

**VILLAGE BOARD AGENDA
MONDAY, JUNE 25, 2018
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Roll Call

Pledge of Allegiance – Trustee Wallschlager

Swearing in of Police Officer Dillon P. Gurgul

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

1. Consideration of a motion to approve Village Board minutes of June 11, 2018.
2. Consideration of a motion to approve vouchers for payment.
3. Consideration of actions related to Licenses and Permits
 - a. Consideration of applications for Operator's (Bartender) Licenses with a term ending June 30, 2020
 - b. Consideration of licenses and permits related to the Hometown Celebration
 - i. Temporary Class B Beer/Wine Permit
 - ii. Temporary Operator's (Bartender) license
 - c. Consideration of a motion to approve the use of the Pawling Avenue Municipal Parking Lots for a weekly Farmer's Market on Sundays until September 23/30.
4. Presentation of the 2017 Financial Statements and Audit results by Wendi M. Unger, CPA, Partner, Baker Tilly.

Items referred from the June 18 Plan Commission meeting

5. Consideration of actions related to a proposed Planned Unit Development amendment for the Riverwalk development to allow not less than 3,000 square feet commercial space and up to six residential units or up to full commercial use in the mixed use building (Building #3).
 - a. **Public Hearing** to receive comment on the proposed Planned Unit Development Agreement amendment for the Riverwalk.
 - b. Consideration of a motion to approve Planned Unit Development and Tax Incremental District Agreement Amendment No. 2.

**VILLAGE BOARD AGENDA
MONDAY, JUNE 25, 2018
7:00 PM
PAGE 2**

Other items for consideration

6. Consideration of a motion to adopt Resolution No. 06/25/18 "A Resolution Adopting the Compliance Maintenance Annual Report (CMAR)"
7. Consideration of a motion to approve an agreement with Visu-Sewer, Inc. of Pewaukee for the 2018 Sanitary Sewer Cleaning and Televising in the estimated amount of \$32,500.
8. Consideration of a motion to approve appointment of David de Courcy Bower as the Plan Commission representative to the Comprehensive Plan/CORP Update Steering Committee.
9. Discussion related to Village Board goals and comments for the 2019 Village Budget.
10. Discussion related to possible changes in the position of DPW Director and other staff positions.
11. Discussion related to the need and desire for a Community Center building and the potential purchase of an existing building for that purpose.
12. Discussion related to a policy to allow signs or banners to be hung across streets in the downtown.
13. 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.
14. Adjournment

David E. Cox, Village Administrator

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

MEMORANDUM

TO: President and Board of Trustees
FROM: David E. Cox, Village Administrator
DATE: June 20, 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 5 Regarding the Riverwalk PUD amendment.

Background: As indicated at the May 29 meeting, the owner of the Riverwalk Development and its proposed tenant, Keller Williams Real Estate, are proposing an amendment to the existing Planned Unit Development (PUD) Agreement for the property as the agreement relates to the building fronting on E Capitol Drive. The current agreement provides that this building be a mixed use building with commercial uses on the first floor and three (3) residential units on the second floor. As constructed to date, the building includes a first floor residential unit and five second floor residential units but the entire building is vacant. The change in the number of units and the first-floor residential unit occurred after the State of Wisconsin determined that either an elevator must be incorporated into the building or an accessible residential unit must be put on the first floor. The overall increase to the number of residential units was discussed in concept with the Plan Commission but was never incorporated into the PUD Agreement. Under the current proposal to amend the PUD agreement, the language would be flexible to allow up to six residential units and not less than 3,000 square feet of commercial in the building. The intent of the proposal is to allow Keller Williams to utilize the entire building for commercial (office) purposes. The Plan Commission has considered the amendment and has recommended Amendment No. 2 to the PUD Agreement with the Developer of the Riverwalk. The amendment, which the Plan Commission revised during its meeting, allows the full commercial use but not less than 3,000 square feet of commercial and up to six residential units with five on the second floor and one on the first floor if it is needed to meet accessibility requirements. Further, the amendment includes conditions that event parking occur in the Village's lot across the river and that the second floor be returned to residential use in a defined period of time if commercial use ceases. The Commission's recommended version of the PUD Agreement Amendment includes two new drawings depicting the basic layout of the residential and commercial options, which were not available to the Plan Commission. The Commission's recommendation for approval included a provision that the revised exhibit drawings be reviewed by the Village Board as part of the approval.

Recommendation: Approve the amendment to the PUD Agreement.

Item 6 Related to the Compliance Maintenance Annual Report.

Background: As described in Operations Supervisor Gerszewski's memo, the Village Board is asked to adopt the annual Resolution approving submission of the Compliance Maintenance Annual Report (CMAR) related to the sanitary sewer collection system. The report, which is submitted online to the DNR as a requirement of the Village's permit for collection and discharge of wastewater, outlines the current status of the system based on activity in the previous year. Due to the Village's steady maintenance activities, proper planning and financial management, our CMAR score remains at the highest level.

Recommendation: Approve the Resolution regarding the CMAR.

Item 7 Related to the annual sewer cleaning and televising work.

Background: As described in Operations Supervisor Gerszewski's memo, the Village Board is asked to approve a contract for cleaning and internal inspection (televising) of the Village sanitary sewer collection system. According to the Village's maintenance plan, one third (1/3) of the collection system (about 90,000 linear feet) plus some difficult locations are cleaned annually. Additionally, 5% to 10% of the system should be inspected internally using a camera. In the past, the Village has only inspected the system under roads that are to be resurfaced in the upcoming years. However, this has not met the goal of inspecting at least 5% of the system. As such, staff hopes to work with Visu-Sewer to inspect (televising) about 14,000 linear feet of the system. In total, the estimated cost for all of the cleaning and televising is \$32,500.

Recommendation: Approve the contract with Visu-Sewer.

Item 8 Related to appointing David de Courcy Bower the Steering Committee.

Background: Rounding out the Steering Committee appointment is David de Courcy Bower to represent the Plan Commission on this body that has been created to work on the updates of the Comprehensive Development Plan and the Comprehensive Outdoor Recreation Plan over the next several months. The Steering Committee, which consists of residents, business owners and a representative from the Village Board, Park Board and Plan Commission, will review data and drafts of the documents and will be able to help represent the Village work to update these plans in the community. It is expected that the new documents will be ready for final review by the Plan Commission, Park Board and Village Board in early 2019.

Recommendation: Approve David de Courcy Bower's appointment.

Item 9 Related to the 2019 Annual Budget.

Background: In anticipation of the staff's work to develop a proposed budget for 2019, the Village Board is asked whether it has any specific goals, ideas or other comments it would like staff to include or attempt to include in the draft budget. As the Board will recall, staff will be preparing the proposed budget document through August and it will be distributed to the Village Board in September for its review. Approval is anticipated in November.

Recommendation: Provide any comments or direction regarding the 2019 annual budget.

Item 10 Related to the Public Works Director and other staff positions.

Background: Almost any time a position in the Village becomes open, staff reviews the Job Description and work activities for the position and current needs of the Village to evaluate whether the positions should be changed before being filled. Soon, the Public Works Director position will be open upon the official retirement of Director Einweck in early July. While the Village Administrator has some thoughts on the potential redesign of the position and potential changes or creation of other, related positions, the Village Board is asked to provide any thoughts they have on staffing needs or changes that might inform the eventual staffing design.

Recommendation: Provide feedback and thoughts regarding staffing.

Item 11 Related to Community Center

Background: The Village Board is asked to discuss the desirability of acquiring a community center and the possibility of purchasing an existing building for that purpose. The Village is aware that the Zion Lutheran Church may be available and the Board should determine whether that building could be useful and whether its purchase should be explored. If that is the determination, an outline of future steps would be provided to the Village for future consideration including inspection and feasibility review, appraisal of value, legal process of the purchase action and other actions that may be necessary.

Recommendation: Determine how the Board wishes to proceed.

VILLAGE BOARD MINUTES
MONDAY, JUNE 11, 2018
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Call to Order

Roll Call

Pledge of Allegiance – Trustee Anson

Present: Trustees Anson, Dorau, Meyers, Landwehr, Swenson, Wallschlager, President Pfannerstill

Others: Administrator Cox, Clerk Igl, Finance Director Bailey, DPW Supervisor Gerszewski, Interim Chief Collura, Fire Chief Dean, Utility Operations Supervisor Dave Felkner, Captain Kelsey, Scott & Heidi Nugent, Jordyn Noenning, Suez Representative Jessica Morrison, Shelli Dupras, William Redford, Cherie Fetkenhauer

Public Comments: (Please be advised the Village Board will receive information from the public for a three minute time period per person, with time extensions per the Village President's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.) None.

1. Motion (Meyers/Swenson) to approve Village Board minutes of May 29, 2018. Carried (7-0).
2. Motion (Landwehr/Anson) to approve vouchers for payment in the amount of \$706,509.37. Carried (6-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits
 - a. Consideration of the Annual Renewal of Licenses and Permits expiring June 30, 2019.
 - i. **Public Hearing** to receive comment on the various liquor retailer's licenses.

President Pfannerstill opened the Public Hearing at 7:05 p.m. and read the listing of establishments applying for alcohol license renewal into the record. Administrator Cox stated that staff had noted for the board those premise descriptions that included primarily public spaces such as public parking lots. He stated that the Village Board may want to consider whether to approve these non-traditional premises. It was discussed that the licensed establishments could request a temporary modification to their licensed premises if needed for a specific event. Alternatively, the Board could exclude the non-traditional premises, invite establishment owners to come in to discuss their plans and the Village Board could modify their licensed premise at the next meeting. It was stated that some municipalities require applicants to submit a map depicting the premises.

