



**ADMINISTRATION**  
210 COTTONWOOD AVENUE  
HARTLAND, WI 53029  
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**VILLAGE BOARD AGENDA**  
**MONDAY, MAY 22, 2017**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Roll Call

Pledge of Allegiance –Trustee Meyers

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

1. Consideration of a motion to approve Village Board minutes of May 8, 2017.
2. Consideration of a motion to approve the vouchers for payment.
3. Consideration of actions related to Licenses and Permits
  - a. Consideration of an application for a Street Use Permit and Temporary Class B Beer/Wine Permit for the Chamber of Commerce Street Dance to be held on July 15, 2017
  - b. Consideration of application for Operator's (Bartender) Licenses with a term ending June 30, 2018
  - c. Discussion of possible actions related to a Class "B" Beer/"Class B" Liquor license issued to Hoggers Pub LLC on March 15, 2017.
  - d. Consideration of an application for a street use permit for Lake Country Bed Barn Sidewalk Sale
4. Presentation of the 2016 Financial Statements and Audit results by Wendi M. Unger, CPA, Partner, Baker Tilly.
5. Consideration of a motion to approve final changes to the new fire vehicle including a revised price and acceptance of donation from Hartland Firefighter Association toward the purchase of the new fire vehicle.
6. Consideration of a motion to approve Change Order No. 1 to the 2017 Paving Program contract with Payne and Dolan to incorporate the addition of emergency repairs on Greystone Blvd. in the additional amount of \$21,363 for a revised contract amount of \$1,048,606.
7. Consideration of Resolution 5/22/2017-01, "A Resolution To Amend Resolution No. 06/27/2005-01 'A Resolution Designating Officials Authorized To Declare Official Intent Under Reimbursement Bond Regulations.'"

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8. Consideration of a motion to disallow and to issue a Notice of Disallowance of Insurance Claim regarding a claim by Raghupathi Gundamaraju for vehicle damage incurred on Greystone Boulevard.
9. 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
10. Consideration of a motion to recess to closed session pursuant to SS 19.85 (1)(e), deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding downtown development and to adjourn thereafter without reconvening into open session pursuant to SS 19.95 (2). [Roll Call Vote]

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:** May 19, 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 5 Related to the Fire vehicle and a donation from the Hartland Firefighters Association.

Background: In late 2015, the Village Board authorized the ordering of a new Fire Department aerial device that is intended to replace two existing Department vehicles. In the intervening months, Fire Department staff have been monitoring the progress and have made certain adjustments based on physical inspection of the vehicle in progress. The attached memo from the Fire Chief describes the changes, which, as of the end of January, had added roughly \$25,000 (about 2.5%) to the price. In the last several weeks, the Fire Department requested some additional changes. However, the Hartland Firefighters Association wishes to donate the funds to cover the cost of the recent additions. Now that the truck is complete and will be delivered in a few months, staff is working to finalize the details of the financing. The Village Board is asked to approve the final cost of \$1,022,046, from which staff will work out the final financing plan, and to accept the Fire Association's contribution of about \$3,500 toward the final changes.

Recommendation: Approve the revised cost and accept the Association's donation.

Item 6 Related to a Change Order for the Paving Contract.

Background: As described in Public Works Director Einweck's memo, the Village Board is asked to approve a Change Order for the newly-awarded paving contract to include the emergency work on Greystone Boulevard. As the Board will recall, Einweck informed you about the settling and pavement failures that we experienced in the Mary Hill subdivision that have required immediate action to repair. Using my authority for emergency work in accordance with Village Board policy, contracts were approved for removal of the asphalt and televising of the sewer line along with staff work to perform flush compacting of the settling trench. The final phase of the project, including addition of more stone base, reshaping of the roadway and installation of the asphalt, was quoted by two contractors. The final price of the project would have exceeded my authorization authority. Conveniently, the lowest price was received by our existing paving contractor and the project is proposed for addition to their existing contract.

Recommendation: Approval of the Change Order.

Item 7 Related to a Resolution regarding the declaration of official intent.

Background: In 2005, the Village Board adopted a Resolution that allowed the Village to take advantage of regulations regarding the ability of the Village to perform certain capital improvements using current monetary resources and to then reimburse itself from the proceeds of a future borrowing. Ordinarily, the borrowing must occur before the work is performed. When the original designation of who was authorized to make the declarations was made, the official record was a little unclear. While the minutes clearly indicated that Administrator Thiel was authorized, that information was left off the final form of the Resolution. Further, the minutes reflect Administrator Thiel by name rather than position. Out of an abundance of caution, the Village Board is asked to officially amend the previous resolution to clarify that the Village Administrator is authorized to make the official declaration. No other changes are being made. While we have not used this authority recently, and perhaps not ever, staff believes it is a good tool for the Village to have in case the situation merits its use and clarification is appropriate.

Recommendation: Approval of the Resolution to amend the previous designation.

Item 8 Related to the denial of a claim for vehicle damage.

Background: During work to remove the asphalt on Greystone Boulevard in relation to the utility trench settling, one of our residents inadvertently entered the work zone with their vehicle and struck one of the failed roadway sections damaging a wheel and tire. Because there were barricades in place and a contractor for the Village was on site and in control of the area, the Village's insurance company has denied the insurance claim. Further, they are recommending that the Village Board officially deny the claim as well in order to confirm the insurance company's action and to establish the time limitations for bringing further action against the Village. The resident may have a claim against the contractor's insurance but it is not known whether that claim will be deemed as valid either.

Recommendation: Approval of the motion to deny the claim.

**VILLAGE BOARD MINUTES  
MONDAY, MAY 8, 2017  
7:00 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Roll Call

Pledge of Allegiance –Trustee Compton

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

Excused: Trustee Swenson

Others: Administrator Cox, Finance Director Bailey, DPW Director Einweck, Police Chief Bagin, Fire Chief Dean, Clerk Igl, Dale Bergman

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. Motion (Meyers/Stevens) to approve Village Board minutes of April 24, 2017. Carried (6-0).
2. Motion (Landwehr/Wallschlager) to approve the vouchers for payment in the amount of \$308,148.71. Carried (5-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits
  - a. Motion (Compton/Landwehr) to approve an application for a Street Use Permit for the Hometown Celebration Parade to be held on July 2, 2017. Carried (6-0).
  - b. Motion (Meyers/Landwehr) to approve applications for Operator's (Bartender) Licenses with a term ending June 30, 2018. Carried (6-0).
4. Consideration of the second reading of a bill for an Ordinance No. 04/24/2017-01, An Ordinance To Amend Chapter 30 Of The Village Of Hartland Municipal Code Pertaining To Court.

Motion (Landwehr/Meyers) to suspend the rules. Carried (6-0).

Motion (Landwehr/Meyers) to adopt Ordinance No. 04/24/2017-01, An Ordinance to Amend Chapter 30 of the Village of Hartland Municipal Code Pertaining To Court. Carried (6-0).

Item referred from the February 20, 2017 Plan Commission Meeting

5. Consideration of a motion to approve a final extraterritorial plat for Hawks Haven in the Town of Delafield with conditions.

Administrator Cox stated that many of the conditions outlined by the Plan Commission have been taken care of but the most significant condition is a three party agreement between the

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Village, the developer and the Town of Delafield regarding the sanitary sewer which will flow through the Village to Del-Hart and stormwater which will be transmitted through the Village ultimately to the Bark River. The agreement has been drafted. The Town has agreed to the concept of the agreement which was modeled after a previous agreement for Foxwood Estates. Final connection will not be allowed until the agreement is signed.

Administrator Cox stated that the connection fee is about \$9,000 per household (about half is submitted to Del-Hart) which is paid upfront by the developer. Other piece is quarterly billing for sanitary sewer services in this case they don't have water so agreement made that they are treated like they are using 100,000 gallons annually. The Town agrees that the Village can install sanitary sewer in the Town and the Town agrees that they will assist the Village in putting past due charges on the tax bills.

Administrator Cox stated that the Village is proposing and the Town has agreed in concept to a charge to the individual houses in the development that is equal to what we are charging Village residents for stormwater management. It was stated that this will be a recorded document against each of the affected properties. The final agreement will be presented to the Village Board at a future meeting.

Motion (Meyers/Landwehr) to approve a final extraterritorial plat for Hawks Haven in the Town of Delafield with conditions as noted. Carried (6-0).

Other items for consideration

6. Consideration of Board and Commission appointments as presented by Village President Pfannerstill.

**Jt. Architectural Board/Plan Commission - 3 year term**

Reappoint James Schneeberger - term to expire April 30, 2020

Reappoint Randy Swenson (Village Board appointment)

Appoint Jeffrey Pfannerstill

**Police and Fire Commission - 5 year term**

Reappoint Dr. Christopher Rebholz – term to expire April 30, 2022

**2017 Board of Review Members - annual term**

Ex Officio

Village President David Pfannerstill

Village Clerk Darlene Igl

Finance Director Ryan Bailey

Annual Appointment

Village Trustee –Mike Meyers (reappoint)

Citizen Member – Karen Compton (reappoint)

**Delafield-Hartland Water Pollution Control Commission (Del-Hart)**

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Reappoint Karen Compton, Richard Landwehr, Michael Meyers, Rick Stevens  
Appoint Jeffrey Pfannerstill as Alternate

**Ice Age Trail Community Committee**

Reappoint Dave Van Thiel – term to expire April 30, 2019

Appoint Jeff Romagna – term to expire April 30, 2019

Motion (Compton/Stevens) to approve the appointments as presented. Carried (6-0).

7. Update related to the public hearing regarding the FDA regulation of the electronic cigarette and vaping industry.

Administrator Cox briefed the public on the public hearing which met for a total of 16-17 hours with testimonies heard from 24 people. The 23 page findings document was drafted, approved by the hearing board and signed by hearing board members. It was stated that the plan is to get the findings transmitted by hand to the FDA and other agencies. The vaping coalition has asked that Administrator Cox and Village President Pfannerstill courier the document to Washington to get in the hands of the appropriate people. It was discussed that they would meet representatives of the coalition and hearing officer Grant in Washington. A cover letter was in the process of being finalized. Plans are being made that a press conference will be held regarding the findings. It was stated that the vaping coalition and its' members are willing to pay the cost of delivering the document.

Motion (Stevens/Landwehr) to approve Administrator Cox and President Pfannerstill travel to Washington DC to deliver the documents. Carried (6-0).

8. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from 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

Chief Bagin stated that Attorney General Schimmel announced that the April 29<sup>th</sup> drug take back event was the largest yet with 66,039 pounds collected statewide and 335 collected in the Village. An annual pill drop is scheduled for Friday, May 12 at the Mullet Center at Arrowhead High School.

Chief Bagin and Fire Chief Dean commented on the bomb threat received at North Shore Middle School. Students were evacuated and the facility was checked with the assistance of the City of Milwaukee bomb dogs. The Chiefs stated that the system worked well and collaboration between the departments was great.

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President Pfannerstill commented that the notification system worked well including periodic updates and that the event was handled in an organized fashion. It was stated that reverse 911 calls went out to property owners in the vicinity.

DPW Director Einweck explained that Graystone Blvd. between Mary Hill Circle and Southern Oak Drive has experienced utility trench settlement in numerous places in the area which necessitated closing down a portion of the road to two way traffic. Two way traffic has been set up on the northbound lane. He stated that a contract was issued to Wood Excavating to begin removing asphalt in the area. He stated he is seeking a proposal to repave as soon as possible but that it may take up to two weeks to complete.

This fairly deep sanitary sewer trench has continued to settle over time on this 15 year old construction project and it is believed that due to the recent rainfall, voids were created causing the roadway to cave in. Emergency purchasing authority may be implemented for this repair if within the \$25,000 approval limit of the administrator. If the repairs exceed the approval threshold, a special board meeting may be required.

The Pawling Avenue project is awaiting the pre-construction meeting but is anticipated that the project will be complete by June 30.

There was discussion regarding the bridges in the downtown area and whether there was any desire on the part of the Village Board to add covers to any of the other bridges at this point. The consensus of the Board was not to add covers at this time. The Board was also asked whether they had the desire to widen any of the existing bridges and there was not. It was stated that the bridge behind Palmers will be replaced and will be reviewed during the CIP discussions.

9. Consideration of a motion to recess to closed session pursuant to SS 19.85 (1)(e), deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding downtown development and to adjourn thereafter without reconvening into open session pursuant to SS 19.95 (2). [Roll Call Vote]

Administrator Cox stated that the closed session was not necessary as he had not had the opportunity to speak with the involved parties.

10. Adjournment

Motion (Stevens/Wallschlager) to adjourn at 7:44 p.m.

Respectfully submitted,

Darlene Igl  
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: May 18, 2017

RE: Voucher List

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Attached is the voucher list for the May 22, 2017 Village Board meeting.

May 22, 2017 Checks: \$ 174,224.46

Total amount to be approved: \$ 174,224.46

**VILLAGE OF HARTLAND  
VOUCHER LIST - MAY 22, 2017**

05/18/17 4:03 PM

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Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
R 101-46730 RECREATION CLASSES	CARR, PAT	GENTLE YOGA PUNCH CARD	\$42.00
G 101-23000 SPECIAL DEPOSITS	CONCRETE & BRICK SPECIALISTS	ROW/430 LINDENWOOD	\$1,000.00
R 101-46730 RECREATION CLASSES	DANKERT, TOM	ADVANCED DIGITAL - LENS LIGHTS COMPOSITION	\$15.00
G 804-21520 RETIREMENT DEDUCTIONS PAYABLE	EDWARD JONES	GARDNER IRA 5/5/17 AND 5/19/17	\$60.50
R 101-46730 RECREATION CLASSES	HAHN, TIM	ADVANCED DIGITAL PHOTOGRAPHY/LENS LIGHTS COM	\$36.00
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	MAY DUES	\$394.00
R 101-46730 RECREATION CLASSES	KUNZLER, MARTINA	SMART SITTER	\$44.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	REGENCY BUILDERS	OCC/1167 MARY HILL CIRCLE	\$1,500.00
R 101-46730 RECREATION CLASSES	REITER, SUE	SMART SITTER	\$53.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	WESTRIDGE BUILDERS	OCC/122 KESTREL	\$1,500.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	WESTRIDGE BUILDERS	OCC/116 KESTREL	\$1,500.00
G 101-31620 FINE ARTS CENTER DONATIONS	WHISKEY BELLES	JUNE 8 CONCERT	\$500.00
EXPENSE Descr			\$6,644.50
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BUMPER TO BUMPER HARTLAND	AIR FILTERS FOR AIR LINES	\$37.98
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMSAR/ERLA INC	GAS CYLINDER/EMS COTS/STRYKER EMS ZONE TRAVEL	\$436.03
E 101-52300-800 CAPITAL OUTLAY	JEFFERSON FIRE & SAFETY INC	TURN OUT GEAR/GILMORE	\$2,084.07
E 101-52300-800 CAPITAL OUTLAY	JEFFERSON FIRE & SAFETY INC	FIRE HOSE	\$113.37
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	MUELLER, ANDREW	TRAVEL CHARGERS	\$545.80
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA MEMORIAL HOSPITAL	SEPT-FEB SUPPLY PURCHASE	\$481.00
EXPENSE Descr AMBULANCE			\$3,698.25
EXPENSE Descr CEMETERY			
E 101-54910-365 BLDGS/GROUNDS MAINT EXPENSE	FRONTIER FS MAPLETON	TURF APPLICATION/FERTILIZER	\$690.00
EXPENSE Descr CEMETERY			\$690.00
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-140 RETIREMENT BENEFITS	EDWARD JONES	GARDNER IRA 5/5/17 AND 5/19/17	\$60.50
E 804-56700-758 MEETINGS	EMANUELE, SAM	BID BOARD MEETING 5/9/17	\$24.17
E 804-56700-715 STREETScape PROGRAM	PATIO PETALS	PLANTER/BP CORNER	\$311.00
E 804-56700-719 EVENTS	VILLAGE GRAPHICS	CHILLING ON THE TRAIL ARTWALK FLYERS	\$15.50
EXPENSE Descr ECONOMIC DEVELOPMENT			\$411.17
EXPENSE Descr ELECTIONS			
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	FOX BROS PIGGLY WIGGLY	BAKERY ITEMS/ELECTION	\$15.98
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY TREASURER (515)	APR 2016 BALLOTS	\$577.26
EXPENSE Descr ELECTIONS			\$593.24
EXPENSE Descr ENVIRONMENTAL SERVICES			

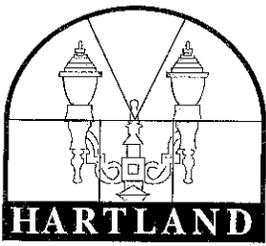
Account Descr	Search Name	Comments	Amount
E 101-53635-460 LANDSCAPE MANAGEMENT	ALL-WAYS CONTRACTORS INC	TOPSOIL	\$275.00
E 101-53635-460 LANDSCAPE MANAGEMENT	OLSEN SAFETY EQUIPMENT CORP	RAIN COAT	\$52.87
EXPENSE Descr ENVIRONMENTAL SERVICES			<u>\$327.87</u>
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-500 PROPERTY ASSESSMENT	ACCURATE APPRAISAL LLC	ASSESSMENT SERVICES	\$3,675.00
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	MAY ADMN SERVICES	\$171.58
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	KINSEY DETERT	REIMBURSE MILEAGE/MEETING	\$25.40
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	MILEAGE	\$36.39
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	RITWAY BUSINESS FORMS	AP CHECKS	\$329.69
EXPENSE Descr FINANCIAL ADMINISTRATION			<u>\$4,238.06</u>
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	CONWAY SHIELDS, PAUL	THERMAL CAMERA HAND HELD	\$650.00
E 101-52200-255 BLDGS/GROUNDS	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$489.00
EXPENSE Descr FIRE PROTECTION			<u>\$1,139.00</u>
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$32.73
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$165.00
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	APR LEGAL SERVICES	\$4,915.80
EXPENSE Descr GENERAL ADMINISTRATION			<u>\$5,113.53</u>
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMESIS BAGS/PHILIPS ADULT SMART PAD CATRIDGES	\$156.50
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	WHEEL ALIGNMENT/LOF SQ #4	\$861.17
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	LOF/REMOVE REPLACE SNOW TIRES SQ #1	\$160.50
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	JAN USER FEE	\$132.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	APR USER FEE	\$131.50
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$779.89
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	CREDIT	-\$223.95
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW/FLAHERTY	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW/BASH	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW/BLICHARZ	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	QUALITY ASSURED OFFICE MACHINE	ANNUAL CONTRACT	\$980.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	APR PRISONER HOUSING	\$99.60
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	INSERVICE/CITIZENS ACADEMY TRAINING	\$337.24
EXPENSE Descr LAW ENFORCEMENT			<u>\$3,519.45</u>
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (C031146 3)	BOOK	\$27.17
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (C031146 3)	BOOKS	\$162.83
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L539676 2)	BOOKS	\$349.73

Account Descr	Search Name	Comments	Amount
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L539676 2)	BOOKS	\$221.04
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L539676 2)	BOOKS	\$614.98
E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR (L539676 2)	BOOKS	\$515.97
E 101-55110-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	PLANTS/FLOWERS	\$48.54
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	ADULT AUDIOBOOKS	\$100.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	DVD CASES/LABELS	\$247.08
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	DVD CASES	\$206.45
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	DVD CASES/BOOKPLATES	\$98.42
E 101-55110-255 BLDGS/GROUNDS	FLEMINGS FIRE 1, INC.	ANNUAL INSPECTION FIRE EXTINGUISHERS/LIBRARY	\$48.04
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	CHILDRENS DVDS	\$76.53
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	NANCY MASSNICK, LIBRARY DIR	PETTY CASH	\$91.78
E 101-55110-255 BLDGS/GROUNDS	NATIONAL ELEVATOR	ANNUAL INSPECTION	\$88.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	CREDIT	-\$29.48
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$257.48
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$67.73
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	REPLACEMENT DISC	\$7.95
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOK	\$82.20
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOK	\$82.20
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	APR ADDL IMAGES	\$79.09
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	ADDL IMAGES	\$12.04
E 101-55110-255 BLDGS/GROUNDS	SCHINDLER ELEVATOR CORP	APR SERVICE CALL	\$458.49
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	APR-MAY GAS	\$204.03
EXPENSE Descr LIBRARY			\$4,118.29
EXPENSE Descr LIBRARY SPEC EXPENSE			
E 205-59100-305 EXPENSES-OTHER	THIS GREAT COFFEE PLACE	PIES/PI DAY	\$147.00
EXPENSE Descr LIBRARY SPEC EXPENSE			\$147.00
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	PLANTS/FLOWERS	\$48.55
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	WATER SHUT OFF KEYS	\$25.62
E 101-51600-255 BLDGS/GROUNDS	FLEMINGS FIRE 1, INC.	ANNUAL INSPECTION FIRE EXTINGUISHERS/VILLAGE H	\$104.13
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	NATIONAL ELEVATOR	ROUTINE INSPECTION	\$88.00
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF SAFETY AND PROF SVC	ELEVATOR PERMIT	\$100.00
EXPENSE Descr MUNICIPAL BUILDING			\$478.57
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	ALL-WAYS CONTRACTORS INC	TOPSOIL	\$275.00
E 101-55200-370 ATHLETIC FACILITY MAINTENANCE	BIEBELS TRUE VALUE	CORD REEL	\$13.48
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	TARP CLAMPS/SAFETY HASP	\$22.44
E 101-55200-370 ATHLETIC FACILITY MAINTENANCE	FRONTIER FS MAPLETON	TURF APPLICATION/FERTILIZER	\$1,500.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$183.41

Account Descr	Search Name	Comments	Amount
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	RUNDLE-SPENCE MFG CO	FAUCET SINK CATRIDGES/FLUSH VALVE	\$307.79
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	APR CENTENNIAL	\$27.82
EXPENSE Descr PARKS			\$2,329.94
EXPENSE Descr PUBLIC WORKS			
E 101-53000-410 STREETS GEN MAINT	ALL-WAYS CONTRACTORS INC	TOPSOIL	\$275.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	CLAMP/OIL FILTER/AIR FILTER/RUBBER METAL CLAMP/	\$189.10
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FITTINGS/FILTER/LOCKNUT	\$51.53
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FILTERS FOR MOWER	\$17.66
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FITTINGS/METAL CLAMP/WASHERS/TRAILER JACK	\$135.23
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	GREASE	\$92.28
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	GREASE	\$15.38
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	WHEEL BEARING/HUB	\$222.29
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	REMOTE STROBE HEAD	\$71.96
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	WIPER BLADES	\$107.12
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	GREASE	\$30.76
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	BUTANE FUEL/KIT REM CSTRW PLYWH/FUEL SYSTEM C	\$81.85
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	GREASE GUN	\$244.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FITTING/CONNECTOR	\$14.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	OIL FILTERS/HAL BULB	\$92.15
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	OIL/AIR/FUEL/HYDRAULIC FILTERS	\$178.08
E 101-53000-360 VEHICLE MAINT/EXPENSE	BADGER TRUCK CENTER INC	SERVICE MANUALS FOR PICKUP	\$195.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	CA LIGHTING LENSES INC	LED LIGHTS	\$47.50
E 101-53000-410 STREETS GEN MAINT	GEO-SYNTHETICS	SILT LOGS	\$51.60
E 101-53000-410 STREETS GEN MAINT	LANGE ENTERPRISES INC	NO OUTLET SIGN	\$41.40
E 101-53000-420 STORM SEWER	LEAGUE OF WI MUNICIPALITIES	2017 STORM WATER GROUP MEMBERSHIP/EINWECK	\$200.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	MILLER-BRADFORD RISBERG INC	HYRAULIC LINES/FITTINGS	\$797.46
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	OLSEN SAFETY EQUIPMENT CORP	EAR PLUGS/RAIN COAT	\$50.38
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN/GORYL	\$29.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	BLADES FOR JOHN DEERE MOWER	\$162.78
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	FUEL SENSOR FOR STREET SWEEPER	\$90.07
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	TAPCO	GATE REPAIR AT SHOP	\$265.00
E 101-53000-225 STREET LIGHTING	WE ENERGIES	MAR-APR ST LIGHTING	\$8,709.72
EXPENSE Descr PUBLIC WORKS			\$12,458.30
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	AMERICAN LITHO	2017 SUMMER GUIDE	\$4,170.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	CHRISTMAN, DAVE	INTERMEDIATE ARCHERY	\$648.00
E 101-55300-295 TRIPS	DOUSMAN TRANSPORT	SPRING BREAK CAMP	\$1,711.73
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	FARMER-TIEFENTHALER, SUSAN	ART STUDIO PM	\$371.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	FARMER-TIEFENTHALER, SUSAN	ART STUDIO PM	\$272.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	FARMER-TIEFENTHALER, SUSAN	ART STUDIO AM	\$92.80

Account Descr	Search Name	Comments	Amount
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	FARMER-TIEFENTHALER, SUSAN	ART STUDIO AM	\$707.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	KNOLLWOOD STABLES	MAY-JUNE BASIC HORSEMANSHIP	\$468.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NEKICH, JOHN	ALL SKILLS SOCCER CAMP	\$216.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NEKICH, JOHN	ALL SKILLS SOCCER CAMP	\$144.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			<u>\$8,800.93</u>
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	ADVANCED DISPOSAL SERVICES	APR SERVICES	\$31,144.32
EXPENSE Descr REFUSE & GARBAGE COLLECTION			<u>\$31,144.32</u>
EXPENSE Descr SEWER SERVICE			
E 204-53610-360 VEHICLE MAINT/EXPENSE	BATTERY PRODUCTS INC	BATTERIES	\$21.24
E 204-53610-360 VEHICLE MAINT/EXPENSE	BRUCE MUNICIPAL EQUIPMENT INC	PRESSURE WASHER HEAD	\$225.00
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	MAY FEES	\$70,242.13
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	MAY ADMN SERVICES	\$26.40
E 204-53610-305 EXPENSES-OTHER	GORDON FLESCH CO INC	PLOTTER INK	\$35.00
E 204-53610-305 EXPENSES-OTHER	GORDON FLESCH CO INC	PLOTTER INK/PAPER	\$164.94
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	OKAUCHEE REDI-MIX INC	SLURRY	\$460.00
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	WOOD SEWER AND EXCAVATING INC	REMOVE ASPHALT/GREYSTONE BLVD	\$6,500.00
EXPENSE Descr SEWER SERVICE			<u>\$77,674.71</u>
EXPENSE Descr TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	COMPETITOR AWARDS & ENGRAVING	BRASS PLATE/ENGRAVED FLAT PLATE	\$17.95
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	CONLEY MEDIA LLC	PUBLIC HEARING/AFFIDAVIT	\$58.40
EXPENSE Descr TRUSTEES			<u>\$76.35</u>
EXPENSE Descr UNBUDGETED			
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	PAWLING AVE PARKING DESIGN/CONSTRUCTION	\$8,366.60
EXPENSE Descr UNBUDGETED			<u>\$8,366.60</u>
EXPENSE Descr WATER UTILITY			
E 620-53700-623 PUMPING - SUPPLIES/EXPENSES	AUTOMOTIVE PARTS & EQUIPMENT	BATTERY CHARGERS	\$42.99
E 620-53700-652 MAINTENANCE OF SERVICES	BATTERY PRODUCTS INC	BATTERIES	\$21.00
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	MAY ADMN SERVICES	\$65.99
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	GORDON FLESCH CO INC	PLOTTER INK/PAPER	\$164.94
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	GORDON FLESCH CO INC	PLOTTER INK	\$35.00
E 620-53700-651 MAINTENANCE OF MAINS	HALQUIST STONE CO INC	TB CHIPS/STONE	\$496.87
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	MAR-APR #3 PUMPHOUSE	\$1,238.75
E 620-53700-923 OUTSIDE SERVICES	WI STATE LABORATORY OF HYGIENE	FLUORIDE	\$25.00
E 620-53700-652 MAINTENANCE OF SERVICES	WOLF PAVING CO INC	ASPHALT	\$163.84
EXPENSE Descr WATER UTILITY			<u>\$2,254.38</u>

Account Descr	Search Name	Comments	Amount
			\$174,224.46



116 W. Capitol Drive  
Hartland, WI 53029  
(262) 367-7059  
FAX: (262) 367-2980  
chamberdirector@hartland-wi.org  
www.hartland-wi.org

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## CHAMBER OF COMMERCE

April 24, 2017

Michael Einweck/Director of Public Works  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53029

Dear Mike:

Per Village requirements, the Hartland Chamber of Commerce respectfully submits the following information in regards to the annual Street Dance to be held July 15, 2017.

