

VILLAGE BOARD AGENDA
MONDAY, JANUARY 22, 2018
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

Pledge of Allegiance – Stevens

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

1. Consideration of a motion to approve Village Board minutes of January 8, 2018.
2. Consideration of a motion to approve vouchers for payment.
3. Consideration of actions related to Licenses and Permits
 - a. Actions related to the consideration of a complaint against JC Bogar's, LLC formerly located at 352 Cottonwood Avenue (Juan Montano, President/Agent)
 - i. PUBLIC HEARING
 - ii. Consideration of action related to revocation of Class "B"/"Class B" Retailer's Licenses issued to JC Bogar's LLC.
 - b. Consideration of an application for a Restricted Species permit to allow three dogs at one residence.
 - c. Consideration of an application for Operator's (Bartender) Licenses with a term ending June 30, 2018.
 - d. Consideration of an application for a change of agent for the Class "A" Beer/Class "A" Liquor license for Walgreen Co., dba Walgreens #09365, 423 Merton Ave., Gina Podhola, Agent.
4. Items related to Bill for an Ordinance No. 11/27/17-01 "An Ordinance to Amend Chapter 46 of the Village of Hartland Municipal Code Pertaining to Zoning Ordinance"
 - a. CONTINUATION OF PUBLIC HEARING
 - b. Consideration of adoption of Bill for an Ordinance No. 11/27/17-01 "An Ordinance to Amend Chapter 46 of the Village of Hartland Municipal Code Pertaining to Zoning Ordinance".

Items referred from the January 15, 2018 Plan Commission meeting

5. Consideration of a motion to approve site, building and landscape plans for Austin Plumbing, 530 Norton Drive.

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6. Consideration of a motion to approve design for water tower painting.

Other Items for Consideration

7. Items related to public improvements in the Four Winds West Subdivision.
 - a. Consideration of a motion to approve a reduction in the Letter of Credit for the Four Winds West subdivision in the amount of \$306,881.03.
 - b. Consideration of Resolution No. 01/22/2018-01 "A Resolution accepting public improvements in the Four Winds West Subdivision."
8. Consideration of a motion to approve a WE Energies Electric Distribution Easement at the Coventry Water Tower Site.
9. Consideration of a motion to approve Change Order No. 2 (Final) to the 2017 Paving Program contract with Payne and Dolan, Inc., to adjust for final quantities with a decrease in the amount of \$108,292 for a revised contract amount of \$940,313.
10. Consideration of a motion to approve the Job Description for the position of Public Works Seasonal Crew Leader.
11. Update on development north of CTH K and west of CTH KE as proposed by Neumann Companies.
12. Discussion and consideration of a policy regarding agenda preparation.
13. Discussion regarding the designation of an Official Newspaper and Village publicity.
14. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.
15. Adjournment

David E. Cox, Village Administrator

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

MEMORANDUM

TO: President and Board of Trustees
FROM: David E. Cox, Village Administrator
DATE: January 19, 2018
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.

Regarding Audience Participation.

It is staff's understanding that Craig Eisenhut, owner of the former Slugger's property, plans to address the Village Board regarding his pending request to divide his property into three parcels without sewer and water utilities. As the Board will recall, last August, Mr. Eisenhut received conceptual agreement from the Village Board to allow the property to be developed without Village water and sewer utilities using private on-site systems. The concept described at that time was for two parcels. The Plan Commission reviewed the current proposal and generally agreed with staff's recommendation that the Zoning Code be amended to create a district to serve similarly situated parcels while maintaining the Village's desire for municipal utility service. While staff recommended a 30,000 square foot minimum lot to conform to similar properties in the surrounding unsewered areas, the Commission expressed some willingness to allow the size to be reduced from that figure. Staff is continuing to research options for the ordinance based on feedback from the Commission and expects to present the ordinance to the Plan Commission in February.

Item 3a Regarding the Bogar's Restaurant License.

Background: The owner of JC Bogar's Restaurant, Juan Montaña, is expected to be present at this hearing to discuss his desire to retain the liquor licenses originally issued to him for his now-closed restaurant. He has indicated plans to open a new establishment of an undetermined type in an undetermined location in Hartland. In accordance with State Law, if the Board finds that Mr. Montaña has violated the Village Code, it may revoke the licenses. Further, if Mr. Montaña fails to appear, the law requires that the complaint be accepted as true and the license must be revoked.

Recommendation: Hold the hearing and make a determination.

Item 3b Regarding three dogs at one residence.

Background: The owners of the dogs have been requested to attend the meeting to discuss concerns regarding the keeping of three dogs at their residence in light of a recent biting episode involving one of the dogs. As a reminder, the Village Code allows keeping of not more than five (5) regulated animals nor more than two (2) of any single species at a single residence without a specific permit from the Village.

Recommendation: Review the situation with the owners and make a determination.

Item 4 Regarding a Public Hearing on updates to the Zoning Code.

Background: The Plan Commission has considered and recommended several updates and corrections to the Zoning Code. Most of the changes relate to correcting cross references. The Commission has also recommended an amendment that would add a new limit to the size of Accessory Structures such as detached garages and sheds. Previously, these structures were allowed to occupy up to 20 percent (20%) of the rear yard. The Plan Commission has recommended that these structures be limited to the lesser of 20 percent (20%) or 800 square feet. This is intended to prevent very large Accessory Structures and will only impact larger lots with rear yards greater than 4,000 square feet. The size standard would allow construction of a three car detached garage. The Board is asked to conclude the hearing, give final reading to the ordinance and adopt it.

Recommendation: Approve the Ordinance.

Item 5 Regarding improvements at Austin Plumbing.

Background: Austin Plumbing on Norton Drive has submitted plans for a proposed storage warehouse addition and related pavement improvement at its existing facility. The joint Plan Commission and Architectural Board has reviewed the proposal and has recommended approval condition on meeting the requirements outlined in the Village Engineer's letter and staff approval of an amended landscaping plan for the site.

Recommendation: Approve the site and building plans for Austin Plumbing.

Item 6 Related to a water tower painting plan.

Background: The Village staff is preparing plans to paint two water towers in the upcoming years (Coventry Lane and Hill Street). As part of those preparations, staff is considering a shift away from the all-white version we have today in favor of a painting scheme that camouflages the dirt and mildew that accumulates under the ball. The schemes include a “collar” around the base of the ball or painting of the entire stem from the base of the ball to the ground. Currently, the accent color would be green to match our logo. The Plan Commission members were essentially split on a version but a slim majority preferred painting of the entire stem.

Recommendation: Decide which version the Board prefers.

Item 7 Related to acceptance of public improvements in the Four Winds West subdivision.

Background: As Director Einweck’s memo indicates, the street and storm water improvements in the Four Winds West Subdivision are complete and ready for acceptance by the Village. One item, a storm water pond, will be monitored in the spring for performance and funds are being held to guarantee repairs that might be necessary. Additionally, related to the completion of the work, staff is also recommending a reduction in the Letter of Credit for the project.

Recommendation: Accept the improvements via the resolution.

Item 8 Related to an easement to WE Energies.

Background: As Director Einweck’s memo indicates, WE Energies is seeking a new easement from the Village to replace a prescriptive easement they seem to have held to cross the Village’s Coventry water tower site. The easement document contains all of the standard provisions between WE Energies and the Village including restoration by the electric company.

Recommendation: Approve the easement.

Item 9 Related to the Final Change Order for the 2017 Paving Program.

Background: As Director Einweck’s memo indicates, work has been completed on the 2017 Paving project and the final quantities have been determined. The Final Change Order decreases the contract amount by over \$108,000 to a final price of \$940,313. In the end, the

contract final cost is approximately \$87,000 lower than the originally approved amount. As the Board will recall, the first change order authorized increased costs related to repairs on Greystone Boulevard in Mary Hill.

Recommendation: Approve the Final Change Order.

Item 10 Related to the DPW Seasonal Crew Leader.

Background: As the Board will recall, as part of the reorganization of the Department of Public Works, the position of Seasonal Crew Leader has been created to serve in a supervisory role for the seasonal staff brought in each summer. Additionally, this person, who would be appointed annually, would be available as directed to fulfill supervisory needs at other times when needed. The position would be assigned annually from the existing staff that meet the requirements and does not increase the number of overall Department employees.

Recommendation: Approve the new job description.

Item 12 Related to Agenda preparation.

Background: As the memo from President Pfannerstill and I indicates, in response to a recent article in the *Municipality* magazine, a policy is recommended to clarify how topics/items are added to the agenda and who is responsible for preparing the agendas for not only the Village Board but for other Boards, Commissions and Committees of the Village.

Recommendation: Approve the Policy.

Item 13 Related to designation of an official newspaper.

Background: The Village Board is asked to discuss the concept of designating an official newspaper. While no decision is expected at this meeting, the Board is asked for its thoughts on how to address the recent changes in Lake Country coverage in the various newspapers serving the area and how the Village wants to address not only required publications but publicity for activities and events in the Village.

Recommendation: Discuss the concept.

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MONDAY, JANUARY 8, 2018
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Roll Call

Pledge of Allegiance – Trustee Meyers

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

Others: Administrator Cox, DPW Director Einweck, Police Chief Bagin, Clerk Igl, Finance Director Bailey, Fire Chief Dean, Captain Kelsey, Tim Hallquist, Erin Guenterberg, Laura Lau, Jeff Anson, Diane Vernon, Donna Dorau

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.)

Laura Lau introduced herself as a candidate for Waukesha County Court Judge in the April election. She stated that she is currently a court commissioner in the county.

1. Motion (Meyers/Wallschlager) to approve Village Board minutes of December 11, 2017 and minutes of the Special Village Board meeting of December 18, 2017. Carried (7-0).
2. Motion (Landwehr/Swenson) to approve vouchers for payment in the amount of \$954,655.09. Carried (6-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits
 - a. Consideration of applications for Operator's (Bartender) Licenses
 - i. Motion (Compton/Swenson) to approve Operator's License with a term ending June 30, 2018. Carried (7-0).
 - ii. Motion (Compton/Stevens) to deny Operator's License recommended for denial. Carried (7-0).
 - b. Consideration of an application for a Restricted Species permit to allow three dogs at one residence.

Chief Bagin stated that one of the three dogs big a pedestrian walking by the property on Dec. 14. It was found that the dogs were not licensed at that time. When the officer went to the property to take the report, the dog also attempted to bite the officer. After the bite, the dog was quarantined as required. Dog licenses were applied for in a timely manner for the three dogs after the incident. Motion (Pfannerstill/Wallschlager)

to postpone action and request that the owner be present at the next meeting to discuss the application. Carried (7-0).

- c. Consideration of a complaint related to potential revocation of a liquor license for JC Bogar's LLC and motion to set a hearing on the matter for January 22, 2018 during the Regular Village Board meeting.

Administrator Cox stated that an official complaint was drafted due to JC Bogar's LLC not being open the required 15 days in every 60 day period. He stated that the owner has indicated that he working on opening another restaurant in the Village and would like to be able to transfer the liquor licenses.

Motion (Wallschlager/Landwehr) to set a hearing on the potential revocation for JC Bogar's LLC for the January 22 Village Board meeting. Motion carried.

4. Items related to Bill for an Ordinance No. 11/27/17-01 "An Ordinance to Amend Chapter 46 of the Village of Hartland Municipal Code Pertaining to Zoning Ordinance"
 - a. PUBLIC HEARING
President Pfannerstill opened the Public Hearing at 7:15 p.m. No comments were heard.
 - b. Motion (Wallschlager/Meyers) to continue the Public Hearing to the January 22, 2018 Village Board meeting. Carried (7-0).
5. Consideration of a motion to approve Change Order No. 1 (Final) to the 2016 Utilities Program contract with American Sewer Services, Inc. in the additional amount of \$7,131.60 for a revised contract amount of \$344,675.20.

DPW Director Einweck stated that the project had been delayed and stated that the additional cost is due to the amount of storm inlet repair being slightly more than anticipated. Motion (Meyers/Wallschlager) to approve Change Order No. 1 (Final) to the 2016 Utilities Program contract with American Sewer Services, Inc. in the additional amount of \$7,131.60 for a revised contract amount of \$344,675.20. Carried (7-0).

6. Consideration of a Park and Recreation Board endorsement for the use of Nixon Park for the 6th Annual Hartland Kids Day on July 25, 2018 from 9:00 am to 2:00 pm as presented by Erin Guenterberg, Owner of Lake Country Family Fun
7. Ms. Guenterberg provided a presentation on the event stating that the hours will be 9 am to 2 pm this year rather than 9 am to 3 pm. Trustee Wallschlager asked what the power panel would be utilized for and Ms. Guenterberg stated it was necessary for operation of bounce houses. Motion (Meyers/Wallschlager) to approve the use of Nixon Park for the 6th Annual Hartland Kids Day on July 25, 2018 from 9:00 am to 2:00 pm as presented by Erin Guenterberg, Owner of Lake Country Family Fun. Carried (7-0).

8. Consideration of a motion to Resolution 01/08/2018-01, "A Resolution Accepting Public Improvements in the Riverwalk Development".

DPW Director Einweck stated that a few minor punch list items remain that will be completed in spring. Motion (Landwehr/Swenson) to approve Resolution 01/08/2018-01, "A Resolution Accepting Public Improvements in the Riverwalk Development" contingent on punch list items being complete by June 21, 2018. Carried (7-0).

9. Consideration and motion regarding the availability of curbside parking between the driveways on E Capitol Drive for the Riverwalk development and its neighbor to the east.

DPW Director Einweck stated that a request to review parking on E. Capitol Drive between the driveways to 220 E. Capitol Drive and the newly constructed driveway to the Riverwalk Development to the west of this property. He stated that of the 19 feet of space between the drives, only 11 feet are available for parking. Given the volume of traffic on the new driveway. Staff recommended that it be posted as no parking. Motion (Stevens/Swenson) to prohibit parking in this location. Carried (7-0).

10. Consideration of a motion to approve the 2018 rates for EMS/Ambulance response.

After a review of our EMS rates in comparison to rates for similar services in the area, Chief Dean recommended increasing most of our rates with the exception of the rates for Paramedic level services. Motion (Meyers/Stevens) to approve the 2018 rates for EMS/Ambulance response. Carried (7-0).

Chief Dean stated that in 2018 he will be focusing on billing patients that are provided with treatment on the scene but are not transported.

11. Motion (Swenson/Wallschlager) to confirm appointment of Mike Badani, Dr. Jim Muenzenberger and Cheryl Pfundter to the downtown Business Improvement District Board for terms ending December 31, 2020. Carried (7-0).

12. Selection of a Village Board member to serve on the selection committee for the Planning Consultant.

Administrator Cox stated that six proposals for planning consultant services have been received and a committee is being formed to review the proposals and recommend a consultant. Representatives from staff and one member each from the Village Board, Plan Commission and Park Board will be asked to serve on the committee. Trustee Wallschlager offered to serve on the selection committee.

Motion (Meyers/Stevens) to appoint Trustee Wallschlager to serve as the representative from the Village Board on the Planning Consultant Selection committee. Carried (7-0).

13. Motion (Landwehr/Swenson) to approve the Village administrative holiday calendar for 2018. Carried (7-0).

Trustee Stevens expressed concerns about the office being closed a half day for the New Year's Eve holiday. He stated that he came to Village Hall to pay taxes on Friday, Dec. 29 after the office had closed. Finance Director Bailey stated that tax bills had been mailed out on Dec. 5 which included information about the office being closed at 11:30 on Dec. 29. He stated that an option that could be considered for next year is to allow tax payments to be placed in the drop box on that day and to have the Police Department collect payments from the box at midnight on Dec. 31.

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

President Pfannerstill stated that there will be Spring Primary Election on Tues., Feb. 20 for Village Trustee with eight candidates having filed. Information will be available on the Village's website.

President Pfannerstill stated that the Village Attorney is finalizing his review of the contract with the new assessor and that when the review is complete, the contract will be presented to the Village Board for consideration.

President Pfannerstill stated that he would like the Board to discuss the option of designating an official newspaper as well as agenda procedure at the next meeting.

Chief Dean announced that the Fire Department will be celebrating its' 125th anniversary in 2018 and will be holding events throughout the year.

DPW Director Einweck stated that it is the last week for Christmas tree collection.

Motion (Wallschlager/Meyers) to adjourn. Motion failed (7-0).

15. Motion (Stevens/Wallschlager) to recess to closed session pursuant to State Statutes §19.85 (1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding the Public Works Director, Operations Supervisors Public Works

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Foreman and Village Administrator and to adjourn thereafter without reconvening into open session pursuant to §19.95(2). Roll call vote taken; all ayes. Carried (7-0).

Meeting adjourned to closed session at 8:15 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: January 19, 2018

RE: Voucher List

Attached is the voucher list for the January 22, 2018 Village Board meeting.

January 22, 2018 (2017 Expenses):	\$ 133,584.47
January 22, 2018 Checks:	\$ 68,842.62
Total amount to be approved:	<u>\$ 202,427.09</u>

VILLAGE OF HARTLAND
VOUCHER LIST - JANUARY 22, 2018 (2017 Expenses)

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 804-21520 RETIREMENT DEDUCTIONS PAYABLE	EDWARD JONES	GARDNER IRA	\$30.25
R 101-46725 PARK RENTALS-TAX EXEMPT	HARTLAND ATHLETIC ADVANCEMENT	2017 FIELD PREPS	\$429.00
EXPENSE Descr			\$459.25
EXPENSE Descr AMBULANCE			
E 101-52300-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN/KONEN	\$37.00
E 101-52300-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	FLU VACCINES	\$120.00
E 101-52300-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN/SMITH	\$37.00
EXPENSE Descr AMBULANCE			\$194.00
EXPENSE Descr CEMETERY PAVING - ANNEX UPPER			
E 401-79175-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	2017 PAVING/FINAL PAYMENT	\$1,680.00
EXPENSE Descr CEMETERY PAVING - ANNEX UPPER			\$1,680.00
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-746 TELEPHONE	CARDMEMBER SERVICES	DEC UVERSE	\$119.68
E 804-56700-140 RETIREMENT BENEFITS	EDWARD JONES	GARDNER IRA	\$30.25
EXPENSE Descr ECONOMIC DEVELOPMENT			\$149.93
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-530 TAX BILLING/TAX ROLL	AB DATA CLIENT TRUST	TAX INSERTS/FOLDING	\$791.67
EXPENSE Descr FINANCIAL ADMINISTRATION			\$791.67
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	PIONEER SUPPLY LLC	ICE MELT	\$56.25
EXPENSE Descr FIRE PROTECTION			\$56.25
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	DECEMBER SERVICES	\$3,334.55
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY REGISTER OF DEEDS	DEC DOCUMENTS	\$30.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	DEC BARTENDERS	\$49.00
E 101-51400-395 COMMUNITY RELATIONS	WISCONSIN BUILDING INSPECTIONS	DONATION	-\$500.00
EXPENSE Descr GENERAL ADMINISTRATION			\$2,913.55
EXPENSE Descr INSPECTION			
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	DEC PERMITS	\$15,396.53
EXPENSE Descr INSPECTION			\$15,396.53
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	NOV/DEC USER FEES	\$147.50
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	BLOOD DRAW/PEYTON	\$35.00

Account Descr	Search Name	Comments	Amount
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	SPRINGFIELD ARMORY	PISTOL	\$393.90
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	BALL SHIELD WITH LED LIGHT	\$5,985.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	DEC PRISONER HOUSING	\$33.20
EXPENSE Descr LAW ENFORCEMENT			<u>\$6,594.60</u>
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	ADULT AUDIOBOOK	\$39.99
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	NANCY MASSNICK, LIBRARY DIR	PETTY CASH	\$91.83
E 101-55110-310 BOOKS & MATERIALS	OFFICE PRO INC	OFFICE SUPPLIES	\$97.40
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$94.00
E 101-55110-255 BLDGS/GROUNDS	PIONEER SUPPLY LLC	ICE MELT	\$450.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	DEC ADDL IMAGES	\$77.96
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	WILS (WI LIBRARY SERVICES)	MEMBERSHIP FEE	\$199.00
EXPENSE Descr LIBRARY			<u>\$1,050.18</u>
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-255 BLDGS/GROUNDS	PIONEER SUPPLY LLC	ICE MELT	\$450.00
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$94.00
EXPENSE Descr MUNICIPAL BUILDING			<u>\$544.00</u>
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PIONEER SUPPLY LLC	PAPER TOWELS	\$113.41
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC ELECTRIC CENTENNIAL	\$21.65
EXPENSE Descr PARKS			<u>\$135.06</u>
EXPENSE Descr PONDEROSA DR			
E 401-70425-285 CONSTRUCTION COSTS	PAYNE AND DOLAN INC	2017 PAVING/FINAL PAYMENT	\$21,760.46
EXPENSE Descr PONDEROSA DR			<u>\$21,760.46</u>
EXPENSE Descr PUBLIC WORKS			
E 101-53000-235 STREET SWEEPING	ADVANCED DISPOSAL SERVICES	STREET SWEEPINGS	\$5,138.68
E 101-53000-360 VEHICLE MAINT/EXPENSE	BOBCAT PLUS INC	STUMP GRINDER TOOTH	\$204.06
E 101-53000-360 VEHICLE MAINT/EXPENSE	BOBS GLASS SERVICE INC	INSTALL WINDSHIELD ON TRACTOR	\$85.00
E 101-53000-240 CONTRACTED SNOW & ICE CONTROL	CONCRETE & BRICK SPECIALISTS	DEC SNOWPLOWING	\$688.75
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	CONLEY MEDIA LLC	LABORER JOB AD	\$246.96
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	PIONEER SUPPLY LLC	PAPER TOWELS	\$113.41
E 101-53000-235 STREET SWEEPING	STRIETER FARM TRUCK SERVICE	STREET SWEEPINGS	\$665.00
E 101-53000-225 STREET LIGHTING	WE ENERGIES	NOV-DEC ST LIGHTING	\$8,709.67
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	DEC RECORD CHECKS	\$21.00
EXPENSE Descr PUBLIC WORKS			<u>\$15,872.53</u>
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HAMPE, CHRISTINA	NOV-JAN ZUMBA	\$312.00

