

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

Roll Call

Pledge of Allegiance – Swenson

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

1. Consideration of a motion to approve Village Board minutes of October 23, 2017.
2. Consideration of a motion to approve vouchers for payment.
3. Consideration of actions related to Licenses and Permits
 - a. Consideration of applications for Operator's (Bartender) Licenses with a term ending June 30, 2018.
4. Consideration of actions related to the issuance of Bonds
 - a. Presentation of information regarding proposals received for the sale of bonds as approved by the Village Board.
 - b. Consideration of Resolution No. 11/13/2017-01, "A Resolution Awarding The Sale Of \$5,695,000 General Obligation Corporate Purpose Bonds, Series 2017A"
5. Consideration of a motion to approve Resolution No. 11/13/2017-02 a "Resolution Approving the Sewer Utility Rate Effective First Quarter 2018."
6. Discussion and consideration of actions related to the addition of two full-time Fire Department paramedics to the draft 2018 Village Budget.
7. Consideration of items related to the 2018 Village Budget as shown on Tab 1 Page 8 and Tab 31 Pages 1 and 2 of the 2018 Budget Book. All information after Tab 1 is for informational purposes only. These figures may be modified by the Village Board during final consideration at this meeting.
 - a. Consideration of a motion to approve the 2018 Municipal General Fund Budget in an amount to be determined (Roll call vote)
 - b. Consideration of a motion to approve the 2018 Water Utility Budget in the amount of \$2,011,450 shown on Tab 1 Page 8 of the 2018 Budget Book (Roll call vote)
 - c. Consideration of a motion to approve the 2018 Sewer Utility Budget in the amount of \$1,852,305 as shown on Tab 1 Page 8 of the 2018 Budget Book (Roll call vote)

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- d. Consideration of a motion to approve the 2018 TIF #4 Budget in the amount of \$320 as shown on Tab 1 Page 8 of the 2018 Budget Book (Roll call vote)
 - e. Consideration of a motion to approve the 2018 TIF #5 Budget in the amount of \$320 as shown on Tab 1 Page 8 of the 2018 Budget Book (Roll call vote)
 - f. Consideration of a motion to approve the 2018 TIF #6 Budget in the amount of \$53,420 as shown on Tab 1 Page 8 of the 2018 Budget Book (Roll call vote)
 - g. Consideration of a motion to approve the 2018 Debt Service Budget in an amount to be determined (Roll call vote)
 - h. Consideration of a motion to approve the 2018 Capital Improvements, Impact Fee and Special Revenue and other funds in the amount of \$3,111,524 for a total Village Expenditure budget in an amount to be determined (Roll call vote)
 - i. Consideration of a motion to approve a Property Tax Levy in an amount to be determined (Roll call vote)
 - j. Consideration of a motion to approve a general wage adjustment and the resulting 2018 Payroll Matrix (Roll call vote)
8. Consideration of a motion to approve updated position descriptions related to the reorganization of the Department of Public Works.
 - a. Motion to approve the revised Public Works Director job description.
 - b. Motion to approve the revised DPW Operations Supervisor job description.
 - c. Motion to approve the new Utility Operations Supervisor job description.
 9. Consideration of a motion to approve the ordering and purchase of Police Department vehicles for delivery in 2018 in the combined amount of \$60,162 plus final equipment installation and to declare as surplus the two 2015 Chevrolet Impalas being replaced and authorize their disposal.
 10. Consideration of a motion to approve the ordering and purchase of a Fire Department ambulance for delivery in 2018 in the not-to-exceed amount of \$248,250 and to declare as surplus the 2008 Ford ambulance being replaced and authorize its disposal.
 11. Consideration of a motion to approve the Hartland Business Improvement District 2018 Operating Plan showing revised District boundaries.
 12. Discussion and consideration of action related to ongoing activities in pursuit of Coordination and the provision of comments to the FDA regarding regulation of the vaping industry.
 13. Consideration of a motion to approve granting of an easement to WE Energies over a portion of Castle Park adjacent to Oxford Drive.
 14. Acknowledgement of donation made to the Hartland Fire Department.
 15. 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

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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.

16. Adjourn.

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: November 10, 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 4 Regarding the sale of bonds

Background: Representatives of Ehlers, the Village's financial advisors and consultants, will present the results of the sale of bonds, which will occur on Monday, November 13. Based on the information contained in the bids received for the purchase of the bonds, the Board will be asked to determine the final amount of bonds to be issued and the resulting repayment schedule. The final bond sale amount will be determined on whether the proposed price of the bonds to be issued to refund the remaining principle on the Village's 2009 bonds is low enough to generate savings for the Village.

Recommendation: Approve the resolution awarding the sale in the final amount.

Item 5 Regarding Establishing the 2018 Sewer Rate

Background: Pursuant to discussion during preparation of the 2018 Village Budget, a five percent (5%) rate increase is proposed on sewer rates effective December 16, 2017. If approved, the first bills with the new rate will be mailed in March 2018. As preparation for the action to approve the Village Budget, the Board is asked to make a final determination on the sewer rates.

Recommendation: Approve the resolution confirming the rate increase for sewer.

Item 6 Regarding the addition of two full-time paramedics to the Fire Department

Background: In follow up to the Village Board's discussion during review of the 2018 annual budget, staff has further reviewed the addition of two full time paramedics to the Fire Department for a total of three full time paramedics. Under the proposal, the Village would move to a 24-hour-on-48-hour-off shift system for the paramedics and would officially upgrade the service level of our EMS response to EMT-Paramedic from EMT-Intermediate. There is a

net increase to the General Fund Budget of \$86,000 after net savings and reorganizing expenses and updating revenues. There is no change to the property tax levy related to this change.

Recommendation: Determine whether the Paramedics will be added.

Item 7 Related to adoption of the 2018 Annual Budget.

Background: The 2018 Annual Budget has been reviewed by the Village Board and was the subject of a Public Hearing during the October 23 Village Board meeting. The budget as published and prior to adjustments made at this meeting included an anticipated General Fund expenditure increase of \$427,901 or about 5.86%. However, this increase includes the transfer of accumulated surplus funds from 2016 to the Capital Projects Fund and the Corporate Reserve Fund to offset smaller 2018 capital project and future purchases of vehicles and equipment, which reduces the true increased expenditures to about \$288,501 or 4.2%. As is normal, some of this increase is again offset by non-tax revenues resulting in a Property Tax Levy increase for operations of approximately \$195,964 or 4.6%. The levy increase for debt service will be determined at the meeting after the sale of bonds scheduled for earlier Monday, November 13. Also, the proposed budget includes no increase in rates for the water utility but does include a small (5%) increase for the sewer utility to provide for increases in operating expenses and to allow for continued investment in this infrastructure. The rates for our contract with Advanced Disposal Services for refuse and recycling will not increase for the third year in a row and will remain \$145 per household annually.

Additionally, the Village Board is asked under Item 7j to deliberate and determine whether a General Wage Adjustment will be given to staff in 2018 and in what amount. For the Village Board's reference, each 1% general wage adjustment costs about \$40,000 in the General Fund and about \$47,000 Village-wide including the utilities. A recent survey of area municipalities found an average of about 2.25% was included their draft budgets for wage increases. The range of wage increases runs from a low of 1% for general adjustments to as much as 5% for raises based on performance and time in service. The Village has a practice of raises for performance and time in service of up to 2% for non-union employees who are not at the top of their pay range in addition to any general wage adjustment given by the Board. As a matter of additional information for the Village Board, I offer the following information. If we still had collective bargaining agreements with general employees, the maximum allowable raise would be 1.84% according to the DOR. The annual increase in the CPI-U for Milwaukee/Racine from June 2016 to June 2017 was 2.2%. The increase from December 2016 to June 2017 was 1.5%. If the Village Board has added paramedics to the budget, there would be no change to the amount needed for raises however, the revised Contingency account, from which any increase would be

allocated, could accommodate a general wage adjustment of not more than 2.4%, which would use all of the available funds.

Recommendation: All budget-related items are ready for approval based on final Village Board determinations.

Item 8 Regarding reorganization in the Department of Public Works.

Background: In order to facilitate reorganization in the Department of Public Works, the Village Board will be asked approve revised Job Descriptions for the Public Works Director, the DPW Operations Supervisor and to create a new position and Job Description for the Utility Operations Supervisor. A revised organizational chart has also been created that will be included in the final version of the Village Budget.

Recommendation: Approve the three Job Descriptions.

Item 9 Regarding ordering of Police vehicles.

Background: As described in Police Chief Bagin's memo, the Police Department is requesting authorization to order the two replacement squads as identified in the 2018 Village Budget. The squads would be delivered in early 2018 and would be outfitted locally with emergency lights, radios, markings and other equipment before being placed in service. The vehicles being replaced will be declared surplus upon placing the new squads in service.

Recommendation: Approve the order and related surplus declaration.

Item 10 Regarding ordering of a Fire Department ambulance.

Background: As described in Fire Chief Dean's memo, the Fire Department is requesting authorization to order the replacement ambulance as identified in the 2018 Village Budget. The ambulance would be delivered in mid-2018. The ambulance being replaced will be declared surplus upon placing the new ambulance in service.

Recommendation: Approve the order and related surplus declaration.

Item 11 Regarding the BID 2018 Operating Plan.

Background: Annually, the Village Board must approve the Downtown Hartland Business Improvement District's Operating Plan. The Operating Plan identifies the BID's plans for the upcoming year as well as the budget and the assessment plan. The detailed information for the BID budget is contained in the Village's annual budget document. As a reminder, the BID is funded by a special assessment levied on each of the commercial property owners in the District and those funds are used to improve the aesthetic and economic viability of the District. This year, the BID's Board has undertaken a process to expand slightly the boundaries of the District to include properties that have requested inclusion. By action of the Village Board, those new boundaries and the rest of the Operating Plan become official and effective for operations as of January 1, 2018. The newly added business properties, along with all others, will be assessed on the tax bills sent in December 2017.

Recommendation: Approve the BIDs 2018 Operating Plan.

Item 12 Regarding the vaping industry.

Background: The Village Board is asked to consider how the Village will proceed in its involvement in the effort to seek FDA reconsideration of the regulations on the e-cigarette and vaping industry. Previously, the Village Board had indicated it would be willing to continue to advocate for changes but would not actively participate in the side issue of pursuing a nation-wide understanding or method for coordination between the federal government and state and local government. The Village Board is asked to determine whether the Village, through staff, will continue to work directly with the FDA or other appropriate federal agencies to advocate for appropriate regulations and whether any further hearings related to this matter are necessary or desired. The Board will recall that the FDA recently postponed implementation of the so-called deeming regulations for as much as five years and is seeking input on programs and regulatory adjustments that will address statements related to the relative health of vaping, the development of programs to prevent youth use of these products as well as other aspects of the industry.

Recommendation: Approve continued staff interaction directly with the FDA or other federal agencies.

Item 13 Regarding an easement for WE Energies.

Background: As described in Public Works Director Einweck's memo, WE Energies is seeking an easement from the Village to place new electric lines in a ten-foot (10-foot) area

parallel to Oxford Drive in Castle Park. Apparently, WE Energies currently has facilities in this location but does not have an easement. The new easement will remedy that problem and provides that WE Energies will perform restoration both now and in the future related to the maintenance of the facilities. As a reminder, WE Energies is undertaking a multi-year project to upgrade the electrical service throughout the Hartridge Subdivision.

Recommendation: Approve the easement.

Item 14 Regarding acknowledging donations.

Background: In an effort to recognize people or groups that donate to the Village and to ensure that those donations are recognized in the official records of the Village, staff anticipates announcing donations at Village Board meetings as the donations are received. Although generally, these will not require any action by the Village Board, on occasion, the Village Board may be asked to official accept a donation, especially if it contains conditions. Chief Dean will announce the donations the Department received recently.

Recommendation: Acknowledge the donation.

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

Roll Call

Pledge of Allegiance – Wallschlager

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

Excused: Trustee Stevens

Others: DPW Director Einweck, Police Chief Bagin, Fire Chief Dean, Clerk Igl, Tim Hallquist, David deCourcy-Bower, David Pride, Library Director Massnick, Carol Zahorik

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/Wallschlager) to approve Village Board minutes of October 9, 2017. Carried (5-0) Compton abstained.
2. Motion (Landwehr/Swenson) to approve vouchers for payment in the amount of \$103,686.65. Carried (5-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits
 - a. Motion (Landwehr/Swenson) to approve applications for Operator's (Bartender) Licenses with a term ending June 30, 2018. Carried (7-0).
4. **PUBLIC HEARING** on the proposed 2018 Village Budget including the General Fund, Water and Sewer Utility Funds, Debt Service, and all other Revenue and Expenditure Funds with consideration of adoption of the budget at the November 13, 2017 Village Board meeting.

Finance Director Bailey provided a background summary on the proposed 2018 Village Budget. He stated that the mill rate increase will be no more than \$.30 per 1,000 of assessed value. There is no water increase included in the budget and no increase in garbage fees. A 5% sewer rate increase is included. Staff is continuing to work on the proposal to add paramedics with additional information being presented to the Village Board on November 13.

President Pfannerstill opened the Public Hearing at 7:06 p.m. No comments were heard. The Public Hearing was closed at 7:07 p.m.

5. Consideration of a motion to accept the Environmental Corridor and Open Space Task Force Report.

David deCourcy-Bower recognized members of the Task Force and stated that the report is the summary of work done over the course of a year. Three categories were identified; village owned, privately owned, and land owned by other government organizations. He stated that the focus of the task force was on the seven village owned properties and two conservation areas. He stated that three questions were considered for these properties which were the current conditions, opportunity uses and proposed actions.

Mr. deCourcy-Bower stated that the Task Force focused on Penbrook Park and concluded that there are significant opportunities for improvements available including adding more formal paths. The three main recommendations of the Task Force were to develop a permanent environmentally-focused committee, review and improve the Village Code as it relates to protecting environmental areas and implement the changes and improvements to existing environmental areas.

Three main budget related items requested were outreach to get engagement, signage in these areas and discussion on use of herbicides as the view of the task force is that it be handled by professionals,

Motion (Swenson/Landwehr) to accept the Environmental Corridor and Open Space Task Force Report. Carried (6-0). It was stated that consideration of making the Task Force permanent will be on the November 27 Village Board agenda.

6. Consideration of a motion to award one or more contracts for the planting of street trees.

DPW Director Einweck stated that three proposals for the planting of trees were received. The lowest proposal was submitted by Grounds Keepers in the amount of \$48,519.92. This proposal is for the annual street tree planting program which includes street tree planting as well as subdivision related trees.

Motion (Landwehr/Compton) to award the contract for the planting of street trees to Grounds Keepers in the amount of \$48,519.92. Carried (6-0).

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

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Chief Dean reported that the pizza fundraiser was a success. Funds raised will be used to purchase another LUCAS device for the second ambulance. A demonstration of the LUCAS was provided and Chief Dean thanked Pat Endter, fire department personnel and the public for their support.

Chief Bagin stated that the holiday train will be in Hartland on December 3 at approximately 5:45 p.m. He stated that Cottonwood Ave. will be closed for approximately two hours prior to the train arriving.

Residents were reminded of Trick or Treat hours and that the fall leaf collection is in progress.

8. Motion (Compton/Wallschlager) to adjourn at 7:50 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: November 10, 2017

RE: Voucher List

Attached is the voucher list for the November 13, 2017 Village Board meeting.