VILLAGE BOARD MINUTES

MONDAY, JUNE 11, 2018

7:00 PM

PAGE 2

Jeff Anson, owner of Hogger's Pub, stated that he had requested his garage be included in the licensed premise so that a live band could be moved indoors if weather gets bad and so that he may use that area for a dart ball league during winter months. He stated that he felt allowing drinking in a public parking lot leads to a dangerous situation and that the Village could be liable if drinking is allowed in public parking lots. He stated that he felt private parking lots should be allowed as any liability falls on the establishment. He stated that during special events outdoors he is planning on putting up snow fence or caution tape to outline the premises to contain drinking.

Trustee Meyers stated that he felt these are major changes and that the Village Board should take a good look at this issue. Trustee Dorau stated that she felt municipal parking lots should be removed from licensed premises.

The Village Board took a recess at 7:30 p.m., reconvening at 7:32 p.m.

DPW Operations Supervisor Gerszewski clarified that the parking lot behind Senor Tomas is owned and maintained by the Village.

Interim Police Chief Collura stated concerns that allowing drinking outside may lead to difficulties with open intoxicants which are not allowed if a drinker takes the alcohol to their vehicle to drive. Captain Kelsey stated that the department has received noise complaints which were related to patrons drinking near doors to establishments or in parking lot areas.

Trustee Pfannerstill stated that this issue needs to be addressed but there may not be ample time to do so before issuance of the renewal licenses.

Jeff Anson, Hogger's Pub, agreed that drinking outside can lead to issues and stated that he only plans to allow drinking in his parking lot when he has live bands present outdoors. He stated that he is aware that patrons often walk between establishments but that he makes his customers aware that public drinking is not allowed in the Village.

President Pfannerstill closed the Public Hearing at 7:39 p.m.

- ii. Consideration of motions to approve:
 - 1. Class "B" Beer/"Class B" Liquor
 - 2. Reserve Class "B" Beer/"Class B" Liquor
 - 3. Class "A" Beer
 - 4. Class "A" Beer/"Class A" Liquor
 - 5. Class "B" Beer
 - 6. "Class C" Wine

VILLAGE BOARD MINUTES

MONDAY, JUNE 11, 2018

7:00 PM

PAGE 3

Motion (Meyers/Swenson) to approve all liquor license renewals including premises as requested with staff to review and provide recommendations. Carried (5-1). Dorau opposed; Anson abstained.

President Pfannerstill requested that staff send a letter to establishments to let them know that the Village Board will be reviewing premises further and that changes to those approved premises may be coming.

- b. Consideration of motions to approve annual licenses expiring June 30, 2019 not requiring a public hearing:
 - i. Amusement Device Licenses

Motion (Swenson/Landwehr) to approve amusement device licenses as read by President Pfannerstill. Carried (6-0). Anson abstained.

- ii. Operator's (Bartender) Licenses

- 1. Operator's Licenses with a term ending June 30, 2020 – Motion (Wallschlager/Dorau) to approve renewal operator's licenses as listed. Carried (6-0). Anson abstained.
 - 2. Operator's Licenses recommended for denial - President Pfannerstill stated that two applications for operator's licenses were recommended for denial. Applicant William Redford explained that he had received a citation for OWI a year ago which had a conviction date of October 12, 2017. He was advised that he may continue to work at the establishment as long as there is a licensed bartender able to observe. He was advised that he may reapply for an operator's license after a year has passed from the conviction date.

Trustee Meyers raised concerns that there were other items on the applicant's record that may be problematic. Interim Police Chief Collura referenced State Statutes and recommended that the Village Attorney determine whether the applicant would be eligible to be licensed. Administrator Cox stated that state statutes provide discretion to the Board in granting licenses as "habitual offender" is not defined but stated that perhaps an applicant with multiple offenses over a number of years would be considered as such.

Motion (Swenson/Wallschlager) to deny the operator's license application for William Redford. Carried (6-0). Anson abstained.

Motion (Swenson/Landwehr) to deny the operator's license application for Shelli Dupras. Carried (6-0). Anson abstained.

- iii. Cabaret Licenses – Motion (Meyers/Wallschlager) to approve cabaret licenses as listed. Carried (6-0). Anson abstained.

VILLAGE BOARD MINUTES

MONDAY, JUNE 11, 2018

7:00 PM

PAGE 4

- iv. Cigarette Licenses – Motion (Swenson/Wallschlager) to approve cigarette licenses as listed. Carried (7-0).
- v. Taxi Cab License – Motion (Swenson/Meyers) to approve the taxi cab license. Carried (7-0).
- vi. Weights and Measures Licenses – Motion (Landwehr/Swenson) to approve the weights and measures licenses. Carried (7-0).
- c. Actions related to the consideration of the issuance of a “Class B” (Intoxicating) Liquor License for the premises located at 418 Merton Ave. (Java Services LLC, Heidi Nugent, Agent)

- i. **Public Hearing** to receive comment on the liquor retailer’s license application

President Pfannerstill opened the public hearing at 8:00 p.m. Administrator Cox reviewed the status of available licenses and provided explanation of the difference between a reserve license and a regular license. It was stated that there are three reserve liquor licenses available which include a one-time fee of \$10,000. Scott and Heidi Nugent were present but did not comment. The public hearing was closed at 8:05 p.m.

- ii. Consideration of an action related to issuance of a “Class B” Liquor License for Pink Mocha Café

Motion (Meyers/Wallschlager) to approve issuance of a “Class B” Liquor License for Pink Mocha Café. Carried (7-0).

- d. Consideration of other licenses and permits
 - i. Temporary Operator’s (Bartender) license for Chamber of Commerce annual street dance, Saturday, July 21, 2018

Motion (Meyers/Wallschlager) to approve a Temporary Operator’s (Bartender) license for Donna Dorau. Carried (6-0). Dorau abstained.

- 4. Consideration of a motion to approve a Master Service Agreement and related Scopes of Work with Utility Service Company (Suez) of Atlanta, Georgia for water tower maintenance on the Hill Street, Coventry Lane and Bristlecone Pines water towers in an estimated amount of \$1.97 million over 20 years.

Utility Operations Supervisor Felkner stated that staff has been working on a water tower maintenance program which would include painting, installing upgrades, performing inspections, cleaning and repairs to the three water towers. It is projected that the Village could save \$400,000 over a twenty year period with the maintenance contract rather than performing these same services in a traditional manner. Suez Representative Jessica Morrison provided a presentation outlining the benefits and value of the program, stating that all maintenance is covered and all work is guaranteed.

VILLAGE BOARD MINUTES

MONDAY, JUNE 11, 2018

7:00 PM

PAGE 5

Motion (Swenson/Meyers) to approve a Master Service Agreement and scopes of work for water tower maintenance with Suez in the amount of \$1.97 million over 20 years. Carried (7-0).

5. Consideration of Board, Commission and Committee appointments as presented by Village President Pfannerstill.

President Pfannerstill made the following appointments:

Comp Plan/CORP Steering Committee - Jeffrey Anson as the Village Board representative
Environmental Corridor and Open Space Committee – David Pride with a term ending 4/30/2019
and Charity Bower with a term ending 4/30/2021
Business Improvement District – Jeffrey Pfannerstill

Motion (Landwehr/Dorau) to confirm the appointments as made. Carried (7-0).

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

Chief Dean thanked members of the Hartland Fire Department for their continued service as there was a high call volume over the weekend. He also stated that the fire department will be hosting a blood drive on June 20 from 10 am to 2 pm at the fire station.

President Pfannerstill commented that former Police Chief Bagin had once shared that the biggest danger to fire and police personnel was driving. He offered his condolences to the City of Milwaukee Police Department and the family of Officer Irvine for their loss. He offered his praise and thanks to those that put themselves in the way of danger to protect others.

Viewers were reminded of the upcoming Hometown Celebration events including fireworks on Friday, June 29th, events at Nixon Park on Saturday and the parade on Sunday, July 1.

7. Adjournment

Motion (Dorau/Swenson) to adjourn at 8:27 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: June 20, 2018

RE: Voucher List

Attached is the voucher list for the June 25, 2018 Village Board meeting.

