

**VILLAGE BOARD AGENDA
MONDAY, FEBRUARY 22, 2021
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order
Roll Call

Pledge of Allegiance – President Pfannerstill

Public Comments: Please be advised the Village Board will receive comments from the public related to any item(s) on the agenda for a three-minute time period per person, with time extensions per the Village President's discretion.

1. Proclamation honoring Faith Kandler on her retirement from the Village of Hartland after 34 years of service.
2. Proclamation honoring Mike Gerszewski on his retirement from the Village of Hartland after 34 years of service.
3. Consideration of a motion to approve Village Board minutes of February 8, 2021.
4. Consideration of a motion to approve vouchers for payment.
5. Consideration of actions related to Licenses and Permits.
 - a. Consideration of a motion to approve an Operator's (Bartender) License.
6. Consideration of a motion to adopt Bill for an Ordinance 01/25/2021 "An Ordinance to Amend Chapter 2 of the Village Code Pertaining to Regular Meetings."
7. Second reading of a Bill for an Ordinance 02/08/2021 "An Ordinance Amending §46-978 of the Village of Hartland Code of Ordinances Regulating Signs Permitted in All Districts Without a Sign Permit".
8. Discussion and consideration of a Special Events Permit.
9. Discussion and consideration of a motion to approve an agreement with BSI (Building Services Inc.) related to remodeling the Village Board room.
10. Discussion and consideration of a motion to award the 2021 Utilities Program contract to All-Ways Contractors, Inc. in the amount of \$193,429.
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

VILLAGE BOARD AGENDA
MONDAY, FEBRUARY 22, 2021
6:30 PM
PAGE 2

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 convene into closed session pursuant to State Statutes §19.85 (1)(g) to confer with legal counsel concerning strategy to be adopted by the Village Board with respect to litigation it is likely to become involved regarding outstanding building code violations at the Hartland Inn, located at 110 Cottonwood Ave. (Roll call vote).
13. May reconvene in open session to take action, if any, with respect to the subject matter of the closed session.
14. Adjournment

Tim Rhode, 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.

Individuals attending public meetings in person will be required to **maintain appropriate social distancing**, (i.e., maintain a 6-foot distance) and be **free of symptoms** related to COVID-19.

To participate via Zoom in the Village of Hartland Board meeting, please dial 1 (312) 626-6799. The Meeting ID is 898 6528 5069.

Or participate online:

<https://us02web.zoom.us/j/89865285069?pwd=K2ZuUWVhZ0hvdVVtOS9yZkRUVmEvdz09>

*P*ROCLAMATION

*In Recognition of Thirty-Four Years of Service
to the Village of Hartland By Faith Kandler*

Whereas, Finance Employee Faith Kandler has loyally served the Village of Hartland residents for 34 years as Deputy Treasurer having been hired on June 9, 1986;

Whereas, Faith Kandler has provided excellence in customer service as she filled the role of Deputy Treasurer, preparing countless Utility and Tax Bills, processing payroll, maintaining dog licenses, assisting in the preparation of the annual audit and;

Whereas, Faith Kandler has demonstrated dedication to Hartland's residents by providing guidance and assistance to residents with respect to any utility or tax billings questions;

Whereas, Faith Kandler has been an asset to our community and while she will be missed, her retirement after 34 years of service is well-deserved;

Now, Therefore, the Village Board for the Village of Hartland hereby proclaims congratulations and thanks to Faith Kandler upon her retirement and encourages all residents to join it in expressing our tremendous gratitude for her service.

Dated this 22nd day of February, 2021.

Jeffrey Pfannerstill, Village President

ATTEST:

Darlene Igl, WCMC/CMC, Village Clerk

PROCLAMATION

*In Recognition of Thirty-Three Years of Service
to the Village of Hartland By Michael "Mike G" Gerszewski*

Whereas, Michael Gerszewski accepted the position of General Laborer for the Village of Hartland Department of Public Works on June 8, 1987 with a starting wage of \$10.66/hour;

Whereas, Michael Gerszewski for his excellent performance and dedication to the Village was promoted April 1, 1991 to Lead Man for the Village of Hartland Department of Public Works,

Whereas, Michael Gerszewski for his knowledge, skills and abilities was promoted December 16, 2004 to Operations Supervisor for the Village of Hartland Department of Public Works;

Whereas, During his time as Operations Supervisor Michael Gerszewski participated and volunteered with numerous community organization, scout troops, special events, Wisconsin Chapter of the Publics Works Association and our local Schools honorably representing the Village of Hartland Department of Public Works;

Whereas, Michael Gerszewski has been an asset to our Community and will be missed, his retirement after 33 years of service is well earned;

Now, Therefore, the Village Board for the Village of Hartland hereby proclaims congratulations and thanks to Michael Gerszewski upon his retirement and encourages all residents to join it in expressing our tremendous gratitude for his service.

Dated this 22nd day of February, 2021.

Jeffrey Pfannerstill, Village President

ATTEST:

Darlene Igl, WCMC/CMC, Village Clerk

**VILLAGE BOARD MINUTES
MONDAY, FEBRUARY 8, 2021
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order
Roll Call

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

Others Present: Administrator Rhode, Utility Operations Supervisor Felkner, Clerk Igl, Rec Director Yogerst (zoom), Fire Chief Jambretz, Tim Halquist, Chris Miller, Pat Endter, Stephanie Cutler, Tami Mertens, Kelli Zimmerman.

Pledge of Allegiance – Trustee Wallschlager

Public Comments: Please be advised the Village Board will receive comments from the public related to any item(s) on the agenda for a three-minute time period per person, with time extensions per the Village President’s discretion. None.

1. Consideration of a motion to approve Village Board minutes of January 25, 2021 and Committee of the Whole minutes of January 27, 2021.

Trustee Meyers asked for a correction to the January 25, 2021 minutes to include his comments related to a border agreement for the potential AHS annexation. Clerk Igl stated that she will review the tape, make the revision and submit to the Village Board. Motion (Meyers/Dorau) to approve Village Board minutes of January 25, 2021 with revisions requested and Committee of the Whole minutes of January 27, 2021. Carried (7-0).

2. Motion (Wallschlager/Anson) to approve vouchers for payment in the amount of \$7,237,195.93. Carried (6-0). Meyers abstained.
3. Consideration of actions related to Licenses and Permits.
 - a. Motion (Dorau/Ludtke) to approve Operator’s (Bartender) Licenses.
 - b. Items related to the Chamber of Commerce annual street dance, Saturday, July 24, 2021
 - i. Temporary Class “B” Beer/Wine Permit
 - ii. Public Dance License

Trustee Dorau raised concerns that there are other events with dancing that are not being required to apply for a Public Dance license. There was discussion that bars are allowed dancing under a Cabaret license but that the Public Dance code should be clarified. Motion (Ludtke/Conner) to approve the Temporary Class “B” Beer/Wine Permit and Public Dance License for the Chamber of Commerce annual street dance. Carried (7-0). Administrator Rhode stated that review of the Public Dance section of the Village Code will be placed on

the February 22 Village Board agenda for discussion.

4. Presentation: Conceptual Plan for Event Center/Boutique Hotel at 415 W. Capitol Drive (Zion Church property).

Chris Miller, Miller Marriott Construction, presented a conceptual plan for the Zion Church property on W. Capitol Drive. He stated that an agreement has been reached for the purchase of the property. He stated that the concept is to take the church as it exists and turn it into an event center. He stated that the plan would be to demo the school on the back to create a more modern product. He stated that the existing house may be taken down and replaced. He stated that it had been decided that the boutique hotel concept was not going to move forward. He stated that there is adequate parking and is walkable to the downtown. It was stated that the church interior would be updated. Indoor and outdoor event space would be created. The concept includes an Airbnb type of product for the house.

Trustee Wallschlager asked whether the project would require rezoning. It was stated that rezoning would be necessary. Motion (Dorau/Anson) to move the project to the Plan commission for review and consideration. Carried (7-0). Mr. Miller stated that the project will tentatively go to the Plan Commission in April.

5. First reading of a Bill for an Ordinance 02/08/2021 "An Ordinance Amending §46-978 of the Village of Hartland Code of Ordinances Regulating Signs Permitted in All Districts Without a Sign Permit".

Administrator Rhode stated that complaints had been received about the length of time that some political signs have been up. He stated that the League of WI Municipalities had issued a warning that these signs are a freedom of speech issue and that based on recent court rulings, municipalities should not be involved in limiting the number of signs allowed nor the amount of time. It was stated that the Village Attorney has drafted amendments to the Village code. It was stated that the Village can regulate the size of the signs.

6. Second reading of a Bill for an Ordinance 01/25/2021 "An Ordinance to Amend Chapter 2 of the Village Code Pertaining to Regular Meetings."

This item will be placed on the next Village Board agenda for consideration.

Items referred from the February 1, 2021 Park & Recreation Board meeting

7. Consideration of a motion to affirm the Park and Recreation Board approval of the use of Nixon Park for the 2021 Hartland Kids Day event on July 28 from 9 a.m. to 2 p.m.

Rec Director Yogerst provided an introduction for Hartland Kids Day. Stephanie Cutler stated that this will be the 9th annual event which they are hoping can be the traditional format. Motion (Meyers/Conner) to affirm approval of the use of Nixon Park for the 2021 Hartland Kids Day event on July 28 from 9 a.m. to 2 p.m. Trustee Ludtke asked that the organizers continue to work with the Police Department to coordinate parking.

VILLAGE BOARD MINUTES
MONDAY, FEBRUARY 8, 2021
6:30 PM
PAGE 3

8. Consideration of a motion to affirm the Park and Recreation Board approval of the use of Nixon Park for the Chamber of Commerce Spring Fling 2021 event on June 12, 2021 from 12 p.m. to 7 p.m.

Rec Director Yogerst introduced the event as approved by the Park & Rec Board. Pat Endter, representing the Chamber, stated that the correct end time is 9 p.m. He stated that this new event will include a bags tournament and possibly a high school musical showcase. He stated that he will talk with Chief Misko to determine whether additional security is needed. Motion (Meyers/Ludtke) to affirm approval of the use of Nixon Park for the Chamber of Commerce Spring Fling 2021 event on June 12, 2021 from 12 p.m. to 9 p.m. Carried (7-0).

9. Consideration of a motion to affirm the Park and Recreation Board approval of the use of Nixon Park for the Chamber of Commerce Street Dance on July 24, 2021 from 5:30 p.m. to 11:00 p.m.

Rec Director Yogerst provided an introduction and Pat Endter, representing the Chamber, stated that a name change for the event is being considered as it is no longer held in the street. It was stated that setup will begin at 8 a.m. Motion (Ludtke/Dorau) to affirm approval of the use of Nixon Park for the Chamber of Commerce Street Dance on July 24, 2021 from 5:30 p.m. to 11:00 p.m. Carried (7-0).

10. Consideration of a motion to affirm the Park and Recreation Board approval of the use of Nixon Park for the Emma Loves Dogs Foundation Paws in the Park event on August 28, 2021 from 3 p.m. to 10 p.m.

Rec Director Yogerst provided an introduction for the event. Organizers Tammy Mertens and Kelly Zimmerman for the Emma Loves Dogs Foundation stated that this will be the second year for the event which will include a dog walk, band and food trucks. Motion (Ludtke/Conner) to affirm approval of the use of Nixon Park for the Emma Loves Dogs Foundation Paws in the Park event on August 28, 2021 from 3 p.m. to 10 p.m. Carried (7-0).