November 13, 2017 Checks:	\$ 658,010.20
October Manual Checks:	\$ 2,987.53
October Wires:	\$ 131,000.25
Total amount to be approved:	<u>\$ 791,997.98</u>

VILLAGE OF HARTLAND
VOUCHER LIST - NOVEMBER 13, 2017

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	OCT FEES	\$13,017.00
G 804-21520 RETIREMENT DEDUCTIONS PAYABLE	EDWARD JONES	GARDNER IRA 10/20 AND 10/06	\$60.50
R 101-46730 RECREATION CLASSES	EHNERT, SARA	PASS SHOOT SCORE	\$45.00
G 101-23000 SPECIAL DEPOSITS	HARTLAND NORTH ELEMENTARY	FIELD DEPOSIT/BARK RIVER 09/16/17	\$50.00
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	NOV DUES	\$394.00
G 101-23000 SPECIAL DEPOSITS	INTERCON CONSTRUCTION	HYDRANT METER DEPOSIT	\$300.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	KAEREK HOMES INC	OCC/406 PARK CT	\$1,500.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	DISMUKE/D013306-6	\$148.80
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	VANG/D767325-6	\$148.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	ROSALES/C091540-1	\$312.60
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	ROSALES/C091539-0	\$199.20
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	DISMUKE/D013307-0	\$312.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	VANG/D767326-0	\$363.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	ROGGE/AN833152-5	\$312.60
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	VANG/OAS	\$363.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	RODRIGUEZ/N833522-4	\$206.80
G 101-23000 SPECIAL DEPOSITS	LANDMANN, STEVEN & CHRISTINE	COMMUNITY ROOM DEPOSIT	\$75.00
G 101-23000 SPECIAL DEPOSITS	LUTHERAN HIGH SCHOOL ASSOC	HYDRANT METER DEPOSIT	\$300.00
G 101-23000 SPECIAL DEPOSITS	MERCY HILL CHURCH	DEPOSIT FOR NIXON/FAC	\$200.00
G 101-23000 SPECIAL DEPOSITS	PINK HEALS LAKE COUNTRY	BARK RIVER DEPOSIT	\$200.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	REGENCY BUILDERS	OCC/1650 WHISTLING HILL CIRCLE	\$1,500.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	REGENCY BUILDERS	OCC/1652 WHISTLING HILL CIRCLE	\$1,500.00
G 101-21560 LIFE INSURANCE DEDUCT PAYABLE	SECURIAN FINANCIAL GROUP INC	DEC PREMIUMS	\$815.86
R 101-44300 PERMITS	STATIC ELECTRIC	ELECTRIC PERMIT/456 PARK CT	\$296.36
R 101-44300 PERMITS	STATIC ELECTRIC	ELECTRIC PERMIT/454 PARK CT	\$376.70
R 101-46730 RECREATION CLASSES	TAUGHER, KIMBERLY	HENNA TATTOO CLASS	\$100.00
G 101-24240 COURT FINES DUE STATE	WAUKESHA POLICE DEPT, CITY OF	DOCKERY/161025	\$88.80
G 101-24240 COURT FINES DUE STATE	WEST MILWAUKEE POLICE DEPT.	DOCKERY/AD297303-6	\$136.60
G 101-24240 COURT FINES DUE STATE	WEST MILWAUKEE POLICE DEPT.	DOCKERY/AD297304-0	\$124.00
EXPENSE Descr			\$23,445.82
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	5 ALARM FIRE	GLOVES	\$50.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	PARAMEDIC SHEARS	\$37.00
E 101-52300-360 VEHICLE MAINT/EXPENSE	JEFFERSON FIRE & SAFETY INC	REPAIR/REPLACE REAR SUSPENSION 4352	\$948.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	LAKE COUNTRY FIRE & RESCUE	SEPT INTERCEPTS	\$1,275.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	MUELLER, ANDREW	CABLE CONNECTORS/LABOR INSTALL CONNECTORS IN	\$39.90
E 101-52300-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	DEC PREMIUMS	\$16.37
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	OCT-NOV CELLULAR	\$108.27

Account Descr	Search Name	Comments	Amount
EXPENSE Descr AMBULANCE			\$2,474.54
EXPENSE Descr ARLENE DR			
E 401-70450-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	2017 PAVING/ PAYMENT 3	\$216,953.25
E 401-70450-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	2017 PAVING/ PAYMENT 3	\$6,925.00
EXPENSE Descr ARLENE DR			\$223,878.25
EXPENSE Descr BALSAM CT			
E 401-70445-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	2017 PAVING/ PAYMENT 3	\$22,128.25
EXPENSE Descr BALSAM CT			\$22,128.25
EXPENSE Descr CEDAR BEND			
E 401-70440-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	2017 PAVING/ PAYMENT 3	\$2,475.00
E 401-70440-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	2017 PAVING/ PAYMENT 3	\$73,483.00
EXPENSE Descr CEDAR BEND			\$75,958.00
EXPENSE Descr CRACK SEALING/PATCHING/POTHOLE			
E 401-70235-285 CONSTRUCTION COSTS	FAHRNER ASPHALT SEALERS LLC	2017 CRACK SEALING	\$49,867.50
EXPENSE Descr CRACK SEALING/PATCHING/POTHOLE			\$49,867.50
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-758 MEETINGS	CARDMEMBER SERVICES	BID MEMBER SOCIAL COFFEE/COOKIES	\$44.14
E 804-56700-738 MEMBERSHIPS	CARDMEMBER SERVICES	ICE AGE TRAIL MEMBERSHIP RENEWAL	\$100.00
E 804-56700-758 MEETINGS	CARDMEMBER SERVICES	MEMBER SOCIAL FOOD 10/12	\$61.14
E 804-56700-758 MEETINGS	CARDMEMBER SERVICES	BID MEMBER SOCIAL FOOD 10/12	\$65.38
E 804-56700-758 MEETINGS	CARDMEMBER SERVICES	BID MEMBER SOCIAL 10/12	\$70.10
E 804-56700-758 MEETINGS	CARDMEMBER SERVICES	MEMBER SOCIAL DOOR PRIZES 10/12	\$35.66
E 804-56700-746 TELEPHONE	CARDMEMBER SERVICES	OCT UVERSE	\$119.69
E 804-56700-758 MEETINGS	CARDMEMBER SERVICES	BOARD COMMITTEE MEETING 09/26	\$118.03
E 804-56700-758 MEETINGS	CARDMEMBER SERVICES	BID MEMBER SOCIAL FOOD 10/12	\$55.06
E 804-56700-758 MEETINGS	CARDMEMBER SERVICES	BID COFFEE/DONUTS BOARD MEETINGS	\$64.93
E 804-56700-758 MEETINGS	CARDMEMBER SERVICES	BID MEMBER SOCIAL BEVERAGES 10/12	\$128.98
E 804-56700-140 RETIREMENT BENEFITS	EDWARD JONES	GARDNER IRA 10/20 AND 10/06	\$60.50
E 804-56700-713 SIGN/AWNING/PAINTING GRANTS	EMERGENCY DISASTER RECOVERY	SIGN	\$730.00
E 804-56700-711 FAÇADE PROGRAM	EMERGENCY DISASTER RECOVERY	FAÇADE	\$7,000.48
E 804-56700-713 SIGN/AWNING/PAINTING GRANTS	THEIA VISION CARE	SIGN THEIA VISION CARE	\$750.00
E 804-56700-750 COPIES/DUPLICATION	VILLAGE GRAPHICS	VILLAGE MARKET ANALYSIS	\$38.80
EXPENSE Descr ECONOMIC DEVELOPMENT			\$9,442.89
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 101-53635-460 LANDSCAPE MANAGEMENT	BIEBELS TRUE VALUE	HITCHPINS/CHAINSAW SAFETY HELMET/CHAPS	\$222.77
E 101-53635-460 LANDSCAPE MANAGEMENT	HAHN ACE HARDWARE	CHAIN SAW CHAINS	\$91.92
E 101-53635-460 LANDSCAPE MANAGEMENT	KIMBALL MIDWEST	ANTI SKID TAPE	\$457.26

Account Descr	Search Name	Comments	Amount
EXPENSE Descr ENVIRONMENTAL SERVICES			\$771.95
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	AT&T	OCT-NOV SERVICE	\$18.49
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	OCT FSA FEES	\$102.82
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	NOV ADMN SERVICES	\$170.60
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	JOURNAL COMMUNITY PUBL	2018 BUDGET NOTICE	\$131.00
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$5.76
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	SONICWALL SECURITY/BARRACUDA BACKUP	\$231.93
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	RITEWAY BUSINESS FORMS	A/P ENVELOPES	\$308.60
E 101-51500-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	DEC PREMIUMS	\$36.24
EXPENSE Descr FINANCIAL ADMINISTRATION			\$1,005.44
EXPENSE Descr FIRE PROTECTION			
E 101-52200-255 BLDGS/GROUNDS	ABC SUPPLY	AIR COMPRESSOR FOR FIRE STATION	\$2,980.00
E 101-52200-220 UTILITY SERVICES	AT&T	OCT-NOV SERVICE	\$18.49
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	AIRLINE/BULBS/PIPE/TAPE/PAINT	\$105.03
E 101-52200-360 VEHICLE MAINT/EXPENSE	GILMORE, RANDY	REIMBURSE PARTS FOR 4362	\$314.34
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	NATIONAL HOSE TESTING	2017 FIRE HOSE TESING 4362/4365	\$1,062.85
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	SONICWALL SECURITY/BARRACUDA BACKUP	\$386.56
E 101-52200-360 VEHICLE MAINT/EXPENSE	REGISTRATION FEE TRUST	TITLE/REGISTRATION ROSENBAUER FIRE TRUCK	\$74.50
E 101-52200-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	DEC PREMIUMS	\$16.38
E 101-52200-220 UTILITY SERVICES	U.S. CELLULAR	OCT-NOV CELLULAR	\$108.27
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	AUG-SEPT SURVIVE ALIVE/GAS	\$13.77
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT SURVIVE ALIVE/ELECT	\$78.77
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	SEPT ELECTRIC/GAS	\$638.47
EXPENSE Descr FIRE PROTECTION			\$5,797.43
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	AT&T	OCT-NOV SERVICE	\$18.49
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	JOURNAL COMMUNITY PUBL	ORDINANCE NOTICES	\$52.70
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$44.99
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	SONICWALL SECURITY/BARRACUDA BACKUP	\$309.24
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	OCT-NOV COPIER	\$306.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	SEPT-OCT ADDL IMAGES	\$6.82
E 101-51400-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	DEC PREMIUMS	\$56.76
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY REGISTER OF DEEDS	OCT DOCUMENT	\$30.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY REGISTER OF DEEDS	OCT DOCUMENT	\$30.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY REGISTER OF DEEDS	OCT DOCUMENT	\$30.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	OCT BARTENDERS	\$77.00
EXPENSE Descr GENERAL ADMINISTRATION			\$962.00
EXPENSE Descr INSPECTION			

Account Descr	Search Name	Comments	Amount
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	AT&T	OCT-NOV SERVICE	\$18.49
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	SONICWALL SECURITY/BARRACUDA BACKUP	\$77.31
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	VILLAGE GRAPHICS	BUSINESS CARDS/HUSSINGER	\$64.00
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	OCT PERMITS	\$5,422.68
EXPENSE Descr INSPECTION			\$5,582.48
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-360 VEHICLE MAINT/EXPENSE	10-33 VEHICLE SERVICES	INSTALL WEAPON MOUNT/WEAPON VAULT/LOFT BRAC	\$822.08
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	AT&T	OCT-NOV SERVICE	\$18.49
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	HARDWARE SUPPLIES	\$17.97
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	RADIAL SAW/FLUSH SAW	\$21.55
E 101-52100-360 VEHICLE MAINT/EXPENSE	DAN FRANK UPHOLSTERY, INC.	SEAT REPAIR	\$140.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	FLEMINGS FIRE 1, INC.	VEHICLE BRACKET/FIRE EXTINGUISHER	\$44.08
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HAHN ACE HARDWARE	PLUMBING PARTS	\$21.56
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HAHN ACE HARDWARE	PAINT	\$83.98
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	MOUNT/BALANCE TIRES #2	\$88.20
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	OIL CHANGE/TRANSMISSION FLUID FLUSH SQ #1	\$271.47
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	TIRE SERVICE SQ #4	\$88.20
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	TIRE SERVICE SQ #6	\$91.13
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	ENGINE LIGHT/REPLACE PURGE/CLEAR CODES SQ #2	\$257.34
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HOFFA, PAULA	REIMBURSE CLOTHING ALLOWANCE	\$273.75
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	OCT USER FEE	\$131.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	MENARDS- PEWAUKEE	DRINKING WATER FAUCET	\$24.29
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$289.77
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$622.45
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	SONICWALL SECURITY/BARRACUDA BACKUP	\$1,546.22
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	POHLMAN, THOMAS	REIMBURSE KITCHEN REMODEL PARTS	\$35.55
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW/ROHRER	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW/BOHMAN	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW/BIRDITT	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW/MUELLER	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW/WICAL	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN/BERG	\$37.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROSHRED SECURITY	SHREDDING SERVICE	\$65.00
E 101-52100-360 VEHICLE MAINT/EXPENSE	RADIX COLLISION & RESTORATION	TAILIGHT SQ #3	\$593.33
E 101-52100-360 VEHICLE MAINT/EXPENSE	RADIX COLLISION & RESTORATION	BODY/PAINT LABOR AND PARTS SQ #1	\$3,218.47
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	RAVEN SERVICES	PIANO FINISH PLAQUE	\$50.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	RED THE UNIFORM TAILOR	UNIFORM PANTS/JORGENSEN	\$177.71
E 101-52100-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	DEC PREMIUMS	\$210.90
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	SEEGER, MATTHEW	REIMBURSE MEAL	\$8.64
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	SOBONIAK, CONRAD	REIMBURSE MEALS/TRAINING	\$36.82
E 101-52100-360 VEHICLE MAINT/EXPENSE	SORENS FORD	REPLACE BATTERY SQ 1	\$147.96

Account Descr	Search Name	Comments	Amount
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	VERIZON WIRELESS	SEPT-OCT SERVICE	\$420.14
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	VERIZON WIRELESS	SEPT-OCT SERVICE	\$31.79
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	VERIZON WIRELESS	SEPT-OCT SERVICE	\$239.70
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	VERIZON WIRELESS	SEPT-OCT SERVICE	\$39.95
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	TRAINING GREENWOOD/JOSWICK/KELSEY	\$249.12
EXPENSE Descr LAW ENFORCEMENT			<u>\$10,590.61</u>
EXPENSE Descr LIBRARY			
E 101-55110-220 UTILITY SERVICES	AT&T	OCT-NOV SERVICE	\$18.49
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	ADULT AUDIOBOOK	\$47.99
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	ADULT AUDIOBOOKS	\$150.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	WHITE OUT/PENS/CASES	\$125.87
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	CD CASES	\$386.65
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	NEWSLETTERS	\$64.00
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	LARGE PRINT	\$28.69
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	KAPCO	BOOK COVERS	\$102.14
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	DVD	\$20.99
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$6.91
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$2.47
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$125.81
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$28.90
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOKS/LARGE PRINT	\$159.00
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOK	\$33.75
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	LARGE PRINT	\$23.25
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	AUDIOBOOK/LARGE PRINT	\$69.00
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	TOWELS/KLEENEX	\$63.50
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	FLOOR CLEANER/PAPER TOWELS/JANITORIAL SUPPLIE	\$76.50
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$114.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN/SCHIEBER	\$29.00
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOK	\$111.37
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOK	\$65.47
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOK	\$111.37
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	NOV COPIER	\$77.31
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	NOV COPIER	\$76.35
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	AUG-OCT ADDL IMAGES	\$18.16
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	OCT ADDL IMAGES	\$76.37
E 101-55110-255 BLDGS/GROUNDS	RUNDLE-SPENCE MFG CO	PLUMBING PARTS/FILTERS/VALVE	\$239.71
E 101-55110-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	DEC PREMIUMS	\$87.50
E 101-55110-255 BLDGS/GROUNDS	TRINITY ECO SOLUTIONS	CARPET CLEANER	\$124.20
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY TREASURER (515)	2018 MEMORY CAFÉ BROCHURES	\$9.50
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	OCT GAS SERVICE	\$112.50
E 101-55110-310 BOOKS & MATERIALS	WESTON WOODS STUDIOS	CHILDRENS DVD	\$53.96

