



## Village of Hartland

210 Cottonwood Avenue

Hartland WI 53029

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### VILLAGE BOARD AGENDA MONDAY, NOVEMBER 25, 2024 ▪ 6:30 PM BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD

Call to Order

Roll Call

Pledge of Allegiance – Trustee Hallquist

Public Comments: Please be advised the Village Board will receive comments from the public related to any item(s) for a three-minute time period per person, with time extensions per the Village President's discretion. This meeting will be recorded and will be available online through the Village's website.

1. Approval of Minutes
  - a. October 14, 2024
  - b. October 28, 2024
  - c. November 11, 2024
2. Items related to vouchers
  - a. Consideration of contractor's application for payment no. 3, Start Pavement Corp., 2024 Paving Program, in the amount of \$ 20,662.65
  - b. Consideration of contractor's application for payment no. 4, Mid-City Corp., STH 83 Water Main Rehabilitation, in the amount of \$1,053,202.50
  - c. Consideration of vouchers for payment in the amount of \$ 1,271,642.54
3. Actions related to Licenses and Permits
  - a. Consideration of "Class A" Combination Beer/Liquor License – Tanvi Corp. d/b/a Hartland Citgo, 301 E. Capitol Drive
    - i. **Public Hearing** to receive comments on the alcohol retailer's license application
    - ii. Consideration of action related to issuance of a "Class A" Combination Beer/Liquor License for Tanvi Corp., d/b/a Hartland Citgo

#### Other Items for Consideration

4. Discussion and consideration of Resolution 11/25/2024 Approving ARPA Funding Grant Spending on Hwy 83 Water Main Project
5. Discussion and consideration of the village of Hartland Professional Police Association Annual Wage Reopener Agreement
6. Discussion and consideration of Agreement for animal services with HAWS for 2025 through 2027.

7. Discussion and consideration regarding the December 23, 2024 Village Board meeting.
8. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regard 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 Manager or other Village Staff members.
9. Adjournment.

Ryan Bailey, Village Manager

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 Sandee Policello, Village Clerk, at 262-367-2714. The Municipal Building is handicap accessible. To participate via Zoom in the Village of Hartland Board meeting, please dial 1 (312) 626-6799. The meeting ID is: 854 8871 4121  
Passcode: 962802 Or participate online:

<https://us02web.zoom.us/j/85488714121?pwd=MpCWksV28lhnllHqMYJa4rqg0RO1c.1>

**VILLAGE OF HARTLAND  
VILLAGE BOARD MINUTES  
MONDAY, OCTOBER 14, 2024 • 6:30 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

President Pfannerstill called the meeting to order at 6:30 pm

Present: President Pfannerstill, Trustees Truttschel, Pfeiffer, Wallschlager, Conner, Hallquist

Excused: Trustee deBoer

Others Present: Village Manager Bailey, Clerk Policello, Police Chief Misko, Police Lieutenant DeBarge, Fire Chief Jambretz, Public Works Interim Director Jenson, Recreation Director Rennekamp,

Pledge of Allegiance – Trustee Pfeiffer

Public Comments: Please be advised the Village Board will receive comments from the public related to any item(s) for a three-minute time period per person, with time extensions per the Village President's discretion. This meeting will be recorded and will be available online through the Village's website.

There were no public comments.

1. Consideration of Village Board Minutes from September 23, 2024

Motion (Conner/Hallquist) to approve the Minutes from September 23, 2024.

Trustee Wallschlager would like her comments for item 7 added to the minutes.

Trustees Conner and Hallquist amended the motion to include the addition of the above.

All were in favor, **motion carried.**

2. Items related to vouchers

- a. Consideration of Hartbrook Park Pedestrian Bridge Project Closeout – Zenith Tech, Inc. request for final payment of \$7,373.42.

Public Works Interim Director Jenson said this is the final payment for the bridge installed at Hartbrook Park last year, this is the retainage that we have held for that project. Staff recommends approval.

Motion (Truttschel/Pfeiffer) to approve the payment to Zenith Tech for \$7,373.42. All were in favor, **motion carried.**

- b. Consideration of contractor request for payment no. 2 – STH 83 Water Main Rehabilitation, Mid-City Corporation in the amount of \$349,837.50.

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Jenson said this is for the Highway 83 Water Main project. They are steadily working and at this point are waiting on the lining contractor, Michels. Staff recommends approval of payment in the amount of \$349,837.50.

Motion (Conner/Hallquist) to approve the second payment for the Water Main Rehabilitation project to Mid-City Corp. in the amount of \$349,837.50. All were in favor, **motion carried.**

c. Consideration of vouchers for payment in the amount of \$1,227,653.93

Motion (Walschlager/Conner) to approve vouchers for payment in the amount of \$1,227,653.93.

Trustee Hallquist asked if the pickleball tournament coordinator was a volunteer? Recreation Director Rennekamp said the cost of the coordinator comes out of the revenue for the event. She said one of her pickleball volunteers from the program supported the event.

Trustee Conner asked about the payment for Kelsey dance classes for August and September in the amount of \$29,800. Rennekamp said TTP Dance runs a 30 week program that runs with the school year; enrollment is in August and that is payment for the 30 week dance program.

All were in favor, **motion carried.**

**3. Actions related to Licenses and Permits**

a. Consideration of Special Event Application for Hartland Lights, December 6, 2024.  
Rennekamp said the event will look similar to last year with same road closures. New this year there will be the addition of a drone show. Rennekamp is requesting \$1,000 for the carriage rides, however, she is seeking a sponsor for that popular activity.

Motion (Pfeiffer/Hallquist) to approve the Special Events Application for Hartland Lights and to approve the \$1,000 in the event the Village does not obtain a sponsor for the carriage rides.

Kristyn from the BID did not appear. Police Chief Misko said there is a request to close Nixon Park for the drone show to provide a safe landing zone. In the past they have closed the area by the 5 points where the tree is and after the tree lighting and the crowd quickly disburse, they reopen the road. For staffing purposes, he would like to know if the road closure needs to continue during the entire event, including the drone show. Misko's last update from BID was October 9<sup>th</sup>; he posed a question on October 10<sup>th</sup> and is awaiting a response. Bailey said the drone show will launch from Nixon Park and people will watch it from downtown, so people will not be going to Nixon for the drone show.

Trustee Wallschlager suggested this be postponed until we have someone here that can answer these questions. Misko said he has the road closure set up now for the entire time, but he can scale it back if that is not needed.

President Pfannerstill said staff should bring this back when the questions regarding road closures have been answered.

Pfeiffer amended his motion to move the Special Event Application to the next board meeting and approve up to \$1,000 for the horse carriage rides. Hallquist agreed to the amendment to the motion. All were in favor, **motion carried**.

- b. Consideration of Special Event Application by American Creed PAC, Nixon Park, October 17, 2024.

Trevor deBoer appeared for this application. He would like to host the event at Nixon Park with a tribute to law enforcement, first responders and military members with a get out the vote rally. There will be speakers and the beer garden will be open. The event is 5:30 pm – 8:30 pm.

Interim DPW Director Jenson confirmed the restrooms will still be open through that date.

Trustee Hallquist said he has no problem with the function, however, the application was received less than the required 60 days prior to the event. Department heads haven't signed off on the application yet (the version that is included in the packet); all department heads have since signed off on it. Is this setting a precedent? Village Manager Bailey inquired about the required insurance. deBoer will look into providing the insurance.

Trustee Truttschel said the Village Board has the ability to consider events; it is a good cause to honor law enforcement and first responders. He supports the event.

Motion (Truttschel/Pfeiffer) to approve the Special Event Application by Trevor deBoer pending verification of liability insurance. **Motion passed** 5-1, Nay – Hallquist.

- c. Consideration of "Class B" Combination Beer/Liquor License – The Inn, 110 Cottonwood Ave.

Madeline and Matthew Armistead appeared in person; they plan to open The Inn the first week of December.

Matthew is the chef, there are 2 wood burning ovens, one strictly for pizza; they will have homemade pasta; mediterranean/Italian style food. He received training in London and was in California for 12 years. Madeline is from the area.

President Pfannerstill opened the public hearing at 7:08 pm. No one was present to speak. The public hearing closed at 7:08 pm.

Motion (Conner/Hallquist) to approve the liquor license for The Inn. All were in favor, motion carried.

d. Consideration of Operator's (Bartender) Licenses

- i. Mary Beth Pedersen – She was not invited to the meeting. She has an OWI on her record from 1986.

Motion (Pfeiffer/Hallquist) to approve the bartender application for Mary Beth Pedersen. All were in favor, motion carried.

- ii. Linda Moroney – She was invited to appear before the Board with her agent. Chief Misko said this application is before the Board as the applicant has a history of 4 OWI's, most have quite some time between the incident and today. Her 3<sup>rd</sup> OWI included a conviction of Homicide by Intoxicated Use of a Vehicle in 1993 and the 4<sup>th</sup> offense OWI was 5/11/2016. She only disclosed her homicide by intoxicated use of a vehicle on the application and not the four OWI's. Misko said the Police Department defers to the Board for its determination. He has not signed off with a recommendation of approval due to the Homicide by Intoxicated Use of a Vehicle conviction and the subsequent OWI in 2016.

Ms. Moroney said she has been bartending in the area for over 20 years and has not had a problem in the past. The accident was 32 years ago and she relives it a lot and will not cause someone else to do something like that. President Pfannerstill asked why after that happened she had another (4<sup>th</sup>) OWI. She said she doesn't normally go out; she made a stupid decision.

Stacy, owner of the Triangle Tap appeared with the applicant. She said her bartenders are not allowed to drink while working. She said it's a job, not a party.

Moroney said she did not list each OWI due to how she read the question, she thought it said to list any felonies. Misko said #6 on the bartender application instructs to list any OWI, which she answered "yes" to. Later on the same page, it states if you have answered yes to any of the above questions, list the date, nature of offense and the location of the offense – this is where she only listed "Vehicular Homicide". Moroney said that she misread it.

Moroney said she has a bartender license from the Town of Oconomowoc; she previously held a Town of Merton license that she did not renew.

Motion (Pfannerstill/Conner) to deny the bartender application for Linda Moroney. All were in favor to deny, **motion carried.**

Items referred from the Park and Recreation Board October 7, 2024 meeting

4. Discussion and consideration for Wenzel Amazements participation in Hometown Celebration 2025.

Recreation Director Rennekamp presented. The Park Board recommends booking Wenzel Amazements for the 2025 Hometown Celebration. They will be providing rides, concessions and games. The contract states they retain \$20,000 in revenue from rides (concessions and games not included), they pay to the Village 15% for any ride dollars earned over that amount. Rides will be paid for with tickets provided by the carnival. Rennekamp said bringing the carnival rides in would save expenses for the Village; we would lose the revenue that the kid zone created. There will need to be sod replacement after the event. We may have more rental expenses if the event is extended.

Motion (Pfeiffer/Wallschlager) to approve Wenzel Amazements for Hometown Celebration 2025. All were in favor, **motion carried.**

After a brief recess the meeting reconvened at 7:36 pm.

Other Items for Consideration

5. Village Board second reading for proposed PUD development ("Project") whose approval is being sought by Three Leaf Development on property tax key HAV 0423981056 located on Campus Drive. The Village Board reviewed:
- a. **Public Hearing** to hear comments on the request for the preliminary site and building plans, preliminary certified survey map, petitioned rezoning to RM-1 with PUD Agreement, proposed land use amendment and
  - b. Proposed preliminary site and building plans for senior living development (118 units);
  - c. Proposed preliminary certified survey map;
  - d. Proposed rezoning to RM-1 in conjunction with a PUD Agreement for the Project;
  - e. Proposed petition for a Planned Unit Development
  - f. Proposed land use amendment and Resolution

President Pfannerstill opened the public hearing at 7:37 pm. No one was present to speak. The public hearing closed at 7:37 pm.

Village Manager Bailey said this will come to the Plan Commission next week for final approval and will then come back to the Village Board October 28<sup>th</sup> for third reading and final approval. There are a couple outstanding items that are being worked out between the attorney and the developer.

Trustee Hallquist asked if there are any major changes to the plans. John Ford with Three Leaf Development said there have been no major changes. The development will have 118 units of continuum of care in conjunction with Lake Country Lutheran School across the street (78 independent, 20 assisted living and 20 memory care units). The Environmental phase 1 has been completed and came back clean; there will be full access around the building as required by the Fire Department. The company that will be operating the business is local and very experienced. They anticipate commencing construction early 2025. Village Manager Bailey said he will send an email to

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the Board tomorrow with the discrepancies between the developer and the Village's attorney. Pfannerstill said he met with Bailey and Attorney de la Mora last week; he is appreciative of our attorney's opinion; when there are discrepancies, it is up to the board to determine what they are comfortable with.

Trustee Truttschel asked how many senior living developments Three Leaf has developed previously. Ford believes there are 6; Evin recently opened in Oconomowoc; last summer Lumia opened in Mequon; those are the two most recent; others are in Minnesota and northern Wisconsin.

6. Conceptual review of Cherry Faith Hartland development.

Dujuan Cherry, principal developer for Cherry Faith appeared in person. He focuses on housing for adults with developmental disabilities. In 2022 he started his own real estate development company. The proposed development is 26 units; 13 one-bedroom and 13 two-bedroom units. He presented two options. He has met with staff; utilities were discussed with staff.

Village Manager Bailey said the middle of Palmer Drive is owned by Delafield; sewer would need to be run a couple hundred feet; DUI fees were given to Mr. Cherry at the staff meeting. A sidewalk to Capitol Dr. would be desired by the Village. Mr. Cherry is aware of some of the challenges of the site.

Sewer would need to run 750' at an estimated cost of \$20,000. Bailey said Palmer Drive will be repaved in 5 years.

President Pfannerstill asked what the monthly rent would be. Mr. Cherry said he hasn't determined that yet; he is still determining the total development cost. The current draft has 1 bedroom units at 650 sq ft, 2 bedroom units at 950 sq ft. Mr. Cherry said the apartments would be market rate with half of them ADA accessible.

Mr. Cherry's first project was 36 units in Allouez, 12 of those units were ADA accessible. This would be his second development.

Motion (Truttschel/Conner) to send this to the Plan Commission for conceptual review. Bailey said this is not an approval. This could go to Plan Commission next week or Mr. Cherry can delay that. All were in favor, **motion carried.**

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DPW Interim Director Jenson has been accepting applications for the lead man position; he is reviewing those now. Leaf pick-up started today. As of tomorrow, the park facilities will be closed except for Nixon Park.

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Recreation Director Rennekamp said Pumpkin Party in the Park is this Saturday as a fundraiser for the children's area in the Hartland Library. Hartland Lakeside Education Foundation will have Trunk or Treat in the parking lot. Moonlit hike is Friday at Cottonwood Wayside at 6:30 pm; parking is at Dorner's parking lot for this event. Heather Costa has been hired as the full-time recreation coordinator.

Fire Chief Jambretz said they served 613 people at the pancake breakfast, which is a record. They took in close to \$7,000 in the raffle. They are having their own pancake maker assembled by a fabricator in Hartland. Jambretz will be at the chief's conference this week. He and Chief Misko will tour the Village of Jackson safety building on the 21<sup>st</sup>. Reserve engine 4362 that had an accident almost a year ago was finally in the body shop getting the paint fixed and new panels put on it.

Chief Misko said Brian DeBarge has been selected as the next deputy chief effective December 14<sup>th</sup>. Ross' last day is December 13<sup>th</sup>, there will be a little party in the boardroom that day. They are recruiting for the part-time administrative assistant position. Their accreditation assessment will take place November 5 – 7.

Trustee Truttschel said in talking to library director Kristensen, he is very appreciative of all the work that village staff have done for the Pumpkin Party in the Park event.

President Pfannerstill is happy with the turnout for the pancake breakfast event at the Fire Department. Friday is the groundbreaking for Westrock, which is the Quarry Development. Voting is going on now. In person absentee voting starts Tuesday, October 22<sup>nd</sup> through November 1st with extended hours on Wednesdays until 6 pm. December 8<sup>th</sup> is the Holiday Train at 5:20 pm.

10. Adjournment

Motion (Pfeiffer/Truttschel) to adjourn the meeting at 8:06 pm. All were in favor, **motion carried.**

Respectfully submitted,

Sandee Policello  
Village Clerk

**VILLAGE OF HARTLAND  
VILLAGE BOARD MINUTES  
MONDAY, OCTOBER 28, 2024 · 6:30 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

President Pfannerstill called the meeting to order at 6:30 pm.

Present: President Pfannerstill, Trustees deBoer, Truttschel (via Zoom), Pfeiffer, Wallschlager, Conner, Hallquist

Others Present: Village Manager Bailey, Clerk Policello, Police Chief Misko, Fire Chief Jambretz, Recreation Director Rennekamp, Interim DPW Director Jenson, Kajil Sharp, Ryan Amtmann-Engineer,

Public Comments: Please be advised the Village Board will receive comments from the public related to any item(s) for a three-minute time period per person, with time extensions per the Village President's discretion. This meeting will be recorded and will be available online through the Village's website.

Chip Schneeberger, 251 Circle Drive. He said it is nice to have the bells back at St. Charles, they bring a sense of community.

Jake Zuehl, 306 Lawn St. He thanked the Board for two events over the last week. On behalf of the Ice Age Trail Committee that held the Moonlight Hike on October 18th he thanked the Police Department, Department of Public Works, Sara Rennekamp and the Ice Age Trail Alliance. For the Pumpkin Party in the Park on behalf of the Kiwanis Club of Hartland, it was a great event with a good turnout to help fund the children's area in the Hartland Library. He thanked the following for their support, Department of Public Works staff, specifically, Tom Jenson, Leo Jungbluth, Chris Maas and Nick Bucholtz, the Police and Fire Departments, their many sponsors, Pat Endter for having the beer garden open, the library staff, the Library Board, the Park Board and Village Board, Sara Rennekamp, the Hartland Lakeside Education Foundation, Arrowhead Warhawk interact volunteers and all the other volunteers he may be forgetting.

Val Wisniewski, 511 Renson Road. She thanked Clerk Policello for her good in-person absentee voting experience. Regarding the October 14<sup>th</sup> Village Board meeting, she is very disappointed in the Board. You can't pick and choose which rules we are going to follow; this opens you up for setting precedent and shows favoritism. The approval of the American Creed PAC event for October 17<sup>th</sup> in her opinion did both. Trevor deBoer, VP of the Hartland PFC and spouse to Trustee deBoer, submitted a special event application 10 days before an event. The requirement is that it be submitted 60 days before the event. This was to go to the Park Board as well and did not. She said there was clothing for sale and multiple tents were up. She said she was surprised that Trustee deBoer, who was not present at the last meeting, did not discourage her husband from petitioning to hold the event. President Pfannerstill told her to address entire board and not one person. She went to the event and said the tribute to law enforcement, emergency responders and military lasted less than 30 seconds and was embarrassing.

Darcy Sobczak, 223 Meadow Lane. The Pumpkin Party in Park was fabulous. She is not a fan of the St. Charles bells. Would like someone to look into the decibel levels. She is disappointed by the last board meeting. It is unfortunate that they can't rely on the Village Board to follow the rules.

President Pfannerstill said there have been many times that applicants have not met the deadlines. He agrees with the need to not set precedent, but it has been done many times before.

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Trevor deBoer, 529 Oxford Dr. He thanked the Clerk for the work done by staff for in person absentee voting. He thanked the Board for allowing his event to take place in Nixon Park last week. He realizes he had to do things in a hurry, but he wanted to exercise his First Amendments rights to be able to voice what he wanted to before a certain date. It may not align with certain peoples' political values. He worked in law enforcement for 26 years and has had people getting killed next to him. He is sorry that someone was disappointed by his tribute to law enforcement and military. The tribute was the beginning of the event, not meant to be the entire event. Trustee deBoer had nothing to do with the event. He has nothing to do with her decisions and she has nothing to do with his decisions. He thanked the Village for allowing the event to take place. He respects the Board and thanked the police and fire chiefs for everything that they do for the Village.

1. Presentation of donations to Fire and Police Departments by Kwik Trip.

Michael Barnes, store leader for the Hartland Kwik Trip, presented a check for \$1,000 to the Police Department, a check for \$1,000 to the Fire Department and a check for \$500 to the Library.

2. Items related to vouchers
  - a. Consideration of 2024 Crack Sealing Program Closeout – Thunder Road, LLC, request for final payment of \$21,499.00.

Interim DPW Director Jenson said every year we do crack sealing throughout the Village. Within 2 – 3 years of the roads being paved, any cracks are sealed with tar to avoid water creating expansion and damaging the road. Trustee Wallschlager asked how large the cracks are that are sealed. Jenson said up to ¼”.

Motion (Wallschlager/Conner) to approve final payment for the 2024 Crack Sealing Program to Thunder Road LLC in the amount of \$21,499.00. All were in favor, **motion carried**.

- b. Consideration of contractor request for payment no. 3 – STH 83 Water Main Rehabilitation, Mid-City Corporation in the amount of \$594,411.12.

Jenson said Mid-City Corp. is still working on the Hwy 83 Water Main project. They are waiting on Michels to start their portion of the work next week. Staff recommends payment of \$594,411.12 to Mid-City.

Motion (Pfeiffer/Hallquist) to approve payment no. 3 to Mid-City Corp. in the amount of \$594,411.12. All were in favor, **motion carried**.

- c. Consideration of vouchers for payment in the amount of \$ 686,369.38

Motion (Wallschlager/Conner) for payment of vouchers in the amount of \$686,369.38. All were in favor, **motion carried**. Village Manager Bailey said that the items approved in 2a and 2b are part of the amount approved in 2c.

3. Actions related to Licenses and Permits

a. Consideration of Special Event Application for Hartland Lights, December 6, 2024

Marlene Mellevolte said she has organized Hartland Lights since its inception. The viewing for the drone show will be in the Village Hall/Library parking lot and will be closed to cars. The tree lighting area by the tree will be blocked off as well for 30 minutes. At 8:30 pm they will encourage viewing of the drone show in the parking lot. Village Manager Bailey said Nixon Park will be closed for the drone show. There will be horse drawn carriage rides, same as last year. The sound company will move from the lighting area to the parking lot for the drone show. Bailey said there may be up to 4 food trucks on private property.

Motion (Conner/Hallquist) to approve the Hartland Lights Special Event Application for December 6<sup>th</sup>. All were in favor, **motion carried.**

b. Consideration of Operator's (Bartender) Licenses

i. Kelly Previte – Gristmill Public House – This application was withdrawn

4. **PUBLIC HEARING** on the proposed 2025 Village Budget including the General Fund, Water and Sewer Utility Funds, Debt Service and all other Revenue and Expenditure Funds with consideration of adoption of the budget at the November 11, 2024 Village Board meeting.

President Pfannerstill opened the public hearing at 6:58 pm. There were no comments. The public hearing was closed at 6:58 pm.

Village Manager Bailey said the budget will be on the November 11<sup>th</sup> agenda for final approval. He will have the tax levy amount at that meeting.

Items Referred from the October 21, 2024 Plan Commission meeting:

5. Village Board review and consideration of a site plan for dumpster enclosure for The Inn, 110 Cottonwood Avenue.

This was before the Plan Commission for review and was approved. Motion (Pfeiffer/deBoer) to approve the dumpster enclosure plan for The Inn, 110 Cottonwood Avenue. All were in favor, **motion carried.**

6. Village Board review and consideration of plans for the addition of an exterior patio and pergola with revisions to the existing structure's adjacent windows and doors at The Legend at Bristlecone, 1500 Arlene Drive.

This was reviewed and approved by the Plan Commission. Motion (Pfeiffer/Hallquist) to approve the plans for the addition of an exterior patio and pergola with revisions to the existing structure's adjacent windows and doors at The Legend at Bristlecone, 1500 Arlene Drive. All were in favor, **motion carried.**

7. Village Board review and consideration of plans for a warehouse and office structure for Lang Technik-USA, 1025 Walnut Ridge Drive.

The Plan Commission voted unanimously to forward this to the Village Board. Village Manager Bailey said staff, engineer, public works and building inspector, have had comments on the project that the builder has addressed and satisfied. Trustee Hallquist asked if there was enough room for landscaping with the pond up to the building. Ryan Amtmann said they moved the pond easterly so they have enough room for the landscaping. He said there was one remaining comment related to the parking size; they have 172 sq feet and it needs to be a minimum of 180 sq feet, that was the remaining comment. Bailey said the building in its current state will not have a lot of office personnel and what they have is enough for their needs. There is room for additional parking in the future. They will have handicap parking.

Motion (Hallquist/Conner) to approve the plans for the warehouse and office structure for Lang Technik-USA, 1025 Walnut Ridge Drive. All were in favor, **motion carried**.

After a brief recess the meeting reconvened at 7:04 pm.

8. Village Board consideration of proposed PUD development ("Project") whose approval is being sought by Three Leaf Development on property tax key HAV 0423981056 located on Campus Drive. The Village Board will review and consider:
  - a. Proposed preliminary site and building plans for senior living development (118 units);
  - b. Proposed preliminary certified survey map;
  - c. Proposed rezoning to RM-1 in conjunction with a PUD Agreement for the Project;
  - d. Proposed petition for a Planned Unit Development
  - e. Proposed land use amendment and Resolution

Village Manager Bailey said there were some contingencies with the Plan Commission that we want to approve through this that staff has reviewed and approved and agree to all the exhibits. The PUD will be updated to reflect that there are 118 units rather than 120.

Hallquist has been at the presentations and is happy with it and asked Attorney de la Mora if the legal language has been agreed upon by both parties. Attorney de la Mora said that the issues he raised have been resolved administratively. He said the motion should be made contingent on the details that Mr. Bailey indicated and also contingent on the developer acquiring the property and executing the document and the recording of those documents so that everything falls into place. Basically, in the agreement the developer has a period of 12 months to look for financing and shop around and towards the end of the agreement if there hasn't been an acquisition of the property, which will be transferred from the Lutheran group to the development group, there is an automatic termination of the agreement.

Bailey said essentially the motion would need to include the contingencies approved by the Plan Commission, note that there are 118 units, the developer acquiring the property and recording of the agreement after the purchase of the property.

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John Ford, Three Leaf Development, asked that the contingencies be stated for clarity. Attorney de la Mora listed the requirements: that the developer acquire title to the property, and that the document be executed, the PUD agreement to signed and that it be recorded. Mr. Ford questioned the contingencies in the exhibits. Ford said he is working with staff in making small changes to some of the exhibits, which they will get back to staff promptly.

Motion (Hallquist/Conner) to approve the proposed PUD contingent on the details from the Plan Commission, which includes the approval of the exhibits, acquiring the property, that the PUD reflect 118 units and that it be recorded; this motion is to approve a, b, c, d and e.

President Pfannerstill restated that this was to approve the PUD for tax key HAV 0423981056, for items a, b, c, d and e that are listed on the agenda with the contingencies that staff, as was stated in the Plan Commission meeting and then send towards the Village Board staff would review and approve the exhibits and any contingencies that have not yet been met, with the acquiring of the property and executing and recording the documents.

All were in favor, **motion carried.**

Other Items for Consideration

9. Discussion and consideration of Agreement for Village Engineer Services for 2025 through 2027, Ruekert Mielke.

Village Manager Bailey said we have a great relationship with and rely heavily on Ruekert Mielke. Ryan Amtmann said one change with this agreement is he indexed the rate increases in 2026 and 2027 to the Midwest CPI, which has been hard to predict the last few years. Amtmann has been the Village Engineer since 2009 and will continue to be the engineer with Peter Gesch, who does a lot of heavy lifting behind the scenes. 2025 rates are 8 – 10 % higher than 2023 then will go up by CPI.

Motion (Pfeiffer/Hallquist) to approve the agreement for Village Engineer services 2025 – 2027 with Ruekert Mielke. All were in favor, **motion carried.**

10. Discussion and consideration of renewal of Hartland Business Improvement District Board member three-year terms for Steve Berger, Steve Osterndorf and Kristine Schutte.

Village Manager Bailey said this was approved at the last BID meeting. Motion (Conner/Hallquist) to approve the renewal of Hartland Business Improvement District Board member three year terms for Steve Berger, Steve Osterndorf and Kristine Schutte. All were in favor, **motion carried.**

11. Discussion and consideration of Resolution 10/28/2024 for increase of dog license fees

Village Manager Bailey said we received notice from the County that they are increasing the dog license fees by \$2 and we have not increased our rates in the 13 years that he has been here, so instead of increasing to \$12, we are increasing it to \$15 for spayed/neutered dogs and \$20 for intact dogs. The majority of the fee goes to the County.

**VILLAGE BOARD MINUTES  
MONDAY, OCTOBER 28, 2024  
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Motion (Hallquist/Conner) to approve Resolution 10/28/2024 for the increase of dog license fees. All were in favor, **motion carried.**

Motion (Pfeiffer/Conner) to suspend the rules and move 14. Announcements up before the closed session. All were in favor, **motion carried.**

- 14 Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regard 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 Manager or other Village Staff members.

DPW Interim Director Jenson said Michels is coming next week Monday to do the lining of the water main pipe. They are planning on a November 27<sup>th</sup> completion. WestRock tapped into our water main on Palmer Drive and that area will be paved tomorrow to make the patch by Wolf Paving.

Chief Jambretz said they have participated in many events in the Village, football games. They are 6 calls short of the same number as last year.

Chief Misko said the recruitment for the part-time position closed yesterday and they will interview all 8 candidates Friday. The drug take back event is sponsored by DOJ; they collected 451.45 pounds for half of the year. He said the bathrooms in Village Hall will be open during the drone show on December 6<sup>th</sup>.

Trustee Hallquist said the bathrooms in the parks are closed for the winter. He said participation at Pumpkin Party in the Park was very good and was a good event that departments worked together on.

Clerk Policello said in person absentee voting continues through Friday of this week; Wednesday until 6 pm, Friday until 5 pm. The election is Tuesday, November 5<sup>th</sup> at St. Charles, voting 7 am – 8 pm.

Trustee Pfeiffer said the Pumpkin Party in the Park was a fun event. Trick or Treat is Thursday and drivers should be aware and drive safe.

President Pfannerstill said voting is important. The Pumpkin Party in the Park was a cool event. Hartland Lights is on December 6<sup>th</sup> and the Holiday Train comes December 8<sup>th</sup>.

12. Closed Session – Pursuant to sec. 19.85(1)(e), Wis. Stats., upon a motion duly made, the Board may convene in closed session to confer regarding an agreement with Western Lakes Fire District for Fire and Emergency Medical Services for the Town of Merton service coverage area.

Motion (Conner/ Pfeiffer) to move into closed session. Roll call vote was taken, all were in favor, **motion carried.** (Trustee Truttschel was no longer on Zoom)

**VILLAGE BOARD MINUTES  
MONDAY, OCTOBER 28, 2024  
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Closed session began at 7:40 pm.

13. Reconvene in open session to take any action, if necessary, with respect to the preceding closed session.

Motion (Pfeiffer/Conner) to return to open session. All were in favor, **motion carried.**

Open session resumed at 7:57 pm.

Motion (Hallquist/Conner) to approve the Village of Hartland & Western Lakes Fire District Agreement for Fire and Emergency Medical Services. All were in favor, **motion carried.**

15. Adjournment

Motion (Pfeiffer/deBoer) to adjourn the meeting at 7:59 pm. All were in favor, **motion carried.**

Respectfully submitted,

Sandee Policello  
Village Clerk

**VILLAGE OF HARTLAND**  
**VILLAGE BOARD MINUTES**  
**MONDAY, NOVEMBER 11, 2024 6:55 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

President Pfannerstill called the meeting to order at 6:31 pm

Roll Call

Present: Trustees de Boer, Truttschel, President Pfannerstill, Pfeiffer, Wallschlager, Conner, Hallquist

Others Present: Village Manager Bailey, Deputy Clerk Bushey, Police Chief Misko, Assistant Police Chief Collura, Police Lt. DeBarge, Fire Chief Jambretz, DPW Interim Director Jenson, DPW Operations Manager Jungbluth, Recreation Director Rennekamp, Library Director Kristensen, Recreation Coordinator Costa.

Pledge of Allegiance

Public Comments: Please be advised the Village Board will receive comments from the public related to any item(s) for a three-minute time period per person, with time extensions per the Village President's discretion. This meeting will be recorded and will be available online through the Village's website.

Recreation Director Rennekamp introduced Heather Costa who was hired as the Recreation Coordinator. Heather previously worked at the Hartland Piggly Wiggly.

Flag presentation to the Hartland Fire Department by Hartland Firefighter/Paramedic Griffin Casper, Senior Airman for the 128<sup>th</sup> Air Refueling Wing of an American Flag flown during his unit's recent deployment to Qatar.

1. Items related to vouchers.
  - a. Motion (Truttschel/Pfeiffer) to approve vouchers for payment in the amount of \$872,193.74 All were in favor, **motion carried.**
2. Actions related to licenses and permits.
  - a. Consideration of Special Events Application for Holiday Train, December 8, 2024. Recreation Director Rennekamp said the Village is really excited to be selected for the holiday train to stop in Hartland on December 8<sup>th</sup>, 2024. She said they will arrive at 5:30 pm and pull away at 6:30 pm. She said she does try to get the Special Event paperwork in 60 days in advance, however with the holiday train they do not learn the date until October, and they are immediately allowed to share the date until they are given permission by Canadian Pacific. Two different organizations will be food vendors and that is Kiwanis and Epic Mortgage. Bailey said with the Holiday lights will be held on Friday December 6<sup>th</sup> plus the Holiday Train will be on Sunday December 8<sup>th</sup>, they are trying to see if the BID can do something on Saturday. The purpose of the Holiday Train is to raise awareness in small communities for food pantries.

**VILLAGE BOARD MINUTES**  
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**6:30 PM**  
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Motion (Truttschel/Hallquist) to approve the Special Event Application for Holiday Train, December 8, 2024. All were in favor, **motion carried.**

3. Discussion and consideration of Resolution 11/11/2024 "Resolution Approving the Sewer Utility Rate Effective First Quarter 2025".

Bailey said this is a 5% increase, we do it every year to maintain everything, as all of our costs go up at least every year. The point of the increase is so hopefully we do not have to do a larger increase down the road. Bailey said this equates to about a \$7.50 per quarter, for the average family and about \$2.50 a month for sewer.

Motion (Conner/Hallquist) to approve the Resolution 11/11/2024 "Resolution Approving the Sewer Utility Rate Effective First Quarter 2025". All were in favor, **motion carried.**

4. Consideration of items related to the 2025 Village Budget as shown on Tab 1 Page 8 and Tab 31 Page 1 and 2 of the 2024 Budget Book. All information after Tab 1 is for informational purposes only. These figures may be modified by the Village Board during final consideration at this meeting.

- a. Discussion of 2024 Budget

Mr. Bailey presented the 2025 budget. He said he had a question from Hallquist earlier that the budget increased \$300,000. The \$300,000 was for some of our aid payments that increased and the \$230,000 increase we talked about with the Western Lakes fire contract it was going to be \$70,000 and we went up to \$300,000 for that contract for the Town of Merton portion, so that is the total increase compared to the last budget. Bailey said that is part of the signed contract, they will be sending us \$300,000, one payment in January, one payment in July, and the Fire Department is putting out advertising for two new full-time positions for that funding.

The tax rate for 2025 will be \$3.8513, the previous tax rate was \$3.7734, That is 7.79 cents per thousand. That is all debt levy. The previous year \$2,580,000 was paid debt service, next year 2,116,000 will be paid because of borrowing at the end of this year so that borrowing will be 200,000 or 300,000 so next year will not be a huge jump.

- b. Motion (Hallquist/Connor) to approve the 2025 Municipal General Fund Budget in the amount of \$9,780,037 shown on Tab 1 Page 8 of the 2025 Budget Book. Roll call vote; all ayes. **Motion carried.**
- c. Motion (Connor/Hallquist) to approve the 2025 Water Utility Budget in the amount of \$1,939,400 shown on Tab 1 Page 8 of the 2025 Budget Book. Roll call vote; all ayes. **Motion carried.**
- d. Motion (Truttschel/de Boer) to approve the 2025 Sewer Utility Budget in the amount of \$2,139,400 as shown on Tab 1 Page 8 of the 2025 Budget Book. Roll call vote; all ayes. **Motion carried.**
- e. Motion (Pfeiffer/Hallquist) to approve the 2025 TIF #4 Budget in the amount of \$328

as shown on Tab 1 Page 8 of the 2025 Budget Book. Roll call vote; all ayes. **Motion carried.**

- f. Motion (Wallschlager/Truttschel) to approve the 2025 TIF #6 Budget in the amount of \$128,128 as shown on Tab 1 Page 8 of the 2025 Budget Book. Roll call vote; all ayes. **Motion carried.**
  - g. Motion (Pfeiffer/Hallquist) to approve the 2025 TIF #7 Budget in the amount of \$2,500 as shown on Tab 1 Page 8 of the 2025 Budget Book. Roll call vote; all ayes. **Motion carried.**
  - h. Motion (Conner/Pfeiffer) to approve the 2025 Debt Service Budget in an amount of \$2,296,701 as shown on Tab 1 Page 8 of the 2025 Budget Book. Roll call vote; all ayes. **Motion carried.**
  - i. Motion (Wallschlager/Truttschel) to approve the 2025 Capital Improvements, Impact Fee and Special Revenue and other funds, in the amount of \$3,614,829 for a total Village Expenditure budget in the amount of \$19,900,923. Roll call vote; all ayes. **Motion carried.**
  - j. Motion (Pfeiffer/Hallquist) to authorize a Downtown Business Improvement District Tax assessment of \$74,800 as requested by the BID Board. All were in favor, **motion carried.**
  - k. Motion (Pfeiffer/Conner) to approve a Property Tax Levy in the amount of \$7,283,013. Roll call vote; all ayes. **Motion carried.**
  - l. Motion (Truttschel/Pfeiffer) to approve the 2025 Payroll Matrix on Tab 31 Page 2. Roll call vote; all ayes. **Motion carried.**
5. Consideration of the Hartland Business Improvement District 2025 Budget-  
Mr. Bailey said the holders of their money they have to approve it they bring it to us, so remember all BID expenditures are not taxpayer not ours but technically we rule over them so Just verifying they have quite a bit in fund balance, and every year they show they're going to be spending that down it just hasn't happened yet but eventually they'll hopefully get some façade improvements or items like that, so all we're looking to do is approve the budget as presented from the BID.
- Motion (Conner/Pfeiffer) to approve the Hartland Business Improvement District 2025 Budget-  
All were in favor, **motion carried.**
6. Discussion and consideration of Police Department's request to order squad in 2024 that is budgeted for in 2025.

Police Chief Misko said this is a typical memo I draft for you each time we purchase a vehicle, due to the lead time it takes to get said vehicle. The budget you just approved for the police department included those monies and this is just giving me permission to place that order with our state representative for the Ford purchase and then it wouldn't be billed until 2025 when we actually receive that vehicle. He said the timeframe of late has shown us that it is probably about fall of next year.

Motion (Pfeiffer/de Boer) to approve of Police Department's request to order squad in 2024 that is budgeted for 2025. All were in favor, **motion carried.**

7. Announcements

Chief Misko said the Wiley assessment went well, and they will be recommended for reaccreditation. Interviews for part-time administrative assistant have been completed and an offer was made to a candidate and hopefully that position will be filled in the next couple of weeks. He said the interview for Lieutenant will take place tomorrow, and there is one internal candidate that expressed interest in that soon to be vacant 3<sup>rd</sup> shift Lieutenant position. He said that ultimately leads to two empty spots to fill, as a current employee officer Bagin has given his notice as he is taking a job in the private sector. He said there is also good news that there are a couple of employees expecting, but that will lead to some staffing issues in 2025.

Recreation Director Rennekamp said the winter/spring recreation guide is coming soon so that will be going to print and in homes within the next month.

Interim DPW Director Jenson said over on Hwy 83 the water main Michaels is still working on that; they've have done most of the lining of the project and will be pressure testing this week. Last Friday staff attended a chainsaw safety training course, this was a lot of our newer members and as many of our guys that we could afford. Leaf pickup is continuing to go on. He also commended Clerk Policello and Deputy Clerk Bushey for their efforts for voting. DPW usually helps with those tasks, and it was very organized this year.

Chief Jambretz said the Fire Department ran 99 calls for October and they are currently in the 1200 call range by the end of the year. Griffin Casper will be back officially on December 2<sup>nd</sup>. They had pump testing done on the engine and ladder and the other truck was in getting fixed from the accident.

Library Director Christensen said the new children's librarian started last Monday. He said he is an Arrowhead graduate, so we have someone local filling that position. He said they are fully staffed for the first time since August.

Trustee Truttschel thanked all veterans.

Village Manager Bailey echoed Jenson's comments, the election went great and had a lot of people say positive things and just how good it was. The Village of Hartland had 91% of its registered voters that voted.

**VILLAGE BOARD MINUTES**  
**MONDAY, NOVEMBER 11,2024**  
**6:30 PM**  
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8. Adjournment

Motion (Pfeiffer/Conner) to adjourn. All were in favor, **motion carried**.  
Meeting adjourned at 7:36 pm.

Respectfully submitted,

Deidre Bushey  
Deputy Clerk



Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

3

For (Project): 2024 Paving Program							Application Date: 11/11/2024				
Application Period: 11/11/24							Owner's Contract No.: Engineer's Project No.: 09-10104.300				
A	B	C	D	E	F	G	H	I	J	K	L
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Total Work Completed to Date	
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)
<b>River Reserve Drive</b>											
1	Traffic control	L.S.	1.00	\$ 3,200.00	\$ 3,200.00	1.00	\$ 3,200.00		\$ -	1.00	\$ 3,200.00
2	Erosion control	L.S.	1.00	\$ 2,800.00	\$ 2,800.00	1.00	\$ 2,800.00		\$ -	1.00	\$ 2,800.00
3	Pulverize and reshape	S.Y.	8,775.00	\$ 0.55	\$ 4,826.25	8,900.00	\$ 4,895.00	200.00	\$ 110.00	9,100.00	\$ 5,005.00
4	Remove excess material	S.Y.	8,775.00	\$ 1.40	\$ 12,285.00	8,900.00	\$ 12,460.00	200.00	\$ 280.00	9,100.00	\$ 12,740.00
5	30-inch concrete curb & gutter remove and replace	L.F.	300.00	\$ 59.50	\$ 17,850.00	400.00	\$ 23,800.00		\$ -	400.00	\$ 23,800.00
6	4-inch concrete sidewalk and ADA Ramps	S.F.	1,700.00	\$ 11.50	\$ 19,550.00	1,945.00	\$ 22,367.50		\$ -	1,945.00	\$ 22,367.50
7	Detectable warning fields	S.F.	154.00	\$ 35.00	\$ 5,390.00	164.00	\$ 5,740.00		\$ -	164.00	\$ 5,740.00
8	Base patching - remove and replace 12-inch material	S.Y.	1,800.00	\$ 15.20	\$ 27,360.00	1,525.00	\$ 23,180.00	150.00	\$ 2,280.00	1,675.00	\$ 25,460.00
9	3-inch asphalt driveway replacement	S.Y.	20.00	\$ 125.00	\$ 2,500.00		\$ -		\$ -		\$ -
10	6-inch concrete driveway replacement	S.F.	350.00	\$ 15.50	\$ 5,425.00	100.00	\$ 1,550.00		\$ -	100.00	\$ 1,550.00
11	3-inch asphalt trail	S.Y.	150.00	\$55.00	\$ 8,250.00	73.00	\$ 4,015.00		\$ -	73.00	\$ 4,015.00
12	2 1/2-inch asphalt binder course	S.Y.	8,775.00	\$9.75	\$ 85,556.25	8,900.00	\$ 86,775.00	200.00	\$ 1,950.00	9,100.00	\$ 88,725.00
13	1 1/2-inch asphalt surface course	S.Y.	8,775.00	\$7.50	\$ 65,812.50	8,900.00	\$ 66,750.00	200.00	\$ 1,500.00	9,100.00	\$ 68,250.00
14	Adjust manhole	EA.	25.00	\$1690.00	\$ 42,250.00	20.00	\$ 33,800.00		\$ -	20.00	\$ 33,800.00
15	Adjust valve box	EA.	9.00	\$175.00	\$ 1,575.00		\$ -		\$ -		\$ -
16	Epoxy pavement marking - 6-inch white crosswalk	L.F.	440.00	\$6.00	\$ 2,640.00		\$ -	596.00	\$ 3,576.00	596.00	\$ 3,576.00
17	Epoxy pavement marking - 18-inch white stop bar	L.F.	60.00	\$17.50	\$ 1,050.00		\$ -	59.00	\$ 1,032.50	59.00	\$ 1,032.50
18	Restoration - topsoil and sod	S.Y.	350.00	\$25.00	\$ 8,750.00	375.00	\$ 9,375.00		\$ -	375.00	\$ 9,375.00
<b>TOTAL RIVER RESERVE DRIVE</b>						<b>\$ 317,070.00</b>		<b>\$ 300,707.50</b>		<b>\$ 10,728.50</b>	<b>\$ 311,436.00</b>
<b>Woods Drive</b>											
19	Traffic control	L.S.	1.00	\$3,200.00	\$ 3,200.00	1.00	\$ 3,200.00		\$ -	1.00	\$ 3,200.00
20	Erosion control	L.S.	1.00	\$2,800.00	\$ 2,800.00	1.00	\$ 2,800.00		\$ -	1.00	\$ 2,800.00
21	Pulverize and reshape	S.Y.	8,900.00	\$0.55	\$ 4,895.00	8,900.00	\$ 4,895.00	192.00	\$ 105.60	9,092.00	\$ 5,000.60
22	Remove excess material	S.Y.	8,900.00	\$1.40	\$ 12,460.00	8,900.00	\$ 12,460.00	192.00	\$ 268.80	9,092.00	\$ 12,728.80
23	30-inch concrete curb & gutter remove and replace	L.F.	250.00	\$59.50	\$ 14,875.00	328.00	\$ 19,516.00		\$ -	328.00	\$ 19,516.00
24	4-inch concrete sidewalk and ADA ramps	S.F.	375.00	\$ 11.50	\$ 4,312.50	450.00	\$ 5,175.00		\$ -	450.00	\$ 5,175.00
25	Detectable warning fields	S.F.	36.00	\$ 35.00	\$ 1,260.00	36.00	\$ 1,260.00		\$ -	36.00	\$ 1,260.00
26	Base patching - remove and replace 12-inch Material	S.Y.	1,800.00	\$ 15.20	\$ 27,360.00	1,800.00	\$ 27,360.00		\$ -	1,800.00	\$ 27,360.00
27	3-inch asphalt driveway Replacement	S.Y.	20.00	\$ 125.00	\$ 2,500.00	12.00	\$ 1,500.00		\$ -	12.00	\$ 1,500.00
28	6-inch concrete driveway replacement	S.F.	300.00	\$ 15.50	\$ 4,650.00		\$ -		\$ -		\$ -
29	2 1/2-inch asphalt binder course	S.Y.	8,900.00	\$ 9.75	\$ 86,775.00	8,900.00	\$ 86,775.00	192.00	\$ 1,872.00	9,092.00	\$ 88,647.00
30	1 1/2-inch asphalt surface course	S.Y.	8,900.00	\$ 7.50	\$ 66,750.00	8,900.00	\$ 66,750.00	192.00	\$ 1,440.00	9,092.00	\$ 68,190.00
31	Adjust manhole	EA.	35.00	\$ 1,690.00	\$ 59,150.00	30.00	\$ 50,700.00		\$ -	30.00	\$ 50,700.00
32	Adjust valve box	EA.	6.00	\$ 175.00	\$ 1,050.00		\$ -		\$ -		\$ -
33	Epoxy pavement marking - 6-inch white crosswalk	L.F.	240.00	\$ 6.00	\$ 1,440.00		\$ -	214.00	\$ 1,284.00	214.00	\$ 1,284.00
34	Epoxy pavement marking - 18-inch white stop bar	L.F.	45.00	\$17.50	\$ 787.50		\$ -	44.50	\$ 778.75	44.50	\$ 778.75
35	Restoration - topsoil and sod	S.Y.	150.00	\$25.00	\$ 3,750.00	150.00	\$ 3,750.00		\$ -	150.00	\$ 3,750.00
<b>TOTAL WOODS DRIVE</b>						<b>\$ 298,015.00</b>		<b>\$ 286,141.00</b>		<b>\$ 5,749.15</b>	<b>\$ 291,890.15</b>

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

3

For (Project): 2024 Paving Program								Application Date: 11/11/2024			
Application Period: 11/11/24								Owner's Contract No.:			
								Engineer's Project No.: 09-10104.300			
A	B	C	D	E	F	G	H	I	J	K	L
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Total Work Completed to Date	
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)
<b>Long Meadow Drive</b>											
36	Traffic control	L.S.	1.00	\$3,200.00	\$ 3,200.00	1.00	\$ 3,200.00		\$ -	1.00	\$ 3,200.00
37	Erosion control	L.S.	1.00	\$2,800.00	\$ 2,800.00	1.00	\$ 2,800.00		\$ -	1.00	\$ 2,800.00
38	Pulverize and reshape	S.Y.	3,645.00	\$0.55	\$ 2,004.75	3,645.00	\$ 2,004.75		\$ -	3,645.00	\$ 2,004.75
39	Remove excess material	S.Y.	3,645.00	\$1.40	\$ 5,103.00	3,645.00	\$ 5,103.00		\$ -	3,645.00	\$ 5,103.00
40	30-inch concrete curb & gutter remove and replace	L.F.	140.00	\$59.50	\$ 8,330.00	140.00	\$ 8,330.00		\$ -	140.00	\$ 8,330.00
41	Base patching - remove and replace 12-inch material	S.Y.	1,100.00	\$15.20	\$ 16,720.00	1,100.00	\$ 16,720.00		\$ -	1,100.00	\$ 16,720.00
42	3-inch asphalt driveway replacement	S.Y.	10.00	\$125.00	\$ 1,250.00		\$ -		\$ -		\$ -
43	6-inch concrete driveway replacement	S.F.	150.00	\$15.50	\$ 2,325.00		\$ -		\$ -		\$ -
44	2 1/2-inch asphalt binder course	S.Y.	3,645.00	\$9.75	\$ 35,538.75	3,645.00	\$ 35,538.75		\$ -	3,645.00	\$ 35,538.75
45	1 1/2-inch asphalt surface course	S.Y.	3,645.00	\$7.50	\$ 27,337.50	3,645.00	\$ 27,337.50		\$ -	3,645.00	\$ 27,337.50
46	Adjust manhole	EA.	11.00	\$1,690.00	\$ 18,590.00	11.00	\$ 18,590.00		\$ -	11.00	\$ 18,590.00
47	Adjust valve box	EA.	3.00	\$175.00	\$ 525.00		\$ -		\$ -		\$ -
48	Epoxy pavement marking – 6-inch white crosswalk	L.F.	175.00	\$6.00	\$ 1,050.00		\$ -	143.00	\$ 858.00	143.00	\$ 858.00
49	Epoxy pavement marking – 18-inch white stop bar	L.F.	30.00	\$17.50	\$ 525.00		\$ -	29.00	\$ 507.50	29.00	\$ 507.50
50	Restoration – topsoil and sod	S.Y.	75.00	\$25.00	\$ 1,875.00		\$ -	75.00	\$ 1,875.00	75.00	\$ 1,875.00
<b>TOTAL LONG MEADOW DRIVE</b>						<b>\$ 127,174.00</b>		<b>\$ 119,624.00</b>		<b>\$ 3,240.50</b>	<b>\$ 122,864.50</b>
<b>Trails Edge Court</b>											
51	Traffic control	L.S.	1.00	\$3,200.00	\$ 3,200.00	1.00	\$ 3,200.00		\$ -	1.00	\$ 3,200.00
52	Erosion control	L.S.	1.00	\$2,800.00	\$ 2,800.00	1.00	\$ 2,800.00		\$ -	1.00	\$ 2,800.00
53	Pulverize and reshape	S.Y.	1,755.00	\$0.55	\$ 965.25	1,800.00	\$ 990.00		\$ -	1,800.00	\$ 990.00
54	Remove excess material	S.Y.	1,755.00	\$1.40	\$ 2,457.00	1,800.00	\$ 2,520.00		\$ -	1,800.00	\$ 2,520.00
55	30-inch concrete curb & gutter remove and replace	L.F.	100.00	\$59.50	\$ 5,950.00	100.00	\$ 5,950.00		\$ -	100.00	\$ 5,950.00
56	Base patching - remove and replace 12-inch material	S.Y.	875.00	\$15.20	\$ 13,300.00	875.00	\$ 13,300.00		\$ -	875.00	\$ 13,300.00
57	6-inch concrete driveway replacement	S.F.	50.00	\$15.50	\$ 775.00		\$ -		\$ -		\$ -
58	2 1/2-inch asphalt binder course	S.Y.	1,755.00	\$9.75	\$ 17,111.25	1,800.00	\$ 17,550.00		\$ -	1,800.00	\$ 17,550.00
59	1 1/2-inch asphalt surface course	S.Y.	1,755.00	\$7.50	\$ 13,162.50	1,800.00	\$ 13,500.00		\$ -	1,800.00	\$ 13,500.00
60	Adjust manhole	EA.	3.00	\$1,690.00	\$ 5,070.00	3.00	\$ 5,070.00		\$ -	3.00	\$ 5,070.00
61	Adjust valve box	EA.	1.00	\$175.00	\$ 175.00		\$ -		\$ -		\$ -
62	Epoxy pavement marking – 6-inch white crosswalk	L.F.	80.00	\$6.00	\$ 480.00		\$ -	72.00	\$ 432.00	72.00	\$ 432.00
63	Epoxy pavement marking – 18-inch white stop bar	L.F.	15.00	\$17.50	\$ 262.50		\$ -	15.00	\$ 262.50	15.00	\$ 262.50
64	Restoration - topsoil and sod	S.Y.	50.00	\$25.00	\$ 1,250.00	50.00	\$ 1,250.00		\$ -	50.00	\$ 1,250.00
<b>TOTAL TRAILS EDGE COURT</b>						<b>\$ 66,958.50</b>		<b>\$ 66,130.00</b>		<b>\$ 694.50</b>	<b>\$ 66,824.50</b>

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

3

For (Project): 2024 Paving Program							Application Date: 11/11/2024				
Application Period: 11/11/24							Owner's Contract No.:				
							Engineer's Project No.: 09-10104.300				
A	B	C	D	E	F	G	H	I	J	K	L
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Total Work Completed to Date	
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)
<b>Lindenwood and Maple ADA Improvements</b>											
65	Traffic control	L.S.	1.00	\$1,500.00	\$ 1,500.00	1.00	\$ 1,500.00		\$ -	1.00	\$ 1,500.00
66	Erosion control	L.S.	1.00	\$1,500.00	\$ 1,500.00	1.00	\$ 1,500.00		\$ -	1.00	\$ 1,500.00
67	30-inch concrete curb & gutter remove and replace	L.F.	115.00	\$72.00	\$ 8,280.00	105.00	\$ 7,560.00		\$ -	105.00	\$ 7,560.00
68	Remove existing asphalt and base	S.Y.	25.00	\$45.00	\$ 1,125.00	20.00	\$ 900.00		\$ -	20.00	\$ 900.00
69	4-inch concrete sidewalk and ADA ramps	S.F.	425.00	\$11.50	\$ 4,887.50	425.00	\$ 4,887.50		\$ -	425.00	\$ 4,887.50
70	Detectable warning fields	S.F.	40.00	\$35.00	\$ 1,400.00	40.00	\$ 1,400.00		\$ -	40.00	\$ 1,400.00
71	Asphalt pavement patch	S.Y.	25.00	\$175.00	\$ 4,375.00	25.00	\$ 4,375.00		\$ -	25.00	\$ 4,375.00
72	Epoxy pavement marking – 8-inch white crosswalk	L.F.	160.00	\$10.00	\$ 1,600.00		\$ -	160.00	\$ 1,600.00	160.00	\$ 1,600.00
73	Epoxy pavement marking – 18-inch white stop bar (remove)	L.F.	14.00	\$17.50	\$ 245.00		\$ -	30.00	\$ 525.00	30.00	\$ 525.00
74	Restoration – topsoil and sod	S.Y.	100.00	\$25.00	\$ 2,500.00	100.00	\$ 2,500.00		\$ -	100.00	\$ 2,500.00
<b>TOTAL LINDENWOOD AND MAPLE ADA IMPROVEMENTS</b>					<b>\$ 27,412.50</b>		<b>\$ 24,622.50</b>		<b>\$ 2,125.00</b>		<b>\$ 26,747.50</b>
<b>Asphalt Pavement Patching</b>											
75	Asphalt pavement patching – miscellaneous areas	S.Y.	525.00	\$65.50	\$ 34,387.50	544.00	\$ 35,632.00		\$ -	544.00	\$ 35,632.00
<b>TOTAL ASPHALT PAVEMENT PATCHING</b>					<b>\$ 34,387.50</b>		<b>\$ 35,632.00</b>		<b>\$ -</b>		<b>\$ 35,632.00</b>
<b>Common to all Project Areas</b>											
76	Additional remove and replace valve box top section (if needed)	EA.	10.00	\$1,000.00	\$ 10,000.00	25.00	\$ 25,000.00		\$ -	25.00	\$ 25,000.00
77	Excavation below subgrade (EBS) (if needed)	C.Y.	40.00	\$44.00	\$ 1,760.00		\$ -		\$ -		\$ -
78	Geogrid subgrade reinforcement (if needed)	S.Y.	250.00	\$5.00	\$ 1,250.00		\$ -		\$ -		\$ -
79	Excavation below subgrade (EBS) backfill - 3-inch TB (if	TON	80.00	\$28.50	\$ 2,280.00		\$ -		\$ -		\$ -
80	Crushed aggregate base course (if needed)	TON	50.00	\$24.50	\$ 1,225.00		\$ -		\$ -		\$ -
81	Allowance for additional work (if needed)	L.S.	1.00	\$25,000.00	\$ 25,000.00		\$ -		\$ -		\$ -
<b>TOTAL COMMON TO ALL PROJECT AREAS</b>					<b>\$ 41,515.00</b>		<b>\$ 25,000.00</b>		<b>\$ -</b>		<b>\$ 25,000.00</b>
<b>TOTAL BID ITEMS 1-85</b>					<b>\$ 912,532.50</b>		<b>\$ 857,857.00</b>		<b>\$ 22,537.65</b>		<b>\$ 880,394.65</b>
<b>ADDITIONAL ITEMS</b>											
	Renson & Circle Additional Mobilizations	L.S.		\$ 3,950.00	\$ -	1.00	\$ 3,950.00		\$ -	1.00	\$ 3,950.00
	Renson & Circle Asphalt Patching	SY		\$ 175.00	\$ -	7.30	\$ 1,277.50		\$ -	7.30	\$ 1,277.50
<b>TOTAL ADDITIONAL ITEMS</b>					<b>\$ -</b>		<b>\$ 5,227.50</b>		<b>\$ -</b>		<b>\$ 5,227.50</b>
<b>TOTAL ALL ITEMS</b>					<b>\$ 912,532.50</b>		<b>\$ 863,084.50</b>		<b>\$ 22,537.65</b>		<b>\$ 885,622.15</b>

## Contractor's Application for Payment No. 4

	Application Date: 11/18/2024	Application Period: 10/21/2024-11/16/2024
To (Owner): Village of Hartland	From (Contractor): Mid City Corporation	Via (Engineer): Ruekert & Mielke, Inc.
Contact: Tom Jenson	Contact: Thomas Zoulek	Contact: Peter W. Gesch, P.E.
Project: STH 83 Water Main Rehabilitation	Address: 12930 W. Custer Avenue Butler, WI 53007	Address: W233 N2080 Ridgeview Parkway Waukesha, WI 53188
Owner's Contract No.:	Contractor's Project No.: 2470-1086	Engineer's Project No.: 09-10089.200

### Change Order Summary

Approved Change Orders			
Number	Additions	Deductions (Enter as Positive Number)	
			1. ORIGINAL CONTRACT PRICE ..... \$ <u>2,313,825.00</u>
			2. Net change by Change Orders ..... \$ <u>-</u>
			3. CURRENT CONTRACT PRICE (Line 1 + Line 2) ..... \$ <u>2,313,825.00</u>
			4. TOTAL COMPLETED TO DATE (Column L Total on Progress Estimates) ..... \$ <u>2,210,987.50</u>
			5. RETAINAGE:
			a. 5% X <u>\$1,156,912.50</u> Work Completed .... \$ <u>57,845.63</u>
			6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number) .. \$ <u>-</u>
			7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5a. + Line 6) ..... \$ <u>2,153,141.87</u>
			8. LESS PREVIOUS PAYMENTS (Line 7 from Prior Application) ..... \$ <u>1,099,939.37</u>
			9. AMOUNT DUE THIS APPLICATION ..... \$ <u>1,053,202.50</u>
TOTALS			
NET CHANGE BY CHANGE ORDERS			

**Contractor's Certification**

The undersigned Contractor certifies that to the best of its knowledge:

(1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment;

(2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner per Article 15 of the General Conditions; and

(3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

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By: Date: 11/18/2024

Payment of: \$ 1,053,202.50  
(Line 9 or other - attach explanation of the other amount)

Recommended by: 11/18/2024  
Peter W. Gesch (Engineer) (Date)

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

Approved by: \_\_\_\_\_ (Date)  
(Owner)

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

4

For (Project): STH 83 Water Main Rehabilitation						Application Date: 11/18/2024					
Application Period: 10/21/2024-11/16/2024						Owner's Contract No.: Engineer's Project No.: 09-10089.200					
A	B	C	D	E	F	G	H	I	J	K	L
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Total Work Completed to Date	
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)
1	Mobilization	L.S.	1	\$100,000.00	\$ 100,000.00	0.65	\$ 65,000.00	0.25	\$ 25,000.00	0.90	\$ 90,000.00
2	Traffic control	L.S.	1	\$25,000.00	\$ 25,000.00	0.50	\$ 12,500.00	0.45	\$ 11,250.00	0.95	\$ 23,750.00
3	Dewatering	L.S.	1	\$400,000.00	\$ 400,000.00	0.60	\$ 240,000.00	0.35	\$ 140,000.00	0.95	\$ 380,000.00
4	Swamp Mat Access Roads and Construction Entrances	L.S.	1	\$235,000.00	\$ 235,000.00	0.60	\$ 141,000.00	0.35	\$ 82,250.00	0.95	\$ 223,250.00
5	Silt Fence	L.F.	900	\$3.00	\$ 2,700.00	1,045.00	\$ 3,135.00		\$ -	1,045.00	\$ 3,135.00
6	Water Main Lining Access Pit	EA.	6	\$127,500.00	\$ 765,000.00	4.00	\$ 510,000.00	1.50	\$ 191,250.00	5.50	\$ 701,250.00
7	Remove Valve Manhole	EA.	4	\$3,500.00	\$ 14,000.00	2.00	\$ 7,000.00	2.00	\$ 7,000.00	4.00	\$ 14,000.00
8	Remove Hydrant	EA.	2	\$1,500.00	\$ 3,000.00	1.00	\$ 1,500.00	1.00	\$ 1,500.00	2.00	\$ 3,000.00
9	12-Inch CIPP Water Main Lining	L.F.	1,976	\$275.00	\$ 543,400.00		\$ -	1,947.10	\$ 535,452.50	1,947.10	\$ 535,452.50
10	12-Inch Water Main Valve in Valve Manhole	EA.	1	\$15,000.00	\$ 15,000.00	1.00	\$ 15,000.00		\$ -	1.00	\$ 15,000.00
11	12-Inch Water Main Valve	EA.	3	\$5,500.00	\$ 16,500.00	3.00	\$ 16,500.00		\$ -	3.00	\$ 16,500.00
12	Hydrant Assembly & Valve	EA.	1	\$14,500.00	\$ 14,500.00	1.00	\$ 14,500.00		\$ -	1.00	\$ 14,500.00
13	6-Inch Ductile Iron Hydrant Lead	L.F.	10.5	\$250.00	\$ 2,625.00	6.00	\$ 1,500.00		\$ -	6.00	\$ 1,500.00
14	12-Inch Ductile Iron Water Main, Spoil Backfill	L.F.	89	\$1,000.00	\$ 89,000.00	80.00	\$ 80,000.00	39.00	\$ 39,000.00	119.00	\$ 119,000.00
15	1" Tap, Saddle & Corporation Valve	EA.	1	\$3,500.00	\$ 3,500.00	1.00	\$ 3,500.00		\$ -	1.00	\$ 3,500.00
16	1" Curb Valve & Valve Box	EA.	1	\$1,000.00	\$ 1,000.00	1.00	\$ 1,000.00		\$ -	1.00	\$ 1,000.00
17	1" Copper Water Service - Spoil Backfill	L.F.	6	\$250.00	\$ 1,500.00	20.00	\$ 5,000.00		\$ -	20.00	\$ 5,000.00
18	2" Tap, Saddle & Corporation Valve	EA.	1	\$4,500.00	\$ 4,500.00	1.00	\$ 4,500.00		\$ -	1.00	\$ 4,500.00
19	2" Curb Valve & Valve Box	EA.	1	\$1,500.00	\$ 1,500.00	1.00	\$ 1,500.00		\$ -	1.00	\$ 1,500.00
20	2" Copper Water Service - Spoil Backfill	L.F.	8	\$300.00	\$ 2,400.00	18.00	\$ 5,400.00		\$ -	18.00	\$ 5,400.00
21	Temporary Water Services	L.S.	1	\$17,500.00	\$ 17,500.00	0.70	\$ 12,250.00	0.20	\$ 3,500.00	0.90	\$ 15,750.00
22	Wetland Restoration (Topsoil, Native Seed & Coconut Fiber Erosion)	S.Y.	1,100	\$10.00	\$ 11,000.00		\$ -		\$ -		\$ -
23	Restoration (Topsoil, Seed & Erosion Mat)	S.Y.	1,400	\$8.00	\$ 11,200.00		\$ -		\$ -		\$ -
24	Pre-/Post-Construction Sewer Cleaning and Televising	L.S.	1	\$34,000.00	\$ 34,000.00	0.50	\$ 17,000.00	0.50	\$ 17,000.00	1.00	\$ 34,000.00
<b>TOTAL BID ITEMS 1-85</b>						<b>\$ 2,313,825.00</b>		<b>\$ 1,157,785.00</b>		<b>\$ 1,053,202.50</b>	<b>\$ 2,210,987.50</b>
<b>ADDITIONAL ITEMS</b>											
					\$ -		\$ -		\$ -		\$ -
					\$ -		\$ -		\$ -		\$ -
<b>TOTAL ADDITIONAL ITEMS</b>						<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL ALL ITEMS</b>						<b>\$ 2,313,825.00</b>		<b>\$ 1,157,785.00</b>		<b>\$ 1,053,202.50</b>	<b>\$ 2,210,987.50</b>

To: Village President & Board of Trustees  
From: Tonia Smith, Fiscal Clerk  
Date: November 20, 2024  
RE: Voucher List

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Attached is the voucher list for the  
November 25, 2024 Village Board Meeting

November 25, 2024 Checks: \$ 1,271,642.54

Total Amount of all Checks: \$ 1,271,642.54

**VILLAGE OF HARTLAND**  
**VOUCHER LIST - NOVEMBER 24, 2024**

Account Descr	Search Name	Comments	Amount
G 101-31680 ICE RINK	BIEBELS TRUE VALUE	PVC PIPE/ FITTINGS	\$175.33
R 101-46730 RECREATION CLASSES	LEWIS, SARAH	REISSUE - SPORTY SHORTY SOCCER REFUND	\$18.25
G 403-31753 ST CHARLES EXPANSION	RUEKERT & MIELKE	EROSION CONTROL INSPECTIONS	\$344.88
G 403-31897 THREE LEAF QUARRY	RUEKERT & MIELKE	CONSTRUCTION REVIEW	\$1,041.25
G 403-31896 KWIK TRIP	RUEKERT & MIELKE	EROSION CONTROL INSPECTIONS	\$198.50
G 403-31896 KWIK TRIP	RUEKERT & MIELKE	W CAPITOL DR DESIGN AND CONSTRUCTION REVIEW	\$2,613.58
G 403-31840 HOMESTEAD	RUEKERT & MIELKE	DESIGN CONTRUCTION REVIEW	\$195.78
G 204-34187 FWW LIFT STATION REPLACEMENT	SABEL MECHANICAL	FLOAT REPLACEMENT FOUR WINDS LIFT STATION	\$1,074.84
G 204-34187 FWW LIFT STATION REPLACEMENT	WALTERS MANAGEMENT TRUST	FOUR WINDS LIFT STATION UTILITY BILL	\$69.53
G 101-15005 PREPAID ITEMS	WI CITY/COUNTY MGMT ASSOC	MEMBERSHIP RENEWAL	\$224.25
			\$5,956.19
<b>AMBULANCE</b>			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN CYLINDER	\$339.35
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN CYLINDER	\$269.29
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BOUND TREE MEDICAL	VARIOUS MEDICAL SUPPLIES	\$105.71
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BOUND TREE MEDICAL	VARIOUS MEDICAL SUPPLIES	\$795.17
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HANSON, ANGIE	PARAMEDIC TESTING PACKET	\$69.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HANSON, ANGIE	PARAMEDIC STUDY PACKET	\$69.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH PHARMACY OCON	VARIOUS PHARMACEUTICALS	\$188.99
			\$1,836.51
<b>AMBULANCE</b>			
<b>COTTONWOOD - ALL</b>			
E 401-70520-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CONSTRUCTION REVIEW AND ADMIN	\$358.00
<b>COTTONWOOD - ALL</b>			
			\$358.00
<b>CRACK SEALING/PATCHING/POTHOLE</b>			
E 401-70235-285 CONSTRUCTION COSTS	RUEKERT & MIELKE	DESIGN AND CONSTRUCTION SERVICES	\$965.12
<b>CRACK SEALING/PATCHING/POTHOLE</b>			
			\$965.12
<b>ECONOMIC DEVELOPMENT</b>			
E 804-56700-738 MEMBERSHIPS	ICE AGE TRAIL ALLIANCE	ICE AGE TRAIL ALLIANCE MEMBERSHIP	\$100.00
E 804-56700-715 STREETScape PROGRAM	THEIA VISION CARE	HOLIDAY GRANT	\$102.36
E 804-56700-719 EVENTS	VILLAGE GRAPHICS	BID - COPIES/ HOLIDAY KICKOFF WEEKEND	\$206.75
<b>ECONOMIC DEVELOPMENT</b>			
			\$409.11
<b>ELECTIONS</b>			
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	FOX BROS PIGGLY WIGGLY	FOOD/ DRINKS FOR ELECTION	\$62.60
<b>ELECTIONS</b>			
			\$62.60

Account Descr	Search Name	Comments	Amount
ENVIRONMENTAL SERVICES			
E 101-53635-460 LANDSCAPE MANAGEMENT	JOHNSONS NURSERY INC	NIXON STAGE PLANTING	\$2,947.98
E 201-53635-440 RECYCLING	OSI ENVIRONMENTAL INC	ANTIFREEZE DRUM	\$85.00
E 201-53635-440 RECYCLING	RENEWABLE FOREST PRODUCTS INC	GRINDING SERVICES	\$8,272.50
ENVIRONMENTAL SERVICES			\$11,305.48
FINANCIAL ADMINISTRATION			
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	NOV FSA FEES	\$94.70
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	CLOUD BACKUP	\$56.67
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$244.32
FINANCIAL ADMINISTRATION			\$395.69
FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	AVALON GRAPHICS LLC	FOAMCORE BOARD	\$60.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	DETERGENT	\$28.75
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	VINYL LETTER SET	\$10.75
E 101-52200-360 VEHICLE MAINT/EXPENSE	JEFFERSON FIRE & SAFETY INC	PUMP TESTS	\$1,410.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	MACQUEEN	RUBBER INSULATE	\$175.00
E 101-52200-360 VEHICLE MAINT/EXPENSE	TOTAL APPEARANCE	4362 REPAIRS FROM 6/29/23 ACCIDENT	\$13,543.18
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	RECORD CHECKS	\$14.00
E 101-52200-255 BLDGS/GROUNDS	WIL-KIL	PEST CONTROL	\$78.72
FIRE PROTECTION			\$15,320.40
GENERAL ADMINISTRATION			
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PITNEY BOWES LEASE	MAIL MACHINE QUARTERLY FEES	\$379.89
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	SENDIKS ACCOUNT	WATER FOR BOARD ROOM	\$46.90
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$3,319.50
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$6,867.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	RECORD CHECKS	\$42.00
GENERAL ADMINISTRATION			\$10,655.29
LAW ENFORCEMENT			
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ#1 SNOW TIRES	\$188.36
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ#4 SNOW TIRES/ OIL CHANGE	\$194.21
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ#3 OIL CHANGE/ SNOW TIRES/ BATTERY	\$469.61
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ#1 MOUNT TIRE	\$35.42
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ#2 SNOW TIRES	\$134.58
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$450.00
E 101-52100-360 VEHICLE MAINT/EXPENSE	POMPS TIRE SERVICE INC	TIRES	\$508.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LAB DRAWS	\$38.24
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	RAY O HERRON CO INC	9MM LUGER	\$2,360.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	COPIER SERVICES	\$230.12

Account Descr	Search Name	Comments	Amount
LAW ENFORCEMENT			\$4,608.54
LIBRARY			
E 101-55110-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	HINGE/ CATCH	\$26.53
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$528.73
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	KRISTENSEN, ANDY	MILAGE REIMBURSEMENT	\$155.44
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	LEWIS, CHAD	WINTER LEGENDS AND LORE	\$375.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	CLOUD BACKUP	\$50.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$150.00
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	CLEANERS/ PAPER SUPPLIES	\$375.50
E 101-55110-310 BOOKS & MATERIALS	PLAYAWAY PRODUCTS	PLAYAWAY BOOKS	\$254.97
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	MEDICAL SERVICES	\$45.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	RECORD CHECKS	\$7.00
LIBRARY			\$1,968.17
LONG MEADOW DRIVE			
E 401-70620-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CONSTRUCTION REVIEW AND ADMIN	\$1,340.00
E 401-70620-285 CONSTRUCTION COSTS	STARK PAVEMENT CORPORATION	2024 PAVING PROGRAM	\$1,365.50
LONG MEADOW DRIVE			\$2,705.50
MAPLE AVE CROSSWALK AT LINDENW			
E 401-75030-285 CONSTRUCTION COSTS	STARK PAVEMENT CORPORATION	2024 PAVING PROGRAM	\$2,125.00
MAPLE AVE CROSSWALK AT LINDENW			\$2,125.00
MUNICIPAL BUILDING			
E 101-51600-255 BLDGS/GROUNDS	CA LIGHTING LENSES INC	MEDIUM WALLPACK BRONZE	\$97.00
E 101-51600-255 BLDGS/GROUNDS	MENARDS- PEWAUKEE	CEILING TILES	\$54.90
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	CLEANERS/ PAPER SUPPLIES	\$375.50
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	WIL-KIL	PEST CONTROL	\$79.90
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	WIL-KIL		\$79.90
MUNICIPAL BUILDING			\$687.20
PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	ELECTRICAL PARTS	\$104.60
PARKS			\$104.60
PUBLIC WORKS			
E 101-53000-360 VEHICLE MAINT/EXPENSE	BADGER TRUCK CENTER INC	ROTATE/ BALANCE TIRES	\$137.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	PDFD FUEL	\$827.87
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	NO-LEAD REFOR	\$1,609.88
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	PDF FUEL	\$608.97
E 101-53000-180 OTHER BENEFITS	GEORGENSON, JOSH	CLOTHING ALLOWANCE	\$21.51
E 101-53000-180 OTHER BENEFITS	GEORGENSON, JOSH	CLOTHING ALLOWANCE	\$178.49

Account Descr	Search Name	Comments	Amount
E 101-53000-235 STREET SWEEPING	GFL ENVIRONMENTAL	STREET SWEEPINGS	\$2,729.21
E 101-53000-410 STREETS GEN MAINT	HALQUIST STONE CO INC	ASPHALT MILLINGS	\$897.95
E 101-53000-420 STORM SEWER	HOME DEPOT	MAILBOX REBUILD	\$121.82
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORM SERVICES	\$148.03
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORM SERVICES	\$193.96
E 101-53000-180 OTHER BENEFITS	JENSON, TOM	CLOTHING ALLOWANCE	\$200.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	KIMBALL MIDWEST	VARIOUS HARDWARE	\$714.02
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	MENARDS- PEWAUKEE	TARP	\$38.99
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	OIL FILTER	\$7.96
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	FILTERS/ WASHER FLUID	\$305.39
E 101-53000-360 VEHICLE MAINT/EXPENSE	NORTH WOODS CHEMICAL CORP.	DEGREASER	\$476.11
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	MEDICAL SERVICES	\$124.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	AIR FILTERS	\$416.10
PUBLIC WORKS			<u>\$9,758.16</u>
RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HOOPER HANDS BASKETBALL AC	PASS SHOOT SCORE CLASSES	\$3,328.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$225.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	MEDICAL SERVICES	\$45.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	RECORD CHECKS	\$7.00
RECREATION PROGRAMS/EVENTS			<u>\$3,605.80</u>
REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	GFL ENVIRONMENTAL	GARBAGE FEES	\$49,332.94
REFUSE & GARBAGE COLLECTION			<u>\$49,332.94</u>
REPLACE HARTBROOK BRIDGE			
E 401-76160-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CONSTRUCTION REVIEW AND ADMIN	\$179.00
REPLACE HARTBROOK BRIDGE			<u>\$179.00</u>
RIVER RESERVE DRIVE			
E 401-70600-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CONSTRUCTION REVIEW AND ADMIN	\$1,339.99
E 401-70600-285 CONSTRUCTION COSTS	STARK PAVEMENT CORPORATION	2024 PAVING PROGRAM	\$10,728.50
RIVER RESERVE DRIVE			<u>\$12,068.49</u>
SEWER SERVICE			
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	NOV FSA FEES	\$14.57
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$131.25
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	CLOUD BACKUP	\$56.67
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	GIS MAINTENANCE	\$773.13
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	DESIGN AND BIDDING	\$9,952.00
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	AGOL ORG SET UP AND COORDINATION	\$750.00
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	VISU-SEWER, INC.	CCTV INSPECTION	\$9,648.75

Account Descr	Search Name	Comments	Amount
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	VISU-SEWER, INC.	SANITARY SEWER CLEANING	\$8,600.21
SEWER SERVICE			\$29,926.58
TIF FUND EXPENSES			
E 217-58300-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	DESIGN	\$6,686.02
TIF FUND EXPENSES			\$6,686.02
TRAILS EDGE COURT			
E 401-70615-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CONSTRUCTION REVIEW AND ADMIN	\$1,340.00
E 401-70615-285 CONSTRUCTION COSTS	STARK PAVEMENT CORPORATION	2024 PAVING PROGRAM	\$694.50
TRAILS EDGE COURT			\$2,034.50
UNBUDGETED			
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	REVIEW	\$443.75
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	ENVIORNMENTAL ASSESSMENTS	\$9,919.07
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	GENERAL SERVICES	\$990.00
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	REVIEW	\$616.00
UNBUDGETED			\$11,968.82
WATER UTILITY			
E 620-53700-652 MAINTENANCE OF SERVICES	CORE & MAIN LP	CURB STOP CLAMPS	\$680.69
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	NOV FSA FEES	\$36.42
E 620-53700-654 MAINTENANCE OF HYDRANTS	FAITH LEAK DETECTION	HYDRANT PAINTING	\$5,805.00
E 620-53700-673 TRANS&DIST MAINS	MID CITY CORPORATION	STH 83 WATER MAIN REHAB	\$1,053,202.50
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLING	\$110.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLING	\$82.50
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLING	\$137.50
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLING	\$110.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLING	\$82.50
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLING	\$82.50
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLING	\$178.89
E 620-53700-923 OUTSIDE SERVICES	ONTECH SYSTEMS, INC	CLOUD BACKUP	\$56.66
E 620-53700-923 OUTSIDE SERVICES	ONTECH SYSTEMS, INC	IT SERVICES	\$131.25
E 620-53700-623 PUMPING - SUPPLIES/EXPENSES	REARDON METAL FABRICATING	14X14 PLATE	\$526.00
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	SCADA SERVICE	\$4,057.50
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	GIS MAINTENANCE	\$773.12
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	AGOL ORG SET UP AND COORDINATION	\$750.00
E 620-53700-673 TRANS&DIST MAINS	RUEKERT & MIELKE	CONSTRUCTION REVIEW AND ADMIN	\$8,333.65
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	WELL 5 SCADA UPGRADE	\$4,393.00
WATER UTILITY			\$1,079,529.68
WOODS DRIVE			
E 401-70610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CONSTRUCTION REVIEW AND ADMIN	\$1,340.00

Account Descr	Search Name	Comments	Amount
E 401-70610-285 CONSTRUCTION COSTS	STARK PAVEMENT CORPORATION	2024 PAVING PROGRAM	<u>\$5,749.15</u>
WOODS DRIVE			<u>\$7,089.15</u>
			<u>\$1,271,642.54</u>

pd 11-14-24

Receipt # 259249

Form AB-200

# Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer ..... \$ 66.67     Class "B" Beer ..... \$ \_\_\_\_\_
- Class A" Liquor ..... \$ 300.00     "Class B" Liquor ..... \$ \_\_\_\_\_
- "Class A" Liquor (cider only) \$ \_\_\_\_\_     Reserve "Class B" Liquor \$ \_\_\_\_\_
- "Class C" Liquor (wine only) \$ \_\_\_\_\_

Fees	
License Fees	\$ <u>366.67</u>
Background Check Fee	\$ _____
Publication Fee	\$ <u>20.00</u>
<b>Total Fees</b>	\$ <u>386.67</u>

## Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <b>TANUI CORPORATION</b>		
2. Business Trade Name or DBA <b>HARTLAND CITGO</b>		
3. FEIN <b>33-1738200</b>	4. Wisconsin Seller's Permit Number <b>456-1031854530-04</b>	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
6. State of Organization <b>W.I</b>	7. Date of Organization <b>9/26/2024</b>	8. Wisconsin DFI Registration Number
9. Premises Address <b>301 E CAPITOL DR</b>		
10. City <b>HARTLAND</b>	11. State <b>W.I</b>	12. Zip Code <b>53029</b>
13. County <b>WAUKESHA</b>	14. Governing Municipality: <input type="checkbox"/> City <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village of: <b>HARTLAND</b>	15. Aldermanic District
16. Premises Phone <b>1-678-520-6448</b>	17. Premises Email <b>CHITLURI_1976@yahoo.com</b>	18. Website
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.  <b>Behind the Counter, cooler and shelves, sales floor.</b>		
20. Mailing Address (if different from premises address)		
21. City	22. State	23. Zip Code

## Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages.     Yes     No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . .  Yes  No beverages.  
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . .  Yes  No  
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . . .  Yes  No  
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. . . . .  Yes  No  
 6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? . . . . .  Yes  No  
 7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? . . . . .  Yes  No

**Part C: Individual Information**

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
POTTI	CHANDRIKA	OWNER	1-678-327-1327
MYLAVARAPU	KRISHNAKUMARI	U	1-414-551-0111

**Part D: Attestation**

One of the following must sign and attest to this application:  
 • sole proprietor      • one general partner of a partnership      • one corporate officer      • one member of an LLC

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <b>POTTI</b>	First Name <b>CHANDRIKA</b>	M.I.
Title <b>owner</b>	Email	Phone <b>1-678-327-1327</b>
Signature <b>P. Chandrika</b>	Date <b>11/11/2024</b>	

**Part E: For Clerk Use Only**

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Original

Form  
AB-101

### Alcohol Beverage Appointment of Agent

Date  
11/4/2024

**Agent Type** (check one)

Original (no fee)       Successor (\$10 fee for municipal licensees only)

**Part A: Business Information**

1. Legal Business Name (individual name if sole proprietor)  
TANVI CORPORATION

2. Business Trade Name or DBA  
HARTLAND CITGO

3. Entity Type (check one)  
 Limited Liability Company       Corporation       Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)  
 Municipal Retail License       State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

**Part B: Agent Information**

1. Last Name: POTTI      2. First Name: CHANDRIKA      3. M.I.

4. Email: CHITLORI\_1976@yahoo.com      5. Phone: 1-678-520-6448

6. Home Address: 4730 ELM BROOK WAY

7. City: BROOKFIELD      8. State: WI      9. Zip Code: 53005      10. Age: 41

11. Drivers License/State ID Number: P300-1008-3640-02      12. Drivers License/State ID State of Issuance: W.I.

RJC  
11-18-24

**Part C: Agent Questions**

1. Have you satisfied the responsible beverage server training requirement? .....  Yes     No  
Submit proof of completion.

2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire? .....  Yes     No  
Submit a completed Form AB-100 with this form.

3. Have you been a Wisconsin resident for at least 90 continuous days? .....  Yes     No  
See instructions for exceptions.

Continued →

**Part D: Business Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <b>POTTI</b>		First Name <b>CHANDRIKA</b>	M.I.
Title <b>owner</b>	Email <b>Chitluzi-1976@yahoo.com</b>		Phone
Signature <b>P. Chandrika</b>		Date <b>11/4/2024</b>	

**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <b>POTTI</b>		First Name <b>CHANDRIKA</b>	M.I.
Signature <b>P. Chandrika</b>		Date <b>11/4/2024</b>	

## Alcohol Beverage Individual Questionnaire

Date 11/14/2024

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (Individual name if sole proprietor) <b>TANVI CORPORATION</b>	
2. Business Trade Name or DBA <b>HATLAND CITY</b>	
3. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information				
1. Last Name <b>POTTI</b>		2. First Name <b>CHANDIKA</b>		3. M.I.
4. Relationship to Business (Title)		5. Email		6. Phone <b>1-678-327-1327</b>
7. Home Address <b>4730 ELM BROOK WAY</b>				
8. City <b>BROOKFIELD</b>		9. State <b>WI</b>	10. Zip Code <b>53005</b>	11. Date of Birth <b>04/20/1983</b>
12. Drivers License/State ID Number <b>P300-1008-3640-02</b>			13. Drivers License/State ID State of Issuance <b>WI</b>	

Part C: Address History						
1. Do you currently reside in Wisconsin? .....				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application? ....				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Years <b>17</b></td> <td style="width: 50%;">Months <b>3</b></td> </tr> </table>	Years <b>17</b>	Months <b>3</b>
Years <b>17</b>	Months <b>3</b>					
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.						
Previous Address 1 <b>1180 LINKS CT</b>		City <b>BROOKFIELD</b>	State <b>WI</b>	Zip Code <b>53005</b>		
Previous Address 2 <b>1803 SHEPHERD CT, APT #104</b>		City <b>WAUKESHA</b>	State <b>WI</b>	Zip Code <b>53186</b>		
Previous Address 3		City	State	Zip Code		
Previous Address 4		City	State	Zip Code		
Previous Address 5		City	State	Zip Code		
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.						
State <b>WI</b>	County <b>WAUKESHA</b>	State	County	State		
State	County	State	County	State		

Continued →

**Part D: Criminal History**

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . .  Yes  No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . .  Yes  No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part E: Attestation**

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature	<i>P. Chandzika</i>	Date	<i>11/4/2024</i>
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VILLAGE OF HARTLAND

RESOLUTION NO 11/25/2024

RESOLUTION APPROVING ARPA FUNDING GRANT SPENDING ON HWY 83  
WATER MAIN PROJECT

WHEREAS, the Village of Hartland has received \$975,510.93 in ARPA grant money from the treasury plus interest earned since receiving this funding.

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

1. Approve the use of the ARPA grant funds and interest income received for the Hwy 83 Water Main project in the fall of 2024.

Adopted this 25<sup>th</sup> day of November, 2024.

---

Jeffrey Pfannerstill, Village President

Attest:

---

Sandee Policello, Village Clerk

1 **ARTICLE I - PURPOSE OF AGREEMENT**

2 **Section 1.01:** The purpose of this agreement is to express the understanding between  
3 the Labor Association of Wisconsin, Inc. on behalf of the Hartland Professional Police Association,  
4 and the Village of Hartland, as to wages, hours and working conditions, and to assure high quality  
5 personnel for the general health, safety and welfare of the Village of Hartland.  
6

7 **ARTICLE II - RECOGNITION**

8 **Section 2.01:** The Village hereby recognizes the Labor Association of Wisconsin, Inc., on  
9 behalf of the Hartland Professional Police Association (hereinafter "Association"), as the sole and  
10 exclusive bargaining agent, with respect to hours, wages and conditions of employment, for all  
11 regular full-time and part-time officers having power to arrest, excluding supervisory,  
12 confidential, managerial, executive and all other officers, pursuant to Section 111.70 and 111.77  
13 of the Wisconsin Statutes, to bargain collectively through representatives of their own choosing.

14 **Section 2.02 – Association Dues/Dues Deduction:**

- 15 A. **Representation:** The Association will represent all of the employees covered by  
16 this agreement, both Association members and non-members, fairly. Non-  
17 members will not be required to pay their proportionate share of the costs of the  
18 collective bargaining process and contract administration.
- 19 B. **New Officers:** With respect to new officers, said voluntary deductions shall  
20 commence with the pay period following the date such officer completes his/her  
21 first thirty (30) days.
- 22 C. **Administration:** The HPPA will submit a voucher to the Finance Director/Treasurer,  
23 prior to the first Village Board meeting of each month, reflecting the amount of  
24 dues the Finance Director/Treasurer should deduct from each member's paycheck  
25 for that month. The HPPA agrees to certify only such Association costs as allowed  
26 by law. This check will be made out to the HPPA and delivered to the HPPA  
27 Treasurer or his designee no later than seven (7) days after the Village Board  
28 approval.

1 D. Forfeiture: In the event that the bargaining representative, its officers, agents or  
2 any of its members, acting individually or in concert with another, engage in or  
3 encourage any illegal strike or illegal work stoppage or any other type of illegal job  
4 action against the Village during the term of this Agreement, the deductions and  
5 payments of Association dues made in accordance with this Agreement, and any  
6 voluntary dues deductions (check-off) privileges, shall be terminated forthwith by  
7 the Employer.

8 E. Responsibilities of the Employer And The Collective Bargaining Representative:

9 1. If, through inadvertence or error, the employer fails or neglects to make a  
10 deduction, which is properly due and owing from the officer's paycheck,  
11 such deduction shall be made from the next paycheck of the officer and  
12 submitted to the collective bargaining representative. The employer shall  
13 not be liable to the collective bargaining representative, officer or any  
14 other party by reason of the requirements of this section of the Agreement  
15 for the remittance or payment of any sum other than those constituting  
16 actual deductions made from officer wages earned.

17 2. The collective bargaining representative shall indemnify and save the  
18 Village harmless against any and all claims, demands, suits, orders,  
19 judgments, or other forms of liability that shall arise out of, or by any  
20 reason of, action taken or not taken by the Village under this section.

21 F. Dues Deduction: The Employer agrees to deduct payroll dues from the pay of  
22 officers who individually sign voluntary checkoff authorization forms supplied by  
23 the Association which shall include the following statement: "I, the undersigned,  
24 hereby authorize the Village to deduct Association dues from my wages each and  
25 every paycheck and direct that such amount so deducted be sent to the Treasurer  
26 of the Association for and on my behalf. The authorization shall be irrevocable and  
27 shall automatically renew itself for successive years unless I give thirty (30) days  
28 written notice to the Village and the Association of my desire to change the

1 amount or revoke the dues deduction at the end of such thirty (30) day period or  
2 at the end of such year.

3 NAME \_\_\_\_\_ DATE \_\_\_\_\_  
4 WITNESS \_\_\_\_\_ DATE \_\_\_\_\_ "

5 The Employer agrees to deduct the appropriate amount from each paycheck of  
6 each officer requesting such deduction following receipt of the above enumerated  
7 statement and shall remit the total of such deductions to the Treasurer of the  
8 Association within ten (10) days of the date such deductions were made with a list  
9 of the names that the deductions have been deducted from. Any changes in the  
10 amount to be deducted shall be certified to the Employer by the Treasurer of the  
11 Association at least (30) days prior to the effective date of such change.

12  
13 **ARTICLE III - MANAGEMENT RIGHTS**

14 **Section 3.01:** The Association recognizes that the Village possesses the sole right to  
15 operate Village government, and that all management rights repose on the Village. The Village  
16 will exercise its management rights consistent with the other provisions of the agreement. These  
17 rights, which are normally exercised by the Chief of Police, include, but are not limited to, the  
18 following:

- 19 A. To direct all operations of the Police Department.
- 20 B. To hire, evaluate, promote, train, transfer, assign and schedule officers in  
21 positions with the Village; and to suspend, demote, discharge or take other  
22 disciplinary action against officers other than probationary officers for just cause  
23 pursuant to the Rules and Regulations of the Village of Hartland Police  
24 Department.
- 25 C. To layoff officers from their duties.
- 26 D. To determine the methods, means, number of personnel needed to carry out the  
27 Police Department mission.
- 28 E. To introduce new or improved methods or facilities.

1 F. Change existing methods or facilities.

2 G. Contract out for goods and/or services. The Association recognizes that the Village  
3 of Hartland has statutory and charter rights and obligations in contracting for  
4 matters relating to municipal operation. The rights of contracting or  
5 subcontracting are vested in the Village. The right to contract or subcontract shall  
6 not be used for the purpose or intention of undermining the Association, nor to  
7 discriminate against any of its members. The rights of contracting or  
8 subcontracting shall be used in the event of an emergency, strike, work stoppage,  
9 or essential public need where it is uneconomical for Village officers to perform  
10 said services.

11 H. To take whatever action must be necessary to carry out the functions of the Police  
12 Department in situations of emergency.

13 I. To direct the officers of the Village including the right to assign work and overtime.

14 The Association agrees that it will not attempt to abridge these Management Rights, and  
15 the Village agrees that it will not use these Management Rights to interfere with the rights of the  
16 Association as established under this Agreement, or under Wisconsin Statute.

17  
18 **ARTICLE IV - SECTION 125 PLAN**

19 **Section 4.01:** The employer shall make available to all officers a Section 125 Plan which  
20 shall include insurance premiums, non-reimbursed medical expenses and child/dependent care.

**ARTICLE V - WAGES AND COMPENSATION**

**Section 5.01 - Wage Scale:**

**January 1, 2022 (3.0% on the hourly wage rate)**

<b>Patrol Officer</b>	<b>Approximate Annual Wage</b>	<b>Approximate Biweekly Wage</b>	<b>Hourly Wage</b>
Non-Certified Officer	\$36,711.38	\$1,411.98	\$17.6497
Certified	\$63,550.60	\$2,444.25	\$31.3521
After 1 year Certified	\$69,357.93	\$2,667.61	\$34.2170
After 2 years Certified	\$75,168.78	\$2,891.11	\$37.0838
After 3 years Certified	\$80,975.81	\$3,114.45	\$39.9486
After 4 years Certified	\$86,785.01	\$3,337.89	\$42.8145
Detective	\$90,553.29	\$3,482.82	\$43.5352

**January 1, 2023 (4.0% on the hourly wage rate)**

<b>Patrol Officer</b>	<b>Approximate Annual Wage</b>	<b>Approximate Biweekly Wage</b>	<b>Hourly Wage</b>
Non-Certified Officer	\$37,206.90	\$1,431.03	\$18.3556
Certified	\$66,092.61	\$2,542.02	\$32.6061
After 1 year Certified	\$72,132.25	\$2,774.32	\$35.5857
After 2 years Certified	\$78,175.53	\$3,006.75	\$38.5671
After 3 years Certified	\$84,214.72	\$3,239.03	\$41.5465
After 4 years Certified	\$90,256.41	\$3,471.40	\$44.5271
Detective	\$94,175.43	\$3,622.13	\$45.2766

**January 1, 2024 (4.0% on the hourly wage rate)**

<b>Patrol Officer</b>	<b>Approximate Annual Wage</b>	<b>Approximate Biweekly Wage</b>	<b>Hourly Wage</b>
Non-Certified Officer	\$38,695.02	\$1,488.27	\$19.0898
Certified	\$68,736.18	\$2,643.70	\$33.9103
After 1 year Certified	\$75,017.45	\$2,885.29	\$37.0091
After 2 years Certified	\$81,302.56	\$3,127.02	\$40.1098
After 3 years Certified	\$87,583.43	\$3,368.59	\$43.2084
After 4 years Certified	\$93,866.72	\$3,610.26	\$46.3082
Detective	\$97,942.42	\$3,767.02	\$47.0877

1 **January 1, 2025 (3.0% on the hourly wage rate)**

<b>Patrol Officer</b>	<b>Approximate Annual Wage</b>	<b>Approximate Biweekly Wage</b>	<b>Hourly Wage</b>
Non-Certified Officer	\$39,855.89	\$1,532.92	\$19.6625
Certified	\$70,798.25	\$2,723.01	\$34.9276
After 1 year Certified	\$77,268.02	\$2,971.85	\$38.1194
After 2 years Certified	\$83,741.65	\$3,220.83	\$41.3131
After 3 years Certified	\$90,211.03	\$3,469.22	\$44.5047
After 4 years Certified	\$96,682.63	\$3,718.57	\$47.6974
Detective	\$100,880.62	\$3,880.02	\$48.5003

2  
3 **Section 5.02 - Pay Period:** Wage and benefit payments shall consist of equal biweekly  
4 payments. The paychecks of each officer shall be paid on alternate Fridays.

5 **Section 5.03 – Longevity Payment:** Employees covered by this agreement, who have  
6 completed five (5) full years with the Hartland Police Department, shall receive longevity pay  
7 equal to 1.5% of their monthly salary each month. Longevity pay shall be paid bi-weekly.

8  
9 **ARTICLE VI - WORK WEEK AND WORK DAYS**

10 **Section 6.01:** Patrol Officers of the Police Department covered by this agreement shall  
11 work four (4) days on and have (2) days off and then repeating the cycle. A work day shall consist  
12 of eight (8) hours and twenty (20) minutes (2027 hours per year). The normal work day consists  
13 of the following normally scheduled shifts:

14 6:00 a.m. to 2:20 p.m.

15 2:00 p.m. to 10:20 p.m.

16 10:00 p.m. to 6:20 a.m.

17 The placement of normally scheduled work shifts in this Agreement in no way limits or  
18 restricts the right of management to change the normally scheduled work shift provided that a  
19 forty-eight (48) hour notice is given. The above notification requirement shall not apply to  
20 training assignments. Management reserves the right to change an officer’s normally scheduled  
21 work days to accommodate training for that officer.

22 **Section 6.02:**

1 A. Patrol Officers assigned as Detectives for their primary duties will normally work  
2 Monday through Friday with Saturdays and Sundays off and a shift of eight (8) hours  
3 per day (2080 hours per year). The schedule of days worked and the starting and  
4 ending times of the workday shall be mutually agreed upon between the Detective  
5 and his/her Supervisor with the Chief of Police retaining the right to schedule the  
6 hours worked if a mutual agreement is not reached. The position will have the ability  
7 to use unlimited personal switch days, which must be reasonable and approved by  
8 the Chief of Police or the Chief's designee. Management reserves the right to change  
9 an officer's normally scheduled work days to accommodate training for that officer.

10 B. Patrol Officers assigned as a Patrol Detective will receive a base rate of pay that is the  
11 average of the Detective wage and the Patrol Officer wage with the assigned Officer's  
12 current years of service as shown in Section 5.01. Patrol Detectives will retain the  
13 schedule as described in Section 6.01 except the start time for Patrol Detectives shall  
14 be mutually agreed upon between the Patrol Detective and his/her Supervisor with  
15 the Chief of Police retaining the right to determine the schedule worked if a mutual  
16 agreement is not reached. The position will have the ability to use unlimited personal  
17 switch days, which must be reasonable and approved by the Chief of Police or the  
18 Chief's designee. The Patrol Detective is only able to switch shifts with other Officers  
19 when assigned to a patrol function. Management reserves the right to change an  
20 officer's normally scheduled work days to accommodate training for that officer.

21 **Section 6.03 – Daylight Saving Time:** Officers on duty in the fall of the year when Standard  
22 Time returns will be required an additional hour on their shift and will be compensated at the  
23 appropriate overtime rate for that hour. Officers on duty in the spring of the year when Daylight  
24 Saving Time (DST) is implemented will work a full eight (8) hours and twenty (20) minute shift  
25 with such shift ending one (1) hour later (e.g. 7:20am Central DST). Upon approval of their shift  
26 supervisor, Officers on duty during this time change may begin their shift one hour early and end  
27 at the usual time (e.g. 6:20am Central DST).

1 **ARTICLE VII - SHIFT SELECTION**

2 **Section 7.01:** When the Village determines that a vacancy exists on a shift, assignments  
3 to that shift shall be made on the basis of seniority in classification. The most senior officer  
4 eligible for shift reassignment shall have the option of accepting the reassignment.

5 The Employer shall post shifts on or about October 1 of each year from which officers will  
6 select shifts for the ensuing year by seniority preference. Shift preference will be implemented  
7 as soon as practicable following January 1 of each year.

8 **Section 7.02:**

9 A. **Officer Switch Days:** Non-probationary officers of equal assignment may switch  
10 full and half work shifts at no additional cost to the Village provided all of the  
11 following conditions are met:

- 12 1. The switch is designated at the outset;
- 13 2. The switch (payback) is accomplished within the same calendar year;
- 14 3. The officers provide at least forty-eight (48) hours' notice of the switch;
- 15 4. The approval of the Police Chief or his/her designee is obtained.
- 16 5. Officers can switch shifts with any non-probationary officer of  
17 equal assignment on any shift.
- 18 6. Half shift switches can be an extension of an officer's work shift or with  
19 an officer who is normally not scheduled to work.
- 20 7. If the switch half shift is an extension at the end of an officer's shift, the  
21 officer will start the switch time at the end of their shift and work 4 hours  
22 and 10 min. (1420-1830, for example).
- 23 8. If the switch half shift is an extension at the beginning of an officer's shift,  
24 the officer will start the switch time 4 hours and 10 min prior to the start  
25 of their shift. (0150-0600, for example)
- 26 9. Half shift switches with an off-duty officer will begin at the shift beginning  
27 or halfway point of the officer being worked for.
- 28 10. It is understood that officers may not work double shifts and that each

1 officer is limited to eight (8) switches per calendar year.

2 B. **Personal Switch Days:** Non-probationary officers may switch shifts with  
3 themselves provided that the following conditions are met and there is no  
4 additional cost to the Village:

- 5 1. Both the work day and trade off day must be within 30 days of the current  
6 date and within the same calendar year. The 30-day period is a rolling  
7 period that is always counted from the current date, except for December  
8 trade dates which must be accomplished by the end of the year.
- 9 2. A maximum of six (6) personal trade days can be done in a calendar year.
- 10 3. Trade days must improve or be neutral to the goal of having two officers  
11 working on a shift.
- 12 4. Trades are subject to the approval of a supervisor.
- 13 5. All personal trades are for the same shift.
- 14 6. Vacation days have priority over personal trade days.

15 C. Overtime provisions shall not apply to switched shifts unless the officer is held  
16 beyond the anticipated hours for a given switched shift.

17 D. Once a switch has been approved, the officers involved may not take holidays,  
18 vacation days or comp time, or another switch to avoid working on the agreed  
19 change date.

- 20 1. If an officer is legitimately sick, sick time use is not prohibited on the day  
21 of the switch.

## 22 **ARTICLE VIII - OVERTIME**

### 23 **Section 8.01 - Definition of Overtime:**

24 A. Any officer that is required to perform work in excess of eight (8) hours and twenty  
25 (20) minutes in any regularly scheduled work day shall be compensated at the rate  
26 of time and one-half (1-1/2) the officer's regular hourly rate including any  
27 Longevity or Education pay. Overtime will be paid biweekly. Overtime will be  
28

1 authorized only by the Chief of Police or the Chief's designee.

2 B. Officers who are assigned to work and who work two (2) full eight (8) hour and  
3 twenty (20) minute shifts within a twenty-four (24) hour period at the direction of  
4 the Chief of Police or the Chief's designee, shall receive time and one-half (1-1/2)  
5 for the second shift, which pay may not be taken as compensatory time off. This  
6 benefit shall only be received as additional pay. Officers who volunteer to work  
7 two (2) shifts within such period shall be paid at their regular rate of pay.

8 C. An officer who is scheduled to work and who works outside of the officer's  
9 normally scheduled shift without a forty-eight (48) hour notice as prescribed in  
10 Section 6.01, shall be entitled to an additional one-half (1/2) hour pay for each  
11 hour worked outside of the officer's normally scheduled hours, or call in pay,  
12 whichever is greater.

13 D. Payment for any overtime worked by a member when the member is on vacation  
14 leave or when the member is off on a holiday off-day shall be made at the rate of  
15 double time.

16 *\*Effective 01-01-2019, Longevity and Education pay were acknowledged in this*  
17 *contract as included in an Officer's hourly wage rate for calculation of the overtime*  
18 *rate, which has been Village practice in accordance with the law.*

19 **Section 8.02 - Call-In Pay:** For any required overtime worked, other than an extension of  
20 an officer's regularly scheduled tour of duty, and including, but not restricted to, emergency or  
21 early call-ins, special events, crossing guard duty, and court appearances, a minimum of three (3)  
22 hours overtime shall be paid. Except:

23 A. If an officer is required to perform a duty function outside their normally  
24 scheduled time, but the assignment does not require them to report to a specific  
25 location, the call-in pay shall be 1 hour (60 minutes) at their current overtime rate.  
26 If that assignment takes them beyond 1 hour (60 minutes), the overtime shall be  
27 actual time spent on the assignment and paid at their current overtime rate.

28 B. If an officer is required to perform a duty function and that function requires them

1 to report to a specific location and starts within 1 hour (60 minutes) of their  
2 normal shift start time on a scheduled work day, the call-in pay will be 1 hour (60  
3 minutes) at their current overtime rate. This section would not apply to  
4 emergency or early call-in, but would apply to special events, crossing guard duty,  
5 court appearance, or other special assignments. If the specific event starts beyond  
6 1 hour (60 minutes) of their normally scheduled shift start time on a scheduled  
7 work day, the 3-hour call-in pay remains in effect.

8 **Section 8.03 - Payment of Overtime/Compensatory Time**: An officer has the choice of  
9 taking payment for overtime as additional wages or as compensatory time off.

- 10 A. The Association recognizes the need for maintaining adequate police protection  
11 for the Village and agrees that these overtime compensatory days off shall be  
12 taken only with the approval of the Chief of Police or his designee.
- 13 B. Officers may take their choice of days off as they wish, restricted only to seniority  
14 and the proper staffing of the Police Department.
- 15 C. The Chief of Police or the Chief's designee shall keep an account record of a  
16 compensatory time bank for each officer. Overtime worked, which an officer shall  
17 designate as compensatory time, up to thirty-three and one third (33.3) hours,  
18 shall be placed into the compensatory time bank at the rate of time and one half  
19 (1-1/2). Officers shall be able to use up to twelve (12) days of compensatory time  
20 off annually. Any additional overtime worked shall be paid out at the Officer's  
21 overtime rate and will not regenerate the compensatory time bank. At the end of  
22 each pay period, overtime in excess of that in the bank shall be paid out to the  
23 officer. Any accrued compensatory time that is not used will be paid out in January  
24 of the following year at the previous year's pay rate. No time shall be carried over  
25 to the following year. Compensatory time off may be taken in increments of not  
26 less than two (2) consecutive hours at either the beginning or end of a shift.  
27 Officers shall request the use of compensatory time off at least forty-eight (48)  
28 hours prior to the requested time off. The Chief or Police or designee may waive

1 the forty-eight (48) hour notice requirement.

2 **Section 8.04 – Seniority – Vacant Shifts/Overtime with 24 hours or more notice:** If a  
3 shift becomes available with at least 24 hours' notice to the Employer and the Employer decides  
4 to fill such vacancy by offering the vacancy as overtime hours, the Employer shall offer the  
5 overtime by seniority to all employees. If no one agrees to work the overtime, the Employer shall  
6 fill the vacancy by reverse seniority to hold over and/or call-in officers that are on duty the day(s)  
7 of the vacancy (e.g. if a unfilled vacancy needed to be filled for an early team shift, the employer  
8 should hold over the least senior day team officer and order in the least senior late team officer  
9 who is already scheduled to work that day).

10 A. The Employer only need give notice of the available overtime via an email  
11 message, and the employees have 2 hours to respond.

12 1. The overtime will be awarded to the most senior officer who has responded  
13 within the 2-hour time period

14 2. An officer on vacation or holiday may respond to work the overtime but will  
15 be paid time and one half (1-1/2) not (2x) double time.

16 **Section 8.05 – Seniority – Vacant Shifts/Overtime with less than 24 hours' notice:** If  
17 the vacancy has a duration of four hours or less and is contiguous to the shift of an officer(s)  
18 currently on-duty or contiguous to the shift of an officer who will be coming on duty, the hours  
19 will be offered to the currently on-duty officer(s) by seniority (e.g. Vacancy of 2:00 pm – 6:00 pm  
20 offered to on-duty day team officers) or the oncoming officer(s) by seniority (e.g. Vacancy of 6:00  
21 pm – 10:00 pm offered to oncoming late team officers).

22 A. For any other vacancy, a supervisor or their designee will give notice of the available  
23 overtime via a department wide text message, and the employees will have 10  
24 minutes to respond. The overtime will be awarded to the most senior officer who has  
25 responded within the 10-minute time period. An officer on vacation or holiday may  
26 respond to work the overtime but will be paid time and one half (1 ½) not (2x) double  
27 time.

28 B. It is understood that consideration must be given to the time of day and the needs of

1 the department. The supervisor (or their designee) may choose to order an officer in  
2 early based on reverse seniority. This provision will not be in effect when an  
3 emergency situation exists or when the situation dictates that an officer with  
4 specialized training is needed (e.g. evidence technician, photographer).

5 C. For purposes of this section, “emergency” is defined as that situation which presents  
6 a threat to life, limb or serious damage to public and private property. This section  
7 shall not be abused to the extent that shift privileges accorded seniority employees in  
8 a given classification would be lost.

9  
10 **ARTICLE IX - EDUCATIONAL INCENTIVE PAY**

11 **Section 9.01:** Employees covered by this agreement, who have acquired credits earned  
12 from an accredited college or university, shall be compensated at the rate of one dollar and fifty  
13 cents (\$1.50) per credit earned, per month, to a maximum of one hundred dollars (\$100.00) per  
14 month. This payment shall be made biweekly. Effective for employees covered by this agreement  
15 hired after January 1, 2019, such payment shall be applicable only to credits earned beyond the  
16 minimum required to qualify as a Police Officer for the Village of Hartland. Non-Certified Officers  
17 do not qualify for educational incentive pay.

18 **ARTICLE X - UNIFORM REPLACEMENT AND MAINTENANCE**

19 **Section 10.01:** Upon appointment to the Police Department each officer shall be provided  
20 with a full uniform at Village expense. The Chief of Police shall determine from time to time what  
21 constitutes a full uniform. Generally, a full uniform will consist of:

22 1 Winter Uniform (including e.g., 1 coat, 2 pairs of uniform trousers, 2 long sleeve  
23 shirts, 1 knit uniform hat, 2 long sleeve insulating T-Shirts).

24 1 Summer Uniform (including e.g., 2 pair of uniform trousers, 2 short sleeve shirts).

25 1 Dress Hat 1 Holster

26 1 Raincoat and Hat Cover 2 Outer Badges

27 2 Uniform Ties 1 Hat Badge

28 1 Hand Gun 1 Wallet/ID Badge

- 1                   1 Gunbelt   2 Nameplates
- 2                   1 Pair of Handcuffs                                   2 ID/Photocard
- 3                   1 Handcuff Case                                      2 HPD Collar Pins
- 4                   2 Magazines and Pouches                           1 Duty Bag
- 5                   1 Armor Vest and Vest Carrier                   Handgun Ammunition
- 6                   1 Personal Protection                              1 Pair Shooter's glasses
- 7                   Equipment Kit (including TB mask)              1 Riot Helmet
- 8                   1 Firearms Hearing Protection                    1 HPD Tie Clasp
- 9                   2 Defensive Weapons (1 OC spray container and 1 expandable metal baton)
- 10                  1 Flashlight   1 Weapon Light (if desired)
- 11                  1 Whistle and Lanyard                            1 Pair of Duty Boots
- 12                  1 Earpiece for Radio (if desired)

13                   Items shall be of a type as prescribed by the Chief of Police. The initial uniform items  
 14 which are purchased by the Village shall remain the property of the Village during the officer's  
 15 period of probation. These items shall be returned to the Village by the officer in the event the  
 16 officer resigns or is dismissed prior to the termination of the officer's probationary status. Failure  
 17 to comply with this section shall cause the Village to charge the resigned/dismissed officer for  
 18 any non-returned items and cost of same will be deducted from the officer's Termination of  
 19 Employment Compensation, (Article XIX).

20                   **Section 10.02:** After completion of an officer's probationary status, the uniform items  
 21 purchased by the Village shall be considered the officer's property, with the exception of the  
 22 following items:

- 23                   All Handgun Ammunition                           2 HPD Collar Pins
- 24                   1 Personal Protection Equipment Kit (including TB mask)
- 25                   2 Defensive Weapons (1 OC spray container and 1 expandable metal baton)
- 26                   1 Hand Gun   1 Hat Badge
- 27                   1 Gunbelt    1 Wallet/ID Badge
- 28                   1 Pair of Handcuffs                                2 ID/Photocard

- |   |                          |                               |
|---|--------------------------|-------------------------------|
| 1 | 1 Handcuff Case          | 2 Magazines and Pouches       |
| 2 | 2 Outer Badges           | 1 Firearms Hearing Protection |
| 3 | 1 Holster                | 1 Riot Helmet                 |
| 4 | 1 Pair Shooter's Glasses | 1 Weapon Light                |
| 5 | 1 HPD Tie Clasp          |                               |

6 An officer must return the above items to the Police Department at the time of the  
 7 officer's resignation or dismissal, unless the officer has already done so at some earlier date or  
 8 has replaced these items from the officer's uniform replacement allowance. The costs of any non-  
 9 returned items listed above will be deducted from the officer's Termination of Employment  
 10 Compensation, (Article XIX).

11 An officer who retires must return the above items to the Police Department except that  
 12 the retirees shall be allowed to retain one badge which will be suitably mounted on a plaque, the  
 13 retiree's name plate, and all original certificates that the officer received from schools attended  
 14 while a member of the Department.

15 **Section 10.03 - Uniform and Equipment Allowance:** After one (1) year of employment,  
 16 each officer shall have an amount set aside with the Village Treasury to be drawn for uniform  
 17 replacement and maintenance, as needed on a voucher system, but not to exceed five hundred  
 18 dollars (\$500.00). Payment shall be made only upon submission of bills or receipts to the Village.  
 19 A bank shall be created, and officers shall be allowed to carry over up to four hundred dollars  
 20 (\$400.00) per year, but they shall not be allowed to maintain any more than nine hundred dollars  
 21 (\$900.00).

22 Officers who have completed their probationary period shall be allowed to use the  
 23 Uniform and Equipment Allowance to purchase an off-duty firearm once every ten (10) years.  
 24 The purchase of an off-duty firearm must be pre-approved by the Chief of Police. The off-duty  
 25 firearm is property of the officer for their use in an off-duty capacity. The replacement of uniform  
 26 or equipment items, including footwear, because of wear and/or condition, except for firearms,  
 27 handcuffs, or defensive weapons, can be made by the choice of a member or by the Chief of  
 28 Police. All draws over \$500 against this clothing allowance account shall be preceded by a

1 purchase order made out to the designated Police Department supplier. Payment to the supplier  
2 shall be made by the Village Clerk only after receipt of a Voucher having a copy of the supplier's  
3 bill attached. If the non-list vendor will not accept a Village Purchase Order and recognize the  
4 Village's sale tax exempt status, the sales tax will be deducted from the officer's clothing  
5 allowance account. All shipping and handling charges will also be deducted from the officer's  
6 clothing allowance account. Anytime the Chief of Police shall designate a uniform change, such  
7 as color or type of uniform or patches, the Village shall pay each officer the amount necessary to  
8 replace the officer's present uniform items which are in a serviceable condition, if the Chief of  
9 Police orders a change to the new uniform article. This section does not apply to an order from  
10 the Chief of Police to an officer to replace a uniform or equipment item because of its worn,  
11 unserviceable condition. The uniform and equipment allowance shall primarily be for uniform or  
12 work purposes and cannot be used to purchase an item of general clothing which would not be  
13 commonly found at a police supply store.

14 The annual uniform replacement and maintenance allowance shall be as follows:

15 Five hundred dollars (\$500.00) shall be considered a prorated bank earned at the rate of  
16 one hundred twenty-five dollars (\$125.00) per quarter on the first day of the quarter.

17 The full bank will be available to officers as of January 1 of each year as needed pursuant  
18 to the above requirements. An officer who retires, resigns or is dismissed during the year shall  
19 have any excess uniform allowance money spent in excess of the officer's prorated bank  
20 deducted from the officer's Termination of Employment Compensation (Article XIX).

21 **Section 10.04 - Armor Vests:** A vest replacement fund shall be established for all officers  
22 at the rate of one hundred twenty-five dollars (\$125.00) per officer per year with a maximum  
23 accumulation of six hundred dollars (\$600.00). The vests that will be provided by the employer  
24 must provide protection to the officer which at a minimum would protect them from their own  
25 firearms. Vests that are provided by the Village must be worn at all times unless noncompliance  
26 with wearing the vest has been approved by the Chief of Police or meets one of the mutually  
27 agreed exceptions. Officers who wish to purchase a vest and/or ballistic shield that exceeds the  
28 amount of money allocated above shall be allowed to take the additional monies from their

1 clothing allowance referenced in Section 10.03 to make up the difference. Any costs in excess of  
2 available allowances shall be borne by the officer.

3  
4 **ARTICLE XI - HOSPITALIZATION, DENTAL & SURGICAL CARE INSURANCE**

5 **Section 11.01 - Hospitalization, Dental and Surgical Care Insurance:** The Employer shall  
6 provide hospitalization and surgical care insurance through the State of Wisconsin Health. The  
7 Village shall offer the Wisconsin Public Employers' Group Health Insurance Deductible HMO  
8 Option - Deductible Standard Plan. The Village may from time to time, change the insurance  
9 carrier or self-fund health care benefits if it elects to do so provided the coverage afforded  
10 officers is equivalent or comparable. The Village shall notify the Association in writing at least  
11 thirty (30) days prior to any change in carrier. If the Village elects to change insurance carrier,  
12 the officer contribution for health insurance will be frozen at the amount the officer would have  
13 paid if the Village had remained in the State of Wisconsin Health Plan. Officer contributions will  
14 remain frozen for the remaining term of this Agreement.

15 The Village shall not be required to provide coverage for any officer during any waiting  
16 period for new officers which is imposed by the insurer.

17 Employees shall pay twelve (12.0%) percent of the cost of the lowest cost qualified plan  
18 in the service area plus the difference between the amount paid by the employer and the full  
19 cost of the plan selected through payroll deduction. The Village shall contribute \$500.00 per year  
20 into a flexible spending account for each officer who selects the single plan and \$1,000.00 per  
21 year into a flexible spending account for each officer who selects the family plan.

22 **Section 11.02:** The Village shall provide coverage through a self-funded arrangement  
23 administered by Delta Dental with an annual plan maximum of Fifteen Hundred Dollars (\$1,500)  
24 per person. The Village shall pay the monthly premiums for each officer of the Police Department,  
25 and the officer's family in the case of married officers. The Village may from time to time, change  
26 the insurance carrier, plan administrator or provide insured dental care benefits if it elects to do  
27 so provided the coverage afforded officers is equivalent or comparable. The Village shall notify  
28 the Association in writing at least thirty (30) days prior to any change in carrier.



- 3. All officers shall have the option of taking vacation days in increments of not less than four (4) hours with the approval of the Chief of Police or the Chief's designee. These requests shall be given to the Chief of Police or the Chief's designee at least forty-eight (48) hours in advance of the vacation time being requested. The Chief of Police or designee may waive the forty-eight (48) hour requirement.
- 4. In the case of a conflict of two (2) or more officers requesting the same time period for vacation, the officer with the greatest length of service shall have preference. In the case of two (2) officers having the same length of service requesting the same vacation period, a flip of the coin will resolve the conflict initially, and in succeeding years, the matter, if recurring, shall be resolved on a rotating basis, i.e., the officer losing the first conflict shall be granted the first choice the next year.
- 5. Payment may not be taken in lieu of vacations. Payout of unused vacation time will not be made except at separation.
- 6. Officers of the Police Department hired prior to 1-1-16, the following accrual schedule shall apply:

Years of Service	Annual Accrual	Monthly Accrual (approximate)
Less than 7 years	12 days	1 day
More than 7 years and less than 14 years	20 days	1.67 days
More than 14 years	28 days	2.33 days

- 7. For Officers of the Police Department hired after 1-1-16, the following vacation accrual schedule shall apply:

Years of Service	Annual Accrual	Monthly Accrual (approximate)
Less than 1 year	5 days	.42 days
More than 1 year and	11 days	.92 days

less than 7 years		
More than 7 years and less than 14 years	18 days	1.5 days
More than 14 years	25 days	2.08 days

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- 8. Officers who take vacation in the first half of the shift would commence their vacation at 6:00 a.m., 2:00 p.m. or 10:00 p.m., whichever is appropriate for the shift they are working. If the employees take their vacation on the second half of the shift, the vacation would commence at 10:10 a.m., 6:10 p.m. or 2:10 a.m., whichever is appropriate for the shift they are working. Any reference to a day’s pay throughout the collective bargaining agreement will reflect eight (8) hours and twenty (20) minutes.
- 9. **Accrual** – Officers who begin work on or before the 15th day of a month shall earn vacation leave for the entire first month of service. Officers who begin work after the 15th day of a month will not accrue vacation leave for that first month of service.
- 10. Officers cannot use vacation time while involved in any part of the field training process.
- 11. **Accumulation** – Officers may only carry over up to twenty-eight (28) total days of vacation leave from year to year. Any unused time over 28 days will be forfeited. Officers may accumulate more than 28 total days throughout the year but can only get paid a maximum of 28 days upon separation from the Police Department.

**ARTICLE XV - PENSION CONTRIBUTION**

**Section 15.01:** In addition to the Village's share of contributions to the Wisconsin State Retirement Plan, the Village shall also pay all of the officer's share, for each officer of the Police Department. The Village shall not be required to make any contributions toward the pension

1 benefit of any new officer during any waiting period imposed by the Wisconsin State Retirement  
2 Plan. Effective January 1, 2012, members of the bargaining unit shall contribute the required  
3 Employee contribution. The Village shall continue to pay the Employer contribution.  
4

5 **ARTICLE XVI - FALSE ARREST INSURANCE**

6 **Section 16.01:** The Village shall provide an adequate policy which covers each officer of  
7 the Police Department in the event an officer is sued for actions taken in the course of his duties.  
8 A copy of this policy shall be made available for review by Police Department officers. The policy  
9 may be reviewed during normal business hours at the Police Department and/or general offices  
10 of the Village of Hartland.  
11

12 **ARTICLE XVII - RESIDENCY, TRAINING, PROBATION**

13 **Section 17.01 - Residency:** There shall be no geographical boundaries for residency for  
14 officers covered under this Agreement. It is required that officers will live within a reasonable  
15 distance of the Village and be able to respond in a sufficient period of time if called in for extra  
16 duty. Officers who are required to report to the Village because of a call-in for extra duty may be  
17 subject to discipline if they do not report within a reasonable time, as determined by the Chief  
18 of Police or the Chief's designee, with all due consideration given to distance, the time of day,  
19 and other extenuating existing conditions.

20 **Section 17.02 - Training:** Within one (1) year of hiring, an officer shall complete the  
21 minimum hours of recruit training as promulgated by the Wisconsin Department of Justice,  
22 Training and Standards Board.

- 23 A. This shall not apply to new officers who have been certified by the Wisconsin  
24 Department of Justice, Training and Standards Board.

25 **Section 17.03 - Probation:** Newly hired officers of the Police Department shall serve a  
26 probationary period which period shall begin on the date of hire and end in accordance with this  
27 Section after expiration of one (1) year from the beginning of said Officer's field training. At the  
28 end of the probationary period, or at any time during the probationary period, the Chief of Police

1 shall do one of the following:

- 2 A. Release the probationary officer from that status and continue the officer's  
3 employment as an officer of the Police Department.
- 4 B. Continue the probationary period for a time not to exceed six (6) months. The  
5 officer will not receive a step pay increase until they have successfully completed  
6 their probationary period.
- 7 C. Terminate the probationer's employment for any reason without recourse to the  
8 grievance procedure.

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### **ARTICLE XVIII - LEAVE AND ABSENCES**

11

#### **Section 18.01 - Sick Leave:**

12

A. Each officer of the Police Department, from the time of hiring, shall be granted  
13 twelve (12) days of sick leave per year of employment, which sick leave shall  
14 accrue at a rate of one (1) day per month with the first payroll of the month.

15

B. Unused sick leave may be accumulated to a maximum of one hundred seventy-  
16 two (172) days. An amount equal to fifty percent (50%) of a retiree's accumulated  
17 sick leave time not to exceed 600 hours paid at the rate of pay in effect at the time  
18 of retirement may be used to provide a fund which shall be used to pay the health  
19 insurance premiums for the retiree until the fund is exhausted.

20

C. Sick leave benefits shall begin on the first day of absence and continue until the  
21 officer returns to work or has used all accumulated sick leave. Officers who are  
22 sick and unable to report to work shall notify the officer in charge, whenever  
23 possible, at least sixty (60) minutes before the start of the regular shift or  
24 assignment, or earlier. Officers who repeatedly fail to give the sixty (60) minute  
25 notice shall be subject to discipline.

26

D. Officers shall maintain regular communication with Police Department  
27 supervisors throughout the duration of their illness including daily communication  
28 if the anticipated return to work has not been previously established.

1 E. Officers who abuse sick leave benefits by fraud, deceit or falsified statement are  
2 subject to discipline.

3 **Section 18.02 - Bereavement Leave**

4 A. In the event of death in the immediate family, an employee shall be allowed up to  
5 a maximum of three (3) working days of paid Funeral Leave when approved by the  
6 Chief of Police or his/her designee. Immediate family is defined as an employee's  
7 spouse, children, grandchildren, stepchildren, parents, stepparents,  
8 grandparents, brothers, sisters, and spouse's parents.

9 B. Bereavement leave for brothers- or sisters-in-law, sons- or daughters-in-law shall  
10 be one (1) day. Additional leave may be granted if deemed acceptable by the Chief  
11 or his/her designee. These additional leave days will be deducted from the  
12 employee's accrued sick leave, compensatory leave, vacation leave, holiday bank  
13 or shall be taken as leave without pay.

14 C. In the event of a death not in the employee's immediate family or leave in excess  
15 of this section, any leave granted will be deducted from the employee's accrued  
16 compensatory leave, vacation leave, holiday bank, or shall be taken as leave  
17 without pay.

18 **Section 18.03 - Injury on Duty Leave:**

19 A. An officer who is unable to work due to an injury sustained while performing the  
20 duties of a Police Officer for the Village of Hartland Police Department shall suffer  
21 no loss of salary of benefits during such period of injury.

22 1. This period of time shall not be deducted from the officer's sick leave or  
23 accumulated sick leave.

24 B. If the injury is of the duration in which Worker's Compensation is paid to the  
25 officer, the Village will pay the difference between the amount paid by Worker's  
26 Compensation and the officer's regular rate of pay for three hundred sixty-five  
27 (365) days. The officer must substantiate to the Village's satisfaction, actual  
28 receipt and amount of each Worker's Compensation payment.

1 C. Any officer who has been injured on duty must provide a doctor's certificate  
2 indicating that the officer has recovered and is fit for the duty to which the officer  
3 was assigned at the time the officer was injured or a substitute duty assignment  
4 as may be prescribed by the Chief of Police, before the officer may return to duty.

5 D. If an officer, once having been injured in the line of duty and having been properly  
6 returned to duty, suffers a reoccurrence of the effects of the injury, the officer  
7 shall be entitled to leave under this Article; however, the officer's claim shall be  
8 verified by a physician.

9 1. The officer shall submit to a physical examination at Village expense, by a  
10 physician chosen by the Village, if so directed.

11 **Section 18.04 - Leave for Association Business:**

12 A. An officer who is a member of the Association may have leave when on duty,  
13 without loss of pay to attend contract negotiations and grievance hearings  
14 provided, however, that one officer must be on duty and on patrol at all times.

15 B. Prior notice shall be given to the Chief of Police of such meetings and the Chief's  
16 consideration for granting permission for this leave shall be that the safety of the  
17 Village is not endangered and the officer shall be ready for immediate recall to  
18 duty.

19 **Section 18.05 - Military Leave:**

20 A. If an officer of the Police Department is called to active duty with the Armed Forces  
21 of the United States, the officer shall be granted a leave of absence from the Police  
22 Department for the period of time the officer is required to serve in the Armed  
23 Forces.

24 B. Upon returning from active duty with the Armed Forces, providing that the officer  
25 reports for duty with the Police Department within seven (7) days after being  
26 honorably discharged from the Armed Forces, the officer shall be re-instated to  
27 the same position the officer held prior to military leave, and with such seniority  
28 as if the officer's service had been continuous, and the officer shall receive

1           whatever wages and benefits as are then in force for other officers of the Police  
2           Department.

3           C.     If an officer of the Police Department is a member of any Reserve unit of the  
4           Armed Forces of the United States, or of the National Guard, and is required to  
5           attend training periods other than regular meetings, and which are of more than  
6           several hours of duration, the officer shall be granted a leave with pay for that  
7           period of time.

- 8           1.     Leave described in this section shall not be considered as a vacation period.
- 9           2.     The wages of the officer shall be reduced by any payment that the officer  
10          receives from the Federal or State Government for this period of training.

11          D.     The officer is required to notify the Chief of Police of the officer's induction into  
12          the Armed Forces or of the calling to duty of the officer's Reserve or National  
13          Guard unit as soon as the officer is so notified. As soon as is practical, dependent  
14          on the immediacy of the induction/call-up, written notice shall be given to the  
15          Chief of Police, and shall be inserted in the officer's personnel file.

16          **Section 18.06 - Holidays:**

17          A.     Officers of the Police Department will receive twelve (12) days off per year in lieu  
18          of holidays.

- 19          1.     The Association recognizes the need for maintaining adequate Police  
20          protection for the Village and the Association agrees that these holidays  
21          shall be taken only with the permission of the Chief of Police or the Chief's  
22          designee.
- 23          2.     Officers may take their choice of days off restricted only by seniority and  
24          staffing requirement of the Police Department with the prior written  
25          approval of the Chief of Police or the Chief's designee.
- 26          3.     The Officer must designate the holiday requested in writing to the Chief or  
27          the Chief's designee not later than April 1<sup>st</sup> of each year to exercise  
28          seniority rights. Any officer failing to do so shall forfeit any seniority rights

1 of holiday choices and subsequent requests for holidays off shall then be  
2 approved on a first come first serve basis.

- 3 4. Requests for holidays must be made forty-eight (48) hours in advance and  
4 approved by the Chief or Police or designee. Any time notification  
5 requirements may be waived by the Chief or Police or designee.  
6

7 **ARTICLE XIX - TERMINATION OF EMPLOYMENT COMPENSATION**

8 **Section 19.01:** When an officer of the Police Department terminates his/her employment,  
9 the officer shall be paid in a lump sum.

- 10 1. Holiday pay of holiday off days earned but not taken.  
11 2. Vacation pay figured on a prorated basis at the date of termination.

12 **Section 19.02 - Exceptions:** Any officer of the Police Department who resigns without  
13 giving at least thirteen (13) days' notice of intention to resign, in writing; shall forfeit his/her  
14 rights under this Article, and shall not be eligible for payment of any benefits listed, except for  
15 vacation days earned prior to his/her resignation date.  
16

17 **ARTICLE XX - RULES OF CONDUCT AND MAINTENANCE OF EQUIPMENT**

18 **Section 20.01:** The Village and the Association agree that the theory of participatory  
19 management is an effective and reasonable method for maintaining an understanding of the  
20 employer-officer relationship.

- 21 A. The Village agrees that the Chief of Police, exclusive of emergency circumstances  
22 or when it is impractical to do so, will ensure that all members of the Police  
23 Department understand changes in the rules of conduct of the Hartland Police  
24 Department before they are implemented. The Association and the Village agree  
25 to cooperate and work together to identify and implement changes in areas where  
26 improvement in the delivery of law enforcement services can be achieved.  
27 The Association agrees that the authority to promulgate rules of conduct for the  
28 Police Department rests solely in the office of the Chief of Police. The Village and

1 the Association agree to resolve disagreements regarding rules of conduct  
2 changes made in a non-emergency circumstance and which are alleged to be  
3 unreasonable or non-job related through the grievance procedure.

- 4 B. The Village agrees that it will not intentionally require employees covered by this  
5 agreement to use equipment which will adversely affect their health or safety.  
6 The Association agrees that it will not make unreasonable demands for equipment  
7 and/or facility purchases and recognizes that the approval and acquisition of all  
8 equipment and facilities for the Police Department rests solely within the  
9 Management Rights of the Village, (Article III).

10 The Village and the Association agree to resolve disagreements regarding  
11 equipment which is alleged to be unsafe or which is alleged to be dangerous to  
12 the health of employees covered by this agreement through the grievance  
13 procedure.

14  
15 **ARTICLE XXI - GRIEVANCE PROCEDURE**

16 **Section 21.01:** Disciplinary actions shall not be subject to the grievance/arbitration  
17 procedures. Such actions may be appealed to the Police and Fire Commission under Section  
18 61.65(3g) Wis. Stats.

19 **Section 21.02 - Grievance Steps:**

- 20 A. If a difference arises between the Village of Hartland and the Association as to the  
21 interpretation and application of the provisions of this Agreement, during the  
22 term of this Agreement, such differences or disputes shall be settled in the  
23 following manner.

24 **Step 1:** The grievant shall submit his/her grievance in writing to the Chief of Police not  
25 later than ten (10) working days from the date of incident or when the officer had knowledge of  
26 the grievance. In the event of a grievance, the officer shall perform his/her assigned work task  
27 and grieve the complaint later. The grievant shall discuss the grievance with the Chief of Police  
28 or the Chief's designee within five (5) days of the submission of the grievance.

1           The Chief of Police or the Chief's designee shall attempt to adjust the grievance and shall  
2 respond in writing to the grievant within five (5) working days after the discussion of the written  
3 grievance.

4           In all instances, copies of the grievances and the response shall be forwarded to the  
5 President of the Village Board and the Village Administrator.

6           **Step 2:** If after a thorough discussion with the Chief of Police or the Chief's designee, the  
7 grievance has not been satisfactorily resolved, the grievant shall present the written grievance,  
8 along with a written statement outlining the reason(s) for the rejection of the proposed  
9 resolution in Step 1, to the Village Administrator.

10           The grievant shall discuss the grievance with the Village Administrator within three (3)  
11 days after their presentation of the grievance to the Village Administrator.

12           The Village Administrator shall respond in writing to the grievant within five (5) working  
13 days after discussion of the grievance.

14           **Step 3:** If a satisfactory settlement of the grievance is not reached in Step 2, the  
15 Association must notify the Village Administrator in writing not later than ten (10) working days  
16 after receipt of the written decision of the Village Administrator that they intend to process the  
17 grievance to arbitration.

18           The Association shall request that the Wisconsin Employment Relations Commission  
19 (WERC) appoint an arbitrator to arbitrate the grievance under the WERC arbitration service  
20 provided for in the Wisconsin Statutes. Said request shall be in writing and sent to the WERC by  
21 mail not later than fifteen (15) days after the written notification has been given to the Village  
22 Administrator.

23           The Arbitrator appointed by the WERC shall hold a hearing at a time and place convenient  
24 to the parties and shall review the evidence and hear testimony relating to the grievance.  
25 Statements of position may be made by the parties and witnesses may be called. Upon  
26 completion of this hearing, the arbitrator shall render a written decision to both the Village and  
27 the Association which shall be final and binding upon both parties.

28           The decision of the arbitrator shall be limited to the subject matter of the grievance and

1 shall be restricted solely to interpretation of the contract in the area where the alleged breach  
2 occurred. The arbitrator shall neither add to, detract from nor modify the language of this  
3 agreement in arriving at a determination of any issue presented that is proper for final and  
4 binding arbitration. The arbitrator shall not have authority to grant wage increases or decreases.

5 All expenses which may be involved in the arbitration proceeding shall be borne by the  
6 parties equally. However, the expenses relating to the calling of witnesses, the obtaining of  
7 depositions, attorney's fees, or any other similar expenses shall be borne by the party at whose  
8 request such expenses are incurred.

9 Either party may request a transcript, but the party requesting the transcript shall pay the  
10 cost. When the arbitrator requests a transcript, both parties shall share the cost of the transcript  
11 equally. Arbitration hearings shall be held whenever possible in the Municipal Building.

12 B. Time limits set forth in the Grievance Procedure may be extended by mutual  
13 agreement, of the respective persons and/or parties involved, and such variance  
14 as may be requested by either side shall not be unreasonably denied. All time limit  
15 extension requests shall be in written form, and shall state the reason for the  
16 extension. All reference to days in this article shall be Monday through Friday,  
17 excluding Saturdays, Sundays and holidays.

18 C. An Association representative may accompany the grievant at any step in the  
19 grievance procedure.  
20

## 21 **ARTICLE XXII - SENIORITY**

22 **Section 22.01:** Seniority shall be defined as the length of continuous service in a  
23 classification of all officers in the Police Department having arrest powers beginning with that  
24 officer's latest date of hire.

25 **Section 22.02:** Layoffs and recalls shall be governed by Section 62.13(5m), Wis. Stats.

26 **Section 22.03:** An officer shall lose seniority upon the occurrence of:

- 27 1. Discharge;
- 28 2. Resignation;

- 1           3.     Retirement;
- 2           4.     Quitting;
- 3           5.     Expiration of the two-year re-employment period;
- 4           6.     If the officer unreasonably fails to report for work for three (3) consecutive days
- 5                 without first advising the Village of the officer's inability to report;
- 6           7.     If the officer fails to report for work within five (5) days after the Village transmits
- 7                 to the officer's last known address, by certified mail, a notice of recall from layoff.

8           **Section 22.04:** Any officer on probation under the terms of this Agreement shall have no  
9 seniority rights. Any such officer shall be subject to dismissal for any reason without recourse to  
10 the grievance procedure.

11           **Section 22.05:** After completion of the probationary period, an officer's seniority shall  
12 relate back to his/her initial date of hire.

13           **Section 22.06 – Lateral Transfers:** A newly-hired Officer with at least three (3) years of  
14 full-time experience as a certified law enforcement officer, in the forty-eight (48) months prior  
15 to hire, will qualify for a lateral transfer to the Hartland Police Department with the following  
16 conditions.

- 17           1.     The Officer shall be granted up to eleven (11) days of vacation upon hire, which  
18                 will be prorated based on the Officer's start date during the calendar year. The Officer  
19                 will accrue vacation based on the number of consecutive years of full-time certified law  
20                 enforcement officer employment in accordance with the provisions of the collective  
21                 bargaining agreement. The Officer will be allowed to use vacation time immediately upon  
22                 the start of employment, provided there is availability on the schedule and the Officer is  
23                 not on field training.
- 24           2.     The Officer shall be granted forty (40) hours of sick leave upon hire. Thereafter,  
25                 additional sick leave will be earned in accordance with the provisions of the collective  
26                 bargaining agreement.
- 27           3.     An Officer who receives an accelerated vacation benefit and terminates  
28                 employment prior to completing six (6) months of employment will not be eligible for a

1 vacation payout.

2 4. The Officer's rate of pay will be based on the number of consecutive years of full-  
3 time certified law enforcement employment in accordance with the provisions of the  
4 collective bargaining agreement.

5 5. The Officer's seniority date will be based on his/her hire date with the Hartland  
6 Police Department.

7  
8 **ARTICLE XXIII – PHYSICAL FITNESS TESTING**

9 **Section 23.01:** In recognition of the importance that physical fitness plays in the general  
10 health and well-being of police officers and in consideration of the relationship between good  
11 health, well-being and effective police services, the following physical fitness program is  
12 implemented effective in calendar year 2009.

13 A. Participation: The physical fitness program will be voluntary.

14 B. Frequency: The test will be given once (1x) a year on or about September 1st.  
15 Personnel will be notified at least six (6) weeks in advance of the actual test dates.

16 C. Medical Certification: All employees are responsible for determining their fitness  
17 to participate in the testing procedure.

18 D. Fitness Coordinator: The Physical Fitness Coordinator will be designated by the  
19 Chief of Police. The Coordinator will be appointed based on their experience, training or interest  
20 in personal fitness. The Coordinator will be the governing body for the physical fitness testing.  
21 The Coordinator will conduct the actual testing and certify the test results.

22 E. Assessment Testing: The physical fitness program shall contain five (5) events.

23 1. **Cardiovascular Endurance (1.5 mile run)**

- 24 a. Test will be conducted on a circular track, or other suitable area  
25 b. Each participant will be timed for distance of 1.5 miles  
26 c. 15.54 or less will count as a passing grade for 1.5 miles

27  
28 2. **Upper Body Strength (push-ups):**

- 29 a. Hands shoulder width apart  
30 b. Straight back  
31 c. Arm angle at elbow must go below parallel

- d. Rest is only in the starting (up) position with back straight
- e. There is no time limit. This is a maximum exertion test
- f. 25 push-ups or more will count as a passing grade

3. Abdominal Strength

- a. Feet restrained
- b. Knees bent at 90 degrees
- c. Hands overlapped behind the head
- d. Elbows break the plane of and touch the knees each time
- e. Shoulder blades touch floor each time (the head does not need to touch)
- f. Rest is only in the up position (elbows touching the knees)
- g. One minute time limit to complete the test
- h. 30 sit-ups or more within limit will count as a passing grade

4. Anaerobic Power (Vertical Jump)

- a. While standing, both arms outstretched overhead next to measuring device will determine starting point
- b. Vertical jump at measuring device
- c. One foot must be stationary before the jump (no running start)
- d. Best of three attempts will be scored
- e. A jump distance of 16 inches or more will count as a passing grade

5. Anaerobic Power (300 Meter Run)

- a. Test will be conducted on a circular track or other suitable area
- b. Each participant will be timed for a distance of 300 meters
- c. A time of 66 seconds or less will count as a passing grade

F. Benefits and Incentive: Employees who receive a passing grade shall be reimbursed the following:

G. An employee who attains a passing grade in all five events shall receive \$500.00. Employees who do not pass all events, shall receive \$50.00 for each test completed with a passing grade. This will be paid to the officer on the next paycheck following the Physical Fitness Testing. Employees with a previous balance in their Physical Fitness account shall deplete their balance by 01/01/2024. This reimbursement should be used towards physical fitness related expenses; however, proof of how the funds were spent will not be required.

For fund balances accrued prior to 01/01/2022, the reimbursement will be used towards physical fitness related expenses to include, but not be limited to, health club memberships,

1 exercise equipment, running shoes, martial arts, physical fitness medical evaluations not covered  
2 by health insurance and any other fitness related expenses as deemed appropriate by the Chief  
3 of Police or his designee. The reimbursement may not be taken in cash. Officers shall be allowed  
4 to carry over any money that remains in his/her account at the end of each calendar year. There  
5 shall be no maximum accumulation.

6 H. Physical Fitness Testing Compensation: Each employee who voluntarily  
7 participates in the physical fitness testing shall be entitled to one (1) hour of pay at straight time  
8 in cash, if the employee participates in the testing procedure while off duty. Employees who  
9 participate in the voluntary physical fitness testing shall be considered on duty and eligible for  
10 workers compensation if they incur an injury. However, the Employer and the Association agree  
11 that any preparation for the actual test will not be considered on duty time and, as such, will not  
12 qualify an employee for workers compensation if they sustain an injury during their regular off  
13 duty workouts.

14 I. Testing Participation: Employees who participate in the voluntary physical fitness  
15 testing and do not receive a passing grade in all events may take the test over again if it is  
16 provided by the Employer prior to the end of the calendar year.

17 J. Physical Fitness Test Result Records: The test results records of the employees  
18 who voluntarily participate in the physical fitness program shall be kept in the medical records  
19 file of the police department. The employer agrees that the test results and the participation of  
20 an employee in the voluntary physical fitness program shall not be used as criteria for any future  
21 promotions or assignments.

22  
23 **ARTICLE XXIV - NON-DISCRIMINATION**

24 **Section 24.01:** The Village and the Association agree that no person will be denied  
25 employment with the Police Department or full benefits under this Agreement on any basis  
26 prohibited by state and/or federal law.

27  
28 **ARTICLE XXV - NO STRIKE CLAUSE**



1 bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for  
2 such Article or section of any such Article, as may have been stricken.

3 **Section 26.03:** This Agreement is subject to amendment, alteration, or addition only by a  
4 subsequent written agreement between and executed by the Village and the Association where  
5 mutually agreeable. The mutual waiver of any breach, term or condition of this contract by either  
6 party hereto, shall not constitute a precedent in the future enforcement of all its terms and  
7 conditions.

8

9

**ARTICLE XXVII - ENTIRE MEMORANDUM**

10 **Section 27.01:** The Village and the Association for the life of the Agreement, each  
11 voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be  
12 obligated to bargain collectively with respect to any subject or matter specifically referred to or  
13 covered in this Agreement.

14

**ARTICLE XXVIII - GENDER**

15 **Section 28.01:** All references to officers in the male or female gender shall be  
16 interchangeable where applicable.

17

18

**ARTICLE XXIX - TERM OF AGREEMENT**

19 **Section 29.01:** This Agreement shall become effective on January 1, 2022, and shall  
20 remain in full force and effect until and including December 31, 2026. Either party wishing to  
21 reopen the contract shall notify the other party by no later than September 1st of the year in  
22 which the contract expires. Thereafter the parties shall mutually agree to a date to exchange  
23 proposals.

Dated this \_\_\_\_\_ of \_\_\_\_\_, 2024.

**VILLAGE OF HARTLAND**

**HARTLAND PROFESSIONAL POLICE  
ASSOCIATION**

Village President

President

---

Village Clerk

Vice President

---

Village Administrator

LAW, Inc. Representative

**VILLAGE OF HARTLAND AND HARTLAND PROFESSIONAL POLICE ASSOCIATION**  
**WAGE ADJUSTMENTS**  
**FY 2023, FY 2024, FY 2025, and FY 2026**

During the course of negotiations over the 2022-26 collective bargaining agreement, representatives of the parties agreed that wage adjustments, if any, would be determined by the parties after consideration and discussion of the “state of the union” in Hartland and through the following procedures:

1. For 2023
  - A. The Village Administrator and other designated Village representatives will present information to the Association president and other Association representatives concerning the proposed revenue and expense budgets for the Village for 2023, and such other information as the Village may deem relevant to its financial situation.
  - B. The presentation will also contain a proposal of the Village for wage adjustments for fiscal year 2020.
  - C. The presentation shall be made on or before October 1, 2022, or such later date as the parties may mutually agree.
  - D. The Association representatives shall have the right to ask such questions as they deem appropriate and request additional information from the Village relative to the presentation and/or proposal. Discussion

concerning the information presented and/or the proposal shall be encouraged.

- E. The Association shall meet with its members to consider the information presented and the proposal, and shall respond to the proposal not later than two (2) weeks after it is presented, unless the parties agree to another timetable. The response of the Association may be to accept, reject, or to submit a counter-offer to the proposal.
- F. If the parties are unable to agree on wage adjustments for 2023 by October 30, 2022, they will submit a joint request for mediation to the Wisconsin Employment Relations Commission (WERC).
- G. If the parties are unable to agree on wage and/or insurance adjustments for 2023 following a reasonable period of mediation, but not later than November 30, 2023, the parties will file a joint petition for arbitration of their dispute. Arbitration will be interest arbitration under Chapter 111.77 of the Wisconsin Statutes. The parties may agree to arbitrate wages for 2023, 2024, 2025 and 2026. If the parties shall agree to arbitrate 2023 only,
  - 2. For 2023,2024, 2025, and 2026
    - A. Wage adjustments, if any, for future fiscal years will be determined using the same process as referenced above.
  - 3. This agreement details a process for determining wage adjustments for 2023, 2024, 2025 and 2026 only. This agreement shall expire on December 31, 2026, and upon said expiration, shall not serve as the status quo between the parties. This agreement does not set a precedent, and is not considered past practice of the parties. Expiration of this agreement shall not affect any arbitration process underway prior to this date.
  - 4. Disputes concerning the process detailed in this agreement shall be resolved by representatives of the parties.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024

**VILLAGE OF HARTLAND**

**HARTLAND PROFESSIONAL POLICE  
ASSOCIATION**

---

Village President

---

President

---

Village Clerk

Vice President

---

Village Administrator

LAW, Inc. Representative

***AGREEMENT***

Between The

***VILLAGE OF HARTLAND***

And The

***LABOR ASSOCIATION OF WISCONSIN, INC.***

For and On Behalf of The

***HARTLAND PROFESSIONAL POLICE ASSOCIATION***  
Local 301

January 1, 2022 - December 31, 2026

**Original: October 1, 2021**  
**Reopener: September 1, 2026**

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# HAWS

## Humane Animal Welfare Society

701 Northview Road  
P. O. Box 834  
Waukesha, WI 53187  
Phone: 262-542-8851  
Fax: 262-542-8853  
[www.hawspets.org](http://www.hawspets.org)

October 31, 2024

Village of Hartland  
210 Cottonwood St  
Hartland WI 53029

Dear City Clerk:

The Humane Animal Welfare Society of Waukesha County is pleased to have provided animal care, control and impounding services to your municipality this past year. We look forward to serving the residents and animals of your community again in 2025.

I hope our services have met your expectations. We welcome your input or suggestions as to how we may improve our services to you. We feel it is a privilege to provide humane care and assistance to the lost, homeless, injured, abandoned, and/or abused animals in Waukesha County. We value your trust and confidence in our programs.

Enclosed you will find the invoice for services for 2025. The current service agreement runs from January 1 through December 31, and was signed for three years (2025, 2026 and 2027).

To better assist your residents, we would appreciate updates on any changes in licensing fees or other related fees. Also, please send a copy of the most recent license application with your payment due January 31, 2025.

Please reach out if you would like a copy of the signed service agreement or need any other assistance. I can be reached via email at [Andres@hawspets.org](mailto:Andres@hawspets.org) or at my direct phone number: 262-542-8851, ext. 108.

Sincerely,



Andrés García  
Assistant Director

# Humane Animal Welfare Society Of Waukesha County, Inc. Municipal Service Agreement

This agreement is entered into the **1st day of January, 2025** (hereinafter "Effective Date") by and between the Village of Hartland, existing under the laws of the State of Wisconsin, with principal offices located at 210 Cottonwood St Hartland WI 53029(hereinafter "Municipality"), and the Humane Animal Welfare Society of Waukesha County, Inc. a Wisconsin corporation, with principal offices located at 701 Northview Road, Waukesha, WI 53188 (hereinafter "HAWS").

WHEREAS, the Municipality is seeking impounding services related to the care, management, sterilization and placement of stray, abandoned, neglected, abused or injured animals, hereinafter "Services".

WHEREAS, HAWS is an organization offering such Services and is willing to provide such Services to the Municipality.

NOW, THEREFORE BE IT RESOLVED, the following document sets forth the terms and conditions for the provision of such SERVICES and related consideration, the sufficiency of which is hereby acknowledged, the parties agree to the following:

## 1. SERVICES

**ANIMAL DROP OFF SERVICES:** HAWS agrees to accept animals as they are delivered to HAWS by the officials of the Municipality and/or citizens, during normal operating hours. Municipal law enforcement personnel may have access to the stray drop off area 24 hours per day.

**HAWS ANIMAL TRANSPORTATION:** HAWS agrees to pick up stray, abandoned or injured domestic animals and sick or injured wildlife (which pose a health hazard to the public) and transport said animals. Animal transportation shall be provided 24 hours a day, seven days a week including holidays.

**HUMANE CARE:** All animals received by HAWS from the Municipality shall be provided with shelter, food, water and necessary health care services, in accordance with state laws.

**SPECIAL ANIMAL SERVICES:** HAWS will maintain a quarantine facility for any animal delivered to HAWS for having bitten a person. Quarantine will be for a period of ten days in accordance with State of Wisconsin (hereinafter "State") law. In cases of animal abuse or neglect, HAWS shall provide Humane Care to the animal for a period of seven days. The Municipality may request HAWS to continue to board an animal beyond these standard periods. Requests for an extended time period jointly agreed upon should be made in advance in writing.

**RECLAIM:** In the event an owner reclaims a lost animal, HAWS will collect and receive any and all fees associated with boarding, pick up and transportation charges from the owner. These fees shall be the property of HAWS. HAWS will collect and transfer municipal fines as requested. At such time, HAWS shall require the citizen to provide proof of animal licensure and proof of vaccination(s) as required under State law. No animal shall be released from HAWS without this proof.

**DISPOSITION:** Domestic animals may be placed up for adoption after evaluation. HAWS shall have sole right to determine an animal's suitability for placement. To control the population of animals in the Municipality, and to provide for the health of the animals, animals will be sterilized, microchipped, and vaccinated. Any animals HAWS determines unsuitable for adoption shall be humanely euthanized.

**EMERGENCY RESCUE:** HAWS shall provide Emergency Rescue services to animals in the Municipality. In an emergency, HAWS shall remove the animal from the situation and provide immediate medical care to relieve pain and sustain the animal's life. Animals requiring veterinary services will be transported to an emergency veterinary facility when possible. Following rescue, HAWS shall also provide Rehabilitative Services for said animal, where possible. HAWS will employ staff trained in emergency animal capture procedures and provide equipment for such Services.

**EUTHANASIA SERVICES:** HAWS shall provide Humane Animal Euthanasia and Cremation services for citizens of the Municipality, upon request of citizens for personally owned animals. Any fees associated with this process shall be paid by the citizen requesting euthanasia.

**FACILITY ACCESS:** HAWS shall maintain a clean and accessible facility for citizens to seek Services described herein. Facility shall be open to the public on a regular posted schedule, which may be revised by HAWS as needed.

**RECORDS:** HAWS shall maintain records of all Services described herein, which shall be made available to the Municipality upon written request.

**STATE LAW:** HAWS shall comply with all State and Federal laws concerning its operations, services, and facilities.

## **2. FEES**

- 2.1 HAWS agrees to provide the Services above to the Hartland for an annual fee of \$2855.16. No additional fees will be charged to the municipality for Services.
- 2.2 Fees shall be paid by the Municipality to HAWS on an annual basis. The Municipality shall remit such fees to HAWS within 45 days of Effective Date of this Agreement or from the date of invoice, or in accordance with prior arrangements made with HAWS.

## **3. TERM AND TERMINATION**

- 3.1 This Agreement shall be in full force and effect until **December 31, 2027** (hereinafter "Renewal Date") before which time a new Agreement will be sent to the Municipality for the next three-year term.
- 3.2 This Agreement may be terminated by either party upon providing 60 days written notice to the other party prior to Renewal Date.
- 3.3 This Agreement may be immediately terminated by either party should the other party become insolvent, files a petition for bankruptcy, makes an assignment for the benefit of creditors, or someone files a petition of involuntary bankruptcy on behalf of the party.

**This Agreement with the Village of Hartland is for the three calendar years of 2025, 2026 and 2027, for which HAWS' annual fees will remain the same.**

Dated this 31st day of October, 2024

Please return this signed Agreement with full payment for 2025 Services (see attached Invoice).  
Please keep a copy for your records.

***Humane Animal Welfare Society of Waukesha County, Inc.***

*Andrés García*

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Signed By: Andrés García, Assistant Director

***Village of Hartland***

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Signed By: Municipal Official