1. A drawing with required specifications is attached.
2. Operations Plan:
  - a. The Hartland Police Department takes care of all traffic related issues. A member of the police department is invited to our committee meetings and is well-informed as it relates to their staffing needs and associated responsibilities.
  - b. Set-up/tear-down for the event is done with a volunteer staff of chamber directors, ambassadors and members. We are requesting that set-up begin at 1:00 pm when street barricades are set on E. Capitol Drive at Church Street, Goodwin Avenue and North Avenue. Tear-down begins approximately 11:15 pm and is completed by 1:00 am. Chamber volunteers will pick up large portions of trash, including bottles, during the tear down. Chamber members return the following morning for another walk-through of the surrounding blocks to pick-up litter that was not visible during the evening hours. As in the past, we hope the Village will agree to use the street sweeper on the Monday morning following the dance.
  - c. The Hartland Police Department provides security and staffs officers accordingly.
  - d. The Hartland Police Department determines access for emergency vehicles and uses officers as necessary. Volunteer chamber staff works with the police to help where appropriate.
  - e. Locations of portable restrooms are on attached map.
  - f. Electrical runs are on attached map though they are slightly different than prior years due to construction currently taking place at the Capitol Plaza. Nold Electric will provide the necessary work. Electrical runs are either run overhead via PVC tubes or in non-pedestrian areas to alleviate tripping hazards and/or run from the building.
  - g. A tent stage is planned for the band (see location of band on attached map).
  - h. The band provides the audio equipment used at all their public performances.
3. Certificate of Insurance is attached.

4. Attendees can park in any lot with public access or use surrounding streets.
5. The bar is located near the sidewalk in front of the Capitol Professional Building at 155 E. Capitol Drive. There is restricted access so bartenders can monitor the area near the beverage truck. Tables are set on the sidewalks at 139 E. Capitol Drive but the sidewalk remains open except for having to walk around the bar.
6. The Hartland Police Department is aware of the need for potential access to a fire hydrant or Village Utility.

The chamber can be reached at 367-7059 with any further questions and we would welcome participation from a Village representative at future Street Dance committee meetings to help keep you informed.

Regards,

Lynn T. Minturn, Executive Director  
Hartland Chamber of Commerce

cc: Donna Dorau, Street Dance Committee Chair



Date: 5/1/17  
Rec #: \_\_\_\_\_

**STREET USE PERMIT  
APPLICATION  
FOR LARGE SCALE EVENTS**

(Three (3) or more City Blocks, or More than 1,200 Feet)

**APPLICATION MUST BE RECEIVED AT THE ADMINISTRATIVE OFFICES AT LEAST 30 DAYS IN ADVANCE OF THE DATE OF THE EVENT**

**\$50.00 FEE**

Nonrefundable application fee is required at time of filing

**Sponsoring Agency (if applicable)** HARTLAND CHAMBER OF COMMERCE  
**Street Address** 116 W. CAPITOL DRIVE, HARTLAND  
**Web Page and/or e-mail address** chamberdirector@hartland-wi.org  
**Phone No.** 262.367.7059 **Fax No.** 262.367.2980

**Contact Person** LYNN MENTURN / DONNA DORAN  
**Street Address (if different than above)** \_\_\_\_\_  
**E-mail Address** for Donna Donna.Doran@kticountry.com  
**Phone No.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**Street name and block numbers (attach map and diagram)**  
E. CAPITOL DRIVE (see attached)

**Date(s) of Closure/Use** Saturday July 15, 2017 **Rain Date?** None  
**Hours of Closure/Use** 1:00 pm to 1:00 am **Estimated Attendance** 3000

**Describe Event** (include time table indicating hours of set up and tear down if applicable)  
SEE ATTACHED LETTER

*Additional permits are required for the following activities – applications available at the Village Administrative office:*

*Sale of beer and/or wine – Class "B" Picnic Beer/Wine License . \$10*

**Signature of Applicant** Lynn Menturn **Date** 4.24.17  
(Falsification of information will result in denial of permit)

**IMPORTANT! – PLEASE ATTACH CERTIFICATE OF INSURANCE WITH VILLAGE OF HARTLAND LISTED AS AN ADDITIONAL INSURED**

Return completed application and \$50 application fee to:  
Village of Hartland, 210 Cottonwood Avenue, Hartland, WI 53029  
(Phone 262-367-2714)

OVER →



Date approved or denied: \_\_\_\_\_  
 Any conditions specified: \_\_\_\_\_

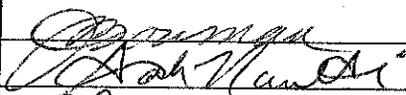
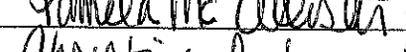
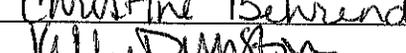
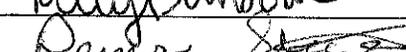
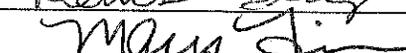
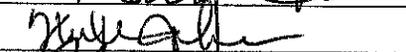
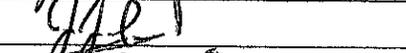
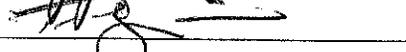
**PETITION**

We, the undersigned residents of the \_\_\_\_\_ hundred block(s) of \_\_\_\_\_ Street in the Village of Hartland, hereby consent to the recreational use of this street between the hours of 1<sup>00</sup> pm and 1<sup>00</sup> am on Saturday July, the 15 day of 2017, for the purpose of Hartland Street Dance, 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) LYNN MINTURN  
 TITLE EXECUTIVE DIRECTOR  
 ADDRESS 116 W. CAPITOL DRIVE HARTLAND, WI 53029  
 PHONE (daytime) 262.367.7059 (evening) \_\_\_\_\_  
 ORGANIZATION/GROUP SPONSORING EVENT HARTLAND CHAMBER OF COMMERCE

Petitioner(s) Signature	Petitioner(s) Address
	128 E. Capitol Dr H
	142 E. Capitol Dr.
	142 E. Capitol Dr.
	150 E. Capitol Drive
	1160 E Capitol Drive P.
	220 E. Capitol Drive
	219 E Capitol Drive
	207 E Capitol Drive
	1163 E. Capitol DR
	155 E Capitol Dr #1
	122 E CAPITOL DR
	130 E Capitol Dr Suite 1

Date approved or denied: \_\_\_\_\_  
 Any conditions specified: \_\_\_\_\_

**PETITION**

We, the undersigned residents of the \_\_\_\_\_ hundred block(s) of \_\_\_\_\_ Street in the Village of Hartland, hereby consent to the recreational use of this street between the hours of 1:00 pm and 1:00 am on Saturday July, the 15 day of 2017, for the purpose of Hartland Street Dance, 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) LYNN MINTURN  
 TITLE EXECUTIVE DIRECTOR  
 ADDRESS 116 W. CAPITOL DRIVE HARTLAND, WI 53029  
 PHONE (daytime) 262.367.7059 (evening) \_\_\_\_\_  
 ORGANIZATION/GROUP SPONSORING EVENT HARTLAND CHAMBER OF COMMERCE

Petitioner(s) Signature	Petitioner(s) Address
<u>[Signature]</u>	<u>155 E. Capitol Drive</u>
<u>Loren &amp; Petersen</u>	<u>155 E Capitol Dr. # 5</u>
<u>Elizabeth Cooper</u>	<u>155 E Capitol Drive # 2</u>
<u>[Signature]</u>	<u>151 E. Capitol Drive</u>
<u>Kathleen Hoe</u>	<u>151 E. Capitol Drive</u>
<u>Sarah &amp; Ted</u>	<u>404 N. Thornbush Circle, Hartland</u>
<u>Kelly Ann Nyman</u>	<u>319 E. Capitol Drive</u>
<u>Marie O'Brien</u>	<u>131 E. CAPITOL DR</u>
<u>Tom Gordy</u>	<u>129. Capitol DR.</u>
<u>Bruce Neuman</u>	<u>121 E Capitol Dr</u>
<u>Jim Nyman</u>	<u>119 E. Capitol Dr</u>
<u>[Signature]</u>	<u>115 E. Capitol Dr</u>
<u>[Signature]</u>	<u>111 E Capito Dr</u>
<u>[Signature]</u>	<u>109 E Capitol Dr</u>
<u>[Signature]</u>	<u>118 E. Capitol Dr</u>

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 4.24.16

Town  Village  City of HARTLAND

County of WAUKESHA

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning July 15, 2017 and ending July 15, 2017 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →  Bona fide Club  Church  Lodge/Society

Chamber of Commerce or similar Civic or Trade Organization

Veteran's Organization  Fair Association

(a) Name HARTLAND CHAMBER OF COMMERCE

(b) Address 116 W. CAPITOL DRIVE, HARTLAND WI 53029  
(Street)  Town  Village  City

(c) Date organized 1950

(d) If corporation, give date of incorporation 1950

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President KARL SCHEIFF, COMPETITOR AWARDS & ENGRAVING, W315 N1685 STATE ROAD E3

Vice President \_\_\_\_\_

Secretary LYNN MINTURN, HARTLAND CHAMBER OF COMMERCE 116 W. CAPITOL DRIVE

Treasurer MARK HAYES, H+P CPAS 305 COTONWOOD AVE, SUITE A

(g) Name and address of manager or person in charge of affair:

LYNN MINTURN / DONNA DORAN 116 W. CAPITOL DRIVE HARTLAND

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number E. CAPITOL DRIVE (see attached map) near 151-155 E. CAPITOL DRIVE

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? NO

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event

(a) List name of the event HARTLAND STREET DANCE

(b) Dates of event JULY 15 2017

## DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Lynn Minturn  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk 5-1-17

Date Granted by Council \_\_\_\_\_

HARTLAND CHAMBER OF COMMERCE  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Reported to Council or Board \_\_\_\_\_

License No. \_\_\_\_\_

## Additional Information

### May be Granted and Issued only to:

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

### Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

#### Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

#### "Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

**Fee:** Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

**Duration:** The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time.

### Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

**NOTE:** Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: SS

DATE (MM/DD/YYYY)

04/25/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Icon Insurance Service Corp W359 N5002 Brown St, Suite 103 Oconomowoc, WI 53066 Sandra E Spanaus	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID #:	<b>HARTL-1</b>
INSURED <b>Hartland Chamber of Commerce</b> 116 W Capitol Drive Hartland, WI 53029	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	<b>Foremost Insurance Co.</b>
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	PPS41129587	10/09/2016	10/09/2017	EACH OCCURRENCE \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					MED EXP (Any one person) \$ <b>10,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PERSONAL & ADV INJURY \$ <b>1,000,000</b>
						GENERAL AGGREGATE \$ <b>2,000,000</b>
						PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
						\$
A	AUTOMOBILE LIABILITY		PPS41129587	10/09/2016	10/09/2017	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
	<input type="checkbox"/> ANY AUTO	BODILY INJURY (Per person) \$				
	<input type="checkbox"/> ALL OWNED AUTOS	BODILY INJURY (Per accident) \$				
	<input type="checkbox"/> SCHEDULED AUTOS	PROPERTY DAMAGE (PER ACCIDENT) \$				
	<input checked="" type="checkbox"/> HIRED AUTOS					\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					\$
						\$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR		12345608	10/09/2016	10/09/2017	EACH OCCURRENCE \$ <b>1,000,000</b>
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DEDUCTIBLE RETENTION \$					\$
						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N <input type="checkbox"/> N/A	WC41129603 01	10/09/2016	10/09/2017	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$ <b>100,000</b>
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ <b>100,000</b>
						E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
For event on: July 15 2017 Hartland Street Dance Certificate holder is listed as additional insured.

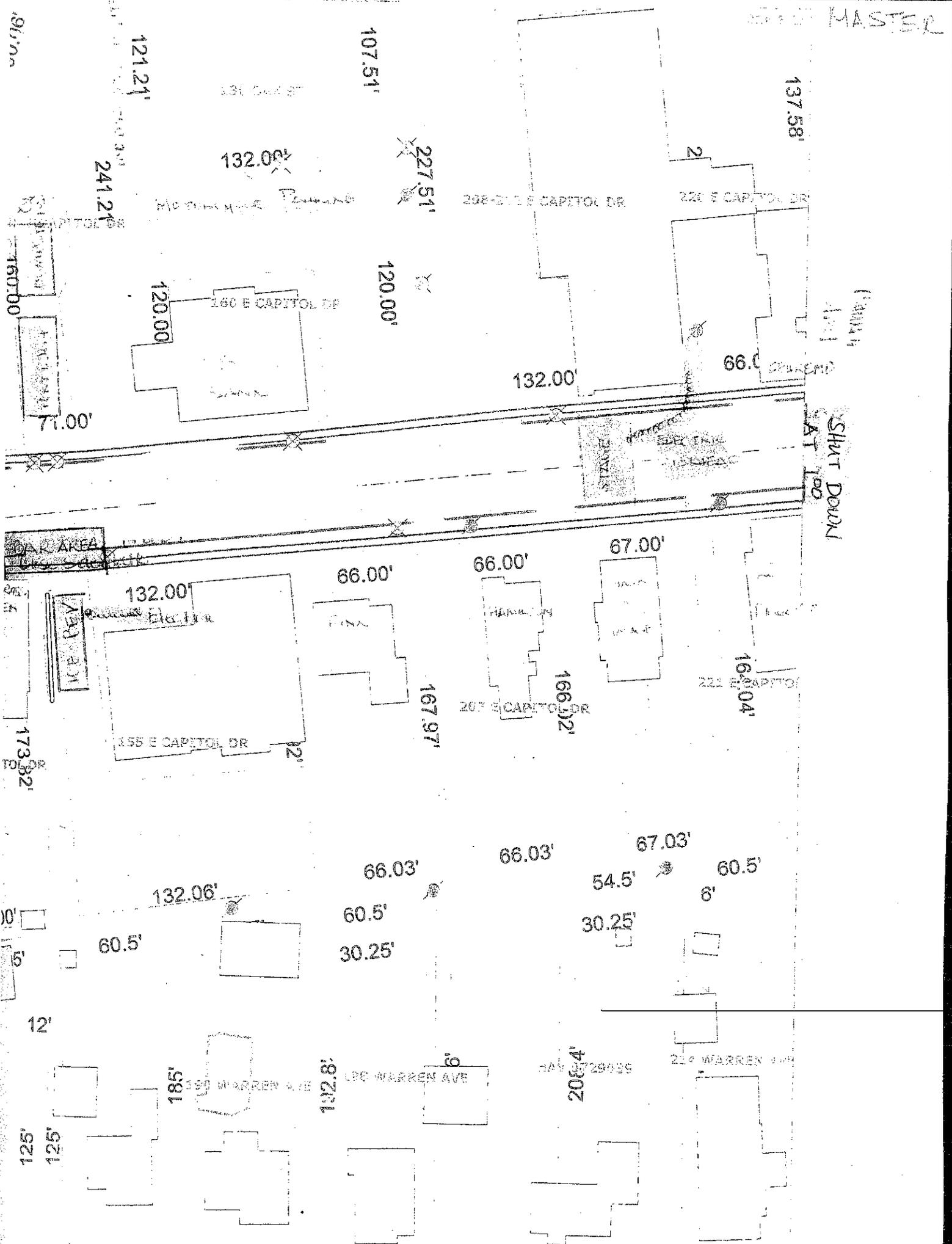
**CERTIFICATE HOLDER****CANCELLATION**

VILLAGE <b>Village Of Hartland</b> 210 Cottonwood Avenue Hartland, WI 53029	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <b>Sandra E Spanaus</b>

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MASTER



121.21'

107.51'

137.58'

132.00'

227.51'

241.21'

208-212 E CAPITOL DR

226 E CAPITOL DR

120.00'

180 E CAPITOL DR

120.00'

132.00'

66.00'

160.00'

71.00'

SHUT DOWN

PAV AREA

132.00'

66.00'

66.00'

67.00'

REV 3/11

155 E CAPITOL DR

FINA

167.97'

207 E CAPITOL DR

166.02'

222 E CAPITOL DR

164.04'

173.82'

66.03'

67.03'

132.06'

66.03'

54.5'

60.5'

60.5'

60.5'

30.25'

6'

30.25'

12'

150 WARREN AVE

180 WARREN AVE

222 WARREN AVE

222 WARREN AVE

1581

18281

2084

1251

1251

**VILLAGE OF HARTLAND  
LICENSES AND PERMITS  
MAY 22, 2017**

**ITEMS RELATED TO THE ANNUAL STREET DANCE**

**Street Use Permit**

Applicant: Hartland Chamber of Commerce  
Date: Saturday, July 15, 2017  
Time of closure: 3:00 pm - 1:00 am (July 16)  
Road Closure: barricades set on E. Capitol Drive at Church Street, Goodwin Avenue and North Avenue beginning at 1 pm; closure from 3:00 pm to 1:00 am  
Tear down begins at approximately 11:15 pm with opening of all roads by 1:00 am

See attached letter from the Chamber of Commerce regarding the event. The Police Chief recommends approval and will staff appropriately. The DPW Director, Fire Chief and Village Clerk recommend approval. The Certificate of Insurance for this event has been received.

**Temporary Class B Beer/Wine Permit**

The Hartland Chamber of Commerce will sell beer and wine on Saturday, July 15, 2017 with stand located near the 151-155 E. Capitol Drive address.

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

Scott Leiser  
Scott Grenier  
Deborah Visintainer  
Linda Hallquist  
Genevieve Antunes

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

## David Cox

---

**From:** Scott Hussinger  
**Sent:** Friday, May 19, 2017 6:58 AM  
**To:** David Cox  
**Subject:** FW: Occupancy?

I sent this to owner on Wed.

---

**From:** Scott Hussinger  
**Sent:** Wednesday, May 17, 2017 10:03 AM  
**To:** 'hoggerspub'  
**Subject:** RE: Occupancy?

Jeff,

You need to do the following prior to occupancy:

- Submit plans for renovation and obtain all necessary permits from Village of Hartland. Premises must be safe to occupy – prior to any occupancy.
  
- Submit landscape plan to satisfy tree protection permit obligations.
- Submit simple site plan identifying outdoor seating and uses.
- Submit color sample(s) for proposed exterior building color.
- Submit plan/scope of work that addresses leaning sign pole that needs to be maintained/painted and “re-plumbed”.
  
- Submit occupancy permit application that includes a plan of operation.

Contact me at 367-4744 with any questions you might have.  
Scott.

---

**From:** hoggerspub [<mailto:hoggerspub@gmail.com>]  
**Sent:** Monday, May 15, 2017 7:43 PM  
**To:** Scott Hussinger  
**Subject:** Occupancy?

Hi Scott,

My wife Linda and I need to know what we need to do to get occupancy by Saturday the 20th of May. I talked to an architect about drawings and he is at least a month out to start for me. He looked on Wisconsin's calendar to get a date that WI could look at them and WI is a month out at best. For now we are going to ask you if we can just make the whole building commercial no residential? If so can we rent the 4 rooms up stairs as office space? We will not ask, in the future, to turn it back to residential. If we can't rent it as office we will just leave it alone.

I have been working on getting the bar updated, looking great and functional everyday since the 8th of March. The day we closed on the property. I have been here 10 to 16 hours a day 7 days a week to meet the goal of opening on the 20th. I am also going all the work here myself except for the electric, roofing and HVAC. So far there is no plumbing. I am sorry for my short comings on getting some permits. I did contact my sign person and he is going to cover it up until it is approved or if it doesn't get approved he will take it down. He had a hard time getting it in the metal frame and is afraid it will break if he removes it completely and then tries to put it back in. I talked to Mike again about the trees and will be meeting with him to plan where to plant more. I did take last week off to go on a belated honeymoon with my wife that we planned and paid for months before we ever thought about buying the bar. We have invested all of our money in the bar and property and we need

to get it running and making money before we start to have problems. We are not wealthy but do plan on the business doing very well to make up for the money we put in it.

Do we need an approval for painting the outside a dark gray with light gray trim? Seeing that I have to look at the lime green and purple business up the street everyday I would think I could just go ahead and paint. Sorry for the sarcasm but it's really an eye sore.

I know you are incredibly busy with all the new building going on. My ex-wife and I had a construction company, Gramling Construction, out of Wales and have had projects in the past that you were the inspector on. Not to kiss your butt, but I have always told people that you are one of the best inspectors in the state to work with. You are normally easy going but at the same time shape as a tac and really know how to do your job.

Lately you seem a little stressed. That's not like you. I don't want to make your life and job harder and I apologize if I have made it difficult. I work fast and hard and sometimes get ahead of myself.

We just want to make this a nice place for the people of Hartland to come, relax and feel like home.

Oh one more thing. Can we have outside seating in front to the South West of the door were the pine tree was taken down? Or anywhere outside?

Sincerely,  
Jeff and Linda Anson  
Hoggers Pub

Sent from my Sprint Samsung Galaxy S® 6.

## Proposal for Sidewalk Sale

**Who:** Hosted by Lake Country Bed Barn (122 Cottonwood Ave)  
D cor Adore (139 E. Capitol Dr)  
Vendors

**What:** Sidewalk Sale for downtown businesses and outside vendors

**When:** Saturday, August 26<sup>th</sup> 10am-2pm (event time)  
Set-up starts @8:30am  
Cleaned up by 3:00pm

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

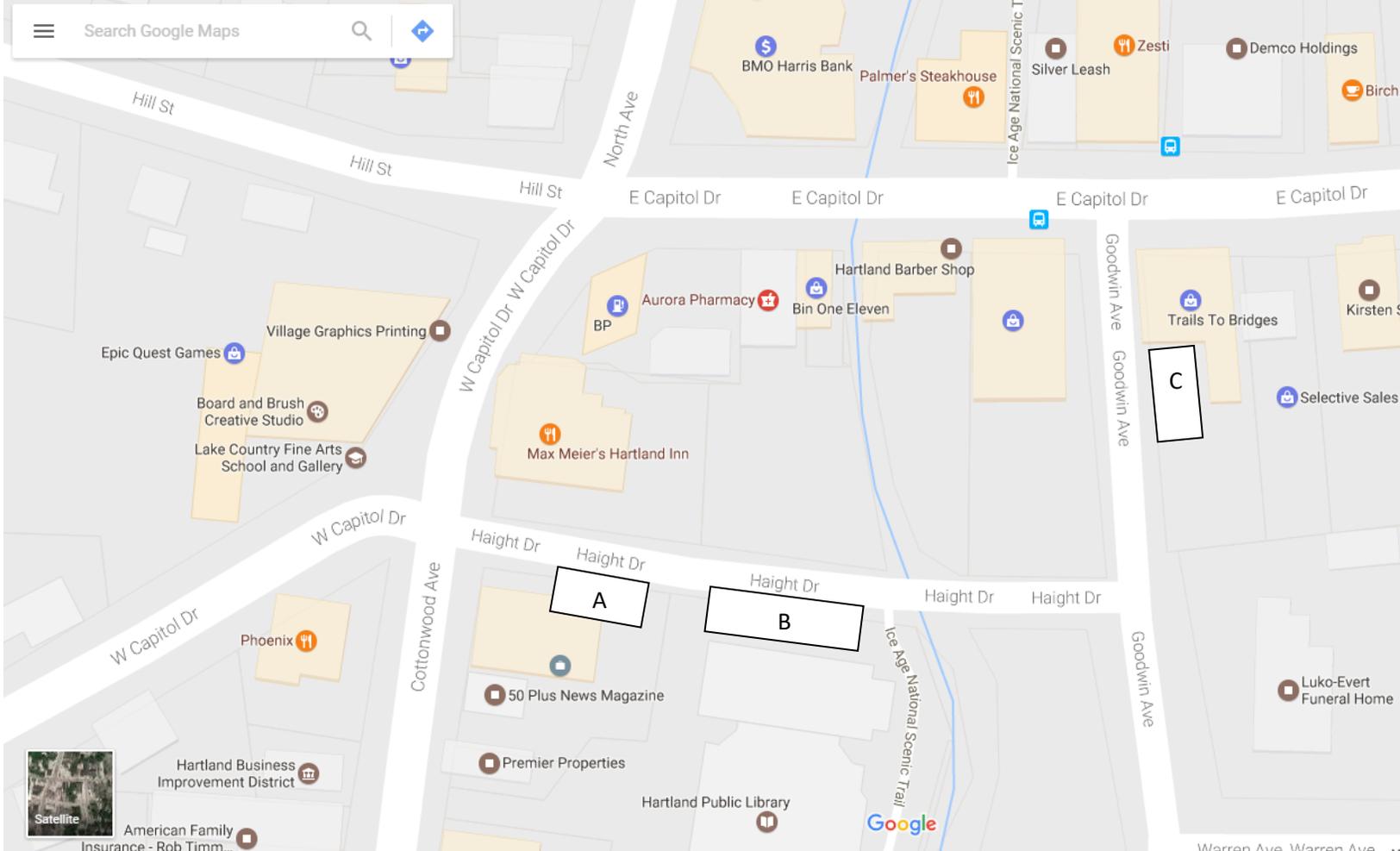
**How:** With permission for the village, we (Lake Country Bed Barn) are looking to bring in outside vendors Saturday, August 26th to encourage more traffic for retail sales during our annual Sidewalk Sale. The past two years we have held a Sidewalk Sale in August and have been very successful. This year we would like to make it a bigger event by hosting outside vendors to bring in their goods to sell along the sidewalk. We would like to place these vendors in the parking spaces along Haight Dr facing the sidewalk and within the back parking lot at 139 E. Capitol Dr (behind D cor Adore) to encourage more potential customers visiting the BID's retail locations: Lake Country Bed Barn, Designer Consignor, and D cor Adore during the Sidewalk Sale. Flyers for the event will outline local restaurants serving lunch on Saturday.

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

It is within our best estimate that 3-5 Vendors will be able to fit within the "A" parking, 8-10 vendors will be able to fit within the "B" parking along Haight Dr which would be filled first. Additional 3-4 vendors could be placed within the parking lot at 139 E. Capitol, not including D cor Adore's space needed. If we have more then 16-18 vendors commit to the event we would look into the using the American Legions parking lot or closing a one side of Goodwin Ave to house more vendors.

---

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



# **VILLAGE OF HARTLAND**

Hartland, Wisconsin

## FINANCIAL STATEMENTS

Including Independent Auditors' Report

As of and for the Year Ended December 31, 2016

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# VILLAGE OF HARTLAND

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## INDEPENDENT AUDITORS' REPORT

To the Village Board  
Village of Hartland  
Hartland, Wisconsin

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Village of Hartland, Wisconsin, as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the Village of Hartland's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Village of Hartland's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Village of Hartland's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

To the Village Board  
Village of Hartland

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Village of Hartland, Wisconsin, as of December 31, 2016 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Hartland's basic financial statements. The supplementary information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects, in relation to the basic financial statements as a whole.

*Baker Tilly Virchow Krause, LLP*

Milwaukee, Wisconsin  
April 17, 2017

*Village of Hartland*  
**2016 Management's Discussion and Analysis**  
(Unaudited)

The management of the Village of Hartland offers this narrative overview and analysis of the Village of Hartland's financial activities for the fiscal year ended December 31, 2016. Readers of these financial statements are encouraged to consider the information presented here in conjunction with the additional information presented on the following pages.

The Village of Hartland is a community of approximately 9,141 residents located in Waukesha County, Wisconsin about 20 miles west of Milwaukee. The Village of Hartland has benefited from this location. There is easy access to major transportation routes and many residents commute to work in Waukesha, Milwaukee, Madison and other surrounding communities. Additionally, the ease of access provides opportunities for local businesses by providing quick and simple transportation for inbound and outbound goods and products.

The Village of Hartland is a progressive community with a commitment to maintaining assets through an aggressive capital projects program.

*Overview of the Financial Statements*

The information in this discussion and analysis is intended to serve as an introduction to the Village of Hartland's basic financial statements. The Village of Hartland's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

*Financial Highlights*

- ❖ The assets and deferred outflows of resources of the Village of Hartland exceeded its liabilities and deferred inflows of resources at the close of 2016 by \$40,746,134 (net position). Of this amount, \$11,467,728 (unrestricted net position) may be used to meet the Village's ongoing obligations to citizens and creditors. Nearly all of the remaining balance of the net position (\$28,850,040) represents assets of the Village like roads, utility lines and buildings, net of any related debt. Shown on page 16 of this report.
- ❖ The total net position of the Village described on page 16 and elsewhere in these statements is impacted by liabilities, deferred inflows related to pension and deferred outflows related to pension despite the fact that pension for Village employees is provided through the State of Wisconsin Employee Trust Fund; the State's pension plan. Under governmental reporting requirements, the Village must show information related to the Village's portion of the overall pension plan in order to demonstrate how well funded the entire pension plan is based on actuarial assessments at a point in time. It does not necessarily represent an asset or liability of the Village.
- ❖ As shown on pages 17 and 18 of this report, the Village of Hartland's total net position increased by \$3,277,141 from \$37,468,993 in 2015 to \$40,746,134 in 2016. A significant amount of this increase is attributed to infrastructure installed by developers and donated to the Village. The funds comprising Governmental Activities realized a \$462,934 increase in net position. The funds comprising Business-type Activities realized a \$2,814,207 increase in net position. All governmental funds, major and non-major, except three (TIF #4, TIF #5 and TIF #6, which are shown individually on pages 19 and 20) had a positive fund balance.
- ❖ As of the close of 2016, the Village of Hartland's governmental funds reported combined ending funding balances of \$8,789,150. This is a decrease of \$1,467,068 in comparison with the prior year's balance of \$10,256,218. The decrease was primarily due anticipated

# Village of Hartland

## 2016 Management's Discussion and Analysis (cont.) (Unaudited)

expenditures for capital projects and economic development (TIF) activities during 2016. Additionally, during 2016, no debt was issued by the Village. The 2016 and 2017 Capital Project are currently funded by the 2015 debt borrowing resulting in a reduction in the fund's balance. Shown on pages 19 to 24 of this report.