Account Descr	Search Name	Comments	Amount
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SCHOLTKA, JENNIFER J	NOV-JAN ZUMBA	\$611.20
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	TISCHER, SHERRY	PROGRAM SUPPLIES REIMBURSEMENT	\$37.90
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	OCT-NOV LEARN TO SKATE	\$275.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$1,236.10
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	ADVANCED DISPOSAL SERVICES	DEC SERVICES	\$31,794.11
EXPENSE Descr REFUSE & GARBAGE COLLECTION			\$31,794.11
EXPENSE Descr SEWER SERVICE			
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	AMERICAN BUSINESS TECHNOLOGIES	4TH QTR WATER/SEWER BILLINGS	\$938.48
E 204-53610-305 EXPENSES-OTHER	OLSEN SAFETY EQUIPMENT CORP	GLOVES	\$10.72
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	VISU-SEWER, INC.	SANITARY SEWER CLEANING	\$22,368.37
EXPENSE Descr SEWER SERVICE			\$23,317.57
EXPENSE Descr UNBUDGETED			
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	PAYNE AND DOLAN INC	2017 PAVING/FINAL PAYMENT	\$4,454.68
EXPENSE Descr UNBUDGETED			\$4,454.68
EXPENSE Descr WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	AMERICAN BUSINESS TECHNOLOGIES	4TH QTR WATER/SEWER BILLINGS	\$938.49
E 620-53700-923 OUTSIDE SERVICES	BADGER METER INC	DEC BEACON HOSTING	\$151.80
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	DEC BACTERIA	\$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	DRINKING WATER	\$90.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	NOV BACTERIA SAMPLES	\$54.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	DRINKING WATER	\$90.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	DEC BACTERIA SAMPLES	\$54.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	570 PROGRESS WELL #3	\$20.00
E 620-53700-651 MAINTENANCE OF MAINS	OKAUCHEE REDI-MIX INC	SLURRY	\$1,620.00
E 620-53700-651 MAINTENANCE OF MAINS	OKAUCHEE REDI-MIX INC	CONCRETE	\$449.50
E 620-53700-930 MISC GENERAL EXPENSES	OLSEN SAFETY EQUIPMENT CORP	GLOVES	\$10.73
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-DEC # 3 PUMPHOUSE	\$1,606.48
E 620-53700-923 OUTSIDE SERVICES	WI STATE LABORATORY OF HYGIENE	FLUORIDE	\$25.00
EXPENSE Descr WATER UTILITY			\$5,184.00
			\$133,584.47

VILLAGE OF HARTLAND
VOUCHER LIST - JANUARY 22, 2018

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 101-12110 PROPERTY TAX REFUNDS	BRAMMEIER, DEREK	0727092	\$107.12
G 101-12110 PROPERTY TAX REFUNDS	CATAROZZOLI, JACOB & DANIELLE	0424134	\$3,074.81
R 101-46730 RECREATION CLASSES	DEFRANCO, JENNIFER	SATURDAY PICKLEBALL	\$27.00
G 101-12110 PROPERTY TAX REFUNDS	FISCHER, KENNETH L	0762030003	\$88.02
G 101-12110 PROPERTY TAX REFUNDS	FRASER, DANA A	0727290	\$112.60
G 101-12110 PROPERTY TAX REFUNDS	GLEASON, BRIAN & BRENDA	0757104	\$455.15
G 101-12110 PROPERTY TAX REFUNDS	KARGE, LEAH	0428047	\$215.21
G 101-12110 PROPERTY TAX REFUNDS	KOENIG, NEIL	0425034	\$2,914.77
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	MILAKOVICH/AD0135122	\$312.60
G 101-12110 PROPERTY TAX REFUNDS	MATTOX, JAMES	0427151	\$115.31
G 101-12110 PROPERTY TAX REFUNDS	MOSIER, JONATHAN & JESSICA	0425964	\$3,502.32
G 101-12110 PROPERTY TAX REFUNDS	OLDENBURG, MICHAEL	0425965	\$132.71
R 101-46730 RECREATION CLASSES	REICHHOFF, JEFFREY	SAT PICKLEBALL	\$22.00
G 101-12110 PROPERTY TAX REFUNDS	ROCKTEACHER, MARK D	0727037	\$140.44
G 101-12110 PROPERTY TAX REFUNDS	SCHNEIDER, MICHAEL & MARGARET	0757011	\$339.16
G 101-12110 PROPERTY TAX REFUNDS	WAGNER, JENNIFER L	0423982050	\$147.19
G 101-12110 PROPERTY TAX REFUNDS	WITTER, GARY & MARY	0424164	\$117.63
G 101-12110 PROPERTY TAX REFUNDS	WOJCIECHOWSKI, JON	0426043	\$235.12
EXPENSE Descr			\$12,059.16
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	CYLINDER LEASE	\$562.34
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$1,084.89
E 101-52300-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	BATTERIES/PRELACE COMPRESSOR/SWITCHES 4351	\$1,253.67
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	JAMBRETZ, DAVID J	REIMBURSE CONFERENCE AND EXPO	\$164.80
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	JAMBRETZ, DAVID J	REIMBURSE WI EMERGENCY TECHNICIANS ASSOCIATI	\$120.00
EXPENSE Descr AMBULANCE			\$3,185.70
EXPENSE Descr CORPORATE RESERVE EXPENSES			
E 402-59900-820 POLICE DEPT EXPENSE	ADVANTAGE POLICE SUPPLY	POINT BLANK BALLISTIC SHIELDS	\$11,175.00
EXPENSE Descr CORPORATE RESERVE EXPENSES			\$11,175.00
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FLEX BENEFIT PLAN ENROLLMENT	\$33.34
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	JAN ADMN SERV/DEBIT CARD FEE/MAILINGS/PLAN REN	\$259.49
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$39.08
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	FAX MACHINE	\$94.76
EXPENSE Descr FINANCIAL ADMINISTRATION			\$426.67
EXPENSE Descr FIRE PROTECTION			

Account Descr	Search Name	Comments	Amount
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	KEYS/CHAINSAW CHAIN	\$27.91
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ENGRAVER	SIGN	\$10.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ENGRAVER	PHOTO MUGS/DOOR SIGNS	\$1,037.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	CUSTOM AXE/TOY CAR GRAPHICS	\$75.00
E 101-52200-800 CAPITAL OUTLAY	MUELLERS ELECTRONICS	NEW/REPLACEMENT PAGERS	\$4,265.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	MUELLERS ELECTRONICS	BELT CLIPS	\$59.90
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	DESKTOP REPLACEMENTS/MONITORS	\$2,160.00
EXPENSE Descr FIRE PROTECTION			\$7,634.81
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-395 COMMUNITY RELATIONS	OFFICE PRO INC	NAME BADGES	\$41.83
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	FAX MACHINE	\$94.76
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$48.23
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	RESERVE ACCOUNT	POSTAGE REFILL	\$2,500.00
EXPENSE Descr GENERAL ADMINISTRATION			\$2,684.82
EXPENSE Descr LAW ENFORCEMENT			
E 803-52100-300 OPERATING SUPPLIES/EXPENSES	DELAFIELD POLICE, CITY OF	REIMBURSE CELLEBRITE SOFTWARE RENEWAL	\$1,250.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	MASKS	\$42.80
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	HARTLAND SERVICE INC	BRAKES/OIL CHANGE/DISC BRAKE ROTOR #1 EXPLORE	\$1,161.58
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	PRE PURCHASE INSPECTION	\$99.95
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	ATTACH RADAR TO REAR GLASS/SQ #4	\$24.70
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	MATRE ARMS & AMMUNITION	AMMUNITION	\$9,182.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	TONER	\$94.99
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	PEWAUKEE POLICE DEPT (VILLAGE)	2018 FEES/FIREARMS TRAINING	\$250.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WILEAG	ANNUAL PROGRAM FEES/WIPAC MEMBERSHIP	\$650.00
EXPENSE Descr LAW ENFORCEMENT			\$12,756.02
EXPENSE Descr LIBRARY			
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	CD DIVIDERS/CARD HOLDERS	\$601.60
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	LABEL HOLDERS	\$84.77
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	CREDIT	-\$50.00
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	LARGE PRINTS	\$243.46
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	LARGE PRINTS	\$63.12
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	LAURA F KEYES	MRS LINCOLN IN LOVE PROGRAM	\$332.00
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	ADULT DVD	\$29.99
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOKS	\$56.25
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	DEC-JAN GAS	\$892.04
EXPENSE Descr LIBRARY			\$2,253.23
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$136.32
E 101-51600-355 JANITORIAL SUPPLIES	OFFICE PRO INC	VACUUM CLEANER BAGS	\$26.07

Account Descr	Search Name	Comments	Amount
EXPENSE Descr MUNICIPAL BUILDING			\$162.39
EXPENSE Descr PUBLIC WORKS			
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FUEL/OIL FILTER/BONNET	\$38.68
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FILTERS	\$33.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	OIL AND AIR FILTERS/CLNR WAX/BONNET	\$128.08
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FUEL/OIL/AIR FILTER/ANTIFREEZE	\$156.14
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	AIR/FUEL/OIL FILTERS	\$180.75
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	PLUG/LED SUP MDL/LED PIGTAIL/FILTERS	\$172.43
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	AIR PUMP/FILTERS	\$51.72
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FUNNEL KIT	\$64.95
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	OXYGEN SENSOR	\$272.02
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	OIL FILTER	\$10.19
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	HYDRAULIC FILTER	\$54.92
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	OMNI LUBE/ARMORALL	\$230.29
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	OIL/FUEL/AIR FILTERS	\$61.63
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	GARAGE DOOR REPAIR LINKS	\$6.30
E 101-53000-410 STREETS GEN MAINT	BIEBELS TRUE VALUE	PROPANE TANKS FILLED/TORCH	\$86.04
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	CASTER WHEELS	\$17.98
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	PLUMBING COVER	\$7.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	SOAP	\$11.59
E 101-53000-360 VEHICLE MAINT/EXPENSE	CORNWELL	IMPACT DRIVER WRENCH	\$339.99
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	SANDPAPER/CAULK GUN/NUTS	\$1,493.33
E 101-53000-360 VEHICLE MAINT/EXPENSE	MILLER-BRADFORD RISBERG INC	TRANSMISSION FILTERS	\$320.80
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	FAX MACHINE	\$94.76
E 101-53000-360 VEHICLE MAINT/EXPENSE	RINDERLE DOOR CO	OVER HEAD DOOR REPAIR	\$220.88
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	FILTERS/SWITCH	\$309.43
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	WATER VALVE	\$113.29
EXPENSE Descr PUBLIC WORKS			\$4,478.07
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	CHRISTMAN, DAVE	INTERMEDIATE ARCHERY	\$396.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	CHRISTMAN, DAVE	BEGINNER ARCHERY	\$180.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HOOPER HANDS BASKETBALL AC	FUNDAMENTALS OF BASKETBALL	\$912.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	MULLETT ICE CENTER	LEARN TO SKATE	\$92.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	MULLETT ICE CENTER	LEARN TO SKATE	\$185.60
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	FAX MACHINE	\$94.76
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$1,861.16
EXPENSE Descr SEWER SERVICE			
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIGGERS HOTLINE INC	2018 1ST PREPAYMENT	\$705.77
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	JAN ADMN SERV/DEBIT CARD FEE/MAILINGS/PLAN REN	\$39.92
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FLEX BENEFIT PLAN ENROLLMENT	\$33.33

Account Descr	Search Name	Comments	Amount
EXPENSE Descr SEWER SERVICE			\$779.02
EXPENSE Descr WATER UTILITY			
E 620-53700-623 PUMPING - SUPPLIES/EXPENSES	AUTOMOTIVE PARTS & EQUIPMENT	OIL FILTERS	\$12.58
E 620-53700-652 MAINTENANCE OF SERVICES	AUTOMOTIVE PARTS & EQUIPMENT	PLIERS	\$26.49
E 620-53700-652 MAINTENANCE OF SERVICES	AUTOMOTIVE PARTS & EQUIPMENT	TANK HEATER/PLIERS	\$137.47
E 620-53700-623 PUMPING - SUPPLIES/EXPENSES	AUTOMOTIVE PARTS & EQUIPMENT	OIL FILTERS	\$26.41
E 620-53700-652 MAINTENANCE OF SERVICES	BIEBELS TRUE VALUE	TOOL BOX/TOOLS	\$35.68
E 620-53700-654 MAINTENANCE OF HYDRANTS	CORE & MAIN LP	WAT LOWER OP NUT	\$63.00
E 620-53700-654 MAINTENANCE OF HYDRANTS	CORE & MAIN LP	PINS	\$64.64
E 620-53700-651 MAINTENANCE OF MAINS	CORE & MAIN LP	CLAMPS	\$425.81
E 620-53700-923 OUTSIDE SERVICES	DIGGERS HOTLINE INC	2018 1ST PREPAYMENT	\$705.78
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	FLEX BENEFIT PLAN ENROLLMENT	\$33.33
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	JAN ADMN SERV/DEBIT CARD FEE/MAILINGS/PLAN REN	\$99.81
E 620-53700-651 MAINTENANCE OF MAINS	FERGUSON WATERWORKS	REPAIR CLAMP	\$122.80
E 620-53700-631 WATER TREATMENT - CHEMICALS	MARTELLE WATER TREATMENT	2018 CHEMICALS FOR WATER	\$1,587.94
E 620-53700-651 MAINTENANCE OF MAINS	OKAUCHEE REDI-MIX INC	SLURRY/ANTON ROAD	\$2,132.00
E 620-53700-651 MAINTENANCE OF MAINS	OKAUCHEE REDI-MIX INC	CONCRETE/HEATING/CALCIUM CHLORIDE	\$643.50
E 620-53700-651 MAINTENANCE OF MAINS	OKAUCHEE REDI-MIX INC	CONCRETE/HEATING/CARTAGE	\$391.50
E 620-53700-651 MAINTENANCE OF MAINS	OKAUCHEE REDI-MIX INC	SLURRY/HEATING CHARGE/OT/PLANT OPENING	\$2,650.00
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	PRO INDUSTRIAL CONTROLS	SWITCH	\$7.83
E 620-53700-930 MISC GENERAL EXPENSES	TRI-COUNTY WATERWORKS ASSOC	FEB 8 MEETING ELFTMAN/FELKNER	\$20.00
E 620-53700-930 MISC GENERAL EXPENSES	WI RURAL WATER ASSOC (WRWA)	MUNICIPAL WATER EXAM REVIEW JUNGBLUTH/BAHR	\$200.00
EXPENSE Descr WATER UTILITY			\$9,386.57
			\$68,842.62

COPY

STATE OF WISCONSIN

VILLAGE OF HARTLAND

WAUKESHA COUNTY

IN RE: Liquor License Issued to JC Bogar's, LLC operating under the trade name:

JC Bogar's Restaurant
352 Cottonwood Avenue
Hartland, WI

SUMMONS

TO: Juan A. Montano, President/Agent
JC Bogars, LLC
S36 W26694 Genesee Road
Waukesha, Wisconsin

YOU ARE HEREBY NOTIFIED that a complaint had been filed against you. The Complaint, which is attached, states the nature and basis of the action.

You must appear in the Village of Hartland Village Hall, whose address is 210 Cottonwood Avenue, Hartland, Wisconsin, on January 22, 2018 at 7:00 p.m. to answer the accompanying Complaint at a hearing conducted by the Village Board of Trustees. You may have an attorney help or represent you.

If you do not appear on January 22, 2018, the allegation in the Complaint shall be taken as true and the retail alcohol license issued to JC Bogar's shall be revoked, and you may lose your right to object to anything that is or may be incorrect in the Complaint.

Dated at Hartland this 12th day of January, 2018.



Darlene Igl, Village Clerk

Address:
Village of Hartland
210 Cottonwood Ave
Hartland WI, WI 53029
(262)367-2714

IN RE: Liquor License Issued to JC Bogars, LLC operating under the trade name:

JC Bogar's Restaurant
352 Cottonwood Avenue
Hartland, WI

COMPLAINT

COMES NOW David Cox of the Village of Hartland and for his Complaint alleges as follows:

1. The Complainant, David Cox is a resident of the Village of Hartland and the Village Administrator for the Village of Hartland, and in his capacity as Village Administrator has personal knowledge of the facts alleged and has authority to sign this Complaint.
2. JC Bogar's Restaurant is the trade name of a restaurant formerly located at 352 Cottonwood Avenue, Hartland, Waukesha County, Wisconsin.
3. JC Bogar's Restaurant is owned by JC Bogars, LLC whose President/Member is Juan C. Montano.
4. Upon information and belief, JC Bogar's Restaurant was approved for a Class "B" Retailer's License for Fermented Malt Beverages and a "Class B" Retailer's License for Intoxicating Liquors in June of 2017 by the Village of Hartland.
5. Said licenses were issued by the Village of Hartland on or about June 27, 2017 as No. COMBINATION B-2017/2018-010 with a term of July 1, 2017 to June 30, 2018.
6. Upon information and belief, during the time period between August 9, 2017 and August 24, 2017, which is a period of approximately 15 days, JC Bogar's Restaurant never opened for business and was not observed to be open in the periods immediately prior to and subsequent to those dates.

7. Via letter dated September 14, 2017, Juan C. Montaña was notified by the complainant of Montaña's potential violation of the Village Code related to use of the issued licenses and requesting that said licenses be used in accordance with the Village Code or surrendered.
8. Upon information and belief, subsequent to receipt of the September 14 letter, Juan C. Montaña visited the Village Offices and indicated to staff that he intended to reopen his business at this location.
9. Upon information and belief, on or about November 25, 2017, via its Facebook page, JC Bogar's Restaurant announced it was "closing this location for good."
10. Via letter dated November 27, 2017, Juan C. Montaña was notified by the complainant that the aforementioned post on Facebook indicating closure of the JC Bogar's Restaurant had been observed and requesting that said licenses be surrendered.
11. Upon information and belief, JC Bogar's Restaurant has been open not more than three (3) dates in the time period between August 9, 2017 and December 31, 2017, which is a period of approximately 144 days.
12. Upon information and belief, JC Bogar's Restaurant has not been operating on a regular basis from at least July of 2017 and has failed to operate in compliance with the Village Code.
13. Village of Hartland Ordinance Sec. 6-4 provides:

Due to the limited number of retail alcohol licenses available, in addition to all other grounds for revocation, suspension, or non-renewal of a retail alcohol license permitted under Wis. Stats. § 125.12 or otherwise permitted by law, the following shall constitute a basis for the village to suspend, revoke or refuse the renewal of the license in accordance with the provisions of subsection 6-28(a):

(1) Failure to commence the sale of alcohol within 45 days of the issuance of any license to sell fermented malt beverages or intoxicating liquor.

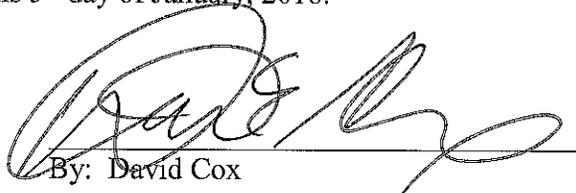
(2) Discontinuation of the sale of alcohol beverages for which a license has been issued for 45 days or more during any 60-day period. [emphasis added]

14. Village of Hartland Ordinance Sec. 6-4 was adopted under Wis. Stat. § 125.10, and allows the Village of Hartland to revoke an issued retail alcohol license where there has been a discontinuation of the sale of alcoholic beverages for 45 days or more during a 60-day period.
15. Wisconsin Stat. § 125.12(2)(ag)1 allows local authorities that have issued retail alcohol licenses to revoke such licenses if the license holder has violated a municipal ordinance regulating retail alcohol licenses.

WHEREFORE, Complainant demands that:

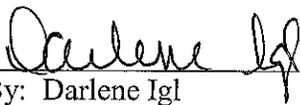
The Village of Hartland Board of Trustees revoke the retail alcohol licenses previously issued to JC Bogars, LLC operating under the trade name JC Bogar's Restaurant, namely a Class "B" Retailer's License for the sale of Fermented Malt Beverages and a "Class B" License for the sale of Intoxicating Liquors, as provided for by Wis. Stat. § 125.12(2)(ag)1 and Village of Hartland Ordinance § 6-4.

Sworn to and subscribed this 5th day of January, 2018.


By: David Cox

Sworn to and signed before me by David Cox on this 5th day of January, 2018.




By: Darlene Igl
Notary Public, My commission expires: 1/24/2020

**VILLAGE OF HARTLAND
LICENSES AND PERMITS
JANUARY 22, 2018**

Application for Restricted Species Permit

Name: Eric Rahmel
Address: 788 E. Imperial Drive
Species: 3 dogs

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

Macee Beste

The Police Chief and Village Clerk recommend approval of the license listed above. The applicant has successfully completed the Responsible Beverage Servers Course.

Change of Agent for Class "A" Beer/Class "A" Liquor

Walgreen Co., dba Walgreens #09365, 423 Merton Ave., Gina Podhola, Agent

The Police Chief and Village Clerk recommend approval of the agent change as requested. Walgreen's has requested this change due to a staff change.



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

January 9, 2018

Eric Rahmel
788 E Imperial Drive
Hartland WI 53029

RE: Restricted Species

Dear Mr. Rahmel:

Your application for a restricted species permit was presented to the Village Board for consideration at their January 8, 2018 meeting. After discussion, they took action to carry over this request to their next meeting and have asked that you be present at that meeting to discuss your application. The next Village Board meeting is scheduled for Monday, January 22, 2018 in the Board Room in the Hartland Municipal Building at 210 Cottonwood Avenue.

Sincerely,

A handwritten signature in cursive script that reads "Darlene Igl".

Darlene Igl, MMC/WCPC
Village Clerk

cc: Chief of Police Michael Bagin

Village of Hartland

**Notice of Public Hearing
Amendment to the Zoning
Code**

**Monday, January 22, 2018
7:00 p.m.**

**Board Room, Municipal
Building, 210 Cottonwood Ave.**

The Village Board will conduct a Public Hearing to consider amendments to the Zoning Code Chapter 46, Sec. 46-1 pertaining to Definitions, Sec. 46-14(2) and 46-14(9)(c) and (d) pertaining to Use Regulations, Sec. 46-497(1) pertaining to Yards, Sec. 46-554(5) pertaining to Landscaping Sec. 46-926(b)(5) pertaining to Modifications and Sec. 46-955(h) pertaining to Lighting.

A copy of the proposed Ordinance is available for review on the village's website: www.villageofhartland.com and in the Clerk's office during normal business hours.

All interested parties will be heard.

