

VILLAGE BOARD AGENDA
MONDAY, MARCH 12, 2018
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

Pledge of Allegiance – Wallschlager

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. Hartland Fire Department presentation to family of Helen Jones.
2. Presentation of proposed Centennial Park Kiosk project by Eagle Scout Jack Sullivan and consideration of approval.
3. Consideration of a motion to approve Village Board minutes of February 26, 2018.
4. Consideration of a motion to approve vouchers for payment.
5. Consideration of actions related to Licenses and Permits
 - a. Consideration of applications for an Operator's (Bartender) Licenses with a term ending June 30, 2018.
6. Consideration of second reading of Bill for an Ordinance No. 02/26/18-01 "An Ordinance to Amend Chapter 46 of the Village of Hartland Municipal Code Pertaining to Zoning Ordinance."
7. Consideration of second reading of Bill for an Ordinance No. 02/26/18-02 "An Ordinance Adopting an Amendment to the Village of Hartland Comprehensive Development Plan: 2035."
8. Consideration of a motion to approve a four-year agreement with Patrick Endter for the operation of a Beer Garden in Nixon Park between Memorial Day weekend and approximately the end of September.
9. Discussion and consideration of actions related to downtown parking signage.
10. Consideration of a motion to reject a bid for the Lisbon Avenue Sanitary Sewer Force Main Lining project.
11. Consideration of a motion to approve award of a contract to UPI, LLC of New Berlin for the 2018 Utilities Program in the amount of \$499,303.70.

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12. Consideration of a motion to authorize the ordering of a replacement Rescue Vehicle/Engine for the Fire Department in the not-to-exceed amount of \$790,000 to be delivered in 2019 and to declare as surplus and authorize the disposal of existing engines 4363 and 4365.
13. Consideration of a motion to adopt an updated Sexual and Other Unlawful Harassment, Discrimination and Retaliation Policy.
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. Consideration of a motion 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 Village Administrator and to adjourn thereafter without reconvening into open session pursuant to §19.95(2). [ROLL CALL VOTE]

David E. Cox, Village Administrator

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

MEMORANDUM

TO: President and Board of Trustees
FROM: David E. Cox, Village Administrator
DATE: March 9, 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.

Item 1 Regarding the presentation to the Helen Jones family.

Background: The Fire Department will be publically thanking the family of Hartland resident Helen Jones, who passed away earlier this year. In Ms. Jones' name the family asked that donations be made to the department's Ambulance Fund, which is used to help defray the cost of major ambulance expenses.

Recommendation: Join the Chief in expressing condolences and gratitude to the family.

Item 2 Regarding the Eagle Scout project at Centennial Park.

Background: As described in Public Works Director Einweck's memo, Eagle Scout candidate Jack Sullivan of Troop 224 will be present to describe his revised project proposal and to seek Village Board concurrence with the Park Board's approval of the project to install an informational kiosk with integral benches at Centennial Park.

Recommendation: Approve the proposed project.

Item 6 Regarding an amendment to the Zoning Code.

Background: At its last meeting, the Village Board reviewed the Plan Commission's recommendation for a new zoning district to accommodate development of small numbers of properties without municipal utilities. The proposed ordinance creates the RSE-2 Single-Family Residential Estate district, which calls for density at not more than 1.75 units per net acre and defaults to lot sizes of 30,000 square feet and 120 feet wide. However, it does allow that one or both of these figures could be reduced to not less than 25,000 square feet and 110 feet if the petitioner can demonstrate the ability to provide adequate facilities for on-site sewer and water on the proposed lots. The ordinance also allows new shared driveways, which are not allowed under Village Code, when the County or other outside agency that controls road access denies

driveways for each newly-created parcel. The Village Board has set a public hearing on the matter for March 26 as part of the regular Village Board meeting.

Recommendation: Review the ordinance and hold the final reading and consideration until after the public hearing.

Item 7 Related to a Comprehensive Plan amendment in the northeast area of the Village.

Background: At its last meeting, the Village Board reviewed the Plan Commission's recommended amendment to the Comprehensive Plan as contained in the Commission resolution. The petitioner in this case has prepared a concept neighborhood plan with street layouts for the northeast area. This neighborhood plan, along with others already developed by the Village can be reviewed by the Village Board during the process and considered as part of any future action the Board may take on the request. The draft ordinance, which is written to adopt the change, includes reference to these plans. As the Board reviews the proposed amendment, the ordinance may be amended. As a reminder, a public hearing on the amendment is set for Monday, March 26 as part of the Regular Village Board meeting.

Recommendation: Review the ordinance and hold the final reading and consideration until after the public hearing.

Item 8 Related to a renewed agreement for operation of the Beer Garden in Nixon Park.

Background: The Park Board has reviewed and recommended approval of a four-year agreement with Patrick Endter for operation of the Beer Garden in Nixon Park. The updated agreement provides for a longer season beginning annually on the Thursday prior to Memorial Day and ending with the weekend that starts on the last Thursday of September. The weekly fee to the Village for the Beer Garden moves to a flat amount of \$500 in 2018 and increases \$10 (about 2%) in each of the remaining three years.

Recommendation: Approve the agreement with Endter for the Beer Garden.

Item 9 Regarding downtown parking directional signage.

Background: At recent Village Board meetings, the topic of downtown parking and parking lot signage was discussed. The Board will be asked to consider the existing directional signage for parking lots and to discuss whether it should be changed. The Board may recall that the existing signage was developed with the Business Improvement District and was designed to

match the wayfinding signs installed at the same time. The BID's Design Committee has been discussing these signs as well and would support a modification to the signs that include reference only to the parking lots. While the BID seems to favor a round blue sign with a white "P" and arrow, staff would recommend using the standard set in the Manual for Uniform Traffic Control Devices, the US Standard for signs and pavement marking, which is a white rectangular sign with green lettering and arrow.

Recommendation: Consider the matter and determine whether the signs should be changed.

Item 10 Related to the Lisbon Force Main.

Background: Recently, bids were received for the planned lining of the force main in Lisbon Avenue that serves the Crystal Drive Lift Station. Only one bid was received and the bidder placed a number of conditions and changes to the specifications on its proposal. As Public Works Director Einweck's memo indicates, based on these factors, staff recommends that the bid be rejected and the project specifications be considered for revision and the project rebid at some point in the future.

Recommendation: Reject the bid and rebid the project.

Item 11 Related to the 2018 Utility Program.

Background: As Public Work Director Einweck's memo indicates, four bids were received for the Village's 2018 Utility Program, which includes various repairs and capital improvements in the water, sanitary and storm sewer systems. After reviewing work for other municipalities and previous work by the company for Hartland, staff recommends approval of a contract with UPI, LLC of New Berlin.

Recommendation: Approve a contract with UPI, LLC for the 2018 Utilities Program.

Item 12 Related to the ordering of a replacement rescue vehicle/engine for the Fire Department.

Background: As Fire Chief Dean's memo discusses, staff is proposing that the Village move forward with the ordering and eventual purchase of a new vehicle for the Fire Department. The proposed vehicle, which is part of a long term plan to reduce the overall number of vehicles we own and maintain, will replace two existing engines and will centralize the storage and

transport of the Department's specialized extraction and rescue equipment. The \$790,000 estimated cost would be financed in part by cash-on-hand in the Corporate Reserve Fund (about \$300,000) and borrowing, which is the same plan used for the recent ladder truck purchase. The details of the financing plan will be developed as part of the 2019 budget process.

Recommendation: Approve the ordering of the vehicle for delivery in 2019.

Item 12 Related to an updated Harassment, Discrimination and Retaliation Policy.

Background: As the Village Board may be aware, Management Staff has been undertaking a thorough review of the Village existing Employee Handbook to ensure that the language is clear and up to date. While other recommended changes to the Handbook will come at a later date, staff is suggesting that this policy be advanced now to ensure that we are up to current standards with our language for this important policy. Most notably, the updated policy is clearer in its descriptions of harassment and discrimination and includes policies against retaliation and discusses regular training of staff and other covered persons. The Policy is drafted to apply to all staff, elected and appointed officials and applicants for employment with the Village. As the other revisions to the Handbook are completed, this new policy, which becomes effective upon Board approval, will be incorporated into the document. Training on the updated policy and other related matters is expected to start in April.

Recommendation: Approve the updated Harassment, Discrimination and Retaliation Policy.

MEMO

TO: David E. Cox, Village Administrator
FROM: Michael Einweck, Director of Public Works 
DATE: March 7, 2018
SUBJECT: Centennial Park Kiosk – Eagle Scout Project

The Village was approached by Jack Sullivan, a member of Troop 224 and a student from Arrowhead HS, about an Eagle Scout project. The original project was to build a kiosk in Nixon Park, but his project had to be modified due to the large scope of the project. Therefore, Mr. Sullivan is proposing to build a 4 panel, 2 sided kiosk with benches in Centennial Park. This kiosk will provide an opportunity to post information and notices relative to our park users and additional benches in the park. Attached to this report is a location map and plans for the kiosk. This project was reviewed and approved by the Park and Recreation Board at their March 5th meeting.

The work should be completed this summer. Information in the kiosk will be from the Village/Recreation Department, Ice Age Trail Alliance, Field Group Users and possibly the BID and Chamber of Commerce. Mr. Sullivan will be presenting his project to the Village Board to get their concurrence and to get some publicity for the project and raise awareness for possible donors to the project. It is likely that Mr. Sullivan will seek some financial support from the Village to offset the cost of installation.

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

Attachments

cc: Mike Gerszewski, DPW Operations Supervisor
Kelli Yogerst, Recreation Director



Village of Hartland



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

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

The Village of Hartland does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

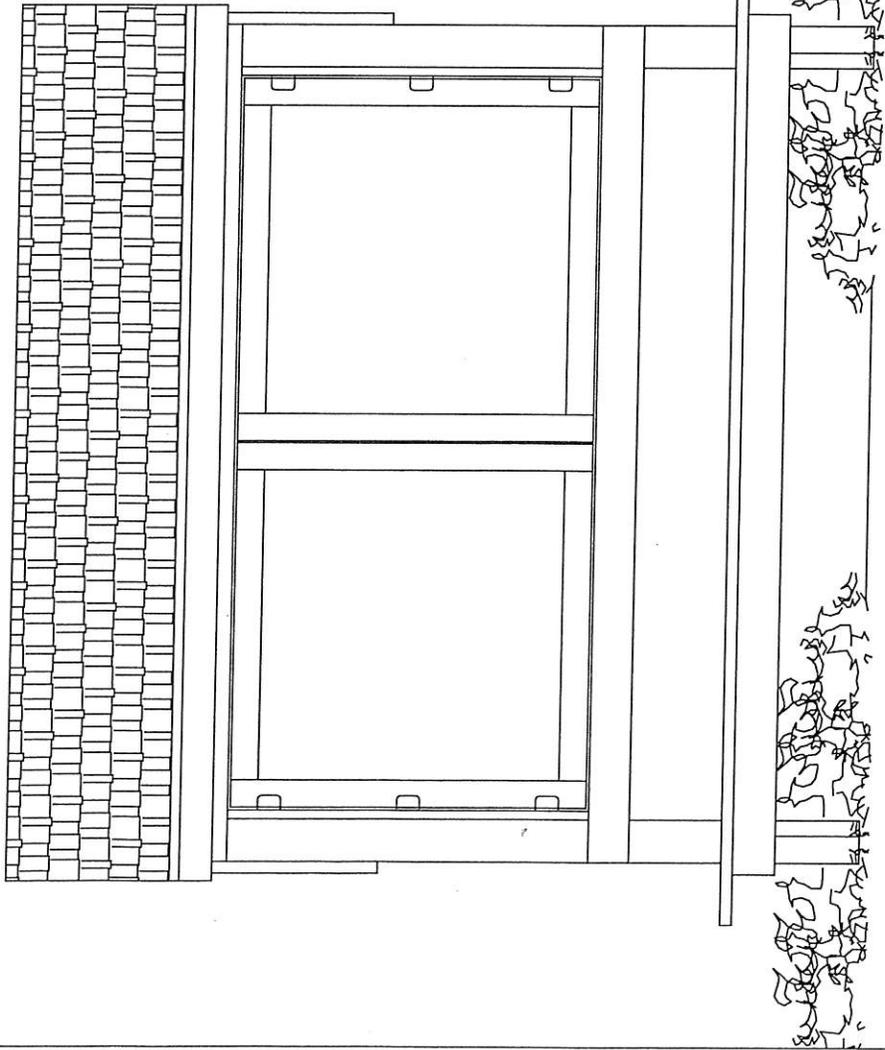


SCALE: 1 = 20'

Print Date: 3/5/2018

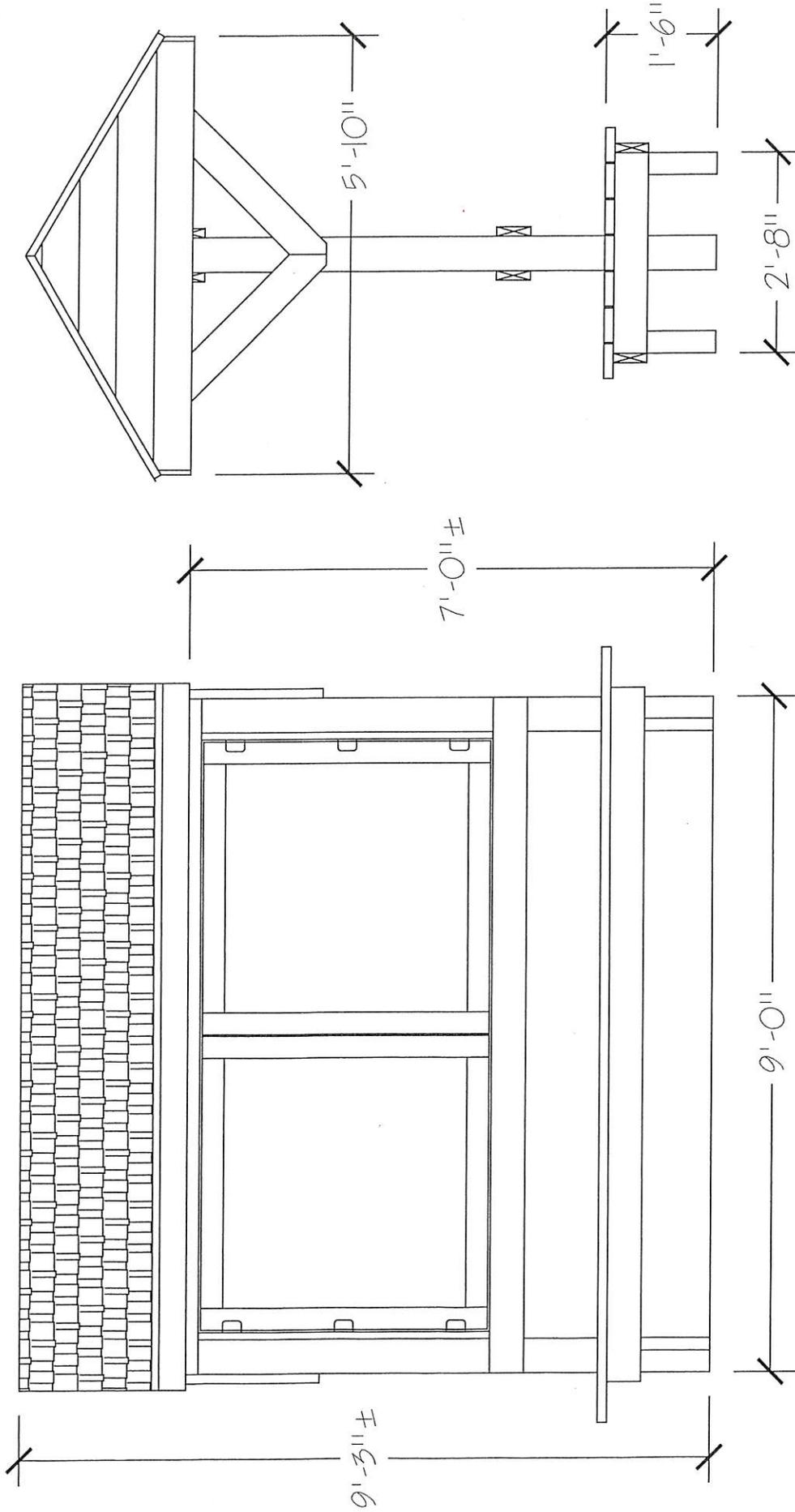
RAINBOW BRIDGE KIOSK

ICE AGE TRAIL ALLIANCE - LODI VALLEY CHAPTER
SOUTHERN COLUMBIA COUNTY



SHEET INDEX

PAGE 1	TITLE SHEET
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FRONT VIEW

END VIEW

RAINBOW BRIDGE KIOSK

ICE AGE TRAIL ALLIANCE - LODI VALLEY CHAPTER
SOUTHERN COLUMBIA COUNTY

SCALE: 1/2" = 1'-0"

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VILLAGE BOARD MINUTES
MONDAY, FEBRUARY 26, 2018
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

Pledge of Allegiance – Scout Derrick Luedtke

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

Others: Administrator Cox, Clerk Igl, Finance Director Bailey, Fire Chief Dean, DPW Director Einweck, Donna Dorau, Tom Brass, Jim Muenzenberger, Tracy Bagin, Officer Thomas Bagin, Officer Jewell, Deputy Chief Collura, Captain Kelsey

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.)

Trustee Meyers commented as a citizen that on the previous Friday night he checked on parking availability in the downtown and found that only approximately 50% of the spaces were filled. He stated that he believes that better signage would assist in directing drivers to locating available parking.

1. President Pfannerstill read a proclamation honoring Chief Michael Bagin on his retirement from the Village after 31 years of service and expressed thanks on behalf of the Village Board as well as the Village residents. Chief Bagin thanked the Village Board for their support of the Police Department and expressed that he had enjoyed working for the Village. A reception in the Chief's honor is scheduled for February 28 at Hartland North.
2. Motion (Meyers/Stevens) to approve Village Board minutes of February 12, 2018. Carried (5-0). Wallschlager and Swenson abstained.
3. Motion (Landwehr/Swenson) to approve vouchers for payment in the amount of \$154,738.00. Carried (7-0).

Items referred from the February 19, 2018 Plan Commission meeting

4. Consideration of a motion to approve site, building, landscaping and lighting plans for construction of warehouse for MWS Warehouse, 400 Cardinal Lane.