- ❖ Twelve percent (12%), or \$1,043,982, of the Village's governmental fund balance, which includes all activities of the Village except the Water and Sewer Utilities, is available for spending at the Village's discretion (unassigned). The amount available is currently being offset, or reduced, by obligations in TIF Districts #4, #5 and #6 in the amount of \$1,547,722. 47% (\$4,101,658) of the fund balance is assigned by the Village for specific purposes. 24% of the fund balance is Restricted or Committed by the Village or statutes to be spent for specific purposes. The remaining 17% of fund balance is considered nonspendable as it relates to non-current receivables and prepayments. Shown on pages 19 and 20 of this report.
- ❖ When considered as a gross figure (not reduced by the TIF #4, TIF #5 or TIF #6 fund obligations), the General Fund unassigned fund balance totals \$2,591,704. This is equal to 37% of the operating budget for the general fund revenues. This amount has been allowed to grow so that it may be used to mitigate potential sudden negative impacts that may be experienced from time to time or to address singular unforeseen needs. When considered net of the offset for TIF #4, TIF #5 and TIF #6, the \$1,043,982 in unassigned fund balance referenced above is about 15% of the general fund operating revenues. Shown on pages 19 and 20 of this report.
- ❖ The Village of Hartland's total debt related to governmental activities had principal payments of \$784,854 during 2016. Total general obligation debt for the business-type activities had principal payments of \$135,000. Debt is shown on page 22 for Village debt payments and page 26 for Water and Sewer Utility outstanding balances. Long term obligation (debt) payment information is also contained on pages 53 through 55 of this report.

### *Government-wide Financial Statements*

The **government-wide financial statements** are designed to provide a broad overview of the Village of Hartland's finances in a manner similar to private sector business. The government-wide financial statements can be found on pages 16 through 18 of this report.

The **statement of net position** (Page 16) presents information on all of the Village of Hartland's assets and deferred outflows of resources less liabilities and deferred inflows of resources, with the difference between these reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Village of Hartland is improving or deteriorating. In the last several years (2010 – 2015), these figures have remained relatively steady.

The **statement of activities** (Pages 17 and 18) presents information showing how the Village of Hartland's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of the related cash flows*. Therefore, revenues and expenses are reported in this statement for some items that will only result in cash flows in the future fiscal periods (e.g., uncollected taxes, earned but unused vacation leave, and earned but unused comp time).

Both of the government-wide financial statements distinguish functions of the Village of Hartland that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Village of Hartland include

# Village of Hartland

## 2016 Management's Discussion and Analysis (cont.) (Unaudited)

general government, public safety, public works, environmental services, cemetery, library, parks and recreation. The governmental activities of the Village also include the Hartland Business Improvement District, which is a component unit of the Village. In 2007, the Hartland Business Improvement District (BID) was created by the Village of Hartland at the request of property and business owners in Village Center to provide focused services and economic assistance in the downtown consistent with state statutes. The Village assists by managing the BID's revenues, expenses and audit process via a separate fund. The business type activities of the Village of Hartland include the Water Utility and the Sewer Utility.

In the government-wide financial statements the Village of Hartland is known as the **primary government**. The Water Utility and the Sewer Utility are designated as **business activities**. Although legally separate, they function for all practical purposes as departments of the Village of Hartland and have been included as an integral part of this financial statement.

### *Fund Financial Statements*

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village of Hartland, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Village of Hartland can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental funds – pages 19 to 24.** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so the readers may better understand the long term impact of the Village of Hartland's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Village of Hartland maintains thirteen individual governmental funds. These funds include: General Fund, Capital Projects, Corporate Reserve, Debt Service, Refuse, TIF #4, TIF #5, TIF #6, Special Library, Impact Fee, CIT, MIU and Developers. The Village of Hartland participates in and manages the accounts for the Critical Incident Team (CIT) Fund and the Major Investigations Unit (MIU) Fund. These two entities are mutual agreement police operations among area police departments pursuant to Wisconsin Statutes §66.30, §66.305 and §66.315. The two units are funded by budgeted transfers from participating jurisdictions and the finances are managed by the Village of Hartland. In each case the expenses are what is necessary to operate the teams and are a function of the number of times they are called and the type of training they need.

Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, TIF #4 fund, TIF #5 fund, TIF #6 fund, debt service fund, Village projects fund and corporate reserve fund. All of these funds are considered to be major funds. Individual fund data for the nonmajor governmental funds is provided in the form of *combining statements* elsewhere in this report.

The Village of Hartland adopts an annual appropriated budget for all major funds and most of the nonmajor funds as required by state statute. Budgetary comparison statements have been provided

# Village of Hartland

## 2016 Management's Discussion and Analysis (cont.) (Unaudited)

for the general fund, TIF #4 special revenue fund, TIF #5 special revenue fund and the TIF #6 special revenue fund as part of the required supplementary information on pages 70 to 73.

There are two funds that are not budgeted: (1) the Library fund that records donations to the Library and expenses the purchases from these donations; (2) the Village reviews and reconciles the Developers fund which comprises development-related expenses that will be reimbursed by developers.

**Proprietary funds – pages 25 to 29.** The Village of Hartland maintains three *Proprietary funds*. Proprietary funds are used to report *business-type activities* in the government-wide financial statements. The Village of Hartland uses enterprise funds (a type of proprietary fund) to account for its Water Utility and Sewer Utility.

The Village of Hartland also maintains an internal service fund (a second type of proprietary fund) to account for dental self-insurance activities.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information on the Water Utility and the Sewer Utility, both of which are considered to be major funds of the Village of Hartland.

**Fiduciary funds – page 30.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statements because the resources of those funds are *not* available to support the Village of Hartland's own programs. The fiduciary fund maintained by the Village of Hartland is the Trust and Agency Fund which records the tax roll and tax collections made by the Village for other taxing jurisdictions within the Village of Hartland. The accounting used for fiduciary funds is much like that used for governmental funds.

**Notes to the financial statements – pages 32 to 69.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other Information – pages 76 to 82.** The combining statements referred to earlier in connection with non-major governmental funds are presented immediately following the required supplementary information.

### *Government-wide Financial Analysis*

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In recent years, the net position of the Village has increased and decreased annually based on the particulars of a given fiscal year. In the last five years, the total assets/net position of the Village has increased by 10% (\$3.74 million) to \$40,746,134. A majority of this difference is from developer infrastructure contributions and overall growth of funds.

In the case of the Village of Hartland, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$40,746,134 at the close of 2016. By far, the largest portion of the Village of Hartland's net position (71%) is found in net investment of capital assets which is capital assets (e.g., land, buildings, machinery, equipment, and infrastructure), less any related debt used to acquire those assets that is still outstanding. The Village of Hartland uses these capital assets to provide services to citizens; consequently, these **assets are not available** for future spending. Although the Village of Hartland's net investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

# Village of Hartland

## 2016 Management's Discussion and Analysis (cont.) (Unaudited)

Following is a chart of the net position of the Village of Hartland. We are presenting the financial statements in this reporting model with a comparison to the prior year.

VILLAGE OF HARTLAND NET POSITION						
	Governmental Activities		Business Type Activities		Total	
	2016	2015	2016	2015	2016	2015
<b>ASSETS</b>						
Current and other assets	\$ 15,786,407	\$ 17,726,569	\$ 6,381,370	\$ 6,016,713	\$ 22,167,777	\$ 23,743,282
Capital Assets	<u>25,968,356</u>	<u>24,575,494</u>	<u>17,060,334</u>	<u>14,786,424</u>	<u>43,028,690</u>	<u>39,361,918</u>
<b>TOTAL ASSETS</b>	<u>41,754,763</u>	<u>42,302,063</u>	<u>23,441,704</u>	<u>20,803,137</u>	<u>65,196,467</u>	<u>63,105,200</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>						
Deferred outflow related to pensions	2,216,688	617,439	308,011	86,990	2,524,699	704,429
Refunding loss	<u>120,138</u>	<u>144,812</u>	<u>34,279</u>	<u>38,563</u>	<u>154,417</u>	<u>183,375</u>
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<u>2,336,826</u>	<u>762,251</u>	<u>342,290</u>	<u>125,553</u>	<u>2,679,116</u>	<u>887,804</u>
<b>LIABILITIES</b>						
Long-term liabilities outstanding	14,290,328	14,702,661	4,763,547	5,126,371	19,053,875	19,829,032
Current and other liabilities	<u>687,817</u>	<u>649,946</u>	<u>532,367</u>	<u>244,344</u>	<u>1,220,184</u>	<u>894,290</u>
<b>TOTAL LIABILITIES</b>	<u>14,978,145</u>	<u>15,352,607</u>	<u>5,295,914</u>	<u>5,370,715</u>	<u>20,274,059</u>	<u>20,723,322</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Unearned revenue	5,907,777	5,800,689	-	-	5,907,777	5,800,689
Deferred inflows related to pensions	<u>831,715</u>	<u>-</u>	<u>115,898</u>	<u>-</u>	<u>947,613</u>	<u>-</u>
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<u>6,739,492</u>	<u>5,800,689</u>	<u>115,898</u>	<u>-</u>	<u>6,855,390</u>	<u>5,800,689</u>
<b>NET POSITION</b>						
Net investment in capital assets	14,053,435	13,180,637	14,796,605	12,637,604	28,850,040	25,818,241
Restricted	428,941	945,645	-	86,041	428,941	1,031,686
Unrestricted	<u>7,891,576</u>	<u>7,784,736</u>	<u>3,575,577</u>	<u>2,834,330</u>	<u>11,467,153</u>	<u>10,619,066</u>
<b>TOTAL NET POSITION</b>	<u>\$ 22,373,952</u>	<u>\$ 21,911,018</u>	<u>\$ 18,372,182</u>	<u>\$ 15,557,975</u>	<u>\$ 40,746,134</u>	<u>\$ 37,468,993</u>

*Village of Hartland*  
**2016 Management's Discussion and Analysis (cont.)**  
(Unaudited)

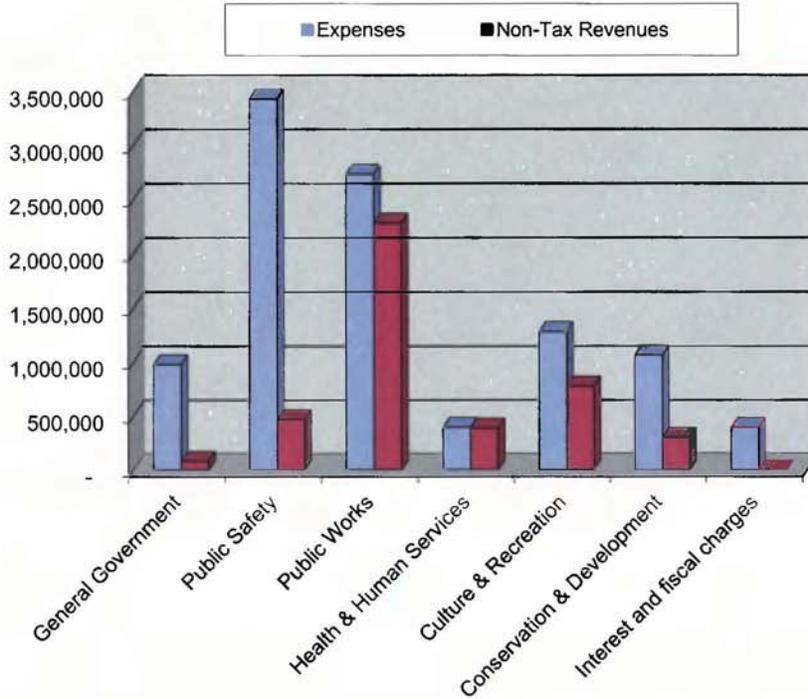
Following is a chart of the net position of the Village of Hartland. We are presenting the financial statements in this reporting model with a comparison to the prior year.

<b>VILLAGE OF HARTLAND'S CHANGES IN NET POSITION</b>								
<b>For the year ending December 31</b>								
	<b>Governmental Activities</b>		<b>Business Type Activity - Water Utility</b>		<b>Business Type Activity - Sewer Utility</b>		<b>Total</b>	
	2016	2015	2016	2015	2016	2015	2016	2015
<b>Revenues</b>								
<i>Program Revenues</i>								
Charges for services	\$ 1,979,901	\$ 1,718,601	\$ 1,375,260	\$ 1,329,877	\$ 1,870,542	\$ 1,440,473	\$ 5,225,703	\$ 4,488,951
Oper grants and contributions	958,754	989,475	-	-	-	-	958,754	989,475
Capital grants and contributions	1,392,212	-	1,717,594	-	811,295	-	3,921,101	-
<i>General Revenues</i>								
Property Taxes	5,386,569	5,224,992	-	-	-	-	5,386,569	5,224,992
Inter governmental revenues not restricted to specific programs	558,029	523,473	-	-	-	-	558,029	523,473
Investment income	83,556	83,636	8,863	3,435	71,601	72,471	164,020	159,542
Miscellaneous	165,557	156,083	-	-	-	-	165,557	156,083
Gain on disposal of assets	20,600	5,003	-	-	-	-	20,600	5,003
Transfers	225,209	234,031	(218,059)	(226,917)	(7,150)	(7,114)	-	-
<b>Total Revenues</b>	<b>10,770,387</b>	<b>8,935,294</b>	<b>2,883,658</b>	<b>1,106,395</b>	<b>2,746,288</b>	<b>1,505,830</b>	<b>16,400,333</b>	<b>11,547,519</b>
<b>Expenses</b>								
<i>Primary Government</i>								
General government	984,677	922,836	-	-	-	-	984,677	922,836
Public Safety	3,432,040	3,132,401	-	-	-	-	3,432,040	3,132,401
Public Works	2,739,811	2,526,308	-	-	-	-	2,739,811	2,526,308
Health & Sanitation	398,886	395,456	-	-	-	-	398,886	395,456
Culture & Recreation	1,285,112	1,189,887	-	-	-	-	1,285,112	1,189,887
Conservation & Development	1,069,744	834,201	-	-	-	-	1,069,744	834,201
Interest & fiscal charges	397,183	432,503	55,768	62,630	63,097	70,693	516,048	565,826
<i>Business Type Activities</i>								
Water Utility	-	-	1,218,183	1,122,838	-	-	1,218,183	1,122,838
Sewer Utility	-	-	-	-	1,478,691	1,459,912	1,478,691	1,459,912
<b>Total Expenses</b>	<b>10,307,453</b>	<b>9,433,592</b>	<b>1,273,951</b>	<b>1,185,468</b>	<b>1,541,788</b>	<b>1,530,605</b>	<b>13,123,192</b>	<b>12,149,665</b>
<b>Change in Net Position</b>	<b>462,934</b>	<b>(498,298)</b>	<b>1,609,707</b>	<b>(79,073)</b>	<b>1,204,500</b>	<b>(24,775)</b>	<b>3,277,141</b>	<b>(602,146)</b>
<b>TOTAL NET POSITION - JAN 1</b>	<b>21,911,018</b>	<b>22,409,316</b>	<b>9,869,963</b>	<b>9,949,036</b>	<b>5,688,012</b>	<b>5,712,787</b>	<b>37,468,993</b>	<b>38,071,139</b>
<b>TOTAL NET POSITION - DEC 31</b>	<b>\$22,373,952</b>	<b>\$ 21,911,018</b>	<b>\$ 11,479,670</b>	<b>\$ 9,869,963</b>	<b>\$ 6,892,512</b>	<b>\$ 5,688,012</b>	<b>\$40,746,134</b>	<b>\$37,468,993</b>

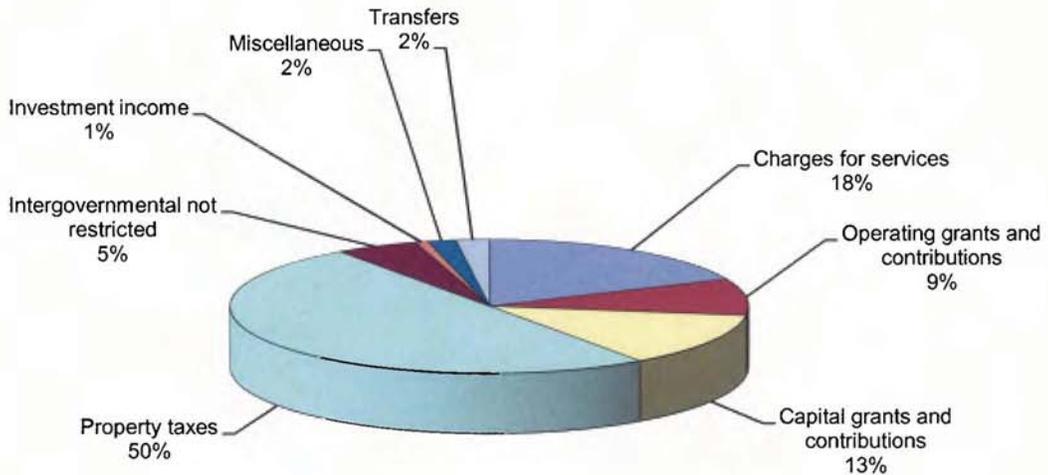
# Village of Hartland

## 2016 Management's Discussion and Analysis (cont.) (Unaudited)

**Expenses & Program Revenues - Governmental Activities**



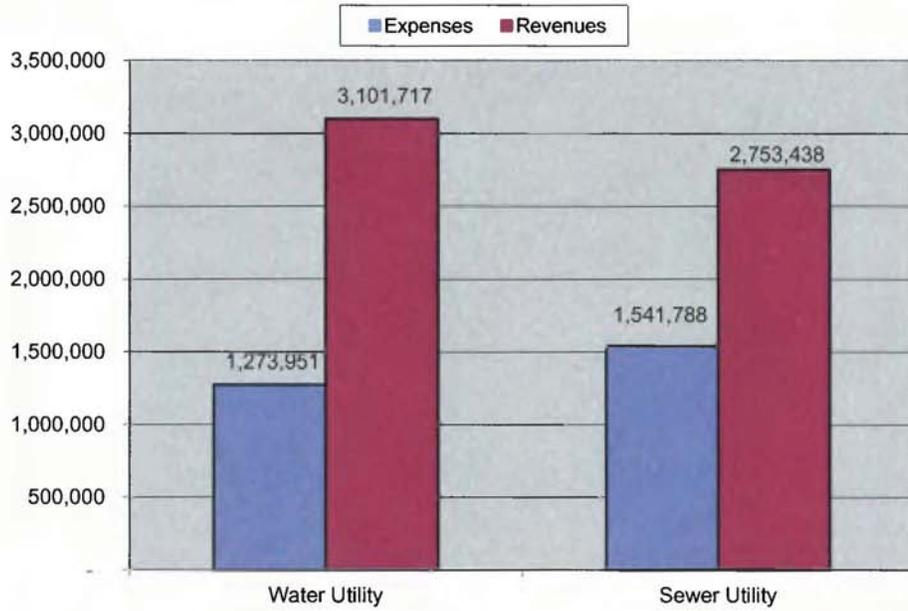
**Program & General Revenues by Source - Governmental Activities**



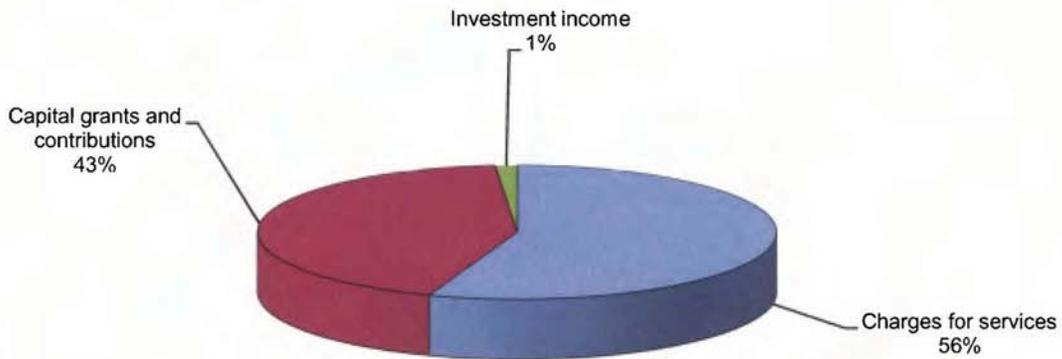
# Village of Hartland

## 2016 Management's Discussion and Analysis (cont.) (Unaudited)

### Expenses & Program Revenues - Business-Type Activities



### Revenues by Source - Business-type Activities



# *Village of Hartland*

## **2016 Management's Discussion and Analysis (cont.)** (Unaudited)

### *General Budgetary Highlights*

The budget for the 2016 fiscal year was officially amended by the Village Board to reflect certain portions of excess revenues anticipated to be received and to reflect related additional expenses that were anticipated. The amendment acknowledged expected increased revenue related to building permits and increased expenses related to building inspection and contingencies. The revised, final budget remained a balanced budget wherein revenues and expenditures were equal. In the final analysis, however, the General Fund posted an actual excess of revenues and other financing sources over expenditures and other financing uses of \$471,394. The Village of Hartland's 2016 operating budget received 105.2% of its final budgeted revenues and spent 98.4% of its final budgeted expenses. All revenue budget categories were higher than budgeted due partially to the following:

- Grant revenue was \$59,189 more than budgeted in 2016.
- Ambulance billings were \$68,436 more than budgeted in 2016.
- Donations and miscellaneous revenues were \$51,198 more than budgeted in 2016.

On the expenditure side, all departments worked diligently to stay within the annual budget as there was constant monitoring of expenditures throughout the year. There were only three instances where operating expenditures were over budget. The three areas over budget were Police which was over by \$34,722 mainly due to overtime and employee benefits; Fire Protection, which was over budget by \$9,610, due to salary adjustments; and Parks, which was over budget by \$70,176 due to an increase in our recreation programs offered. The other operating accounts came in under budget to make our overall expenses approximately 1.6% below budget.

The Village of Hartland's budget for the proprietary funds is not adopted on a full accrual basis but is accounted for on a full accrual basis; therefore, the budgetary comparisons discussed below compare the actual results on a budgetary basis. In regards to the Village of Hartland's proprietary funds:

- Total revenues for the water utility were at 187% while expenses came in at 90% of budget resulting in a gain. The rate for 2016 has been in effect since December 16, 2015. During 2016, a full rate case was submitted to the Public Service Commission, which approved an average of approximately 29.0% rate increase effective the first quarter of 2017. In the past, the use of unrestricted net position had allowed the operation to continue either without a rate increase or only small adjustments. The new rate increase is intended to help the water utility fund and maintain the water system and infrastructure.
- Total revenues for the Sewer Utility were 186% of budget and the expenses were at 100% of budget, resulting in a gain. The Sewer Utility budgets to pay \$20,000 annually into an account that has been designated for lift station rehabilitation and replacement. A maintenance schedule has been put in place. At the end of 2016, the balance available for lift station maintenance was \$283,011. The Sewer Utility also has funds set aside for future improvements to the Sewer system for the north and northeast portion of the Village in the amount of \$711,536.
- Management has been concerned that the Sewer Utility would not be able to meet its operating expenses in future years. Therefore, a 5% increase per year in the per-thousand-gallon rate to customers was implemented in 2002 through 2008. This practice was re-implemented in 2013 and annually thereafter. During the 2017 budget process, the Sewer Utility rate was increased an additional 5% effective December 2016. The financial health of the Sewer Utility will continue to be evaluated on a yearly basis.

# *Village of Hartland*

## **2016 Management's Discussion and Analysis (cont.)** (Unaudited)

As discussed earlier, the Village's TIF Districts #4, #5 and #6 show expenses (at pages 22 and 45 of this document) in excess of \$650,000, which further increase the Village's deficit in this area. Expenses in the TIF Districts are considered by the Village to be investments that are expected to be returned by the long term improvement in the property values and the related taxes paid within the districts. In TIF District #6, expenses related to the developer agreement for infrastructure make up a majority of 2016's overall TIF-related expenditures.

For the first time since 2007, interest rates increased by an appreciable amount. The interest rates during 2016 more than doubled thus increasing interest income for all funds. The Village has \$3.5 million with a local bank in a CDARS program that is earning 0.7% annually. The Village also has a repurchase agreement account with an ending balance of \$20,411,439 and an ending interest rate of 0.58%. The Village has \$301,000 in the Local Government Investment Pool earning 0.45% at the end of the year. The remainder of the Village's balances are in a checking account or various minimal interest funds.

### *Capital Assets*

The capital assets of the Village of Hartland are managed through a five year capital improvement plan for both governmental and business-type activities. Projects in the capital improvement plan include the purchase or improvement of land for Village purposes and construction or major improvement to buildings, park facilities, streets, street lighting, tree planting, sidewalks, curb and gutter, storm sewers, sanitary sewer facilities and water facilities. The majority of activities included in the capital improvement plan are generally funded by borrowing for up to three years' worth of projects at a time. The Village of Hartland maintains records related to all of its capital facilities in either our geographical information system (GIS) database or a fixed asset program. The computerization of these records has improved the availability and quality of our records system, which has streamlined the planning process and made it easier to manage these assets.

The Trustees and staff of the Village of Hartland continue to spend a great deal of time working with the Village's financial consultants, Ehlers and Associates, to create and maintain a long-term financial management plan that supports our five year capital plan for infrastructure improvements.

The Village of Hartland maintains a Corporate Reserve Fund that funds the purchase of the equipment portion of our capital assets. A vehicle and equipment schedule is maintained showing date purchased, cost, estimated year of replacement, and the estimated replacement cost. A repayment schedule over the life of the item purchased is also charted. Those repayments, which are currently based on the vehicle purchase cost not the future replacement cost, become an expense in the departmental budgets every year and help fund the purchase of replacement vehicles and equipment in future years. The general fund does not pay interest on the repayments to the corporate reserve fund. If the utilities borrow from this fund, they are charged an interest rate that is ¼% lower than would be available through a state trust fund loan.

Significant additions in the capital assets of the governmental activities include:

- Repaving of Renson, Sweet Briar, Pine Grove, Evergreen, Church, Nixon and Lawn streets in the amount of \$812,709.
- Mill Place pathway paving in the amount of \$90,929
- Fire Department ADA bathroom upgrade for \$19,874
- Motorola Radio replacement for all departments totaling \$275,079
- Two Police SUV's in the amount of \$76,775.

## *Village of Hartland*

### **2016 Management's Discussion and Analysis (cont.) (Unaudited)**

- Two Public Works trucks, a Ford F150 and Ford F350 totaling \$80,758.
- Developer infrastructure contributions totaling \$1,392,212 consisting of Roads, Pathways and Storm Sewer in the Windrush and Sanctuary of Hartland subdivisions and the Riverwalk development downtown.

In the business type activities, the Water Utility purchased meters for \$97,522, hydrants for \$96,750, main valve replacement for \$195,817, a trench shield for \$10,445 and developer water system contributions totaling \$1,717,594 in the aforementioned developments. The Sewer Utility purchased two sewer flow meters totaling \$34,035 and had developer sewer system contributions totaling \$811,295 in the aforementioned developments.

The Village of Hartland is proud to be able to continue the aggressive maintenance of our infrastructure. More information is provided on the Village's capital assets activity for the year on pages 49 through 51 of the financial statements.

### *Long-term Debt*

At the end of 2016, the Village bond rating was Aa2, which was in place when the Village executed the most recent borrowing in December of 2015. We are very proud that a community our size is able to attain this rating. This rating recognizes our strong financial position, stable tax base and moderate debt burden.

At the end of 2016, the total amount of general obligation outstanding debt was \$15,654,123. This is equal to less than 1.29% of the Village of Hartland's 2016 equalized value. State statutes limit the amount of general obligation debt a governmental entity may issue to five percent of its total equalized valuation. Based on the Village's 2016 equalized value of \$1,210,941,600 the Village of Hartland's allowable indebtedness is \$60,547,080 (5% of the equalized value). At the end of 2016, the Village has used 25.85% of its allowable indebtedness. This debt amount is comprised of \$15,654,123 of general obligation bonds. As discussed previously, there was no new debt issued during 2016.

84% of the Village's overall debt is related to governmental activities. The Water Utility owes fifteen percent of the debt and the Sewer Utility owes less than one half of one percent (<0.5%) of the debt. The 2015 borrowing was for Bristlecone Pines subdivision valve and hydrant replacements and repaving of a drive at Well #3.

In 2005, the Sewer Utility also partnered with the City of Delafield Sewer Utility to obtain a Clean Water Fund Loan for the Delafield-Hartland Waste Water Pollution Control Commission (Del-Hart). Del-Hart is the paying agent on this revenue bond because the sewer treatment revenues are funding the principal and interest payments. The balance of revenue bonds outstanding at December 31, 2015 is \$2,148,967.

More information on the Village of Hartland's long-term debt can be found on pages 53 through 55.

