

**VILLAGE BOARD AGENDA**  
**MONDAY, JANUARY 14, 2019**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Roll Call

Pledge of Allegiance – Trustee Anson

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

1. Consideration of a motion to approve Village Board minutes of December 19, 2018.
2. Consideration of a motion to approve vouchers for payment.
3. Consideration of actions related to Licenses and Permits.
  - a. Consideration of an application for Operator's (Bartender) License with a term ending June 30, 2020.
4. Consideration of a motion to affirm the Park and Recreation Board approval of the use of Nixon Park for the 7<sup>th</sup> Annual Hartland Kids Day on July 31, 2019 from 9:00 am to 2:00 pm as presented by Erin Guenterberg, Owner of Lake Country Family Fun.
5. Consideration of a motion to adopt Resolution No. 01/14/2019 "Resolution Approving Municipal Court Budget".
6. Consideration of a motion to approve the purchase of a 2019 Freightliner cab and chassis with a dump box and related equipment from Truck Country of Oak Creek and Madison Truck Equipment of Madison in the combined amount of \$202,029 and to declare as surplus and authorize the disposal of the 2009 Peterbuilt 6-yard dump truck upon receipt of its replacement.
7. Consideration of a motion to approve the purchase of a 2019 Case wheeled loader from Miller-Bradford and Risberg of Sussex in the amount of \$181,750 and to declare as surplus and authorize the disposal of the 2008 Case loader upon its replacement.
8. Consideration of a motion to declare as surplus and authorize the disposal of several items of small equipment.
9. Consideration of a motion to approve the Job Descriptions for the positions of Camp Counselor, Assistant Counselor and Head Coordinator in the Recreation Department.

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**7:00 PM**  
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10. Consideration of a motion to approve an agreement with FEI Behavioral Health, Inc. of Milwaukee for the Employee Assistance Program in the annual amount of \$3,750.
11. Consideration of a motion to authorize and direct staff to seek official permission from WE Energies to utilize utility-owned poles to hang banners for events at Capitol Drive and Maple Avenue and to hang banners for promotion and seasonal decorations along Cottonwood Avenue to Cardinal Lane.
12. Consideration of a motion to approve the Hartland Business Improvement District 2019 Operating Plan and Budget.
13. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.
14. Adjournment.

David E. Cox, Village Administrator

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

## MEMORANDUM

**TO:** President and Board of Trustees  
**FROM:** David E. Cox, Village Administrator  
**DATE:** January 9, 2019  
**SUBJECT:** Agenda Information



The following information relates to the upcoming Village Board meeting agenda and includes additional or summary information and staff recommendations as necessary. The numbering will follow the numbering of the agenda.

### Item 4 Regarding the Hartland Kids Day event

**Background:** The owner of Hartland Kids Day will be present to outline this year's event, which was approved by the Park Board at its meeting on January 7. The event is scheduled for Wednesday, July 31 in Nixon Park and is essentially unchanged from last year's event. Again, no sponsorship is requested from the Village. However, it is expected that the Recreation Department and the Library will purchase a booth and coordinate staffing the booth for the day.

**Recommendation:** Affirm the Park Board's approval of the event.

### Item 5 Regarding the Municipal Court Budget

**Background:** Annually, the Village Board, along with all of the participating municipalities, is asked to approve the Lake Country Municipal Court's budget. The Budget is developed by the Court and approved by its Administrative Committee, which consists of representatives of the various municipalities. As a reminder, the Court is funded entirely by Court Fees paid by offenders.

**Recommendation:** Approve the Budget Resolution.

### Item 6 Regarding the DPW Truck purchase

**Background:** As DPW Operations Supervisor Gerszewski's memo indicates, staff is recommending the purchase of a 2019 Freightliner truck with various equipment to replace the 2009 Peterbilt. The Truck will cost more than \$30,000 less than was budgeted and will still have some improvements to reduce its operating costs over its life such as a larger, stainless steel dump box to allow it to haul more salt, which reduces the number of trips it will need to make back to the garage to refill. Additionally, the stainless steel box along with aluminum wheels will eliminate the periodic repainting required to protect these components when they are made out of standard steel. The Board is also asked to formally declare as surplus the 2009 Peterbilt.

**Recommendation:** Approve the truck purchase and surplus the replaced equipment.

Item 7 Regarding the DPW Loader purchase

Background: As DPW Operations Supervisor Gerszewski's memo indicates, staff is recommending the purchase of a 2019 Case Wheeled Loader to replace the Village's existing 2008 Case loader. The new Loader will cost more than \$25,000 less than what was budgeted and is expected to have eliminated some of the design problems staff experienced with the previous loader, which mostly related to the fact that the loader spends a great deal of time in the corrosive environment of the salt dome loading trucks during winter. The Board is also asked to formally declare as surplus the 2008 Case Loader.

Recommendation: Approve the loader purchase and surplus the replaced equipment.

Item 8 Regarding the surplus DPW Equipment

Background: As DPW Operations Supervisor Gerszewski's memo indicates, staff continues to evaluate equipment in the possession of the Department of Public Works in an effort to dispose of items that are no longer useful. The Village Board is asked to declare as surplus the items in the memo and authorize their disposal, which would likely occur via the online auction site the Village usually uses.

Recommendation: Declare the equipment surplus.

Item 9 Regarding Recreation Department Job Descriptions

Background: As part of the efforts to facilitate improvement in the Recreation Department's Summer Camp program, Director Yogerst and staff have developed the first official Job Descriptions for the positions involved in producing the summer-long camp. As the Board will recall, staff that works the camp are employees of the Village as opposed to most others that "work" for the Department who are actually contractors. The Board is asked to approve the descriptions, which accurately describe the duties, responsibilities and requirements of the three types of positions. There will be one Head Coordinator, one Assistant and several (up to 15) Camp Counselors depending on the camp enrollment.

Recommendation: Approve the Job Descriptions.

Item 10 Regarding the Employee Assistance Program agreement

Background: As Finance Director Bailey's memo indicates, the Village's long-time Employee Assistance Program provider has requested an update to the language of its agreement with the Village. No change is being made to the cost of the agreement or to the services provided.

The Village last signed an agreement with our provider in 2010 and it has automatically renewed annually thereafter. This new agreement will have an initial term of one year and then will have automatic two-year renewals thereafter with no increase in the cost of the product. The agreement provides a 91 day cancellation clause. The program provides mental health, medical, legal and other limited counseling to employees at no cost to the employee. Additional services would then be available at the employees' cost.

Recommendation: Approve the agreement.

Item 11 Regarding seeking WE Energies permission to attach items to their poles

Background: Last summer, the idea of reintroducing over-the-road banners in the area of East Capitol Drive and Maple Avenue was suggested. The concept was shared with WE Energies, who owns the poles in order to seek their feedback. Surprisingly, WE Energies seemed willing to allow the attachment but need to check the site. Recently, the Business Improvement District Board considered asking WE Energies whether the BID could use the utility's poles for decorations on Cottonwood in the BID District as a means to improve the appearance in that area and to tie the Cottonwood Corridor to the Capitol Drive area. In follow up to both of these ideas, staff is suggesting that the Village Board officially request permission from WE Energies for permission to make attachments to the poles in an effort to formalize the conceptual approvals received thus far. The intent would be development of a written agreement with WE Energies that authorizes the uses.

Recommendation: Authorize and direct staff to seek formal permission for attachments to the utility poles.

Item 12 Regarding the BID District 2019 Operating Plan

Background: Annually, the Village Board must approve the Downtown Hartland Business Improvement District's Operating Plan. The Operating Plan identifies the BID's plans for the upcoming year as well as the budget and the assessment plan, which was approved previously by the Village Board. The detailed information for the BID budget is contained in the Village's annual budget document and is attached to this packet. As a reminder, the BID is funded by a special assessment levied on each of the commercial property owners in the District and those funds are used to improve the aesthetic and economic viability of the District.

Recommendation: Approve the BIDs 2019 Operating Plan.

**VILLAGE BOARD MINUTES**  
**WEDNESDAY, DECEMBER 19, 2018**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Roll Call

Pledge of Allegiance – Trustee Dorau

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

Absent: Trustees Anson and Swenson

Others Present: Administrator Cox, Chief Misko

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

1. Motion (Meyers/Dorau) to approve Village Board minutes of December 10, 2018. Carried (6-0).
2. Overlook Trails
  - a. Consideration of third reading and adoption of Bill for an Ordinance 10-22-2018-1, An Ordinance Annexing Territory To The Village Of Hartland, Wisconsin Pursuant To Wis. Stat. § 66.0217(2).

Administrator Cox stated that the Dept. of Administration has provided its response that the annexation is in the public interest. Ordinance would not be effective until after a Planned Unit Development agreement is executed.

Trustee Wallschlager asked for clarification related to the effective date. Administrator Cox stated that an adopted ordinance typically becomes effective after publication however in this case the effective date is the later of the publication date or the execution of the development agreement.

Motion (Landwehr/Pfannerstill) to adopt Bill for an Ordinance 10-22-2018-1, An Ordinance Annexing Territory To The Village Of Hartland, Wisconsin Pursuant To Wis. Stat. § 66.0217(2). Carried (5-0).

- b. Consideration of third reading and adoption of Bill for an Ordinance 10-22-2018-2, An Ordinance To Amend The Official Zoning Map Of The Village Of Hartland.

Administrator Cox effective date delayed until immediately after the effectiveness of Ordinance 10-22-2018-1

Trustee Wallschlager requested clarification regarding the zoning. Administrator Cox stated that the property will be zoned entirely as residential single family 1 with a Planned Unit Development Overlay which allows for the condominium development and a third designation in the northwest corner of the property will be Upland Conservancy.

Motion (Landwehr/Dorau) to adopt Bill for an Ordinance 10/22/2018-2, An Ordinance To Amend The Official Zoning Map Of The Village Of Hartland. Carried (5-0).

- c. Consideration of a motion to approve the site plan and related Preliminary Condominium Plat for the Glen at Overlook Trails.

Administrator Cox stated that both of these documents have been recommended for approval by the Plan Commission. Motion (Meyers/Landwehr) to approve the site plan and related Preliminary Condominium Plat for the Glen at Overlook Trails. Carried (5-0).

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

Condolences were expressed at the death of Village Attorney Hector de la Mora's mother.

A Merry Christmas/Happy Holidays was wished to all.

Chief Misko announced that the Police Dept. has been reaccredited for three years. The Village Board was invited to the WILEAG Board meeting scheduled for Jan. 18 at 11:15 a.m. The Village Board congratulated the Police Department on the accomplishment.

4. Consideration of a motion to recess to closed session pursuant to State Statutes §19.85 (1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and (f), considering financial, medicinal, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or investigation of charges against specific persons that, if discussed in public, would be likely to have substantial adverse effect on reputation of any person mentioned in such histories or data, or involved in such problems or investigations regarding a Village of Hartland Fire Department employee and

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regarding the Village Administrator annual performance evaluation and to adjourn thereafter without reconvening into open session pursuant to §19.95(2).

President Pfannerstill stated that the Fire Department matter is not ready for follow up yet. In addition, the Administrator's review was rescheduled for January 28.

Motion (Meyer/Dorau) to adjourn at 7:17 p.m. Carried (5-0).

Respectfully submitted,

Darlene Igl  
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: January 9, 2019

RE: Voucher List

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Attached is the voucher list for the January 14, 2019 Village Board meeting.

December 24, 2018 Checks:	\$ 261,592.19
January 14, 2019 (2018 expenses) Checks:	\$ 123,707.10
January 14, 2019 (2019 expenses) Checks:	\$ 33,306.78
December Manual Checks:	\$ 24,063.10
December Credit Card:	\$ 19,980.38
December Wires:	\$ 140,231.84
Total amount to be approved:	<u>\$ 602,881.39</u>

**VILLAGE OF HARTLAND**  
**VOUCHER LIST - DECEMBER 24, 2018**

12/26/18 10:45 AM

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Account Descr	Search Name	Comments	Amount
<b>EXPENSE Descr</b>			
G 101-23000 SPECIAL DEPOSITS	AARON KAHLE	BUSINESS OCC/840 ROSE DR	\$500.00
G 101-12110 PROPERTY TAX REFUNDS	ANDERSON, RURIC	0387021	\$679.13
G 101-12110 PROPERTY TAX REFUNDS	ANHEUSER, THOMAS & SHERYL	0726977012	\$604.63
G 101-12110 PROPERTY TAX REFUNDS	ARNOLD, DUANE & DEBIE	0426104	\$197.20
G 101-12110 PROPERTY TAX REFUNDS	BABLER, PATRICK & PATRICIA	0725045	\$184.71
G 101-12110 PROPERTY TAX REFUNDS	BAKAYAT, AVINASH	0430011	\$1,077.20
G 101-12110 PROPERTY TAX REFUNDS	BLAU, STEPHEN & NICOLE	0430123	\$210.80
G 101-12110 PROPERTY TAX REFUNDS	BONK, TOMOTHY & JILL	0727210	\$128.74
G 101-12110 PROPERTY TAX REFUNDS	BRUCE, MICHAEL & KERRY	0726977053	\$206.77
G 101-12110 PROPERTY TAX REFUNDS	BUCHER, MATTHEW A	0757039	\$1,110.06
G 101-12110 PROPERTY TAX REFUNDS	CANNIZZARO, NICHOLAS	0727007	\$158.27
G 101-23000 SPECIAL DEPOSITS	CATALYST WELLNESS	OCC/1120 JAMES DRIVE	\$500.00
G 101-12110 PROPERTY TAX REFUNDS	COMEAU, JUANITA	0725972	\$173.66
G 101-12110 PROPERTY TAX REFUNDS	COOLEY, CHAD	0757153	\$249.22
G 101-12110 PROPERTY TAX REFUNDS	COUILLARD, STEWART & SUSAN	0730980001	\$284.03
R 101-44100 LICENSES	CRYSTLE, BRANDEN	OPERATORS/PROVISIONAL	\$65.00
G 101-12110 PROPERTY TAX REFUNDS	CUMMINGS, CAITY	0423982014	\$61.36
G 101-12110 PROPERTY TAX REFUNDS	CUMMINGS, ROBERT & ROSE	0427075	\$102.95
G 101-12110 PROPERTY TAX REFUNDS	CZYZEWSKI, KENNETH & BONNIE	0726977033	\$467.97
G 101-12110 PROPERTY TAX REFUNDS	DEKKER, CLINTON & MCKENZIE	0424005	\$242.12
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	DEC FEES	\$17,432.00
G 101-12110 PROPERTY TAX REFUNDS	DEROSIER, STEVEN R	0387009	\$279.01
G 101-12110 PROPERTY TAX REFUNDS	DOESCHER, ERIC & ELIZABETH	0727279	\$487.54
G 101-12110 PROPERTY TAX REFUNDS	DOWELL, DEBRA KAY	0762004	\$291.76
G 101-12110 PROPERTY TAX REFUNDS	DUTTON, MICHAEL & KARYN	0728157	\$161.12
G 101-12110 PROPERTY TAX REFUNDS	ECKHART, TODD A	0726046	\$46.27
G 804-21520 RETIREMENT DEDUCTIONS PAYABLE	EDWARD JONES	GARDNER NOV IRA	\$186.96
G 101-12110 PROPERTY TAX REFUNDS	EEE PROPERTIES LLC	0727020	\$147.72
G 101-12110 PROPERTY TAX REFUNDS	ELLS, MARY	0757060	\$36.00
G 101-12110 PROPERTY TAX REFUNDS	ENGLE, TERRY & DEBRA	0729223	\$327.71
G 101-12110 PROPERTY TAX REFUNDS	ERDMANN, KIM J	0726977056	\$177.77
G 101-12110 PROPERTY TAX REFUNDS	FISCHER, KENNETH L	0762030003	\$71.11
G 101-12110 PROPERTY TAX REFUNDS	FLINTON, TROY & CONNIE	0727184	\$231.34
G 101-12110 PROPERTY TAX REFUNDS	GALLAGHER, JOHN & COLLEEN	0726088	\$179.98
G 101-12110 PROPERTY TAX REFUNDS	GARTON, JENNIFER A	0424009	\$360.31
G 101-12110 PROPERTY TAX REFUNDS	GREISINGER JOINT REVOCABLE TRU	0392012	\$86.58
G 101-12110 PROPERTY TAX REFUNDS	HAAS, MARLA & THOMAS	0425008	\$139.60
G 101-12110 PROPERTY TAX REFUNDS	HAMMES, MARY KAY	0726977054	\$388.62
G 101-12110 PROPERTY TAX REFUNDS	HANSEN, RYAN & LINDSAY	0391031	\$539.45

Account Descr	Search Name	Comments	Amount
G 101-12110 PROPERTY TAX REFUNDS	HASSLER, ROBERT & KELLY	0757093	\$256.46
G 101-12110 PROPERTY TAX REFUNDS	HIGH, BRADLEY J	0726081	\$198.59
G 101-12110 PROPERTY TAX REFUNDS	HOEPPNER, LEE & MICHELLE	0727017	\$180.18
G 101-12110 PROPERTY TAX REFUNDS	HOLZLI, SCOTT & JULIE	0728128	\$499.43
G 101-12110 PROPERTY TAX REFUNDS	HUCKE, THERESA	0727343002	\$40.28
G 101-12110 PROPERTY TAX REFUNDS	HUSSEL, PATRICIA J	0426060	\$183.54
G 101-12110 PROPERTY TAX REFUNDS	JACOBS, ROBERT & MARCIE	0728158	\$92.33
G 101-12110 PROPERTY TAX REFUNDS	JANKE, DIANE	0727343005	\$50.92
G 101-12110 PROPERTY TAX REFUNDS	JASTER, JOEL	0726117	\$386.49
G 101-12110 PROPERTY TAX REFUNDS	JENSON, LAURIE	0762014004	\$103.52
G 101-12110 PROPERTY TAX REFUNDS	JESSUP, KRISTEN	0727345	\$107.93
G 101-12110 PROPERTY TAX REFUNDS	JORGENSEN, MARK & PATRICIA	0726020001	\$275.96
G 101-12110 PROPERTY TAX REFUNDS	JOYCE, FRANCIS & KRISTIN	0725959002	\$371.18
G 101-12110 PROPERTY TAX REFUNDS	KALLENBERGER, MICHAEL & MARGAR	0757018	\$315.28
G 101-12110 PROPERTY TAX REFUNDS	KANDARAPALLY, MOHAN	0728142	\$154.14
G 101-12110 PROPERTY TAX REFUNDS	KARGE, LEAH	0428047	\$223.73
G 101-12110 PROPERTY TAX REFUNDS	KLEIN, KYLE & KATIE	0725034	\$119.48
G 101-12110 PROPERTY TAX REFUNDS	KLINK, THOMAS & SANDRA	0427185	\$160.89
G 101-12110 PROPERTY TAX REFUNDS	KLOCKOW, DAWN	0726079	\$239.43
G 101-12110 PROPERTY TAX REFUNDS	KOMONDOROS, MARTIN	0424073	\$411.95
G 101-12110 PROPERTY TAX REFUNDS	KONEN, JEROME JR & JULIANNE	0727177	\$403.93
G 101-12110 PROPERTY TAX REFUNDS	KOSKI, MARK	0427103	\$485.36
G 101-12110 PROPERTY TAX REFUNDS	KRAUS, MARK A	0423982038	\$265.77
G 101-12110 PROPERTY TAX REFUNDS	KRYSTOWIAK, MATTHEW	0762108	\$527.66
G 101-12110 PROPERTY TAX REFUNDS	KUEHN, LISA A	0727342005	\$103.05
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	BROWN/C091435-1	\$312.60
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	PIERCE/BC605625-6	\$312.60
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	3X80PS9LZ4	\$552.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	WOFGRAM/BC605119-4	\$312.60
G 101-12110 PROPERTY TAX REFUNDS	LANDWEHR, ROBERT & KAREN ECKER	0391068	\$581.88
G 101-12110 PROPERTY TAX REFUNDS	LAUTENBACH, DAVID D	0727343	\$288.42
G 101-15005 PREPAID ITEMS	LAW ENFORCEMENT SEMINARS LLC	HOFFA REGISTRATION	\$350.00
G 101-12110 PROPERTY TAX REFUNDS	LEACH, MICHAEL & JUDITH	0428968	\$138.26
G 101-12110 PROPERTY TAX REFUNDS	LOCHEN, ERIC	0757145	\$323.37
G 101-12110 PROPERTY TAX REFUNDS	LOW, RICKY & KELLY	0427138	\$366.05
G 101-23020 HPD CONFISCATED CASH	LUDWIG, ANTHONY	H16001243	\$224.00
G 101-12110 PROPERTY TAX REFUNDS	LYONS, HERBERT & JUNE	0426091	\$202.09
G 101-12110 PROPERTY TAX REFUNDS	MAC HOLDINGS LLC	0729175	\$118.76
G 101-12110 PROPERTY TAX REFUNDS	MAC HOLDINGS LLC	0729172	\$136.67
G 101-12110 PROPERTY TAX REFUNDS	MACKAY, JEFF & MEGAN	0391088	\$257.60
G 101-12110 PROPERTY TAX REFUNDS	MALONEY, JOHN & CHERYL	0424131	\$139.98
G 101-12110 PROPERTY TAX REFUNDS	MANCHESTER, ANDREW	0430020	\$889.20

Account Descr	Search Name	Comments	Amount
G 101-12110 PROPERTY TAX REFUNDS	MARINAN, JOHN & JANICE	0726977017	\$362.40
G 101-12110 PROPERTY TAX REFUNDS	MARK T LILLESAND LIVING TRUST	0428068	\$218.17
G 101-12110 PROPERTY TAX REFUNDS	MASTROCOLA, MEGAN	0729226	\$140.83
G 101-12110 PROPERTY TAX REFUNDS	MATUSHINEC, SANDRA C	0423982025	\$550.01
G 101-12110 PROPERTY TAX REFUNDS	MCKENNA, FRANCIS & CYNTHIA	0728056	\$154.10
G 101-12110 PROPERTY TAX REFUNDS	MCWILLIAMS & KRIENITZ	0730979	\$154.70
G 101-12110 PROPERTY TAX REFUNDS	MENDOZA, GONZALO & MARISELA	0762078	\$243.64
G 101-12110 PROPERTY TAX REFUNDS	MITTELSTEADT, JERRY	0425043	\$149.94
G 101-12110 PROPERTY TAX REFUNDS	MOLEND, JEROME & SUZANNE	0729974006	\$171.20
G 101-12110 PROPERTY TAX REFUNDS	MOMSEN, CURTIS & KRISTA	0424100	\$245.35
G 101-12110 PROPERTY TAX REFUNDS	MOSIER, JONATHAN & JESSICA	0425964	\$313.75
R 101-44300 PERMITS	MYRON JON PLUMBING	PERMIT FEE 529 MERTON AVE	\$35.00
G 101-12110 PROPERTY TAX REFUNDS	NELSON, DEREK S	0757056	\$255.80
G 101-12110 PROPERTY TAX REFUNDS	OBRIEN, MICHAEL & JENNIFER	0757072	\$297.55
G 101-12110 PROPERTY TAX REFUNDS	ORZECZOWSKI, MICHAEL & KELLY	0391092	\$287.77
G 101-12110 PROPERTY TAX REFUNDS	OSHEA, JEANINE	0726040	\$141.68
G 101-12110 PROPERTY TAX REFUNDS	PERGANDE, CHAD & SUSAN	0727268	\$245.34
G 101-12110 PROPERTY TAX REFUNDS	PETRARCA, MARK & KATHERINE	0430121	\$612.91
G 101-12110 PROPERTY TAX REFUNDS	PETRI, THOMAS & DARLENE	0424133	\$131.91
G 101-12110 PROPERTY TAX REFUNDS	PLOSZAY, MICHAEL	0728160	\$409.72
G 101-12110 PROPERTY TAX REFUNDS	PRINS, JOSHUA & BETHANY	0727079	\$154.00
G 101-12110 PROPERTY TAX REFUNDS	REBLIN, THOMAS	0427999003	\$162.37
G 101-12110 PROPERTY TAX REFUNDS	REBLIN, THOMAS	0427999002	\$162.37
G 101-12110 PROPERTY TAX REFUNDS	RICCO, RICHARD & OPHELIA	0726977031	\$191.02
G 101-12110 PROPERTY TAX REFUNDS	ROCKTEACHER, MARK D	0727037	\$163.75
G 101-12110 PROPERTY TAX REFUNDS	ROESSLER, JEAN	0424115	\$125.12
G 101-12110 PROPERTY TAX REFUNDS	RORAFF, BRIAN & HOLLY	0727071	\$143.42
G 101-12110 PROPERTY TAX REFUNDS	RORTVEDT, PETER & KARA	0728059	\$94.24
G 403-31752 BENCHMARK SECURED STORAGE	RUEKERT & MIELKE	EROSION CONTROL INSPECTIONS	\$170.13
G 403-31859 MW WAREHOUSE	RUEKERT & MIELKE	EROSION CONTROL INSPECTIONS	\$170.13
G 403-31890 LAKE CTRY LUTH HS DEV	RUEKERT & MIELKE	EROSION CONTROL INSPECTIONS	\$96.00
G 101-12110 PROPERTY TAX REFUNDS	SACHARSKI, CHRISSTOPHER & LISA	0726004	\$248.56
G 101-12110 PROPERTY TAX REFUNDS	SAUER, SARAH J	0729161	\$131.70
G 101-12110 PROPERTY TAX REFUNDS	SCHABOW, NANCY & JEREMY	0727344001	\$278.35
G 101-12110 PROPERTY TAX REFUNDS	SCHERBARTH, DENNIS & MAUREEN	0426058	\$175.54
G 101-12110 PROPERTY TAX REFUNDS	SCHICK, MICHAEL	0762030006	\$169.07
G 101-12110 PROPERTY TAX REFUNDS	SCHMIDT, ROGER & KIM	0426042	\$668.13
G 101-12110 PROPERTY TAX REFUNDS	SCHUMANN, MARGARET	0762070001	\$355.94
G 101-12110 PROPERTY TAX REFUNDS	SCHWEDER, ADAM & TRACIE	0727288	\$150.17
G 101-12110 PROPERTY TAX REFUNDS	SMITH, CRAIG & LORI	0725079	\$724.86
G 101-12110 PROPERTY TAX REFUNDS	SPENGLER, KENNETH L	0727256	\$162.33
G 101-12110 PROPERTY TAX REFUNDS	STEVENSON, KATHERINE R	0727242	\$162.98