Darlene Igl, MMC/WCPC,
Village Clerk

LCR, 1/10, 1/17

VILLAGE OF HARTLAND
ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 46
OF THE VILLAGE OF HARTLAND MUNICIPAL CODE
PERTAINING TO ZONING ORDINANCE

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

Section 1: Chapter 46 of the Village of Hartland Municipal Code of Ordinances pertaining to Zoning Ordinance is hereby amended as described herein with deletions shown with an overstrike and additions shown with an underline.

Section 2: Section 46-1 pertaining to Definitions is hereby amended as follows:

Temporary swimming pool means:

- (1) A pond or pool intended for persons to wade or swim.
- (2) Holding water no deeper than 18 inches.
- (3) Not subject to permit or fence requirements if set up no earlier than May 15, each calendar year and taken down no later than September 30, each calendar year.
- (4) Subject to all conditions as stated under section ~~46-11(8)e~~. 46-14(8)(e) of this Code.

Section 3: Section 46-14(2) pertaining to Use Regulations is hereby amended as follows:

Accessory uses and structures. Those uses and structures specified in this subsection are permitted in the rear yard in any residential district and in the side and rear yards in any business, industrial, quarrying/extractive, institutional or park district, but not until their principal structure is present or under construction. Accessory uses and structures shall comply with the provisions of section ~~46-925(b)(5)~~ 46-926(b)(5) and shall not exceed 15 feet in height, unless section ~~46-925(a)~~ 46-926(a) applies. Accessory structures allowed in floodplains are limited to those permitted in accordance with divisions 3 and 4 of article X.

Section 4: Sections 46-14(9)(c) and (d) pertaining to Use Regulations is hereby amended as follows:

- c. Earth station dish antennas shall comply with the height provision in section ~~46-925(a)~~ 46-926(a).
- d. Earth station dish antennas shall also comply with the applicable yard provisions in section ~~46-925(b)~~ 46-926(b).

Section 5: Section 46-497(1) pertaining to Yards is hereby amended as follows:

Rear yard: Not less than 25 feet or in accordance with subsection ~~46-12(e)~~ 46-15(e), unless the plan commission approves a conditional use permit in accordance with subsection 46-494(12).

50 **Section 6:** Section 46-554(5) pertaining to Landscaping is hereby amended as follows:

51
52 Landscape lighting shall be in general compliance with section ~~46-555~~ 46-556.

53
54 **Section 7:** Section 46-926(b)(5) pertaining to Modifications is hereby amended as follows:

55
56 Accessory uses. Accessory uses and detached accessory structures are permitted in the rear yard
57 only in residential districts, provided that they shall be no closer than ten feet to any structure with
58 the exception of accessory structures in the RS-5 single-family residential district which shall be
59 allowed to reduce their distance to that property's principal structure to five feet if all accessible
60 areas within the accessory structure be constructed with one-hour fire rated construction, and no
61 closer than five feet from side or rear lot line and any side or rear lot line, nor occupy more than
62 the lesser of 20 percent of the rear yard area or 800 square feet. Accessory uses and detached
63 accessory structures are permitted in the side and rear yards in business, industrial,
64 quarrying/extractive, institutional and park districts, provided that they shall be no closer than ten
65 feet to the principal structure, shall not occupy more than 50 percent of a side yard nor 75 percent
66 of a rear yard area, and shall be no closer than three feet to a rear yard area, and shall be no closer
67 than three feet to any side or rear lot line, nor five feet to any alley line.

68
69 **Section 8:** Section 46-955(h) pertaining to Lighting is hereby amended as follows:

70
71 *Sign lighting.* See section ~~46-983~~ 46-984.

72
73 **Section 9:** If any section, sentence, clause, phrase or portion of this ordinance is for any reason
74 held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be
75 deemed a separate, distinct and independent provision, and such holding shall not affect the
76 validity of the remainder of such ordinance.

77
78 **Section 10:** This Ordinance shall take effect and be in full force after adoption and proper
79 publication.

80
81 Adopted this _____ day of _____, 2018.

82

VILLAGE OF HARTLAND

ATTEST:

By: _____
Jeffrey Pfannerstill, Village President

Darlene Igl, MMC, WCPC, Village Clerk



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

APPLICATION FOR
 PLAN COMMISSION

\$300 PLAN REVIEW FEE DUE AT TIME OF APPLICATION

Project Description 5,213 SQFT ADDITION			
Proposed Use Storage, Warehouse,		No. of Employees	
Project Location 530 Norton Dr. Hartland, WI 53029			
Project Name Austin Plumbing			
Owner Tom & Jean Smith		Phone 262-367-3808	
Address 530 Norton Dr.		City Hartland	State WI Zip 53029
Engineer/Architect Keller, Inc		Phone 262-250-9710	FAX
Address 6204 N11509 Goldenlake Rd.		City GERMANTOWN	State WI Zip 53022
Contact Person Scott LAUSTEN	Phone 262-825-6163	FAX	E-mail slausten@kellerbuilds.com

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

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

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

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

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

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

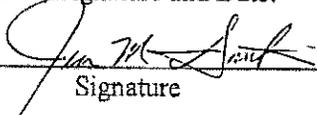
Date Applied:	Date of Meeting:	Return Comments by:
---------------	------------------	---------------------

**Village of Hartland
Professional Services Reimbursement Form**

The Village of Hartland has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner or any other of the Village's professional staff results in a charge to the Village for that professional's time and services and such services is not a service supplied to the Village as a whole, the Village Clerk shall charge that service for the fees incurred by the Village. Also, be advised that the Village may pass on other certain fees, costs, and charges which will be the responsibility of the property owner or responsible party.

I, the undersigned, have been advised that, pursuant to this Agreement between the Village and, The responsible party listed below, if the Village Attorney, Village Engineer, Village Planner or any other Village professional provides services to the Village because of activities incurred by the responsible party, whether at our request or at the request of the Village, we shall be responsible for the fees and expenses incurred by the Village. In addition, we have been advised that certain other fees, costs, and charges will be our responsibility.

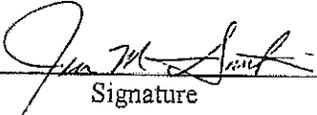
Responsible Party Name, Mailing Address, Signature and Date:

A. Jean Smith  December 8, 2017
 Printed Name Signature Date

B. 530 Norton Dr. Hartland WI 53029
 Street City State Zip

C. Phone 262-367-3000 Fax: 262.367.3881 E-Mail jsfl@austinpl.com

Property Owner Name, Mailing Address, Signature & Date:

A. Jean Smith  December 8, 2017
 Printed Name Signature Date

B. 530 Norton Dr. Hartland WI 53029
 Street City State Zip

C. Phone 262-367-3000 Fax: _____ E-Mail _____

Village Official Accepting Form & Date _____

INTERNAL USE ONLY

Amount Due: \$ _____ Check #: _____ Date Paid: ___/___/___ Rec'd By: _____

Plan Commission Project Number: _____

January 8, 2018

Mr. Scott Lausten
Keller, Inc.
W204 N11509 Goldendale Road
Germantown, WI 53022

Re: Village of Hartland
Austin Plumbing – Plan Review Letter

Dear Mr. Lausten:

The Village of Hartland's Staff as well as Ruekert & Mielke, Inc. has reviewed your site plan submittal. The submittal included the following: sheets C1.0, EX1.0, A1.0, A2.0 and A3.0 all dated November 3, 2017; site grading and drainage plan sheet C100 dated December 26, 2017; and lighting plan dated December 27, 2017. In addition, draft storm water calculations were sent via email by Mark Ellena on December 26, 2017. We are providing the following comments as guidance and direction for your design staff in preparation of for the next Plan Commission meeting and for final documents. **Please respond to the comments below, in writing, with your next submittal.**

Storm Water Management Plan

1. A storm water management plan needs to be submitted that documents the existing conditions on the entire parcel, describes the proposed plan and summarizes the storm water facility performance results. A maintenance plan and agreement covering the storm water facilities (all control practices) on the entire site must be completed and recorded with the County.
2. A financial guarantee in the amount of \$5,000 will need to be provided to obtain the storm water permit, prior to beginning construction. This may be released upon stabilization of the swale and storm water facility.

Title Sheet C1.0

1. Add sheets C100 and the lighting plan to the index.
2. Provide the names and contact info for the plan Designers and Owner.

Floor Plan Sheet A1.0

1. There are no sewer and water internal services shown. Please show the routing of the internal sewer and water and note if they are being constructed (by others, ie Austin Plumbing)

Mr. Scott Lausten
Keller, Inc. - Plan Review Letter
January 8, 2018
Page 2

2. If there are any external mechanical units, they need to be shown.

Elevation Sheet A2.0

1. Add West and South elevation views for the Alternate #2 retaining wall and Alternate #3 window configuration.
2. Are there any roof top mechanicals or ground mechanicals? Show them on the drawings.
3. Existing north, west and south building elevations include a “belt” of CMU with metal siding above. Proposed addition specifies metal siding only. The Village’s expectation is that the proposed addition includes similar wall treatment for north, west and south building elevations.
4. The proposed north elevation is long and vast, without architectural or landscape features to break up or soften appearance. The Village’s expectation is for architectural features, such as windows or landscaping to be incorporated into north building elevation.

Site Grading & Drainage Plan Sheet C100

1. Provide PLS stamp on plat of survey.
2. Show the existing pine trees along the south lot line. Do they conflict with proposed swale and/or silt fence?
3. Verify that swale width and depth along southern lot line is adequate for the contributing drainage area and that the existing pine trees are not in conflict. If necessary, consider offsetting the paved parking area to the north to provide room.
4. Show sizes of proposed trees at southwest part of the site.
5. Change reference to “City” to “Village” in general construction note 7.
6. Construction Phasing Sequencing:
 - a. 3. If any topsoil will be reutilized on site, show the stockpile and use perimeter silt fence.
 - b. Add 4. The proposed swales, storm water facility and initially disturbed areas shall be restored and erosion matted prior to further work. Install ditch checks in the swales.
 - c. Add a number, “Sweep driveway and street as necessary or requested by the Village to keep free of debris”.
7. SWM Redevelopment Site Review:
 - a. Change reference from “TTS” to “TSS”.

Mr. Scott Lausten
Keller, Inc. - Plan Review Letter
January 8, 2018
Page 3

Summary

The following are remaining submittals/permits that the applicant will need to provide to complete the Village approval process:

1. Provide 2 paper copies of the final Storm Water Management Plan and Construction Drawings stamped by a Professional Engineer – submit 2 final copies with all relevant information from previous submittals included.
2. Village storm water permit and erosion control permit.
3. Building permit.

The applicant will be required to obtain any other permits determined to be necessary.

If you have any questions, comments or concerns, please feel free to contact our office.

Very truly yours,

RUEKERT & MIELKE, INC.



Ryan T. Amtmann, P.E. (WI, IL)
Vice President

ramtmann@ruekert-mielke.com

RTA:rta

cc: David Cox, Village of Hartland
Michael Einweck, P.E., Village of Hartland
Scott Hussinger, Village of Hartland
Mark Ellena, P.E., Ellena Engineering Consultants, LLC
File

SHEET INDEX

- C1.0 SITE PLAN
- EX1.0 EXISTING FLOOR & ELEVATIONS
- A1.0 FLOOR PLAN
- A2.0 ELEVATIONS
- A3.0 SECTIONS
- T2.0 SPECIFICATIONS

PROJECT INFORMATION

APPLICABLE BUILDING CODE
 2009 INTERNATIONAL BUILDING CODE (WITH WISCONSIN AMENDMENTS)
 ASHRE STANDARD 90.1-2007

BUILDING CONTENT

BUILDING & FIRE AREA SQUARE FOOTAGES

FLOOR AREAS	EXISTING	NEW	SUB-TOTAL
SECOND FLOOR	N/A	N/A	N/A
FIRST FLOOR	6,709 S.F.	5,213 S.F.	11,922 S.F.
CANOPIES (COLUMN SUPPORTED)	44 S.F.	N/A	44 S.F.
BASEMENT	N/A	N/A	N/A
BUILDING AREA SUB-TOTALS	6,753 S.F.	5,213 S.F.	11,966 S.F.
MEZZANINES	N/A	N/A	N/A
FIRE AREA TOTALS	6,753 S.F.	5,213 S.F.	11,966 S.F.

HIGH PILE STORAGE YES/NO
 FIRE ALARM SYSTEM YES/NO

OCCUPANCY

B - BUSINESS
 S-1 - MODERATE HAZARD STORAGE
 NON SEPARATED

CONSTRUCTION CLASSIFICATION

TYPE IIB CONSTRUCTION
 SPRINKLED YES/NO
 FIREWALL YES/NO

ALLOWABLE AREA

TABULAR FLOOR AREA: 17,500 S.F.
 FRONTAGE INCREASE: 13,125 S.F.
 SPRINKLER INCREASE: N/A
 TOTAL ALLOWABLE AREA: 30,625 S.F.
 ALLOWABLE FIRE AREA: 12,000 S.F.

BUILDING/SITE CONTENT

BUILDING SIZE 11,922 S.F. 19.5%
 HARD SURFACE 19,953 S.F. 32.6%
 GREEN SPACE 29,368 S.F. 47.9%
 PARCEL SIZE (APPROX.) 61,243 S.F. 1.41 ACRES
 PARKING PROVIDED 16 STALLS (1 STALL/747.9 S.F.)

ZONING INFORMATION

ZONING: -
 FRONT YARD SETBACK: --'-"
 SIDE YARD SETBACK: 15'-0"
 REAR YARD SETBACK: 25'-0"



CONCEPTUAL SITE PLAN
 1" = 20'-0"



THE LOT DIMENSIONS AND BEARINGS SHOWN ON THIS PLAN ARE INTERPRETED VALUES. FOLLOW UP INVESTIGATION WITH STATE AND LOCAL AUTHORITIES AND/OR WITH CERTIFIED SURVEY MAP DATA WHEN AVAILABLE IS REQUIRED.

PROPOSED FOR:

AUSTIN PLUMBING

HARTLAND,

WISCONSIN



Keller
 PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
 1216 State Road 55
 P.O. Box 620
 Kaukauna, WI 54130
 PHONE (920) 766-5795 /
 1-800-236-2534
 FAX (920) 766-3004

MILWAUKEE
 W204 N11509
 Colendale Rd
 Germantown, WI 53022
 PHONE (262) 250-9710
 FAX (262) 250-9740

MADISON
 711 Oak Dr.
 Sun Prairie, WI 53590
 PHONE (608) 318-2336
 FAX (608) 318-2337

WASAU
 5605 Lilac Ave
 Waunakee, WI 54401
 PHONE (715) 849-3141
 FAX (715) 849-3181

www.kellerbuilds.com

PROPOSED FOR:

AUSTIN PLUMBING

HARTLAND, WISCONSIN

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REVISIONS

R1	11.07.2017	TDP

PROJECT MANAGER:
 S. LAUSTEN

DESIGNER:
 A. TISLAU

DRAWN BY:
 TDP

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO.:
 P17302

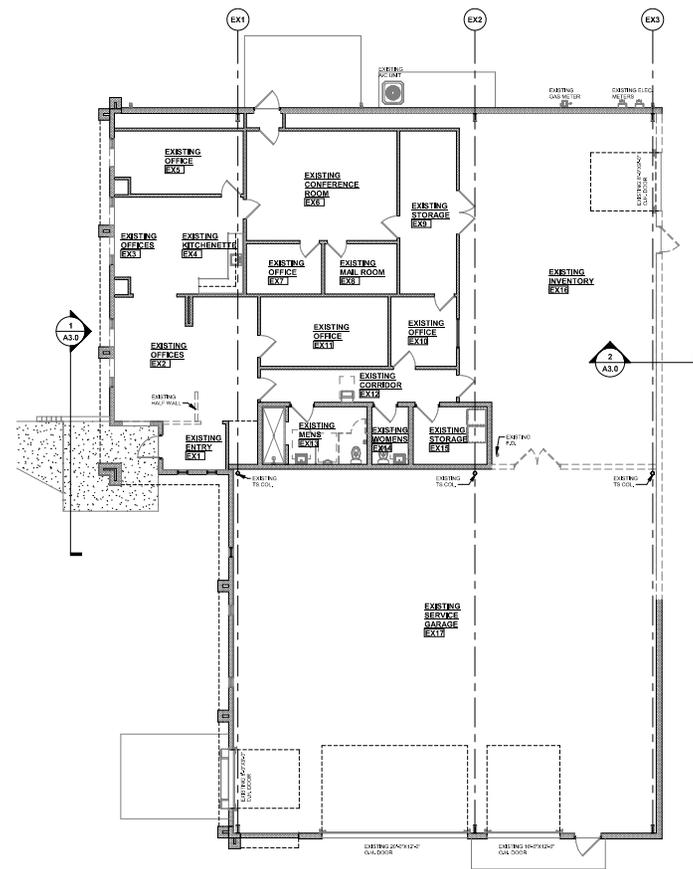
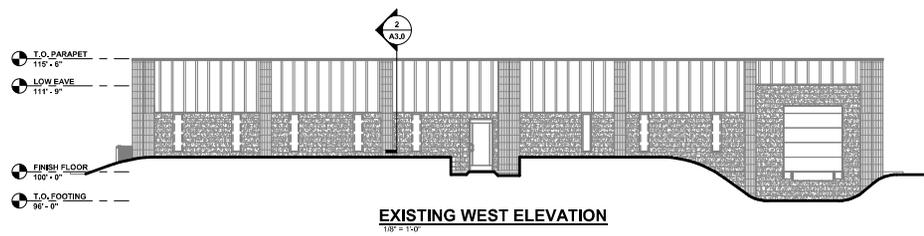
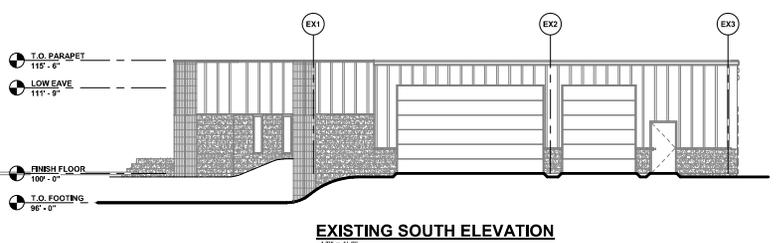
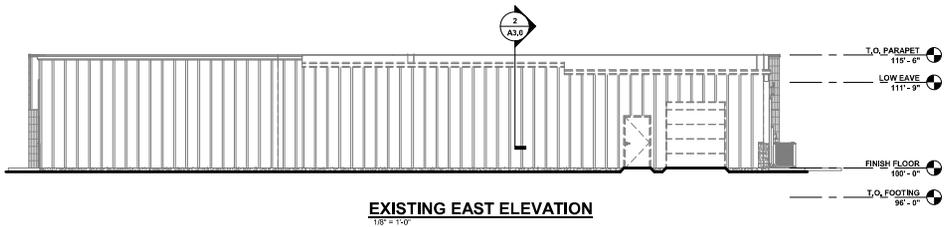
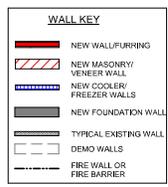
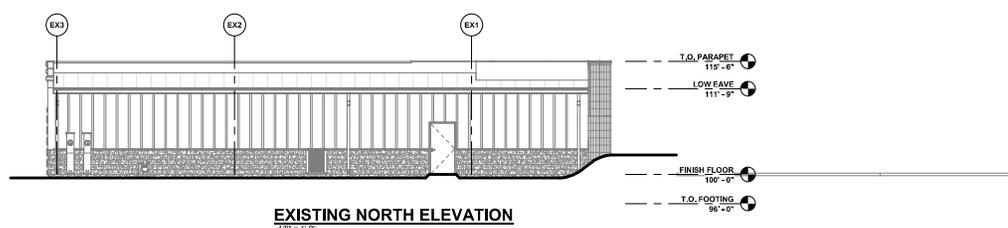
CONTRACT NO.:

DATE:
 11.03.2017

SHEET:
C1.0

PRELIMINARY - NOT FOR CONSTRUCTION

1
A3.0



Keller
PLANNING / ARCHITECTS / BUILDERS

FOX OTIS
Keller Building 35
P.O. Box 400
Madison, WI 53701
PHONE (608) 786-2515
FAX (608) 786-2514

MADISON
711 La Grange
Box 7849
Madison, WI 53706
PHONE (608) 339-2336
FAX (608) 339-2337

MILWAUKEE
W224 N1109
Commerce Rd
Commerce, WI 53002
PHONE (608) 256-9700
FAX (608) 259-0040

WISCONSIN
711 La Grange
Box 7849
Madison, WI 53706
PHONE (608) 339-2336
FAX (608) 339-2337

www.kellerbuild.com

PROPOSED FOR:

AUSTIN PLUMBING

HARTLAND, WISCONSIN

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REVISONS

R1	11.07.2017	TDP

PROJECT MANAGER: S. LAUSTEN

DESIGNER: A. TISLAU

DRAWN BY: TDP

EXPEDITOR: _____

SUPERVISOR: _____

PRELIMINARY NO: P17302

CONTRACT NO: _____

DATE: 11.03.2017

PRELIMINARY - NOT FOR CONSTRUCTION

SHEET **EX1.0**



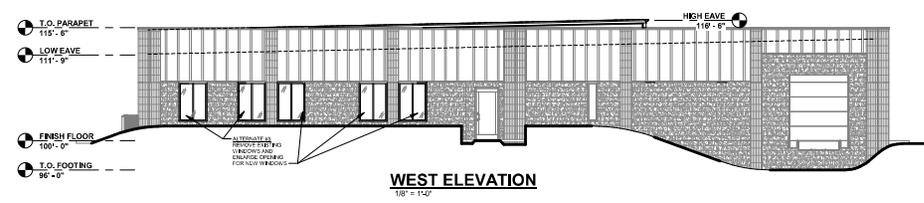
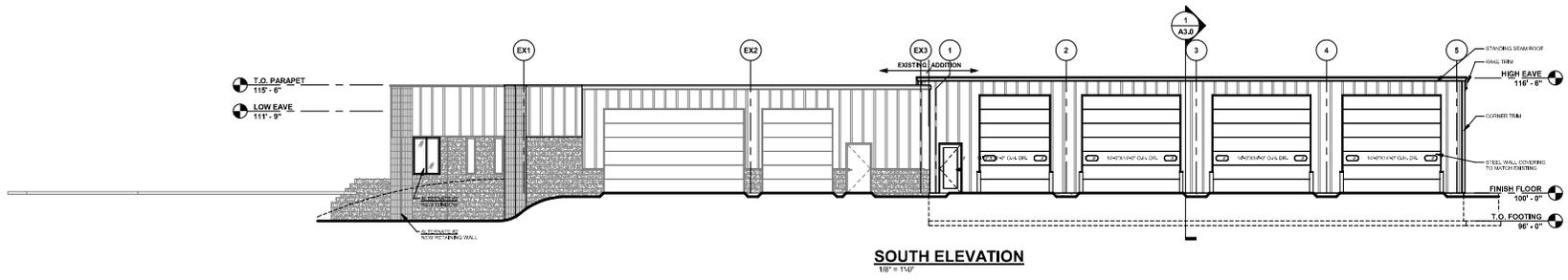
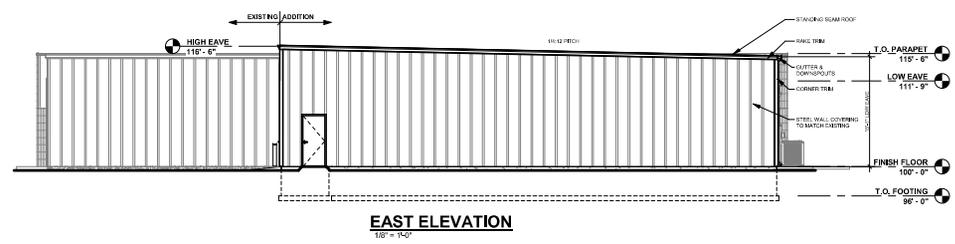
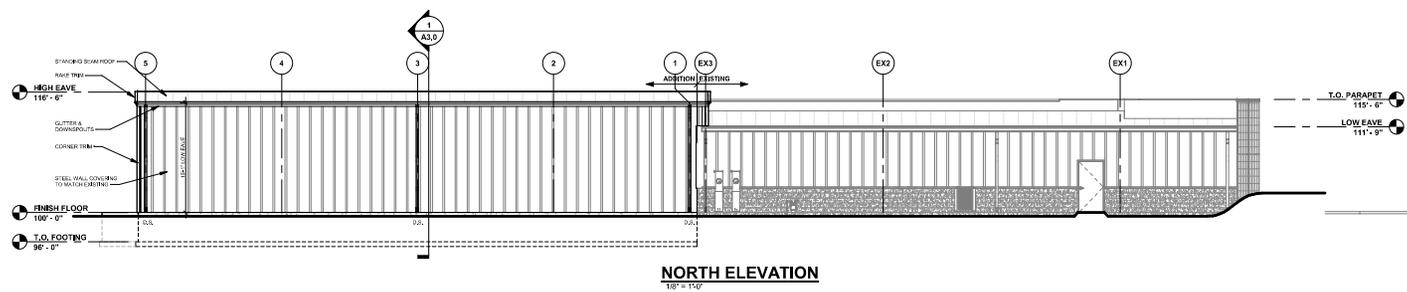
Keller

PLUMBERS | ARCHITECTS | BUILDERS

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PHONE (317) 766-2215
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San Francisco, WI 53586
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www.kellerbuild.com



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PROPOSED FOR:

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WISCONSIN

HARTLAND,

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REVISONS
-R1 11.07.2017 TDP

PROJECT MANAGER:
S. LAUSTEN

DESIGNER: A. TISLAU

DRAWN BY: TDP

EXPEDITOR: ---

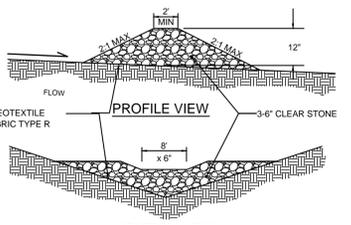
SUPERVISOR: ---

PRELIMINARY NO: P17302

CONTRACT NO: ---

DATE: 11.03.2017

SHEET: **A2.0**



PLAT OF SURVEY

Keller, Inc.
Austin Plumbing

LOCATION: 530 Norton Drive, Hartland, Wisconsin
LEGAL DESCRIPTION: Lot 1 in CERTIFIED SURVEY MAP NO. 4533, being a part of Certified Survey Map No. 3846, Document No. 1128682, located in the Northwest 1/4 of the Southeast 1/4 of Section 3, Town 7 North, Range 18 East, Village of Hartland, Waukesha County, Wisconsin.
 December 14, 2017

Survey No. 108923

NOTES:
SILT FENCE AND TRACKING PAD SHALL CONFORM TO TECHNICAL STANDARDS 1056 & 1057 RESPECTIVELY.

IF DEWATERING IS NECESSARY DURING EXCAVATION, THE PRACTICES IDENTIFIED IN THE TECH. STD. 1061 SHALL BE UTILIZED TO MEET THE DE-WATERING PERFORMANCE STANDARD TO PREVENT THE DISCHARGE OF SEDIMENT TO THE MAXIMUM EXTENT PRACTICABLE (MEP) AS DEFINED IN NR 151.116(C). ALL PUMPED EFFLUENT FROM DEWATERING OPERATIONS (TRENCH DEWATERING OR OTHERWISE) SHALL BE DISCHARGED TO A GEOTEXTILE FILTER BAG CONFORMING TO WDNR CONSERVATION PRACTICE STANDARD 1061. THE GEOTEXTILE BAG SHALL BE PLACED ON VEGETATED / STABILIZED GROUND AND DISCHARGE TO A SEDIMENT BASIN OR TRAP. SHOULD NO BASIN / TRAP EXIST, THE GEOTEXTILE BAG SHALL BE PLACED ON FILTER FABRIC AND SURROUNDED BY A SEDIMENT BALE BARRIER CONFORMING TO CONSERVATION PRACTICE STANDARD 1055. THE FILTER FABRIC SHALL BE BROUGHT UP THE SIDES AND OVER THE TOP OF THE HAY BALES AND SECURED. DISCHARGE SHALL NOT BE ALLOWED TO FLOW OVER UNPROTECTED GROUND. IN NO CASE SHALL PUMPED WATER BE DIVERTED OUTSIDE THE PROJECT LIMITS PRIOR TO SEDIMENT REMOVAL.

THIS GRADING PLAN MUST BE REVIEWED AND APPROVED BY THE VILLAGE ENGINEER.

GENERAL CONSTRUCTION NOTES:

- All work shall be in accordance with the Standard Specifications for Highway and Structure Construction, State of Wisconsin, Latest Edition; the State of Wisconsin Planning Code AND the Village of Hartland Ordinances, unless otherwise called for on the plans, specifications or special provisions.
 - Contractor shall obtain all permits prior to commencing any construction from the State, County or Village. Contractor is required to contact all agencies for applicable permits.
 - All erosion control measures specified on this plan shall meet the design criteria, standards and specifications as set forth in the Department of Natural Resources Wisconsin Technical Standards.
 - All erosion control devices (i.e., gravel encasement, silt fence, etc.), shall be installed prior to commencing any site work on the property.
 - All activities on the site shall be conducted in a logical sequence to minimize the area of bare soil exposed at any one time.
 - The owner will provide all surveying and construction staking for this contract. The contractor shall exercise care and diligence in protecting the same.
 - The contractor shall notify Diggers Hotline, all utilities, Village Departments, and government units whose property may be affected by the contractor's operations at least three (3) days before breaking ground. Diggers Hotline number is 811.
 - Public roads shall not be closed to traffic at any time. All ingress and egress traffic to the project shall be limited to the TRACKING PAD entrance to the property.
 - Contractor shall be responsible for maintaining the Streets. The Streets shall be kept free of silt or dirt tracked from areas under construction by sweeping within 24hrs.
 - Upon completion of the work as specified, respread four (4") inches of salvaged topsoil over all disturbed areas and provide seed, fertilizer and erosion control fabric per the WDNR Technical Standards.
 - Stabilization of all disturbed areas must follow NR151 erosion control prescriptive standards which require immediate temporary stabilization of disturbed areas which remain inactive longer than 14 working days and within 7 days of final stabilization. Highway mix #40 shall be used for permanent seeding with an application rate of 4.0 lbs/1000 sf.
 - All erosion control devices shall be routinely inspected every seven days or within 24 hours of a rainfall greater than 0.5 inches. INSPECTION BY GENERAL CONTRACTOR.
 - IF PERMANENT SEEDING (WisDOT #40) IS NOT COMPLETED BY SEPTEMBER 15, APPLY TEMPORARY SEEDING (SEE BELOW). IF TEMPORARY SEEDING IS NOT COMPLETED BY OCTOBER 15, DORMANT SEED WITH EROSION CONTROL MATTING OR HYDROMULCH SHALL BE APPLIED TO INACTIVE DISTURBED SOILS BETWEEN OCTOBER 15TH AND MAY 1ST AS A TEMPORARY SOIL STABILIZATION MEASURE DURING THE NON-GROWING SEASON.
- WisDOT Temporary Seed Mix:
Temporary seed shall be a seed mixture conforming to WisDOT 630.2.1.5.1.4. Use winter wheat or rye for fall plantings started after September 1.

CONSTRUCTION PHASING SEQUENCING:

- THE GRADING AND UNDERGROUND CONTRACTORS MUST FOLLOW THIS CONSTRUCTION SEQUENCE AS REQUIRED BY THE WDNR AND THE VILLAGE:
- INSTALL GRAVEL CONSTRUCTION ENTRANCE AS SHOWN ON THE PLAN (TRACKING PAD).
 - INSTALL SILT FENCE.
 - STRIP TOPSOIL FROM THE PROPOSED CONSTRUCTION AREA; CONSTRUCT SWALES, SWM AREA AND OVERTLOW WEIR, STOCKPILE TOPSOIL IN AREA SHOWN WITH PERIMETER SILT FENCE & HAUL EXCESS TOPSOIL OFFSITE.
 - THE PROPOSED SWALES, STORM WATER FACILITY AND INITIALLY DISTURBED AREAS SHALL BE RESTORED AND EROSION CONTROL MATTED PRIOR TO CONDUCTING FURTHER WORK. INSTALL DITCH CHECKS IN THE SWALES.
 - SWEEP DRIVEWAY AND STREET AS NECESSARY OR AS REQUESTED BY THE VILLAGE TO KEEP FREE OF DEBRIS.
 - STONE NEW PARKING LOT.
 - CONSTRUCT BUILDING.
 - INSTALL CONCRETE AREAS & PAVE PARKING LOT.
 - RESTORE DISTURBED AREAS WITH TOPSOIL, SEED AND STABILIZE ALL REMAINING DISTURBED AREAS PER PLAN.
 - FOLLOWING COMPLETE SITE STABILIZATION AND VILLAGE APPROVE, REMOVE ALL EROSION CONTROL MEASURES.

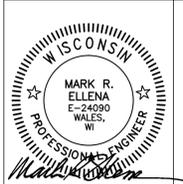
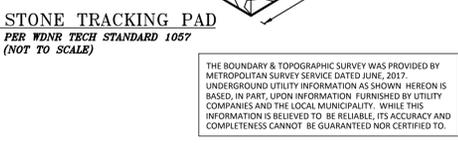
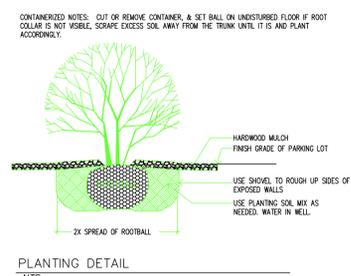
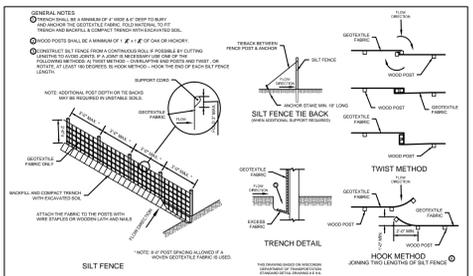
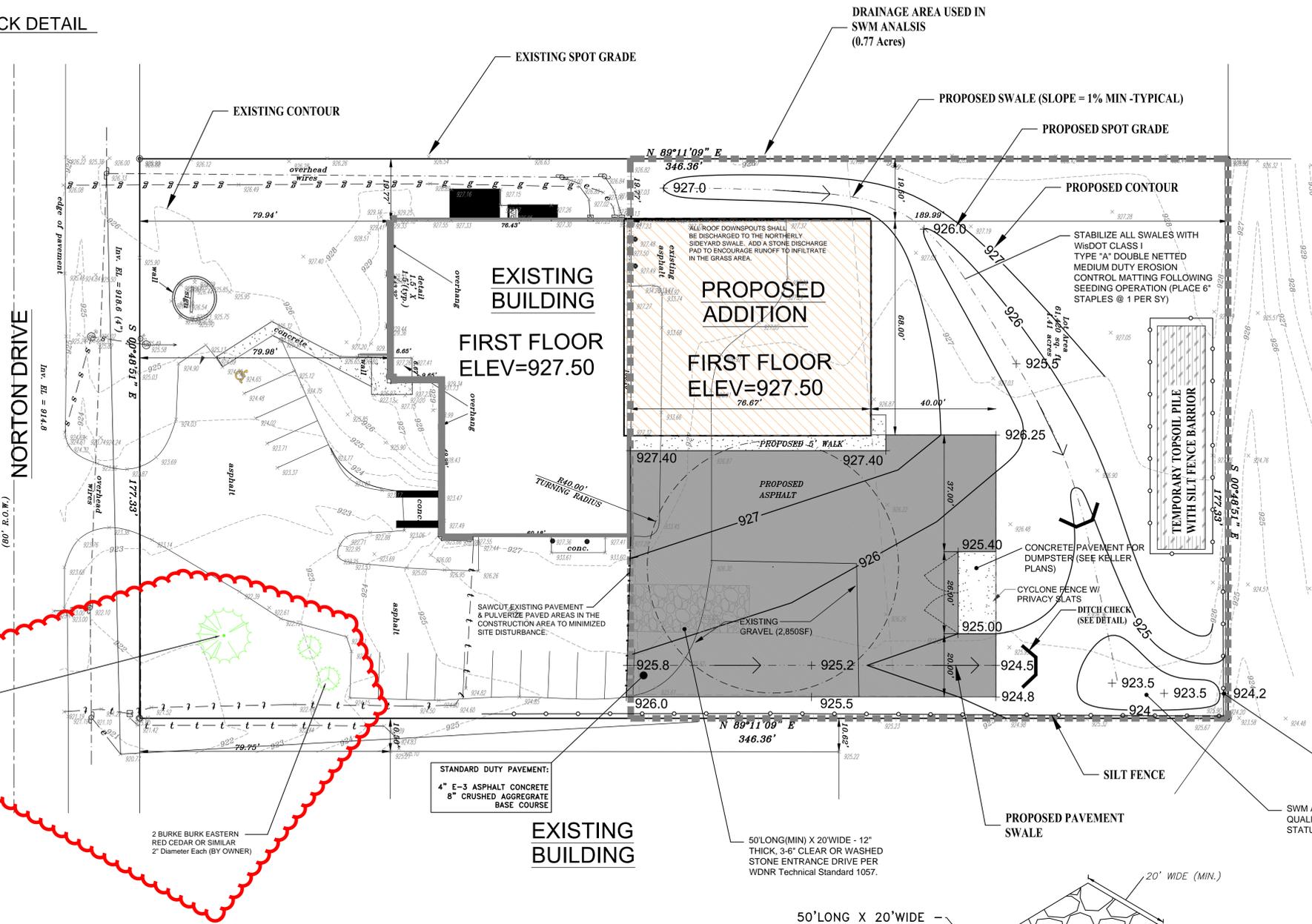
SWM REDEVELOPMENT SITE REVIEW:
 TOTAL SITE DISTURBANCE: 13,280sf
 AREA OF EXISTING PAVEMENT IN THE NEW CONSTRUCTION AREA: 5,000sf (THEREFORE REDEVELOPMENT STATUS)
 WINDSLAMM MODEL SUBMITTED TO VILLAGE ENGINEER SHOWS AT LEAST 60%TSS AND 30% PHOSPHORUS REDUCTION WITH GRASS SWALES AND DEPRESSED AREA ALONG THE EASTERLY PORTION OF THE PROPERTY, AS SHOWN ON THIS PLAN.
 NET BUILDING AREA FOR MODEL=0.12-0.05=0.07Ac.
 NET PAVEMENT AREA FOR MODEL=0.22-0.05=0.16Ac.
 (EACH OF THESE AREAS ARE LESS THE EXISTING PAVEMENT AND GRAVEL TO ACCOUNT FOR THE EXISTING CONDITION - NET NEW AREAS FOR INPUT INTO MODEL)

SITE GRADING & DRAINAGE PLAN
(EROSION CONTROL AND LANDSCAPING INCLUDED)

1" = 20'

ELLENA ENGINEERING CONSULTANTS, LLC
SITE CIVIL ENGINEERING & STORMWATER MANAGEMENT

Ellena Engineering Consultants, LLC • 700 Pilgrim Parkway - Suite 100 • Elm Grove, WI 53122
Phone: 262-719-6183 • Fax: 866-457-2584 • Email: mellenae@eceng.com



METROPOLITAN SURVEY SERVICE, INC.
PROFESSIONAL LAND SURVEYORS AND CIVIL ENGINEERS
9415 West Forest Home Avenue, Suite 202
Hales Corners, Wisconsin 53130
PH. (414) 529-5380 FAX (414) 529-9787
email address: survey@metropolitansurvey.com

● — Denotes Iron Pipe Found
● — Denotes Iron Rod Found
○ — Denotes Iron Pipe Set



Keller
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Middleton, WI 53562
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WAUSAU
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Wausau, WI 54403
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Fax (715)849-3181

www.kellerbuilds.com

WISCONSIN
HARTLAND,
AUSTIN PLUMBING

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REVISIONS
01-10-18 REVIEW #1

PROJECT MANAGER:
S. LAUSTEN

DESIGNER:
MARK ELLENA, PE

DRAWN BY:

EXPEDITOR:

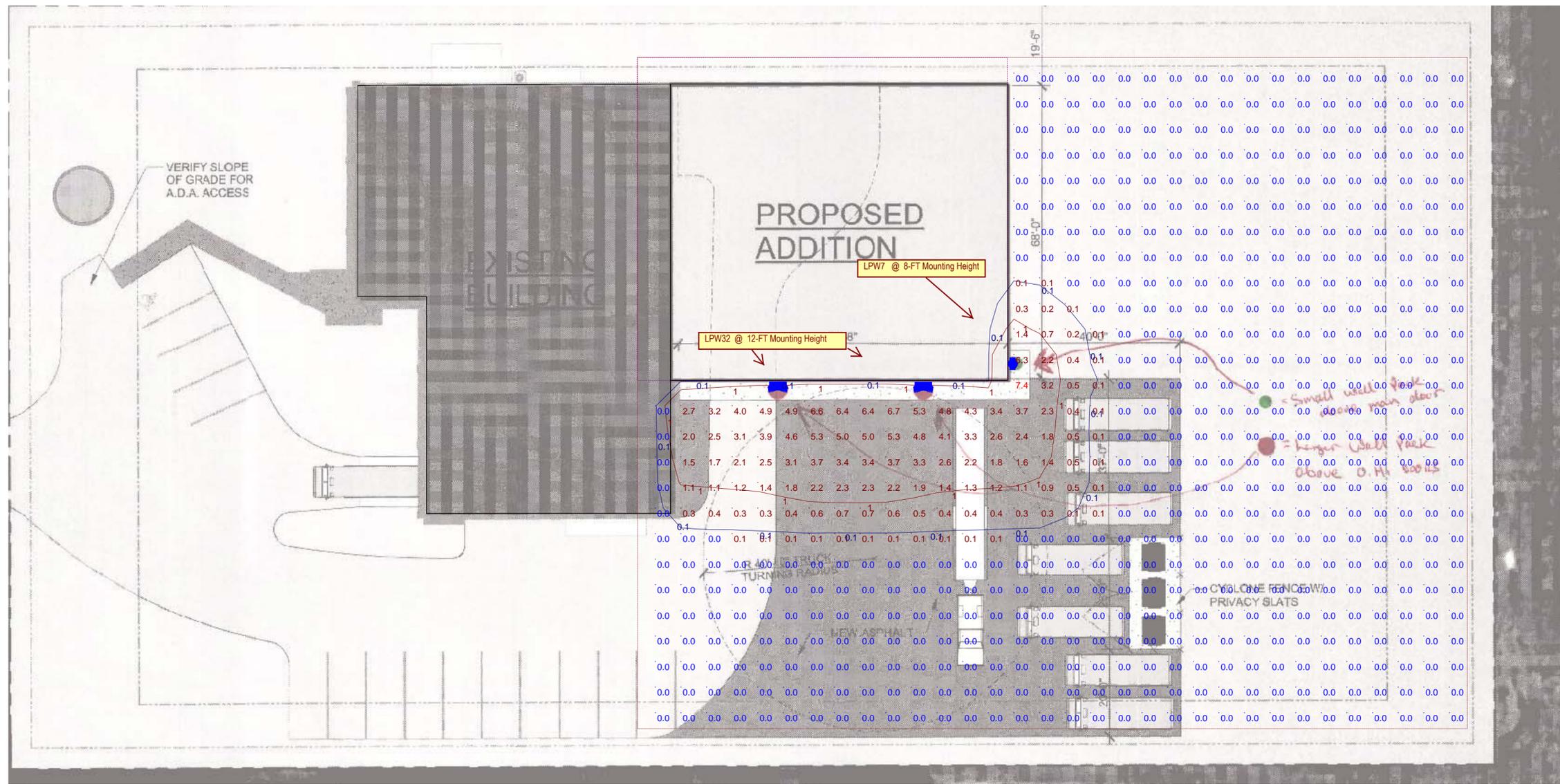
SUPERVISOR:

PRELIMINARY NO:
P17302

CONTRACT NO:

DATE:
12.26.2017

SHEET:
C100



Plan View
Scale - 1" = 20ft

Schedule											
Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Number Lamps	Filename	Lumens Per Lamp	Light Loss Factor	Wattage	Lamp
	LPW32	2	PHILIPS STONCO	LPW32-7	LytePro 32 LED Medium Wall Sconce CAST GRAY ENAMEL ALUMINUM AND PLASTIC HOUSING, CLEAR GLASS ENCLOSURE	1	LPW32-7.IES	6911	0.9	70.5	32 WHITE LEDS WITH CLEAR PLASTIC OPTICS BELOW EACH
	LPW7	1	PHILIPS STONCO	LPW7	LytePro 7 LED Small Wall Sconce Cast aluminum housing, frosted plastic enclosure	1	LPW7.IES	1153	0.9	14	(1) WHITE COB LED

Designer
Date
12/27/2017
Scale
Not to Scale
Drawing No.
Summary



PHILIPS
Stonco

Wall mount

LytePro LED Sconce

LPW7



Project: _____

Location: _____

Cat.No: _____

Type: _____

Quantity: _____

Notes: _____

The Philips Stonco LytePro LED Small Wall Sconce LPW7 features outstanding value in a compact, architectural design. This wall sconce offers chip-on-board (COB) LED technology for outstanding energy savings with good photometric performance. LPW7 is ideal for entryways, corridors, facade and other wall/surface lighting applications.