### *General Economic Factors*

Management remains cognizant of changes in many economic factors created in and after the economic downturn that occurred beginning in 2008 that have brought about what are likely permanent changes to the "normal" practices. While the Village remains strong, the financial resources of the Village were impacted by these overall changes in the economy. In the years that lead up to 2008, property values and community growth steadily increased. With the change in the economy, the Village, like many other municipalities, saw an almost immediate decline in growth activity and began to see a decline in property values, which continued to 2013. Through January of

## *Village of Hartland*

### **2016 Management's Discussion and Analysis (cont.)**

(Unaudited)

2013, the Village's equalized value had decreased by approximately 11% below the 2008 figure. However, home and commercial property prices stabilized and began to rise while commercial vacancy rates dropped in the Village. In 2016, the Village's equalized value again increased just under 2% but remains about 4% below the pre-2008 figures. In addition to growth from improved property values, the Village saw a small amount of growth from two new residential subdivisions approved in 2014, constructed in 2015 and will begin to see house construction and occupancies in 2016. It is expected that this growth will continue. In addition, another subdivision and a downtown mixed use development were approved in 2015 and under construction in 2016. Growth in the Village's overall tax base will continue to grow as these developments build out and fill up. The Village continues to be approached about other potential subdivisions and developments, which may be considered in 2017 and beyond.

Additionally, the Village continues to see growth in the commercial sector. Several of the Village's industrial and large commercial businesses have need for growth and are seeking that growth in their existing Hartland locations. Major expansions and increases in activity have occurred at a number of these larger commercial enterprises and Village staff have been approached about several other expansions and in-Village relocations to larger facilities. After Village approval in 2015 and 2016, expansions occurred at commercial facilities in both commercial parks and a new office building was constructed in the downtown. These factors continue to demonstrate the improving forecast. Despite the difficulties of the last few years, the Village of Hartland weathered the downturn in the way management expected; by taking care of our infrastructure; maintaining a careful and deliberate approach to financial management; and maintaining our healthy reserves. In difficult times, our reserves add strength to our financial position. We expect it to remain strong into the future as we predict modest increases in our tax base growth.

### *Downtown Factors*

In 2008, prior to the downturn, the Village of Hartland created a new downtown redevelopment tax incremental financing district or TIF #4. The timing of the new district was challenging and its size was almost immediately reduced (2011) to mitigate the value loss it experienced. While it recovered some and despite a significant redevelopment on E. Capitol Drive, other properties have lost value and there continued to be no positive increment value on which to calculate a tax. In 2015, the Village again reduced the size of TIF #4 to include only the two properties that received funding through the District, which have experienced a major increase in value. By doing so, the TIF District #4 generated positive increment on which taxes were levied creating tax revenue in the district for the first time. It is expected that this will continue and the taxes generated will cover the cost of the loans made by the Village/TIF District to support the redevelopment. Additional information about TIF District #4 can be found in the 100 Percent Expenditure Audit for the district, which was completed in 2016 for the years up to December 31, 2015.

In 2015, the Village created a Mixed Use Tax Increment Financing District (TIF #6) to support the aforementioned mixed use redevelopment on E. Capitol Drive in the downtown. The development caused the demolition and redevelopment of a commercial building and three residential structures (two of which were demolished by the Village several years ago) into a new mixed use commercial building and two residential buildings comprising 77 residential units and 4,000 square feet of commercial space. During 2016, the financial assistance provided on the development was modified and includes up to \$1.955 million in monetary contributions, which comprises about \$733,000 in grants for infrastructure and other specific activities and rebates on incremental taxes paid by the property owner in an amount not to exceed \$1.222 million, plus two properties owned by the Village in the redevelopment area. Once construction is complete, the TIF #6 is expected to generate more than \$8 million in property value. It is expected that a portion of the new value will be realized in the 2017 assessment role with full value realized in the 2018 role.

The Village's economic development activities in the downtown continue to complement the Business Improvement District which was formed under Wisconsin Statutes section 66.1110 (1)(f)(4) at the end

## *Village of Hartland*

### **2016 Management's Discussion and Analysis (cont.) (Unaudited)**

of 2006 by an active group of downtown business people. The Business Improvement District works to enhance the aesthetics and commercial atmosphere in the Village and, consequently, increase business activity. A director is employed by the BID and office space, a web site and regular electronic communications with members are maintained. The BID continues to operate a number of grant and loan programs and other activities to improve the Downtown including installation of directional signs, support of downtown events and activities, and provision of educational opportunities for businesses. Through its various loans and grants to downtown businesses and property owners who want to make a better street presence or otherwise improve their buildings, the BID has leveraged significant private investment in the downtown. The Business Improvement District is a public/private partnership in which property and business owners elect to make a collective contribution to the maintenance, development and promotion of their commercial district. The Village of Hartland assists in this effort by making matching grants to eligible property owners. The Business Improvement District has remained successful and is seeking ways to expand its reach to additional commercial properties adjacent to the current District boundaries. Additionally, the District was a significant factor in the Village achieving its status as an Ice Age Trail Community and it remains an active participant in this ongoing cross marketing relationship with the Ice Age Trail Alliance.

#### *Other Factors*

In 2011, the Village of Hartland created TIF #5 for rehabilitation of a blighted area south of Cardinal Lane near Highway 83. TIF #5 facilitated the redevelopment of the property in a manner which provided a higher and better use of the property and provided roadway improvements to better serve the neighborhood within which TIF #5 is located. The area has been redeveloped with a restaurant with drive through facilities. Since 2012, the development has realized growing levels of increment value. In 2015, after some one-time adjustments for previously unrecorded value, the value was \$1.6 million, which netted a tax increment payment of over \$21,000. In 2016, the incremental value of the property settled to approximately \$1.18 million, which is expected to increase in the future with appreciation of the property's value. Payments made on the increment are used to help pay down loans made to the developer of the project as an incentive.

In 2016, Waukesha County, in partnership with the Waukesha Business Alliance, created the Waukesha County Center for Growth to fill the role of the economic development agency for the County. As part of its ongoing commitment to maintain and improve the economic climate in the Village, Hartland expects to partner with this organization in order to better provide assistance and resources to existing businesses and to seek opportunities for expansion of the commercial base in the Village through introduction of new businesses.

#### *Requests for Information*

This financial report is designed to provide a general overview of the Village of Hartland's finances. Questions concerning any of the information provided in this report, or requests for additional information should be addressed to the Village of Hartland Finance Director, 210 Cottonwood Avenue, Hartland, WI 53029.

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**VILLAGE OF HARTLAND**

**STATEMENT OF NET POSITION**

As of December 31, 2016

	Primary Government			Component Unit
	Governmental Activities	Business-type Activities	Totals	Business Improvement District
<b>ASSETS</b>				
Cash and investments	\$ 9,468,530	\$ 3,295,875	\$ 12,764,405	\$ 43,049
Receivables (net)				
Taxes	5,896,171	12,055	5,908,226	70,000
Accounts	87,783	638,204	725,987	-
Delinquent personal property taxes	1,260	-	1,260	-
Accrued interest	16,214	-	16,214	-
Loans	316,449	-	316,449	-
Inventories and prepaid items	-	14,920	14,920	-
Restricted assets				
Cash and investments	-	261,500	261,500	-
Accrued interest	-	9,849	9,849	-
Loans	-	2,148,967	2,148,967	-
Capital assets (net of accumulated depreciation)				
Land	612,637	22,291	634,928	-
Construction in progress	6,734	3,521	10,255	-
Other capital assets, net of depreciation	25,348,985	17,034,522	42,383,507	-
Total Assets	<u>41,754,763</u>	<u>23,441,704</u>	<u>65,196,467</u>	<u>113,049</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Deferred outflow related to pensions	2,216,688	308,011	2,524,699	-
Refunding loss	120,138	34,279	154,417	-
Total Deferred Outflows of Resources	<u>2,336,826</u>	<u>342,290</u>	<u>2,679,116</u>	<u>-</u>
<b>LIABILITIES</b>				
Accounts payable and accrued expenses	\$ 426,068	\$ 507,848	\$ 933,916	\$ 1,480
Accrued interest payable	87,892	24,519	112,411	-
Deposits	173,422	-	173,422	-
Due to other governmental units	435	-	435	-
Noncurrent liabilities				
Due within one year	915,560	477,584	1,393,144	-
Due in more than one year	12,979,558	4,230,891	17,210,449	-
Net pension liability	395,210	55,072	450,282	-
Total Liabilities	<u>14,978,145</u>	<u>5,295,914</u>	<u>20,274,059</u>	<u>1,480</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unearned revenue	5,907,777	-	5,907,777	70,000
Deferred inflow related to pensions	831,715	115,898	947,613	-
Total Deferred Inflows of Resources	<u>6,739,492</u>	<u>115,898</u>	<u>6,855,390</u>	<u>70,000</u>
<b>NET POSITION</b>				
Net investment in capital assets	14,053,435	14,796,605	28,850,040	-
Restricted for				
Library	79,418	-	79,418	-
Impact fees	261,135	-	261,135	-
EMS Act 102	14,806	-	14,806	-
Developer fund	575	-	575	-
Debt service	73,007	-	73,007	-
Unrestricted	7,891,576	3,575,577	11,467,153	41,569
<b>TOTAL NET POSITION</b>	<u>\$ 22,373,952</u>	<u>\$ 18,372,182</u>	<u>\$ 40,746,134</u>	<u>\$ 41,569</u>

**VILLAGE OF HARTLAND**

STATEMENT OF ACTIVITIES  
For the Year Ended December 31, 2016

Functions/Programs	Program Revenues			
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
<b>Primary Government</b>				
Governmental Activities				
General government	\$ 984,677	\$ 82,673	\$ -	\$ -
Public safety	3,432,040	416,039	58,010	-
Public works	2,739,811	267,953	628,084	1,392,212
Health and human services	398,886	392,694	-	-
Culture, education and recreation	1,285,112	512,793	272,660	-
Conservation and development	1,069,744	307,749	-	-
Interest and fiscal charges	397,183	-	-	-
Total Governmental Activities	<u>10,307,453</u>	<u>1,979,901</u>	<u>958,754</u>	<u>1,392,212</u>
Business-type Activities				
Water Utility	1,281,825	1,383,134	-	1,717,594
Sewer Utility	1,541,788	1,870,542	-	811,295
Total Business-type Activities	<u>2,823,613</u>	<u>3,253,676</u>	<u>-</u>	<u>2,528,889</u>
Total Primary Government	<u>\$ 13,131,066</u>	<u>\$ 5,233,577</u>	<u>\$ 958,754</u>	<u>\$ 3,921,101</u>
<b>Component Unit</b>				
Business improvement district	\$ 67,536	\$ -	\$ 9,580	\$ -

General Revenues

Taxes

Property taxes, levied for general purposes

Property taxes, levied for debt service

Property taxes, levied for TIF districts

Other taxes

Intergovernmental revenues not restricted to specific programs

Investment income

Miscellaneous

Gain on disposal of assets

Total General Revenues

Transfers

**Change in net position**

NET POSITION - Beginning of Year

**NET POSITION - END OF YEAR**

Net (Expenses) Revenues and Changes in Net Position			
Primary Government			Component Unit
Governmental	Business-type		Business
Activities	Activites	Totals	Improvement
			District
\$ (902,004)	\$ -	\$ (902,004)	\$ -
(2,957,991)	-	(2,957,991)	-
(451,562)	-	(451,562)	-
(6,192)	-	(6,192)	-
(499,659)	-	(499,659)	-
(761,995)	-	(761,995)	-
(397,183)	-	(397,183)	-
<u>(5,976,586)</u>	<u>-</u>	<u>(5,976,586)</u>	<u>-</u>
-	1,818,903	1,818,903	-
-	1,140,049	1,140,049	-
<u>-</u>	<u>2,958,952</u>	<u>2,958,952</u>	<u>-</u>
<u>(5,976,586)</u>	<u>2,958,952</u>	<u>(3,017,634)</u>	<u>-</u>
-	-	-	(57,956)
4,253,228	-	4,253,228	-
1,117,677	-	1,117,677	-
15,664	-	15,664	-
-	-	-	70,000
558,029	-	558,029	-
83,556	80,464	164,020	-
165,557	-	165,557	250
20,600	-	20,600	-
<u>6,214,311</u>	<u>80,464</u>	<u>6,294,775</u>	<u>70,250</u>
<u>225,209</u>	<u>(225,209)</u>	<u>-</u>	<u>-</u>
462,934	2,814,207	3,277,141	12,294
<u>21,911,018</u>	<u>15,557,975</u>	<u>37,468,993</u>	<u>29,275</u>
<u>\$ 22,373,952</u>	<u>\$ 18,372,182</u>	<u>\$ 40,746,134</u>	<u>\$ 41,569</u>

## VILLAGE OF HARTLAND

### BALANCE SHEET GOVERNMENTAL FUNDS As of December 31, 2016

	Special Revenue Funds			
	General	TIF #4	TIF #5	TIF #6
<b>ASSETS</b>				
Assets				
Cash and investments	\$ 4,392,275	\$ -	\$ -	\$ -
Receivables				
Taxes	4,258,660	19,462	17,342	-
Delinquent personal property tax	1,260	-	-	-
Accrued interest	16,214	-	-	-
Accounts	87,783	-	-	-
Loans	-	214,951	101,498	-
Due from other funds	1,547,722	-	-	-
Total Assets	\$ 10,303,914	\$ 234,413	\$ 118,840	\$ -
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>				
Liabilities				
Accounts payable	\$ 263,942	\$ -	\$ -	\$ -
Accrued liabilities	21,573	-	-	-
Due to other governments	435	-	-	-
Due to other funds	-	641,621	77,591	828,510
Deposits	173,422	-	-	-
Total Liabilities	459,372	641,621	77,591	828,510
Deferred Inflows of Resources				
Unearned revenues	4,270,266	19,462	17,342	-
Unavailable revenues	-	214,951	101,498	-
Total Deferred Inflows of Resources	4,270,266	234,413	118,840	-
Fund Balances (Deficits)				
Nonspendable	1,548,982	-	-	-
Restricted	14,806	-	-	-
Committed	-	-	-	-
Assigned	1,418,784	-	-	-
Unassigned (Deficits)	2,591,704	(641,621)	(77,591)	(828,510)
Total Fund Balances (Deficits)	5,574,276	(641,621)	(77,591)	(828,510)
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 10,303,914</b>	<b>\$ 234,413</b>	<b>\$ 118,840</b>	<b>\$ -</b>

Debt Service	Capital Projects Funds		Nonmajor Governmental Funds	Totals
	Village Projects	Corporate Reserve		
\$ 160,899	\$ 2,866,796	\$ 1,379,400	\$ 491,527	\$ 9,290,897
1,207,032	-	-	393,675	5,896,171
-	-	-	-	1,260
-	-	-	-	16,214
-	-	-	-	87,783
-	-	-	-	316,449
-	-	-	-	1,547,722
<u>\$ 1,367,931</u>	<u>\$ 2,866,796</u>	<u>\$ 1,379,400</u>	<u>\$ 885,202</u>	<u>\$ 17,156,496</u>
\$ -	\$ 93,239	\$ -	\$ 42,787	\$ 399,968
-	-	-	-	21,573
-	-	-	-	435
-	-	-	-	1,547,722
-	-	-	-	173,422
-	<u>93,239</u>	-	<u>42,787</u>	<u>2,143,120</u>
1,207,032	-	-	393,675	5,907,777
-	-	-	-	316,449
<u>1,207,032</u>	-	-	<u>393,675</u>	<u>6,224,226</u>
-	-	-	-	1,548,982
160,899	1,470,083	-	341,128	1,986,916
-	-	-	107,612	107,612
-	1,303,474	1,379,400	-	4,101,658
-	-	-	-	1,043,982
<u>160,899</u>	<u>2,773,557</u>	<u>1,379,400</u>	<u>448,740</u>	<u>8,789,150</u>
<u>\$ 1,367,931</u>	<u>\$ 2,866,796</u>	<u>\$ 1,379,400</u>	<u>\$ 885,202</u>	<u>\$ 17,156,496</u>

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## VILLAGE OF HARTLAND

### RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION For the Year Ended December 31, 2016

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Total Fund Balances - Governmental Funds	\$ 8,789,150
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental funds are not financial resources and, therefore, are not reported in the funds.	
Land	612,637
Construction in progress	6,734
Other capital assets	41,867,899
Less: Accumulated depreciation	(16,518,914)
Special assessments and loans not currently available are reported as unavailable revenues in the fund financial statements but are recognized as revenue when earned in the government-wide statements	316,449
The net pension liability does not relate to current financial resources and is not reported in the governmental funds	(395,210)
The deferred outflows of resources related to pensions do not relate to current financial resources and, therefore, is not reported in the governmental funds	2,216,688
The deferred inflows of resources related to pensions do not relate to current financial resources and, therefore, is not reported in the governmental funds	(831,715)
Internal service funds are reported in the statement of net position as governmental activities	173,106
Some deferred outflows of resources and liabilities, including long-term debt, are not due and payable in the current period and, therefore, are not reported in the funds	
Bonds and notes payable (including loss on refunding, debt discount, and premiums)	(13,385,004)
Compensated absences	(389,976)
Accrued interest payable	(87,892)
<b>NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<b><u>\$ 22,373,952</u></b>

**VILLAGE OF HARTLAND**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS**

For the Year Ended December 31, 2016

	General	Special Revenue Funds		
		TIF #4	TIF #5	TIF #6
<b>REVENUES</b>				
Taxes	\$ 4,253,228	\$ 9,077	\$ 23,743	\$ -
Intergovernmental	1,424,354	2,342	278	-
Licenses and permits	389,546	-	-	-
Fines, forfeitures and penalties	70,804	-	-	-
Public charges for services	776,601	-	-	-
Public improvement revenues	-	-	-	-
Interdepartmental revenue	53,700	-	-	-
Investment income	36,655	-	-	-
Miscellaneous revenues	105,896	-	-	-
<b>Total Revenues</b>	<b>7,110,784</b>	<b>11,419</b>	<b>24,021</b>	<b>-</b>
<b>EXPENDITURES</b>				
Current				
General government	854,711	170	170	170
Police	2,360,314	-	-	-
Fire protection	645,643	-	-	-
Public works	1,376,372	-	-	-
Health and human services	13,753	-	-	-
Library	674,629	-	-	-
Parks	396,901	-	-	-
Conservation and development	203,848	3,650	360	658,764
Capital Outlay	49,245	-	-	-
Debt Service				
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
<b>Total Expenditures</b>	<b>6,575,416</b>	<b>3,820</b>	<b>530</b>	<b>658,934</b>
Excess (deficiency) of revenues over expenditures	535,368	7,599	23,491	(658,934)
<b>OTHER FINANCING SOURCES (USES)</b>				
Sale of capital assets	1,042	-	-	-
Transfers in	225,209	-	-	-
Transfers out	(290,225)	-	-	(5,000)
<b>Total Other Financing Sources (Uses)</b>	<b>(63,974)</b>	<b>-</b>	<b>-</b>	<b>(5,000)</b>
<b>Net Change in Fund Balances</b>	<b>471,394</b>	<b>7,599</b>	<b>23,491</b>	<b>(663,934)</b>
FUND BALANCES (DEFICITS) - Beginning of Year	5,102,882	(649,220)	(101,082)	(164,576)
<b>FUND BALANCES (DEFICITS) - END OF YEAR</b>	<b>\$ 5,574,276</b>	<b>\$ (641,621)</b>	<b>\$ (77,591)</b>	<b>\$ (828,510)</b>

Debt Service	Capital Projects Funds		Nonmajor Governmental Funds	Totals
	Village Projects	Corporate Reserve		
\$ 1,117,677	\$ -	\$ -	\$ -	\$ 5,403,725
-	-	-	54,896	1,481,870
-	-	-	-	389,546
-	-	-	-	70,804
-	-	-	772,507	1,549,108
-	-	-	13,247	13,247
-	-	-	-	53,700
2,971	19,549	8,166	2,968	70,309
-	-	-	-	105,896
<u>1,120,648</u>	<u>19,549</u>	<u>8,166</u>	<u>843,618</u>	<u>9,138,205</u>
-	-	-	-	855,221
-	-	-	26,241	2,386,555
-	-	-	-	645,643
-	-	-	-	1,376,372
-	-	-	382,477	396,230
-	-	-	36,358	710,987
-	-	-	-	396,901
-	9,580	-	-	876,202
-	1,282,612	541,385	164,242	2,037,484
-	-	-	-	-
780,000	4,854	-	-	784,854
395,950	-	-	-	395,950
<u>1,175,950</u>	<u>1,297,046</u>	<u>541,385</u>	<u>609,318</u>	<u>10,862,399</u>
<u>(55,302)</u>	<u>(1,277,497)</u>	<u>(533,219)</u>	<u>234,300</u>	<u>(1,724,194)</u>
-	-	30,875	-	31,917
-	-	290,225	37,146	552,580
-	(32,146)	-	-	(327,371)
-	(32,146)	321,100	37,146	257,126
(55,302)	(1,309,643)	(212,119)	271,446	(1,467,068)
<u>216,201</u>	<u>4,083,200</u>	<u>1,591,519</u>	<u>177,294</u>	<u>10,256,218</u>
<u>\$ 160,899</u>	<u>\$ 2,773,557</u>	<u>\$ 1,379,400</u>	<u>\$ 448,740</u>	<u>\$ 8,789,150</u>

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## VILLAGE OF HARTLAND

### RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES For the Year Ended December 31, 2016

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Net change in fund balances - total governmental funds	\$ (1,467,068)
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of net position the cost of these assets are capitalized and they are depreciated over their estimated useful lives and reported as depreciation expense in the statement of activities.

Capital outlay is reported as an expenditure in the fund financial statements but is capitalized in the government-wide financial statements	2,037,484
Some items reported as capital outlay were not capitalized	(580,203)
Depreciation is reported in the government-wide statements	(1,445,513)
Net book value of assets retired	(11,118)

Contributed capital assets are reported as revenues in the government-wide financial statements.	1,392,212
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Receivables not currently available are reported as revenue when collected or currently available in the fund financial statements but are recognized as revenue when earned in the government-wide financial statements.	(17,156)
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Debt issued provides current financial resources to governmental funds but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	
Principal repaid	784,854

Governmental funds report debt premiums and discounts as other financing sources (uses) or expenditures. However, in the statement of net position, these are reported as other additions to or deductions from long-term debt. These are allocated over the period the debt is outstanding in the statement of activities and are reported as interest expense.	
Amortization	(4,852)

Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.	
Net pension liability	(1,001,913)
Deferred outflows of resources related to pensions	1,599,249
Deferred inflows of resources related to pensions	(831,715)
Compensated absences	2,867
Accrued interest on debt	3,619

Internal service funds are used by management to charge self insurance costs to individual funds. The increase in net position of the internal service fund reported with governmental activities.	<u>2,187</u>
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<b>CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<b><u>\$ 462,934</u></b>
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## VILLAGE OF HARTLAND

### STATEMENT OF NET POSITION PROPRIETARY FUNDS As of December 31, 2016

ASSETS	Business-type Activities - Enterprise Funds			Governmental Activities - Internal Service Fund
	Water Utility	Sewer Utility	Totals	Dental Insurance
	<b>ASSETS</b>			
Current Assets				
Cash and investments	\$ 1,253,332	\$ 2,042,543	\$ 3,295,875	\$ 177,633
Receivables				
Accounts	303,676	334,528	638,204	-
Taxes	6,748	5,307	12,055	-
Inventories and prepayments	14,920	-	14,920	-
Restricted Assets				
Cash and investments	261,500	-	261,500	-
Accrued interest	-	9,849	9,849	-
Current portion of loan receivable	-	282,584	282,584	-
<b>Total Current Assets</b>	<b>1,840,176</b>	<b>2,674,811</b>	<b>4,514,987</b>	<b>177,633</b>
Noncurrent Assets				
Restricted Assets				
Noncurrent portion of loan receivable	-	1,866,383	1,866,383	-
Capital Assets				
Land	22,291	-	22,291	-
Construction in progress	3,521	-	3,521	-
Property and equipment	18,380,478	9,598,092	27,978,570	-
Accumulated depreciation	(6,297,567)	(4,646,481)	(10,944,048)	-
<b>Total Noncurrent Assets</b>	<b>12,108,723</b>	<b>6,817,994</b>	<b>18,926,717</b>	<b>-</b>
<b>Total Assets</b>	<b>13,948,899</b>	<b>9,492,805</b>	<b>23,441,704</b>	<b>177,633</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Refunding loss	34,279	-	34,279	-
Deferred outflow related to pensions	208,656	99,355	308,011	-
<b>Total Deferred Outflows of Resources</b>	<b>242,935</b>	<b>99,355</b>	<b>342,290</b>	<b>-</b>

	Business-type Activities - Enterprise Funds			Governmental
				Activities - Internal
	Water Utility	Sewer Utility	Totals	Service Fund
<b>LIABILITIES</b>				Dental Insurance
Current Liabilities				
Accounts payable	\$ 26,761	\$ 393,929	\$ 420,690	\$ 4,527
Accrued liabilities	60,923	26,235	87,158	-
Accrued interest	14,319	351	14,670	-
Current portion of general obligation debt	190,000	5,000	195,000	-
Liabilities Payable from Restricted Assets				
Accrued interest	-	9,849	9,849	-
Current portion of revenue bonds	-	282,584	282,584	-
Total Current Liabilities	<u>292,003</u>	<u>717,948</u>	<u>1,009,951</u>	<u>4,527</u>
Noncurrent Liabilities				
Long-Term Debt				
General obligation debt	2,304,508	60,000	2,364,508	-
Net pension liability	37,254	17,818	55,072	-
Liabilities Payable from Restricted Assets				
Revenue bonds	-	1,866,383	1,866,383	-
Total Noncurrent Liabilities	<u>2,341,762</u>	<u>1,944,201</u>	<u>4,285,963</u>	<u>-</u>
Total Liabilities	<u>2,633,765</u>	<u>2,662,149</u>	<u>5,295,914</u>	<u>4,527</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Deferred inflow related to pensions	<u>78,399</u>	<u>37,499</u>	<u>115,898</u>	<u>-</u>
Total Deferred Outflows of Resources	<u>78,399</u>	<u>37,499</u>	<u>115,898</u>	<u>-</u>
<b>NET POSITION</b>				
Net investment in capital assets	9,909,994	4,886,611	14,796,605	-
Unrestricted net position	<u>1,569,676</u>	<u>2,005,901</u>	<u>3,575,577</u>	<u>173,106</u>
<b>TOTAL NET POSITION</b>	<u>\$ 11,479,670</u>	<u>\$ 6,892,512</u>	<u>\$ 18,372,182</u>	<u>\$ 173,106</u>

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## VILLAGE OF HARTLAND

### STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION PROPRIETARY FUNDS

For the Year Ended December 31, 2016

	Business-type Activities - Enterprise Funds			Governmental Activities - Internal Service Fund
	Water Utility	Sewer Utility	Totals	Dental Insurance
<b>OPERATING REVENUES</b>				
Public charges for services	\$ 1,340,290	\$ 1,863,858	\$ 3,204,148	\$ -
Miscellaneous revenues	34,970	6,684	41,654	56,962
<b>Total Operating Revenues</b>	<u>1,375,260</u>	<u>1,870,542</u>	<u>3,245,802</u>	<u>56,962</u>
<b>OPERATING EXPENSES</b>				
Current				
Operation and maintenance	765,865	1,215,592	1,981,457	55,722
Depreciation expense	427,028	263,099	690,127	-
Taxes	25,290	-	25,290	-
<b>Total Operating Expenses</b>	<u>1,218,183</u>	<u>1,478,691</u>	<u>2,696,874</u>	<u>55,722</u>
Operating Income	<u>157,077</u>	<u>391,851</u>	<u>548,928</u>	<u>1,240</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>				
Investment income	8,863	71,601	80,464	947
Interest expense	(59,357)	(63,097)	(122,454)	-
Amortization	3,589	-	3,589	-
<b>Total Nonoperating Revenues (Expenses)</b>	<u>(46,905)</u>	<u>8,504</u>	<u>(38,401)</u>	<u>947</u>
Income Before Transfers and Capital Contributions	<u>110,172</u>	<u>400,355</u>	<u>510,527</u>	<u>2,187</u>
<b>TRANSFERS AND CONTRIBUTIONS</b>				
Capital contributions	1,717,594	811,295	2,528,889	-
Transfers out	(218,059)	(7,150)	(225,209)	-
<b>Total Transfers and Contributions</b>	<u>1,499,535</u>	<u>804,145</u>	<u>2,303,680</u>	<u>-</u>
Change in Net Position	1,609,707	1,204,500	2,814,207	2,187
NET POSITION - Beginning of Year	<u>9,869,963</u>	<u>5,688,012</u>	<u>15,557,975</u>	<u>170,919</u>
NET POSITION - END OF YEAR	<u>\$ 11,479,670</u>	<u>\$ 6,892,512</u>	<u>\$ 18,372,182</u>	<u>\$ 173,106</u>

**VILLAGE OF HARTLAND**

STATEMENT OF CASH FLOWS  
 PROPRIETARY FUND TYPES  
 For the Year Ended December 31, 2016

	Business-type Activities - Enterprise Funds			Governmental Activities - Internal Service Fund
	Water Utility	Sewer Utility	Totals	Dental Insurance
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Receipts from customers	\$ 1,373,251	\$ 1,876,801	\$ 3,250,052	\$ 56,962
Payments to vendors	(348,616)	(1,096,828)	(1,445,444)	-
Payments to employees	(355,708)	(122,137)	(477,845)	(52,908)
Payments to other funds	(33,040)	(20,660)	(53,700)	-
Net Cash Flows From Operating Activities	<u>635,887</u>	<u>637,176</u>	<u>1,273,063</u>	<u>4,054</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Investment income	<u>8,863</u>	<u>9,984</u>	<u>18,847</u>	<u>947</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>				
Paid to municipality for tax equivalent	<u>(218,059)</u>	<u>(7,150)</u>	<u>(225,209)</u>	<u>-</u>
Net Cash Flows From Noncapital Financing Activities	<u>(218,059)</u>	<u>(7,150)</u>	<u>(225,209)</u>	<u>-</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>				
Principal paid on long-term debt	(130,000)	(5,000)	(135,000)	-
Interest paid	(55,045)	(1,505)	(56,550)	-
Acquisition and construction of capital assets	(404,053)	(34,036)	(438,089)	-
Sale of capital assets	2,941	-	2,941	-
Receipt of Del-Hart deposits	<u>-</u>	<u>290,713</u>	<u>290,713</u>	<u>-</u>
Net Cash Flows From Capital and Related Financing Activities	<u>(586,157)</u>	<u>250,172</u>	<u>(335,985)</u>	<u>-</u>
<b>Net Change in Cash and Cash Equivalents</b>	(159,466)	890,182	730,716	5,001
CASH AND CASH EQUIVALENTS - Beginning of Year	<u>1,674,298</u>	<u>1,152,361</u>	<u>2,826,659</u>	<u>172,632</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 1,514,832</u>	<u>\$ 2,042,543</u>	<u>\$ 3,557,375</u>	<u>\$ 177,633</u>

	Business-type Activities - Enterprise Funds			Governmental Activities - Internal
	Water Utility	Sewer Utility	Totals	Service Fund
				Dental Insurance
<b>RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>				
Operating income	\$ 157,077	\$ 391,851	\$ 548,928	\$ 1,240
Adjustments to reconcile operating income to net cash provided by operating activities				
Depreciation	427,028	263,099	690,127	-
Depreciation charged to other funds	25,910	(25,910)	-	-
Amortization	(3,589)	-	(3,589)	-
Changes in assets and liabilities				
Accounts receivable	(2,011)	6,259	4,248	-
Inventory	(514)	-	(514)	-
Pension related amounts	23,157	12,833	35,990	-
Accounts payable	7,876	(11,706)	(3,830)	2,814
Accrued liabilities	953	750	1,703	-
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>\$ 635,887</b>	<b>\$ 637,176</b>	<b>\$ 1,273,063</b>	<b>\$ 4,054</b>
<b>NONCASH CAPITAL AND RELATED FINANCING ACTIVITIES</b>				
Change in Del-Hart loan payable/receivable	\$ -	\$ 275,021		\$ -
Interest expense on Del-Hart loan payable	\$ -	\$ 62,878		\$ -
Interest earned on Del-Hart loan receivable	\$ -	\$ 62,878		\$ -
Capital assets contributed	\$ 1,717,594	\$ 811,295		\$ -

**VILLAGE OF HARTLAND**

**STATEMENT OF ASSETS AND LIABILITIES  
FIDUCIARY FUND  
As of December 31, 2016**

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	<u>Agency Fund</u> <u>Tax Collection</u> <u>Fund</u>
<b>ASSETS</b>	
Cash and investments	\$ 11,335,517
Receivables	
Taxes	<u>3,837,908</u>
<b>TOTAL ASSETS</b>	<u>\$ 15,173,425</u>
<b>LIABILITIES</b>	
Due to other governments	<u>\$ 15,173,425</u>

## VILLAGE OF HARTLAND

### INDEX TO NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE I – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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The accounting policies of the Village of Hartland, Wisconsin conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The accepted standard setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB).