June 25, 2018 Checks: \$ 81,508.42

Total amount to be approved: \$ 81,508.42

VILLAGE OF HARTLAND
VOUCHER LIST - JUNE 25, 2018

06/20/18 7:50 AM

Page 1

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 101-31670 ICE AGE TRAIL	BIEBELS TRUE VALUE	HARDWARE FOR KIOSK	\$12.15
G 101-31670 ICE AGE TRAIL	BIEBELS TRUE VALUE	JIG BLADE	\$1.77
G 101-23000 SPECIAL DEPOSITS	DAISY PROPERTIES LLC	BUSINESS OCC/510 HARTBROOK DR	\$500.00
G 101-23000 SPECIAL DEPOSITS	INNOVATIVE CONST SOLUTIONS	BUSINESS OCC/ BATTERIES PLUS 1005 RICHARDS	\$500.00
G 101-23000 SPECIAL DEPOSITS	ISC INTERNATIONAL LTD	BUSINESS OCC/510 HARTBROOK DR	\$500.00
R 201-46420 REFUSE AND GARBAGE COLLECTION	JEFF HORWATH FAMILY BLDRS.	OVERPAYMENT GARBAGE FEES/1628 UPLAND	\$60.45
R 101-46720 PARK RENTALS	MCLEOD, JOCELYN	PARK RENTAL	\$50.49
G 101-21515 SALES TAXES PAYABLE	MCLEOD, JOCELYN	SALES TAX	\$2.57
G 101-31620 FINE ARTS CENTER DONATIONS	STEVE MEISSNER	CONCERT 06/28	\$600.00
EXPENSE Descr			\$2,227.43
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	TEN2 COMMUNICATIONS	RADIO REPAIR/PAGER PROGRAMMER	\$846.40
EXPENSE Descr AMBULANCE			\$846.40
EXPENSE Descr CORPORATE RESERVE EXPENSES			
E 402-59900-810 ADMINISTRATION EXPENSE	WAUKESHA CTY TREASURER (515)	PROGRAMMING RADIOS	\$169.26
EXPENSE Descr CORPORATE RESERVE EXPENSES			\$169.26
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-719 EVENTS	LAKE COUNTRY BED BARN	HARTLAND NEIGHBORHOOD NIGHT OUT	\$600.00
EXPENSE Descr ECONOMIC DEVELOPMENT			\$600.00
EXPENSE Descr ELECTIONS			
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$14.60
EXPENSE Descr ELECTIONS			\$14.60
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 101-53635-460 LANDSCAPE MANAGEMENT	ALL-WAYS CONTRACTORS INC	TOP SOIL	\$412.50
E 101-53635-460 LANDSCAPE MANAGEMENT	PROVEN POWER INC	TRIMMER LINE	\$119.90
EXPENSE Descr ENVIRONMENTAL SERVICES			\$532.40
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	JUNE ADMIN SERVICES	\$169.72
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	EHLERS & ASSOCIATES	CONTINUING DISCLOSURE FEE	\$3,300.00
E 101-51500-500 PROPERTY ASSESSMENT	GROTA APPRAISALS LLC	MAY-JUNE ANNUAL ASSESSMENT WORK	\$10,374.00
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	MTAW	ANNUAL DUES/BAILEY	\$55.00
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	MTAW	ANNUAL DUES/DETERT	\$55.00
E 101-51500-530 TAX BILLING/TAX ROLL	WAUKESHA CTY TREASURER (515)	TAX BILLING	\$2,829.78
EXPENSE Descr FINANCIAL ADMINISTRATION			\$16,783.50

Account Descr	Search Name	Comments	Amount
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$96.37
EXPENSE Descr FIRE PROTECTION			\$96.37
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$103.86
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PITNEY BOWES	MAR-JUNE LEASE	\$331.95
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PROSHRED SECURITY	SHREDDING SERVICES	\$100.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	RESERVE ACCOUNT	POSTAGE REFILL	\$2,500.00
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	MAY LEGAL SERVICES	\$6,412.30
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES/AUDIT	\$198.00
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$1,837.50
EXPENSE Descr GENERAL ADMINISTRATION			\$11,483.61
EXPENSE Descr INSPECTION			
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	MAY PERMITS	\$8,219.75
EXPENSE Descr INSPECTION			\$8,219.75
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	KEYS	\$1.99
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	BUSINESS CARDS/NAME PLATE GURGAL AND SOBONIA	\$76.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	BUSINESS CARDS/NAME PLATE GURGUL	\$43.50
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HOFFA, PAULA	REIMBURSE CLOTHING ALLOWANCE	\$52.54
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	MAY USER FEE	\$135.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ODC	ASSESSMENT/INTERVIEW/REPORT/D GURGUL	\$675.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ORTHOPAEDIC ASSOCIATES WI	FITNESS FOR DUTY EVAL	\$123.50
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PERSONNEL EVALUATION INC	PEP TEST	\$40.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	DRUG TEST/GURGAL	\$43.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROSHRED SECURITY	SHREDDING SERVICES	\$50.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	SEEGER, MATTHEW	REIMBURSE LUNCH	\$10.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	SOBONIAK, CONRAD	MEAL REIMBURSEMENT	\$15.76
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	MAY PRISONER HOUSING	\$162.83
EXPENSE Descr LAW ENFORCEMENT			\$1,429.12
EXPENSE Descr LIBRARY			
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	BAYSCAN TECHNOLOGIES	DVD CASES	\$262.00
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	REPLACEMENT DISCS	\$7.95
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	SHELVES	\$365.99
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	BOOKMARKS	\$18.94
E 101-55110-255 BLDGS/GROUNDS	DILLETT MECHANICAL SERVICE	PREVENTATIVE MAINTENANCE	\$1,074.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	KAPCO	BOOK COVERS	\$150.00
E 101-55110-255 BLDGS/GROUNDS	NATIONAL ELEVATOR	ANNUAL INSPECTION	\$88.00

Account Descr	Search Name	Comments	Amount
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$259.15
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOK	\$26.25
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	MAY ADDL IMAGES	\$134.31
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	MAY-JUNE GAS	\$100.78
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	MAY-JUNE ELECTRIC	\$2,146.10
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF ADMINISTRATION	JAN-JUNE TEACH SERVICES	\$600.00
E 101-55110-255 BLDGS/GROUNDS	WIL-KIL	COMMERCIAL CONTRACT	\$50.00
E 101-55110-255 BLDGS/GROUNDS	WIL-KIL	EXTERIOR INSECT CONTRACT	\$150.00
EXPENSE Descr LIBRARY			\$5,433.47
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$136.32
E 101-51600-255 BLDGS/GROUNDS	DILLETT MECHANICAL SERVICE	REPAIR A/C	\$537.52
E 101-51600-255 BLDGS/GROUNDS	GROUNDS KEEPER, INC.	SPRING LAWN TREATMENT	\$280.00
E 101-51600-255 BLDGS/GROUNDS	GROUNDS KEEPER, INC.	REMOVE AND REPLACE TREE	\$250.00
E 101-51600-255 BLDGS/GROUNDS	GUETZKE & ASSOCIATES, INC.	ADD CODE TO ALARM SYSTEM	\$210.00
E 101-51600-220 UTILITY SERVICES	WE ENERGIES	MAY-JUNE ELECTRIC	\$1,556.10
E 101-51600-255 BLDGS/GROUNDS	WI DEPT OF SAFETY AND PROF SVC	ELEVATOR PERMIT FEE	\$50.00
EXPENSE Descr MUNICIPAL BUILDING			\$3,019.94
EXPENSE Descr PARKS			
E 101-55200-370 ATHLETIC FACILITY MAINTENANCE	BEACON ATHLETICS	FIELD LINER REFURBISH KIT	\$100.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	HARDWARE	\$28.79
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	SPRAY/WALK CLEANERS	\$50.77
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	LOCK EASE	\$4.04
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	ANT KILLER	\$7.19
E 101-55200-370 ATHLETIC FACILITY MAINTENANCE	DEMAND & PRECISION PARTS CO.	VOLLEYBALL NETS/BASKETBALL NETS	\$366.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	OLSEN SAFETY EQUIPMENT CORP	EAR PLUGS	\$108.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PORT-A-JOHN	PENBROOK RESTROOM	\$208.00
EXPENSE Descr PARKS			\$872.79
EXPENSE Descr PUBLIC WORKS			
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	BLEACH/PAINT TRAY LINER/SCREWS	\$36.05
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	TOILET AUGER/DRUM AUGER	\$35.98
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	MOUNTING TIES	\$26.92
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	HARDWARE	\$7.64
E 101-53000-410 STREETS GEN MAINT	BIEBELS TRUE VALUE	SPRAYER/QUICK STRAW	\$73.79
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	BATTERY	\$104.98
E 101-53000-420 STORM SEWER	COUNTY MATERIALS CORP	MAN HOLE RISERS/SEALS	\$1,787.00
E 101-53000-420 STORM SEWER	FERGUSON WATERWORKS	PLASTIC RISERS	\$108.00
E 101-53000-410 STREETS GEN MAINT	GEO-SYNTHETICS	STAPLES/STRAW BLANKETS	\$116.33
E 101-53000-410 STREETS GEN MAINT	GEO-SYNTHETICS	STAKES	\$90.33
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFROMS	\$102.45