Other Items for Consideration

11. Consideration of a motion to approve Contractor's Application for Payment No. 1 in the amount of \$32,188.37 to C. W. Purpero, Inc., Inc. for the Nixon Pond Dredging Project.

Utility Operations Supervisor Felkner stated that the erosion control is in place, tracking pad and dewatering of pond is in progress and stated that staff is satisfied with the work which is approximately one-quarter complete. Motion (Ludtke/Conner) to approve Contractor's Application for Payment No. 1 in the amount of \$32,188.37 to C. W. Purpero, Inc., Inc. for the Nixon Pond Dredging Project. Carried (7-0).

12. Discussion and possible action on Village Administrator Goals for 2021.

It was stated that the listing was the result of discussions at the recent Committee of the Whole meeting. Trustee Meyers asked whether it was listed by priority. Administrator Rhode stated that it is not prioritized but rather just a listing to identify the items. Trustee Ludtke commended Administrator Rhode for putting the listing together quickly from the discussion

capturing the items well and for his willingness to tackle these items. Motion (Ludtke/Dorau) to approve the listing of Village Administrator Goals for 2021 as presented. Carried (7-0).

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

Utility Operations Supervisor Felkner stated that DPW will be clearing snow from around fire hydrants. He also stated that the department had experienced a water main break on Feb. 7 which required four staff members to be out for six hours.

Chief Jambretz stated that a vaccination clinic had been held which was the last first dose clinic in the County at a fire department. County Health will start ramping up and plans to vaccinate 1,000 people a day. He stated that sign up may be done on the County website. He stated that the second dose will be provided on Feb. 25 for those that received their first dose at HFD.

He stated that the fire truck is back from South Dakota. The green star system has been updated after previously having experienced issues with it. Small paint issues were addressed with bot sides from the cab back being repainted.

He stated that HFD staff continues to clean out at the station. A listing of items to be declared as surplus is being drafted.

Trustee Ludtke stated that the Operation Sleep Out event to raise donations for veterans is scheduled for February 12 – 14.

President Pfannerstill commented that he is happy to see events going on in the Village to benefit organizations. He encouraged residents to visit local businesses to support them.

14. Adjournment

Motion (Dorau/Conner) to adjourn at 7:26 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

TO: Village President & Board of Trustees

FROM: Kinsey Detert, Fiscal Clerk

DATE: February 16, 2021

RE: Voucher List

Attached is the voucher list for the February 22, 2021 Village Board meeting.

February 22, 2021 Checks: \$ 174,713.67

Total amount to be approved: \$ 174,713.67

VILLAGE OF HARTLAND
VOUCHER LIST - FEBRUARY 22, 2021

02/16/21 3:46 PM

Page 1

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	FEB DUES	\$439.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	SCOTT/BG0540820	\$312.60
R 101-46730 RECREATION CLASSES	LEIPOLD, KYLE	LEARN TO SKATE	\$65.00
G 204-34187 FWW LIFT STATION REPLACEMENT	WE ENERGIES	JAN-FEB FWW	\$107.04
EXPENSE Descr			\$923.64
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN CYLINDER	\$261.42
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$362.40
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EMS SUPPLIES	\$181.79
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$47.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$11.76
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	PHYSICALS FOR NEW EMPLOYEES	\$533.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	PHYSICALS FOR NEW EMPLOYEES	\$186.50
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH PHARMACY OCON	EMS SUPPLIES	\$141.49
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	TELEFLEX	45MM NEEDLES	\$379.50
EXPENSE Descr AMBULANCE			\$2,104.86
EXPENSE Descr DEBT SERVICE			
E 301-58000-305 EXPENSES-OTHER	BOND TRUST SERVICES CORP	62829-PA	\$400.00
E 301-58000-305 EXPENSES-OTHER	BOND TRUST SERVICES CORP	62830-PA	\$400.00
EXPENSE Descr DEBT SERVICE			\$800.00
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-756 EDUCATION	CHOICES COACHING & CONSULTING	BID-STRATEGIC PLAN UPDATE	\$1,475.00
EXPENSE Descr ECONOMIC DEVELOPMENT			\$1,475.00
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$25.46
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ONSITE HOURS	\$396.96
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	JAN RECORD CHECKS	\$31.00
EXPENSE Descr FINANCIAL ADMINISTRATION			\$453.42
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	5 ALARM FIRE	MSA SCBA FLOWTEST/FACE PIECE/VALVE DISC	\$1,721.57
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$61.27
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$218.44
E 101-52200-255 BLDGS/GROUNDS	PIONEER SUPPLY LLC	JANITORIAL SUPPLIES	\$182.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	PHYSICALS FOR NEW EMPLOYEES	\$186.50
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	PHYSICALS FOR NEW EMPLOYEES	\$533.00

Account Descr	Search Name	Comments	Amount
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	US DIGITAL DESIGNS	MOBILE FSAS APP	\$874.80
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	US DIGITAL DESIGNS	MOBILE FSAS APP	\$874.80
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	JAN RECORD CHECKS	\$77.00
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	JAN RECORD CHECKS	\$35.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	XEROX CORPORATION	JAN ADDL IMAGES	\$49.58
EXPENSE Descr FIRE PROTECTION			<u>\$4,813.96</u>
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	BUSINESS JOURNAL	MILWAUKEE BUSINESS JOURNAL	\$60.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	OFFICE SUPPLIES	\$8.15
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ONSITE HOURS	\$330.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PITNEY BOWES	RED INK CARTRIDGES	\$113.04
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$259.60
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$460.40
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$901.54
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	JAN BARTENDAR CHECKS	\$21.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	JAN RECORD CHECKS	\$32.00
EXPENSE Descr GENERAL ADMINISTRATION			<u>\$2,185.73</u>
EXPENSE Descr INSPECTION			
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	JAN PERMITS	\$20,651.15
EXPENSE Descr INSPECTION			<u>\$20,651.15</u>
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	BUSINESS CARDS	\$138.12
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	EMBROIDER UNIFORMS/DEBARGE	\$437.52
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ #8 OIL CHANGE/WHEEL ALIGNMENT	\$156.55
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	JAN USER FEE	\$132.50
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ONSITE HOURS	\$90.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PEWAUKEE, VILLAGE OF	YEARLY RANGE FEES	\$500.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL BLOOD DRAWS	\$70.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	JAN-APR COPIER	\$161.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	SANTELLA, NORA	BAKERY/PFC INTERVIEWS	\$5.99
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	SIRCHIE FINGER PRINT LAB	RESUABLE STRONGHOLD BAGS	\$899.92
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STANARD & ASSOCIATES	ENTRY LEVEL OFFICER SELECT TESTS	\$257.50
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	CARRIER/SIDE OPENING DN6700	\$189.99
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	TEAM ONE NETWORK	TRAINING	\$1,050.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	VILLAGE GRAPHICS	STANDARD TESTS/SHIPPING	\$16.53
E 803-52100-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY SHERIFF S DEPT	COMPUTER FORENSICS LAB	\$2,000.00
EXPENSE Descr LAW ENFORCEMENT			<u>\$6,105.62</u>
EXPENSE Descr LIBRARY			
E 101-55110-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	NUTS/BOLTS	\$13.74

Account Descr	Search Name	Comments	Amount
E 101-55110-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	NUTS/BOLTS	\$1.48
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	AUDIOBOOKS	\$195.98
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	AUDIOBOOK	\$34.99
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	AUDIOBOOK	\$30.33
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	AUDIOBOOKS	\$120.50
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	AUDIOBOOK	\$59.02
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	AUDIOBOOK	\$56.56
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ONSITE HOURS	\$90.00
E 101-55110-355 JANITORIAL SUPPLIES	QUILL CORPORATION	JANITORIAL SUPPLIES	\$99.93
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	JAN ADDL IMAGES	\$47.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY TREASURER (515)	MOVIE LICENSE SUBSCRIPTION	\$320.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA PUBLIC LIBRARY	KEYNOTE SPEAKER DR TWEEDY	\$200.00
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB GAS SERVICE	\$575.06
E 101-55110-345 STAFF EDUCATION/TRAINING	WI LIBRARY ASSOC	MEMBERSHIP RENEWAL	\$177.00
E 101-55110-255 BLDGS/GROUNDS	WIL-KIL	COMMERCIAL CONTRACT	\$60.00
EXPENSE Descr LIBRARY			<u>\$2,081.59</u>
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	FLOOR MAT SERVICE	\$170.12
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	HARDWARE FOR TV MOUNT	\$4.64
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	CABLE	\$3.57
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	COVER/BOX	\$4.45
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	HDMI CABLE	\$8.07
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	HARDWARE FOR TV MOUNT	\$9.51
EXPENSE Descr MUNICIPAL BUILDING			<u>\$200.36</u>
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	GRUNAU	TESTING OF BACKFLOW PREVENTERS	\$227.50
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	JAN-FEB CENTENNIAL	\$17.86
EXPENSE Descr PARKS			<u>\$245.36</u>
EXPENSE Descr PUBLIC WORKS			
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	HEADLIGHT	\$59.95
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	STROBE HEAD/COOL SYSTEM/BLADE	\$285.32
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	BACK UP ALARM	\$37.95
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	ANTIRUST/EXT LIFE	\$437.07
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	BELT	\$16.69
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	CONNECTOR/TERMINALS	\$19.68
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	BACK UP ALARM	\$37.95
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	BELT	\$16.69
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	HOWES DIESEL TRE	\$76.74
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	FILLER ASSEMBLY	\$12.56
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	CLAMP	\$7.10

Account Descr	Search Name	Comments	Amount
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	BELT	\$33.38
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	LIGHTING	\$4.99
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	SOCKET	\$33.99
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	LIGHT/KNOBS/GRINDING STONE	\$183.09
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	ROCKER SWITCH/WIRES	\$80.16
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	BELT	\$19.89
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	PENTOF	\$64.76
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	OUTLET	\$37.96
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	HOWES DIESEL TRE	\$153.48
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	CLEANER	\$29.94
E 101-53000-430 SNOW & ICE REMOVAL	COMPASS MINERALS	SALT	\$17,427.74
E 101-53000-430 SNOW & ICE REMOVAL	COMPASS MINERALS	SALT	\$32,011.95
E 101-53000-430 SNOW & ICE REMOVAL	COMPASS MINERALS	SALT	\$25,183.29
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$864.75
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	DIESEL FUEL	\$339.45
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	UNLEADED GASOLINE	\$1,065.97
E 101-53000-410 STREETS GEN MAINT	EXECU PRINT	NO PARKING STICKERS	\$140.00
E 101-53000-180 OTHER BENEFITS	GEORGENSON, JOSH	REIMBURSE UNIFORM ALLOWANCE	\$200.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	GRAINGER	SHOP FURNANCE PARTS	\$93.86
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	GRAINGER	MOTOR	\$365.27
E 101-53000-430 SNOW & ICE REMOVAL	GRAY S INC	PLOW AND WING BLADES	\$1,420.00
E 101-53000-240 CONTRACTED SNOW & ICE CONTROL	HM BRANDT LLC	SNOW PLOW SERVICE	\$118.75
E 101-53000-240 CONTRACTED SNOW & ICE CONTROL	HM BRANDT LLC	SNOW PLOW SERVICE	\$190.00
E 101-53000-240 CONTRACTED SNOW & ICE CONTROL	HM BRANDT LLC	SNOW PLOW SERVICE	\$190.00
E 101-53000-240 CONTRACTED SNOW & ICE CONTROL	HM BRANDT LLC	SNOW PLOW SERVICE	\$118.75
E 101-53000-240 CONTRACTED SNOW & ICE CONTROL	HM BRANDT LLC	SNOW PLOW SERVICE	\$66.25
E 101-53000-240 CONTRACTED SNOW & ICE CONTROL	HM BRANDT LLC	SNOW PLOW SERVICE	\$21.25
E 101-53000-240 CONTRACTED SNOW & ICE CONTROL	HM BRANDT LLC	SNOW PLOW SERVICE	\$127.50
E 101-53000-240 CONTRACTED SNOW & ICE CONTROL	HM BRANDT LLC	SNOW PLOW SERVICE	\$322.50
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$117.63
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$121.38
E 101-53000-410 STREETS GEN MAINT	LANGE ENTERPRISES INC	STREET SIGNS	\$1,995.30
E 101-53000-360 VEHICLE MAINT/EXPENSE	MID-STATE EQUIPMENT	CABLE JD SNOW BLOWER	\$423.93
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	OLSEN SAFETY EQUIPMENT CORP	MEDIFIRST SUPPLIES	\$42.25
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ONSITE HOURS	\$360.00
E 101-53000-430 SNOW & ICE REMOVAL	PIONEER SUPPLY LLC	ICE MELT	\$490.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	POMP S TIRE SERVICE INC	TIRES/JD 3720	\$290.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN/NEW EMPLOYEE	\$104.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	RADTKE APPLIANCE & TV	SERVICE CALL FOR WASHER	\$95.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	RINDERLE DOOR CO	REPAIR GARAGE DOOR SPRINGS	\$3,830.83
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	SIEGEL, TOM & PAULA	REIMBURSE MAILBOX	\$19.92
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	BLADES	\$367.38