#### A. REPORTING ENTITY

This report includes all of the funds of the Village of Hartland. The reporting entity for the Village consists of the primary government and its component units. Component units are legally separate organizations for which the primary government is financially accountable or other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading. The primary government is financially accountable if (1) it appoints a voting majority of the organization's governing body and it is able to impose its will on that organization, (2) it appoints a voting majority of the organization's governing body and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government, (3) the organization is fiscally dependent on and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. Certain legally separate, tax exempt organizations should also be reported as a component unit if all of the following criteria are met: (1) the economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units, or its constituents; (2) the primary government or its component units, is entitled to, or has the ability to access, a majority of the economic resources received or held by the separate organization; and (3) the economic resources received or held by an individual organization that the primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to the primary government.

Component units are reported using one of two methods, discrete presentation or blending. Generally, component units should be discretely presented in a separate column in the financial statements. A component unit should be reported as part of the primary government using the blending method if it meets any of the following criteria: (1) the primary government and the component unit have substantively the same governing body and a financial benefit or burden relationship exists, (2) the primary government and the component unit have substantively the same governing body and management of the primary government has operational responsibility for the component unit, (3) the component unit serves or benefits, exclusively or almost exclusively, the primary government rather than its citizens, or (4) the total debt of the component unit will be paid entirely or almost entirely from resources of the primary government.

#### ***Discretely Presented Component Unit***

##### *Hartland Business Improvement District*

The government-wide financial statements include the Hartland Business Improvement District ("BID") as a component unit. The BID is a legally separate organization. The board of the BID is appointed by the Village board. Wisconsin Statutes provide for circumstances whereby the Village can impose its will on the BID, and also create a potential financial benefit to or burden on the Village. See Note III.I. As a component unit, the BID's financial statements have been presented as a discrete column in the financial statements. The information presented is for the fiscal year ended December 31, 2016. The BID does not issue separate financial statements.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE I – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

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#### ***B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS***

##### ***Government-Wide Financial Statements***

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The Village does not allocate indirect expenses to functions in the Statement of Activities. Program revenues include (1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not included among program revenues are reported as general revenues. Internally dedicated resources are reported as general revenues rather than as program revenues.

##### ***Fund Financial Statements***

Financial statements of the Village are organized into funds each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position/fund balance, revenues, and expenditures/expenses.

Funds are organized as major funds or non-major funds within the governmental and proprietary fund statements. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the Village or meets the following criteria:

- a. Total assets/deferred outflows of resources, liabilities/deferred inflows of resources, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10% of the corresponding total for all funds of that category or type, and
- b. The same element of the individual governmental fund or enterprise fund that met the 10% test is at least 5% of the corresponding total for all governmental and enterprise funds combined.
- c. In addition, any other governmental or enterprise fund that the Village's management believes is particularly important to financial statement users may be reported as a major fund.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

---

### NOTE I – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

---

#### **B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (cont.)**

##### ***Fund Financial Statements (cont.)***

Separate financial statements are provided for governmental funds and proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The Village reports the following major governmental funds:

- General Fund – accounts for the Village’s primary operating activities. It is used to account for and report all financial resources not accounted for and reported in another fund.
- Special Revenue Fund – TIF Fund #4 – used to account for and report financial resources that are restricted, committed, or assigned to expenditures for the payment of TIF related costs.
- Special Revenue Fund – TIF Fund #5 – used to account for and report financial resources that are restricted, committed, or assigned to expenditures for the payment of TIF related costs.
- Special Revenue Fund – TIF Fund #6 – used to account for and report financial resources that are restricted, committed, or assigned to expenditures for the payment of TIF related costs.
- Debt Service Fund – used to account for and report financial resources that are restricted, committed, or assigned to expenditure for the payment of general long-term debt principal, interest and related costs.
- Capital Projects Fund – Village Projects Fund – used to account for and report financial resources that are restricted, committed, or assigned to expenditures for long-term borrowing and other resources to be used for capital improvement projects.
- Capital Projects Fund – Corporate Reserve Fund – used to account for and report financial resources that are restricted, committed, or assigned to expenditures for major capital equipment.

The Village reports the following major proprietary funds:

- Water Utility – accounts for operations of the water system.
- Sewer Utility – accounts for operations of the sanitary sewer system.

The Village reports the following non-major governmental funds:

- Special Revenue Funds – used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes (other than major capital projects).
  - Refuse and Garbage Collection
  - Special Library
  - Major Incident Task Force
  - Impact Fees
  - Criminal Investigation Task Force

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

---

### NOTE I – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

---

#### **B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (cont.)**

##### ***Fund Financial Statements (cont.)***

Capital Projects Fund – used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Developers

In addition, the Village reports the following fund types:

Internal Service Fund - used to account for the financing of goods and services provided by one department to other departments of the Village, or to other governmental units, on a cost-reimbursement basis.

Dental Insurance Fund

Agency Fund - used to account for assets held by the Village in a trustee capacity or as an agent for individuals, private organizations, and/or other governmental units.

Tax Collection Fund

#### **C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION**

##### ***Government-Wide Financial Statements***

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Property taxes are recognized as revenues in the year for which they are levied. Taxes receivable for the following year are recorded as receivables and deferred inflows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met. Special assessments are recorded as revenue when earned. Unbilled receivables are recorded as revenues when services are provided.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the Village's Water and Sewer Utilities and the General Fund. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

---

### NOTE I – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

---

#### C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION (cont.)

##### *Fund Financial Statements*

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Village considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences, and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

Property taxes are recorded in the year levied as receivables and deferred inflows. They are recognized as revenues in the succeeding year when services financed by the levy are being provided.

Intergovernmental aids and grants are recognized as revenues in the period the Village is entitled to the resources and the amounts are available. Amounts owed to the Village which are not available are recorded as receivables and unavailable revenues. Amounts received before eligibility requirements (excluding time requirements) are met are recorded as liabilities. Amounts received in advance of meeting time requirements are recorded as deferred inflows.

Special assessments are recorded as revenues when they become measurable and available. Annual installments due in future years are reflected as receivables and unavailable revenues.

Revenues susceptible to accrual include property taxes, miscellaneous taxes, public charges for services, and interest. Other general revenues such as fines and forfeitures, license, permit and inspection fees, recreation fees, and miscellaneous revenues are recognized when received in cash or when measurable and available under the criteria described above.

Proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as described previously in this note. Agency funds follow the accrual basis of accounting, and do not have a measurement focus.

The proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Water Utility and Sewer Utility are charges to customers for sales and services. Special assessments are recorded as receivables and contribution revenue when levied. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE I – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

---

#### *C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION (cont.)*

##### *All Financial Statements*

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

#### *D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION OR EQUITY*

##### *1. Deposits and Investments*

For purposes of the statement of cash flows, the Village considers all highly liquid investments with an initial maturity of three months or less when acquired to be cash equivalents.

Investment of Village funds is restricted by state statutes. Available investments are limited to:

- a. Time deposits in any credit union, bank, savings bank or trust company maturing in three years or less.
- b. Bonds or securities of any county, drainage district, technical college district, city, village, town, or school district of the state. Also, bonds issued by a local exposition district, a local professional baseball park district, a local professional football stadium district, a local cultural arts district, the University of Wisconsin Hospitals and Clinics Authority, or by Wisconsin Aerospace Authority.
- c. Bonds or securities issued or guaranteed by the federal government.
- d. The local government investment pool.
- e. Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.
- f. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.
- g. Repurchase agreements with public depositories, with certain conditions.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE I – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

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#### D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)

##### 1. *Deposits and Investments* (cont.)

The Village has adopted an investment policy. The policy addresses credit risk by limiting investments to savings accounts, checking accounts, Wisconsin local government investment pool, certificates of deposit and any other investment authorized by Wisconsin State Statutes and by ensuring funds are insured or fully collateralized. The policy addresses interest rate risk by investing operating funds in shorter term securities, money market mutual funds, repurchase and sweep agreements or similar investment pools and keeping maturities of investments under 5 years and structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations. The policy addresses custodial credit risk by ensuring funds are insured or fully collateralized. The Village is in compliance with their policy.

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on quoted market prices. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income. Investment income on commingled investments of municipal accounting funds is allocated based on average investment balances. The difference between the bank statement balance and the carrying balance is due to outstanding checks and/or deposits in transit.

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2016, the fair value of the Village's share of the LGIP's assets was substantially equal to the amount as reported in these financial statements.

See Note III.A. for further information.

##### 2. *Receivables*

Property taxes are levied in November on the assessed value as of the prior January 1. In addition to property taxes for the Village, taxes are collected for and remitted to the state and county governments as well as the local school district and technical college district. Taxes for all state and local governmental units billed in the current year for the succeeding year are reflected as receivables and due to other taxing units on the accompanying statement of assets and liabilities – fiduciary fund.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE I – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

---

#### *D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)*

##### **2. Receivables (cont.)**

Property tax calendar – 2016 tax roll:

Lien date and levy date	November 2016
Tax bills mailed	December 2016
Payment in full, or	January 31, 2017
First installment due	January 31, 2017
Second installment due	July 31, 2017
Personal property taxes in full	January 31, 2017
Tax Sale – 2016 delinquent real estate taxes	October 2019

Accounts receivable have been shown net of an allowance for uncollectible accounts of \$115,038 for ambulance billing. Delinquent real estate taxes as of July 31 are paid in full by the county, which assumes the collection thereof. No provision for uncollectible accounts receivable of the Water and Sewer Utilities has been made in the accompanying enterprise fund financial statements because those funds have the right by law to place substantially all delinquent bills on the tax roll, and other delinquent bills are generally not significant.

During the course of operations transactions occur between individual funds that may result in amounts owed between funds. Short-term interfund loans are reported as “due to and from other funds.” Long-term interfund loans (noncurrent portion) are reported as “advances from and to other funds.” Interfund receivables and payables between funds are eliminated in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances”.

In the governmental fund financial statements, advances to other funds are offset equally by a non-spendable fund balance account which indicates that they do not constitute expendable available financial resources and, therefore, are not available for appropriation or by a restricted fund balance account, if the funds will ultimately be restricted when the advance is repaid.

##### **3. Inventories and Prepaid Items**

Governmental fund inventory items are charged to expenditure accounts when purchased. Year-end inventory was not significant. Proprietary fund inventories are generally used for operation and maintenance work. They are not for resale. They are valued at cost based on first in – first out method, and charged to construction or operation and maintenance expense when used.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS

As of and for the Year Ended December 31, 2016

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### NOTE I – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

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#### *D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)*

##### *4. Restricted Assets*

Mandatory segregations of assets are presented as restricted assets. Such segregations are required by bond agreements and other external parties. Current liabilities payable from these restricted assets are so classified. The excess of restricted assets over current liabilities payable from restricted assets will be used first for retirement of related long-term debt. The remainder, if generated from earnings, is shown as restricted net position.

##### *5. Capital Assets*

###### *Government-Wide Statements*

Capital assets, which include property, plant, and equipment, are reported in the government-wide financial statements, are defined by the government as assets with an initial cost of more than \$5,000 for general capital assets and \$5,000 for infrastructure assets, and an estimated useful life in excess of one year. All capital assets are valued at historical cost, or estimated historical cost if actual amounts are unavailable. Donated capital assets are recorded at their estimated fair value at the date of donation.

Additions to and replacements of capital assets of business-type activities are recorded at original cost, which includes material, labor, overhead, and an allowance for the cost of funds used during construction when significant. For tax-exempt debt, the amount of interest capitalized equals the interest expense incurred during construction netted against any interest revenue from temporary investment of borrowed fund proceeds. No interest was capitalized during the current year. The cost of renewals and betterments relating to retirement units is added to capital asset accounts. The cost of property replaced, retired or otherwise disposed of, is deducted from capital asset accounts and, generally, together with removal costs less salvage, is charged to accumulated depreciation.

Depreciation and amortization of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Buildings and Building Improvements	20-40 Years
Machinery and Equipment	1-15 Years
Utility System	15-90 Years
Infrastructure	20-50 Years
Intangibles	5-20 Years

###### *Fund Financial Statements*

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same as in the government-wide statements.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE I – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

---

#### *D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)*

##### **6. Deferred Outflows of Resources**

A deferred outflow of resources represents a consumption of net position/fund balance that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that future time.

A deferred charge on refunding arises from the advance refunding of debt. The difference between the cost of the securities placed in trust for future payments of the refunded debt and the net carrying value of that debt is deferred and amortized as a component of interest expense over the shorter of the term of the refunding issue or the original term of the refunded debt. The unamortized amount is reported as a deferred outflow of resources in the government-wide and proprietary fund financial statements.

##### **7. Compensated Absences**

Vacation time is cumulative from year to year to a maximum of 24 days. Sick leave benefits are cumulative up to a maximum of 150 days. There are no provisions for payment of accumulated sick leave benefit if employment is terminated. At retirement, a percentage of accumulated sick leave will be converted to health insurance benefits based on the employee's classification.

All vested vacation and sick leave pay is accrued when incurred in the government-wide and proprietary fund financial statements. In governmental fund financial statements, the cost of vacation and sick leave is recognized when payments are made to employees and liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements, or are payable with expendable available resources.

Payments for vacation and sick leave will be made at rates in effect when the benefits are used. Accumulated vacation and sick leave liabilities at December 31, 2016 are determined on the basis of current salary rates and include salary related payments.

##### **8. Long-Term Obligations/Conduit Debt**

All long-term obligations to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements. The long-term obligations consist primarily of notes and bonds payable, and accrued compensated absences.

Long-term obligations for governmental funds are not reported as liabilities in the fund financial statements. The face value of debts "plus any premiums" are reported as other financing sources and payments of principal and interest are reported as expenditures. The accounting in proprietary funds is the same as it is in the government-wide statements.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE I – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

---

#### ***D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)***

##### ***8. Long-Term Obligations/Conduit Debt (cont.)***

For the government-wide statements and proprietary fund statements, bond premiums and discounts are amortized over the life of the issue using the straight-line method. The balance at year end is shown as an increase or decrease in the liability section of the statement of net position.

The Village has approved the issuance of industrial revenue bonds (IRB) for the benefit of private business enterprises. IRB's are secured by mortgages or revenue agreements on the associated projects, and do not constitute indebtedness of the Village. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements. The total amount of IRB's outstanding at the end of the year is approximately \$2.21 million, made up of one issue.

##### ***9. Deferred Inflows of Resources***

A deferred inflow of resources represents an acquisition of net position/fund balance that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time.

##### ***10. Equity Classifications***

###### ***Government-Wide Statements***

Equity is classified as net position and displayed in three components:

- a. *Net investment in capital assets* – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets less any unspent debt proceeds.
- b. *Restricted net position*– Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or, (2) law through constitutional provisions or enabling legislation.
- c. *Unrestricted net position*– All other net positions that do not meet the definition of “restricted” or “net investment in capital assets.”

When both restricted and unrestricted resources are available for use, it is the Village's policy to use restricted resources first, then unrestricted resources as they are needed.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE I – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

---

#### ***D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)***

##### ***10. Equity Classifications (cont.)***

###### ***Fund Statements***

Governmental fund balance is displayed as follows:

- a. Nonspendable – Includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.
- b. Restricted – Consists of fund balances with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or (2) law through constitutional provisions or enabling legislation.
- c. Committed – Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority. Fund balance amounts are committed through a formal action (resolution) of the Village. This formal action must occur prior to the end of the reporting period, but the amount of the commitment, which will be subject to the constraints, may be determined in the subsequent period. Any changes to the constraints imposed require the same formal action of the Village that originally created the commitment.
- d. Assigned – Includes spendable fund balance amounts that are intended to be used for specific purposes that do not meet the criteria to be classified as restricted or committed. The Village Board has, by resolution, adopted a financial policy authorizing the Finance Director and Village Administrator to assign amounts for a specific purpose. Assignments may take place after the end of the reporting period.
- e. Unassigned – Includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceeds amounts restricted, committed or assigned for those purposes.

Proprietary fund equity is classified the same as in the government-wide statements.

The Village considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents / contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the Village would first use committed, then assigned and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

---

### NOTE I – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

---

#### *D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)*

##### **10. Equity Classifications (cont.)**

See Note III.H. for further information.

The Village has a formal minimum fund balance policy. That policy is to maintain a working capital fund of at least 25% of total general fund annual revenues. The balance at year end was \$2,591,704 or 35.3%, and is included in unassigned general fund fund balance.

##### **11. Basis for Existing Rates – Proprietary Funds**

###### ***Water Utility***

Rates for the water utility were established by the Wisconsin Public Service Commission. The rates for 2016 were effective December 16, 2015. Effective December 16, 2016 the water rates were increased approximately 29% due to a full rate case study.

###### ***Sewer Utility***

The sewer utility revenues are based on rates established by the Village Board. The 2016 rates were effective December 16, 2015. Effective December 16, 2016 the sewer rates were increased 5.0% as part of the annual budget process.

##### **12. Pension**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

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### NOTE II – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

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#### **A. BUDGETARY INFORMATION**

A budget has been adopted for the general fund, certain special revenue funds, debt service and certain capital project funds. Budgets have not been formally adopted for the special library and developers funds. Wisconsin Statute 65.90 requires that an annual budget be adopted for all funds.

**VILLAGE OF HARTLAND**

NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2016

**NOTE II – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (cont.)**

**B. EXCESS EXPENDITURES OVER APPROPRIATIONS**

Funds	Budgeted Expenditures	Actual Expenditures	Excess Expenditures Over Budget
Debt Service Fund	\$ 1,174,550	\$ 1,175,950	\$ 1,400
Capital Projects Funds			
Village Projects	\$ 1,293,054	\$ 1,329,192	\$ 36,138
Corporate Reserve	217,900	541,385	323,485
Special Revenue Funds			
TIF #4	\$ 317	\$ 3,820	\$ 3,503
TIF #5	317	530	213
TIF #6	317	663,934	663,617
Major Incident Task Force	-	1,219	1,219

The Village controls expenditures at the fund level. Some individual departments experienced expenditures which exceeded appropriations. The detail of those items can be found in the Village's year-end budget to actual report.

**C. DEFICIT BALANCES**

Generally accepted accounting principles require disclosure of individual funds that have deficit balances at year end.

The Special Revenue - TIF #4 fund has a deficit balance of \$641,621, Special Revenue - TIF #5 fund has a deficit balance of \$77,591 and Special Revenue - TIF #6 fund has a deficit balance of \$828,510 at December 31, 2016. These deficits are anticipated to be funded by future tax increment revenues.

**D. LIMITATIONS ON THE VILLAGE'S TAX LEVY**

Wisconsin law limits the Village's future tax levies. Generally, the Village is limited to its prior tax levy dollar amount (excluding TIF districts), increased by the greater of the percentage change in the Village's equalized value due to new construction or zero percent. Changes in debt service from one year to the next are generally exempt from this limit with certain exceptions. The Village is required to reduce its allowable levy by the estimated amount of fee revenue it collects for certain services, if those services were funded in 2013 by the property tax levy. Levies can be increased above the allowable limits if the amount is approved by referendum.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE III – DETAILED NOTES ON ALL FUNDS

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#### A. DEPOSITS AND INVESTMENTS

The Village's cash and investments at year end were comprised of the following:

	<u>Carrying Value</u>	<u>Bank Balance</u>	<u>Associated Risks</u>
Demand deposits	\$ 24,102,921	\$ 24,395,335	Custodial Credit
LGIP	301,000	301,000	Credit
Petty cash	550	-	Not Applicable
Total Cash and Investments	<u>\$ 24,404,471</u>	<u>\$ 24,696,335</u>	

#### Reconciliation to financial statements:

##### Per statement of net position

Unrestricted cash and investments	\$ 12,764,405
Restricted cash and investments	261,500
Component unit cash and investments	43,049

##### Per statement of assets and liabilities –

Fiduciary Funds	<u>11,335,517</u>
Total Cash and Investments	<u>\$ 24,404,471</u>

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000 for time and savings accounts (including NOW accounts), \$250,000 for demand deposit accounts (interest-bearing and noninterest-bearing). In addition, if deposits are held in an institution outside of the state in which the government is located, insured amounts are further limited to a total of \$250,000 for the combined amount of all deposit accounts.

Bank accounts are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the nature of this fund, recovery of material principal losses may not be significant to individual municipalities. This coverage has not been considered in computing custodial credit risk.

The Village maintains collateral agreements with its banks. At December 31, 2016, the banks had pledged various government securities in the amount of \$20,411,439 to secure the Village's deposits. The remaining balance of approximately \$4 million is insured through the FDIC.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE III – DETAILED NOTES ON ALL FUNDS (cont.)

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#### A. DEPOSITS AND INVESTMENTS (cont.)

##### *Custodial Credit Risk*

##### Deposits

Custodial credit risk is the risk that in the event of a financial institution failure, the Village's deposits may not be returned to the Village.

As of December 31, 2016, \$20,411,439 of the Village's total bank balances were exposed to custodial credit risk as follows:

Uninsured and collateral held by the pledging financial institution	<u>\$ 20,411,439</u>
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##### *Credit Risk*

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

As of December 31, 2016, the Village's investments held in the Local Government Investment Pool were not rated.

See Note I.D.1. for further information on deposit and investment policies.

#### B. RECEIVABLES

All of the receivables on the balance sheet are expected to be collected within one year, except for delinquent personal property taxes of \$1,260 and loans of \$316,449.

Governmental funds report *unavailable or unearned revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Property taxes levied for the subsequent year are not earned and cannot be used to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of *unavailable* and *unearned revenue* reported in the governmental funds were as follows:

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE III – DETAILED NOTES ON ALL FUNDS (cont.)

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#### **B. RECEIVABLES (cont.)**

	Unearned	Unavailable	Total
Property taxes receivable for subsequent year	\$ 5,502,496	\$ -	\$ 5,502,496
TIF Loans receivable not yet due	-	316,449	316,449
Chimney Swift Loan receivable for subsequent year	11,606	-	11,606
Charges for service - refuse and garbage collection	<u>393,675</u>	<u>-</u>	<u>393,675</u>
Total Unearned/Unavailable Revenue for Governmental Funds	<u>\$ 5,907,777</u>	<u>\$ 316,449</u>	<u>\$ 6,224,226</u>
Unearned revenue included in deferred inflows	\$ 5,907,777		
Unavailable revenue included in deferred inflows	<u>316,449</u>		
Total Unearned/Unavailable Revenue for Governmental Funds	<u>\$ 6,224,226</u>		

The TIF loans receivable of \$214,951 in TIF 4 and \$101,498 in TIF 5 for a total of \$316,449 consist of development loans to be payable from future tax increment revenue from the TIF 4 and TIF 5 fund. If there is not sufficient tax increment revenue generated in a given year, loan payments are required to be paid by the developers involved.

Currently, the sewer utility has a loan receivable due from the Delafield-Hartland Water Pollution Control Commission (DHWPC) in relation to the issuance of Clean Water Fund Revenue Bonds in 2005. The loan receivable balance at December 31, 2016 is \$2,148,967. See Note III.F. for additional information on the corresponding debt.

#### **C. RESTRICTED ASSETS**

##### ***Cash and Investments***

Restricted assets have been reported for unspent bond proceeds as cash and investments for utility projects.

##### ***Accrued Interest***

Restricted assets have been reported for accrued interest for payment of a loan.

##### ***Loans Receivable***

Restricted assets have been reported for loans receivable for payment of a loan.