Account Descr	Search Name	Comments	Amount
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFROMS	\$129.45
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFROMS	\$102.45
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	FILTERS	\$86.56
E 101-53000-410 STREETS GEN MAINT	OKAUCHEE REDI-MIX INC	CONCRETE/SIDEWALK	\$600.00
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	OLSEN SAFETY EQUIPMENT CORP	GLOVES	\$114.48
E 101-53000-360 VEHICLE MAINT/EXPENSE	POMP S TIRE SERVICE INC	TIRES FOR #35	\$520.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	SWITCH FOR JD MOWER	\$135.94
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	CASE/SEAL	\$181.78
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	SEAL/SHUT OFF VALVE/BUSHING	\$143.86
E 101-53000-410 STREETS GEN MAINT	SHERWIN WILLIAMS CO	STREET PAINT/GLASS BEADS	\$2,657.80
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	EXHAUST STRAPS	\$125.98
E 101-53000-420 STORM SEWER	WAUKESHA CTY TREASURER (515)	STORM WATER EDUCATION	\$2,710.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	PROGRAMMING RADIOS	\$1,974.70
E 101-53000-360 VEHICLE MAINT/EXPENSE	WAUPUN EQUIPMENT CO, INC	MOWER BLADES	\$1,484.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	WAUPUN EQUIPMENT CO, INC	SHIPPING	\$14.30
E 101-53000-225 STREET LIGHTING	WE ENERGIES	MAY-JUNE FOUR WINDS WEST	\$92.41
E 101-53000-225 STREET LIGHTING	WE ENERGIES	APR-MAY ST LIGHTING	\$8,679.20
E 101-53000-360 VEHICLE MAINT/EXPENSE	WELDERS SUPPLY CO	FILL TANKS/GRINDING DISKS	\$216.20
E 101-53000-420 STORM SEWER	WOLF CONSTRUCTION CO INC	ASPHALT	\$233.44
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	ZTEC SYSTEMS	REPAIR FUEL SYSTEM SOFTWARE	\$228.80
EXPENSE Descr PUBLIC WORKS			<u>\$22,921.72</u>
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FINE ARTS SCHOOL	BUILD A MAGICAL FAIRY HOUSE	\$96.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY LACROSSE	LEARN TO PLAY LACROSSE	\$160.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY MARTIAL ARTS	JUNE ADULT KALI/SILVER STICKS	\$60.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NAGAWAUKEE YACHT CLUB	BEGINNER SAILING LESSONS	\$432.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			<u>\$748.00</u>
EXPENSE Descr SEWER SERVICE			
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIGGERS HOTLINE INC	LOCATING PAYMENT	\$705.77
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	JUNE ADMIN SERVICES	\$26.11
EXPENSE Descr SEWER SERVICE			<u>\$731.88</u>
EXPENSE Descr WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	DIGGERS HOTLINE INC	LOCATING PAYMENT	\$705.78
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	JUNE ADMIN SERVICES	\$65.27
E 620-53700-923 OUTSIDE SERVICES	MIDWEST METER INC	LARGE METER TESTS	\$1,200.00
E 620-53700-674 METERS	MIDWEST METER INC	METER BASES/METERS	\$3,065.00
E 620-53700-674 METERS	MIDWEST METER INC	CREDIT	-\$588.85
E 620-53700-674 METERS	MIDWEST METER INC	METERS/GASKETS	\$4,440.45
E 620-53700-674 METERS	MIDWEST METER INC	CREDIT	-\$7,165.00
E 620-53700-674 METERS	MIDWEST METER INC	METERS/GASKET/BOLT/NUTS	\$2,396.85

Account Descr	Search Name	Comments	Amount
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	APR-MAY #3 PUMPHOUSE	<u>\$1,258.68</u>
EXPENSE Descr WATER UTILITY			<u>\$5,378.18</u>
			<u>\$81,508.42</u>

VILLAGE OF HARTLAND
LICENSES AND PERMITS
JUNE 25, 2018

Bartender (Operator's) License – expires June 30, 2020

Julie A. Chapman	Lucan Niall McCloud
John Warren McNeil	Pamela Jean Maki
Sarah C. Nannetti	Brittany Elaine Curry
James L. Heinzelman	Rena Marie Manriquez
Lisa L. Graves	Jordan Marie Gilchist
Samantha Nelson-Zirzow	Michelle Lynn Sterny
Juli Natzke	Denise Kline
Jamie Lee Bishoop	Mark Edward Lowery
Isaac L. Leitzke	Ryan Patrick Murray
Louise Mei Caroline Scholl	Alexis Gull
Carly Janelle Peterson	Kristin Lynn Anzivino
Domenic Luke Serena	Sara Garcia
Colleen R. Anderson	Christine Dawn Karch
Amanda M. Billert	Ann Woodring
Ian Andrew Fochs	Danielle Shaye Slobodianuk
Kelly Jean Marks	Mike J. Orth
Devan Edward McCormick	Kelsey Catherine Lien
Amber L. Sansone	Elisabeth J. Rogers
Amber Marie Griffin	Deborah A. Lewandowski
Valerie Kim Kresse	Karen Mary Banaszak
Sarah Christine Yates	Kathryn Susan Schaser
Raelee Alexandra Rogers	Arynne Elizabeth Shull

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

Items related to the Hometown Celebration

Temporary Class B Beer/Wine License

Applicant: Kiwanis of Greater Hartland
Location: Pavilion area north of the Fine Arts Center in Nixon Park
Event: Hometown Celebration
Date: Friday, June 29, 2018

Temporary Operator Licenses

David Cox
Suzanne Thomas

pd 6/7/18
rcpt 196571

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

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

FEE \$ \$10.00

Application Date: June 7, 2018

Town Village City of Hartland County of Waukesha

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

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning June 29, 2018 and ending July 1, 2018 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name Kiwanis of Greater Hartland

(b) Address PO Box 444, Hartland WI 53029
(Street) Town Village City

(c) Date organized 9/1987

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President Suzanne Thompson, 800 Cardinal Ln, Hartland WI 53029

Vice President Vacant

Secretary Mike Mulrooney, 813 Anton Rd, Hartland WI 53029

Treasurer David Cox, 297 Willow Dr, Hartland WI 53029

(g) Name and address of manager or person in charge of affair: David Cox/Suzanne Thompson

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 175 E Park Ave, Nixon Park

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Pavilion area north of Fine Arts Center - consumption in entire park

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

3. NAME OF EVENT

(a) List name of the event Hometown Celebration

(b) Dates of event June 29 to July 1 - Kiwanis sales only on June 29

DECLARATION

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

Officer [Signature] 6/7/18
(Signature/date)

Kiwanis of Greater Hartland
(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



HARTLAND

Farmers = MARKET =

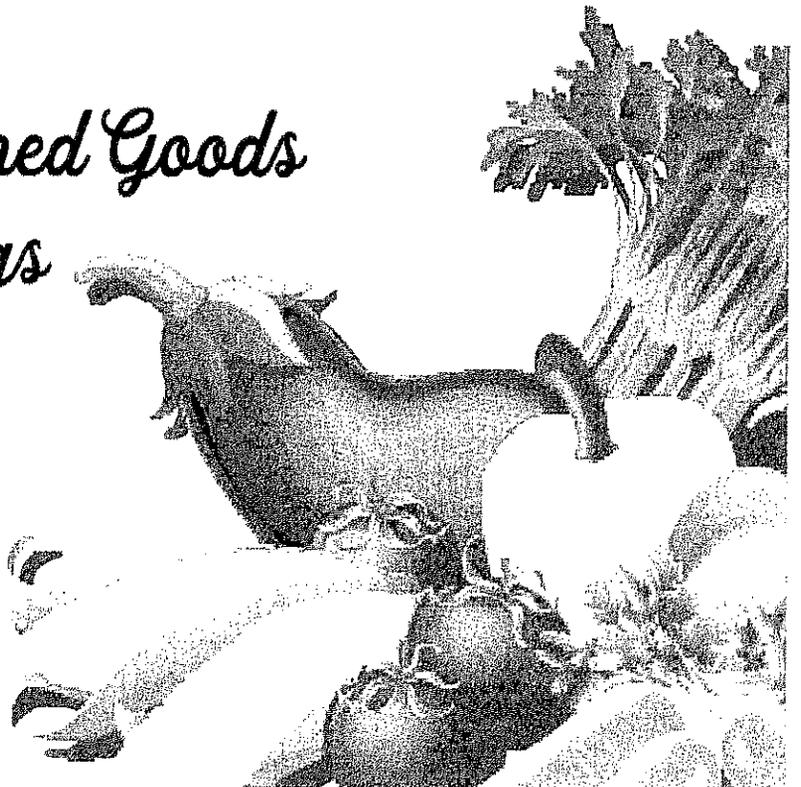
JULY 8TH - SEPT. 23RD
SUNDAYS 10AM- 1PM

LOCATION: MUNICIPAL PARKING LOT ON PAWLING AVE.

featuring:

- *Baked & Canned Goods*
- *Produce • Eggs*
- *Craft Items*
- *& More!*

IN NEED OF VENDORS
If Interested Please contact Mary at
marybarwick00@gmail.com



VILLAGE OF HARTLAND
BUSINESS OCCUPANCY
PERMIT APPLICATION
PAGE 2

BUSINESS:

Name: Hartland Farmers Market
Address: Dawling Municipal Parking Lot Unit/Suite No. _____
Phone No: 262-227-9287 FAX No. _____

BUSINESS OWNER:

Name: M Mary Barwick
Address: _____
Day Phone: 262-227-9287 W3393 Gruennert St.
Helenville, WI 53137
Emergency Phone: _____

BUILDING OWNER:

Name: _____
Address: _____
Day Phone: _____ Evening Phone: _____ Emergency Phone: _____

2ND EMERGENCY CONTACT:

Name: _____
Address: _____
Emergency Phone: _____

CONTACT FOR FIRE DEPARTMENT TO MAKE ARRANGEMENT FOR INSPECTION:

Name: _____ Phone: _____

DETAILED DESCRIPTION OF BUSINESS OPERATION:

produce, Kettle Corn
honey, bread, bakery, lotions & soaps,
canned goods, free karate lessons for kids

Hours and days of operation: Sundays 10-1

Number of full and part time employees on site during each shift (count working owner as an employee):
10-15

Estimated max. total of customers/clients/visitors on site at one time: _____

Number of total off-street parking stalls provided on site: parking on Road on @

Number of above parking stalls dedicated for use by this business: hogsers

Describe anticipated method and frequency of deliveries to/from the site, and location on site where loading/unloading/parking of shipping vehicle is to occur: _____

Describe any activities that may occur outside the building but still on-site such as dumpster, outside storage, equipment, accessory buildings, etc. (Please attach site plan showing these items): _____

Detailed description of any equipment, operation, device, or process that may emit noise, vibration, or odors from the site: _____

none

**BUSINESS OCCUPANCY
PERMIT APPLICATION
PAGE 3**

The names and amounts of any noxious or hazardous substances or fumes that may be created, stored, or used on the site: _____

None

Describe or sketch area for storage of above substances and any other high fire hazard areas: _____

Fire extinguisher size, type, and quantity: _____

Is there a fire sprinkler system: _____

Is there an alarm system: _____

Heating type and location: _____

Describe or sketch gas shut off location: _____

Describe or sketch electric shut off location: _____

Describe or sketch fire sprinkler shut off location: _____

Attach a sketch of the area of the building to be used for this business unless all of building is to be used. _____

Please note that operation of a business is not allowed until the occupancy permit application has been approved.

