

**VILLAGE BOARD AGENDA**  
**MONDAY, JUNE 28, 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) for a three-minute time period per person, with time extensions per the Village President's discretion.

1. Presentation by Ruckert & Mielke regarding the State of Village Roadways.
2. Consideration of a motion to approve Village Board minutes of June 14, 2021.
3. Consideration of a motion to approve vouchers for payment.
4. Consideration of actions related to Licenses and Permits.
  - a. Consideration of a motion to approve Operator's (Bartender's) Licenses
  - b. Consideration of motion to approve annual licenses expiring June 30, 2021 not requiring a public hearing:
    - i. Weights and Measures License
  - c. Consideration of a motion to approve Temporary Operator's (Bartender's) Licenses
  - d. Temporary Class B Beer/Wine License and Street Use Permit for Donate Life of WI
5. Consideration of a motion to schedule a Public Hearing for the Zion Church Redevelopment "The Church" whose approval and rezoning is being sought from Institutional to B-3 Central Business/Mixed-Use District on the recommendation of the Plan Commission during the July 26, 2021 Village Board meeting.
6. Discussion and consideration of a motion to approve a contract with Baker Tilly for audit services.
7. Discussion and consideration of a motion to approve a contract with Grota Appraisals, LLC for Assessor services.
8. Discussion and consideration of submittals for the Village logo contest.
9. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The

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following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.

10. Consideration of a motion to recess to closed session pursuant to State Statutes §19.85 (1)(e), deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding the potential purchase of land for a well site and pursuant to State Statutes §19.85 (1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to consider stipend or bonus payments to Public Works management staff and to reconvene into open session pursuant to §19.85(2) for the purpose of considering any action as may be necessary and appropriate (ROLL CALL VOTE).
11. Discussion and consideration of a motion(s) as a result of discussions held in the closed session.
12. 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.

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 (312) 626-6799. The meeting ID is 837 2769 2986.

Or participate online:

<https://us02web.zoom.us/j/83727692986?pwd=SkN3cXhKU1hSMTJSa2owL2dCNjZRU09>

**MEMO**

**TO:** Village of Hartland Village Board

**FROM:** Ryan Amtmann, P.E. – Village Engineer  
Peter Gesch, E.I.T.

**DATE:** June 28, 2021

**SUBJECT:** State of the Village’s Roadways

**EXECUTIVE SUMMARY:**

During the 2019 CIP budgeting process, the Village Board expressed that they were open to additional methods for roadway maintenance such as slurry sealing; that they were open to milling and overlaying some roadways as opposed to the traditional pulverize and repave on all roads; that they wanted a prioritization method for “low volume/visible vs high volume/visible”; and that they were okay with allowing roadways to deteriorate to a lesser PASER rating than 5 prior to pulverizing/repaving the roadway. Historically the Village would pulverize any road that reached a 5 on the PASER ratings.

In 2020, the Village began utilizing these alternative maintenance methods on various roadways. 2021 was the first year that the Village had milled & overlaid a roadway. Ruekert & Mielke, Inc. (R/M) has evaluated the methods used to date, has analyzed the data from the 2021 PASER ratings and has begun structuring a program for roadways that incorporates the feedback received from the Village Board in 2019 as well as utilizing methods that were successful over the last two years.

**BACKGROUND & HISTORY:**

R/M took over the Village Engineering position in 2010. Prior to 2010 and up until 2019, the Village’s only preferred method for roadway rehabilitation was pulverize and repave. Generally, roads that reached a 5 on the PASER ratings would be programmed for pulverize and overlay to bring it back to a PASER rating of 10. At the time, the average road age was about 20-22 years old. The Village also had less roadway miles at that time. With the multiple subdivisions and addition of public roads over the last 20-years, the Village’s roadway miles have greatly increased. With proper and appropriate maintenance techniques, a roadway should be able to last 30-years before it needs to be reconstructed.

Prior to 2010 when R/M took over as Village Engineer, there were three large subdivisions (Mary Hill, River Reserve, Fourwinds) built that are showing signs of premature failures and deterioration and need

to be reconstructed. This is largely in part due to the asphalt mixture used during this period called SuperPAVE, which is notably very brittle; a lesser Village standard pavement cross section of 3-inches of asphalt on 8-inches of base; as well as lack of or poor inspection of base course placement and compaction. During 2015, the Village enhanced the standard pavement cross section to 4-inches of asphalt on 10-inches of base. Several subdivisions including Windrush, Sanctuary, Fourwinds West and Overlook Trails have been constructed with this enhanced pavement section. In addition, these subdivisions have had full time inspection by R/M and are not exhibiting signs of premature failure. Mary Hill, Fourwinds, and River Reserve were unfortunately constructed close together and are now due for reconstruction at similar time frames. These three subdivisions represent approximately 6-miles of roadway or 13% of the Village's road-network.

The Village has only used the pulverize and repave method for roadway rehabilitation and has worked to keep the budget consistent throughout the last few years. Road construction costs continue to increase over time and the Village has added several miles of roadway. The combination of these items has led to a decrease in number of road miles per year that the Village is able to rehabilitate. Since the Village has not been able to touch as many road miles per year, the average rating of the Village's roadways has steadily decreased throughout the last 12-years.

The use of maintenance methods like crack sealing and slurry sealing on roadways that are appropriate can help the Village prolong the life of their roadways. The use of mill and overlay on roadways can help the Village rehabilitate more miles of roadway each year, raising the average road rating in the Village, all while keeping a consistent budget.

#### **CURRENT STATE OF ROADWAYS:**

The Village currently owns and maintains 45.66 miles of roadway within their road network. As roadways continue to naturally deteriorate and the cost for construction continue to rise, the utilization of a single method for roadways rehabilitation is detrimental to maintaining consistent budget and overall quality of the majority of the Village's roadways. Historically, it was easier to completely reconstruct roadways on an annual basis and maintain quality on a vast majority of roadways with a lesser number of roadway miles.