Stocked luminaires – Ordering guide¹

Catalog Number	Description	Master Pack, Qty	UPC Code
LPW7-8BZ	LPW7, 14W COB LED, 350mA, 4000K, 120-277V, Bronze textured paint	6	786034960441
LPW7-8DGY	LPW7, 14W COB LED, 350mA, 4000K, 120-277V, Dark gray textured paint	6	786034960458
LPW7-1BZPCB	LPW7, 14W COB LED, 350mA, 4000K, 120V, Bronze textured paint, w/button photocell	6	786034960472

Stocked accessories - Ordering guide (Must be ordered separately)

Catalog Number	Description	Master Pack, Qty	UPC Code
LPWCVRPLT-BZ	LPW Universal wall cover mounting plate, Bronze textured paint	(none)	786034960618

Description of catalog codes

Family	Drive current	Voltage	Finish	Options
LPW7 = LytePro 7 LED Small Wall Sconce	(Blank - standard 350mA drive current)	8 = 120-277V 1 = 120V	BZ = Bronze textured paint DGY = Dark gray textured paint	PCB = Button photocontrol

1. Color availability and options vary by model; consult stock luminaires ordering guide above.

LPW7 LytePro LED Small Wall Sconce

Features

- LPW7 wall sconce delivers 1,154 lumens at 14W, with an efficacy of 82 lumens per watt.
- 14W LED may effectively replace 60–200W incandescent, 26–42W compact fluorescent and 35–39W HID luminaires.²
- 4000K neutral white at 70 CRI (minimum) is standard.
- Offers two in-stock colors on standard units.*
- 5-year limited warranty; see philips.com/warranties for specific details.

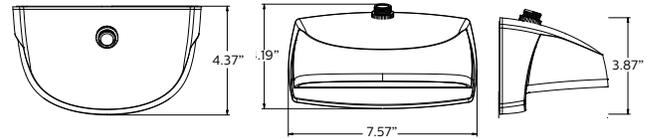
Performance/Specifications

Distribution	Type 2
Initial Lumens (4000K)*	1,154
Average Wattage*	14
Lumens/Watt	82
BUG Rating*	B1/U0/G1
Luminaire Weight	~4lbs (1.8Kg)

Ratings/Approbations/Certifications

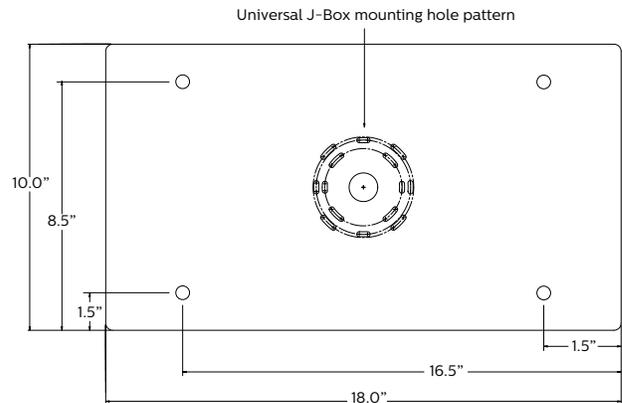
Ingress Protection	IP65 Optical
cETLus	Certified for use in wet locations
Rated Ambient Temperature	-30°C (-22°F) to 40°C (104°F)

Fixture Dimensions³



Accessory Dimensions (ordered separately)

LPWCVRPLT-BZ LPW Universal wall cover mounting plate, 0.08" aluminum, bronze textured paint (used to cover larger pre-existing opening or surfaces, field installed). Offers same J-Box pattern as luminaire or may lagged to wall using (4) knockouts.



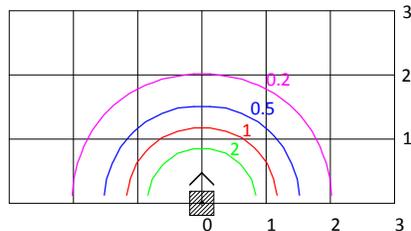
2. Comparable equivalency to HID and other lamp sources depends on multiple criteria including mounting height, fixture spacing, efficiency, performance and classification of the luminaire being replaced and application lighting criteria required for the given project.
3. PCB shown for placement only, available on specific models only (see ordering guide).

Distribution Pattern

LPW7 - 8' MOUNTING HEIGHT

MOUNTING HEIGHT	6'	8'	10'
MULTIPLIER	1.78	1.0	0.64

- 4. Isolines shown at 2.0, 1.0, 0.5, & 0.2 FC.
- 5. Choose mounting height. Use MULTIPLIER (X) EXISTING FC VALUE = NEW FC VALUE.
- 6. FC values are based on initial lumen output.
- 7. Gridline spacing is in units of chosen mounting height.



LPW7 LytePro LED Small Wall Sconce

General Description

The Philips Stonco LytePro LED Small Wall Sconce LPW7 combines excellent performance, design and value to meet the needs of the energy and budget conscious. The LPW7 is available for use in downward facing, surface wall mount applications, over recessed j-boxes or where power can be directly fed through back surface, whereby connections splices can be made inside the luminaire housing. Three SKU's are available as in-stock configurations (2-day quick ship). Two standard finishes. 120V button photocell is available in bronze only.

Housing

Die-cast housing houses both the LED and driver assemblies. Design incorporates an integrated heat sink to maximize thermal performance and reliability. Backplate is corrosion free, composite polycarbonate, with built-in level bubble, offers integral interlocking hook and mount design for easy installation.

Mounting

Easy interlocking hook and mount housing/backplate design for easy installation. Mounts over 3.5", 4" octagonal j-boxes and single gang switch boxes (mounted horizontally) or can be directly lagged to surface. Ensure proper steps for gasket/sealing luminaire to surface.

IP Rating

Optical compartment is IP65 rated.

LED Board and Array

Provides up to 82 lm/W at the system level. Standard color temp is 4000K +/- 250K, minimum 70 CRI.

Electrical

Driver efficiency (>90% standard). 120-277V. Temp range: -30°C (-22°F) to 40°C (104°F). Open/short circuit protection. RoHS compliant.

Listings

Product is cETLus listed suitable for Wet Locations. Suitable for use in ambients from -30°C to 40°C (-22°F to 104°F).

Finish

Each luminaire receives a fade and abrasion resistant, electrostatically applied, thermally cured, triglycidal isocyanurate (TGIC) textured polyester powdercoat finish. Two standard colors are available: Dark Grey, and Bronze. Specific options are only available in bronze.

Warranty

LPW7 luminaires, the LED arrays, and the drivers are all covered by a 5-year limited warranty. See philips.com/warranties for details.

LED Performance:

PREDICTED LUMEN DEPRECIATION DATA^{4,6}

Ambient Temp. °C	Calculated L70 hrs ⁵	Reported L70 Per TM-21 ^{5,6}	Calculated Lumen Maint. % @60,000 hrs
up to 40°C	>200,000 hrs	>36,000 hrs	97%

4. Calculated performance derived from LED manufacturer's data and engineering design estimates, based on IESNA LM-80 methodology. Actual experience may vary due to field application conditions.

5. L70 is the predicted time when LED performance depreciates to 70% of initial lumen output.

6. Reported per IESNA TM21-11. Published L70 hours limited to 6 times actual LED test hours.



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PHILIPS
Stonco

Wall mount

LytePro LED Sconce

LPW32



Project: _____

Location: _____

Cat.No: _____

Type: _____

Quantity: _____

Notes: _____

The Philips Stonco LytePro LED Small Wall Sconce LPW32 features outstanding value in a compact, architectural design. This wall sconce features state-of-the-art, long-life and maintenance savings, in a combined discreet LED package with high precision over-optic design. This powerful and precise combination offers outstanding energy savings with excellent photometric performance. LPW32 is ideal for building perimeters and corridors in addition to wall lighting applications requiring strong lateral spacing and forward pattern projection.

Stocked luminaires – Ordering guide¹

Catalog Number	Description	UPC Code
LPW32-78DGY	LPW32, 71W, 700mA, 4000K, 120-277V, Dark gray textured paint	786034960564
LPW32-78WH	LPW32, 71W, 700mA, 4000K, 120-277V, White textured Paint	786034960571
LPW32-78BZ	LPW32, 71W, 700mA, 4000K, 120-277V, Bronze textured paint	786034960588
LPW32-71BZPCB	LPW32, 71W, 700mA, 4000K, 120V, Bronze textured paint, w/button photocell	786034960595
LPW32-7DTBZMR	LPW32, 71W, 700mA, 4000K, 120 or 277V, Bronze textured paint, w/motion response	786034960601

Stocked accessories - Ordering guide (Must be ordered separately)

Catalog Number	Description	UPC Code
LPWCVRPLT-BZ	LPW Universal wall cover mounting plate, Bronze textured paint	786034960618

Description of catalog codes

Family	Drive current	Voltage	Finish	Options
LPW32 = LytePro 32 LED Small Wall Sconce	7 = 700mA drive current	8 = 120-277V 1 = 120V DT = Dual Tap, 120V or 277V	BZ = Bronze textured paint DGY = Dark gray textured paint WH = White textured paint	PCB = Button photocontrol MR = Motion response

1. Color availability and options vary by model; consult stock luminaires ordering guide above.

LPW32 LytePro LED Small Wall Sconce

Features

LPW32 wall sconce delivers 6,913 lumens at 71W, with an efficacy of 98 lumens per watt.

- LP32W-7, 71W LED may effectively replace 150-250W HID luminaires²
- 4000K neutral white at 70 CRI (minimum) is standard
- LPW32 offers three in-stock colors on standard units
- Button photocell available in 120V, bronze luminaires only
- Motion sensor available in bronze luminaires only, operates on 120V or 277V input only. After 10 minutes, dims down to 25% of full light output if no occupancy is detected
- 5-year limited warranty, see philips.com/warranties for specific details

Performance/Specifications

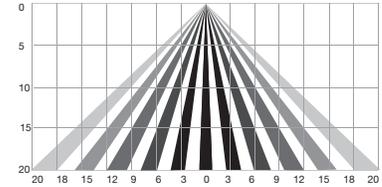
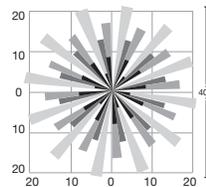
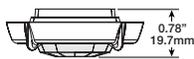
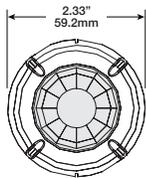
Distribution	Type 3
Initial Lumens	6,913
Average Wattage	71
Lumens/Watt	98
BUG Rating*	B1/U0/G1
Luminaire Weight	~11 lbs (5Kg)

Ratings/Approbations/Certifications

Ingress Protection	IP65 Optical
DLC Listed	DLC QPL
cETLus	Certified for use in wet locations
Rated Ambient Temperature	-40°C (-40°F) to 40°C (104°F)

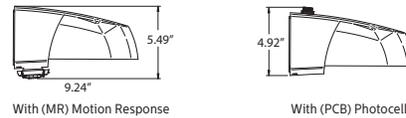
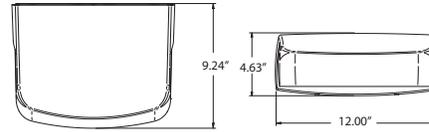
Occupancy Sensor

WattStopper[®] FSP-Lx Lens Modules for FSP-211 PIR Occupancy Sensor.



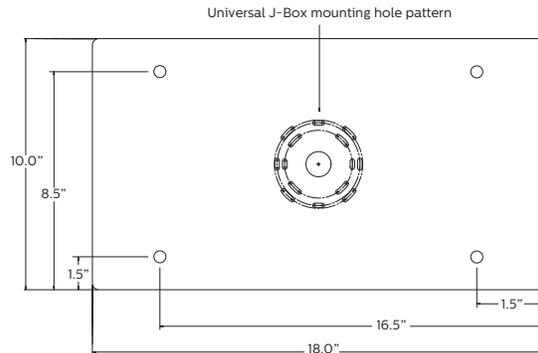
2. Comparable equivalency to HID and other lamp sources depends on multiple criteria including mounting height, fixture spacing, efficiency, performance and classification of the luminaire being replaced and application lighting criteria required for the given project.
3. PCB and MR shown for placement only, available on specific models only (see ordering guide).

Fixture Dimensions³



Accessory Dimensions (ordered separately)

LPWCVRPLT-BZ LPW Universal wall cover mounting plate, 0.08" aluminum, bronze textured paint (used to cover larger pre-existing opening or surfaces, field installed). Offers same J-Box pattern as luminaire or may lagged to wall using (4) knockouts.

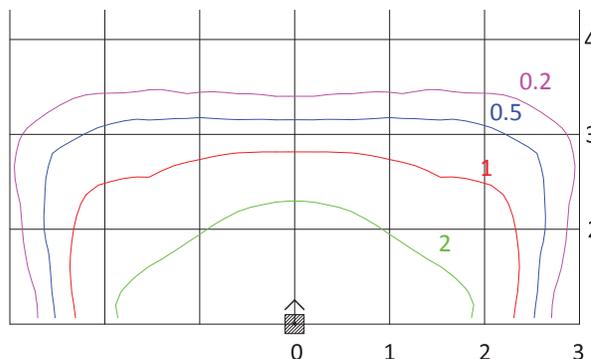


Distribution Pattern

LPW32 15' MOUNTING HEIGHT

MOUNTING HEIGHT	12'	15'	18'
MULTIPLIER	1.56	1.0	0.67

- Isolines shown at 2.0, 1.0, 0.5, & 0.2 FC.
- Choose mounting height. Use MULTIPLIER (X) EXISTING FC VALUE = NEW FC VALUE.
- FC values are based on initial lumen output.
- Gridline spacing is in units of chosen mounting height



LPW32 LytePro LED Small Wall Sconce

General Description

The Philips Stonco LytePro LED Medium Wall Sconce LPW32 combines excellent performance, design and value to meet the needs of the energy and budget conscious. The LPW32 is available for use in downward facing, surface wall mount applications, over recessed j-boxes or where power can be directly fed through back surface, whereby connections splices can be made inside the luminaire housing. Five SKU's are available as in-stock configurations (2-day quick ship).

Three standard units are available in three different finishes. A button photocell is available in 120V in bronze finish only. Motion response with occupancy sensor is available in bronze finish only and is California Title 24 compliant.

Housing

Die-cast housing houses both the LED and driver assemblies. Design incorporates an integrated heat sink to maximize thermal performance and reliability. Backplate is corrosion free, composite polycarbonate, with built-in level bubble, offers integral interlocking hook and mount design for easy installation.

Mounting

Easy interlocking hook and mount housing/backplate design for easy installation. Mounts over 3.5", 4" octagonal j-boxes and single gang switch boxes or can be directly lagged to surface. Ensure proper steps for gasket/sealing luminaire to surface.

IP Rating

Optical compartment is IP65 rated.

LED Board and Array

Provides up to 98 lm/W in LPW32 at the system level. Standard color temp is 4000K +/- 250K, minimum 70 CRI.

Electrical

Driver efficiency (>90% standard). 120-277V. Temp range: -40°C (-40°F) to 40°C (104°F). Open/short circuit protection. Inherent surge protection up to (4KVA). RoHS compliant.

Listings

Product is cETLus listed suitable for Wet Locations. Suitable for use in ambients from -40°C to 40°C (-40°F to 104°F). DesignLights Consortium® qualified. Stocked SKUs of the LPW family are made in China.

Finish

Each luminaire receives a fade and abrasion resistant, electrostatically applied, thermally cured, triglycidal isocyanurate (TGIC) textured polyester powdercoat finish. Two standard colors are available: Dark Grey, Bronze and White. Specific options are only available in bronze.

Motion Response (MR)

LPW32 luminaires with option "MR" include a passive infrared (PIR) motion sensor (WattStopper® FSP-211 equipped with an FS-L3W lens) capable of detecting motion within 15 feet of the sensor around the luminaire, when placed at an 15 foot mounting height. Available in 120V or 277V input only. Motion sensor off state power is 0.0 watts. When no motion is detected for 10 minutes, the Motion Response system reduces the wattage by 75%, to 25% of the normal constant wattage reducing the light level accordingly. When motion is detected by the PIR sensor, the luminaire returns to full power and full light output. Dimming on low is factory set to 75% with 10 minute default in "full power" prior to dimming back to 25%. Reprogramming of the sensor is possible through the Wattstopper FS1R-100 remote handheld programming tool (sold separately). More information on the FS1R-100 is available at www.wattstopper.com or contact Philips Technical Support.

Warranty

LPW32 luminaires, the LED arrays, and the drivers are all covered by a 5-year limited warranty. See philips.com/warranties for details.

LED Performance:

PREDICTED LUMEN DEPRECIATION DATA^{4,6}

Ambient Temp. °C	Calculated L70 hrs ⁵	Reported L70 Per TM-21 ^{5,6}	Calculated Lumen Maint. % @60,000 hrs
up to 40°C	>200,000 hrs	>60,000 hrs	94.0%

4. Calculated performance derived from LED manufacturer's data and engineering design estimates, based on IESNA LM-80 methodology. Actual experience may vary due to field application conditions.

5. L70 is the predicted time when LED performance depreciates to 70% of initial lumen output.

6. Reported per IESNA TM21-11. Published L70 hours limited to 6 times actual LED test hours.



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LPW16 09/15 page 3 of 3



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200 Franklin Square Drive, Somerset, NJ 08873
Tel. 855-486-2216

Imported by: Philips Lighting,
A division of Philips Electronics Ltd.
281 Hillmount Rd, Markham, ON, Canada L6C 2S3
Tel. 800-668-9008

WinSLAMM v10-AUSTIN PLUMBING_12-22-17 - InputData (002)

Data file name: M:\Keller\Auston Plumbing\winSLAMM\winSLAMM v10-AUSTIN PLUMBING_12-22-17.mdb
WinSLAMM Version 10.1.1
Rain file name: C:\winSLAMM Files\Rain Files\WI Milwaukee 69.RAN
Particulate Solids Concentration file name: C:\winSLAMM Files\v10.1 WI_AVG01.pscx
Runoff Coefficient file name: C:\winSLAMM Files\WI_SL06 Dec06.rsvx
Residential Street Delivery file name: C:\winSLAMM Files\WI_Com Inst Indust Dec06.std
Institutional Street Delivery file name: C:\winSLAMM Files\WI_Com Inst Indust Dec06.std
Commercial Street Delivery file name: C:\winSLAMM Files\WI_Com Inst Indust Dec06.std
Industrial Street Delivery file name: C:\winSLAMM Files\WI_Com Inst Indust Dec06.std
Other Urban Street Delivery file name: C:\winSLAMM Files\WI_Com Inst Indust Dec06.std
Freeway Street Delivery file name: C:\winSLAMM Files\WI_Com Inst Indust Dec06.std
Apply Street Delivery Files to Adjust the After Event Load Street Dirt Mass Balance: False
Pollutant Relative Concentration file name: C:\winSLAMM Files\WI_GEO03.ppdx
Cost Data file name:
Seed for random number generator: -42
Study period starting date: 01/05/69 study period ending date: 12/31/69
Start of winter Season: 12/06 End of winter Season: 03/28
Date: 12-22-2017 Time: 15:32:44

Site information:

BIO INFILTRATION POND

LU# 1 - Commercial: Commercial 1 Total area (ac): 0.770
1 - Roofs 1: 0.070 ac. Pitched Connected Connected GS-CP#2
13 - Paved Parking 1: 0.160 ac. Connected Connected GS-CP#3
45 - Large Landscaped Areas 1: 0.540 ac. Normal Silty

Control Practice 1: Biofilter CP# 1 (DS) - DS Biofilters # 1

- 1. Top area (square feet) = 2000
- 2. Bottom area (square feet) = 500
- 3. Depth (ft): 1.5
- 4. Biofilter width (ft) - for Cost Purposes Only: 10
- 5. Infiltration rate (in/hr) = 0.5
- 6. Random infiltration rate generation? No
- 7. Infiltration rate fraction (side): 1
- 8. Infiltration rate fraction (bottom): 1
- 9. Depth of biofilter that is rock filled (ft) 0
- 10. Fraction of rock filled volume as voids = 0
- 11. Engineered soil infiltration rate: 0
- 12. Engineered soil depth (ft) = 0
- 13. Engineered soil void ratio = 0.27
- 14. Percent solids reduction due to flow through engineered soil = 0
- 15. Biofilter peak to average flow ratio = 3.8
- 16. Number of biofiltration control devices = 1
- 17. Particle size distribution file: Not needed - calculated by program
- 18. Initial water surface elevation (ft): 0

Soil Data Soil Type Fraction in Eng. Soil
User-Defined Soil Type 1.000
Saturation water content percent (Porosity) = 0
Field capacity (%) = 0
Permanent Wilting Point (%) = 0
Infiltration rate (in/hr) = 0

Biofilter Outlet/Discharge Characteristics:
outlet type: Broad Crested Weir
1. Weir crest length (ft): 10

winSLAMM v10-AUSTIN PLUMBING_12-22-17 - Output Summary
 SLAMM for windows Version 10.1.1
 (c) Copyright Robert Pitt and John Voorhees 2012
 All Rights Reserved