You may need to attach additional pages to this application.

If you have questions call Building Inspector at 262-367-4744.

Incomplete applications will not be approved.

Applicant's Signature: *Mary Barwick*

Date: *6-20-18*

FOR OFFICE USE ONLY

ZONING DEPARTMENT/BUILDING INSPECTION DEPARTMENT	
Zoning Classification:	
Zoning Approved:	By: _____
Application Approved:	
Permit Number:	
Notes/Conditions:	

FIRE DEPARTMENT	
Site Approved:	By: _____
Notes/Conditions:	

PLANNED UNIT DEVELOPMENT
AND
TAX INCREMENTAL DISTRICT AGREEMENT
AMENDMENT NO. 2
DATED: JUNE 25, 2018

This Planned Unit Development and Tax Incremental District Agreement Amendment No. 2 dated June 25, 2018 ("Amendment No. 2") is entered into as of June 25, 2018 by and between the Village of Hartland ("Village") and Hartland Riverwalk, LLC ("Developer").

RECITALS

- A. The Village and Developer entered into that certain Planned Unit Development and Tax Incremental District Agreement effective July 14, 2015 ("Agreement"). A copy of the Agreement is attached as Exhibit A.
- B. The Village and Developer thereafter entered into Planned Unit Development and Tax Incremental District Agreement Amendment No.1 dated April 1, 2016 ("Amendment No.1") effective April 1, 2016. A copy of Amendment No. 1 is attached as Exhibit B.
- C. The Village and Developer have determined that certain further modifications to the Agreement are appropriate in light of present circumstances and wish to set forth those modifications in this Amendment No. 2.

NOW, THEREFORE, the Village and Developer in consideration of the Terms and Conditions contained in the Agreement, this Amendment No. 2 and for other good and valuable consideration, the receipt of which is hereby acknowledged, agree as follows:

- A. Section 3.1 (c) shall be amended and restated in its entirety as follows:

3.1

(c) The Developer shall construct a new, two-story mixed-use building ("Building #3") consisting not less than 3,000 square feet of commercial space and up to six (6) residential apartment units that is substantially similar to the mixed-use building plans attached hereto as Schedule 3.1(c) except that drawing 1.7 shall be replaced by drawings A-1.1, A-1.2, A1 and A2, which depict the alternate uses and the general configuration allowed hereby subject to the issuance of an occupancy permit by the Building and Zoning Official. With the exception of one (1) residential unit not to exceed 500 square feet, which shall be allowed on the first floor provided at least one (1) residential unit exists on the second floor and said first-floor unit is required to meet accessibility requirements, the entire first floor shall be dedicated to commercial use as allowed in the underlying B-3 Central Business/Mixed Use District. Alternatively, up to the entirety of Building #3 may be used for any commercial use as allowed in the underlying B-3 Central Business/Mixed Use District. In the event the second floor is used in part or in its entirety for a commercial use, the owner and commercial occupant shall instruct attendees at any large gathering, training or other event that takes place in the commercial portions of Building #3 to park in the Village's municipal lot located at 142 North

Avenue and not to occupy other public or private parking in the area of Building #3. Upon cessation of the commercial use of the second floor, that area shall be returned to residential use in not more than one hundred twenty (120) days notwithstanding an agreement by the Village to vary from this requirement or to extend the time allowed to effect the conversion to residential.

B. Section 3.1 (d) shall be amended and restated in its entirety and provide as follows:

3.1

(d) The Developer shall construct two (2) new, three-story apartment buildings with thirty-two (32) residential units (“**Building #1**”) and forty-two (42) residential units (“**Building #2**”), respectively, that are substantially similar to the residential building plans attached hereto as Schedule 3.1(d). Between the mixed-use building and the two residential buildings, the Developer shall construct a total of not less than seventy-four (74) residential units nor more than eighty (80) residential units, fifty-six (56) of which shall be one bedroom or less units and twenty-four (24) of which shall be two bedroom units.

C. Drawings A-1.1, A-1.2, A1 and A2, which depict the alternate uses and the general configuration allowed under this Amendment No. 2 and which are hereby substituted for Schedule 3.1(c) drawing 1.7, are attached hereto as Exhibit C.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the _____ day of _____, 2018.

VILLAGE: VIILAGE OF HARTLAND

By:_____

Name: Jeffrey Pfannerstill, Village President

Attest: _____

Name: Darlene Igl, Village Clerk

DEVELOPER: HARTLAND RIVERWALK, LLC

By:_____

Name: Joseph D. McCormick

Title: _____

[NOTARY STATEMENTS FOLLOW]

Exhibit A

Planned Unit Development and Tax Incremental District Agreement

July 14, 2015

Exhibit B

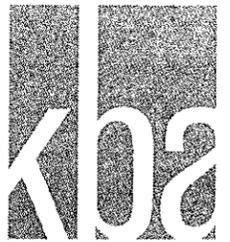
Planned Unit Development and Tax Incremental District Agreement

Amendment No. 1

April 1, 2016

Exhibit C

Drawings A-1.1, A-1.2, A1 and A2



knothe & bruce
ARCHITECTS

Phone: 7601 University Ave, Ste 201
608.876.3690 Middleton, WI 53562

ISSUED
Issued for Bidding - July 7, 2017

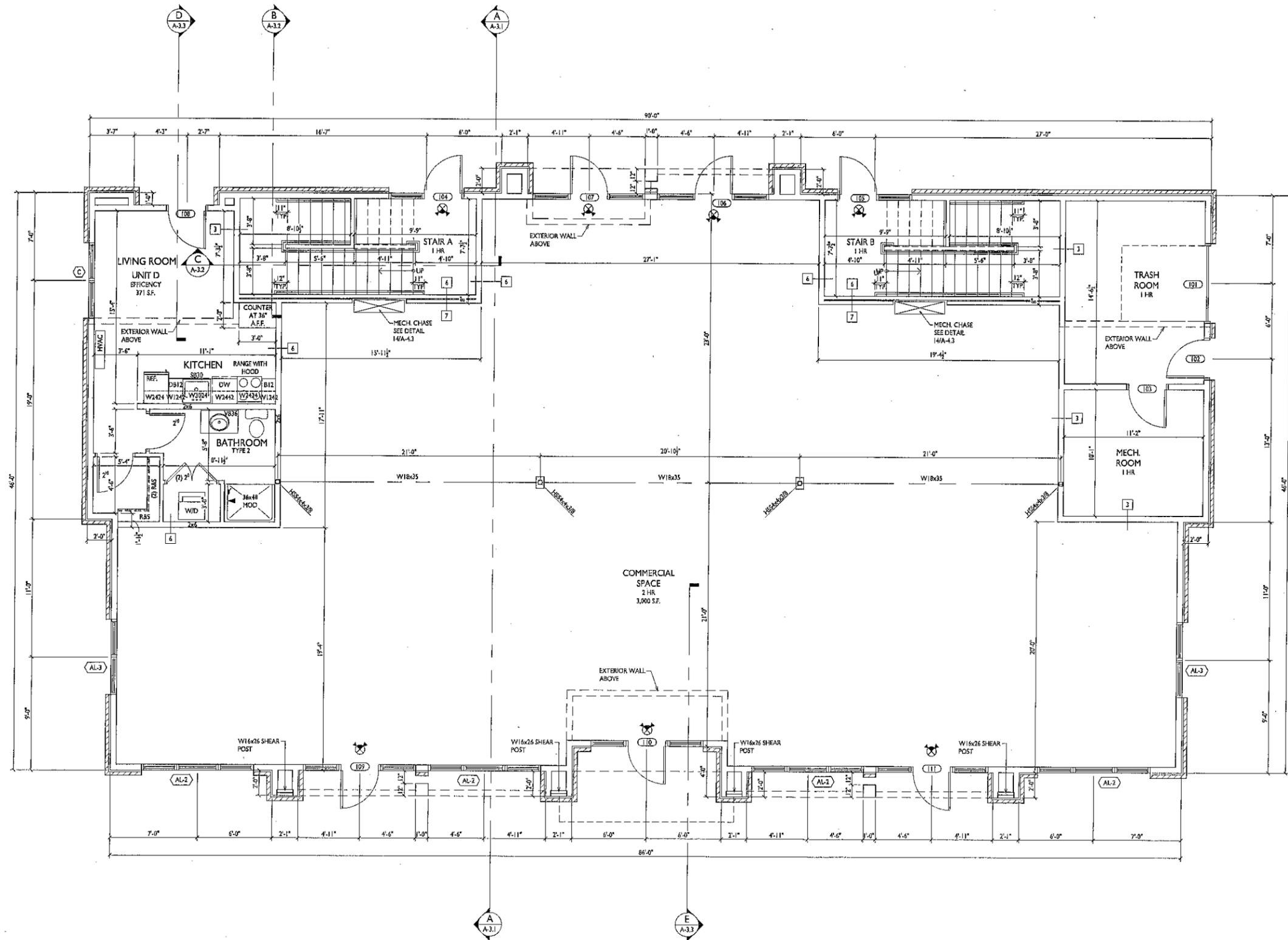
PROJECT TITLE
**Hartland
Riverwalk
Apartments
Building #3**