Account Descr	Search Name	Comments	Amount
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	STEERING COLUMN #19	\$573.00
E 101-53000-225 STREET LIGHTING	WE ENERGIES	JAN-FEB RW STREETLIGHT	\$30.48
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	JAN RECORD CHECKS	\$105.00
EXPENSE Descr PUBLIC WORKS			<u>\$90,962.62</u>
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FINE ARTS SCHOOL	GLASS FUSING/VALENTINES CHARM	\$25.60
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ANNUAL RENEWAL	\$679.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SEAT OF THE PANTS PRODUCTIONS	OLD FAMILY PHOTOS ZOOM CLASS	\$91.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	JAN RECORD CHECK	\$7.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			<u>\$803.40</u>
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	ADVANCED DISPOSAL SERVICES	JAN SERVICES	\$33,303.93
EXPENSE Descr REFUSE & GARBAGE COLLECTION			<u>\$33,303.93</u>
EXPENSE Descr SEWER SERVICE			
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	BUMPER TO BUMPER HARTLAND	ANTIFREEZE	\$208.68
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	BUMPER TO BUMPER HARTLAND	FILTER/FREEZE OFF/SEAL	\$214.31
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	JAN CRYSTAL	\$9.85
EXPENSE Descr SEWER SERVICE			<u>\$432.84</u>
EXPENSE Descr WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	AMERICAN LEAK DETECTION	2020 SYSTEM SURVEY	\$6,000.00
E 620-53700-620 PUMPING EXPENSES - LABOR	BUMPER TO BUMPER HARTLAND	NOTCH BELT	\$20.09
E 620-53700-620 PUMPING EXPENSES - LABOR	BUMPER TO BUMPER HARTLAND	NOTCH BELTS	\$0.20
E 620-53700-923 OUTSIDE SERVICES	GRUNAU	TESTING OF BACKFLOW PREVENTERS	\$227.50
E 620-53700-651 MAINTENANCE OF MAINS	LANNON STONE PRODUCTS	CHIPS	\$901.70
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	JAN MICROBOOSTER	\$20.70
EXPENSE Descr WATER UTILITY			<u>\$7,170.19</u>
			<u>\$174,713.67</u>

**VILLAGE OF HARTLAND
LICENSES AND PERMITS
February 22, 2021**

Bartender (Operator's) Licenses

Kaitlyn Marie Poston

The applicant has successfully completed the Responsible Beverage Servers Course. The Chief of Police has reviewed the application and approves it after deeming the request to be in compliance with Wis. Stats. § 125.04(5).

VILLAGE OF HARTLAND

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 2
OF THE VILLAGE OF HARTLAND MUNICIPAL CODE
PERTAINING TO REGULAR MEETINGS

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

Section 1: Chapter 2, Article II, section 2-27 of the Village of Hartland Municipal code of Ordinances pertaining to Regular Meetings is hereby amended to read as follow.

Sec. 2-27. – Regular meetings. The village board shall hold its first meeting of each year on the second Monday of April and shall thereafter hold a regular meeting on the second Monday of each month, and at such other times as the board may direct. Except when otherwise ordered by the board, the place of the meeting shall be the Municipal Building, and the *time of the meeting shall be 7:00 p.m.*

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

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

Adopted this ____ day of _____, 2021.

VILLAGE OF HARTLAND

ATTEST:

By: _____
Jeffrey Pfannerstill, Village President

Darlene Igl, MMC, WCPC, Village Clerk



**Village of Hartland
Administration**

210 Cottonwood Ave, Hartland, WI 53029
www.villageofhartland.com

Committee: Village Board	Date: 2-2-2021
Village Board Agenda Item:	Date: 2-8-2021
Submitted By: Tim Rhode, Village Administrator	
Discussion and possible action on an Ordinance Amending §46-978 of The Village of Hartland Code of Ordinances Regulating Signs Permitted in All Districts Without a Sign Permit	

Details:

The Village staff received complaints (approximately 5) regarding the Village Sign Ordinance, specifically 46-978 (7) election signs. The complainants requested the Village follow our current sign ordinance, section (7)(e) Signs shall be removed within five days following the election.

Following discussion with Village President Pfannerstill, Chief Misko and Village Administrator Rhode, our campaign sign Ordinance was forwarded to the Village Attorney for review. The Village Attorney has reviewed and recommended the following changes based on recent State and Federal court rulings.

Attorney de la Mora has suggested two significant changes to section (7) Election Campaign Sign.

- 1) The elimination of any reference, restriction or authority by the Village for the number of signs per property.
- 2) The elimination of any reference, restriction, or authority by the Village regarding the time frame of when a campaign sign can be installed or need to be removed.

Additionally, some minor adjustments are suggested for the size of campaign signs. Staff is proposing increasing the size of residential campaign sign from 12 square feet to 16 square feet. Staff is suggesting the increase based on the two most common campaign sign sizes around the Village, 18X24 and 48X48.

The Courts have ruled that the size of a sign is something local governments have control over, as long as it is reasonable.

Financial Remarks: The Village could be at risk if our campaign sign ordinance is not updated to reflect current state and federal rulings on this matter.

Options & Alternatives:

The Village Board could review the proposed Ordinance changes and/or have the first reading of the Amended Ordinance. Additionally, the Village Board could edit/adjust language.

Executive Recommendation:

Review and Discuss the Attorneys recommended Ordinance change based on State and Federal court rulings, which suggest that Local Governments should not regulate when and how many.

1 STATE OF WISCONSIN WAUKESHA COUNTY VILLAGE OF HARTLAND
2 ORDINANCE NO. _____

3 AN ORDINANCE AMENDING §46-978
4 OF THE VILLAGE OF HARTLAND CODE OF ORDINANCES
5 REGULATING SIGNS PERMITTED IN ALL DISTRICTS WITHOUT A SIGN PERMIT
6

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

8 **SECTION 1:** §46-978 of the CODE OF ORDINANCES OF THE VILLAGE OF HARTLAND
9 is hereby amended by the deletion of the words ~~overstricken~~ and the addition of words underlined:

10 Sec. 46-978. - Signs permitted in all districts without a sign permit.

11 The following signs are permitted in all zoning districts without a permit, subject to the
12 following regulations:

13 (1) *Real estate sale or rental sign (temporary).* One real estate sign per premises or street
14 frontage, whichever is greater but no more than two signs, which advertise the sale, rental
15 or lease of the premises upon which it is located provided that the sign area does not
16 exceed eight square feet for residential zoning districts or 35 square feet for business,
17 manufacturing or institutional districts.

18 (2) *Personal name and warning signs.* Personal name and warning signs not to exceed a
19 sign area of two square feet located on the premises. Such signs shall not be illuminated.

20 ~~(3) *Bulletin boards.* Bulletin boards for public charitable or religious institutions not to~~
21 ~~exceed an area of 35 square feet and located on the premises.~~

22 (34) *Memorial-Identification signs.* ~~Memorial signs, tablets, n~~Names of buildings and date
23 of erection when cut into any masonry surface or when constructed of metal and affixed
24 flat against a structure.

25 (45) *Official Governmental signs.* Official Governmental signs such as traffic control,
26 parking restrictions, and public information and notices.

27 (56) *Temporary signs.* Temporary signs, only on private property, for a period not to exceed
28 30 days per special event or activity with signage, ~~for not more than three such special~~
29 ~~events or activities per year, but such time period and number of special events or~~
30 ~~activities may be increased when authorized by the plan commission.~~

31 (67) *Election campaign sign.* Election campaign signs provided that consent shall be
32 obtained from the property owner, renter or lessee. Such signs shall comply with the
33 following requirements:

34 a. ~~No more than one campaign sign per candidate is allowed on any property.~~

35 ab. Sign area per campaign sign shall not exceed 35 square feet in any nonresidential
36 zoning districts.

37 ~~be.~~ —Sign area per campaign sign shall not exceed ~~12-16~~ square feet in any residential
38 zoning districts unless the sign is affixed to a permanent structure and does not extend
39 beyond the perimeter of the structure nor obstruct a window, door, fire escape,
40 ventilation shaft or other area which is required by the Municipal Building Code to
41 remain unobstructed.

42 ~~d.~~ Signs shall not be erected prior to the first day of the "election campaign period" as
43 defined in Wis. Stats. § 12.04.

44 ~~e.~~ Signs shall be removed within five days following the election.

45
46 **SECTION 2:** If any section, sentence, clause, phrase or portion of this ordinance is for any reason
47 held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be
48 deemed a separate, distinct and independent provision, and such holding shall not affect the
49 validity of the remainder of such ordinance.

50
51 **SECTION 3:** This ordinance shall take effect and be in full force from and after its passage and
52 publication.

53 Passed and approved this XX day of XXXXX, 2021.

54
55 VILLAGE OF HARTLAND

56
57 By: _____

58 Jeffrey Pfannerstill, Village President

59 ATTEST:

60 _____

61 Darlene Igl, Village Clerk

62 35874671_1

63



**Village of Hartland
Administration**

210 Cottonwood Ave, Hartland, WI 53029
www.villageofhartland.com

Committee: Village Board	Date: 2-16-2021
Village Board Item Number: 8	Date: 2-22-2021
Submitted By: Tim Rhode, Village Administrator	
Subject: Discussion and possible consideration of a Special Event Application/Permit.	

Details: The Village Board requested Staff to review the current Permits/License application process for community events in the Village, specifically the public dance applications. The Village Board has raised the questions as to what triggers our Dance license vs. other events not required to have the license.

After our review, it is the staff recommendation that we simplify the Application/License and permit process by updating our Village Code sections and creating a streamlined and transparent application process.

Our recommended solution is to convert several older and seldom-used applications into a "Special Event" application/permit. The goal of most if not all the older permits listed below would be achieved by combining them all into a simplified "Special Event" permit.