Account Descr	Search Name	Comments	Amount
EXPENSE Descr LIBRARY			\$2,840.68
EXPENSE Descr LIBRARY SPEC EXPENSE			
E 205-59100-305 EXPENSES-OTHER	HEINERT, JENNIFER	LITTLE WOMEN SEMINAR	\$100.00
E 205-59100-305 EXPENSES-OTHER	PILMAIER, VALERIE	LITTLE WOMEN SEMINAR	\$100.00
EXPENSE Descr LIBRARY SPEC EXPENSE			\$200.00
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$112.27
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$112.27
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	BLUEGREEN LLC	COMMUNITY CENTER/CLEAN CARPET	\$356.85
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	BLUEGREEN LLC	VILLAGE HALL/CARPET CLEAN	\$1,087.21
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	DILLETT MECHANICAL SERVICE	SERVICE AGREEMENT	\$623.00
E 101-51600-255 BLDGS/GROUNDS	HAHN ACE HARDWARE	LIGHT BULB/HANGING LAMP	\$27.98
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	OTIS ELEVATOR CO	NOV-JAN SERVICE	\$329.07
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$114.00
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	TOWELS/KLEENEX	\$63.50
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	FLOOR CLEANER/PAPER TOWELS/JANITORIAL SUPPLIE	\$76.50
E 101-51600-255 BLDGS/GROUNDS	RUNDLE-SPENCE MFG CO	PLUMBING PARTS/FILTERS/VALVE	\$239.71
E 101-51600-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT GAS	\$39.30
EXPENSE Descr MUNICIPAL BUILDING			\$3,181.66
EXPENSE Descr NIXON/HARTBROOK PARK SHORELINE			
E 401-74090-285 CONSTRUCTION COSTS	GIBRALTAR LANDSCAPE	2014 BARK RIVER SHORELINE RESTORATION	\$8,770.50
EXPENSE Descr NIXON/HARTBROOK PARK SHORELINE			\$8,770.50
EXPENSE Descr PARKS			
E 101-55200-370 ATHLETIC FACILITY MAINTENANCE	HOME DEPOT	POSTS/WEATHERSHIELD	\$54.48
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	RUNDLE-SPENCE MFG CO	PLUMBING PARTS/FILTERS/VALVE	\$239.71
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT NIXON	\$55.80
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT NIXON	\$35.76
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT NIXON	\$210.69
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT FAC	\$130.16
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT HARTBROOK	\$34.67
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT CENTENNIAL	\$26.63
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT HARTBROOK	\$15.99
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT CENTENNIAL	\$170.55
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT PENBROOK	\$23.69
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT PENBROOK	\$15.71
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT BARK RIVER	\$136.24
EXPENSE Descr PARKS			\$1,150.08
EXPENSE Descr PINYON CT			

Account Descr	Search Name	Comments	Amount
E 401-70435-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	2017 PAVING/ PAYMENT 3	\$43,157.50
EXPENSE Descr PINYON CT			\$43,157.50
EXPENSE Descr PUBLIC WORKS			
E 101-53000-220 UTILITY SERVICES	AT&T	OCT-NOV SERVICE	\$18.49
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTO BRAKE CLUTCH & GEAR	CLUTCH/BEARING LEAF MACHINE	\$302.76
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FUEL/AIR FILTERS	\$67.81
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	GREASE	\$68.97
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	OIL/FUEL FILTERS	\$99.79
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FUEL FILTERS/ANTIFREEZE	\$112.51
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	AIR FILTERS	\$93.28
E 101-53000-360 VEHICLE MAINT/EXPENSE	BEARINGS INC	BEARINGS FOR LEAF VAC	\$377.52
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	PAINT/FOAM BRUSH/CHIP BRUSH	\$20.59
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	STROBE/GROMMET	\$160.59
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	BATTERY	\$116.29
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	FUEL LINE	\$223.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	CORNWELL	FLEX SOCKETS/AIR HOSE	\$156.91
E 101-53000-360 VEHICLE MAINT/EXPENSE	CROSSROADS TRUCK REPAIR	TRUCK #19 ADJUST VALVES	\$221.87
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	OUTLET/BOX	\$27.30
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	HOME DEPOT	LADDER	\$99.96
E 101-53000-360 VEHICLE MAINT/EXPENSE	INTERSTATE BATTERIES	BATTERY FOR MIKE G TRUCK	\$95.95
E 101-53000-360 VEHICLE MAINT/EXPENSE	INTERSTATE POWER SYSTEMS, INC.	TRANSMISSION HOSING BOLTS #19/#26	\$44.64
E 101-53000-360 VEHICLE MAINT/EXPENSE	JENSEN EQUIPMENT CO INC	AIR FILTERS	\$58.00
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	KAESTNER AUTO ELECTRIC CO	POWER PORT LED CORDED LIGHT	\$99.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	MBM	OCT-JAN COPIER	\$79.79
E 101-53000-360 VEHICLE MAINT/EXPENSE	MILLER-BRADFORD RISBERG INC	HYDRAULIC CYLINDER	\$1,049.75
E 101-53000-360 VEHICLE MAINT/EXPENSE	MILLER-BRADFORD RISBERG INC	CLAMP/BRACKET/TUBE/ORING	\$230.95
E 101-53000-360 VEHICLE MAINT/EXPENSE	MILLER-BRADFORD RISBERG INC	TUBE/ORINGS	\$195.84
E 101-53000-410 STREETS GEN MAINT	NEENAH FOUNDRY CO	TREE GRATES	\$2,301.38
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$2.88
E 101-53000-420 STORM SEWER	OKAUCHEE REDI-MIX INC	CONCRETE	\$310.00
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	SONICWALL SECURITY/BARRACUDA BACKUP	\$541.18
E 101-53000-360 VEHICLE MAINT/EXPENSE	PETERBILT WISCONSIN-WAUKESHA	FIX DPF ON #39/CHECK ENGINE LIGHT	\$303.21
E 101-53000-360 VEHICLE MAINT/EXPENSE	PETERBILT WISCONSIN-WAUKESHA	FIX DPF ON #39	\$5,269.58
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$64.41
E 101-53000-360 VEHICLE MAINT/EXPENSE	POMP S TIRE SERVICE INC	SNOW TIRES FOR #30	\$196.00
E 101-53000-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	DEC PREMIUMS	\$319.64
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 10/17	\$100.15
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 10/10	\$127.15
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 10/24	\$127.15
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 10/31	\$100.15
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 10/17	\$29.34

Account Descr	Search Name	Comments	Amount
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	TAPCO	GATE OPENERS	\$228.00
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	TAPCO	GATE OPENERS	\$45.60
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRINITY ECO SOLUTIONS	DEGREASER	\$335.40
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	TRINITY ECO SOLUTIONS	FLOOR WAX/FLOOR STRIPPER	\$452.25
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	TRINITY ECO SOLUTIONS	SHIPPING	\$44.70
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	HOSE/BRACKET/FUEL FILTER	\$404.01
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	WDO REG-ELEC ASSEMBLY	\$189.56
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	BRACKET FUEL FILTER	\$124.21
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	FILTER/SHIPPING	\$64.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	CREDIT	-\$65.99
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	AIR LINE/AIR DRYER TRUCK #25	\$650.18
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	CREDIT	-\$162.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	FILTER HEAD/HARNES/TUBING	\$81.18
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	HEATER TUBING/WASHER RESEVOIR CAP	\$208.07
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	SWITCH CONTROL/ELECTRIC WINDOW	\$65.99
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	CREDIT	-\$20.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	SWITCH CONTROL/ELECTRIC WINDOW	\$65.99
E 101-53000-220 UTILITY SERVICES	U.S. CELLULAR	OCT-NOV CELLULAR	\$97.36
E 101-53000-360 VEHICLE MAINT/EXPENSE	UTILITY SALES & SERVICE	ANNUAL AERIAL INSPECTION/DIELECTRIC TEST	\$1,270.74
E 101-53000-220 UTILITY SERVICES	VERIZON WIRELESS	SEPT-OCT SERVICE	\$75.70
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	VILLAGE GRAPHICS	BUSINESS CARDS/EINWECK	\$64.00
E 101-53000-225 STREET LIGHTING	WE ENERGIES	SEPT-OCT ST LIGHTING	\$8,709.72
E 101-53000-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT ELECTRIC	\$599.47
E 101-53000-225 STREET LIGHTING	WE ENERGIES	AUG-SEPT CLOCK	\$26.35
E 101-53000-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT GAS	\$25.46
E 101-53000-225 STREET LIGHTING	WE ENERGIES	SEPT-OCT ST LIGHTING	\$90.48
E 101-53000-225 STREET LIGHTING	WE ENERGIES	SEPT-OCT CAMPUS DR	\$394.00
E 101-53000-180 OTHER BENEFITS	WICHROWSKI, THOMAS	REIMBURSE CLOTHING ALLOWANCE	\$42.18
E 101-53000-420 STORM SEWER	WOLF PAVING CO INC	ASPHALT	\$134.54
E 101-53000-180 OTHER BENEFITS	ZIMMERMAN, MATT	REIMBURSE CLOTHING ALLOWANCE	\$179.34
EXPENSE Descr PUBLIC WORKS			\$28,235.17
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	AT&T	OCT-NOV SERVICE	\$18.49
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	ALLEN WRENCHES	\$10.75
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	CHRISTMAN, DAVE	INTERMEDIATE ARCHERY	\$384.00
E 101-55300-302 TO THE POINTE DANCE PROGRAM	CHRISTOPHER GILBERT	OCT DANCE CLASSES	\$252.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	OCT GENTLE YOGA PUNCH CARDS	\$168.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	OCT MODERATE YOGA PUNCH CARDS	\$571.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	ALIGNMENT YOGA	\$760.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUSOLD, CAROL	OCT NIA PUNCH CARDS	\$192.00
E 101-55300-302 TO THE POINTE DANCE PROGRAM	GAYDOS-FEDAK, NINA M	OCT DANCE CLASSES	\$2,925.44

Account Descr	Search Name	Comments	Amount
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HAMPE, CHRISTINA	ZUMBA SESSION AND DROP INS	\$167.69
E 101-55300-302 TO THE POINTE DANCE PROGRAM	HECKEL DANCE LLC	OCT DANCE CLASSES	\$1,444.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HEINRITZ, HANNAH	FIBER TO YARN	\$45.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HUNT-MATTHES, KATE	RELAX RENEW REJUVENATE	\$136.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	ITS IN EVERY DETAIL	OCT BARRE STRENGTH PUNCH CARDS	\$256.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FINE ARTS SCHOOL	OPEN ART STUDIO SCULPTING A PUMPKIN	\$60.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	MULLETT ICE CENTER	LEARN TO SKATE - NO RENTAL	\$160.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	MULLETT ICE CENTER	LEARN TO SKATE - SKATE RENTAL	\$556.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	MULLETT ICE CENTER	LEARN TO SKATE - SKATE RENTAL	\$464.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	OCT CARDIO FIT PUNCH CARDS	\$168.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	OCT CORE FITNESS PUNCH CARDS	\$547.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	OCT CORE FITNESS PUNCH CARDS	\$128.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	SONICWALL SECURITY/BARRACUDA BACKUP	\$77.31
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SCHOLTKA, JENNIFER J	ZUMBA SESSION AND DROP INS	\$459.73
E 101-55300-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	DEC PREMIUMS	\$4.54
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SPRECHER, MARIA	OCT QIGONG PUNCH CARDS	\$96.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	TISCHER, SHERRY	REIMBURSE PROGRAM SUPPLIES	\$21.82
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	OCT-NOV CELLULAR	\$36.25
E 101-55300-302 TO THE POINTE DANCE PROGRAM	VALERIE RODRIGUES	OCT DANCE CLASSES	\$170.35
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	NAGA-WAUKEE TREE CLIMBING	\$60.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	OCT CHAIR YOGA PUNCH CARDS	\$259.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	OCT YOGA FOR LIFE PUNCH CARDS	\$1,152.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	OCT YOGA FOR LIFE PUNCH CARDS	\$480.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	OCT CHAIR YOGA PUNCH CARDS	\$32.00
E 101-55300-302 TO THE POINTE DANCE PROGRAM	WOHEAD, KIMBERLY J	OCT DANCE CLASSES	\$522.56
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$12,787.13
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	ADVANCED DISPOSAL SERVICES	OCT SERVICES	\$33,094.50
EXPENSE Descr REFUSE & GARBAGE COLLECTION			\$33,094.50
EXPENSE Descr SEWER SERVICE			
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	AT&T	OCT-NOV SERVICE	\$18.48
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	BLACKBURN MFG COMPANY	BLUE/GREEN PAINT	\$267.86
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	OCT FEES	\$69,409.00
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	NOV ADMN SERVICES	\$26.24
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	OCT FSA FEES	\$15.81
E 204-53610-297 FWW LIFT STATION OPERATING	ENVIROTECH EQUIPMENT CO	ALUMINUM SEWER TUBE	\$428.12
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	HARTLAND QUIK LUBE	PROPANE	\$16.99
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	MBM	OCT-JAN COPIER	\$79.78
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	NEENAH FOUNDRY CO	FRAME/GRATE/CURB BOX	\$3,136.00
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	SONICWALL SECURITY/BARRACUDA BACKUP	\$115.97

Account Descr	Search Name	Comments	Amount
E 204-53610-297 FWW LIFT STATION OPERATING	REARDON METAL FEBRICATING	METAL BOLLARD/FOUR WINDS LFT STATION	\$160.00
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	U.S. CELLULAR	OCT-NOV CELLULAR	\$97.36
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	AUG-SEPT CRYSTAL	\$86.98
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	AUG-SEPT SHADOW RIDGE	\$50.14
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	AUG-SEPT ARLENE	\$173.26
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT HWY 83	\$19.22
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	AUG-SEPT RUSTIC	\$28.90
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT BRADFORD	\$39.23
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	SEPT-OCT WOODLANDS	\$41.81
EXPENSE Descr SEWER SERVICE			<u>\$74,211.15</u>
EXPENSE Descr TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	SONICWALL SECURITY/BARRACUDA BACKUP	\$77.31
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	WALLSCHLAGER FRANKE, ANN	REIMBURSE LODGING/MEALS/MILEAGE/PARKING	\$476.45
EXPENSE Descr TRUSTEES			<u>\$553.76</u>
EXPENSE Descr UNBUDGETED			
E 401-57300-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	2017 PAVING/ PAYMENT 3	\$6,638.84
EXPENSE Descr UNBUDGETED			<u>\$6,638.84</u>
EXPENSE Descr WATER UTILITY			
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	AT&T	OCT-NOV SERVICE	\$18.49
E 620-53700-923 OUTSIDE SERVICES	BADGER METER INC	OCT BEACON HOSTING	\$151.70
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	PIPE FITTINGS FOR WELL #6	\$5.45
E 620-53700-652 MAINTENANCE OF SERVICES	BIEBELS TRUE VALUE	BATTERIES/PIPE NIPPLES	\$25.34
E 620-53700-652 MAINTENANCE OF SERVICES	BLACKBURN MFG COMPANY	BLUE/GREEN PAINT	\$267.86
E 620-53700-923 OUTSIDE SERVICES	DIGGERS HOTLINE INC	LOCATES	\$125.80
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	NOV ADMN SERVICES	\$65.62
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	OCT FSA FEES	\$39.55
E 620-53700-923 OUTSIDE SERVICES	ENDPOINT SOLUTIONS CORP	COVENTRY WATER TOWN WDNR ASSISTANCE	\$1,900.00
E 620-53700-631 WATER TREATMENT - CHEMICALS	MARTELLE WATER TREATMENT	CHEMICALS FOR WATER	\$1,756.70
E 620-53700-923 OUTSIDE SERVICES	MBM	OCT-JAN COPIER	\$79.79
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	MENARDS- PEWAUKEE	PICKET	\$10.56
E 620-53700-923 OUTSIDE SERVICES	MORAIN PARK TECHNICAL COLLEGE	TRAINING/SCHLAFER	\$151.85
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	DRINKING WATER	\$20.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	OCT BACTERIA SAMPLES	\$54.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	DRINKING WATER	\$20.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	4TH QTR DRINKING WATER	\$32.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	OCT BACTERIA	\$72.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	VOCS	\$120.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	OCT BACTERIA SAMPLES	\$54.00
E 620-53700-930 MISC GENERAL EXPENSES	ONTECH SYSTEMS, INC	SONICWALL SECURITY/BARRACUDA BACKUP	\$115.97
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	U.S. CELLULAR	OCT-NOV CELLULAR	\$97.36