Total restricted assets as of as of December 31, 2016 is \$2,420,316.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

### NOTE III – DETAILED NOTES ON ALL FUNDS (cont.)

#### D. CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2016 was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
<b>Governmental Activities</b>				
Capital assets not being depreciated/amortized				
Land	\$ 612,637	\$ -	\$ -	\$ 612,637
Construction in progress	8,364	6,734	8,364	6,734
<b>Total Capital Assets Not Being Depreciated/Amortized</b>	<b>621,001</b>	<b>6,734</b>	<b>8,364</b>	<b>619,371</b>
Capital assets being depreciated/amortized				
Buildings	7,571,673	51,182	-	7,622,855
Machinery and equipment	5,300,682	489,507	82,891	5,707,298
Intangibles	152,363	-	-	152,363
Roads	14,660,194	1,578,419	228,385	16,010,228
Other infrastructure	2,906,545	263,457	-	3,170,002
Storm sewers	8,395,855	468,558	403	8,864,010
Street lighting	341,143	-	-	341,143
<b>Total Capital Assets Being Depreciated/Amortized</b>	<b>39,328,455</b>	<b>2,851,123</b>	<b>311,679</b>	<b>41,867,899</b>
Less: Accumulated depreciation/amortization for				
Buildings	(2,848,390)	(196,412)	-	(3,044,802)
Machinery and equipment	(3,142,141)	(386,970)	(80,193)	(3,448,918)
Intangibles	(22,596)	(12,932)	-	(35,528)
Roads	(5,362,612)	(602,978)	(219,977)	(5,745,613)
Other infrastructure	(1,552,666)	(84,658)	-	(1,637,324)
Storm sewers	(2,280,965)	(144,506)	(391)	(2,425,080)
Street lighting	(164,592)	(17,057)	-	(181,649)
<b>Total Accumulated Depreciation/Amortization</b>	<b>(15,373,962)</b>	<b>(1,445,513)</b>	<b>(300,561)</b>	<b>(16,518,914)</b>
<b>Net Capital Assets Being Depreciated/Amortized</b>	<b>23,954,493</b>	<b>1,405,610</b>	<b>11,118</b>	<b>25,348,985</b>
<b>Total Governmental Activities Capital Assets, Net of Depreciation/Amortization</b>	<b>\$ 24,575,494</b>	<b>\$ 1,412,344</b>	<b>\$ 19,482</b>	<b>\$ 25,968,356</b>

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

### NOTE III – DETAILED NOTES ON ALL FUNDS (cont.)

#### D. CAPITAL ASSETS (cont.)

Depreciation/amortization expense was charged to functions as follows:

#### Governmental Activities

General government	\$ 92,761
Police	84,801
Fire and ambulance	95,077
Public works, which includes the depreciation of roads, storm sewers and street lighting	1,019,572
Library	93,683
Parks and recreation	<u>59,619</u>
<b>Total Governmental Activities Depreciation/Amortization Expense</b>	<b><u>\$ 1,445,513</u></b>

	Beginning Balance	Additions	Deletions	Ending Balance
<b>Business-Type Activities</b>				
Capital assets not being depreciated				
Land	\$ 22,291	\$ -	\$ -	\$ 22,291
Construction in progress	<u>-</u>	<u>3,521</u>	<u>-</u>	<u>3,521</u>
<b>Total Capital Assets Not Being Depreciated</b>	<b><u>22,291</u></b>	<b><u>3,521</u></b>	<b><u>-</u></b>	<b><u>25,812</u></b>
Capital assets being depreciated				
Buildings and improvements	788,743	80,000	-	868,743
Machinery and equipment	1,274,192	44,480	-	1,318,672
Water distribution system	14,780,765	2,027,682	194,939	16,613,508
Sewer collection system	<u>8,366,352</u>	<u>811,295</u>	<u>-</u>	<u>9,177,647</u>
<b>Total Capital Assets Being Depreciated</b>	<b><u>25,210,052</u></b>	<b><u>2,963,457</u></b>	<b><u>194,939</u></b>	<b><u>27,978,570</u></b>
Less: Accumulated depreciation for				
Buildings and improvements	(303,915)	(25,081)	-	(328,996)
Machinery and equipment	(1,285,849)	(138,037)	-	(1,423,886)
Water distribution system	(4,663,294)	(312,977)	(191,998)	(4,784,273)
Sewer collection system	<u>(4,192,861)</u>	<u>(214,032)</u>	<u>-</u>	<u>(4,406,893)</u>
<b>Total Accumulated Depreciation</b>	<b><u>(10,445,919)</u></b>	<b><u>(690,127)</u></b>	<b><u>(191,998)</u></b>	<b><u>(10,944,048)</u></b>
<b>Net Capital Assets Being Depreciated</b>	<b><u>14,764,133</u></b>	<b><u>2,273,330</u></b>	<b><u>2,941</u></b>	<b><u>17,034,522</u></b>
<b>Business-type Activities</b>				
<b>Capital Assets, Net of Depreciation</b>	<b><u>\$ 14,786,424</u></b>	<b><u>\$ 2,276,851</u></b>	<b><u>\$ 2,941</u></b>	<b><u>\$ 17,060,334</u></b>

**VILLAGE OF HARTLAND**

NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2016

**NOTE III – DETAILED NOTES ON ALL FUNDS (cont.)**

**D. CAPITAL ASSETS (cont.)**

Depreciation expense was charged to functions as follows:

**Business-Type Activities**

Water	\$ 427,028
Sewer	<u>263,099</u>
Total Business-Type Activities	
Depreciation Expense	<u>\$ 690,127</u>

Depreciation expense may be different from business-type activity accumulated depreciation additions because of joint metering, salvage, cost of removal, internal allocations, or costs associated with the disposal of assets.

**E. INTERFUND RECEIVABLES/PAYABLES AND TRANSFERS**

The following is a schedule of interfund receivables and payables including any overdrafts on pooled cash and investment accounts:

Receivable Fund	Payable Fund	Amount	Amount Not Due Within One Year
General Fund	Special Revenue - TIF #4	\$ 641,621	\$ 641,621
General Fund	Special Revenue - TIF #5	77,591	77,591
General Fund	Special Revenue - TIF #6	<u>828,510</u>	828,510
Subtotal - Fund financial statements		1,547,722	
Less: Fund eliminations		<u>(1,547,722)</u>	
Total Internal Balances - Government-Wide Statement of Net Position		<u>\$ -</u>	

For the statement of net position, interfund balances which are owed within the governmental activities or business-type activities are netted and eliminated.

**VILLAGE OF HARTLAND**

NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2016

**NOTE III – DETAILED NOTES ON ALL FUNDS (cont.)**

***E. INTERFUND RECEIVABLES/PAYABLES AND TRANSFERS (cont.)***

The following is a schedule of interfund transfers:

<u>Fund Transferred To</u>	<u>Fund Transferred From</u>	<u>Amount</u>	<u>Principal Purpose</u>
General Fund	Enterprise Fund - Water Utility	\$ 218,059	Payment of tax equivalent.
General Fund	Enterprise Fund - Sewer Utility	7,150	Payment of tax equivalent.
Capital Projects Fund Corporate Reserve	General Fund	290,225	Provide financing for the purchase of equipment
Capital Projects Fund Developer Fund	Special Revenue Fund TIF #6	5,000	Provide financing for payment of engineering per developer agreement
Capital Projects Fund Developer Fund	Capital Projects Fund Village Projects	<u>32,146</u>	Provide financing for share in developer engineering expenses related to village items
Subtotal - Fund financial statements		552,580	
Less: Fund eliminations		<u>(327,371)</u>	
Total Transfers - Government-Wide Statement of Activities		<u>\$ 225,209</u>	
<u>Entity Transferred To</u>	<u>Entity Transferred From</u>		
Governmental Activities	Business-Type Activities	<u>\$ 225,209</u>	

Generally, transfers are used to (1) move revenues from the fund that collects them to the fund that the budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund, and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

For the statement of activities, interfund transfers within governmental or business type activities are netted and eliminated.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

### NOTE III – DETAILED NOTES ON ALL FUNDS (cont.)

#### *F. LONG-TERM OBLIGATIONS*

Long-term obligations activity for the year ended December 31, 2016 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Amounts Due Within One Year
<b>Governmental Activities</b>					
<b>Bonds and Notes Payable</b>					
General obligation debt	\$ 13,968,977	\$ -	\$ 784,854	\$ 13,184,123	\$ 844,854
Add/(Subtract) Deferred Amounts For					
(Discounts)/Premiums	340,841	-	19,822	321,019	-
Sub-total	14,309,818	-	804,676	13,505,142	844,854
<b>Other Liabilities</b>					
Net pension liability	(606,703)	1,001,913	-	395,210	-
Compensated absences	392,843	333,777	336,644	389,976	70,706
Sub-total	(213,860)	1,335,690	336,644	785,186	70,706
Total Governmental Activities					
Long-Term Liabilities	\$ 14,095,958	\$ 1,335,690	\$ 1,141,320	\$ 14,290,328	\$ 915,560
<b>Business-type Activities</b>					
<b>Bonds and Notes Payable</b>					
General obligation debt	\$ 2,605,000	-	135,000	2,470,000	195,000
Revenue Bonds Payable	2,423,988	-	275,021	2,148,967	282,584
Net pension liability	(86,041)	141,113	-	55,072	-
Add/(Subtract) Deferred Amounts For					
(Discounts)/Premiums	97,383	-	7,875	89,508	-
Total Business-type Activities					
Long-Term Liabilities	\$ 5,040,330	\$ 141,113	\$ 417,896	\$ 4,763,547	\$ 477,584

#### ***General Obligation Debt***

All general obligation notes and bonds payable are backed by the full faith and credit of the Village. Notes and bonds in the governmental funds will be retired by future property tax levies or tax increments accumulated by the debt service fund.

In accordance with Wisconsin Statutes, total general obligation indebtedness of the Village may not exceed 5% of the equalized value of taxable property within the Village's jurisdiction. The debt limit as of December 31, 2016, was \$60,547,080. Total general obligation debt outstanding at year end was \$15,654,123.

**VILLAGE OF HARTLAND**

NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2016

**NOTE III – DETAILED NOTES ON ALL FUNDS (cont.)**

**F. LONG-TERM OBLIGATIONS (cont.)**

**General Obligation Debt (cont.)**

Type/Series	Date of Issue	Final Maturity	Interest Rates	Original Amount	Balance 12/31/2016
<u>Governmental Activities</u>					
General Obligation Bonds					
2006	3/1/06	2/1/25	3.5-4.1%	\$ 2,700,000	\$ 100,000
2009	2/3/09	2/1/29	2.0-4.12	3,125,000	2,425,000
2010	12/1/10	12/1/17	0.8-2.0	1,840,000	335,000
2012	11/14/12	10/1/32	2.0-3.0	3,780,000	3,315,000
2013	12/05/13	6/1/30	2.5-3.3	4,935,000	4,520,000
2014	11/10/14	2/15/22	-	38,831	29,123
2015	11/03/15	10/1/35	2.5-3.0	2,460,000	2,460,000
Total Governmental Activities - General Obligation Debt					<u>\$ 13,184,123</u>

Business-type Activities

General Obligation Bonds

2006	3/1/06	2/1/25	3.5-4.1%	\$ 650,000	\$ 35,000
2012	11/14/12	10/1/31	2.0-3.0	2,300,000	1,920,000
2015	11/03/15	10/1/31	2.5-3.0	515,000	515,000

Total Business-type Activities - General Obligation Debt \$ 2,470,000

Debt service requirements to maturity are as follows:

Years	Governmental Activities General Obligation Debt			Business-type Activities General Obligation Debt		
	Principal	Interest	Total	Principal	Interest	Total
2017	\$ 844,854	\$ 383,134	\$ 1,227,988	\$ 195,000	\$ 58,132	\$ 253,132
2018	819,854	360,153	1,180,007	190,000	53,676	243,676
2019	829,854	338,171	1,168,025	185,000	49,326	234,326
2020	849,854	315,128	1,164,982	195,000	45,126	240,126
2021	899,854	287,978	1,187,832	200,000	39,276	239,276
2022-2026	4,434,853	1,049,068	5,483,921	950,000	118,482	1,068,482
2027-2031	3,555,000	393,405	3,948,405	555,000	37,322	592,322
2032-2035	950,000	63,563	1,013,563	-	-	-
Totals	<u>\$ 13,184,123</u>	<u>\$ 3,190,600</u>	<u>\$ 16,374,723</u>	<u>\$ 2,470,000</u>	<u>\$ 401,340</u>	<u>\$ 2,871,340</u>

**VILLAGE OF HARTLAND**

NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2016

**NOTE III – DETAILED NOTES ON ALL FUNDS (cont.)**

**F. LONG-TERM OBLIGATIONS (cont.)**

**Revenue Bond Debt**

The Village has issued Clean Water Fund Revenue Bonds in the amount of \$5,000,000 for expansion and upgrade of the sewerage treatment facility owned and operated by the Delafield-Hartland Water Pollution Control Commission (DHWPC). The proceeds of the bonds have been loaned to the DHWPCC. The loan receivable between the Village and DHWPCC is equal to the related debt service requirements. The total principal and interest remaining to be paid on the bonds is \$2,362,214. Principal and interest paid on the debt during the year was \$337,899.

<u>Type/Series</u>	<u>Date of Issue</u>	<u>Final Maturity</u>	<u>Interest Rates</u>	<u>Original Amount</u>	<u>Balance 12/31/2016</u>
Revenue Bonds 2003	6/11/03	5/1/23	2.75%	\$ 5,000,000	<u>\$ 2,148,967</u>

Principal and interest to maturity are as follows:

<u>Years</u>	<u>Business-type Activities Revenue Bond Debt</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2017	\$ 282,584	\$ 55,211	\$ 337,795
2018	290,355	47,333	337,688
2019	298,338	39,239	337,577
2020	306,544	30,921	337,465
2021	314,974	22,376	337,350
2022-2023	<u>656,172</u>	<u>18,167</u>	<u>674,339</u>
Totals	<u>\$ 2,148,967</u>	<u>\$ 213,247</u>	<u>\$ 2,362,214</u>

**OTHER DEBT INFORMATION**

Estimated payments of compensated absences are not included in the debt service requirement schedules. The compensated absences liability attributable to governmental activities will be liquidated primarily by the general fund.

There are a number of limitations and restrictions contained in the various bond indentures and loan agreements. The Village believes it is in compliance with all significant limitations and restrictions, including federal arbitrage regulations.

**G. LEASE DISCLOSURES**

The Village has no material leases as lessee or lessor.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE III – DETAILED NOTES ON ALL FUNDS (cont.)

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#### *H. NET POSITION/FUND BALANCES (DEFICITS)*

Net position reported on the government wide statement of net position at December 31, 2016 includes the following:

#### ***Governmental Activities***

##### Net Investment in Capital Assets

Land	\$	612,637
Construction in progress		6,734
Capital assets, net of accumulated depreciation/amortization		25,348,985
Less: capital related long-term debt outstanding		(13,184,123)
Plus: unspent capital related debt proceeds		1,470,083
Plus: unamortized loss on refunding		120,138
Less: unamortized premium/discount		<u>(321,019)</u>
Total Net Investment in Capital Assets		<u>14,053,435</u>

##### Restricted for:

Library		79,418
Impact fees		261,135
EMS Act 102		14,806
Developer fund		575
Debt Service		<u>73,007</u>
Total Restricted		<u>428,941</u>

##### Unrestricted

Total Governmental Activities Net Position	\$	<u>22,373,952</u>
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# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE III – DETAILED NOTES ON ALL FUNDS (cont.)

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#### *H. NET POSITION/FUND BALANCES (DEFICITS) (cont.)*

##### **Governmental Funds**

Governmental fund balances reported on the fund financial statements at December 31, 2016, include the following:

##### **Nonspendable**

###### Major Fund

###### General Fund

Non-current receivables	<u>\$ 1,548,982</u>
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##### **Restricted**

###### Major Funds

###### General Fund

EMS Act 102	<u>\$ 14,806</u>
-------------	------------------

###### Debt Service Fund

<u>\$ 160,899</u>
-------------------

###### Capital Projects Fund - Village Projects - Unspent bond proceeds

<u>\$ 1,470,083</u>
---------------------

###### Non-Major Funds

###### Special Revenue Funds

###### Special Library Fund

<u>\$ 79,418</u>
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###### Impact Fees Fund

<u>\$ 261,135</u>
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###### Capital Projects Fund

###### Developers Fund

<u>\$ 575</u>
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##### **Committed**

###### Non-Major Funds

###### Special Revenue Funds

###### Refuse and Garbage Collection Fund

<u>\$ 75,685</u>
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###### Criminal Investigation Task Force Fund

<u>\$ 31,295</u>
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###### Major Incident Task Force Fund

<u>\$ 632</u>
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# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE III – DETAILED NOTES ON ALL FUNDS (cont.)

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#### H. NET POSITION/FUND BALANCES (DEFICITS) (cont.)

##### *Governmental Funds* (cont.)

Assigned		
Major Funds		
General Fund		
Future asset purchases	\$	551,517
Future assessment		171,200
Comprehensive planning		74,622
GIS system		22,421
Veterans memorial		1,393
Employee benefits		389,976
Recreation and celebrations		22,890
Municipal donations		4,861
Fine arts		6,816
Heritage Grant		100
Police armored vest		3,176
Cemetery perpetual care		74,877
Subdivision trees		19,192
Asset forfeiture		1,476
Ambulance donations		<u>74,267</u>
Total	\$	<u>1,418,784</u>
Capital Projects Funds		
Village Projects		
Boardwalk	\$	149,031
Future development		926,697
Community center development		50,000
Library development		50,843
Future road projects		70,720
Fees in lieu of dedication		<u>56,183</u>
Total	\$	<u>1,303,474</u>
Corporate Reserve	\$	<u>1,379,400</u>

VILLAGE OF HARTLAND

NOTES TO FINANCIAL STATEMENTS  
As of and for the Year Ended December 31, 2016

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**NOTE III – DETAILED NOTES ON ALL FUNDS (cont.)**

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*H. NET POSITION/FUND BALANCES (cont.)*

**Governmental Funds (cont.)**

**Unassigned (Deficit)**

Major Funds

General Fund \$ 2,591,704

Special Revenue Funds

TIF #4 \$ (641,621)

TIF #5 \$ (77,591)

TIF #6 \$ (828,510)

Total Governmental Fund Balances \$ 8,789,150

**Business-Type Activities**

Net Investment in Capital Assets

Land \$ 22,291

Construction in progress 3,521

Other Capital assets, net of accumulated depreciation 17,034,522

Less: Capital related long-term debt outstanding (2,470,000)

Add: unspent debt proceeds 261,500

Add: unamortized loss on refunding 34,279

Less: unamortized premium (89,508)

Total Net Investment in Capital Assets 14,796,605

Unrestricted 3,575,577

Total Net Position \$ 18,372,182

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE III – DETAILED NOTES ON ALL FUNDS (cont.)

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#### *I. COMPONENT UNIT*

This report contains the Hartland Business Improvement District (BID), which is included as a component unit. Financial information is presented as a discrete column in the statement of assets and statement of activities.

In addition to the basic financial statements and the preceding notes to the financial statements which apply, the following additional disclosures are considered necessary for a fair presentation.

a. **Basis of Accounting/Measurement Focus**

The BID follows the full accrual basis of accounting and the flow of economic resources measurement focus.

b. **Deposits and Investments**

At year end, the carrying amount of the BID's deposits was \$43,049 and is part of the Village's commingled cash. See Note III.A.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE IV – OTHER INFORMATION

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#### **A. EMPLOYEES' RETIREMENT SYSTEM**

##### **General Information About the Pension Plan**

**Plan description.** The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1,200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found at <http://etf.wi.gov/publications/cafr.htm>.

**Vesting.** For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

**Benefits provided.** Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and State executive participants) are entitled to receive an unreduced retirement benefit. The factors influencing the benefit are: (1) final average earnings, (2) years of creditable service, and (3) a formula factor.

Final average earnings is the average of the participant's three highest years' earnings. Creditable service is the creditable current and prior service expressed in years or decimal equivalents of partial years for which a participant receives earnings and makes contributions as required. The formula factor is a standard percentage based on employment category.

Employees may retire at age 55 (50 for protective occupation employees) and receive reduced benefits. Employees terminating covered employment before becoming eligible for a retirement benefit may withdraw their contributions and forfeit all rights to any subsequent benefits.

The WRS also provides death and disability benefits for employees.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

### NOTE IV – OTHER INFORMATION (cont.)

#### A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

**Post-Retirement adjustments.** The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment	Variable Fund Adjustment
2006	0.8%	3%
2007	3.0	10
2008	6.6	0
2009	(2.1)	(42)
2010	(1.3)	22
2011	(1.2)	11
2012	(7.0)	(7)
2013	(9.6)	9
2014	4.7	25
2015	2.9	2

**Contributions.** Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and Executives and Elected Officials. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$262,428 in contributions from the Village.

Contribution rates as of December 31, 2016 are:

Employee Category	Employee	Employer
General	6.6%	6.6%
Protective with Social Security	6.6%	9.4%

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

### NOTE IV – OTHER INFORMATION (cont.)

#### A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

#### ***Pension Liability, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions***

At December 31, 2016, the Village reported a liability of \$450,282 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2015, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2014 rolled forward to December 31, 2015. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Village's proportion of the net pension liability was based on the Village's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2015, the Village's proportion was .02771005% which was a decrease of .00049298% from its proportion measured as of December 31, 2014.

For the year ended December 31, 2016, the Village recognized pension expense of \$538,086.

At December 31, 2016, the Village reported deferred outflows of resources related to pensions and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Summary of deferred outflows and inflows		
Differences between projected and actual experiences	\$ 76,175	\$ 947,613
Changes of actuarial assumptions	315,038	-
Net differences between projected and actual earnings on pension plan investments	1,843,588	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	14,521	-
Employer contributions subsequent to the measurement date	<u>275,377</u>	<u>-</u>
Totals	<u>\$ 2,524,699</u>	<u>\$ 947,613</u>

\$275,377 reported as deferred outflows related to pension resulting from the WRS Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net pension asset in the year ended December 31, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

<u>Year Ended December 31:</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
2017	\$ 583,930	\$ 229,324
2018	583,930	229,324
2019	583,930	229,324
2020	487,093	229,324
2021	10,439	30,317

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE IV – OTHER INFORMATION (cont.)

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#### A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

**Actuarial assumptions.** The total pension liability in the December 31, 2015, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial valuation date:	December 31, 2014
Measurement date of net pension asset	December 31, 2015
Actuarial cost method	Entry age
Asset valuation method	Fair market value
Long-term expected rate of return	7.2%
Discount rate	7.2%
Salary increases	
Inflation	3.2%
Seniority/Merit	0.2% - 5.6%
Mortality	Wisconsin 2012 Mortality Table
Post Retirement adjustments*	2.1%

\* No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 2.1% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

Actuarial assumptions are based upon an experience study conducted in 2012 using experience from 2009 – 2011. The total pension asset for December 31, 2015 is based upon a roll-forward of the liability calculated from the December 31, 2014 actuarial valuation.

## VILLAGE OF HARTLAND

### NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

#### NOTE IV – OTHER INFORMATION (cont.)

##### A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

**Long-term expected Return on Plan Assets.** The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Core Fund Asset Class	Current Asset Allocation %	Destination Target Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %
U.S. Equities	27%	23%	7.6%	4.7%
International Equities	24.5	22	8.5	5.6
Fixed Income	27.5	37	4.4	1.6
Inflation Sensitive Assets	10	20	4.2	1.4
Real Estate	7	7	6.5	3.6
Private Equity/Debt	7	7	9.4	6.5
Multi-Asset	4	4	6.7	3.8
Total Core Fund	107	120	7.4	4.5
<u>Variable Fund Asset Class</u>				
U.S. Equities	70	70	7.6	4.7
International Equities	30	30	8.5	5.6
Total Variable Fund	100	100	7.9	5.0

New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.75%

Asset Allocations are managed within established ranges, target percentages may differ from actual monthly allocations

**Single Discount rate.** A single discount rate of 7.20% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.20% and a long term bond rate of 3.56%. Because of the unique structure of WRS, the 7.20% expected rate of return implies that a dividend of approximately 2.1% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

### NOTE IV – OTHER INFORMATION (cont.)

#### A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

**Sensitivity of the Village's proportionate share of the net pension liability to changes in the discount rate.** The following presents the Village's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.20 percent, as well as what the Village's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate:

	1% Decrease to Discount Rate (6.20%)	Current Discount Rate (7.20%)	1% increase to Discount Rate (8.20%)
Village's proportionate share of the net pension liability (asset)	\$ 3,158,293	\$ 450,282	\$ (1,664,721)

**Pension plan fiduciary net position.** Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <http://ef.wi.gov/publications/cafr.htm>.

At December 31, 2016, the Village reported a payable to the pension plan of \$57,392, which represents contractually required contributions outstanding as of the end of the year.

#### B. RISK MANAGEMENT

The Village is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; workers compensation; and health care of its employees. The Village purchases commercial insurance to provide coverage for losses from torts; theft of, damage to, or destruction of assets; errors and omission; workers compensation; and health care of its employees. However, risks related to dental care of its employees are accounted for and financed by the Village in an internal service fund.

##### **Self Insurance**

For dental claims, the uninsured risk of loss is \$1,500 per incident and \$1,500 in aggregate for a policy year. All funds of the Village participate in the risk management program. Amounts payable to the internal service fund are based on actuarial estimates of the amounts necessary to pay prior and current year claims and to establish a reserve for catastrophic losses.

All funds of the Village participate in the risk management programs. Amounts payable to the Dental fund are based on actuarial estimates of the amounts necessary to pay prior and current year claims and to establish a reserve for catastrophic losses. \$173,106 was assigned for that reserve at year end, and is included in unreserved net position of the internal service fund.

A liability for a claim is established if information indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss is reasonably estimable. Liabilities include an amount for claims that have been incurred but not reported. The Village does not allocate overhead costs or other non-incremental costs to the claims liability.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE IV – OTHER INFORMATION (cont.)

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#### **B. RISK MANAGEMENT** (cont.)

##### **Self Insurance** (cont.)

	<u>Prior Year</u>	<u>Current Year</u>
Unpaid claims – Beginning of Year	\$ 10,485	\$ 1,713
Current year claims and changes in estimates	35,276	53,189
Claim payments	<u>(44,048)</u>	<u>(50,375)</u>
 Unpaid Claims – End of Year	 <u>\$ 1,713</u>	 <u>\$ 4,527</u>

#### **C. COMMITMENTS AND CONTINGENCIES**

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. The liability and expenditure for claims and judgments are only reported in governmental funds if it has matured. Claims and judgments are recorded in the government-wide statements and proprietary funds as expenses when the related liabilities are incurred.

From time to time, the Village is party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management and the Village attorney that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Village's financial position or results of operations.

The Village has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

#### **D. MUNICIPAL REVENUE OBLIGATIONS**

In 2016, the Village issued a municipal revenue obligation as part of a development agreement. The amount of the obligation is \$1.222 million, and is payable to the developer solely from tax increments collected from a specific development in TIF #6.

The obligation has no established repayment terms. The obligation matures upon the earlier of 2034 or payment in full of the municipal revenue obligation. In no case, shall the term of this obligation and the Village's obligation to make payments, extend beyond 2034, nor shall the amount of principal to be paid under the obligation exceed \$1.222 million.

# VILLAGE OF HARTLAND

## NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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### NOTE IV – OTHER INFORMATION (cont.)

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#### **D. MUNICIPAL REVENUE OBLIGATION (CONT.)**

The obligation does not constitute a charge upon any funds of the Village. In the event that future tax increments are not sufficient to pay off the obligation, the obligation terminates with no further liability to the Village. Since the amount of future payments is contingent on the collection of future tax increments, the obligation is not reported as a liability in the accompanying financial statements. The balance of the commitment outstanding at year end is \$1.222 million.

#### **E. EFFECT OF NEW ACCOUNTING STANDARDS ON CURRENT-PERIOD FINANCIAL STATEMENTS**

The Governmental Accounting Standards Board (GASB) has approved the following:

- *Statement No. 73, Accounting and Financial Reporting for Pensions and Related Assets That Are Not Within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*
- *Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*
- *Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*
- *Statement No. 80, Blending Requirements for Certain Component Units – an Amendment of GASB Statement No. 14*
- *Statement No. 81, Irrevocable Split-Interest Agreements*
- *Statement No. 82, Pension Issues – an Amendment of GASB Statements No. 67, No. 68 and No. 73*

When they become effective, application of these standards may restate portions of these financial statements.

## VILLAGE OF HARTLAND

### NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2016

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#### NOTE IV – OTHER INFORMATION (cont.)

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##### *F. JOINT VENTURES*

##### ***Delafield-Hartland Water Pollution Control Commission***

The Delafield-Hartland Water Pollution Control Commission (Commission) was created for the purpose of providing sewage collection, treatment and distribution services. The Commission was created in 1971 by ordinances adopted by the City of Delafield and the Village of Hartland. Each municipality appoints 4 members to the commission. The Commission issued sewer revenue bonds in September 1978 (refinanced in 1992) for the purpose of constructing wastewater treatment facilities. The Commission issues separate financial statements and copies can be obtained by writing to them.

The Commission has entered into service contracts with the City of Delafield and the Villages of Hartland and Nashotah to treat wastewater. The contract requires monthly user charges based on the number of Domestic User Equivalents (DUE's) connected to the system. The municipalities are also required to pay connection charges for new customers added to the system. The Village of Hartland sewer utility accrued \$827,847 in user charges for the year ended December 31, 2016. As of December 31, 2016, the Village has a liability accrued of \$360,137 for connection fees. See Note III.E. regarding Village debt obligations related to the Commission.