Administrator Cox stated that the proposed construction of a warehouse on the adjoining property is an expansion of the existing business. The stand-alone building will be used

primarily for storage. Trustee Wallschlager asked whether an access roadway on the property will remain. Administrator Cox stated that nothing is changing on the existing RAPCO property.

Motion (Meyers/Stevens) to approve site, building, landscaping and lighting plans for construction of warehouse for MWS Warehouse, 400 Cardinal Lane subject to meeting staff comments contained in the Engineer's letter. Carried (7-0).

5. Items related to an amendment to the Zoning Code to create the RSE-2 Single-Family Residential Estate District.
 - a. Consideration of first reading of Bill for an Ordinance No. 02/26/18-01 "An Ordinance to Amend Chapter 46 of the Village of Hartland Municipal Code Pertaining to Zoning Ordinance"

Administrator Cox stated that the draft ordinance had been reviewed and recommended by the Plan Commission with two exceptions. After review and additional conversations to address the concerns of the landowner, there were two modifications made to the language. Language was added that clarifies that the on-site utility information may not be on the CSM but may be on a separate document filed with the CSM request. Additionally, a provision was added to allow multiple parcels to be accessed from one shared driveway as the properties are situated on a County highway where the Village does not control access. It was noted that this is not allowed in any other district in the Village.

- b. Consideration of a motion to set the date of a Public Hearing for March 26, 2018 during the Regular Village Board meeting.

Motion (Swenson/Meyers) to set the date of a Public Hearing for March 26, 2018 during the Regular Village Board meeting. Carried (7-0).

6. Items related to a request for amendments to the Comprehensive Land Use Plan for the area north of CTH K (Lisbon Road) and west of Winkleman Road.
 - a. Discussion and consideration of first reading of Bill for an Ordinance No. 02/26/18-02 "An Ordinance to Adopting an Amendment to the Village of Hartland Comprehensive Development Plan: 2035"

Administrator Cox stated that the Plan Commission had reviewed the proposed amendment at two meetings and had previously reviewed the development in concept. The Plan Commission adopted a resolution recommending the amendment to the Village Board at their February 19 meeting. Administrator Cox stated that he has asked the developer to create a neighborhood plan for the area.

Trustee Wallschlager asked that a map depicting acreages of the parcels be provided. There was discussion that the development will include a road which is intended to connect with Winkleman Road in the future as part of the CTH KE reroute.

Administrator Cox stated that the developer and the Plan Commission will have to will need to determine how to buffer the road.

Trustee Wallschlager asked whether the project would have to wait until the County has the exact location of the CTH KE reroute. Administrator Cox stated that the proposed layout by the developer is based on the version of the reroute that the County has shared with us.

Trustee Wallschlager asked how the Village can make changes on a property not loved in the Village. Administrator Cox stated that a request for annexation will be submitted to the Village and that additionally, the Village has extraterritorial authority within a mile and a half from the Village boundaries.

- b. Reminder of the March 26, 2018 Public Hearing on the amendment to the Comprehensive Development Plan, which will take place during the Village Board meeting. No action taken.

Other items for consideration

7. Consideration of a motion to approve a professional services agreement with SRF Consulting Group, Inc of Madison for Comprehensive Plan and Comprehensive Outdoor Recreation Plan update services in the not to exceed amount of \$45,970, including a ten percent (10%) contingency.

Administrator Cox stated that proposals had been received for this service with two items scheduled for an update. Six proposals were reviewed by the committee with three firms interviewed. The committee unanimously chose SRF Consulting Group. The committee agreed that it was a high quality proposal that addressed the Village's needs and provided a method for moving us through the updates necessary. He stated that the committee did not know the costs provided in the proposals until after a firm was selected. The committee was pleased that the cost was in the ballpark of what the Village planned to spend on the service.

Administrator Cox stated that a buffer is in the contract to allow for things that may come up during the process. It is anticipated that the process will take approximately 12 months to complete. Trustee Wallschlager stated that it will not just be employees of the firm and/or Village employees involved in the updates but that residents will be asked to work on this as well. Any interested parties will be asked to submit their information to the Village. A group of eight to twelve individuals is desired.

Administrator Cox stated that he believes it critical that the current document be turned into something that is easier for users to comprehend and will be utilized as a part of the planning activities of the Village.

Motion (Meyers/Wallschlager) to approve a professional services agreement with SRF Consulting Group, Inc of Madison for Comprehensive Plan and Comprehensive Outdoor Recreation Plan update services in the not to exceed amount of \$45,970, including a ten percent (10%) contingency. Carried (7-0).

8. Discussion and possible consideration of actions related to a resident request for dog waste stations in the Village.

President Pfannerstill stated that this item was brought to the Village Board after a complaint was received from a resident. Trustee Stevens expressed concerns that he doesn't think residents will use the waste stations if they aren't currently pickup up their dog waste. Trustee Wallschlager stated that the Village could get a discounted price of \$200 each for stations that would include a container for the waste which would need to be emptied periodically. It was discussed that perhaps fundraising could be done to facilitate the purchase of waste stations. It was suggested that one be placed at Nixon Park initially to determine whether they would be helpful. It was discussed that this could be reviewed by the Park Board. Trustee Meyers commented that he doesn't think this is a problem in the park but is an issue along the ice age trail. It was agreed that Trustee Wallschlager would do further research on this issue and follow up with the Village Board in April.

9. Discussion and possible consideration of a cost sharing proposal for the replacement and installation of benches in the Downtown Business Improvement District.

Administrator Cox stated that the Downtown Business Improvement District is asking the Village to partner with them in replacing benches in the downtown and installing two additional benches. He stated that the Plan Commission has recommended approval of the style of bench proposed. It was stated that the total cost of the benches with sponsor plaques is \$18,000. BID is asking the Village to handle the bench installation. Tom Brass stated that BID will absorb the cost of the plaques allowing the opportunity for memorial sponsorships on each bench. DPW Director Einweck stated that he will work with BID to make sure the benches are in the correct locations.

Motion (Stevens/Swenson) to accept the proposal for cost sharing for the replacement of benches in the Downtown Business Improvement District in the amount of \$9,200 and to provide the installation. Carried (7-0).

10. Consideration of a motion to approve participation in League of Wisconsin Municipalities program to review Hartland's obligations and options related to closed captioning requirements.

Administrator Cox stated that there are requirements for closed captioning and that recent interpretations have moved the obligation to comply with the requirements down to the municipal level. He stated that the League is working with an outside law firm that specializes in this activity and for a flat fee of \$1,000 the firm would prepare an individual report for the

Village describing how the regulations affect us. They would review what we are currently doing with broadcasting, compare it to the law and look at what we can do to improve.

Motion (Wallschlager/Compton) to approve participation in League of Wisconsin Municipalities program to review Hartland's obligations and options related to closed captioning requirements. Carried (7-0).

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

President Pfannerstill reminded residents that the Spring Primary will be held on April 3 at the Community Center from 7 a.m. to 8 p.m. He also congratulated local sports teams that were to State.

Residents were reminded that the open house in honor of Chief Bagin's retirement will be held on February 28 at Hartland North beginning at 4:30 p.m.

President Pfannerstill asked that the Closed Session that had been included on the agenda be postponed until the March 12 Village Board meeting,

12. Motion (Stevens/Swenson) to adjourn at 8:21 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: March 9, 2018

RE: Voucher List & February Tax Settlements

Attached is the voucher list for the March 12, 2018 Village Board meeting.

March 12, 2018 Checks:	\$ 108,086.67
February Manual Checks:	\$ 5,427.31
Subtotal of checks:	\$ 113,513.98

Listed below are the February tax settlements for:

Hartland/Lakeside School	\$ 1,271,531.78
Arrowhead High School	\$ 1,075,800.66
Lake Country School	\$ 189,014.07
Swallow School	\$ 463,347.12
Merton School	\$ 35,664.33
WCTC	\$ 121,925.28
Waukesha County	\$ 645,714.40
Other February Wires:	\$ 144,117.95
Total February Wires:	\$ 3,947,115.59

The total amount to be approved is: \$ 4,060,629.57

VILLAGE OF HARTLAND
VOUCHER LIST - MARCH 12, 2018

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
R 101-44300 PERMITS	DEMLANG BUILDERS	DUPLICATE ELECTRICAL PERMIT/1676 WHISTLING HIL	\$405.08
G 804-21520 RETIREMENT DEDUCTIONS PAYABLE	EDWARD JONES	GARDNER IRA 02/09 AND 02/23	\$188.78
G 101-23000 SPECIAL DEPOSITS	GEHRED, ELIZABETH M	DEPOSIT MEETING ROOM 1/SEPT 10 2009	\$75.00
G 101-24240 COURT FINES DUE STATE	GEROU, JULIAN	CHANGE DUE/NIKCEVICH AD013501-5	\$7.40
G 101-24240 COURT FINES DUE STATE	GRALL, ERIK	CHANGE DUE/GRALL AD767566-2	\$7.40
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	MARCH DUES	\$394.00
G 101-23000 SPECIAL DEPOSITS	KEENE, PAULA	DEPOSIT MEETING ROOM 1/JAN 21 2009	\$75.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	NIKCEVICH/AD013501-5	\$312.60
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	GRALL/AD767566-2	\$312.60
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	HWILKA/BB008154-6	\$312.60
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	RAETHER/BB008361-3	\$312.60
G 101-21560 LIFE INSURANCE DEDUCT PAYABLE	SECURIAN FINANCIAL GROUP INC	APR PREMIUMS	\$775.12
G 101-24240 COURT FINES DUE STATE	WAUKESHA CTY SHERIFF S DEPT	STATEN/18CT152	\$310.00
EXPENSE Descr			\$3,488.18
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	CYLINDER RENTAL	\$106.41
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BATTERY PRODUCTS INC	BATTERIES	\$7.90
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	CPAP SUPPLIES	\$620.91
E 101-52300-360 VEHICLE MAINT/EXPENSE	JEFFERSON FIRE & SAFETY INC	LIFE LINE INVERTER FOR 4351	\$651.60
E 101-52300-360 VEHICLE MAINT/EXPENSE	KEN WEBER TRUCK SERVICE	REPAIR CHARGER 4351	\$315.00
E 101-52300-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	APR PREMIUMS	\$18.89
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	WALKER/NASH CLASSES	\$172.04
EXPENSE Descr AMBULANCE			\$1,892.75
EXPENSE Descr CABLE TELEVISION			
E 101-55370-300 OPERATING SUPPLIES/EXPENSES	WCM	STATION MEMBERSHIP	\$205.00
EXPENSE Descr CABLE TELEVISION			\$205.00
EXPENSE Descr CORPORATE RESERVE EXPENSES			
E 402-59900-820 POLICE DEPT EXPENSE	10-33 VEHICLE SERVICES	INSTALL RADIO SQ #5 AND #7	\$494.40
EXPENSE Descr CORPORATE RESERVE EXPENSES			\$494.40
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-758 MEETINGS	CARDMEMBER SERVICES	COMMITTEE MEETING COFFEE/DONUTS	\$50.74
E 804-56700-746 TELEPHONE	CARDMEMBER SERVICES	FEB AT&T	\$120.18
E 804-56700-758 MEETINGS	CARDMEMBER SERVICES	COMMITTEE MEETING LUNCH	\$42.22
E 804-56700-140 RETIREMENT BENEFITS	EDWARD JONES	GARDNER IRA 02/09 AND 02/23	\$62.00
E 804-56700-715 STREETSCAPE PROGRAM	PATIO PETALS	STREETSCAPE/HOLIDAY DECORATIONS	\$450.00

Account Descr	Search Name	Comments	Amount
EXPENSE Descr ECONOMIC DEVELOPMENT			\$725.14
EXPENSE Descr ELECTIONS			
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	BEAR GRAPHICS	ELECTION ENVELOPES	\$184.58
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	CONLEY MEDIA LLC	ELECTION NOTICES	\$48.65
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	FOX BROS PIGGLY WIGGLY	ELECTION FOOD/BEVERAGES	\$47.38
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	FOX BROS PIGGLY WIGGLY	ELECTION FOOD	\$15.98
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	MILWAUKEE JOURNAL SENTINEL	PUBLIC TEST/POLLING LOCATION NOTICES	\$40.88
EXPENSE Descr ELECTIONS			\$337.47
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 101-53635-460 LANDSCAPE MANAGEMENT	BIEBELS TRUE VALUE	FILE GUIDE	\$79.90
E 101-53635-460 LANDSCAPE MANAGEMENT	FRONTIER-SERVCO FS	TORDON HERBICIDE	\$185.07
E 101-53635-460 LANDSCAPE MANAGEMENT	HAHN ACE HARDWARE	SAW FILES	\$173.37
E 101-53635-470 LANDSCAPE PLANTINGS	PROVEN POWER INC	WOODCUTTER/APRON CHAPS	\$147.90
E 101-53635-460 LANDSCAPE MANAGEMENT	VERMEER - WISCONSIN INC	FIBERGLASS SCAB/CHAIN SAW GLOVES/SLEEVES	\$274.99
EXPENSE Descr ENVIRONMENTAL SERVICES			\$861.23
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	AT&T	FEB-MAR SERVICE	\$18.50
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	BANYON DATA SYSTEMS INC	FIXED ASSETS/UB SUPPORT	\$330.00
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	MARCH ADMN SERVICES	\$168.27
E 101-51500-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	APR PREMIUMS	\$36.23
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	VILLAGE GRAPHICS	PURCHASE ORDERS	\$280.80
EXPENSE Descr FINANCIAL ADMINISTRATION			\$833.80
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	5 ALARM FIRE	FIRE HOOKS/LONESTAR AXE/AXE PIGLET	\$604.00
E 101-52200-220 UTILITY SERVICES	AT&T	FEB-MAR SERVICE	\$18.50
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BENDLIN FIRE EQUIPMENT CO, INC	VEHICLE WASH/FOAM SPRAYER/RINSE	\$383.75
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BENDLIN FIRE EQUIPMENT CO, INC	RIT BAG/ROPE BAG	\$330.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BENDLIN FIRE EQUIPMENT CO, INC	LETTERING PATCH/HOOK LOOP ATTACHMENT	\$61.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BENDLIN FIRE EQUIPMENT CO, INC	RESCUE ROPE	\$204.85
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	DOOR GLASS/SINK FAUCE/CAULK	\$245.23
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	CHARGER	\$12.99
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	CAULK	\$5.84
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	COMPETTITOR AWARDS & ENGRAVING	PLAQUES	\$85.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$12.89
E 101-52200-255 BLDGS/GROUNDS	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$439.25
E 101-52200-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	APR PREMIUMS	\$18.90
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	W.S. DARLEY & CO.	HOOD/SHIPPING	\$34.05
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB SURVIVE ALIVE/ELECTRIC	\$85.94
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	JAN SURVIVE ALIVE/GAS	\$49.37

Account Descr	Search Name	Comments	Amount
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	JAN ELECTRIC/GAS	\$1,199.09
EXPENSE Descr FIRE PROTECTION			\$3,790.65
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	AT&T	FEB-MAR SERVICE	\$18.50
E 101-51400-395 COMMUNITY RELATIONS	CIVIC PLUS	ANNUAL WEBSITE RENEWAL	\$5,997.92
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	CONLEY MEDIA LLC	PUBLIC HEARING NOTICE/NEUMANN	\$28.92
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	PAPER	\$9.75
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$57.80
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PITNEY BOWES	DEC-MARCH LEASE	\$331.95
E 101-51400-395 COMMUNITY RELATIONS	R&S HOSPITALITY LLC	RETIREMENT PARTY/BAGIN	\$1,165.25
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	JAN-FEB ADDL IMAGES	\$277.02
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	FEB-MAR COPIER	\$306.00
E 101-51400-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	APR PREMIUMS	\$56.77
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	VILLAGE GRAPHICS	ENVELOPES	\$132.99
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY REGISTER OF DEEDS	FEB DOCUMENT	\$30.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY REGISTER OF DEEDS	FEB DOCUMENT	\$30.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	FEB BARTENDERS	\$7.00
EXPENSE Descr GENERAL ADMINISTRATION			\$8,449.87
EXPENSE Descr INSPECTION			
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	AT&T	FEB-MAR SERVICE	\$18.50
EXPENSE Descr INSPECTION			\$18.50
EXPENSE Descr JUNIPER WAY			
E 401-70470-290 OUTSIDE SERVICES/CONTRACTS	CONLEY MEDIA LLC	BID ADVERTISEMENT/PAVING	\$63.49
EXPENSE Descr JUNIPER WAY			\$63.49
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	AT&T	FEB-MAR SERVICE	\$18.51
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	VELCRO	\$17.88
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	COMPETITOR AWARDS & ENGRAVING	MOUNT DOCUMENTS ON PLAQUES	\$98.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	NARCAN	\$122.08
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HARTFORD POLICE DEPT	SAFE/POWER EMERGENCY RESPONSE	\$30.00
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	DISC BRAKE RELINE/BRAKE PAD SET SQ #4	\$201.29
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	LABOR/SPOT LIGHT REPAIR SQ #3	\$174.53
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	OIL CHANGE SQ #8	\$48.03
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	FEB USER FEE/PHONE SEARCHES	\$135.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	TONER	\$311.97
E 101-52100-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	APR PREMIUMS	\$210.90
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	BADGE/SHIELD/SHIPPING	\$134.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	VERIZON WIRELESS	JAN-FEB SERVICE	\$239.72
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	VERIZON WIRELESS	JAN-FEB SERVICE	\$39.95