Hartland, Wisconsin
SHEET TITLE
First Floor Plan

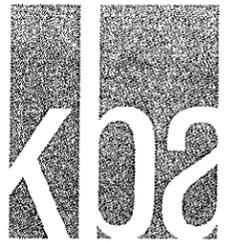
SHEET NUMBER

A-1.1

PROJECT NO. **1028**
© 2013 Knothe & Bruce Architects, LLC

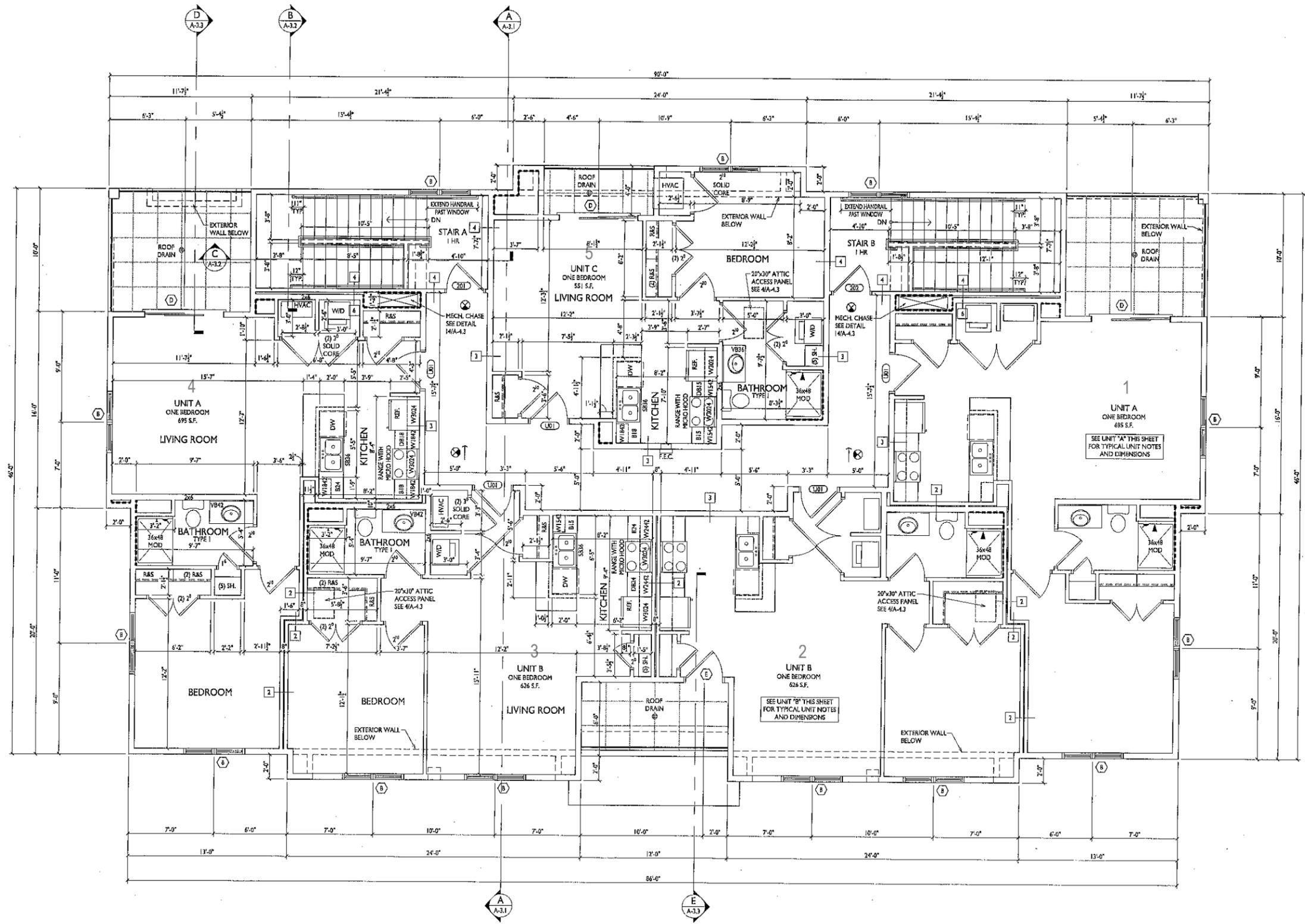


CONCEPTUAL FIRST FLOOR PLAN SHOWING ONE RESIDENTIAL UNIT AND COMMERCIAL SPACE



knothe & bruce
ARCHITECTS

Phone: 7601 University Ave., Ste 201
408.836.3690 Middleton, WI 53562



ISSUED
Issued for Bidding - July 7, 2017

PROJECT TITLE
Hartland
Riverwalk
Apartments
Building #3

Hartland, Wisconsin
SHEET TITLE
Second Floor Plan

SHEET NUMBER

A-1.2

PROJECT NO. 1028
© 2013 Knothe & Bruce Architects, LLC

CONCEPTUAL SECOND FLOOR PLAN SHOWING FIVE RESIDENTIAL UNITS

MEMORANDUM

TO: Plan Commission

FROM: David E. Cox, Village Administrator 

DATE: June 14, 2018

SUBJECT: Riverwalk PUD amendment

At the meeting on Monday, June 18, the Plan Commission will give its second review and potentially make a recommendation to the Village Board regarding a request to allow the Riverwalk mixed use building to be use entirely for a commercial venture. In addition, the Commission will consider as part of the amendment allowing an increase in the total allowable residential units in the building if it is not used entirely for commercial purposes.

Based on the Plan Commission's discussion at the May regular meeting, the following changes to the original PUD have been drafted into a proposed Amendment No. 2 to the Planned Unit Development and Tax Incremental District Agreement for the Riverwalk. All other provisions of the agreement remain the same.

Section 3.1 (c) is proposed to be amended as follows:

3.1

(c) The Developer shall construct a new, ~~four thousand one hundred eighty seven square foot (4,187 ft²)~~, two-story mixed-use building ("Building #3") consisting not less than 3,000 square feet of commercial space and up to six (6) with commercial units on the ground floor and three residential apartment units on the second floor that is substantially similar to the mixed-use building plans attached hereto as Schedule 3.1(c). With the exception of one (1) residential unit not to exceed 500 square feet, which shall be allowed on the first floor provided at least one (1) residential unit exists on the second floor and said first-floor unit is required to meet accessibility requirements, the entire first floor shall be dedicated to commercial use as allowed in the underlying B-3 Central Business/Mixed Use District. Further, up to the entirety of Building #3 may be used for any commercial use as allowed in the underlying B-3 Central Business/Mixed Use District. In the event the second floor is used in part or in its entirety for a commercial use, the owner or commercial occupant shall instruct attendees at any large gathering, training or other event that takes place in the commercial portions of Building #3 to park in the Village's municipal lots and not to occupy other public or private parking in the area of Building #3. Upon cessation of the commercial use of the second floor, that area shall be returned to residential use in not more than one hundred twenty (120) days notwithstanding an agreement by the Village to vary from this requirement or to extend the time allowed to effect the conversion to residential.

Further, Section 3.1 (d) is proposed to be amended as follows:

3.1

(d) The Developer shall construct two (2) new, three-story apartment buildings with thirty-two (32) residential units ("**Building #1**") and forty-two (42) residential units ("**Building**

#2”), respectively, that are substantially similar to the residential building plans attached hereto as Schedule 3.1(d). Between the mixed-use building and the two residential buildings, the Developer shall construct a total of not less than ~~seventy-seven-four (7774)~~ residential units nor more than eighty (80) residential units, ~~fifty-six (5056)~~ of which shall be one bedroom or less units and ~~twenty-seven-four (2724)~~ of which shall be two bedroom units.

This proposed amendment anticipates two situations. First, that the Plan Commission and, ultimately, the Village Board finds allowing Building #3 to be fully commercial and, second, that if the building is partially residential, that it can consist up to six residential units. If one or both of these is not acceptable, the language can be adjusted. A decision to not allow any first floor residential, however, creates a situation in which the Village will need to rectify its original requirement for a fully commercial first floor and a second floor with three, two-bedroom units and no elevator with the finding by the State that either an elevator is required in the building or there must be a first floor residential unit.