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REQUIRED SUPPLEMENTARY INFORMATION

## VILLAGE OF HARTLAND

### SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL (NON - GAAP) GENERAL FUND

For the Year Ended December 31, 2016

	Original Budget	Final Budget	Actual	Variance with Final Budget
<b>REVENUES</b>				
Taxes	\$ 4,239,991	\$ 4,239,991	\$ 4,253,228	\$ 13,237
Intergovernmental	1,322,308	1,322,308	1,423,173	100,865
Licenses and permits	214,300	386,800	389,546	2,746
Fines, forfeitures and penalties	69,000	69,000	70,804	1,804
Public charges for services	513,050	513,050	715,577	202,527
Interdepartmental revenue	52,000	52,000	53,700	1,700
Investment income	18,000	18,000	35,048	17,048
Miscellaneous revenues	98,000	98,000	105,032	7,032
Total Revenues	6,526,649	6,699,149	7,046,108	346,959
<b>EXPENDITURES</b>				
Current				
General government	922,959	983,459	844,180	139,279
Police	2,317,100	2,317,100	2,351,822	(34,722)
Fire protection	632,250	632,250	641,860	(9,610)
Public works	1,396,900	1,396,900	1,376,372	20,528
Health and human services	17,540	17,540	13,753	3,787
Library	690,450	690,450	672,397	18,053
Parks	326,725	326,725	396,901	(70,176)
Conservation and development	96,490	208,490	188,850	19,640
Capital Outlay	66,510	66,510	49,245	17,265
Total Expenditure	6,466,924	6,639,424	6,535,380	104,044
Excess of revenues over expenditures	59,725	59,725	510,728	451,003
<b>OTHER FINANCING SOURCES (USES)</b>				
Sale of capital assets	500	500	1,042	542
Transfers in	230,000	230,000	225,209	(4,791)
Transfers out	(290,225)	(290,225)	(290,225)	-
Total Other Financing Sources (Uses)	(59,725)	(59,725)	(63,974)	(4,249)
<b>Net Change in Fund Balances</b>	\$ -	\$ -	446,754	\$ 446,754
<b>Adjustment to Generally Accepted Accounting Principles Basis</b>				
Appropriations credited to designated funds			12,000	
Revenue credited to designated funds			64,676	
Expenditures charged to designated funds			(52,036)	
Net change in fund balances - GAAP			471,394	
FUND BALANCES - Beginning of Year			5,102,882	
<b>FUND BALANCES - END OF YEAR</b>			\$ 5,574,276	

## VILLAGE OF HARTLAND

### SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL SPECIAL REVENUE - TIF #4 FUND For the Year Ended December 31, 2016

	Original and Final Budget	Actual	Variance with Final Budget
<b>REVENUES</b>			
Taxes	\$ -	\$ 9,077	\$ 9,077
Intergovernmental	1,200	2,342	1,142
Total Revenues	1,200	11,419	10,219
<b>EXPENDITURES</b>			
Current			
General government	167	170	(3)
Conservation and development	150	3,650	(3,500)
Total Expenditures	317	3,820	(3,503)
Excess (deficiency) of revenues over expenditures	\$ 883	7,599	\$ 6,716
FUND BALANCES (DEFICIT) - Beginning of Year		(649,220)	
<b>FUND BALANCES (DEFICIT) - END OF YEAR</b>		<b>\$ (641,621)</b>	

## VILLAGE OF HARTLAND

### SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL SPECIAL REVENUE - TIF #5 FUND For the Year Ended December 31, 2016

	Original and Final Budget	Actual	Variance with Final Budget
<b>REVENUES</b>			
Taxes	\$ 22,000	\$ 23,743	\$ 1,743
Intergovernmental	<u>500</u>	<u>278</u>	<u>(222)</u>
Total Revenues	<u>22,500</u>	<u>24,021</u>	<u>1,521</u>
<b>EXPENDITURES</b>			
Current			
General government	167	170	(3)
Conservation and development	<u>150</u>	<u>360</u>	<u>(210)</u>
Total Expenditures	<u>317</u>	<u>530</u>	<u>(213)</u>
Excess of revenues over expenditures	<u>\$ 22,183</u>	23,491	<u>\$ 1,308</u>
FUND BALANCES (DEFICIT) - Beginning of Year		<u>(101,082)</u>	
<b>FUND BALANCES (DEFICIT) - END OF YEAR</b>		<u><b>\$ (77,591)</b></u>	

## VILLAGE OF HARTLAND

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES - BUDGET AND ACTUAL  
SPECIAL REVENUE - TIF #6 FUND  
For the Year Ended December 31, 2016

	Original and Final Budget	Actual	Variance with Final Budget
<b>REVENUES</b>	\$ -	\$ -	\$ -
<b>EXPENDITURES</b>			
Current			
General government	167	170	(3)
Conservation and development	150	658,764	(658,614)
Total Expenditures	317	658,934	(658,617)
Excess (deficiency) of revenues over expenditures	\$ (317)	(658,934)	\$ (658,617)
<b>OTHER FINANCING USES</b>			
Transfers out	-	(5,000)	(5,000)
Total Other Financing Uses	-	(5,000)	(5,000)
<b>Net Change in Fund Balances</b>	\$ (317)	(663,934)	\$ (663,617)
FUND BALANCES (DEFICIT) - Beginning of Year		(164,576)	
<b>FUND BALANCES (DEFICIT) - END OF YEAR</b>		\$ (828,510)	

## VILLAGE OF HARTLAND

### SCHEDULE OF VILLAGE'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET) - WISCONSIN RETIREMENT SYSTEM For the Year Ended December 31, 2016

Measurement Date	Proportion of the Net Pension Liability (Asset)	Proportionate Share of the Net Pension Liability (Asset)		Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll		Plan Fiduciary Net Position as a Percentage of Total Pension Liability (Asset)
			Covered Payroll	Covered Payroll		
12/31/14	0.028203030%	\$ (692,744)	\$ 3,224,004	21.49%		102.74%
12/31/15	0.027710050%	450,282	3,278,242	13.74%		98.20%

## VILLAGE OF HARTLAND

### SCHEDULE OF EMPLOYER CONTRIBUTIONS - WISCONSIN RETIREMENT SYSTEM For the Year Ended December 31, 2016

WRS Fiscal Year End Date	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions		Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
12/31/15	\$ 264,330	\$ (264,330)	\$ -	\$ 3,278,242	8.06%	
12/31/16	275,377	(275,377)	-	3,481,061	7.91%	

## VILLAGE OF HARTLAND

### NOTES TO REQUIRED SUPPLEMENTARY INFORMATION As of and for the Year Ended December 31, 2016

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#### ***BUDGETARY INFORMATION***

Budgetary information is derived from the annual operating budget and is presented using the same basis of accounting for each fund as described in Note I. C., except actual (non-GAAP) revenues and expenditures do not reflect certain transactions of designated funds.

The budgeted amounts presented include any amendments made. The Village may authorize transfers of budgeted amounts within departments. Transfers between departments and changes to the overall budget must be approved by a two-thirds Village Board action.

Appropriations lapse at year end unless specifically carried over. Budgets are adopted at the function level of expenditure.

#### ***WISCONSIN RETIREMENT SYSTEM (WRS) PENSION***

The amounts presented in relation to the schedule of employer's proportionate share of the net pension liability and the schedule of employer contributions represents the specific data of the Village. The information was derived using a combination of the employer's contribution data along with data provided by the Wisconsin Retirement System in relation to the Village as a whole.

*Changes in benefit terms.* There were no changes of benefit terms for any participating employer in WRS.

*Changes in assumptions.* There were no changes in the assumptions.

The Village is required to present the last ten fiscal years data; however, the standards allow the Village to present as many years as are available until ten fiscal years are presented.

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SUPPLEMENTARY INFORMATION

**VILLAGE OF HARTLAND**

NONMAJOR GOVERNMENTAL FUNDS  
COMBINING BALANCE SHEET  
As of December 31, 2016

	Special Revenue Funds		
	Refuse and Garbage Collection	Special Library	Impact Fees
<b>ASSETS</b>			
Cash and investments	\$ 106,659	\$ 79,418	\$ 261,135
Receivables			
Taxes	393,675	-	-
<b>TOTAL ASSETS</b>	<b>\$ 500,334</b>	<b>\$ 79,418</b>	<b>\$ 261,135</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>			
Liabilities			
Accounts payable	\$ 30,974	\$ -	\$ -
Deferred inflows of resources			
Unearned revenues	393,675	-	-
Total Liabilities and Deferred Inflows of Resources	424,649	-	-
Fund Balances			
Restricted	-	79,418	261,135
Committed	75,685	-	-
Total Fund Balances	75,685	79,418	261,135
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 500,334</b>	<b>\$ 79,418</b>	<b>\$ 261,135</b>

Special Revenue Funds		Capital Projects Fund	
Criminal Investigation Task Force	Major Incident Task Force	Developers	Totals
\$ 33,135	\$ 632	\$ 10,548	\$ 491,527
-	-	-	393,675
<u>\$ 33,135</u>	<u>\$ 632</u>	<u>\$ 10,548</u>	<u>\$ 885,202</u>
\$ 1,840	\$ -	\$ 9,973	\$ 42,787
-	-	-	393,675
<u>1,840</u>	<u>-</u>	<u>9,973</u>	<u>436,462</u>
-	-	575	341,128
31,295	632	-	107,612
<u>31,295</u>	<u>632</u>	<u>575</u>	<u>448,740</u>
<u>\$ 33,135</u>	<u>\$ 632</u>	<u>\$ 10,548</u>	<u>\$ 885,202</u>

**VILLAGE OF HARTLAND**

NONMAJOR GOVERNMENTAL FUNDS  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
 IN FUND BALANCES  
 For the Year Ended December 31, 2016

	Special Revenue Funds		
	Refuse and Garbage Collection	Special Library	Impact Fees
<b>REVENUES</b>			
Intergovernmental	\$ 18,896	\$ -	\$ -
Public charges for services	392,694	-	156,666
Public improvement revenues	-	13,247	-
Investment income	1,387	504	1,077
Total Revenues	412,977	13,751	157,743
<b>EXPENDITURES</b>			
Current			
Police	-	-	-
Health and human services	382,477	-	-
Library	-	36,358	-
Capital Outlay	-	-	-
Total Expenditure	382,477	36,358	-
Excess (deficiency) of revenues over expenditures	30,500	(22,607)	157,743
<b>OTHER FINANCING SOURCES</b>			
Transfers in	-	-	-
Total Other Financing Sources	-	-	-
Net Change in Fund Balances	30,500	(22,607)	157,743
FUND BALANCES (DEFICITS) - Beginning of Year	45,185	102,025	103,392
FUND BALANCES - END OF YEAR	\$ 75,685	\$ 79,418	\$ 261,135

Special Revenue Funds		Capital Projects Fund	
Criminal			
Investigation Task Force	Major Incident Task Force	Developers	Totals
\$ 36,000	\$ -	\$ -	\$ 54,896
-	-	223,147	772,507
-	-	-	13,247
-	-	-	2,968
<u>36,000</u>	<u>-</u>	<u>223,147</u>	<u>843,618</u>
25,022	1,219	-	26,241
-	-	-	382,477
-	-	-	36,358
-	-	164,242	164,242
<u>25,022</u>	<u>1,219</u>	<u>164,242</u>	<u>609,318</u>
<u>10,978</u>	<u>(1,219)</u>	<u>58,905</u>	<u>234,300</u>
-	-	37,146	37,146
-	-	37,146	37,146
10,978	(1,219)	96,051	271,446
<u>20,317</u>	<u>1,851</u>	<u>(95,476)</u>	<u>177,294</u>
<u>\$ 31,295</u>	<u>\$ 632</u>	<u>\$ 575</u>	<u>\$ 448,740</u>

**VILLAGE OF HARTLAND**  
**STATEMENT OF CASH FLOWS**  
**COMPONENT UNIT**  
For the Year Ended December 31, 2016

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	<u>Business Improvement District</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Payments to vendors	\$ (40,191)
Payments to employees	<u>(26,326)</u>
Net Cash Flows From Operating Activities	<u>(66,517)</u>
 <b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
Taxes levied	70,000
Donation	250
Contribution from municipality	<u>9,580</u>
Net Cash Flows From Noncapital Financing Activities	<u>79,830</u>
 <b>Net Change in Cash and Cash Equivalents</b>	 13,313
CASH AND CASH EQUIVALENTS - Beginning of Year	<u>29,736</u>
 <b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	 <u>\$ 43,049</u>
 <b>RECONCILIATION OF OPERATING LOSS TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	
Operating loss	\$ (67,536)
Changes in assets and liabilities	
Accounts payable	<u>1,019</u>
 <b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	 <u>\$ (66,517)</u>

**VILLAGE OF HARTLAND**

**SUMMARY OF LONG-TERM DEBT**  
As of December 31, 2016

<u>Governmental Activities</u>	<u>Date of Issue</u>	<u>Interest Rate</u>	<u>Principal Payable</u>	<u>Interest Payable</u>	<u>Original Amount</u>	<u>Balance Outstanding 12/31/2015</u>	<u>Additions</u>	<u>Payments</u>	<u>Balance Outstanding 12/31/2016</u>	<u>Interest Paid</u>	<u>Principal Due 2017</u>
General Obligation Bonds	03/01/06	3.5-4.1%	02/1/07-25	6/1 & 12/1	\$ 2,700,000	\$ 175,000	\$ -	\$ 75,000	\$ 100,000	\$ 5,089	\$ 100,000
	02/03/09	2.0-4.12	02/1/10-29	2/1 & 8/1	3,125,000	2,500,000	-	75,000	2,425,000	93,381	75,000
	12/01/10	0.8-2.0	12/1/11-17	6/1 & 12/1	1,840,000	665,000	-	330,000	335,000	12,310	335,000
	11/14/12	2.0-3.0	10/1/13-32	4/1 & 10/1	3,780,000	3,450,000	-	135,000	3,315,000	76,734	155,000
	12/05/13	2.5-3.3	06/1/14-30	6/1 & 12/1	4,935,000	4,685,000	-	165,000	4,520,000	141,163	100,000
	11/10/14	-	2/15/15-22	2/15	38,831	33,977	-	4,854	29,123	-	4,854
	11/03/15	2.5-3.0	10/1/17-35	4/1 & 10/1	2,460,000	2,460,000	-	-	2,460,000	65,873	75,000
<b>TOTAL GENERAL OBLIGATION BONDS</b>						<b>\$ 13,968,977</b>	<b>\$ -</b>	<b>\$ 784,854</b>	<b>\$ 13,184,123</b>	<b>\$ 394,550</b>	<b>\$ 844,854</b>

**ANNUAL PRINCIPAL AND INTEREST PAYMENTS  
TO MATURITY ON LONG-TERM DEBT**

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Balance Outstanding</u>
2016				\$ 13,184,123
2017	\$ 844,854	\$ 383,134	\$ 1,227,988	12,339,269
2018	819,854	360,153	1,180,007	11,519,415
2019	829,854	338,171	1,168,025	10,689,561
2020	849,854	315,128	1,164,982	9,839,707
2021	899,854	287,978	1,187,832	8,939,853
2022	894,853	260,246	1,155,099	8,045,000
2023	860,000	236,059	1,096,059	7,185,000
2024	910,000	211,321	1,121,321	6,275,000
2025	910,000	184,740	1,094,740	5,365,000
2026	860,000	156,702	1,016,702	4,505,000
2027	860,000	129,378	989,378	3,645,000
2028	855,000	101,912	956,912	2,790,000
2029	820,000	74,171	894,171	1,970,000
2030	685,000	51,176	736,176	1,285,000
2031	335,000	36,768	371,768	950,000
2032	350,000	27,563	377,563	600,000
2033	200,000	18,000	218,000	400,000
2034	200,000	12,000	212,000	200,000
2035	200,000	6,000	206,000	-
	<b>\$ 13,184,123</b>	<b>\$ 3,190,600</b>	<b>\$ 16,374,723</b>	

**VILLAGE OF HARTLAND**

COMPARATIVE SCHEDULE OF TAXES AND VALUATION DATA  
2012 - 2016 Tax Rolls

	2012	2013	2014	2015	2016
<b>STATE TAXES</b>	\$ 191,742	\$ 191,668	\$ 198,147	\$ 201,930	\$ 205,504
<b>COUNTY TAXES</b>	2,377,621	2,421,651	2,427,115	2,425,107	2,412,903
<b>LOCAL TAXES</b>					
Village property taxes	5,143,812	5,195,250	5,221,227	5,357,668	5,465,692
Omitted taxes	52,632	-	-	-	-
Tax Increment District taxes	7,026	6,320	20,261	32,819	36,804
<b>Total Local Taxes</b>	<u>5,203,470</u>	<u>5,201,570</u>	<u>5,241,488</u>	<u>5,390,487</u>	<u>5,502,496</u>
<b>SCHOOL TAXES</b>					
Swallow School District	1,632,530	1,713,700	1,752,457	1,775,978	1,786,151
Merton Community School District	194	185	190	3,214	72,965
School District of Hartland - Lakeside School	5,660,834	5,646,939	5,894,352	5,805,802	5,381,565
Lake Country School District	790,354	796,067	779,966	807,610	797,802
Arrowhead Union High School District	4,139,292	3,950,449	4,028,523	4,072,343	4,071,296
Waukesha County Technical College	1,468,955	1,485,500	453,801	451,040	445,240
<b>Total School Taxes</b>	<u>13,692,159</u>	<u>13,592,840</u>	<u>12,909,289</u>	<u>12,915,987</u>	<u>12,555,019</u>
 <b>Total General Property Taxes</b>	 <u>21,464,992</u>	 <u>21,407,729</u>	 <u>20,776,039</u>	 <u>20,933,511</u>	 <u>20,675,922</u>
<b>SPECIAL ASSESSMENTS AND SPECIAL CHARGES</b>					
Refuse removal	453,050	468,125	389,470	389,035	393,675
BID District	70,000	70,000	70,000	70,000	70,000
Other	3,480	1,528	1,644	857	-
<b>Total Special Assessments     and Special Charges</b>	<u>526,530</u>	<u>539,653</u>	<u>461,114</u>	<u>459,892</u>	<u>463,675</u>
<b>DELINQUENT UTILITY CHARGES</b>					
Water Utility	16,171	9,092	7,775	5,580	6,747
Sewer Fund	16,391	8,871	26,472	4,884	5,307
<b>Total Delinquent Utility Charges</b>	<u>32,562</u>	<u>17,963</u>	<u>34,247</u>	<u>10,464</u>	<u>12,054</u>
 <b>TOTAL TAX ROLL</b>	 <u>\$ 22,024,084</u>	 <u>\$ 21,965,345</u>	 <u>\$ 21,271,400</u>	 <u>\$ 21,403,867</u>	 <u>\$ 21,151,651</u>
<b>ASSESSED VALUATION</b>	\$ 1,119,757,300	\$ 1,178,545,500	\$ 1,165,405,100	\$ 1,172,829,300	\$ 1,191,366,660
<b>EQUALIZED VALUATION</b>	\$ 1,129,849,800	\$ 1,129,413,700	\$ 1,167,590,600	\$ 1,189,880,500	\$ 1,210,941,600
<b>RATIO OF ASSESSMENT</b>	<u>99.11%</u>	<u>104.35%</u>	<u>99.81%</u>	<u>98.57%</u>	<u>98.38%</u>

# Memo

To: Administrator Dave Cox

From: Dave Dean

Date: January 30, 2017

Re: Change orders for new truck

---

As the fire department truck committee and I work through the building of the new Hartland 4371 ladder, we have experienced changes that had to be made in order to accommodate the fire station and to achieve what we want the truck to accomplish. In particular, during construction of the truck, we became uncomfortable with the designed clearance between the truck and the door height and ceiling in the station, which has resulted in some changes to lower the ladder five (5) inches through the whole length of the truck. Further, during review of the truck, additional power locations were added along with other efficiency changes.

This truck, being a custom piece of fire apparatus, gets built from the ground up and is unique in every function and capability. A project and truck this size has been quite the experience and, unfortunately, we did not predict or foresee all of the design needs and or changes we ran into. With this truck projected to serve the Village for the next 20 to 25 years and taking almost a full year to build, we want to make sure it is done correctly, predicting future needs and requirements as we move forward. Unfortunately the changes have increased the cost of the truck from what the board previously approved. The truck manufacturer has been extremely helpful with ideas and sharing of new technology. As it traveled from the chassis plant in South Dakota, to the body shop in Nebraska, engineers have developed changes to accommodate our needs. I have outlined the major changes and costs on the attached table. The revised price of the truck is \$1,018,485.00

I apologize for these changes that were not anticipated. The truck committee and I have identified some important elements during review of the truck during construction. Staff feels these changes will increase the safety and operational utility and efficiency of the vehicle.

It has been quite an experience and honor to be allowed to design, improve, (design some more) and purchase such a historical truck and be involved from the tires to the lights; completely built from the ground up. It has also been very rewarding and advantageous working with this manufacturer who will use it at trade shows to demonstrate and promote their products.

Village of Hartland  
Fire Department  
Aerial Platform Construction Changes

Item	Costs absorbed by Manufacturer	Costs absorbed by Hartland
Delete galvanized aerial platform sections; add sections to be painted black	\$7,518	
Delete cab roof channel 53"W x 11" deep, add cab roof channel to 53"W x 15" deep. Changes made by Rosenbauer to make height requirement of fire station.	\$664	
Add camera FLIR thermal/video remote allowing viewing from the platform		\$4,750
Switch the k-20 LED lights to K-28 LED lights for longer life and brighter		\$687
Add 101' three section low profile handrails for height requirement		\$4,250
Cabinet configuration, electrical, EMS cabinet and lighting changes interior and exterior with roll up doors and compartment outlets and lighting	\$4,749	\$1,686
Delete heating and AC mount overhead, move to center of dog house, change of defroster fans, delete bench seat and add forward facing seat because of lower cut in roof for ladder height, add seat logo, customize, window tint add, add front grill with black honeycomb instead of stainless steel, add wig wag alternating headlights, delete 320 amp alternator, add 430 amp alternator, add communication antenna (instead of when delivered) add and delete LED interior lighting as needed	\$6,336	\$389
Add additional emergency scene lighting (7) and warning lights. Remote access switches with mounting plates, add air horn pull to passenger side for safety of driver, upper grill lights. Add electric telescoping light tower	\$6,835	\$3,417
Add deck lights and flood lights, change of gauges, air intake and bumper adjustments for fire hose storage and cross lays with speed lay capabilities, cover ends, side lights moved to LED cover outriggers line x finish for highway safety, add tow plates, hooks, add roto ray light make adjustments on chassis for compatibility.	\$8,695	\$3,582
Delete behind rear wheels full compartment roll up door, delete shelving, add pike pole mounting bracket, tool boards, rub rails delete and add electrical receptacles where appropriate	\$516	
Delete 4 nozzles and Blitz fire attack nozzle		(\$5,840)
Add laser engraved HARTLAND in front bumper		\$850
Paint E-Track and outrigger jack legs and outer extensions black, add bumper brushed stainless steel, top angles, paint black. Install intersection warning lights at 45 degree angles rather than flat side.	\$2,823	\$4,012
Add laser engraved truck number in the aerial cylinder panels with back lighting. Add intercom system, headsets, plug in modules, wiring, hanger hooks for complete hearing protection and communication amongst crew, officer and driver, full wire harness to avoid removing and adding later by radio services		\$10,063
TOTALS	\$38,136	\$27,846



INVOICE		
<b>INVOICE #</b>	<b>DATE</b>	<b>PG</b>
68354	4/18/2017	1

ROSENBAUER SOUTH DAKOTA, LLC  
 100 Third Street • Lyons, SD 57041-0057  
 Phone: (605) 543-5591 • Fax: (605) 543-5074

**SOLD TO:**  
 Hartland Fire Department  
 150 Lawn Street  
 Hartland, WI 53029

CUST ID	SALES PERSON	PURCHASE ORDER	TERMS	JOB NUMBER
HARTWI	JEFFER	AERIAL	NET 0	7483

ORDERED	QUANTITY SHIPPED	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	1.00	Pumper Apparatus per Contract	\$993,731.00	\$993,731.00
1.00	1.00	Change Order # 2 Dated 3-17-16	\$9,687.00	\$9,687.00
1.00	1.00	Change Order # 3 Dated 3-17-16	\$1,686.00	\$1,686.00
1.00	1.00	Change Order # 4 Dated 3-17-16	\$389.00	\$389.00
-1.00	-1.00	Change Order # 5 Dated 3-17-16	\$5,776.00	-\$5,776.00
1.00	1.00	Change Order # 6 Dated 3-17-16	\$3,417.00	\$3,417.00
1.00	1.00	Change Order # 7 Dated 3-17-16	\$3,582.00	\$3,582.00
-1.00	-1.00	Change Order # 8 Dated 3-17-16	\$516.00	-\$516.00
1.00	1.00	Change Order # 9 Dated 3-17-16	\$3,200.00	\$3,200.00
-1.00	-1.00	Change Order # 10 Dated 3-17-16	\$5,840.00	-\$5,840.00
1.00	1.00	Change Order # 11 Dated 8-3-16	\$850.00	\$850.00
1.00	1.00	Change Order # 12 Dated 11-21-16	\$4,012.00	\$4,012.00
1.00	1.00	Change Order # 13 Dated 12-9-16	\$10,063.00	\$10,063.00
1.00	1.00	Change Order # 16 Dated 3-31-17	\$3,561.00	\$3,561.00
		Rosenbauer Commander Chassis		\$0.00
		VIN# 5 4 F 3 E F 7 1 7 G W M 1 1 6 0 2		\$0.00

Fire Assoc.

<b>SALES AMT</b>	\$1,022,046.00
<b>FREIGHT</b>	\$0.00
<b>STATE TAX</b>	\$0.00
<b>CITY TAX</b>	\$0.00
<b>TOTAL</b>	\$1,022,046.00

**MEMO**

**TO:** David E. Cox, Village Administrator  
**FROM:** Michael Einweck, Director of Public Works   
**DATE:** May 18, 2017  
**SUBJECT:** 2017 Paving Program  
Change Order – Number 1

---

Attached for the Village Board's consideration is Change Order Number 1 for the 2017 Paving Program with the contractor Payne & Dolan, Inc. This change order incorporates the grading and paving work associated with the utility trench settlement on Greystone Blvd. between Mary Hill Circle and Southern Oak Drive that occurred with the sanitary sewer trench which was mentioned to the Board at the May 8 meeting. I have attached some photos showing the damaged roadway along with the work involved to restore the roadway.

Staff contacted two paving companies for proposals to grade and pave the roadway after staff flush-compacted the utility trench. The lowest proposal came from Payne & Dolan who was previously awarded the 2017 Paving Project. After approval of the change order, Payne & Dolan will be working on the Greystone Blvd. project between May 23 – 26 to grade and pave the first lift of asphalt. We would then hold off placing the surface lift until we have other paving work associated with the paving project in case any minor trench settlement occurs. The estimated costs to repair the road, including bringing in additional stone to fill and compact the utility trench, is \$21,363.40. This would increase the total contract amount for all paving work from \$1,027,242.35 to \$1,048,605.75. Funds to cover this additional work will come from unused CIP funds. Prior to beginning this unplanned work, we had the underlying sanitary sewer televised to verify that there were no other issues with the pipe.

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

Attachments

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

Date of Issuance: 5-22-17  
 Project: 2017 Paving Program  
 Contract: 2017 Paving Program  
 Contractor: Payne & Dolan, Inc.  
 Address: PO Box 781  
 Waukesha, WI 53187-0781

Effective Date: 5-23-17  
 Owner: Village of Hartland  
 Engineer: R&M/Village  
 of Hartland

Effective Date of Contract: 5-12-17

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

Description: Contract Change Order #1

Reason for Change Order: Add grading paving work on Greystone Blvd from Mary Hill Circle to Southern Oak Drive.