Account Descr	Search Name	Comments	Amount
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	VERIZON WIRELESS	JAN-FEB SERVICE	\$413.76
E 802-52100-300 OPERATING SUPPLIES/EXPENSES	VERIZON WIRELESS	JAN-FEB SERVICE	\$31.79
EXPENSE Descr LAW ENFORCEMENT			\$2,227.41
EXPENSE Descr LIBRARY			
E 101-55110-220 UTILITY SERVICES	AT&T	FEB-MAR SERVICE	\$18.50
E 101-55110-310 BOOKS & MATERIALS	BAYSCAN TECHNOLOGIES	BLU RAY CASES/TRAYS	\$334.80
E 101-55110-310 BOOKS & MATERIALS	BAYSCAN TECHNOLOGIES	CD CASES	\$130.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	BOOK POCKETS	\$255.98
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	HANG UP BAGS/MEDIA POUCH	\$88.36
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	NEWSLETTERS	\$48.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	GILBERTSON, CATHY	REIMBURSE BOOKSHELF	\$111.42
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	KAPCO	TAPE/EASY JACKETS	\$129.60
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	ADULT DVD	\$20.01
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	NANCY MASSNICK, LIBRARY DIR	PETTY CASH	\$74.24
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$108.11
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	CASE REPLACEMENT	\$12.00
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOK	\$74.25
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	REPLACEMENT CD	\$10.00
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	REPLACEMENT CD	\$10.00
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$150.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN/WITH	\$29.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	MARCH COPIER	\$77.31
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	MARCH COPIER	\$76.35
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	FEB ADDL IMAGES	\$63.25
E 101-55110-310 BOOKS & MATERIALS	SCHOLASTIC LIBRARY PUBLISHING	BOOKS	\$317.85
E 101-55110-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	APR PREMIUMS	\$87.50
E 101-55110-255 BLDGS/GROUNDS	VENTURE ELECTRIC	REPAIR TO LIGHT KEEPER	\$1,604.65
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	FEB-MAR GAS SERVICE	\$690.17
EXPENSE Descr LIBRARY			\$4,521.35
EXPENSE Descr LIBRARY SPEC EXPENSE			
E 205-59100-305 EXPENSES-OTHER	DEMCO INC	TSHIRTS/BANNERS/GAMES/KEYCHAINS	\$243.33
EXPENSE Descr LIBRARY SPEC EXPENSE			\$243.33
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$136.32
E 101-51600-255 BLDGS/GROUNDS	AUTOMOTIVE PARTS & EQUIPMENT	WATER PUMP	\$39.39
E 101-51600-255 BLDGS/GROUNDS	AUTOMOTIVE PARTS & EQUIPMENT	V BELT	\$18.54
E 101-51600-255 BLDGS/GROUNDS	HAHN ACE HARDWARE	SNOWBLOWER	\$775.00
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$150.00
E 101-51600-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB GAS	\$667.09

Account Descr	Search Name	Comments	Amount
EXPENSE Descr MUNICIPAL BUILDING			\$1,786.34
EXPENSE Descr PARKS			
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB NIXON	\$19.46
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB PENBROOK	\$15.71
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB PENBROOK	\$23.62
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB BARK RIVER	\$44.23
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB NIXON	\$17.58
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB FAC	\$31.77
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB NIXON	\$29.09
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB NIXON	\$28.42
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB CENTENNIAL	\$170.18
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB HARTBROOK	\$15.71
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB HARTBROOK	\$28.55
EXPENSE Descr PARKS			\$424.32
EXPENSE Descr PUBLIC WORKS			
E 101-53000-220 UTILITY SERVICES	AT&T	FEB-MAR SERVICE	\$18.51
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	REAR WIPER BLADES	\$12.99
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	CLAMP	\$57.45
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	U BOLTS	\$21.16
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	CAP/BLADE	\$39.63
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	ANTI RUST	\$7.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	CREDIT	-\$74.31
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	TOWELS/SPARK PLUG	\$89.08
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	AIR FILTER	\$10.27
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	AIR FILTERS	\$17.33
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	OIL	\$45.52
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	OIL	\$68.28
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	LINE HOSE/BATTERY	\$77.49
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	WHEEL WEIGHT	\$30.99
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	CREDIT	-\$9.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	AIR FILTER	\$7.64
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	SPARK PLUG/AIR FILTER/MOTOR TUNE UP	\$177.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	OIL FILTER	\$7.84
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	RADIATOR HOSE	\$146.52
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	COUPLER/SQUEEGEE/PLUG WIRE	\$155.62
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	SPARK PLUG/WHL COV	\$29.78
E 101-53000-360 VEHICLE MAINT/EXPENSE	AUTOMOTIVE PARTS & EQUIPMENT	FUEL FILTER/WASHER FLUID/GASKET SET	\$196.47
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	ROPE FOR TRASH PUMPS	\$31.28
E 101-53000-410 STREETS GEN MAINT	BIEBELS TRUE VALUE	GARBAGE CAN	\$35.07
E 101-53000-360 VEHICLE MAINT/EXPENSE	BRUCE MUNICIPAL EQUIPMENT INC	SWITCH/BELT/SHIPPING	\$198.93

Account Descr	Search Name	Comments	Amount
E 101-53000-360 VEHICLE MAINT/EXPENSE	BRUCE MUNICIPAL EQUIPMENT INC	SWIVEL JOINT	\$277.49
E 101-53000-360 VEHICLE MAINT/EXPENSE	BRUCE MUNICIPAL EQUIPMENT INC	SENSOR/SHIPPING	\$111.94
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	WIPES	\$54.76
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	BULB	\$21.99
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	LED BULB	\$51.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	AIR CYLINDER #26	\$159.95
E 101-53000-240 CONTRACTED SNOW & ICE CONTROL	CONCRETE & BRICK SPECIALISTS	FEB SNOWPLOWING	\$2,660.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	CORNWELL	BATTERY POWERED SOLDERING IRON	\$83.48
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	GRAINGER	SAND BAGS	\$289.88
E 101-53000-360 VEHICLE MAINT/EXPENSE	HAHN ACE HARDWARE	AIR FILTERS	\$32.36
E 101-53000-360 VEHICLE MAINT/EXPENSE	INTERSTATE BATTERIES	BATTERIES FOR #19	\$225.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	JENSEN EQUIPMENT CO INC	BELTS/AIR FILTERS	\$157.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	JENSEN EQUIPMENT CO INC	FLOOD LED	\$99.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	JENSON MOTORS	FIX AC TRACTOR 4520/TIRE SENSOR	\$365.29
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	JNL WROUGHT IRON INC	REPAIR GATE	\$294.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	HOLE SAW	\$429.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	HOLE SAW	\$388.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	SLING/PIN/NUT	\$223.38
E 101-53000-350 EQUIPMENT PURCHASE	LINCOLN CONTRACTORS	HOSE/CORD	\$130.00
E 101-53000-350 EQUIPMENT PURCHASE	LINCOLN CONTRACTORS	PUMPS	\$1,228.82
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$83.45
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	OLSEN SAFETY EQUIPMENT CORP	RAIN JACKET/BOOTS	\$94.41
E 101-53000-360 VEHICLE MAINT/EXPENSE	POMP S TIRE SERVICE INC	TIRES	\$130.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	POMP S TIRE SERVICE INC	TIRES	\$396.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	HOSE	\$60.63
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	HYDRAULIC HOSES FOR #27	\$590.04
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	HOSES	\$133.96
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	HEPATITIS B/MAAS	\$71.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	PLUG	\$14.04
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	VALVE/CLAMP/O RING	\$142.43
E 101-53000-360 VEHICLE MAINT/EXPENSE	REARDON METAL FEBRICATING	JOHN DEERE TRACTOR PARTS	\$210.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	RINDERLE DOOR CO	GARAGE DOOR INSPECTION AND MAINTENANCE	\$779.50
E 101-53000-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	APR PREMIUMS	\$279.41
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	SPECIAL INVOICE 02/13	\$19.80
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 01/30	\$121.75
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	SPECIAL INVOICE 02/23	\$4.95
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 02/20	\$106.45
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 02/06	\$94.75
E 101-53000-180 OTHER BENEFITS	SPIC AND SPAN INC	UNIFORMS 02/13	\$133.45
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRINITY ECO SOLUTIONS	DEGREASER/CLEANER	\$549.60
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	TRINITY ECO SOLUTIONS	DEGREASER/CLEANER	\$285.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	PIPE	\$233.57

Account Descr	Search Name	Comments	Amount
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	PIPE/FLEX TUBE/CLAMPS	\$667.54
E 101-53000-360 VEHICLE MAINT/EXPENSE	VAN HORN FORD	TIRE PRESSURE SENSOR	\$133.80
E 101-53000-220 UTILITY SERVICES	VERIZON WIRELESS	JAN-FEB SERVICE	\$75.70
E 101-53000-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB GAS	\$1,130.11
E 101-53000-225 STREET LIGHTING	WE ENERGIES	JAN-FEB ST LIGHTING	\$131.47
E 101-53000-220 UTILITY SERVICES	WE ENERGIES	JAN ELECTRIC	\$749.86
E 101-53000-225 STREET LIGHTING	WE ENERGIES	DEC-JAN CLOCK	\$34.61
E 101-53000-225 STREET LIGHTING	WE ENERGIES	JAN-FEB CAMPUS DRIVE	\$392.60
E 101-53000-410 STREETS GEN MAINT	WOLF CONSTRUCTION CO INC	COLD MIX	\$76.96
EXPENSE Descr PUBLIC WORKS			\$16,611.40
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-302 TO THE POINTE DANCE PROGRAM	ANDI BISSEN	FEB DANCE CLASSES	\$192.04
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	AT&T	FEB-MAR SERVICE	\$18.50
E 101-55300-302 TO THE POINTE DANCE PROGRAM	CHRISTOPHER GILBERT	FEB DANCE CLASSES	\$277.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	FEB YOGA STRENGTH PUNCH CARDS	\$100.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	MAR-APR WEDS ALIGNMENT YOGA	\$600.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	FEB GENTLE YOGA PUNCH CARDS	\$168.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	FEB MODERATE YOGA PUNCH CARDS	\$168.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	MAR-APR MON ALIGNMENT YOGA	\$600.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	LATE ADD JAN-MAR ALIGNMENT YOGA	\$40.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUSOLD, CAROL	FEB NIA PUNCH CARDS	\$160.00
E 101-55300-302 TO THE POINTE DANCE PROGRAM	GAYDOS-FEDAK, NINA M	FEB DANCE CLASSES	\$2,375.76
E 101-55300-302 TO THE POINTE DANCE PROGRAM	HECKEL DANCE LLC	FEB DANCE CLASSES	\$995.40
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	ITS IN EVERY DETAIL	FEB BARRE STRENGTH PUNCH CARDS	\$352.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	FEB CORE FITNESS PUNCH CARDS	\$374.40
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	FEB CORE FITNESS PUNCH CARDS	\$96.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	FEB CARDIO FIT PUNCH CARDS	\$216.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OSBORNE, SHEILA RAE	MY BEST COLORS PROGRAM	\$120.00
E 101-55300-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	APR PREMIUMS	\$4.54
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SPRECHER, MARIA	FEB QIGONG PUNCH CARDS	\$96.00
E 101-55300-302 TO THE POINTE DANCE PROGRAM	VALERIE RODRIGUES	FEB DANCE CLASSES	\$156.80
E 101-55300-302 TO THE POINTE DANCE PROGRAM	VENCI, EMILY	FEB DANCE CLASSES	\$119.70
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	FEB YOGA FOR LIFE PUNCH CARDS	\$921.60
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	FEB CHAIR YOGA PUNCH CARDS	\$345.60
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	FEB YOGA FOR LIFE PUNCH CARDS	\$672.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$9,170.34
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	ADVANCED DISPOSAL SERVICES	FEB SERVICES	\$31,796.60
EXPENSE Descr REFUSE & GARBAGE COLLECTION			\$31,796.60
EXPENSE Descr SEWER SERVICE			

Account Descr	Search Name	Comments	Amount
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	AT&T	FEB-MAR SERVICE	\$18.51
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	BANYON DATA SYSTEMS INC	FIXED ASSETS/UB SUPPORT	\$330.00
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	BRUCE MUNICIPAL EQUIPMENT INC	JET HEAD	\$1,094.12
E 204-53610-800 CAPITAL OUTLAY	CONLEY MEDIA LLC	BID ADVERTISEMENT	\$104.14
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	CUMMINS N POWER LLC	REPAIR ARLENE LIFT STATION	\$554.08
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	MARCH ADMN SERVICES	\$25.89
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	POMP S TIRE SERVICE INC	TIRES	\$130.00
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	DEC-JAN SHADOW RIDGE	\$60.32
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB WOODLANDS	\$44.21
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB BRADFORD	\$52.23
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	DEC-JAN ARLENE	\$268.52
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	DEC-JAN RUSTIC	\$47.99
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	DEC-JAN CRYSTAL	\$99.27
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB HWY 83	\$24.14
EXPENSE Descr SEWER SERVICE			\$2,853.42
EXPENSE Descr TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$23.94
EXPENSE Descr TRUSTEES			\$23.94
EXPENSE Descr WATER UTILITY			
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	AT&T	FEB-MAR SERVICE	\$18.51
E 620-53700-933 TRANSPORTATION EXPENSES	AUTOMOTIVE PARTS & EQUIPMENT	LED BULB	\$66.99
E 620-53700-923 OUTSIDE SERVICES	BADGER METER INC	BEACON MBL LIC	\$1,149.96
E 620-53700-923 OUTSIDE SERVICES	BADGER METER INC	FEB BEACON HOSTING	\$151.80
E 620-53700-923 OUTSIDE SERVICES	BANYON DATA SYSTEMS INC	FIXED ASSETS/UB SUPPORT	\$330.00
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	DRYWALL TAPE	\$2.58
E 620-53700-673 TRANS&DIST MAINS	CONLEY MEDIA LLC	BID ADVERTISEMENT UTILITIES	\$61.28
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	MARCH ADMN SERVICES	\$64.72
E 620-53700-652 MAINTENANCE OF SERVICES	KIMBALL MIDWEST	TUBING CUTTER	\$181.05
E 620-53700-652 MAINTENANCE OF SERVICES	KIMBALL MIDWEST	TUBING CUTTER	\$181.05
E 620-53700-631 WATER TREATMENT - CHEMICALS	MARTELLE WATER TREATMENT	CHEMICALS FOR WATER	\$1,704.20
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	INVESTIGATIVE WELLS	\$100.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	FEB BACTERIA SAMPLES	\$54.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	570 PROGRESS WELL #3	\$20.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	FEB BACTERIA SAMPLES	\$54.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	DRINKING WATER	\$18.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	DRINKING WATER	\$1,760.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	FEB BACTERIA SAMPLES	\$72.00
E 620-53700-681 COMPUTERS & SOFTWARE	ONTECH SYSTEMS, INC	LAPTOPS	\$3,258.00
E 620-53700-930 MISC GENERAL EXPENSES	POMP S TIRE SERVICE INC	TIRES	\$260.00
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	PRO INDUSTRIAL CONTROLS	HEATER/THERMOSTAT	\$140.98

Account Descr	Search Name	Comments	Amount
E 620-53700-930 MISC GENERAL EXPENSES	SCHLAFER, JAKE	REIMBURSE MILEAGE	\$113.36
E 620-53700-635 MAINTENANCE OF TREATMENT PLANT	USA BLUE BOOK	TUBING/VALVE/DRUM PUMP KIT	\$585.25
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JAN-FEB COVENTRY	\$102.80
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JAN-FEB SUNNYSLOPE	\$919.20
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JAN-FEB MANCHESTER	\$1,405.04
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	JAN SUNSHINE	\$20.10
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	JAN-FEB #3 PUMPHOUSE	\$11.36
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JAN-FEB SUNSHINE	\$3,544.17
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JAN-FEB BRISTLECONE	\$393.67
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JAN-FEB MICRO BOOSTER	\$25.34
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	DEC-JAN HILL ST	\$109.06
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	JAN-FEB PENBROOK	\$57.54
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JAN-FEB PENBROOK	\$241.67
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	JAN-FEB BRISTLECONE	\$15.06
E 620-53700-930 MISC GENERAL EXPENSES	WI DEPT OF NATURAL RESOURCES	OPERATOR CERT EXAM/SCHLAFER	\$75.00
EXPENSE Descr WATER UTILITY			\$17,267.74
			\$108,086.67

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Payments

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Batch Name	FEB18MC	User Dollar Amt	\$5,427.31		
	Payments	Computer Dollar Amt	\$5,427.31		
			\$0.00	In Balance	
Refer	55856 WI SUPPORT COLLECTIONS TRUS Ck# 008684 2/8/2018				
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO PP #3				\$484.61
Invoice					
Transaction Date	3/6/2018	GF Checking	11100	Total	\$484.61
Refer	55857 US DEPT OF EDUCATION Ck# 008685 2/8/2018				
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO GARNISHMENT/DYER				\$216.29
Invoice					
Transaction Date	3/6/2018	GF Checking	11100	Total	\$216.29
Refer	55858 RICHTER, ANDREW Ck# 008686 2/20/2018				
Cash Payment	G 101-12110 PROPERTY TAX REFUNDS 0426019				\$185.64
Invoice	REFUND				
Transaction Date	3/6/2018	GF Checking	11100	Total	\$185.64
Refer	55859 WI SUPPORT COLLECTIONS TRUS Ck# 008687 2/23/2018				
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO PP #4				\$484.61
Invoice					
Transaction Date	3/6/2018	GF Checking	11100	Total	\$484.61
Refer	55860 US DEPT OF EDUCATION Ck# 008688 2/23/2018				
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO GARNISHMENT/DYER				\$233.89
Invoice					
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO GARNISHMENT/REID				\$1.73
Invoice					
Transaction Date	3/6/2018	GF Checking	11100	Total	\$235.62
Refer	55861 WE ENERGIES Ck# 008689 2/27/2018				
Cash Payment	E 101-55110-220 UTILITY SERVICES JAN-FEB ELECTRIC				\$1,965.28
Invoice	6476379894				
Cash Payment	E 101-51600-220 UTILITY SERVICES JAN-FEB ELECTRIC				\$1,762.85
Invoice	0882213292				
Cash Payment	E 101-53000-225 STREET LIGHTING JAN-FEB FOUR WINDS WEST				\$92.41
Invoice	7082721129				
Transaction Date	3/6/2018	GF Checking	11100	Total	\$3,820.54

Fund Summary

	11100 GF Checking	
101 GENERAL FUND	\$5,427.31	
	\$5,427.31	

Pre-Written Checks	\$5,427.31
Checks to be Generated by the Computer	\$0.00
Total	\$5,427.31

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Current Period: FEBRUARY 2018

Batch Name	Payment	Computer Dollar Amt		Posted	
Batch Name	FEB18WIRE				
Payment		\$3,947,115.59			
Refer	55803 FIRST BANK FINANCIAL CENTRE		Ck# 2018018E	2/1/2018	
Cash Payment	E 301-58000-615 DEBT SERVICE - INTE		2017 GO FIRE TRUCK DEBT INTEREST		\$6,261.11
			PAYMENT		
Invoice					
Transaction Date	2/1/2018	Due 0	GF Checking	11100	Total \$6,261.11
Refer	55805 FIRST BANK FINANCIAL CENTRE		Ck# 2018019E	2/28/2018	
Cash Payment	E 101-51500-300 OPERATING SUPPLIES		EBUSINESS BANKING FEES		\$20.00
Invoice					
Cash Payment	E 101-51500-300 OPERATING SUPPLIES		POSITIVE PAY		\$30.00
Invoice					
Cash Payment	E 101-51500-300 OPERATING SUPPLIES		ACH FILTERS/BLOCKS		\$25.00
Invoice					
Transaction Date	2/28/2018	Due 0	GF Checking	11100	Total \$75.00
Refer	55807 PAYROLL DATA SERVICES INC		Ck# 2018020E	2/8/2018	
Cash Payment	E 804-56700-110 SALARIES		FEBRUARY 9 BID PAYROLL		\$1,099.47
Invoice					
Cash Payment	G 804-21520 RETIREMENT DEDUCTION		FEBRUARY 9 BID PAYROLL		-\$30.25
Invoice					
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH		FEBRUARY 9 BID PAYROLL		\$38.11
Invoice					
Transaction Date	2/8/2018	Due 0	GF Checking	11100	Total \$1,107.33
Refer	55810 PAYROLL DATA SERVICES INC		Ck# 2018021E	2/22/2018	
Cash Payment	E 804-56700-110 SALARIES		FEBRUARY 23 BID PAYROLL		\$1,262.37
Invoice					
Cash Payment	G 804-21520 RETIREMENT DEDUCTION		FEBRUARY 23 BID PAYROLL		-\$158.53
Invoice					
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH		FEBRUARY 23 BID PAYROLL		\$38.11
Invoice					
Transaction Date	2/22/2018	Due 0	GF Checking	11100	Total \$1,141.95
Refer	55812 EMPLOYEE TRUST FUNDS		Ck# 2018022E	2/26/2018	
Cash Payment	E 101-51400-150 HEALTH/DENTAL/LIFE		MARCH HEALTH INSURANCE PREMIUMS		\$3,878.55
Invoice					
Cash Payment	E 101-51500-150 HEALTH/DENTAL/LIFE		MARCH HEALTH INSURANCE PREMIUMS		\$2,266.26
Invoice					
Cash Payment	E 101-55300-150 HEALTH/DENTAL/LIFE		MARCH HEALTH INSURANCE PREMIUMS		\$653.97
Invoice					
Cash Payment	E 101-52100-150 HEALTH/DENTAL/LIFE		MARCH HEALTH INSURANCE PREMIUMS		\$26,308.55
Invoice					
Cash Payment	E 101-53000-150 HEALTH/DENTAL/LIFE		MARCH HEALTH INSURANCE PREMIUMS		\$20,655.42
Invoice					
Cash Payment	E 101-55110-150 HEALTH/DENTAL/LIFE		MARCH HEALTH INSURANCE PREMIUMS		\$5,186.49
Invoice					
Cash Payment	E 101-52200-150 HEALTH/DENTAL/LIFE		MARCH HEALTH INSURANCE PREMIUMS		\$1,460.12
Invoice					

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Cash Payment	E 101-52300-150 HEALTH/DENTAL/LIFE	MARCH HEALTH INSURANCE PREMIUMS			\$1,460.11
Invoice					
Cash Payment	G 101-21530 INSURANCE DEDUCTIONS	MARCH HEALTH INSURANCE PREMIUMS			\$3,719.31
Invoice					
Cash Payment	G 101-34140 UNFUNDED EMPLOYEE BE	MARCH HEALTH INSURANCE PREMIUMS			\$2,618.30
Invoice					
Transaction Date	2/26/2018	Due 0	GF Checking	11100	Total \$68,207.08
Refer	55814	WI RETIREMENT SYSTEM		Ck# 2018023E 2/28/2018	
Cash Payment	E 101-55300-140 RETIREMENT BENEFIT	JANUARY WRS PREMIUMS			\$322.29
Invoice					
Cash Payment	E 101-51400-140 RETIREMENT BENEFIT	JANUARY WRS PREMIUMS			\$718.63
Invoice					
Cash Payment	E 101-51500-140 RETIREMENT BENEFIT	JANUARY WRS PREMIUMS			\$295.40
Invoice					
Cash Payment	E 101-52100-140 RETIREMENT BENEFIT	JANUARY WRS PREMIUMS			\$11,510.51
Invoice					
Cash Payment	E 101-52100-140 RETIREMENT BENEFIT	JANUARY WRS PREMIUMS			\$684.38
Invoice					
Cash Payment	E 101-52200-140 RETIREMENT BENEFIT	JANUARY WRS PREMIUMS			\$704.27
Invoice					
Cash Payment	E 101-52300-140 RETIREMENT BENEFIT	JANUARY WRS PREMIUMS			\$1,444.67
Invoice					
Cash Payment	E 101-52200-140 RETIREMENT BENEFIT	JANUARY WRS PREMIUMS			\$56.00
Invoice					
Cash Payment	E 101-53000-140 RETIREMENT BENEFIT	JANUARY WRS PREMIUMS			\$3,806.37
Invoice					
Cash Payment	E 101-55110-140 RETIREMENT BENEFIT	JANUARY WRS PREMIUMS			\$1,509.48
Invoice					
Cash Payment	E 620-53700-926 EMPLOYEE PENSIONS	JANUARY WRS PREMIUMS			\$1,770.33
Invoice					
Cash Payment	E 204-53610-110 SALARIES	JANUARY WRS PREMIUMS			\$196.54
Invoice					
Cash Payment	E 204-53610-110 SALARIES	JANUARY WRS PREMIUMS			\$370.80
Invoice					
Cash Payment	E 204-53610-390 BILLING/COLLECTION/	JANUARY WRS PREMIUMS			\$342.48
Invoice					
Cash Payment	G 101-21520 RETIREMENT DEDUCTION	JANUARY WRS PREMIUMS			\$10,072.70
Invoice					
Cash Payment	G 101-21520 RETIREMENT DEDUCTION	JANUARY WRS PREMIUMS			\$8,373.13
Invoice					
Transaction Date	2/28/2018	Due 0	GF Checking	11100	Total \$42,177.98
Refer	55818	MERTON COMMUNITY SCHOOL DI		Ck# 2018024E 2/20/2018	
Cash Payment	G 801-24600 TAXES DUE TO SCHOOL DI	FEBRUARY TAX SETTLEMENT			\$35,664.33
Invoice					
Transaction Date	2/20/2018	Due 0	GF Checking	11100	Total \$35,664.33
Refer	55819	WCTC (2) (TAXES)		Ck# 2018025E 2/20/2018	
Cash Payment	G 801-24610 TAXES DUE TO VTAE DIST	FEBRUARY TAX SETTLEMENT			\$121,925.28
Invoice					

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Transaction Date	2/20/2018	Due 0	GF Checking	11100	Total	\$121,925.28
Refer	55820 LAKE COUNTRY SCHOOL			Ck# 2018026E 2/20/2018		
Cash Payment	G 801-24600 TAXES DUE TO SCHOOL DI			FEBRUARY TAX SETTLEMENT		\$189,014.07
	Invoice					
Transaction Date	2/20/2018	Due 0	GF Checking	11100	Total	\$189,014.07
Refer	55822 SWALLOW SCHOOL DISTRICT			Ck# 2018027E 2/20/2018		
Cash Payment	G 801-24600 TAXES DUE TO SCHOOL DI			FEBRUARY TAX SETTLEMENT		\$463,347.12
	Invoice					
Transaction Date	2/20/2018	Due 0	GF Checking	11100	Total	\$463,347.12
Refer	55823 WAUKESHA CTY TREASURER (51			Ck# 2018028E 2/20/2018		
Cash Payment	G 801-24310 TAXES DUE TO COUNTY &			FEBRUARY TAX SETTLEMENT		\$645,714.40
	Invoice					
Transaction Date	2/20/2018	Due 0	GF Checking	11100	Total	\$645,714.40
Refer	55824 ARROWHEAD HIGH SCHOOL			Ck# 2018029E 2/20/2018		
Cash Payment	G 801-24600 TAXES DUE TO SCHOOL DI			FEBRUARY TAX SETTLEMENT		\$1,075,800.66
	Invoice					
Transaction Date	2/20/2018	Due 0	GF Checking	11100	Total	\$1,075,800.66
Refer	55826 HARTLAND/LAKESIDE SCHOOL DI			Ck# 2018030E 2/20/2018		
Cash Payment	G 801-24600 TAXES DUE TO SCHOOL DI			FEBRUARY TAX SETTLEMENT		\$1,271,531.78
	Invoice					
Transaction Date	2/20/2018	Due 0	GF Checking	11100	Total	\$1,271,531.78
Refer	55828 PAYMENT SERVICE NETWORK			Ck# 2018031E 2/5/2018		
Cash Payment	E 620-53700-923 OUTSIDE SERVICES			MONTHLY CREDIT CARD PROCESSING FEE		\$245.45
	Invoice					
Cash Payment	E 204-53610-290 OUTSIDE SERVICES/C			MONTHLY CREDIT CARD PROCESSING FEE		\$245.45
	Invoice					
Transaction Date	2/5/2018	Due 0	GF Checking	11100	Total	\$490.90
Refer	55829 AFLAC			Ck# 2018032E 2/9/2018		
Cash Payment	G 101-21592 AFLAC INS PAYABLE			MONTHLY AFLAC PREMIUMS		\$471.10
	Invoice					
Transaction Date	2/9/2018	Due 0	GF Checking	11100	Total	\$471.10
Refer	55831 WI DEPT OF REVENUE (SALES TA			Ck# 2018033E 2/28/2018		
Cash Payment	G 101-21515 SALES TAXES PAYABLE			JANUARY SALES TAX		\$367.42
	Invoice					
Cash Payment	R 101-48000 MISCELLANEOUS REVENU			JANUARY SALES TAX		-\$10.01
	Invoice					
Transaction Date	2/28/2018	Due 0	GF Checking	11100	Total	\$357.41
Refer	55833 JPMORGAN CHASE BANK			Ck# 2018034E 2/18/2018		
Cash Payment	E 101-55110-310 BOOKS & MATERIALS			AMAZON - CD'S/DVD'S		\$1,528.97
	Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIES			AMAZON - OFFICE SUPPLIES/CUPS/LIDS		\$285.82
	Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS			WALMART - CD'S/DVD'S		\$226.67
	Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS			ROURKE - BOOKS		\$97.80
	Invoice					

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Cash Payment	E 101-55110-310 BOOKS & MATERIALS	OLDIES - DVD'S	\$57.29
Invoice			
Cash Payment	E 101-55110-290 OUTSIDE SERVICES/C	TEAM SOFTWARE - PUBLIC WEB BROWSER RENEWAL	\$125.00
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	NIU OUTREACH - WCMA CONFERENCE/COX	\$185.00
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	WMCA - ANNUAL DUES/BUSHEY	\$65.00
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	CONLEY PUBLISHING - SUBSCRIPTION/FREEMAN	\$144.00
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	WALMART - SODA/ORGANIZERS/BATTERIES/BLANKET	\$156.97
Invoice			
Cash Payment	E 101-52300-360 VEHICLE MAINT/EXPE	BIEBELS - HAND WARMERS/WINSHIELD FLUID	\$36.63
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	WSFCA - IN-SERVICE/JAMBRETZ	\$50.00
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	USPS - STAMPS	\$30.00
Invoice			
Cash Payment	E 101-52200-290 OUTSIDE SERVICES/C	CONLEY PUBLISHING - SUBSCRIPTION/FREEMAN	\$144.00
Invoice			
Cash Payment	E 101-52300-300 OPERATING SUPPLIES	AMAZON - POP UP CANOPY TENT	\$241.44
Invoice			
Cash Payment	E 101-52300-300 OPERATING SUPPLIES	USPS - SHIPPING TO RETURN EMS SUPPLIES	\$12.65
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	WSFCA - IN-SERVICE/DYER	\$50.00
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	KALAHARI - CONFERENCE LODGING/DEAN	\$125.00
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	KALAHARI - CONFERENCE LODGING/LITTLE	\$149.00
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	KALAHARI - CONFERENCE LODGING/DYER	\$149.00
Invoice			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	KALAHARI - CONFERENCE LODGING/JAMBRETZ	\$149.00
Invoice			
Cash Payment	E 101-52300-360 VEHICLE MAINT/EXPE	KELDERMAN MFG - AIR COMPRESSOR	\$427.98
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	AW DIRECT - CREDIT DUE FOR SPOTLIGHT	-\$175.99
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	MIDWAY USA - RIFLE MAGAZINES	\$120.09
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	VILLAGE GRAPHICS - SHIPPING CHARGES	\$22.80
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	AMAZON - BATTERIES	\$20.58
Invoice			

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Cash Payment	E 101-52100-300 OPERATING SUPPLIES	MID-CITY SPORTS - CLOTHING/HOFFA	\$180.62
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	WPSG - LEATHER RESTRAINT BELT	\$45.38
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	WALMART - VACUUM CLEANER/MOUSE/SUPPLIES	\$148.32
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	AMAZON - VACUUM BELTS	\$9.18
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	AMAZON - KEYCHAINS FOR LOCKERS	\$8.59
Invoice			
Cash Payment	E 101-52100-290 OUTSIDE SERVICES/C	VESTA AT&T - GO PHONE FOR TRAIL CAMERA	\$26.66
Invoice			
Cash Payment	E 101-52100-360 VEHICLE MAINT/EXPE	INSTRUMENT SALES - SPOTLIGHT FOR SQUAD 3	\$245.05
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	OPTICS PLANET - TASER HOLSTER/SOBONIAK	\$62.93
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	PIGGLY WIGGLY - REFRESHMENTS/DEPT MEETING	\$32.50
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	MID-CITY SPORTS - ADMIN ASSISTANT SHIRTS	\$150.14
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	MID-CITY SPORTS - CLOTHING/KELSEY	\$179.04
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	WALGREENS - DEPT ANNUAL PHOTO	\$36.43
Invoice			
Cash Payment	E 802-52100-300 OPERATING SUPPLIES	LA POLICE GEAR - HUNTER BAG & MED PATCHES	\$68.77
Invoice			
Cash Payment	E 802-52100-300 OPERATING SUPPLIES	MIDWAY USA - RIFLE CASE/SHOTGUN STOCK	\$199.22
Invoice			
Cash Payment	E 802-52100-300 OPERATING SUPPLIES	AMAZON - RIFLE CASE	\$67.99
Invoice			
Cash Payment	E 802-52100-300 OPERATING SUPPLIES	BROWNELLS - SHOTGUN FOREND (ORANGE)	\$28.59
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	SPRINGFIELD ARMORY - HANDGUN/MACIEJEWSKI	\$413.99
Invoice			
Cash Payment	E 802-52100-300 OPERATING SUPPLIES	LA POLICE GEAR - HUNTER BAGS	\$39.98
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	CABELAS - TRAINING AMMUNITION	\$64.99
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	MID-CITY SPORTS - CLOTHING/MACIEJEWSKI	\$161.57
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	MID-CITY SPORTS - CLOTHING/JOSWICK	\$150.14
Invoice			

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Payments

Current Period: FEBRUARY 2018

Cash Payment	E 101-52100-300 OPERATING SUPPLIES	MID-CITY SPORTS - CLOTHING/SEEGER	\$43.46
Invoice			
Cash Payment	E 802-52100-300 OPERATING SUPPLIES	JL DARLING - LEDGER PAPER	\$99.09
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	SPRINGFIELD ARMORY - CREDIT DUE	-\$20.09
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	EHLERS - CONFERENCE/BAILEY	\$230.00
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	GFOA - MEMBERSHIP RENEWAL/BAILEY	\$170.00
Invoice			
Cash Payment	E 101-55370-300 OPERATING SUPPLIES	FILM TOOLS - JUNIOR CART	\$890.00
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	USPS - ACA MAILING	\$2.87
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	OFFICEMAX - 1099'S	\$117.94
Invoice			
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	BEER SNOBS - GIFT CARD	\$100.00
Invoice			
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	CULVERS - GIFT CARDS	\$125.00
Invoice			
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	BIRCH & BANYAN - GIFT CARD	\$15.00
Invoice			
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	ZESTI - GIFT CARD	\$75.00
Invoice			
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	PALMERS - GIFT CARD	\$100.00
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	KALAHARI - EHLERS CONF LODGING/BAILEY	\$116.74
Invoice			
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	ENDTERS GIFT CARD	\$100.00
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	PANERA BREAD - BAGELS FOR CHAMBER MEETING	\$14.70
Invoice			
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	EXXON MOBIL - GIFT CARD	\$40.00
Invoice			
Cash Payment	E 620-53700-652 MAINTENANCE OF SE	AMAZON - WATER HEATER ELEMENT	\$13.99
Invoice			
Cash Payment	E 101-55110-255 BLDGS/GROUNDS	BEE'S LIGHTING - LED BULBS	\$99.84
Invoice			
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	AMAZON - GOLF/POOL INDOOR GAME	\$103.05
Invoice			
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	AMAZON - HOCKEY/EPIC RIVALS BATTLE SET	\$80.52
Invoice			
Cash Payment	E 101-53000-360 VEHICLE MAINT/EXPE	AMAZON - TAIL LIGHT FOR FORD F150	\$90.75
Invoice			
Cash Payment	E 101-53000-360 VEHICLE MAINT/EXPE	AMAZON - FENDER FLARES PROTECTOR SET FOR F150	\$99.99
Invoice			
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	BADGERLAND SUPPLY - DRYWALL	\$24.32
Invoice			

VILLAGE OF HARTLAND

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Payments

Current Period: FEBRUARY 2018

Cash Payment	E 101-52100-300 OPERATING SUPPLIES	MID CITY SPORTS - CLOTHING/DEBARGE	\$162.75
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	AMAZON - WINTER SHOOTING GLOVES	\$18.32
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	CHIPOTLE - FOOD FOR DEPT MEETING	\$152.40
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	WMCA - ANNUAL DUES/KANDLER	\$65.00
Invoice			
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	QR - CODE GENERATOR - QR CODE FOR REC GUIDE	\$73.26
Invoice			
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	SENDIKS - CAKE FOR EMPLOYEE RECOGNITION PARTY	\$72.99
Invoice			
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	CABELAS - GIFT CARD	\$30.00
Invoice			
Cash Payment	E 101-55300-303 SUMMER REC EXPENS	UW ATHLETIC EVENT - SPRING BREAK TRIP	\$50.00
Invoice			
Cash Payment	E 101-55300-295 TRIPS	CASCADE MOUNTAIN - FIELD TRIP	\$18.00
Invoice			
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	ENTERS - GIFT CARD	\$30.00
Invoice			
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	KWIK TRIP - GIFT CARD	\$30.00
Invoice			
Cash Payment	E 101-53000-345 STAFF EDUCATION/TR	123 SIGNUP - WCPA CONFERENCE/EINWECK	\$50.00
Invoice			
Cash Payment	E 101-53000-220 UTILITY SERVICES	TWC - DEC/JAN INTERNET	\$83.33
Invoice			
Cash Payment	E 620-53700-605 MAINTENANCE-WATE	TWC - DEC/JAN INTERNET	\$83.33
Invoice			
Cash Payment	E 204-53610-385 MAINTENANCE-COLLE	TWC - DEC/JAN INTERNET	\$83.33
Invoice			
Cash Payment	E 101-52200-290 OUTSIDE SERVICES/C	TWC - DEC/JAN SERVICE	\$103.02
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	TWC - DEC/JAN PHONE	\$42.62
Invoice			
Cash Payment	E 101-52400-300 OPERATING SUPPLIES	TWC - DEC/JAN PHONE	\$42.62
Invoice			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	TWC - DEC/JAN PHONE	\$42.62
Invoice			
Cash Payment	E 101-55110-220 UTILITY SERVICES	TWC - DEC/JAN PHONE	\$42.62
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	TWC - DEC/JAN PHONE	\$42.62
Invoice			
Cash Payment	E 101-53000-220 UTILITY SERVICES	TWC - DEC/JAN PHONE	\$42.62
Invoice			
Cash Payment	E 620-53700-605 MAINTENANCE-WATE	TWC - DEC/JAN PHONE	\$42.61
Invoice			
Cash Payment	E 204-53610-385 MAINTENANCE-COLLE	TWC - DEC/JAN PHONE	\$42.61
Invoice			

VILLAGE OF HARTLAND

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Payments

Current Period: FEBRUARY 2018

Cash Payment	E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR - BOOKS		\$126.44
Invoice				
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR - BOOKS		\$315.72
Invoice				
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR - BOOKS		\$1,635.00
Invoice				
Cash Payment	E 101-53000-360 VEHICLE MAINT/EXPE	EH WOLF - OIL/UNLEADED GAS/DIESEL		\$1,546.20
Invoice				
Cash Payment	E 101-52200-290 OUTSIDE SERVICES/C	TWC - JAN - FEB SERVICE		\$249.99
Invoice				
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	BAKER & TAYLOR - BOOKS		\$1,845.07
Invoice				
Cash Payment	E 620-53700-623 PUMPING - SUPPLIES/	EH WOLF - GEAR OIL/R&O		\$1,862.78
Invoice				
Cash Payment	E 101-53000-360 VEHICLE MAINT/EXPE	EH WOLF - DIESEL/UNLEADED GAS		\$3,671.90
Invoice				
Cash Payment	E 101-52200-290 OUTSIDE SERVICES/C	TWC - JAN-FEB SERVICE		\$103.02
Invoice				
Cash Payment	E 101-55300-295 TRIPS	CASCADE MOUNTAIN - SKI TRIP		\$1,431.00
Invoice				
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	AT&T - JAN SERVICE		\$74.73
Invoice				
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	TWC - DEC/JAN PHONE		\$42.62
Invoice				
Transaction Date	2/18/2018	Due 0 GF Checking	11100	Total \$23,828.09

Fund Summary

	11100 GF Checking
804 BUSINESS IMPROVEMENT DISTRICT	\$2,249.28
802 LAKE AREA CRITICAL INCIDENT TM	\$503.64
801 TRUST & AGENCY FUND	\$3,802,997.64
620 WATER FUND	\$4,042.81
301 DEBT SERVICE FUND	\$6,261.11
204 SEWER	\$1,281.21
101 GENERAL FUND	\$129,779.90
	<u>\$3,947,115.59</u>

Pre-Written Checks	\$3,947,115.59
Checks to be Generated by the Computer	\$0.00
Total	<u>\$3,947,115.59</u>

**VILLAGE OF HARTLAND
LICENSES AND PERMITS
MARCH 12, 2018**

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

John Christopher Ayer
Isaac Hopper
Brandon William Van Epps

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

**VILLAGE OF HARTLAND
ORDINANCE NO. _____**

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

DRAFT - February 23, 2018

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 to create Division 25 regarding creation of the RSE-2 Single-Family Residential Estate District as follows.

DIVISION 25. - RSE-2 SINGLE-FAMILY RESIDENTIAL ESTATE DISTRICT

Sec. 46-716. - Intent.

(1) The RSE-2 residential district is intended to provide single-family residential development along the borders of the village when the extension of municipal water and sewer utilities is not practical. In order to achieve a compatible transition between village development and the surrounding areas, development in this district will consist of larger lots and is authorized to occur without municipal sewer and water. Extension of these utilities is considered impractical when all of the following conditions exist.

a. Existing utilities are greater than 100 feet from the closest boundary of the subject property.

b. At least one parcel not owned by the owner of the subject property lies between the terminus of the existing utilities and the subject property.

c. The length of additional utility extension required to reach the closest boundary of the subject property is greater than fifty percent (50%) of the length of the frontage of the subject property.

(2) No development requiring the use of a subdivision plat, which generally involves divisions exceeding four (4) lots, would be allowed within this district.

(3) Density within this district shall not exceed 1.75 units per net acre. Land which is permanently protected natural area shall be excluded from the net acre density ratio for the RSE-2 zoning district.

(4) The permanently protected natural areas are deemed to be lands in the following zoning classifications:

a. C-1 lowland conservancy district;

b. FWO floodway overlay district;

c. FFO floodplain fringe overlay district;

d. UCO upland conservancy overlay district.

Sec. 46-717. - Permitted uses.

Permitted uses in the RSE-2 district are as follows:

- 42 (1) Community living arrangements licensed by the state which have a capacity of
43 eight or fewer persons, subject to the limitations set forth in Wis. Stats. § 62.23(7)(i).
44 (2) Essential services and public street rights-of-way.
45 (3) Foster homes.
46 (4) Single-family dwellings.
47 (5) Family day care home.

48 **Sec. 46-718. - Permitted accessory uses.**

49 Permitted accessory uses in the RSE-2 district are as follows:

- 50 (1) Gardening, tool and storage sheds incidental to the residential use.
51 (2) Home occupations and professional home offices.
52 (3) Private garages and carports.
53 (4) Ground-mounted and building-mounted earth station dish antennas.

54 **Sec. 46-719. - Conditional uses. (See article IV of this chapter.)**

55 There are no Conditional uses permitted in the RSE-2 district.

56 **Sec. 46-720. - Lot area and width. (See also section 46-926.)**

57 Lots in the RSE-2 district shall have a minimum area of 30,000 square feet and shall not
58 be less than 120 feet in width. Without reducing the overall density, Lot area and width
59 may be reduced to not less than 25,000 square feet or 110 feet in width by the Village
60 Board, upon recommendation of the Plan Commission, when the information contained
61 on a CSM as required under Sec 46-721 indicates that sufficient space exists for the
62 required facilities and setbacks.

63 **Sec 46-721. –CSM Requirements**

64 All requests for land division in this district or for property intended to be zoned in this
65 district shall contain the following information on the face of the CSM ~~and-or~~ as an
66 attachment to the CSM filed simultaneously therewith.

- 67 (1) All information as required by section 50-136 of this Code.
68 (2) Identified location and land area size of the following:
69 a. Two septic fields appropriately sized for the intended use (primary and
70 replacement)
71 b. Other necessary facilities for the private on-site wastewater treatment
72 system
73 c. Potable water well
74 d. Buildable footprint for all structures planned for the property
75 (3) Percolation test data and test boring information provided by a Wisconsin
76 certified soil tester.

77 **Sec 46-722. –Lot Coverage**

78 The impervious surface coverage on lots in this district shall not exceed 15% of each lot.

79 **Sec. 46-723. - Building height and area. (See also section 46-926.)**

80 No building or parts of a building in the RSE-2 district shall exceed 35 feet in height. The
81 minimum floor area of the primary structure shall be 1,600 square feet, single-story;
82 1,800 square feet, split level; and 2,000 square feet, two-story.

83 **Sec. 46-724. - Yards. (See also section 46-926.)**

84 Yard regulations in the RSE-2 district are as follows:

- 85 (1) *Rear yard*: Not less than 50 feet.
- 86 (2) *Side yard*: A minimum of 25 feet.
- 87 (3) *Street yard*: A minimum of 30 feet from the right-of-way of all public streets.
- 88 (4) *Shore yard*: See [section 46-16](#).

89 **Sec. 46-725. - Erosion control, stormwater management and illicit discharges.**

90 See [chapter 76](#) of the Municipal Code of the Village of Hartland.

91 **Sec. 46-726. – Compulsory utility connection.**

92 In accordance with other provisions of this Code, future connection to municipal utilities
93 may be required when one or more utilities are present within a specified distance of any
94 property in this zone.

95 **Sec. 46-727. – Shared access.**

96 Shared driveways or access may be specifically allowed in the RSE-2 District by the
97 Village Board, upon recommendation of the Plan Commission, provided proper easement
98 documentation is presented as part of a CSM or separate document.

99 **Secs. 46-727~~8~~—46-740. - Reserved.**

100 **Section 2:** If any section, sentence, clause, phrase or portion of this ordinance is for any reason
101 held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be
102 deemed a separate, distinct and independent provision, and such holding shall not affect the
103 validity of the remainder of such ordinance.

104
105 **Section 3:** This Ordinance shall take effect and be in full force after adoption and proper
106 publication.

107
108 Adopted this _____ day of _____, 2018.

109
110 VILLAGE OF HARTLAND

115 ATTEST:

111

116

112

117

113 By: _____

118 _____

114 Jeffrey Pfannerstill, Village President

119 Darlene Igl, MMC, WCPC, Village Clerk

4 **VILLAGE OF HARTLAND**

5 **ORDINANCE NO. _____**
6

7 **AN ORDINANCE ADOPTING AN AMENDMENT TO**
8 **THE VILLAGE OF HARTLAND COMPREHENSIVE DEVELOPMENT PLAN: 2035**
9

10 **DRAFT - February 23, 2018**

11 **WHEREAS**, the Village of Hartland, through its Plan Commission and Board of Trustees,
12 developed and approved *The Village of Hartland Comprehensive Development Plan: 2035*,
13 Waukesha County, Wisconsin; and
14

15 **WHEREAS**, the Village of Hartland has received a request to amend the Recommended Land
16 Use Plan (Map 9-6) of said Plan to designate certain parcels north of CTH K, both within and
17 without the Village, as Medium Low Density Cluster Development and as Two-Family Residential
18 Development, including Parcels MRTT 0387996, MRTT 0387997 and HAV 0388989002 as
19 shown in the attached Exhibit A; and
20

21 **WHEREAS**, the request further proposed to amend the Recommended Land Use Plan (Map 9-6)
22 and other road-related aspects of said Plan to clarify the proposed routing of the planned relocation
23 of CTH KE to show that proposed routing extending northward from the westerly intersection of
24 CTH K and CTH KE as shown in the attached Exhibit A; and
25

26 **WHEREAS**, the Village Plan Commission carefully considered the request at public meetings
27 held on January 15, 2018 and February 19, 2018 during which public input was received; and
28

29 **WHEREAS**, the Village Plan Commission, after considering the proposal, determined that the
30 Two-Family Residential Development designation was not appropriate at this location and, as
31 such, considered application of the Medium Low Density Cluster Development designation for the
32 entire area under consideration; and
33

34 **WHEREAS**, the Village Plan Commission, at its meeting on February 19, 2018, recommended
35 adoption of the revised amendment to the Recommended Land Use Plan and has submitted a
36 certified copy of the resolution to the Board of Trustees of the Village of Hartland; and
37

38 **WHEREAS**, the Board of Trustees of the Village of Hartland considered the proposed amendment
39 as recommended by the Plan Commission at its meeting on February 26, 2018 and subsequently
40 reviewed additional neighborhood concept plans for the this area of the Village of Hartland; and
41

42 **WHEREAS**, the Board of Trustees of the Village of Hartland held a public hearing regarding the
43 proposed designation amendment on March 26, 2018 and, thereafter, concurs with the Village Plan
44 Commission recommendation to so amend *The Village of Hartland Comprehensive Development*
45 *Plan: 2035*.

46
47 **NOW, THEREFORE, BE IT ORDAINED**, that the Board of Trustees of the Village of Hartland
48 hereby adopts the amendment to the Recommended Land Use Plan (Map 9-6) of *The Village of*
49 *Hartland Comprehensive Development Plan: 2035* to designate certain parcels north of CTH K,
50 both within and without the Village, as Medium Low Density Cluster Development and other
51 designations, including Parcels MRTT 0387996, MRTT 0387997 and HAV 0388989002 as shown
52 in the attached Exhibit B; and

53
54 **BE IT FURTHER ORDAINED**, that *The Village of Hartland Comprehensive Development*
55 *Plan: 2035* is hereby further amended to indicate that development of the lands addressed in this
56 amendment should be considered in one comprehensive development plan and that provisions be
57 made to address *The Village of Hartland Comprehensive Development Plan: 2035's* intent to
58 protect the environmental area in the northwest portion of these parcels as a natural resource for
59 the enjoyment of all and for the development of a neighborhood park and recreational trails in the
60 area, which intent is not erased by this amendment except to the extent that the final location of
61 said facilities may be determined by action of the Plan Commission and Village Board, and

62
63 **BE IT FURTHER RESOLVED**, that *The Village of Hartland Comprehensive Development*
64 *Plan: 2035* be further amended by modifying the Recommended Land Use Plan (Map 9-6) and
65 the Recommended Transportation Plan (Map 8-2) of said Plan, as well as other related or ancillary
66 maps, to clarify the proposed routing of the planned relocation of CTH KE to show that proposed
67 routing extending northward from the westerly intersection of CTH K and CTH KE as shown in
68 the attached Exhibit B and Exhibit C; and

69
70 **BE IT FURTHER RESOLVED**, that the Clerk of the Village of Hartland

71
72 Passed and adopted this 26th day of March 2018, by the Board of Trustees of the Village of
73 Hartland.

74
75 VILLAGE OF HARTLAND
76
77
78 By: _____
79 Jeffrey Pfannerstill, Village President

80 ATTEST:
81
82
83 _____
84 Darlene Igl, MMC, WCPC, Village Clerk

EXHIBIT "A"

PROPOSED LAND USE PLAN AMENDMENT

BEING A PART OF THE SOUTHEAST ¼ AND SOUTHWEST ¼ OF SECTION 25, IN TOWN 8 NORTH, RANGE 18 EAST, IN THE VILLAGE OF HARTLAND AND TOWN OF MERTON, WAUKESHA COUNTY, WISCONSIN

Subject Site

**Isolated
Natural
Area**

Parcel A
Medium Low Density Cluster Development
(20,000 - 32,669 Sq Ft Per Dwelling Unit)

FUTURE CTH "KE"

Parcel B

TWO-FAMILY RESIDENTIAL DEVELOPMENT
Upper-Medium-Density
(Up to 8.7 Dwelling Units per Acre)

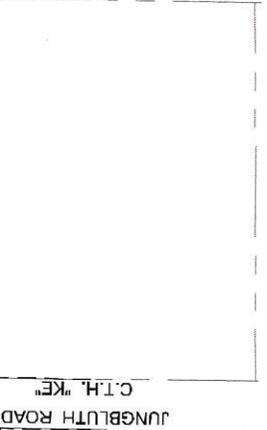
Other Lands to be Preserved

Other Lands to be Preserved

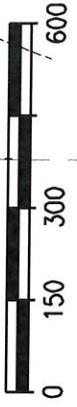
Subject Site

JUNGLUTH ROAD
C.T.H. "KE"

LISBON ROAD (C.T.H. "K")



SCALE: 1" = 300'



DATE: 12-18-17

THIS EXHIBIT WAS PREPARED BY TRIO ENGINEERING, LLC

Exhibit B

25

EMAN ROAD

WINK

Designated Medium Low Density Cluster Development with Park and Road considerations

T

Future CTH KE deleted from this location

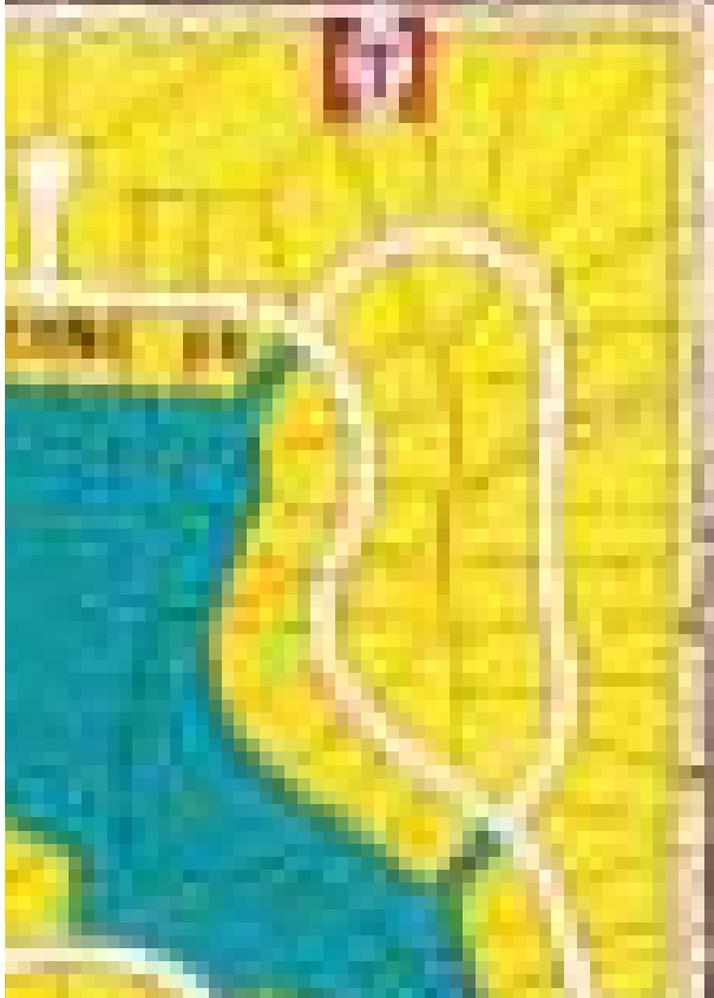
A
De
Lo
Ch

Exhibit C

Future CTH KE
Route with
modification
of local
streets



Future CTH KE
deleted from this
location



Village of Hartland
Agreement Related to the Operation of a Beer Garden at Nixon Park

DRAFT – February 28, 2018

Whereas, the Village of Hartland (hereinafter “Village”) owns, maintains and operates Nixon Park and all of its various areas and facilities including the Fine Arts Center and the Concession Stand, and

Whereas, the Village and the Village of Hartland Park Board have reviewed a proposal and desire to allow the establishment of a beer garden at Nixon Park, the operation of which is described herein, and

Whereas, Patrick Endter, owner and operator of Endter’s Sports Grill (hereinafter “Endter”), will be the operator of the beer garden in accordance with this Agreement, and

Whereas, Wisconsin State Statute has given communities the responsibility and authority to designate Concessionaire(s) to operate at their facility and to serve beer.

NOW THEREFORE, THE VILLAGE AND ENDTER AGREE AS FOLLOWS.

1. Term – The initial term of this agreement shall commence on the execution of the agreement by both parties and will terminate upon completion of the obligations contained herein but not later than December 31, ~~2017~~2018. ~~In the event a beer garden is to be operated in the future in Nixon Park, Endter would be granted the right of first refusal to engage in an agreement with the Village for that operation provided the terms of this agreement have been satisfactorily completed. This agreement shall be automatically extended for three (3) additional terms as described herein in paragraph 4 unless the Village or Endter terminates the agreement by written notice delivered on or before January 31 of the successive years.~~
2. Endter is authorized to operate a Beer Garden as described herein on all Thursdays through Sundays from ~~June 8, 2017~~May 24, 2018 through ~~August 20, 2017~~September 30, 2018. The hours of the beer garden shall be not more than 4:00pm until 9:00pm on Thursdays and Fridays and from 12:00pm (noon) until 9:00pm on Saturdays and Sundays. These hours may be extended during specific events or activities in the park with prior approval of the Park Board or the Village Administrator.
3. Usage Fee – In exchange for the use of the facilities and implementation of this agreement, Endter shall pay to the Village ~~an amount equal to six percent (6%) of the gross sales for all items and products sold at the beer garden or associated with the beer garden operation~~five hundred dollars (\$500) per week. Usage Fee shall be paid weekly on or before each Wednesday for the previous week. ~~Payment shall be accompanied by such written evidence of sales as is mutually agreed upon by Endter and the Village Administrator or his designee.~~
4. Term Extensions – Except as otherwise terminated, this agreement shall automatically extend on an annual basis for up to three (3) additional years at the following terms and conditions:
 - a. Beer Garden operation May 23, 2019 to September 29, 2019. Usage Fee: \$510 per week
 - b. Beer Garden operation May 21, 2020 to September 27, 2020. Usage Fee \$520 per week
 - ~~c.~~ Beer Garden operation May 27, 2021 to October 3, 2021. Usage Fee \$530 per week

4.5. Location

- a. Sales and storage related to the beer garden will occur from the Fine Arts Center Concession Stand and Endter will be allowed to modify the interior of the Concession Stand and will be allowed to construct and store in the Concession Stand a service counter to facilitate the operation. Any and all improvements or modifications to the interior of the Concession Stand shall be approved in advance by the Village Administrator or his designee. Upon termination of this Agreement and if no successor agreement is anticipated, Endter ~~shall~~ may be required to remove any equipment installed for the beer garden operation and shall restore the Concession Stand to original or better condition.
- b. Storage of beer may be allowed in a cooler provided by Endter in a location approved by the Village Administrator within the Fine Arts Center.
- c. Consumption of food and beverages sold at the beer garden may occur at any location within or without the park with the exception of alcoholic beverages, which must be consumed in the park.
- d. Garden Area – the grassy area generally south of the Fine Arts Center, north of the warming shed structure and between the parking lot and the pond will be authorized for a concentration of tables and the installation of suspended festoon lighting to create a beer garden area for the patrons. Installation of festoon lighting, including installation of the center support pole and height shall be approved in advance by the Village Administrator or his designee.

5-6. Products and Licenses – Endter is authorized to sell beer, wine, soda and other non-alcoholic beverages, brats, hot dogs, popcorn, pretzels and other similar foods. Further, Endter is authorized to engage live musical acts of a nature appropriate for the setting and for background or atmosphere. Endter shall seek and receive all appropriate licenses including proper restaurant and food service licenses from Waukesha County and a Class “B” Retailer’s License for Fermented Malt Beverages, a “Class C” Retailer’s License for Wine and a Cabaret License from the Village of Hartland.

6-7. Other Provisions.

- a. On all days the beer garden is in operation, Endter shall:
 - i. Provide daily cleaning and restocking of the bathroom facilities in the Fine Arts Center
 - ii. Provide daily inspection and cleaning of the area of Nixon Park west of the driveway entrance from East Park Avenue and shall remove any trash found
 - iii. Empty all refuse and recycling containers in Nixon Park daily and deposit same into the appropriate disposal containers provided by the Village. If additional refuse and recycling containers are needed in Nixon Park, the purchase of such containers shall be coordinated with the Public Works Director at Endter’s cost.
- b. Endter shall be responsible for the installation and all maintenance related to any equipment installed for the purpose of operation of the beer garden including coolers, counters, entry arch and festoon lighting and removal of same within 30 days of the last day of operation.
- c. Endter will pay the materials costs associated with construction of any additional tables needed to be built by the Department of Public Works to stock the aforementioned Garden Area with an agreed upon number of tables.

e-d. Endter may be specifically authorized to undertake additional improvements to the Fine Arts Center facility, the structure on the Nixon Park property commonly referred to as the Warming Shed or to the area utilized for the Beer Garden operation upon approval of the Park Board,

Planning Commission/Architectural Board (as necessary) and the Village Board. Such improvements will be at Endter's sole expense except as otherwise agreed upon.

~~d. On a weekly basis, Endter shall relocate the tables from the aforementioned Garden Area to and from a location mutually agreed upon by Endter and the Public Works Director to facilitate mowing by the Village. This weekly table relocation is expected to occur on Sunday nights for mowing on Monday through Thursday. Tables are to be relocated immediately after mowing. If mowing activities have not taken place, the tables may be relocated on Thursdays after 3:00pm.~~

e. Within 30 days of the last day of operation, Endter shall seed and restore any grassed areas damaged by the operation.

f. Endter's agrees not to place any advertising, names or logos on the Village property without prior written approval from the Village Park and Recreation Board and Village Board.

7-8. Village will provide standard electric, water and sewer utility service to the Fine Arts Center and Warming Shed. Excess costs for those services directly attributed to operation of the beer garden may be charged to Endter.

8-9. Village provides refuse disposal services in connection with the operation of Nixon Park. To the extent these services are adequate to serve the needs of the beer garden, the Village will provide this service at no cost to Endter. Additional refuse disposal costs will be at Endter's cost.

9-10. ~~Subject to weather conditions, the Village will provide mowing services in accordance with its usual practices in Nixon Park on Monday's through Thursdays. Trimming of grass adjacent to the pole installed to support the festoon lighting shall be Endter's responsibility and the Village will not cut or trim this grass.~~ Endter shall provide mowing and grass maintenance services in the area utilized for the Beer Garden at his sole expense and in coordination with the Director of Public Works or his designee. The Village accepts no liability for Endter's mowing or grass maintenance activities and reserves the right to provide mowing or maintenance to this area as the Director of Public works may deem necessary.

10-11. In connection with the use and areas and facilities to be used pursuant to this Agreement, each of the parties shall be responsible for the acts and omissions of their respective officers, employees and agents giving rise to any liability, claims, demands, legal actions or suits, fines, costs and related expenses of any kind in connection with any damage, injury or death to person or damage or injury to property.

11-12. Nothing in this Agreement shall be construed to make the agent(s) of one party the agent(s) of the other.

12-13. Nothing contained within this agreement is intended to be a waiver or estoppels of the Village or Endter or their respective insurers to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained within Wisconsin Statutes 893.80, 895.475 through 895.62 and 345.05.

13-14. Endter is required to maintain, throughout the period of this Agreement, insurance with coverage as provided below:

- a. Comprehensive General Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers and employees as "additional insured" along with the appropriate endorsement pages.
- b. Workers Compensation Insurance in compliance with the laws of the State of Wisconsin.

~~14.15.~~ Endter shall indemnify, defend and hold harmless the Village of Hartland and its elected officials, board members and employees from and against any and all claims, costs, expenses, losses, damages, demands, actions or causes of action which may be asserted against or incurred by Village as a result of Endter's operation of the beer garden in Nixon Park.

Village of Hartland

By: _____ Date: _____

~~David Lamerand~~Jeffrey Pfannerstill, Village President

Patrick Endter
Endter's Sports Grill

By: _____ Date: _____

Patrick Endter, Owner of Endter's Sports Grill

MEMO

TO: David E. Cox, Village Administrator

FROM: Michael Einweck, Director of Public Works

ME

DATE: March 7, 2018

SUBJECT: Downtown Parking Lot Signage

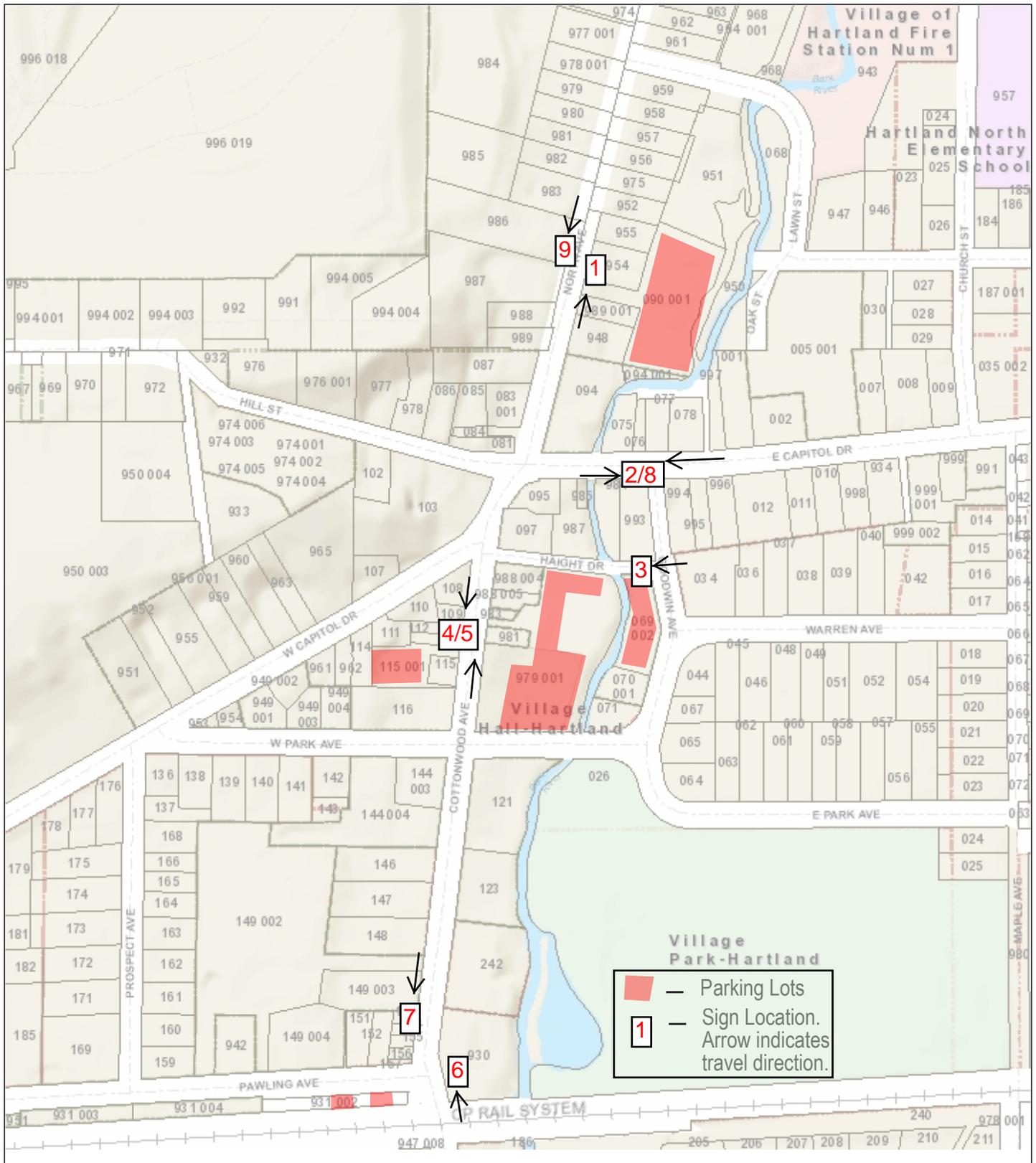
On Trustee request, the Board will be asked to review the directional signage to the municipal parking lots in the Village. The Village provides parking area guide signs initially designed as part of the Downtown BID wayfinding project to show motorists the direction to nearby parking lots in the downtown area. These lots and the corresponding signage are shown on the attached map and photo log. According to the standards, the sign size for a conventional road is 30" x 24" with a minimum required size of 18" x 15". The Village provides signage with the 30" x 24" sized sign in the downtown wayfinding guide sign border. An example of the sign will be available at the next Board meeting.

Staff's review of the signage identified one location where the parking area guide sign could be relocated. The eastbound motorist approaching the E. Capitol Drive at Goodwin Avenue intersection has the parking sign partially hidden by the pedestrian crossing warning sign. The sign could be relocated to the eastern side of the intersection so that it would have better visibility (see attached). This sign directs motorists to the parking lot at the American Legion Post.

Staff will explore placing a map of the municipal parking lots on the Village's website. The Village Board is asked to discuss downtown parking directional signage and to provide input and/or direction.

Attachments

cc: Mike Gerszewski, DPW Operations Supervisor



Village of Hartland



Village of Hartland

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

DISCLAIMER:

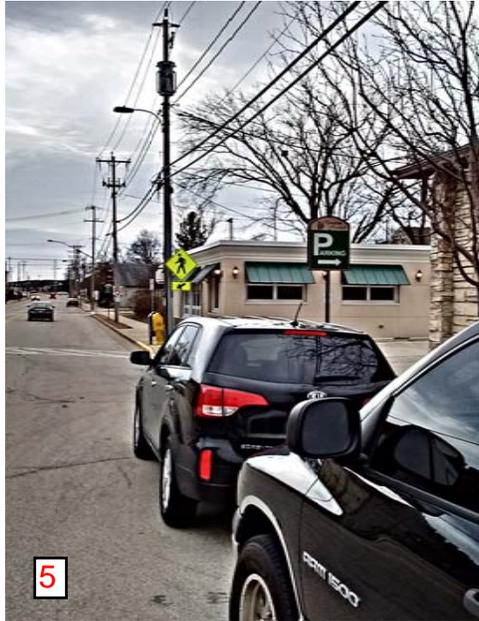
This map is not a survey of the actual boundary of any property this map depicts.

The Village of Hartland does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1 = 340'

Print Date: 3/9/2018



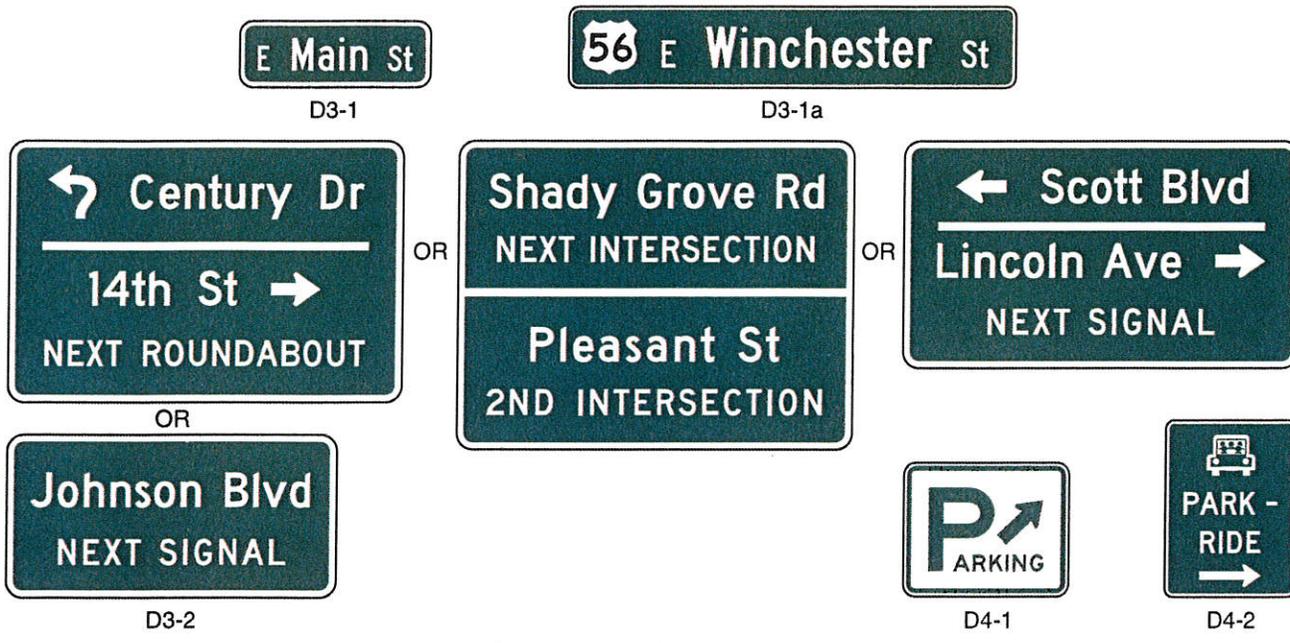


Milwaukee near City Hall



Waukesha downtown

Figure 2D-10. Street Name and Parking Signs



Guidance:

- 04 Lettering on post-mounted Street Name signs should be composed of initial upper-case letters at least 6 inches in height and lower-case letters at least 4.5 inches in height.
- 05 On multi-lane streets with speed limits greater than 40 mph, the lettering on post-mounted Street Name signs should be composed of initial upper-case letters at least 8 inches in height and lower-case letters at least 6 inches in height.

Option:

- 06 For local roads with speed limits of 25 mph or less, the lettering on post-mounted Street Name signs may be composed of initial upper-case letters at least 4 inches in height and lower-case letters at least 3 inches in height.

Guidance:

- 07 If overhead Street Name signs are used, the lettering should be composed of initial upper-case letters at least 12 inches in height and lower-case letters at least 9 inches in height.

Support:

- 08 The recommended minimum letter heights for Street Name signs are summarized in Table 2D-2.

Option:

- 09 Supplementary lettering to indicate the type of street (such as Street, Avenue, or Road) or the section of the city (such as NW) on the D3-1 and D3-1a signs may be in smaller lettering, composed of initial upper-case letters at least 3 inches in height and lower-case letters at least 2.25 inches in height. Conventional abbreviations (see Section 1A.15) may be used except for the street name itself.
- 10 A pictograph (see definition in Section 1A.13) may be used on a D3-1 sign.

Standard:

- 11 Pictographs shall not be displayed on D3-1a or Advance Street Name (D3-2) signs (see Section 2D.44).
- 12 If a pictograph is used on a D3-1 sign, the height and width of the pictograph shall not exceed the upper-case letter height of the principal legend of the sign.

Guidance:

- 13 The pictograph should be positioned to the left of the street name.

Standard:

- 14 The Street Name sign shall be retroreflective or illuminated to show the same shape and similar color both day and night. The color of the legend (and border, if used) shall contrast with the background color of the sign.

Option:

- 15 The border may be omitted from a Street Name sign.

- 02 The D13-3 and D13-3a signs may display an alternate legend in place of FREEWAY, such as EXPRESSWAY or PARKWAY, as appropriate, or may display the name of an unnumbered highway.
- 03 A Directional assembly (see Section 2D.32) with a downward pointing diagonal arrow auxiliary (M6-2a) sign (see Section 2D.28) may be used at the far left-hand corner of an intersection with a freeway or expressway entrance ramp as an alternative to the D13-3a sign, facing left-turning traffic on the conventional road approach to indicate the immediate point of entry to the freeway or expressway and distinguish the entrance ramp from an adjoining exit ramp terminal at the same intersection with the conventional road (see Figure 2D-14). A similar Directional assembly may be used at the far right-hand corner of an intersection with a freeway or expressway entrance ramp where the entrance ramp and a crossroad or side road follow one another in close succession on the conventional road approach and the point of entry to the freeway or expressway might be difficult for the road user to distinguish from the crossroad or side road on the conventional road approach (see Figure 2D-14).
- Support:
- 04 Section 2B.41 contains information regarding the use of regulatory signs to deter wrong-way movements at intersections of freeway or expressway ramps with conventional roads, and in the area where entrance ramps intersect with the mainline lanes.



Section 2D.47 Parking Area Guide Sign (D4-1)

Option:

- 01 The Parking Area (D4-1) guide sign (see Figure 2D-10) may be used to show the direction to a nearby public parking area or parking facility.

Standard:

- 02 **If used, the Parking Area (D4-1) guide sign shall be a horizontal rectangle with a standard size of 30 x 24 inches, or with a smaller size of 18 x 15 inches for minor, low-speed streets. It shall carry the word PARKING, with the letter P five times the height of the remaining letters, and a directional arrow. The legend and border shall be green on a retroreflectorized white background.**

Guidance:

- 03 *If used, the Parking Area guide sign should be installed on major thoroughfares at the nearest point of access to the parking facility and where it can advise drivers of a place to park. The sign should not be used more than four blocks from the parking area.*

Section 2D.48 PARK - RIDE Sign (D4-2)

Option:

- 01 PARK - RIDE (D4-2) signs (see Figure 2D-10) may be used to direct road users to park - ride facilities.

Standard:

- 02 **The signs shall contain the word message PARK - RIDE and direction information (arrow or word message).**

Option:

- 03 PARK - RIDE signs may contain the local transit pictograph and/or carpool symbol on the sign.

Standard:

- 04 **If used, the local transit pictograph and/or carpool symbol shall be located in the top part of the sign above the message PARK - RIDE. In no case shall the vertical dimension of the local transit pictograph and/or carpool symbol exceed 18 inches.**

Guidance:

- 05 *If the function of the parking facility is to provide parking for persons using public transportation, the local transit pictograph should be used on the guide sign. If the function of the parking facility is to serve carpool riders, the carpool symbol should be used on the guide sign. If the parking facility serves both functions, both the pictograph and carpool symbol should be used.*

Standard:

- 06 **These signs shall have a retroreflective white legend and border on a rectangular green background. The carpool symbol shall be as shown for the D4-2 sign. The color of the local transit pictograph shall be selected by the local transit authority.**

Option:

- 07 To increase the target value and contrast of the local transit pictograph, and to allow the local transit pictograph to retain its distinctive color and shape, the pictograph may be included within a white border or placed on a white background.

MEMO

TO: David E. Cox, Village Administrator
FROM: Michael Einweck, Director of Public Works *ME*
DATE: March 6, 2018
SUBJECT: Lisbon Avenue Sanitary Sewer Force Main Lining -
Rejection of Bids

The subject project is to provide an internal lining to an existing 4" diameter sanitary sewer force main along Lisbon Avenue that has been in service since the mid-1950s. On Thursday, March 1st, we opened bids for the subject project. Only one bid was received. Please see attached bid summary.

Unfortunately, the bidder made a substantial modification to the bidding documents by conditioning their bid on an attached scope of work proposal which conflicted with the specifications. This bid was reviewed by the Village Attorney who recommended that the Village Board reject all bids and re-bid the project.

Staff has contacted the other plan holders for this bid to determine why they did not bid. Based on review, staff will evaluate the bidding of two different procedures to provide the lining services to the force main and re-bid the project. This procedure would hopefully bring in more bidders and allow the original bidding contractor to avoid modifying the bidding documents. The time frame for re-bidding has not been set.

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

Attachment

cc: Mike Gerszewski, DPW Operations Supervisor
Dave Felkner, Utility Operations Supervisor
Ryan Amtmann, Village Engineer

BID SUMMARY

Lisbon Avenue Force Main Lining

Village of Hartland, Waukesha, Wisconsin

Bids Open: Thursday, March 1, 2018, 10:00 a.m.

CONTRACTOR	BID BOND	BASE BID
Utility Service Co., Inc.	X	\$138,920.00

APPARENT LOW BID:	\$138,920.00
APPARENT LOW BIDDER:	Utility Service Co., Inc.

RUEKERT & MIELKE, INC.
W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020

MEMO

TO: David E. Cox, Village Administrator
FROM: Michael Einweck, Director of Public Works 
DATE: March 7, 2018
SUBJECT: 2018 Utilities Program Bids

On Tuesday, March 6, 2018, bids were opened for the 2018 Utilities Program. A total of four (4) bids were received. They were from Mid City Plumbing and Heating, UPI, LLC, Wood Sewer and Excavating and American Sewer Services. The attached bid tabulation identifies the work to be completed and the corresponding bid amounts.

The low bid received was from UPI, LLC in the amount of \$499,303.70. The amount budgeted for this work was \$593,240.00 and the engineer's estimate for the project was \$565,574.50. The low bid was 11.7% under the engineer's estimate and does not exceed the budgeted amounts. The funds to cover this work are available from the Capital Improvements Program (CIP) Fund for Storm Sewer and from the Water and Sewer Utility Funds.

Our Village Engineer performed a reference check on UPI, LLC and they have successfully completed similar projects in the Village of Elm Grove and the Cities of Pewaukee and Cudahy. They have also completed work for the Village previously in 2008 with the Norton Drive sanitary sewer relay with no problems.

I am in agreement with the attached award recommendation letter from our Village Engineer, Ruekert-Mielke that recommends awarding the project to the low bidder. Staff recommends that the project be awarded to UPI, LLC of New Berlin, WI in the amount of \$499,303.70.

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

Attachments

cc: Darlene Igl, Village Clerk
Dave Felkner, DPW Utility Operations Supervisor
Ryan Amtmann, Village Engineer

March 6, 2018

Mr. Michael Einweck, P.E.
Director of Public Works
Municipal Building
Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029

RE: 2018 Utilities Program

Dear Mr. Einweck:

Bids for the above project were opened on March 6, 2018 at 10:00 a.m. at Village Hall and were as follows:

	<u>Bidder</u>	<u>Base Bid</u>
1.	<u>UPI, LLC</u>	\$ <u>499,303.70</u>
2.	<u>American Sewer Services, Inc.</u>	\$ <u>548,281.00</u>
3.	<u>Wood Sewer and Excavating, Inc.</u>	\$ <u>548,962.00*</u>
4.	<u>Mid-City Plumbing and Heating, Inc.</u>	\$ <u>738,182.70</u>

* - as corrected

We reviewed the documentation submitted by the apparent low bidder and found that:

1. The Bid Form has been appropriately completed.
2. We have no objections to the low bidder, nor to the proposed major subcontractors and suppliers.
3. Low bidder has successfully completed similar projects over the last 5 years according to references we have contacted.

On these bases, we recommend that UPI, LLC be awarded the 2018 Utilities Program contract in the amount of \$499,303.70. This amount is based on the bid unit prices and estimated quantities. Actual quantities, and therefore the final contract price, may vary.

Our review did not include an evaluation of bidder's current financial condition nor of their permanent safety program.

Should you decide to accept our recommendation, we have prepared the enclosed Notice of Award for your use. After Village Board approval has been received, please have the appropriate official sign where indicated and forward all three signed copies of the Notice of Award to our office. We will then fill in the date at the top of page one and forward it, with

~09-10035 2018 Paving and Utilities Program > 208 Design 2018 Utilities Program > Bidding > Einweck-20180306-Recommendation of Award.docx~

Mr. Michael Einweck, P.E
2018 Utilities Program
March 6, 2018
Page 2

contracts for execution, to the Contractor. One fully completed Notice of Award will be returned to you for your records.

Bids remain subject to acceptance until May 6, 2018, unless Bidder agrees to an extension. Please advise us of your award decision, or call if there are any questions.

Please contact our office with any questions regarding this matter.

Very truly yours,

RUEKERT & MIELKE, INC.



Jerad J. Wegner, P.E. (WI)
Team Leader/Project Manager
jwegner@ruekert-mielke.com

JJW:tmg
Encl: Notice of Award (3 copies)
Bid Tabulation
Bidders Qualification Statement
cc: File

COST COMPARISON OF BIDDERS

OWNER: Village of Hartland
PROJECT: 2018 Utilities Program
BID OPENING DATE: March 6, 2018 at 10:00 a.m.

BASE BID				UPI, LLC		American Sewer Service, Inc.		Wood Sewer & Exc., Inc.		Mid City Plumbing & Heating, Inc.	
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL
Miscellaneous Storm Sewer Repairs											
1	Repair Storm Manhole - Slurry Backfill	V.F.	2.9	\$1,357.00	\$3,935.30	\$2,600.00	\$7,540.00	\$2,900.00	\$8,410.00	\$3,901.00	\$11,312.90
2	Repair Storm Inlet - Slurry Backfill	V.F.	7.5	\$846.00	\$6,345.00	\$2,100.00	\$15,750.00	\$3,180.00	\$23,850.00	\$2,473.00	\$18,547.50
3	Replace Additional Adjusting Rings - Manhole	V.F.	1	\$604.00	\$604.00	\$2,600.00	\$2,600.00	\$800.00	\$800.00	\$1,000.00	\$1,000.00
4	Replace Additional Adjusting Rings - Inlet	V.F.	1.9	\$636.00	\$1,208.40	\$2,500.00	\$4,750.00	\$900.00	\$1,710.00 *	\$1,000.00	\$1,900.00
5	Reset Inlet Frame and Grate	EA.	3	\$618.00	\$1,854.00	\$500.00	\$1,500.00	\$1,400.00	\$4,200.00	\$492.00	\$1,476.00
6	New Inlet Frame and Grate	EA.	3	\$1,107.00	\$3,321.00	\$480.00	\$1,440.00	\$1,900.00	\$5,700.00	\$434.00	\$1,302.00
7	Remove and Replace Inlet	V.F.	15	\$384.00	\$5,760.00	\$630.00	\$12,450.00	\$600.00	\$9,000.00	\$853.00	\$12,795.00
8	3.5-Inch Asphalt Pavement Patch	S.Y.	40	\$49.00	\$1,960.00	\$50.00	\$2,000.00	\$43.00	\$1,720.00	\$46.00	\$1,840.00
9	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	250	\$41.00	\$10,250.00	\$42.00	\$10,500.00	\$30.00	\$7,500.00	\$51.00	\$12,750.00
10	Crushed Aggregate Base Course	TON	10	\$16.00	\$160.00	\$25.00	\$250.00	\$25.00	\$250.00	\$50.00	\$500.00
11	Restoration - Topsoil and Sod	S.Y.	50	\$68.00	\$3,400.00	\$20.00	\$1,000.00	\$35.00	\$1,750.00	\$66.00	\$3,300.00
Total of All Miscellaneous Storm Sewer Repairs Bid Prices:					\$38,797.70		\$59,780.00		\$64,890.00		\$66,723.40
Miscellaneous Sanitary Sewer Repairs - Various Locations											
12	Repair Sanitary Manhole - Slurry Backfill	V.F.	15.3	\$1,280.00	\$19,584.00	\$2,150.00	\$32,895.00	\$2,800.00	\$42,840.00	\$3,571.00	\$54,636.30
13	Replace Additional Adjusting Rings - Manhole	V.F.	3	\$465.00	\$1,395.00	\$2,150.00	\$6,450.00	\$600.00	\$1,800.00	\$1,519.00	\$4,557.00
14	3.5-Inch Asphalt Pavement Patch	S.Y.	52	\$49.00	\$2,548.00	\$50.00	\$2,600.00	\$43.00	\$2,236.00	\$46.00	\$2,392.00
15	Concrete Manhole Collar	EA.	1	\$1,059.00	\$1,059.00	\$500.00	\$500.00	\$600.00	\$600.00	\$2,000.00	\$2,000.00
Total of All Miscellaneous Sanitary Sewer Repairs - Various Locations Bid Prices:					\$24,586.00		\$42,445.00		\$47,476.00		\$63,585.30
Miscellaneous Water Repairs - Various Locations											
16	Hydrant Assembly Remove and Replace-Slurry Backfill	EA.	32	\$7,311.00	\$233,952.00	\$7,500.00	\$240,000.00	\$7,400.00	\$236,800.00	\$10,500.00	\$336,000.00
17	6-Inch Water Main Valve Remove and Replace - Slurry Backfill	EA.	1	\$4,878.00	\$4,878.00	\$4,800.00	\$4,800.00	\$4,900.00	\$4,900.00	\$7,307.00	\$7,307.00
18	Install New 8-Inch Water Main Valve - Slurry Backfill	EA.	3	\$4,847.00	\$14,541.00	\$5,400.00	\$16,200.00	\$4,900.00	\$14,700.00	\$7,600.00	\$22,800.00
19	8-Inch Water Main Valve Remove and Replace - Slurry Backfill	EA.	12	\$4,847.00	\$58,164.00	\$5,400.00	\$64,800.00	\$4,900.00	\$58,800.00	\$7,600.00	\$91,200.00
20	12-Inch Water Main Valve Remove and Replace-Slurry Backfill	EA.	8	\$6,287.00	\$50,376.00	\$6,700.00	\$53,600.00	\$6,600.00	\$52,800.00	\$9,000.00	\$72,000.00
21	Remove and Replace Valve Box Top Section	EA.	2	\$607.00	\$1,214.00	\$500.00	\$1,000.00	\$2,000.00	\$4,000.00	\$3,000.00	\$6,000.00
22	Remove and Replace Curb Stop	EA.	2	\$2,434.00	\$4,868.00	\$3,750.00	\$7,500.00	\$2,200.00	\$4,400.00	\$4,000.00	\$8,000.00
23	6-Inch Concrete Sidewalk	S.F.	130	\$12.00	\$1,560.00	\$12.00	\$1,560.00	\$8.00	\$1,040.00	\$16.00	\$2,080.00
24	2-Inch Asphalt Pavement Patch	S.Y.	125	\$41.00	\$5,125.00	\$42.00	\$5,250.00	\$30.00	\$3,750.00	\$23.00	\$2,875.00
25	3.5-Inch Asphalt Pavement Patch	S.Y.	200	\$49.00	\$9,800.00	\$50.00	\$10,000.00	\$38.00	\$7,600.00	\$46.00	\$9,200.00
26	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	175	\$41.00	\$7,175.00	\$42.00	\$7,350.00	\$34.00	\$5,950.00	\$33.00	\$5,775.00

COST COMPARISON OF BIDDERS

OWNER: Village of Hartland
PROJECT: 2018 Utilities Program
BID OPENING DATE: March 6, 2018 at 10:00 a.m.

BASE BID				UPI, LLC		American Sewer Service, Inc.		Wood Sewer & Exc., Inc.		Mid City Plumbing & Heating, Inc.	
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL
27	Crushed Aggregate Base Course	TON	10	\$16.00	\$160.00	\$25.00	\$250.00	\$25.00	\$250.00	\$50.00	\$500.00
28	Restoration - Topsoil and Sod	S.Y.	60	\$69.00	\$4,140.00	\$50.00	\$3,000.00	\$35.00	\$2,100.00	\$66.00	\$3,960.00
	Total of All Miscellaneous Water Repairs – Various Locations Bid Prices:				\$395,953.00		\$415,310.00		\$397,090.00		\$567,697.00
	Birch Court Drainage Improvements										
29	2-Foot by 3-Foot Inlet Remove & Replace	EA.	2	\$2,667.00	\$5,334.00	\$1,500.00	\$3,000.00	\$3,000.00	\$6,000.00	\$1,968.00	\$3,936.00
30	2-Foot by 3-Foot Inlet	EA.	1	\$2,685.00	\$2,685.00	\$1,500.00	\$1,500.00	\$3,000.00	\$3,000.00	\$2,461.00	\$2,461.00
31	12" CL V RCP Storm Sewer	L.F.	70	\$70.00	\$4,900.00	\$110.00	\$7,700.00	\$120.00	\$8,400.00	\$74.00	\$5,180.00
32	30" Curb & Gutter Remove/Replace	L.F.	110	\$41.00	\$4,510.00	\$42.00	\$4,620.00	\$34.00	\$3,740.00	\$51.00	\$5,610.00
33	3" Asphalt Driveway	S.Y.	22	\$49.00	\$1,078.00	\$50.00	\$1,100.00	\$38.00	\$636.00	\$35.00	\$770.00
34	Slurry Backfill	TON	110	\$28.00	\$3,080.00	\$60.00	\$6,600.00	\$59.00	\$6,490.00	\$101.00	\$11,110.00
35	Full Depth Sawcut	L.F.	125	\$2.00	\$250.00	\$1.00	\$125.00	\$2.00	\$250.00	\$2.00	\$250.00
36	Crushed Aggregate Base Course	TON	45	\$16.00	\$720.00	\$20.00	\$900.00	\$25.00	\$1,125.00	\$50.00	\$2,250.00
37	3" Asphalt Patch	S.Y.	80	\$49.00	\$3,920.00	\$50.00	\$4,000.00	\$38.00	\$3,040.00	\$35.00	\$2,800.00
38	Restoration - Topsoil and Sod	S.Y.	35	\$68.00	\$2,380.00	\$20.00	\$700.00	\$35.00	\$1,225.00	\$66.00	\$2,310.00
	Total of All Birch Court Drainage Improvements Bid Prices:				\$28,857.00		\$30,245.00		\$34,106.00		\$36,677.00
	Common To All Project Areas										
39	Traffic Control, Signage and Barricades	L.S.	1	\$8,585.00	\$8,585.00	\$1.00	\$1.00	\$4,400.00	\$4,400.00	\$2,500.00	\$2,500.00
40	Erosion Control	L.S.	1	\$2,525.00	\$2,525.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
	Total of All Common To All Project Areas Bid Prices:				\$11,110.00		\$501.00		\$5,400.00		\$3,500.00
	TOTAL OF ALL ESTIMATED PRICES (ITEMS 1 - 40)				\$499,303.70		\$548,281.00		\$548,962.00		\$738,182.70

Hand written Bid Form Item total = \$7,110.00
Hand written total on Bid Form = \$36,667.00
Hand written Bid Form Item total = \$7,110.00
Hand written total on Bid Form = \$554,362.00

Hartland Fire
Department

Memo

To: Village Board,
From: Chief Dave Dean
cc: David Cox
Date: March 9, 2018
Re: Rescue Engine

As you may recall, one of my commitments to the village when taking over as the Fire Chief was to streamline large equipment purchases and coordinate with other departments in order to continue to offer first class service while sharing costs and still offering a prompt response to emergencies.

Since taking over as Chief of the department 3 years ago, an in-depth research project was conducted on how we could work more closely with our neighbors for large equipment purchases. This research brought many ideas to the table from area fire departments, including Hartland, Lake Country, Town of Delafield, Merton and Lisbon. Twelve Waukesha County Fire Departments engaged in the County study to see how we could better manage resources amongst all departments. There were also informal conversations that took place with Pewaukee and Okauchee. The results indicated that we needed to continue to work together and expand into sharing or purchasing equipment which could be used in surrounding communities while becoming more multi-purpose and flexible to the exact needs required for the additional emergencies fire departments are responding to. For example, all departments in the area do not need to have a dive / rescue vehicle, an aerial ladder, or a tender.

Vehicle replacement schedules with other departments have been planned out through the year 2040. As you know, vehicle replacement costs have sky-rocketed and continue to increase with all of the requirements and safety standards introduced into law. We have done very well in coordination with other departments in eliminating duplications and coordinating purchases. When the new ladder truck was purchased last year, we were able to eliminate two (2) vehicles that were at the end of their useful life, at a projected savings of \$400,000.

The proposed new rescue engine is also designed to eliminate two (2) emergency vehicles (1995 and 1998 engines) that do not meet state and national requirements or serve our needs in the community well. The estimated long term savings is over \$450,000. If we do not replace the 1995 and 1998 engines the maintenance repairs will add up quickly as they will not continue to pass the required annual testing. The new rescue / engine will serve multiple tasks as projected by eliminating the rescue truck. It will combine the water hauling and pumping capabilities of the engines with the equipment hauling capabilities of the old rescue truck into one vehicle. The extraction and other rescue equipment is currently dispersed among a number of other vehicles. By combining these functions into one vehicle, our operational efficiency is improved by reducing the number of vehicles that are required to respond to an incident.

The reorganization of the vehicles within our department and our neighbor's departments has resulted in not only saving the replacement costs for the Village of Hartland, but also the maintenance costs, testing costs, insurance and licensing for all involved. With this purchase, we will be able to downsize from six apparatus to three multipurpose vehicles. As noted, the number of vehicles that need to respond to an emergency will be reduced as man power is not always available to get all needed equipment to the scene that is now dispersed amongst several vehicles. We work very diligently in finding ways to meet the needs of our citizens and their emergencies. The larger, multi-purpose vehicles are outfitted with so much more than water and fire hose. The types of emergencies have changed and increased immensely over the past several years.

With an engine costing upward of \$750,000, with a 3 to 5% yearly increase from the manufacturer, I would ask that the Village Board authorize ordering the new multipurpose rescue / engine for delivery in 2019 at a cost not to exceed the \$790,000 as described in the Corporate Reserve section of the Village's 2018 Budget. The streamlining of the fire department equipment is also in line with the Waukesha County Study suggestions and lake country area Fire Departments working together to improve emergency response times by responding with less personnel and more multi-purpose emergency vehicles. This purchase will execute the second phase of the equipment reorganization plan as presented. This is projected as the last major vehicle investment until 2023 when we replace an ambulance and 2029 when we are scheduled to replace a front line engine.

The manufacturer of the new multi-purpose rescue / engine has agreed to offer us the original specifications and pricing (holding the original price we discussed in 2017) if we order by April 1, 2018. If we wait until after April 1, 2018 the annual increase of \$30,000 will be in effect, raising the cost to \$819,000. The truck would take over a year to build.

I understand this is a very large purpose, however the research that was completed indicates this will be the most efficient way to continue the excellent service to the citizens of Hartland and surrounding communities for the next 20 years and beyond.

Thank you for your consideration and support.

VILLAGE OF HARTLAND SEXUAL AND OTHER UNLAWFUL HARASSMENT, DISCRIMINATION AND RETALIATION POLICY

PURPOSE

A fundamental policy of the Village of Hartland is that the work place is for performing high quality work and to serve the interests of the Village and the public. Employees and officeholders must provide a workplace free from tensions involving matters that do not relate to Village business and where employees and other persons as described herein behave courteously and professionally at all times. In particular, an atmosphere of tension created by conduct not related to work—including animosity caused by ethnic, racial, sexual, or religious remarks, unwelcome sexual advances, requests for sexual favors, or similar harassing or discriminating conduct—does not belong in the workplace.

The Village Board is committed to providing a professional work environment free from unlawful harassment, discrimination, or retaliation. This means that the Village will not tolerate any form of unlawful harassment, discrimination, or retaliation, including conduct as defined in this policy directed at an employee or applicant for employment because of his or her sex (including sexual orientation, gender identity, transgender status and pregnancy), race, color, national origin, age, ancestry, disability/handicap, religion, creed, genetic information or history, marital status, participation in the military reserve and veteran status, arrest and conviction record, or any other legally protected characteristic.

The purpose of this policy is to provide procedures for reporting, investigating and resolving complaints of unlawful harassment, discrimination and retaliation. The Village condemns and will not tolerate, condone or allow unlawful harassment, discrimination or retaliation by any employee, elected or appointed officeholder, or non-employees who conduct business with the Village. The Village considers harassment, discrimination and retaliation of others based on one's protected status to be forms of serious misconduct worthy of discipline up to and including termination or removal and other prompt and appropriate remedial response designed to end the prohibited behavior. The Village will take direct and immediate action to prevent such behavior and to remedy confirmed instances of unlawful harassment, discrimination and retaliation. Repeated violations, even if perceived as minor, will also result in significant levels of response. To fulfill this policy, the Village wants employees, applicants for employment and others to report this behavior and to cooperate in the Village's efforts to eradicate this behavior from the workplace.

This policy is specifically applicable to all employees, applicants and elected and appointed officeholders of the Village of Hartland and it governs the Village's expectations involving unlawful harassment, discrimination or retaliation based on a protected status. While an employee may be dissatisfied with the decisions of supervisors regarding evaluations, compensation, discipline or other management decisions, such conduct that is unrelated to one's protected status is not governed by this Policy. Employees are expected to raise those concerns directly to the employee's supervisor.

Individuals protected under this policy include all employees and applicants. Any unwelcome conduct that originates from a non-employee (e.g., elected officeholders, contractors or visitors) will be investigated in accordance with this policy under the authority of the Village Board issued through this Policy that has been approved by the Board.

UNDERSTANDING UNLAWFUL HARASSMENT, INCLUDING SEXUAL HARASSMENT, DISCRIMINATION AND RETALIATION

Discrimination

Discrimination means treatment of a person in an illegal, unjust or prejudicial manner based on protected status under the law where no reasonable distinction can be found between those favored and those not favored.

Retaliation

Retaliation means to discriminate, harass, take tangible employment action against an employee, or otherwise punish or take adverse action against an employee because the employee filed a charge of discrimination, because they complained to the Village about harassment or discrimination on the job, or because the employee participated in an employment harassment or discrimination proceeding (such as an investigation or lawsuit).

Prohibited Harassment, including Sexual Harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment;
- Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's performance or creates an intimidating, hostile or offensive working environment.

Verbal sexual harassment includes, but is not limited to, sexual innuendos, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual, obscene or graphic descriptions of an individual's body, or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to a suggested sexual relationship.

Non-verbal sexual harassment includes, but is not limited to, sexually suggestive or offensive sounds, whistling, catcalls, or obscene gestures, sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, e-mail, the internet or other such communications and actions as a means to express or obtain sexual material, comments and printed or written materials, including offensive cartoons. This includes any material which inappropriately raises the issues of sex or discrimination or when an employee is treated differently than other employees when they have refused an offer of sexual relations or participation in harassing behavior.

Physical sexual harassment includes, but is not limited to, unsolicited or unwelcome physical contact of a sexual nature, which may include touching, hugging, massages, kissing, pinching, patting or regularly brushing against the body of another person.

Other forms of unlawful harassment or discrimination include, but are not limited to, persistent and unwelcome conduct or actions or conduct that is objectively unreasonable or offensive and that could result in a hostile or intimidating working environment based on one or more protected statuses according to applicable law.

Harassment or other inappropriate behavior can range from extreme forms such as violence, threats, or physical touching to less obvious actions like ridiculing, teasing, or repeatedly bothering colleagues or subordinates or refusing to talk to them. For example, harassment or other inappropriate behavior may include the following types of conduct:

- Derogatory or insensitive jokes, pranks, or comments;
- Slurs or epithets;
- Unwelcome sexual advances or invitations;
- Non-verbal behavior such as staring, leering, or gestures;
- Ridiculing or demeaning comments;
- Innuendos or veiled threats;
- Intentionally excluding someone from normal workplace conversations and making someone feel unwelcome;
- Displaying or sharing offensive images such as posters, videos, photos, cartoons, screensavers, emails, or drawings that are derogatory or sexual;
- Offensive comments about appearance, or other personal or physical characteristics, such as sexually charged comments or comments on someone's physical disability;
- Unnecessary or unwanted bodily contact such as groping or massaging, blocking normal movement, or physically interfering with the work of another individual; or
- Threats or demands that a person submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment-related benefits in return for sexual favors.

This list of examples is not exhaustive and there may be other behaviors that constitute unacceptable harassment under the policy.

Harassment can happen regardless of the individuals' gender, gender identity, or sexual orientation and can, for example, occur between same-sex individuals as well as between opposite-sex individuals and does not require that the harassing conduct be motivated by sexual desire. Likewise, these same principles hold true for harassment based on other protected statuses where the offending party possesses the same or similar protected status as the victim.

The excuses of the offending party, while important, are not necessarily forgiving or tolerable. For example, "I was joking" or "I didn't mean it that way" are not defenses to allegations of harassment or inappropriate behavior. Nor is being under the influence of alcohol or other substances an excuse for violating this policy.

This policy applies to conduct at work and at work-related social events, office parties, off-site work-related activities and other matters where the work environment is affected by such behavior. Employees and elected and appointed officeholders are expected to be particularly careful about what they say and do in these circumstances and when interacting with one another.

RESPONSIBILITIES

Responsibilities of All Employees and Officeholders

Each employee and officeholder is responsible for assisting in the prevention of unlawful harassment, discrimination and retaliation by the following acts:

- Refraining from conduct prohibited by this policy as defined above, including the participation in or encouragement of actions that could be perceived as harassment, discrimination or retaliation based on a protected status;
- Behaving courteously and professionally toward others;
- Reading this policy and fully understanding and complying with its requirements;
- Immediately and thoroughly reporting acts of harassment, discrimination or retaliation or other prohibited conduct through the reporting procedure identified in this policy; and
- Encouraging any person who confides that he or she is being harassed, retaliated or discriminated against to report these acts and reporting these acts if they are observed or not reported.

Employees and officeholders are expected to cooperate fully in any investigation, whether or not they are directly involved in the incident. They shall not take any action that would discourage another person from reporting prohibited conduct or cooperating in an investigation of alleged prohibited conduct.

Responsibilities of Supervisors

Each supervisor shall be responsible for preventing prohibited activities as defined above by complying with the above-referenced responsibilities and by:

- Monitoring the work environment for signs of harassment, discrimination, retaliation and other prohibited conduct;
- Informing employees of the types of prohibited behavior and the procedures for reporting and resolving complaints of harassment, discrimination and retaliation;
- Stopping any observed behavior that may be prohibited conduct and taking appropriate steps to intervene and report behavior, whether or not the involved employees are within his or her line of supervision; and
- Taking immediate action to prevent retaliation toward the complaining party or witnesses and to eliminate a hostile work environment where there has been a complaint of harassment, discrimination or retaliation pending the investigation.

Each supervisor has the responsibility to assist any employee who comes to that supervisor with a complaint of harassment, discrimination or retaliation by documenting and filing a complaint in accordance with this policy. Failure to carry out these responsibilities may be grounds for discipline.

PROCEDURES

- A. Any employee experiencing or observing harassment, discrimination or retaliation is encouraged, but not required, to inform the person that his or her actions are unwelcome and offensive and that the person should stop such behavior. This initial contact can be either verbal or in writing. The employee should document all incidents in order to provide the fullest basis for investigation if needed.
- B. Any employee who believes that he or she is being harassed, discriminated or retaliated against or who witnesses such conduct is expected to report the incident as soon as possible to any of the following persons so that preventative measures may be considered and taken to end any prohibited harassment, discrimination or retaliation and so that appropriate investigative and corrective actions may be initiated:
1. Village Administrator;
 2. Village Finance Director;
 3. Village Chief of Police;
 4. Village Board President or Village Administrator, if such conduct is engaged in by an elected or appointed officeholder of the Village; and
 5. Village Board President or Chief of Police, if such conduct is engaged in by the Village Administrator.
- A supervisor who receives this information from a subordinate must report the information to the Village Administrator, Village Finance Director, or the Chief of Police.
- C. The Village will determine the appropriate course of action to promptly address the complaint, including any immediate remediation of the behavior. The Village may initiate its investigation or have the victim and the accused engage in conciliatory efforts to resolve the matter if acceptable to the victim. The conciliation process is not appropriate for all situations and will not resolve all issues. The conciliation process may be initiated before or after the employee has filed an internal complaint. The conciliation process is voluntary and seeks to resolve problems by allowing the affected parties to present their issues and then assisting them in arriving at effective, reasonable solutions agreeable to all. When solutions have been identified, management will follow up to ensure that the implementation has been carried out and is effective.
- D. The Village Board may initiate an investigation and designate an investigator for any matter involving allegations against a Board member, the Board President, the Administrator, or an appointed officeholder who is also not an employee. The Village Administrator, Chief of Police, or the Board may initiate an investigation and designate an investigator in other circumstances.

- E. If an investigation is conducted, then the investigator will meet with the victim and other persons having information and document the facts surrounding the incident complained of, including the specific conduct complained of, the persons performing or participating in the conduct, any witnesses to the incident, the dates on which the incidents occurred and other factual information. The investigator will immediately notify the Administrator or Board President, where applicable, if the complaint contains allegations that may rise to the level of criminal activity, such as battery, rape or threats. The investigator will maintain appropriate records of the investigation. Upon completion of the investigation, the investigator will inform the complainant of the outcome of the investigation and will present a reporting of the investigation and its results to the body or person that initiated the investigation. The confidentiality of the investigation will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

- F. The Village will take prompt and effective remedial action designed to end the prohibited behavior, which may include appropriate responsive and disciplinary action, up to and including termination or removal. Responsive action may include, for example, training, referral to counseling, or reassignment and disciplinary action may include, but is not limited to warning, reassignment, suspension, or termination or removal. If the Village does not employ the subject involved in the harassing or inappropriate conduct, then that individual will be informed of the Village's policy and appropriate remedial action will be taken.

Further, the Village will correct any adverse employment action an employee experienced due to conduct prohibited by this policy. In all cases, the Village will make follow-up inquiries to make sure the harassment, discrimination or retaliation has stopped. If an employee is not satisfied with the results, or if further harassment or other unacceptable conduct occurs, then the employee should promptly follow the reporting process identified above.

The complainant or employees accused of harassment may file an appeal with the Village Administrator or the Village Board President if they disagree with the investigation or disposition.

RETALIATION

Retaliation against any employee for filing a harassment, discrimination or retaliation complaint, or for assisting, testifying or participating in the investigation of such a complaint, is prohibited by the Village and may be prohibited by state and federal law.

Retaliation is a form of misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for harassment and discrimination complaints. Employees who are found to have retaliated against a complainant or witness will subject themselves to severe discipline which shall be separate from and in addition to, any discipline determined to be appropriate as a result of the Village's findings on the initial complaint. Because of the Village's commitment to prohibiting retaliatory behavior,

employees and officeholders should expect that consequences for retaliation will be severe and likely resulting in discipline up to and including discharge or pursuit of removal.

This policy does not protect employees from being disciplined for filing frivolous or fraudulent complaints, or for untruthfulness, misleading behavior or lack of candor, nor does it protect them from personal sanctions stemming from defamation suits.

TRAINING

The Village will provide periodic and refresher training concerning the nature of harassment, discrimination and retaliation in the workplace and prohibitions on such actions defined in this policy. Any employee who has any questions or concerns about this policy should talk with his or her supervisor or the Village Finance Director, Chief of Police or Village Administrator.

OUTSIDE AGENCIES

Employees also have the ability to promptly report any violations of law, including assault, rape, battery or other harm to appropriate criminal law enforcement authorities. Employees may also report their harassment, discrimination or retaliation claims to both State and Federal Agencies. Those contacts are as follows: The Equal Rights Division, Department of Workforce Development, 201 East Washington Avenue, P.O. Box 8928, Madison, WI 53708, Telephone: (608)266-6860; and the U.S. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 800, Milwaukee, WI 53203, Telephone: (414)297-1111.

[Policy to be incorporated into the Village of Hartland Employee Handbook and shall replace the policy contained therein]

Approved by the Village Board: March 12, 2018