Data file name: M:\Keller\Auston Plumbing\winSLAMM\winSLAMM v10-AUSTIN
 PLUMBING_12-22-17.mdb
 Data file description: BIO INFILTRATION POND
 Rain file name: C:\winSLAMM Files\Rain Files\WI Milwaukee 69.RAN
 Particulate Solids Concentration file name: C:\winSLAMM Files\v10.1 WI_AVG01.pscx
 Runoff Coefficient file name: C:\winSLAMM Files\WI_SL06 Dec06.rsvx
 Residential Street Delivery file name: C:\winSLAMM Files\WI_Com Inst Indust
 Dec06.std
 Institutional Street Delivery file name: C:\winSLAMM Files\WI_Com Inst Indust
 Dec06.std
 Commercial Street Delivery file name: C:\winSLAMM Files\WI_Com Inst Indust
 Dec06.std
 Industrial Street Delivery file name: C:\winSLAMM Files\WI_Com Inst Indust
 Dec06.std
 Other Urban Street Delivery file name: C:\winSLAMM Files\WI_Com Inst Indust
 Dec06.std
 Freeway Street Delivery file name: C:\winSLAMM Files\WI_Com Inst Indust Dec06.std
 Pollutant Relative Concentration file name: C:\winSLAMM Files\WI_GEO03.ppd
 Start of winter Season: 12/06 End of winter Season: 03/28
 Model Run Start Date: 01/05/69 Model Run End Date: 12/31/69
 Date of run: 12-22-2017 Time of run: 15:32:31
 Total Area Modeled (acres): 0.770
 Years in Model Run: 0.99

Particulate Solids Yield (lbs)	Percent Particulate Solids Reduction	Runoff Volume (cu ft)	Percent Particulate Runoff Reduction	Particulate Solids Conc. (mg/L)
Total of all Land Uses without Controls:		21905	-	112.5
153.9				
Outfall Total with Controls:		2325	89.39%	129.7
18.82	87.77%			
Annualized Total After Outfall Controls:		2357		
19.08				

WinSLAMM v10-AUSTIN PLUMBING_12-22-17 - InputData (002)

2. Weir crest width (ft): 5
3. Height of datum to bottom of weir opening: 0.7

Control Practice 2: Grass Swale CP# 1 (SA) - SA Device, LU# 1 ,SA# 1

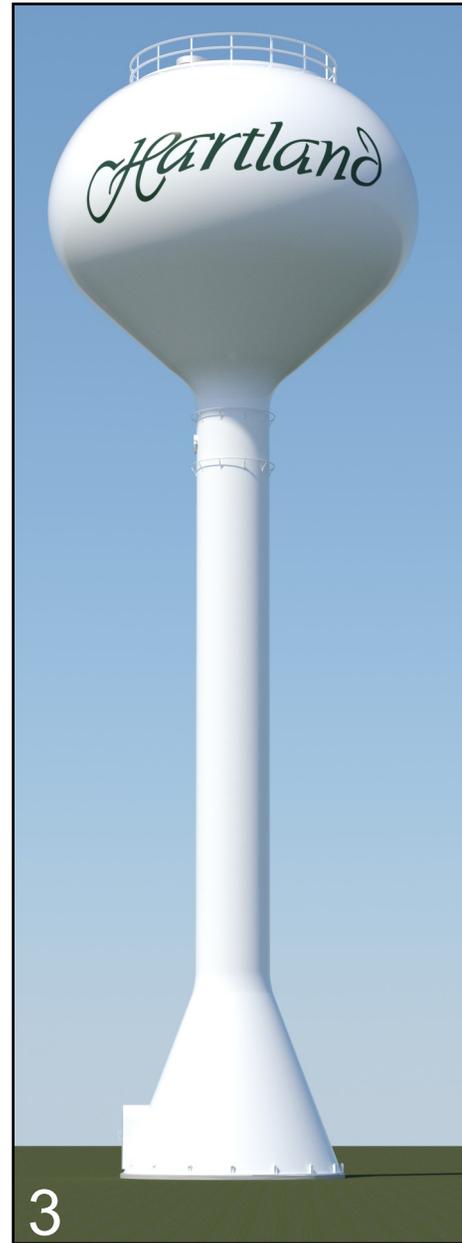
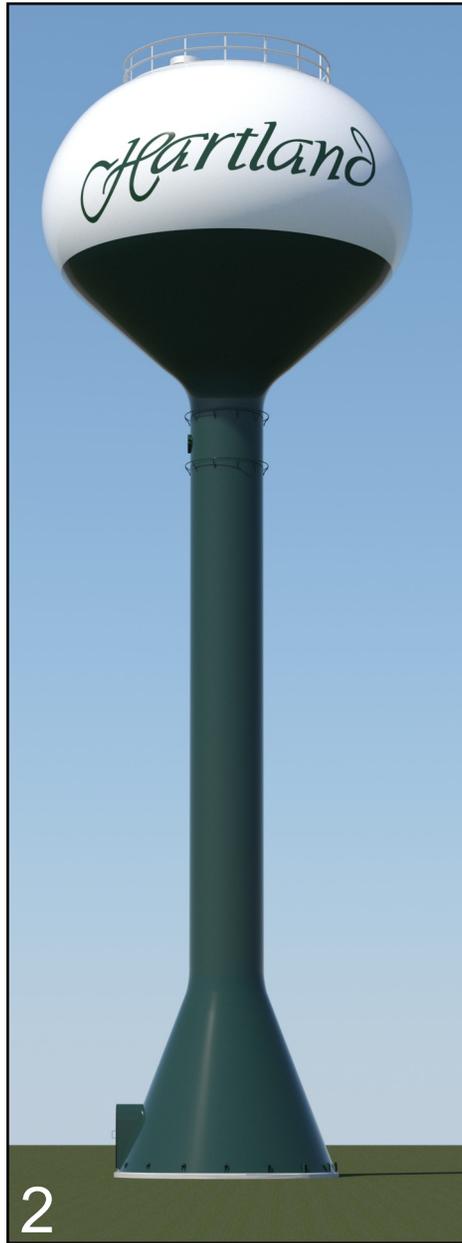
Total drainage area (acres)= 0.070
Fraction of drainage area served by swales (ac) = 1.00
Swale density (ft/ac) = 3570.00
Total swale length (ft) = 250
Average swale length to outlet (ft)= 250
Typical bottom width (ft) = 2.0
Typical swale side slope (_H:1V) = 5.0
Typical longitudinal slope (ft.H/ft.V) = 0.010
Swale retardance factor: D
Typical grass height (in) = 6.0
Swale dynamic infiltration rate (in/hr)= 0.250
Typical swale depth (ft) for cost analysis (optional) = 0.0
Particle size distribution file name: Not needed - calculated by program
Use total swale length instead of swale density for infiltration

calculations: False

Control Practice 3: Grass Swale CP# 2 (SA) - SA Device, LU# 1 ,SA# 13

Total drainage area (acres)= 0.160
Fraction of drainage area served by swales (ac) = 1.00
Swale density (ft/ac) = 940.00
Total swale length (ft) = 150
Average swale length to outlet (ft)= 150
Typical bottom width (ft) = 2.0
Typical swale side slope (_H:1V) = 5.0
Typical longitudinal slope (ft.H/ft.V) = 0.010
Swale retardance factor: D
Typical grass height (in) = 6.0
Swale dynamic infiltration rate (in/hr)= 0.250
Typical swale depth (ft) for cost analysis (optional) = 0.0
Particle size distribution file name: Not needed - calculated by program
Use total swale length instead of swale density for infiltration

calculations: False



Village of Hartland, WI
250,000 Gallon Pedisphere

Revision Date: 11/24/17

Approval

Signature _____

Name _____ Date _____

PAGE

1
OF
4





Village of Hartland, WI
250,000 Gallon Pedisphere

Revision Date: 11/24/17

Approval

Signature _____

Name _____ Date _____

PAGE
2
OF
4





Village of Hartland, WI
250,000 Gallon Pedisphere

Revision Date: 11/24/17

Approval

Signature _____

Name _____ Date _____

PAGE
3
OF
4





Village of Hartland, WI
250,000 Gallon Pedisphere

Revision Date: 11/24/17

Approval

Signature _____

Name _____ Date _____

PAGE

4
OF
4



MEMO

TO: David E. Cox, Village Administrator
FROM: Michael Einweck, Director of Public Works 
DATE: January 17, 2018
SUBJECT: Four Winds West Subdivision
Letter of Credit Security Reduction #5

The developer, Mr. John Sileno of Four Winds West Development, LLC, has requested a reduction in the letter of credit security for the Four Winds West Subdivision construction items that have been completed. The request has been reviewed and checked by the Village Engineer, Ruekert - Mielke (please see attached). I have also reviewed the request and am in agreement that the work has been completed. This is the fifth request for security reduction.

The existing letter of credit may be reduced from the current balance of \$346,881.03 to \$40,000.00. This is a reduction in the amount of \$306,881.03. If approved by the Board, staff will contact the issuer of the security with the new amount contingent upon receiving the lien waivers for this reduction. The remaining letter of credit balance is adequate to cover the outstanding construction work and the security for that work.

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

Attachments

cc: Darlene Igl, Village Clerk
Ryan Bailey, Finance Director/Treasurer
Ryan Amtmann, Village Engineer

SCI REAL ESTATE

5429 North 118th Court, Milwaukee, WI 53225-3087

November 7, 2017

Mr. Mike Einweck
Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029

Re: Four Winds West Subdivision Dedication Request of Storm Sewer & Paving

Dear Mike,

This letter is to request acceptance of the dedication of the Storm Sewer System and Paving in the Four Winds West Subdivision.

I am hereby notifying the Village that all public improvements to the Four Winds West Storm Sewer System and Paving are complete as described in the Final Plat, the Developer's Agreement and any exhibits in relation to such.

Please schedule village inspections of such systems and forward me a "punch list" of repair items necessary to bring these public improvements into conformance with the Final Plat and applicable plans and specifications.

Sincerely



Four Winds West Development, LLC
John Sileno



January 17, 2018

Mr. David Cox
Administrator
Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029

Re: Four Winds West Subdivision
Acceptance of Streets and Public Storm Sewer Improvements

Dear Mr. Cox:

John Sileno provided a letter dated November 7, 2017 (attached), requesting approval and acceptance of the Streets and Public Storm Sewer improvements within the Four Winds West subdivision. Ruekert & Mielke, Inc. (R/M) and Village Staff performed an inspection of the Streets and Public Storm Sewer improvements. R/M issued a final punch list for the subdivision improvements on November 14, 2017 (attached).

John Sileno notified me on December 7, 2017 that all the punch list items except item 1 were complete. Punch list item 1 relates to the privately owned storm water pond no. 3 located on Outlot 4. During the summer and fall months and at the time of the final inspection the water surface elevation of the storm water pond was lower than designed, which results in the safety shelf being partially to fully exposed. This may be caused by a lack of precipitation and storm water drainage to the pond and/or a potential slow leak in the pond's clay liner.

On December 21, 2017 I discussed this issue with John Sileno and John agreed that the water surface elevation in pond 3 is not above the safety shelf and he confirmed his expectation that the pond be functional with the water surface elevation above the safety shelf as designed. John committed to perform further monitoring and repair if necessary for pond 3 which would occur during 2018. John agreed to withhold \$40,000 on the Letter of Credit until January 8, 2019 to account for this. Except for the above mentioned punch list item 1, all other punch list items have been completed.

I have received the engineer's certification letter dated January 17, 2018 (attached) certifying that the improvements have been completed in a good and workmanlike manner and in full compliance with the plans and specifications as amended with the approval of the Village.

Mr. David Cox
Village of Hartland
January 17, 2018
Page 2

We have received the Letter of Credit No. 5 reduction request along with the appropriate lien waivers (attached). We recommend that the Letter of Credit be reduced by \$306,881.03 to result in a remaining amount of \$40,000.

We recommend that the Village Board, by separate resolution, accept the dedication of the Streets and Public Storm Sewer improvements. R/M will monitor the completion of the remaining punch list item discussed above.

If you have any questions, please feel free to call me.

Very truly yours,

RUEKERT & MIELKE, INC.



Ryan T. Amtmann, P.E. (WI, IL)
Village Engineer
ramtmann@ruekert-mielke.com

RTA:sjs

Enclosures

cc: Michael Einweck, P.E., Village of Hartland
File



January 15, 2018
Revised Jan. 17, 2018

Village of Hartland
Attn: Mr. Michael Einweck
210 Cottonwood Avenue
Hartland, WI 53029

Re: Four Winds West – Surety Reduction #5
Village of Hartland, WI

Mr. Einweck:

As Engineer for the Developer of the Four Winds West Subdivision, we have reviewed the invoices and lien waivers for construction and materials. Copies of said invoices and waivers are included with this letter for your review and records.

Our office has made the following checks on the invoices:

- Compared unit quantity to project specifications
- Verified mathematics and unit extensions
- Verified submittal of waivers

Based on the information provided we recommend reduction of the surety presently held by the Village as follows:

Original Contracts:	\$ 2,426,500.00	Original Contracts:	\$2,426,500.00
+Change Orders to Date:	\$ 374,920.86	+15%:	\$ 363,975.00
-Work Complete to Date:	-\$ 2,801,420.86	Original Surety:	\$2,790,475.00
+10% Retainage:	\$ 0.00	-Prior Reductions:	-\$2,443,593.97
Net Work Remaining:	\$ 40,000.00	Present Surety:	\$ 346,881.03
+15%:	\$ 0.00		
Surety Required:	\$ 40,000.00		
Surety Required:	\$ 0.00		
Less Present Surety:	-\$ 346,881.03		
This Reduction:	-\$ 306,881.03		

Should you have any further questions or comments, please do not hesitate to contact me.

Sincerely,

JAHNKE & JAHNKE ASSOCIATES, INC.



Gregory E. Mitchell, PE

FOUR WINDS WEST SUBDIVISION
477 LOTS
HARTLAND, WISCONSIN

DESCRIPTION	CONTRACTOR	CONTRACT AMOUNT	C.O. TO DATE	CONTRACT TO DATE	TOTAL COMP. & STORED TO DATE	RETAIN	TOTAL EARNED LESS RETAINED	NET REMAINING
Erosion Control & Seeding	Blaze	\$ 131,500.00	5070.89	\$ 136,570.89	\$ 136,570.89	\$ -	\$ 136,570.89	\$ -
Grading	New Berlin Grading	\$ 675,000.00		\$ 675,000.00	\$ 675,000.00	\$ 40,000.00	\$ 635,000.00	\$ 40,000.00
Paving	Payne & Dolan	\$ 350,000.00		\$ 350,000.00	\$ 350,000.00	\$ -	\$ 350,000.00	\$ -
Concrete Curb & Sidewalk	Payne & Dolan	\$ 200,000.00	\$ 5,035.00	\$ 205,035.00	\$ 205,035.00	\$ -	\$ 205,035.00	\$ -
Sewer & Water	DF Tomasini	\$ 750,000.00	\$ 320,476.44	\$ 1,070,476.44	\$ 1,070,476.44	\$ -	\$ 1,070,476.44	\$ -
Sanitary Lift Station	DF Tomasini	\$ 225,000.00	\$ 33,702.00	\$ 258,702.00	\$ 258,702.00	\$ -	\$ 258,702.00	\$ -
Street Lights	Night/Aura / WE	\$ 25,000.00	\$ (2,182.06)	\$ 22,817.94	\$ 22,817.94	\$ -	\$ 22,817.94	\$ -
Monument Signage	Innovative	\$ 10,000.00	\$ (10,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation	Mil. Lawn	\$ 15,000.00	\$ 7,407.00	\$ 22,407.00	\$ 22,407.00	\$ -	\$ 22,407.00	\$ -
Entrance Monument Walls	Rock Service LLC	\$ 40,000.00	\$ 8,041.59	\$ 48,041.59	\$ 48,041.59	\$ -	\$ 48,041.59	\$ -
Entrance Monument Electric	Pieper	\$ 5,000.00	\$ 7,370.00	\$ 12,370.00	\$ 12,370.00	\$ -	\$ 12,370.00	\$ -
TOTALS		\$ 2,426,500.00	\$ 374,920.86	\$ 2,801,420.86	\$ 2,801,420.86	\$ 40,000.00	\$ 2,761,420.86	\$ 40,000.00
	15% LOC	\$ 363,975.00		\$ 420,213.13				
	TOTAL LOC	\$ 2,790,475.00		\$ 3,221,633.99				
	TOTAL LOC REDUCTION TO DATE	\$ 2,750,475.00						

REDUCTION #1:	\$ 645,191.89
REDUCTION #2:	\$ 969,013.08
REDUCTION #3:	\$ 468,315.47
REDUCTION #4:	\$ 361,073.53
REDUCTION #5:	\$ 306,881.03

**VILLAGE OF HARTLAND
RESOLUTION NO. 01/22/2018-01**

**“A RESOLUTION ACCEPTING PUBLIC IMPROVEMENTS IN THE FOUR
WINDS WEST SUBDIVISION”**

WHEREAS, the Village of Hartland and Four Winds Development, LLC, a Wisconsin Limited Liability Company, entered into a Developer’s Agreement on June 8, 2015, for the development of the Four Winds West Subdivision, and

WHEREAS, Four Winds Development, LLC hereinafter called the “Developer” agreed to install certain public improvements in the development, and

WHEREAS, the Developer has installed the streets, storm sewer and signage improvements in the Four Winds West Subdivision, all in accordance with the plans and specifications as stated in the Developer’s Agreement;

NOW, THEREFORE BE IT RESOLVED, that the Village of Hartland accepts the dedication of said improvements in Four Winds West Subdivision.

Dated this 2nd day of January, 2018.

Jeffrey Pfannerstill, Village President

ATTEST:

Darlene Igl, MMC/WCPC, Village Clerk

**VALUE OF ACCEPTED
PUBLIC IMPROVEMENTS
FOUR WINDS WEST SUBDIVISION**

Streets	\$544,716.62	
Signage	1,000.00	
Storm Sewer	243,448.00	
TOTAL		\$789,164.62

MEMO

TO: David E. Cox, Village Administrator
FROM: Michael Einweck, Director of Public Works *ME*
DATE: January 18, 2018
SUBJECT: Four Winds West Subdivision - Acceptance of
Streets, Storm Sewer and Signage Improvements

Attached is a letter from Mr. John Sileno in which he requests acceptance of the streets, signage, and the storm sewer system for the Four Winds West Subdivision. The work has been inspected by our Village Engineer and Village staff. We are in agreement that the improvements have been completed and acceptance of dedication is recommended.

There is one item that will be checked on later this year with one of the stormwater ponds and it has been agreed to hold a security of \$40,000 in case further work is required. All items would now be covered by a one year warranty. In addition, the final as-built drawings are being prepared and will be turned over as they are completed.

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

Attachment

cc: Darlene Igl, Village Clerk
Ryan Amtmann, Village Engineer
Mike Gerszewski, PW Operations Supervisor
Dave Felkner, Utility Operations Supervisor

SCI REAL ESTATE

5429 North 118th Court, Milwaukee, WI 53225-3087

November 7, 2017

Mr. Mike Einweck
Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029

Re: Four Winds West Subdivision Dedication Request of Storm Sewer & Paving

Dear Mike,

This letter is to request acceptance of the dedication of the Storm Sewer System and Paving in the Four Winds West Subdivision.

I am hereby notifying the Village that all public improvements to the Four Winds West Storm Sewer System and Paving are complete as described in the Final Plat, the Developer's Agreement and any exhibits in relation to such.

Please schedule village inspections of such systems and forward me a "punch list" of repair items necessary to bring these public improvements into conformance with the Final Plat and applicable plans and specifications.

Sincerely

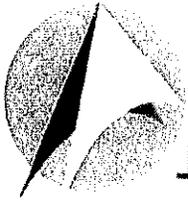


Four Winds West Development, LLC
John Sileno

development
construction management
brokerage services
property management

p (414) 466-0111
f (414) 466-9984
www.SCIrealestate.com





Jahnke & Jahnke
Associates Inc.

CIVIL ENGINEERING
PLANNING • SURVEYING

January 17, 2018

Village of Hartland
Attn: Mr. Michael Einweck
210 Cottonwood Avenue
Hartland, WI 53029

Re: Four Winds West – Project Certification
Village of Hartland, WI

Mr. Einweck:

As Engineer for the Developer of the Four Winds West Subdivision, we hereby certify that, to the best of our knowledge and belief, all improvements shown on the approved plans and plat have been completed in a good and workmanlike manner, and in full compliance with the plans and specifications as amended with the approval of the Village.

Should you have any further questions or comments, please do not hesitate to contact me.

Sincerely,

JAHNKE & JAHNKE ASSOCIATES, INC.

Gregory E. Mitchell, PE

January 17, 2018

Mr. David Cox
Administrator
Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029

Re: Four Winds West Subdivision
Acceptance of Streets and Public Storm Sewer Improvements

Dear Mr. Cox:

John Sileno provided a letter dated November 7, 2017 (attached), requesting approval and acceptance of the Streets and Public Storm Sewer improvements within the Four Winds West subdivision. Ruekert & Mielke, Inc. (R/M) and Village Staff performed an inspection of the Streets and Public Storm Sewer improvements. R/M issued a final punch list for the subdivision improvements on November 14, 2017 (attached).

John Sileno notified me on December 7, 2017 that all the punch list items except item 1 were complete. Punch list item 1 relates to the privately owned storm water pond no. 3 located on Outlot 4. During the summer and fall months and at the time of the final inspection the water surface elevation of the storm water pond was lower than designed, which results in the safety shelf being partially to fully exposed. This may be caused by a lack of precipitation and storm water drainage to the pond and/or a potential slow leak in the pond's clay liner.

On December 21, 2017 I discussed this issue with John Sileno and John agreed that the water surface elevation in pond 3 is not above the safety shelf and he confirmed his expectation that the pond be functional with the water surface elevation above the safety shelf as designed. John committed to perform further monitoring and repair if necessary for pond 3 which would occur during 2018. John agreed to withhold \$40,000 on the Letter of Credit until January 8, 2019 to account for this. Except for the above mentioned punch list item 1, all other punch list items have been completed.

I have received the engineer's certification letter dated January 17, 2018 (attached) certifying that the improvements have been completed in a good and workmanlike manner and in full compliance with the plans and specifications as amended with the approval of the Village.

Mr. David Cox
Village of Hartland
January 17, 2018
Page 2

We have received the Letter of Credit No. 5 reduction request along with the appropriate lien waivers (attached). We recommend that the Letter of Credit be reduced by \$306,881.03 to result in a remaining amount of \$40,000.

We recommend that the Village Board, by separate resolution, accept the dedication of the Streets and Public Storm Sewer improvements. R/M will monitor the completion of the remaining punch list item discussed above.

If you have any questions, please feel free to call me.

Very truly yours,

RUEKERT & MIELKE, INC.