Account Descr	Search Name	Comments	Amount
E 620-53700-632 WATER TREATMENT-SUPPLIES/EXP	USA BLUE BOOK	PLASTIC BOTTLES/LIQUID GUAGE	\$100.42
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	W.W. BROWN NURSERY	MULCH/PLANTS	\$321.00
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	SEPT-OCT PUMPHOUSE #3	\$1,287.14
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	AUG-SEPT SUNSHINE	\$17.87
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	AUG-SEPT HILL ST	\$22.18
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	SEPT-OCT BRISTLECONE	\$191.48
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	SEPT-OCT PENBROOK	\$341.78
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	SEPT-OCT BRISTLECONE	\$14.03
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	SEPT-OCT COVENTRY	\$19.34
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	SEPT-OCT SUNSHINE	\$1,623.56
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	SEPT-OCT #3 PUMPHOUSE	\$9.99
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	SEPT-OCT SUNNYSLOPE	\$767.94
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	SEPT-OCT MANCHESTER	\$1,317.72
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	SEPT-OCT MICROBOOSTER	\$21.08
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	SEPT-OCT PENBROOK	\$19.50
E 620-53700-923 OUTSIDE SERVICES	WI STATE LABORATORY OF HYGIENE	FLUORIDE	\$25.00
EXPENSE Descr WATER UTILITY			\$11,284.07
			\$658,010.20

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Payments

Current Period: OCTOBER 2017

Batch Name	OCT17MC	User Dollar Amt	\$2,987.53		
	Payments	Computer Dollar Amt	\$2,987.53		
			\$0.00	In Balance	
Refer	54738 WALGREENS	Ck# 008656	10/4/2017		
Cash Payment	R 101-48000 MISCELLANEOUS REVENU	RESTITUTION/BOOKS AND BAILEY			\$31.45
		H17007183			
Invoice					
Transaction Date	11/6/2017	GF Checking	11100	Total	\$31.45
Refer	54739 WI SUPPORT COLLECTIONS TRUS	Ck# 008657	10/5/2017		
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO	PP #20			\$484.61
Invoice					
Transaction Date	11/6/2017	GF Checking	11100	Total	\$484.61
Refer	54740 US DEPT OF EDUCATION	Ck# 008658	10/5/2017		
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO	GARNISHMENT/DYER			\$226.00
Invoice					
Transaction Date	11/6/2017	GF Checking	11100	Total	\$226.00
Refer	54741 DAVID COX	Ck# 008659	10/18/2017		
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	REIMBURSE ICMA AIRFARE			\$225.16
Invoice					
Transaction Date	11/6/2017	GF Checking	11100	Total	\$225.16
Refer	54742 AB DATA CLIENT TRUST	Ck# 008660	10/20/2017		
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	2017 POSTAGE PROPERTY TAX BILLS			\$1,309.70
Invoice					
Transaction Date	11/6/2017	GF Checking	11100	Total	\$1,309.70
Refer	54743 WI SUPPORT COLLECTIONS TRUS	Ck# 008661	10/20/2017		
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO	PP #21			\$484.61
Invoice					
Transaction Date	11/6/2017	GF Checking	11100	Total	\$484.61
Refer	54744 US DEPT OF EDUCATION	Ck# 008662	10/20/2017		
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO	GARNISHMENT/DYER			\$226.00
Invoice					
Transaction Date	11/6/2017	GF Checking	11100	Total	\$226.00

Fund Summary

	11100 GF Checking	
101 GENERAL FUND	\$2,987.53	
	\$2,987.53	

Pre-Written Checks	\$2,987.53
Checks to be Generated by the Computer	\$0.00
Total	\$2,987.53

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Payments

Current Period: OCTOBER 2017

Batch Name	Payment	Computer Dollar Amt			Posted
Batch Name	OCT17WIRE				
Payment					
Computer Dollar Amt		\$131,000.25			
Posted					
<hr/>					
Refer	54729 FIRST BANK FINANCIAL CENTRE		Ck# 2017110E	10/30/2017	
Cash Payment	E 101-51500-300 OPERATING SUPPLIES		EBUSINESS BANKING		\$20.00
Invoice					
Cash Payment	E 101-51500-300 OPERATING SUPPLIES		POSITIVE PAY		\$30.00
Invoice					
Cash Payment	E 101-51500-300 OPERATING SUPPLIES		ACH FILTERS/BLOCKS		\$25.00
Invoice					
Transaction Date	10/30/2017	Due 0	GF Checking	11100	Total \$75.00
<hr/>					
Refer	54730 PAYROLL DATA SERVICES INC		Ck# 2017111E	10/5/2017	
Cash Payment	E 804-56700-110 SALARIES		OCTOBER 6 BID PAYROLL		\$1,085.35
Invoice					
Cash Payment	G 804-21520 RETIREMENT DEDUCTION		OCTOBER 6 BID PAYROLL		-\$30.25
Invoice					
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH		OCTOBER 6 BID PAYROLL		\$58.11
Invoice					
Transaction Date	10/5/2017	Due 0	GF Checking	11100	Total \$1,113.21
<hr/>					
Refer	54731 PAYROLL DATA SERVICES INC		Ck# 2017112E	10/19/2017	
Cash Payment	E 804-56700-110 SALARIES		OCTOBER 20 BID PAYROLL		\$1,085.35
Invoice					
Cash Payment	G 804-21520 RETIREMENT DEDUCTION		OCTOBER 20 BID PAYROLL		-\$30.25
Invoice					
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH		OCTOBER 20 BID PAYROLL		\$38.11
Invoice					
Transaction Date	10/19/2017	Due 0	GF Checking	11100	Total \$1,093.21
<hr/>					
Refer	54732 AFLAC		Ck# 2017113E	10/20/2017	
Cash Payment	G 101-21592 AFLAC INS PAYABLE		MONTHLY AFLAC PREMIUMS		\$283.78
Invoice					
Transaction Date	10/20/2017	Due 0	GF Checking	11100	Total \$283.78
<hr/>					
Refer	54733 PAYMENT SERVICE NETWORK		Ck# 2017114E	10/4/2017	
Cash Payment	E 620-53700-923 OUTSIDE SERVICES		MONTHLY CREDIT CARD PROCESSING FEES		\$37.70
Invoice					
Cash Payment	E 204-53610-290 OUTSIDE SERVICES/C		MONTHLY CREDIT CARD PROCESSING FEES		\$37.70
Invoice					
Transaction Date	10/4/2017	Due 0	GF Checking	11100	Total \$75.40
<hr/>					
Refer	54734 EMPLOYEE TRUST FUNDS		Ck# 2017115E	10/24/2017	
Cash Payment	E 101-51400-150 HEALTH/DENTAL/LIFE		NOVEMBER HEALTH INSURANCE PREMIUMS		\$1,630.06
Invoice					
Cash Payment	E 101-51500-150 HEALTH/DENTAL/LIFE		NOVEMBER HEALTH INSURANCE PREMIUMS		\$2,223.31
Invoice					

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Payments

Current Period: OCTOBER 2017

Cash Payment	E 101-55300-150 HEALTH/DENTAL/LIFE	NOVEMBER HEALTH INSURANCE PREMIUMS	\$660.55
Invoice			
Cash Payment	E 101-52100-150 HEALTH/DENTAL/LIFE	NOVEMBER HEALTH INSURANCE PREMIUMS	\$26,891.44
Invoice			
Cash Payment	E 101-53000-150 HEALTH/DENTAL/LIFE	NOVEMBER HEALTH INSURANCE PREMIUMS	\$20,384.97
Invoice			
Cash Payment	E 101-55110-150 HEALTH/DENTAL/LIFE	NOVEMBER HEALTH INSURANCE PREMIUMS	\$7,175.46
Invoice			
Cash Payment	E 101-52200-150 HEALTH/DENTAL/LIFE	NOVEMBER HEALTH INSURANCE PREMIUMS	\$1,098.78
Invoice			
Cash Payment	E 101-52300-150 HEALTH/DENTAL/LIFE	NOVEMBER HEALTH INSURANCE PREMIUMS	\$1,098.78
Invoice			
Cash Payment	G 101-34140 UNFUNDED EMPLOYEE BE	NOVEMBER HEALTH INSURANCE PREMIUMS	\$5,957.88
Invoice			
Cash Payment	G 101-21530 INSURANCE DEDUCTIONS	NOVEMBER HEALTH INSURANCE PREMIUMS	\$7,972.17
Invoice			
Transaction Date	10/24/2017	Due 0 GF Checking 11100	Total \$75,093.40
Refer	54735 WI RETIREMENT SYSTEM	Ck# 2017116E 10/31/2017	
Cash Payment	E 101-55300-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS	\$323.25
Invoice			
Cash Payment	E 101-51400-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS	\$675.86
Invoice			
Cash Payment	E 101-51500-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS	\$296.34
Invoice			
Cash Payment	E 101-52100-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS	\$10,963.81
Invoice			
Cash Payment	E 101-52100-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS	\$669.60
Invoice			
Cash Payment	E 101-52200-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS	\$614.86
Invoice			
Cash Payment	E 101-52300-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS	\$736.53
Invoice			
Cash Payment	E 101-52200-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS	\$29.72
Invoice			
Cash Payment	E 101-53000-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS	\$3,475.98
Invoice			
Cash Payment	E 101-55110-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS	\$1,484.99
Invoice			
Cash Payment	E 620-53700-926 EMPLOYEE PENSIONS	SEPTEMBER WRS PREMIUMS	\$1,687.20
Invoice			
Cash Payment	E 204-53610-110 SALARIES	SEPTEMBER WRS PREMIUMS	\$183.56
Invoice			

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Payments

Current Period: OCTOBER 2017

Cash Payment	E 204-53610-110 SALARIES	SEPTEMBER WRS PREMIUMS	\$253.93
Invoice			
Cash Payment	E 204-53610-390 BILLING/COLLECTION/	SEPTEMBER WRS PREMIUMS	\$337.73
Invoice			
Cash Payment	G 101-21520 RETIREMENT DEDUCTION	SEPTEMBER WRS PREMIUMS	\$9,418.16
Invoice			
Cash Payment	G 101-21520 RETIREMENT DEDUCTION	SEPTEMBER WRS PREMIUMS	\$7,754.02
Invoice			
Transaction Date	10/31/2017	Due 0 GF Checking 11100	Total \$38,905.54
Refer	54736 WI DEPT OF REVENUE (SALES TA Ck# 2017117E 10/23/2017		
Cash Payment	G 101-21515 SALES TAXES PAYABLE	SEPTEMBER SALES TAX RECONCILIATION	\$539.86
Invoice			
Cash Payment	R 101-48000 MISCELLANEOUS REVENU	SEPTEMBER SALES TAX RECONCILIATION	-\$10.00
Invoice			
Transaction Date	10/23/2017	Due 0 GF Checking 11100	Total \$529.86
Refer	54737 JPMORGAN CHASE BANK Ck# 2017118E 10/18/2017		
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	AMAZON - CD'S/DVD'S	\$1,132.23
Invoice			
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	AMAZON - OFFICE SUPPLIES	\$173.01
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	AMAZON - BLUETOOTH MOUSE/STYLUS	\$72.77
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	BUSINESS JOURNAL - ANNUAL SUBSCRIPTION	\$115.00
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	MEIJER STORE - FOOD FOR LYNN'S PARTY	\$10.99
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	USPS - CERTIFIED MAILING	\$19.77
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	WMCA - DISTRICT 5 MEETING/IGL	\$30.00
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	PICNIC BASKET - FOOD FOR LYNN'S PARTY	\$300.94
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	WSFCA - WI STATE WEEKEND REGISTRATION/DEAN	\$75.00
Invoice			
Cash Payment	E 101-52200-255 BLDGS/GROUNDS	HOME DEPOT - PLYWOOD/PAINT	\$39.30
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	BIEBELS - CABLE TIES/SODA	\$14.14
Invoice			
Cash Payment	E 101-52200-360 VEHICLE MAINT/EXPE	I-STATE POWER SYSTEMS - SENSOR ASSEMBLY/4362	\$99.70
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	LAKE COUNTRY TRAVEL - AIRFARE TO PICK UP NEW TRUCK	\$604.00
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	CARIBOU COFFEE - BREAKFAST/LITTLE & VERNON	\$13.21
Invoice			

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Payments

Current Period: OCTOBER 2017

Cash Payment	E 101-52200-300 OPERATING SUPPLIES	PETRO PORTAGE - DINNER/LITTLE, VERNON, WALKER	\$26.10
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	KUM & GO - FUEL FOR NEW TRUCK	\$104.44
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	PETRO PORTAGE - FUEL FOR NEW TRUCK	\$120.53
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	BP AMISH MARKET - FUEL FOR NEW TRUCK	\$108.47
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	GETYARDSTICK.COM - ONLINE MENTAL HEALTH TRAINING	\$583.16
Invoice			
Cash Payment	E 802-52100-300 OPERATING SUPPLIES	AMAZON - VEHICLE RECOVERY EQUIPMENT	\$82.16
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	BATTERY PRODUCTS - TRAFFIC WANDS	\$239.60
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	AMAZON - HIDE A KEY FOR SQUADS	\$10.28
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	FEDEX OFFICE - LAMINATE POSTER	\$9.00
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	EMERGENCY MEDICAL PRODUCTS - NARCAN KITS	\$231.68
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	MIDWAY USA - AIMPOINT SIGHT COVERS/BATTERIES	\$360.79
Invoice			
Cash Payment	E 802-52100-300 OPERATING SUPPLIES	MIDWAY USA - BI-POD/LOCK	\$116.27
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	AMAZON - GERM GUARDIAN FILTERS FOR PROP ROOM	\$58.99
Invoice			
Cash Payment	E 101-52100-290 OUTSIDE SERVICES/C	VESTA AT&T - TRAIL CAMERA/SEPTEMBER	\$26.66
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	OPTICS PLANET - SUREFIRE WEAPON LIGHT	\$231.34
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	MENARDS - CHAIRS FOR CAPTAIN'S OFFICE	\$210.37
Invoice			
Cash Payment	E 802-52100-300 OPERATING SUPPLIES	STOCKY'S - CHEEKPIECE TARGET	\$415.35
Invoice			
Cash Payment	E 802-52100-300 OPERATING SUPPLIES	MIDWAY USA - BI-POD LEG MOUNT	\$116.77
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	JG UNIFORMS - OUTER CARRIER/MUNDY	\$152.95
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	AMAZON - COMPUTER MONITOR CORD	\$15.96
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	GRAND HOTEL - CREDIT DUE (BAGIN)	-\$187.92
Invoice			
Cash Payment	E 101-52100-360 VEHICLE MAINT/EXPE	KRIST FOOD MART - FUEL	\$30.64
Invoice			
Cash Payment	E 101-52100-360 VEHICLE MAINT/EXPE	EXXON MOBIL - FUEL	\$40.58
Invoice			

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Payments

Current Period: OCTOBER 2017

Cash Payment	E 101-51100-300 OPERATING SUPPLIES	PIGGLY WIGGLY - SODA/ICE FOR BUDGET MEETING	\$13.74
Invoice			
Cash Payment	E 101-51100-300 OPERATING SUPPLIES	ENDTERS - PIZZA FOR BUDGET MEETING	\$108.11
Invoice			
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	EXXON MOBIL - ICE FOR LYNN'S PARTY	\$8.39
Invoice			
Cash Payment	E 620-53700-930 MISC GENERAL EXPEN	AMAZON - USB CAR CHARGER/BLUETOOTH HEADSET	\$57.96
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	SENDIKS - CAKE FOR LYNN'S PARTY	\$67.99
Invoice			
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	BURGHARDT SPORTING GOODS - SOFTBALLS	\$120.96
Invoice			
Cash Payment	E 101-55300-295 TRIPS	PIGGLY WIGGLY - DONUTS/WATER FOR TRIP	\$47.92
Invoice			
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	WALMART - PLAYING CARDS FOR SENIORS	\$62.37
Invoice			
Cash Payment	E 101-55300-312 SPLASHPAD EXPENSE	S&S SALES - CAULK FOR SPLASHPAD	\$243.93
Invoice			
Cash Payment	E 101-52100-290 OUTSIDE SERVICES/C	GORDON FLESCH - AUG-SEPT COPIER	\$65.75
Invoice			
Cash Payment	E 101-53000-360 VEHICLE MAINT/EXPE	E.H.WOLF - UNLEADED GAS	\$1,103.23
Invoice			
Cash Payment	E 101-52200-290 OUTSIDE SERVICES/C	SPECTRUM BUSINESS - SEPT-OCT SERVICE	\$249.99
Invoice			
Cash Payment	E 101-53000-360 VEHICLE MAINT/EXPE	EH WOLF - DIESEL & UNLEADED GAS	\$1,625.05
Invoice			
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	CONSTANT CONTACT - SUBSCRIPTION PAYMENT	\$378.00
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	CAPSTONE - BOOKS	\$395.28
Invoice			
Cash Payment	E 804-56700-722 WEB SITE DEVELOPM	OCREATIVE - LOGO CHANGE ON WEBSITE	\$148.50
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	SPECTRUM BUSINESS - SEPT - OCT INTERNET	\$53.00
Invoice			
Cash Payment	E 101-52400-300 OPERATING SUPPLIES	SPECTRUM BUSINESS - SEPT - OCT INTERNET	\$53.00
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	SPECTRUM BUSINESS - SEPT - OCT INTERNET	\$53.00
Invoice			
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	SPECTRUM BUSINESS - SEPT - OCT INTERNET	\$53.00
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	SPECTRUM BUSINESS - SEPT - OCT INTERNET	\$53.00
Invoice			

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Payments

Current Period: OCTOBER 2017

Cash Payment	E 101-53000-220 UTILITY SERVICES	SPECTRUM BUSINESS - SEPT - OCT INTERNET	\$53.00
Invoice			
Cash Payment	E 620-53700-605 MAINTENANCE-WATE	SPECTRUM BUSINESS - SEPT - OCT INTERNET	\$53.00
Invoice			
Cash Payment	E 204-53610-385 MAINTENANCE-COLLE	SPECTRUM BUSINESS - SEPT - OCT INTERNET	\$53.00
Invoice			
Cash Payment	E 101-55370-300 OPERATING SUPPLIES	SPECTRUM BUSINESS - SEPT - OCT INTERNET	\$30.00
Invoice			
Cash Payment	E 101-52200-290 OUTSIDE SERVICES/C	SPECTRUM BUSINESS - SEPT - OCT INTERNET	\$104.03
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR - BOOKS	\$401.49
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	MILWAUKEE JOURNAL SENTINEL - AUG - OCT SERVICE	\$13.34
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	SPECTRUM BUSINESS - SEPT - OCT PHONE	\$42.68
Invoice			
Cash Payment	E 101-52400-300 OPERATING SUPPLIES	SPECTRUM BUSINESS - SEPT - OCT PHONE	\$42.68
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	SPECTRUM BUSINESS - SEPT - OCT PHONE	\$42.68
Invoice			
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	SPECTRUM BUSINESS - SEPT - OCT PHONE	\$42.68
Invoice			
Cash Payment	E 101-55110-220 UTILITY SERVICES	SPECTRUM BUSINESS - SEPT - OCT PHONE	\$42.68
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	SPECTRUM BUSINESS - SEPT - OCT PHONE	\$42.68
Invoice			
Cash Payment	E 101-53000-220 UTILITY SERVICES	SPECTRUM BUSINESS - SEPT - OCT PHONE	\$42.68
Invoice			
Cash Payment	E 620-53700-605 MAINTENANCE-WATE	SPECTRUM BUSINESS - SEPT - OCT PHONE	\$42.67
Invoice			
Cash Payment	E 204-53610-385 MAINTENANCE-COLLE	SPECTRUM BUSINESS - SEPT - OCT PHONE	\$42.67
Invoice			
Cash Payment	E 101-53000-360 VEHICLE MAINT/EXPE	EH WOLF - DIESEL AND UNLEADED GAS	\$1,471.87
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	AT&T - UVERSE SERVICE	\$84.70
Invoice			
Cash Payment	E 101-53000-360 VEHICLE MAINT/EXPE	VERMEER - CHIPPER BLADES	\$415.92
Invoice			
Transaction Date	10/18/2017	Due 0 GF Checking 11100	Total \$13,830.85

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Payments

Current Period: OCTOBER 2017

Fund Summary

	11100 GF Checking
804 BUSINESS IMPROVEMENT DISTRICT	\$2,354.92
802 LAKE AREA CRITICAL INCIDENT TM	\$730.55
620 WATER FUND	\$1,878.53
204 SEWER	\$908.59
101 GENERAL FUND	\$125,127.66
	<hr/>
	\$131,000.25

Pre-Written Checks	\$131,000.25
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$131,000.25

VILLAGE OF HARTLAND
LICENSES AND PERMITS
NOVEMBER 13, 2017

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

Amber Lynn Pollack
Krista E. Duke
Michael H. Dunker
Mariah Zuzick
Colleen R. Anderson
Lisa Marie Johnson
Lauren McKenna Richards
Patrick Donald Aleshire

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

RESOLUTION NO. 11/13/2017-01

RESOLUTION AWARDING THE SALE OF \$5,695,000
GENERAL OBLIGATION CORPORATE PURPOSE BONDS,
SERIES 2017A

WHEREAS, on October 9, 2017, the Village Board of the Village of Hartland, Waukesha County, Wisconsin (the "Village") adopted initial resolutions authorizing the issuance of general obligation bonds in the following amounts for the following purposes: \$2,625,000 for street improvement projects; \$565,000 for sewerage projects, consisting of storm water projects; \$70,000 for parks and public grounds projects; and \$155,000 for parking lot projects (collectively, the above-referenced projects are referred to herein as the "Project" and the above-referenced initial resolutions are referred to herein as the "Project Initial Resolutions");

WHEREAS, on October 9, 2017, the Village Board of the Village also adopted an initial resolution authorizing the issuance of general obligation refunding bonds in an amount not to exceed \$2,300,000 (the "Refunding Initial Resolution");

WHEREAS, the obligations to be refunded are the 2019 through 2029 maturities of the General Obligation Refunding Bonds, dated February 3, 2009 (the "Refunded Obligations") (hereinafter the refinancing of the Refunded Obligations shall be referred to as the "Refunding");

WHEREAS, the Village Board hereby finds and determines that the Project is within the Village's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, on October 9, 2017, the Village Board of the Village also adopted a resolution (the "Set Sale Resolution"), providing that the general obligation bond issues authorized by the Project Initial Resolutions and the Refunding Initial Resolution be combined, issued and sold as a single issue of bonds designated as "General Obligation Corporate Purpose Bonds, Series 2017A" (the "Bonds") for the purpose of paying the cost of the Project and the Refunding;

WHEREAS, the Village Board deems it to be necessary, desirable and in the best interest of the Village to refund the Refunded Obligations for the purpose of achieving debt service savings;

WHEREAS, the Village is authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation bonds for such public purposes and to refinance its outstanding obligations;

WHEREAS, pursuant to the Set Sale Resolution, the Village has directed Ehlers & Associates, Inc. ("Ehlers") to take the steps necessary to sell the Bonds to pay the cost of the Project and the Refunding;

WHEREAS, Ehlers, in consultation with the officials of the Village, prepared a Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference)

setting forth the details of and the bid requirements for the Bonds and indicating that the Bonds would be offered for public sale on November 13, 2017;

WHEREAS, the Village Clerk (in consultation with Ehlers) caused a form of notice of the sale to be published and/or announced and caused the Notice of Sale to be distributed to potential bidders offering the Bonds for public sale on November 13, 2017;

WHEREAS, the Village has duly received bids for the Bonds as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation");

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Notice of Sale and is deemed to be the most advantageous to the Village. Ehlers has recommended that the Village accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference; and

WHEREAS, the Village Board now deems it necessary, desirable and in the best interest of the Village that the Bonds be issued in the aggregate principal amount of \$_____ for the following purposes and in the following amounts: \$_____ for street improvement projects; \$_____ for sewerage projects, consisting of storm water projects; \$_____ for parks and public grounds projects; \$_____ for parking lot projects; and \$_____ for refunding obligations of the Village, including interest on them.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village that:

Section 1. Ratification of the Notice of Sale and Offering Materials. The Village Board hereby ratifies and approves the details of the Bonds set forth in Exhibit A attached hereto as and for the details of the Bonds. The Notice of Sale and any other offering materials prepared and circulated by Ehlers are hereby ratified and approved in all respects. All actions taken by officers of the Village and Ehlers in connection with the preparation and distribution of the Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Authorization and Award of the Bonds. For the purpose of paying the cost of the Project and the Refunding, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of FIVE MILLION SIX HUNDRED NINETY-FIVE THOUSAND DOLLARS (\$5,695,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Bonds for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted. The President and Village Clerk or other appropriate officers of the Village are authorized and directed to execute an acceptance of the Proposal on behalf of the Village. The good faith deposit of the Purchaser shall be retained by the Village Treasurer and applied in accordance with the Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Bonds shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Corporate Purpose Bonds, Series 2017A"; shall be issued in the aggregate principal amount of \$5,695,000; shall be dated December 5, 2017; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on November 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on May 1 and November 1 of each year commencing on May 1, 2018. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds maturing on November 1, 2028 and thereafter are subject to redemption prior to maturity, at the option of the Village, on November 1, 2027 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the Village, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

[If the Proposal specifies that any of the Bonds are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Bonds in such manner as the Village shall direct.]

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the Village are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the Village a direct annual irrepealable tax in the years 2017 through 2036 for payments due in the years 2018 through 2037 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the Village shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the Village and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the Village for said years are collected, except that the amount of tax carried

onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the Village then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the Village, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the Village may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Corporate Purpose Bonds, Series 2017A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the Village at the time of delivery of and payment for the Bonds; (ii) any premium not used for the Refunding which may be received by the Village above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the Village, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the Village, unless the Village Board directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the Village and disbursed solely for the purpose or purposes for which borrowed or for the payment of the principal of and the interest on the Bonds. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the Village, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The Village represents and covenants that the projects financed by the Bonds and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Bonds and the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The Village further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The Village further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The Village Clerk or other officer of the Village charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the Village certifying that the Village can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The Village also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the Village will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the Village by the manual or facsimile signatures of the President and Village Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the Village of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the Village has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The Village hereby authorizes the officers and agents of the Village to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by [_____, _____, _____], which is hereby appointed as the Village's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes [the Village Clerk or Village Treasurer] (the "Fiscal Agent"). [The Village hereby authorizes the President and Village Clerk or other appropriate officers of the Village to enter a Fiscal Agency Agreement between the Village and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Bonds].

Section 13. Persons Treated as Owners; Transfer of Bonds. The Village shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such

transfer, the President and Village Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The Village shall cooperate in any such transfer, and the President and Village Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the Village at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the Village agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Village Clerk or other authorized representative of the Village is authorized and directed to execute and deliver to DTC on behalf of the Village to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the Village Clerk's office.

Section 16. Payment of Issuance Expenses. The Village authorizes the Purchaser to forward the amount of the proceeds of the Bonds allocable to the payment of issuance expenses to KleinBank, Chaska, Minnesota at Closing for further distribution as directed by Ehlers.

Section 17. Official Statement. The Village Board hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the Village in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate Village official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Village Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 18. Undertaking to Provide Continuing Disclosure. The Village hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the Village to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the President and Village Clerk, or other officer of the Village charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the Village's Undertaking.

Section 19. Redemption of the Refunded Obligations. The Refunded Obligations are hereby called for prior payment and redemption on February 1, 2018 at a price of par plus accrued interest to the date of redemption.

The Village hereby directs the Village Clerk to work with Ehlers to cause timely notice of redemption, in substantially the form attached hereto as Exhibit F and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. Any and all actions heretofore taken by the officers and agents of the Village to effectuate the redemption of the Refunded Obligations are hereby ratified and approved.

Section 20. Record Book. The Village Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 21. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the Village are authorized to take all actions necessary to obtain such municipal bond insurance. The President and Village Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the President and Village Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 22. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Village Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded November 13, 2017.

Jeffrey Pfannerstill
President

ATTEST:

Darlene Igl
Village Clerk

(SEAL)

EXHIBIT A

Notice of Sale

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

[EXHIBIT MRP

Mandatory Redemption Provision

The Bonds due on November 1, ____, ____ and ____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on November 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on November 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on November 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on November 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on November 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)]

EXHIBIT E

(Form of Bond)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
WAUKESHA COUNTY
NO. R-____ VILLAGE OF HARTLAND \$_____
GENERAL OBLIGATION CORPORATE PURPOSE BOND, SERIES 2017A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
November 1, _____ December 5, 2017 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the Village of Hartland, Waukesha County, Wisconsin (the "Village"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on May 1 and November 1 of each year commencing on May 1, 2018 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by [_____, _____, _____] OR [the Village Clerk or Village Treasurer] (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the Village are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$5,695,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the Village pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the following public purposes: \$_____ for street

improvement projects; \$_____ for sewerage projects, consisting of storm water projects; \$_____ for parks and public grounds projects; \$_____ for parking lot projects; and \$_____ for refunding obligations of the Village, including interest on them, as authorized by resolutions adopted on October 9, 2017 and November 13, 2017. Said resolutions are recorded in the official minutes of the Village Board for said dates.

The Bonds maturing on November 1, 2028 and thereafter are subject to redemption prior to maturity, at the option of the Village, on November 1, 2027 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the Village, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Bonds maturing in the years _____ are subject to mandatory redemption by lot as provided in the resolution awarding the Bonds, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the Village, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond has been designated by the Village Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond is transferable only upon the books of the Village kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the Village appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the Village for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and Village may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

[This Bond shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.]

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the Village of Hartland, Waukesha County, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified President and Village Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

VILLAGE OF HARTLAND,
WAUKESHA COUNTY, WISCONSIN

By: _____
Jeffrey Pfannerstill
President

(SEAL)

By: _____
Darlene Igl
Village Clerk

[Date of Authentication: _____, _____]

CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds of the issue authorized by the within-mentioned resolutions of the Village of Hartland, Wisconsin.

_____, _____

By _____
Authorized Signatory]

DRAFT

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

EXHIBIT F

NOTICE OF FULL CALL*

VILLAGE OF HARTLAND
WAUKESHA COUNTY, WISCONSIN
GENERAL OBLIGATION REFUNDING BONDS, DATED FEBRUARY 3, 2009

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called for prior payment on February 1, 2018 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
02/01/19	\$175,000	3.25 %	416863KR8
02/01/21	350,000	3.60	416863KT4
02/01/23	350,000	3.75	416863KV9
02/01/25	450,000	4.00	416863KX5
02/01/27	450,000	4.00	416863KZ0
02/01/29	425,000	4.125	416863LB2

Upon presentation and surrender of said Bonds to Bond Trust Services Corporation, Roseville, Minnesota, the registrar and fiscal agent for said Bonds, the registered owners thereof will be paid the principal amount of the Bonds plus accrued interest to the date of prepayment.

Said Bonds will cease to bear interest on February 1, 2018.

By Order of the
Village Board
Village of Hartland
Village Clerk

Dated _____

* To be provided to Bond Trust Services Corporation at least thirty-five (35) days prior to February 1, 2018. The registrar and fiscal agent shall be directed to give notice of such prepayment by registered or certified mail, overnight express delivery, facsimile transmission or electronic transmission to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to February 1, 2018 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

VILLAGE OF HARTLAND

RESOLUTION NO. 11/13/2017-02

RESOLUTION APPROVING THE SEWER UTILITY RATE EFFECTIVE FIRST QUARTER
2018

WHEREAS, the Village of Hartland has established Sewer Utility billing rates and has the ability to change them as necessary.

NOW THEREFORE, be it hereby resolved by the Board of Trustees for the Village of Hartland as follows:

1. The Sewer Utility Rate shall increase from \$5.94 to \$6.24 per one thousand (1,000) gallons for all Sewer Utility customers with the new rate to go into effect on December 16, 2017.

Adopted this 13th day of November, 2017.

Jeffrey Pfannerstill, Village President

Attest:

Darlene Igl, MMC/WCPC, Village Clerk

MEMORANDUM

TO: President and Village Board
FROM: David E. Cox, Village Administrator 
DATE: November 10, 2017
SUBJECT: Paramedics

In follow up to the Village Board's discussion during review of the 2018 annual budget, staff has further reviewed the addition of two full time paramedics to the Fire Department for a total of three full time paramedics. Under the proposal, the Village would move to a 24-hour-on-48-hour-off shift system for the paramedics and would officially upgrade the service level of our EMS response to EMT-Paramedic from EMT-Intermediate.

Staff has reviewed the proposal in detail and determined that two full time paramedics will cost the Village approximately \$140,000. This includes regular and overtime wages (\$90,000), Social Security/Medicare (\$6,900), retirement (\$9,500), health/dental insurance (\$33,000, estimated as one family, one single). This amount would be offset by about \$26,000 in reduced expenses including elimination of paramedic intercepts from outside agencies (\$12,000), the elimination of some overtime for the existing full time EMS personnel (\$8,000) and the elimination of one weekday gap shift (\$6,000). This leaves a gap of \$114,000.

In order to fund the remaining cost of the additional paramedics, staff suggests the Village Board consider the following changes to the draft 2018 Village Budget outside of the Fire Department expense budget.

- Acknowledge an additional \$33,000 in expected Ambulance Fees for a revised total of \$228,000. This figure matches revenue actually received in 2016. In 2015, actual revenues were about \$206,000 and the Village is currently on pace for about \$206,000 in 2017. Part of the increase is attributable to the fact that the Village will receive additional revenue from higher billing for about seven percent (7%) of our calls, which are the paramedic calls on which we currently share billing with one of the intercept agencies we use for these calls (@\$3,000).
- Reduce Contingency by \$28,000 to \$96,116 from \$124,116 to allow the shift in tax dollars to the Fire Department specifically.
- Using the recently-reported increase of \$53,000 in Transportation Aids to allow the devotion of less tax levy dollars to the Department of Public Works and more tax dollars to the Fire Department/Ambulance.

If the Village Board agrees to fund the positions as described herein, the Village General Fund budget would increase to \$7,811,069 from \$7,725,069 for the net additional amount of \$86,000. This accounts for the \$114,000 gap after adjustments in the Fire Department Budget minus the

President and Village Board – Paramedics

November 10, 2017

Page 2

\$28,000 shift from Contingency. As noted above, the \$86,000 increase is funded with the \$33,000 in additional Ambulance Fees and the tax dollars made available from the \$53,000 in additional Transportation Aids.

DCEMS Paramedic 2018

cc: David Dean, Fire Chief
Ryan Bailey, Finance Director

Fire/Ambulance Department

Account Description	2016 Actual	2017 Budget	Thru 6/30/2017	% Used	Full Year Est	2018 Adopted	Footnotes
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Fire Fighting Budget

Fire Wages & Benefits

E 101-52200-110 SALARIES	\$ 126,238	\$ 145,600	\$ 57,011	39%	\$ 145,600	\$ 147,000	A
E 101-52200-130 FICA	8,415	11,150	5,744	52%	11,150	11,250	
E 101-52200-140 RETIREMENT BENFTS	7,588	10,000	3,356	34%	10,000	10,250	
E 101-52200-150 HEALTH/DENTAL/LIFE	17,186	15,900	7,160	45%	15,900	16,500	
E 101-52200-180 OTHER BENEFITS	750	750	750	0%	750	750	
Sub-Total Fire Wages and Benefits	\$ 160,177	\$ 183,400	\$ 74,021	40%	\$ 183,400	\$ 185,750	

Fire Operations

E 101-52200-220 UTILITY SERVICES	\$ 17,535	\$ 17,000	\$ 5,934	35%	\$ 17,000	\$ 17,100	B
E 101-52200-255 BLDGS/GROUNDS	9,469	6,800	3,166	47%	6,800	6,800	C
E 101-52200-290 OUTSIDE SERV/CONT	15,979	10,000	8,582	86%	12,000	10,000	D
E 101-52200-300 OPER SUPPLIES/EXP	40,212	44,000	20,120	46%	44,000	44,000	E
E 101-52200-360 VEH MAINT/EXPNS	16,179	13,000	3,999	31%	10,000	13,000	F
E 101-52200-800 CAPITAL OUTLAY	10,956	16,330	20,249	124%	20,249	21,600	G
E 101-52200-900 CORP RESERVE PMTS	67,000	67,000	67,000	100%	67,000	98,700	H
Sub-Total Fire Operations	\$ 177,330	\$ 174,130	\$ 129,050	74%	\$ 177,049	\$ 211,200	

TOTAL FIRE FIGHTING	\$ 337,507	\$ 357,530	\$ 203,071	57%	\$ 360,449	\$ 396,950	
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Ambulance Service Budget

Account Description	2016 Actual	2017 Budget	Thru 6/30/2017	% Used	Full Yr Est	2018 Adopted	Footnotes
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Ambulance Wages & Benefits

E 101-52300-110 SALARIES	\$ 252,080	\$ 241,150	\$ 127,598	53%	\$ 242,000	\$ 320,000	A
E 101-52300-130 FICA	18,064	18,450	11,011	60%	19,000	25,500	
E 101-52300-140 RETIREMENT BENFTS	9,972	10,000	4,549	45%	10,000	20,250	
E 101-52300-150 HEALTH/DENTAL/LIFE	17,186	15,900	7,160	45%	15,900	46,500	
E 101-52300-180 OTHER BENEFITS	750	750	750	0%	750	2,250	
Sub-Total Ambo Wages and Benefits	\$ 298,052	\$ 286,250	\$ 151,068	53%	\$ 287,650	\$ 414,500	

Fire/Ambulance Department

Account Description	2016 Actual	2017 Budget	Thru 6/30/2017	% Used	Full Year Est	2018 Adopted	Footnotes
Ambulance Operations							
E 101-52300-290 OUTSIDE SERV/CONT	\$ 3,125	\$ 5,200	\$ 4,564	88%	\$ 5,200	\$ 5,200	D
E 101-52300-300 OPER SUPPLIES/EXPN	54,834	51,000	30,627	60%	51,000	39,000	E
E 101-52300-360 VEHICLE MAINT/EXP	7,081	4,200	1,657	39%	4,000	4,200	F
E 101-52300-510 INSURANCES	23,000	23,000	23,000	100%	23,000	23,000	
E 101-52300-800 CAPITAL OUTLAY	10,254	68,300	8,517	12%	19,100	24,100	G
E 101-52300-900 CORP RESERVE PMT	31,500	31,500	31,500	100%	31,500	31,500	H
Sub-Total Ambulance Operations	\$ 129,794	\$ 183,200	\$ 99,865	55%	\$ 133,800	\$ 127,000	
<hr/>							
TOTAL AMBULANCE SERVICE	\$ 427,846	\$ 469,450	\$ 250,933	53%	\$ 421,450	\$ 541,500	

TOTAL FIRE/AMBULANCE	\$ 765,353	\$ 826,980	\$ 454,004	55%	\$ 781,899	\$ 938,450	<i>Increase</i> 13.5%
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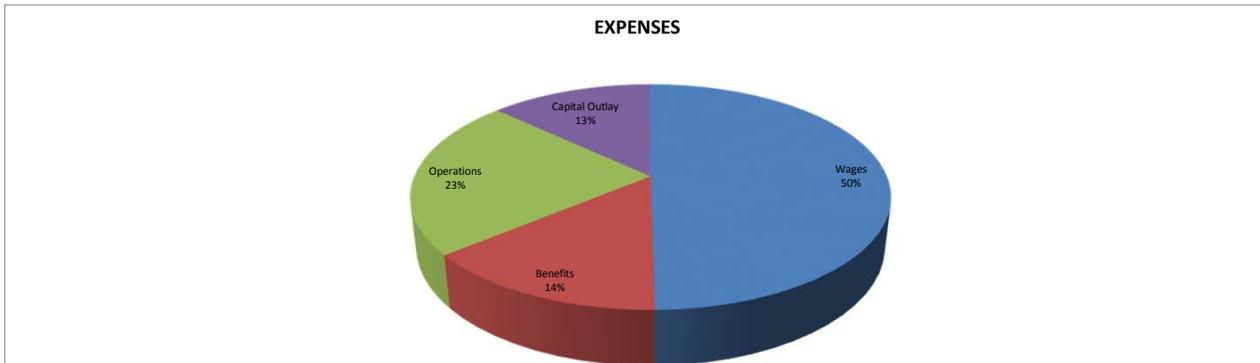
FOOTNOTE EXPLANATIONS ON TAB 8 PAGE 3

2017 Highlight: Paramedic training for up to three ambulance personnel

2018 Spotlight: Continued advancement towards paramedic level response

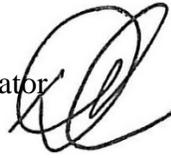
Operations: Working on a possible change to upgrading to an EMS Paramedic Level.

	2017 Budget	% of Budget	2018 Adopted	% of Budget	Incr/Decr
Wages	386,750	47%	467,000	50%	20.75%
Benefits	82,900	10%	133,250	14%	60.74%
Operations	222,030	27%	215,400	23%	-2.99%
Capital Outlay	135,300	16%	122,800	13%	-9.24%
Total	826,980	100%	938,450	100%	13.48%



MEMORANDUM

TO: President and Village Board
FROM: David E. Cox, Village Administrator
DATE: November 10, 2017
SUBJECT: DPW Reorganization - Budget



At your meeting on Monday, November 13, I will be presenting you with a plan for a reorganization of the Department of Public Works including new and revised Job Descriptions and an organizational chart showing changes to become effective on January 1, 2018. As part of the reorganization plan, I am eliminating the position of Foreman, of which we currently have two. Instead, day-to-day oversight of the Department will be vested in two Supervisors; a DPW Operations Supervisor, which already exists and a Utility Operations Supervisor, which is a new position. We will also add a seasonal Crew Leader position to oversee the seasonal staff. There is no impact on the 2018 Budget.

The plan is intended to improve operational efficiency and morale at the Department of Public Works. It will flatten the organization slightly and will vest additional authority and responsibility at the level of Operations Supervisor to manage the daily operations, oversee active construction and plan annual Department activities and responsibilities. Placing the authority and responsibility in these two positions allows these activities to be handled efficiently in a coordinated manner at the “boots-on-the-ground” level.

The Public Works Director will continue to provide managerial oversight to the Department under my direction. The Director will be more heavily focused on public relations, public education, regulator relations, grant management, capital project design, bidding and contract letting and special projects. The special projects activity will include solid waste collection, downtown parking and other projects that have languished for some time.

The new position of seasonal Crew Leader, who will supervise the seasonal staff, will be defined later but is anticipated to be rotated on some annual or bi-annual basis and would include some sort of stipend for the months during which the person exercises additional responsibilities.

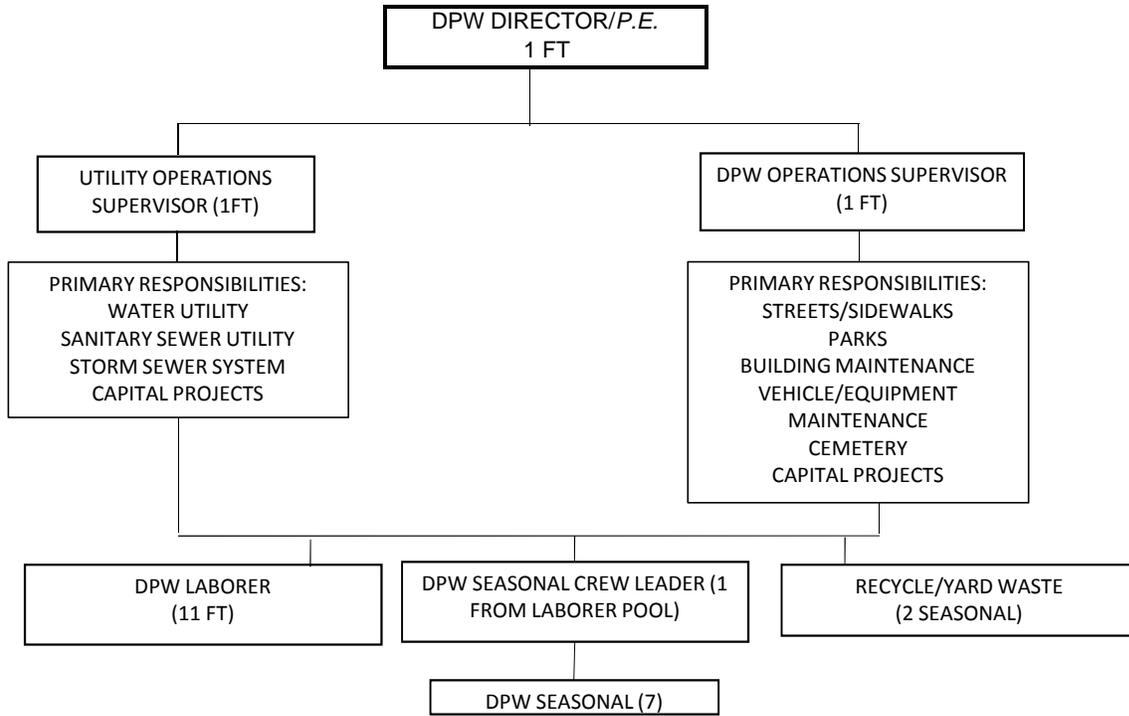
The Village Board is asked to approve the new and revised Job Descriptions as attached to facilitate the change. Please contact me if you have questions or concerns as soon as you are able.

DCDPW Reorg

Attachments

cc: Mike Einweck, Public Works Director

2018 DEPARTMENT OF PUBLIC WORKS



EMPLOYEES:
14 FULL TIME
9 SEASONAL
(16.135 FULL TIME EQUIVALENTS)

Village of Hartland

JOB DESCRIPTION

Position Title:	Director of Public Works
Department/Location:	Public Works
Reports To:	Village Administrator
Employees Supervised:	PW Operations Supervisor, Utility Operations Supervisor, Laborers and Seasonal Help
Interrelationships:	Elected officials, community members, public works department members, other Village departments, consultants, vendors, etc.

Position Summary: Plan, manage and direct the Village Public Works and Utility Operations and use the Public Works Department's resources to assist other departments in the areas of engineering, capital projects design and construction, water supply, operation and maintenance, sanitary sewer collection system, storm water collection and control, parks and open spaces, environmental control, yard waste collection and recycling, cemetery operation and construction, maintenance and construction of public buildings, operation and maintenance of streets and signage.

Position Duties:

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

Essential Job Functions:

1. Provide management oversight and leadership direction to the Village of Hartland Department of Public Works, including development of Departmental budgets, policies and procedures.
2. In coordination with the Village Administrator recruit, interview, select, orient and manage the hiring and evaluation of direct reports including the Public Works Operations Supervisor and the Utility Operations Supervisor. Coordinate the recruitment, interview, selection, orientation and evaluation of other subordinates in the Department with the Public Works and Utility Operations Supervisors.
3. Perform duties and responsibilities as described in the Village Code.
4. Solicit feedback from community members and respond to requests from citizens.
5. Oversee short and long term activities for all DPW, Sewer, Water, Parks, Cemeteries, CIP and Environmental Recycling.
6. Utilize DPW vehicles as needed to respond to requests for service.

7. Report to and respond to policy and administrative requests from the Village Board.
8. Respond to requests from the Village Administrator, constituents and businesses regarding ordinances.
9. Procure, maintain and assign department equipment.
10. Review, approve, and design as needed highly technical engineering calculations, design work, survey documents and Right of Way requests.
11. Manage design, bidding and contract letting for capital improvement projects.
12. Work with village and district attorney to prepare cases for court.
13. Establish and implement department policies and procedures.
14. Provide assistance and expertise to other departments and governmental agencies upon request.
15. Prepare, maintain and retain relevant records, plans and specifications.
16. Implement training and safety protocols for the Department.
17. Issuance and compliance assurance of public Right-of-Way permits.

Other Duties:

1. Attend required meetings and participate actively in any work group, training or committee assignments.
2. Maintain knowledge of administrative procedures and timelines and be able to communicate these to other staff and constituents.
3. Plan ahead recognizing the cycle of work and projects that repeat from year to year.
4. Maintain knowledge of software and equipment used to perform duties, such as: word processing, database, spreadsheets, E-mail, Banyon, Laserfiche, and office equipment.
5. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.
6. Attend local, regional and state conferences and training opportunities.

Knowledge & Ability

Employee must have knowledge of:

1. Principles and practices of municipal public works operations and practice.
2. Construction project management.
3. Applicable state laws and regulatory codes.
4. Personnel management functions and techniques.
5. Engineering principles of pavement and drainage construction.
6. Microsoft Office programs including Word, Excel and Outlook.
7. Labor relations.

Employee must have the ability to:

1. Anticipate issues and recommend solutions.

2. Work independently and with minimal supervision.
3. Communicate effectively in oral and written form.
4. Establish and maintain effective working relationships with the administration, department heads, employees, and citizens.
5. Implement policies and procedures as directed.
6. Plan, organize, direct, and evaluate the work of department employees.
7. Read, interpret, and analyze professional journals and government regulations.
8. Read and interpret correspondence, reports, reference sources, ordinances, statutes, policies, and other routine and non-routine written communications.
9. Perform mathematical operations to calculate figures and analyze simple and complex numerical data.
10. See, recognize and manipulate job-related objects and materials, and use them to accomplish tasks appropriately.

Desired Education and Experience:

1. Bachelor's degree in Civil Engineering, Construction Management, or related with additional coursework in decision making, principles of behavior reinforcement, supervisory/management and budget planning preferred.
2. Certification by the State of Wisconsin as a Professional Engineer is preferred.
3. Possession of a Wisconsin Grade 1 Water Operator Certification and/or Wisconsin Basic Wastewater Operator Certification with the collection system subclass (SS) is desirable.
4. Six or more years of experience of municipal engineering in a supervisor role is required.

Personal Attributes Required:

Must be highly organized and be able to work with nominal direct supervision. Must enjoy detail-oriented work requiring a high level of accuracy. Must have excellent written and verbal communication skills. Must be well organized and demonstrate initiative. Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills. Must understand the need for teamwork, timeliness and accuracy. Must be able to maintain self-control under stressful situations and deadlines without exhibiting negative behaviors. Must be able to maintain confidentiality of sensitive information, and interact with others to accomplish tasks without arousing hostility. Must have knowledge of good grammar, spelling, punctuation and advanced math abilities.

Essential Physical / Mental Requirements:

1. Must be able to sit or stand for prolonged periods, up to 6 hours in an eight-hour day, with or without back support.
2. Must be able to perform light physical work in a field setting, including excessive heat and cold, excessive noise, driving in traffic and work zones, working in hard hat areas, walking over uneven surfaces, exposure to traffic and heavy construction vehicles, working in snow/icy/muddy conditions, exposure to broken glass/dust, walking slopes, bend/lift/kneel/crawl/crouch/climb/ladders/heights, walking long distances, standing for

long times, exposure to machines/hazardous substances/poisonous vegetation occasionally lifting up to 10 pounds without assistance in an indoor or outdoor setting and occasionally lifting up to 30 pounds.

3. Must be able to communicate effectively on the telephone, via radio and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building in all types of weather conditions.
5. Must be able to reach in all directions, climb ladders and roofs and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment such as fax machine, copier, etc.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.

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

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

Originated April, 2012

Revision date: November 13, 2017

Village of Hartland

JOB DESCRIPTION

Position Title:	Public Works Operations Supervisor
Department/Location:	Public Works
Reports To:	Director of Public Works and Village Administrator
Employees Supervised:	Laborers and Seasonal Help
Interrelationships:	Elected officials, community members, public works department members, other Village departments, consultants, vendors, etc.

Position Summary:

The Public Works Operations Supervisor directs and controls the operation and maintenance of all Public Works facilities and systems, which include the park system, streets, bridges, cemetery, environmental services, and all public buildings within the Village. The Public Works Operations Supervisor, in coordination with the Utility Operations Supervisor, is responsible for the daily direction and supervision of DPW employees and will perform the duties of the Utility Operations Supervisor whenever needed due to absence. In coordination with the Public Works Director and the Utility Operations Supervisor, the Public Works Operations Supervisor is responsible for long-term planning, budgeting, and purchasing as they relate to the entire Department of Public Works.

Position Duties:

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

Essential Job Functions:

1. In coordination with the Public Works Director and the Utility Operations Supervisor, assist with the management oversight of the Village of Hartland Department of Public Works, including development of Departmental budgets, policies and procedures.
2. In coordination with the Public Works Director and the Utility Operations Supervisor, recruit, interview, select, orient and manage the hiring and evaluation of direct reports with final personnel responsibility for full time and part time employees in the department, including Laborers, Yard Waste Monitors and Seasonal Help.
3. Solicit feedback from community members and respond to requests from citizens.
4. Direct and control the short and long-term activities for the park system, streets, bridges, cemetery, environmental services, and all public buildings within the Village in

coordination with the Utility Operations Supervisor to ensure proper and efficient operation of the entire Department.

5. Utilize DPW vehicles as needed to respond to requests for service.
6. Report to and respond to policy and administrative requests from the Village Board, Village Administrator, constituents and businesses regarding ordinances.
7. Procure, maintain and assign department equipment.
8. Work with village and district attorney to prepare cases for court.
9. Establish and implement department policies and procedures.
10. Provide assistance and expertise to other departments and governmental agencies upon request.
11. Prepare, maintain and retain relevant records, plans and specifications.
12. Serve as Safety coordinator.
13. Be on-call during after-hours to respond or direct staff to respond to emergencies.

Other Duties:

1. Attend required meetings and participate actively in any work group, training or committee assignments.
2. Maintain knowledge of administrative procedures and timelines and be able to communicate these to other staff and constituents.
3. Plan ahead recognizing the cycle of work and projects that repeat from year to year.
4. Maintain knowledge of software and equipment used to perform duties, such as: word processing, database, spreadsheets, E-mail, Banyon, Laserfiche, and office equipment.
5. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.
6. Attend local, regional and state conferences and training opportunities.

Knowledge & Ability

Employee must have knowledge of:

1. Principles and practices of municipal public works operations and practice.
2. Construction project management.
3. Applicable state laws and regulatory codes.
4. Personnel management functions and techniques.
5. Basic engineering principles of pavement and drainage construction.
6. Microsoft Office programs including Word, Excel and Outlook.
7. Labor relations.

Employee must have the ability to:

1. Anticipate issues and recommend solutions.
2. Work independently and with minimal supervision.

3. Communicate effectively in oral and written form.
4. Establish and maintain effective working relationships with the administration, department heads, employees, and citizens.
5. Implement policies and procedures as directed by the Director.
6. Plan, organize, direct, and evaluate the work of department employees.
7. Read, interpret, and analyze professional journals and government regulations.
8. Read and interpret correspondence, reports, reference sources, ordinances, statutes, policies, and other routine and non-routine written communications.
9. Perform mathematical operations to calculate figures and analyze simple and complex numerical data.
10. See, recognize and manipulate job-related objects and materials, and use them to accomplish tasks appropriately.

Desired Education and Experience

1. Associate degree in Civil Engineering, Construction Management or related field or any combination of education and experience that provides the necessary knowledge, skills and abilities. Additional coursework in decision making, principles of behavior reinforcement, supervisory/management and budget planning preferred.
2. Five or more years of progressive experience in a supervisor role in street construction and maintenance, operation and maintenance of heavy equipment is required.
3. Possess a Wisconsin Grade 1 Water Operator Certification and Wisconsin Basic Wastewater Operator Certification with the collection system subclass (SS) within one year of hiring.
4. Experience in the supervision of employees.
5. Possession of a CDL Class A rating.⁸

Personal Attributes Required:

Must be highly organized and be able to work with nominal direct supervision. Must enjoy detail-oriented work requiring a high level of accuracy. Must have excellent written and verbal communication skills. Must be well organized and demonstrate initiative. Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills. Must understand the need for teamwork, timeliness and accuracy. Must be able to maintain self-control under stressful situations and deadlines without exhibiting negative behaviors. Must be able to maintain confidentiality of sensitive information, and interact with others to accomplish tasks without arousing hostility. Must have knowledge of good grammar, spelling, punctuation and basic math abilities.

Essential Physical / Mental Requirements:

1. Must be able to sit or stand for prolonged periods, up to 6 hours in an eight-hour day, with or without back support.

2. Must be able to perform physical work in a field setting, including excessive heat and cold, excessive noise, driving in traffic and work zones, working in hard hat areas, walking over uneven surfaces, exposure to traffic and heavy construction vehicles, working in snow/icy/muddy conditions, exposure to broken glass/dust, walking slopes, bend/lift/kneel/crawl/crouch/climb/ladders/heights, walking long distances, standing for long times, exposure to machines/hazardous substances/poisonous vegetation occasionally lifting up to 40 pounds without assistance in an indoor or outdoor setting and occasionally lifting up to 60 pounds.
3. Must be able to communicate effectively on the telephone, via radio and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building in all types of weather conditions.
5. Must be able to reach in all directions, climb ladders and roofs and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment such as fax machine, copier, etc.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.

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

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

Originated April, 2012

Revision date: November 13, 2017

Village of Hartland

JOB DESCRIPTION

Position Title:	Utility Operations Supervisor
Department/Location:	Public Works
Reports To:	Director of Public Works and Village Administrator
Employees Supervised:	Laborers and Seasonal Help
Interrelationships:	Elected officials, community members, public works department members, other Village departments, consultants, vendors, etc.

Position Summary:

The Utility Operations Supervisor directs and controls the operation and maintenance of all Public Works utility systems, which include the water, sanitary sewer and storm water systems operated by the Village. The Utility Operations Supervisor, in coordination with the Public Works Operations Supervisor, is responsible for the daily direction and supervision of DPW employees and will perform the duties of the Public Works Operations Supervisor whenever needed due to absence. In coordination with the Public Works Director and the Public Works Operations Supervisor, the Utility Operations Supervisor is responsible for long-term planning, budgeting, and purchasing as they relate to the entire Department of Public Works.

Position Duties:

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

Essential Job Functions:

1. In coordination with the Public Works Director and the Public Works Operations Supervisor, assist with the management oversight of the Village of Hartland Department of Public Works, including development of Departmental budgets, policies and procedures.
2. In coordination with the Public Works Director and the Public Works Operations Supervisor, recruit, interview, select, orient and manage the hiring and evaluation of direct reports with final personnel responsibility for full time and part time employees in the department, including Laborers, Yard Waste Monitors and Seasonal Help.
3. Solicit feedback from community members and respond to requests from citizens.

4. Direct and control the short and long-term activities for the water, sanitary sewer and storm water systems in coordination with the Public Works Operations Supervisor to ensure proper and efficient operation of the entire Department.
5. Operate the water system including towers, wells and booster pumps.
6. Operate the sanitary sewer collection system including lift stations.
7. Operate the public storm water system including collection systems, ponds and infiltration systems.
8. Utilize DPW vehicles as needed to respond to requests for service.
9. Report to and respond to policy and administrative requests from the Village Board, Village Administrator, constituents and businesses regarding ordinances.
10. Procure, maintain and assign department equipment.
11. Work with village and district attorney to prepare cases for court.
12. Establish and implement department policies and procedures.
13. Provide assistance and expertise to other departments and governmental agencies upon request.
14. Prepare, maintain and retain relevant records, plans and specifications.
15. Serve as Confined Space Rescue coordinator.
16. Be on-call during after-hours to respond or direct staff to respond to emergencies.

Other Duties:

1. Attend required meetings and participate actively in any work group, training or committee assignments.
2. Maintain knowledge of administrative procedures and timelines and be able to communicate these to other staff and constituents.
3. Plan ahead recognizing the cycle of work and projects that repeat from year to year.
4. Maintain knowledge of software and equipment used to perform duties, such as: word processing, database, spreadsheets, E-mail, Banyon, Laserfiche, and office equipment.
5. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.
6. Attend local, regional and state conferences and training opportunities.

Knowledge & Ability

Employee must have knowledge of:

1. Principles and practices of municipal public works operations and practice.
2. Construction project management.
3. Applicable state laws and regulatory codes.
4. Personnel management functions and techniques.
5. Basic engineering principles of utility and drainage construction.
6. SCADA monitoring and reporting systems.
7. DNR and other utility related required reporting systems.

8. Microsoft Office programs including Word, Excel and Outlook.
9. Labor relations.

Employee must have the ability to:

1. Anticipate issues and recommend solutions.
2. Work independently and with minimal supervision.
3. Communicate effectively in oral and written form.
4. Establish and maintain effective working relationships with the administration, department heads, employees, and citizens.
5. Implement policies and procedures as directed by the Director.
6. Plan, organize, direct, and evaluate the work of department employees.
7. Read, interpret, and analyze professional journals and government regulations.
8. Read and interpret correspondence, reports, reference sources, ordinances, statutes, policies, and other routine and non-routine written communications.
9. Perform mathematical operations to calculate figures and analyze simple and complex numerical data.
10. See, recognize and manipulate job-related objects and materials, and use them to accomplish tasks appropriately.

Desired Education and Experience

1. Associate degree in Civil Engineering, Construction Management or related field or any combination of education and experience that provides the necessary knowledge, skills and abilities. Additional coursework in decision making, principles of behavior reinforcement, supervisory/management and budget planning preferred.
2. Possession of a Wisconsin Grade 1 Water Operator Certification with subclasses in distribution, groundwater and VOC.
3. Possession of a Wisconsin Basic Wastewater Operator Certification with the collection system subclass (SS) is desired.
4. Five or more years of progressive experience in a supervisor role in utility construction and maintenance, operation and maintenance of heavy equipment is required.
5. Experience in the supervision of employees.
6. Possession of a CDL Class A rating

Personal Attributes Required:

Must be highly organized and be able to work with nominal direct supervision. Must enjoy detail-oriented work requiring a high level of accuracy. Must have excellent written and verbal communication skills. Must be well organized and demonstrate initiative. Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills. Must understand the need for teamwork, timeliness and accuracy. Must be able to

maintain self-control under stressful situations and deadlines without exhibiting negative behaviors. Must be able to maintain confidentiality of sensitive information, and interact with others to accomplish tasks without arousing hostility. Must have knowledge of good grammar, spelling, punctuation and basic math abilities.