Account Descr	Search Name	Comments	Amount
G 101-12110 PROPERTY TAX REFUNDS	SUSITTI, DIANNA	0729192	\$381.19
G 101-12110 PROPERTY TAX REFUNDS	THOSS, MARY ELLEN	0423982033	\$373.31
G 101-12110 PROPERTY TAX REFUNDS	UEBELE, JOHN & LINDA	0428990	\$96.87
G 101-12110 PROPERTY TAX REFUNDS	VALERIUS, ANTHONY & CATHERINE	0762114	\$133.60
G 101-12110 PROPERTY TAX REFUNDS	VANHIERDEN, LISA	0727345002	\$109.07
G 101-12110 PROPERTY TAX REFUNDS	VANTHIEL, DAVID & KATHLEEN	0428083	\$246.76
G 101-12110 PROPERTY TAX REFUNDS	WAGNER, BRET & LORI	0729201	\$212.67
G 101-12110 PROPERTY TAX REFUNDS	WALKER, SEAN M	0727016	\$300.60
G 101-12110 PROPERTY TAX REFUNDS	WALLEN, JOHN DANIEL	0425015	\$150.29
G 101-23020 HPD CONFISCATED CASH	WAUKESHA COUNTY JAIL	PEREZ/H17007378	\$53.50
G 204-34187 FWW LIFT STATION REPLACEMENT	WE ENERGIES	OCT-NOV FOUR WINDS WEST	\$90.18
G 101-12110 PROPERTY TAX REFUNDS	WEBER, RONALD & BARBARA	0727014	\$371.31
G 101-12110 PROPERTY TAX REFUNDS	WEDDIG, ROBERT & CHRISTINE	0426065	\$376.72
G 101-12110 PROPERTY TAX REFUNDS	WEN, XINGYUN	0757089	\$944.46
G 101-12110 PROPERTY TAX REFUNDS	WESTON, WILLIAM & MIRANDA	0730990002	\$62.05
G 101-12110 PROPERTY TAX REFUNDS	WESTPHAL, JEREMY	0757065	\$851.37
G 101-12110 PROPERTY TAX REFUNDS	WHELAN, KEVIN & SUSAN	0727100	\$143.85
G 101-12110 PROPERTY TAX REFUNDS	WILLOUGHBY, JOHN & PAMELA	0762064	\$151.80
G 101-12110 PROPERTY TAX REFUNDS	WINIGER, MARK & KELLY	0728094	\$136.48
G 101-12110 PROPERTY TAX REFUNDS	WINTER, RICKY & SANDRA	0424121	\$134.49
G 101-12110 PROPERTY TAX REFUNDS	WIPERT, STEPHEN	0726977032	\$180.84
G 101-12110 PROPERTY TAX REFUNDS	WITTER, GARY & MARY	0424164	\$145.44
G 101-12110 PROPERTY TAX REFUNDS	WOJCIECHOWSKI, JON	0426043	\$239.72
G 101-12110 PROPERTY TAX REFUNDS	WOJTKUNSKI, MICHAEL & GAIL	0727344	\$106.44
G 101-12110 PROPERTY TAX REFUNDS	YAN, MING	0391037	\$904.85
G 101-12110 PROPERTY TAX REFUNDS	ZARLETTI, DOMINIC	0428029	\$142.24
G 101-12110 PROPERTY TAX REFUNDS	ZIMMERMAN, KELLY	0427091	\$135.76
G 101-12110 PROPERTY TAX REFUNDS	ZWIEG, LINDA	0726986	\$148.73
EXPENSE Descr			\$57,744.77
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN	\$190.29
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BATTERY PRODUCTS INC	BATTERIES	\$18.55
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$733.10
EXPENSE Descr AMBULANCE			\$941.94
EXPENSE Descr BRISTLECONE DR			
E 401-70460-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CONSTRUCTION REVIEW SERVICES	\$3,829.10
EXPENSE Descr BRISTLECONE DR			\$3,829.10
EXPENSE Descr CARDINAL LANE PATCHING			
E 401-70485-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CARDINAL LANE PATCHING	\$12,038.05

Account Descr	Search Name	Comments	Amount
EXPENSE Descr CARDINAL LANE PATCHING			\$12,038.05
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-719 EVENTS	CLEARWING PRODUCTIONS, INC	HARTLAND LIGHTS	\$334.45
E 804-56700-719 EVENTS	CONLEY MEDIA LLC	AD FOR HARTLAND LIGHTS	\$176.00
E 804-56700-719 EVENTS	COTTONWOOD INVESTMENTS LLC	GIFT CERTIFICATE REDEMPTION	\$50.00
E 804-56700-140 RETIREMENT BENEFITS	EDWARD JONES	GARDNER NOV IRA	\$93.95
E 804-56700-738 MEMBERSHIPS	HARTLAND AREA CHAMBER COMMERCE	2019 MEMBERSHIP	\$120.00
EXPENSE Descr ECONOMIC DEVELOPMENT			\$774.40
EXPENSE Descr ELECTIONS			
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	FOX BROS PIGGLY WIGGLY	ELECTION FOOD	\$74.47
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	FOX BROS PIGGLY WIGGLY	ELECTION BAKERY	\$47.99
EXPENSE Descr ELECTIONS			\$122.46
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 101-53635-460 LANDSCAPE MANAGEMENT	BIEBELS TRUE VALUE	SAW CHAIN/BAR	\$116.02
E 101-53635-480 ECOS PLANNING	WAUKESHA CTY LAND CONSERVANCY	HARTLAND MARSH BRUSH REMOVAL	\$1,000.00
EXPENSE Descr ENVIRONMENTAL SERVICES			\$1,116.02
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$16.52
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$40.99
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	DEC ADMN SERVICES	\$183.44
EXPENSE Descr FINANCIAL ADMINISTRATION			\$240.95
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	CHAINSAW SHARPENING/FILTER	\$86.52
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	FLEMINGS FIRE 1, INC.	FIRE EXTINGUISHER RECHARGE	\$40.30
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	FLEMINGS FIRE 1, INC.	OFFICER BADGE/SHIELDS/HELMETS	\$677.18
E 101-52200-255 BLDGS/GROUNDS	STACKPOLE SECURITY	REPLACEMENT BATTERIES/SURVIVE ALIVE HOUSE	\$56.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	FIRE CERTIFICATION TESTING/ORGAS	\$80.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	XEROX CORPORATION	OCT-NOV COPIER	\$24.95
EXPENSE Descr FIRE PROTECTION			\$964.95
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-395 COMMUNITY RELATIONS	ARNOLDS ENVIRONMENTAL	RESTROOM RENTAL	\$665.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$91.73
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	COMPLETE OFFICE OF WISCONSIN	OFFICE SUPPLIES	\$21.58
E 101-51400-210 LEGAL SERVICES	CRAMER, MULTHAUF & HAMMES	LEGAL FEES	\$872.50
E 101-51400-395 COMMUNITY RELATIONS	HARTLAND AREA CHAMBER COMMERCE	GIFT CERTIFICATES	\$1,950.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PITNEY BOWES	SEPT-DEC LEASE	\$331.95
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$5,038.00

Account Descr	Search Name	Comments	Amount
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$6,879.71
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	NOV BARTENDER RECORD CHECKS	\$42.00
E 101-51400-395 COMMUNITY RELATIONS	WISCONSIN BUILDING INSPECTIONS	DONATION	-\$400.00
EXPENSE Descr GENERAL ADMINISTRATION			\$15,492.47
EXPENSE Descr INSPECTION			
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	NOV PERMITS	\$12,389.23
EXPENSE Descr INSPECTION			\$12,389.23
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-360 VEHICLE MAINT/EXPENSE	10-33 VEHICLE SERVICES	REPLACE REAR LICENSE PLATE LIGHT	\$163.80
E 101-52100-360 VEHICLE MAINT/EXPENSE	10-33 VEHICLE SERVICES	SQ #7 WEAPON MOUNT/SHIPPING	\$805.40
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BAYCOM, INC.	WIRELESS MIC/CHIEF	\$267.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	FEDEX	OVERNIGHT SHIPPING	\$31.12
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	PANTS/JORGENSEN	\$103.98
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	VEST CARR/BAGIN	\$76.71
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	SHIRT/MUNDY	\$119.98
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	POLO/JORGENSEN	\$134.97
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	FLEECE/JORGENSEN	\$104.99
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HOFFA, PAULA	REIMBURSE CLOTHING	\$181.79
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	NOV USER FEE	\$132.50
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	CREDIT	-\$120.68
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	CHIEFS WARDROBE CABINET	\$468.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$367.10
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	SEEGER, MATTHEW	CLOTHING ALLOWANCE	\$350.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	NOV PRISONER HOUSING	\$257.10
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	TRAINING	\$250.72
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WI CHIEFS OF POLICE ASSOC INC	COLLURA/CONFRENCE REGISTRATION	\$150.00
EXPENSE Descr LAW ENFORCEMENT			\$3,844.48
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	ADULT AUDIOBOOK	\$50.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	DEMCO INC	PAPER/TAPE DISPENSER	\$90.21
E 101-55110-255 BLDGS/GROUNDS	GROUNDS KEEPER, INC.	EXTERIOR MAINTENACE	\$375.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	KAPCO	COVERS	\$264.00
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	CHILDRENS DVD	\$6.29
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	CHILDRENS DVD	\$9.44
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$169.48
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	AUDIO CDS	\$63.75
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	AUDIOBOOK/LARGE PRINT	\$61.50
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$120.50
E 101-55110-310 BOOKS & MATERIALS	RECORDED BOOKS LLC	CHILDRENS AUDIOBOOK	\$29.99
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	NOV ADDL IMAGES	\$106.97

Account Descr	Search Name	Comments	Amount
E 101-55110-255 BLDGS/GROUNDS	RINDERLE DOOR CO	FIRE DOOR REPAIR	\$450.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	VILLAGE OF HARTLAND	PETTY CASH	\$52.22
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	NOV GAS SERVICE	\$601.32
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC ELECTRIC	\$1,962.41
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF ADMINISTRATION	JULY-DEC TEACH SERVICES	\$600.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	WIL-KIL	COMMERCIAL CONTACT	\$50.00
E 101-55110-345 STAFF EDUCATION/TRAINING	WILS (WI LIBRARY SERVICES)	OVERDRIVE SUPPORT COURSE/SWANSON	\$45.00
EXPENSE Descr LIBRARY			\$5,108.08
EXPENSE Descr LIBRARY SPEC EXPENSE			
E 205-59100-305 EXPENSES-OTHER	COMPETTITOR AWARDS & ENGRAVING	ENGRAVED PLATE	\$35.00
E 205-59100-305 EXPENSES-OTHER	WINDY HILL HANDBELL CHOIR	DEC 8 PERFORMANCE	\$150.00
EXPENSE Descr LIBRARY SPEC EXPENSE			\$185.00
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$136.32
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$136.32
E 101-51600-255 BLDGS/GROUNDS	GROUND S KEEPER, INC.	EXTERIOR MAINTENACE	\$375.00
E 101-51600-255 BLDGS/GROUNDS	HOME DEPOT	CABLE	\$15.97
E 101-51600-800 CAPITAL OUTLAY	OFFICE PRO INC	VILLAGE HALL CHAIRS	\$9,930.00
E 101-51600-255 BLDGS/GROUNDS	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$120.50
E 101-51600-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC ELECTRIC	\$1,569.31
EXPENSE Descr MUNICIPAL BUILDING			\$12,283.42
EXPENSE Descr PUBLIC WORKS			
E 101-53000-235 STREET SWEEPING	ADVANCED DISPOSAL SERVICES	STREET SWEEPING DISPOSAL	\$1,571.14
E 101-53000-410 STREETS GEN MAINT	BATTERY PRODUCTS INC	BATTERIES	\$134.88
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	TOOLS	\$50.56
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	CHAIN/CONDUIT	\$23.74
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	CREDIT	-\$5.78
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	BAND	\$40.58
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	CREDIT	-\$28.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	CLIP	\$5.78
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	OIL	\$3,078.85
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$782.82
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$242.74
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$727.95
E 101-53000-180 OTHER BENEFITS	FELKNER, DAVID	REIMBURSE CLOTHING ALLOWANCE	\$94.09
E 101-53000-420 STORM SEWER	FLINT TRADING INC	MANHOLE RINGS	\$1,241.09
E 101-53000-410 STREETS GEN MAINT	HARTLAND QUIK LUBE	VILLAGE HALL CHAIRS	\$65.90
E 101-53000-430 SNOW & ICE REMOVAL	HOME DEPOT	FENCE POSTS	\$232.20
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$102.45
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$129.45

Account Descr	Search Name	Comments	Amount
E 101-53000-410 STREETS GEN MAINT	KAESTNER AUTO ELECTRIC CO	FLAG POLES/ACORNS	\$430.00
E 101-53000-410 STREETS GEN MAINT	LANGE ENTERPRISES INC	SIGNS/BRACKETS	\$479.41
E 101-53000-410 STREETS GEN MAINT	LUMENS IRRIGATION	REPAIR SPRINKLER SYSTEM/603 SOUTHERN OAK	\$420.00
E 101-53000-410 STREETS GEN MAINT	MENARDS- PEWAUKEE	PHOTO EYE	\$39.92
E 101-53000-410 STREETS GEN MAINT	MENARDS- PEWAUKEE	CREDIT	-\$17.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	TANK HEATER	\$55.99
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	FILTERS	\$158.03
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	AIR FILTER/LINK REPAIR KIT	\$36.62
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	FREEZE OFF/V BELT/NUTS	\$82.84
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	WAX/POLISH/FREEZE OFF	\$65.52
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	HAND SOAP	\$133.96
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	CART/ICE BLADE/WAX	\$161.29
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	CART/ARMORALL/QUAD HEAD	\$130.55
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	FUEL FILTER	\$10.46
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	TANK HEATER	\$55.49
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	HOSE/SKID LOADER	\$49.51
E 101-53000-235 STREET SWEEPING	STRIETER FARM TRUCK SERVICE	STREET SWEEPINGS	\$600.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	SPRING BREAK/SWITCH/SPEAKER	\$156.52
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	SPEAKER	\$41.74
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	OUTPUT RUBBER WORK	\$39.02
E 101-53000-360 VEHICLE MAINT/EXPENSE	VAN HORN FORD	BUSHINGS	\$6.74
E 101-53000-360 VEHICLE MAINT/EXPENSE	VAN HORN FORD	BUSHINGS/TUBE INSERT/SENSOR	\$135.12
E 101-53000-225 STREET LIGHTING	WE ENERGIES	OCT-NOV ST LIGHTING	\$8,584.94
E 101-53000-225 STREET LIGHTING	WE ENERGIES	NOV-DEC FOUR WINDS WEST	\$91.94
E 101-53000-180 OTHER BENEFITS	WICHROWSKI, THOMAS	REIMBURSE CLOTHING ALLOWANCE	\$126.16
EXPENSE Descr PUBLIC WORKS			<u>\$20,563.25</u>
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-295 TRIPS	PEWAUKEE PARK & REC	CHICAGO SHOPPING TRIP	\$836.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	TISCHER, SHERRY	REIMBURSE PROGRAM SUPPLIES	\$20.61
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	VILLAGE OF SUSSEX	TUMBLING CLASSES	\$336.00
E 101-55300-295 TRIPS	VILLAGE OF SUSSEX	CRANBERRY FEST	\$260.88
EXPENSE Descr RECREATION PROGRAMS/EVENTS			<u>\$1,453.49</u>
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	ADVANCED DISPOSAL SERVICES	NOV SERVICES	\$32,074.49
EXPENSE Descr REFUSE & GARBAGE COLLECTION			<u>\$32,074.49</u>
EXPENSE Descr SEWER SERVICE			
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	BIEBELS TRUE VALUE	WRENCH/NUTS/BOLTS	\$17.86
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	DEC FEES	\$72,051.76
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	DEC ADMN SERVICES	\$28.22
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	FASTENAL COMPANY	WEDGE ANCHORS	\$46.50

Account Descr	Search Name	Comments	Amount
E 204-53610-305 EXPENSES-OTHER	INTERSTATE PUMP & TANK INC	FUEL TRACKING SYSTEM KEYPAD	\$109.90
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	NEENAH FOUNDRY CO	SOLID LIDS	\$1,232.00
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	NEENAH FOUNDRY CO	SOLID LIDS	\$268.00
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	SCADA SERVICE	\$84.50
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	SYSTEM WIDE METERING PROGRAM	\$359.25
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	VILLAGE GRAPHICS	WINDOW ENVELOPES	\$47.49
EXPENSE Descr SEWER SERVICE			\$74,245.48
EXPENSE Descr WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	BADGER METER INC	NOV BEACON HOSTING	\$152.65
E 620-53700-655 MAINTENANCE OF OTHER PLANT	BIEBELS TRUE VALUE	TOOLS	\$71.04
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	DRILL BIT/NUTS/BOLTS	\$7.62
E 620-53700-635 MAINTENANCE OF TREATMENT PLANT	BIEBELS TRUE VALUE	WEATHERSTRIPPING	\$4.47
E 620-53700-635 MAINTENANCE OF TREATMENT PLANT	BIEBELS TRUE VALUE	CREDIT	-\$4.47
E 620-53700-635 MAINTENANCE OF TREATMENT PLANT	BIEBELS TRUE VALUE	WEATHERSTRIPPING	\$3.57
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	FITTINGS	\$5.81
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	NUTS/BOLTS	\$0.58
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	FITTINGS	\$3.14
E 620-53700-641 TRANS/DISTRIBUTION-SUPPLY/EXP	CORE & MAIN LP	FLEX KEY	\$340.00
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	DEC ADMN SERVICES	\$70.56
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	GRAINGER	METER PROBES	\$31.99
E 620-53700-923 OUTSIDE SERVICES	GUTHRIE & FREY INC	ABANDON TEST WELLS	\$2,950.00
E 620-53700-651 MAINTENANCE OF MAINS	HALQUIST STONE CO INC	STONE CHIPS	\$204.52
E 620-53700-930 MISC GENERAL EXPENSES	INTERSTATE PUMP & TANK INC	FUEL TRACKING SYSTEM KEYPAD	\$109.90
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	MENARDS- PEWAUKEE	ELECTRICAL SUPPLIES	\$74.53
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	MENARDS- PEWAUKEE	ELECTRICAL SUPPLIES	\$12.90
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	MENARDS- PEWAUKEE	ELECTRICAL SUPPLIES	\$7.09
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	MENARDS- PEWAUKEE	CREDIT	-\$5.82
E 620-53700-933 TRANSPORTATION EXPENSES	POMP S TIRE SERVICE INC	TIRES/CLAYS TRUCK	\$900.00
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	SCADA SERVICE	\$84.50
E 620-53700-622 POWER FOR PUMPING	RUEKERT & MIELKE	TEST WELL ABANDONMENT/JUNGBLUTH	\$68.50
E 620-53700-903 CUSTOMER ACCTS - SUPPLIES/EXP	VILLAGE GRAPHICS	WINDOW ENVELOPES	\$47.50
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	OCT-NOV #3 PUMPHOUSE	\$1,014.58
E 620-53700-923 OUTSIDE SERVICES	WI STATE LABORATORY OF HYGIENE	FLUORIDE	\$25.00
EXPENSE Descr WATER UTILITY			\$6,180.16
			\$261,592.19

**VILLAGE OF HARTLAND**  
**VOUCHER LIST - JANUARY 14, 2019 AP**

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 101-12110 PROPERTY TAX REFUNDS	ALBERTI, KAILIN & ANDREW	0391030	\$289.29
G 101-12110 PROPERTY TAX REFUNDS	BAENEN, ALEC	0729215	\$153.94
G 101-12110 PROPERTY TAX REFUNDS	BAEZ, VICTOR & LORI	0757140	\$270.26
G 101-12110 PROPERTY TAX REFUNDS	BELLCOCK, MICHAEL	0757088	\$293.39
G 101-12110 PROPERTY TAX REFUNDS	BOEHM, DALE & CARRIE	0725077	\$309.85
G 101-12110 PROPERTY TAX REFUNDS	BOND, MELANIE S	0725038	\$207.41
G 101-12110 PROPERTY TAX REFUNDS	BRAUN, MARK & SUSAN	0726977068	\$187.43
G 101-12110 PROPERTY TAX REFUNDS	BRINGE, GLEN & CHERIE	0757034	\$270.61
G 101-12110 PROPERTY TAX REFUNDS	BUCHMAN, AMY	0727132	\$182.32
G 101-12110 PROPERTY TAX REFUNDS	COVELL, ZACHARY & AMALIA	0727136	\$144.42
G 101-12110 PROPERTY TAX REFUNDS	CUMMINGS, CHRISTOPHER	0429022	\$7,393.96
G 101-12110 PROPERTY TAX REFUNDS	DAHLKE PROPERTIES, JACK	0729123	\$765.74
G 101-12110 PROPERTY TAX REFUNDS	DECKER-NOLD, JOAN	0726041	\$139.92
G 101-12110 PROPERTY TAX REFUNDS	DIERBECK, THOMAS & ROBERTA	0426084	\$677.87
G 101-12110 PROPERTY TAX REFUNDS	EBERLE, STEVEN & CHRISTINE	0726067	\$143.65
G 101-12110 PROPERTY TAX REFUNDS	ESCHENBURG, LARRY & CHRISTINE	0426014	\$207.05
G 101-12110 PROPERTY TAX REFUNDS	ESTILL, BRIAN & HOLLY	0757057	\$853.50
G 101-12110 PROPERTY TAX REFUNDS	EXSA LLC	0729233	\$163.24
G 101-12110 PROPERTY TAX REFUNDS	FALLON, ANDREW J	0729942	\$95.97
G 101-12110 PROPERTY TAX REFUNDS	FELTON, JAY & KIMBERLY	0391038	\$312.61
G 101-12110 PROPERTY TAX REFUNDS	FLOR, SUSAN & DANIEL	0424039	\$29.09
G 101-12110 PROPERTY TAX REFUNDS	FRANZ, ROBERT & AMY	0427141	\$123.09
G 101-12110 PROPERTY TAX REFUNDS	HARPER II, KENNETH	0428085	\$274.58
G 101-12110 PROPERTY TAX REFUNDS	HENNING, THOMAS R	0762055	\$380.88
G 101-12110 PROPERTY TAX REFUNDS	J&J ASSOCIATES HOLDINGS LLP	0762009	\$306.44
G 101-12110 PROPERTY TAX REFUNDS	J&J ASSOCIATES HOLDINGS LLP	0762015	\$327.29
G 101-12110 PROPERTY TAX REFUNDS	JACOBS, LARRY & TERRY	0727179	\$156.73
G 101-12110 PROPERTY TAX REFUNDS	KELLAHER, RICHARD AND BARBARA	0430010	\$739.71
G 101-12110 PROPERTY TAX REFUNDS	KOHN, SHERRY & RANDALL	0430084004	\$551.45
G 101-12110 PROPERTY TAX REFUNDS	KRONEBERG, KEVIN & DAWN	0426044	\$540.50
G 101-12110 PROPERTY TAX REFUNDS	LANDMANN, STEVEN & CHRISTINE	0757113	\$252.17
G 101-12110 PROPERTY TAX REFUNDS	LANDWEHR, RICHARD & CAROL	0427071	\$136.90
G 101-12110 PROPERTY TAX REFUNDS	LENTZ, ED & CAROLYN	0427959	\$168.99
G 101-12110 PROPERTY TAX REFUNDS	LINDMARK, ERIK & ALYSSA	0425077	\$120.86
G 101-12110 PROPERTY TAX REFUNDS	LUETKE, GERALD & LISA	0727061001	\$119.99
G 101-12110 PROPERTY TAX REFUNDS	MANTER, VERNON	0426111	\$687.83
G 101-12110 PROPERTY TAX REFUNDS	MANUEL, RICHARD	0430120022	\$250.16
G 101-12110 PROPERTY TAX REFUNDS	MARLOW, DAVID & ALICIA	0727181	\$141.58
G 101-12110 PROPERTY TAX REFUNDS	MILLEVOLTE, VINCENT	0729025	\$138.93

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G 101-12110 PROPERTY TAX REFUNDS	MOATS, LESLIE A	0730975001	\$34.14
G 101-12110 PROPERTY TAX REFUNDS	MOEHRKE, GOFFREY & LISA	0757047	\$503.05
G 101-23000 SPECIAL DEPOSITS	OLIVER CONSTRUCTION	BUS OCC/420 CARDINAL	\$500.00
G 101-12110 PROPERTY TAX REFUNDS	ORCHOLSKI, MADONNA J	0762014002	\$103.10
G 101-12110 PROPERTY TAX REFUNDS	OSENGA, GLEN & CARLA	0727164	\$182.49
G 101-12110 PROPERTY TAX REFUNDS	OSENGA, GLEN & CARLA	0727270	\$148.46
G 101-12110 PROPERTY TAX REFUNDS	PEPLINSKI, PAUL S	0726087	\$200.83
G 101-12110 PROPERTY TAX REFUNDS	PIER, CHRISTOPHER & ERICA	0757121	\$51.07
G 101-12110 PROPERTY TAX REFUNDS	PURNEY, JULIE	0762110	\$162.55
G 101-12110 PROPERTY TAX REFUNDS	ROEGLIN, RAYMOND & RUTH	0727206	\$140.64
G 101-12110 PROPERTY TAX REFUNDS	ROFRITZ, TIMOTHY & TINA SCHULT	0726071	\$128.84
G 101-12110 PROPERTY TAX REFUNDS	RYCZEK, BARBARA & STEPHEN	0425039	\$163.81
G 101-12110 PROPERTY TAX REFUNDS	SAFRANEK, RYAN J & ANGELA M	0391095	\$285.97
G 101-12110 PROPERTY TAX REFUNDS	SARDINA, ANTHONY & JEAN	0427175	\$123.72
G 101-12110 PROPERTY TAX REFUNDS	SCHAEFER, MICHAEL & HEATHER	0757062	\$206.16
G 101-12110 PROPERTY TAX REFUNDS	SCHNEIDER, JAY & SARAH	0428051	\$212.86
G 101-12110 PROPERTY TAX REFUNDS	SIMANDL, ROBERT	0430014	\$543.64
G 101-12110 PROPERTY TAX REFUNDS	TOBOLT, LIZ	0729146	\$115.27
G 101-12110 PROPERTY TAX REFUNDS	VERDEGAN, ISAAC	0426036	\$529.11
G 101-12110 PROPERTY TAX REFUNDS	WANTOCH, ALEXANDER & ALLISON	0391166	\$36.00
G 204-34187 FWW LIFT STATION REPLACEMENT	WE ENERGIES	NOV-JAN FW LIFT STATION	\$124.60
G 101-12110 PROPERTY TAX REFUNDS	ZIMMERMAN, GARY	0725043	\$208.51
EXPENSE Descr			<u>\$23,214.42</u>
EXPENSE Descr AMBULANCE			
E 101-52300-290 OUTSIDE SERVICES/CONTRACTS	AIRGAS USA LLC	OXYGEN	\$195.33
E 101-52300-290 OUTSIDE SERVICES/CONTRACTS	AIRGAS USA LLC	OXYGEN	\$375.77
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	DEC-JAN PHONE SERVICE	\$91.21
EXPENSE Descr AMBULANCE			<u>\$662.31</u>
EXPENSE Descr CABLE TELEVISION			
E 101-55370-290 OUTSIDE SERVICES/CONTRACTS	RMC PRODUCTIONS	VIDEO SHOOT HOLIDAY TRAIN/CHRISTMAS PERFORMA	\$500.00
EXPENSE Descr CABLE TELEVISION			<u>\$500.00</u>
EXPENSE Descr CEMETERY			
E 101-54910-365 BLDGS/GROUNDS MAINT EXPENSE	MEINECKE LAWN SERVICES	WHITE PINE REMOVAL	\$1,750.00
EXPENSE Descr CEMETERY			<u>\$1,750.00</u>
EXPENSE Descr CORPORATE RESERVE EXPENSES			
E 402-59900-820 POLICE DEPT EXPENSE	CENTRAL 1 SECURITY	PD/HALL CAMERAS	\$5,142.50
E 402-59900-810 ADMINISTRATION EXPENSE	CENTRAL 1 SECURITY	PD/HALL CAMERAS	\$5,142.50
EXPENSE Descr CORPORATE RESERVE EXPENSES			<u>\$10,285.00</u>

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EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-758 MEETINGS	CARDMEMBER SERVICES	TABIS LAKE COUNTRY GIFT	\$47.30
E 804-56700-758 MEETINGS	CARDMEMBER SERVICES	COFFEE FOR MEETING	\$24.47
E 804-56700-758 MEETINGS	CARDMEMBER SERVICES	COFFEE/DONUTS MEETINGS	\$33.30
E 804-56700-715 STREETScape PROGRAM	CARDMEMBER SERVICES	HOLIDAY DECORATIONS	\$395.70
E 804-56700-719 EVENTS	CARDMEMBER SERVICES	FACEBOOK AD/HARTLAND LIGHTS	\$79.00
E 804-56700-746 TELEPHONE	CARDMEMBER SERVICES	AT&T	\$134.81
E 804-56700-750 COPIES/DUPLICATION	VILLAGE GRAPHICS	2019 OPERATING PLAN	\$5.52
E 804-56700-750 COPIES/DUPLICATION	VILLAGE GRAPHICS	GIFT CERTIFICATES	\$9.20
EXPENSE Descr ECONOMIC DEVELOPMENT			\$729.30
EXPENSE Descr ELECTIONS			
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	CONLEY MEDIA LLC	ELECTION NOTICE	\$20.50
EXPENSE Descr ELECTIONS			\$20.50
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 101-53635-460 LANDSCAPE MANAGEMENT	MEINECKE LAWN SERVICES	REMOVE OAK TREE/MEMORY LANE	\$5,250.00
EXPENSE Descr ENVIRONMENTAL SERVICES			\$5,250.00
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	AT&T	DEC-JAN PHONE SERVICE	\$19.32
E 101-51500-540 AUDITING/ACCOUNTING	BAKER TILLY VIRCHOW KRAUSE	AUDIT PAYMENT #1	\$3,160.00
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	DEC FSA FEES	\$100.67
EXPENSE Descr FINANCIAL ADMINISTRATION			\$3,279.99
EXPENSE Descr FIRE PROTECTION			
E 101-52200-220 UTILITY SERVICES	AT&T	DEC-JAN PHONE SERVICE	\$19.32
E 101-52200-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	DISCONNECT/CRIMPER TOOL/BOLT CUTTER	\$95.80
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	FLEMINGS FIRE 1, INC.	HOSE REPLACEMENT	\$1,394.27
E 101-52200-220 UTILITY SERVICES	HARTLAND WATER & SEWER	4TH QTR WATER/SEWER	\$300.71
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	JEFFERSON FIRE & SAFETY INC	SWIVEL ROCKER/BLIND CAP WITH LANYARD	\$290.00
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN/ANSON	\$29.00
E 101-52200-220 UTILITY SERVICES	U.S. CELLULAR	DEC-JAN PHONE SERVICE	\$91.21
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	EDUCATION NASH/ROSKO	\$2,388.02
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	OCT-NOV ELECTRIC/GAS	\$877.07
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	OCT-NOV SURVIVE ALIVE/GAS	\$33.35
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC SURVIVE ALIVE/ELECT	\$112.51
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	XEROX CORPORATION	NOV-DEC COPIER	\$40.50
EXPENSE Descr FIRE PROTECTION			\$5,671.76
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	AT&T	DEC-JAN PHONE SERVICE	\$19.32
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	CONLEY MEDIA LLC	ORDINANCE AD	\$32.58

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E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$92.91
E 101-51400-215 PLANNING SERVICES	SRF CONSULTING GROUP INC	NOV PROFESSIONAL SERVICES	\$2,564.68
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	DEC BARTENDER RECORDS	\$21.00
EXPENSE Descr GENERAL ADMINISTRATION			\$2,730.49
EXPENSE Descr INSPECTION			
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	AT&T	DEC-JAN PHONE SERVICE	\$19.32
EXPENSE Descr INSPECTION			\$19.32
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ADVANTAGE POLICE SUPPLY	12GA SUPER SOCK	\$530.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	AT&T	DEC-JAN PHONE SERVICE	\$19.32
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ #1 MOUNT/BALANCE/TIRE DISPOSAL	\$25.20
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	MILWAUKEE AIRSOFT	GOGGLES/MASK/PISTOL MAGAZINE/HANDGUARD	\$1,501.33
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$32.28
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$577.74
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	U.S. TACTICAL SUPPLY, INC.	SUPPRESSOR COVERS	\$321.89
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	VERIZON WIRELESS	NOV-DEC SERVICE	\$232.69
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	VERIZON WIRELESS	TRAIL CAMERA	\$39.95
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	VERIZON WIRELESS	NOV-DEC SERVICE	\$239.78
EXPENSE Descr LAW ENFORCEMENT			\$3,520.18
EXPENSE Descr LIBRARY			
E 101-55110-220 UTILITY SERVICES	AT&T	DEC-JAN PHONE SERVICE	\$19.32
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	BAYSCAN TECHNOLOGIES	DVD CASES	\$262.00
E 101-55110-220 UTILITY SERVICES	HARTLAND WATER & SEWER	4TH QTR WATER/SEWER	\$363.60
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	KAPCO	ADHESIVE PRODUCTS	\$260.38
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	ADULT DVDS	\$26.46
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	ADULT DVDS	\$26.46
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	AUDIOBOOK	\$26.25
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	DEC ADDL IMAGES	\$77.19
EXPENSE Descr LIBRARY			\$1,061.66
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-220 UTILITY SERVICES	HARTLAND WATER & SEWER	4TH QTR WATER/SEWER	\$462.56
E 101-51600-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC GAS	\$605.12
EXPENSE Descr MUNICIPAL BUILDING			\$1,067.68
EXPENSE Descr PARKS			
E 101-55200-220 UTILITY SERVICES	HARTLAND WATER & SEWER	4TH QTR WATER/SEWER	\$1,051.52
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC CENTENNIAL	\$169.06
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC HARTBROOK	\$16.80
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC NIXON	\$155.03

Account Descr	Search Name	Comments	Amount
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC PENBROOK	\$17.88
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC HARTBROOK	\$30.72
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-JAN CENTENNIAL	\$22.81
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC NIXON	\$20.67
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC PENBROOK	\$23.39
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC BARK RIVER	\$43.79
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC NIXON	\$20.92
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC FAC	\$38.85
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC NIXON	\$33.40
EXPENSE Descr PARKS			\$1,644.84
EXPENSE Descr PUBLIC WORKS			
E 101-53000-220 UTILITY SERVICES	AT&T	DEC-JAN PHONE SERVICE	\$19.31
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	BAYCOM, INC.	CHARGERS/ADAPTERS	\$258.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	BOBCAT PLUS INC	FILTER/BELT/HYD FLUID	\$308.81
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$1,016.63
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$776.72
E 101-53000-220 UTILITY SERVICES	HARTLAND WATER & SEWER	4TH QTR WATER/SEWER	\$304.82
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$102.45
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$129.45
E 101-53000-180 OTHER BENEFITS	MAAS, CHRIS	REIMBURSE CLOTHING ALLOWANCE	\$126.43
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	MENARDS- PEWAUKEE	CLAMP	\$1.53
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	MENARDS- PEWAUKEE	CABLE/CORD	\$119.85
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	MENARDS- PEWAUKEE	CREDIT	-\$24.93
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	OIL/AIR FILTERS	\$19.38
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	POSTS	\$4.45
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	OIL/FUEL/AIR FILTERS	\$213.22
E 101-53000-220 UTILITY SERVICES	U.S. CELLULAR	DEC-JAN PHONE SERVICE	\$101.96
E 101-53000-360 VEHICLE MAINT/EXPENSE	VAN HORN FORD	HOUSING AND SWITCH	\$14.38
E 101-53000-220 UTILITY SERVICES	VERIZON WIRELESS	NOV-DEC SERVICE	\$75.70
E 101-53000-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC GAS	\$1,037.52
E 101-53000-225 STREET LIGHTING	WE ENERGIES	OCT-NOV CLOCK	\$25.52
E 101-53000-225 STREET LIGHTING	WE ENERGIES	NOV-DEC ST LIGHTING	\$131.39
E 101-53000-225 STREET LIGHTING	WE ENERGIES	NOV-DEC CAMPUS DR	\$388.27
E 101-53000-220 UTILITY SERVICES	WE ENERGIES	OCT-NOV ELECTRIC	\$614.04
E 101-53000-180 OTHER BENEFITS	ZIMMERMAN, MATT	REIMBURSE CLOTHING ALLOWANCE	\$184.25
EXPENSE Descr PUBLIC WORKS			\$5,949.15
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	AMERICAN LITHO	WINTER/SPRING PROGRAM GUIDE	\$4,114.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	AT&T	DEC-JAN PHONE SERVICE	\$19.32
E 101-55300-302 TO THE POINTE DANCE PROGRAM	CRABB, JUDITH	DEC DANCE CLASSES	\$61.60

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E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	DEC YOGA STRENGTH PUNCH CARDS	\$33.60
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	DEC MODERATE YOGA PUNCH CARDS	\$100.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUMA, KERRY	DEC GENTLE YOGA PUNCH CARDS	\$336.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUSOLD, CAROL	DEC NIA PUNCH CARDS	\$128.00
E 101-55300-302 TO THE POINTE DANCE PROGRAM	GAYDOS-FEDAK, NINA M	DEC DANCE CLASSES	\$1,283.00
E 101-55300-220 UTILITY SERVICES	HARTLAND WATER & SEWER	4TH QTR WATER/SEWER	\$907.51
E 101-55300-302 TO THE POINTE DANCE PROGRAM	HECKEL DANCE LLC	DEC DANCE CLASSES	\$308.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	ITS IN EVERY DETAIL	DEC HEADS UP PUNCH CARDS	\$32.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	ITS IN EVERY DETAIL	DEC BARRE STRENGTH PUNCH CARDS	\$352.00
E 101-55300-295 TRIPS	MENOMONEE FALLS SCHOOL DISTRIC	TRIP TO FIRESIDE/GREASE	\$185.90
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	DEC CORE FITNESS 10 SR PUNCH CARDS	\$224.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	DEC CORE FITNESS 10 PUNCH CARDS	\$96.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OLSEN, MARJORIE	DEC SENIOR FITNESS PUNCH CARDS	\$240.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	PAGEL, BETHANY	JAN LITTLE WARRIOR KIDS YOGA	\$280.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SCHOLTKA, JENNIFER J	OCT-DEC ZUMBA DROP INS	\$236.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SCHOLTKA, JENNIFER J	OCT-DEC ZUMBA SESSION	\$360.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SCHOLTKA, JENNIFER J	OCT-DEC ZUMBA SESSION THRS	\$360.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	DEC-JAN PHONE SERVICE	\$36.25
E 101-55300-302 TO THE POINTE DANCE PROGRAM	VALERIE CZEKALSKI	DEC DANCE CLASSES	\$158.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	DEC YOGA FOR LIFE REG PUNCH CARDS	\$64.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	DEC YOGA FOR LIFE 10 PUNCH CARDS	\$720.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	DEC CHAIR YOGA 6 PUNCH CARDS	\$24.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	DEC YOGA FOR LIFE SR PUNCH CARDS	\$28.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	DEC CHAIR YOGA 10 PUNCH CARDS	\$280.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	DEC YOGA FOR LIFE SR 10 PUNCH CARDS	\$896.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	DEC RECORD CHECK	\$7.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$11,872.78
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	ADVANCED DISPOSAL SERVICES	DEC SERVICES	\$32,800.31
EXPENSE Descr REFUSE & GARBAGE COLLECTION			\$32,800.31
EXPENSE Descr SEWER SERVICE			
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	AMERICAN BUSINESS TECHNOLOGIES	4TH QTR WATER/SEWER BILLS	\$963.17
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	AT&T	DEC-JAN PHONE SERVICE	\$19.31
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	DEC FSA FEES	\$15.49
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	INTERSTATE BATTERIES	BATTERIES FOR SEWER METERS	\$291.85
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	U.S. CELLULAR	DEC-JAN PHONE SERVICE	\$101.95
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	OCT-NOV CRYSTAL	\$97.60
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	OCT-NOV RUSTIC	\$34.60
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	OCT-NOV ARLENE	\$314.57
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	OCT-NOV SHADOW RIDGE	\$65.37

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E 204-53610-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC BRADFORD	\$48.40
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC HWY 83	\$25.95
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	OCT-DEC WOODLANDS	\$43.62
EXPENSE Descr SEWER SERVICE			\$2,021.88
EXPENSE Descr WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	AMERICAN BUSINESS TECHNOLOGIES	4TH QTR WATER/SEWER BILLS	\$963.17
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	AT&T	DEC-JAN PHONE SERVICE	\$19.31
E 620-53700-923 OUTSIDE SERVICES	BADGER METER INC	DEC BEACON HOSTING	\$153.20
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	FITTING	\$3.59
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	SCREW SET	\$6.63
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	DRILL BIT	\$4.47
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	NUTS/BOLTS	\$3.61
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	SOCKET	\$7.15
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	CAULK	\$1.67
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	BULBS FOR #6	\$25.15
E 620-53700-623 PUMPING - SUPPLIES/EXPENSES	BUMPER TO BUMPER HARTLAND	OIL	\$90.96
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	DEC FSA FEES	\$38.71
E 620-53700-632 WATER TREATMENT-SUPPLIES/EXP	HACH COMPANY	FLUORIDE REAGENT/POCKET CLRMTR	\$547.21
E 620-53700-631 WATER TREATMENT - CHEMICALS	MARTELLE WATER TREATMENT	CHLORINE/SODIUM HYPOCHLORITE BULK	\$672.90
E 620-53700-672 DISTRIB/RESERVE STANDPIPE	MEINECKE LAWN SERVICES	REMOVE DEAD TREES/COVENTRY WATER TOWER	\$1,750.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	4TH QTR NITRATE SAMPLES	\$32.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	DEC BACTERIA	\$72.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	VOLATILE ORGANIC ANALYSES	\$60.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	DEC BACTERIA	\$54.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	NON COMPLIANCE VOCS	\$60.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	DEC BACTERIA	\$54.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	570 PROGRESS WELL 3	\$20.00
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	PRO INDUSTRIAL CONTROLS	VOLTAGE MONITOR	\$118.33
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	U.S. CELLULAR	DEC-JAN PHONE SERVICE	\$101.96
E 620-53700-903 CUSTOMER ACCTS - SUPPLIES/EXP	VILLAGE GRAPHICS	METER TEST CARDS	\$40.70
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-JAN MICRO BOOSTER	\$27.05
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	OCT-NOV HILL ST	\$32.68
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	OCT-NOV SUNSHINE	\$20.85
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-DEC MANCHESTER	\$1,424.70
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-DEC SUNNYSLOPE	\$754.51
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	NOV-DEC #3 PUMPHOUSE	\$109.20
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-DEC SUNSHINE	\$1,636.94
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-DEC COVENTRY	\$81.82
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-DEC PENBROOK	\$250.69
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-DEC BRISTLECONE	\$315.27
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	NOV-DEC BRISTLECONE	\$17.17

Account Descr	Search Name	Comments	Amount
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	NOV-DEC PENBROOK	\$58.93
E 620-53700-923 OUTSIDE SERVICES	WI STATE LABORATORY OF HYGIENE	FLUORIDE	\$25.00
EXPENSE Descr WATER UTILITY			\$9,655.53
			\$123,707.10

**VILLAGE OF HARTLAND**  
**VOUCHER LIST - JANUARY 14, 2019**

Account Descr	Search Name	Comments	Amount
<b>EXPENSE Descr</b>			
G 101-12110 PROPERTY TAX REFUNDS	ALJUBOURI, FAIEK & DEBRA	0757059	\$326.14
G 101-12110 PROPERTY TAX REFUNDS	DOLLAK, JASON & SUSAN	0429044	\$130.14
G 101-12110 PROPERTY TAX REFUNDS	FRASER, DANA A	0727290	\$254.00
G 101-12110 PROPERTY TAX REFUNDS	GAMBATESE, TIMOTHY	0427123	\$2,513.51
G 101-12110 PROPERTY TAX REFUNDS	GIFFORD, KEVIN & LEE	0726122	\$672.31
G 101-12110 PROPERTY TAX REFUNDS	GLEASON, BRIAN & BRENDA	0757104	\$479.12
G 101-12110 PROPERTY TAX REFUNDS	HACKBARTH, DALE A.	0727113	\$164.31
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	JAN DUES	\$439.00
G 101-12110 PROPERTY TAX REFUNDS	KARBASSI, NICK	0728145	\$138.32
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	MAXWELL/BC605429-6	\$262.20
G 101-12110 PROPERTY TAX REFUNDS	LAUTERBACH, JONATHAN & ANN	0391083	\$261.78
G 101-12110 PROPERTY TAX REFUNDS	LESKO, JOHN & KATHERINE	0757069	\$863.67
G 101-12110 PROPERTY TAX REFUNDS	OLDENBURG, MICHAEL	0425965	\$157.57
G 101-12110 PROPERTY TAX REFUNDS	OSHEA, MICHAEL	0725085	\$369.57
G 101-12110 PROPERTY TAX REFUNDS	RONALD BYCZEK CUSTODIAN FOR	0423982051	\$49.75
G 101-12110 PROPERTY TAX REFUNDS	RONALD BYCZEK CUSTODIAN FOR	0423982016	\$49.81
G 101-12110 PROPERTY TAX REFUNDS	RYCZEK, BARBARA & STEPHEN	0425039	\$3,484.00
G 101-21560 LIFE INSURANCE DEDUCT PAYABLE	SECURIAN FINANCIAL GROUP INC	FEBRUARY PREMIUMS	\$920.58
G 101-12110 PROPERTY TAX REFUNDS	THIEDE, JEREMY & SHARON	0726114	\$217.92
G 101-12110 PROPERTY TAX REFUNDS	THORPE, MICHAEL	0727076	\$137.66
G 101-12110 PROPERTY TAX REFUNDS	TRIPATHI, SIDDHARTH	0392003	\$295.73
G 101-12110 PROPERTY TAX REFUNDS	TURCHIK, MICHELLE	0762012	\$2,353.58
G 101-23020 HPD CONFISCATED CASH	WICHROWSKI, JACOB	MONEY FOUND/H18009188	\$500.00
<b>EXPENSE Descr</b>			<b>\$15,040.67</b>
<b>EXPENSE Descr AMBULANCE</b>			
E 101-52300-290 OUTSIDE SERVICES/CONTRACTS	AIRGAS USA LLC	CYLINDER LEASE RENEWAL	\$314.71
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$96.15
E 101-52300-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	FEBRUARY PREMIUMS	\$15.84
<b>EXPENSE Descr AMBULANCE</b>			<b>\$426.70</b>
<b>EXPENSE Descr ECONOMIC DEVELOPMENT</b>			
E 804-56700-752 RENT	ZEUTZIUS, CARL	RENT	\$4,200.00
<b>EXPENSE Descr ECONOMIC DEVELOPMENT</b>			<b>\$4,200.00</b>
<b>EXPENSE Descr FINANCIAL ADMINISTRATION</b>			
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	EHLERS & ASSOCIATES	2019 PUBLIC FINANCE SEMINAR/BAILEY	\$235.00
E 101-51500-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	FEBRUARY PREMIUMS	\$43.26
<b>EXPENSE Descr FINANCIAL ADMINISTRATION</b>			<b>\$278.26</b>

Account Descr	Search Name	Comments	Amount
EXPENSE Descr FIRE PROTECTION			
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	FREEMAN NEWSPAPERS	ANNUAL SUBSCRIPTION	\$204.00
E 101-52200-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	FEBRUARY PREMIUMS	\$15.85
EXPENSE Descr FIRE PROTECTION			<u>\$219.85</u>
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-395 COMMUNITY RELATIONS	ASCAP	ANNUAL MUSIC LICENSE	\$357.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	FREEMAN NEWSPAPERS	ANNUAL SUBSCRIPTION	\$204.00
E 101-51400-395 COMMUNITY RELATIONS	HARTLAND AREA CHAMBER COMMERCE	2019 MEMBERSHIP	\$490.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	MILWAUKEE JOURNAL SENTINEL	MAR 19-JAN 20 SUBSCRIPTION	\$152.85
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	MUNICIPAL CODE CORP	2019 ADMN SUPPORT FEE	\$275.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	DEC ADDL IMAGES	\$225.67
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	JAN COPIER	\$337.00
E 101-51400-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	FEBRUARY PREMIUMS	\$80.66
EXPENSE Descr GENERAL ADMINISTRATION			<u>\$2,122.18</u>
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ADVANTAGE POLICE SUPPLY	POINT BLANK CONCEALABLE CARRIER	\$741.06
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	FBI NATIONAL ACADEMY ASSOC INC	CHIEF Misko CONFERENCE	\$18.50
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HARTFORD POLICE DEPT	TRAINING/HOFFA	\$90.00
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ #1 OIL CHANGE/BACK UP CAMERA DIAGNOSTICS	\$162.22
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	LIGHTING SERVICE/OIL CHANGE SQ #3	\$174.14
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ #2 OIL CHANGE	\$48.54
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	LAKE COUNTRY COMMUNITY FEST	2019 COMMUNITY FEST	\$90.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$156.09
E 101-52100-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	FEBRUARY PREMIUMS	\$225.11
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY POLICE CHIEFS	ANNUAL MEMBERSHIP/COLLURA	\$50.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY POLICE CHIEFS	ANNUAL MEMBERSHIP/MISKO	\$75.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WILEAG	2019 PROGRAM FEES/WIPAC MEMBERSHIP	\$650.00
EXPENSE Descr LAW ENFORCEMENT			<u>\$2,480.66</u>
EXPENSE Descr LIBRARY			
E 101-55110-325 PERIODICALS	FREEMAN NEWSPAPERS	ANNUAL SUBSCRIPTION	\$204.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	LAKE COUNTRY COMMUNITY FEST	2019 COMMUNITY FEST	\$90.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	JAN COPIER	\$77.31
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	JAN COPIER	\$76.35
E 101-55110-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	FEBRUARY PREMIUMS	\$55.20
EXPENSE Descr LIBRARY			<u>\$502.86</u>
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$143.13
EXPENSE Descr MUNICIPAL BUILDING			<u>\$143.13</u>

Account Descr	Search Name	Comments	Amount
EXPENSE Descr PUBLIC WORKS			
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	STL ROD	\$30.55
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$796.32
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$220.63
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$541.82
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$129.45
E 101-53000-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	FEBRUARY PREMIUMS	\$228.76
EXPENSE Descr PUBLIC WORKS			\$1,947.53
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	KNOLLWOOD STABLES	JAN-FEB BASIC HORSEMANSHIP	\$256.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	LAKE COUNTRY COMMUNITY FEST	2019 COMMUNITY FEST	\$90.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	MULLETT ICE CENTER	JAN-FEB LEARN TO SKATE	\$876.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NEHS, MARK	BRIDGE PUNCH CARDS	\$192.00
E 101-55300-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	FEBRUARY PREMIUMS	\$4.54
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$1,419.34
EXPENSE Descr TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	LEAGUE OF WI MUNICIPALITIES	ANNUAL DUES	\$4,022.89
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	WISCONSIN TAXPAYERS ALLIANCE	MEMBERSHIP RENEWAL	\$350.00
EXPENSE Descr TRUSTEES			\$4,372.89
EXPENSE Descr WATER UTILITY			
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	PIPE SEALANT	\$10.75
E 620-53700-623 PUMPING - SUPPLIES/EXPENSES	WOLTER POWER SYSTEMS	FILTERS FOR WELL #6	\$141.96
EXPENSE Descr WATER UTILITY			\$152.71
			\$33,306.78

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## Payments

Current Period: DECEMBER 2018

Batch Name	DEC18MC	User Dollar Amt	\$24,063.10	
	Payments	Computer Dollar Amt	\$24,063.10	
			\$0.00	In Balance

Refer 58492 UNITED STATES POSTAL SERVIC Ck# 008772 12/4/2018  
 Cash Payment E 101-55300-300 OPERATING SUPPLIES POSTAGE WINTER/SPRING PROGRAM GUIDE \$2,662.97

Invoice  
 Transaction Date 1/2/2019 GF Checking 11100 Total \$2,662.97

Refer 58493 SECURIAN FINANCIAL GROUP INC Ck# 008773 12/6/2018  
 Cash Payment E 101-51400-150 HEALTH/DENTAL/LIFE JANUARY PREMIUMS \$80.66

Invoice

Cash Payment E 101-51500-150 HEALTH/DENTAL/LIFE JANUARY PREMIUMS \$43.26

Invoice

Cash Payment E 101-55300-150 HEALTH/DENTAL/LIFE JANUARY PREMIUMS \$4.54

Invoice

Cash Payment E 101-52200-150 HEALTH/DENTAL/LIFE JANUARY PREMIUMS \$14.59

Invoice

Cash Payment E 101-52300-150 HEALTH/DENTAL/LIFE JANUARY PREMIUMS \$14.59

Invoice

Cash Payment E 101-55110-150 HEALTH/DENTAL/LIFE JANUARY PREMIUMS \$55.20

Invoice

Cash Payment E 101-52100-150 HEALTH/DENTAL/LIFE JANUARY PREMIUMS \$225.11

Invoice

Cash Payment E 101-53000-150 HEALTH/DENTAL/LIFE JANUARY PREMIUMS \$271.09

Invoice

Cash Payment G 101-21560 LIFE INSURANCE DEDUCT JANUARY PREMIUMS \$920.58

Invoice

Transaction Date 1/2/2019 GF Checking 11100 Total \$1,629.62

Refer 58494 SAUSAGE HAUS Ck# 008774 12/14/2018  
 Cash Payment E 101-51400-395 COMMUNITY RELATIO HOLIDAY LUNCH \$340.44

Invoice

Transaction Date 1/2/2019 GF Checking 11100 Total \$340.44

Refer 58495 WI SUPPORT COLLECTIONS TRUS Ck# 008775 12/14/2018  
 Cash Payment G 101-21580 GARNISHMENT DEDUCTIO PP #25 \$671.87

Invoice

Transaction Date 1/2/2019 GF Checking 11100 Total \$671.87

Refer 58496 US DEPT OF EDUCATION Ck# 008776 12/14/2018  
 Cash Payment G 101-21580 GARNISHMENT DEDUCTIO GARNISHMENT/DYER \$209.89

Invoice

Transaction Date 1/2/2019 GF Checking 11100 Total \$209.89

Refer 58497 ROSENBAUER Ck# 008777 12/20/2018  
 Cash Payment E 101-52200-360 VEHICLE MAINT/EXPE FIRE TRUCK REPAIRS \$1,000.00

Invoice 0000078707

Cash Payment E 402-59900-830 FIRE/AMBULANCE EXP FIRE TRUCK REPAIRS \$16,005.00

Invoice 0000078707

Transaction Date 1/2/2019 GF Checking 11100 Total \$17,005.00

Refer 58498 THE MASTERS TOUCH LLC Ck# 008778 12/27/2018

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Payments

Current Period: DECEMBER 2018

Cash Payment	E 101-51500-530 TAX BILLING/TAX ROLL TAX BILLS				\$619.01
Invoice 60797					
Transaction Date	1/2/2019	GF Checking	11100	<b>Total</b>	\$619.01
Refer	58499 WI SUPPORT COLLECTIONS TRUS Ck# 008779 12/31/2018				
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO PP #26				\$671.87
Invoice					
Transaction Date	1/2/2019	GF Checking	11100	<b>Total</b>	\$671.87
Refer	58500 US DEPT OF EDUCATION Ck# 008780 12/31/2018				
Cash Payment	G 101-21580 GARNISHMENT DEDUCTIO GARNISHMENT/DYER				\$217.43
Invoice					
Transaction Date	1/2/2019	GF Checking	11100	<b>Total</b>	\$217.43
Refer	58539 RATAJCZYK, DON Ck# 008781 12/31/2018				
Cash Payment	R 101-44300 PERMITS REFUND PERMIT FEE/529 MERTON AVE				\$35.00
Invoice					
Transaction Date	1/2/2019	GF Checking	11100	<b>Total</b>	\$35.00

Fund Summary

	11100 GF Checking	
101 GENERAL FUND		\$8,058.10
402 CORPORATE RESERVE FUND		\$16,005.00
		<u>\$24,063.10</u>

Pre-Written Checks	\$24,063.10
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$24,063.10</u>

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## Payments

Current Period: DECEMBER 2018

Batch Name	Payment	Computer Dollar Amt		Posted	
DEC18CC		\$19,980.38			
Refer	58586 221B RESOURCES LLC		Ck# 2018533E 1/7/2019		
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	NSG Clothing allowance			\$277.96
Invoice					
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b> \$277.96
Refer	58587 AMAZON		Ck# 2018534E 1/7/2019		
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	cleaning supplies			\$11.97
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	coffee supplies			\$13.00
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD refund			-\$1.03
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVDrefund			-\$0.03
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD's			\$185.11
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD's			\$21.89
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	printer ribbon			\$29.97
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Music Cd's			\$40.45
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Music Cd's			\$31.26
Invoice					
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	Balls for pickleball			\$40.98
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD's			\$13.94
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Childrens book			\$9.21
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD's			\$59.62
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	kcups			\$34.62
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Children's DVD's			\$9.99
Invoice					
Cash Payment	E 205-59100-305 EXPENSES-OTHER	Tinker - Lettering kit			\$60.96
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	hepa filter for air cleaner/mask Greenwoods clothi			\$41.94
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	display paper			\$18.49
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	Ink ribbons for custody card time stamp machine			\$16.94
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	Office Chair-ergonomic			\$353.57
Invoice					

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Payments

Current Period: DECEMBER 2018

Cash Payment	E 101-52100-300 OPERATING SUPPLIES	TRB & CWS Clothing allowance	\$36.78
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	Christmas party plates	\$36.99
Invoice			
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	Paint for Before/After School Care	\$32.33
Invoice			
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	Water Hose Reels	\$105.97
Invoice			
Cash Payment	E 204-53610-385 MAINTENANCE-COLLE	Water Hose Reels	\$105.97
Invoice			
Cash Payment	E 101-53000-225 STREET LIGHTING	40 led light bulbs	\$103.98
Invoice			
Cash Payment	E 101-52200-255 BLDGS/GROUNDS	door bell for station	\$29.99
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD's	\$10.19
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Non-Fic Book	\$12.88
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVDs	\$281.11
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD's	\$35.98
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Childrens DVDs	\$101.70
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Children's DVDs	\$19.89
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD's	\$27.97
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	dvd's	\$29.96
Invoice			
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	calendar	\$6.99
Invoice			
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	scissors	\$8.45
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD refund	-\$2.02
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVDrefund	-\$1.97
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Book NON-FIC	\$15.81
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Music Cd's	\$30.10
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	dvd's	\$19.89
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	dvd's	\$19.96
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD's	\$39.58
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Music Cd's	\$41.78
Invoice			

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## Payments

Current Period: DECEMBER 2018

Cash Payment	E 101-55110-310 BOOKS & MATERIALS	dvds				\$33.05
Invoice						
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	k cups				\$24.95
Invoice						
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD's				\$62.81
Invoice						
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	dvds				\$100.82
Invoice						
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Storage shelf for closet				\$78.36
Invoice						
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Music Cd's				\$11.98
Invoice						
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Children's DVD				\$9.99
Invoice						
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	vaccum				\$380.09
Invoice						
Cash Payment	E 205-59100-305 EXPENSES-OTHER	Tinker Tote containers				\$42.66
Invoice						
Cash Payment	E 205-59100-305 EXPENSES-OTHER	Tinker Tote - Harp				\$42.03
Invoice						
Cash Payment	E 205-59100-305 EXPENSES-OTHER	Tinker Totes				\$37.94
Invoice						
Cash Payment	E 205-59100-305 EXPENSES-OTHER	Tinker Tote - loom rubber bands				\$9.99
Invoice						
Cash Payment	E 101-55110-355 JANITORIAL SUPPLIES	garbage caddy				\$25.99
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b>	<b>\$3,003.77</b>
Refer	58588 AT&T					
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	Service				\$85.68
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b>	<b>\$85.68</b>
Refer	58589 BAKER & TAYLOR CREDIT CARD					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Books				\$400.34
Invoice						
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Books				\$378.38
Invoice						
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Books				\$1,494.02
Invoice						
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Books				\$1,102.88
Invoice						
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Books				\$408.52
Invoice						
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Books				\$846.43
Invoice						
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Books				\$361.04
Invoice						
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Books				\$277.10
Invoice						

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Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Books				\$82.83
Invoice						
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Books				\$996.99
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$6,348.53
Refer	58590	BLAUER MANUFACTURING	Ck# 2018537E	1/7/2019		
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	TRB clothing allowance				\$51.94
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$51.94
Refer	58591	BP	Ck# 2018538E	1/7/2019		
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	Gas for Truck to South Dakota				\$150.00
Invoice						
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	Gas for Truck to South Dakota				\$9.29
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$159.29
Refer	58592	BUDGET RENT A CAR	Ck# 2018539E	1/7/2019		
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	Refund Erroneous Charge				-\$23.75
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	-\$23.75
Refer	58593	CARTERS	Ck# 2018540E	1/7/2019		
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	Refund of Fraud Item				-\$64.05
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	-\$64.05
Refer	58594	COLUMBIA SPORTSWEAR	Ck# 2018541E	1/7/2019		
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	Refund of Fraud Item				-\$314.68
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	-\$314.68
Refer	58595	CONOCO - TRUCK TOWNE	Ck# 2018542E	1/7/2019		
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	Gas for Truck to South Dakota				\$195.00
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$195.00
Refer	58596	CONSTANT CONTACT	Ck# 2018543E	1/7/2019		
Cash Payment	E 101-55110-290 OUTSIDE SERVICES/C	Last Month With Constant Contact				\$45.00
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$45.00
Refer	58597	COUSINS SUBS	Ck# 2018544E	1/7/2019		
Cash Payment	E 101-51440-300 OPERATING SUPPLIES	Food for November Election				\$267.85
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$267.85
Refer	58598	DELTA AIRLINES	Ck# 2018545E	1/7/2019		
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	flight - truck repair in SD				\$364.60
Invoice						
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	Dean Flight Change for Truck to South Dakota				\$200.00
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$564.60

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Refer	58599	<u>DLX FOR SMALL BUSINESS</u>	<u>Ck# 2018546E 1/7/2019</u>			
Cash Payment	E 101-51500-300	OPERATING SUPPLIES	Deposit Books		\$98.97	
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b>	\$98.97
Refer	58600	<u>DOMINOS PIZZA</u>	<u>Ck# 2018547E 1/7/2019</u>			
Cash Payment	E 101-55300-300	OPERATING SUPPLIES	Pizza for After School Care		\$24.14	
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b>	\$24.14
Refer	58601	<u>EXXON MOBIL</u>	<u>Ck# 2018548E 1/7/2019</u>			
Cash Payment	E 205-59100-305	EXPENSES-OTHER	Gas Card as payment for program (Swedish/Chenequa)		\$50.00	
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b>	\$50.00
Refer	58602	<u>FOX BROS PIGGLY WIGGLY</u>	<u>Ck# 2018549E 1/7/2019</u>			
Cash Payment	E 205-59100-305	EXPENSES-OTHER	Sara going away party		\$18.99	
Invoice						
Cash Payment	E 205-59100-305	EXPENSES-OTHER	Sara going away party		\$48.30	
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b>	\$67.29
Refer	58603	<u>GORDON FLESCH CO INC</u>	<u>Ck# 2018550E 1/7/2019</u>			
Cash Payment	E 101-52100-290	OUTSIDE SERVICES/C	Nov-Dec Copier		\$78.75	
Invoice						
Cash Payment	E 101-52100-290	OUTSIDE SERVICES/C	Oct - Nov Copier		\$73.00	
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b>	\$151.75
Refer	58604	<u>INTEGRITY TRAVEL</u>	<u>Ck# 2018551E 1/7/2019</u>			
Cash Payment	E 101-52200-300	OPERATING SUPPLIES	travel agent charge		\$30.00	
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b>	\$30.00
Refer	58605	<u>KALAHARI RESORT CREDIT CARD</u>	<u>Ck# 2018552E 1/7/2019</u>			
Cash Payment	E 101-52200-300	OPERATING SUPPLIES	Refund of Sales Tax		-\$14.36	
Invoice						
Cash Payment	E 101-52200-300	OPERATING SUPPLIES	Refund of Sales Tax		-\$12.36	
Invoice						
Cash Payment	E 101-52200-300	OPERATING SUPPLIES	lodging for EMS - Billing conference		\$135.72	
Invoice						
Cash Payment	E 101-52100-300	OPERATING SUPPLIES	Hotel Room Depoist for the Police Chief's Conf.		\$91.00	
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b>	\$200.00
Refer	58606	<u>MILWAUKEE AREA TECHNICAL CO</u>	<u>Ck# 2018553E 1/7/2019</u>			
Cash Payment	E 101-52200-300	OPERATING SUPPLIES	Refund of Fee		-\$10.00	
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b>	-\$10.00
Refer	58607	<u>OCREATIVE DESIGN STUDIO</u>	<u>Ck# 2018554E 1/7/2019</u>			
Cash Payment	E 804-56700-718	DISTRICT ADV & MARK	Explore Hartland Website Project 50%		\$900.00	
Invoice						

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Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$900.00
Refer	58608 OFFICEMAX			Ck# 2018555E 1/7/2019		
Cash Payment	E 101-52100-300 OPERATING SUPPLIES		(3) Battery back ups for office			\$104.97
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$104.97
Refer	58609 PARTY CITY			Ck# 2018556E 1/7/2019		
Cash Payment	E 101-51400-300 OPERATING SUPPLIES		Work Holiday Party			\$83.29
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$83.29
Refer	58610 PAYPAL			Ck# 2018557E 1/7/2019		
Cash Payment	E 101-52100-300 OPERATING SUPPLIES		Rifle Foregrip- Parol Detective car			\$258.00
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$258.00
Refer	58611 PAYPAL SITEIMPROVE			Ck# 2018558E 1/7/2019		
Cash Payment	E 101-51400-395 COMMUNITY RELATIO		Website Compliance Monitoring			\$3,470.00
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$3,470.00
Refer	58612 PICNIC BASKET			Ck# 2018559E 1/7/2019		
Cash Payment	E 101-51440-300 OPERATING SUPPLIES		Elections Machine Audit			\$106.06
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$106.06
Refer	58613 PINK MOCHA COFFEE			Ck# 2018560E 1/7/2019		
Cash Payment	E 101-51440-300 OPERATING SUPPLIES		Elections Machine Audit			\$41.83
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$41.83
Refer	58614 SELECT BLINDS			Ck# 2018561E 1/7/2019		
Cash Payment	E 101-52100-300 OPERATING SUPPLIES		Blinds for Chief's Office			\$74.51
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$74.51
Refer	58615 SHUTTERSTOCK			Ck# 2018562E 1/7/2019		
Cash Payment	E 101-55300-300 OPERATING SUPPLIES		Shutterstock License Renewal			\$229.00
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$229.00
Refer	58616 SUPERAMERICA			Ck# 2018563E 1/7/2019		
Cash Payment	E 101-52200-300 OPERATING SUPPLIES		Gas for Truck to South Dakota			\$166.05
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	\$166.05
Refer	58617 THE SIGNAL CELLULAR			Ck# 2018564E 1/7/2019		
Cash Payment	E 101-53000-300 OPERATING SUPPLIES		Credit Received			-\$50.00
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	Total	-\$50.00
Refer	58618 TIME WARNER CABLE CREDIT CA			Ck# 2018565E 1/7/2019		
Cash Payment	E 101-53000-220 UTILITY SERVICES		Oct-Nov Internet			\$83.33
Invoice						

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Cash Payment Invoice	E 101-52200-290 OUTSIDE SERVICES/C	Nov-Dec Service			\$249.99
Cash Payment Invoice	E 620-53700-605 MAINTENANCE-WATER	Oct-Nov Internet			\$83.33
Cash Payment Invoice	E 101-51500-300 OPERATING SUPPLIES	Nov-Dec Internet			\$53.00
Cash Payment Invoice	E 204-53610-385 MAINTENANCE-COLLE	Oct-Nov Internet			\$83.33
Cash Payment Invoice	E 101-51500-300 OPERATING SUPPLIES	Nov-Dec Phone			\$42.22
Cash Payment Invoice	E 204-53610-385 MAINTENANCE-COLLE	Nov-Dec Phone			\$42.23
Cash Payment Invoice	E 620-53700-605 MAINTENANCE-WATER	Nov-Dec Phone			\$42.23
Cash Payment Invoice	E 101-53000-220 UTILITY SERVICES	Nov-Dec Phone			\$42.23
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	Nov-Dec Phone			\$42.22
Cash Payment Invoice	E 101-51400-300 OPERATING SUPPLIES	Nov-Dec Internet			\$53.00
Cash Payment Invoice	E 101-55300-300 OPERATING SUPPLIES	Nov-Dec Phone			\$42.22
Cash Payment Invoice	E 101-52400-300 OPERATING SUPPLIES	Nov-Dec Phone			\$42.22
Cash Payment Invoice	E 101-51400-300 OPERATING SUPPLIES	Nov-Dec Phone			\$42.22
Cash Payment Invoice	E 101-55300-300 OPERATING SUPPLIES	Nov-Dec Internet			\$53.00
Cash Payment Invoice	E 101-55110-220 UTILITY SERVICES	Nov-Dec Phone			\$42.22
Cash Payment Invoice	E 101-52400-300 OPERATING SUPPLIES	Nov-Dec Internet			\$53.00
Cash Payment Invoice	E 101-52200-290 OUTSIDE SERVICES/C	Nov-Dec Service			\$102.94
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	Nov-Dec Internet			\$53.00
Cash Payment Invoice	E 101-53000-220 UTILITY SERVICES	Nov-Dec Internet			\$53.00
Cash Payment Invoice	E 620-53700-605 MAINTENANCE-WATER	Nov-Dec Internet			\$53.00
Cash Payment Invoice	E 204-53610-385 MAINTENANCE-COLLE	Nov-Dec Internet			\$53.00
Cash Payment Invoice	E 101-55370-300 OPERATING SUPPLIES	Nov-Dec Internet			\$30.00
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b> \$1,436.93
Refer	58619 VARIDESK			Ck# 2018566E 1/7/2019	
Cash Payment Invoice	E 101-51400-300 OPERATING SUPPLIES	VariDesk/Dee-Dee			\$395.00
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b> \$395.00

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Refer	58620	WALGREENS		Ck# 2018567E	1/7/2019	
Cash Payment	E 101-51500-300	OPERATING SUPPLIES	Candy Canes for Tax Payments			\$29.43
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b>	\$29.43
<hr/>						
Refer	58621	WALMART		Ck# 2018568E	1/7/2019	
Cash Payment	E 101-55300-300	OPERATING SUPPLIES	Supplies for Before and After School Care			\$74.99
Invoice						
Cash Payment	E 101-55110-310	BOOKS & MATERIALS	DVD receipt =27.08			\$27.07
Invoice						
Cash Payment	E 101-55110-310	BOOKS & MATERIALS	DVD receipt=27.08			\$0.01
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b>	\$102.07
<hr/>						
Refer	58622	WI CITY/COUNTY MGMT ASSOC		Ck# 2018569E	1/7/2019	
Cash Payment	E 101-51400-300	OPERATING SUPPLIES	WCMA Membership			\$169.95
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b>	\$169.95
<hr/>						
Refer	58623	WISCONSIN EMS ASSOCIATION		Ck# 2018570E	1/7/2019	
Cash Payment	E 101-52300-300	OPERATING SUPPLIES	Bryon Taylor Membership			\$120.00
Invoice						
Cash Payment	E 101-52300-300	OPERATING SUPPLIES	Angie Tayler Membership			\$210.00
Invoice						
Cash Payment	E 101-52300-300	OPERATING SUPPLIES	Jambretz Membership Renewal			\$325.00
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b>	\$655.00
<hr/>						
Refer	58624	ZIPRECRUITER INC		Ck# 2018571E	1/7/2019	
Cash Payment	E 101-55300-300	OPERATING SUPPLIES	Ad for Before and After School Care			\$599.00
Invoice						
Transaction Date	12/6/2018	Due 0	GF Checking	11100	<b>Total</b>	\$599.00
<hr/>						

**Fund Summary**

	11100 GF Checking
804 BUSINESS IMPROVEMENT DISTRICT	\$900.00
620 WATER FUND	\$284.53
205 SPECIAL LIBRARY FUND	\$310.87
204 SEWER	\$284.53
101 GENERAL FUND	\$18,200.45
	\$19,980.38

Pre-Written Checks	\$19,980.38
Checks to be Generated by the Computer	\$0.00
Total	\$19,980.38

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## Payments

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Batch Name	Payment	Computer Dollar Amt		\$140,231.84	Posted
Refer	58529 FIRST BANK FINANCIAL CENTRE	Ck# 2018523E	12/31/2018		
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	EBUSINESS BANKING/POSITIVE PAY/ACH			\$75.00
		FILTERS AND BLOCKS			
Invoice					
Transaction Date	12/31/2018	Due 0	GF Checking	11100	Total \$75.00
Refer	58530 WI DEFERRED COMPENSATION P	Ck# 2018524E	12/31/2018		
Cash Payment	G 101-21570 DEFERRED COMP DEDUCT	DECEMBER DEFERRED COMP			\$11,220.00
		CONTRIBUTIONS			
Invoice					
Transaction Date	12/31/2018	Due 0	GF Checking	11100	Total \$11,220.00
Refer	58531 AFLAC	Ck# 2018525E	12/15/2018		
Cash Payment	G 101-21592 AFLAC INS PAYABLE	MONTHLY AFLAC PREMIUMS			\$283.78
Invoice					
Transaction Date	12/15/2018	Due 0	GF Checking	11100	Total \$283.78
Refer	58532 PAYROLL DATA SERVICES INC	Ck# 2018526E	12/13/2018		
Cash Payment	E 804-56700-110 SALARIES	DECEMBER 14 BID PAYROLL WIRE			\$1,125.55
Invoice					
Cash Payment	G 804-21520 RETIREMENT DEDUCTION	DECEMBER 14 BID PAYROLL WIRE			-\$62.32
Invoice					
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH	DECEMBER 14 BID PAYROLL WIRE			\$39.25
Invoice					
Transaction Date	12/13/2018	Due 0	GF Checking	11100	Total \$1,102.48
Refer	58533 PAYROLL DATA SERVICES INC	Ck# 2018527E	12/28/2018		
Cash Payment	E 804-56700-110 SALARIES	DECEMBER 28 BID PAYROLL WIRE			\$1,125.56
Invoice					
Cash Payment	G 804-21520 RETIREMENT DEDUCTION	DECEMBER 28 BID PAYROLL WIRE			-\$62.32
Invoice					
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH	DECEMBER 28 BID PAYROLL WIRE			\$39.25
Invoice					
Transaction Date	12/28/2018	Due 0	GF Checking	11100	Total \$1,102.49
Refer	58534 EMPLOYEE TRUST FUNDS	Ck# 2018528E	12/21/2018		
Cash Payment	E 101-51400-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS			\$3,557.50
Invoice					
Cash Payment	E 101-51500-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS			\$2,079.73
Invoice					
Cash Payment	E 101-55300-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS			\$601.96
Invoice					
Cash Payment	E 101-52100-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS			\$25,612.44
Invoice					
Cash Payment	E 101-53000-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS			\$17,459.39
Invoice					
Cash Payment	E 101-55110-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS			\$4,761.42
Invoice					

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Cash Payment	E 101-52200-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS	\$1,340.85
Invoice			
Cash Payment	E 101-52300-150 HEALTH/DENTAL/LIFE	JANUARY HEALTH INSURANCE PREMIUMS	\$1,340.84
Invoice			
Cash Payment	G 101-21530 INSURANCE DEDUCTIONS	JANUARY HEALTH INSURANCE PREMIUMS	\$5,017.21
Invoice			
Cash Payment	G 101-34140 UNFUNDED EMPLOYEE BE	JANUARY HEALTH INSURANCE PREMIUMS	\$2,667.76
Invoice			
Transaction Date	12/21/2018	Due 0 GF Checking 11100	<b>Total</b> \$64,439.10

Refer 58535 WI RETIREMENT SYSTEM Ck# 2018529E 12/31/2018

Cash Payment	E 101-55300-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS	\$494.40
Invoice			
Cash Payment	E 101-51400-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS	\$1,112.31
Invoice			
Cash Payment	E 101-51500-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS	\$453.87
Invoice			
Cash Payment	E 101-51600-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS	\$65.08
Invoice			
Cash Payment	E 101-52100-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS	\$18,026.64
Invoice			
Cash Payment	E 101-52100-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS	\$1,008.68
Invoice			
Cash Payment	E 101-52200-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS	\$922.88
Invoice			
Cash Payment	E 101-52300-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS	\$2,025.18
Invoice			
Cash Payment	E 101-52200-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS	\$40.97
Invoice			
Cash Payment	E 101-53000-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS	\$5,249.84
Invoice			
Cash Payment	E 101-55110-140 RETIREMENT BENEFIT	NOVEMBER WRS PREMIUMS	\$2,333.91
Invoice			
Cash Payment	E 620-53700-926 EMPLOYEE PENSIONS	NOVEMBER WRS PREMIUMS	\$1,902.81
Invoice			
Cash Payment	E 204-53610-110 SALARIES	NOVEMBER WRS PREMIUMS	\$194.84
Invoice			
Cash Payment	E 204-53610-110 SALARIES	NOVEMBER WRS PREMIUMS	\$438.90
Invoice			
Cash Payment	E 204-53610-390 BILLING/COLLECTION/	NOVEMBER WRS PREMIUMS	\$528.86
Invoice			
Cash Payment	G 101-21520 RETIREMENT DEDUCTION	NOVEMBER WRS PREMIUMS	\$13,824.46
Invoice			
Cash Payment	G 101-21520 RETIREMENT DEDUCTION	NOVEMBER WRS PREMIUMS	\$12,857.32
Invoice			
Transaction Date	12/31/2018	Due 0 GF Checking 11100	<b>Total</b> \$61,480.95

Refer 58536 PAYMENT SERVICE NETWORK Ck# 2018530E 12/3/2018

Cash Payment	E 620-53700-923 OUTSIDE SERVICES	MONTHLY CREDIT CARD PROCESSING FEE	\$88.20
Invoice			

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Cash Payment Invoice	E 204-53610-290 OUTSIDE SERVICES/C	MONTHLY CREDIT CARD PROCESSING FEE				\$88.20
Transaction Date	12/3/2018	Due 0	GF Checking	11100	Total	\$176.40
Refer	58537	WI DEPT OF REVENUE		Ck# 2018531E	12/15/2018	
Cash Payment Invoice	G 101-21580 GARNISHMENT DEDUCTIO	MONTHLY EMPLOYEE WAGE GARNISHMENT				\$82.96
Cash Payment Invoice	G 101-21580 GARNISHMENT DEDUCTIO	MONTHLY EMPLOYEE WAGE GARNISHMENT				\$0.00
Transaction Date	12/15/2018	Due 0	GF Checking	11100	Total	\$82.96
Refer	58538	WI DEPT OF REVENUE (SALES TA		Ck# 2018532E	12/28/2018	
Cash Payment Invoice	G 101-21515 SALES TAXES PAYABLE	NOVEMBER SALES TAX				\$278.69
Cash Payment Invoice	R 101-48000 MISCELLANEOUS REVENU	NOVEMBER SALES TAX				-\$10.01
Transaction Date	12/28/2018	Due 0	GF Checking	11100	Total	\$268.68

Fund Summary

	11100 GF Checking	
804 BUSINESS IMPROVEMENT DISTRICT		\$2,204.97
620 WATER FUND		\$1,991.01
204 SEWER		\$1,250.80
101 GENERAL FUND		\$134,785.06
		<u>\$140,231.84</u>

Pre-Written Checks	\$140,231.84
Checks to be Generated by the Computer	\$0.00
Total	<u>\$140,231.84</u>

**VILLAGE OF HARTLAND  
LICENSES AND PERMITS  
JANUARY 14, 2019**

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

Michelle Jean Leaman  
Lindsey Nicole Willicombe  
Zarkice Ewing  
Stacey Marion Clay

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

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# Hartland Kids Day 2019



# 2018 RECAP

- <https://lakecountryfamilyfun.com/hartland-kids-day-2018-recap/>
- Over 85 local businesses participated
- Thousands of people attended
  - (mostly mothers/caretakers of elementary aged or younger children)
- Made major donations to the Backpack Coalition of Waukesha County
  - With assistance from Anna Huf, Mrs. Royalty International
- Recap video
  - <https://www.facebook.com/LakeCountryFamilyFun/videos/2117468534990761/>

# Event Information

Date: Wednesday, July 31, 2019

Times: 9:00 am to 2:00 pm

Location: Nixon Park

Organizer: Erin Guenterberg, Owner of  
LCFF, LLC DBA Lake Country Family Fun

# Lake Country Family Fun

- Lake Country Family Fun is a company birthed with the idea that parents should have a site dedicated to helping them locate events and family friendly activities and information in the Lake Country Area.
- Our Mission Statement:
  - Lake Country Family Fun strives to be your trusted, one-stop resource for local family fun in Southeastern WI.
    - We exist to:
      - Connect families to their local communities
      - Simplify finding fun activities for families and visitors
      - Provide parenting tips and resources

# Why Nixon Park?

- Nixon Park in Hartland is the ideal location as it has been the location for Hartland Kids Day since its first event in July 2013.
- Nixon Park is located in the heart of Hartland and has a close proximity to Hartland businesses.
- Nixon Park has a large open expanse in the park for the patrons to walk freely among the businesses' booths.
- Nixon Park is centrally located in Lake Country to attract the communities (both business and families) of Pewaukee, Merton, Hartland, Oconomowoc, Delafield, Wales, Genessee, Waukesha, and more.

# Why Hartland Kids Day Needs to Continue:

- I have been an attendee of this event since 2013, having been invited by founder, Melissa Peterson.
- I have co-ran the 2016 event and fully ran the 2017 and 2018 event
- My children love this event as well as our family friends that we invite and meet up with every year.
- We believe in getting up and out there and exploring our communities and what they have to offer - children included!
- Families in the area and the businesses featured look forward to this event every year.
- There were thousands of attendees last year
- We have chosen a charity to benefit from this event and will again be holding a backpack drive to benefit the Backpack Coalition, Inc., of Waukesha ([www.backpackcoalition.org](http://www.backpackcoalition.org)).

## Examples of Possible Event Activities:

Farmers Discussing Food Sources	Storytime/Puppet Show/Reading
Family Dynamic Businesses- Doctors, Dentists	Magician Show
Multiple Bounce Houses	Schools - Variety
Costumed Mascots	Daycares
Athletic Associations - soccer, basketball, etc...	Music
Fine Arts Exhibits - Actors, Painters	Retzer Nature Center
Police and Fire Department - Safety Discussions	Wild Animal Rehabilitation
Karate Demonstrations	Hartland Information Area
Interactive Art	Banks and Lessons in Saving
Swim Schools	Fitness Centers

## LCFF, LLC Will:

- Provide Insurance Binder as prescribed by Village of Hartland
- Contact Digger's Hotline as prescribed by Village of Hartland (5-7 days prior to event)
- Any use of tents and bounce houses with stakes used, the grounds will be filled of divots and grass to be left in good condition.

## LCFF, LLC Will:

- Staff and volunteers to run event and man all areas designated by us and the Village of Hartland
  - Both barricaded areas at entrances will have a person to allow accessibility for the handicapped or otherwise physically challenged.
  - There will be signage stating that the area is for handicapped patrons.

# LCFF, LLC Will:

- Inform businesses and vendors present that they CANNOT drive on the grass and they are to park away from the event as closer parking is for patrons. (Pawling Ave lot).
- **New this year: Possible Shuttle Service with Dousman Transport**
- All signage deemed necessary for the event
  - Directional signs will be provided. Signs will not impede the public works obligations to the park.
- Work with the Hartland Police Department to place “No parking” signs on one side of East Park Avenue to alleviate traffic congestion.
- Work with area businesses to alleviate parking congestion. (Endter’s)

# LCFF, LLC Will Maintain a Clean Park:

- Additional Dumpster will be provided and all dumpsters will be emptied by Thursday morning in preparation of the concert in the park on Thursday evening. (Advanced Disposal)
- Portable lavatories (2) will be provided and placed strategically through the park.
- Clean up of the park will be at completion of the event
- What we need: Extra trash bags as we plan to empty the garbage cans around the park throughout the event to avoid any overflow messes.

## LCFF, LLC Will involve the Hartland Community:

- Hartland Police and Fire Department will be informed of the event and asked to participate
- Promotion of Village of Hartland materials at the event and Hartland logo on our media if desired.

# Schedule of Events:

## Volunteer Schedule

7:00 am - 9:00 am: Set up Begins - First group of volunteers

9:00 am - Noon: Second set of volunteers

Noon - 2:00 pm: Third set of volunteers

2:00 pm - 3:30 pm: Breakdown - last group of volunteers

## Event Schedule

8:45 am: Businesses are to be set up and parked away from event.

9:00 am: Event officially begins for patrons to attend!!

10:00 am - 2:00 pm: The stage will be utilized for entertainment (Music, magician, demonstrations, storytime, etc...)

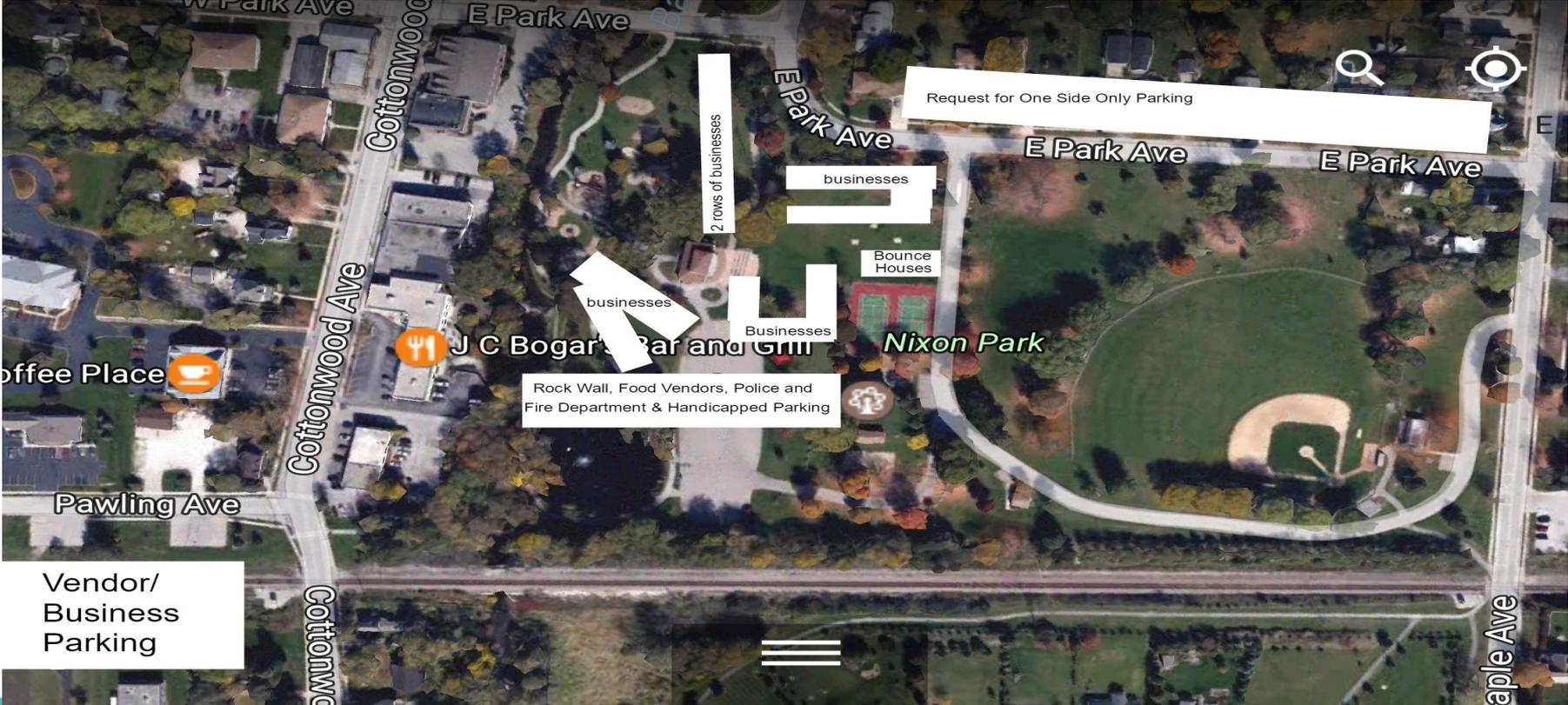
2:00 pm: Businesses are to break down event (no earlier), leaving the park as they found it.

3:30 pm: All traces of the event occurring shall be gone.

# What we need from the Village of Hartland:

- Food vendor approval from Board (All vendors are licensed and carry proper credentials by the Health Department.)
  - Flying Cow Pizza, Kona Ice, and another food vendor will be asked again to be food vendors.
- Access to Power Panel, located on the NW corner of tennis courts.
- Permission to hang signage in a way that does not leave residue (ie from tennis courts with zip ties as has been done the past 5 years)
- Ability to close the entrance to the park at East Park Street as well as the road within the park east of the rest room (by baseball diamonds). This is to provide a safe environment for children without the risk of moving vehicles. We plan to keep a staff member posted for emergency vehicles and/or special needs
- Access to the arts stage and power at fine arts stage.
- Access to all restrooms.
- Potable water.
- Ability to use the Northernmost third of the parking lot for vendor trailers and/or activities
- To switch the tennis clinic from Wednesday to the rain date of Friday so that the tennis courts can be utilized for this event.
- A contact list with cell phones of parks crew and other key employees for emergency situations.

# Map of Nixon Park



**Thank You!**



**YOUR LOCAL GUIDE  
TO ALL THINGS**

*Family*

RESOLUTION NO. 01-14-2019

RESOLUTION APPROVING MUNICIPAL COURT BUDGET

WHEREAS, the Intermunicipal Agreement for the operation of the Lake Country Municipal Court requires formation of an annual budget no later than the 1<sup>st</sup> day of September and approval of said budget by governing bodies of member municipalities; and

WHEREAS, the Court Administrative Committee, Court personnel and the Municipal Court Judge have formulated a budget for 2019 which has estimated revenues of \$365,000.00 and anticipated expenditures of \$362,821.00; and

WHEREAS, the Court Administrative Committee has, by formal action in November of 2010, created a budget stabilization fund in the amount of \$100,000.00 which has been used to advantage.

NOW THEREFORE, BE IT HEREBY RESOLVED that the Municipal Court budget for 2019 be approved.

Adopted this 14<sup>th</sup> day of January of 2019.

VILLAGE OF HARTLAND

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Jeffrey Pfannerstill, Village President

ATTEST:

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Darlene Igl, MMC/WCPC, Village Clerk



## LAKE COUNTRY MUNICIPAL COURT

174 E. Wisconsin Avenue  
Oconomowoc, WI 53066  
262-569-0920 - T  
[www.lcmunict.com](http://www.lcmunict.com)

*Clerk Pamela Strunk*  
[clerk@lcmunict.com](mailto:clerk@lcmunict.com)

*Deputy Clerk Theresa Berlin*  
[deputyclerk@lcmunict.com](mailto:deputyclerk@lcmunict.com)

*Honorable Timothy T. Kay*

December 17, 2018

TO: City, Village and Town Clerks

RE: Lake Country Municipal Court  
2019 Budget Approval

Dear Clerks:

I enclose herewith a proposed Municipal Court budget for 2019. By action of the Administrative Committee of the court, the Town of Sullivan was accepted as a contract member and the Village of Johnson Creek was accepted as a full member. Note the projected surplus for 2019 is \$6,129.00. This is only a "budget." If you have any questions, feel free to contact me.

Also enclosed is a resolution approving the budget. It would be appreciated if you would take this resolution to your governing body and have it approved, returning a signed copy to the Municipal Court.

Thank you for your cooperation.

Sincerely,

G. William Chapman, Chairman  
Administrative Committee  
LAKE COUNTRY MUNICIPAL COURT  
GWC/sp  
Enclosures

cc: Municipal Court Representatives (letter only)  
Municipal Court Clerk  
Judge Timothy Kay

Lake Country Municipal Court

2019 Budget

12/10/18

Acct #:	Account Description:	2017 Actual	2018 YTD Nine Months	2018 Budget	2018 Estimated Year End	2019 Budget	Percent +/- Budget Increase
<b>Revenues:</b>							
1	4000 Court Fees	378,414	281,842	354,167	370,000	365,000	3.06%
3	4900 Interest Income	1,764	1,034	500	1,200	1,200	140.00%
4	4300 Court Assessment	2,832	1,689	2,500	1,800	2,000	
	Transfer from Undesignated Fund			0	0	0	
5	4800 Miscellaneous Insurance Recoveries	4,170	733	1,500	800	750	
7	<b>Total Revenues</b>	<b>387,180</b>	<b>285,298</b>	<b>358,667</b>	<b>373,800</b>	<b>368,950</b>	<b>2.87%</b>
9	<b>Total Assets</b>	<b>623,753</b>	<b>647,034</b>	<b>0</b>	<b>0</b>	<b>0</b>	
11	<b>Total Liabilities</b>	<b>130,386</b>	<b>153,385</b>	<b>0</b>	<b>0</b>	<b>0</b>	
13	<b>Deferred Inflow of Resources (Stark)</b>	<b>4,952</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
13	<b>Total Fund Balance</b>	<b>488,415</b>	<b>493,648</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Expenditures:</b>							
19	Wages & Benefits	254,023	199,338	269,553	264,161	278,496	3.32%
20	Purchased Services	38,604	33,803	39,456	37,550	41,311	4.70%
21	Operating Supplies & Expenses	12,582	4,938	14,620	11,500	13,620	-6.84%
22	Fixed Charges	29,128	22,636	29,788	28,768	29,394	-1.32%
23	Capital Outlay	0	5,194	5,250	5,194	0	
	Restitution	0	0	0	0	0	
25	Bad Debt	4,931	0	0	0	0	
26	<b>Total Expenditures:</b>	<b>339,268</b>	<b>265,909</b>	<b>358,667</b>	<b>347,173</b>	<b>362,821</b>	<b>1.16%</b>
28	<b>Total Surplus/Deficit</b>	<b>47,912</b>	<b>19,389</b>	<b>0</b>	<b>26,627</b>	<b>6,129</b>	
<b>Percent +/- Budget Increase</b>							
Acct #:	Account Description:	2017 Actual	2018 YTD Nine Months	2018 Budget	2018 Estimated Year End	2019 Budget	Percent +/- Budget Increase
35	5000 Full Time Salaries	117,110	88,415	117,886	117,886	120,833	2.50%
36	Clerk of Courts						
37	Deputy Clerk of Courts						
38	5010 Assistant Clerks	27,649	18,175	28,642	28,000	29,401	2.65%
39	Clerk Salaries - Overtime						
40	5015 Part Time Judge	42,667	32,750	43,667	43,667	43,667	0.00%
	Bailiff Services	3,995	5,339	4,200	0	12,000	185.71%
41	5030 Employer FICA	13,313	9,753	14,550	14,000	14,812	1.80%
42	5040 Retirement EE-ER	11,257	8,322	10,824	10,824	10,775	-0.45%
43	5050 Health	37,603	36,232	49,354	49,354	46,533	-5.72%
44	5060 Long Term Disability Ins.			0	0		
45	5070 Life Insurance	429	353	430	430	475	10.47%
	Unemployment Benefits	0	0				
	Substitute Judge			0	0	0	
46	<b>TOTAL:</b>	<b>254,023</b>	<b>199,338</b>	<b>269,553</b>	<b>264,161</b>	<b>278,496</b>	<b>3.32%</b>

Acct #:	Account Description:	2017 Actual	2018 YTD Nine Months	2018 Budget	2018 Estimated Year End	2019 Budget	Percent +/- Budget Increase
56	<b>PURCHASED SERVICES:</b>						
57							
58	5400 Professional/Outside Services	1,220	914	2,000	1,000	2,000	0.00%
59	5405 Accounting	7,895	6,375	8,280	8,280	8,760	5.80%
60	5410 Auditor	7,700	7,800	7,800	7,800	8,000	2.56%
61	5415 Professional Services	0		0			
61	5415 Legal Services	2,092	1,385	2,000	1,500	2,000	
62	5420 Computer Consultant		1,765	3,000	2,200	3,000	0.00%
63	5425 Court Software Support	15,190	11,506	11,008	11,600	11,851	7.68%
64	5550 Telephone	2,818	2,377	3,000	3,100	3,300	10.00%
	Internet/Web	135	0	270	270	300	11.11%
65	5500 Repair/Maint. Contracts Equip.	1,554	1,681	1,800	1,800	1,800	0.00%
66	5540 Substitute Judge	0		300	0	300	0.00%
67	<b>Total:</b>	<b>38,604</b>	<b>33,803</b>	<b>39,456</b>	<b>37,550</b>	<b>41,311</b>	<b>4.70%</b>
69	<b>OPERATING SUPPLIES &amp; EQUIPMENT</b>						
70	5250 Office Supplies/Printing	5,495	3,798	6,000	5,500	6,000	0.00%
71	5300 Postage	4,967	0	5,000	5,000	5,000	0.00%
72	5350 Newspaper Publishing		0	100	0	100	0.00%
73	5200 Memberships	880	890	1,000	900	1,000	0.00%
74	5160 Books & Publications			150	0	150	0.00%
	Shredding	0		170	0	170	0.00%
	Printing			0	0		
	Miscellaneous	300		200	100	200	0.00%
75	5600 Training & Travel	940	250	2,000	0	1,000	-50.00%
76	<b>Total:</b>	<b>12,582</b>	<b>4,938</b>	<b>14,620</b>	<b>11,500</b>	<b>13,620</b>	<b>-6.84%</b>
78	<b>FIXED CHARGES</b>						
79	5100 Insurance and Bonds						
80	5105 Workman's Comp	705	0	0	0	0	
81	5120 Public Officials Ins.	438	0	0	0	0	
	Property Insurance Coverage	0		0	0	0	
82	5125 Advertising	0	0	0	0	0	
83	5130 G Liability Ins./ Hired & non-owned I	3,791	4,305	5,000	4,305	4,301	-13.98%
84	5140 Bonds			250		0	
85	5150 Bank Charges	274	209	375	300	375	0.00%
	Erroneous Interest Charged	0	0	0	0	0	
86	5475 Equipment Lease						
87	5450 Rent	23,920	18,122	24,163	24,163	24,718	2.30%
	<b>Total:</b>	<b>29,128</b>	<b>22,636</b>	<b>29,788</b>	<b>28,768</b>	<b>29,394</b>	<b>-1.32%</b>
90	<b>CAPITAL OUTLAY</b>						
91	8000 Capital Equipment		5,194	5,250	5,194	0	-100.00%
92	<b>Total:</b>	<b>0</b>	<b>5,194</b>	<b>5,250</b>	<b>5,194</b>	<b>0</b>	<b>-100.00%</b>

Salary:			2018		Retirement	Retirement
			Salary	FICA	Employee	Employer
Pam			62,694	4,796	4,200	4,200
Terri			55,192	4,222	3,698	3,698
Terri	Insurance stipend		0	0	0	0
Kathy	15.30 Hour 18 hrs Wl	2.00%	15,256	1,167	0	0
Kelly	15.30 Hour 18 hrs Wl	2.00%	14,321	1,096	0	0
			147,463	11,281	7,898	7,898
Judge			43,667	3,341	2,926	2,926
			191,130	14,621	10,824	10,824

2018		Employee	Employer
Health Insurance:		Contribution	Contribution
Pam Health	19,590	2,350.83	17,239.41
Pam Dental	1,142	137.00	1,004.68
Terri Health	19,590	2,350.80	17,239.20
Terri Dental	1,142	137.00	1,004.68
Judge Health	19,590	9,795.12	9,794.88
Judge Dental	1,142	571.00	570.84
	62,195	15,341.75	46,853.69
Deductable Cost:	1000, 1000, 500		2,500.00
			49,353.69

Salary:			2019		Retirement	Retirement
			Salary	FICA	Employee	Employer
Pam	0		62,694	4,916	4,209	4,209
Terri		2.5 %	55,192	4,328	3,705	3,705
Kathy	16.30 Hour	18 Hrs/Wk	15,257	1,167	0	0
Melissa	16.00 Hour	17 Hrs/Wk	14,144	1,082	0	0
			150,234	11,493	7,915	7,915
Judge			43,667	3,341	2,860	2,860
			193,901	14,833	10,775	10,775

2019		Employee	Employer
Health Insurance:		Contribution	Contribution
	Dean		
Pam Health	18,342	2,201.04	16,140.96
Pam Dental	1,142	137.04	1,004.96
Terri Health	18,342	2,200.90	16,140.90
Terri Dental	1,142	137.04	1,004.96
Judge Health	18,342	9,170.90	9,170.9
Judge Dental	1,142	571.00	571.00
	58,452	14,417.92	44,033.68
Deductable Cost:	1000, 1000, 500		2,500.00
			46,533.68

**MEMO**

**TO: David E. Cox/Village Administrator**

**FROM: Michael D. Gerszewski/Operation Supervisor**

**DATE: January 9, 2018**

**SUBJECT: Authorization to purchase a 6-yard dump truck**

With the approval of the 2019 Village budget, \$237,000 was allocated to replace a 2009 Peterbilt 6-yard dump truck. After reviewing options and in order to match our existing fleet, the cab and chassis we are requesting is a Freightliner from Truck Country of Oak Creek Wisconsin. Madison Truck Equipment will install the dump box, plow, wing, sander and lights. The DPW will provide the lights to Madison Truck Equipment.

As a matter of note, this truck is proposed with a slightly larger dump box to allow for the hauling of larger loads. The larger loads will allow this truck to be used for salting and plowing in the north east part of the village and reduce the number of trips for salt it will need to make. In addition, for durability and longevity, we are purchasing a stainless steel dump box to corrosion resistant.

The cost of the cab and chassis is \$113,943 and the cost of the dump box, plow, wing, sander and lights installed is \$88,086.

I am requesting that the DPW be authorized to purchase the 2019 Freightliner cab and chassis and equipment for a total cost of \$202,029.00.

I am also requesting that the Village board approve the sale of the old 6-yard dump truck on the Wisconsin surplus.com auction site when the new truck is put in service.

Please place this in the January 14, 2019 Village Board agenda for consideration and possible action.

cc: Darlene Igl/Village Clerk  
David Felkner/Utility Supervisor

**MEMO**

**TO: David E. Cox/Village Administrator**

**FROM: Michael D. Gerszewski/Operation Supervisor**

**DATE: January 9, 2019**

**SUBJECT: Authorization to purchase a wheeled loader**

With the approval of the 2019 Village budget, \$210,000 was allocated to replace a 2008 621B Case wheeled loader. After review of other loaders and information from other manufactures, the loader we are requesting is a Case 721G from Miller-Bradford and Risberg of Sussex, Wisconsin.

As a reminder, in addition to its material loading duties, this loader also has a clam bucket used for picking up branches and leaves. The loader is also used to haul and push the large snow blower for downtown snow cleanup.

The cost of the loader is \$181,750.00.

I am requesting that the DPW be authorized to purchase the 2019 Case 721G and equipment for a total cost of \$181,750.00.

I am also requesting that the Village board approve the sale of the old 2008 Case 621B loader on the Wisconsin surplus.com auction site when the new loader is put in service.

Please place this in the January 14, 2019 Village Board agenda for consideration and possible action.

cc: Darlene Igl/Village Clerk  
David Felkner/Utility Foreman

## MEMO

**TO: David E. Cox /Village Administrator**  
**FROM: Michael D. Gerszewski/Operations Supervisor**  
**DATE: January 9, 2019**  
**SUBJECT: Sale of Surplus Property**

The Department of Public Works would like Village Board approval to sell surplus equipment. The equipment we are selling has been replaced with purchases approved and purchased in previous budget cycles or is no longer used.

The items for sale are:  
Concrete saw  
Survey equipment

We will sell the surplus items using WisconsinSurplus.com. There is no cost to the Village. The equipment purchaser pays a fee based on the purchase price. The web site handles advertisement, sale and collection of the money.

Website: <http://www.wisconsinsurplus.com>

Please place this on the November 12, 2018 Village Board agenda for consideration and possible action.

cc: Darlene Igl/Village Clerk  
Dave Felkner/Utility Foreman

**Job Title: Camp Counselor**

**Department: Recreation**

**Reports to: Head Coordinator and Assistant Coordinator**

### **SUMMARY**

The Summer Day Camp Counselor is a seasonal, part-time position, leading activities at various Summer Camp programs that are offered to children ages 5 – 12.

### **HOURS/SCHEDULE**

This is a seasonal position in the summer from June – August. Throughout the summer various camps are offered and hours of work may vary between 20 – 40 hours, but generally not exceed 40 hours per week. Regular camp and before summer school care hours are dependent on when those programs are scheduled to be held. This position requires that the employee is available for the daily scheduled times and for the duration of the program.

### **ESSENTIAL FUNCTIONS**

Under the direction of the Head Coordinator and Assistant Coordinator;

- Assist in coordinating and implementing activities held each day
- Interact daily with camp participants, parents and other parks and recreation staff
- Distribute necessary equipment and supplies as needed
- Enforce policies and procedures set by the Department
- Adhere to policies and procedures set by the Department as necessary
- Maintain order and discipline by enforcing the Behavior Management Policy
- Work with parents and the Head Coordinator and Assistant Coordinator to resolve behavioral issues and report major issues to the Head Coordinator
- Report major staff and camp participant issues to the Head Coordinator
- Make sure that the camp location, pavilion/building and storage areas are clean and orderly
- Secure equipment and facilities at the end of the day
- Assist with Summer Splash bus pick-ups
- Remain visible for camp participants and parents
- Participate in daily staff meeting
- Ensure safety and well-being of camp participants

### **SUPERVISORY RESPONSIBILITIES**

None required

### **QUALIFICATIONS**

- At least 16 yrs of age preferred
- Leadership experience preferred
- Experience in working with children ages 5-12 yrs preferred
- Certification in First Aid, AED and CPR by the first day of camp is required
- Must have high energy, be creative and willing and able to participate in activities with camp participants
- Must be friendly and outgoing

### **CERTIFICATIONS & LICENSES**

First Aid and CPR certification prior to the first day of the program. Training may be offered if needed.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee must be able to lift 40lbs, bend, stretch, crouch, stand, sit, reach, kneel, run and carry for the duration of summer camp hours.

### **WORK ENVIRONMENT**

Employee will work inside and outside at local schools, parks and other locations such as field trip destinations. Weather and temperatures may vary depending on the location of where camp is being held, inside or outside. Camp is held indoors and outdoors.

*The Village of Hartland is an equal opportunity employer. We consider applicants for all positions without regard to sex, color, race, ancestry, creed, religion, national origin, age, disability, marital status, military or veteran status, sexual orientation, arrest or conviction record, or any other characteristic protected by law. The Village is committed to full compliance with applicable Wisconsin and federal disability laws. Any applicant who requires a reasonable accommodation in order to participate in any part of the job selection process should contact the Recreation Director at 262-367-0352.*

**Job Title: Assistant Coordinator**

**Department: Recreation**

**Reports to: Head Coordinator**

### **SUMMARY**

The Assistant Coordinator is a seasonal employee who assists the Head Coordinator with activities at the Hartland Recreation Department's Summer Camp programs that are offered to children ages 5 – 12. Primary responsibility of this position is to assist in the implementation of curriculum for the various camps/programs, while assisting with the supervision of camp participants and staff.

### **HOURS/SCHEDULE**

This is a seasonal position that works 20 - 40 hours per week during the summer, June through August. This position will work between 1 – 20 hours total, during the post and preseason months, which are approximately April, May and September. Throughout the summer various camps and a before summer school care program are offered. Hours of work during camp and before summer school care may vary between 20 – 40 hours, but generally do not exceed 40 hours. During the summer, prep hours and meetings for camp will occur outside of regular scheduled camp hours. Regular camp and before summer school care hours are dependent on when those programs are being offered. Off season hours, which are not weekly but occasional, will involve meetings, preparation for next year's camp or finalizing close out details after camp has ended. This position requires that the employee is available for the daily scheduled times and for the duration of the program.

### **ESSENTIAL FUNCTIONS**

- Assist the Head Coordinator in developing and coordinating daily lesson plans, special events, trips and all other camp activities and aspects
- Assist the Head Coordinator in planning and delivering the camp program and lesson plans
- Under direction of the Head Coordinator, assist with the supervision of staff
- In coordination with the Head Coordinator, assist in keeping accurate records/files as required by the department (i.e. attendance reports, behavioral reports, accident reports)
- Assist in proactively identifying and working to resolve counselor concerns and problems in a timely manner with the Head Coordinator
- Interact daily with camp participants, parents and other parks and recreation staff
- Assist in distributing necessary equipment and supplies as needed
- Assist in enforcing policies and procedures set by the Department
- Assist in working with the Head Coordinator and parents to resolve behavioral issues and report major issues to the Head Coordinator
- Assist in maintaining order and discipline by enforcing the Behavioral Management Policy
- Adhere to policies and procedures set by the Department as necessary
- Report major staff issues to the Head Coordinator and assist in following through with monitoring future behavior of staff
- Assist in securing equipment and facilities at the end of the day
- Make sure that the camp location, pavilion/building and storage areas are clean and orderly
- Remain visible and accessible to staff, camp participants and parents
- Assist in communicating with camp participant's families
- Participate in daily meetings with the Head Coordinator and camp staff
- Participate in the weekly meeting with the Head Coordinator and Recreation Director

### **SUPERVISORY RESPONSIBILITIES**

- In coordination with the Head Coordinator, assist in supervising camp staff
- Assist the Head Coordinator in leading daily meetings with staff

### **QUALIFICATIONS**

- Must be at least 21 yrs of age
- Must be highly motivated, independent and organized
- Must have 3 years+ experience in leadership and supervisory position
- Must have 3 years+ experience in working with children ages 5-12 yrs
- Must be able to handle parent and patron complaints professionally
- Previous collegiate coursework in education, recreation or related field preferred
- Must be friendly and outgoing

### **CERTIFICATIONS, LICENSES, REGISTRATION**

First Aid and CPR certification prior to the first day of the program. Training may be offered if needed. Preference will be given to those applicants that hold a teaching certification.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee must be able to lift 40lbs, bend, stretch, crouch, stand, sit, reach, kneel, run and carry at any time during the duration of Summer Camp hours.

### **WORK ENVIRONMENT**

Employee will work inside and outside at local schools, parks and other locations such as field trip destinations. Weather and temperatures may vary depending on the location of where camp is being held and if camp is inside or outside. Camp is held indoors and outdoors.

*The Village of Hartland is an equal opportunity employer. We consider applicants for all positions without regard to sex, color, race, ancestry, creed, religion, national origin, age, disability, marital status, military or veteran status, sexual orientation, arrest or conviction record, or any other characteristic protected by law. The Village is committed to full compliance with applicable Wisconsin and federal disability laws. Any applicant who requires a reasonable accommodation in order to participate in any part of the job selection process should contact the Recreation Director at 262-367-0352.*

**Job Title: Head Coordinator**

**Department: Recreation**

**Reports to: Recreation Director**

### **SUMMARY**

The Head Coordinator is a regular employee who works and leads, with the assistance of the Assistant Coordinator, the Hartland Recreation Department's Summer Camp programs that are offered to children ages 5 – 12. Primary responsibility of this position is to create and implement curriculum for the various camps/programs, while managing and supervising camp participants and staff.

### **HOURS/SCHEDULE**

This is a regular position that works 20 - 40 hours per week during the summer, June through August, and occasional hours, not weekly hours, from September through May. Throughout the summer various camps are offered and hours of work may vary between 20 – 40 hours, but generally do not exceed 40 hours. During the summer, prep hours and meetings for camp will occur outside of regular scheduled camp hours. Regular camp and before summer school care hours are dependent on when and where the programs are being offered. Off season hours, which are not weekly but occasional, will involve meetings, preparation for next year's camp or finalizing close out details after camp has ended. This position requires that the employee is available for the daily scheduled times and for the duration of the program.

### **ESSENTIAL FUNCTIONS**

- Develop and coordinate daily lesson plans, special events, trips and all other camp activities and aspects
- Plan and deliver the camp program and lesson plans
- Manage/monitor/supervise staff working within the camp programs
- Facilitate, plan, and deliver camp staff in-service training
- In coordination with the Recreation Director, hire and train camp staff
- Keep accurate records/files as required by the department (i.e. attendance reports, behavioral reports, accident reports)
- Create, assign, and monitor camp staff work schedules
- Interact daily with camp participants, parents and other parks and recreation staff
- Proactively identify and work to resolve counselors' concerns and problems in a timely manner
- Plan and coordinate with the Recreation Director the necessary equipment and supplies as needed
- Distribute all necessary equipment and supplies
- Enforce policies and procedures set by the department
- Work with parents to resolve behavioral issues and report major issues to the Recreation Director
- Maintain order and discipline by enforcing the Behavior Management Policy
- Ensure high levels of staff morale by providing mentorship and support to camp staff
- Remain visible and accessible to staff, camp participants and parents
- Make sure that the camp location, pavilion/building and storage areas are clean and orderly
- Secure equipment and facilities at the end of the day
- Plan and organize Summer School bus pick-ups with camp staff and communicate with the Summer School staff as needed of any attendance issues
- Daily communication with camp staff, camp participants and parents

## **SUPERVISORY RESPONSIBILITIES**

- Train, supervise, and evaluate camp staff
- Develop and provide the pre-season in-service training in coordination with the Recreation Director
- Participate in weekly meetings with the Recreation Director
- Facilitate daily meetings with the camp staff
- Manage and supervise all staff and camp participants

## **QUALIFICATIONS**

- Must be at least 21 years of age
- Must be highly motivated, independent and organized
- Must have leadership experience
- Must be able to handle parent and patron complaints professionally
- Must have 3 years+ in experience working with children ages 5-12 yrs
- Must have 3 years+ in experience creating curriculum in education, recreation or related field
- Previous collegiate coursework in education, recreation or related field preferred
- Must be friendly and outgoing

## **CERTIFICATIONS & LICENSES**

- First Aid, CPR and AED certification prior to the first day of the program. Training may be offered if needed
- Preference will be given to those applicants that hold a teaching certification

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee must be able to lift 40lbs, bend, stretch, crouch, stand, sit, reach, kneel, run and carry at any time during the duration of Summer Camp hours.

## **WORK ENVIRONMENT**

Employee will work inside and outside at local schools, parks and other locations such as field trip destinations. Weather and temperatures may vary depending on the location of where camp is being held and if camp is inside or outside. Camp is held indoors and outdoors.

*The Village of Hartland is an equal opportunity employer. We consider applicants for all positions without regard to sex, color, race, ancestry, creed, religion, national origin, age, disability, marital status, military or veteran status, sexual orientation, arrest or conviction record, or any other characteristic protected by law. The Village is committed to full compliance with applicable Wisconsin and federal disability laws. Any applicant who requires a reasonable accommodation in order to participate in any part of the job selection process should contact the Recreation Director at 262-367-0352.*

## MEMORANDUM

**TO:** Village Board  
**FROM:** Ryan Bailey, Finance Director  
**DATE:** January 8, 2019



**SUBJECT: Employee Assistance Program Contract Approval**

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The Village of Hartland has a contract with FEI Behavioral Health Consulting for our Employee Assistance Program (EAP). The employee assistance program offers employee many benefits such as short term mental health counseling and referral services, work-life learning and development, wellness services, legal consultations, retirement services, monthly webinars and numerous other services. Although privacy laws do not allow us to know which employees use the service, we do know a number of our employees use the EAP annually. Department managers, particularly in Police and Fire, routinely remind employees about the service, especially for mental health assistance.

This contract had an annual automatic renewal since its inception. FEI has a new contact person for the Village of Hartland and as part of his introduction to the Village as a client he noticed that our contract was very outdated and referenced a previous company name for FEI. Staff and the Village Attorney have reviewed the contract language.

Staff recommends approving the updated contract with FEI Behavioral Health, Inc for \$3,750 annual administrative program retainer + fee-for-service items. It has remained the same fee since 2006.

## CONSULTING SERVICE AGREEMENT

THIS CONSULTING SERVICE AGREEMENT (this “**Agreement**”) dated January 1, 2019, is by and between FEI BEHAVIORAL HEALTH, INC., a Delaware corporation with its principal place of business at 648 North Plankinton Avenue, Suite 425, Milwaukee, Wisconsin 53203 (“**FEI**” or the “**Company**”), and VILLAGE OF HARTLAND, a Wisconsin entity with its principal place of business at 210 Cottonwood Avenue, Hartland, WI 53029 (“**Village of Hartland**” or the “**Client**”).

### RECITALS

A. The Company’s Consulting Services (the “Program”), defined as set forth in Exhibit I attached hereto include, among other things, (i) Management Consultation to human resource and business line managers regarding behavioral health issues that affect individuals and organizations (ii) Employee Assistance Program (EAP) Services, a problem-solving resource for employees and their immediate family members as well as critical incident response services in the event of trauma in the workplace, (iii) Work-Life Services which includes referrals for legal and financial consultation, as well as Web-based Self Search Childcare and Eldercare Resource Identification, (iv) Wellness Services to assist in managing the health and wellbeing of employees and their families to its client base, (v) Retirement Services which offers employees transition to retirement services as well as extended services to employees who have retired already.

B. Client desires to purchase from the Company, and the Company desires to provide Client with certain Management Consultation, EAP Services and Work-Life Services on the terms and conditions set forth herein.

NOW, THEREFORE in consideration of the premises and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

### AGREEMENT

1. Services.

(a) Services. During the Term (as defined in Section 3, below), the Company shall provide program services such as Management Consultation, EAP Services and Work-Life Services as set forth in Exhibit II attached hereto (collectively, the “**Services**”). The Company shall comply with all laws, regulations and ordinances applicable to the Company’s performance of the Services described herein, including, without limitation, privacy rights of individuals who utilize the Company’s Services, and shall secure all required licenses and permits required by law, regulation or ordinance. Notwithstanding the foregoing, under no circumstances will FEI be responsible or liable for any obligation that applies to Client under any applicable law.

(b) Cooperation. Client shall, from time to time upon reasonable request and notice from the Company, provide the Company with any and all information necessary for the Company to perform its obligations hereunder, including, without limitation, an accurate employee count the first week of January, April, July and October of each year, and shall execute such agreements, documents and instruments as the Company shall deem reasonably necessary to perform its obligations hereunder. Client shall immediately inform the Company of (i) any terminated benefit-eligible employee and (ii) the timeframe for such employee to continue to receive Services under this Agreement. The Company recommends extending Services to terminated employees for thirty (30) days following termination or until the end of the month in which the termination occurs.

2. Fees.

(a) Fees and Expenses. In consideration of the Services required of the Company hereunder, Client shall pay to the Company the fees and charges identified on Exhibit III attached hereto (the "**Fees**"). Fees for capitated contracts will be based on the eligible employee count provided to the Company as of the most recent quarterly date as required by Section 1(b), above. In addition, Client shall reimburse the Company for all ordinary or necessary business expenses, including actual and reasonable travel expenses incurred by the Company on behalf of Client in connection with the Services provided hereunder; provided, however, that the Company shall be required to submit adequate accounting for such expenditures and such proof as shall be reasonably necessary to establish to the satisfaction of Client that such expenses were ordinary and necessary business expenses incurred on behalf of Client. All Fees and other charges described herein are exclusive of sales, use, value added or other taxes which may be applicable to the Services to be performed by the Company hereunder. Any such taxes shall be the sole responsibility of Client and, in the sole discretion of the Company, may be paid by the Company and billed to Client.

(b) Invoices. Fees (and all other charges) will be due on each January 1 of the Term (individually a "**Payment Date**", collectively, the "**Payment Dates**"). The Company will invoice Client no less than thirty (30) days in advance of the Payment Date. Payments not made on or before the thirtieth (30<sup>th</sup>) calendar day following the Payment Date shall be subject to a late charge accruing from the Payment Date until paid in full at the rate of 12% per annum, compounded daily, which shall be paid by Client to the Company upon demand. Client will notify the Company in writing within thirty (30) days of the date of receipt of an invoice of any invoice inaccuracies or disputes (a "**Disputed Amount**"). The Company will promptly review any Disputed Amount submitted by Client and (i) if deemed justified by the Company, in its sole discretion, issue a credit for the Disputed Amount or (ii) if deemed unjustified by the Company, in its sole discretion, require that the Disputed Amount be immediately paid in full. Any Disputed Amount that is not deemed justified by the Company, in its sole discretion, shall be subject to a late charge accruing from the Payment Date until paid in full at the rate of 12% per annum, compounded daily, which shall be paid by Client to the Company upon demand.

3. Term. The initial term of this Agreement shall commence on the date hereof (the "**Commencement Date**") and terminate on December 31, 2019 (the "**Initial Term**"). Upon the expiration of the Initial Term, this Agreement shall automatically renew for successive two (2) year periods (each a "**Renewal Term**") on the same terms and cost as the previous year Agreement unless either party declines renewal of this Agreement by providing written notice to the other party of such nonrenewal at least ninety (90) days prior to the expiration of the Initial Term or any such Renewal Term. As such, for a notice of nonrenewal to be effective in accordance with the "notice" provisions of

Section 11, below, the notifying party must deliver written notice of non-renewal to the other party not later than (a) ninety-one (91) days prior to the second anniversary of the Commencement Date, if notice of nonrenewal is made pursuant to Section 11(a), (b) ninety-two (92) days prior to the second anniversary of the Commencement Date, if notice of nonrenewal is made pursuant to Section 11(b), below, (c) ninety-one (91) days prior to the second anniversary of the Commencement Date, if notice of nonrenewal is made pursuant to Section 11(c), below, or (d) ninety-six (96) days prior to the second anniversary of the Commencement Date, if notice of nonrenewal is made pursuant to Section 11(d), below. The Initial Term and any Renewal Term shall be referred to collectively herein as the “Term”.

( \_\_\_\_\_ )

Initials

BY INITIALING HERE, CLIENT ACKNOWLEDGES THAT IT HAS RECEIVED A COPY OF, READ AND UNDERSTANDS THE FOREGOING AUTOMATIC RENEWAL DISCLOSURES.

Notwithstanding the Term set forth above, this Agreement may be terminated:

(a) By either party if the other party breaches any provision of this Agreement or fails to perform any of its obligations hereunder and fails to cure such breach within thirty (30) days after receipt of written notice from the non-breaching party;

(b) By the Company upon thirty (30) days written notice to Client in the event Client fails to make any payment required hereunder when due and such failure is not cured within such thirty (30) day period;

(c) By either party immediately upon written notice to the other party should (i) (A) the latter party commence a voluntary case or other proceeding, (B) an involuntary case or other proceeding be commenced against the latter party and not be discharged within thirty (30) days, or (C) any such case or proceeding otherwise be commenced against the latter party, in each case seeking liquidation, reorganization or other relief with respect to the latter party or its debts, or seeking the appointment of a trustee, receiver, liquidator, custodian, conservator or similar official for the latter party or any substantial part or its property, (ii) the latter party consents to any such relief or makes a general assignment for the benefit of creditors or (iii) the latter party fails generally to pay its debts as they become due.

4. Effect of Termination. Termination of this Agreement shall not release any party from any other obligation or liability hereunder or deny any party any right or payment hereunder, in any case, which at the date of termination has already accrued to such party. The right to early termination is not to be construed as the exclusive remedy of either party for breach of duties and obligations under this Agreement.

5. Limitation of Liability; Indemnification.

(a) Disclaimer of Warranty. THE SERVICES PERFORMED OR PROVIDED PURSUANT TO THIS AGREEMENT ARE FURNISHED AS IS, WHERE IS, AND WITHOUT WARRANTY OF ANY KIND, EXPRESS, IMPLIED, STATUTORY OR OTHERWISE. NO REPRESENTATION OR OTHER AFFIRMATION OF FACT, WHETHER MADE BY THE COMPANY OR OTHERWISE, WHICH IS NOT CONTAINED IN THIS AGREEMENT, WILL BE DEEMED TO BE A WARRANTY FOR ANY PURPOSE OR GIVE RISE TO ANY LIABILITY OF THE COMPANY. THE COMPANY FURTHER DISCLAIMS, AND CLIENT HEREBY WAIVES, ALL IMPLIED WARRANTIES FOR THE SERVICES OF THE COMPANY SOLD, DELIVERED OR USED UNDER THIS AGREEMENT. THE COMPANY DOES NOT MAKE ANY WARRANTY THAT ANY SERVICE COMPLIES WITH ANY LAW, DOMESTIC OR FOREIGN.

(b) Disclaimer of Warranty and Liability for Third Party Providers and Subcontractors. THE COMPANY MAKES NO REPRESENTATION OR WARRANTY REGARDING ANY SERVICE PROVIDED BY ANY THIRD-PARTY PROVIDER OR SUBCONTRACTOR OF THE COMPANY AND SHALL HAVE NO RESPONSIBILITY OR LIABILITY WHATSOEVER FOR ANY SERVICES PROVIDED UNDER THIS AGREEMENT OR ANY ALLEGEDLY DEFECTIVE SERVICES DUE TO ANY ACT OR OMISSION, OR FAILURE OR CONDITION, OF ANY SUCH THIRD-PARTY SERVICE PROVIDER OR SUBCONTRACTOR. THE COMPANY FURTHER DISCLAIMS, AND CLIENT HEREBY WAIVES, ALL IMPLIED WARRANTIES FOR THE SERVICES PERFORMED BY A THIRD-PARTY PROVIDER OR SUBCONTRACTOR SOLD, DELIVERED OR USED UNDER THIS AGREEMENT. THE COMPANY MAKES NO WARRANTY THAT ANY SERVICES PROVIDED BY A THIRD-PARTY SERVICE PROVIDER OR SUBCONTRACTOR COMPLY WITH ANY LAW, DOMESTIC OR FOREIGN.

(c) Limitation of Liability. THE LIABILITY OF EACH PARTY WITH RESPECT TO THIS AGREEMENT OR ANYTHING DONE IN CONNECTION HERewith, INCLUDING, WITHOUT LIMITATION, THE PERFORMANCE OR BREACH OF THIS AGREEMENT, OR FROM THE SALE, DELIVERY, PROVISION OR USE OF THE SERVICES PROVIDED UNDER OR COVERED BY THIS AGREEMENT, WHETHER IN CONTRACT, TORT, (INCLUDING NEGLIGENCE OR STRICT LIABILITY) OR OTHERWISE, SHALL NOT EXCEED THE FEES PREVIOUSLY PAID (OR PAYABLE, IN THE EVENT OF A CLAIM BY THE COMPANY FOR NON-PAYMENT OF OUTSTANDING FEES THAT EXCEED THE AMOUNT OF FEES PREVIOUSLY PAID) TO THE COMPANY BY CLIENT IN RESPECT OF THE SERVICES.

(d) Consequential or Other Damages.

(i) IN NO EVENT SHALL EITHER PARTY HAVE LIABILITY FOR ANY INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE OR OTHER DAMAGES (EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES), WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, WHICH IN ANY WAY ARISE OUT OF RELATE TO, OR ARE A CONSEQUENCE OF, THIS AGREEMENT, SUCH PARTY'S PERFORMANCE OR NONPERFORMANCE UNDER THIS AGREEMENT, OR THE PROVISION OF OR FAILURE TO PROVIDE ANY SERVICE UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY LIABILITY FOR LOST PROFITS, BUSINESS INTERRUPTIONS OR ANY LOSS OF BUSINESS OR GOODWILL.

(ii) IN NO EVENT SHALL THE COMPANY HAVE LIABILITY FOR ANY INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE OR OTHER DAMAGES (EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES), WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, WHICH IN ANY WAY ARISE OUT OF RELATE TO, OR ARE A CONSEQUENCE OF, ANY EAP SERVICES PROVIDED TO ANY CLIENT EMPLOYEE, INCLUDING, WITHOUT LIMITATION, ANY LIABILITY FOR ANY HARMFUL ACTION (EITHER TO THEMSELVES OR OTHERS) OF A CLIENT EMPLOYEE WHO UTILIZED THE COMPANY'S SERVICES.

(iii) IN NO EVENT SHALL THE COMPANY HAVE LIABILITY FOR ANY INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE OR OTHER DAMAGES (EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES), WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, WHICH IN ANY WAY ARISE OUT OF RELATE TO, OR ARE A CONSEQUENCE OF, ANY (A) ERRORS, MISTAKES, OR INACCURACIES OF CONTENT ON ITS WEBSITE, (B) PERSONAL INJURY OR PROPERTY DAMAGE, OF ANY NATURE WHATSOEVER, RESULTING FROM CLIENT'S OR ITS

EMPLOYEES ACCESS TO AND USE OF THE COMPANY'S WEBSITE, OR (C) ANY ERRORS OR OMISSIONS IN ANY CONTENT OR FOR ANY LOSS OR DAMAGE OF ANY KIND INCURRED AS A RESULT OF CLIENT'S OR ITS EMPLOYEES USE OF ANY CONTENT POSTED, EMAILED, TRANSMITTED, OR OTHERWISE MADE AVAILABLE VIA THE COMPANY'S WEBSITE.

(e) Indemnification. EACH PARTY (THE "INDEMNIFYING PARTY") SHALL INDEMNIFY AND HOLD HARMLESS THE OTHER PARTY AND ALL OF ITS OFFICERS, DIRECTORS, PARTNERS, MEMBERS, PRINCIPALS, EMPLOYEES AND AGENTS (COLLECTIVELY, THE "INDEMNIFIED PARTY") FROM AND AGAINST ANY AND ALL DEMANDS, CLAIMS AND ACTIONS BY THIRD PARTIES, AND ALL LIABILITIES, JUDGMENTS, DAMAGES, COSTS AND EXPENSES (INCLUDING REASONABLE ATTORNEYS' FEES) INCURRED IN CONNECTION THEREWITH (COLLECTIVELY, "CLAIMS"), ARISING OR RESULTING FROM (I) THE INDEMNIFYING PARTY'S BREACH OF THIS AGREEMENT; OR (II) THE GROSS NEGLIGENCE OR INTENTIONAL MISCONDUCT OF THE INDEMNIFYING PARTY IN CONNECTION WITH THE PERFORMANCE OF ITS OBLIGATIONS UNDER THIS AGREEMENT. NEITHER PARTY'S INDEMNIFICATION OBLIGATION SHALL EXTEND TO CLAIMS TO THE EXTENT RESULTING FROM THE NEGLIGENCE OR MISCONDUCT OF THE INDEMNIFIED PARTY. THE INDEMNIFYING PARTY WILL HAVE THE RIGHT TO PARTICIPATE IN THE DEFENSE AND SETTLEMENT OF EVERY SUCH CLAIM OR SUIT. PROMPT NOTICE IN WRITING OF ANY CLAIM MADE OR SUIT INSTITUTED FOR WHICH INDEMNIFICATION MAY BE SOUGHT UNDER THIS SECTION 5(E) MUST BE GIVEN BY THE PARTY SEEKING INDEMNIFICATION TO THE PARTY FROM WHOM INDEMNIFICATION IS SOUGHT; PROVIDED, THAT THE FAILURE TO PROVIDE PROMPT NOTICE SHALL NOT PREVENT A PARTY FROM RECEIVING INDEMNIFICATION PURSUANT TO THIS SECTION 5(E) EXCEPT TO THE EXTENT THE OTHER PARTY WAS PREJUDICED AS A RESULT OF SUCH FAILURE.

6. Confidentiality. For purposes of this Section 6, the party disclosing, or allowing access to, certain of its confidential and/or proprietary information shall hereinafter be referred to as the "**Disclosing Party**" and the party receiving such confidential and/or proprietary information shall hereinafter be referred to as the "**Receiving Party.**"

(a) Confidential Information. During the Term of this Agreement and for a period of two (2) years after termination for any reason or expiration of the Agreement, the Receiving Party shall not use any Confidential Information (as defined below) for any purpose other than in performing its duties hereunder nor disclose any Confidential Information to any person other than a person designated by the Disclosing Party. If the Receiving Party receives Confidential Information, the Receiving Party shall prevent any person from receiving such Confidential Information other than employees of the Receiving Party who acquire knowledge of the same in order to assist the Receiving Party in the performance of its obligations under this Agreement; provided, that the Receiving Party shall inform such employees of the Receiving Party's obligations herein and such employees shall agree to maintain the confidentiality of the Confidential Information. Further, the Receiving Party shall at all times safeguard and protect the Confidential Information in the same manner that it safeguards and protects its own proprietary information, and, in any case, with not less than reasonable care. For the purposes of this Agreement, "Confidential Information" includes all proprietary information relating to the business of the Disclosing Party disclosed or made available to the Company, including, without limitation, information concerning personnel information relative to the Disclosing Party's employees. Notwithstanding the foregoing, information which (1) can be demonstrated by the Receiving Party to have been known by it prior to the date of this Agreement; (2) is or becomes generally available to the public through no act or omission of the Receiving Party; (3)

is obtained by the Receiving Party in good faith from a third party who discloses such information to the Receiving Party on a non-confidential basis without violating any obligation of confidentiality or secrecy relating to the information disclosed; or (4) the Receiving Party is required to disclose by law shall not be subject to the restrictions of this Section 6. In the event that the Receiving Party becomes legally compelled to disclose any Confidential Information, the Receiving Party will provide the Disclosing Party with reasonable notice thereof and the documents requested thereby so that Disclosing Party may seek a protective order or other appropriate remedy. In the event that such protective order or other remedy is not obtained, the Receiving Party will furnish only that portion of such Confidential Information that the Receiving Party is legally required to disclose as advised by counsel.

(b) Injunctive Relief. The parties acknowledge that a breach of Section 6 would cause Client irreparable injury for which it would not have an adequate remedy at law. In the event of a breach, Client shall be entitled to injunctive relief in addition to any other remedies it may have at law or in equity.

7. Intellectual Property.

(a) Ownership of the Company's Intellectual Property. The Company shall have the sole and exclusive ownership of all rights, title and interest in and to its intellectual property (the "Intellectual Property") and all modifications and enhancements thereof (including all trade secrets, patents and copyrights pertaining thereto). Client hereby acknowledges that it has no rights to the Intellectual Property except for the rights and privileges expressly granted herein in connection with the Services. Client further acknowledges that the Intellectual Property contains trade secrets and confidential information of the Company. Any unauthorized copying or modification of the Intellectual Property, or sublicense or transfer of any copy, adaptation, transcription, or merged portion of the Intellectual Property to any other party in any way not expressly authorized by the Company will result in the immediate termination of this Agreement.

(b) Exclusive Rights to Trademarks; Assignment of Acquired Rights. Client retains the exclusive right to all trade names, logos, trademarks and service marks of Client, its subsidiaries, divisions or affiliates, heretofore or hereafter used or acquired, and the Company agrees not to use any such trade name, logo, trademark or service mark, without first securing the consent of Client in writing. Should the Company adopt, develop or acquire, directly or indirectly, any right, title, or interest in or to any such trade name, logo, trademark, service mark in which Client has exclusive rights, or any goodwill developed in connection therewith, such rights shall revert to Client and the Company agrees, for the consideration of One Dollar (\$1.00) and upon request or demand by Client, to assign to Client or any designee of Client all right, title and interest in any such trade name, logo, trademark or service mark, together with any goodwill developed in connection therewith.

8. Corporate Records, Right to Inspect. The Company shall retain all records which are pertinent to the performance of the Services during the Term and for two (2) years after its expiration or termination. All such records will be available for inspection by Client, or its designated representatives, upon Client's request at reasonable and mutually agreeable times, while this Agreement remains in force and for two (2) years after its expiration or termination. The Company shall reasonably cooperate with Client, or its designated representatives, in the conduct of such inspection. However, this stipulation does not pertain to individual client records.

9. Force Majeure. In the event the performance by the Company of its duties or obligations hereunder is interrupted or interfered with by reason of any cause that is extraordinary, unanticipated as of the date of this Agreement and beyond the reasonable control of the Company, including, but not limited to, fire, storm, flood, earthquake, explosion, war, rebellion, insurrection, quarantine, act of God, boycott, embargo, labor disturbances, terrorism, shortage or unavailability of supplies, riot, or governmental law, regulation or edict (collectively, the “**Force Majeure Events**”), the Company shall not be deemed to be in default of this Agreement by reason of its nonperformance due to such Force Majeure Event, but shall give notice to Client of the Force Majeure Event.

10. Independent Contractor and Nature of Relationship. The Company and Client acknowledge and agree that in performing services hereunder, the Company is acting as an independent contractor/consultant to Client. Nothing contained herein or otherwise shall be construed in such a manner as to create the relationship of principal and agent between Client and the Company or the relationship of employer/employee between Client and any of the Company’s employees. Neither Party will have the authority to enter into agreements of any kind on behalf of the other party or to otherwise bind or obligate the other in any manner to any third party. The Company understands that Client shall maintain all incidents of ownership and control of its business inclusive of daily decision-making such that nothing in this Agreement shall in any manner or form hinder Client’s control.

11. Notices. Any notice, request, demand, approval or other communication which is required or permitted hereunder shall be in writing and shall be deemed given: (a) on the date established by the sender as having been delivered personally, (b) on the date delivered by a private courier as established by the sender by evidence obtained from the courier, (c) on the date sent by facsimile, with confirmation of transmission, if sent during normal business hours of the recipient, if not, then on the next business day, or (d) on the fifth business day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid. Such communications, to be valid, must be addressed as follows:

If to the Company as follows:

FEI Behavioral Health, Inc.  
648 North Plankinton Avenue, Suite 425  
Milwaukee, Wisconsin 53203  
Attention: Daniel J. Potterton  
Email: [dpotterton@feinet.com](mailto:dpotterton@feinet.com)

If to Client as follows:

Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53029  
Attention: Ryan Bailey  
Email: [ryanb@villageofhartland.com](mailto:ryanb@villageofhartland.com)

or to such other address or to the attention of such person or persons as the recipient party has specified by prior written notice to the sending party. If more than one method for sending notice as set forth above is used, the earliest notice date established as set forth above shall control.

12. Amendments and Waivers. Any provision of this Agreement may be amended or waived if, and only if, such amendment or waiver is in writing and is signed, in the case of an amendment, by each party to this Agreement, or in the case of a waiver, by the party against whom the waiver is to be effective. No failure or delay by any party in exercising any right or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

13. Subcontracting of Services. Any Services to be provided by the Company hereunder may be performed by any subcontractor or third-party provider of the Company reasonably selected by the Company. The Client acknowledges and agrees that the Company shall not be responsible for the performance (and/or the failure to perform) of any of its subcontractors or third-party providers or other acts and omissions of its subcontractors or third-party providers or persons directly or indirectly employed by them in furnishing Services under this Agreement.

14. Successors and Assigns. Except as set forth in Section 13, above, this Agreement may not be assigned or subcontracted by any party hereto without the prior written consent of the other party hereto, which consent shall not be withheld unreasonably; provided, that without such consent, the Company may assign this Agreement to one or more of its affiliates, provided that the Company remains responsible for assuring such affiliate(s)' compliance with the obligations of the Company hereunder. Subject to the foregoing, all of the terms and provisions of this Agreement shall inure to the benefit of and be binding upon the parties and hereto and their respective successors and assigns.

15. Governing Law. This Agreement and the exhibits hereto shall be governed by and interpreted and enforced in accordance with the laws of the State of Wisconsin, without giving effect to any choice of law or conflict of laws, rules or provisions (whether of the State of Wisconsin or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than the State of Wisconsin.

16. Venue. The parties agree that any dispute, claim or controversy relating to or arising under this Agreement or the dealings of the parties which cannot be resolved amicably by the parties shall be commenced and prosecuted exclusively in the state or federal courts located in Milwaukee County, Wisconsin, and each party consents to the exercise of personal jurisdiction over such party by such state and federal courts.

17. Consent to Jurisdiction. Each party hereto irrevocably submits to the exclusive jurisdiction of any state or federal court located within Milwaukee County in the State of Wisconsin for the purposes of any suit, action or other proceeding arising out of this Agreement. Each party further agrees that service of any process, summons, notice or document by U.S. registered mail to such party's respective address set forth herein shall be effective service of process for any such action, suit or proceeding. Each party irrevocably and unconditionally waives any objection to the laying of venue of any action, suit or proceeding arising out of this Agreement in such courts, and hereby irrevocably and unconditionally waives and agrees not to plead or claim in any such court that any such action, suit or proceeding brought in any such court has been brought in an inconvenient forum. EACH PARTY HEREBY IRREVOCABLY WAIVES ALL RIGHT TO TRIAL BY JURY IN ANY ACTION, PROCEEDING OR COUNTERCLAIM (WHETHER BASED ON CONTRACT, TORT OR OTHERWISE) ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE ACTIONS OF SUCH PARTY IN THE NEGOTIATION, ADMINISTRATION, PERFORMANCE AND ENFORCEMENT HEREOF.

18. Entire Agreement. This Agreement and any documents, instruments and agreements specifically referred to herein or therein or delivered pursuant hereto or thereto set forth the entire understanding of the parties hereto with respect to the subject matter hereof. All exhibits referred to

herein are intended to be, and hereby are, specifically make a part of this Agreement. Any and all previous agreements and understandings between or among the parties regarding the subject matter hereof, whether written or oral, are superseded by this Agreement; provided, however, that this Agreement and any exhibits related hereto shall not supersede, alter or affect any contract, agreement or relationship between an affiliate provider of the Company and Client to the extent any such contract or agreement exists as of the date hereof.

19. Severability. Any provision of this Agreement which is invalid or unenforceable in any jurisdiction shall be ineffective to the extent of such invalidity or unenforceability without invalidating or rendering unenforceable the remaining provisions hereof, and any such invalidity or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.

20. Survival. The provisions of Sections 6 and 7 shall survive the termination of this Agreement without limitation or for the applicable periods contained therein.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

CLIENT:

**Village of Hartland**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

COMPANY:

**FEI BEHAVIORAL HEALTH, INC.**

By: \_\_\_\_\_

Name: Daniel J. Potterton

Title: Chief Operating Officer

# EXHIBIT I

## DEFINED TERMS

<b>I. Employee Assistance Program (“EAP”)</b>
<p>A. <b>EAP Assessment &amp; Consultation:</b> 24-hour, toll-free telephonic access to Master’s level and/or licensed/certified counselors; intake assessment, phone counseling and intervention.</p>
<p>B. <b>Short-Term Counseling and Referral Services:</b> Referrals to a national network of licensed and/or certified counselors for assessment and short-term counseling at offices within 20 minutes or 20 miles from the work site or home. Referrals, when needed, to insurance network providers or other community resources and/or self-help groups.</p> <p>A “Per Incident” EAP benefit is defined as up to the designated number of short-term/solution focused EAP counseling sessions per episode provided by a professional EAP generalist to assist employees and dependents to address life problems. Each episode represents a distinct and unique presenting problem as determined by the EAP Service Center Counselor (“Counselor”) with a separation of at least thirty (30) days from the end of the last authorized EAP session. An incident model is not a substitute for mental health treatment provided by a behavioral healthcare provider. If the presenting problem or precipitating incident is exceptionally serious, the Counselor may refer the employee or his/her dependent to their health insurer’s mental health benefit for a specialist in a special field of expertise. The thirty (30) day separation does not apply to sworn police and fire employees, official search and rescue workers, safety dispatchers, and their respective dependents.</p>
<p>C. <b>Telephonic Guidance and Consultation:</b> Telephonic guidance and consultation (TGC) may be appropriate for problems such as stress management, conflict resolution, family issues, interpersonal relationship issues, parenting, workplace issues, advice on third party interventions, mental health resource, etc. TGC is typically not appropriate as a long-term treatment option for psychiatric disorders listed in the Diagnostic and Statistical Manual of Mental Disorders.</p> <p>TGC sessions are scheduled following an initial assessment of the client request and presenting problem. TGC sessions are available on weekdays from 8:00 a.m. to 7:00 p.m. central time. Other times may be scheduled based upon client need. Sessions may last up to 50 minutes and include problem assessment, client evaluation, psycho-educational support, review of appropriate treatment and intervention options and use of suggested community resources. Follow-up telephonic guidance and consulting may be offered as deemed appropriate and necessary by a client and counselor agreement.</p>
<b>II. Work-Life Services</b>
<p>A. <b>Work-Life Consultation:</b> Telephonic consultation with Work-Life Specialists regarding Child Care, Adoption, Educational Resource, Elder Care, and Dependent Care. Personalized resource packet sent to caller within 2-3 business days of initial consultation.</p>
<p>B. <b>Personalized Searches &amp; Referrals:</b> Callers receive customized and verified referrals to community and on-line resources.</p>

C. <b>Legal Consultation:</b> One telephonic and/or 30-minute in-person legal consultation per legal matter on issues such as divorce, real estate, custody and DUI's. Legal consultations do not cover employment related issues.
D. <b>Financial Consultation:</b> One telephonic consultation per financial matter including financial counseling, debt management, credit report review, housing and financial planning.
E. <b>Budget Coaching:</b> Budget coaching is a process in which a trained professional works with couples and individuals to help them apply sound financial principles to a personal spending plan.
F. <b>Just in Time Care:</b> Comprehensive national backup dependent care program that links individuals with backup care options that best meet their needs, no matter where they live. It can be used when children or elders are ill; when regular care providers are sick, on vacation, resign, or go out of business; when schools are closed for snow or holidays; or any other situation in which the regular care arrangement falls through.
<b>III. EAP/Work-Life Program Promotion</b>
A. <b>Program Orientation (Web-based or in-person)</b>  <b>(i.) Employee Orientation Sessions:</b> Sessions are conducted to describe the function of the Program; EAP and Work-Life Services benefit and eligibility information, access to the program, typical uses, confidentiality and availability to family members (45-60 minutes per session). The number of Sessions per year is as agreed upon in Exhibit II of this Agreement.  <b>(ii.) Manager Orientation Sessions:</b> Presentations describe the Program; resources and support available to managers and supervisors designed to address job performance issues, management consultation and referral process, behavioral risk management and confidentiality (45-60 minutes). The number of Sessions per year is as agreed upon in Exhibit II of this Agreement.
B. <b>Quarterly Employee Newsletter, EAPost:</b> A quarterly newsletter containing brief articles addressing seasonal topics, wellness, and work-life balance that is available on the LifeCycle® Connect website.
C. <b>Manager Exchange:</b> A blog designed specifically for managers, supervisors and human resource staff. New material is posted bi-weekly with an array of topics relevant to management staff. It also provides a forum for managers to exchange ideas, resources and experiences with FEI and their peers.
D. <b>Monthly Emails:</b> Brief topical emails customized with client company's toll-free number and URL to help promote the Program services with calendar specific topical messages. The Monthly Emails are addressed to the designated program contact(s) as part of an annual promotional packet and are sent out prior to the beginning of each month along with a poster and information about free monthly webinars.
E. <b>Program Promotional Marketing Materials:</b> FEI will provide [electronic] marketing materials, including brochures, posters and flyers, which are available to the designated program contact(s). There is an added charge for materials needing translation to a different language or in print format.

<p>F. <b>Benefit/Health Fairs:</b> Upon Client request, an FEI representative will attend the company sponsored benefit/health fair and/or provide customized materials. Four weeks advance notice is required. FEI and the Client will determine the length of time the requested representative is to be on-site. Charges for participation in Benefit/Health Fairs are set in Exhibit III of this Agreement.</p>
<p>G. <b>Benefit Fair-in-a-Box:</b> Customized promotional kit containing a mounted poster, service detail and assorted topical flyers, wallet cards, and table tents. The kit is designed to be set up as a display in a common area, used during open enrollment or at in-house benefit/health fairs. Available in kit only; no staffing included. Charges for Benefit Fair-in-a-Box are set in Exhibit III of this Agreement. Printing cost may be charged back to the Client.</p>
<p><b>IV. EAP/Work-Life Learning and Development</b></p>
<p>A. <b>Seminars/Webinars:</b> Educational programs on workplace and family topics such as Communicating Effectively, Managing Work-Life Balance, Coping With Worries About Money, etc. to be provided at Client site(s) or via webinar by an FEI representative. Variable length from 60 to 90 minutes. Whenever possible, a local provider will conduct on-site programs. When a local provider is not available, travel expenses will be billed to the Client. Charges for Seminars/Webinars are set in Exhibit III of this Agreement.</p>
<p>B. <b>LifeCycle® Connect Website:</b> Comprehensive online tool with detailed descriptions of EAP and Work-Life Services; menu of over 90 topics related to behavioral health; videos and links; searchable databases for childcare and eldercare; Google translation feature.</p>
<p>C. <b>Free Webinars:</b> Free monthly webinars on a variety of EAP and Work-Life related subjects. Information about topic for each monthly webinar and how to register is available on the LifeCycle® Connect website.</p>
<p>D. <b>Customized Training:</b> A consultancy-based approach driven by initial needs assessment to provide targeted, solution-oriented programs. Charges for Customized Training are set in Exhibit III of this Agreement.</p>
<p><b>V. Wellness Services</b></p>
<p>A. <b>Wellness Coaching:</b> Pairs the client with a professional wellness coach for a solution-focused, preventive wellness consultation by telephone or web.</p>
<p>B. <b>Wellness Connections Website and Programs:</b> Secure personalized web portal includes self-directed On-Line Coaching Programs and Health and Wellness web content including assessments and trackers.</p>
<p>C. <b>Health Risk Assessment:</b> Online Health Risk Assessment (HRA) is designed to improve health through individual assessments and disease-specific intervention and self-management.</p>
<p>D. <b>Care Advisor:</b> Provides a holistic approach when a participant uses a mix of EAP, Work-Life and Wellness Services.</p>
<p><b>VI. Retirement Services</b></p>
<p>A. <b>Phase One: Anticipation:</b> Provides pre-retirement employees with education and resources that focus on developing emotional and social strengths. Program offerings include the seminar/webinar series on “<i>Preparing for Retirement</i>”, individual retirement coaching, budget coaching and wellness services.</p>

<p>B. <b>Phase Two: Retirement-The Initial Years:</b> Assists recent retirees to handle the realities of life after work. Program offerings include extended EAP and Work-Life services to retirees in the initial three to five years post-retirement, wellness services, the seminar/webinar series on <i>“Reorientation and Changing Needs”</i>, and individual retirement coaching.</p>
<p><b>VII. Organizational Services</b></p>
<p>A. <b>Account Management:</b> A dedicated Account Executive is assigned to provide oversight of and accountability for the delivery of the highest quality FEI services. The Account Executive will monitor and review the client company's utilization data, provide periodic reports, consult on programming needs, make recommendations for promotion of the Program, and understand the human resource and employee behavioral needs of the Client. At Client request, periodic site reviews may be provided. Travel costs for Account Executive site visits will be defined in Exhibit II.</p>
<p>B. <b>Manager Consultation:</b> Client will have 24/7 access to an Account Executive to discuss issues related to the workplace, including employee performance or behavioral problems, difficult or challenging workplace situations, workplace violence, critical incidents, and other concerns. The Account Executive will also provide guidance on the management referral process.</p>
<p>C. <b>Case Management:</b> Based on need as determined by representative of Client and FEI, FEI will provide Case Management, including oversight, referrals, compliance with treatment recommendations, liaison activities, follow-up, reporting (with consent) and return to work related issues. Case Management services will be provided until appropriate resolution, between client and FEI has been reached.</p>
<p>D. <b>Substance Abuse Professional Referral (Mandatory Positive Drug Screen Referral for DOT and Non-DOT Employees):</b> Referrals to a Substance Abuse Professional or designated DOT Substance Abuse Professional for assessment and treatment recommendations. This individual provides case management, compliance with treatment recommendations, follow-up, reporting to ensure appropriate follow through of recommendations and return to work management. Charges for Substance Abuse Referrals are set in Exhibit III of this Agreement.</p>
<p>E. <b>EAP Critical Incident Response Services (“CIR Services”):</b> At Client request, FEI will coordinate services in response to any critical event, such as workplace violence, industrial accidents, employee deaths, difficult employee, employee terminations, reductions in the workforce, natural disasters or any other trauma in the workplace. Charges for CIR Services are set in Exhibit III of this Agreement.</p>
<p>F. <b>Activity Reports:</b> Provided quarterly, semi-annually or annually, as defined in Exhibit II to include statistics and demographics on Program Services provided by FEI. These reports include an overview of issues employees and managers have identified and other pertinent data as well as an analysis of trends and promotional needs.</p>

## EXHIBIT II

### EMPLOYEE ASSISTANCE PROGRAM/WORK-LIFE SERVICES

#### SUMMARY OF CONTRACTED SERVICES

<b>I. Employee Assistance Program (EAP)</b>	
<b>A. EAP Assessment &amp; Consultation</b>	Included
<b>B. Short-Term Counseling and Referral Services</b>	Up to <b>three (3) sessions</b> per eligible individual [per issue per year*].
<b>II. Work-Life Services</b>	
<b>A. Legal Consultation</b>	Included, <b>one (1)</b> per legal matter
<b>B. Financial Consultation</b>	Included, <b>one (1)</b> per financial matter
<b>III. EAP/Work-Life Program Promotion</b>	
<b>A. Program Orientation (Web-based or in-person)</b> i. Employee Orientations ** ii. Manager Orientations **	Up to <b>two (2) hours</b> annually included at no additional charge.
<b>B. EAPost</b>	Quarterly
<b>C. Manager Exchange</b>	Included
<b>D. Monthly Emails</b>	Monthly

<p><b>E. Marketing Materials</b></p> <p><b>a. Brochures</b></p> <p><b>b. Posters</b></p>	<p>a. Brochures equal to the amount of current employee count at contract start.</p> <p>A PDF file brochure* will also be made available to Village of Hartland for future printing.</p> <p>b. Posters are provided in PDF format*. Each month a poster is sent along with the monthly e-mail message.</p> <p>There will be an added charge for materials needing language translation.</p> <p>-----</p> <p>* Printing and distribution is the responsibility of Village of Hartland.</p>
<p><b>IV. EAP/Work-Life Learning and Development</b></p>	
<p><b>A. LifeCycle® Connect Website</b></p>	<p>Included</p>
<p><b>B. Monthly Webinars</b></p>	<p>Included</p>
<p><b>V. Organizational Services</b></p>	
<p><b>A. Account Management</b></p>	<p>Included</p>
<p><b>B. Manager Consultation</b></p>	<p>Included</p>
<p><b>C. Case Management for Job Performance Referrals</b></p>	<p>After 1<sup>st</sup> hour fee-for-service</p>
<p><b>D. Activity Reports</b></p>	<p>Provided [semi-annually, annually]</p>

\* A “Per Incident” EAP benefit is defined as up to three (3) authorized short-term/solution focused EAP counseling sessions per episode provided by a professional EAP generalist to assist employees and dependents to address life problems. Each episode represents a distinct and unique presenting problem as determined by the EAP Service Center Counselor (“Counselor”) with a separation of at least thirty (30) days from the end of the last authorized EAP session. An incident model is not a substitute for mental health treatment provided by a behavioral healthcare provider. If the presenting problem or precipitating incident is exceptionally serious, the Counselor may refer the employee or his/her dependent to their health insurer’s mental health benefit for a specialist in a special field of expertise. The thirty (30) day separation does not apply to sworn police and fire employees, official search and rescue workers, safety dispatchers, and their respective dependents.

\*\* Cancellations: Any requested in-person manager or employee orientations may be cancelled without charge given a notice of at least 5 business days. If a cancellation occurs less than 5 business days, client will be subject to payment of requested on-site services including travel time.

## EXHIBIT III

### EMPLOYEE ASSISTANCE PROGRAM/WORK-LIFE SERVICES

#### PROGRAM FEES AND TERMS

<b>1. Capitated Terms:</b>	\$3,750.00 Annual Administrative Program Retainer + fee-for-service items
<b>2. Employee Count:</b>	At contract initiation, 215 employees. Updated employee census to be provided quarterly as defined in #3 below.
<b>3. Benefit Eligible Participants:</b>	All employees and dependents. Dependent to include: spouse, dependent children (up to age 24), and domestic partner.  The Client will provide an eligible employee count (the "Eligible Employees") as of the date hereof. Such Eligible Employee count to be updated quarterly in accordance with Section 1. (b) Cooperation, of the Services Agreement.
<b>4. Contract Period:</b>	January 1, 2019 to December 31, 2019
<b>5. Capitated Contract Billing Terms:</b>	Calculated and payable annually in advance.
<b>6. Additional Services:</b>	Fee-for-service (see below)

#### ADDITIONAL SERVICES: FEE-FOR-SERVICE \*

<b>I. Employee Assistance Program ("EAP")</b>	
<b>A. Telephonic Guidance and Consultation</b>	Contact your Account Manager for pricing information.
<b>II. Work-Life Services</b>	
<b>A. Budget Coaching</b>	Provided at a case rate. Contact your Account Manager for pricing information.
<b>B. Just in Time Care</b>	Contact your Account Manager for pricing information.
<b>III. Program Promotion</b>	

<b>A. Benefit/Health Fairs **</b>	\$150.00 per hour for Benefit/Health Fairs Staffing plus related travel expenses.
<b>B. Benefit Fair in a Box</b>	\$50.00 for "Benefit Fair in a Box" for up to 500 employees. Four-week notice is required.
<b>IV. Learning and Development</b>	
<b>A. Seminars/Webinars **</b>	\$225.00 per hour. Related travel expenses will be charged to client.
<b>B. Customized Training **</b>	Available for an additional fee based on client need.
<b>V. Wellness Services</b>	
<b>A. Wellness Coaching</b>	Contact your Account Manager for pricing information.
<b>B. Wellness Connections Website and Programs</b>	Contact your Account Manager for pricing information.
<b>C. Health Risk Assessment</b>	Contact your Account Manager for pricing information.
<b>D. Care Advisor</b>	Contact your Account Manager for pricing information.
<b>VI. Retirement Services</b>	
<b>A. Seminar/Webinar Series</b>	\$1,500.00 Series of 5, 1-hour interactive presentations.
<b>B. Individual Retirement Coaching</b>	\$150.00 per session Delivered telephonically.
<b>VII. Organizational Services</b>	
<b>A. Substance Abuse Professional Referral (Mandatory Positive Drug Screen Referral for DOT and Non-DOT Employees)</b>	\$700.00 per case
<b>B. EAP Critical Incident Response Services (on-site services) ***</b>	\$195.00 per hour, per counselor, plus travel at \$165.00 per day, per counselor AFTER one included in contract per year.

\*After the first one year of the Term, the Company may replace the above Additional Service Fee-for-Service Schedule with an updated and revised Schedule for the services listed and for additional services that the Company

may offer to its customers. The updated and revised fee Schedule will serve to replace the Schedule above for the term of the Agreement.

\*After the initial first year of the term, FEI's Service Retainer is subject to a periodic annual review and an adjusted increase based upon the Consumer Price Index for All Urban Consumers (CPI-U) as published by the Bureau of Labor Statistics of the U.S. Department of Labor.

\*\* Cancellations: FEI requires a 5-business day notice for the cancellation of any requested on-site or webinar service, such as seminars/education program, customized training and benefit/wellness fairs, etc. Should the Client cancel with less than the required notice, the client will be subject to payment of reasonable fees associated with the on-site or webinar service inclusive of program development fees and travel expense and penalties.

\*\*\* EAP Critical Incident Response Service cancellation: Regardless of a cancellation notice of a EAP Critical Incident Response Service (on-site), once the Client company makes such a request and subsequently cancels the request, the Client will be charged a flat fee of \$300.00 plus travel fees (should such travel fees have been incurred) related to the Services requested. Should the Client schedule an EAP Critical Incident Response Service (on-site) and then postpone the Service to be rescheduled within 20 business days of the original request, the Client will be responsible for any incurred travel costs associated with any of the scheduled date(s).



# Hartland Business Improvement District 2019 Operating Plan

## **2019 B.I.D. Board of Directors**

Tom Brass, B.I.D. President  
Steve Berger, B.I.D. Vice President  
Marilyn Haroldson, B.I.D. Secretary  
Cheryl Pfundtner, CPA, B.I.D. Treasurer  
Jon Wojciechowski, B.I.D. Past President  
Mike Badani  
Dr. Jim Muenzenberger  
Jeff Pfannerstill  
Jessie Puzach  
David Cox, Ex-Officio Member

135 Cottonwood Avenue, Hartland, WI 53029  
262-367-6560 • [www.downtownhartland.com](http://www.downtownhartland.com) • [hartlandbid@att.net](mailto:hartlandbid@att.net)

# Hartland Business Improvement District 2019 Operating Plan

## A. Background

In 1984, the State of Wisconsin created Section 66.608 of the Statutes (“BID law”) enabling municipalities to establish Business Improvement Districts upon the petition of the owner of at least one property used for commercial purposes within the proposed district. The purpose of the law is “...to allow businesses within those districts to develop, to manage and to promote the districts, and to establish an assessment method to fund these activities.” (1983 Wis. Act 184, Section 1, legislative declaration.)

## B. Goals of the Business Improvement District

Pursuant to the BID law, this operating plan for the District has been developed by the BID Board along with business and property owners. The following objectives were identified:

1. Continuation of the *Façade Improvement Grant Program* offering matching grants up to \$10,000.
2. Continuation of the *Sign and Awning Grant Program* offering matching grants up to \$750.
3. Continuation of the *Business Loan Pool Program* offering low interest loans in partnership with First Bank Financial Centre.
4. Continuation of the *Education Certificate Grant Program* offering grants up to \$500.
5. Continuation of the *Sandwich Board Sign Grant Program* offering grants up to \$50.
6. Continuation of the *Co-Op Advertising Grant Program* offering grants up to \$300.
7. Implementation of the BID Strategic Planning process that was initiated in 2012 to measure success.
8. Economic Development Committee
  - Business retention program to contact property and business owners on a regular basis.
  - Maintain list of vacancies and available property.
  - Conduct business education and informational seminars for property owners and businesses in district.
  - Communication with BID members, external resources and stakeholders about the BID.
  - Support of the Tax Incremental Finance district to stimulate redevelopment.
  - Initiatives to assist businesses locating in the BID and new business start-up assistance.
  - Support of businesses and issues that are important to the Village area.
9. Marketing Committee
  - Develop and continually align mission and brand of the BID.
  - Foster good communication between BID board, BID members, BID businesses, village and overall community.
  - Aid owners and business with promotion and foster cooperative efforts as needed and desired.
  - Communicate with internal constituents and external consumers.
  - Website development, maintenance, and search engine optimization.

- Conduct or participate in events that promote and increase commerce within the district.
- Coordinate the BID's involvement in Ice Age Trail Community cross-promotion and development of activities with the Village and the Ice Age Trail Alliance.

10. Design Committee

- Encourage BID properties to be well maintained and physically appealing.
- Maintain adequate way finding to direct consumers to downtown BID district.
- Maintain comprehensive entry point signage and point of interest way finding program.
- Provide streetscaping program to create a unified look in the district.
- Maintain seasonal decorative baskets and banner program.
- Upgrades and replacement to district decorative elements and landscaping areas.
- Review applications received from district members for the grant assistance programs and make recommendations to the board for approval.
- Provide design support for exterior façade and sign improvements.
- Provide advocacy to assist businesses navigate through various Village regulatory processes.

11. Executive Committee

- Adhere to the BID Mission Statement - The mission of the Hartland BID is to provide leadership for the vitality of downtown Hartland; an area that offers a variety of commercial, retail and service businesses. The BID serves as a catalyst to improve and promote downtown Hartland through business development, marketing, economic development and business education.
- Adhere to the overall goals of the BID - The Business Improvement District attracts people to live, work, shop, conduct personal business and seek entertainment in downtown Hartland.

A business improvement district creates a mechanism for non-residential property owners to levy and collect special assessments to finance the achievement of common goals. The District is dedicated to increasing activity and improving the image of the District. Staffed with a professional manager, the District creates a link between, service, retail, civic and social activities. It is anticipated that these efforts help increase District sales volumes, attract additional business investment, and enhance property values in the District commercial area.

**C. Boundaries**

The District consists generally of an area bounded on the north by the last commercial properties on North Avenue, on the east on Capitol Drive roughly starting at Church Street, on the south at Cardinal Lane, on the west to the top of Hill Street. A few properties are included on Pawling Avenue. Nearly all commercial property in the downtown Village Center is included in the District. Appendix 1 shows the limits of the Hartland Business Improvement District.

**D. Budget for 2019**

2019 BID Revenue	\$ 74,800	
Est'd Prior Year Surplus	<u>25,393</u>	
		100,193
Design & Maintenance	31,750	
Marketing & Promotion	15,500	
Administration	<u>40,425</u>	
		<u>87,675</u>
Projected Surplus	<u>\$ 12,518</u>	

## **E. Operating Board**

The District Board's primary responsibility is to implement the District Plan and the Board shall have all the powers necessary and convenient to implement the Plan including the power to contract for services. This includes the power to negotiate with providers of goods and services to carry out the District Plan; to enter into various contracts; to monitor and develop activity; to annually revise the Plan, and to ensure compliance with the provisions of applicable statutes and regulations.

State law mandates that the Board be composed of at least 5 members and that the majority of the Board be owners or occupants of property within the District (or representatives of the owners or occupants of the property within the District.)

The Hartland Business Improvement District shall be structured and operate as follows:

**Board Size:** Nine members plus one ex-officio member; the Village Administrator.

**Composition:** At least 7 members must be owners, occupants or representatives of owners or occupants of property in the District. Any non-owner or non-occupant appointed to the Board shall be a resident of the Village of Hartland or represent an entity identified with the Village of Hartland.

**Terms:** Appointments to the Board shall be for a period of 3 years.

**Compensation:** None.

**Meetings:** All meetings of the Board shall be open to the public and governed by Wisconsin Open Meeting Law.

**Record Keeping:** Files, records and other materials of the Board's affairs shall be kept pursuant to standard public record requirements.

**Staffing:** The Board may contract or hire for staffing and other services as needed to execute the budget and implement the Operating Plan.

**Meetings:** The Board shall meet regularly, at least annually. The bylaws should be used as a reference herein. If necessary, the Board shall adopt rules of order to govern the conduct of the meetings not inconsistent with the Plan.

**Appointments:** Members who have resigned or whose terms have expired will be appointed periodically by the Village President.

On or before December 1 of each year, the Board will submit its recommendations for appointment to the Village President for the seats of Board members whose terms have or shall expire or who have resigned.

## **F. Payment of Expenses**

All expenses to be incurred by the District pursuant to the budget set forth each year shall be paid as incurred out of income received by the District. The District's income for calendar year 2019 shall include the special assessment revenue (District assessment) as collected by the Village and provided by the property owners.

The principle behind the District assessment is that the owner of each assessable property within the District boundaries shall provide a proportionate share of the District expenses, based on the assessed value of the property for real estate tax purposes. The assessment method is as follows: An annual assessment will be levied against each property located within the District boundaries and not otherwise exempted hereunder, in the amount computed by applying 0.2408776% assessment ratio charged per \$1,000 of assessed value for that property for general real estate tax purposes as of the date of adoption of the District Plan for such year, subject to a minimum of \$500 and a maximum of \$2,500. This is subject to change and the decision of the Board on an annual basis.

Any property that is exclusively used for residential purposes will not be assessed by the District. However, any property that is used only in part for residential purposes shall be assessed by the District at its full assessed value.

Property exempt from the general real estate tax is excluded from the District. Owners of tax exempt property adjoining the District and expected to benefit from the District activities will be asked to make a financial contribution to the District on a voluntary basis. Funds collected in this manner in any given year shall be used to augment the activities of the District and used as supplemental income. In addition, those exempt properties adjoining the District

which are later determined to be no longer exempt from the general property taxes shall automatically become included within the District and subject to assessment under any current operation plan without necessity to undertake any other act.

The District assessment for each property shall be calculated by the Board and will be submitted to the Village of Hartland together with an Annual Plan and Budget, prior to the time each year that tax bills are printed. The Village shall include the approved District assessment on the tax bills as a separate line item on the next real estate tax bill issued for each property within the boundaries of the District. The Village shall collect the assessment with the taxes as a special charge and shall turn over all monies so collected to the District Board for distribution in accordance with the District Plan and the BID law. All District assessments shall be treated as special charges and shall be shown on the tax bill as due and owing with the first installment of taxes, and if not paid with that first installment when due, shall accrue interest and penalties applicable to delinquent taxes. Any money collected by the Village of Hartland for the District assessment shall be held by the Village in a segregated account until it is released to the District Board as provide herein.

A list of the projected assessments for each property within the District boundaries will be established for each subsequent year by applying an appropriate formula, and shall be available at the Village of Hartland offices.

The District Board shall prepare and make available to the public and the Village, an annual report generally outlining the current status of the District, including an accounting of the prior year's expenditures and revenues. This will be done prior to or at the time it submits its annual operating plan to the Village for the following year. The submission shall include an independent certified audit which shall be obtained by the Village of Hartland, and shall be paid from the District budget.

### **G. Role of the Village of Hartland**

The Village of Hartland is committed to helping private property owners in the District. The Village will play a significant role in the District and in the annual implementation of the District Plan. The Village will:

- Support the adoption of the district plan and subsequent year's Operating Plan through staff time and compliance with statutes, devote stall time and assistance as appropriate to promote the services of the District.
- Monitor and when appropriate apply for outside funds and/or provide Village funds that could be used in the support of the District.
- Up to \$20,000 of matching grant funds will be provided by the Village to the 2019 Façade Improvement Program.
- Collect assessments and deposit the funds in a segregated account; disburse these monies to the District Board along with identification of those assessments included in the disbursement.
- Procure and review annual audits as required per Section 66.608 of the BID law.
- Provide the Board, through the Tax Assessor's Office on or before September 1 of each year, with the official Village records on the assessed value of each property within the District boundaries as of January 1 of that year, for the purposes of calculating the District assessment.
- Encourage Federal, State, and County government to support the activities of this District and others.

### **H. Promotion of Orderly Development of the Village**

Under Wisconsin Statutes Section 66.608 (1) (f) (4), this business improvement district plan is required to specify how the creation of the District promotes the orderly development of the Village. The District will enhance the aesthetics and commercial atmosphere in the Village and, consequently, increase business activity. Increased business activity will increase sales tax revenues and property tax base in the Village.

### **I. Required Statements**

The Wisconsin business improvement district law requires this District Plan to include several specific statements. They are included here and will pertain to all forthcoming plans even if not included with documents sent to the Village for confirmation.

Wisconsin Statutes 66.08(1) (f) (1m): the District will contain property used exclusively for manufacturing purpose, as well as properties used in part for manufacturing. These properties will be assessed according to the standard formula set forth in the District plan because it is assumed that they will benefit from development of the District.

*Wisconsin Statutes 66.08(1)(f)(5)*: A legal opinion from the Village of Hartland attorney indicated that this District plan complies with all applicable provisions of the state law and is incorporated herein by this reference.

Wisconsin Statutes 66.608 (5) (a): Property known to be used exclusively for residential purposes will not be assessed.

#### **J. Severability**

The District has been created under authority of Section 66.608 of the State of Wisconsin. Should any court find any portion of this statute invalid or unconstitutional said decision will not invalidate or terminate the District and this District Plan shall be amended to conform to the law without need or re-establishment?

Should the legislature amend the statute to narrow or broaden the powers of a Business Improvement District so as, amongst other things, to exclude or include as assessable properties of a certain class or classes of properties, then this District Plan may be amended by the Village of Hartland Board of Trustees as needed when it conducts its annual budget approval and authorization, without necessity to undertake any other act.

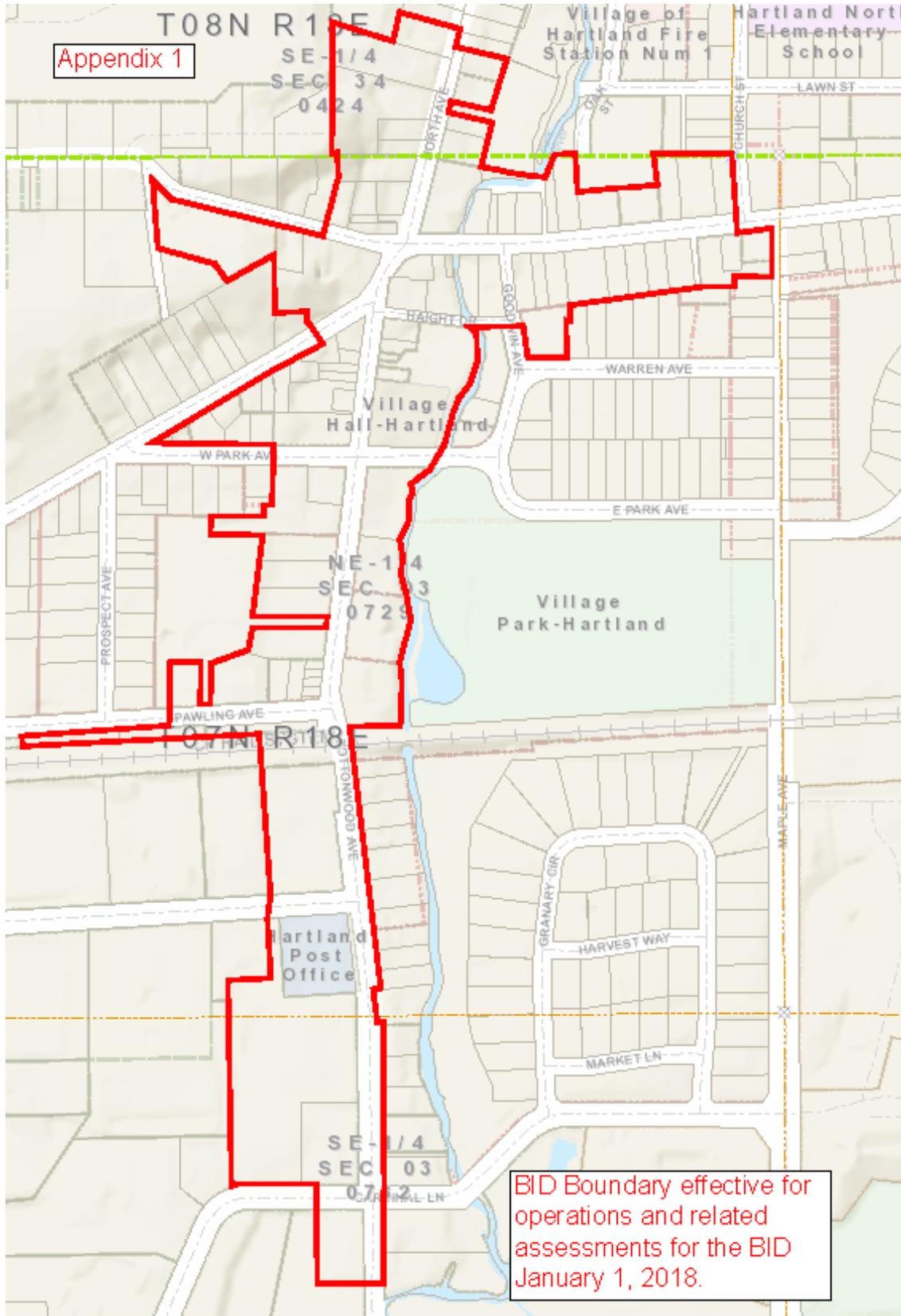
All of the above is specifically authorized under Wisconsin Statute section 66.608 (3) (b).

All expenditures of the District shall be financed through the assessment method identified above; however, the Board is also empowered to accept and secure other gifts, donations, grants, and other monies, to carry out the action in keeping with the general goals of the District identified herein. All expenditures shall be made in the District or for its benefit.

**Adopted by BID Board:** December 11, 2018

Appendix 1

Hartland BID Boundaries



**Hartland Business Improvement District  
2019 Budget - FINAL**

	<b>2019 Budget</b>
<b>Income</b>	
423 · BID Assesment Revenue	74,800
408 · Miscellaneous Income	0
<b>Total Income</b>	74,800
<b>Expense</b>	
<b>ADMINISTRATION</b>	
732 · Professional Services	
110 · Employee Wages	27,180
180 · Payroll Taxes	2,630
760 · Payroll Fee	1,150
732.5 · SIMPLE Plan Match	820
<b>Total 732 · Professional Services</b>	31,780
734 · Annual Audit	1,225
738 · Memberships	200
742 · Subscriptions	0
744 · Office Supplies	400
746 · Telephone	1,500
748 · Postage	20
750 · Copies/Duplication	50
752 · Rent	4,200
754 · Office Equipment	0
756 · Education/Conferences	300
758 · Meetings	750
<b>Total ADMINISTRATION</b>	40,425
<b>DESIGN &amp; MAINTENANCE</b>	
711 · Facade Program	40,000
711.5 · Facade Match from Village	(20,000)
712 · Banner Sys/Sandwich Board	250
713 · Sign & Awning Program	5,000
714 · Wayfinding	0
715 · Streetscape Program	6,500
<b>Total DESIGN &amp; MAINTENANCE</b>	31,750
<b>MARKETING &amp; PROMOTION</b>	
716 · Business Certification Grant	500
718 · District Advertising & Promo	5,000
718.5 · Co-Op Advertising Grants	3,000
719 · Events	5,000
722 · Web Site Design/Update	500
724 · Web Site Hosting & Maint	1,000
729 · Business Education & Promo	500
<b>Total MARKETING &amp; PROMOTION</b>	15,500
<b>Total Expense</b>	87,675
<b>Net Income</b>	(12,875)