Attachments: (List documents supporting change) Contractor's Cost Estimate of work.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price \$ 1,027,242.35	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Increase from previously approved Change Orders No. to No. ____: \$ 0.00	● Increase ● ● Decrease ● from previously approved Change Orders No. ____ to No. ____: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ 1,027,242.35	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Increase of this Change Order: \$ 21,363.40	● Increase ● ● Decrease ● of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ 1,048,605.75	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: Michael Eimer  
 Engineer (Authorized Signature)

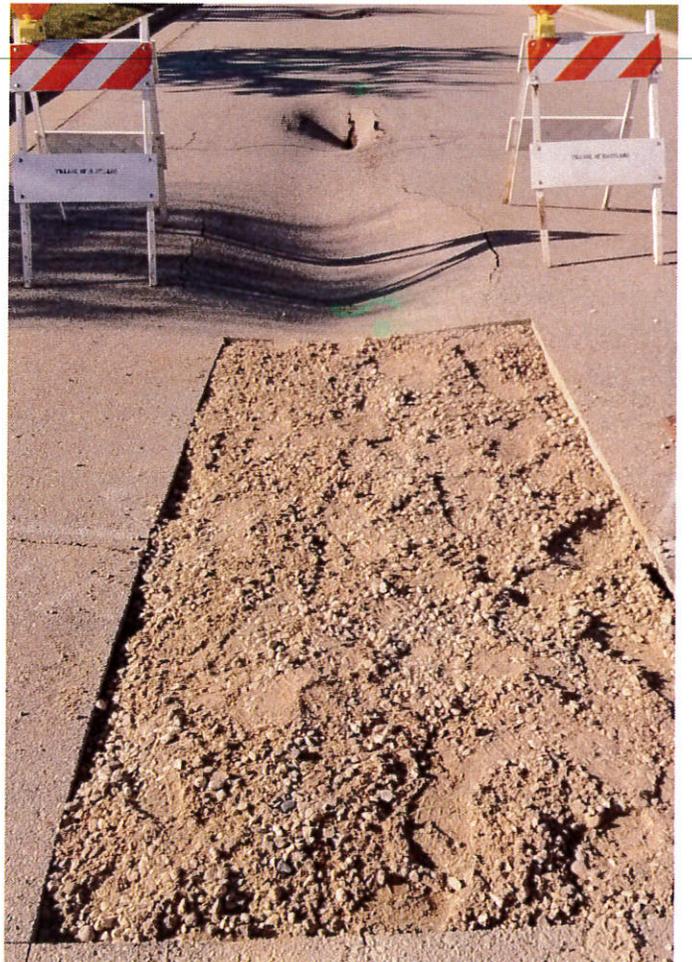
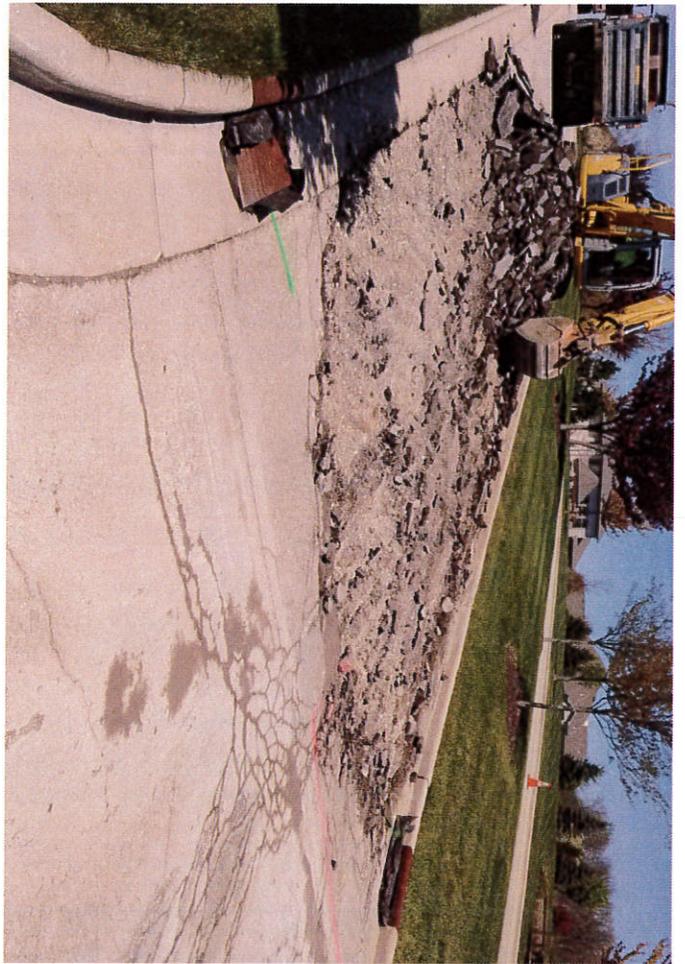
By: \_\_\_\_\_  
 Owner (Authorized Signature)

By: TRAWT  
 Contractor (Authorized Signature)

Date: 5-19-17

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

Date: 5/19/17



**VILLAGE OF HARTLAND  
RESOLUTION NO. 05/22/2017-01**

**A RESOLUTION TO AMEND RESOLUTION NO. 06/27/2005-01 “A  
RESOLUTION DESIGNATING OFFICIALS AUTHORIZED TO DECLARE  
OFFICIAL INTENT UNDER REIMBURSEMENT BOND REGULATIONS”**

WHEREAS, on June 27, 2005, the Village Board of the Village of Hartland adopted Resolution 06/27/2005-01 “A Resolution Designating Officials Authorized To Declare Official Intent Under Reimbursement Bond Regulations”, and

WHEREAS, the original resolution and apparent action by the Village Board designated the then-administrator with the authority to declare the Village’s intent to reimburse expenditures from proceeds of borrowing, and

WHEREAS, it is appropriate to update the authorization to clarify the Board’s intent and designate officials with the authority to declare the Village’s intent to reimburse expenditures from proceeds of borrowing;

NOW, THEREFORE BE IT RESOLVED that pursuant to the previously adopted Resolution 06/27/2005-01, the Village Administrator, as the occupant of said position may change from time to time, is authorized to make the declaration of the Village’s intent to reimburse expenditures from proceeds of borrowing.

Dated this 22nd day of May, 2017.

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Jeffrey Pfannerstill, Village President

ATTEST:

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Darlene Igl, MMC/WCPC, Village Clerk

VILLAGE OF HARTLAND

RESOLUTION NO. 06/27/2005-01

RESOLUTION DESIGNATING OFFICIALS  
AUTHORIZED TO DECLARE OFFICIAL INTENT UNDER  
REIMBURSEMENT BOND REGULATIONS

WHEREAS, the Department of the Treasury has issued final regulations (Treas. Reg. Section 1.150-2) (the "Reimbursement Bond Regulations") that, for the purpose of determining whether interest on certain obligations of a state or local government is excluded from gross income for federal income tax purposes, permit the use of the proceeds of tax-exempt obligations to reimburse capital expenditures made prior to the date such obligations are issued only if the state or local government, within 60 days of the date of expenditure, declares its official intent to reimburse the expenditure with proceeds of a borrowing;

WHEREAS, the Reimbursement Bond Regulations apply to tax-exempt obligations issued after July 1, 1993, except that such Reimbursement Bond Regulations do not apply to preliminary expenditures (such as architectural, engineering, surveying, soil testing and other similar costs but not including land acquisition, site preparation and similar costs incident to the commencement of construction) so long as such preliminary expenditures are less than 20% of the issue price of the obligations issued for such property, project or program;

WHEREAS, the Reimbursement Bond Regulations require that if a current expenditure is to be permanently financed by a later issue of tax-exempt obligations a state or local government must declare its intention to reimburse itself for the expenditure from proceeds of a borrowing within 60 days from when the expenditure is made (the "Declaration of Official Intent");

WHEREAS, the Reimbursement Bond Regulations permit a state or local government to designate an official or employee to make a Declaration of Official Intent on its behalf;

WHEREAS, the Village Board (the "Governing Body") of the Village of Hartland (the "Issuer") deems it to be necessary, desirable and in the best interest of the Issuer to authorize an official (or officials) or employee (or employees) of the Issuer to make a Declaration of Official Intent on its behalf when the Issuer reasonably expects to reimburse itself from the proceeds of a borrowing for certain expenditures for a specific property, project or program which it pays from other funds prior to the receipt of the proceeds of the borrowing with respect to such expenditures, the nature of these expenditures being one of the following: a capital expenditure, a cost of issuance for a bond, an expenditure relating to certain extraordinary working capital items, a grant, a qualified student loan, a qualified mortgage loan, or a qualified veterans' mortgage loan;

WHEREAS, the Governing Body hereby finds and determines that designating an official (or officials) or employee (or employees) with the authority to make a Declaration of Official Intent will facilitate compliance with the Reimbursement Bond Regulations.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Issuer, pursuant to Treas. Reg. Section 1.150-2(e)(1), that:

Section 1. Authorization to Declare Official Intent. The following officials or employees of the Issuer are hereby authorized and designated to make a Declaration of Official Intent pursuant to the above-referenced Reimbursement Bond Regulations: \_\_\_\_\_

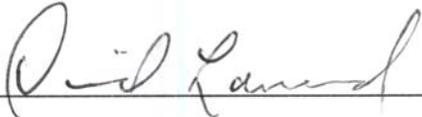
Section 2. Form of Declaration. Any such Declaration of Official Intent shall be made in substantially the form attached hereto.

Section 3. Public Availability. Any Declaration of Official Intent shall be maintained in the files of the Issuer and shall be made available for public inspection in compliance with applicable State law governing the availability of records of official acts of the Governing Body including Subchapter II of Chapter 19 of the Wisconsin Statutes (the "Public Records Law").

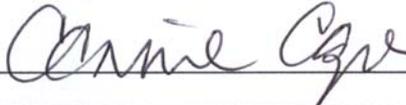
Section 4. Further Authorizations. The officials or employees authorized and designated above are each hereby further authorized to take such other actions as may be necessary or desirable to comply or evidence compliance with the Reimbursement Bond Regulations.

Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption and approval.

Adopted, recorded and approved this 27 day of June, 2005.

  
\_\_\_\_\_  
David Lamerand, Village President

ATTEST:

  
\_\_\_\_\_  
Connie Casper, Village Clerk



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

### DECLARATION OF OFFICIAL INTENT

This is a Declaration of Official Intent of the Village of Hartland (the "Issuer") to reimburse an expenditure with proceeds of a borrowing or borrowings authorized by the Issuer. This Declaration is made under and pursuant to Treas. Reg. Section 1.150-2. The undersigned has been designated as an official or employee authorized by the Issuer to make this Declaration of Official Intent pursuant to a Resolution adopted on \_\_\_\_\_, 2005. This Declaration of Official Intent is a public record maintained in the files of the Issuer and is available for public inspection pursuant to Subchapter II of Chapter 19 of the Wisconsin Statutes.

The undersigned hereby declares that it is the reasonable expectation of the Issuer to use proceeds of a borrowing or borrowings to be incurred by the Issuer to reimburse expenditures for the property, project or program or from the fund(s)/account(s) described below:

1. Project\* description: \_\_\_\_\_

\_\_\_\_\_  
(Provide a general functional description of the property, project or program for which the expenditure to be reimbursed is paid, e.g. "\_\_\_ building program", "highway capital improvement program", "hospital equipment acquisition", "combined utility improvement program", etc.)

OR

2. Identify fund(s)/account(s): \_\_\_\_\_

\_\_\_\_\_  
(Provide a general functional description of the purpose of the fund or account from which the expenditure to be reimbursed is paid, e.g. "construction fund program" and "parks and recreation fund" and "highway fund".)

The maximum principal amount of the borrowing or borrowings to be incurred to reimburse expenditures for the above-described purposes is reasonably expected, on the date hereof, to be \$\_\_\_\_\_.

The Issuer intends to reimburse itself from borrowed funds within eighteen (18) months, (3 years if the Issuer is a "small issuer") after the later of (a) the date the expenditure is paid or (b) the date the facility is placed in service, but in no event more than 3 years after the expenditure is paid.

\* Each of the expenditures described must be one of the following: a capital expenditure (i.e. any cost which is properly chargeable to a capital account or would be so chargeable with a proper election), a cost of issuance for a bond, an expenditure relating to certain extraordinary working capital items, a grant, a qualified student loan, a qualified mortgage loan, or a qualified veterans' mortgage loan.

No money from sources other than the anticipated borrowing or borrowings is, or is reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer with respect to the expenditure, pursuant to the budgetary and financial circumstances of the Issuer as of the date of this Declaration.

Dated this 27<sup>th</sup> day of June, 2005.



By: Rudolph

Title: Village President

Attest:

Carmel Caze  
Village Clerk

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

DECLARATION OF OFFICIAL INTENT

This is a Declaration of Official Intent of the Village of Hartland (the "Issuer") to reimburse an expenditure with proceeds of a borrowing or borrowings authorized by the Issuer. This Declaration is made under and pursuant to Treas. Reg. Section 1.150-2. The undersigned has been designated as an official or employee authorized by the Issuer to make this Declaration of Official Intent pursuant to a Resolution adopted on June 27, 2005. This Declaration of Official Intent is a public record maintained in the files of the Issuer and is available for public inspection pursuant to Subchapter II of Chapter 19 of the Wisconsin Statutes.

The undersigned hereby declares that it is the reasonable expectation of the Issuer to use proceeds of a borrowing or borrowings to be incurred by the Issuer to reimburse expenditures for the property, project or program or from the fund(s)/account(s) described below:

1. Project\* description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(Provide a general functional description of the property, project or program for which the expenditure to be reimbursed is paid, e.g. "\_\_\_building program", "highway capital improvement program", "hospital equipment acquisition", combined utility improvement program", etc.)

OR

2. Identify fund(s)/accounts(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(Provide a general functional description of the purpose of the fund or account from which the expenditure to be reimbursed is paid, e.g. "construction fund program" and "parks and recreation fund" and "highway fund".)

The maximum principal amount of the borrowing or borrowings to be incurred to reimburse expenditures for the above-described purposes is reasonably expected, on the date hereof, to be \$\_\_\_\_\_.

The Issuer intends to reimburse itself from borrowed funds within eighteen (18) months, (3 years if the Issuer is a "small issuer") after the later of (a) the date the expenditure is paid or (b) the date the facility is placed in service, but in no event more than 3 years after the expenditure is paid.

\_\_\_\_\_  
\* Each of the expenditures described must be one of the following: a capital expenditure (i.e. any cost which is properly chargeable to capital account or would be so chargeable with proper election), a cost of issuance for a bond, an expenditure relating to certain extraordinary working capital items, a grant, a qualified student loan, a qualified mortgage loan, or a qualified veterans' mortgage loan.

No money from sources other than the anticipated borrowing or borrowings is, or is reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer with respect to the expenditure, pursuant to the budgetary and financial circumstances of the Issuer as of the date of this Declaration.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

President Lamerand called for the vote on the motion on the floor. Motion defeated.

This item will be carried over to the next Village Board meeting on July 11, 2005. Staff will be asked to review minutes and any other documentation regarding “no dogs on the pathway”.

15. Consideration of a motion to adopt Resolution No. 06/27/2005-01 “A Resolution Designating Officials Authorized To Declare Official Intent Under Reimbursement Bond Regulations”

President Lamerand noted that this Resolution would give authorization to Administrator Thiel to tell anyone when he is asked that we are using our bond monies for legal purposes as they have been intended. Administrator Thiel noted that the Resolution allows us to use some of our funds and issue debt stating our intent to reimburse ourselves for appropriated expenses and allowing for signing the Resolution at any appropriate time.

Motion was made by Trustee Wenstrom/Meyers to adopt Resolution No. 06/27/2005-01 “A Resolution Designating Officials Authorized To Declare Official Intent Under Reimbursement Bond Regulations”. Carried.

16. Consideration of a motion to adopt Resolution No. 06/27/2005-02 “An Initial Resolution Authorizing An Additional Borrowing Of Not To Exceed \$6,500,000; Providing For the Issuance And Sale Of General Obligation Securities Therefore; And Levying A Tax In Connection Therewith”

Point explanation by President Lamerand that adoption of this Resolution is a preemptive measure to protect the well-being of the Village of Hartland in lieu of the State Legislature adopting the State Budget which would limit the borrowing capabilities of the Village of Hartland to continue our road projects and other capital projects that we deem as necessary.

Motion was made by Trustee Compton/Swenson to adopt Resolution No. 06/27/2005-02 “An Initial Resolution Authorizing An Additional Borrowing Of Not To Exceed \$6,500,000; Providing For the Issuance And Sale Of General Obligation Securities Therefore; And Levying A Tax In Connection Therewith”. Carried.



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

**NOTICE OF DISALLOWANCE OF  
CLAIM BY RAGHUPATHI GUNDAMARAJU FOR VEHICLE DAMAGE  
INCURRED ON GREYSTONE BOULEVARD IN HARTLAND CLAIM  
#WM000671360070  
AGAINST MUNICIPALITY OF VILLAGE OF HARTLAND**

TO: Raghupathi Gundamaraju  
1244 Mary Hill Cir.  
Hartland, WI 53029

RE: Raghupathi Gundamaraju vehicle damage from pothole on closed road  
Date of Loss: 05/08/2017  
Claim # WM000671360070

**PLEASE TAKE NOTICE** that on the 22<sup>nd</sup> day of May, 2017 the Village Board of the Village of Hartland, a municipal subdivision in Waukesha County, Wisconsin, denied the claims of Raghupathi Gundamaraju against the Village of Hartland, dated the 8<sup>th</sup> day of May, 2017.

You are notified pursuant to Wis. Stat. 893.80(1g) that no action on the above claims may be brought after six (6) months from the date of service of this Notice of Disallowance upon you.

Dated this 22<sup>nd</sup> day of May, 2017

---

**Jeffrey Pfannerstill, Village President**

***Statewide Services, Inc.***

**Claim Division**

1241 John Q. Hammons Dr.  
P.O. Box 5555  
Madison, WI 53705-0555  
877-204-9712

May 17, 2017

Village of Hartland  
Attn: Ryan Bailey  
210 Cottonwood Ave.  
Hartland, WI 53029

RE: Our Claim #: WM000671360070  
Date of Loss: 5/08/2017  
Claimant: Raghupathi Gundamaraju  
1244 Mary Hill Cir.  
Hartland, WI 53029

Dear Mr. Bailey,

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance and through which the Village of Hartland is insured. We are in receipt of the claim submitted by Mr. Gundamaraju for damage to his vehicle caused by driving over a pothole on Greystone Boulevard while it was closed for road construction.

As you know, the Village of Hartland has a contract with Wood Sewer & Excavating Inc. for the construction project on Greystone Boulevard. The contract requires Wood Sewer & Excavating Inc. to carry professional liability insurance for protection against claims arising out of the performance of its work.

We therefore believe that the Village of Hartland has no liability and you should disallow the claim. I will be sending claim tender notices to the claimant and Wood Sewer & Excavating Inc. today.

Please submit the disallowance directly to the claimant at the above address. The disallowance should be sent certified or registered mail and must be received by the claimant within 120 days after you receive Notice of Claim. Please send a copy of the disallowance to Statewide Services Inc. Claims.

Please let me know if you have any questions. Thank you.

Sincerely,

Sarah Bourgeois  
Statewide Services Inc.  
PO Box 5555  
Madison, WI 53705  
800-545-2190  
Fax 800-854-1537  
[sbourgeois@statewidesvcs.com](mailto:sbourgeois@statewidesvcs.com)

May 17, 2017

Raghupathi Gundamaraju  
1244 Mary Hill Cir.  
Hartland, WI 53029

Our Insured: Village of Hartland  
Date of Loss: 5/08/2017  
Claim #: WM000671360070

Dear Mr. Gundamaraju,

Statewide Service Inc. administers the liability claims for the League of Wisconsin Municipalities Mutual Insurance, the liability insurer for the Village of Hartland. We are in receipt of the above mentioned claim for vehicle damage incurred on Greystone Boulevard in Hartland.

We have investigated this matter and find no negligence on the Village of Hartland and recommend that the Village disallow the claim and tender the loss to Wood Sewer & Excavating Inc., the company performing the construction work at issue. Therefore, Statewide Services will not make any payments toward your claim. Please see the enclosed copy of the claim tender notice that was sent to Wood Sewer & Excavating Inc. and the Village of Hartland.

Respectfully,

Sarah Bourgeois  
Claims Adjuster  
Statewide Services Inc  
PO Box 5555  
Madison, WI 53507  
[sbourgeois@statewidesvcs.com](mailto:sbourgeois@statewidesvcs.com)

CC: Village of Hartland  
Rick Kalscheuer, Agent

Barricades, signs and cones in this area (northbound lanes/east side) were in place at the time of the incident to designate this lane for two-way traffic.



At the time of the incident, the barricades were in approximately this position except the barricade on the western end (nearest the stop sign), which was located in the area indicated by the clouded box to allow construction vehicle access. Pavement removal and disposal operations were in progress at the time of the incident.





Barricades in this position at the time of the incident. Vehicle not present.



Van showing tire/wheel damage.

May 17, 2017

Wood Sewer & Excavating Inc.  
E9238 Cty X  
New London, WI 54961

Claim #: WM000671360070  
Insured: Village of Hartland  
Date of Loss: 5/08/2017  
Claimant: Raghupathi Gundamaraju  
1244 Mary Hill Cir.  
Hartland, WI 53029  
Ph: 262-751-7027

Dear Wood Sewer & Excavating Inc.,

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which provides the insurance coverage for the Village of Hartland. We are in receipt of the above-stated claim where the claimant alleges he sustained auto damages due to driving over a pothole on Greystone Boulevard in Hartland. The pothole was located in an area of road construction being completed by your company. The claimant drove over the pothole while the road was closed for construction because the closure barricades had been moved and there were no "road closed" signs present.

It is my understanding that Wood Sewer & Excavating Inc. provided proof of liability insurance to the Village of Hartland prior to beginning the Project on Greystone Boulevard. It is also my understanding that Wood Sewer & Excavating Inc. holds the Village of Hartland harmless from all claims arising out of or relating to the performance of its work.

In this case, we fail to find any liability on the behalf of our insured and are tendering the handling of this claim to your company. Please forward this letter to your liability insurance carrier, Cincinnati Insurance Company, for investigation.

Thank you,

Sarah Bourgeois  
Claims Adjuster  
Statewide Services, Inc.  
PO Box 5555  
Madison, WI 53705  
sbourgeois@statewidesvcs.com

CC: Village of Hartland  
Raghupathi Gundamaraju

***Statewide Services, Inc.***

**Claim Division**

1241 John Q. Hammons Dr.  
P.O. Box 5555  
Madison, WI 53705-0555  
877-204-9712

May 18, 2017

Village of Hartland  
210 Cottonwood Ave.  
Hartland, WI 53029

RE: CLAIM CLOSURE- LWMMI Liability and Auto Program  
Insured: Village of Hartland  
Claimant Name: Raghupathi Gundamaraju  
Claim Number: WM000671360070  
Date of Loss: 5/08/2017

Statewide Services, Inc., is the third-party administrator for the League of Wisconsin Municipalities Mutual Insurance liability and auto program. We have concluded handling this claim and it was closed on May 18, 2017 with total payments made of \$0.00 and \$0.00 in total expense payments.

Sincerely,

Statewide Services Claim Department

Cc: Rick Kalscheuer



# Hartland Police Department

## Detail Report for Incident H17003125

**Incident No.:** H17003125

**Nature:** ACC PDO

**Location:** Hartland Village Law  
#01

**Partition:** HLP

**Address:** GREYSTONE BLVD & MARY  
HILL CIR  
HARTLAND WI

**Offense Codes:** Traffic Accident, Property Dam

**Received By:** WELSH SP

**How Received:** Officer Report

**Agency:** HLP

**Responding Officers:**

**Responsible Officer:** JORGENSEN ML

**Disposition:** Accident Reportable 05/08/17

**When Reported:** 15:46:55 05/08/17

**Occurred Between:** 15:46:55 05/08/17 and 16:21:46 05/08/17

**Assigned To:**

**Detail:**

**Date Assigned:** \*\*/\*\*/\*\*

**Status:**

**Status Date:** \*\*/\*\*/\*\*

**Due Date:** \*\*/\*\*/\*\*

**INVOLVEMENT LIST:**

Type:	Record #:	Description:	Date:	Relationship:
VH	370583	BGE 2005 TOYT SIENNA C WI	05/08/17	GUNDAMARAJU UNIT 1
NM	1534997	GUNDAMARAJU, PRABHAKARRAO V	05/08/17	DRIVER UNIT 1
AC	5768	5768	05/10/17	Related Incident
CA	P17101215	15:46:55 05/08/17 ACC PDO	05/08/17	Initiating Call

**CIRCUMSTANCES:**

**DRIVERS:**

**Name:** GUNDAMARAJU,  
PRABHAKARRAO V.

**Name Number:** 1534997

**Relationship:** DRIVER UNIT 1

**Race:** I

**Sex:** M

**DOB:** 03/18/42 **Hght:** 5'09"

**Weight:**180

**Hair:** GRY

**Eyes:** BLK

**Address:** 1244 MARY HILL CIR, HARTLAND, WI 53029

**Home Phone:** (262)751-7027

**Work Phone:**

**Employer:**

**Emp. Phone:**

**Comments:**

**VEHICLE INFORMATION:**

**Owner:** 1627157 GUNDAMRAJ, RAGHUPATHI R. 1244 MARY HILL CIR, HARTLAND,  
WI 53029 (262)751-7027

**Relationship:** GUNDAMARAJU UNIT 1

**Vehicle Number:** 370583

**License Plate:** 433WDJ

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**VIN:** 5TDZA23C35S262637

**State:** WI

**Expires:** 03/30/18

**Year:** 2005

**/Make:** TOYT

**Model:** SIENNA

**Type:** VN

**Color:** BGE/

**Doors:** 0

C

**Value:** 0

**Characteristics:**

**Comments:**

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**NARRATIVE:**

SYNOPSIS: On Monday, 05/08/17, Prabhakar Rao Gundamaraju was driving in the southbound lane of Greystone Blvd, south of Mary Hill Cir, when he struck a large area of damaged road way. This resulted in damage to the vehicle he was driving. The traffic barricades which were put in place to block the southbound lane of Greystone Blvd may have been moved prior to the accident. Gundamaraju is not being cited.

NAME INVOLVEMENTS (DPPA APPLIES?):

Prabhakar Rao Gundamaraju DPPA-YES  
Raghupathi Gundamaraju DPPA-YES  
Michael Einwick DPPA-NO

NEIGHBORHOOD/WITNESS CANVASS: NO, N/A

INTERVIEWS/STATEMENTS: NONE.

PHOTO LOG: The first photo was taken by DPW Director Michael Einwick, of the Village of Hartland, upon his arrival at the site. Photos 2 - 10 were taken by Officer Mark L Jorgensen, of the Hartland Police Department, at Greystone Blvd and Mary Hill Cir, on 05/08/17:

- 1) Southbound Greystone Blvd, looking north towards the traffic barricades and Mary Hill Cir. (Taken by Director Einwick).
- 2) Mary Hill Cir, looking east towards Greystone Blvd.
- 3) Southbound Greystone Blvd, looking south from Mary Hill Cir.
- 4) Barricades in front of collapsed portion of road where the accident occurred, looking south.
- 5) Collapsed portion of road where the accident occurred, looking southwest.
- 6) Collapsed portion of road where the accident occurred, looking north.
- 7) Rear of tan Toyota Sienna (Unit 1).
- 8) Driver's side of tan Toyota Sienna (Unit 1).
- 9) Front of tan Toyota Sienna (Unit 1).
- 10) Passenger side of tan Toyota Sienna (Unit 1).

PROPERTY INVENTORY: NONE

VICTIM INFORMATION BROCHURE: NO

VINE BROCHURE: N/A

RESTITUTION APPLICABLE: NO. AFFIDAVIT GIVEN: NO. AMOUNT OF RESTITUTION: N/A

REFERENCE TO CCW PERMIT: NO

DNA COLLECTED: NO. WHERE: N/A

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**SUPPLEMENTAL NARRATIVE :****Supplement number:** 1**Name:** JORGENSEN ML**Date:** 10:46:00 05/09/17

On Monday, 05/08/17, at approximately 1536 hours, I (Officer Mark L Jorgensen) was with Chief Michael S Bagin addressing an emergency incident when he received a cell phone call from the Village Administrator, notifying him of a motor vehicle accident on southbound Greystone Blvd, in the area of Mary Hill Cir. The accident was reported to have no injuries. The other Hartland Officers on duty were also busy handling the other incident. I was able to respond to the accident approximately 10 minutes later. The southbound lane of Greystone Blvd had been shut down due to road construction, due to areas of the road where the surface had collapsed, creating very large pot holes. The northbound lane of Greystone Blvd had been split into a north and southbound traffic lane.

Hartland Department of Public Works Director, Michael Einwick, was on site when I arrived. He was monitoring the barricades blocking the southbound lane of Greystone Blvd at Mary Hill Cir. Director Einwick advised me that when he arrived, in response to the reported accident there, he found one of the three saw horse style barricades moved to the west, leaving an opening that vehicles could drive through. He said that he moved the barricade back in place and that the subcontracting company doing the work on Greystone Blvd was supposed to put them back in place if they moved them. The company's dump trucks were coming in and out of the barricades so the road debris being removed could be hauled away.

The subcontractor is Wood Sewer and Excavating, Inc., E9238 CTH X, New London, WI 54961, phone (920)982-7721. Director Einwick later provided me with the name of their liability insurance carrier, Cincinnati Insurance Company.

The subject and vehicle involved in the accident had reportedly left the scene before Director Einwick arrived. The vehicle left a Toyota wheel cover at the scene. I drove through the subdivision and located a tan 2005 Toyota Sienna mini van with a damaged front driver's side rim and tire, parked in the driveway at 1244 Mary Hill Cir. The van had Wisconsin automobile registration plates, 433WDJ. The registration lists to Raghupathi Gundamaraju of that address. I made contact with him and inquired about the damage to his van. He advised that his brother, Prabhakarrrao Gundamaraju, had drove into a hole in the road on Greystone about 30 minutes earlier. Raghupathi said that his brother dropped the van off at home and had left to pick up a child family member from school, using a different vehicle.

I returned to the accident scene and found that Prabhakarrrao was waiting there for me with another vehicle. That vehicle was arriving as I was leaving minutes earlier to look for the vehicle involved. Prabhakarrrao said that he had been operating south onto southbound Greystone Blvd from eastbound Mary Hill Cir as he had seen the southbound lane appeared to be open for traffic. He said that the barricades were moved out of the way towards the median. He didn't see any construction equipment or workers on the road at that point, either.

Prabhakarrrao stated that as he was driving, he felt a large impact causing the front of the van to dip down hard. He said that he didn't see anything in the road until he got out of the vehicle and saw the large hole in the road. The area of roadway Prabhakarrrao drove on is a hill. He stated road work was taking place on the other side of the Hill Crest, south of the accident, and that since his accident, barricades were moved back across the southbound lane of Greystone Blvd at Mary Hill Cir and placed in front of the large hole he struck. He said that he called the Village to advise them of the accident and that he left in

order to pick up a child from school.

When I arrived and when I took photos of the scene, the barricades were in place. There is no sign stating that the road is closed. I did not cite Prabhakar Rao for entering the southbound lane due to the barricades at least being partially open at the time and there being no sign advising the road was closed.

Director Einwick stated that the hole that Prabhakar Rao struck had been there prior to the accident and it wasn't a case in which the road appeared sound until driven on. He estimated the diameter of the depression in the asphalt road surface to be 8 feet in diameter and 1-1/2 feet deep on the east side of the hole.

For further information, see motor vehicle accident report #3XL0QCL4FK.

Respectfully submitted,  
Officer Mark L Jorgensen

MLJ/lmb  
05/09/17

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