DCPC Memo re Amendment No 2

cc: Scott Hussinger, Building and Zoning Official
Joe McCormick, Riverwalk
Rick Stallé, Keller Williams



VILLAGE OF HARTLAND
PETITION FOR:



NEW PLANNED UNIT DEVELOPMENT OVERLAY PETITION
(REQUIRES 2 PLAN COMMISSION MEETINGS AND MAY INCLUDE UP TO 3 VILLAGE BOARD MEETINGS. DURING ONE OF THE VILLAGE BOARD MEETINGS A PUBLIC HEARING SHALL BE HELD)

APPROVED OR
Joe McCormick

AMENDMENT TO EXISTING PLANNED UNIT DEVELOPMENT
(REQUIRES 2 PLAN COMMISSION MEETINGS AND MAY INCLUDE UP TO 3 VILLAGE BOARD MEETINGS. DURING ONE OF THE VILLAGE BOARD MEETINGS A PUBLIC HEARING SHALL BE HELD)

FEE: \$150.00 + \$1,000 Professional Fee Deposit

Date: 5-3-18	Fee Paid: 150.00
Date Filed:	Receipt No. 196029

1. Name: Joe McCormick

Address of Owner/Agent: 411 W. Main St. Madison, WI 53703

Phone Number of Owner/Agent: 608 575 7551

FAX No. 608 819 6038 E-mail Joe@JCMCDesign.com

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

3. State present use of property and intended use.
presently 3-2 bedroom units \$
3000 \$ commercial, propose 6 units
residential \$ 3000 \$ commercial

[Signature]
Signature of Petitioner

411 W. Main St. Madison 53703
Address

608 575 7551
Phone





**APPLICATION FOR
PLAN COMMISSION**

\$300 REVIEW FEE DUE AT TIME OF APPLICATION

Project Description <i>Change mixed use to commercial</i>			
Proposed Use <i>LSO0 # mixed use</i>		No. of Employees	
Project Location <i>205 E Capital Dr.</i>			
Project Name <i>Hartland Riverwalk</i>			
Owner <i>Hartland Riverwalk LLC</i>		Phone <i>605 575-7521</i>	
Address <i>414 W Main St.</i>		City <i>Hartland</i>	State <i>WV</i> Zip <i>25303</i>
Engineer/Architect		Phone	FAX
Address		City	State Zip
Contact Person <i>Joe McSweeney</i>	Phone <i>605 575 7521</i>	FAX <i>605 817 6038</i>	E-mail <i>joe@hmvcc.com</i>

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

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

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

Four (4) sets of bound application materials and one (1) electronic copy of all materials must be submitted.

Applications that include site plans must depict the following existing and proposed information:

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

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

All applications for consideration by the Plan Commission are subject to the policies described in this document.

Date Applied: <i>4/30/18</i>	Date of Meeting: <i>5/21/18</i>	Return Comments by:
------------------------------	---------------------------------	---------------------



**APPLICATION FOR
PLAN COMMISSION**

☑ \$300 REVIEW FEE DUE AT TIME OF APPLICATION

Project Description Hartland Riverwalk - Building #3			
Proposed Use "Business Use" for Keller Williams Real Estate Office		No. of Employees 6 to 7	
Project Location 200 E. Capital Drive			
Project Name Hartland Riverwalk			
Owner Joe McCormick, Hartland Riverwalk, LLC		Phone 608-575-7551	
Address 411 W. Main Street, Suite #106		City Madison	State WI Zip 53703
Engineer/Architect Raposa Design		Phone 262-751-5221	FAX
Address		City New Berlin	State WI Zip 53151
Contact Person Rus Raposa, AIA	Phone 262-751-5221	FAX	E-mail raposadesign@gmail.com

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

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

All applications for consideration by the Plan Commission are subject to the policies described in this document.

Date Applied: 4/30/18	Date of Meeting:	Return Comments by:
------------------------------	------------------	---------------------

Keller Williams Realty – Milwaukee North Shore
205 E. Silver Spring Drive | Whitefish Bay, WI 53217

By Email Delivery to:

Mr. David E. Cox
Village Administrator, Village of Hartland
210 Cottonwood Ave | Hartland, WI 53029

May 18, 2018 (revision to original letter dated April 30, 2018)

Application for an Amendment (#2) to an Existing Planned Unit Development
For Hartland Riverwalk PUD and the two story Mixed-use Building #3
Re: Plan Commission Agenda for May 21, 2018

Mr. Cox:

Please find the enclosed documentation to assist the Village of Hartland in your deliberations associated with this request to modify the previously issued Planned Unit Development for the Hartland Riverwalk Project.

By Hartland Riverwalk, LLC: (by email Submission on April 30, 2018)

A petition to amend the Planned Unit Development and TID Agreement as originally adopted on July 14, 2015, and subsequently revised with Amendment #1 on April 1, 2016 was forwarded to you on April 30, 2018 by Joe McCormick, the Hartland Riverwalk developer.

Article III Section 3.1c of the original Riverwalk PUD dated 7/14/15 states:

“The Developer shall construct a new, four thousand one hundred eighty-seven square foot (4,187 SF) two-story mixed-use building (“**Building #3**”) with commercial units on the ground floor and three residential apartment units on the second floor that is substantially similar to the mixed-use building plans attached hereto as Schedule 3.1c .”

Proposed PUD Amendment to revise Section 3.1c to state:

*“The Developer shall construct a new 2-story mixed use building (“**Building #3**”) of not less than 4,187 SF with not less than 3,000 SF ground floor commercial space. The building may include up to five residential apartments on the second floor, with an option for the entire second floor to become full commercial use in the mixed use building; notwithstanding a provision to allow for one residential unit on the first floor, not to exceed 500 SF, as may be required to meet accessibility requirements.”*

Article III, Section 3.1d of the original Riverwalk PUD dated 7/14/15 states:

“That the Developer shall construct a total of 77 residential units, 50 of which shall be one bedroom units and 27 of which shall be two bedroom units”

Proposed PUD Amendment to revise Section 3.1d to state:

“That the Developer shall construct a total of not more than 80 residential units, between Building #1, Building #2 and Building #3.”

By Keller Williams Realty: (by hand Delivery on April 30, 2018)

Application for Plan Commission Review from Keller Williams Realty with \$300 review fee was tendered to the Village of Hartland on April 30, 2018.

Keller Williams Realty is in the process of negotiating a lease from Hartland Riverwalk, LLC to secure the entire mixed-use Riverwalk Building #3 for full commercial use subject to obtaining approvals from:

- a) the state of Wisconsin for architectural plan review, and
- b) Village of Hartland for any possible municipal PUD, TID Amendments and or Conditional Use approvals.

Sincerely,

Mr. Joe McCormick, Owner
Hartland Riverwalk, LLC
411 West Main Street, Suite #106 | Madison, WI 53703

and



Rick Stallé, Managing Partner
Keller Williams Realty – Milwaukee North Shore
205 E. Silver Spring Drive, Whitefish Bay, WI 53217

Cc:

Rus Raposa, AIA, Raposa Design

Maureen Stallé, KW
Charlie Stallé, KW
Bruce Gallagher, KW
Carol Krigbaum, Krigbaum Law

MEMO

TO: David E. Cox, Village Administrator
FROM: Michael Gerszewski, Operations Supervisor *MDG*
DATE: June 20, 2018
**SUBJECT: Sanitary Sewer Collection System
DNR Compliance Maintenance Annual Report**

The Wisconsin DNR requires that municipalities submit a Compliance Maintenance Annual Report (CMAR). This year's report must be filed by June 30, 2018 for the year ending December 31, 2017. This report is electronically filed.

Attached is the Village's completed CMAR for our collection system. The first section involves financial management. The second section involves questions regarding the operation and maintenance of the collection system.

The responses generate point values. Based on the points generated, a letter grade of A through F is assigned. Depending on the grade received, corrective action may be required.

The Village Board must review the document, certify it, and pass a resolution (please see attached). This must be passed prior to the electronic filing of the report.

We have a very well organized, active operation and maintenance program for the Village's sanitary sewer collection system. Therefore, I am pleased to report that the Village's grade for the past year for both the financial management and collection systems is an A.

Please place this on the June 25, 2018 Village Board agenda for consideration and approval of the attached resolution.

Attachments

cc: Darlene Igl, Village Clerk
Dave Felkner, DPW Utility Foreman

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:

6/20/2018

2017

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 300px;" type="text" value="Michael D Gerszewski"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="(262) 367-2714"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="mikeg@villageofhartland"/></p>																	
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p> <p>If No, please explain: <input style="width: 750px; height: 20px;" type="text"/></p> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input style="width: 150px;" type="text" value="2017"/></p> <p><input checked="" type="radio"/> 0-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p>	0																
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																	
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input style="width: 150px;" type="text" value="2017"/></p> <p><input checked="" type="radio"/> 1-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A</p> <p>If N/A, please explain: <input style="width: 750px; height: 20px;" type="text"/></p>																	
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 150px;" type="text" value="283,011.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="283,011.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="20,000.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 150px;" type="text" value="283,011.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 150px;" type="text" value="283,011.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 150px;" type="text" value="20,000.00"/>	
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3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 150px;" type="text" value="283,011.00"/>														
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 150px;" type="text" value="20,000.00"/>														

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:

6/20/2018

2017

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 303,011.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$ 303,011.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Arlene Drive lift station rehab.	66,950	2021
2	Woodland Court Lift Station rehab.	65,000	2020
3	Bradford Way Lift Station rehab.	73,700	2024
4	Rustic Lane Lift Station rehab.	68,959	2022
5	Shadow Ridge Lift Station rehab.	71,027	2023
6	Four Winds Way Lift Station rehab	104,315	2036
7	Crystal Drive Lift Station rehab	220,000	2019

5. Financial Management General Comments

Crystal Drive Rehabilitation will be paid for with sewer department with cash reserves.