Current Applications/permits

New Application/Permit

Major Street Use Permit	Special Event
Minor Street Use Permit "Block Party"	Works good, keep.
Carnivals Festivals and Street Fairs	Special Event
Cabaret License	Keep (only bars/restaurants applicable)
Public Dance	Special Event

Staff is requesting feedback before moving forward with any recommended Village Code amendments, which would be necessary to implement the new Special Event Permit.

Financial Remarks: The Village charges between \$0 -\$400 for different events based on what size, timeframe, and location.

Options & Alternatives: The Village Board should review the proposed Special event permit at the Village Board meeting. The Village Board should provide feedback to Staff.

Executive Recommendation: Review and Discuss the proposed update for our special event application/permit process. Provide feedback



210 Cottonwood Avenue
 Hartland WI 5302
 262-367-2714 FAX: 262-367-2430
www.villageofhartland.com

SPECIAL EVENT PERMIT APPLICATION

Permit approved		Date	
Permit fees paid		Date	
Deposit paid		Date	
Deposit returned		Date	
FEES ARE NON-REFUNDABLE			

APPLICATION AND PERMIT FEE IS DUE 60 DAYS PRIOR TO YOUR EVENT.

ORGANIZATION INFORMATION

Name of Organization			
Street Address	City	State	Zip
Phone Number	Are you a 501(c)3 Organization?		Yes No
Event Contact Person (First & Last Name)			
Address	City	State	Zip
Email	Phone Number	Day of Event Phone Number	

EVENT INFORMATION

Name of Event	Date(s) of Event
Event Start Time	Event End Time
Location of the Event*	
Will your event take place in a Village of Hartland Park?	Yes No

***You MUST attach a detailed map/diagram of your event indicating the specific location, layout for event, the direction of the route, including all turns and the number of traffic lanes to be used.
 *If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.***

Generally describe your event and its purpose

Estimated Number of Participants	Spectators	Vendors
----------------------------------	------------	---------

OTHER INFORMATION		
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	Yes	No
Will you be selling/serving food?	Yes	No
Will you be selling merchandise? <i>If yes, you will need to obtain a Peddler's Permit under separate application.</i>	Yes	No
Does the event involve fireworks? <i>If yes, you will need to obtain a fireworks permit under separate application.</i>	Yes	No
Does the event involve amplified music?	Yes	No
If yes, will the amplified music be a:	Band	DJ
Hours of amplified music:		
Noise is regulated within the Village of Hartland. The Village ordinance states that no person shall make loud noise such as may tend to unreasonably annoy or disturb the peace and quiet of another in the vicinity. It is requested that music end at 11:00 p.m.		
Is street closure requested? If yes, a completed Street Use Application will be required.	Yes	No
Hours of street closure:		
Will you need barricades provided by the Village for your event?	Yes	No
How many barricades needed for your event?		
"Road Closed" signs requested?	Yes	No
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector. Circle One.</i>	Yes	No
Will you be providing portable restrooms and wash stations?	Yes	No
<i>If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of?</i>		
Will you provide parking for participants?	Yes	No
<i>If yes, where will parking be available?</i>		
Will you provide a dumpster/clean-up services?	Yes	No
<i>If yes, please describe your clean-up and refuse collection plan.</i>		

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

INSURANCE REQUIREMENTS

The Special Event Sponsor will obtain liability insurance for the event. Proof of this insurance with coverage no less than \$1,000,000 must list the Village of Hartland as an additional insured party and is due no later than 20 days before the event.

Are you able to provide these insurance documents, if required?

Yes

No

DEPOSIT REQUIREMENTS

For events to held in a Village Park: The applicant may be required to submit to the Village a refundable deposit based on number of attendees (see Park Facility Reservation Application). The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event.

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Hartland Police Department and/or Fire Department and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby agrees to hold the Village, its officers, employees, agents and contractors, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting directly or indirectly from the activities for which the permit is granted. Any change to coverage requires Village approval.

Signature of Applicant

Date

For staff use only

Fees collected with application submission:

PERMIT FEES CHARGED _____

Park/Rec. Board approval, if necessary, on:

Village Board approval, if necessary, on:

Application forwarded to:

- Administrator* _____
- Building Inspector* _____
- Fire Chief* _____
- Park & Rec Director* _____
- Police Chief* _____
- Public Works Director* _____

All requirements for this special event have been met.

Village Administrator approval

Date



**Village of Hartland
Administration**

210 Cottonwood Ave, Hartland, WI 53029
www.villageofhartland.com

Committee: Village Board	Date: 2-17-2021
Village Board Item Number: 9	Date: 2-22-2021
Submitted By: Tim Rhode, Village Administrator	
Subject: Discussion and consideration of motion to approve an agreement with BSI (Building Services Inc.) related to remodeling the Village Board Room.	

Details: BSI will be presenting the most updated plans for the Village Board room remodeling project Monday, February 22nd. The original design and cost estimate was approximately \$400,000 last year. The staff has worked with BSI's team based on the Village Board feedback to create the current project plan and budget.

Proposed Budget:

Architectural Services:	\$20,913.00 (as outlined in architectural contract/GC agreement)
Construction:	\$160,000.00 (as outlined in architectural contract/GC agreement)
Furniture Budget:	\$10,500.00
<u>AV Budget Total:</u>	<u>\$89,984.00 (per suggested AV design)</u>
Total Project Budget:	\$281,397.00

Financial Remarks: The Village has discussed the use of fund 402 Corp Reserves for the project.

Options & Alternatives:
The Village Board should review the proposed drawing and budget.

Executive Recommendation:
Review and Discuss the proposed updated drawing and budget. If the Village Board is agreeable to both the updated renderings and the budget, the next action would be to approve the agreement with BSI to move forward with the creation of BID documents.



The Greatest Value is an Extraordinary Partner

Village of Hartland

Lower Level Boardroom

02-22-2021 Revisions

BSI Project Team

Dedicated



Brett Heikkila
Account Executive
BSI



p 262.955.6239
bheikkila@buildingservice.com

Brett will serve as your primary point of contact at BSI, while keeping your project on track by communicating all critical details to you and your team. With a Bachelor's Degree in Interior Design from the University of WI Stevens Point, Brett has both the education and over 16 years of professional experience in developing productive working environments.



Alexandra Timm
Interior Designer
BSI



p 262.955.6308
atimm@buildingservice.com

Alex is an exceptionally creative & passionate Designer recognized for building repeat client relationships through exemplary customer service and design expertise. Through six years of experience in Corporate, Government, and Healthcare environments, Alex can guide her client through the design process with her knowledge of furniture and interior finishes.



Justin Gauthier
Senior Systems Engineer
BSI



p 262.955.6287
jgauthier@buildingservice.com

As a Systems Designer, Justin is both CTS and DMC-E certified. With 16 years of industry experience, a Bachelor's Degree in Engineering and an Associate's Degree in Architectural Technology, Justin has a wide breadth of experience in designing systems and controls in both corporate and residential environments.



Chris Walgren
Director of Architecture
BSI



p 262.955.6277
cwalgren@buildingservice.com

Licensed as an Architect in both Wisconsin and Minnesota, Chris oversees the Architectural Design Studio. With 25 years of experience in corporate, healthcare, and financial projects, his primary responsibility is to ensure that our designs respond to individual customer's needs. Working closely with additional BSI team members, this process often involves an initial consultation, schematic drawings for budgeting, digital renderings, and finally construction documents for BSI craftsmen to use on site. He has degrees in Architecture from UW-Milwaukee and is a member of WHEA, Wisconsin Healthcare Engineering Association.



Justin Gelhausen
Construction Project Manager
BSI

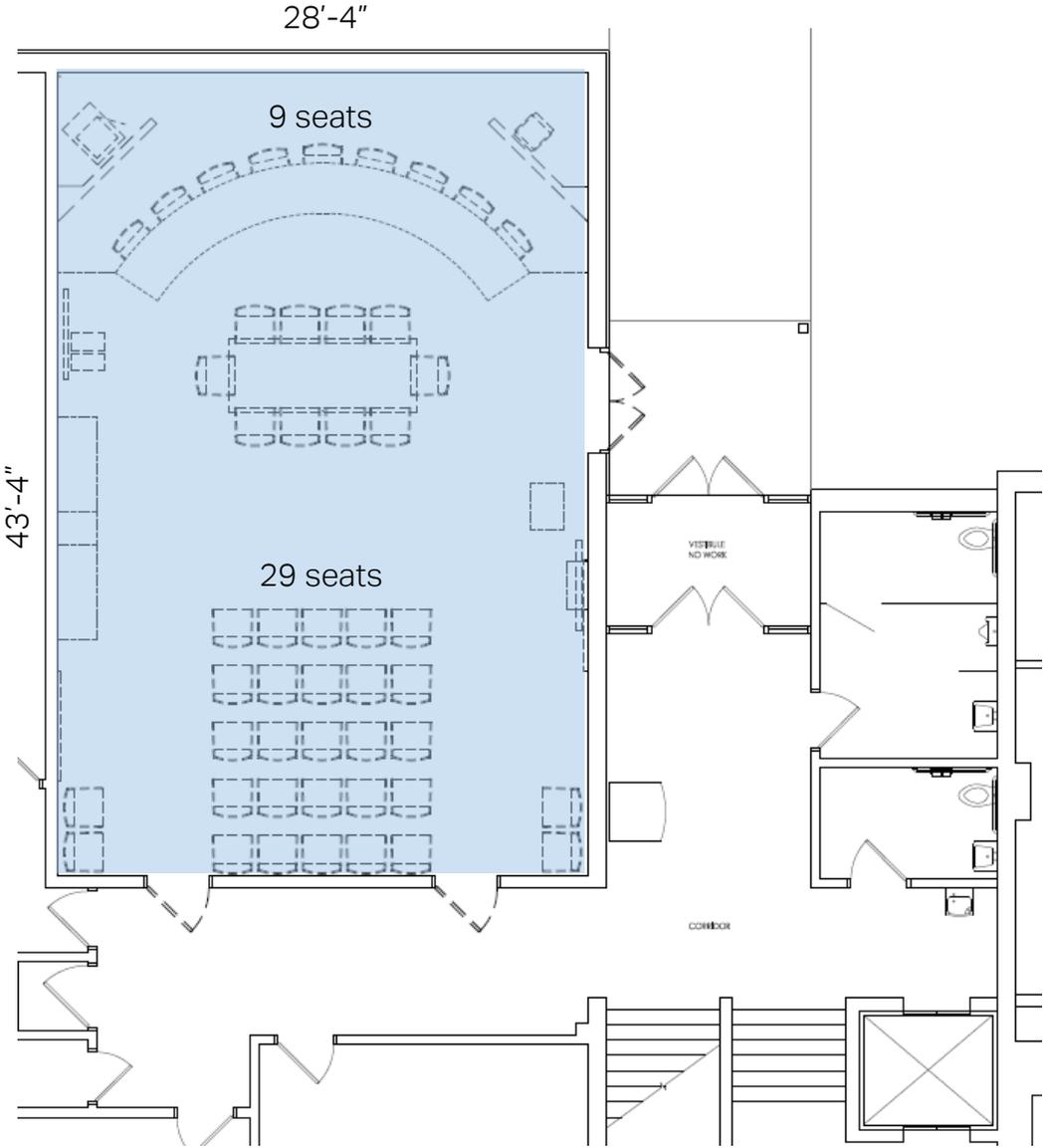


p 262.955.6238
jgelhausen@buildingservice.com

As a Construction Project Manager with 13 years of experience, Justin is responsible for both estimating and project management. Justin helps projects stay on task and within budget throughout the full life cycle of a job. He has a Master's Degree in Project Management from the University of WI-Platteville. Justin specializes in thinking outside the box when it comes to problem solving, and has a unique attention to detail and organization that helps projects progress efficiently.

