

**VILLAGE BOARD AGENDA  
MONDAY, FEBRUARY 25, 2019  
7:00 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Roll Call

Pledge of Allegiance – Trustee Landwehr

**Presentation of the accreditation renewal for the Hartland Police Department by WILEAG**

**Presentation by Police Chief Misko related to the Department’s annual report**

**Presentation of a donation to the Police Department from Hogger’s Pub by its owner, Jeff Anson**

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 February 11, 2019.
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 a Temporary Class B Beer/Wine License for St. Charles Congregation
  - c. Consideration of a Temporary Operator’s License for the St. Charles event
  - d. Consideration of an application for a Restricted Species Permit
4. Second reading of a Bill for an Ordinance 02-11-2019, “An Ordinance To Amend Chapter 30 Of The Village Of Hartland Municipal Code Pertaining To Court”.

Items referred from the February 18 Plan Commission meeting

5. Consideration of a motion to approve site and building plans for office additions for Advanced Disposal, 559 Progress Drive.
6. Consideration of actions related to rezoning the property at 345 Cottonwood Ave. from B-3 Central Business/Mixed Use District to RS-3 Single-Family Residential District.
  - a. First reading of Bill for an Ordinance No. 02-25-2019-01 “An Ordinance To Amend The Official Zoning Map Of The Village Of Hartland”.
  - b. Consideration of a motion to set a public hearing on the matter for March 25, 2019 as part of the Regular Village Board meeting.

Other Items for Consideration

7. Consideration of a motion denying the claim of WIPFLI, LLC on behalf of Fox Brothers Piggly Wiggly for refund of taxes paid on certain personal property because the claim was improperly served, was untimely in its filing and it is questionable as to whether the recent extension of exemptions under State Statutes applies to the apparatus indicated in the claim.
8. Discussion and review of draft Employee Compensation Plan Policy.
9. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.
10. 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:** February 20, 2019  
**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.

### Items before Public Comments

There are three items listed before public comments as they are simply presentations and do not require Board action. Representatives of the Wisconsin Law Enforcement Accreditation Group will be present to present the Village and the Department with its accreditation renewal. Following this, the Chief will make a short presentation of highlights from the Department's annual report for 2018, which was just issued. Lastly, Jeff Anson, in his role as the owner of Hogger's Pub, will be presenting a donation to the Police Department, which will be accepted by Chief Misko.

### Item 4 Regarding a revision to the Municipal Court Ordinance

**Background:** As noted at the last meeting, according to the Attorney for the Municipal Court, the Court has admitted Johnson Creek to full membership from "contract member" and has admitted the Town of Sullivan. As is the practice, the ordinance is updated (repealed and replaced) to show those changes. Additionally, we are correcting language in our version of the ordinance to refer to Hartland in the section regarding actions related to holding a primary and election for the Municipal Judge. The changed areas of the ordinance are highlighted in yellow.

**Recommendation:** Provide for the second reading of the ordinance

### Item 5 Regarding office additions for Advanced Disposal.

**Background:** Advanced Disposal presented its plan for two office additions to its facility at 559 Progress Drive in the upper commercial park. The Plan Commission reviewed the site and building plans and discussed concerns related to parking on the site and, in particular, the fact that two spaces are lost to the additions. Ultimately, the Plan Commission recommended approval of the site and building plans conditioned on Advanced replacing the lost parking spaces on the site.

**Recommendation:** Approve the plans conditioned on replacement of the parking.

Item 6 Regarding rezoning of 345 Cottonwood Avenue.

Background: The owner of the building at 345 Cottonwood Avenue has requested rezoning of the parcel from B-3 Central Business/Mixed Use District to RS-3 Single-Family Residential District. The parcel, which is located in the downtown business area, is the southernmost of three adjacent house structures on this stretch of Cottonwood. The Village's Comprehensive Plan identifies this area, including the entirety of the downtown, as "Mixed-Use Commercial/Residential (Part of the Village Center)." The parcel immediately north of the subject parcel is zoned RM-2 Multiple-Family Residential District and is currently a single family house. The next parcel north is zoned RM-1 Multiple-Family Residential District and is used as a multiple tenant, 3-unit residential building. South of the subject property (south of the driveway for Hartland Meadows) is a multiple tenant business property. Previously, the subject parcel was used as a commercial use and would be modified to meet the residential building codes. As a reminder, while the B-3 zoning allows some residential use of a building, such use is only allowed at the rear of the first floor and on the second floor and above. The front portion of the lower level would be required to be a commercial use. At its initial meeting on this topic, the Plan Commission was divided as to whether the parcel should be rezoned. Some members felt that the single-family residential zoning was inconsistent with the Land Use Plan and may be inconsistent with the future, intended use of the property as a commercial property even if it were to be redeveloped. Others felt the zoning change was acceptable within the confines of the "Mixed Use" of the downtown. There will also be a discussion of whether RS-3 zoning is appropriate if it is, in fact, rezoned to a single-family district.

At its March meeting, the Commission will consider the matter again and will be asked to give a specific recommendation to the Village Board. For its part, at this meeting, the Village Board is asked to give its preliminary review of the proposed zoning and to set the required public hearing on the matter for the second meeting in March at which it will have the Plan Commission's recommendation and may have public comments.

Recommendation: Set the public hearing for March 25.

Item 7 Regarding a claim for refund of taxes

Background: As Finance Director Bailey's memo indicates, Fox Brothers Piggly Wiggly is requesting a refund of some of the taxes it paid on personal property because it believes the items on which the tax was levied should have been exempt under the new law. After review of the matter, staff is recommending denial of the claim because it was filed

improperly and untimely under the controlling State Statutes. Additionally, staff questions whether the items should actually be exempt under the law but that matter will need to be reviewed more closely in the future.

Recommendation: Deny the claim for refund of taxes.

#### Item 8 Regarding an Employee Compensation Plan Policy

Background: Based on various comments at the Village Board, staff has researched and drafted a policy related to employee compensation and performance review. In particular, the policy describes how employees would receive increases in pay. The Village Board is asked to give initial review and comments on the policy and set the matter for further discussion in the future. The Village has until about the end of April to decide on this matter.

Recommendation: Review and determine future discussions.

# Heartland POLICE



*"Oath of Honor Agency"*



## DEPARTMENT COPY

Serving With: *Pride, Integrity & Ethics*

# ANNUAL REPORT

# 2018

***To the Village of Hartland:***

*The Hartland Police Department proudly presents the 2018 ANNUAL REPORT published for our agency. This report provides an overview of our activity for the year and serves as a source of information for the community.*

*Your police department consists of 17 sworn law enforcement professionals that provide 24 hour-a-day coverage to the Village of Hartland. In addition, 4 administrative assistants provide the support that is necessary to carry out our mission. We also have mutual aid agreements with the surrounding police agencies, the Waukesha County Sheriff's Department and the Suburban Mutual Aid Response Team (SMART) for additional assistance when necessary. We participate in cooperative teams with other municipalities to offer quality service with a fiscally responsible mindset.*

*Our primary purpose is to place all available resources provided to our organization toward public safety and quality of life for the Village of Hartland. Each of our members approaches their responsibilities with professionalism, and they serve the public with pride, integrity and ethics. I am very proud to be associated with this fine group and I respect each one of them for their commitment. Every sworn member of the department has taken the Oath of Honor pledge and the department has been recognized as a "Law Enforcement Oath of Honor Agency".*

*The Hartland Police Department is committed to keeping our community a great place and a leader in Waukesha County. This will be accomplished by providing quality police services, addressing all issues that affect public order, and to anticipate problems so as to reduce or eliminate them. We try to build advocates on Every Call, with Every Citizen, on Every Contact.*

*2018 was a year of transition as Chief Michael S. Bagin retired after serving the community for 31 years. We thank Chief Bagin for his service to the department and wish him well in retirement.*

*I encourage all Village residents to contact our department if they have any questions or concerns about our community. Please check our website at [www.villageofhartland.com](http://www.villageofhartland.com) for more department information. Our desire is to work with the citizens to solve problems and maintain a high standard for the quality of life in this community.*

*Respectfully,*

*Torin J. Misko  
Chief of Police*

**2018 HIGHLIGHTS:**

- Chief Michael S. Bagin retired from the Police Department.
- Deputy Chief Rosario J. Collura served as Interim Chief of Police.
- Torin J. Misko was hired as the Chief of Police.
- Dillon P. Gurgul was hired as a police officer.
- Officer Luke A. Joswick and Officer Nicholas S. Greenwood were presented with lifesaving awards.
- Officer Dean J. Haag retired from the Suburban Critical Incident Team as a tactical officer.
- Officer Thomas R. Bagin completed his one year probationary period with the Police Department.
- The Police Department was awarded a Certificate of Accreditation by the Wisconsin Law Enforcement Accreditation Group through December of 2021.

## **COOPERATIVE EFFORTS:**

***TRAINING*** -The police departments from Butler, Chenequa, Delafield, Eagle, Hartland, and Pewaukee conduct firearms and defensive and arrest tactics training for all the officers. Each agency provides officers as trainers in either firearms or defensive and arrest tactics. This cooperation allows each agency to provide the necessary staffing for the service to their communities, plus the required training necessary in these highly critical and skillful areas of police training. This effort also allows for the sharing of training equipment and instructors, without the need for duplication.

***SUBURBAN CRITICAL INCIDENT TEAM (SCIT)*** -This team of selected officers from the Brookfield, Chenequa, Delafield, Elm Grove, Hartland, Mukwonago, Muskego, New Berlin and Pewaukee Police Departments are trained to handle critical calls for service, such as barricaded persons, negotiations, and serving high risk search warrants. This is a mutual aid agreement and the team serves as a back-up to other similar teams in the county, such as the Waukesha County Sheriff's Department. Again, the sharing of expertise and equipment make these type of joint efforts cost-effective and provides an excellent service to the communities involved in SCIT. Our department provides two officers as tactical operators and one negotiator to this team. Officers are assigned to the team from the various departments at rates in proportion to their department size.

***MAJOR INVESTIGATIONS UNIT (MIU)*** -This team of selected officers from the Butler, Chenequa, Delafield, Elm Grove, Hartland, Pewaukee Police Departments and the Waukesha County Sheriff's Department are trained and prepared to investigate all major crimes and traffic collisions that may occur in any of these communities. This is a mutual aid agreement that allocates the necessary resources to investigate these major incidents, yet also allows each community to maintain police coverage for other types of activities. The sharing of expertise and equipment makes this team cost-effective and provides a professional quality for investigative efforts.

***SUBURBAN MUTUAL ASSISTANCE RESPONSE TEAM (SMART)*** -This is a cooperative effort between law enforcement agencies in Jefferson, Kenosha, Milwaukee, Racine, Walworth and Waukesha County that allows for mutual aid during a significant event. Within 60 minutes, a community that is a member of SMART can have up to 70 law enforcement officers respond to the community to help in the case of a significant emergency or disaster.

***WAUKESHA COUNTY COMMUNICATIONS (WCC)*** -The Village of Hartland (Police, Fire, EMS, Public Works, and Administration) is a committed partner to the Waukesha County Communications Center. This central county-wide dispatch center enhances communications among all participating communities and agencies in Waukesha County. In addition, a shared records management system helps coordinate information and provides access to all agencies.

***WAUKESHA COUNTY CIVIL DISTURBANCE UNIT (CDU)*** - The threat of civil disturbance always looms over communities adjacent to urban areas. Police Departments from throughout Waukesha County and the Sheriff's Department have assigned officers to the CDU. The Village of Hartland has two police officers equipped and trained to respond to CDU call outs. Once again, the sharing of expertise and equipment make these type of joint efforts cost-effective and provides an excellent service to the communities involved in CDU.

***WAUKESHA COUNTY METRO DRUG UNIT*** - The Village of Hartland has been a member of the Metro Drug Unit since 2007. Due to staffing needs we removed our officer from the unit in 2017. We continue to support the mission of the drug unit and will assist them as needed, but will no longer assign an officer to the unit.

***LAKE COUNTRY MUNICIPAL COURT*** - The Village of Hartland is a founding member of this municipal court, which was established in 1988. This court is located in the City of Oconomowoc and serves 20 communities. The court is 100% funded by user fees and no tax dollars. This court serves as a very efficient and fair way of dealing with municipal traffic and ordinance violations.

### **COMMUNITY RELATIONS PROGRAMS AND SERVICES:**

***CRIMESTOPPERS***-This program provides a reward system to citizens that report information about criminal activities. If a citizen has information about a crime, they can report that information anonymously, yet still receive some monetary compensation.

***SAFE SCHOOLS PROGRAM*** -This is a cooperative effort between all the schools in the Village of Hartland and the Police Department. On school days, a day team officer will make personal visits to each school and do a walk through, as well as meet with staff and students as needed. This is a positive program, as it allows more interaction between the children and the officers, along with addressing issues at the school and being an available resource for school staff.

***SCHOOL SPECIALTY PROGRAMS*** -These types of programs are custom designed for the schools, as well as other student orientated groups. Because our staff has various interests and backgrounds, we are able to customize a learning program based upon any school age group. Programs include: department tours, drug and alcohol awareness to students and parents, computer crime seminars to students and parents, law and consequence training to students, chaperone middle school dances, job shadowing for high school students, and other specialized training. These programs are very popular among the students and schools, and provide a showcase for our staff to talk about their experiences and training.

***HIGH SCHOOL INITIATIVE*** - Each school day that Arrowhead High School and Lake Country Lutheran High School are in session, officers are assigned to monitor these areas for traffic and student safety reasons during the morning and afternoon busy times. The need to provide this service is based upon a high volume of vehicles and/or pedestrians that may be present in these school zones, and to reduce or eliminate the neighborhood concerns about unsafe driving or other complaints related to the high school or students. The message sent is: Drive Carefully and Behave Yourself.

***MEDICATION COLLECTION SITE*** - In order to reduce substance abuse, prevent childhood poisonings, and help protect our environment, private citizens can bring their prescription medications to the Police Department for disposal. There are green containers accessible 24 hours a day in both the East and West lobbies of the Police Department to dispose of your medications.

***OWNERSHIP ZONES*** - The Police Department has established Ownership Zones that specific officers are assigned to. These officers take “Ownership” of specific areas to consistently address quality of life issues and will work closely with the building inspector in these efforts. One of the specific Ownership Zones deals exclusively with all the registered Sex Offenders that reside or work in the Village of Hartland.

***COMMUNITY NOTIFICATIONS*** - The Police Department is a member of a nation-wide notification network, which is basically a “Reverse 911” system. In the event an emergency message needs to be sent out to a targeted area of the community, we would utilize the services of this network.

***WILEAG ACCREDITATION*** - The Police Department is accredited by the Wisconsin Law Enforcement Accreditation Group (WILEAG). The department maintains compliance with 205 required standards for law enforcement agencies. Less than 10% of all law enforcement agencies in the State of Wisconsin are fully accredited. The department was awarded re-accreditation in December of 2018.

***CITIZEN’S ACADEMY*** - The Police Department sponsors a Citizen’s Police Academy in cooperation with the Delafield, Chenequa, and Pewaukee Police Departments along with the Lake Country Fire Department. This is for citizens or those who work in this area who would like to learn about what the local police departments do. The Citizen’s Academy is provided as a means to reach out to our community and educate the public about the law enforcement profession.

***SHOP WITH COPS*** - During the holiday season, local law enforcement officers from Hartland, Delafield, Pewaukee, and Chenequa Police Departments team up for a Shop with Cops event. Shop with Cops offers children in 5k through 5<sup>th</sup> grade the opportunity to shop with police personnel for holiday gifts for their families. This is a unique opportunity for children to develop a relationship with law enforcement officers that will serve to make a lasting impression on their lives. We are able to offer this program to families at no cost because of donations, fundraisers, and volunteers.

### **QUALITY OF A LOCAL POLICE AGENCY**

The quality of police services to a community can vary depending on the loyalty of the employees in the police department, their morale and their ownership of the community. These employees come to work day in and day out to provide a service to the citizens and carry with them the local knowledge of people, places, or historical events that help to divert, reduce, or eliminate inappropriate behavior and address quality of life matters. This local knowledge is more beneficial than any record management system could record and is more enhanced by local employees.

In 2018, the current police officer staff has almost 200 years of collective experience with the Village of Hartland, ranging from less than 1 year to over 30 years of service.

The Service Quality that a local police agency can provide is based upon dimensions such as:

**Tangibles**-Appearance of physical facilities, equipment, personnel, and printed or visual information the department provides.

**Reliability**-Ability to perform all services dependably and accurately.

**Responsiveness**-Willingness to help citizens by providing prompt services.

**Competence**-Possession of the required skills and knowledge to perform their duties.

**Courtesy**-Politeness, respect, consideration, and professionalism of all personnel.

**Credibility**-Trustworthiness, believability, and honesty of the staff.

**Security**-Freedom from danger, risk, or doubt.

**Access**-Approachability to services of the agency.

**Communication**-Listening to citizens, acknowledging their concerns, following up on the concerns and communicating the results.

**Understanding the Citizen**-Making an effort to know the citizens and their needs.

**Every Call, Every Citizen, Every Contact**-Making an effort to build an advocate for the community with every police contact with a citizen. Our goal is to create relationships with residents that result in problem solving success.

The Hartland Police Department averages about 10,300 citizen contacts (Calls for Service) each year and the vast majority of these interactions between the police department and the citizens go without a problem.

On occasion, a citizen may make a complaint to the department about an interaction with a staff member, but the majority of these complaints are found to be unfounded, exonerated, or not-sustained. In 2018, there were 2 complaints filed with the Police Department and after conducting a thorough investigation 0 complaints were found to be substantiated.

On the other hand, a citizen may also take the opportunity to commend the department or individual staff members for their professionalism and assistance during a citizen contact. The department received 36 operation compliments in 2018. These citizens are not obligated to take the time to recognize the good efforts of our staff, but they do and it is a great reflection on the quality of employees that work for Hartland.



# Hartland

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## POLICE DEPARTMENT

### VISION:

We are committed to working together with the community, in a problem-solving partnership, to prevent crime, enforce laws, and resolve conflict, thereby improving the quality of life.

### MISSION:

The mission of the Hartland Police Department is to maintain peace and order in the community. We seek to accomplish this mission in a consistent manner, exhibiting high ethical standards. Our members are committed to a level of training and education that allows us to provide quality services to the citizens of Hartland.



# HARTLAND POLICE DEPARTMENT



**TORIN J. MYSKO**  
CHIEF OF POLICE  
SERVING SINCE 2018

**ROSARIO J. COLLURA**  
DEPUTY CHIEF OF POLICE  
SERVING SINCE 2000  
DAYTEAM SUPERVISOR

**STACY V. KELSEY**  
CAPTAIN OF POLICE  
SERVING SINCE 2008  
EARLYTEAM SUPERVISOR

**BRIAN D. DeBARGE**  
LIEUTENANT OF POLICE  
SERVING SINCE 2011  
LATETEAM SUPERVISOR

**ADMINISTRATIVE TEAM**  
7:30 A.M. TO 4:30 P.M.

**NORA E. SANTELLA**  
ADMIN. ASSISTANT  
SERVING SINCE 2000

**VIKI L. DOBBERTIN**  
ADMIN. ASSISTANT  
SERVING SINCE 2001

**JULIE A. BECKER**  
ADMIN. ASSISTANT  
SERVING SINCE 2004

**LAURIE MATULA-BAHR**  
ADMIN. ASSISTANT  
SERVING SINCE 2010

**INVESTIGATIVE TEAM**  
9:00 A.M. TO 5:00 P.M.

**PAULA A. HOFFA**  
DETECTIVE  
SERVING SINCE 2007

**DAYTEAM**  
6:00 A.M. TO 2:20 P.M.

**MARK L. JORGENSEN**  
POLICE OFFICER  
SERVING SINCE 1988

**BRIAN M. MUNDY**  
POLICE OFFICER  
SERVING SINCE 1997

**ADAM M. MUELLER**  
POLICE OFFICER  
SERVING SINCE 1998

**DEAN J. HAAG**  
POLICE OFFICER  
SERVING SINCE 2000

**EARLYTEAM**  
2:00 P.M. TO 10:20 P.M.

**ROBERT T.C. JEWELL**  
POLICE OFFICER  
SERVING SINCE 2011

**NICHOLAS S. GREENWOOD**  
POLICE OFFICER  
SERVING SINCE 2016

**CONRAD W. SOBONIAK**  
POLICE OFFICER  
SERVING SINCE 2016

**THOMAS R. BAGIN**  
POLICE OFFICER  
SERVING SINCE 2017

**DILLON P. GURGUL**  
POLICE OFFICER  
SERVING SINCE 2018

**LATETEAM**  
10:00 P.M. TO 6:20 A.M.

**SCOTT M. MACIEJEWSKI**  
POLICE OFFICER  
SERVING SINCE 2001

**MATTHEW J. SEEGER**  
POLICE OFFICER  
SERVING SINCE 2009

**LUKE A. JOSWICK**  
POLICE OFFICER  
SERVING SINCE 2015



# HARTLAND POLICE DEPARTMENT

## MANAGEMENT AND INVESTIGATIONS



**CHIEF TORIN J. MISKO**  
SERVING SINCE 2018



**DEPUTY CHIEF ROSARIO J. COLLURA**  
SERVING SINCE 2000



**CAPTAIN STACY V. KELSEY**  
SERVING SINCE 2008



**LIEUTENANT BRIAN D. DEBARGE**  
SERVING SINCE 2011



**DETECTIVE PAULA A. HOFFA**  
SERVING SINCE 2007



# HARTLAND POLICE DEPARTMENT

## DAYTEAM



**OFFICER MARK L. JORGENSEN**  
SERVING SINCE 1988



**OFFICER BRIAN M. MUNDY**  
SERVING SINCE 1997



**OFFICER ADAM M. MUELLER**  
SERVING SINCE 1998



**OFFICER DEAN J. HAAG**  
SERVING SINCE 2000



# HARTLAND POLICE DEPARTMENT

## EARLYTEAM



**OFFICER ROBERT T.C. JEWELL**  
SERVING SINCE 2011



**OFFICER NICHOLAS S. GREENWOOD**  
SERVING SINCE 2016



**OFFICER CONRAD W. SOBONIAK**  
SERVING SINCE 2016



**OFFICER THOMAS R. BAGIN**  
SERVING SINCE 2017



**DILLON P. GURGUL**  
SERVING SINCE 2018



# HARTLAND POLICE DEPARTMENT

## LATE TEAM



**OFFICER SCOTT M. MACIEJEWSKI**  
**SERVING SINCE 2001**



**OFFICER MATTHEW J. SEEGER**  
**SERVING SINCE 2009**



**OFFICER LUKE A. JOSWICK**  
**SERVING SINCE 2015**



# Hartland

## POLICE DEPARTMENT

ACTIVITY REPORT										
<u>TYPE OF ACTIVITY</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
ARSON	0	0	0	1	0	0	1	0	0	1
ASSAULT	14	24	17	11	16	16	14	9	6	6
BURGLARY	19	16	9	12	13	8	11	7	9	8
CRIMINAL DAMAGE	111	115	51	83	116	49	57	45	80	36
HOMICIDE	0	0	0	0	0	0	0	0	0	0
VEHICLE THEFT	4	1	5	0	3	1	5	1	1	1
ROBBERY	0	0	0	1	0	0	2	1	0	1
SEXUAL ASSAULT	6	9	9	8	7	4	5	3	8	3
THEFT	99	70	90	101	94	71	69	53	88	54
WORTHLESS CHECKS	29	21	26	9	5	5	8	5	1	1
MISC. INCIDENTS	813	583	562	525	522	596	612	553	550	550
<b>TOTALS:</b>	<b>1095</b>	<b>839</b>	<b>769</b>	<b>751</b>	<b>772</b>	<b>749</b>	<b>784</b>	<b>677</b>	<b>743</b>	<b>661</b>

<u>PERSONS ARRESTED</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
ADULT MALE	239	231	175	186	220	149	151	101	100	94
ADULT FEMALE	79	75	53	66	106	66	51	48	38	29
JUVENILE MALE	68	56	48	24	56	22	22	16	7	7
JUVENILE FEMALE	19	11	12	3	14	4	4	7	1	3
<b>TOTALS:</b>	<b>405</b>	<b>373</b>	<b>288</b>	<b>279</b>	<b>396</b>	<b>241</b>	<b>228</b>	<b>172</b>	<b>146</b>	<b>133</b>

<u>OTHER ACTIVITY</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
CALLS FOR SERVICE	10545	11577	10053	10113	9442	10507	9978	8577	10199	12084
TRAFFIC ACCIDENTS	160	106	123	125	139	135	131	150	139	123
TRAFFIC CONTACTS	3238	3951	2948	2829	2663	2786	2769	2054	2458	2878
TRAFFIC CITATIONS	1627	1509	1409	1603	1385	1026	1397	975	1413	1357
DRUNK DRIVING ARRESTS	67	62	49	43	48	26	52	29	34	31
ORDINANCE CITATIONS	313	279	219	138	150	128	90	114	129	68
PARKING CITATIONS	259	212	211	200	172	426	237	136	301	154
STATE PROSECUTIONS	112	85	52	185	194	161	174	115	93	102
EMERGENCY DETENTIONS	N/A	N/A	N/A	N/A	30	21	29	16	20	10
PROBATION HOLDS	N/A	29								





# Hartland

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## POLICE DEPARTMENT

This report provides information about **Operation Complaints** against department procedures and/or personnel. The department takes all complaints seriously and each one is fully investigated to a reasonable conclusion. This report also documents **Operation Compliments** that are received from citizens, other agencies, businesses, schools, and other officers or supervisors, who wish to compliment a staff member or the department as a whole for a positive interaction.

**Total Complaints for 2018: 2**

Complaint Dispositions:

Substantiated	0
Not-Substantiated	0
Exonerated	0
Withdrawn	1
Unfounded	1
Policy Failure	0

Disposition Definitions:

Substantiated: Evidence sufficient to prove allegation.

Not-Substantiated: Insufficient evidence to either prove or disprove allegation.

Exonerated: Incident occurred but was lawful and proper.

Withdrawn: Complainant requested to withdraw complaint.

Unfounded: Allegation is false or not factual.

Policy Failure: Flaw in policy caused incident.

Wisconsin state law mandates that law enforcement agencies have a policy on citizen complaints and we accomplish this requirement.

**Total Compliments for 2018: 36**

The department received 36 operation compliments for 16 different employees, and 6 department wide compliments. The types of compliments included: Professionalism, traffic stop encounters, assist other agency, effort on investigations, service calls and more.

Your Police Department staff works very hard with the goal of building advocates in the community on Every Call with Every Citizen and on Every Contact.



# HARTLAND POLICE DEPARTMENT



HARTLAND POLICE DEPARTMENT 2018



**VILLAGE BOARD MINUTES**  
**MONDAY, FEBRUARY 11, 2019**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Roll Call

A moment of silence was observed in honor of fallen Milwaukee Police Officer Matthew Rittner.

Pledge of Allegiance – Trustee Swenson

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

Others Present: Administrator Cox, Finance Director Bailey, Operations Supervisor Gerszewski, Utility Operations Supervisor Felkner, Attorney de la Mora, Officer Gurgul, Officer Greenwood, Craig Eisenhut, Bob Mallow, Tim Casey, Reporter Brandon Anderegg, Fire Chief Dean and members of the Hartland Fire Department.

**Introduction and Swearing in of Full-time Paramedic Johnathan Quint**

Chief Dean introduced Johnathan Quint who was recently hired as a full-time paramedic and Clerk IgI swore in Johnathan Quint.

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/Dorau) to approve Special Village Board minutes of January 24, 2019 and Village Board minutes of January 28, 2019. Carried (6-0). Wallschlager abstained.
2. Motion (Landwehr/Anson) to approve vouchers for payment in the amount of \$7,343,691.91. Carried (7-0).
3. Consideration of actions related to Licenses and Permits.
  - a. Motion (Landwehr/Swenson) to approve an application for Operator's (Bartender) License with a term ending June 30, 2020. Carried (7-0).
4. Second reading of a Bill for an Ordinance 01-28-2019, "An Ordinance To Amend Article II Of Chapter 86 Of The Village Of Hartland Municipal Code Pertaining To Water Utility And Wells".

Motion (Landwehr/Pfannerstill) to suspend the rules. Carried (7-0). Motion (Landwehr/Dorau) to adopt Ordinance 01-28-2019 "An Ordinance To Amend Article II Of Chapter 86 Of The Village Of Hartland Municipal Code Pertaining To Water Utility And Wells". Carried (7-0).

5. First reading of a Bill for an Ordinance 02-11-2019, "An Ordinance To Amend Chapter 30 Of The Village Of Hartland Municipal Code Pertaining To Court".

Administrator Cox stated that the ordinance is being amended as the court is updating the membership list. The second reading will be placed on the next Village Board agenda.

6. Discussion of the proposed donation of a large, landmark flag pole and US flag for Hartbrook Park by the Lake Country Rotary Club.

Bob Mallow, President of the Lake Country Rotary Club, stated that they are interested in donating a large flag pole and flag for Hartbrook Park. He stated that the Park Board has reviewed and asked that they do more research on the project. He stated that there were concerns from Village staff about the maintenance of the flag and flag pole. Mr. Mallow stated that he has learned that the flag company would provide service for replacement of the cable as needed with an approximately cost of \$300. He suggested that the Village Board ask that he prepares a design concept for further review. He stated that they are recommending the largest flag pole available for this project totaling approximately \$20,000. Trustee Wallschlager asked whether the flag would be lit. Mr. Mallow stated that it would be lit by a ground pole with a timer. The intended location is the corner of Hartbrook Drive and Rae Drive with an 80 foot pole and a 20' x 30' flag. He stated this will be a fundraising project for the Rotary and that he would like to see another large flag located near the clock tower in the downtown in the future. The consensus of the Village Board was to move forward with the concept.

7. Update from Waukesha County Center for Growth and consideration of a motion to approve a one year extension of the Waukesha County Center for Growth Agreement.

Tim Casey with the Waukesha County Center for Growth stated that when they work with businesses the information is confidential until the project is complete and the business signs off on the agreement. Therefore, he stated that he is not in the position to be able to share the names of the business that the Center has been assisting with the Village Board but has provided those to Administrator Cox.

Mr. Casey stated that the Center for Growth had worked last year with Lake Country Custom Cabinets in updating their business plan, acquiring a business and going through the loan approval process. Mr. Casey stated that he had reached out to the Chamber and will be meeting with them at a future time. He provided a brief summary of space that is currently available in the village.

President Pfannerstill stated that the Center for Growth has existed for three years and that the effort is not necessarily providing services for individual municipalities but rather it is a county effort. President Pfannerstill asked why other municipalities haven't joined the effort. Mr. Casey responded that there are currently 13 municipalities in the group. It was stated that the City of Delafield is no longer in the group due to the budgetary impact.

Trustee Meyers asked for clarification on the fees charged to various municipalities and it was stated that a formula is used based on population and space. Motion (Swenson/Pfannerstill) to approve a one year extension of the Waukesha County Center for Growth Agreement. Roll call vote: motion failed.

8. Discussion and consideration of a motion to prohibiting parking on the east side of Progress Drive south of Cardinal Lane to the easterly entrance to the Public Works facility.

Operations Supervisor Gerszewski stated that the business owner at this location is having difficulty getting trucks to his dock due to parking on the roadway. Motion (Wallschlager/Dorau) to authorize the prohibiting of parking on the east side of Progress Drive south of Cardinal Lane to the easterly entrance to the Public Works facility. Carried (7-0).

9. Consideration of actions related to replacement pedestrian bridges.
  - a. Review of bridge options including the Park Board recommendation and selection of a bridge type and determination of which bridge(s) will be replaced this year.
  - b. Consideration of a motion to authorize approval of a contract for bridge manufacture and installation.

Operations Supervisor Gerszewski stated that pedestrian bridge replacements are included in the Capital Improvement Plan. After review, staff recommended replacement with metal bridges which are more expensive but are expected to last longer and require less maintenance. It was stated that the Park Board recommended metal bridges. Due to the anticipated timing of paving projects, the bridge adjacent to Palmers/Silver Leash will be replaced first. Operations Supervisor Gerszewski stated that no changes to the bridge structure are being recommended except perhaps cutting them down to allow for ADA accessibility.

Motion (Pfanerstill/Dorau) to approve replacement of pedestrian bridges with metal bridges from Wheeler and Ford Construction utilizing the pilings currently in place. Motion carried. (7-0). It was stated that if something changes during the review by the structural engineer, the item will come back to the Village Board for consideration. Operations Supervisor Gerszewski was asked to look at lighting options for the bridge by Palmer's. It was stated that the bridges will be completed this year.

10. Discussion and determination of direction related to a columbarium in the cemetery.

Staff presented the concept for a columbarium to be placed in the Village Cemetery. There was discussion on whether it should be located in the lower or upper portion of the cemetery. After discussion, it was the consensus of the Village Board to move forward with a plan for the construction of a columbarium to be presented at a future meeting.

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.

Trustee Wallschlager thanked the DPW for the phenomenal work they have done over the last few weeks.

President Pfannerstill thanked officers and first responders for putting themselves in danger to keep residents safe.

Trustee Dorau commented on a fire call during the recent cold weather and thanked fire department personnel.

Trustee Anson stated that a fundraiser is planned at Hyde Syte Tactics on February 23 from 1:00 p.m. to 9:00 p.m. to benefit Officer Rittner's family.

Chief Dean stated that the spaghetti dinner fundraiser to benefit the honor flights was rescheduled to Feb. 20.

Operations Supervisor Gerszewski stated that due to the current salt shortage the Village may go into conservation mode and may bring in sand.

12. Motion (Dorau/Wallschlager) to recess to closed session pursuant to State Statutes §19.85 (1) (g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation which it is or is likely to become involved in and pursuant to Wis. Stat. § 19.85 (1) (e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, namely the sex offender residency moratorium and the engagement of legal counsel for personnel matters, and to reconvene into open session pursuant to §19.95(2) for the purpose of considering any action as may be necessary and appropriate. Roll Call Vote taken. All ayes. Recessed to closed session at 8:20 p.m.

Reconvene in open session at 9:13 p.m.

13. Consider and take any action deemed appropriate pursuant to the previously held closed session.

President Pfannerstill stated that a request for an appeal hearing regarding the Village's sex offender moratorium was received. Motion (Dorau/Anson) to set an appeal hearing on the matter for February 20 at 7:00 p.m.

14. Motion (Landwehr/Swenson) to adjourn. Carried (7-0). Meeting adjourned at 9:154 p.m.

Respectfully submitted,

Darlene Igl  
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: February 19, 2019

RE: Voucher List

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Attached is the voucher list for the February 25, 2019 Village Board meeting.

February 25, 2019 Checks: \$ 177,092.87

Total amount to be approved: \$ 177,092.87

**VILLAGE OF HARTLAND**  
**VOUCHER LIST - FEBRUARY 25, 2019**

02/19/19 2:49 PM

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Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
R 101-46730 RECREATION CLASSES	HAHN, SARISSA	DRIBBLE DRIBBLE 101	\$73.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	HYDE/BC605055-3	\$262.20
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	CHEERS/AB361303-5	\$741.00
R 101-46730 RECREATION CLASSES	LERCH, JENNIFER	PROCESSING FEE	\$4.72
R 101-46730 RECREATION CLASSES	SCHLAIS, BRENDA	PROCESSING FEE	\$9.44
EXPENSE Descr			\$1,090.36
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIR ONE EQUIPMENT INC	CO GAS DETECTOR	\$605.70
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN	\$195.33
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HINCKLEY SPRINGS	WATER	\$110.78
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH PHARMACY OCON	EMS SUPPLIES	\$357.56
E 101-52300-290 OUTSIDE SERVICES/CONTRACTS	WCTC(BILLING)	BORLAND TRAINING	\$11.02
EXPENSE Descr AMBULANCE			\$1,280.39
EXPENSE Descr DEBT SERVICE			
E 301-58000-305 EXPENSES-OTHER	BOND TRUST SERVICES CORP	REF 48356-PA	\$400.00
E 301-58000-305 EXPENSES-OTHER	BOND TRUST SERVICES CORP	REF 48357-PA	\$400.00
EXPENSE Descr DEBT SERVICE			\$800.00
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-719 EVENTS	LAKE COUNTRY FAMILY FUN LLC	MEDIA SPONSORSHIP/KIDS DAY	\$250.00
EXPENSE Descr ECONOMIC DEVELOPMENT			\$250.00
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 201-53635-440 RECYCLING	WAUKESHA CTY TREASURER (515)	2018 HWW PARTICIPANTS	\$917.01
EXPENSE Descr ENVIRONMENTAL SERVICES			\$917.01
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FEB ADMIN SERVICES	\$172.25
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA ESSENTIALS	\$135.00
EXPENSE Descr FINANCIAL ADMINISTRATION			\$307.25
EXPENSE Descr FIRE PROTECTION			
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	SNOW SHOVELS	\$136.53
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	DUCT TAPE	\$17.77
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/TUMP	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	BUTTON DRESS COAT/PAT WALKER	\$142.88
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	BUTTON DRESS COAT/KONEN	\$142.88
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	BUTTON DRESS COAT/SCHUETT	\$142.88

Account Descr	Search Name	Comments	Amount
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/GODGLUCK	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/TAYLOR	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/RENN	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/ORGAS	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	POROMERIC ACADEMY/CHIEF DEAN	\$63.27
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	NAME BAR/LT FALLON	\$256.23
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	POROMERIC ACADEMY/LITTLE	\$63.27
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	BUTTON DRESS COAT/SCHLEHLEIN	\$142.88
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/SCHUETT	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/QUINT	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/FALLON	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/GILMORE	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/KOWALSKI	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/SCHLEHLEIN	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/BORLAND	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/WALKER	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/PETE WALKER	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/MONAHAN	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/ROSKO	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/BANDA	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/MELESKI	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	HAND TIE/KONEN	\$8.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$35.14
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA ESSENTIALS	\$225.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY FIRE CHIEFS ASSOC	2019 WCFA DUES	\$200.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	XEROX CORPORATION	DEC-JAN COPIER	\$27.73
EXPENSE Descr FIRE PROTECTION			\$1,751.50
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	5 BUGLE TRAINING & CONSULTING	FIRE DEPT AUDIT	\$8,608.91
E 101-51400-360 VEHICLE MAINT/EXPENSE	BAYCOM, INC.	REMOTE MOUNT KIT/SHIPPING/CONVERTED RADIOS	\$499.00
E 101-51400-395 COMMUNITY RELATIONS	CIVIC PLUS	WEBSITE RENEWAL HOSTING/SUPPORT	\$5,348.01
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$49.35
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$312.40
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	DARLENES COMPUTER	\$749.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA ESSENTIALS	\$180.00
EXPENSE Descr GENERAL ADMINISTRATION			\$15,746.67
EXPENSE Descr INSPECTION			
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA ESSENTIALS	\$45.00
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	JAN PERMITS	\$10,083.78
EXPENSE Descr INSPECTION			\$10,128.78

Account Descr	Search Name	Comments	Amount
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	NUTS/BOLTS/ANCHOR	\$13.83
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	DELAFIELD, CITY OF	2019 SCIT	\$6,000.00
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	OIL CHANGE SQ #8	\$48.54
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	INSPECT CONDITION OF BRAKES SQ #2	\$55.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	JAN USER FEE	\$139.50
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	MILWAUKEE AIRSOFT	PISTOL/MAGAZINE/ADAPTER KIT	\$171.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$301.12
E 101-52100-800 CAPITAL OUTLAY	ONTECH SYSTEMS, INC	COMPUTER	\$1,378.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA ESSENTIALS	\$720.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW/COOK	\$35.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	GREENWOOD TRAINING	\$268.29
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	SOBONIAK TRAINING	\$595.00
EXPENSE Descr LAW ENFORCEMENT			\$9,725.28
EXPENSE Descr LIBRARY			
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	CIVIC PLUS	WEBSITE RENEWAL HOSTING/SUPPORT	\$949.81
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$29.99
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$135.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA ESSENTIALS	\$720.00
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	CHILDRENS AUDIOBOOK/LARGE PRINT	\$44.25
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOKS/LARGE PRINT	\$90.75
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$197.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN/BLENSKI	\$29.00
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOK	\$82.20
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	ADULT AUDIOBOOK	\$82.20
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	NOV-JAN ADDL IMAGES	\$30.77
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	MAR COPIER	\$76.35
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	JAN ADDL IMAGES	\$92.37
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	MAR COPIER	\$77.31
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB GAS SERVICE	\$892.75
E 101-55110-255 BLDGS/GROUNDS	WIL-KIL	COMMERCIAL CONTRACT	\$50.00
EXPENSE Descr LIBRARY			\$3,579.75
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$143.13
E 101-51600-255 BLDGS/GROUNDS	AUER STEEL	CAPS	\$5.72
E 101-51600-230 HVAC REPAIRS	DILLETT MECHANICAL SERVICE	SERVICE CALL/FURNANCE	\$1,471.00
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$197.00
EXPENSE Descr MUNICIPAL BUILDING			\$1,816.85
EXPENSE Descr PUBLIC WORKS			

Account Descr	Search Name	Comments	Amount
E 101-53000-360 VEHICLE MAINT/EXPENSE	BAYCOM, INC.	REMOTE MOUNT KIT/SHIPPING/CONVERTED RADIOS	\$499.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	HOOKS/LINKS	\$64.40
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	NUT DRIVERS	\$15.27
E 101-53000-360 VEHICLE MAINT/EXPENSE	BOBCAT PLUS INC	CLIPS/SEAL	\$12.51
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	WASTE OIL DRAIN	\$229.95
E 101-53000-430 SNOW & ICE REMOVAL	COMPASS MINERALS	SALT	\$6,025.05
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$685.14
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$1,108.94
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$1,995.95
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$566.61
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$1,091.08
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$358.72
E 101-53000-430 SNOW & ICE REMOVAL	FLUID POWER PRODUCTS	STAINLESS STEEL COUPLERS	\$410.82
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	ILCMA	JOB AD POSTING/DPW DIRECTOR	\$100.00
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$92.40
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$119.40
E 101-53000-360 VEHICLE MAINT/EXPENSE	KAESTNER AUTO ELECTRIC CO	LED/STROBE LIGHT	\$69.00
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	KIMBALL MIDWEST	KEY BOX	\$159.00
E 101-53000-430 SNOW & ICE REMOVAL	MENARDS- PEWAUKEE	CALCIUM/ICE MELT	\$379.80
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	MILWAUKEE JOURNAL SENTINEL	SUBSCRIPTION	\$267.59
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	COMB WRN	\$82.97
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	FILTERS/WASHER FLUID/WINTER BLADES	\$174.82
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	GREASE/SEALANT	\$257.99
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	O RING KIT	\$152.28
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	FITTING	\$6.49
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	REMOTE STROBE HEAD	\$157.30
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	OIL FILTER/WINTER BLADES/PLUG/SOCKET	\$183.67
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	OIL	\$40.68
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA ESSENTIALS	\$315.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	DPW AUDIOGRAM SCREENINGS	\$138.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	TRANSON, ELYSE	IRISH DANCE FOR ADULTS	\$96.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	MIRROR HEAD/CLAMP KIT	\$117.85
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	SHORTENED TRIPOD	\$56.62
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	REINFORCEMENT ASSY/HARNESS WINDOW REGULATO	\$265.34
E 101-53000-360 VEHICLE MAINT/EXPENSE	VERMEER - WISCONSIN INC	SHARPEN CHIPPER BLADES	\$38.00
E 101-53000-225 STREET LIGHTING	WE ENERGIES	JAN-FEB FW WEST	\$92.24
E 101-53000-225 STREET LIGHTING	WE ENERGIES	DEC-JAN ST LIGHTING	\$8,634.01
E 101-53000-180 OTHER BENEFITS	WICHROWSKI, THOMAS	REIMBURSE PARKING	\$6.00
EXPENSE Descr PUBLIC WORKS			\$25,065.89
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	AXIOM IN MOTION LLC	PARKOUR DEMO AT BEFORE/AFTER SCHOOL	\$45.00

Account Descr	Search Name	Comments	Amount
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA ESSENTIALS	\$45.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	TISCHER, SHERRY	REIMBURSE PROGRAM SUPPLIES	\$6.99
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	VILLAGE OF SUSSEX	TUMBLING CLASSES	\$336.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	LEARN TO SKATE NAGAWAUKEE	\$550.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			<u>\$982.99</u>
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	ADVANCED DISPOSAL SERVICES	JAN SERVICES	\$31,825.32
EXPENSE Descr REFUSE & GARBAGE COLLECTION			<u>\$31,825.32</u>
EXPENSE Descr SEWER SERVICE			
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIGGERS HOTLINE INC	1ST PREPAYMENT	\$542.97
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FEB ADMIN SERVICES	\$26.50
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA ESSENTIALS	\$67.50
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	WERNER ELECTRIC SUPPLY	4 FOOT CABLE WOP	\$86.73
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	WERNER ELECTRIC SUPPLY	WALLPLATES/PORT WP INSERT	\$26.88
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	WONDERWARE MIDWEST	ALLMAX SUPPORT AGREEMENT RENEWAL	\$1,955.00
EXPENSE Descr SEWER SERVICE			<u>\$2,705.58</u>
EXPENSE Descr TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA ESSENTIALS	\$315.00
EXPENSE Descr TRUSTEES			<u>\$315.00</u>
EXPENSE Descr WATER UTILITY			
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	FITTINGS	\$7.61
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	PLUGS	\$14.00
E 620-53700-631 WATER TREATMENT - CHEMICALS	CORE & MAIN LP	CLAMP	\$147.26
E 620-53700-923 OUTSIDE SERVICES	DIGGERS HOTLINE INC	1ST PREPAYMENT	\$542.98
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	FEB ADMIN SERVICES	\$66.25
E 620-53700-674 METERS	MIDWEST METER INC	METERS AND END POINTS	\$64,872.00
E 620-53700-651 MAINTENANCE OF MAINS	OKAUCHEE REDI-MIX INC	SLURRY	\$952.00
E 620-53700-930 MISC GENERAL EXPENSES	ONTECH SYSTEMS, INC	BARRACUDA ESSENTIALS	\$67.50
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	DEC-JAN #3 PUMPHOUSE	\$179.65
E 620-53700-923 OUTSIDE SERVICES	WONDERWARE MIDWEST	ALLMAX SUPPORT AGREEMENT RENEWAL	\$1,955.00
EXPENSE Descr WATER UTILITY			<u>\$68,804.25</u>
			<u>\$177,092.87</u>

**VILLAGE OF HARTLAND  
LICENSES AND PERMITS  
FEBRUARY 25, 2019**

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

Randall James Block  
Bridget Lauren Lindner

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

**Temporary Class B Beer/Wine License**

Applicant: St. Charles Congregation  
Location: St. Charles Parish, 313 Circle Drive  
Event: Fish Fry  
Date: March 8, March 15, March 22, March 29, April 5 and April 12

**Temporary Operator's License**

Nancy Van De Laarschot, St. Charles

**Application for Restricted Species Permit**

Name: Christine Pickens  
Address: 686 Briarcliff Court  
Species: 3 dogs



# APPLICATION FOR RESTRICTED SPECIES PERMIT

Please check all that apply:  New application  Renewal

Application is being made under Municipal Code Sec. 14-8, Keeping of Animals; Permit to:

keep one or more of a restricted species of animal. (Application fee of \$25)

exceed the maximum number of animals allowed of any one permitted species.

Applicant: Christine Pickens

Address: 686 Briarcliff Court / Hartland, WI 53029

Phone Number: 414-416-7916 Email: cm-pickens@hotmail.com

Please provide the following information as an attachment to this application:

1. Describe animal(s) to be covered by this application, listing species and number of animals.
2. Explain where the animal(s) will be kept on the property (home, barn, yard, pen, etc.).
3. Explain if animal(s) will be permitted to roam freely within the confines of your yard.
4. Explain if animal(s) are to be kept as pets, for other purposes or raised for selling purposes.
5. Explain whether it is the intention to keep animal(s) temporarily such as fostering or on a permanent basis.
6. Provide listing of all animals kept on the property in addition to those covered by this application.

I hereby apply for a Restricted Species Permit subject to Section 14-8 of the Village of Hartland Municipal Code and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the keeping of animals if a license is granted to me.

The license shall, if issued, be from the date of its issuance unless otherwise approved by the Village Board for a specific period of time or the license is revoked for cause by the Village Board.

Applicant's Signature: Christine M. Pickens Date: 2-11-19

For Staff Use Only: Lot Size: \_\_\_\_\_ Zoning: \_\_\_\_\_ Fee Paid: \$25.00

Village Board Approval: \_\_\_\_\_ Expires: \_\_\_\_\_

① Yorkshire Terrier 15 years old  
Yorkshire Terrier 13 years old  
Pomeranian 14 years old

② Pets will be kept in home

③ We have fenced in backyard

④ Kept as pets

⑤ Permanent basis

⑥ No other animals at our residence



**2019 DOG LICENSE APPLICATION**  
**VILLAGE OF HARTLAND, WAUKESHA COUNTY, STATE OF WISCONSIN**  
**VALID JANUARY 1, 2019 THROUGH DECEMBER 31, 2019**  
(PLEASE COPY THIS FORM IF YOU HAVE MORE THAN ONE ANIMAL)

Owner: Christine Pickens License # 2019- 7246  
Please Print Office Use Only

Address: 686 Briardiff Court Hartland, WI 53029 Daytime Phone: 414-416-7916

Name of Dog: Ted E Color: Brown & Black Breed: Yorkshire Sex:  M  F

Date Rabies Vaccine Given: 4-15-16 Date Rabies Vaccine Expires: 4-15-19 Serial/Lot # (NOT tag number) 18260

Name of Rabies Vaccine Producer: (select one)

IMRAB  Merial  Boehringer Ingelheim  Fort Dodge  Pfizer  Defensor Other \_\_\_\_\_

Veterinarian or Clinic Name: Hartland Animal Hospital Phone: 262-367-3322

Spayed/Neutered: \$10.00 by March 31, \$15.00 April 1 and after  
 Unspayed/Unneutered: \$15.00 by March 31, \$20.00 April 1 and after

(SUBJECT TO THE PROVISIONS OF CHAPTER 174 OF THE STATUTES, AND SUCH PROVISIONS AND REGULATIONS AS MAY AT ANY TIME BE IMPOSED BY THE STATE OF WISCONSIN)

Proof of rabies vaccination including name of veterinarian and date of vaccine as well as expiration date is required before license can be issued per State Statutes.

Signature Christine Pickens Date 2-11-19 Total Due \$ 10.00

Enclose Check Payable to: **VILLAGE OF HARTLAND, 210 Cottonwood Avenue, Hartland, WI 53029**  
LICENSES AND PAYMENT RECEIPTS WILL BE MAILED TO YOU WITHIN TWO WEEKS. LICENSES MAY ALSO BE OBTAINED BY COMING TO THE OFFICE.  
 \*Note\* A copy of rabies vaccination certificate is required in order to receive your license.

**2019 DOG LICENSE APPLICATION**  
**VILLAGE OF HARTLAND, WAUKESHA COUNTY, STATE OF WISCONSIN**  
**VALID JANUARY 1, 2019 THROUGH DECEMBER 31, 2019**  
(PLEASE COPY THIS FORM IF YOU HAVE MORE THAN ONE ANIMAL)

Owner: \_\_\_\_\_ License # 2019- \_\_\_\_\_  
Please Print Office Use Only

Address: \_\_\_\_\_ Hartland, WI 53029 Daytime Phone: \_\_\_\_\_

Name of Dog: \_\_\_\_\_ Color: \_\_\_\_\_ Breed: \_\_\_\_\_ Sex:  M  F

Date Rabies Vaccine Given: \_\_\_\_\_ Date Rabies Vaccine Expires: \_\_\_\_\_ Serial/Lot # (NOT tag number) \_\_\_\_\_

Name of Rabies Vaccine Producer: (select one)

IMRAB  Merial  Boehringer Ingelheim  Fort Dodge  Pfizer  Defensor Other \_\_\_\_\_

Veterinarian or Clinic Name \_\_\_\_\_ Phone: \_\_\_\_\_

Spayed/Neutered: \$10.00 by March 31, \$15.00 April 1 and after  
 Unspayed/Unneutered: \$15.00 by March 31, \$20.00 April 1 and after

(SUBJECT TO THE PROVISIONS OF CHAPTER 174 OF THE STATUTES, AND SUCH PROVISIONS AND REGULATIONS AS MAY AT ANY TIME BE IMPOSED BY THE STATE OF WISCONSIN)

Proof of rabies vaccination including name of veterinarian and date of vaccine as well as expiration date is required before license can be issued per State Statutes.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Total Due \$ \_\_\_\_\_

Enclose Check Payable to: **VILLAGE OF HARTLAND, 210 Cottonwood Avenue, Hartland, WI 53029**  
LICENSES AND PAYMENT RECEIPTS WILL BE MAILED TO YOU WITHIN TWO WEEKS. LICENSES MAY ALSO BE OBTAINED BY COMING TO THE OFFICE.  
 \*Note\* A copy of rabies vaccination certificate is required in order to receive your license.



**2019 DOG LICENSE APPLICATION**  
**VILLAGE OF HARTLAND, WAUKESHA COUNTY, STATE OF WISCONSIN**  
**VALID JANUARY 1, 2019 THROUGH DECEMBER 31, 2019**  
(PLEASE COPY THIS FORM IF YOU HAVE MORE THAN ONE ANIMAL)

Owner: Christine Pickens License # 2019- 7244  
Please Print Office Use Only  
 Address: 686 Briarcliff Court Hartland, WI 53029 Daytime Phone: 414-416-7916  
 Name of Dog: Rocky Color: Brown & Black Breed: Yorkshire Terrier Sex:  M  F  
 Date Rabies Vaccine Given: 4-15-16 Date Rabies Vaccine Expires: 4-15-19 Serial/Lot # (NOT tag number) 18220/18334  
9/1/17 9/1/20  
 Name of Rabies Vaccine Producer: (select one)  
 IMRAB  Merial  Boehringer Ingelheim  Fort Dodge  Pfizer  Defensor Other \_\_\_\_\_  
 Veterinarian or Clinic Name: Hartland Animal Hospital Phone: 262-367-3322

Spayed/Neutered: \$10.00 by March 31, \$15.00 April 1 and after  
 Unspayed/Unneutered: \$15.00 by March 31, \$20.00 April 1 and after

(SUBJECT TO THE PROVISIONS OF CHAPTER 174 OF THE STATUTES, AND SUCH PROVISIONS AND REGULATIONS AS MAY AT ANY TIME BE IMPOSED BY THE STATE OF WISCONSIN)

Proof of rabies vaccination including name of veterinarian and date of vaccine as well as expiration date is required before license can be issued per State Statutes.

Signature Christine M Pickens Date 2-11-19 Total Due \$ 10.00

Enclose Check Payable to: **VILLAGE OF HARTLAND, 210 Cottonwood Avenue, Hartland, WI 53029**

LICENSES AND PAYMENT RECEIPTS WILL BE MAILED TO YOU WITHIN TWO WEEKS. LICENSES MAY ALSO BE OBTAINED BY COMING TO THE OFFICE.

\*Note\* A copy of rabies vaccination certificate is required in order to receive your license.

**2019 DOG LICENSE APPLICATION**  
**VILLAGE OF HARTLAND, WAUKESHA COUNTY, STATE OF WISCONSIN**  
**VALID JANUARY 1, 2019 THROUGH DECEMBER 31, 2019**  
(PLEASE COPY THIS FORM IF YOU HAVE MORE THAN ONE ANIMAL)

Owner: Christine Pickens License # 2019- 7245  
Please Print Office Use Only  
 Address: 686 Briarcliff Court Hartland, WI 53029 Daytime Phone: 414-416-7916  
 Name of Dog: Trixie Color: Beige Breed: Pomeranian Sex:  M  F  
 Date Rabies Vaccine Given: 9-5-18 Date Rabies Vaccine Expires: 9-5-21 Serial/Lot # (NOT tag number) 18378  
 Name of Rabies Vaccine Producer: (select one)  
 IMRAB  Merial  Boehringer Ingelheim  Fort Dodge  Pfizer  Defensor Other \_\_\_\_\_  
 Veterinarian or Clinic Name: Christine M Pickens Hartland Animal Hospital Phone: 414-416-7916

Spayed/Neutered: \$10.00 by March 31, \$15.00 April 1 and after  
 Unspayed/Unneutered: \$15.00 by March 31, \$20.00 April 1 and after

(SUBJECT TO THE PROVISIONS OF CHAPTER 174 OF THE STATUTES, AND SUCH PROVISIONS AND REGULATIONS AS MAY AT ANY TIME BE IMPOSED BY THE STATE OF WISCONSIN)

Proof of rabies vaccination including name of veterinarian and date of vaccine as well as expiration date is required before license can be issued per State Statutes.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Total Due \$ 10.00

Enclose Check Payable to: **VILLAGE OF HARTLAND, 210 Cottonwood Avenue, Hartland, WI 53029**

LICENSES AND PAYMENT RECEIPTS WILL BE MAILED TO YOU WITHIN TWO WEEKS. LICENSES MAY ALSO BE OBTAINED BY COMING TO THE OFFICE.

\*Note\* A copy of rabies vaccination certificate is required in order to receive your license.

**VILLAGE OF HARTLAND**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 30 OF THE VILLAGE OF HARTLAND MUNICIPAL CODE PERTAINING TO COURT**

DRAFT – February 6, 2019

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

**Section 1:** Article II of Chapter 30 of the Village of Hartland Municipal Code of Ordinances pertaining to Municipal Court is hereby repealed in its entirety and replaced with the following.

**ARTICLE II. MUNICIPAL COURT**

**Sec. 30-21 Municipal Court Created**

There is hereby created and established a Municipal Court under the provisions of Chapter 755 of the Wisconsin Statutes for the City of Oconomowoc, Village of Oconomowoc Lake, Village of Dousman, Town of Delafield, Village of Nashotah, Town of Lisbon, Town of Merton, Village of Sussex, Village of Hartland, Village of Lac LaBelle, Town of Oconomowoc, Village of Summit, Village of Chenequa, Town of Erin, Village of Merton, Village of Sullivan, Village of Johnson Creek, Town of Ixonia (Contract Member), Town of Ottawa (Contract Member) and **Town of Sullivan (Contract Member)** or so many of those municipalities which enact an ordinance identical to this ordinance pursuant to §755.01(4).

**Sec 30-22 Municipal Judge**

Such court shall be under the jurisdiction of and presided over by a Municipal Judge, who shall be an attorney licensed to practice law in Wisconsin, and who shall reside in one of the following Municipalities: City of Oconomowoc, Village of Oconomowoc Lake, Village of Dousman, Town of Delafield, Village of Nashotah, Town of Lisbon, Town of Merton, Village of Sussex, Village of Hartland, Village of Lac LaBelle, Town of Oconomowoc, Village of Summit, Village of Chenequa, Town of Erin, Village of Merton, Village of Sullivan, Village of Johnson Creek, Town of Ixonia, Town of Ottawa or **Town of Sullivan**, or those municipalities which enact an ordinance identical to this ordinance and enter into an agreement pursuant to §66.0301 Wis. Stats. for the joint exercise of the power granted under §755.01 Wis. Stats. Such Municipal Judge shall be elected at large in the spring election for a term of four (4) years commencing May 1. All candidates for the position of Municipal Judge shall be nominated by nomination papers as provided in §8.10 Wis. Stats., and selection at a primary election if such is held as provided in §8.11 Wis. Stats. The **Village Board of the Village of Hartland** shall provide for a primary election whenever three (3) or more candidates file nomination papers for such position of Municipal Judge as provided in §8.11(1)(a) Wis. Stats., and such primary election shall be held on the third Tuesday of February as provided in §5.02(22) Wis. Stats.

**Sec 30-23 Elections**

The Municipal Clerk of each municipality shall see to the compliance with §5.58(1c), 5.60(1)(b), 5.60(2), 7.10(1)(a), 7.60(4)(a) and 8.10(6)(bm) to provide for the election of a Municipal Judge under §755.01(4).

**Sec 30-24 Oath and Bond**

The Judge shall, after his election or appointment to fill a vacancy, take and file the official oath as prescribed in §757.02(1), Wis. Stats., and at the same time execute and file an official bond in the amount of \$5,000.00. The Judge shall not act until his oath and bond have been filed as required by §19.01(4)(c) Wis. Stats. and the requirements of §755.03(2) have been complied with.

**Sec 30-25 Salary**

The salary of the Municipal Judge shall be fixed by the governing bodies of the municipalities that created and established this Municipal Court, which shall be in lieu of fees and costs. No salary shall be paid for any time during his/her term during which such Judge has not executed his official bond or official oath, as required by §755.03, Wis. Stats., and filed pursuant to §19.01(4)(c) Wis. Stats. The municipalities may by separate ordinances, resolutions, or through the budget process, allocate funds for the administration of the Municipal Court pursuant to Wis. Stats. §66.0301.

**Sec 30-26 Jurisdiction**

The municipal Judge of the Municipal Court shall have such jurisdiction as provided by §755.045 and 755.05 Wis. Stats., and as otherwise provided by State Law. The Municipal Judge is authorized to issue inspection warrants under §66.0119 Wis. Stats.

**Sec 30-27 Location and Hours**

The Municipal Court shall be held in the Council Chambers of the City of Oconomowoc City Hall at 174 E. Wisconsin Avenue, Oconomowoc, Wisconsin. The Municipal Court shall be open at such times as determined by the Municipal Judge.

**Sec 30-28 Fines and Forfeitures**

The Municipal Judge may impose punishment and sentences as provided by §800.09, Wis. Stats., and as provided in the ordinances of the following municipalities: City of Oconomowoc, Village of Oconomowoc Lake, Village of Dousman, Town of Delafield, Village of Nashotah, Town of Lisbon, Town of Merton, Village of Sussex, Village of Hartland, Village of Lac LaBelle, Town of Oconomowoc, Village of Summit, Village of Chenequa, Town of Erin, Village of Merton, Village of Sullivan, Village of Johnson Creek, Town of Ixonia, Town of Ottawa, or Town of Sullivan. All forfeitures, fees, penalty assessments and costs shall be paid to the Treasurer of the Municipality within which the case arose within 7 days after receipt of the money by the Municipal Judge or

other court personnel. At the time of the payment, the Municipal Judge shall report to the Treasurer the title of the action, the offense for which a forfeiture was imposed and the total amount of the forfeiture, fees, penalty assessment and costs, if any.

**Sec 30-29 Stipulations and Deposits in Municipal Court**

The Municipal Court herein established shall be operated pursuant to and in compliance with the provisions of Chapter 800 Wis. Stats., and, where applicable, other provisions of the Wis. Stats. as referred to in subsection (10) below. The Municipal Judge shall establish in accordance with §800.037 Wis. Stats., a schedule of deposits for violations of City, Village and Town ordinances, resolutions and by-laws, except traffic regulations which are and shall be governed by §345.26 Wis. Stats., and boating violations which are, and shall be governed by §23.66 and 23.67 Wis. Stats. Such deposit schedule shall be approved by the respective governing bodies of the municipalities creating and establishing this Court and shall be posted in the office of the Municipal Court Clerk and the police departments of the respective communities.

**Sec 30-30 Procedure in Municipal Court**

The procedure in Municipal Court shall be as provided by this Ordinance and State Law including, but not excluding because of enumeration Chapters 66, 345, 751, 755, 757 and 800 of Wis. Stats.

**Sec 30-31 Contempt Procedures**

(a) The Municipal Judge may impose a sanction authorized under §800.12(2) for contempt of court, as defined in §785.01(1) Wis. Stats., in accordance with the procedures under §785.03 Wis. Stats.

(b) The Municipal Judge may impose a forfeiture for contempt under §800.12(1) Wis. Stats., in an amount not to exceed \$50.00 or, upon nonpayment of the forfeiture and the penalty assessment under §757.05 Wis. Stats., a jail sentence not to exceed 7 days.

**Sec 30-32 Abolishment**

The Municipal Court hereby established shall not be abolished while the 755.01(4) agreement is in effect.

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

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

VILLAGE OF HARTLAND

ATTEST:

By: \_\_\_\_\_  
Jeffrey Pfannerstill, Village President

\_\_\_\_\_  
Darlene Igl, MMC, WCPC, Village Clerk

pd 2/7/19 Rpt # 201584



**APPLICATION FOR  
PLAN COMMISSION**

\$300 REVIEW FEE DUE AT TIME OF APPLICATION

Project Description <b>ADDITION TO EXISTING COMMERCIAL BLDG.</b>			
Proposed Use <b>BUSINESS</b>		No. of Employees	
Project Location <b>559 PROGRESS DR.</b>			
Project Name <b>ADVANCED DISPOSAL</b>			
Owner <b>ADVANCED DISPOSAL</b>		Phone <b>262-369-3071</b>	
Address <b>559 PROGRESS DR.</b>		City <b>HARTLAND</b>	State <b>WI</b> Zip <b>53029</b>
Engineer/Architect <b>PATERA, LLC</b>		Phone <b>262-786-6776</b>	FAX
Address <b>2601 S. SUNNY SLOPE</b>		City <b>NEW BERLIN</b>	State <b>WI</b> Zip <b>53151</b>
Contact Person <b>CHARLES FLORAMO</b>	Phone <b>(SAME)</b>	FAX	E-mail <b>charles@paterallc.co</b>

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 <b>2-7-19</b>	Date of Meeting:	Return Comments by:
----------------------------	------------------	---------------------



**DEPARTMENT OF BUILDING INSPECTION  
APPLICATION FOR ARCHITECTURAL BOARD**

Job Address				
Lot	Block	Subdivision	Key No. HAV	
Owner		EMAIL	Phone	
Address		City	State	Zip
Contractor		Phone	FAX	EMAIL
Address		City	State	Zip

The Architectural Board meets on the **THIRD MONDAY** of the Month at 7:00 p.m. in the Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue in the Village of Hartland.

The DEADLINE for filing is **FIFTEEN WORKING DAYS PRIOR TO THE MEETING DATE** at 4:30 p.m. All of the following information must be received prior to the deadline in order to be placed on the agenda.

**All applications for consideration by the Architectural Board are subject to the policies described in this document.**

**Commercial/Industrial/Multifamily:**

Four (4) bound sets of plans and application material and one (1) electronic copy of all submittals.

Elevations must show all sides of the structure and state the building materials and colors. Additions must be shown with the existing building.

**Signs:**

Four (4) color renderings of the requested sign(s) and one (1) electronic copy of all submittals. Include colors and material type. Renderings are to be dimensioned and must show placement on building and height.

Details (color picture) of all existing wall signs on the same building elevation. A photograph of the building with sign location shown is recommended.

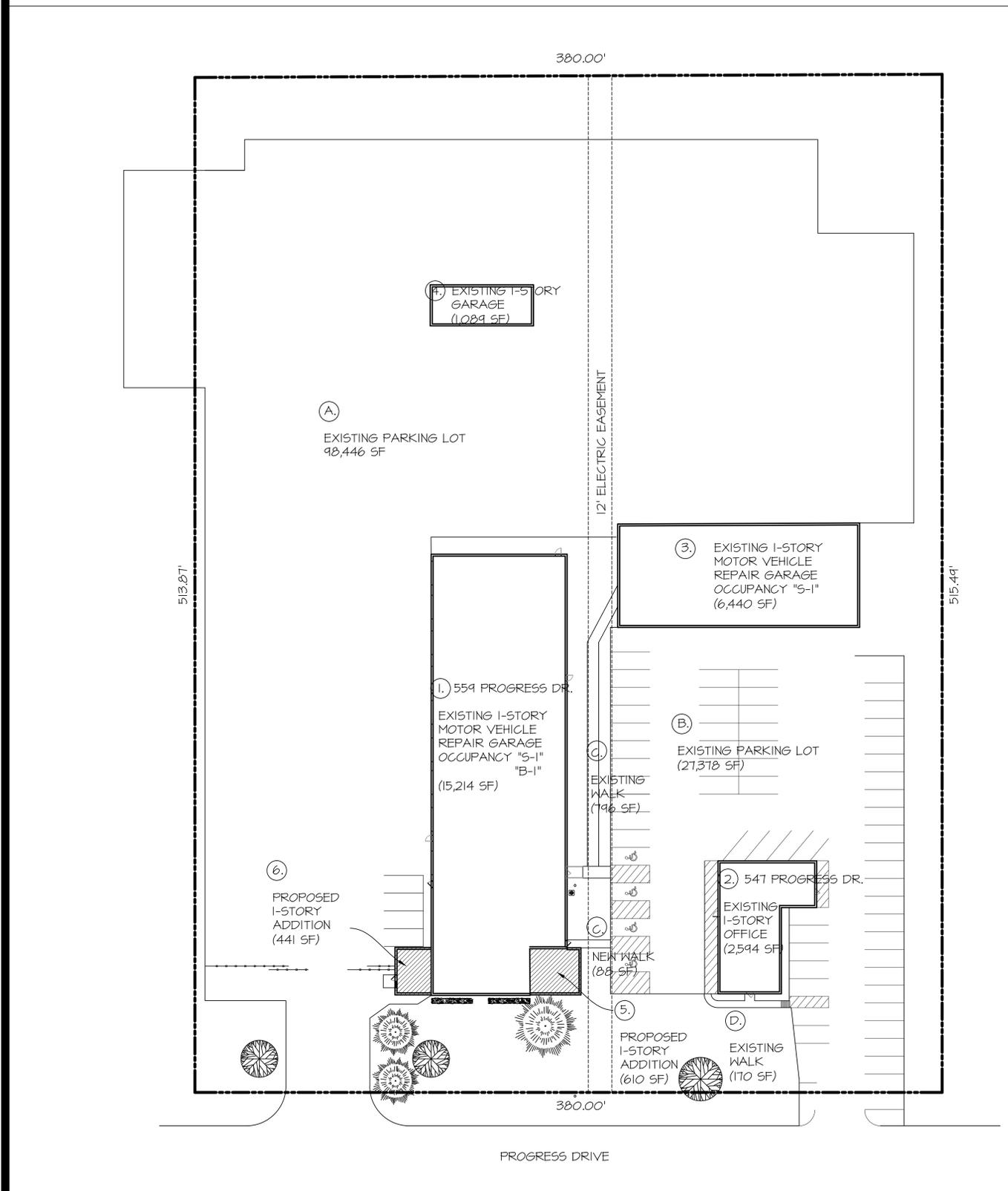
Four (4) site plans with dimensions. Not required for wall signs or other signs attached to the building.

Four (4) sets of lighting details. Include type, location, number and photometric plan.

Submit Sign Permit Application

**NOTE:** Approval by the Architectural Board is not permission to begin construction; a building permit must first be obtained.

Date Applied: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_ Item No. \_\_\_\_\_



SITE DATA	
SITE AREA:	195,570 SF (4.49 ACRES)
EXISTING BUILDING AREA:	
1. 559 PROGRESS DR.	15,215 SF
2. 541 PROGRESS DR.	2,544 SF
3. EXISTING 1-ST GARAGE	6,440 SF
4. EXISTING 1-ST GARAGE	1,089 SF
TOTAL EXISTING BUILDING:	26,384 SF
PROPOSED ADDITION AREA:	
5. NORTH ADDITION	610 SF
6. SOUTH ADDITION	441 SF
TOTAL NEW ADDITION	1,051 SF
HARD SURFACE	
A. EXISTING PARKING PAVEMENT:	98,446 SF
B. EXISTING PARKING PAVEMENT:	27,378 SF
C. EXISTING WALK	796 SF
D. EXISTING WALK	170 SF
E. EXISTING WALKWAY	170 SF
TOTAL EXISTING HARD SURFACE:	126,810 SF
F. PROPOSED WALK	88 SF
TOTAL HARD SURFACE AREA:	126,966 SF
LOT COVERAGE:	
- EXISTING BUILDING:	25,330/195,570 = 13.0%
- PROPOSED BUILDING:	26,384/195,570 = 13.5%
IMPERVIOUS SURFACE AREA:	
- EXISTING BUILDING:	25,330 SF
- EXISTING PAVING:	126,378 SF
TOTAL	152,216 SF = 77.8 %
- PROPOSED ADDITION	1,051 SF
- PROPOSED NEW PAVING	88 SF
TOTAL	1,139 SF = 0.6 %
- TOTAL BUILDING:	26,384 SF = 13.5 %
- TOTAL PAVING:	126,966 SF = 64.9 %
TOTAL	153,350 SF = 78.4 %

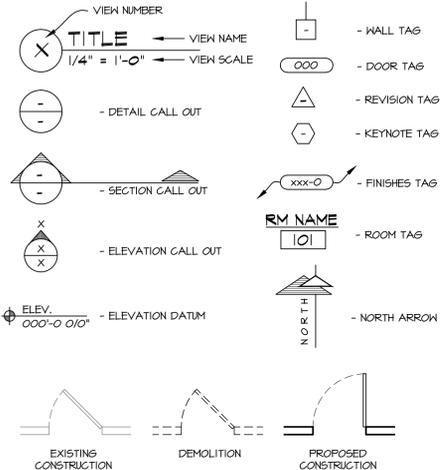
- ### PLAN NOTES:
- ALTHOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS AND CHECKING THEM FOR ACCURACY, THE CONTRACTORS MUST REVIEW ALL DETAILS OF THEIR TRADES AND BE RESPONSIBLE FOR THE SAME.
  - DO NOT SCALE DIMENSIONS FROM DRAWINGS, CONSULT THE ARCHITECT WITH ANY QUESTIONS.
  - ALL INTERIOR WALLS ARE DIMENSIONED STUD-TO-STUD UNLESS NOTED OTHERWISE. (SEE WINDOW TYPES FOR ACTUAL DIMENSIONS)
  - PLACEMENT OF BUILDING COMPONENTS, MECHANICAL EQUIP., APPLIANCES AND ELECTRICAL COMPONENTS IS SUBJECT TO FIELD ADJUSTMENT. ACTUAL CONSTRUCTION MAY NOT CONFORM EXACTLY TO THE LOCATIONS INDICATED ON THESE DRAWINGS

- ### GENERAL NOTES:
- THE DESIGNER MAINTAINS NO RESPONSIBILITY FOR THE GENERAL CONTRACTOR, SUBCONTRACTORS, OR THOSE WORKING IN SUCH CAPACITIES, FOR THE METHODS USED, OR LACK THEREOF, IN THE EXECUTION OF THE WORK AND SAFETY PROCEDURES AND PRECAUTIONS TAKEN AT THE PROJECT SITE.
  - CONTRACTORS SHALL ASSUME FULL RESPONSIBILITY - UNRELIEVED BY REVIEW OF SHOP DRAWINGS NOR BY SUPERVISION OR PERIODIC OBSERVATION OF CONSTRUCTION FOR COMPLIANCE WITH THE CONTRACT DOCUMENTS - FOR DIMENSIONS TO BE CONFIRMED AND CORRELATED ON THE JOB SITE AND BETWEEN INDIVIDUAL DRAWINGS OR SETS OF DRAWINGS; FOR FABRICATION PROCESSES AND CONSTRUCTION TECHNIQUES (INCLUDING EXCAVATION, SHORING AND SCAFFOLDING, BRACING, ERECTION, FORM WORK, ETC.); FOR COORDINATION OF THE VARIOUS TRADES; FOR SAFE CONDITIONS ON THE JOB SITE; AND FOR THE PROTECTION OF THE PEOPLE AND PROPERTY AT THE JOB SITE.
  - THE INFORMATION CONTAINED ON THE DRAWINGS IS IN ITSELF INCOMPLETE, AND VOID UNLESS USED IN CONJUNCTION WITH ALL THE SPECIFICATIONS, TRADE PRACTICES, OR APPLICABLE STANDARDS, CODES, ETC., INCORPORATED THEREIN BY REFERENCE, OF WHICH THE CONTRACTOR CERTIFIES KNOWLEDGE BY SIGNING THE CONTRACT.
  - UNLESS NOTED OTHERWISE, ALL DETAILS, SECTIONS, AND NOTES ON THE DRAWINGS ARE INTENDED TO BE TYPICAL FOR SIMILAR SITUATIONS ELSEWHERE.
  - UNLESS OTHERWISE SHOWN OR NOTED, THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE LOCATION AND THE PLACEMENT OF ANY INSERTS, HANGARS, PIPE SLEEVES, HOLES OR ANCHOR BOLTS THAT ARE REQUIRED BY THE MECHANICAL OR ELECTRICAL EQUIPMENT.
  - THE CONTRACTOR SHALL COMPLY WITH THE LATEST OCCUPATIONAL SAFETY HEALTH ACT REQUIREMENTS.
  - ALL STATE OF WISCONSIN, LOCAL AND O.S.H.A. SAFETY CODES SHALL BE A PART OF THESE PLANS, AND IT SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO SEE THAT ALL PARTIES THAT WORK AT OR VISIT THE JOB SITE COMPLY WITH SAME.

### ABBREVIATIONS

AFB	Above Finished Floor	FC	Fire Code
ALUM	Aluminum	FD	Floor Drain
ARCH	Architect	FDN	Foundation
BLDG	Building	FG	Fiberglass
BLKG	Blocking	FIN	Finished
BRG	Bearing	FLR	Floor
CLS	Ceiling	FT	Foot or Feet
CONC	Concrete	FTG	Footing
CONSTR	Construction	GYP	Gypsum
CONT	Continuous	HT	Height
CONTR	Contractor(s)	HC	Handicap
GTR	Center	HDR	Header
DP	Deep	HR	Hour
DBL	Double	HVAC	Heating, Ventilating & Air Conditioning
DET	Detail	INCL	Including
DIA	Diameter	INSUL	Insulation
DN	Down	INT	Interior
DIM	Dimension	JST	Joist
DN	Down	KD	Kiln Dried
DR	Door	LAV	Lavatory
DS	Downspout	LT	Light
DWG	Drawing	LVL	LVL
EA	Each	MAX	Maximum
ELEG	Electrical	MC	Moisture Content
ELEV	Elevation	MECH	Mechanical
EP	Electrical Panel	MET	Metal
EXT	Exterior	MFR	Manufacturer
NIC	Not in Contract	MIN	Minimum
NO	Number	MISC	Miscellaneous
NONCOM	Noncombustible	T	Tread
NTS	Not to Scale	T & G	Tongue & Groove
OP	On, Over	TEMP	Temporary
OC	On Center	THK	Thick
OPNS	Opening	TOF	Top of Footing
OPP	Opposite	TRTD	Treated
OH	Overhead	TV	Television
PLY	Plywood	TYP	Typical
PROP	Property	UL DES	Underwriters Laboratory Designation
PT	Point	UNO	Unless Noted Otherwise
PVMT	Pavement	VB	Vapor Barrier
PWR	Power	VCT	Vinyl Composite Tile
PSF	Pounds per Square Foot	VEN	Veneer
PSL	Parallel Structure	W	Wide
PLF	Per linear foot	WV	With
R	Riser	WD	Wood
RAD	Radius	WIN	Window
REF	Refrigerator	W/O	Without
REINF	Reinforcing	WP	Weatherproof
REQD	Required	W/F	Welded Wire Fabric
REV	Revision	∅	And
RM	Room	⊙	At
RO	Rough Opening	⊕	Center Line
SECT	Section	∅	Diameter
SHIT	Sheet		
SHTG	Sheeting		
SIM	Similar		
SPEC	Specified		
STD	Standard		
STOR	Storage		
SYP	Southern Yellow Pine		

### SYMBOL LEGEND



### SCOPE OF DRAWING:

THESE DRAWINGS INDICATE THE GENERAL SCOPE OF THE PROJECT IN TERMS OF ARCHITECTURAL DESIGN INTENT, THE DIMENSIONS OF THE BUILDINGS, THE MAJOR ARCHITECTURAL ELEMENTS AND THE TYPE OF STRUCTURAL, MECHANICAL AND ELECTRICAL SYSTEMS. THE DRAWINGS DO NOT NECESSARILY INDICATE OR DESCRIBE ALL WORK REQUIRED FOR FULL PERFORMANCE AND COMPLETION OF THE REQUIREMENTS OF THE CONTRACT. ON THE BASIS OF GENERAL SCOPE INDICATED OR DESCRIBED, THE TRADE CONTRACTORS SHALL FURNISH ALL ITEMS REQUIRED FOR THE PROPER EXECUTION AND COMPLETION OF THE WORK INTENDED.

**CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS AND THE EXACT LOCATION OF EXISTING PLUMBING, MECHANICAL, AND STRUCTURAL COMPONENTS AND NOTIFY THE ARCHITECT IN WRITING OF ANY DISCREPANCIES.**

### SHEET INDEX:

SHEET T-1	GENERAL NOTES, SITE PLAN
SHEET EX-1	EXISTING FLOOR PLANS
SHEET EX-2	EXISTING ELEVATIONS
SHEET D-1	FIRST FLOOR DEMO PLAN
SHEET D-2	SECOND FLOOR DEMO PLAN
SHEET A-0	KEY PLANS
SHEET A-1	PROPOSED FIRST FLOOR PLAN
SHEET A-2	PROPOSED SECOND FLOOR PLAN
SHEET A-3	EAST AND SOUTH ELEVATIONS
SHEET A-4	NORTH ELEVATION AND BUILDING SECTION

## SITE PLAN

1/32" = 1'-0"



**ADVANCED DISPOSAL**

559 PROGRESS DRIVE  
HARTLAND, WI 53029

**SITE PLAN, BUILDING DATA, NOTES, SYMBOL LEGEND**

**T-1**

DATE: 12.19.2018

PROJECT NUMBER: 18-189

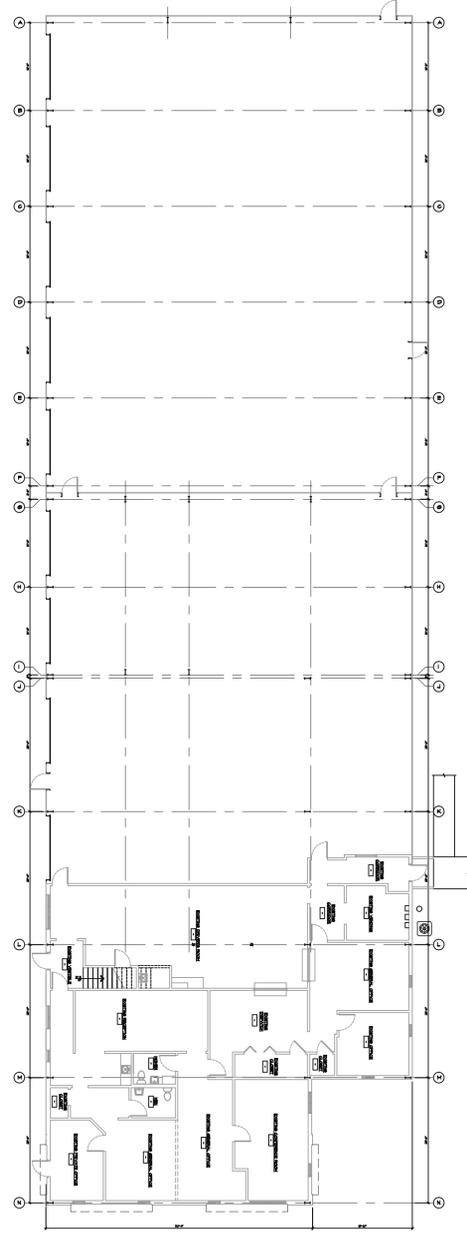
### REVISIONS:

6.19.2018	
11.05.2018	
1.2.2019	
1.24.2019	
1.28.2019	

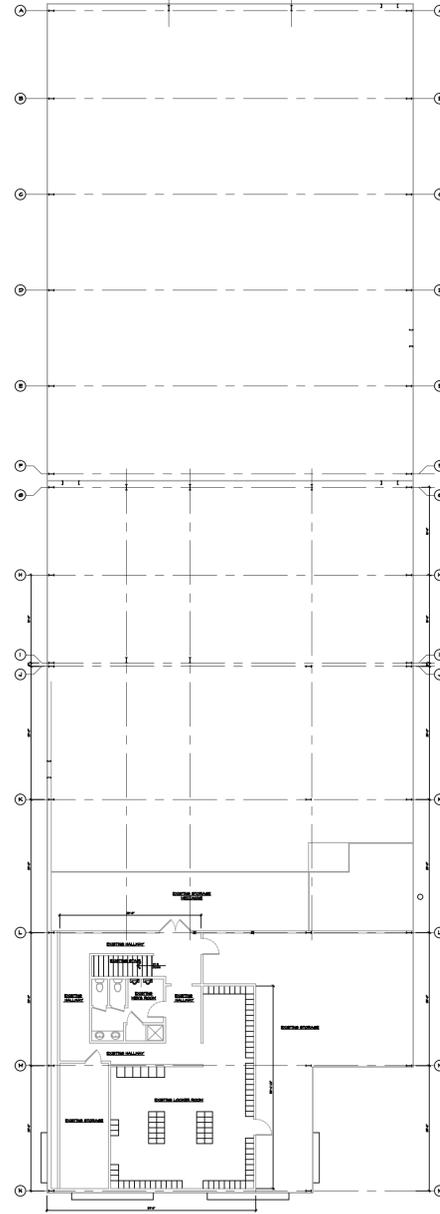
**PATERA LLC**  
Excellence in Architecture  
2601 S. Sunny Slope Rd. • New Berlin, WI 53151  
262-786-6776 FAX 262-786-7036



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1 EXISTING FIRST FLOOR PLAN  
1/16" = 1'-0"



2 EXISTING SECOND FLOOR PLAN  
1/16" = 1'-0"

EX-1

DATE: 12.19.2018

PROJECT NUMBER: 18-189

# ADVANCED DISPOSAL

559 PROGRESS DRIVE  
HARTLAND, WI 53029

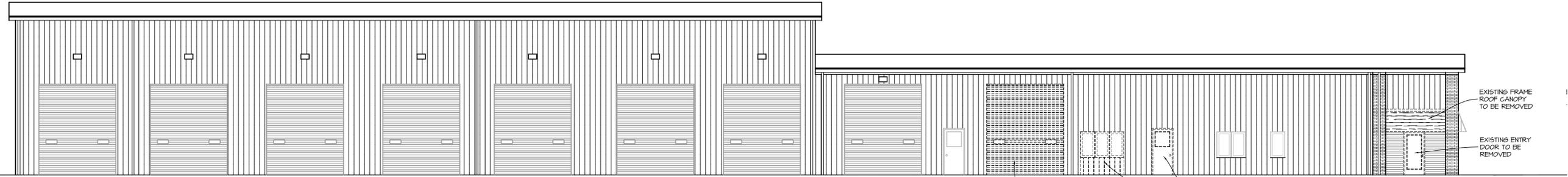
## EXISTING FLOOR PLANS



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REVISIONS:

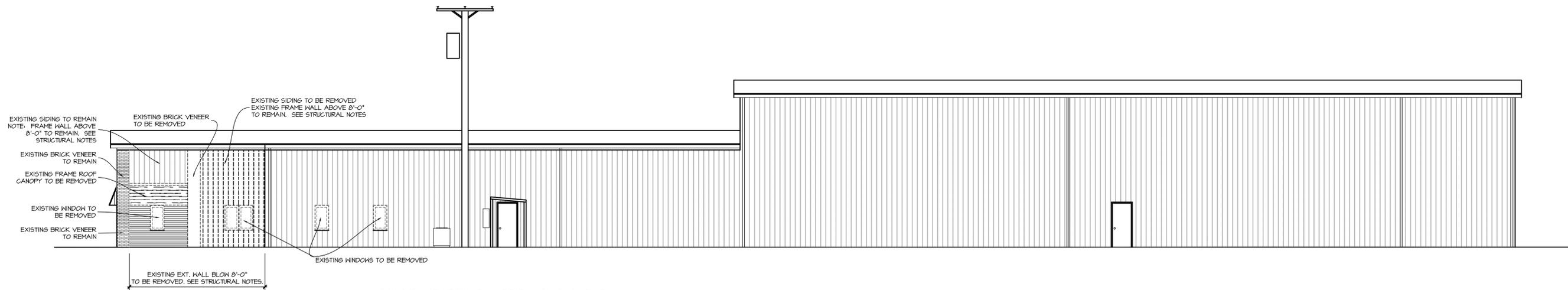
- 6.19.2018
- 11.05.2018
- 1.2.2019
- 1.24.2019
- 1.28.2019



EXISTING/DEMO SOUTH ELEVATION  
1/8" = 1'-0"



EXISTING/DEMO EAST ELEVATION  
1/8" = 1'-0"

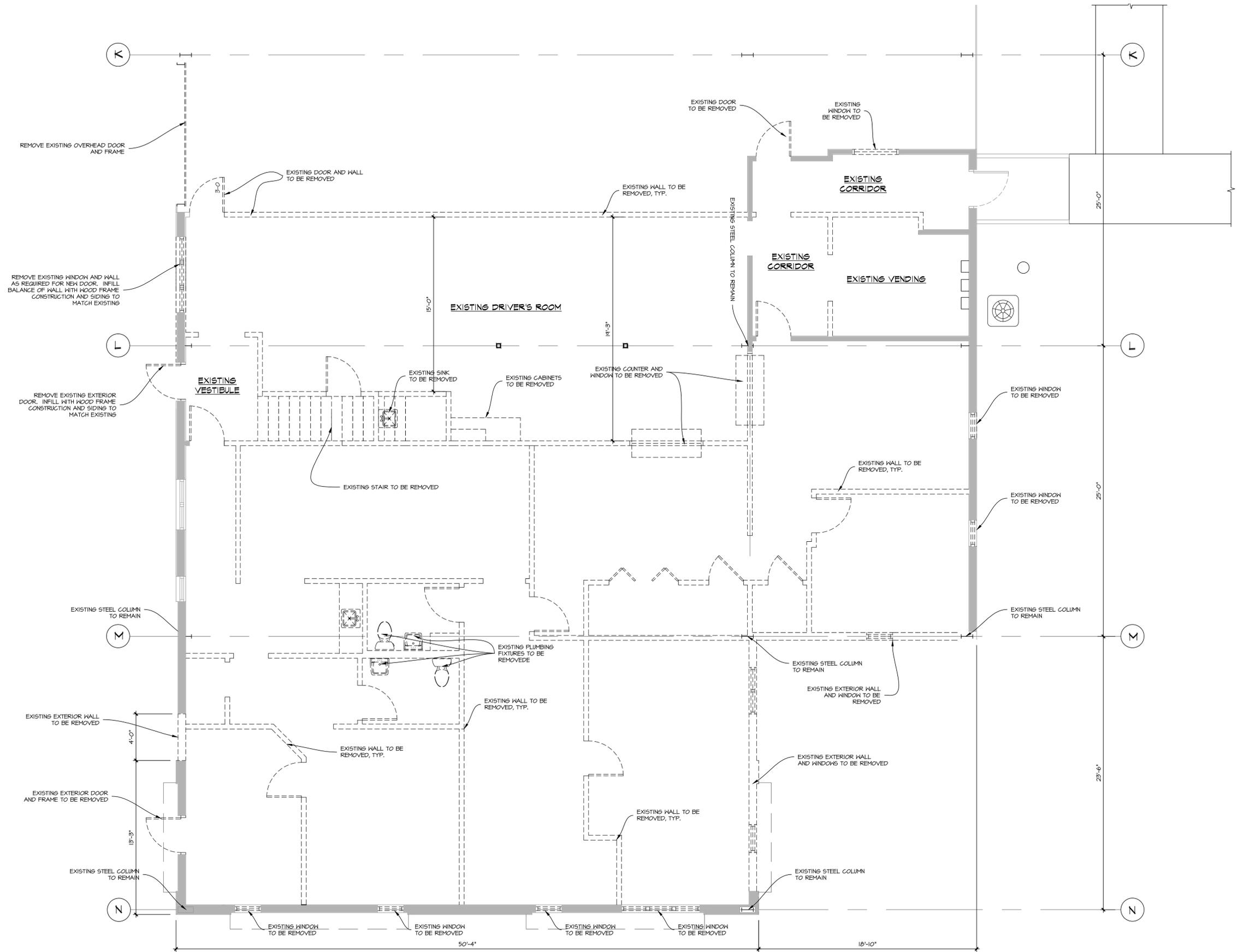


EXISTING/DEMO NORTH ELEVATION  
1/8" = 1'-0"



REVISIONS:

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11.05.2018	
1.2.2019	
1.24.2019	
1.28.2019	



1 FIRST FLOOR DEMO PLAN NORTH  
1/4" = 1'-0"

WALL KEY

- EXISTING WALL TO REMAIN
- EXISTING WALL TO BE REMOVED (T.B.R.)
- NEW WALL

NOTES:

- REMOVE ALL FLOOR FINISHES IN AREAS OF WORK
- REMOVE ALL CEILINGS AND LIGHT FIXTURES IN AREAS OF WORK

ADVANCED DISPOSAL

559 PROGRESS DRIVE  
HARTLAND, WI 53029

FIRST FLOOR DEMOLITION PLAN

D-1

DATE: 12.19.2018

PROJECT NUMBER: 18-189

REVISIONS:

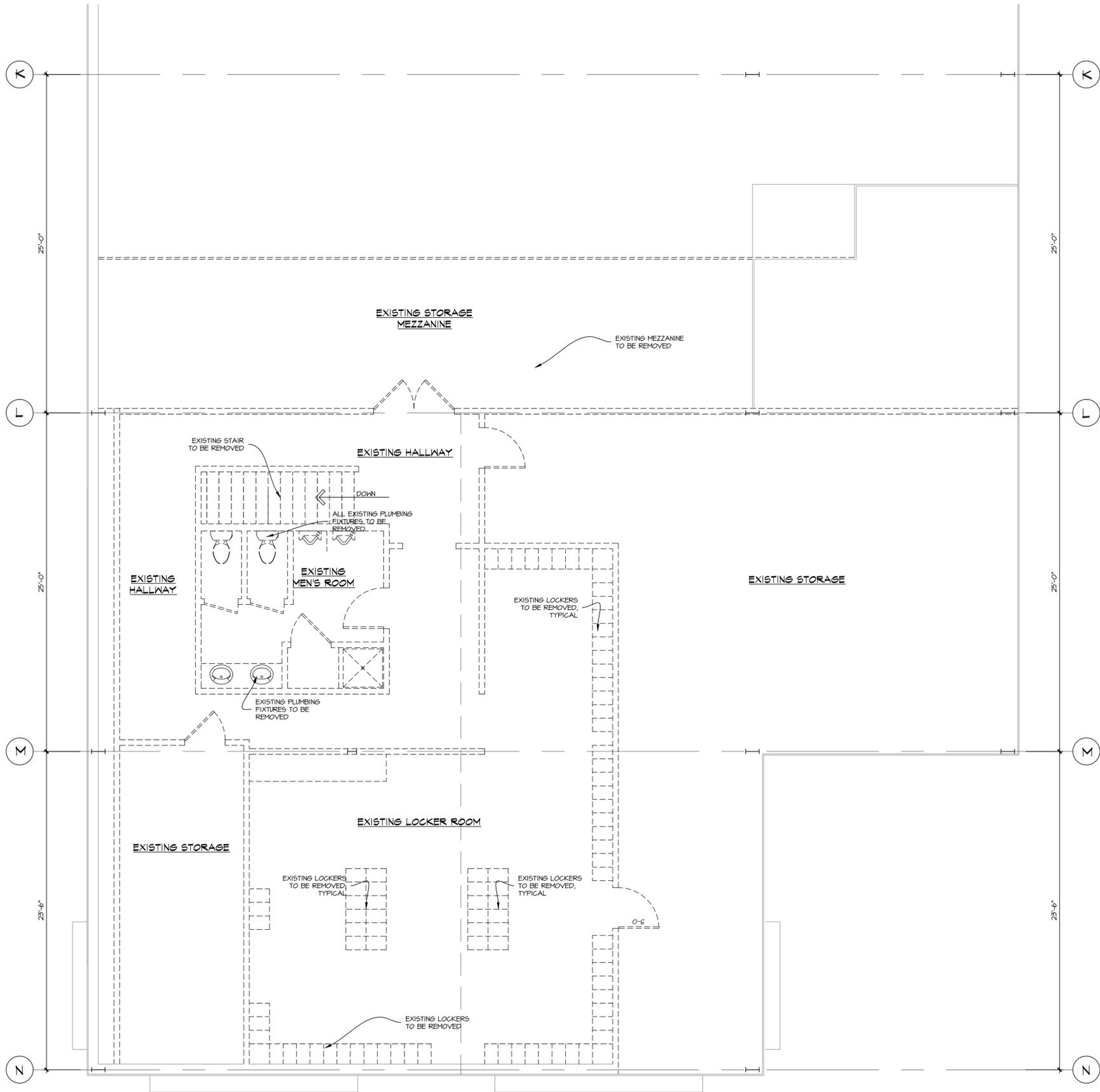
- 6.19.2018
- 11.05.2018
- 1.2.2019
- 1.24.2019
- 1.28.2019



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**X** SECOND FLOOR DEMO PLAN  
 1/8" = 1'-0"

EXISTING WALLS, FLOOR,  
 STAIRS TO BE REMOVED  
 COMPLETELY

**ADVANCED DISPOSAL**

559 PROGRESS DRIVE  
 HARTLAND, WI 53029  
**LOFT DEMOLITION PLAN**

**D-2**

DATE: 12.19.2018  
 PROJECT NUMBER: 18-189

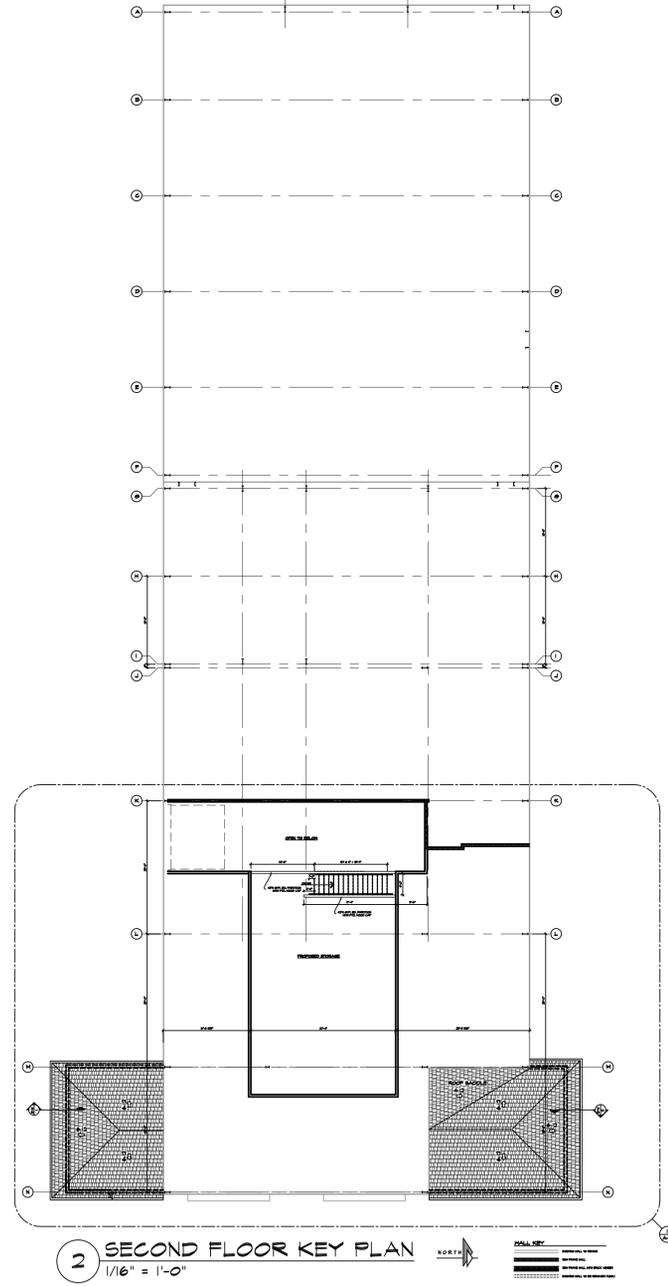
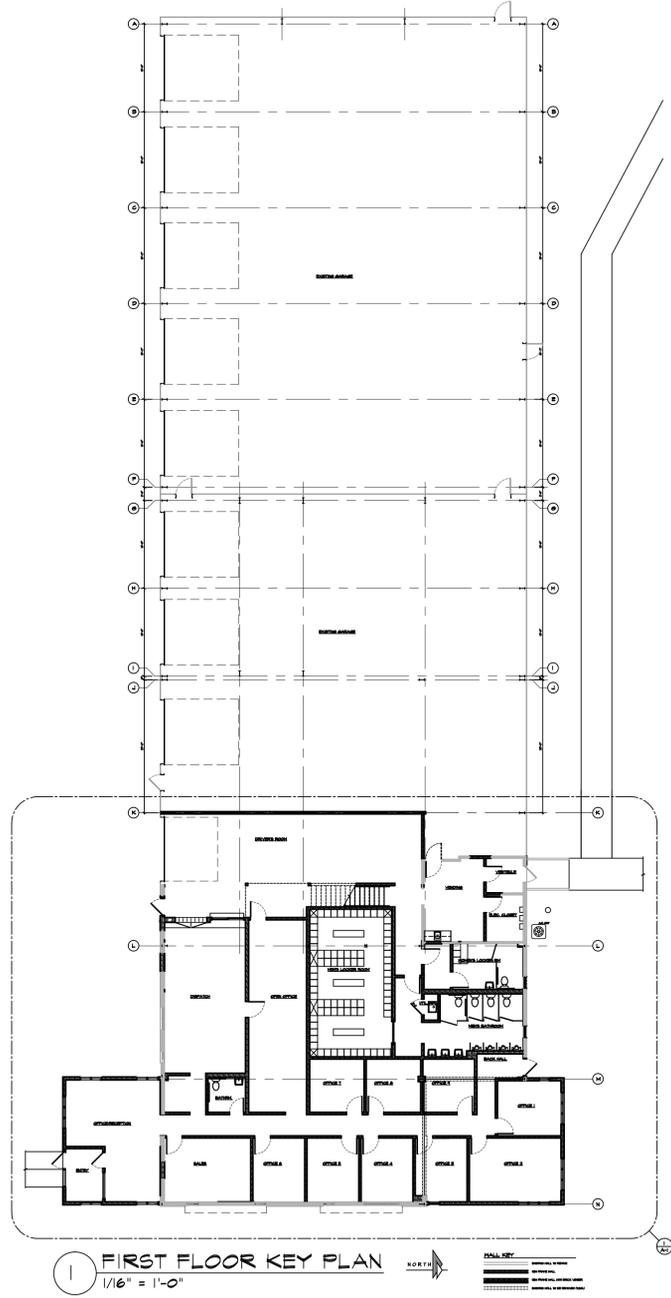
REVISIONS:

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1.24.2019	
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# ADVANCED DISPOSAL

559 PROGRESS DRIVE  
HARTLAND, WI 53029

SITE PLAN, KEY PLANS

## A-0

DATE: 12.19.2018

PROJECT NUMBER: 18-189

REVISIONS:

- 6.19.2018
- 11.05.2018
- 1.2.2019
- 1.24.2019
- 1.28.2019

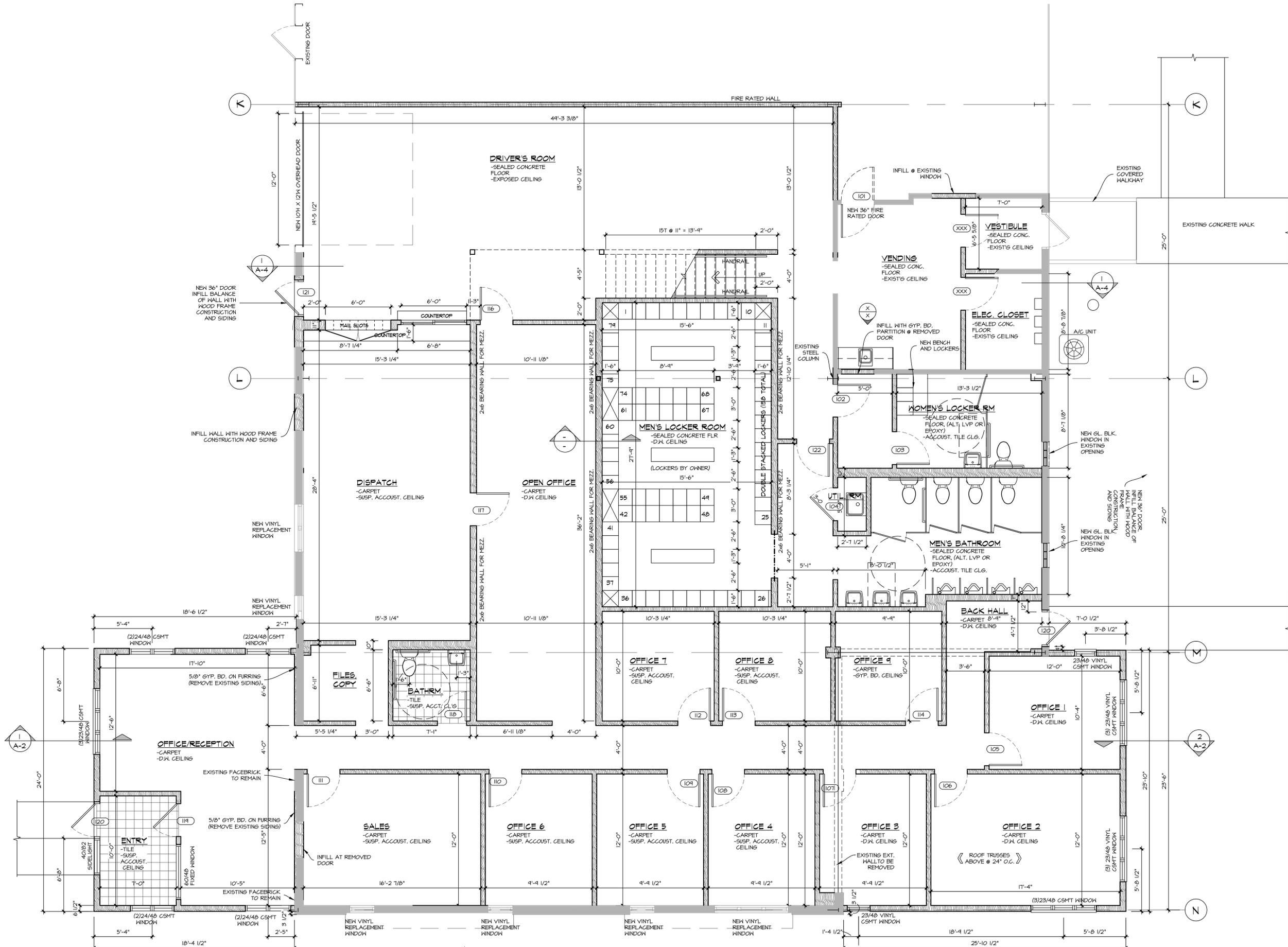


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262-786-6776 FAX 262-786-7036



**PROPOSED FIRST FLOOR PLAN** NORTH  
1/4" = 1'-0"

TOTAL AREA OF REMODEL/ADDITION (NOT INCLUDING MEZZANINE) - 5,266 SQ. FT.  
MEZZANINE - 819 SQ. FT.  
NORTH ADDITION - 654 SQ. FT.  
SOUTH ADDITION - 448 SQ. FT.



**GENERAL NOTE:**  
\*ALL NEW DOORS TO BE 36" \*DRYWALL CEILINGS WHERE NEW TRUSSES AND FLOOR FOR MEZZANINE, DROP ACCOUSTICAL TILE WHERE EXISTING CEILING IS ABOVE

# ADVANCED DISPOSAL

559 PROGRESS DRIVE  
HARTLAND, WI 53029

## PROPOSED FOUNDATION PLAN AND FIRST FLOOR PLAN

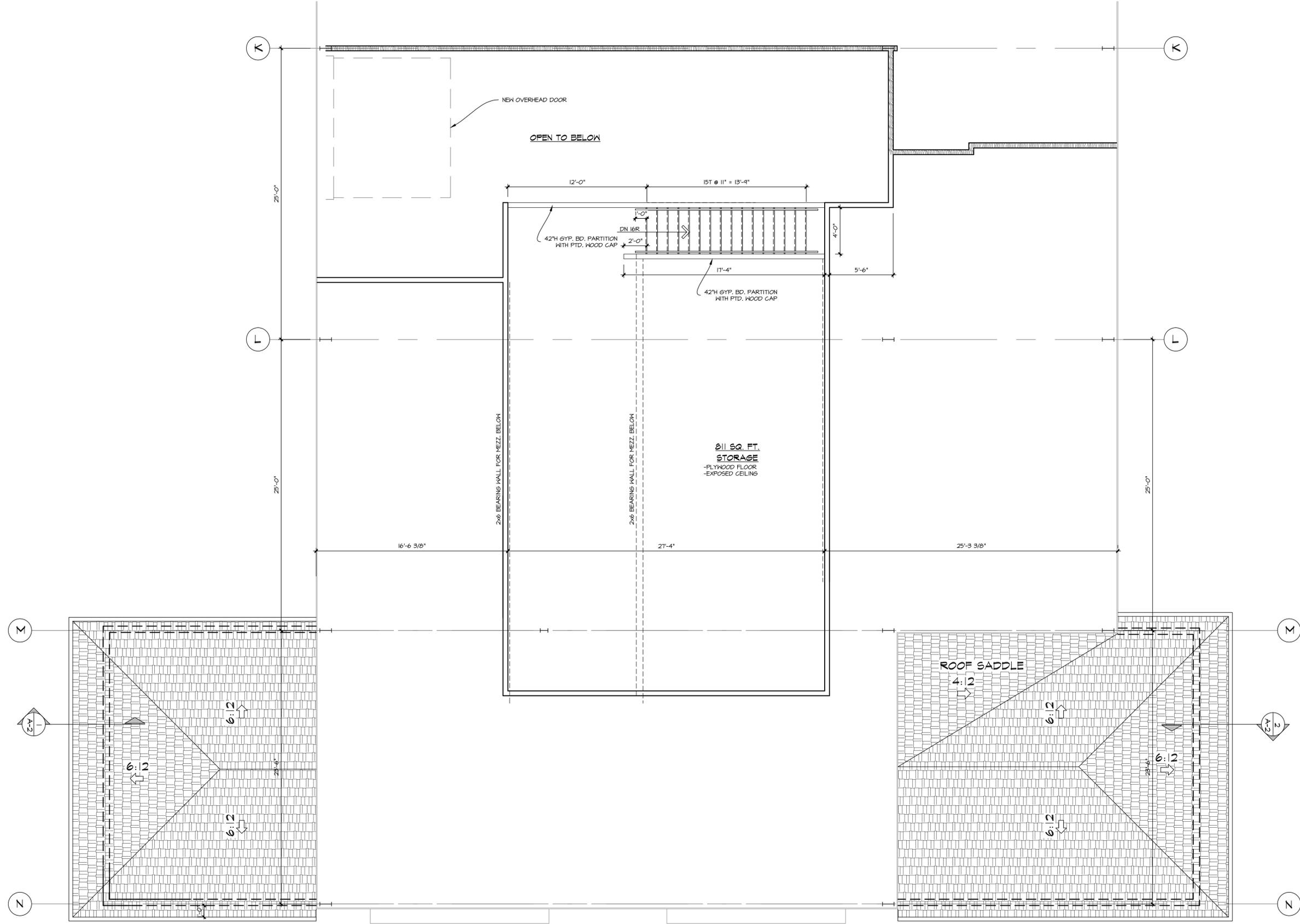
# A-1

DATE: 12.19.2018  
PROJECT NUMBER: 18-189

- REVISIONS:**
- 6.19.2018
  - 11.05.2018
  - 1.2.2019
  - 1.24.2019
  - 1.28.2019



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262-786-6776 FAX 262-786-7036



1 PROPOSED SECOND FLOOR PLAN NORTH  
 1/4" = 1'-0"

# ADVANCED DISPOSAL

559 PROGRESS DRIVE  
 HARTLAND, WI 53029

## PROPOSED SECOND FLOOR PLAN

# A-2

DATE: 12.19.2018  
 PROJECT NUMBER: 18-189

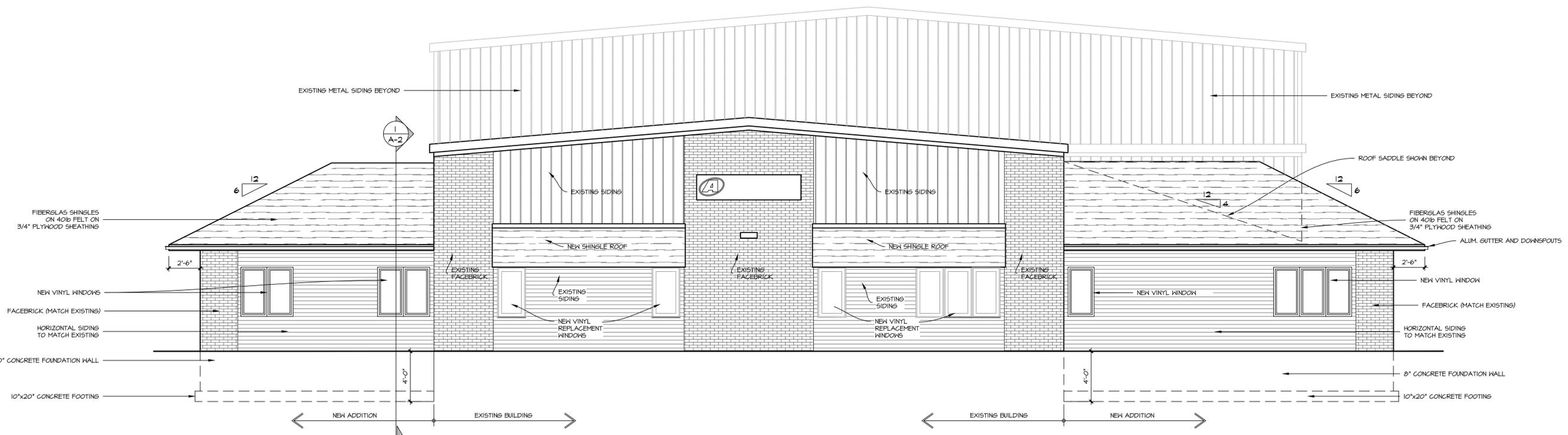
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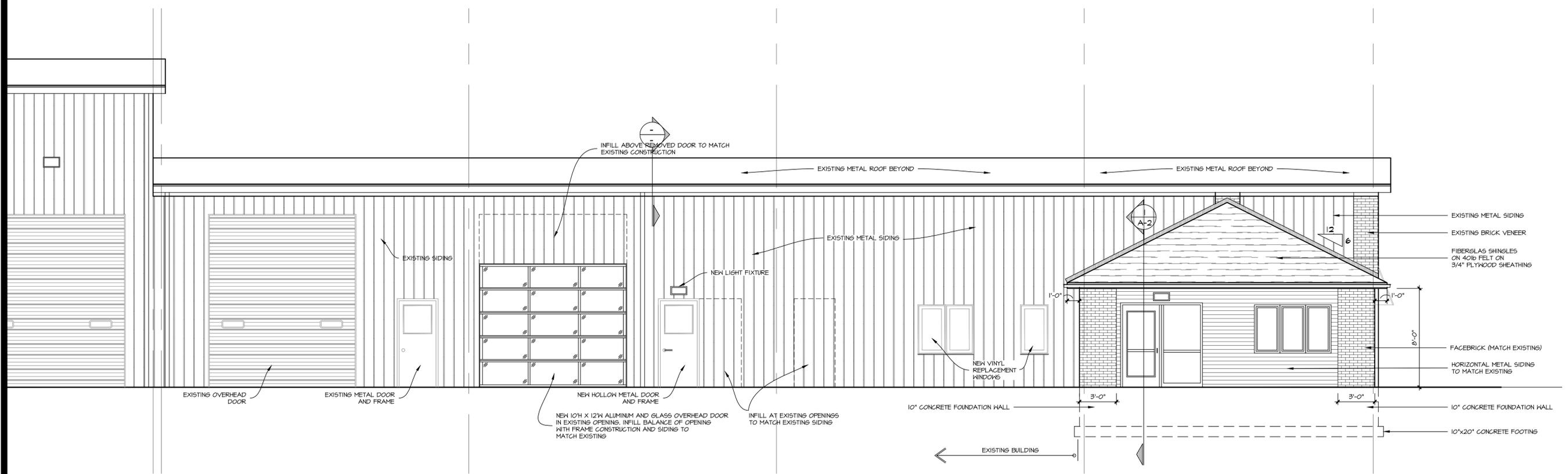


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1 PROPOSED EAST ELEVATION  
1/4" = 1'-0"



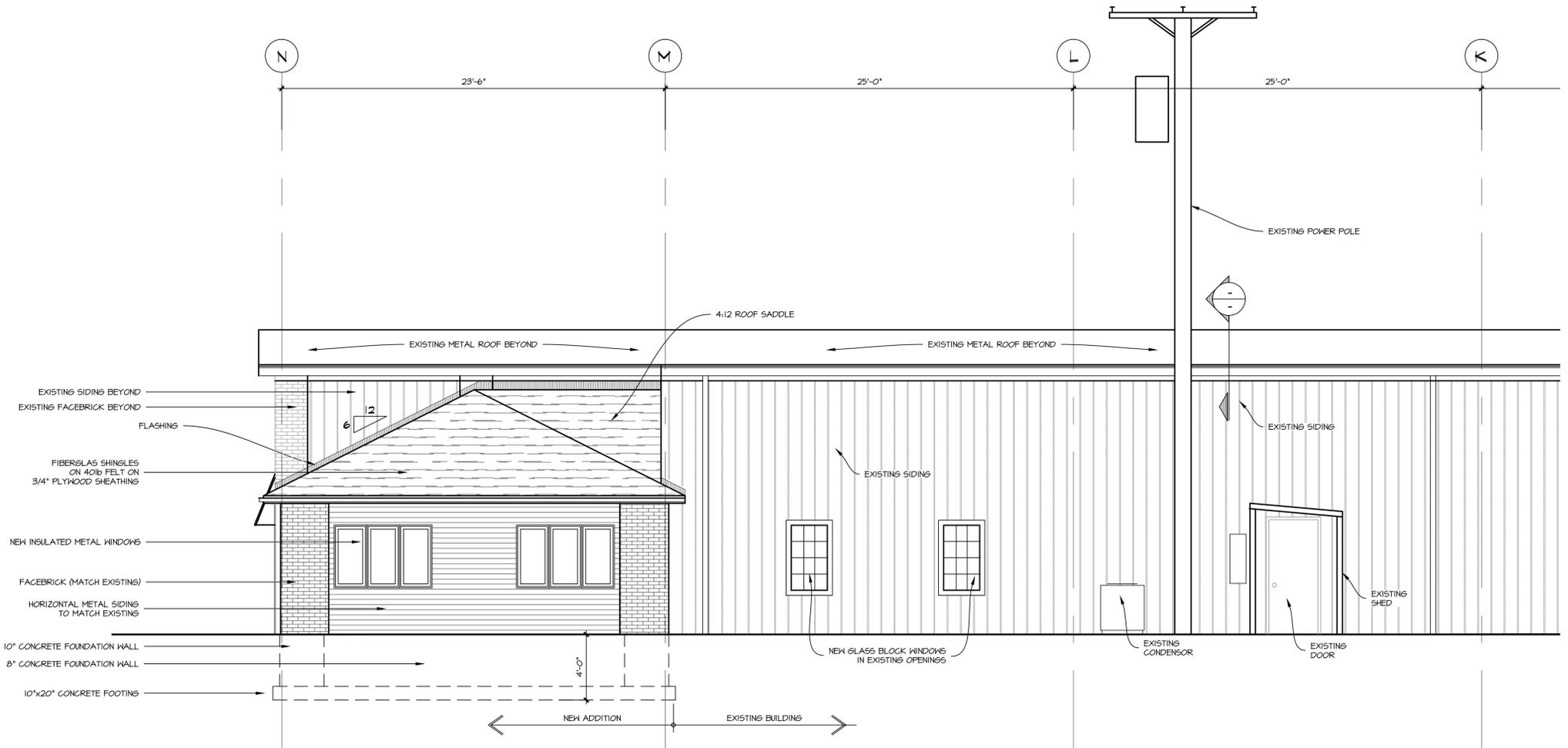
2 PROPOSED SOUTH ELEVATION  
1/4" = 1'-0"



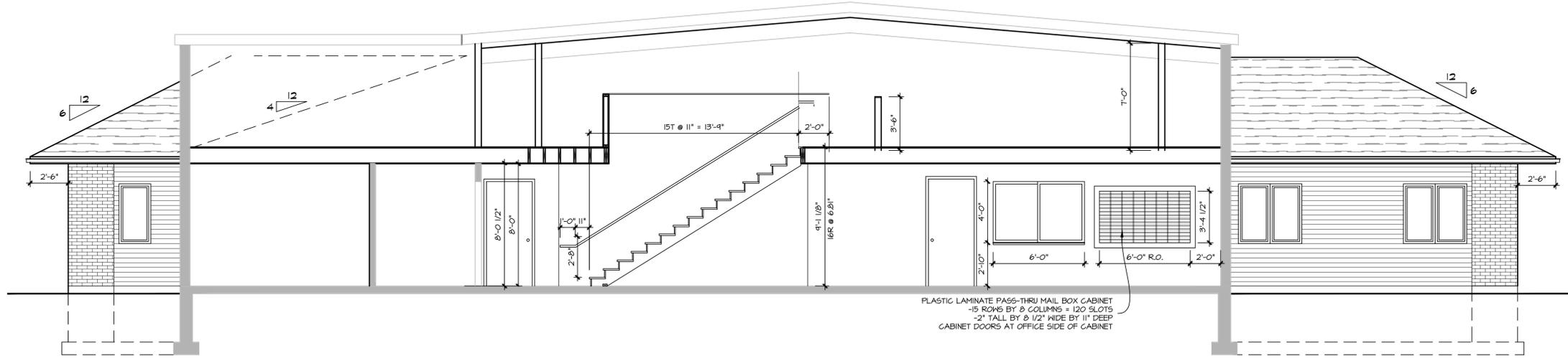
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1.24.2019
1.28.2019

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2 PROPOSED NORTH ELEVATION  
1/4" = 1'-0"



1 BUILDING SECTION  
1/4" = 1'-0"



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MYRA PROPERTIES LLC  
1795 LINCOLN PARK CIR  
SARASOTA FL 34236

HERAEUS ELECTRO-NITE CO LLC AND  
RICHARD A FALK  
541 S INDUSTRIAL DR  
HARTLAND WI 53029-2323

HM INVESTMENT PARTNERS LLC  
581 S INDUSTRIAL DR  
HARTLAND WI 53029

MIDWEST SHRC LLC  
530 PROGRESS DR  
HARTLAND WI 53029-2304

GARDENBOV LLC  
13205 W VAN NORMAN AVE  
NEW BERLIN WI 53151

MGD INVESTMENTS 2 LLC  
1101 W 2ND ST  
OCONOMOWOC WI 53066-3401

BUSKE FAMILY LIMITED PARTNERSHIP  
PO BOX 116  
HARTLAND WI 53029-0116

TROMPLER PROPERTIES LLC  
580 S INDUSTRIAL DR  
HARTLAND WI 53029-2357

JOHN GEBHARD AND TRUDY GEBHARD  
N56W28754 CTH K  
HARTLAND WI 53029

JAMES ORDWAY AND KRISTIN ORDWAY  
N45W29221 FORSETH DR  
HARTLAND WI 53029

SUPERIOR OF WISCONSIN INC AND  
EXPERT DISPOSAL SERVICE INC  
PO BOX 168  
HARTLAND WI 53029-0168

LINDSAY REAL ESTATE HOLDINGS LLC  
2222 N 111TH ST  
OMAHA NE 68164-3817

MGD INVESTMENTS LLC  
1101 W 2ND ST PO BOX 644  
OCONOMOWOC WI 53066-0644

SCI INVESTMENT HOLDINGS LLC  
540 PROGRESS DR  
HARTLAND WI 53029-2304

596 PROGRESS DRIVE LLC  
596 PROGRESS DR  
HARTLAND WI 53029-2304

S&M RABAY LLC  
550 PROGRESS DR  
HARTLAND WI 53029-2304

VIRGINIA A SCHREIB AMENDED &  
RESTATED TRUST  
S87W29868 LEPPIN CT  
MUKWONAGO WI 53149-8620

STELLAR V LLC  
N28W29721 OAKWOOD GROVE RD  
PEWAUKEE WI 53072

LAUDERMILK 710 LLC  
710 CARDINAL LN  
HARTLAND WI 53029

MGD INVESTMENTS LLC  
1101 W SECOND ST  
OCONOMOWOC WI 53066

MWE LLC  
520 INDUSTRIAL DR  
HARTLAND WI 53029-2324

WATERTRONICS PROPERTIES LLC  
579 E INDUSTRIAL DR  
HARTLAND WI 53029-2323

DBA SANFORD ENTERPRISES  
169 HIGHWAY 67 APT A  
DOUSMAN WI 53118-9664

ADV LLC  
1000 S IMPERIAL DR  
HARTLAND WI 53029-2736

MEGAL DEVELOPMENT CORP  
12650 W LISBON RD  
BROOKFIELD WI 53005-1825

TOLLEFSEN ENTERPRISES LLC  
N23W23838 TALON CT  
WAUKESHA WI 53188-1829

MISALICO LLC  
1204 PILGRIM RD  
PLYMOUTH WI 53073-4977

LAKE COUNTRY RACQUET & ATHLETIC  
CLUB INC  
560 INDUSTRIAL DR PO BOX 76  
HARTLAND WI 53029

PROGRESS ENTERPRISES LLC  
590B PROGRESS DR  
HARTLAND WI 53029

SJAMB LLC AND PSI HOLDINGS LLC  
535 S INDUSTRIAL DR  
HARTLAND WI 53029-2323

A:30



VILLAGE OF HARTLAND  
PETITION FOR:



REZONING

ZONING CODE AMENDMENT

(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: \$400.00 + \$200 Professional Fee Deposit**

Date Filed: <u>2-1-2019</u>	Fee Paid:
	Receipt No.

- Name: Donna M. Kultz  
Address of Owner/Agent: 345 Cottonwood Ave., Hartland  
(mailing is P.O. Box 505, Hartland)  
Phone Number of Owner/Agent: 262-490-2970  
FAX No. na E-mail donna.kultz@gmail.com
- State zoning change desired. (Example: From RS-1 (Single Family) to B-1 (Neighborhood Business))  
From: Commercial to: RS1 Residential Sgl. family
- Give complete legal description of property to be considered. (Attach a separate sheet with description and label sheet "Exhibit A").
- State present use of property and intended use. Currently commercial, intended use is residential, single family
- State present language change code section and proposed language (use additional paper if necessary).  
commercial, proposed is residential



Signature of Petitioner

P.O. Box 505, Hartland

Address

262 490-2970

Phone

**NOTE:**

- a. Upon receipt of the petition of rezoning or zoning amendment change, the Plan Commission shall consider the request after the second meeting and make a recommendation to the Village Board. If the Village Board, upon reviewing the Plan Commission's recommendation, determines the request to have merit, it may order publication for a public hearing. After the public hearing held by the Village Board, it will take any action deemed necessary.
- b. Include a Plat Map in triplicate, drawn to a scale of not less than 100 ft. to the inch, showing the land in question, its location, the length and direction of each boundary thereof, the location of existing buildings and uses of same on such lands. Also, show the proposed building and the plat plans and indicate setbacks and offsets from the lot line. Parking area should also be shown.
- c. Ask for a copy of the Village Ordinance relating to zoning changes.
- d. Include fee payable to **The Village of Hartland**  
**\$400 for Rezoning + \$200 Professional Fee Deposit**
- e. Mail or deliver request, in triplicate, to:

**Village of Hartland  
Village Clerk  
210 Cottonwood Avenue  
Hartland, WI 53029**



LAND INFORMATION SYSTEMS DIVISION

# Waukesha County GIS Map



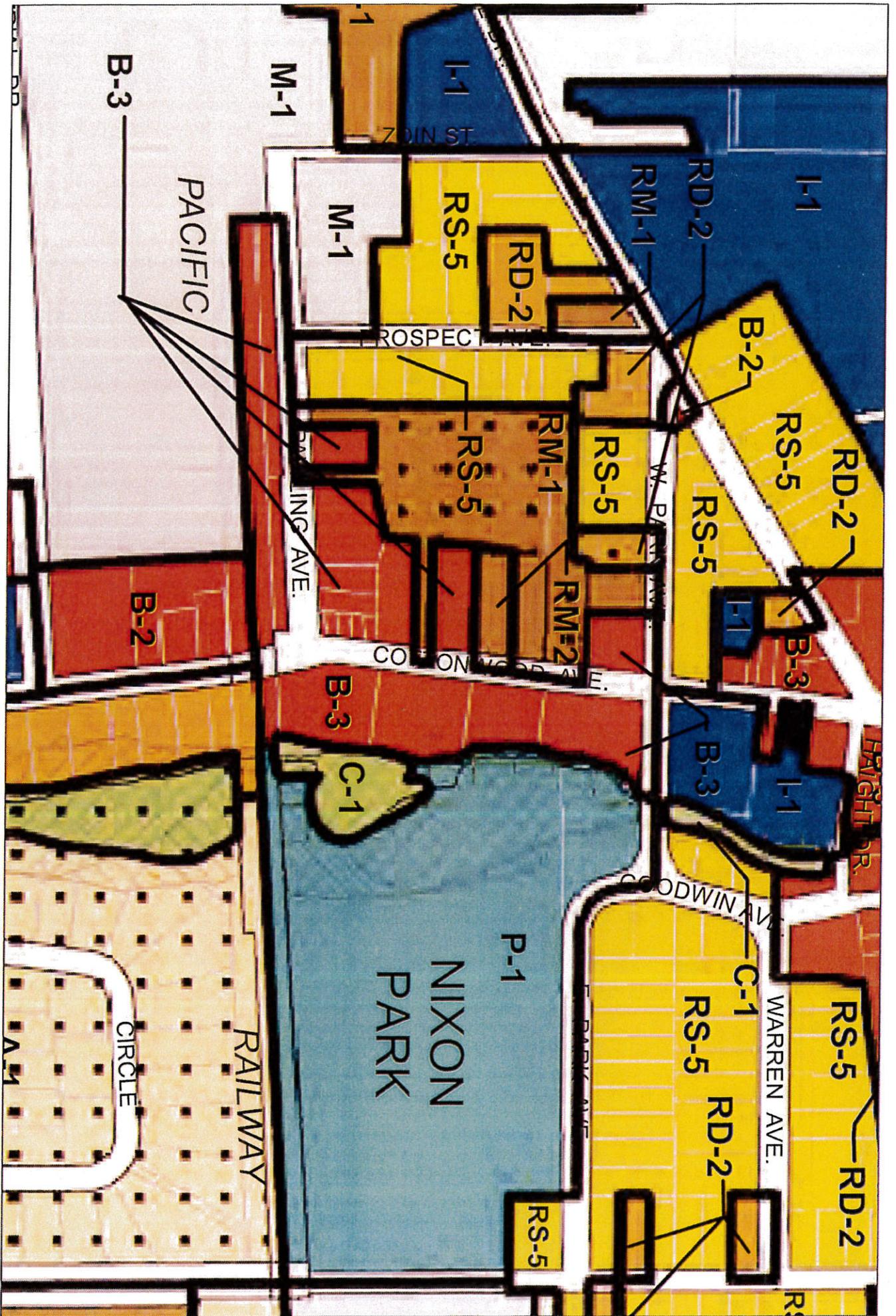
**Legend**

	Parcels
	Retired Parcels
	Municipal Boundary_2K
	FacilitySites_2K_Labels
	Lots_2K
	Lot
	Outlot
	SimultaneousConveyance
	Assessor Plat
	CSM
	Condominium
	Subdivision
	Cartoline_2K
	<all other values> EA-Easement_Line
	PL-DA
	PL-Extended_Tie_line
	PL-Meander_Line
	PL-Note
	PL-Tie_Line
	Road Centerlines_2K
	Railroad_2K
	TaxParcel_2K
	Waterbodies_2K_Labels
	Waterlines_2K_Labels
	Municipal Boundary_5K
	FacilitySites_5K_Labels
	Waterbodies_5K_Labels
	Waterlines_5K_Labels
	Railroad_5K
	SimultaneousConveyance
	Assessor Plat
	CSM
	Condominium
	Subdivision
	TaxParcel_5K

**Notes:**

The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Waukesha County will not be responsible for any damages which result from third party use of the information and depictions herein, or for use which ignores this warning.

0 98.31 Feet



ANDREW J FALLON AND KYLE M MILLER  
230 PAWLING AVE  
HARTLAND WI 53029-2013

NAOMI N SOPKO  
213 W CAPITOL DR  
HARTLAND WI 53029-2049

ELIZABETH M TOBOLT  
W313N9173 HOFF RD  
HARTLAND WI 53029

SHAWN M HOPPE  
320 PROSPECT AVE  
HARTLAND WI 53029-2023

RONALD JAEGER AND ANN JAEGER  
430 INDUSTRIAL DR  
HARTLAND WI 53029

MICHAEL J HORVATH  
205 W PARK AVE  
HARTLAND WI 53029

DAVID JAMBRETZ AND SUSAN  
JAMBRETZ  
338 PROSPECT AVE  
HARTLAND WI 53029

LEROY HUNDLEY  
W289S2547 COUNTY ROAD DT  
WAUKESHA WI 53188-9210

CYNTHIA M BROWN  
243 W CAPITOL DR  
HARTLAND WI 53029

HARMANN RENTALS LLC  
W320N9189 HIGHWAY 83  
HARTLAND WI 53029-9737

HARTLAND STATION LLC  
249 PAWLING AVE  
HARTLAND WI 53029-2052

JRT INVESTMENTS LLC  
W354N5095 ROAD T  
OCONOMOWOC WI 53066

ROBERT J & SUSAN L KOSANKE 2007  
LIVING TRUST  
237 W PARK AVE  
HARTLAND WI 53029

ROBERT F KALKE JR  
370 PROSPECT AVE  
HARTLAND WI 53029

DANIEL R SMITH JR  
248 PAWLING AVE  
HARTLAND WI 53029

KELLY NORDBY  
221 COTTONWOOD AVE  
HARTLAND WI 53029

ANDREW J SALOMONE  
337 PROSPECT AVE  
HARTLAND WI 53029-2022

HOGGERS PUB PROPERTIES LLC  
335 COTTONWOOD AVE  
HARTLAND WI 53029-2010

JOSEPH D FLANIGAN AND KAREN L  
FLANIGAN  
214 W PARK AVE  
HARTLAND WI 53029-2021

CARL B HAROLDSON AND MARILYN K  
HAROLDSON  
W292N6299 DORN RD  
HARTLAND WI 53029-9500

NANCY DAY AND MILO DAY  
206 W PARK AVE  
HARTLAND WI 53029-2021

THOMAS H DALY  
247 W PARK AVE  
HARTLAND WI 53029-2020

SARAH J SAUER  
360 PROSPECT AVE  
HARTLAND WI 53029

492 PARTNERS LLC  
492 RIVERSIDE DR  
PRINCETON NJ 08540-5421

HJH 211 LLC  
211 COTTONWOOD AVE  
HARTLAND WI 53029-2016

HARTLAND MEADOWS RETIREMENT  
APARTMENTS LLC  
W320N1161 BUTTERNUT RIDGE CT  
DELAFIELD WI 53018

SILVER OAK PROPERTIES LLC  
352 COTTONWOOD AVE  
HARTLAND WI 53029-2011

EDWIN & ANNETTE MILLER TRUST  
354 PROSPECT AVE  
HARTLAND WI 53029

MAC HOLDINGS LLC  
PO BOX 602  
HARTLAND WI 53029

JERRY L & NANCY L NUTTER 2006  
LIVING TRUST  
207 W CAPITOL DR  
HARTLAND WI 53029

CHARLES KUHTZ III AND DONNA KUHTZ  
PO BOX 505  
HARTLAND WI 53029-0505

K&A HOME INVESTMENTS INC  
230 PAWLING AVE  
HARTLAND WI 53029-2013

DANIEL FEISTHAMMEL  
PO BOX 242  
HARTLAND WI 53029

KUSCH INVESTMENTS LLC  
N65W30981 BEAVER LAKE RD  
HARTLAND WI 53029-9799

STEPHEN SECOSH  
213 W PARK AVE  
HARTLAND WI 53029

THOMAS CANTRELL AND DIONNE  
CANTRELL  
359 PROSPECT AVE  
HARTLAND WI 53029-2022

MICHELE H WARD AND MICHELE H  
ANDRAE  
256 W CAPITOL DR  
HARTLAND WI 53029

TIMOTHY E MUELLER  
330 PROSPECT AVE  
HARTLAND WI 53029-2023

UNIQUE SUITES LLC  
1318 RIVERS EDGE CT  
OCONOMOWOC WI 53066-6912

DAVID PEERS AND ERICA D PEERS  
345 PROSPECT AVE  
HARTLAND WI 53029-2022

NICHOLAS AND KATELYN GOMEZ  
221 W PARK AVE  
HARTLAND WI 53029-2020

FREDERICK F AND MARY J OTT 2011  
LIVING TRUST  
229 W PARK AVE  
HARTLAND WI 53029-2020

SUSAN K STERNKOPF  
404 COTTONWOOD AVE  
HARTLAND WI 53029

JACK DAHLKE PROPERTIES LLC  
336 COTTONWOOD AVE  
HARTLAND WI 53029

DAVID CATANIA AND JEAN CATANIA  
328 PROSPECT AVE  
HARTLAND WI 53029-2023

MATTHEW J STRUVE AND KAZUKI  
STRUVE  
227 W CAPITOL DR  
HARTLAND WI 53029-2027

PAMELA FILO  
344 PROSPECT AVE  
HARTLAND WI 53029

ELMORE MACHINERY CORP  
403 EAST AVE  
EAGLE WI 53119-2109

RONALD JAEGER AND ANN JAEGER  
430 INDUSTRIAL DR  
HARTLAND WI 53029-2329

LINDA J LAVALLEY  
335 COTTONWOOD AVE  
HARTLAND WI 53029

PARK IT REAL ESTATE INVESTING LLC  
N78W29196 FLYNN RD  
HARTLAND WI 53029-9551

BARK RIVER PROPERTIES  
1285 SUNNYRIDGE RD  
PEWAUKEE WI 53072-3817

GUY S JENSON & MARIJEAN JENSON  
2014 LIVING TRUST  
N45W28965 E CAPITOL DR  
HARTLAND WI 53029-2249

**VILLAGE OF HARTLAND**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP  
OF THE VILLAGE OF HARTLAND**

WHEREAS, The Village of Hartland has received a request to consider the rezoning of the property located at 345 Cottonwood Avenue from B-3 Central Business/Mixed Use District to RS-3 Single Family Residential District in order to use of the property as a single family home; and

WHEREAS, The Village of Hartland Plan Commission has considered the request and has recommended approval of the request and finds that the use of the property is consistent with the intended land use as described in *The Village of Hartland Comprehensive Development Plan: 2035* and that it is necessary and desirable to amend the zoning of this property as noted above; and

**[Alternatively, the following paragraph will be used]**

WHEREAS, The Village of Hartland Plan Commission has considered the request and has recommended denial of the request and finds that the use of the property is not consistent with the intended land use as described in *The Village of Hartland Comprehensive Development Plan: 2035* and that it is not appropriate or desirable to amend the zoning of this property as noted above; and

WHEREAS, The Village Board of Trustees conducted a Public Hearing regarding this proposed change on March 25, 2019.

NOW THEREFORE, THE VILLAGE BOARD OF THE VILLAGE OF HARTLAND DO ORDAIN AS FOLLOWS:

**Section 1:** The Village of Hartland Zoning Map is hereby amended to rezone the following property located as indicated above: Parcel HAV 0729148 at 345 Cottonwood Avenue from B-3 Central Business/Mixed Use District to RS-3 Single Family Residential District as shown on the attached Exhibit 1 to this Zoning Map Ordinance.

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

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

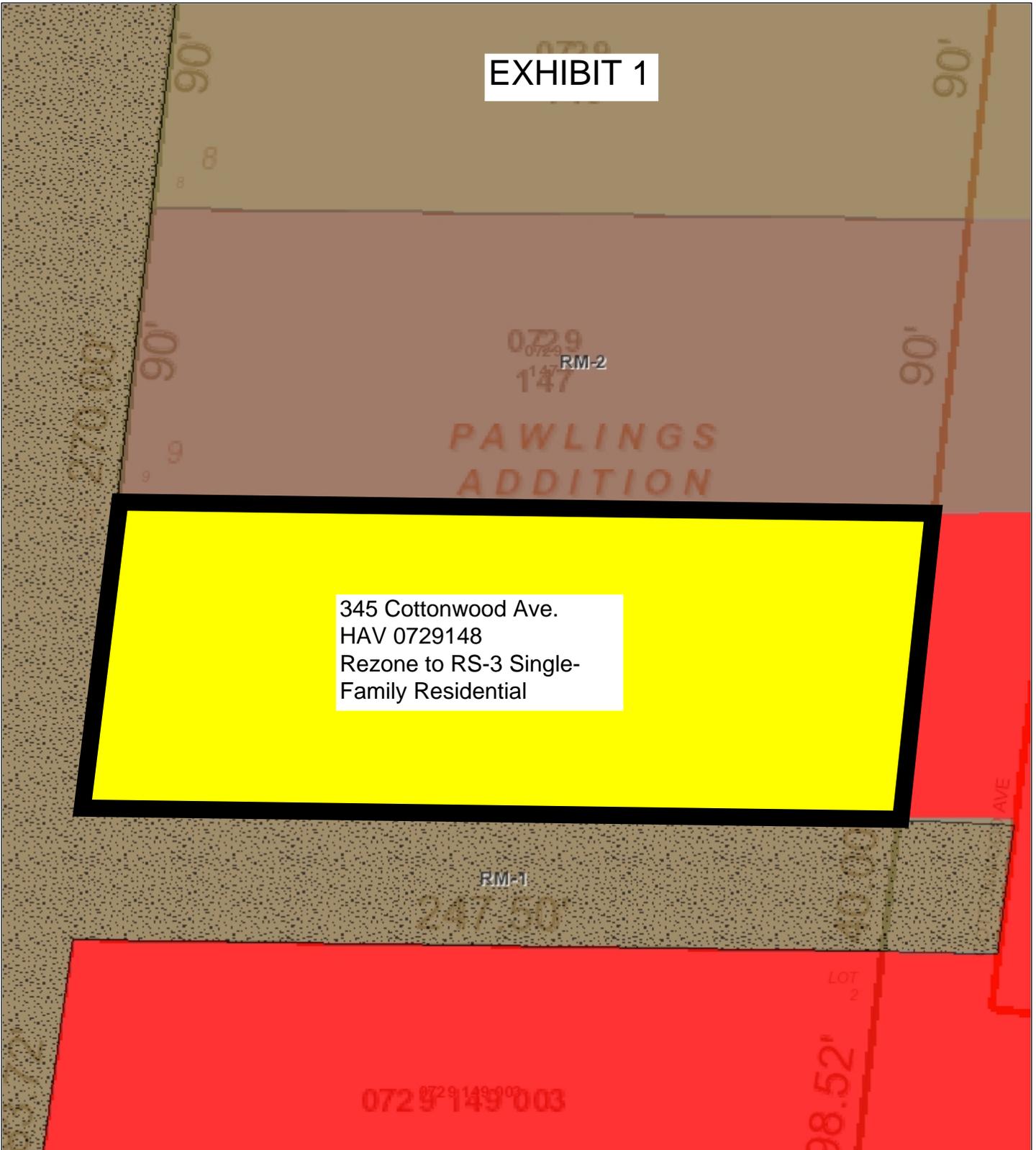
VILLAGE OF HARTLAND

ATTEST:

By: \_\_\_\_\_  
Jeffrey Pfannerstill, Village President

\_\_\_\_\_  
Darlene Igl, MMC, WCPC, Village Clerk

# EXHIBIT 1



345 Cottonwood Ave.  
HAV 0729148  
Rezone to RS-3 Single-  
Family Residential

## Rezoning of 345 Cottonwood Ave

### 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.



## Village of Hartland

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



SCALE: 1 = 42'

Print Date: 2/20/2019

## MEMORANDUM

**TO:** Village Board 

**FROM:** Ryan Bailey, Finance Director, David Cox, Village Administrator

**DATE:** February 20, 2019

**SUBJECT:** Piggly Wiggly Personal Property Claim

---

On February 4, 2019, Village staff received a letter from WIPFLI CPA's and Consultants, acting on behalf of Fox Brothers Piggly Wiggly, filing a claim for refund under Wisconsin Statutes 74.35 (Recovery of Unlawful taxes) for a portion of the personal property taxes assessed to Fox Brothers Piggly Wiggly for the 2018 year. They are claiming that the property is exempt by law from taxation and they should receive a refund. As noted below, staff believes the claim was not filed properly or timely and should be denied.

In 2018, State Statutes were changed for personal property to exempt all "Machinery tools and Patterns." The Statute says that "machinery means a structure of assemblage of parts that transmits force, motion, or energy from one part to another in a predetermined way by electrical, mechanical, or chemical means." In previous years, Fox Brothers Piggly Wiggly has put refrigerators and freezers on a different schedule of personal property called Furniture Fixtures and Equipment. Fox Brothers Piggly Wiggly believes that under new statutes these items would be exempt so they moved these items to the exempt schedule in 2018. Grota Appraisals LLC, the Village Assessor, disagreed that these were exempt under the law and disagreed with moving these items to the exempt "Machinery" category. Grota moved the items back to the taxable schedule of Furniture and Equipment. Staff agrees with Grota and questions whether these items asserted by Piggly Wiggly are truly exempt. They have asserted that refrigerators and freezers, among other items, are machinery and exempt. While many municipalities are getting similar claims (and some more extreme) from other grocers, not all are allowing the exemption. Piggly Wiggly provides an informal opinion from the former Attorney General as evidence. However, the question opined on by the Attorney General was whether something could move from the taxed properties list to this exempt list. We do not disagree with this. The Attorney General also expressed that a copier could be construed as a machine under the exemption. While we may not disagree with this, it does not speak to the other items. The question of what items may be exempt will need to be addressed in the future. The assessors will need better direction from the Legislature, DOR and courts. After the assessor, the matter may then be considered by the Board of Review.

Nonetheless, the claim was not properly filed and was untimely. Any claims of unlawful taxes must meet certain statutes in the manner in which the claim was served to the Village. Under Wis. Stat. 74.35(2)(b.) (5) and Wis. Stat. 74.35(5)(b) it states that this claim must be personally served to the clerk of the taxation district by January 31 of the year in which the tax is based upon the contested assessment payable. There is no option for mail service. This claim was not personally served and it was received via certified mail on February 4, 2019 missing the January 31, 2019 required deadline.

Piggly Wiggly Personal Property Claim

February 20, 2019

Page 2

Village staff, including Attorney de la Mora, recommends the Village Board deny the claim from Fox Brothers Piggly Wiggly on the basis that the claim was improperly served, was untimely in its filing and is questionable as to whether the recent extension of exemptions under State Statutes applies to the apparatus indicated in the claim.

**From:** [Hector de la Mora](#)  
**To:** [Ryan Bailey](#); [David Cox](#)  
**Subject:** H de la Mora COMMENTS about Wipfli CLAIM for RECOVERY of UNLAWFUL TAXES in regards to the personal property of Fox Brother Piggly Wiggly  
**Date:** Monday, February 11, 2019 2:58:00 PM  
**Attachments:** [vohadmin@villageofhartland.com\\_20190204\\_130520.pdf](#)  
[RE Scanned image from Village of Hartland - 31877.msg](#)

---

Hi Ryan & Dave---

WIPFLI is asserting that the Fox Brothers' claim is predicated on Wis. Stat. 7 4.35 which under subsection Wis. Stat. 74.35(2)(b.) (5.) must meet the condition of "Be(ing)served on the clerk of the taxation district,...in the manner prescribed in s. 801.11 (4) by January 31 of the year in which the tax based upon the contested assessment is payable."

Wis. Stat. sec. 801.11(4)(a) provides:

"(4) Other political corporations or bodies politic.

(a) Upon a political corporation or other body politic, by personally serving any of the specified officers, directors, or agents:

...

4. If against a village, the president or clerk thereof;"

Also, Wis. Stat. sec. 801.11(4)(b) provides:

" In lieu of delivering the copy of the summons to the person specified, the copy may be left in the office of such officer, director or managing agent with the person who is apparently in charge of the office."

Therefore, I believe that the claim letter which is dated January 31, 2019 and mailed at some point but which was not received until February 4, 2019 at the Village Hall makes the claim untimely. Moreover at this point, no "special circumstances " have been asserted that would allow a court to put aside compliance with the above indicated personal service requirement.

You should note that Village Assessor Mike Grota framed his e-mail response dated February 4, 2019 in terms of the provisions of Wis. Stat. sec. 74.37 [Claim on Excessive Assessment] instead of Wis. Stat. sec. 74.35 [Recovery of Unlawful Taxes] which is the provision cited and relied upon by WIPFLI on behalf of Fox Brothers.

As to Action on Claim, Wis. Stat. sec. 74.35(3) [Recovery of Unlawful Taxes] provides:

"Action on claim.

(a) In this subsection, to "disallow" a claim means either to deny the claim in whole or in part or to fail to take final action on the claim within 90 days after the claim is filed.

(b) The taxation district shall notify the claimant by certified or registered mail whether the claim is allowed or disallowed within 90 days after the claim is filed.

(c) If the governing body of the taxation district determines that an unlawful tax has been paid and that the claim for recovery of the unlawful tax has complied with all legal requirements, the governing body shall allow the claim. The taxation district treasurer shall pay the claim not later than 90 days after the claim is allowed.

(d) If the taxation district disallows the claim, the claimant may commence an action in circuit court to recover the amount of the claim not allowed. The action shall be commenced within 90 days after the claimant receives notice by certified or registered mail that the claim is disallowed."

So, with respect to the processing of this claim, the Village should also consider contacting the League of Wisconsin Municipalities Mutual Insurance to get their take on what is happening around the state to get a sense of how these claims are being handled and to seek their advice on how the Fox Brothers' claim should be handled.

If you would like to discuss this further, just let me know.

Hector

Hector de la Mora | von Briesen & Roper, s.c.  
Direct: 262-784-5418 | [hdelamora@vonbriesen.com](mailto:hdelamora@vonbriesen.com)

-----Original Message-----

From: Ryan Bailey [<mailto:ryanb@VillageofHartland.com>]

Sent: Monday, February 4, 2019 3:40 PM

To: Hector de la Mora; David Cox

Subject: FW: Scanned image from Village of Hartland - 31877

Hector,

Please see my email below to our assessing firm, Grota Appraisals. Today, via certified mail that was dated 1/31/2019 but received today, we received the attached personal property tax over taxation claim. Wipfli, acting on behalf of Fox Brothers Piggly Wiggly, is claiming that they were over taxed on personal property items in contrast with the new state law exempting such property. They are claiming that their refrigerators and freezers are "Machinery" and should be exempt per State Law. Grota is claiming these items to be standard equipment and thus not exempt.

The second attachment is the most recent email from Grota in regards to the State Statutes and their opinion that these items are truly equipment. The State Statutes seem to say that the Clerk or Village President must be personally served (so does certified mail count) and also that it must be done by 1/31/2019. We received it today in the mail but it was sent certified mail on 1/31/2019. The tax bill was paid in full and paid before the installment due date. So obviously a couple things at play here. Was the claim served timely and properly. Are the items they are suggesting that should be exempted and were not exempted assessed for properly. Thoughts?

Thank you,

Ryan S. Bailey, CPA  
Finance Director/Treasurer  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53029  
Phone (262) 367-2714  
email: ryanb@villageofhartland.com  
[https://linkprotect.cudasvc.com/url?  
a=https%3a%2f%2fwww.villageofhartland.com&c=E.1.2uCh0yXUNd4eWuhw28xY7DgB6sqswBzUZU2zVNzAaCT5ion9erV2kYLzyna2HkZel-keCe91U2fAZWcYy4SMDrZp70dlRoZB2J-lf-zeHcdx0IGiW-yZDc9BKFE4&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.villageofhartland.com&c=E.1.2uCh0yXUNd4eWuhw28xY7DgB6sqswBzUZU2zVNzAaCT5ion9erV2kYLzyna2HkZel-keCe91U2fAZWcYy4SMDrZp70dlRoZB2J-lf-zeHcdx0IGiW-yZDc9BKFE4&typo=1)

-----Original Message-----

From: Ryan Bailey  
Sent: Monday, February 4, 2019 1:56 PM  
To: Jim Young <Jimmy@wi-assessor.com>; 'Mike Grota' <Mike@wi-assessor.com>  
Cc: David Cox <davidc@villageofhartland.com>  
Subject: FW: Scanned image from Village of Hartland - 31877

Jim and Mike,

Please see the attached from Wipfli in regards to the personal property of Fox Brothers Piggly Wiggly. They are claiming that items that were supposed to be exempt as "Machinery" was not exempted and they are claiming that you altered the personal property tax forms as submitted by them. Can you please let us know why you may have changed some of these values and how we should proceed? They are also submitting a letter from the previous attorney general as support.

Thank you,

Ryan S. Bailey, CPA  
Finance Director/Treasurer  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53029  
Phone (262) 367-2714  
email: ryanb@villageofhartland.com  
[https://linkprotect.cudasvc.com/url?  
a=https%3a%2f%2fwww.villageofhartland.com&c=E.1.IrzqPKyCq2dQB3dPzx0xPQ96R5qoxf3oqaZMMme9pE7H-ORgV6C24D5OgUMj\\_vAavY-kPd-cByv418gbO7T4i1ezCZiUnbgwxq7KqwXvKgGhnKX&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.villageofhartland.com&c=E.1.IrzqPKyCq2dQB3dPzx0xPQ96R5qoxf3oqaZMMme9pE7H-ORgV6C24D5OgUMj_vAavY-kPd-cByv418gbO7T4i1ezCZiUnbgwxq7KqwXvKgGhnKX&typo=1)

-----Original Message-----

From: Administrator for the Village of Hartland On Behalf Of vohadmin@  
Sent: Monday, February 4, 2019 1:05 PM  
To: Ryan Bailey <ryanb@VillageofHartland.com>  
Subject: Scanned image from Village of Hartland - 31877

Reply to: vohadmin@villageofhartland.com <vohadmin@villageofhartland.com> Device Name: Village of Hartland - 31877 Device Model: MX-5111N  
Location: Village of Hartland - 31877

File Format: PDF (Medium)  
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.

Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.

Adobe(R)Reader(R) can be downloaded from the following URL:

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<http://www.adobe.com/>

This message (including attachments) is privileged and confidential. If you are not the intended recipient, please delete it without further distribution and reply to the sender that you have received the message in error.

January 31, 2019

Ms. Darlene Igl  
Village Clerk  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53029

RE: **Fox Brothers Piggly Wiggly of Hartland**  
**Personal Property Claim under 74.35**  
**ACCT HAV F008**

Dear Ms. Igl:

We hereby file a claim for refund under Wisconsin Statutes 74.35 [Recovery of unlawful taxes] for the personal property taxes assessed to this taxpayer for the 2018 tax year. The claim is based upon 74.33(1)(c), which states: *The property is exempt by law from taxation, except as provided under sub. (2).*

The claim relates to property that is exempt under 70.111(27), which states:

*(27) MACHINERY, TOOLS, AND PATTERNS.*

*(a) In this subsection, "machinery" means a structure or assemblage of parts that transmits force, motion, or energy from one part to another in a predetermined way by electrical, mechanical, or chemical means. "Machinery" does not include a building.*

*(b) Beginning with the property tax assessments as of January 1, 2018, machinery, tools, and patterns, not including such items used in manufacturing.*

Fox Brothers Piggly Wiggly of Hartland filed their 2018 Form PA-003 based upon the proper reporting of their assets (reporting the exempt machinery as Schedule C in their records). The assessor erroneously transferred assets reportable as Schedule C to Schedule D (Furniture, Fixtures, & Office Equipment).

Ms. Darlene Igl  
Village Clerk  
Village of Hartland  
Page 2  
January 31, 2019

The assessor stated that they needed support from the State of Wisconsin to treat the machinery as exempt. The Wisconsin attorney general issued an opinion (attached) on January 3, 2019, clarifying the "machinery" exemption available under 70.111(27). The opinion clarified the asset is exempt regardless of which schedule the assets had been previously reported. Therefore, since this guidance has been issued, we are requesting the original returns to be accepted as filed.

This claim is being timely filed under 74.35(5)(a), which states: *Except as provided under par. (b), a claim under this section shall be filed by January 31 of the year in which the tax is payable.*

Fox Piggly Wiggly of Hartland has previously paid the assessed tax for \$6,922.72, due on January 31, 2019, by check number 633037, on January 10, 2019. A copy of the tax bill has been included. Therefore, the claim for refund is in the amount of \$3532.08, plus any applicable interest under 74.35(4), which states: *The amount of a claim filed under sub. (2) or an action commenced under sub. (3) may include interest computed from the date of filing the claim against the taxation district, at the rate of 0.8 percent per month*

A copy of a signed agent authorization is included. Please contact me directly if you have any questions at (920) 832-2437.

Sincerely,  
Wipfli LLP



Daryl L. Ohland  
Director – State and Local Taxes

enclosures

VILLAGE OF HARTLAND WAUKESHA COUNTY STATE OF WISCONSIN		2017 PERSONAL PROPERTY TAX BILL FOX BROTHERS-PIGGLY WIGGLY HARTLAND ATTN PATRICK FOX 505 COTTONWOOD AVE HARTLAND WI 53029		505 COTTONWOOD AVE		
Assessed Value Land	Assessed Value Improvements	Total Assessed Value	Ave. Assmt. Ratio	Net Assessed Value Rate (Does NOT reflect Lottery Credit)		
455,200	455,200	455,200	.9438	15.2081/M		
Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Est. Fair Mkt.	A star in this box means unpaid prior year taxes.			
482,300	482,300	482,300	School taxes reduced by school levy tax credit: 895.60			
Taxing Jurisdiction		2016 Est. State Aids Allocated Tax District	2017 Est. State Aids Allocated Tax District	2016 Net Tax	2017 Net Tax	% Tax Change
STATE OF WISCONSIN				88.82	0.00	100.0-
COUNTY OF WAUKESHA		131,958	151,347	1,044.83	938.54	10.2-
VILLAGE OF HARTLAND		838,132	892,105	2,366.75	2,176.32	8.0-
WAUKESHA TECH COLLEGE		1,084,859	1,141,406	192.80	177.22	8.1-
HARTLAND LKSIDE 2460		1,818,007	2,236,712	2,726.01	2,066.98	24.2-
ARROWHEAD U H S 2450		1,278,969	1,399,756	1,762.95	1,563.66	11.3-
<b>Total</b>		<b>5,151,925</b>	<b>5,821,326</b>	<b>8,182.16</b>	<b>6,922.72</b>	<b>15.4-</b>
WARNING: Installment option is lost if not paid by due dates. Total tax will be delinquent and subject to interest & penalty charges. See reverse side for other important information.		First Dollar Credit Lottery and Gaming Credit				
		Net Property Tax		8,182.16	6,922.72	15.4-
Make Check Payable to:		Full Payment Due on or Before				
VILLAGE OF HARTLAND		January 31, 2018				
RYAN BAILEY, TREAS		\$6,922.72				
210 COTTONWOOD AVE						
HARTLAND WI 53029						

FOR INFORMATIONAL PURPOSES ONLY – Taxing Jurisdiction      Total Additional Taxes      Total Additional Taxes      Year Increase Ends



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

BRAD D. SCHIMEL  
ATTORNEY GENERAL

Paul W. Connell  
Deputy Attorney General

Delanie M. Breuer  
Chief of Staff

114 East, State Capitol  
P.O. Box 7857  
Madison, WI 53707-7857  
608/266-1221  
TTY 1-800-947-3529

January 3, 2019

SENT VIA INTERDEPARTMENTAL MAIL

The Honorable Robin Vos  
Speaker of the Assembly  
Room 211 West, State Capitol

SENT VIA EMAIL

[Robin.Vos@legis.wisconsin.gov](mailto:Robin.Vos@legis.wisconsin.gov)

Re: Question Concerning Personal Property Tax

Dear Speaker Vos:

On December 13, 2018, my office received your request for an opinion interpreting Wis. Stat. § 70.111(27)(a). Unfortunately, I am unable to issue a formal opinion, since a request for such an opinion must come directly from one house of the Legislature, or “the senate or assembly committee on organization, or by the head of any department of state government.” Wis. Stat. § 165.015(1).

I can offer you, however, my informal analysis of this statute, in the hopes that my analysis may guide and clarify future applications of this statute to Wisconsin manufacturers. I should note in particular that this letter is not meant in any way to bind or inhibit the role of the next Attorney General, who is obviously free to disagree with my position.

In general, you ask whether machinery, tools, and patterns are exempted from the personal property tax even if those items had been previously reported by the taxpayer on a schedule other than one labeled by the Department of Revenue (“DOR”) as “Schedule C - Machinery, Tools and Patterns.” As explained below, machinery, tools, and patterns are exempted from personal property tax even if a taxpayer reported those items on a different schedule in previous years.

The 2017–19 Wisconsin Biennial Budget Act created a new personal property tax exemption for machinery, tools and patterns “not . . . used in manufacturing” (“Machinery Exemption”). 2017 Wis. Act 59, § 997j. The relevant statute section provides that “[t]he property described in this section is exempted from general property taxes.” Wis. Stat. § 70.111. Wisconsin Statute § 70.111(27)(b) then lists “machinery, tools, and patterns, not including such items used in manufacturing.” (This final phrase, “not . . . used in manufacturing,” complements another provision that already exempts machinery used in manufacturing. Wis. Stat. § 70.11 (27).) “[M]achinery” means a structure or assemblage of parts that transmits force, motion, or energy from one part to another in a predetermined way by electrical, mechanical, or chemical means,” but not including a building. Wis. Stat. § 70.111(27)(a).

Wisconsin businesses report personal property on a form prescribed by DOR called a Statement of Personal Property (the “Statement”). The Statement contains several schedules providing space for taxpayers to list taxable property. For example, Schedule D provides space to list furniture, fixtures, and equipment, Schedule D2 provides space to list faxes, copiers, telephones, and computerized equipment, and Schedule H provides space to list all other personal property. For assessment years before 2018, the Statement provided space in Schedule C to list machinery, tools and patterns.

Given the new law, which exempts “machinery, tools and patterns,” you inquire about “machinery, tools and patterns” that may have been previously listed on schedules other than Schedule C. For example, a copy machine is an “assemblage of parts that transmits force, motion, or energy from one part to another in a predetermined way by electrical, mechanical, or chemical means.” Wis. Stat. § 70.111(27)(a). Thus, a copy machine would be “machinery” under the statute, and therefore exempt from taxation. Yet a taxpayer, in previous years, may have listed that same copy machine under Schedule D2, which provides space to list “multifunction faxes, copiers, postage meters, telephone systems, and computerized equipment.”

A taxpayer’s previous use of DOR schedules is not determinative or relevant. The statute is plain and unambiguous. Nothing in the statutes provides in any way, either explicitly or implicitly, that machinery is not defined as machinery merely because in previous tax years a taxpayer listed the item in a schedule other than “Schedule C – Machinery, Tools and Patterns.” When the Legislature added subsection 27 to Wis. Stat. § 70.111, it changed what is exempt from taxation, and in doing so it provided no language limiting the definition of machinery (except that

The Honorable Robin Vos  
January 3, 2019  
Page 3

“machinery” cannot be a “building”). If a piece of property fits the definition of “machinery,” then it is exempt from taxation, regardless of a taxpayer’s previous use of a DOR form.

I understand that my opinion may have policy and fiscal consequences. My analysis is purely based on the text of the statute, and not my policy preferences or whether I think the Legislature intended one way or another. Whatever the effect of this opinion, it is the Legislature’s choice to alter this language if it is not satisfied with the current text of the statute and its potential implications.

Very truly yours,

A handwritten signature in black ink, appearing to read "Brad Schimel", written in a cursive style.

Brad D. Schimel  
Wisconsin Attorney General

BDS:DPL:alm

## Agent Authorization for Property Assessment Appeals

If an agent is representing the property owner or municipality, the property owner or municipality must provide prior written authorization for the agent to represent the company or municipality when contacting the reviewing authority.

### Section 1: Property Owner and Property Information

Company/property owner name <b>Fox Bros Piggly Wiggly of Hartland</b>			Taxation district (Check one) <input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City		County
			Enter municipality → <b>Oconomowoc</b>		<b>Waukesha</b>
Mailing address <b>505 S Cottonwood Ave</b>			Street address of property <b>505 S Cottonwood Ave</b>		
City <b>Hartland</b>	State <b>WI</b>	Zip <b>53029</b>	City <b>Hartland</b>	State <b>WI</b>	Zip <b>53029</b>
Parcel number <b>HAV PF008</b>	Phone <b>(262) 367 - 2922</b>	Email <b>pfox@shopthepig.com</b>		Fax <b>( ) -</b>	

### Section 2: Authorized Agent Information

Name / title <b>Daryl Ohland et al Director</b>			Company name <b>Wipfli LLP</b>		
Mailing address <b>2901 E Enterprise Ave</b>			Phone <b>(920) 832 - 2437</b>	Fax <b>(920) 769 - 6707</b>	
City <b>Appleton</b>	State <b>WI</b>	Zip <b>54913</b>	Email <b>Dohland@wipfli.com</b>		

### Section 3: Agent Authorization

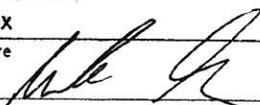
<b>Agent Authorized for: (check all that apply)</b> <input type="checkbox"/> Manufacturing property assessment appeals (BOA) <input type="checkbox"/> Access to manufacturing assessment system (MAS) <input type="checkbox"/> Wisconsin Department of Revenue 70.85 appeals <input type="checkbox"/> Municipal Board of Review <input checked="" type="checkbox"/> Other <u>74.35 recovery of unlawful tax</u>	<b>Enter Tax Years of Authorization</b> _____ _____ _____ <u>2018 - 2019</u>
<b>Authorization expires:</b> <u>01 - 31 - 2020</u> (unless rescinded in writing prior to expiration) <small>(mm - dd - yyyy)</small>	
<b>Send notices and other written communications to: (check one or both)</b> <input checked="" type="checkbox"/> Authorized Agent <input checked="" type="checkbox"/> Property Owner	

### Section 4: Agreement/Acceptance

**I understand, agree and accept:**

- The assessor's office may divulge any information it may have on file concerning this property
- My agent has the authority and my permission to accept a subpoena concerning this property on my behalf
- I will provide all information I have that will assist in the discussion and resolution of any assessment appeal of this property
- Signing this document does not relieve me of personal responsibility for timely reporting changes to my property and paying taxes, or penalties for failure to do so, as provided under Wisconsin tax law
- A photocopy and/or faxed copy of this completed form has the same authority as a signed original
- If signed by a corporate officer, partner, or fiduciary on behalf of the owner, I certify that I have the power to execute this Agent Authorization form

### Section 5: Owner Grants Authorization

<b>Owner Sign Here</b>	Owner name (please print) <b>Patrick Fox</b>
	Owner signature 
	Company or title <b>Owner</b>
Date (mm-dd-yyyy) <b>01 - 31 - 2019</b>	

**Village of Hartland  
Employee Compensation Plan  
Policy**

The Employee Compensation Plan covers all permanent full and part time positions not covered by a collective bargaining agreement, professional services agreement, or grant agreement. The principal objectives of the Plan are to provide for a competitive salary structure and practice in order to enhance the recruitment and retention of a fully competent work force, and to provide a high level of internal equity in salary administration in order to foster the purpose of rewarding and encouraging job performance of a superior or exceptional quality.

**A. Policy**

It is the policy of the Village of Hartland Board of Trustees to pay employees in a competitive way and to allow employees to grow their compensation based upon continued accumulation of skill and continued performance that meets or exceeds the standards of the Village. This section shall hereby establish the general policy governing the administration of the Plan to be used for salary adjustment purposes.

**B. Administration**

The Village Administrator shall establish specific rules and procedures governing the overall administration of the Plan. The Village Administrator shall determine the specific amounts of salary adjustments to be provided to individual employees consistent with this and other applicable policies established by the Village Board.

The Village Administrator shall oversee the day-to-day administration of the Plan, shall implement the salary adjustments approved by the Village Board, and shall certify the compliance of any such adjustments with the established rules and procedures. The Administrator shall also be responsible for preparing recommendations and cost analysis relative to any revisions to the Plan.

**C. Performance Reviews**

For the purpose of providing a process of regular feedback to employees regarding their performance, the Village Administrator shall cause all employees to be subject to a written evaluation of performance on a regular basis not less than annually, except as provided herein. For the purpose of consistency as it relates to performance reviews and any adjustment in salary tied to the reviews, all regular employees will be evaluated on a period of October 1 through September 30. All employee evaluations will be completed by December 31 of each year for the previous evaluation period.

Newly hired employees will receive a written evaluation of performance not later than six (6) months after their date of hire and again upon the one-year anniversary of their hiring. Thereafter, the employee will be evaluated on the same schedule as other employees, except when the one-year anniversary falls on or after September 1 in which case the employee will receive a performance review in the subsequent year. Performance reviews are intended to be performed by the employee's direct supervisor and other supervisory staff, including the Department Manager, in the respective Department. Annual performance reviews are not intended to be the only

time an employee's performance is reviewed but are intended to serve as an annual (or 6-month in the case of a new employee) accumulation of comments, both positive and encouraging of change, that have been conveyed on a timely basis throughout the evaluation period. Upon completion, all annual performance reviews shall be forwarded to the Village Administrator for review.

#### **D. Pay Adjustments**

Regular employees may be eligible for two (2) types of salary adjustments annually. Effective on January 1 of a given year, the Village Board may set a General Wage Adjustment that is generally applied to all wages and salaries paid by the Village. This type of raise is sometimes called a "cost of living" increase and is intended to maintain the general integrity of Hartland's pay schedule. In addition, effective at the beginning of the third pay period that falls completely within the then-current year, a regular employee may be eligible for a performance based increase of up to five percent (5%) based on the performance evaluation given in the fourth quarter of the previous year. Employees who are exceeding standards based on a review of their performance may receive up to five percent (5%). Employees who are meeting standards may receive up to three percent (3%). Employees who are below standards or fail to meet standards may receive no adjustment to their pay. Employees may not exceed the top of the range in which their position is classified in the Village Compensation Plan as approved annually by the Village Board in the Village Budget.

New employees who have not completed their Orientation Period are eligible for up to two (2) increases in their first year of employment. Based on the six-month evaluation, an employee who is performing at a "meets standards" level is eligible for an increase of up to three percent (3%). An employee performing at the "exceeds standards" level may be eligible for an increase of up to five percent (5%). Similarly, based on the 12-month evaluation, an employee who is performing at a "meets standards" level is eligible for an additional increase of up to three percent (3%). An employee performing at the "exceeds standards" level may be eligible for an additional increase of up to five percent (5%). Employees are not eligible for a General Wage Adjustment during their Orientation Period. An employee who completes their Orientation Period prior to September 1 is eligible for a performance based salary increase as described above for regular employees but that increase will be prorated based on the number of months remaining in the evaluation period after their orientation period ended.

#### **E. Job Descriptions**

The Village Administrator shall be responsible for keeping the job descriptions current and will recommend same to the Village Board when appropriate. Re-evaluation of job descriptions may be requested by position incumbents, their department heads, or the Village Administrator. The Village Board shall meet as needed to consider such requests. Following Village Board action, the Village Administrator shall advise the requesting party.

#### **F. Initial Salary Assignment**

Upon hire, an employee shall be advised, in writing, as to their beginning salary. The beginning salary shall be within the range to which the position is assigned in the Compensation Plan based on qualifications, experiences, and other factors

determined by the Department Head and Village Administrator. After the initial salary assignment, all increase recommendations are made in accordance with this policy.

Approved by the Village Board \_\_\_\_\_.