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:
6/20/2018 **2017**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	3,009	54
February	2,473	41
March	2,482	37
April	2,458	18
May	2,569	12
June	2,361	2
July	2,478	2
August	2,315	2
September	2,293	2
October	2,392	6
November	2,812	36
December	2,968	46
Total	30,610	258
Average	2,551	22

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Commintion or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:

6/20/2018

2017

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Installing a generator at Crystal Drive lift station.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:

6/20/2018

2017

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

- Review and update sewer ordinances as circumstances dictate
- Create informational materials to educate the public
- Clean 33% of the sewer collection system per year
- Increased cleaning of identified problem areas (as needed)
- Televis 5% to 10% of the system per year
- Review the sewer utility budget for repair and rehabilitation projects yearly
- Update Geographic information system (GIS) as needed
- Perform sewer flow monitoring to determine future system improvements

Did you accomplish them?

- Yes
- No

If No, explain:

We only televised .02% of the system in 2017. We increase televising this year.

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Hartland's municipal code

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2010-12-13

Does your sewer use ordinance or other legally binding document address the following:

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:

6/20/2018

2017

Private property inflow and infiltration
 New sewer and building sewer design, construction, installation, testing and inspection
 Rehabilitated sewer and lift station installation, testing and inspection
 Sewage flows satellite system and large private users are monitored and controlled, as necessary
 Fat, oil and grease control
 Enforcement procedures for sewer use non-compliance
 Operation and Maintenance [NR 210.23 (4) (d)]
 Does your operation and maintenance program and equipment include the following:
 Equipment and replacement part inventories
 Up-to-date sewer system map
 A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
 A description of routine operation and maintenance activities (see question 2 below)
 Capacity assessment program
 Basement back assessment and correction
 Regular O&M training
 Design and Performance Provisions [NR 210.23 (4) (e)]
 What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
 State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 Construction, Inspection, and Testing
 Others:
 Overflow Emergency Response Plan [NR 210.23 (4) (f)]
 Does your emergency response capability include:
 Responsible personnel communication procedures
 Response order, timing and clean-up
 Public notification protocols
 Training
 Emergency operation protocols and implementation procedures
 Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]
 Special Studies Last Year (check only those that apply):
 Infiltration/Inflow (I/I) Analysis
 Sewer System Evaluation Survey (SSES)
 Sewer Evaluation and Capacity Management Plan (SECAP)
 Lift Station Evaluation Report
 Others:

2 flow meters are still being used to monitor new developments to determine future upgrades.

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	35	% of system/year
Root removal	0	% of system/year
Flow monitoring	60	% of system/year
Smoke testing	0	% of system/year
Sewer line televising		

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:
6/20/2018 **2017**

	<input type="text" value="0.02"/>	% of system/year
Manhole inspections	<input type="text" value="35"/>	% of system/year
Lift station O&M	<input type="text" value="1"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="1"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="0.001"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year
Private sewer I/I removal	<input type="text" value="0"/>	% of private services
River or water crossings	<input type="text" value="0"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input type="text"/>		

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="45.96"/>	Total actual amount of precipitation last year in inches
<input type="text" value="34.1"/>	Annual average precipitation (for your location)
<input type="text" value="51.8"/>	Miles of sanitary sewer
<input type="text" value="6"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="3"/>	Number of basement backup occurrences
<input type="text" value="0"/>	Number of complaints
<input type="text"/>	Average daily flow in MGD (if available)
<input type="text"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.06"/>	Basement backups (number/sewer mile)
<input type="text" value="0.00"/>	Complaints (number/sewer mile)
<input type="text"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:
6/20/2018 **2017**

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **			
Date	Location	Cause	Estimated Volume (MG)
None reported			
** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.			
<p>5. Infiltration / Inflow (I/I)</p> <p>5.1 Was infiltration/inflow (I/I) significant in your community last year?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <div style="border: 1px solid black; padding: 2px;">No change from the previous year.</div> <p>5.4 What is being done to address infiltration/inflow in your collection system?</p> <div style="border: 1px solid black; padding: 2px;">We continue to replace lids with pic holes with sealed solid lids.repairing man holes with solid concrete rings and mastic instead of mortar.</div>			

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:

6/20/2018

2017

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Village of Hartland

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

**VILLAGE OF HARTLAND
RESOLUTION NO. 06/25/2018**

**WISCONSIN DEPARTMENT OF NATURAL RESOURCES
NR 208 – COMPLIANCE MAINTENANCE RESOLUTION – 2018**

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file a Compliance Maintenance Annual Report (CMAR) for its wastewater treatment/wastewater collection system under Wisconsin Administrative Code NR 08;

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR);

WHEREAS, it is necessary to provide recommendation or an action response plan for all individual CMAR section grades (of "C" or less) and/or an overall grade point average (<3.00);

BE IT THEREFORE RESOLVED, by the Village Board of the Village of Hartland, Waukesha County, that the Village has received a grade of A for Financial Management and Collection Systems.

Adopted this 25th day of June, 2018.

Jeffrey Pfannerstill, Village President

ATTEST:

Darlene Igl, MMC/WCPC, Village Clerk

MEMO

TO: David E. Cox, Village Administrator
FROM: Michael D Gerszewski, Operations Supervisor *mdg*
DATE: June 20, 2018
SUBJECT: 2018 Sanitary Sewer Cleaning and Televising Proposal

As part of our normal sanitary sewer system maintenance efforts, we will be performing our yearly sewer cleaning of a third of the collection system and televising the collection system on streets scheduled to be paved in the near future. This process is done annually to minimize the potential of sewer backups and to allow time to plan and execute repairs before road paving takes place.

The attached proposal from Visu-Sewer is the same cost per foot for cleaning and televising as last year's proposal. The cleaning work amounts to approximately \$23,400 and the televising is approximately \$9,100. The funds to cover this work have been budgeted under the Sewer Utility Maintenance-Sewage System Collection account (#204-53610-380).

It is my recommendation that the Village accept the proposal from Visu-Sewer to carry out the 2018 sewer cleaning and televising work. Visu-Sewer has done very good work for the Village in the past. Please place this on the upcoming Village Board agenda for consideration and approval.

Attachment

cc: Darlene Igl, Village Clerk
Dave Felkner, DPW Foreman



2018 Sewer Maintenance Agreement

To: Mike Einweck
Village of Hartland
P.O. Box 247
Hartland, WI 53029

From: Drew Setzer
Visu-Sewer, Inc.
W230 N4855 Betker Drive
Pewaukee, WI 53072

Date: 3/8/2018

Project: 2018 Sanitary Sewer Maintenance Agreement

Visu-Sewer is pleased to offer the following proposal to perform 2018 sanitary sewer maintenance for the Village of Hartland. The prices to complete this work are as follows:

1. Sanitary Sewer Cleaning 80,000 LF +/- at \$0.26 per LF
2. Root Cutting at \$0.35 per LF
3. Emergency Sewer Cleaning at \$125.00 per hour
4. Cleaning of wet wells at \$310.00 per hour
5. Light Clean & TV Inspection – Minimum 600-1499 LF at \$0.89 per LF
6. Light Clean & TV Inspection – Minimum 1500-1999 LF at \$0.75 per LF
7. Light Clean & TV Inspection – Minimum 2000 LF and up at \$0.65 per LF

The sanitary sewer cleaning will be completed with a combination sewer cleaning and vacuum machine, series 2100 vacuum unit.

The Village of Hartland is asked to provide the following: Access to all manholes on the project, supply hydrant and water access for cleaning equipment and provide dumpsite for all the debris removed from the system.

Visu-Sewer will provide all labor, equipment and materials to complete the above described work per NASSCO specifications. Upon completion of the cleaning and TV Inspection, Visu-Sewer will provide associated reports and DVD media for the inspection work performed.

If you have any questions regarding this quotation, please contact Randy Belanger or me at 262-695-2340.



All material guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. This proposal may be withdrawn if not accepted within 30 days of issue. Terms - Net 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. VSC&S, Inc. is authorized to do the work as specified.

Date: _____

Signature: _____

MEMORANDUM

TO: President and Village Board
FROM: David E. Cox, Village Administrator 
DATE: June 22, 2018
SUBJECT: Addition to the Agenda

At Trustee Dorau's request, an item has been added to the agenda for Monday, June 25 that provides for discussion of a policy to allow signs or banners to be hung over the street(s) in the downtown. The item has been added as a new #12. A revised Agenda is transmitted with this memo.

As I understand the discussion, the Board will be asked its thoughts on the Village returning to a policy of allowing, and perhaps installing, temporary banners over E. Capitol Drive. It is my understanding and as some Board members will recall, the Village previously allowed these banners and the Fire Department usually installed them. Several years ago (10 or more), our employee was seriously injured performing the work and the Village stopped the practice. Occasionally, the idea is raised again but it has never moved forward.

When the concept has come up in recent years, the installation of proper facilities was discussed because, while the banners were previously attached to the WE Energies utility poles, no official permission is granted to attach to the utility poles. I do not know if WE Energies would be willing to allow the attachment. In general, the utility has been allowing fewer and fewer attachments like signs and decorations, on its poles. If the Village wished to proceed, I suggest that an attachment agreement could be sought and/or specific equipment owned by the Village could be installed.

Nonetheless, the Village Board is asked to consider Trustee Dorau's question and provide feedback.

DCAgenda Addition 6-25-18

cc: