

**VILLAGE BOARD AGENDA**  
**MONDAY, DECEMBER 30, 2019**  
**6:30 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Roll Call

Pledge of Allegiance – Trustee Meyers

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. Presentation to Tom Brass for his service on the Business Improvement District board.
2. Consideration of a motion to approve Village Board minutes of December 9, 2019.
3. Consideration of a motion to approve vouchers for payment.
4. Consideration of actions related to Licenses and Permits
  - a. Consideration of applications for Operator's (Bartender) Licenses with a term ending June 30, 2020.
5. Consideration of a motion to adopt Resolution No. 12/30/2019-01 "Resolution Approving Municipal Court Budget".
6. Consideration of a motion to adopt Resolution No. 12/31/2019-02 adopting the Comprehensive Outdoor Recreation Plan.
7. Consideration of a motion to approve increases to Park Shelter reservation fees, field rental and prep fees and Fine Arts Center fees.
8. Consideration of a motion to appoint Election Inspectors with terms to expire December 31, 2021.
9. Consideration of a motion to approve the Hartland Business Improvement District 2020 Operating Plan and Budget.
10. Consideration of a motion to confirm appointment of Tom Brass, Marilyn Haroldson and Jon Wojciechowski to the downtown Business Improvement District Board for terms ending December 31, 2022.
11. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on

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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.

12. Consideration of a motion to recess to closed session pursuant to State Statutes §19.85 (1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding the Interim Village Administrator performance evaluation.
13. Consider and take any action deemed appropriate pursuant to the previously held closed session.
14. Adjournment.

Ryan Bailey, Interim 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.

**VILLAGE BOARD MINUTES  
MONDAY, DECEMBER 9, 2019  
6:30 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Roll Call

Pledge of Allegiance – President Pfannerstill

Present: Trustees Anson, Dorau, Meyers, Wallschlager, Conner, President Pfannerstill

Excused: Trustee Ludtke

Others Present: Interim Administrator Bailey, Clerk Igl, Utility Operations Supervisor Felkner, Fire Chief Dean, Police Captain Kelsey, members of the Hartland Fire Department.

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. Proclamation honoring Rob Little on his retirement from the Hartland Fire Department.

President Pfannerstill read a proclamation thanking Rob Little for his service to the Village. Chief Dean presented a citation from the Wisconsin State Assembly and a citation from the Wisconsin State Senate in honor of his 9 years of service. Chief Dean also presented Rob Little with the gift of a watch. Rob Little thanked his wife, the Village and the members of HFD for their support over the years.

2. Motion (Meyers/Anson) to approve Village Board minutes of November 25, 2019. Carried (6-0).
3. Motion (Conner/Wallschlager) to approve vouchers for payment in the amount of \$500,814.81. Carried (5-0). Meyers abstained.
4. Consideration of actions related to Licenses and Permits
  - a. Motion (Dorau/Conner) to approve applications for Operator's (Bartender) Licenses with a term ending June 30, 2020. Carried (6-0).
  - b. Actions related to the consideration of the issuance of a Class "B" Beer License for the premises of the Nixon Park Canteen (American Legion Flanagan-Dorn Post 294, Thomas Lay, Agent)
    - i. **PUBLIC HEARING** – President Pfannerstill opened the Public Hearing at 6:41 p.m. No comments were heard and the Public Hearing was closed at 6:42 p.m.
    - ii. Motion (Meyers/Anson) to approve issuance of a Class "B" Beer License to American Legion Flanagan-Dorn Post 294. Carried (6-0).
5. Consideration of a motion to adopt Bill for an Ordinance 11-11-2019 "A Village Board Ordinance Adopting the Village of Hartland Comprehensive Development Plan".

Trustee Meyers stated that the plan does not accurately recognize Hartland as it doesn't address the river or other attributes of the Village. Trustee Anson stated that he was on the comprehensive plan steering committee and that they did their best to capture Hartland's vision for the future. He stated that the plan allows flexibility and can be modified by the Village Board. Motion (Anson/Dorau) to adopt Bill for an Ordinance 11-11-2019 "A Village Board Ordinance Adopting the Village of Hartland Comprehensive Development Plan". Carried (6-0).

6. Discussion and consideration of a motion to approve Contractor's Application for Payment No. 2 for the Crystal Drive Lift Station Modifications in the amount of \$18,600.

Utility Operations Supervisor Felkner stated that staff is recommending approval of a payment for the lift station modifications. He stated that the completed work consists of gas and electric hookup, load testing of the generator and training of some DPW staff. He stated that R & M and DPW staff are satisfied with this work.

President Pfannerstill asked how much more needs to be done. Utility Operations Supervisor Felkner stated that there is a punch list including some repairs, landscaping (which cannot be done until spring) and training of all DPW staff. He stated that retainage will be held for a year before final payment is made. Motion (Dorau/Wallschlager) to approve Contractor's Application for Payment No. 2 for the Crystal Drive Lift Station Modifications in the amount of \$18,600. Carried (6-0).

7. Consideration of a motion to approve payment to Thunder Road LLC for crack sealing in the amount of \$82,365.
8. Utility Operations Supervisor Felkner stated that the Village approved 66,000 pounds of crack sealing material but only 43,000 pounds were installed, He stated that the price will be held until they finish sealing the roads in spring of 2020. Trustee Conner asked whether areas should have been routed. Felkner stated that they probably should not have been. Trustee Conner asked what the warranty on the work is and Felkner responded that it is seasonal. Motion (Conner/Dorau) to approve payment to Thunder Road LLC for crack sealing in the amount of \$82,365. Carried (6-0).
9. Discussion related to parking on E. Industrial Drive.

Utility Operations Supervisor Felkner stated that three poles had been installed from Retlaw Industries to 665 E. Industrial Drive and the no parking signs ordered. There was discussion regarding concerns about trucks backing into businesses in the area. Felkner stated that the Police Department and Department of Public Works were contacted by a business owner requesting that they look into the blind spot and he stated that is the issue they are attempting to solve. It was stated that the signs should be delivered within the next week and will be installed. The consensus of the Village Board was to keep an eye on the situation in that area and to add to a Village Board agenda in January for an update. Captain Kelsey stated that she will reach out to business owners in that area.

10. Discussion related to crosswalk safety throughout the Village.

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There was further discussion as a follow up to a concern raised by a resident about the crosswalk at Maple Ave. and Warren Ave. Trustee Dorau commented that there had been discussion about putting signs in the middle of crosswalks but they have been picked up throughout the Village prior to snowfall. Trustee Anson raised concerns about the safety of the first crosswalk north of the train tracks on Cottonwood due to the proximity to the hill. It was stated that the signs cost between \$200 and \$300 each. Trustee Meyers commented that perhaps the Village should double up on signs on the side of the road.

Captain Kelsey stated that upon review, it was determined that there have been a total of 9 accidents at that intersection since 2010, none of which involved pedestrians. She stated that the PD had monitored the crosswalk and found it barely used. She stated that the PD would prefer use of signs in the center of crosswalks and agreed that the crosswalk immediately north of the track on Cottonwood is dangerous.

Utility Operations Supervisor Felkner stated that a regular crosswalk sign costs about \$100. He also commented that removing the crosswalk near the tracks would be costly because the island would have to be altered. It was agreed to add an update on crosswalks to the May agenda for further review.

11. Consideration of a motion to declare the 2008 Ford Medtech Ambulance as surplus.

Chief Dean stated that this ambulance had been replaced a year and a half ago and recommended the sale of it. Motion (Dorau/Wallschlager) to declare the 2008 Ford Medtech Ambulance as surplus. Carried (6-0).

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

Trustee Anson commented that the holiday train event went very well, raised a lot of funds and donations and thanked those involved for doing a great job with the event. Trustee Dorau also thanked those organizations and individuals that were involved in the successful event. She also stated that Hartland Lights was a beautiful event with a good turnout.

All were reminded that the Dec. 23 meeting has been moved to Dec. 30.

13. Adjournment.

Motion (Dorau/Conner) to adjourn at 7:23 p.m.

Respectfully submitted,

Darlene Igl  
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: December 26, 2019

RE: Voucher List

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Attached is the voucher list for the December 30, 2019 Village Board meeting.

December 30, 2019 Checks: \$ 425,653.12

Total amount to be approved: \$ 425,653.12

**VILLAGE OF HARTLAND**  
**VOUCHER LIST - DECEMBER 30, 2019**

Account Descr	Search Name	Comments	Amount
<b>EXPENSE Descr</b>			
G 101-12110 PROPERTY TAX REFUNDS	ALBERTI, KAILIN & ANDREW	0391030	\$1,290.66
G 101-12110 PROPERTY TAX REFUNDS	ANDERSON, RURIC	0387021	\$732.66
G 101-12110 PROPERTY TAX REFUNDS	ANHEUSER, THOMAS & SHERYL	0726977012	\$795.31
G 101-12110 PROPERTY TAX REFUNDS	ARNOLD, DUANE & DEBIE	0426104	\$109.31
G 101-12110 PROPERTY TAX REFUNDS	BELANGER, JULIANN	0727053	\$223.63
G 101-12110 PROPERTY TAX REFUNDS	BRAUN, MARK & SUSAN	0726977068	\$32.89
G 101-12110 PROPERTY TAX REFUNDS	BRUCE, MICHAEL & KERRY	0726977053	\$122.34
G 101-12110 PROPERTY TAX REFUNDS	BRUMMER, JILL L	0757051	\$178.34
G 101-12110 PROPERTY TAX REFUNDS	BUCHER, MATTHEW A	0757039	\$1,831.42
G 101-12110 PROPERTY TAX REFUNDS	CALIENDO, CRAIG	0757130	\$268.05
G 101-12110 PROPERTY TAX REFUNDS	COUILLARD, STEWART & SUSAN	0730980001	\$258.57
G 101-12110 PROPERTY TAX REFUNDS	CULL, JUSTIN	0423982027	\$148.83
G 101-12110 PROPERTY TAX REFUNDS	CUMMINGS, CHRISTOPHER	0429022	\$6,864.37
G 101-12110 PROPERTY TAX REFUNDS	CUMMINGS, ROBERT & ROSE	0427075	\$155.03
G 101-12110 PROPERTY TAX REFUNDS	DALE AND CYNTHIA TRAFTON	0726136	\$21.59
G 101-12110 PROPERTY TAX REFUNDS	DAVIS, HUGH & MICHELLE	0725050	\$1,016.72
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	DEC FEES	\$4,506.00
G 101-12110 PROPERTY TAX REFUNDS	DEROSIER, STEVEN R	0387009	\$730.80
G 101-12110 PROPERTY TAX REFUNDS	DIERBECK, THOMAS & ROBERTA	0426084	\$316.38
G 101-12110 PROPERTY TAX REFUNDS	DION, KIM L	0727090	\$690.15
G 101-12110 PROPERTY TAX REFUNDS	DUTTON, MICHAEL & KARYN	0728157	\$280.86
G 804-21520 RETIREMENT DEDUCTIONS PAYABLE	EDWARD JONES	GARDNER NOV IRA	\$186.96
G 101-12110 PROPERTY TAX REFUNDS	ERTL, CHRISTOPHER & KRISTA	0428065	\$694.59
G 101-12110 PROPERTY TAX REFUNDS	ESCHENBURG, LARRY & CHRISTINE	0426014	\$225.42
G 101-12110 PROPERTY TAX REFUNDS	FELTON, JAY & KIMBERLY	0391038	\$825.49
G 101-12110 PROPERTY TAX REFUNDS	FISCHER, KENNETH L	076203003	\$11.65
G 101-12110 PROPERTY TAX REFUNDS	FLINTON, TROY & CONNIE	0727184	\$138.16
G 101-12110 PROPERTY TAX REFUNDS	GRAY, MICHAEL S	0727314	\$402.56
G 101-12110 PROPERTY TAX REFUNDS	HANSEN, RYAN & LINDSAY	0391031	\$231.88
G 101-12110 PROPERTY TAX REFUNDS	HEITZER FAMILY LTD PARTNERSHIP	0762027	\$339.30
G 101-12110 PROPERTY TAX REFUNDS	HOLT, MICHAEL	0430066	\$653.52
G 101-12110 PROPERTY TAX REFUNDS	J&J ASSOCIATES HOLDINGS LLP	0762009	\$942.25
G 101-12110 PROPERTY TAX REFUNDS	J&J ASSOCIATES HOLDINGS LLP	0762015	\$930.88
G 101-12110 PROPERTY TAX REFUNDS	JASTER, JOEL	0726117	\$226.03
G 101-12110 PROPERTY TAX REFUNDS	JORGENSEN, MARK & PATRICIA	0726020001	\$295.29
G 101-12110 PROPERTY TAX REFUNDS	JOYCE, FRANCIS & KRISTIN	0725959002	\$573.80
G 101-12110 PROPERTY TAX REFUNDS	KANDARAPALLY, MOHAN	0728142	\$101.03
G 101-12110 PROPERTY TAX REFUNDS	KOHN, SHERRY & RANDALL	0430084004	\$836.99
G 101-12110 PROPERTY TAX REFUNDS	KOMONDOROS, MARTIN	0424073	\$506.52

Account Descr	Search Name	Comments	Amount
G 101-12110 PROPERTY TAX REFUNDS	KONEN, JEROME JR & JULIANNE	0727177	\$68.24
G 101-12110 PROPERTY TAX REFUNDS	KOSKI, MARK	0427103	\$582.60
G 101-23000 SPECIAL DEPOSITS	LAKE CTRY CHIEFS	CENTENNIAL FIELD DEPOSITS	\$450.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	HUBBERT BD600483-2	\$363.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	SIAU/BD601376-6	\$149.20
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	SIAU/BD601377-0	\$124.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	HUBBERT BD600485-4	\$363.00
G 101-12110 PROPERTY TAX REFUNDS	LANDMANN, STEVEN & CHRISTINE	0757113	\$278.99
G 101-12110 PROPERTY TAX REFUNDS	LAUTENBACH, DAVID D	0727343	\$534.81
G 101-12110 PROPERTY TAX REFUNDS	LOW, RICKY & KELLY	0427138	\$390.58
G 101-12110 PROPERTY TAX REFUNDS	LUTHER, JOHN & SUSAN	0726092	\$403.26
G 101-12110 PROPERTY TAX REFUNDS	MALONEY, JOHN & CHERYL	0424131	\$85.84
G 101-12110 PROPERTY TAX REFUNDS	MANUEL, RICHARD	0430120022	\$806.09
G 101-12110 PROPERTY TAX REFUNDS	MARK T LILLESAND LIVING TRUST	0428068	\$173.74
G 101-12110 PROPERTY TAX REFUNDS	MATUSHINEC, SANDRA C	0423982025	\$647.32
G 101-12110 PROPERTY TAX REFUNDS	MCABOY, AMY K	0430149	\$1,135.78
R 201-46420 REFUSE AND GARBAGE COLLECTION	MCDONALD, KATHLEEN	GARBAGE/RECYCLING	\$725.00
G 101-12110 PROPERTY TAX REFUNDS	MCWILLIAMS, WILLIAM	0730979	\$116.62
G 101-12110 PROPERTY TAX REFUNDS	MENDOZA, GONZALO & MARISELA	0762078	\$384.45
R 201-46420 REFUSE AND GARBAGE COLLECTION	MOLEND, JEROME & SUZANNE	GARBAGE/RECYCLING	\$725.00
G 101-12110 PROPERTY TAX REFUNDS	MOMSEN, CURTIS & KRISTA	0424100	\$443.64
G 101-12110 PROPERTY TAX REFUNDS	MORRISSEY, CHRISTIAN	0727087	\$339.15
G 101-12110 PROPERTY TAX REFUNDS	NELSON, DEREK S	0757056	\$371.92
R 201-46420 REFUSE AND GARBAGE COLLECTION	NOHL, KATHLEEN	GARBAGE/RECYCLING	\$725.00
R 101-46730 RECREATION CLASSES	OPALEWSKI, VICTORIA	MAKING YOUR OWN LOTIONS PROGRAM	\$74.00
G 101-12110 PROPERTY TAX REFUNDS	ORZECOWSKI, MICHAEL & KELLY	0391092	\$433.98
G 101-12110 PROPERTY TAX REFUNDS	PATTEN, CAITLIN & ANDREW	0391142	\$494.06
G 101-12110 PROPERTY TAX REFUNDS	PLOSZAY, MICHAEL	0728160	\$420.73
G 101-12110 PROPERTY TAX REFUNDS	PRINS, JOSHUA & BETHANY	0727079	\$115.75
G 101-12110 PROPERTY TAX REFUNDS	RICK, JEFFREY & JILL	0726109	\$250.39
G 101-12110 PROPERTY TAX REFUNDS	ROESSLER, JEAN	0424115	\$42.57
G 101-12110 PROPERTY TAX REFUNDS	ROFRITZ, TIMOTHY & TINA SCHULT	0726071	\$211.07
R 201-46420 REFUSE AND GARBAGE COLLECTION	ROMANOWICH, JAMES & SHIRLEY	GARBAGE/RECYCLING	\$290.00
G 403-31862 GLEN AT OVERLOOK TRAILS	RUEKERT & MIELKE	CONSTRUCTION REVIEW	\$12,266.53
G 403-31842 SENDIKS	RUEKERT & MIELKE	SITE PLAN REVIEW	\$380.25
G 403-31842 SENDIKS	RUEKERT & MIELKE	STORM SEWER CONSTRUCTION REVIEW	\$204.00
G 101-12110 PROPERTY TAX REFUNDS	RYFINSKI, DAVID & JUDITH	0427084	\$43.72
G 101-12110 PROPERTY TAX REFUNDS	SACHARSKI, CHRISSTOPHER & LISA	0726004	\$181.65
G 101-12110 PROPERTY TAX REFUNDS	SAUER, SARAH J	0729161	\$153.52
G 101-12110 PROPERTY TAX REFUNDS	SCHABOW, NANCY & JEREMY	0727344001	\$205.63
G 101-12110 PROPERTY TAX REFUNDS	SCHERBARTH, DENNIS & MAUREEN	0426058	\$393.51
G 101-12110 PROPERTY TAX REFUNDS	SCHICK, MICHAEL	0762030006	\$48.64

Account Descr	Search Name	Comments	Amount
G 101-12110 PROPERTY TAX REFUNDS	SCHNEIDER, RYAN & CRYSTAL	0727304	\$10.83
G 101-12110 PROPERTY TAX REFUNDS	SCHUMANN, MARGARET	0762070001	\$360.60
G 101-15005 PREPAID ITEMS	STACKPOLE SECURITY	ALARM MONITORING	\$425.00
G 101-15005 PREPAID ITEMS	STACKPOLE SECURITY	ALARM MONITORING/SURVIVE ALIVE	\$425.00
R 201-46420 REFUSE AND GARBAGE COLLECTION	STEPHEN M CIGICH	GARBAGE/RECYCLING	\$435.00
G 101-12110 PROPERTY TAX REFUNDS	THOSS, GARY & MARY ELLEN	0423982033	\$97.31
R 201-46420 REFUSE AND GARBAGE COLLECTION	UIBEL, MICHAEL & LORI	GARBAGE AND RECYCLING	\$725.00
G 101-12110 PROPERTY TAX REFUNDS	VANTHIEL, DAVID & KATHLEEN	0428083	\$581.89
G 101-12110 PROPERTY TAX REFUNDS	VETTA, TONY	0387004	\$1,140.34
G 101-12110 PROPERTY TAX REFUNDS	WAGNER, BRET & LORI	0729201	\$173.65
G 101-12110 PROPERTY TAX REFUNDS	WARDMAN, JOHN	0726028	\$32.44
G 204-34187 FWW LIFT STATION REPLACEMENT	WE ENERGIES	OCT-DEC FW LIFT STATION	\$99.16
G 101-12110 PROPERTY TAX REFUNDS	WEDDIG, ROBERT & CHRISTINE	0426065	\$472.97
G 101-12110 PROPERTY TAX REFUNDS	WEN, XINGYUN	0757089	\$1,439.91
G 101-12110 PROPERTY TAX REFUNDS	WESTPHAL, JEREMY	0757065	\$455.28
G 101-12110 PROPERTY TAX REFUNDS	WHELAN, HEATHER	0762122	\$488.81
G 101-12110 PROPERTY TAX REFUNDS	WILHELM, VICTORIA	0726063	\$354.46
G 101-12110 PROPERTY TAX REFUNDS	WOJTKUNSKI, MICHAEL & GAIL	0727344	\$205.13
G 101-12110 PROPERTY TAX REFUNDS	ZIMMERMAN, KELLY	0427091	\$66.42
G 101-12110 PROPERTY TAX REFUNDS	ZWIEG, LINDA	0726986	\$89.68
EXPENSE Descr			<u>\$63,372.34</u>
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN CYLINDER RENTAL	\$235.66
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$97.60
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$955.40
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$65.70
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH PHARMACY OCON	EMS SUPPLIES	\$12.03
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	STRYKER SALES CORPORATION	EMS PATIENT CABLES FOR HEART MONITOR	\$1,532.58
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	STRYKER SALES CORPORATION	LUCAS 2 BATTERIES	\$1,347.67
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	DEC-JAN CELLULAR SERVICE	\$105.42
EXPENSE Descr AMBULANCE			<u>\$4,352.06</u>
EXPENSE Descr CABLE TELEVISION			
E 101-55370-290 OUTSIDE SERVICES/CONTRACTS	MILLER, JOEL R	MEETING STANDBY	\$50.00
EXPENSE Descr CABLE TELEVISION			<u>\$50.00</u>
EXPENSE Descr CRACK SEALING/PATCHING/POTHOLE			
E 401-70235-285 CONSTRUCTION COSTS	RUEKERT & MIELKE	DESIGN/BIDDING/CONSTRUCTION	\$2,015.11
EXPENSE Descr CRACK SEALING/PATCHING/POTHOLE			<u>\$2,015.11</u>
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-719 EVENTS	COTTONWOOD INVESTMENTS LLC	BID GIFT CERTIFICATE	\$25.00

Account Descr	Search Name	Comments	Amount
E 804-56700-713 SIGN/AWNING/PAINTING GRANTS	CREOLE CAFÉ & CATERING LLC	SIGN GRANT	\$500.74
E 804-56700-140 RETIREMENT BENEFITS	EDWARD JONES	GARDNER NOV IRA	\$94.11
E 804-56700-719 EVENTS	GARDNER, CINDY	REIMBURSE HARTLAND LIGHTS EXPENSE	\$25.00
E 804-56700-713 SIGN/AWNING/PAINTING GRANTS	GRENDAHL, NATHAN T	SIGN GRANT	\$205.66
E 804-56700-738 MEMBERSHIPS	HARTLAND AREA CHAMBER COMMERCE	MEMBERSHIP	\$150.00
E 804-56700-711 FAÇADE PROGRAM	HEARTFELT PROPERTIES LLC	FAÇADE GRANT	\$9,339.23
E 804-56700-713 SIGN/AWNING/PAINTING GRANTS	JULI AND LLC	SIGN GRANT	\$115.00
E 804-56700-711 FAÇADE PROGRAM	OCREATIVE DESIGN STUDIO	FAÇADE GRANT	\$7,930.80
E 804-56700-744 OFFICE SUPPLIES	VILLAGE GRAPHICS	BID CERTIFICATE COPIES	\$2.49
E 804-56700-719 EVENTS	VILLAGE GRAPHICS	COPIES	\$163.00
E 804-56700-719 EVENTS	VILLAGE GRAPHICS	COPIES	\$110.00
EXPENSE Descr ECONOMIC DEVELOPMENT			\$18,661.03
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 101-53635-470 LANDSCAPE PLANTINGS	JOHNSONS NURSERY INC	TREE PLANTING	\$36,211.22
E 101-53635-470 LANDSCAPE PLANTINGS	JOHNSONS NURSERY INC	TREE PLANTING	\$14,297.21
E 101-53635-470 LANDSCAPE PLANTINGS	VETUSCHI, MARC	ASH TREE REMOVAL REIMBURSEMENT	\$1,194.00
EXPENSE Descr ENVIRONMENTAL SERVICES			\$51,702.43
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-540 AUDITING/ACCOUNTING	BAKER TILLY VIRCHOW KRAUSE	AUDIT PAYMENT #1	\$3,500.00
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	DEC ADMIN SERVICES	\$172.58
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	DEC FSA FEES	\$100.75
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$10.36
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$15.94
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$5.48
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	BLOCK HOURS	\$37.70
E 101-51500-530 TAX BILLING/TAX ROLL	WAUKESHA CTY TREASURER (515)	TAX BILLING	\$1,465.20
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	WI DEPT OF REVENUE (SALES TAX)	WI BUSINESS TAX REGISTRATION RENEWAL	\$10.00
EXPENSE Descr FINANCIAL ADMINISTRATION			\$5,318.01
EXPENSE Descr FIRE PROTECTION			
E 101-52200-255 BLDGS/GROUNDS	B & K ELECTRIC, INC.	WIRING UPGRADE	\$1,188.00
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	BOY SCOUTS OF AMERICA	EXPLORERS POST	\$492.00
E 101-52200-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	CLEANER	\$3.56
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	CHAPLAIN RALPH MODJESKA	2019 SERVICES	\$500.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	FLEMINGS FIRE 1, INC.	FRONT SHIELDS	\$360.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	FLEMINGS FIRE 1, INC.	WRENCH SET	\$96.13
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	FLEMINGS FIRE 1, INC.	EXTINGUISHER	\$61.00
E 101-52200-800 CAPITAL OUTLAY	FLEMINGS FIRE 1, INC.	TURN OUT PANTS	\$1,069.22
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	LIEN, LAURA	YOGA AT FIRE STATION	\$50.00
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	MID-CITY SPORTS LLC	6 BASEBALL JERSEYS	\$472.95
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	BLOCK HOURS	\$27.00

Account Descr	Search Name	Comments	Amount
E 101-52200-255 BLDGS/GROUNDS	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$271.00
E 101-52200-255 BLDGS/GROUNDS	STACKPOLE SECURITY	REPLACE RADIO	\$350.00
E 101-52200-220 UTILITY SERVICES	U.S. CELLULAR	DEC-JAN CELLULAR SERVICE	\$105.42
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC SURVIVE ALIVE/HOUSE	\$26.63
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC ELECTRIC/GAS	\$896.58
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC SURVIVE ALIVE/ELECT	\$120.82
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	XEROX CORPORATION	OCT-NOV COPIER	\$32.65
EXPENSE Descr FIRE PROTECTION			\$6,122.96
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-395 COMMUNITY RELATIONS	AVALON GRAPHICS LLC	HOLIDAY TRAIN YARD SIGNS	\$50.00
E 101-51400-210 LEGAL SERVICES	BUELOW VETTER BUIKEMA OLSON &	PFC ATTORNEY FEES	\$4,557.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	MUNICIPAL CODE CORP	ADMN SUPPORT FEE	\$275.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$44.56
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$16.96
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$48.26
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	RHODE LAPTOP	\$1,850.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PITNEY BOWES	DEC-MAR LEASE	\$157.74
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PROSHRED SECURITY	SHREDDING SERVICES	\$53.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PROSHRED SECURITY	SHREDDING SERVICES	\$60.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	RESERVE ACCOUNT	POSTAGE REFILL	\$3,000.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	OCT-JAN COPIER	\$114.68
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	SEPT-OCT COPIER	\$33.66
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	VILLAGE GRAPHICS	BUSINESS CARDS/RHODE	\$77.00
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	NOV LEGAL SERVICES	\$7,525.16
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	NOV LEGAL SERVICES	\$1,281.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	NOV RECORD CHECK	\$49.00
E 101-51400-395 COMMUNITY RELATIONS	WISCONSIN BUILDING INSPECTIONS	DONATION	-\$200.00
EXPENSE Descr GENERAL ADMINISTRATION			\$18,993.02
EXPENSE Descr INDUSTRIAL/PROGRESS BIO-STORM			
E 401-74105-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	DESIGN SERVICES	\$830.75
EXPENSE Descr INDUSTRIAL/PROGRESS BIO-STORM			\$830.75
EXPENSE Descr INSPECTION			
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	NOV PERMITS	\$7,986.44
EXPENSE Descr INSPECTION			\$7,986.44
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-360 VEHICLE MAINT/EXPENSE	10-33 VEHICLE SERVICES	SETING TRANSFER KIT	\$1,891.50
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ADVANTAGE POLICE SUPPLY	12 GUAGE LESS LETAL ROUNDS	\$545.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HAHN ACE HARDWARE	TUBE STRAP	\$1.76
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HAHN ACE HARDWARE	HOSE/NOZZLE	\$35.98

Account Descr	Search Name	Comments	Amount
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HAHN ACE HARDWARE	CAR WASH/SQUEEGEE/TOWELS/BUCKET	\$37.39
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ #2 OIL CHANGE	\$37.05
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ #4 DASH LIGHT	\$232.16
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HOFFA, PAULA	REIMBURSE CLOTHING ALLOWANCE	\$245.45
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	JEWELL, ROBERT	REIMBURSE CLOTHING ALLOWANCE	\$86.71
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	KEIL ENTERPRISES	TRAINING/GURGUL	\$195.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	NOV USER FEE	\$139.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$242.19
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$76.87
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	DESKTOP COMPUTER	\$850.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	BLOCK HOURS	\$648.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW MILLER/SAYLES	\$70.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAW/DUGALL	\$35.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROSHRED SECURITY	SHREDDING SERVICES	\$53.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	BADGE/SEEGER	\$262.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	VERIZON WIRELESS	OCT-NOV SERVICE	\$278.41
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	VERIZON WIRELESS	OCT-NOV SERVICE	\$362.18
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	NOV PRISONER HOUSING	\$119.07
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	TRAINING JEWELL/MACIEWJEWSKI/MUELLER	\$190.80
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WI DEPT OF JUSTICE (7857)	WI COMMAND COLLEGE TUITION/KELSEY	\$750.00
EXPENSE Descr LAW ENFORCEMENT			\$7,384.52
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	ADULT AUDIOBOOK	\$50.00
E 101-55110-310 BOOKS & MATERIALS	CENTER POINT LARGE PRINT	LARGE PRINTS	\$29.21
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	EMILY STERNEMANN	REIMBURSE PROGRAM SUPPLIES	\$16.90
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	LARGE PRINTS	\$154.93
E 101-55110-255 BLDGS/GROUNDS	GROUNDS KEEPER, INC.	FALL CLEAN UP/FINAL MOWING	\$520.00
E 101-55110-255 BLDGS/GROUNDS	HAHN ACE HARDWARE	LIGHTS	\$19.18
E 101-55110-255 BLDGS/GROUNDS	HAHN ACE HARDWARE	ELECTRICAL SUPPLIES	\$29.68
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$98.99
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	BLOCK HOURS	\$648.00
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOK	\$30.00
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	ADULT AUDIOBOOK	\$23.25
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$183.00
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$73.50
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	OCT-DEC GAS	\$564.31
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC ELECTRIC	\$1,530.27
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF ADMINISTRATION	JULY-DEC TEACH SERVICES	\$600.00
E 101-55110-355 JANITORIAL SUPPLIES	WIL-KIL	COMMERCIAL CONTRACT	\$50.00
EXPENSE Descr LIBRARY			\$4,621.22

Account Descr	Search Name	Comments	Amount
EXPENSE Descr MISC STORM SEWER REPAIR			
E 401-74010-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	STORM SEWER CB REPAIR	\$118.00
EXPENSE Descr MISC STORM SEWER REPAIR			<u>\$118.00</u>
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$148.80
E 101-51600-255 BLDGS/GROUNDS	GROUNDS KEEPER, INC.	FALL CLEAN UP/FINAL MOWING	\$520.00
E 101-51600-255 BLDGS/GROUNDS	HAHN ACE HARDWARE	FILTERS	\$68.27
E 101-51600-255 BLDGS/GROUNDS	HAHN ACE HARDWARE	FUSE	\$1.79
E 101-51600-255 BLDGS/GROUNDS	HAHN ACE HARDWARE	UNLEADED GASOLINE	\$62.08
E 101-51600-255 BLDGS/GROUNDS	MENARDS- PEWAUKEE	BREAK ROOM DOOR	\$427.96
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$73.50
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$183.00
E 101-51600-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC GAS	\$472.03
E 101-51600-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC ELECTRIC	\$1,649.40
EXPENSE Descr MUNICIPAL BUILDING			<u>\$3,606.83</u>
EXPENSE Descr NIXON DREDGING & RESTORATION			
E 401-74035-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	DREDGING DESIGN	\$126.75
EXPENSE Descr NIXON DREDGING & RESTORATION			<u>\$126.75</u>
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	RAKES	\$56.56
E 101-55200-370 ATHLETIC FACILITY MAINTENANCE	JOHNSONS NURSERY INC	TREE PLANTING	\$2,000.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	THE SHERWIN WILLIAMS CO	STAIN	\$48.48
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC PENBROOK	\$23.53
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC CENTENNIAL	\$169.78
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC BARK RIVER	\$42.58
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC HARTBROOK	\$17.88
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC HARTBROOK	\$31.59
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	OCT-NOV CENTENNIAL	\$21.37
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC NIXON	\$34.40
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC NIXON	\$47.35
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC NIXON	\$20.57
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC NIXON	\$19.63
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC PENBROOK	\$17.88
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC FAC	\$47.03
EXPENSE Descr PARKS			<u>\$2,598.63</u>
EXPENSE Descr PUBLIC WORKS			
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	PAINT	\$11.65
E 101-53000-360 VEHICLE MAINT/EXPENSE	BOBCAT PLUS INC	FILTERS/CARTRIDGES	\$291.68

Account Descr	Search Name	Comments	Amount
E 101-53000-360 VEHICLE MAINT/EXPENSE	BOBCAT PLUS INC	PINS	\$8.68
E 101-53000-360 VEHICLE MAINT/EXPENSE	BOBCAT PLUS INC	HOSE/FILTERS	\$163.42
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	CREDIT	-\$41.67
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	VEHICLE CLEANING SUPPLIES	\$336.94
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	PARTS FOR BLOWER	\$57.85
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	SWITCH	\$125.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	SWITCH	\$94.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	GEAR OIL	\$112.35
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$535.66
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$701.86
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$408.26
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$1,114.81
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$938.14
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$884.51
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$601.48
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$368.04
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	FEHR GRAHAM	SAFETY DEVELOPMENT/TRAINING	\$705.50
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	GAPPA SECURITY SOLUTIONS	KEYS	\$11.90
E 101-53000-410 STREETS GEN MAINT	HOME DEPOT	SCREWS/WASHERS	\$99.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	CHAIR LEG PROTECTORS	\$10.90
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$105.95
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$132.95
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$132.95
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$105.95
E 101-53000-410 STREETS GEN MAINT	KAESTNER AUTO ELECTRIC CO	FLAG POLES/CAPS	\$303.52
E 101-53000-410 STREETS GEN MAINT	LANGE ENTERPRISES INC	STREET NAME SIGNS/CROSSWALK SIGNS/BRACKETS	\$173.45
E 101-53000-360 VEHICLE MAINT/EXPENSE	MILLER-BRADFORD RISBERG INC	FILTER/BUMPER	\$300.65
E 101-53000-360 VEHICLE MAINT/EXPENSE	MILLER-BRADFORD RISBERG INC	FILTERS	\$147.50
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	FILTERS/WASHER FLUID/DEICER	\$184.95
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	WIPER BLADE	\$25.92
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	WIPER BLADES/ADDITIVE	\$112.54
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	OLSEN SAFETY EQUIPMENT CORP	WINTER GLOVES	\$76.80
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	BLOCK HOURS	\$54.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$208.54
E 101-53000-360 VEHICLE MAINT/EXPENSE	POMP S TIRE SERVICE INC	REAR TRACTOR TIRES	\$650.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	HYDRAULIC FITTINGS	\$277.96
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	QUEST/JAMBRETZ	\$56.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	FRONT WHEEL	\$181.95
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	WISDOT LRIP APPLICATION	\$354.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	MEDLINE STORM SEWER WATER POND	\$169.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	OCT-NOV ECONOMICS AND PLANNING	\$169.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	NAD 83 CONVERSION	\$392.00

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E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	WISDOT GRANT APPLICATION	\$507.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	OCT-NOV WISDOT MILEAGE CERT	\$428.20
E 101-53000-420 STORM SEWER	STARK PAVEMENT CORPORATION	ASPHALT	\$113.63
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	SALT ELIMINATOR/OIL CAP	\$943.24
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	EXHAUST FLUID	\$79.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	CREDIT	-\$919.60
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	STEERING WHEEL/AIR DRYER ASM	\$321.15
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	SALT ELIMINATOR	\$107.02
E 101-53000-220 UTILITY SERVICES	U.S. CELLULAR	DEC-JAN CELLULAR SERVICE	\$111.56
E 101-53000-220 UTILITY SERVICES	VERIZON WIRELESS	OCT-NOV SERVICE	\$75.70
E 101-53000-225 STREET LIGHTING	WE ENERGIES	NOV-DEC CAMPUS DR	\$391.02
E 101-53000-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC GAS	\$745.27
E 101-53000-225 STREET LIGHTING	WE ENERGIES	NOV-DEC FW WEST	\$136.33
E 101-53000-225 STREET LIGHTING	WE ENERGIES	NOV-DEC ST LIGHTING	\$119.48
E 101-53000-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC ELECTRIC	\$596.90
E 101-53000-225 STREET LIGHTING	WE ENERGIES	OCT-NOV CLOCK	\$25.66
E 101-53000-225 STREET LIGHTING	WE ENERGIES	OCT-NOV ST LIGHTING	\$8,644.75
E 101-53000-410 STREETS GEN MAINT	WOLF CONSTRUCTION CO INC	COLD PATCH	\$134.77
EXPENSE Descr PUBLIC WORKS			<u>\$24,419.32</u>
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-295 TRIPS	MEMONOMEE FALLS SCHOOL DISTRIC	MAKING SPIRITS BRIGHT TRIP	\$948.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	BLOCK HOURS	\$135.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN/MOODY	\$29.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SCHOLTKA, JENNIFER J	ZUMBA DROP INS	\$12.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SCHOLTKA, JENNIFER J	TUES PARTIAL ZUMBA	\$20.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SCHOLTKA, JENNIFER J	THRS NOV-DEC ZUMBA	\$160.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SCHOLTKA, JENNIFER J	TUES NOV-DEC ZUMBA	\$312.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SEAT OF THE PANTS PRODUCTIONS	YOU HAVE PICTURES IN YOUR CAMERA	\$182.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SEAT OF THE PANTS PRODUCTIONS	THE CAMERA IN YOUR SMARTPHONE	\$143.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SEAT OF THE PANTS PRODUCTIONS	IPHONES/IPADS TIPS/TRICKS/TECHNIQUES	\$117.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	DEC-JAN CELLULAR SERVICE	\$35.92
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	LEARN TO SKATE AT NAGAWAUKEE	\$600.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	NOV RECORD CHECK	\$7.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			<u>\$2,701.72</u>
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	ADVANCED DISPOSAL SERVICES	NOV SERVICES	\$34,888.32
EXPENSE Descr REFUSE & GARBAGE COLLECTION			<u>\$34,888.32</u>
EXPENSE Descr SEWER SERVICE			
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	BATTERY PRODUCTS INC	BATTERIES	\$180.54
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	BUMPER TO BUMPER HARTLAND	WRENCH/BIT SETS	\$213.63

Account Descr	Search Name	Comments	Amount
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	DEC FEES	\$71,985.88
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	DEC ADMIN SERVICES	\$26.55
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	DEC FSA FEES	\$15.50
E 204-53610-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	OIL	\$1,612.05
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	FEHR GRAHAM	SAFETY DEVELOPMENT/TRAINING	\$705.50
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	NEENAH FOUNDRY CO	MAN HOLE COVERS	\$3,348.00
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	NAD 83 CONVERSION	\$392.00
E 204-53610-800 CAPITAL OUTLAY	RUEKERT & MIELKE	SCADA/PLC COORDINATION	\$2,876.10
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	MISC SEWER REPAIRS	\$195.75
E 204-53610-800 CAPITAL OUTLAY	RUEKERT & MIELKE	SEWER DESIGN AND SURVEY	\$4,981.50
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	OCT-NOV CCTV REVIEW/SEWER REHAB PLAN	\$59.00
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	GIS DATA MAINTENANCE	\$348.75
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	SABEL MECHANICAL	HELICOIL MFV MOUNT/BRISTLECONE PINES	\$1,366.01
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	U.S. CELLULAR	DEC-JAN CELLULAR SERVICE	\$111.57
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	VISU-SEWER, INC.	SEWER MAIN LINING	\$56,743.50
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	OCT-NOV RUSTIC	\$35.45
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC BRADFORD	\$50.39
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	OCT-NOV SHADOW RIDGE	\$54.00
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	OCT-NOV CRYSTAL	\$20.52
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	OCT-NOV CRYSTAL	\$157.46
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC WOODLANDS	\$45.96
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	NOV-DEC HWY 83	\$26.88
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	OCT-NOV ARLENE	\$197.73
EXPENSE Descr SEWER SERVICE			\$145,750.22
EXPENSE Descr TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	WALLSCHLAGER FRANKE, ANN	REIMBURSE MILEAGE	\$151.96
EXPENSE Descr TRUSTEES			\$151.96
EXPENSE Descr WATER UTILITY			
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	WASHERS/DOWN SPOUT	\$61.07
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	THERMOSTAT/WIRE CUTTER	\$35.14
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	SUPPLIES FOR HEATER AT WELL HOUSES	\$5.62
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	ANCHORS/WELL #6	\$7.80
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	CLEANER/WATER	\$26.14
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	ANCHORS/WELL #6	\$1.79
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BUMPER TO BUMPER HARTLAND	SILICONE	\$6.99
E 620-53700-652 MAINTENANCE OF SERVICES	CORE & MAIN LP	VAC BREAKER/BACKFLOW PREVENTER	\$1,060.00
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	DEC ADMIN SERVICES	\$66.37
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	DEC FSA FEES	\$38.75
E 620-53700-923 OUTSIDE SERVICES	FEHR GRAHAM	SAFETY DEVELOPMENT/TRAINING	\$705.50
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	HAHN ACE HARDWARE	CREDIT	-\$110.43

Account Descr	Search Name	Comments	Amount
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	HOME DEPOT	CHAIR LEG PROTECTORS	\$288.04
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	HOME DEPOT	DRILL RENTAL	\$30.75
E 620-53700-631 WATER TREATMENT - CHEMICALS	MARTELLE WATER TREATMENT	CHEMICALS	\$2,054.10
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	MENARDS- PEWAUKEE	PIPE/TORCH KIT/PIPE	\$220.96
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	MENARDS- PEWAUKEE	FURNANCE VENT PIPE	\$242.70
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	GIS DATA MAINTENANCE	\$348.75
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	SCADA SERVICE WORK	\$1,548.40
E 620-53700-673 TRANS&DIST MAINS	RUEKERT & MIELKE	WATER MAIN DESIGN/SURVEY	\$6,357.55
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	NAD 83 CONVERSION	\$392.00
E 620-53700-681 COMPUTERS & SOFTWARE	TERMINAL ANDRAE INC	PLC REPLACEMENT COVENTRY TOWER	\$2,227.00
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	U.S. CELLULAR	DEC-JAN CELLULAR SERVICE	\$111.56
E 620-53700-632 WATER TREATMENT-SUPPLIES/EXP	USA BLUE BOOK	HOSE	\$124.00
E 620-53700-923 OUTSIDE SERVICES	VILLAGE GRAPHICS	BUSINESS CARDS/FELKNER	\$76.00
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-DEC PENBROOK	\$293.18
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	NOV-DEC PENBROOK	\$45.01
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-DEC COVENTRY	\$81.83
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	OCT-NOV HILL ST	\$35.45
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	NOV-DEC #3 PUMPHOUSE	\$10.89
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-DEC MANCHESTER	\$1,324.44
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	OCT-NOV SUNSHINE	\$18.25
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	OCT-NOV MICRO BOOSTER	\$205.68
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	OCT-NOV #3 PUMPHOUSE	\$991.21
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	NOV-DEC SUNNYSLOPE	\$922.99
E 620-53700-923 OUTSIDE SERVICES	WI STATE LABORATORY OF HYGIENE	FLUORIDE	\$26.00
EXPENSE Descr WATER UTILITY			\$19,881.48
			\$425,653.12

**VILLAGE OF HARTLAND  
LICENSES AND PERMITS  
DECEMBER 30, 2019**

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

Joseph Alan Hoernke  
Michele Lee Straube

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

RESOLUTION NO. \_\_\_\_\_

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 1st 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 2020 which has estimated revenues of \$363,401.00 and anticipated expenditures of \$357,717.00.

NOW THEREFORE, BE IT HEREBY RESOLVED that the attached Municipal Court budget for 2020 be approved.

DATED: \_\_\_\_\_

VILLAGE OF HARTLAND

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

President

ATTEST:

\_\_\_\_\_  
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 6, 2019

TO: City, Village and Town Clerks

RE: Lake Country Municipal Court  
2020 Budget Approval

Dear Clerks:

I enclose herewith a proposed Municipal Court budget for 2020. Note the projected surplus for 2020 is \$5,684.00. 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 County Municipal Court

2020 Budget

*\*Final\**  
11/21/19

Percent  
+/-  
Budget  
Increase

Acct #:	Account Description:	2018 Actual	2019 YTD Ten Months	2019 Budget	2019 Estimated Year End	2020 Budget	Percent +/- Budget Increase
<b>Revenues:</b>							
1	4000 Court Fees	377,697	315,635	365,000	359,101	365,000	0.00%
2	4900 Interest Income	2,237	513	1,200	3,050	1,200	0.00%
3	4300 Court Assessment	2,215	3,098	2,000	800	2,000	
4	Transfer from Designated Fund	0		0		300,000	
	Transfer from Fund Balance					16,874	
5	4800 Miscellaneous	733	6,632	750	450	600	
6	Insurance Recoveries						
7	<b>Total Revenues</b>	<b>382,882</b>	<b>325,877</b>	<b>368,950</b>	<b>363,401</b>	<b>685,674</b>	<b>85.84%</b>
9	<b>Total Assets</b>	<b>638,670</b>	<b>700,079</b>	<b>704,686</b>	<b>0</b>	<b>0</b>	
11	<b>Total Liabilities</b>	<b>122,766</b>	<b>155,905</b>	<b>173,498</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>	
15	<b>Total Fund Balance</b>	<b>510,952</b>	<b>544,174</b>	<b>531,187</b>	<b>0</b>	<b>0</b>	
<b>Expenditures:</b>							
19	Wages & Benefits	267,491	223,735	278,496	277,284	285,807	2.63%
20	Purchased Services	38,281	35,670	41,311	38,001	43,036	4.18%
21	Operating Supplies & Expenses	11,869	5,832	13,620	12,048	13,200	-3.08%
22	Fixed Charges	28,719	25,742	29,394	29,884	43,631	48.43%
23	Capital Outlay	4,944	422	0	500	300,000	
24	Restitution	0	0	0	0	0	
25	Bad Debt	9,041	0	0	0	0	
26	<b>Total Expenditures:</b>	<b>360,345</b>	<b>291,402</b>	<b>362,821</b>	<b>357,717</b>	<b>685,674</b>	<b>88.98%</b>
28	<b>Total Surplus/Deficit</b>	<b>22,537</b>	<b>34,475</b>	<b>6,129</b>	<b>5,684</b>	<b>0</b>	

Percent  
+/-  
Budget  
Increase

Acct #:	Account Description:	2018 Actual	2019 YTD Ten Months	2019 Budget	2019 Estimated Year End	2020 Budget	Percent +/- Budget Increase
35	5000 Full Time Salaries	116,650	99,455	120,833	120,833	123,252	2.00%
36	Clerk of Courts						
37	Deputy Clerk of Courts						
38	5010 Assistant Clerks	24,108	22,049	29,401	29,401	29,704	1.03%
39	Clerk Salaries - Overtime						
40	5015 Part Time Judge	43,835	35,941	43,667	43,667	44,667	2.29%
41	Bailiff/Deputy Services	9,063	8,111	12,000	10,750	12,000	0.00%
42	5030 Employer FICA	13,084	11,111	14,812	14,800	15,118	2.07%
43	5040 Retirement EE-ER	10,824	9,112	10,775	10,775	11,335	5.20%
44	5050 Health	49,444	37,517	46,533	46,533	49,206	5.74%
45	5060 Long Term Disability Ins.	0	0	0	0	0	
46	5070 Life Insurance	483	439	475	525	525	10.53%
47	Unemployment Benefits	0	0	0	0	0	
48	Substitute Judge	0	0	0	0	0	
49	<b>TOTAL:</b>	<b>267,491</b>	<b>223,735</b>	<b>278,496</b>	<b>277,284</b>	<b>285,807</b>	<b>2.63%</b>

Acct #: Account Description:		2018 Actual	2019 YTD Ten Months	2019 Budget	2019 Estimated Year End	2020 Budget	Percent +/- Budget Increase
56	<b>PURCHASED SERVICES:</b>						
57	5400 Professional/Outside Services	914	565	2,000	300	2,000	0.00%
58	5405 Accounting	8,445	7,480	8,760	8,760	9,180	4.79%
59	5410 Auditor	7,800	8,200	8,000	8,200	8,400	5.00%
60	5415 Professional Services	0	0	0	0	0	
61	5415 Legal Services	1,823	624	2,000	800	2,500	
62	5420 Computer Consultant	0	3,050	3,000	3,000	3,000	0.00%
63	5425 Court Software Support	14,358	11,851	11,851	11,851	12,206	3.00%
64	5550 Telephone	3,091	2,192	3,300	2,940	3,300	0.00%
65	Internet/Web	0	0	300	300	300	0.00%
66	5500 Repair/Maint. Contracts Equip.	1,850	1,709	1,800	1,850	1,850	2.78%
67	5540 Substitute Judge	0	0	300	0	300	0.00%
68	<b>Total:</b>	<b>38,281</b>	<b>35,670</b>	<b>41,311</b>	<b>38,001</b>	<b>43,036</b>	<b>4.18%</b>
69	<b>OPERATING SUPPLIES &amp; EQUIPMENT</b>						
70	5250 Office Supplies/Printing	5,945	4,274	6,000	5,500	6,000	0.00%
71	5300 Postage	4,501	0	5,000	5,000	5,000	0.00%
72	5350 Newspaper Publishing	0	267	100	0	100	0.00%
73	5200 Memberships	890	890	1,000	890	900	-10.00%
74	5160 Books & Publications	0	0	150	90	0	-100.00%
75	Shredding	0	0	170	150	0	-100.00%
76	Printing	0	0	0	0	0	
77	Miscellaneous	0	0	200	0	200	0.00%
78	5600 Training & Travel	533	401	1,000	418	1,000	0.00%
79	<b>Total:</b>	<b>11,869</b>	<b>5,832</b>	<b>13,620</b>	<b>12,048</b>	<b>13,200</b>	<b>-3.08%</b>
	<b>FIXED CHARGES</b>						
80	5100 Insurance and Bonds						
81	5105 Workman's Comp	0	0	0	0	0	
82	5120 Public Officials Ins.	0	0	0	0	0	
83	Property Insurance Coverage	0	0	0	0	0	
84	5125 Facility Expenses (utilities, plowing)	0	0	0	0	6,000	
85	5130 G Liability Ins./ Hired & non-owned MV	4,305	4,966	4,301	4,966	4,503	4.70%
86	5140 Bonds	0	0	0	0	0	
87	5150 Bank Charges	251	178	375	200	300	-20.00%
88	Erroneous Interest Charged	0	0	0	0	0	
89	5475 Equipment Lease	0	0	0	0	0	
90	5450 Rent	24,163	20,598	24,718	24,718	32,828	32.81%
91	<b>Total:</b>	<b>28,719</b>	<b>25,742</b>	<b>29,394</b>	<b>29,884</b>	<b>43,631</b>	<b>48.43%</b>
	<b>CAPITAL OUTLAY</b>						
92	8000 Capital Equipment	4,944	422	0	500	300,000	#DIV/0!
93	<b>Total:</b>	<b>4,944</b>	<b>422</b>	<b>0</b>	<b>500</b>	<b>300,000</b>	<b>#DIV/0!</b>

**RESOLUTION NO. 12/30/2019-02**

**A RESOLUTION ADOPTING THE COMPREHENSIVE  
OUTDOOR RECREATION PLAN**

WHEREAS the Village of Hartland has completed, reviewed and approved a Comprehensive Outdoor Recreation Plan, and

WHEREAS the plan will serve to guide recreation management and development of Village parks for the next five years, and

WHEREAS approval by the Village Board and Department of Natural Resources will qualify the Village for matching grants.

NOW, THEREFORE BE IT RESOLVED that the Village Board of Trustees adopt the Comprehensive Outdoor Recreation Plan for the Village of Hartland as an official Planning Document.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Village President

Attest:

\_\_\_\_\_  
Village Clerk

## MEMO

**TO:** Ryan Baley/Village Administrator  
**FROM:** Michael D. Gerszewski/Operations Supervisor  
**DATE:** December 20, 2019  
**SUBJECT:** Increase in park fees

At the request of Village board the Park board reviewed all of the park use fees. Staff and the Park board looked at fees charged by other communities and determined that ours needed to be adjusted. After some discussion the park board approved the new fee schedules. The new fees will take effect January 1, 2020.

Please place this on the December 30, 2019 Village Board agenda for consideration and possible action.

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



# Village of Hartland Park Facility Reservation Application

210 Cottonwood Ave, Hartland, WI 53029  
Office: (262) 367-2714 Fax: (262) 367-2430

Permit # \_\_\_\_\_

## Contact Information

Organization Name (if applicable) \_\_\_\_\_

Renter or Responsible Party \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

If above person cannot be reached: \_\_\_\_\_ Phone \_\_\_\_\_

## Rental Information

Event Date \_\_\_\_\_ Event Type \_\_\_\_\_

Arrival Time (include set-up time) \_\_\_\_\_ Departure Time (include clean-up time) \_\_\_\_\_

Attendance \_\_\_\_\_ Electricity - Yes \_\_\_\_\_ No \_\_\_\_\_ Tax Exempt - Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, please include certificate)

## Rental Fees

Check, cash and credit card are accepted (checks payable to **Village of Hartland**). Fees and deposits must be paid at the time of reservation.

### Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Penbrook Park (may not use if athletic field reserved)
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Open Space Reserved (describe area below)

### Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$75	\$85
51-100	90	103
101-200	105	121
201+	120	139

### Refundable Deposit (based on number of attendees)

1 - 100	No deposit required
101 - 200	\$200
201 - 300	\$300
300 +	\$400

I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

\_\_\_\_\_  
Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Renter's Name (please print)

Rental Fee	_____
Tax (5.1% on Rental Fee)	_____
Deposit (if required)	_____
Structures deposit (\$100)	_____
<b>Total Due</b>	_____

# Park Shelter Use Policies

## **RESERVATIONS**

Picnic area shelters must be reserved for a specific site. All uses must be open to the public and free of charge.

To reserve a park shelter or open space, complete the reservation application form and submit it with the required fees and deposits to the Village of Hartland. Reservations are processed on a first-come, first-serve basis. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the application. Reservation requests will be accepted beginning January 1 each year. All rental fees include Wisconsin sales tax (where applicable).

Athletic facilities require a separate reservation. If you wish to reserve an athletic facility (soccer field, softball field, volleyball court, etc.), please contact Village Hall staff. No park fields can be reserved with your shelter permit prior to April 1.

## **LIMITS TO RESERVATION TIME**

- Hours for all village parks are sunrise to sunset
- The Village can not guarantee privacy to any group.
- Reservations are made for a specific time frame. Set-up and clean-up time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled reservation time.

## **LIMITS ON USE OF FACILITIES**

- Malt beverages are permitted in all picnic areas when a valid malt beverage permit is applied for and granted through the Village's Administrative Office or Police Department. No other intoxicating liquor products are allowed.
- Parking is permitted in designated areas only. Parking in the picnic areas on the grass is prohibited.
- Individuals must be at least 18 years of age to request a rental permit.
- The Village is not responsible for private equipment or material used in a Village facility.
- All pets must be licensed, on a leash not exceeding six feet in length and under control of its owner at all times. Owners must promptly remove and dispose of any pet waste in a sanitary manner.
- Any facility decorations must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.
- Participants may not pass a collection plate or solicit from the audience. Donations may be accepted at concession areas only. Material distribution must be confined to the concession areas.

## **FACILITY AMENITIES**

- Electricity - Some picnic shelters offer a limited number of electrical outlets. Caution is advised when using electrical service as they are all 20 amp circuits and can be easily overloaded. Due to vandalism, we cannot guarantee electrical availability. Press the red GFI button on the outlet to reset if necessary.
- Picnic tables - There are a limited number of picnic tables available in the parks for all users. Large groups will need to provide their own additional seating. Please respect the rights of others to utilize the park facilities.
- Grills - Some grills are supplied by the Village of Hartland in picnic areas. Caution should be exercised in disposal of hot ashes.
- Restroom facilities and parking lots are open to park patrons and not exclusive to the permit holder.

## **PERMITTED**

Tents are permitted only in certain areas when a picnic group has reserved a shelter. Tents are to be placed adjacent to the shelter. Tents may not be placed on the asphalt. Tents may only be set up on the day of the picnic and must be removed on the same day. Charges will be assessed for damages incurred during the setup or removal of tents.

Radios are permitted in all picnic area. The use of amplification equipment is not permitted. The volume of radios must be kept at a level so as to not unreasonably annoy or disturb the peace and quiet for other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.

## **REFUNDS**

In the event of cancellation, permit fee may be refunded. A \$10.00 fee may be charged for administrative processing. To change a reservation, a written request must be submitted. Contact the Village's Administrative Office for further assistance.

## **REMINDERS**

- Disorderly conduct is prohibited
- Allow time for clean-up. Leave the park and facility in the condition found.
- Any costs for damage or excessive cleanup will be deducted from the security deposit.



**Payment Method  
(Check all that apply.)**

Checks Payable to:  
*Village of Hartland*

Cash

Credit Card

If for any reason a check is returned as "insufficient funds" a service fee of \$25 is charged. Full payment plus service fee must be paid in full to become registered.

**Required Information for Credit Card Transactions (write legibly)**

**Circle One:** Visa   MasterCard   Discover   American Express   **Total Amount:** \$ \_\_\_\_\_

**Card #:** \_\_\_\_\_   **Expiration Date:** \_\_\_\_\_

Entire **name is it appears on the credit card** (please print legibly): \_\_\_\_\_

\_\_\_\_\_

*I Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the Issuer.*

**Signature (REQUIRED):** \_\_\_\_\_

**(This portion of the form will be destroyed after transaction is complete.)**

**VILLAGE OF HARTLAND  
ATHLETIC FACILITY SCHEDULING APPLICATION**

Organization or Individual's Name: \_\_\_\_\_

Name of Person In Charge: \_\_\_\_\_

Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Mailing Zip Code

Two Alternate Names If Above Person Cannot Be Reached: **(Must Be Completed)**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone (Home, Work & EMAIL) \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone (Home, Work & EMAIL) \_\_\_\_\_

**I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park usage.**

Signature \_\_\_\_\_

Date Paid \_\_\_\_\_ Field Fees Paid \_\_\_\_\_ Deposit Paid \_\_\_\_\_ Preps Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_  
(Office Use Only)

<b>Permit Number:</b> _____ <b>Provide Dates, Times or Attach Schedule</b>	<b>Fee Per Use (Including Games and Practices)</b> <i>Tax not Charged for Tax-Exempt</i>	Deposit (See Below)	Field Prep Charges <u>See Page 2</u>	Total Amount Due	Date Issued	Insurance Certificate?	Request Taken By
<b>Baseball Fields (Large)</b>							
Nixon	\$35.00 + 1.79						
Centennial	\$25.00 + 1.28						
Hartbrook	\$25.00 + 1.28						
Penbrook	\$25.00 + 1.28						
<b>Baseball Fields (Small)</b>							
Hartbrook	\$25.00 + 1.28						
Joliet	\$25.00 + 1.28						
Nixon	\$25.00 + 1.28						
<b>Softball Field</b>							
Bark River*	\$35.00 + 1.79						
<b>Soccer Fields(Large)</b>							
Centennial	\$30.00 + 1.53						
Hartbrook	\$30.00 + 1.53						
Penbrook	\$30.00 + 1.53						
<b>Soccer Field (Small)</b>							
Hartbrook	\$30.00 + 1.53						
<b>Football Field</b>							
Centennial	\$100.00 + 5.10						
<b>Tennis Courts</b>							
Nixon	\$11+ .56 per court every 2 hours						
Penbrook	\$11+ .56 per court every 2 hours						

\*Field Reservation Includes Shelter at Bark River Park Only

**Turn Page Over for Prep Fees**

Refundable Deposit Amounts	\$50.00	\$100.00	\$200.00	\$300.00	\$400.00
Number of Participants	0-50	51-100	101-200	201-300	300+

## REQUIREMENTS FOR ATHLETIC FIELD USE AND FIELD PREPARATION APPLICANTS

1. It will be the responsibility of the sponsor/individual reserving the athletic facilities to pick up litter in the area after the event, including in the surrounding park area. The applicant will be responsible for any damage or excessive clean up required and the cost will be deducted from the deposit.
2. All equipment and personal items must be removed from the park by sun down or the closing time approved by the Park Board.
3. Restroom facilities and parking lots are open to park patrons. NOT EXCLUSIVE TO THE PERMIT HOLDER. Parking is permitted in designated areas only. **Vehicles cannot be parked in the picnic areas or the grass.**
4. Certificate of insurance naming the Village of Hartland as additional insured must be provided.
5. DISORDERLY CONDUCT PROHIBITED.
6. For the enjoyment of all park patrons, dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.
7. Fields must be reserved for make-up games and a minimum of 24 hours notice given (one working day) to prep a field for a make-up game.
8. DPW requires a minimum of 24 hours notice (one working day) for a newly scheduled field preparation.
9. DPW will spend no more than two hours preparing a facility for a game.
10. In the case of inclement weather, field preps will not be made. Notification will be provided to appropriate contact person if conditions do not allow for field preparation. Please follow the Hartland Athletic Field Group Guidelines for Field Playing Conditions or contact Recreation Director Kelli Yogerst at 262-367-0352.
11. Park Shelter application must be made separately if they are to be used in conjunction with a field's use, except at Bark River Park where the shelter is included with the field reservation.
12. Application for field reservations for a specific year cannot be made before January 1<sup>st</sup>.
13. All uses must be open to the public, free of charge. Participants may not pass a collection plate, or solicit from the audience.
14. Games or practices shall not be scheduled earlier than April 15th (subject to field conditions due to weather) for any field.
15. Only one type of athletic play may take place on any field at a time.
16. The "per use" fee is charged for practices, as well as games. See the Facility Reservations Policy adopted on 8/15/2013 for full details.

Field	Cost Per Prep	Amount of Preps Requested	Total Prep Cost
Joliet, Hartbrook (Lg & Sm), Centennial, Penbrook, Nixon T-Ball	\$13.20		
Bark River Softball/Nixon Hardball Fields	\$33		
Soccer Fields	\$55		
Football Field	\$49.50		

## VILLAGE OF HARTLAND

### FINE ARTS CENTER RESERVATION APPLICATION

210 Cottonwood Avenue      Hartland, WI 53029      Phone 262-367-2714      FAX 262-367-2430

Organization or Individual's Name: \_\_\_\_\_

Name of Person In Charge: \_\_\_\_\_

Telephone Number:(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Mailing Zip Code

If Above Person Cannot Be Reached: \_\_\_\_\_

Telephone Number:(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Mailing Zip Code

Name of Group, Performer: \_\_\_\_\_

Description of Entertainment: \_\_\_\_\_

Is Sponsor Classified as Non-Profit: \_\_\_\_\_

Other Permits Required:    Beer     Shelter     Other

Date Paid: \_\_\_\_\_ Fee Paid \_\_\_\_\_ Deposit Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_

FEES	Resident	0 – 50	51 – 100	101 – 200	201	
			\$80.00+ 4.08	\$100.00 + 5.10	\$125.00 + 6.38	\$150.50 + 7.68
	Non Resident	0 – 50	51 – 100	101 – 200	201 +	
		\$100.00+ 5.10	\$130.00+ 6.63	\$170.00 + 8.67	\$200.00 + 10.20	
<i>Note: Deposit to be paid by all users</i>		0-50	51-100	101-200	201-300	300+
<b>Refundable Deposit Amounts</b>		\$50.00	\$100.00	\$200.00	\$300.00	\$400.00

(Office Use Only)

Permit Number _____	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate Required as Determined by Village (y or n)	Electricity Needed (y or n)	TOTAL FEE/DEPOSIT	Date Issued	Issued By
Fine Arts Center (FAC)									
Food/Beverage Sales at Concession Window?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Sales of Other Items? Describe Items and Point of Sale									

I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park Usage.

\_\_\_\_\_  
Signature

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK

## VILLAGE OF HARTLAND FINE ARTS CENTER USE POLICY

1. The goal of the establishment of the Fine Arts Center is to make available a facility that would encourage family usage with programming which could reasonably be accommodated by the size and layout of the Facility and conditions with respect to the surrounding area such as availability of parking, access routes and public safety staffing.
2. Permits for prior uses approved by the Park Board and repeated on an annual basis may be approved by staff and permits for other use of the Fine Arts Center must be submitted to the Park Board in writing on this application for approval. Requests will be granted or denied by the Park Board. (Park Board meets the first Monday of the month at 7:00 p.m. in the Village Board Room in the Village Hall). Permits must be submitted for approval two weeks prior to the Park Board meeting.
3. For scheduling purposes, uses sponsored by the Village of Hartland through a single event or series will have priority. The uses will be scheduled beginning January 1 of the year they are going to occur. Other uses may be scheduled after April 1 of the year they are going to occur. Water service and restrooms will be shut off/closed from October 15 to May 1.
4. Sponsor of Fine Arts Center use may be required to provide proof of insurance. Determination as to whether insurance will be required will be made by the Park Board. Permit holder shall submit proof of general liability coverage for not less than \$500,000 and provide an original Certificate of Insurance, naming the Village of Hartland and its agents, officers and employers as additional insured parties. Minimum 30-day notice of cancellation shall be provided.
5. All uses must be free of charge. Participants may not pass a collection plate, or solicit from the audience. Donations may be accepted at concession areas only. Material distribution must be confined to the concession areas.
6. Uses of the Fine Arts Center shall not begin before sun up and shall end no later than sun down or the specific requested closing time approved by the Park Board.
7. Sales of food or refreshments by civic groups are allowed at the concession area (defined as the window in the Fine Arts Center). Sales of any other items anywhere else at the Fine Arts Center are subject to Park Board and/or Village Board approval.
8. Vehicles cannot be parked in the picnic areas or on the grass.
9. No grills, fire or hot coals will be permitted within the FAC building.
10. All equipment and articles must be removed from the park by sun down or the closing time approved by the Park Board.
11. It will be the responsibility of the sponsor/individual reserving the Fine Arts Center to pick up litter in the area after the event, including in the Fine Arts Center, concession area, rest rooms and surrounding park area. The applicant will be responsible for any damage or excessive clean up required and the cost will be deducted from the deposit.
12. Cancellation policy. The Village reserves the right to cancel or stop use at any time. Reasons may include but are not limited to failure to comply with regulations, inclement weather with potential damage to grounds, lack of crowd control, conduct or activity not covered in original proposal. The Village Administrator, Director of Public Works, Police Chief and/or Fire Chief or their designated representatives shall have the authority to cancel an event. If the applicant desires to cancel, proper notice should be provided to the Village as soon as possible.
13. If Shelter #4 is reserved, applicant shall pay the reservation fee. See Shelter reservation application.
14. Picnic Tables Usage: There are a limited number of picnic tables available in the parks for all users. Large groups will provide their own additional seating. Please respect the rights of others to utilize the park facilities.
15. The volume of radios, sound systems, etc. must be kept at level so as to not unreasonably annoy or disturb the peace and quiet of other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.
16. Supervision: The applicant and all named persons responsible for supervision must be present from the time the facility is opened, while the event is in progress, and must wait until all users of the building have vacated the building or premises and have completed security measures. The applicant and the individuals supervising the function shall be responsible for the conduct and control of both patrons and participants of each function. The applicant and individuals supervising are responsible for seeing that no equipment or other portions of facilities are used except those that are requested in the building use application. The applicant and the persons responsible for supervision shall see that the facility is left in the same condition as when the organization entered the facility.
17. It shall be the responsibility of the applicant and those associated with applicant to avoid the violation of any provision of the Village of Hartland, State or Federal ordinances, Statutes, regulations and codes. The individual/organization using the facility assumes all responsibilities for injuries that may occur to persons or participants.
18. No smoking will be allowed in the Fine Arts Center building.
19. Keys may be picked up at the Village Hall M-F, 7:30 a.m. – 4:30 p.m. They must be returned to the Village within 48 hours after FAC use during normal office hours or may be left in the drop box located at the front of the Village Hall. It shall be the responsibility of the applicant to make sure the facility is locked up after use.
20. The FAC restrooms are open to all park patrons and are not exclusive to the permit holder.
21. **Malt Beverages:** Are permitted in all picnic areas when a valid malt beverage permit is procured from the /Admin. Office. FAC/shelter reservation is required if so desired. No other intoxicating liquor products are permitted.
22. **Refunds:** In case of cancellation, permit fee can be refunded **ONLY IF**, at least **TWO WEEKS** prior to event, a written request and **ORIGINAL PERMIT** are received by the Village Hall office. A \$10.00 fee will be charged for administrative processing. The **ORIGINAL PERMIT**, a written request and a \$10.00 fee is required to change a reservation.
23. Dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.



# Village of Hartland Park Facility Reservation Application

210 Cottonwood Ave, Hartland, WI 53029  
Office: (262) 367-2714 Fax: (262) 367-2430

Permit # \_\_\_\_\_

## Contact Information

**Organization Name (if applicable)** \_\_\_\_\_

**Renter or Responsible Party** \_\_\_\_\_

**Home/Cell Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address** \_\_\_\_\_ **City/Zip** \_\_\_\_\_

**If above person cannot be reached:** \_\_\_\_\_ **Phone** \_\_\_\_\_

## Rental Information

**Event Date** \_\_\_\_\_ **Event Type** \_\_\_\_\_

**Arrival Time** (include set-up time) \_\_\_\_\_ **Departure Time** (include clean-up time) \_\_\_\_\_

**Attendance** \_\_\_\_\_ **Electricity** - Yes \_\_\_ No \_\_\_ **Tax Exempt** - Yes \_\_\_ No \_\_\_ (If yes, please include certificate)

## Rental Fees

Check, cash and credit card are accepted (checks payable to **Village of Hartland**). Fees and deposits must be paid at the time of reservation.

### Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
  - Hartbrook Park
  - Nixon Splash Pad Shelter 1
  - Nixon Splash Pad Shelter 2
  - Nixon Park Shelter 4 (by Fine Arts Center)
  - Penbrook Park (may not use if athletic field reserved)
  - Open Space Reserved (describe area below)
- \_\_\_\_\_
- \_\_\_\_\_

### Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$50	\$60
51-100	65	78
101-200	80	96
201+	95	114

### Refundable Deposit (based on number of attendees)

1 - 100	No deposit required
101 - 200	\$200.00
201 - 300	\$300
300 +	\$400

I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter's Name (please print)

**Rental Fee** \_\_\_\_\_

**Tax (5.1% on Rental Fee)** \_\_\_\_\_

**Deposit (if required)** \_\_\_\_\_

**Total Due** \_\_\_\_\_

Office Use Only:      Date Paid \_\_\_\_\_ Amount Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Processed \_\_\_\_\_

# Park Shelter Use Policies

## **RESERVATIONS**

Picnic area shelters must be reserved for a specific site. All uses must be open to the public and free of charge.

To reserve a park shelter or open space, complete the reservation application form and submit it with the required fees and deposits to the Village of Hartland. Reservations are processed on a first-come, first-serve basis. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the application. Reservation requests will be accepted beginning January 1 each year. All rental fees include Wisconsin sales tax (where applicable).

Athletic facilities require a separate reservation. If you wish to reserve an athletic facility (soccer field, softball field, volleyball court, etc.), please contact Village Hall staff. No park fields can be reserved with your shelter permit prior to April 1.

## **LIMITS TO RESERVATION TIME**

- Hours for all village parks are sunrise to sunset
- The Village can not guarantee privacy to any group.
- Reservations are made for a specific time frame. Set-up and clean-up time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled reservation time.

## **LIMITS ON USE OF FACILITIES**

- Malt beverages are permitted in all picnic areas when a valid malt beverage permit is applied for and granted through the Village's Administrative Office or Police Department. No other intoxicating liquor products are allowed.
- Parking is permitted in designated areas only. Parking in the picnic areas on the grass is prohibited.
- Individuals must be at least 18 years of age to request a rental permit.
- The Village is not responsible for private equipment or material used in a Village facility.
- All pets must be licensed, on a leash not exceeding six feet in length and under control of its owner at all times. Owners must promptly remove and dispose of any pet waste in a sanitary manner.
- Charcoal must be properly disposed of in the labeled containers.
- Any facility decorations must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.
- Participants may not pass a collection plate or solicit from the audience. Donations may be accepted at concession areas only. Material distribution must be confined to the concession areas.

## **FACILITY AMENITIES**

- Electricity - Some picnic shelters offer a limited number of electrical outlets. Caution is advised when using electrical service as they are all 20 amp circuits and can be easily overloaded. Due to vandalism, we cannot guarantee electrical availability. Press the red GFI button on the outlet to reset if necessary.
- Picnic tables - There are a limited number of picnic tables available in the parks for all users. Large groups will need to provide their own additional seating. Please respect the rights of others to utilize the park facilities.
- Grills - Some grills are supplied by the Village of Hartland in picnic areas. Caution should be exercised in disposal of hot ashes.
- Restroom facilities and parking lots are open to park patrons and not exclusive to the permit holder.

## **PERMITTED**

Tents are permitted only in certain areas when a picnic group has reserved a shelter. Tents are to be placed adjacent to the shelter. Tents may not be placed on the asphalt. Tents may only be set up on the day of the picnic and must be removed on the same day. Charges will be assessed for damages incurred during the setup or removal of tents.

Radios are permitted in all picnic area. The use of amplification equipment is not permitted. The volume of radios must be kept at a level so as to not unreasonably annoy or disturb the peace and quiet for other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.

## **REFUNDS**

In the event of cancellation, permit fee may be refunded. A \$10.00 fee may be charged for administrative processing. To change a reservation, a written request must be submitted. Contact the Village's Administrative Office for further assistance.

## **REMINDERS**

- Disorderly conduct is prohibited
- Allow time for clean-up. Leave the park and facility in the condition found.
- Any costs for damage or excessive cleanup will be deducted from the security deposit.



**Payment Method  
(Check all that apply.)**

Checks Payable to:  
*Village of Hartland*

Cash

Credit Card

If for any reason a check is returned as "insufficient funds" a service fee of \$25 is charged. Full payment plus service fee must be paid in full to become registered.

**Required Information for Credit Card Transactions (write legibly)**

**Circle One:** Visa   MasterCard   Discover   American Express   **Total Amount:** \$ \_\_\_\_\_

**Card #:** \_\_\_\_\_   **Expiration Date:** \_\_\_\_\_

Entire **name is it appears on the credit card** (please print legibly): \_\_\_\_\_

\_\_\_\_\_

*I Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the Issuer.*

**Signature (REQUIRED):** \_\_\_\_\_

**(This portion of the form will be destroyed after transaction is complete.)**

**VILLAGE OF HARTLAND  
ATHLETIC FACILITY SCHEDULING APPLICATION**

Organization or Individual's Name: \_\_\_\_\_

Name of Person In Charge: \_\_\_\_\_

Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Mailing Zip Code

Two Alternate Names If Above Person Cannot Be Reached: **(Must Be Completed)**

Name	Address	Phone (Home, Work & EMAIL)
------	---------	----------------------------

Name	Address	Phone (Home, Work & EMAIL)
------	---------	----------------------------

**I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park usage.**

Signature \_\_\_\_\_

Date Paid \_\_\_\_\_ Field Fees Paid \_\_\_\_\_ Deposit Paid \_\_\_\_\_ Preps Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_  
(Office Use Only)

<b>Permit Number:</b> _____ <b>Provide Dates, Times or Attach Schedule</b>	<b>Fee Per Use (Including Games and Practices)</b> <i>Tax not Charged for Tax-Exempt</i>	Deposit (See Below)	Field Prep Charges <u>See Page 2</u>	Total Amount Due	Date Issued	Insurance Certificate?	Request Taken By
<b>Baseball Fields (Large)</b>							
Nixon	\$25.00 + 1.28						
Centennial	\$15.00 + .77						
Hartbrook	\$15.00 + .77						
Penbrook	\$15.00 + .77						
<b>Baseball Fields (Small)</b>							
Hartbrook	\$15.00 + .77						
Joliet	\$15.00 + .77						
Nixon	\$15.00 + .77						
<b>Softball Field</b>							
Bark River*	\$25.00 + 1.28						
<b>Soccer Fields(Large)</b>							
Centennial	\$20.00 + 1.02						
Hartbrook	\$20.00 + 1.02						
Penbrook	\$20.00 + 1.02						
<b>Soccer Field (Small)</b>							
Hartbrook	\$20.00 + 1.02						
<b>Football Field</b>							
Centennial	\$100.00 + 5.10						
<b>Tennis Courts</b>							
Nixon	\$11+ .56 per court every 2 hours						
Penbrook	\$11+ .56 per court every 2 hours						

\*Field Reservation Includes Shelter at Bark River Park Only

**Turn Page Over for Prep Fees**

Refundable Deposit Amounts	\$50.00	\$100.00	\$200.00	\$300.00	\$400.00
Number of Participants	0-50	51-100	101-200	201-300	300+

## REQUIREMENTS FOR ATHLETIC FIELD USE AND FIELD PREPARATION APPLICANTS

1. It will be the responsibility of the sponsor/individual reserving the athletic facilities to pick up litter in the area after the event, including in the surrounding park area. The applicant will be responsible for any damage or excessive clean up required and the cost will be deducted from the deposit.
2. All equipment and personal items must be removed from the park by sun down or the closing time approved by the Park Board.
3. Restroom facilities and parking lots are open to park patrons. NOT EXCLUSIVE TO THE PERMIT HOLDER. Parking is permitted in designated areas only. **Vehicles cannot be parked in the picnic areas or the grass.**
4. Certificate of insurance naming the Village of Hartland as additional insured must be provided.
5. DISORDERLY CONDUCT PROHIBITED.
6. For the enjoyment of all park patrons, dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.
7. Fields must be reserved for make-up games and a minimum of 24 hours notice given (one working day) to prep a field for a make-up game.
8. DPW requires a minimum of 24 hours notice (one working day) for a newly scheduled field preparation.
9. DPW will spend no more than two hours preparing a facility for a game.
10. In the case of inclement weather, field preps will not be made. Notification will be provided to appropriate contact person if conditions do not allow for field preparation. Please follow the Hartland Athletic Field Group Guidelines for Field Playing Conditions or contact Recreation Director Kelli Yogerst at 262-367-0352.
11. Park Shelter application must be made separately if they are to be used in conjunction with a field's use, except at Bark River Park where the shelter is included with the field reservation.
12. Application for field reservations for a specific year cannot be made before January 1<sup>st</sup>.
13. All uses must be open to the public, free of charge. Participants may not pass a collection plate, or solicit from the audience.
14. Games or practices shall not be scheduled earlier than April 15th (subject to field conditions due to weather) for any field.
15. Only one type of athletic play may take place on any field at a time.
16. The "per use" fee is charged for practices, as well as games. See the Facility Reservations Policy adopted on 8/15/2013 for full details.

Field	Cost Per Prep	Amount of Preps Requested	Total Prep Cost
Joliet, Hartbrook (Lg & Sm), Centennial, Penbrook, Nixon T-Ball	\$13.20		
Bark River Softball/Nixon Hardball Fields	\$33		
Soccer Fields	\$55		
Football Field	\$49.50		

# VILLAGE OF HARTLAND FINE ARTS CENTER RESERVATION APPLICATION

210 Cottonwood Avenue

Hartland, WI 53029

Phone 262-367-2714

FAX 262-367-2430

Organization or Individual's Name: \_\_\_\_\_

Name of Person In Charge: \_\_\_\_\_

Telephone Number:(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Mailing Zip Code

If Above Person Cannot Be Reached: \_\_\_\_\_

Telephone Number:(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Mailing Zip Code

Name of Group, Performer: \_\_\_\_\_

Description of Entertainment: \_\_\_\_\_

Is Sponsor Classified as Non-Profit: \_\_\_\_\_

Other Permits Required: Beer  Shelter  Other

Date Paid: \_\_\_\_\_ Fee Paid \_\_\_\_\_ Deposit Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_

FEES	Resident	0 – 50	51 – 100	101 – 200	201 +	
			\$66.00+ 3.37	\$84.15+ 4.30	\$108.35+ 5.54	\$126.50+ 6.46
	Non Resident	0 – 50	51 – 100	101 – 200	201 +	
		\$78.10+ 3.99	\$114.00+ 5.85	\$150.70+ 7.70	\$180.95+ 9.25	
<i>Note: Deposit to be paid by all users</i>		0-50	51-100	101-200	201-300	300+
<b>Refundable Deposit Amounts</b>		\$50.00	\$100.00	\$200.00	\$300.00	\$400.00

(Office Use Only)

Permit Number _____	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate Required as Determined by Village (y or n)	Electricity Needed (y or n)	TOTAL FEE/DEPOSIT	Date Issued	Issued By
Fine Arts Center (FAC)									
Food/Beverage Sales at Concession Window?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
Sales of Other Items? Describe Items and Point of Sale									

I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding Park Usage.

Signature \_\_\_\_\_

PLEASE BRING THIS PERMIT WITH YOU TO THE PARK

## VILLAGE OF HARTLAND FINE ARTS CENTER USE POLICY

1. The goal of the establishment of the Fine Arts Center is to make available a facility that would encourage family usage with programming which could reasonably be accommodated by the size and layout of the Facility and conditions with respect to the surrounding area such as availability of parking, access routes and public safety staffing.
2. Permits for prior uses approved by the Park Board and repeated on an annual basis may be approved by staff and permits for other use of the Fine Arts Center must be submitted to the Park Board in writing on this application for approval. Requests will be granted or denied by the Park Board. (Park Board meets the first Monday of the month at 7:00 p.m. in the Village Board Room in the Village Hall). Permits must be submitted for approval two weeks prior to the Park Board meeting.
3. For scheduling purposes, uses sponsored by the Village of Hartland through a single event or series will have priority. The uses will be scheduled beginning January 1 of the year they are going to occur. Other uses may be scheduled after April 1 of the year they are going to occur. Water service and restrooms will be shut off/closed from October 15 to May 1.
4. Sponsor of Fine Arts Center use may be required to provide proof of insurance. Determination as to whether insurance will be required will be made by the Park Board. Permit holder shall submit proof of general liability coverage for not less than \$500,000 and provide an original Certificate of Insurance, naming the Village of Hartland and its agents, officers and employers as additional insured parties. Minimum 30-day notice of cancellation shall be provided.
5. All uses must be free of charge. Participants may not pass a collection plate, or solicit from the audience. Donations may be accepted at concession areas only. Material distribution must be confined to the concession areas.
6. Uses of the Fine Arts Center shall not begin before sun up and shall end no later than sun down or the specific requested closing time approved by the Park Board.
7. Sales of food or refreshments by civic groups are allowed at the concession area (defined as the window in the Fine Arts Center). Sales of any other items anywhere else at the Fine Arts Center are subject to Park Board and/or Village Board approval.
8. Vehicles cannot be parked in the picnic areas or on the grass.
9. No grills, fire or hot coals will be permitted within the FAC building.
10. All equipment and articles must be removed from the park by sun down or the closing time approved by the Park Board.
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13. If Shelter #4 is reserved, applicant shall pay the reservation fee. See Shelter reservation application.
14. Picnic Tables Usage: There are a limited number of picnic tables available in the parks for all users. Large groups will provide their own additional seating. Please respect the rights of others to utilize the park facilities.
15. The volume of radios, sound systems, etc. must be kept at level so as to not unreasonably annoy or disturb the peace and quiet of other park users or surrounding residents in accordance with Section 9.07 of the Municipal Code.
16. Supervision: The applicant and all named persons responsible for supervision must be present from the time the facility is opened, while the event is in progress, and must wait until all users of the building have vacated the building or premises and have completed security measures. The applicant and the individuals supervising the function shall be responsible for the conduct and control of both patrons and participants of each function. The applicant and individuals supervising are responsible for seeing that no equipment or other portions of facilities are used except those that are requested in the building use application. The applicant and the persons responsible for supervision shall see that the facility is left in the same condition as when the organization entered the facility.
17. It shall be the responsibility of the applicant and those associated with applicant to avoid the violation of any provision of the Village of Hartland, State or Federal ordinances, Statutes, regulations and codes. The individual/organization using the facility assumes all responsibilities for injuries that may occur to persons or participants.
18. No smoking will be allowed in the Fine Arts Center building.
19. Keys may be picked up at the Village Hall M-F, 7:30 a.m. – 4:30 p.m. They must be returned to the Village within 48 hours after FAC use during normal office hours or may be left in the drop box located at the front of the Village Hall. It shall be the responsibility of the applicant to make sure the facility is locked up after use.
20. The FAC restrooms are open to all park patrons and are not exclusive to the permit holder.
21. **Malt Beverages:** Are permitted in all picnic areas when a valid malt beverage permit is procured from the /Admin. Office. FAC/shelter reservation is required if so desired. No other intoxicating liquor products are permitted.
22. **Refunds:** In case of cancellation, permit fee can be refunded **ONLY IF**, at least **TWO WEEKS** prior to event, a written request and **ORIGINAL PERMIT** are received by the Village Hall office. A \$10.00 fee will be charged for administrative processing. The **ORIGINAL PERMIT**, a written request and a \$10.00 fee is required to change a reservation.
23. Dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.

Name	Party	
Ann Ligocki		
Barbara Christensen		
Barbara Zweg		
Caroline Gerger		
Christine Schimenz		
Cindy Paice		
David Georgson		
Diane Mautz		
Diane Moderson	Democratic appointment	
Doris Gordon		
Emilie Beaumont		
Gloria Weishapple		
Jackie Burdette	Democratic appointment	
Janet Schmitt		
Jean Georgson		
Jeffrey Saatkamp		
Joanie Decker Nold		
Joicelyn Schwager		
Judi Lisius		
Lynn Hofman		
Marcia Cook		
Marie Keppe	Republican appointment	
Mary Jensen		
Mary Beth Eckels		
Mary Sharpe Pfeiffer		
Nancy Amidzich		
Paul Ristow		
Reginald Duane Lawson		
Renee Rasmussen		
Rosemary Lawson		
Ruth Meindl		
Sharon Ristow		
Steve Eckels		
Susan Bomberg		
Terry Dittrich	Republican appointment	
Teresa Soper	Republican appointment	T. Delafield
Ara Cherchian	Republican appointment	C. Delafield



# Hartland Business Improvement District 2020 Operating Plan

## **2020 B.I.D. Board of Directors**

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

135 Cottonwood Avenue, Hartland, WI 53029

262-367-6560 • [www.downtownhartland.com](http://www.downtownhartland.com) • [BIID@downtownhartland.com](mailto:BIID@downtownhartland.com)

# Hartland Business Improvement District 2020 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 2020**

2020 BID Revenue	\$ 74,800	
Est'd Prior Year Surplus	<u>30,986</u>	
		105,786
Design & Maintenance	31,700	
Marketing & Promotion	11,900	
Administration	<u>41,604</u>	
		<u>85,204</u>
Projected Surplus	<u>\$ 20,582</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 0.2057947% 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.

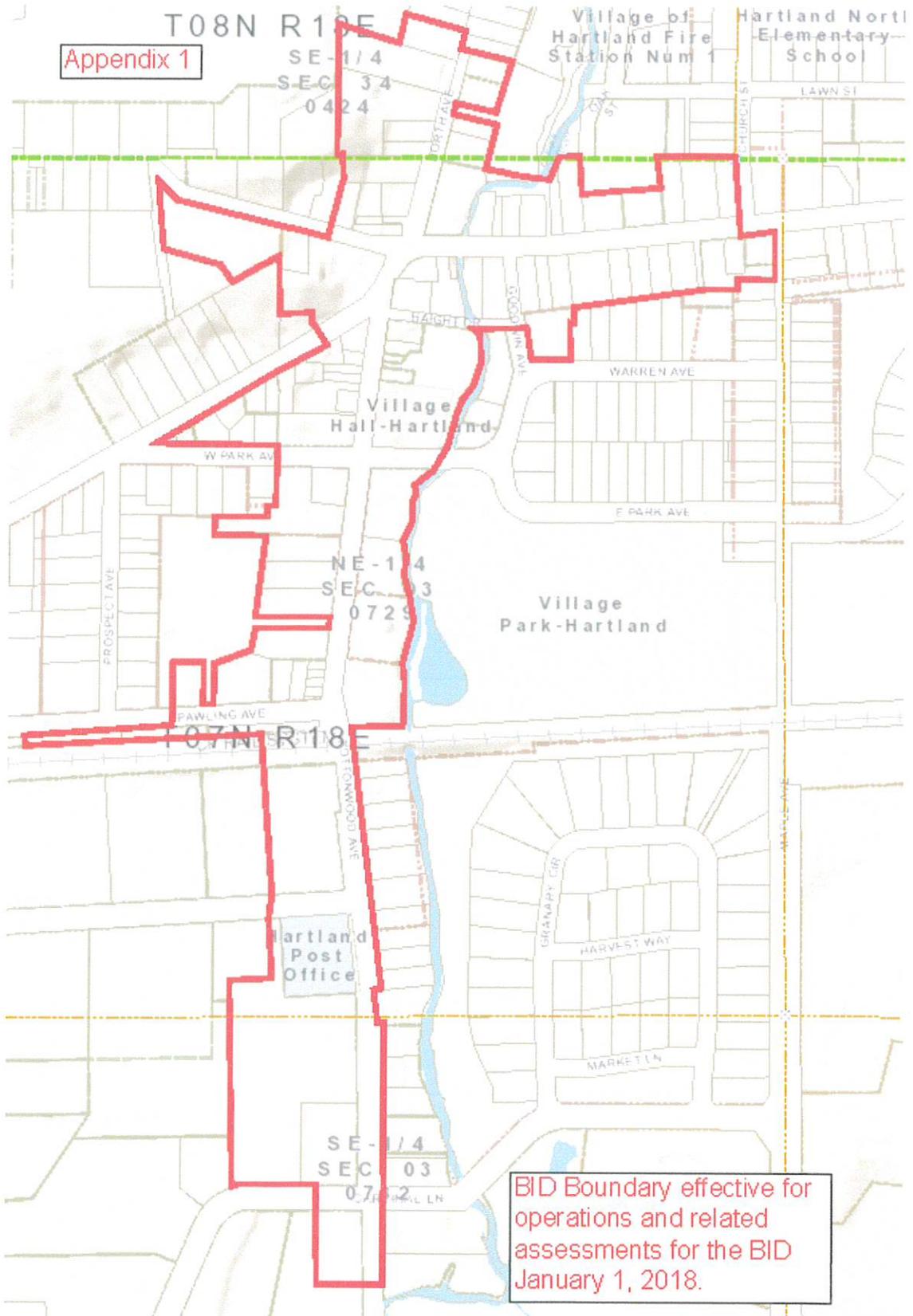
All of the above is specifically authorized under Wisconsin Statute section 66.608 (3) (b).

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 10, 2019**

Appendix 1

Hartland BID Boundaries





**Hartland Business Improvement District  
2020 Budget - FINAL**

	<u>2020 Budget</u>	<u>2019 Budget</u>	<u>Change</u>
<b>Income</b>			
423 · BID Assesment Revenue	74,800	74,800	0
408 · Miscellaneous Income	0	0	0
<b>Total Income</b>	<u>74,800</u>	<u>74,800</u>	<u>0</u>
<b>Expense</b>			
<b>ADMINISTRATION</b>			
732 · Professional Services			
110 · Employee Wages	28,156	27,180	976
180 · Payroll Taxes	2,098	2,630	(532)
760 · Payroll Fee	1,340	1,150	190
732.5 · SIMPLE Plan Match	845	820	25
<b>Total 732 · Professional Services</b>	<u>32,439</u>	<u>31,780</u>	<u>659</u>
734 · Annual Audit	1,225	1,225	0
738 · Memberships	200	200	0
742 · Subscriptions	0	0	0
744 · Office Supplies	400	400	0
746 · Telephone	1,680	1,500	180
748 · Postage	10	20	(10)
750 · Copies/Duplication	100	50	50
752 · Rent	4,500	4,200	300
754 · Office Equipment	0	0	0
756 · Education/Conferences	300	300	0
758 · Meetings	750	750	0
<b>Total ADMINISTRATION</b>	<u>41,604</u>	<u>40,425</u>	<u>1,179</u>
<b>DESIGN &amp; MAINTENANCE</b>			
711 · Facade Program	40,000	40,000	0
711.5 · Facade Match from Village	(20,000)	(20,000)	0
712 · Banner Sys/Sandwich Board	200	250	(50)
713 · Sign & Awning Program	3,000	5,000	(2,000)
714 · Wayfinding	0	0	0
715 · Streetscape Program	8,500	6,500	2,000
<b>Total DESIGN &amp; MAINTENANCE</b>	<u>31,700</u>	<u>31,750</u>	<u>(50)</u>
<b>MARKETING &amp; PROMOTION</b>			
716 · Business Certification Grant	500	500	0
718 · District Advertising & Promo	3,000	5,000	(2,000)
718.5 · Co-Op Advertising Grants	900	3,000	(2,100)
719 · Events	5,000	5,000	0
722 · Web Site Design/Update	500	500	0
724 · Web Site Hosting & Maint	1,500	1,000	500
729 · Business Education & Promo	500	500	0
<b>Total MARKETING &amp; PROMOTION</b>	<u>11,900</u>	<u>15,500</u>	<u>(3,600)</u>
<b>Total Expense</b>	<u>85,204</u>	<u>87,675</u>	<u>(2,471)</u>
<b>Net Income</b>	<u>(10,404)</u>	<u>(12,875)</u>	<u>2,471</u>



## 2020 Hartland BID Board of Directors 3 year terms

Term to expire December 31, 2020		
<p><b>Mike Badani</b> Hartland Village Mart CITGO 301 E Capitol Dr Hartland, WI 53029 262-367-8099 hvmart@yahoo.com</p>	<p><b>Cheryl Pfundtner, Treasurer</b> H+P CPAs 365 Cottonwood Ave Hartland, WI 53029 262-367-5505 cheryl@hpcpa.tax</p>	<p><b>Dr. Jim Muenzenberger</b> Generations Dental 139 E Capitol Dr Hartland, WI 53029 262-367-2750 drjimsteam@hotmail.com</p>
Term to expire December 31, 2021		
<p><b>Steve Berger, BID President</b> Beer Snobs Ale &amp; Eats 122 Cottonwood Ave Hartland, WI 53029 262-367-6627 sberger173@aol.com</p>	<p><b>Jeff Pfannerstill</b> Village of Hartland President 210 Cottonwood Ave Hartland, WI 53029 262-367-2714 jeffpfannerstill@gmail.com</p>	<p><b>Jessie Puzach, BID Vice President</b> Birch &amp; Banyan Coffee 150 E Capitol Dr Hartland, WI 53029 262-313-9912 jessie@birchandbanyancoffee.com</p>
Term to expire December 31, 2022		
<p><b>Tom Brass, BID Past President</b> Tom Brass Insurance 151 East Capitol Dr Hartland, WI 53029 262-367-4747 TomBrass@aol.com</p>	<p><b>Marilyn Haroldson, Secretary</b> MH Properties W292 N6299 Dorn Rd. Hartland, WI 53029 414-322-9998 makflower@hotmail.com</p>	<p><b>Jon Wojciechowski</b> Wealth Development Corporation 795 Greenway Terrace Hartland, WI 53029 262-560-9770 jonwojo825@gmail.com</p>
<p><b>Tim Rhode, Ex-Officio Member</b> Village of Hartland, Village Administrator 210 Cottonwood Avenue Hartland, WI 53029 262-367-2714 <a href="mailto:timr@villageofhartland.com">timr@villageofhartland.com</a></p>	<p><b>Cindy Gardner, BID Director</b> Hartland BID 135 Cottonwood Ave Hartland, WI 53029 262-367-6560 <a href="mailto:hartlandbid@att.net">hartlandbid@att.net</a></p>	