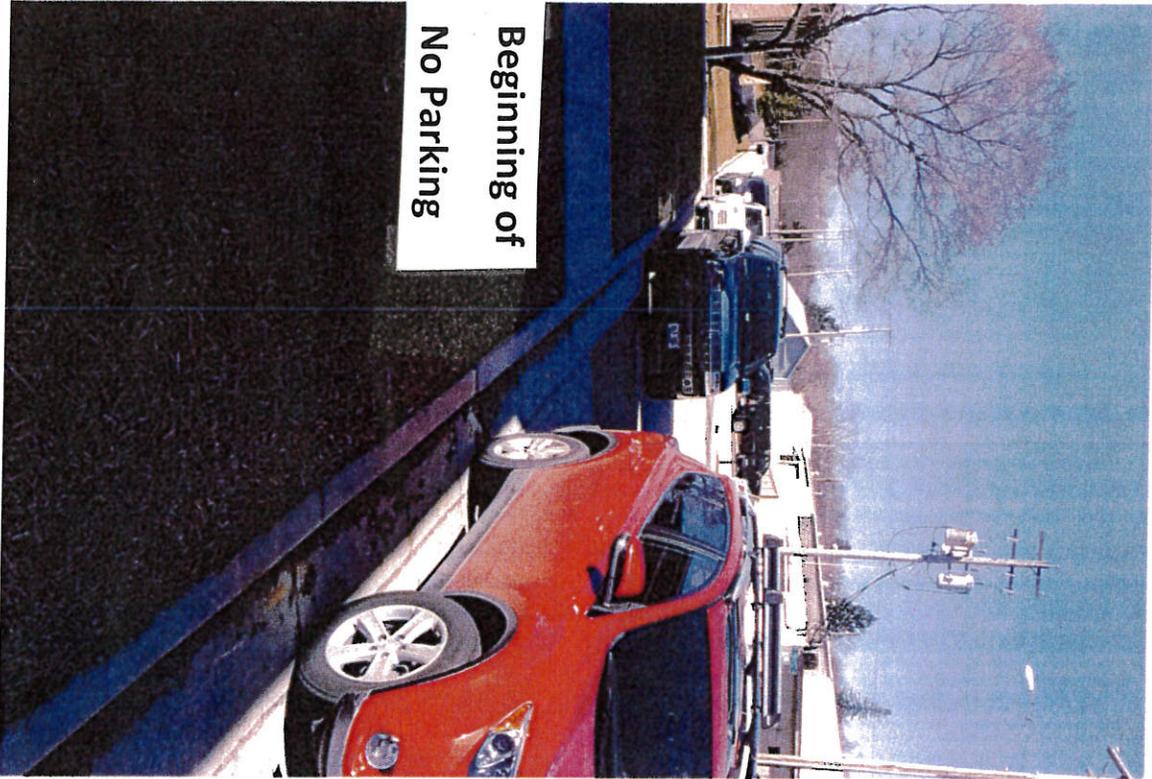
Proposition #2

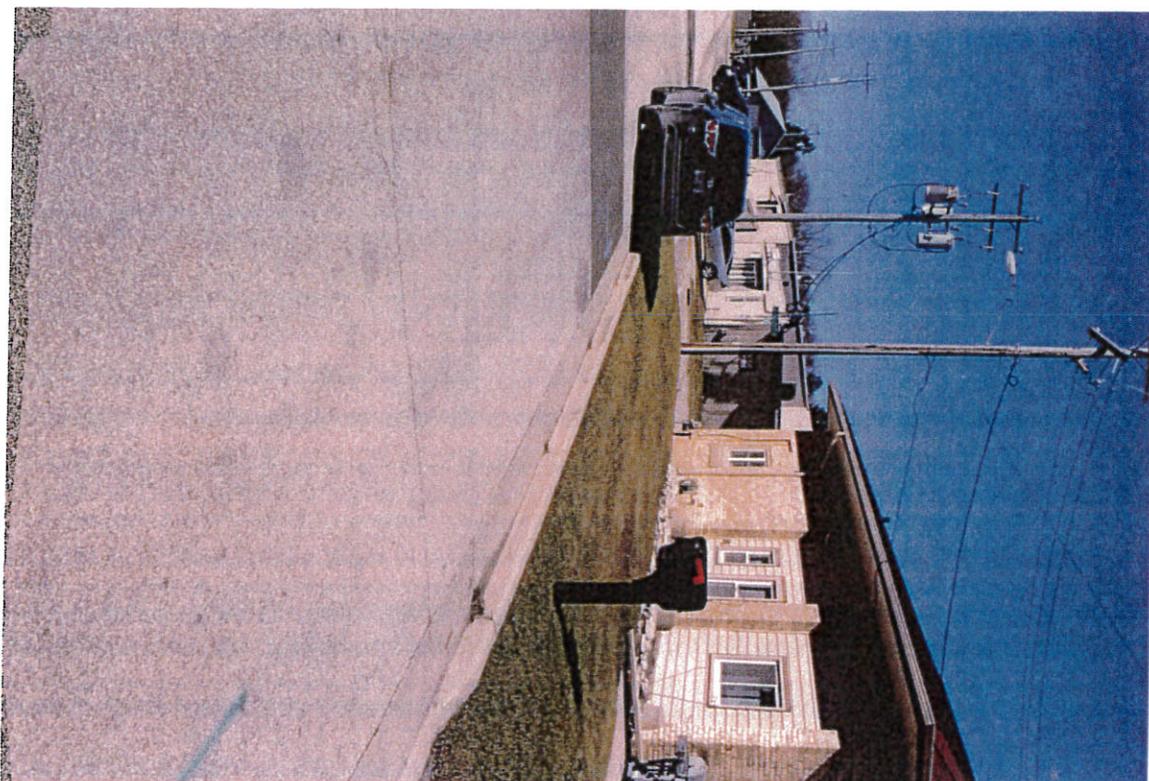
purple

Same as #1 but also no parking on south side of Pawling from west intersection of Prospect to east end of building of Miller Marriott.



PROPOSED NO PARKING – PAWLING at PROSPECT





RESIDENCE AT 248 PAWLING