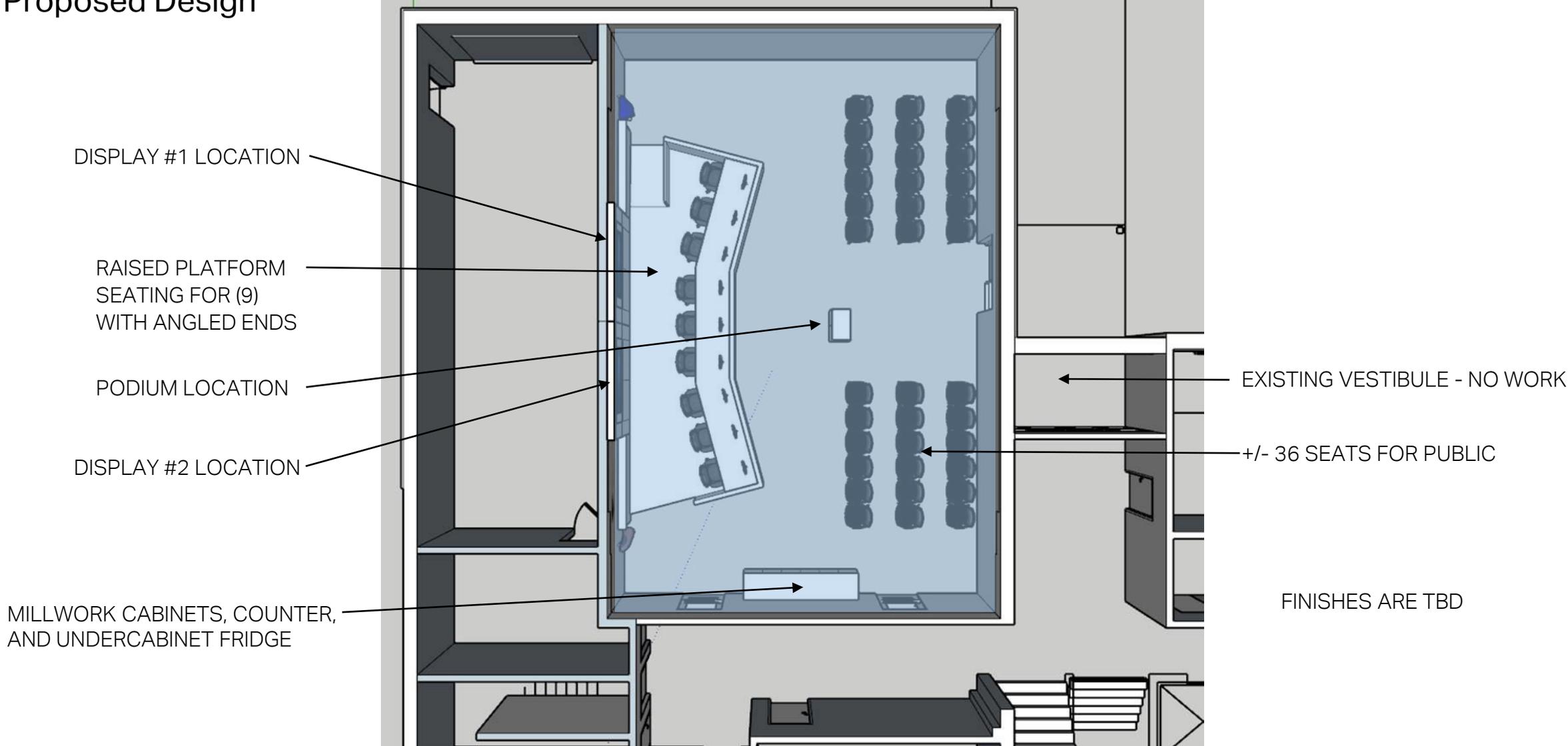
Lower Level Boardroom

Existing Conditions



Lower Level Boardroom

Proposed Design



LOWER LEVEL NEW FLOOR PLAN

Lower Level Boardroom

Proposed Design

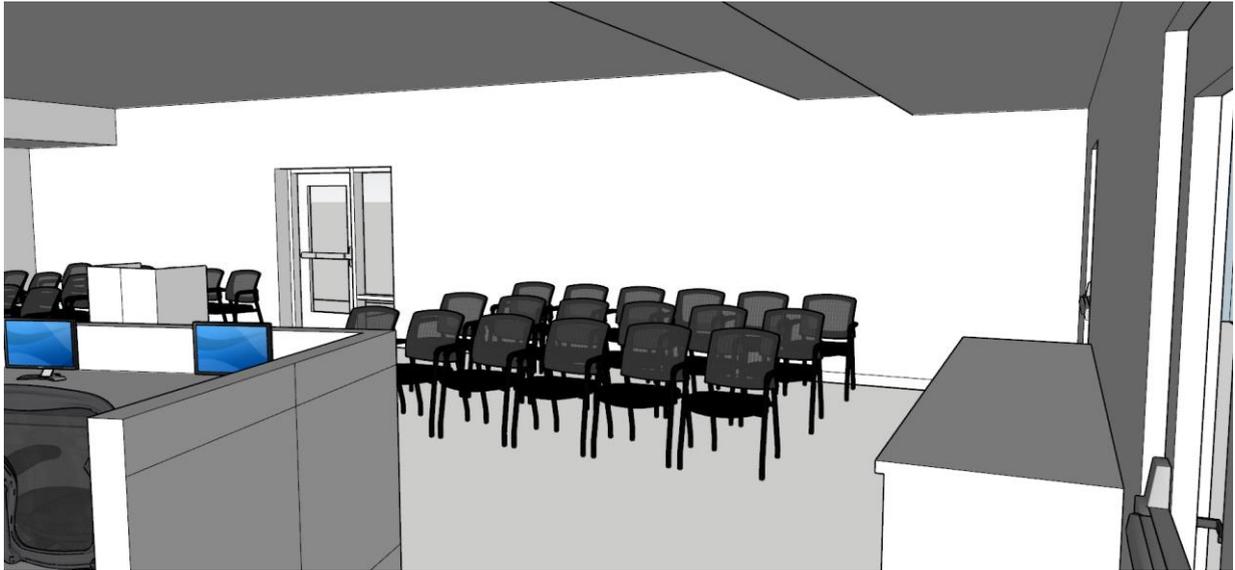


LOWER LEVEL NEW FLOOR PLAN



Lower Level Boardroom

Proposed Design





Thank you for this opportunity.



reinvent the way you work™

February 22nd, 2021

Project #110845

Village of Hartland
210 Cottonwood Ave
Hartland, WI 53029
Attn: Tim Rhode

Budget for: **Board Room Remodel-Pricing Overview**

****Overall Project Budget****

BSI is pleased to submit this budget to furnish labor and materials required to perform all work in accordance with drawings by BSI dated 2/17/21 and the following attachment:

Architectural Services:	\$20,913.00	(as outlined in architectural contract/GC agreement)
Construction:	\$160,000.00	(as outlined in architectural contract/GC agreement)
Furniture Budget:	\$10,500.00	
AV Budget Total:	\$89,984.00	(per suggested AV design)

Total Project Budget: \$281,397.00

Presented by

Date

022221

Brett Heikkila
Account Executive
BSI (Building Service Inc.)

This budget is subject to a pricing review after (60) days of its date.

February 22nd, 2021

Project #110845

Village of Hartland
210 Cottonwood Ave
Hartland, WI 53029
Attn: Tim Rhode

Proposal for: **LL Board Room**

**** ARCHITECTURAL CONTRACT DOCUMENTS / GENERAL CONTRACTOR AGREEMENT ****

Compensation for Services

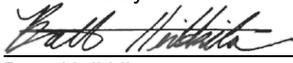
1. The fee for Architectural Services provided by BSI is \$20,913.00 to prepare contract documents ready for permit.
2. Overall construction project cost not to exceed \$160,000.00
3. The fee for construction management and accounting services (excluding design and architectural fees) is based on a cost plus with a guaranteed maximum sum for the original specified scope of work.
 - a. Refer to attached schedule for complete breakdown of labor rates and fees.
4. Plus, Applicable tax

Attachment #1 – Description of Work

Terms of Payment

- **50% down payment required**
- All invoices due within 10 days of receipt. Interest at a rate of 2.5% per month will be charged on all delinquent payments.
- No payment shall be withheld on any invoice because of partial delivery of the entire order.
- BSI limits credit card transactions to \$1000.00 per contract, all transactions will be assessed a 4% processing fee.

This proposal is subject to written acceptance within (30) days of its date.
The terms on the attached are expressly made a part of this agreement.

Accepted by	Date	Presented by	Date
_____			022221
Signature		Brett Heikkila	
_____		Account Executive	
Title		BSI (Building Service Inc.)	

All sales are final upon receipt of signed proposal or customer purchase order issued to BSI, and accepted by an officer of Building Service Inc.

BSI (Building Service Inc.)

Title

ATTACHMENT #1

Scope

Based on preliminary concepts and program criteria as supplied by **Village of Hartland**, BSI (Building Service Inc.) will provide new design, architectural and construction services for your LL Board Room at 210 Cottonwood Ave, Hartland, WI 53029.

OWNER'S RESPONSIBILITIES

Village of Hartland shall provide BSI with access to present & future office spaces as well as electronic drawings (if available). Client further agrees to render decisions as expeditiously as necessary for the orderly progress of BSI's work.

Architectural Services

1. Construction Document Phase
 - a. Provide construction documents which include architectural along with a design assist for mechanical and electrical scope, with each respective trade being responsible for the design build portion of their work.
 - b. Specifications will be provided on the plans. There will be no separate specification manual.
2. Implementation Phase
 - a. Review all shop drawings.
 - b. Project architect to conduct on site visits to observe field installation to verify compliance with original specifications.
 - c. At project's completion, as-built electronic drawings will be provided to Village of Hartland upon their request.
 - d. The following expenses will be reimbursed to BSI by Village of Hartland with prior approval.
 - Additional sets of construction drawings over five (5) will be billed for actual printing costs
 - Any design and architectural services resulting from changes to original scope.

○ Project Arch	\$98.00
○ Project Manager	\$80.00
○ Design	\$82.00
○ Clerical	\$55.00

Construction Services

1. Preconstruction Services
 - a. Provide a preliminary estimate/budget based on schematic design drawings.
 - b. Create a preliminary schedule and phasing plan.
 - c. Provide updated estimate based on design development drawings.
 - d. Submit final not to exceed pricing based on architectural drawings and specifications.
 - e. Additions or deletions to the original scope of work will be priced either as a lump sum or on a time and material basis per the owner's request.
2. Project Management Services
 - a. Provide full time working foreman on the job through substantial completion of the project.
 - b. Obtain negotiated proposals and/or bids for the work BSI does not self-perform and review with owner for awarding of contracts.
 - c. Hold project meetings as necessary to expeditiously complete project.
 - d. Provide project schedule and keep updated for the duration of the project.
 - e. Coordination of work for all construction trades and furniture installation.
 - f. Obtain State and local plan approvals as required.
 - g. Occupancy permit is the responsibility of the building owner.



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- 3. Project Accounting Services
 - a. Issue contracts and payments to all subcontractors and suppliers.
 - b. BSI will submit a monthly progress invoice based upon percentage of work completed.
 - c. Upon payment from owner, BSI will pay all subcontractors and obtain waiver of lien for all completed work.
 - d. All accounting records on projects with a Cost Plus Guaranteed Maximum price are open to audit by owner.

Fee Schedule

Trade	Straight Time	
Carpenter/Floor Coverer	\$	92.40
Painter/Taper	\$	84.30
Project Manager	\$	80.00
Superintendent	\$	95.00

- 1. Subcontracted work – Invoiced amount from sub, plus 10%
- 2. Material provided by BSI – Cost plus 8% overhead & 8% profit
 - a. Actual costs of material, freight & taxes.
 - b. All terms or early payment discounts offered to BSI are not transferrable for the purpose of this contract.
- 3. Tool and equipment rental billed at standard rates.
- 4. Reimbursable expenses to be charged at cost plus material rate. Typical expenses include parking, reprographic services, travel and other out of pocket project related expenses.
- 5. Plan exam and local building permits - direct expense.
- 6. Owner will reimburse the following services to BSI with prior approval.
 - a. Any environmental services.
- 7. In no event shall BSI be held responsible for special or consequential damages arising from, connected with, or incidental to the service herein described. Liability of BSI in any and all other categories, and for any of all causes shall in aggregate, not exceed the fee charges for the services described herein.
- 8. If hidden conditions are discovered or there are additions or changes to the original scope of work requested by the client BSI will proceed with changes only after prior approval from the client.

Terms and Conditions

Signature of proposal or receipt of customer purchase order binds client to the following terms and conditions.

Warranty

- All work is warranted by BSI (Building Service, Inc.) to be free from defects in materials or workmanship for a period of twelve (12) months from date of delivery /or substantial completion, or for the length of manufacturers stated warranty (whichever is longest). No agent or representative of BSI is authorized to make any additional representations or warranties unless in writing and made part of these terms and conditions of sale.

Delays

- If delivery cannot be made as scheduled (due to non-BSI related conditions) buyer will pay any applicable warehousing and redelivery charges. The product will be made available for inspection at the designated storage facility and will be invoiced according to original schedule and payment terms.

Safety & Storage

- Purchaser agrees to furnish a safe place for storage of BSI supplies and equipment as well as all furnishings and materials, described herein. In addition, supply without cost; necessary light, heat, power, elevator service and a safe environment for BSI and its associates. BSI associates shall be informed by the owner of all hazardous substances which they may come in contact with at the site.
- The site shall be clean, clear and free of debris prior to commencement of work. Adequate facilities for off-loading, staging, moving and handling shall be provided.
- After arrival at site, any loss or damages by weather, fire or other elements, other trades or buyers' personnel shall be the responsibility of the buyer. Purchaser must notify BSI, in writing, of any claim for damages to goods within 3 days of delivery. In the event of damages BSI reserves the right to repair damaged product or replace the item as deemed appropriate by BSI.

Asbestos/Mold

- In the event it shall be determined or found during the course of BSI's performance of this contract that there is asbestos or mold in the area of the work being so performed, it is understood and agreed that BSI shall discontinue its work until such time as the asbestos or mold is removed by owner and/or general contractor with whom this contract is being made. In the event the asbestos or mold is not so removed, or other suitable arrangements are not made, this contract shall then terminate and BSI shall then be paid for the work performed by it up to the time of the termination of its performance. BSI shall not be responsible for the removal, cost of removal or the cost of any construction delays which shall be caused, incurred and/or sustained by reason of the presence of asbestos or mold on the subject premises.
- After asbestos containing materials or mold has been removed by a qualified abatement contractor, the owner shall provide BSI with a written air clearance sample results (as determined by laboratory analysis) that are no greater than 0.01 fibers per cubic centimeter as analyzed by phase contrast microscopy or as accepted by EPA transmission electron microscopy clearance standard.

Changes

- All change orders or proposals for additional work must be signed before work will commence. No credit allowance shall be made for alterations, unless such credit or allowance has been agreed to by BSI in writing.
- All additions, amendments, or changes of any manner whatsoever, subsequent to this contract, shall be now and at all times subject to the provisions, restrictions, limitations, conditions and remedies provided for in this contract, whether or not such orders, additions, amendments or changes be evidenced by further writings.
- In the event a cancellation must be made after this proposal is approved and submitted by the purchaser to BSI, it is understood and agreed that BSI will be paid for materials ordered, all stock inventory and all work already accomplished on the project to date of cancellation, as well as all manufacturer cancellation/change penalties.

Prime Contractor

- Where BSI is Prime Construction Contractor the following notice is hereby given in accordance with Sec. 779.02(2) of the Statutes of the State of Wisconsin, to wit:

"AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BSI HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR AND MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BSI, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID."

Hartland Recreation Department: Board Room

BSI will remove the two existing wall-mounted displays currently installed. After the remodeling is complete BSI will install two (2) 86" diagonal 4k commercial displays on the front wall behind the member seating for participant viewing. Nine (9) digital microphone control units with attached gooseneck microphones will be installed at the main table, one for each member. The base has buttons for push to talk, volume and can be tailored based on the individual needs. In addition to the table mics, two (2) wireless handheld mics will be available for use in the room as well. Nine (9) in-ceiling speakers will be installed for reinforcement audio within the room. The podium location will have a laptop connection available via a table insert recessed into the top and can be shown on any display. Nine (9) 24" monitors will be installed at the main table for each board member to view any content being shared. Each of the monitors will show the same content. Three (3) table inserts with HDMI, data and power connections will be installed at the main table to allow the members to show content on the displays as well. Control of the video and audio routing will be accomplished from a 7" tabletop touchpanel; one located at the main member table and the second located at the service table. Custom programming will be provided to allow for easy routing to all displays connected to the system. AV connections will be provided at the service table, one HDMI input, one HDMI output, one audio input and one audio output, to allow Ben to send video and audio to and from that location. An owner furnished dedicated PC will be located near the service table to provide any computer or internet content for the room. Two (2) ceiling mounted PTZ cameras will be installed in the room to allow for recording or any live content you may require. A joystick camera controller will be installed in the back AV room for camera manipulation. Two additional future SDI cable runs will be provided to allow Ben to add more local cameras as needed. An additional owner furnished PC will be installed in the main equipment rack and will be used for conferencing purposes. A USB audio connection will be made between the PC and the DSP to allow for any microphones to be used for video conferencing. An HDMI to USB converter will be installed and will utilize one of the HDMI outputs from the Portable streaming studio to allow for any camera on the system to be utilized in a soft codec conferencing application. A DSP will be installed for processing all audio in the room. A new Crestron processor will be installed to provide control of the system. New vertical power and a UPS will be installed in the existing rack. All rack equipment will be installed in one of the existing racks currently in the AV room.

Displays

* Price Includes Accessories

Presented By: Smart Spaces

Project Name: 110845 - Board Room AV

Project No.: 110845

10/8/2020

Page 1 of 21



- 2 **NEC C861Q**
86" Ultra high definition commercial display TV

- 2 **OFE Remove Owner Furnished Display & Mount**
Remove existing owner furnished display & mount

Mounts



- 2 **Peerless-AV ST680**
Universal tilt wall mount for 60" to 98" screen

Encoders/Decoders



- 2 **Crestron DM-NVX-D30**
DigitalMedia 4K60 4:4:4 HDR Network AV Decoder



- 1 Crestron CBL-HD-6
Crestron certified HDMI interface cable, 6 feet



- 1 SnapAV WP-PC-CAT6-5FT-BLK
Wirepath Cat 6 5 feet ethernet patch cable, black

- 2 **DD - Crestron - Plenum**
Dual Crestron DM Video Run - Plenum rated

- 200 Crestron DM-CBL-8G-P-SP1000
DigitalMedia 8G cable, plenum



* Price Includes Accessories

Presented By: Smart Spaces

Project Name: 110845 - Board Room AV

Project No.: 110845

10/8/2020

Page 2 of 21



- 2 Crestron DM-8G-CONN
Connector for DM-CBL-8G DigitalMedia 8G cable

Mic System

- 2 **D - Shielded Plenum**
Single Shielded CAT6 - plenum rated



- 100 Liberty AV 24-4P-P-L6SH-BLK
Black Category 6 F/UTP EN series 23 AWG 4 pair shielded cable - Plenum rated



- 2 Liberty AV CAT6 Shielded Connector
RJ45 Cat6/6A 10Gig shielded connector



- 9 **Shure DC 5980 P**
Digital conference system include Control and conference unit



- 1 **Shure DC5980P-ACC-CM-IS**
Overlay for DC 5980 P



- 1 **Shure DC5980P-ACC-DM**
Delegate Button Overlay for DC 5980 P

* Price Includes Accessories

Presented By: Smart Spaces

Project Name: 110845 - Board Room AV

Project No.: 110845

10/8/2020

Page 3 of 21

Attachment 1



- 9 **Shure GM 5923**
40 cm Length gooseneck microphone



- 2 **Shure QLXD24/SM58**
Handheld wireless microphone system

Speakers



- 9 **Sonance PS-C83RT**
Professional series 8" speaker



- 300 **Windy City Wire 16-02P-BLK**
16 AWG 2 Conductor, 19x29 Strand, Bare Copper Non-Shielded Plenum Speaker Cable [Black]

* Price Includes Accessories

Presented By: Smart Spaces

Project Name: 110845 - Board Room AV

Project No.: 110845

10/8/2020

Page 4 of 21

Hartland Recreation Department: Podium Location

Encoders/Decoders



1

Crestron DM-NVX-352

DigitalMedia 4K60 4:4:4 HDR Network AV Encoder/Decoder with Dante Audio



- 1 BSI 6' HDMI Cable - non-plenum
6' HDMI cable, non-plenum



- 1 SnapAV WP-PC-CAT6-5FT-BLK
Wirepath Cat 6 5 feet ethernet patch cable, black

1

D - Shielded Plenum

Single Shielded CAT6 - plenum rated



- 100 Liberty AV 24-4P-P-L6SH-BLK
Black Category 6 F/UTP EN series 23 AWG 4 pair shielded cable -
Plenum rated



- 2 Liberty AV CAT6 Shielded Connector
RJ45 Cat6/6A 10Gig shielded connector

Architectural Connectivity



1

Crestron FT2-202-ELEC-B

FlipTop FT2 Series, 202 Size, Electrical, Black

* Price Includes Accessories

Presented By: Smart Spaces

Project Name: 110845 - Board Room AV

Project No.: 110845

10/8/2020

Page 5 of 21

Attachment 1



- 1 Crestron FT2A-CBLR-GR-4K-HD
Gravity Cable Retractor for FT2 Series, HDMI® to HDMI, 18 Gbps



- 1 Crestron FT2A-CBLR-GR-CAT6
Gravity Cable Retractor for FT2 Series, RJ-45 to RJ-45, CAT6



- 1 Crestron FT2A-PWR-US-1
AC Power outlet module for FT2 series FlipTop, Single, US NEMA 5, Type B

* Price Includes Accessories

Presented By: Smart Spaces

Project Name: 110845 - Board Room AV

Project No.: 110845

10/8/2020

Page 6 of 21

Hartland Recreation Department: Table Location

Displays



- 9 **NEC EA245WMI-BK**
24" Widescreen Desktop Monitor w/ Ultra-Narrow Bezel and IPS Panel

Encoders/Decoders



- 4 **BSI 10' HDMI Cable - non-plenum**
10' HDMI cable, non-plenum



- 5 **BSI 15' HDMI Cable - non-plenum**
15' HDMI cable, non-plenum



- 3 **Crestron DM-NVX-352**
DigitalMedia 4K60 4:4:4 HDR Network AV Encoder/Decoder with Dante Audio



- 1 BSI 6' HDMI Cable - non-plenum
6' HDMI cable, non-plenum



- 1 SnapAV WP-PC-CAT6-5FT-BLK
Wirepath Cat 6 5 feet ethernet patch cable, black

* Price Includes Accessories

Presented By: Smart Spaces

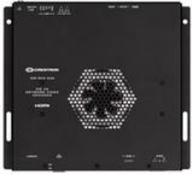
Project Name: 110845 - Board Room AV

Project No.: 110845

10/8/2020

Page 7 of 21

Attachment 1



- 1 **Crestron DM-NVX-D30**
DigitalMedia 4K60 4:4:4 HDR Network AV Decoder



- 1 Crestron CBL-HD-6
Crestron certified HDMI interface cable, 6 feet



- 1 SnapAV WP-PC-CAT6-5FT-BLK
Wirepath Cat 6 5 feet ethernet patch cable, black



- 2 **Crestron HD-DA8-4KZ-E**
1-to-8 4K HDMI distribution amplifier

- 3 **D - Crestron - Plenum**
One Crestron DM Video Run - Plenum rated

- 100 Crestron DM-CBL-8G-P-SP1000
DigitalMedia 8G cable, plenum



- 2 Crestron DM-8G-CONN
Connector for DM-CBL-8G DigitalMedia 8G cable



- 1 **DD - Crestron - Plenum**
Dual Crestron DM Video Run - Plenum rated

* Price Includes Accessories

Presented By: Smart Spaces

Project Name: 110845 - Board Room AV

Project No.: 110845

10/8/2020

Page 8 of 21



- 200 Crestron DM-CBL-8G-P-SP1000
DigitalMedia 8G cable, plenum



- 2 Crestron DM-8G-CONN
Connector for DM-CBL-8G DigitalMedia 8G cable

Architectural Connectivity



- 3 **Crestron FT2-202-ELEC-B**
FlipTop FT2 Series, 202 Size, Electrical, Black



- 1 Crestron FT2A-CBLR-GR-4K-HD
Gravity Cable Retractor for FT2 Series, HDMI® to HDMI, 18 Gbps



- 1 Crestron FT2A-CBLR-GR-CAT6
Gravity Cable Retractor for FT2 Series, RJ-45 to RJ-45, CAT6



- 1 Crestron FT2A-PWR-US-1
AC Power outlet module for FT2 series FlipTop, Single, US NEMA 5, Type B

- 3 **D - Plenum**
One CAT6 Run - Plenum rated

Attachment 1



- 2 Liberty AV CAT6 RJ45
Category 6 one-piece crimp RJ45 plug



- 100 Windy City Wire CAT6P-BLK
23 AWG 4 Pair Bare Copper, Non-Shielded Plenum Rated
Category 6 [Black]

Control



- 1 **Crestron TSW-760-NC-*-S**
7" Touch screen without camera, microphone, or pinpoint beacon,
white smooth or black



- 1 **Crestron TSW-760-TTK-*-S**
Tabletop kit for TSW-760 touch screen, white or black

- 1 **D - Plenum**
One CAT6 Run - Plenum rated



- 2 Liberty AV CAT6 RJ45
Category 6 one-piece crimp RJ45 plug



- 100 Windy City Wire CAT6P-BLK
23 AWG 4 Pair Bare Copper, Non-Shielded Plenum Rated
Category 6 [Black]

* Price Includes Accessories

Presented By: Smart Spaces

Project Name: 110845 - Board Room AV

Project No.: 110845

10/8/2020

Page 10 of 21

Hartland Recreation Department: Service Table

Encoders/Decoders



1

Crestron DM-NVX-352

DigitalMedia 4K60 4:4:4 HDR Network AV Encoder/Decoder with Dante Audio



- 1 BSI 6' HDMI Cable - non-plenum
6' HDMI cable, non-plenum



- 1 SnapAV WP-PC-CAT6-5FT-BLK
Wirepath Cat 6 5 feet ethernet patch cable, black



1

Crestron DM-NVX-D30

DigitalMedia 4K60 4:4:4 HDR Network AV Decoder



- 1 Crestron CBL-HD-6
Crestron certified HDMI interface cable, 6 feet



- 1 SnapAV WP-PC-CAT6-5FT-BLK
Wirepath Cat 6 5 feet ethernet patch cable, black

Architectural Connectivity

2

Audio - Plenum

One 22-2P Shielded Audio Run - Plenum rated

* Price Includes Accessories

Attachment 1



- 100 Liberty AV 22-2P-CMP-SIAMEZ
White High-performance EZ-strip broadcast audio 22 AWG 2 pair shielded plenum cable



- 2 **BSI 15' HDMI Cable - non-plenum**
15' HDMI cable, non-plenum



- 1 **Liberty AV WQ601790**
Panelcrafters precision manufactured double gang plate with two HDMI and two analog audio

Sources



- 1 **Crestron DM-NVX-E30**
DigitalMedia 4K60 4:4:4 HDR Network AV Encoder



- 1 Crestron CBL-HD-6
Crestron certified HDMI interface cable, 6 feet



- 1 SnapAV WP-PC-CAT6-5FT-BLK
Wirepath Cat 6 5 feet ethernet patch cable, black



- 1 **OFE PC**
Owner Furnished small form factor PC with wireless keyboard and mouse.

* Price Includes Accessories

Presented By: Smart Spaces

Project Name: 110845 - Board Room AV

Project No.: 110845

10/8/2020

Page 12 of 21



- 1 BSI 6' HDMI Cable - non-plenum
6' HDMI cable, non-plenum

Control



- 1 **Crestron TSW-760-NC-*-S**
7" Touch screen without camera, microphone, or pinpoint beacon,
white smooth or black



- 1 **Crestron TSW-760-TTK-*-S**
Tabletop kit for TSW-760 touch screen, white or black

- 1 **D - Plenum**
One CAT6 Run - Plenum rated



- 2 Liberty AV CAT6 RJ45
Category 6 one-piece crimp RJ45 plug



- 100 Windy City Wire CAT6P-BLK
23 AWG 4 Pair Bare Copper, Non-Shielded Plenum Rated
Category 6 [Black]

Hartland Recreation Department: Camera System

Video Conferencing



- 1 **BSI 6' HDMI Cable - non-plenum**
6' HDMI cable, non-plenum



- 1 **Inogeni QUIK-HD**
INOGENI HDMI to USB 2.0 Video Capture Card

Cameras

- 2 **D - Shielded Plenum**
Single Shielded CAT6 - plenum rated



- 150 Liberty AV 24-4P-P-L6SH-BLK
Black Category 6 F/UTP EN series 23 AWG 4 pair shielded cable - Plenum rated



- 2 Liberty AV CAT6 Shielded Connector
RJ45 Cat6/6A 10Gig shielded connector



- 1 **Marshall Electronics CV630-IP, VS-PTC-IP Controller, Datavideo HS-1300 Bundle**
CV630-IP, VS-PTC-IP Controller, Datavideo HS-1300 Bundle

Wire and Cable

* Price Includes Accessories

Presented By: Smart Spaces

Project Name: 110845 - Board Room AV

Project No.: 110845

10/8/2020

Page 14 of 21



- 2 **Liberty AV WQ601737**
Panelcrafters precision manufactured single gang BNC connection for SDI cameras



- 200 **Windy City Wire RG6QP-BLK**
Type RG 6/U Quad Shield, Plenum, 18 AWG Copper Covered Steel [Black]

Hartland Recreation Department: Equipment Location

Sources



- 1 **Crestron DM-NVX-E30**
DigitalMedia 4K60 4:4:4 HDR Network AV Encoder



- 1 Crestron CBL-HD-6
Crestron certified HDMI interface cable, 6 feet



- 1 SnapAV WP-PC-CAT6-5FT-BLK
Wirepath Cat 6 5 feet ethernet patch cable, black



- 1 **OFE PC**
Owner Furnished small form factor PC with wireless keyboard and mouse.



- 1 BSI 6' HDMI Cable - non-plenum
6' HDMI cable, non-plenum

Mic System



- 300 **Liberty AV RG58-CMP-WHT**
Microwave and Wireless RF195 RG58 solid dual shield plenum cable, white

- 8 **Liberty AV Solutions 112128**
BNC Crimp Plug for RG58 plenum dual shield cable

* Price Includes Accessories

Presented By: Smart Spaces

Project Name: 110845 - Board Room AV

Project No.: 110845

10/8/2020

Page 16 of 21



- 1 **Shure DIS-CCU-US**
Central control unit with power supply



- 1 **Shure FL6000**
Feature License for DIS-CCU control unit



- 2 **Shure UA221**
Passive antenna splitter/combiner kit



- 1 **Shure UA507**
Rack Kit



- 2 **Shure UA834****
In-line antenna amplifier for remote mounting
- 2 **Shure UABIAST**
In-line Adapter, Supplies 12V DC bias Power over Coaxial BNC Cable,
Includes PS24US,
For use with UA834WB Antenna Amplifier, UA864US Wall Mount
Antenna, UA874US
Active Directional Antenna

Audio Switching/Distribution



- 1 **Biamp TesiraFORTE DAN AI**
12 x 8 Digital audio server with 32 bi-directional channels of Dante

* Price Includes Accessories

Presented By: Smart Spaces

Project Name: 110845 - Board Room AV

Project No.: 110845

10/8/2020

Page 17 of 21

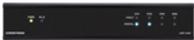
Attachment 1



- 1 SnapAV B-USB3-AB-2M
Binary USB 3.0 A (Male) to B (Male) 2m, (6.56 feet)



- 1 SnapAV WP-PC-CAT6-5FT-BLK
Wirepath Cat 6 5 feet ethernet patch cable, black



- 1 **Crestron AMP-X300**
X Series Amplifier

Control



- 1 **Crestron CP3**
3-Series control system



- 1 SnapAV WP-PC-CAT6-5FT-BLK
Wirepath Cat 6 5 feet ethernet patch cable, black

Network



- 1 **Cisco SG350X-24MP-K9-NA**
350 Series 24-port managed switch

Surge Protection

* Price Includes Accessories

Presented By: Smart Spaces

Project Name: 110845 - Board Room AV

Project No.: 110845

10/8/2020

Page 18 of 21

Attachment 1



- 1 **WattBox WB-800VPS-IPVM-12**
Wattbox IP vertical power strip & conditioner w/ individually controlled & metered 12 outlets



- 1 **WattBox WB-OVRC-UPS-1100-1**
WattBox® UPS Battery Pack for IP Power Conditioners | 1100 VA

Racking



- 1 **Middle Atlantic LBP-1.5**
Horizontal lacer bar, 1.5" offset round rod, pack of 10



- 2 **Middle Atlantic RC-2**
Clamping rackshelf, 2 RU, knockdown



- 1 **OFE Equipment Rack**
Owner furnished equipment rack

* Price Includes Accessories

Presented By: Smart Spaces

Project Name: 110845 - Board Room AV

Project No.: 110845

10/8/2020

Page 19 of 21

Labor

Labor



1 **BSI Misc Parts**



1 **BSI Shipping and Handling
Freight**

* Price Includes Accessories



**Village of Hartland
Administration**

210 Cottonwood Ave, Hartland, WI 53029
www.villageofhartland.com

Committee: Village Board	Date: 2/17/2021
Village Board Item Number: 10	Date: 2/22/2021
Submitted By: Dave Felkner, Utility Supervisor	
Subject: Awarding of the 2021 Utilities Program	

Details:
The Village of Hartland annually does miscellaneous utility repairs. These repairs are done on streets that will be paved in the next two years. We received three proposals and All-Ways Contractors Inc. came in low at \$193,429.00.

Financial Remarks: This \$193,429.00 will come out of three budgets water, sanitary, and storm sewer..

Options & Alternatives:

Executive Recommendation: Staff recommends awarding the 2021 utility project to All-Ways Contractors Inc. for the sum of \$193,429.00

February 17, 2021

Mr. Tim Rhode
Village Administrator
Village of Hartland
210 Cottonwood Avenue
Hartland, Wisconsin 53029

RE: 2021 Utilities Program

Dear Mr. Felkner:

Bids for the above project were opened on February 16, 2021 at 10:00 a.m. at the Village Hall and were as follows:

	BIDDER	BASE BID
1.	<u>All-Ways Contractors, Inc.</u>	<u>\$193,429.00</u>
2.	<u>American Sewer Services, Inc.</u>	<u>\$248,950.00</u>
3.	<u>Globe Contractors, Inc.</u>	<u>\$255,560.00</u>

We reviewed the documentation submitted by the apparent low bidder and found that:

1. The Bid Form has been appropriately completed.
2. We have no objections to the low bidder, nor to the proposed major subcontractors and suppliers.
3. Low bidder has successfully completed similar projects.

On these bases, we recommend that All-Ways Contractors, Inc. be awarded the 2021 Utilities Program contract, in the amount of \$193,429.00. This amount is based on the bid unit prices and estimated quantities. Actual quantities, and therefore the final contract price, may vary.

Our review did not include an evaluation of bidder's current financial condition nor of their permanent safety program.

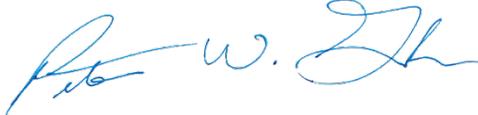
Should you decide to accept our recommendation, we have prepared the enclosed Notice of Award for your use. After Village Board approval has been received, please have the appropriate official sign where indicated and forward all three signed copies of the Notice of Award to our office. We will then fill in the date at the top of page one and forward it, with contracts for execution, to the Contractor. One fully completed Notice of Award will be returned to you for your records.

Mr. Tim Rhode
Village of Hartland
February 17, 2021
Page 2

Bids remain subject to acceptance until April 17, 2021, unless Bidder agrees to an extension. Please advise us of your award decision, or call if there are any questions.

Respectfully,

RUEKERT & MIELKE, INC.



Peter W. Gesch, E.I.T.
Project Engineer
pgesch@ruekert-mielke.com

PWG:sjs

Encl: Notice of Award
Bid Tabulation

cc: Dave Felkner, Village of Hartland
Darlene Igl, Village of Hartland
Ryan Bailey, Village of Hartland
Ryan T. Amtmann, P.E., Ruekert & Mielke, Inc.

NOTICE OF AWARD

Date of Issuance: _____

Contract: 2021 Utilities Program
Bidder: All-Ways Contractors, Inc.
Address: P. O. Box 798
Elm Grove, WI 53122

Owner: Village of Hartland
Engineer: Ruekert & Mielke, Inc.
Engineer's Project No.: 09-10065.200

TO BIDDER:

You are notified that your Bid dated February 16, 2021 for the above Contract has been accepted by Owner and you are the Successful Bidder and are awarded a Contract for:

2021 Utilities Program Base Bid

The Contract Price of your Contract is: \$193,429.00

Two (2) copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award, or have been transmitted or made available to Bidder electronically.

Two (2) sets of the Drawings will be delivered separately, or otherwise made available to Bidder electronically.

Bidder must comply with the following conditions precedent within 15 days of the date of issuance of this Notice of Award:

1. Deliver to Engineer one (1) fully executed counterparts of the Contract Documents.
2. Deliver with the executed Agreement the Bid security as specified in the Instructions to Bidders (Article 21), General Conditions (Paragraph 6.01), and Supplementary Conditions (Paragraph SC-6.01).
3. Deliver with the executed Agreement certificates and other evidence of insurance as specified in the General Conditions (Article 6) and the Supplementary Conditions modifying Article 6 of the General Conditions.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Engineer will return to you one fully executed counterpart of the Agreement.

Owner: VILLAGE OF HARTLAND

Signature: _____
Authorized Signature

Title: _____

Date: _____

Copy: Engineer

COST COMPARISON OF BIDDERS

OWNER: Village of Hartland
PROJECT: 2021 Utilities Program
BID OPENING DATE: February 16, 2021

BASE BID				All-Ways Contractors, Inc.		American Sewer Services, Inc.		Globe Contractors, Inc.	
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL
Miscellaneous Sanitary Sewer Repairs – Various Locations									
1	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	20	\$49.40	\$988.00	\$75.00	\$1,500.00	\$75.00	\$1,500.00
2	Repair Sanitary Manhole - Slurry Backfill	V.F.	8	\$2,140.00	\$17,120.00	\$3,100.00	\$24,800.00	\$2,800.00	\$22,400.00
3	Replace Additional Adjusting Rings - Manhole	V.F.	2	\$860.00	\$1,720.00	\$3,100.00	\$6,200.00	\$1,500.00	\$3,000.00
4	Remove & Replace 60" Diameter Manhole Flat Deck Cover	EA.	1	\$1,980.00	\$1,980.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
5	Remove & Replace Manhole Frame & Cover	EA.	4	\$1,280.00	\$5,120.00	\$1,000.00	\$4,000.00	\$2,500.00	\$10,000.00
6	Crushed Aggregate Base Course	TON	60	\$25.00	\$1,500.00	\$20.00	\$1,200.00	\$50.00	\$3,000.00
7	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	150	\$49.60	\$7,440.00	\$40.00	\$6,000.00	\$39.00	\$5,850.00
Total of All Miscellaneous Sanitary Sewer Repairs – Various Locations Bid Prices					\$35,868.00		\$47,700.00		\$49,750.00
Miscellaneous Storm Sewer Catch Basin Repair – Various Locations									
8	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	380	\$49.40	\$18,772.00	\$60.00	\$22,800.00	\$75.00	\$28,500.00
9	Remove & Replace Storm Catch Basin	EA.	1	\$4,940.00	\$4,940.00	\$3,500.00	\$3,500.00	\$4,500.00	\$4,500.00
10	Repair Storm Catch Basin - Slurry Backfill	V.F.	22.8	\$1,435.00	\$32,718.00	\$3,000.00	\$68,400.00	\$2,500.00	\$57,000.00
11	Replace Additional Adjusting Rings - Inlet	V.F.	4	\$860.00	\$3,440.00	\$3,000.00	\$12,000.00	\$1,500.00	\$6,000.00
12	Reset Inlet Frame	EA.	1	\$795.00	\$795.00	\$1,500.00	\$1,500.00	\$1,200.00	\$1,200.00
13	6-Inch Concrete Driveway Remove & Replace	S.F.	350	\$10.80	\$3,780.00 *	\$10.00	\$3,500.00	\$12.00	\$4,200.00
14	Crushed Aggregate Base Course	TON	50	\$25.00	\$1,250.00	\$20.00	\$1,000.00	\$50.00	\$2,500.00
15	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	175	\$49.60	\$8,680.00	\$50.00	\$8,750.00	\$39.00	\$6,825.00
16	Restoration - Topsoil and Sod	S.Y.	25	\$95.00	\$2,375.00	\$20.00	\$500.00	\$25.00	\$625.00
Total of All Miscellaneous Storm Sewer Catch Basin Repairs – Various Locations Bid Prices					\$76,750.00		\$121,950.00		\$111,350.00
Miscellaneous Storm Sewer Repairs - Various Locations									
17	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	20	\$49.40	\$988.00	\$75.00	\$1,500.00	\$75.00	\$1,500.00
18	Repair Storm Manhole - Slurry Backfill	V.F.	5	\$3,179.00	\$15,895.00	\$3,500.00	\$17,500.00	\$4,200.00	\$21,000.00
19	Replace Additional Adjusting Rings - Manhole	V.F.	2	\$860.00	\$1,720.00	\$3,500.00	\$7,000.00	\$1,500.00	\$3,000.00
20	Crushed Aggregate Base Course	TON	35	\$25.00	\$875.00	\$20.00	\$700.00	\$50.00	\$1,750.00
21	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	90	\$49.60	\$4,464.00	\$50.00	\$4,500.00	\$39.00	\$3,510.00
Total of All Miscellaneous Storm Sewer Repairs – Various Locations Bid Prices					\$23,942.00		\$31,200.00		\$30,760.00

COST COMPARISON OF BIDDERS

OWNER: Village of Hartland
PROJECT: 2021 Utilities Program
BID OPENING DATE: February 16, 2021

BASE BID				All-Ways Contractors, Inc.		American Sewer Services, Inc.		Globe Contractors, Inc.	
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL
Miscellaneous Hydrant Repairs – Various Locations									
22	Hydrant Assembly Remove & Replace - Slurry Backfill.	EA.	2	\$11,890.00	\$23,780.00	\$11,000.00	\$22,000.00	\$10,500.00	\$21,000.00
23	Crushed Aggregate Base Course	TON	10	\$25.00	\$250.00	\$20.00	\$200.00	\$50.00	\$500.00
24	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	30	\$49.60	\$1,488.00	\$50.00	\$1,500.00	\$39.00	\$1,170.00
25	Restoration - Topsoil and Sod	S.Y.	20	\$95.00	\$1,900.00	\$20.00	\$400.00	\$25.00	\$500.00
Total of All Miscellaneous Hydrant Repairs – Various Locations Bid Prices					\$27,418.00		\$24,100.00		\$23,170.00
Miscellaneous Water Valve Repairs - Various Locations									
26	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	10	\$49.40	\$494.00	\$100.00	\$1,000.00	\$75.00	\$750.00
27	8-Inch Water Main Valve Remove & Replace - Slurry Backfill	EA.	2	\$8,840.00	\$17,680.00	\$7,500.00	\$15,000.00	\$10,000.00	\$20,000.00
28	Remove & Replace Valve Box Top Section	EA.	4	\$750.00	\$3,000.00	\$750.00	\$3,000.00	\$750.00	\$3,000.00
29	Crushed Aggregate Base Course	TON	15	\$25.00	\$375.00	\$20.00	\$300.00	\$50.00	\$750.00
30	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	20	\$49.60	\$992.00	\$75.00	\$1,500.00	\$39.00	\$780.00
31	Restoration - Topsoil and Sod	S.Y.	10	\$95.00	\$950.00	\$20.00	\$200.00	\$25.00	\$250.00
Total of All Miscellaneous Water Valve Repairs – Various Locations Bid Prices					\$23,491.00		\$21,000.00		\$25,530.00
Common to All Miscellaneous Utility Repairs - Various Locations									
32	Traffic Control, Signage & Barricades -Misc. Locations	L.S.	1	\$2,980.00	\$2,980.00	\$1,500.00	\$1,500.00	\$10,000.00	\$10,000.00
33	Erosion Control - Misc. Locations	L.S.	1	\$2,980.00	\$2,980.00	\$1,500.00	\$1,500.00	\$5,000.00	\$5,000.00
Total of All Common to All Miscellaneous Utility Repairs – Various Locations Bid Prices					\$5,960.00		\$3,000.00		\$15,000.00
TOTAL OF ALL ESTIMATED PRICES (ITEMS 1 - 33)					\$193,429.00		\$248,950.00		\$255,560.00

All-Ways Contractors

Bid Item 13, \$3,675.00, should be \$3,780.00

Changed their total bid from \$193,324.00

To: \$193,429.00