Ryan T. Amtmann, P.E. (WI, IL)
Village Engineer
ramtmann@ruekert-mielke.com

RTA:sjs

Enclosures

cc: Michael Einweck, P.E., Village of Hartland
File

MEMO

TO: David E. Cox, Village Administrator
FROM: Michael Einweck, Director of Public Works 
DATE: January 18, 2018
SUBJECT: WE Energies Electric Distribution Easement
Coventry Water Tower Site

WE Energies is requesting an easement from the Village on its property located at 734 Coventry Lane to assist with the Hartridge Subdivision electrical system upgrade project. As the Board may recall, WE Energies is replacing the existing 8 Kv lines with new 25 Kv lines. The attached easement document allows for installing the new electric cables in a 10 foot easement along the southerly edge of the property and along the west side of the access driveway up to the water tower.

The new electric lines will be bored approximately 4' in depth and will be deep enough to not interfere with the existing utilities and landscaping on the property. 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
Dave Felkner, Utility Operations Supervisor

**DISTRIBUTION EASEMENT
UNDERGROUND**

Document Number

WR NO. **4063315** 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 strips of land ten (10) feet in width of Grantor's premises being part of the **Southeast 1/4 of Section 2, Township 7 North, Range 18 East**, Village of Hartland, County of Waukesha, State of Wisconsin. Said premises are further described in that certain **Warranty Deed** recorded in the office of the Register of Deeds for Waukesha County on November 1, 1973 in **Reel 59, Pages 447-448**, as **Document No. 866852**.

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

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.

HAV 0728997001
(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, an electric pad-mounted transformer, concrete slab, terminals and markers, 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.
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. Grantee acknowledges the existence of Grantor's structures located on Grantor's land as of the date of this easement and Grantee does not consider the existing structures in violation of the aforementioned codes.
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 _____, 2018,
by _____, the _____,
and by _____, the _____,
of VILLAGE OF HARTLAND, on behalf of the corporation.

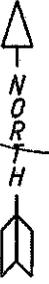
Notary Public Signature, State of Wisconsin

Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires _____

BEARINGS REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.
 BEARINGS OF HARTRIDGE PLATS HAVE BEEN ROTATED CLOCKWISE 00° 31' 38"



HARTRIDGE ADDITION NO. 3

HARTRIDGE ADDITION NO. 5

734 COVENTRY LANE

N 41° 16' 38" E
250.00'

S 48° 43' 22" E
150.00'

N 41° 16' 38" E 5.00' FROM SOUTHWESTERLY CORNER OF PARCEL
 TO START OF CENTERLINE OF 10' WIDE EASEMENT.

S 73° 16' 33" W
20.00'

N 01° 43' 27" W
50.00'

S 48° 43' 22" E
145.00'

S 41° 16' 38" W
250.00'

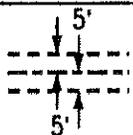
N 13° 16' 33" E
50.00'

N 48° 43' 22" W
150.00'

HARTRIDGE ADDITION NO. 2

HARTRIDGE ADDITION NO. 1

KEY



CENTERLINE
10' WIDE
EASEMENT

WE ENERGIES - EXHIBIT "A"

10' WIDE EASEMENT IN
 PART OF THE SE 1/4 OF SECTION 2, T7N R18E
 VILLAGE OF HARTLAND, WAUKESHA COUNTY, WISCONSIN

DRAWN BY: JIM CLARKE

SCALE: 1" = 50'

DATE: 01-17-2018

ORDER #: 4063315

MEMO

TO: David E. Cox, Village Administrator
FROM: Michael Einweck, Director of Public Works *ME*
DATE: January 17, 2018
SUBJECT: 2017 Paving Program
Change Order – Number 2 – Final

Attached is a copy of Change Order Number 2 for the 2017 Paving Program with the contractor Payne & Dolan, Inc. This change order incorporates the final quantities for the project.

The final project costs were less than the revised original contract amount that was awarded and approved by the Village Board by approval of change order number 1. Change order number 1 was issued in the beginning of the project when we encountered the utility trench settlement along Greystone Boulevard and needed to repair the roadway. At that time, the paving project was just beginning and final quantities were not known. With change order number 2, the total contract amount decreases from \$1,048,605.75 to \$940,313.41, a decrease to the project in the amount of \$108,292.34.

The reasons for the decreased cost in the contract were; contingency items in the contract that were not used, estimated utility repairs that were not needed (manhole adjustments and manhole re-builds) and estimated base repair quantities that were less than expected.

This will close out the project and begins the contractor's one year guarantee period for their work. Please place this on the next Village Board agenda for consideration.

Attachment

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

Date of Issuance: 1-22-18
 Project: 2017 Paving Program
 Contract: 2017 Paving Program
 Contractor: Payne & Dolan, Inc.
 Address: PO Box 781
 Waukesha, WI 53187-0781

Effective Date: 1-22-18
 Owner: Village of Hartland
 Engineer: R&M/Village
 of Hartland
 Effective Date of Contract: 5-12-17

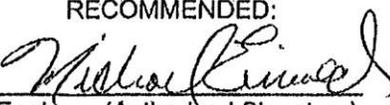
The Contract is modified as follows upon execution of this Change Order:

Description: Contract Change Order #2

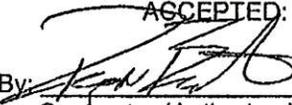
Reason for Change Order: Final contract quantities.

Attachments: (List documents supporting change) Final pay request.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price \$ <u>1,027,242.35</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Increase from previously approved Change Orders No. to No. <u>One</u> : \$ <u>21,363.40</u>	● Increase ● ● Decrease ● from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>1,048,605.75</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Decrease of this Change Order: \$ <u>108,292.34</u>	● Increase ● ● Decrease ● of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>940,313.41</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:
 By: 
 Engineer (Authorized Signature)

ACCEPTED:
 By: _____
 Owner (Authorized Signature)

ACCEPTED:
 By: 
 Contractor (Authorized Signature)

Date: 1-16-18

Date: _____

Date: 1/17/18

Contractor's Application for Payment No. 4-FINAL

Application Date: 1/4/2018	Application Period: 11/2/17 - 1/4/18	
From (Contractor): Payne & Dolan, Inc.	Via (Engineer): Ruekert & Mielke, Inc.	
Contact: Michael Einweck, P.E.	Contact: Jerad J. Wegner, P.E.	
Project: 2017 Paving Program	Address: W233 N2080 Ridgview Parkway Waukesha, WI 53188	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: 09-10031.300

Change Order Summary

Approved Change Orders	Number	Additions	Deductions	(Enter as Positive Number)
	1	\$21,363.40		
TOTALS				
		\$21,363.40		
NET CHANGE BY				
CHANGE ORDERS				
\$21,363.40				

1. ORIGINAL CONTRACT PRICE \$ 1,027,242.35
2. Net change by Change Orders \$ 21,363.40
3. CURRENT CONTRACT PRICE (Line 1 + Line 2) \$ 1,048,605.75
4. TOTAL COMPLETED TO DATE
(Column L Total on Progress Estimates) \$ 940,313.41
5. RETAINAGE:
 - a. 5% X \$524,302.88 Work Completed ... \$ 26,215.14
6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number) .. \$ 26,215.14
7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5a. + Line 6) \$ 940,313.41
8. LESS PREVIOUS PAYMENTS (Line 7 from Prior Application) \$ 912,418.27
9. AMOUNT DUE THIS APPLICATION \$ 27,895.14

Contractor's Certification	
The undersigned Contractor certifies that to the best of its knowledge:	
(1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment;	
(2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner per Article 15 of the General Conditions; and	
(3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.	
By:	Date: 1/4/2018

Payment of: \$ 27,895.14
(Line 9 or other - attach explanation of the other amount)

Recommended by: _____ (Engineer) _____ (Date)

Payment of: \$ _____
(Line 9 or other - attach explanation of the other amount)

Approved by: _____ (Owner) _____ (Date)

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

4-FINAL

For (Project): 2017 Paving Program		Application Date: 1/4/2018										
Application Period: 11/2/17-1/4/18		Engineer's Project No.: 09-10031.300										
A	B	C	D	E	F	G	H	I	J	K	L	
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously Estimated Quantity Installed	Value of Work Installed (\$)	Work Completed This Period Estimated Quantity Installed	Value of Work Installed (\$)	Total Work Completed This Period Estimated Quantity Installed	Value of Work Installed (\$)	
Ponderosa Drive												
1	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	225.00	\$40.00	\$ 9,000.00	190.00	\$ 7,600.00		\$ -	190.00	\$ 7,600.00	
2	Pulverize & Reshape	S.Y.	8,050.00	\$1.75	\$ 14,087.50	8,050.00	\$ 14,087.50		\$ -	8,050.00	\$ 14,087.50	
3	Remove Excess Material	S.Y.	8,050.00	\$2.70	\$ 21,735.00	8,050.00	\$ 21,735.00		\$ -	8,050.00	\$ 21,735.00	
4	Base Patching Remove & Replace 12-Inch Material	S.Y.	3,200.00	\$16.50	\$ 52,800.00	1,675.00	\$ 27,637.50		\$ -	1,675.00	\$ 27,637.50	
5	2 1/2 Inch Asphalt Binder	S.Y.	8,050.00	\$7.80	\$ 62,790.00	8,050.00	\$ 62,790.00		\$ -	8,050.00	\$ 62,790.00	
6	1 1/2 Inch Asphalt Surface	S.Y.	8,050.00	\$5.40	\$ 43,470.00	8,050.00	\$ 43,470.00		\$ -	8,050.00	\$ 43,470.00	
7	3-Inch Asphalt Drive Approach Remove & Replace	S.Y.	10.00	\$140.00	\$ 1,400.00		\$ -		\$ -		\$ -	
8	6-Inch Concrete Drive Approach Remove & Replace	S.F.	90.00	\$14.35	\$ 1,291.50		\$ -		\$ -		\$ -	
9	Adjust Valve Box	EA.	11.00	\$395.00	\$ 4,345.00	11.00	\$ 4,345.00		\$ -	11.00	\$ 4,345.00	
10	Adjust Manhole	EA.	25.00	\$840.00	\$ 21,000.00	25.00	\$ 21,000.00		\$ -	25.00	\$ 21,000.00	
11	Reset Manhole Frame	EA.	7.00	\$1,070.00	\$ 7,490.00		\$ -		\$ -		\$ -	
12	Repair Manhole-Slurry Backfill	V.F.	2.50	\$1,029.00	\$ 2,572.50		\$ -		\$ -		\$ -	
13	Restoration-Sod	S.Y.	30.00	\$25.00	\$ 750.00	40.00	\$ 1,000.00		\$ -	40.00	\$ 1,000.00	
Total of All Ponderosa Drive Bid Prices					\$ 242,731.60		\$ 203,666.00		\$ -		\$ 203,666.00	
Thornbush Circle												
14	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	150.00	\$40.00	\$ 6,000.00	150.00	\$ 6,000.00		\$ -	150.00	\$ 6,000.00	
15	Pulverize & Reshape	S.Y.	4,725.00	\$1.75	\$ 8,268.75	4,375.00	\$ 7,656.25		\$ -	4,375.00	\$ 7,656.25	
16	Remove Excess Material	S.Y.	4,725.00	\$2.70	\$ 12,757.50	4,375.00	\$ 11,812.50		\$ -	4,375.00	\$ 11,812.50	
17	Base Patching Remove & Replace 12-Inch Material	S.Y.	1,700.00	\$16.50	\$ 28,050.00	1,125.00	\$ 35,062.50		\$ -	1,125.00	\$ 35,062.50	
18	2 1/2 Inch Asphalt Binder	S.Y.	4,725.00	\$7.80	\$ 36,855.00	4,375.00	\$ 34,125.00		\$ -	4,375.00	\$ 34,125.00	
19	1 1/2 Inch Asphalt Surface	S.Y.	4,725.00	\$5.40	\$ 25,515.00	4,375.00	\$ 23,625.00		\$ -	4,375.00	\$ 23,625.00	
20	3-Inch Asphalt Drive Approach Remove & Replace	S.Y.	10.00	\$140.00	\$ 1,400.00		\$ -		\$ -		\$ -	
21	6-Inch Concrete Drive Approach Remove & Replace	S.F.	90.00	\$14.35	\$ 1,291.50		\$ -		\$ -		\$ -	
22	Adjust Valve Box	EA.	4.00	\$395.00	\$ 1,580.00	3.00	\$ 1,185.00		\$ -	3.00	\$ 1,185.00	
23	Adjust Manhole	EA.	21.00	\$840.00	\$ 17,640.00	13.00	\$ 10,920.00		\$ -	13.00	\$ 10,920.00	
24	Reset Manhole Frame	EA.	12.00	\$1,070.00	\$ 12,840.00		\$ -		\$ -		\$ -	
25	Repair Manhole-Slurry Backfill	V.F.	2.33	\$1,029.00	\$ 2,397.57		\$ -		\$ -		\$ -	
26	Restoration-Sod	S.Y.	25.00	\$25.00	\$ 625.00	35.00	\$ 875.00		\$ -	35.00	\$ 875.00	
Total of All Thornbush Circle Bid Prices					\$ 165,220.32		\$ 131,261.25		\$ -		\$ 131,261.25	
Pinelview Court												
27	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	60.00	\$40.00	\$ 2,400.00	40.00	\$ 1,600.00		\$ -	40.00	\$ 1,600.00	
28	Pulverize & Reshape	S.Y.	1,235.00	\$2.20	\$ 2,717.00	1,235.00	\$ 2,717.00		\$ -	1,235.00	\$ 2,717.00	
29	Remove Excess Material	S.Y.	1,235.00	\$2.70	\$ 3,334.50	1,235.00	\$ 3,334.50		\$ -	1,235.00	\$ 3,334.50	
30	Base Patching Remove & Replace 12-Inch Material	S.Y.	450.00	\$16.50	\$ 7,425.00	1,100.00	\$ 18,150.00		\$ -	1,100.00	\$ 18,150.00	
31	2 1/2 Inch Asphalt Binder	S.Y.	1,235.00	\$8.40	\$ 10,374.00	1,235.00	\$ 10,374.00		\$ -	1,235.00	\$ 10,374.00	
32	1 1/2 Inch Asphalt Surface	S.Y.	1,235.00	\$5.80	\$ 7,163.00	1,235.00	\$ 7,163.00		\$ -	1,235.00	\$ 7,163.00	
33	3-Inch Asphalt Drive Approach Remove & Replace	S.Y.	10.00	\$140.00	\$ 1,400.00		\$ -		\$ -		\$ -	

Progress Estimate - Unit Price Work

Contractor's Application for Payment No. 4-FINAL

For (Project): 2017 Paving Program		Application Date: 1/4/2018									
Application Period: 11/2/17-1/4/18		Engineer's Project No.: 09-10031.300									
A	B	C	D	E	F	G	H	I	J	K	L
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)
34	6-Inch Concrete Drive Approach Remove & Replace	S.F.	90.00	\$14.35	\$ 1,291.50		\$ -		\$ -		\$ -
35	Adjust Valve Box	EA.	1.00	\$395.00	\$ 395.00	1.00	\$ 395.00		\$ -	1.00	\$ 395.00
36	Adjust Manhole	EA.	1.00	\$840.00	\$ 840.00	1.00	\$ 840.00		\$ -	1.00	\$ 840.00
37	Restoration-Sod	S.Y.	10.00	\$25.00	\$ 250.00	15.00	\$ 375.00		\$ -	15.00	\$ 375.00
Total of All Pineview Court Bid Prices					\$ 37,590.00		\$ 44,948.50		\$ -		\$ 44,948.50
Arlene Drive											
38	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	150.00	\$45.00	\$ 6,750.00	65.00	\$ 2,925.00		\$ -	65.00	\$ 2,925.00
39	Pulverize & Reshape	S.Y.	8,375.00	\$1.75	\$ 14,656.25	8,375.00	\$ 14,656.25		\$ -	8,375.00	\$ 14,656.25
40	Remove Excess Material	S.Y.	8,375.00	\$2.70	\$ 22,612.50	8,375.00	\$ 22,612.50		\$ -	8,375.00	\$ 22,612.50
41	Base Patching Remove & Replace 12-Inch Material	S.Y.	3,350.00	\$16.50	\$ 55,275.00	3,088.00	\$ 50,952.00		\$ -	3,088.00	\$ 50,952.00
42	2 1/2 Inch Asphalt Binder	S.Y.	8,375.00	\$7.80	\$ 65,325.00	8,375.00	\$ 65,325.00		\$ -	8,375.00	\$ 65,325.00
43	1 1/2 Inch Asphalt Surface	S.Y.	8,375.00	\$5.40	\$ 45,225.00	8,375.00	\$ 45,225.00		\$ -	8,375.00	\$ 45,225.00
44	3-Inch Asphalt Drive Approach Remove & Replace	S.Y.	10.00	\$140.00	\$ 1,400.00		\$ -		\$ -		\$ -
45	6-Inch Concrete Drive Approach Remove & Replace	S.F.	90.00	\$14.35	\$ 1,291.50		\$ -		\$ -		\$ -
46	Adjust Valve Box	EA.	7.00	\$395.00	\$ 2,765.00	6.00	\$ 2,370.00		\$ -	6.00	\$ 2,370.00
47	Adjust Manhole	EA.	17.00	\$840.00	\$ 14,280.00	15.00	\$ 12,600.00		\$ -	15.00	\$ 12,600.00
48	Reset Manhole Frame	EA.	7.00	\$1,070.00	\$ 7,490.00		\$ -		\$ -		\$ -
49	Repair Manhole-Sturdy Backfill	V.F.	0.83	\$1,240.00	\$ 1,029.20		\$ -		\$ -		\$ -
50	Restoration-Sod	S.Y.	10.00	\$25.00	\$ 250.00	11.50	\$ 287.50		\$ -	11.50	\$ 287.50
Total of All Arlene Drive Bid Prices					\$ 238,349.45		\$ 216,953.25		\$ -		\$ 216,953.25
Balsam Court											
51	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	50.00	\$45.00	\$ 2,250.00	14.00	\$ 630.00		\$ -	14.00	\$ 630.00
52	Pulverize & Reshape	S.Y.	755.00	\$2.20	\$ 1,661.00	755.00	\$ 1,661.00		\$ -	755.00	\$ 1,661.00
53	Remove Excess Material	S.Y.	755.00	\$2.70	\$ 2,038.50	755.00	\$ 2,038.50		\$ -	755.00	\$ 2,038.50
54	Base Patching Remove & Replace 12-Inch Material	S.Y.	345.00	\$16.50	\$ 5,692.50	345.00	\$ 5,692.50		\$ -	345.00	\$ 5,692.50
55	2 1/2 Inch Asphalt Binder	S.Y.	755.00	\$8.35	\$ 6,304.25	755.00	\$ 6,304.25		\$ -	755.00	\$ 6,304.25
56	1 1/2 Inch Asphalt Surface	S.Y.	755.00	\$5.90	\$ 4,454.50	755.00	\$ 4,454.50		\$ -	755.00	\$ 4,454.50
57	3-Inch Asphalt Drive Approach Remove & Replace	S.Y.	10.00	\$140.00	\$ 1,400.00		\$ -		\$ -		\$ -
58	6-Inch Concrete Drive Approach Remove & Replace	S.F.	90.00	\$14.35	\$ 1,291.50		\$ -		\$ -		\$ -
59	Adjust Valve Box	EA.	1.00	\$395.00	\$ 395.00	1.00	\$ 395.00		\$ -	1.00	\$ 395.00
60	Adjust Manhole	EA.	1.00	\$840.00	\$ 840.00	1.00	\$ 840.00		\$ -	1.00	\$ 840.00
61	Reset Manhole Frame	EA.	1.00	\$1,070.00	\$ 1,070.00		\$ -		\$ -		\$ -
62	Restoration-Sod	S.Y.	5.00	\$25.00	\$ 125.00	4.50	\$ 112.50		\$ -	4.50	\$ 112.50
Total of All Balsam Court Bid Prices					\$ 27,522.25		\$ 22,128.25		\$ -		\$ 22,128.25
Plynon Court											
63	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	55.00	\$45.00	\$ 2,475.00	88.00	\$ 4,410.00		\$ -	88.00	\$ 4,410.00
64	Pulverize & Reshape	S.Y.	1,400.00	\$2.20	\$ 3,080.00	1,400.00	\$ 3,080.00		\$ -	1,400.00	\$ 3,080.00
65	Remove Excess Material	S.Y.	1,400.00	\$2.70	\$ 3,780.00	1,400.00	\$ 3,780.00		\$ -	1,400.00	\$ 3,780.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment No. 4-FINAL

For (Project): 2017 Paving Program		Application Date: 1/4/2018									
Application Period: 11/2/17-1/4/18		Engineer's Project No.: 09-10031.300									
A	B	C	D	E	F	G	H	I	J	K	L
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously Estimated Quantity Installed	Work Completed Previously Value of Work Installed (\$)	Work Completed This Period Estimated Quantity Installed	Work Completed This Period Value of Work Installed (\$)	Total Work Completed Estimated Quantity Installed	Total Work Completed to Date Value of Work Installed (\$)
66	Base Patching Remove & Replace 12-Inch Material	S.Y.	575.00	\$16.50	\$ 9,487.50	575.00	\$ 9,487.50		\$ -	575.00	\$ 9,487.50
67	2 1/2 Inch Asphalt Binder	S.Y.	1,400.00	\$8.35	\$11,690.00	1,400.00	\$11,690.00		\$ -	1,400.00	\$11,690.00
68	1 1/2 Inch Asphalt Surface	S.Y.	1,400.00	\$5.90	\$8,260.00	1,400.00	\$8,260.00		\$ -	1,400.00	\$8,260.00
69	3-Inch Asphalt Drive Approach Remove & Replace	S.Y.	10.00	\$140.00	\$1,400.00		\$ -		\$ -		\$ -
70	6-Inch Concrete Drive Approach Remove & Replace	S.F.	90.00	\$14.35	\$1,291.50		\$ -		\$ -		\$ -
71	Adjust Valve Box	EA.	1.00	\$395.00	\$395.00	1.00	\$395.00		\$ -	1.00	\$395.00
72	Adjust Manhole	EA.	2.00	\$840.00	\$1,680.00	2.00	\$1,680.00		\$ -	2.00	\$1,680.00
73	Reset Manhole Frame	EA.	2.00	\$1,070.00	\$2,140.00		\$ -		\$ -		\$ -
74	Restoration-Sod	S.Y.	5.00	\$25.00	\$125.00	15.00	\$375.00		\$ -	15.00	\$375.00
Total of All Pinyon Court Bid Prices					\$ 45,804.00		\$ 43,157.50		\$ -		\$ 43,157.50
Cedar Bend											
75	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	100.00	\$45.00	\$4,500.00	184.00	\$7,380.00		\$ -	184.00	\$7,380.00
76	Pulverize & Reshape	S.Y.	2,490.00	\$1.65	\$4,108.50	2,490.00	\$4,108.50		\$ -	2,490.00	\$4,108.50
77	Remove Excess Material	S.Y.	2,490.00	\$2.70	\$6,723.00	2,490.00	\$6,723.00		\$ -	2,490.00	\$6,723.00
78	Base Patching Remove & Replace 12-Inch Material	S.Y.	1,000.00	\$16.50	\$16,500.00	800.00	\$14,850.00		\$ -	800.00	\$14,850.00
79	2 1/2 Inch Asphalt Binder	S.Y.	2,490.00	\$7.80	\$19,422.00	2,490.00	\$19,422.00		\$ -	2,490.00	\$19,422.00
80	1 1/2 Inch Asphalt Surface	S.Y.	2,490.00	\$5.45	\$13,570.50	2,490.00	\$13,570.50		\$ -	2,490.00	\$13,570.50
81	3-Inch Asphalt Drive Approach Remove & Replace	S.Y.	10.00	\$140.00	\$1,400.00		\$ -		\$ -		\$ -
82	6-Inch Concrete Drive Approach Remove & Replace	S.F.	90.00	\$14.35	\$1,291.50		\$ -		\$ -		\$ -
83	Adjust Valve Box	EA.	2.00	\$395.00	\$790.00	1.00	\$395.00		\$ -	1.00	\$395.00
84	Adjust Manhole	EA.	8.00	\$840.00	\$6,720.00	7.00	\$5,880.00		\$ -	7.00	\$5,880.00
85	Reset Manhole Frame	EA.	4.00	\$1,070.00	\$4,280.00		\$ -		\$ -		\$ -
86	Repair Manhole-Slurry Backfill	V.F.	1.00	\$1,029.00	\$1,029.00	1.00	\$1,029.00		\$ -	1.00	\$1,029.00
87	Restoration-Sod	S.Y.	10.00	\$25.00	\$250.00	5.00	\$125.00		\$ -	5.00	\$125.00
Total of All Cedar Bend Bid Prices					\$ 80,584.50		\$ 73,483.00		\$ -		\$ 73,483.00
Miscellaneous Asphalt Pavement Patching											
88	Asphalt Pavement Patching	S.Y.	352.00	\$89.00	\$31,328.00	346.00	\$30,794.00		\$ -	346.00	\$30,794.00
Total of All Miscellaneous Asphalt Pavement Patching					\$ 31,328.00		\$ 30,794.00		\$ -		\$ 30,794.00
Miscellaneous Sidewalk and Curb Replacement											
89	4-Inch Concrete Sidewalk Remove and Replace	S.F.	3,650.00	\$6.45	\$23,542.50	4,045.00	\$26,090.25		\$ -	4,045.00	\$26,090.25
90	6-Inch Concrete Sidewalk Remove and Replace	S.F.	775.00	\$7.00	\$5,425.00	841.00	\$5,887.00		\$ -	841.00	\$5,887.00
91	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	362.00	\$53.59	\$19,398.58	476.00	\$25,508.84		\$ -	476.00	\$25,508.84
92	Crushed Aggregate Base Course	TON	10.00	\$20.00	\$200.00	10.00	\$200.00		\$ -	10.00	\$200.00
93	3-Inch Asphalt Surface	S.Y.	40.00	\$140.00	\$5,600.00	184.00	\$21,560.00		\$ -	184.00	\$21,560.00
94	Restoration-Sod	S.Y.	80.00	\$25.00	\$2,000.00	176.00	\$4,400.00		\$ -	176.00	\$4,400.00
Total of All Sidewalk and Curb Replacement					\$ 56,167.08		\$ 83,646.09		\$ -		\$ 83,646.09
Concrete Drive Patching											

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

4-FINAL

For (Project): 2017 Paving Program		Application Date: 1/4/2018											
Application Period: 11/2/17-1/4/18		Engineer's Project No.: 09-10031.300											
A	B	C	D	E	F	G		H		I	J	K	L
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)
95	6-Inch Concrete Driveway Remove and Replace	S.F.	1,072.00	\$7.50	\$ 8,040.00	375.00	\$ 2,812.50	224.00	\$ 1,680.00	599.00	\$ 4,492.50		
96	Crushed Aggregate Base Course	TON	10.00	\$20.00	\$ 200.00	50.00	\$ 1,000.00			50.00	\$ 1,000.00		
97	Restoration-Sod	S.Y.	20.00	\$25.00	\$ 500.00								
Total of All Concrete Drive Patching					\$ 8,740.00		\$ 3,812.50		\$ 1,680.00		\$ 5,492.50		
Pawling Avenue Parking Improvements													
98	Removals, shaping and compacting necessary to bring parking lot to subgrade	L.S.	1.00	\$8,100.00	\$ 8,100.00	1.00	\$ 8,100.00			1.00	\$ 8,100.00		
99	Relocate Tree and (2) Hardwood Stakes	EA.	3.00	\$150.00	\$ 450.00	3.00	\$ 450.00			3.00	\$ 450.00		
100	Full depth saw cutting	L.F.	340.00	\$1.25	\$ 425.00	300.00	\$ 375.00			300.00	\$ 375.00		
101	Crushed aggregate base course	TON	350.00	\$17.00	\$ 5,950.00	241.00	\$ 4,097.00			241.00	\$ 4,097.00		
102	2 1/2-inch Asphaltic concrete binder course	S.Y.	470.00	\$13.40	\$ 6,298.00	480.00	\$ 6,432.00			480.00	\$ 6,432.00		
103	1 1/2-inch Asphaltic concrete surface course	S.Y.	470.00	\$8.60	\$ 4,042.00	480.00	\$ 4,128.00			480.00	\$ 4,128.00		
104	18-inch Barrier Reject Concrete curb and gutter	L.F.	325.00	\$26.95	\$ 8,758.75	315.00	\$ 8,499.25			315.00	\$ 8,499.25		
105	30-inch Curb & Gutter, Remove & Replace	L.F.	305.00	\$31.30	\$ 9,546.50	305.00	\$ 9,546.50			305.00	\$ 9,546.50		
106	4-inch Concrete sidewalk	S.F.	35.00	\$20.00	\$ 700.00	40.00	\$ 800.00			40.00	\$ 800.00		
107	Modified Concrete Collar	EA.	1.00	\$350.00	\$ 350.00	1.00	\$ 350.00			1.00	\$ 350.00		
108	Detectable Warning Fields	S.F.	16.00	\$40.00	\$ 640.00	10.00	\$ 400.00			10.00	\$ 400.00		
109	Pavement marking, paint, 4-inch, white	L.F.	415.00	\$0.30	\$ 124.50	415.00	\$ 124.50			415.00	\$ 124.50		
110	Pavement marking, paint, 6-inch, cross hatching, white	L.F.	400.00	\$0.50	\$ 200.00	400.00	\$ 200.00			400.00	\$ 200.00		
111	Pavement marking, paint, handicap symbol, blue	EA.	1.00	\$15.00	\$ 15.00	1.00	\$ 15.00			1.00	\$ 15.00		
112	Pavement marking, paint, barrier curb head, yellow	L.F.	265.00	\$0.90	\$ 238.50	277.00	\$ 249.30			277.00	\$ 249.30		
113	Street sign affixed to building (R7-8)	EA.	1.00	\$100.00	\$ 100.00	1.00	\$ 100.00			1.00	\$ 100.00		
114	Topsoil, seed, fertilizer and erosion mat	S.Y.	15.00	\$25.00	\$ 375.00	15.00	\$ 375.00			15.00	\$ 375.00		
Total of All Pawling Avenue Parking Improvements					\$ 46,313.25		\$ 44,231.55		\$ 1,680.00		\$ 44,231.55		
Common to All Project Areas													
115	Traffic Control, Signage, and Barricades	L.S.	1.00	\$13,850.00	\$ 13,850.00	1.00	\$ 13,850.00			1.00	\$ 13,850.00		
116	Erosion Control	L.S.	1.00	\$4,950.00	\$ 4,950.00	1.00	\$ 4,950.00			1.00	\$ 4,950.00		
117	Excavation Below Subgrade (EBS)	C.Y.	200.00	\$10.15	\$ 2,030.00	84.00	\$ 852.60			84.00	\$ 852.60		
118	Geotextile Fabric	S.Y.	200.00	\$1.50	\$ 300.00								
119	Excavation Below Subgrade (EBS) Backfill	TON	80.00	\$9.15	\$ 732.00	121.20	\$ 1,108.98			121.20	\$ 1,108.98		
120	Crushed Aggregate Base Course	TON	100.00	\$15.30	\$ 1,530.00	107.00	\$ 1,637.10			107.00	\$ 1,637.10		
121	Remove and Replace Valve Box Top Section	EA.	10.00	\$850.00	\$ 8,500.00								
122	Allowance for Additional Work	L.S.	1.00	\$25,000.00	\$ 25,000.00								
Total of All Common to All Project Areas					\$ 66,892.00		\$ 22,398.68		\$ 1,680.00		\$ 22,398.68		
TOTAL BID ITEMS 1-122					\$ 1,027,242.35		\$ 920,479.57		\$ 1,680.00		\$ 922,159.57		

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

4-FINAL

For (Project): 2017 Paving Program		Application Date: 1/4/2018											
Application Period: 11/2/17-1/4/18		Engineer's Project No.: 09-10031.300											
A	B	C	D	E	F	G		H		I	J	K	L
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Total Work Completed to Date		Estimated Quantity Installed	Value of Work Installed (\$)
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)		
ADDITIONAL ITEMS													
	CCO #1 Fine Grade Greystone Dr.	S.Y.	980	\$ 2.00	\$ 1,960.00	980.00	\$ 1,960.00		\$ -	980.00	\$ 1,960.00		\$ 1,960.00
	CCO #1 Binder Grade Greystone Dr.	S.Y.	980	\$ 9.75	\$ 9,555.00	980.00	\$ 9,555.00		\$ -	980.00	\$ 9,555.00		\$ 9,555.00
	CCO #1 Surface Greystone	S.Y.	980	\$ 6.95	\$ 6,811.00	980.00	\$ 6,811.00		\$ -	980.00	\$ 6,811.00		\$ 6,811.00
	Credit Village Sewer Cleaning	LS	1	\$ 172.16	\$ 172.16	-1.00	\$ (172.16)		\$ -	-1.00	\$ (172.16)		\$ (172.16)
	TOTAL ALL ITEMS				\$ 11,516.00		\$ 18,153.84		\$ 1,680.00		\$ 18,153.84		\$ 940,313.41
					\$ 1,038,767.35		\$ 938,633.41		\$ -		\$ 1,680.00		\$ 940,313.41

Village of Hartland

JOB DESCRIPTION

Position Title:	Public Works Seasonal Crew Leader
Department/Location:	Public Works
Reports To:	Director of Public Works and Operations Supervisors
Employees Overseen:	Seasonal Help
Interrelationships:	Community members, public works department members, vendors, etc.

Position Summary:

The Public Works Seasonal Crew Leader is a career development position within the Public Works Department that directs and controls the operation and maintenance activities of all the Public Works Seasonal Help employees. The Public Works Seasonal Crew Leader, in coordination with the Operations Supervisors, is responsible for the daily direction and supervision of DPW seasonal employees and will perform the duties of the Operations Supervisors whenever directed due to absence. In coordination with the Public Works Operations Supervisor, the Public Works Seasonal Crew Leader is responsible for scheduling, directing, and overseeing the work of the Seasonal Staff and ordering necessary supplies. This would be an annual appointment/rotational position among interested and qualified staff. This work is in addition to the normally assigned duties as a Laborer.

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 the oversight and direction to the Village of Hartland Department of Public Works Seasonal Help, including application of department policies and procedures.
2. In coordination with the Public Works Director and the Public Works Operations Supervisor, recruit, interview, select, orient and participate in the hiring and evaluation of Seasonal Help.
3. Assist with the direction of short term maintenance activities for the park system and cemetery within the Village in coordination with the Public Works Operations Supervisor to ensure proper and efficient operation of the department.
4. Utilize DPW vehicles as needed to respond to requests for service.

5. Responsible for evaluation and direction of the Seasonal Help in knowing how to operate and provide minor maintenance to the vehicles and equipment that they use and their work performance.
6. Order, maintain and stock necessary supplies and equipment utilized by Seasonal Help for park and athletic field maintenance.
7. Implement department policies and procedures.
8. Prepare daily work schedule for the Seasonal Help including any necessary weekend field preps.
9. Decide on playability of fields with notification to user groups when fields are unavailable.
10. Be available to perform minor maintenance activities in the parks and park buildings as necessary.
11. Coordinate with the Operations Supervisors any necessary assistance of Department Staff for required with extra-ordinary maintenance work with the parks and fields.
12. Communicate with the public, user groups and contractors.

Other Duties:

1. Maintain knowledge of administrative procedures and timelines and be able to communicate these to other staff and constituents.
2. Plan ahead recognizing the cycle of work and projects that repeat from week to week.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye/ear protection, use of proper personal protective safety measures support and vehicle/equipment operation safety.
4. Attend and participate in local and regional training opportunities.

Knowledge & Ability

Employee must have knowledge of:

1. Principles and practices of municipal public works operations and practice.
2. Applicable state laws and regulatory codes.
3. Personnel management functions and techniques.
4. Interpersonal 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 department employees, field user groups 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 and interpret correspondence, reports, reference sources, ordinances, statutes, policies, and other routine and non-routine written communications.
8. See, recognize and manipulate job-related objects and materials, and use them to accomplish tasks appropriately.

Desired Education and Experience

1. At least three full years of service with the Department of Public Works with the Village of Hartland.
2. Demonstrated progressive experience in parks and cemetery maintenance, and the operation and maintenance of vehicles and equipment.
3. Willingness and ability to supervise employees.
4. Completion of any relevant supervisory training, is desirable.

Personal Attributes Required:

Must be highly organized and be able to work with nominal direct supervision. Must have excellent 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.

Essential Physical / Mental Requirements:

1. Must be able to sit or stand for prolonged periods 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/site and from building/site to building/site 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, other office equipment, and miscellaneous tools and equipment.

6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard, other office equipment such as fax machine, copier, and miscellaneous tools and equipment.
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 December, 2017

Revision date:

MEMORANDUM

TO: President and Village Board
FROM: David E. Cox, Village Administrator 
DATE: January 19, 2018
SUBJECT: Northeast Development

The agenda on Monday includes an update on the various issues and considerations related to the proposed development of 80 acres north of CTH K between Mary Hill and Winkleman Road by the Neumann Companies. As the Board will recall, one of the more significant issues potentially impacting development in this area was the construction of a rerouted CTH KE.

Today, President Pfannerstill and I met with County Board Chair Paul Decker, who, as our representative, has been working with us on the County's plans for the road construction. In short, Mr. Decker indicated that the County will not plan to construct the CTH KE rerouting improvements any sooner than seven (7) years from now and, more likely, some number of years farther out. According to Mr. Decker, the timing decision is being made by the County based on a formula that considers tax revenue and other factors related to a particular project including cost to the County. The time frame described above contemplated local (non-County) assistance to fund the project. With this sort of a timeframe and no ability to move the construction sooner, we would not recommend any consideration of developer or Village assistance. Without developer and/or Village contribution, the road construction is likely more than a decade away.

Based on that information, I was in contact with Matt Neumann of the Neumann Companies to advise him of this information. In our discussion, I indicated that the project should be redesigned with an expectation that the County highway construction would not occur for some time. It was suggested that the construction of CTH KE would not be a factor other than a requirement that the ROW be dedicated and that the design of the subdivision and its intersections with the County highways accommodate a future road constructed when the County is able to prioritize it based on future traffic considerations. Additionally, the new design for the Neumann development should anticipate two entryways from existing County highways that may be in place for fifteen (15) years or more.

Currently, the Plan Commission is considering the Comprehensive Plan amendments related to the proposed development and will be reviewing it again in February. It is likely the Village Board will be asked to begin to review the Comprehensive Plan changes in February as well and will be asked to hold a public hearing in March on the matter. The detailed plan review, including the changes discussed above, would likely begin in April.

MEMORANDUM

TO: Village Board

FROM: President Jeff Pfannerstill
David E. Cox, Village Administrator

DATE: January 19, 2018

SUBJECT: Agenda Policy

In follow up to an article in the December 2017 *Municipality* magazine entitled “Agenda Control and Presiding Officers,” we have been reviewing our own agenda policies and practice. The *Municipality* article was mainly written to discuss the lack of authority a Village President or other similar position has to block an item from being discussed or considered by the Board. It also added an endnote stating that such authority is also not vested in a Village Administrator. Certainly, we agree with those statements.

We held a brief e-mail conversation with the League staff regarding the matter and seeking their input on the matter. Additionally, we discussed the matter with Village Attorney de la Mora. The discussion evolved from the issue of keeping items off an agenda into one about how items get on an agenda. We decided it was appropriate to clarify with the Village Board a policy for how agenda items will be presented and how the agenda will be assembled for each meeting.

As such, we are recommending the attached policy for the setting and assembly of agendas for Village Board and other meeting of Village Boards and Committees.

JP/DC Agenda Policy

Attachment

cc: Darlene Igl, Village Clerk

VILLAGE OF HARTLAND AGENDA PREPARATION POLICY

Policy Statement

It is the policy of the Village of Hartland that the members of elected and appointed bodies of the government maintain control over the conduct of business in front of the respective bodies. Subject to this policy, members of those respective bodies shall have equal authority to request items to be placed on a given agenda for discussion and consideration by the body. It is expressly stated that no single member, whether the chair, other presiding officer or member, and no member of Village staff has the authority to remove, defer or block an item from a given agenda. Once an item is presented for inclusion on an agenda, it may only be removed or deferred with the consent of the original requester or by action of the specific body.

Agenda Assembly

The Village Administrator, with the assistance of the Village Clerk, shall be responsible for assembling and preparing a written agenda in accordance with applicable sections of the Village Code (e.g. §2-37 Order of Business) and disseminating said agenda in accordance with the applicable laws of the State and Hartland prior to each and every meeting of the Village Board. Notwithstanding the requirements of the Village Code, the Administrator may arrange the agenda in an order that promotes an efficient meeting with due regard for the interests of petitioners and public participants. The Village Board always retains the right to act on agenda items in an order other than published at its discretion.

Item Submission

Items for inclusion on a regular agenda may be submitted to the Village Administrator by any member of the Village Board. Items presented by Village Board members to the Administrator by the end of business on the Thursday before the meeting (or second to last business day of the week preceding the meeting in the event of a Village Holiday) will be included on the next agenda or, at the request of the member, a later agenda. Any appropriate or necessary supplemental material for the requested items must be presented by the aforementioned submission deadline. Items for inclusion on regular agendas generated by staff will be included at the discretion of the Village Administrator. Members of the public are not required to be on an agenda to make comments to the Village Board, however, action will not be taken on items not listed on the published agenda. In order for an item from the public to be listed on an agenda, the requester shall have complied with normal Village processes (e.g. required Plan Commission review, etc.) and shall have included a written request and sufficient background and supplementary information by the Village Board member submission deadline listed above. At the Administrator's discretion, the deadlines may be waived for public requests.

Other Bodies

Despite being written in the context of the Village Board, the provisions of this policy shall be applicable to all Village Boards, Commissions, Committees or other bodies created by the

Village Board and the actions of the Village Administrator may be performed by a designee of the Village Administrator.

Approved by the Village Board: _____

MEMORANDUM

TO: President and Board of Trustees
FROM: Darlene Igl, Village Clerk
DATE: January 17, 2017
SUBJECT: Consideration of Designating an "Official Newspaper"

In response to President Pfannerstill's request, I have gathered information related to the impact to the Village if the Board were to designate an "official newspaper".

While the Village has not currently made such a designation, State Statutes provide that the governing body of every municipality not required to have an official newspaper may designate a newspaper published or having general circulation in the municipality and utilize the same for specific notices. Further it states that the governing body of such municipality may, in lieu of newspaper publication, direct other form of publication or posting with the exception of certain specific notices. If the Village Board were to designate an official newspaper, publication of the Village Board minutes would be optional as posting on the Village's website would suffice.

A quick survey of a few of our neighboring municipalities resulted in the following information:

1. Town of Merton has designated Lake Country Now as their official newspaper; they do not publish Town Board minutes.
2. City of Delafield has not designated an official newspaper; use Lake Country Now for all required publications. They publish a condensed version of the City Council minutes.
3. Town of Delafield has not designated an official newspaper; use Waukesha Freeman for publications. They do not publish their Town Board minutes.
4. Village of Merton has not designated an official newspaper; use Lake Country Now for all required publications.
5. Village of Nashotah has not designated an official newspaper; use Lake Country Now for all required publications.

To aid the Village Board in determining their interest in publishing Village Board minutes whether or not an official newspaper is designated, Lake Country Now and Waukesha Freeman were asked to prepare a quote. Based on the sample minutes provided, Lake Country Now provided a quote of \$153 and Waukesha Freeman \$166. Additionally, both papers were asked to provide data on their circulation within the Village of Hartland. Waukesha Freeman provided their circulation in the Village of Hartland as 244 households. Lake Country Now has indicated they reach 3,675 households in the Village.

One area that would be affected if the Board would select Waukesha Freeman as the official newspaper would be the publication of joint election notices. Currently, I prepare the Absentee Type E notice and Public Test notices for all elections for a group of municipalities consisting of the City of Delafield, Town of Delafield, Town of Merton, Village of Merton, Village of Nashotah, City of Pewaukee, Village of Pewaukee and Village of Hartland. The group has historically published these notices in Lake Country Reporter. Recently the clerks from these municipalities discussed publication options and decided to continue to submit these notices to Lake Country Now as it was believed that the circulation of this publication best met our needs. Submitting these notices as a group results in cost savings.

If the Village Board were to designate a paper other than Lake Country Now as an official newspaper, the Village would no longer be a part of this group publication effort as Statutes do require that “when any municipality has designated an official newspaper, all legal notices published in a newspaper by such municipality shall be published in such newspaper unless otherwise specifically required by law”. The Village would need to publish our own independent election notices in Waukesha Freeman paying the full cost of publication. While not significant, there would be an increase in our election related expenses. We currently pay just under \$20 for our share of the cost of the joint notices. If we were to publish independently, the cost for these notices would be approximately \$75 for each election.

cc: David Cox, Village Administrator