Essential Physical / Mental Requirements:

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3. Must be able to communicate effectively on the telephone, via radio and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building in all types of weather conditions.
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8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
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This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties within this job category as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Originated November 13, 2017

Revision date:

Memo



To: Administrator David E. Cox
From: Chief Michael S. Bagin
CC:
Date: November 10, 2017
Re: Purchase of new squad vehicles

I am requesting authorization from the Village Board to proceed with ordering two Ford Explorer vehicles to be used as marked squads. These vehicles would be purchased from Ewald Automotive Group. The vehicles are 2018 Fleet/Non-Retail Ford Police Interceptor Utility All Wheel Drive vehicles. The quote I have is \$30,081 for each vehicle. The quote is just for the vehicle. The budgeted amount from the corporate reserve account is \$33,500 which included funds for equipment.

We have been transitioning from Chevrolet Impalas to Ford Explorers for our patrol fleet. This requires the purchase of other equipment such as a partition and push bar which cannot be transferred from one style of vehicle to another. These costs, along with installation costs and graphics add approximately \$4500 to the cost of each vehicle. The set up and equipment costs are funded through a combination of the corporate reserve and operations. With these purchases, we will complete our transition from front wheel drive Chevrolet Impalas to all wheel drive Ford Explorers for our patrol fleet.

Memo

To: Administrator Dave Cox

From: Dave Dean, Fire Chief

Date: November 9, 2017

Re: Corporate Reserve Purchases

With approval of the 2018 Budget, The Fire Department would like to place the order for the new ambulance as budgeted. The order would be placed with Jefferson Fire and Safety of Middleton.

The 2008 ambulance is scheduled to be replaced in 2018. The ambulance build-out takes 6 to 8 months, depending on manufacturer availability. Because we are placing the order for the ambulance in 2017, the Village is expected to see a discount in the cost.

The new ambulance will be specifically designed to meet the future needs of the Village of Hartland and will include the most up to date equipment, offering the very best in patient care and safety to the rescue personnel during each call for service. The ambulance will include a new heavy-duty gurney rated for 750 pounds and will offer an auto-lift system for the loading and unloading of patients. Secure cabinets for advanced medications, a heated compartment for blankets and IV solution, and a cabinet to carry personal protective equipment for two firefighters are some of the other innovative features.

The projected cost based on the current configuration is \$245,251. In order to allow for some minor adjustments during the process, the request is for Board approval in an amount not to exceed \$248,251.



Hartland Business Improvement District 2018 Operating Plan

2018 B.I.D. Board of Directors

Tom Brass, B.I.D. President
Mike Badani, B.I.D. Vice President
Scott Heyerdahl, B.I.D. Secretary
Cheryl Pfundter, CPA, B.I.D. Treasurer
Jon Wojciechowski, B.I.D. Past President
Marilyn Haroldson
Dr. Jim Muenzenberger
Steve Berger
Dave Lamerand
David Cox, Ex-Officio Member

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

Hartland Business Improvement District 2018 Operating Plan

A. Background

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

B. Goals of the Business Improvement District

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

1. Continuation of the *Façade Improvement Grant Program* offering matching grants up to \$10,000.
2. Continuation of the *Sign and Awning Grant Program* offering matching grants up to \$750.
3. Continuation of the *Business Loan Pool Program* offering low interest loans in partnership with First Bank Financial Centre.
4. Continuation of the *Education Certificate Grant Program* offering grants up to \$500.
5. Continuation of the *Sandwich Board Sign Grant Program* offering grants up to \$50.
6. Continuation of the *Co-Op Advertising Grant Program* offering grants up to \$300.
7. Implementation of the BID Strategic Planning process that was initiated in 2012 to measure success.
8. Economic Development Committee
 - Business retention program to contact property and business owners on a regular basis.
 - Maintain list of vacancies and available property.
 - Conduct business education and informational seminars for property owners and businesses in district.
 - Communication with BID members, external resources and stakeholders about the BID.
 - Support of the Tax Incremental Finance district to stimulate redevelopment.
 - Initiatives to assist businesses locating in the BID and new business start-up assistance.
 - Support of businesses and issues that are important to the Village area.
9. Marketing Committee
 - Develop and continually align mission and brand of the BID.
 - Foster good communication between BID board, BID members, BID businesses, village and overall community.
 - Aid owners and business with promotion and foster cooperative efforts as needed and desired.
 - Communicate with internal constituents and external consumers.
 - Website development, maintenance, and search engine optimization.

- Conduct or participate in events that promote and increase commerce within the district.
- Coordinate the BID's involvement in Ice Age Trail Community cross-promotion and development of activities with the Village and the Ice Age Trail Alliance.

10. Design Committee

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

11. Executive Committee

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

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

C. Boundaries

The District consists generally of an area bounded on the north by the last commercial properties on North Avenue, on the east on Capitol Drive roughly starting at Church Street, on the south at Cardinal Lane, on the west to the top of Hill Street. A few properties are included on Pawling Avenue. Nearly all commercial property in the downtown Village Center is included in the District. Appendix 1 shows the limits of the Hartland Business Improvement District.

D. Budget for 2018

2018 BID Revenue	\$ 72,800	
Est'd Prior Year Surplus	<u>31,000</u>	
		103,800
Design & Maintenance	31,500	
Marketing & Promotion	15,500	
Administration	<u>40,425</u>	
		<u>87,425</u>
Projected Surplus	<u>\$ 16,375</u>	

E. Operating Board

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

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

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

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

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

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

Compensation: None.

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

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

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

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

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

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

F. Payment of Expenses

All expenses to be incurred by the District pursuant to the budget set forth each year shall be paid as incurred out of income received by the District. The District's income for calendar year 2018 shall include the special assessment revenue (District assessment) as collected by the Village and provided by the property owners.

The principle behind the District assessment is that the owner of each assessable property within the District boundaries shall provide a proportionate share of the District expenses, based on the assessed value of the property for real estate tax purposes. The assessment method is as follows: An annual assessment will be levied against each property located within the District boundaries and not otherwise exempted hereunder, in the amount computed by applying 0.24436% assessment ratio charged per \$1,000 of assessed value for that property for general real estate tax purposes as of the date of adoption of the District Plan for such year, subject to a minimum of \$500 and a maximum of \$2,500. This is subject to change and the decision of the Board on an annual basis.

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

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

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

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

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

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

G. Role of the Village of Hartland

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

- Support the adoption of the district plan and subsequent year's Operating Plan through staff time and compliance with statutes, devote stall time and assistance as appropriate to promote the services of the District.
- Monitor and when appropriate apply for outside funds and/or provide Village funds that could be used in the support of the District.
- Up to \$20,000 of matching grant funds will be provided by the Village to the 2018 Façade Improvement Program.
- Collect assessments and deposit the funds in a segregated account; disburse these monies to the District Board along with identification of those assessments included in the disbursement.
- Procure and review annual audits as required per Section 66.608 of the BID law.
- Provide the Board, through the Tax Assessor's Office on or before September 1 of each year, with the official Village records on the assessed value of each property within the District boundaries as of January 1 of that year, for the purposes of calculating the District assessment.
- Encourage Federal, State, and County government to support the activities of this District and others.

H. Promotion of Orderly Development of the Village

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

I. Required Statements

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

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

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

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

J. Severability

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

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

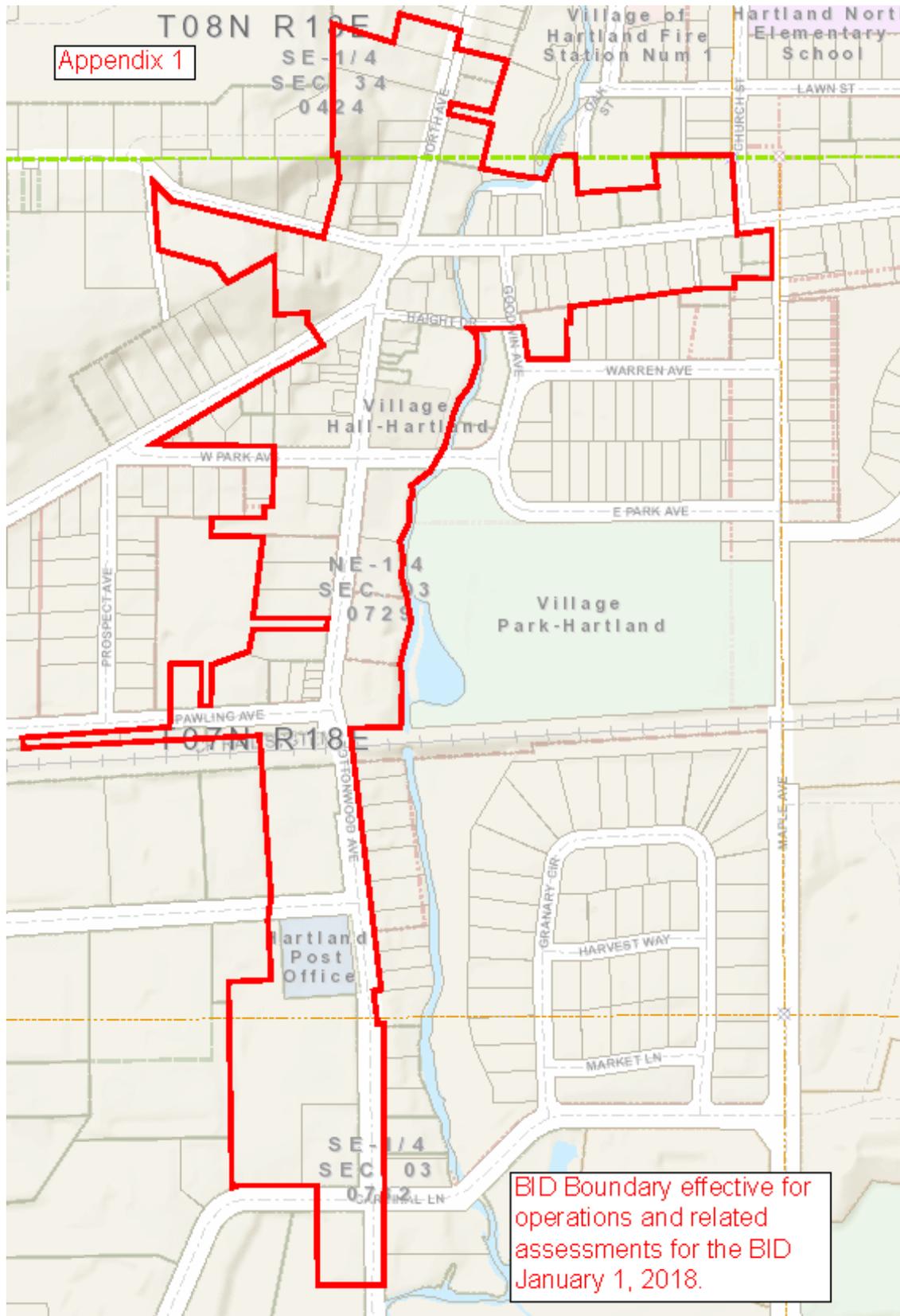
All of the above is specifically authorized under Wisconsin Statute section 66.608 (3) (b).

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

Adopted by BID Board: October 10, 2017

Appendix 1

Hartland BID Boundaries



MEMO

TO: David E. Cox, Village Administrator

FROM: Michael Einweck, Director of Public Works



DATE: November 9, 2017

SUBJECT: WE Energies Electric Distribution Easement
Castle Park

WE Energies is requesting an easement from the Village on its Castle Park property that fronts onto Oxford Drive at the intersection with Hartwood Lane to assist with the Hartridge Subdivision electrical system upgrade project. As the Board may recall, WE Energies that is replacing the existing 8Kv lines with new 25 Kv lines. The attached easement document would allow for installing the new electric cables in the first 10 feet of Castle Park along Oxford Drive.

The new electric lines will be bored approximately 4' in depth and will be deep enough to not interfere with the existing trees in the park. As part of the Village granting the easement, WE Energies will restore the Village land and be responsible for future landscaping should they need to perform work in the easement. WE Energies would like to commence the work in the very near future.

Please place this on the next Village Board agenda for consideration. If approved, the easement document will need to be signed and recorded.

Attachments

cc: Darlene Igl, Village Clerk
Mike Gerszewski, DPW Operations Supervisor

**DISTRIBUTION EASEMENT
UNDERGROUND**

Document Number

WR NO. **4063308** IO NO. **CR0660**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **VILLAGE OF HARTLAND**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as a strip of land ten (10) feet in width of **Oulot 1, Block 4, in Hartridge Addition No. 2**, being part of the **Southeast 1/4 and Southwest 1/4 of Section 2, and part of the Northwest 1/4 of Section 11, Township 7 North, Range 18 East**, Village of Hartland, County of Waukesha, State of Wisconsin.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM A252
PO BOX 2046
MILWAUKEE, WI 53201-2046

HAV 0727201
(Parcel Identification Number)

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area. Grantee shall be required to obtain written approval from Grantor prior to removing any trees or bushes.
2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 12 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration applies to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document or voluntarily waives the five day review period.

Grantor:

VILLAGE OF HARTLAND

By: _____

(Print name and title): _____

By: _____

(Print name and title): _____

Acknowledged before me in _____ County, State of Wisconsin, on _____, 2017,
by _____, the _____,
and by _____, the _____,
of VILLAGE OF HARTLAND, on behalf of the corporation.

Notary Public Signature, State of Wisconsin

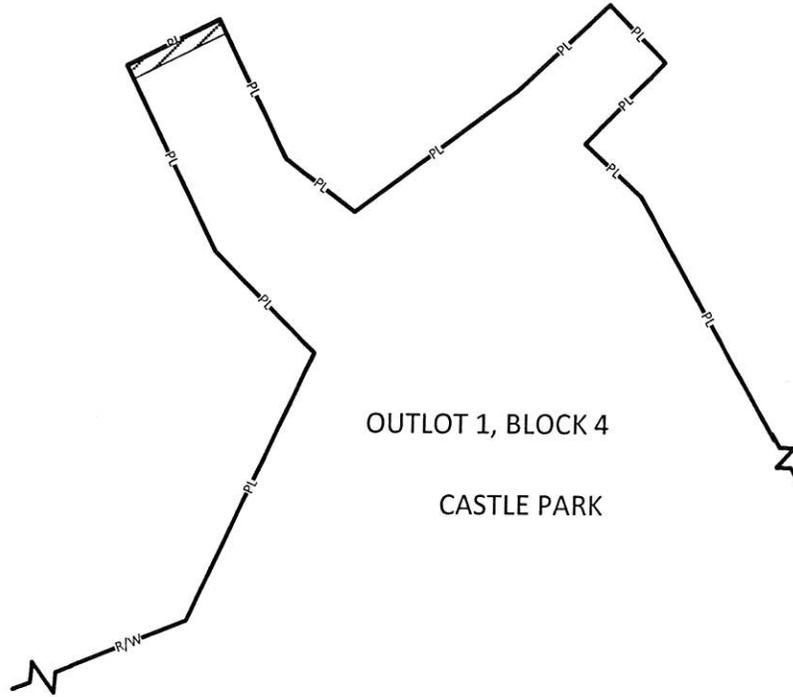
Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires _____



OXFORD DRIVE



OUTLOT 1, BLOCK 4

CASTLE PARK

10 FOOT WIDE



EASEMENT AREA

EXHIBIT "A"

NOT TO SCALE

IDO 4063308	Outlot 1, Block 4 Hartridge Add No.2 PT of SE ¼ & SW ¼ Sec. 2 & NW ¼ Sec. 11	DRAWN BY KYLE KOSKI
REVISIONS	T 7 N, R 18 E Village of Hartland Waukesha County, Wisconsin	DATE 11 /9 /17

SUBJECT EASEMENT



Village of Hartland



Village of Hartland
210 Cottonwood Ave
Hartland, WI 53029
262-367-2714



SCALE: 1 = 81'

Print Date: 11/9/2017

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts. The Village of Hartland does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.