The tables below show the distribution of roadways per PASER rating over the last 12-years. As the number of miles that the Village owns increases, it is evident that the average PASER rating begins to decrease with the utilization of only pulverize and repave.

Roads by Paser Rating - 2009									
1	2	3	4	5	6	7	8	9	10
0.00%	0.00%	0.00%	0.00%	2.70%	16.70%	32.90%	26.50%	6.70%	14.40%

**Average Rating = 7.61**

Roads by Paser Rating - 2013									
1	2	3	4	5	6	7	8	9	10
0.00%	0.00%	0.00%	0.00%	0.60%	15.80%	27.10%	23.60%	14.10%	18.90%

**Average Rating = 7.93**

Roads by Paser Rating - 2017									
1	2	3	4	5	6	7	8	9	10
0.00%	0.00%	0.00%	0.00%	6.20%	12.20%	26.90%	24.50%	14.20%	16.10%

**Average Rating = 7.66**

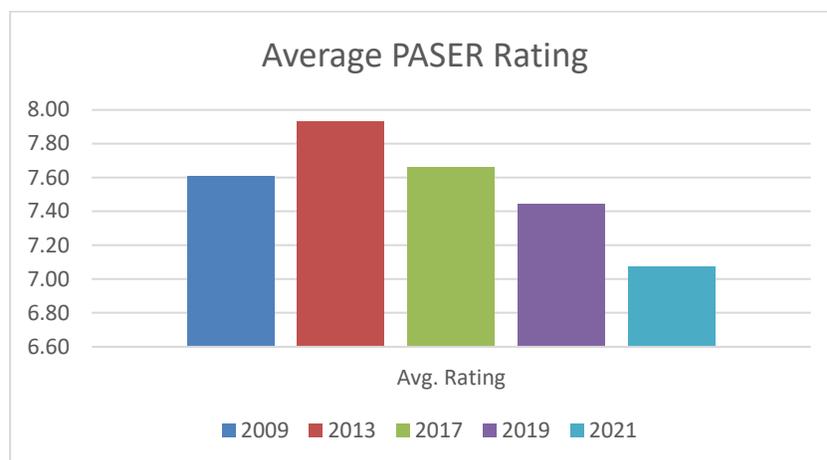
Roads by Paser Rating - 2019									
1	2	3	4	5	6	7	8	9	10
0.00%	0.00%	0.00%	0.00%	10.40%	16.00%	30.00%	16.20%	17.20%	10.20%

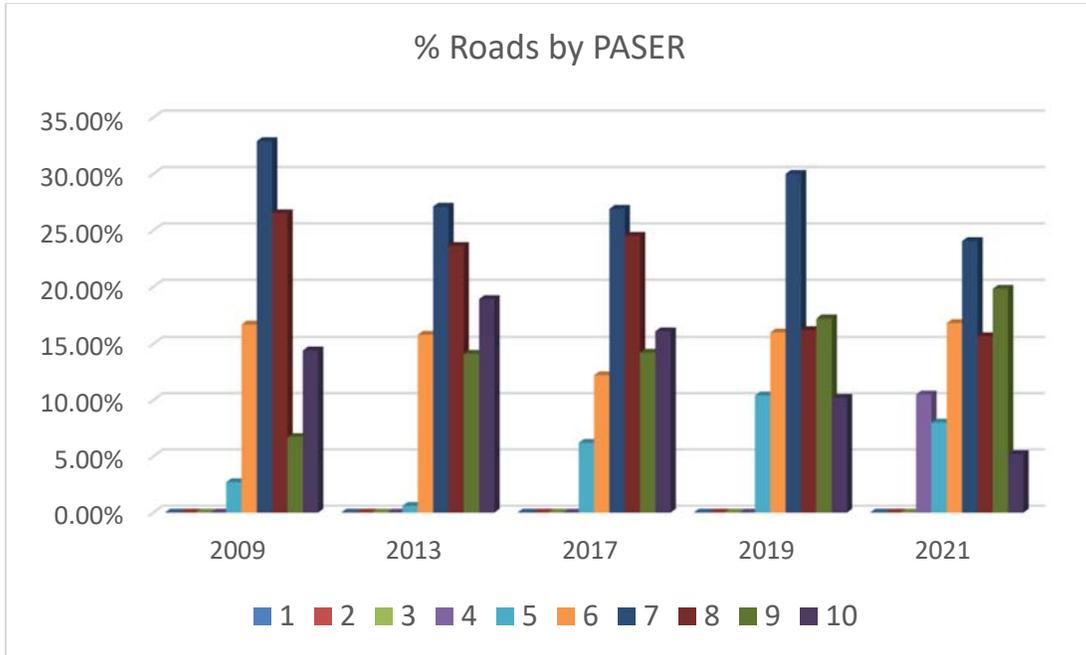
**Average Rating = 7.44**

Roads by Paser Rating - 2021									
1	2	3	4	5	6	7	8	9	10
0.00%	0.00%	0.00%	10.48%	7.99%	16.82%	24.04%	15.66%	19.82%	5.19%

**Average Rating = 7.07**

The following graphs are a distribution of the average PASER rating by year as well as the distribution of percent of roads by PASER rating each year.





**RECOMMENDED IMPROVEMENTS:**

R/M recommends a combination of at least three different roadway rehabilitation methods for the next six years with consistent maintenance to rehabilitate several miles of prematurely failed roadways and prolong the life of several more miles of roadways that will not be able to be touched over the course of the next six years. The following table is a breakdown of the methods:

	<u>Cost/SY</u>	<u>Longevity w/Maintenance</u>
Pulverize & Repave	\$40.00	25-30 Years
Mill & Overlay	\$27.50	15-20 Years
Edge-Wedge Mill & Overlay	\$15.00	8-10 Years
Slurry Seal	\$5.00	5-6 Years

The suggested rehabilitation methods are Pulverize and Repave, Mill & Overlay, and an “Edge-Wedge” or “Profile” Mill & Overlay. The Pulverize and Repave method should be used on roadways that have reached a PASER rating of 3 or 4. The Mill & Overlay method should be used on roadways that have a PASER rating of 5-6. The “Profile” Mill & Overlay should be utilized as an alternative method to extend a

roadway's life 8-10 more years to offset and space it out from other large capital projects. The suggested methods for maintenance are continue crack sealing and slurry sealing on roadways that are suitable. Slurry Sealing could be utilized, at the Village Board's discretion, on roadways that are 7-10 years old and are a PASER rating of 7 or better.

Slurry sealing is effective on roadways that have an established crown, do not have excessive cracking, and are not severely rutted or depressed. Slurry sealing of a roadway is intended to level minor depressed areas and create a barrier to retard moisture/air intrusion into the underlying pavement structure. The components of the slurry product are not meant to serve as a long-term wearing surface and signs of wear and tear on the sealant are expected.

If the Village utilizes the above-mentioned methods, there should be fewer issues overtime allowing for more opportunity to utilize the mill and overlay method at the 20-25 year lifecycle time frame. The use of the mill and overlay method allows for a more "high impact" method of paving that shortens the duration roadways are disturbed and allows for more efficient and precise roadway rehabilitation.

The attached DRAFT CIP for 2022-2027 road program shows the planned roadways for the next six years and the methods that R/M recommends using.

#### **FUTURE PLANNING:**

Fourwinds Subdivision, River Reserve Subdivision and Mary Hill Subdivision all have premature roadway failures. There are concerns with the Mary Hill Subdivision utility trenches still settling. Utilizing the Profile Mill & Overlay method will allow the trenches to finish settling and will offset the future paving cycle of Mary Hill Subdivision from Fourwinds and River Reserve.

Fourwinds and River Reserve have deteriorated so severely that they are beyond mill and overlay and need to be pulverized. Each subdivision is proposed to be rehabilitated over the course of two years. Attached to this memo are several pictures showing the failures throughout the roadways slated for the next two years and the recommended improvements for each.

**Mary Hill Subdivision**

2021 PASER Rating: 4

Age at Paving: 17

CIP Paving Year: 2022

Recommended Improvement: **Edge Wedge/Profile Mill & Overlay**



Base Failure and Centerline Settlement Due to Utilities



Rutting Along Curb Line – Water Trapped – Approximately 1/2-Inch

**Mary Hill Subdivision (Con't)**

2021 PASER Rating: 4

Age at Paving: 17

CIP Paving Year: 2022

Recommended Improvement: **Edge Wedge/Profile Mill & Overlay**



Asphalt Settled ½-Inch Along Curb Line



Standing Water Along Curb Line

**E. Imperial Drive & Dundee Lane**

2021 PASER Rating: 5      Age at Paving: 26  
Recommended Improvement: **Mill & Overlay**

**CIP Paving Year: 2022**



Rutting in Wheel Lane – Approximately 1-Inch



Minor Subbase Failures

**E. Capitol Drive**

2021 PASER Rating: 6

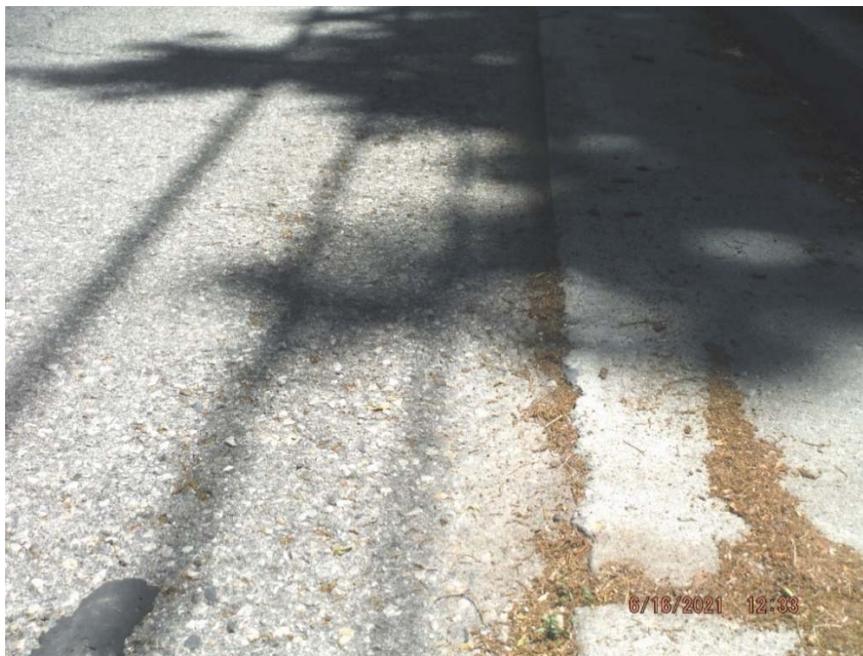
Age at Paving: 24

**CIP Paving Year: 2022**

Recommended Improvement: **Mill & Overlay**



Transverse/Longitudinal Cracking – Limited Base Failure



Pavement Below Curb Edge – Approximately 1/4-Inch

**James Drive, Richards Road, Walnut Ridge Drive**

2021 PASER Rating: 5

Age at Paving: 31

CIP Paving Year: 2023

Recommended Improvement: **Mill & Overlay**



Block Cracking



Edge Cracking, Pavement Below Curb

**Cottonwood Avenue**

2021 PASER Rating: 5

Age at Paving: 19

CIP Paving Year: 2023

Recommended Improvement: **Mill & Overlay**



Asphalt Below Curb Flange – Approximately 1/4-Inch



Minor Base Failure in Wheel Path

**River Reserve Subdivision**

2021 PASER Rating: 4

Age at Paving: 22

**CIP Paving Year: 2024/2025**

Recommended Improvement: **Pulverize & Repave**



Widespread Failure – Rutting & Alligator Cracking



Full Lane Failures

**Fourwinds Subdivision**

2021 PASER Rating:

Age at Paving: 19

CIP Paving Year: 2025/2026

Recommended Improvement: **Pulverize & Repave**



Severe Alligator Cracking – Approximately 1/2-Inch



Widespread Failure & Pavement Raveling

Village of Hartland 2022-2027 Forecasted Road Program  
June 21, 2021

PROJECT NAME	LENGTH	WIDTH	AREA (SF)	AREA (SY)	2021 PASER	ANTICIPATED PASER RATING AT PAVING	YEAR	AGE AT PAVING	Pulverize/R epave	Mill/Overlay	Edge Wedge Mill	Slurry Seal/Crack Seal	2022	2023	2024	2025	2026	2027					
<b>STREET IMPROVEMENTS</b>																							
									\$ 40.00	\$ 27.50	\$ 15.00	\$ 5.00											
Mary Hill Subdivision (Southern Oak, Mary Hill Cir, Stonewood, Mary Hill Prkwy, Shadow Ridge)	6,000	27	162,000	18,000	4	4	2005	17			x		\$ 270,000										
E. Imperial Drive (Lindenwood - Wexford)	3,250	36	117,000	13,000	5	5	1996	26		x			\$ 357,500										
Dundee Lane (Manchester - E. Imperial)	600	26	15,600	1,733	6	6	2000	22		x			\$ 47,667										
E. Capitol Drive (Maple to Merton)	2,535	40	101,400	11,267	6	5	1998	24		x			\$ 309,833										
	2.35																						
									\$ 41.00	\$ 28.19	\$ 15.38	\$ 5.00											
James Drive	1,275	34	43,350	4,817	6	5	1992	31		x				\$ 135,770									
Walnut Ridge Drive (STH 83 to 1,300' north of Elm Drive)	3,950	34	134,300	14,922	5	5	1992	31		x				\$ 420,620									
Richards Road (Walnut Ridge - Walnut Ridge)	1,000	34	34,000	3,778	6	6	1997	26		x				\$ 106,486									
Cottonwood Avenue (E. Capitol to Cardinal)	3,115	40	124,600	13,844	5	4	2004	19		x				\$ 390,240									
	1.77																						
									\$ 42.03	\$ 28.89	\$ 15.76	\$ 5.00											
Woods Drive (River Reserve - Termini)	750	27	20,250	2,250	4	4	2002	22	x														
Trails Edge Court	660	27	17,820	1,980	5	5	2002	22	x														
River Reserve Drive (CTH KE - Longmeadow)	1,300	27	35,100	3,900	4	3	2002	22	x														
River Reserve Drive (Longmeadow - Lindenwood)	1,750	27	47,250	5,250	4	3	2002	22	x														
Woods Drive (River Reserve - River Reserve)	2,250	27	60,750	6,750	4	4	2002	22	x														
Long Meadow Drive	1,200	27	32,400	3,600	4	4	2002	22	x														
	1.50																						
									\$ 43.08	\$ 29.61	\$ 16.15	\$ 5.00											
Kestrel Way	2,360	27	63,720	7,080	4	3	2005	20	x														
River Reserve Drive (CTH KE - south termini)	850	27	22,950	2,550	4	3	2005	20	x														
River Reserve Drive (Lindenwood - north termini)	1,750	27	47,250	5,250	4	4	2002	23	x														
Tree Ridge Court	370	27	9,990	1,110	5	5	2002	23	x														
Switch Grass Court	633	30	18,990	2,110	4	3	2006	19	x														
Prairie Grass Court	806	30	24,180	2,687	4	3	2006	19	x														
River Grove Lane	565	30	16,950	1,883	4	3	2006	19	x														
Westlynn Court	686	30	20,580	2,287	4	3	2006	19	x														
	1.52																						
									\$ 44.15	\$ 30.35	\$ 16.56	\$ 5.13											
Hollyhock Lane	1,463	30	43,890	4,877	4	3	2006	20	x														
Sunshine Drive	1,628	30	48,840	5,427	4	3	2006	20	x														
Four Winds Way	5,030	30	150,900	16,767	4	3	2006	20	x														
	1.54																						
									\$ 45.26	\$ 31.11	\$ 16.97	\$ 5.25											
West Capitol Drive (Cottonwood to Vettelson)	4,650	36	167,400	18,600	7	6	2005	22		x													
Palmer Drive	897	22	19,734	2,193	4	3	1998	29	x														
Mill & Overlay Roads TBD	2,895	30	86,850	9,650						x													
	1.60																						
Crack Sealing													\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000					
Patching													\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000					
<b>SUBTOTAL STREET IMPROVEMENTS</b>													\$ 1,105,000	\$ 1,173,000	\$ 1,117,000	\$ 1,195,000	\$ 1,315,000	\$ 1,098,000					
<b>6 YR Total</b>													<b>10.27 miles</b>		<b>1.71 mile/year</b>		<b>\$ 7,003,000</b>		<b>\$ 1,167,167 per year</b>		\$ 2,278,000	\$ 2,312,000	\$ 2,413,000
<b>PARKING LOT IMPROVEMENTS</b>																							
Village Hall Main Parking Lot													\$ 107,600										
Village Hall Parking Lot Across Street													\$ 72,000										
Nixon Park Parking Lot															\$ 229,000								

EXAMPLE OF EDGE-WEDGE MILL PAVING METHOD PROPOSED FOR MARY HILL SUBDIVISION.

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Village of Bonduel – 2016 Case Study

Roads built around 1995, 20 years old, PASER rating 5, poor drainage, rutting along garbage truck wheel line, alligator cracking, base failure.

Edge wedge mill, 10% base repair, centerline scratch coat, 1 ¾" overlay.



Cedar Street – Preconstruction 2015



Cedar Street – Preconstruction 2015



Cedar Street – Inlet repair during 2016



Cedar Street – Edge wedge mill, center scratch coat 2016



Cedar Street – Base repair 2016



Cedar Street 2016



Cedar Street 2019



Cedar Street 2019



Cedar 2021



Cedar 2021



Boettcher Street 2016



Boettcher Street 2019



Boettcher 2021



Boettcher 2021



Madison Street Base Repair 2016



Madison Street Overlay – 2016



Madison Street – 2019



Madison Street - 2019



Madison 2021



Madison 2021

**VILLAGE BOARD MINUTES**  
**MONDAY, JUNE 14, 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: Interim Administrator Bailey, Clerk Igl, Fire Chief Jambretz, Utility Operations Supervisor Felkner, Rec Director Yogerst, Jessie Puzach, Val Wisniewski, Craig Eisenhut, Grant Lemke, Alex Lemke, Tim Hallquist, Wendi Unger, Jim Muenzenberger, residents.

Pledge of Allegiance – Trustee Conner

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 received.

1. Presentation of the 2020 Financial Statements and Audit results by Wendi M. Under, CPA, Partner, Baker Tilly.

Ms. Unger provided the financial highlights of the 2020 Financial Statements for the Village of Hartland including a summary of activity by fund. Ms. Unger noted that the General Fund had a \$5.672M Fund Balance at end of year. It was stated that there were no adjustments necessary for the audit.

Total long-term obligations outstanding are \$18,380,656 of governmental activities debt and \$4,338,299 of business-type activities debt. The Village has the ability to borrow up to 5% of the equalized value of the Village or \$71,783,015. The outstanding general obligation debt as of December 31, 2020 was \$19,789,707.

2. Motion (Meyers/Conner) to approve Village Board minutes of May 24, 2021 and Special Village Board meeting of June 3, 2021. Carried (7-0).
3. Motion (Wallschlager/Ludtke) to approve vouchers for payment in the amount of \$1,084,390.46. Carried (7-0).
4. Consideration of actions related to Licenses and Permits.
  - a. Motion (Ludtke/Conner) to approve Operator's (Bartender's) Licenses. Carried (7-0).
  - b. Consideration of the Annual Renewal of Licenses and Permits expiring June 30, 2021.
    - i. Public Hearing to receive comments on the various liquor retailer's licenses. President Pfannerstill opened the Public Hearing at 6:53 p.m. No comments were heard and the Public Hearing was closed at 6:54 p.m.

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- ii. Consideration of motion to approve:
    1. Motion (Ludtke/Anson) to approve Class "B" Beer/"Class B" Liquor licenses. Carried (5-0). Anson and Ludtke abstained.
    2. Motion (Conner/Meyers) to approve Reserve Class "B" Beer/"Class B" Liquor licenses. Carried (6-0). Anson abstained.
    3. Motion (Dorau/Conner) to approve "Class A" Liquor licenses. Carried (7-0).
    4. Motion (Conner/Wallschlager) to approve Class "A" Beer licenses. Carried (7-0).
    5. Motion (Dorau/Meyers) to approve Class "A" Beer/"Class A" Liquor licenses. Carried (7-0).
    6. Motion (Conner/Dorau) to approve Class "B" Beer. Carried (7-0).
    7. Motion (Dorau/Wallschlager) to approve "Class C" Wine licenses. Carried (7-0).
  - c. Consideration of motions to approve annual licenses expiring June 30, 2021 not requiring a public hearing:
    - i. Motion (Dorau/Conner) to approve Amusement Device Licenses. Carried (5-0). Anson and Ludtke abstained.
    - ii. Motion (Wallschlager/Conner) to approve Cabaret Licenses with the correction to Tabi's Lake Country as noted. Carried (6-0). Anson abstained.
    - iii. Motion (Wallschlager/Ludtke) to approve Cigarette Licenses. Carried (7-0).
    - iv. Motion (Conner/Dorau) to approve Weights and Measures Licenses. Carried (7-0).
  - d. Items related to Kiwanis for June 25 Hometown Celebration
    - i. Motion (Ludtke/Conner) to approve Temporary Class "B" Beer/Wine Permit for Kiwanis for June 25. Carried (7-0).
    - ii. Motion (Dorau/Ludtke) to approve Temporary Operator's (Bartender) License for the Kiwanis for June 25 event. Carried (7-0).
  - e. Motion (Meyers/Dorau) to approve a Street Use Permit for Bristlecone Pines on June 26, 2021. It was stated that only one block will be closed for the concert in the park and that no signatures were required as no residences are blocked. Village officials were invited to attend the event.
5. Consideration of a motion to approve a special event for Birch & Banyan which includes the sale of alcoholic beverages.

It was stated that this is for beer sales during the bike race by Raised Grain, the official sponsor. Motion (Meyers/Ludtke) to approve a special event for Birch & Banyan which includes the sale of alcoholic beverages as requested. Carried (7-0).

6. Consideration of a motion to approve a special event for Eagle Park Brewing for the sale of alcoholic beverages.

It was stated that sales will take place during the bike race in the parking lot behind Designer Consigner. It was stated that the property owner has approved the use. It was stated that the Legion will be open the day of the bike race but only serving indoors. Trustee Anson stated concerns that the bike race event was brought to Hartland to support local businesses, there are

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now two vendors that will serve alcoholic beverages which takes away from local businesses. He stated that bringing in breweries was not brought up initially and Trustee Wallschlager agreed that Eagle Park Brewing being brought to the event to sell should have been part of the initial request. Motion (Conner/Meyers) to approve a special event for Eagle Park Brewing for the sale of alcoholic beverages. Carried (7-0).

Items referred from the Park & Recreation Board meeting

7. Discussion and consideration of installation of QR Codes in Nixon Park.

Utility Operations Supervisor Felkner and Alex Lemke presented this request stating that the request received from Rotary is to place four four-inch square plaques containing QR codes in Nixon Park which would advertise local events and businesses. It as stated that they want to do a trial run with a 50% down payment and that there would be a hosting fee of \$80 a month. Trustees Ludtke and Dorau expressed concerns as we have the Explore Hartland landing page in place which the water towers promote and want to avoid conflicting messages on various sites. Trustee Wallschlager stated she had similar concerns, asking who makes the decision which businesses will be advertised and if they will only be Hartland businesses. It was stated that only Hartland businesses could be allowed if desired.

It was stated that Rotary would be providing the \$1,000 down payment to get the project moving forward. There was discussion that perhaps Rotary members should have a conversation with BID related to better usage of the Explore Hartland site as well as Village staff related to updates to the Village website. Motion (Ludtke/Dorau) to postpone item for two months pending Rotary having discussions with BID related to the Explore Hartland landing page and in conjunction with updates to the Village website with Village Staff. Carried (7-0).

8. Discussion and consideration of installation of boat launch signage at Centennial and Nixon Parks.

Rec Director Yogerst and Jim Muenzenberger stated that three boat launch signs were proposed and recommended for approval by the Park & Recreation Board. Jim Muenzenberger stated that the signage was to point to the easiest places to get in and out and meant to provide a convenience to users. It was stated that no changes to the landscaping are proposed. Utility Operations Supervisor Felkner stated that the signs would be mounted outside of the wetland area. Several Trustees expressed concerns about placing signs along the river. It was suggested that the Village attempt to keep an eye on how many people are using the river and possibly consider next year. No action taken.

9. Discussion and consideration of installation of an ice rink in Nixon Park.

Rec Director Yogerst and Park Board Chair Hallquist stated that a portable ice rink is proposed for Nixon Park. A quote of \$5,170 was received which includes a liner which will be used for one year. It was proposed that the liner be replaced annually. It was stated that three levels of sponsorship would be available which would be acknowledged with banners. Trustee Wallschlager asked who would be responsible for maintenance of the ice rink. Utility Operations Supervisor Felkner stated that the ice rink maintenance would be a minimal cost.

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Staff would have to add the water to the liner and utilize a shaver that comes with the rink to take off the high spots. He stated that it may create some overtime for snow removal on weekends. It was stated that a snowblower could be used as the walls will only be 18 inches high. It was requested that the Village pay for the ice rink upfront while the Rec Director solicits donations from sponsors. It was stated that the intent is that the rink would be for family recreational use. It was stated that the warming shed is to be reconstructed and lights will be up. It was stated that it is being considered whether the bathrooms can be heated. It was discussed that rubber mats could be placed for skaters to walk on in and out of the bathrooms.

Trustee Dorau asked whether the Village's insurance would cover this activity. Interim Administrator Bailey stated that he would verify with the agent that this would fall under the Village's recreational immunity. Trustee Conner stated that he is an advocate for the ice rink, however, is opposed to the pole remaining in the center as he feels it is a liability. Staff will investigate whether the pole is removable. It was suggested that signage be posted that the ice rink is "skate at your own risk".

Motion (Ludtke/Conner) to approve installation with quotes provided. Carried (7-0).

10. Discussion and consideration of adoption of a Food Truck Policy.

Rec Director Yogerst and Park Board Chair Hallquist stated that the revised policy was included in the packet. It was stated that the truck and caterer terminology was removed and vendor was inserted. It was proposed that a fee of \$75 be changed for anyone or any business that was based outside of Hartland. Motion (Ludtke/Dorau) to approve the "Outside Food Vendor Policy" with the additional that a business that pays property tax or has a lease in the Village will not be charged the fee. Carried (7-0).

11. Discussion and consideration of request to waive fees for Lake Country Players.

Rec Director Yogerst and Park Board Chair Hallquist that Lake Country Players will be renting the Fine Arts Center for upcoming performances but had not rented the facility for practices. It was stated that the Park Board recommended a fee of \$100 per week for practices rather than the \$84 per day fee. It was stated that tickets will be sold prior to the performances and that the rental of the Fine Arts Center includes the use of the bleachers. It was stated that the group is looking to use the facility for practices from 9 am to 5 pm daily but would be made aware that other rentals or concerts have priority.

President Pfannerstill stated that the Village had not given other organizations reductions in fees. Trustee Ludtke stated that she cannot support the reduction as other groups would request reductions as well and Trustee Anson agreed. He also stated that the group should be careful how many tickets they sell as there are not that many seats on the bleachers and recommended roping off a reserved section beyond the bleachers for their performances. Motion (Pfannerstill/Ludtke) that Lake Country Players be charged the standard usage fees at resident rates for practice weeks. Carried (7-0).

Other Items for Consideration

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12. Motion (Meyers/Anson) to approve Contractor's Application for Payment No. 1 in the amount of \$31,690 to Thunder Road for the 2021 Crack Sealing Program as recommended by staff. Carried (7-0).
13. Motion (Conner/Wallschlager) to approve Contractor's Application for Payment No. 1 in the amount of \$328,785.07 to Wolf Paving Co., Inc. for the 2021 Paving Program as recommended by staff. Carried (7-0).
14. Consideration of a motion to declare the end of the State of Emergency regarding COVID-19 in the Village of Hartland.

Motion (Meyers/Dorau) to declare the end of the State of Emergency regarding COVID-19 and to continue the non-exclusive parking for curbside pickup.

Val Wisniewski, 501 Renson Road, stated that she believed the curbside parking issue should be separate action on a future agenda as it was not listed for consideration on this agenda. President Pfannerstill stated that the board would hold the parking piece until the next agenda.

Motion (Meyers/Ludtke) to end the State of Emergency regarding COVID-19 in the Village of Hartland. Carried (7-0).

Trustee Anson stated that the temporary curbside parking was not intended to be exclusive to the business they are in front of but rather for all business in the BID district. Trustee Meyers stated that the temporary parking was a local decision made to support the State of Emergency. Trustee Dorau asked that the temporary curbside parking item be placed on the next agenda for consideration.

15. Motion (Meyers/Wallschlager) to appoint Ryan Bailey as Interim Administrator. Carried (7-0).
16. 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 Meyers requested that a fountain for the Nixon Park pond be considered rather than repairing the "bubbler". Utility Operations Supervisor Felkner stated that the current fountain is in for repairs and that staff is looking at a bigger fountain with lights which will be considered during the budget process.

Trustee Ludtke reminded residents of the Village's logo contest which is ending June 15.

President Pfannerstill stated that the St. Charles groundbreaking was held and that it is anticipated that the "envelope" will be up by September or October.

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17. 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, to consider salary amount or stipend to Interim Administrator and to reconvene into open session pursuant to §19.85(2) for the purpose of considering any action as may be necessary and appropriate (ROLL CALL VOTE).

Motion (Conner/Wallschlager) 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, to consider salary amount or stipend to Interim Administrator. Roll call vote: all ayes. Recessed to closed session at 8:43 p.m.

Reconvened in open session at 9:15 p.m. Motion (Conner/Ludtke) to give Interim Administrator Bailey a \$1,368.96 bi-weekly stipend. Carried (7-0).

18. Adjournment.

Motion (Dorau/Anson) to adjourn at 9:18 p.m.

Respectfully submitted,

Darlene Igl  
Village Clerk

TO: Village President & Board of Trustees

FROM: Ryan Bailey, Interim Village Administrator

DATE: June 23, 2021

RE: Voucher List

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Attached is the voucher list for the June 28, 2021 Village Board meeting.

June 28, 2021 Checks: \$ 276,058.13

Total amount to be approved: \$ 276,058.13

## VILLAGE OF HARTLAND VOUCHER LIST - June 28, 2021

Account Descr	Search Name	Comments	Amount
<b>EXPENSE Descr</b>			
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	SECOND QUARTER BILL	\$13,899.00
G 101-21530 INSURANCE DEDUCTIONS PAYABLE	DELTA DENTAL PLAN OF WISCONSIN	VISION INSURANCE	\$266.92
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	HPPA MEMBERS	\$439.00
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	WARRANT	\$996.00
G 403-31890 PARADISE TRAILS CONDO	RUEKERT & MIELKE	PARADISE TRAILS REVIEW & ADMIN	\$1,477.05
G 403-31891 HARTLAND EAST APARTMENTS LCL	RUEKERT & MIELKE	LCL CATALYST MULTI	\$441.40
G 403-31862 GLEN AT OVERLOOK TRAILS	RUEKERT & MIELKE	OVERLOOK CONSTRUCTION REVIEW	\$1,977.75
G 403-31753 ST CHARLES EXPANSION	RUEKERT & MIELKE	ST CHARLES EROSION	\$2,125.05
G 403-31840 HOMESTEAD	VON BRIESEN & ROPER	MAY SERVICES	\$1,640.00
<b>EXPENSE Descr</b>			
<b>EXPENSE Descr AMBULANCE</b>			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN CYLINDERS	\$439.43
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	REGULATOR AND GASKETS	\$82.77
E 101-52300-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	REPAIR 4388	\$1,641.27
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	COLLAR, GLOVES, DEFTB & ELECTRODES	\$460.54
E 101-52300-360 VEHICLE MAINT/EXPENSE	JEFFERSON FIRE & SAFETY INC	LIFE LINE AMBER LED	\$18.05
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	AMBO JUN-JUL	\$78.58
<b>EXPENSE Descr AMBULANCE</b>			
<b>EXPENSE Descr CRACK SEALING/PATCHING/POTHOLE</b>			
E 401-70235-285 CONSTRUCTION COSTS	RUEKERT & MIELKE	CRACK SEALING	\$3,430.80
<b>EXPENSE Descr CRACK SEALING/PATCHING/POTHOLE</b>			
<b>EXPENSE Descr DEBT SERVICE</b>			
E 301-58000-305 EXPENSES-OTHER	EHLERS & ASSOCIATES	CONTINUING DISCLOSURE FEE	\$3,300.00
<b>EXPENSE Descr DEBT SERVICE</b>			
<b>EXPENSE Descr E CAPITOL (NORTH TO MAPLE)</b>			
E 401-70555-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	PAVING PROGRAM	\$6,794.29
<b>EXPENSE Descr E CAPITOL (NORTH TO MAPLE)</b>			
<b>EXPENSE Descr E INDUSTRIAL (S IND TO CTTNWD)</b>			
E 401-70545-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	PAVING PROGRAM	\$6,794.30
<b>EXPENSE Descr E INDUSTRIAL (S IND TO CTTNWD)</b>			
<b>EXPENSE Descr ECONOMIC DEVELOPMENT</b>			
E 804-56700-719 EVENTS	AVALON GRAPHICS LLC	BANNER FOR BIKE RACE	\$450.00
E 804-56700-719 EVENTS	AVALON GRAPHICS LLC	BANNER FOR PARADE	\$400.00
E 804-56700-719 EVENTS	MIDWEST CYCLING SERIES, LLC	BIKE RACE FEES	\$5,400.00

Account Descr	Search Name	Comments	Amount
E 804-56700-744 OFFICE SUPPLIES	MILLER, ELISE	REIMBURSE FOR OFFICE SUPPLIES	\$34.45
E 804-56700-715 STREETSCAPE PROGRAM	PATIO PETALS	CORNER PLANTERS FOR SUMMER	\$340.00
E 804-56700-718 DISTRICT ADV & MARKET POSITION	VILLAGE GRAPHICS	EVENT CARDS	\$130.00
E 804-56700-719 EVENTS	VILLAGE GRAPHICS	MARCH MADNESS TOKENS	\$75.80
E 804-56700-719 EVENTS	VILLAGE GRAPHICS	BARK RIVER BASH	\$69.50
EXPENSE Descr ECONOMIC DEVELOPMENT			\$6,899.75
EXPENSE Descr ELECTIONS			
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY TREASURER	ELECTION BILLING	\$118.21
EXPENSE Descr ELECTIONS			\$118.21
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FSA DEBIT FEE	\$94.25
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	BI-WEEKLY IT SERVICES	\$270.80
EXPENSE Descr FINANCIAL ADMINISTRATION			\$365.05
EXPENSE Descr FIRE PROTECTION			
E 101-52200-220 UTILITY SERVICES	AT&T MOBILITY	FIRE WIRELESS	\$143.96
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	SPRINKLER, STAIN & BRUSHES	\$87.92
E 101-52200-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	REPAIR 4388	\$1,641.28
E 101-52200-220 UTILITY SERVICES	TIME WARNER CABLE (3)	FIRE PHONES	\$134.98
E 101-52200-220 UTILITY SERVICES	U.S. CELLULAR	FIRE JUN-JUL	\$78.58
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	SURVIVE ALIVE/GAS	\$9.57
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	ELECTRIC/GAS	\$818.30
E 101-52200-220 UTILITY SERVICES	WE ENERGIES	SURVIVE ALIVE/ELECTRIC	\$106.28
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	RECORD CHECKS FOR BARTENDERS, REC DEPT, FIRE D	\$455.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	XEROX CORPORATION	PRINTS	\$39.97
EXPENSE Descr FIRE PROTECTION			\$3,515.84
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	BELLS FOR FRONT COUNTER	\$8.52
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	BI-WEEKLY IT SERVICES	\$240.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	TIM RHODE	CELL PHONE PER CONTRACT	\$100.00
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	MAY SERVICES-MUNICIPAL COURT	\$3,635.00
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	MAY SERVICES	\$9,522.88
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	MAY SERVICES-CIRCUIT COURT	\$299.40
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	REC DEPT & BARTENDER/SOLICITOR RECORD CHECKS	\$28.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	RECORD CHECKS FOR BARTENDERS, REC DEPT, FIRE D	\$42.00
EXPENSE Descr GENERAL ADMINISTRATION			\$13,875.80
EXPENSE Descr INDUSTRIAL/PROGRESS BIO-STORM			
E 401-74105-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	BIORETENTION REVIEW AND ADMIN FEES	\$469.00
EXPENSE Descr INDUSTRIAL/PROGRESS BIO-STORM			\$469.00

Account Descr	Search Name	Comments	Amount
EXPENSE Descr INSPECTION			
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	PERMITS	\$45,547.30
EXPENSE Descr INSPECTION			\$45,547.30
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-360 VEHICLE MAINT/EXPENSE	10-33 VEHICLE SERVICES	SQUAD #1	\$700.45
E 101-52100-360 VEHICLE MAINT/EXPENSE	10-33 VEHICLE SERVICES	SQUAD #1	\$269.01
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ADVANTAGE POLICE SUPPLY	BODY ARMOR	\$1,055.83
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	EXTENSION CORD	\$14.35
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	UNIFORM SHIRTS	\$189.84
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	OIL CHANGE SQUAD 1	\$45.75
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	M.A.T.C.	PURSUIT DRIVING UPDATE	\$43.30
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	MISC OFFICE SUPPLIES PD	\$301.60
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	BI-WEEKLY IT SERVICES	\$360.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	FITNESS TEST	\$61.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	HOLSTER	\$140.99
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	DUTY BELT, HANDCUFFS & MISC EQUIPMENT FOR NEW	\$531.82
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	VERIZON WIRELESS	DPW PHONES AND PD MODEMS	\$266.42
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER	INMATE BILLING	\$65.24
EXPENSE Descr LAW ENFORCEMENT			\$4,045.60
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	1 BOOK	\$50.00
E 101-55110-310 BOOKS & MATERIALS	BLACKSTONE AUDIO INC	2 BOOKS	\$97.99
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	4 BOOKS	\$123.78
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	4 BOOKS	\$118.04
E 101-55110-255 BLDGS/GROUNDS	HOME DEPOT	SCREWS AND SPRING LINKS	\$34.56
E 101-55110-325 PERIODICALS	OCOMOWOC ENTERPRISE	LIBRARY SUBSCRIPTION	\$78.00
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	1 BOOK	\$30.00
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	1 BOOK	\$30.00
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	1 BOOK	\$23.25
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	BOOKS AND CD'S	\$22.50
E 101-55110-310 BOOKS & MATERIALS	PENGUIN RANDOM HOUSE LLC	BOOKS AND CD'S	\$26.25
E 101-55110-255 BLDGS/GROUNDS	PROBARK	WOOD CHIPS	\$93.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	MARCH INVOICE	\$73.17
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	PERIODIC PAYMENT	\$73.17
E 101-55110-345 STAFF EDUCATION/TRAINING	WAUKESHA CTY TREASURER (515)	BRIDGES CONTINUING ED	\$80.00
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	LIBRARY ELECTRIC	\$2,137.72
EXPENSE Descr LIBRARY			\$3,091.43
EXPENSE Descr MISC STORM SEWER REPAIR			
E 401-74010-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	STORM WATER	\$643.50

Account Descr	Search Name	Comments	Amount
EXPENSE Descr MISC STORM SEWER REPAIR			\$643.50
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	MATS	\$167.60
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	LADDER, MOP & BUCKET	\$138.51
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	NIPPLE & BALL VALVE	\$17.84
E 101-51600-255 BLDGS/GROUNDS	PATIO PETALS	SUMMER PLANTERS VILLAGE HALL	\$50.00
E 101-51600-220 UTILITY SERVICES	WE ENERGIES	GAS	\$106.60
E 101-51600-220 UTILITY SERVICES	WE ENERGIES	MAY-JUN ELECTRIC	\$1,451.15
EXPENSE Descr MUNICIPAL BUILDING			\$1,931.70
EXPENSE Descr NIXON DREDGING & RESTORATION			
E 401-74035-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	NIXON POND ADMIN	\$744.30
E 401-74035-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	SMALL DAM PERMITTING	\$442.00
EXPENSE Descr NIXON DREDGING & RESTORATION			\$1,186.30
EXPENSE Descr NORTH AVE (CAPITOL TO 16)			
E 401-70550-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	PAVING PROGRAM	\$6,794.30
EXPENSE Descr NORTH AVE (CAPITOL TO 16)			\$6,794.30
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	NIPPLE & BALL VALVE	\$17.84
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	PAINT & BRUSH SET	\$17.96
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	LADDER, MOP & BUCKET	\$138.51
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	CCS PEWAUKEE	MEADOWS	\$141.38
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	GERBER LEISURE PRODUCTS	PLAYGROUND INSPECTIONS	\$500.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	GERBER LEISURE PRODUCTS	PLAYGROUND INSPECTIONS	\$3,290.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	ROOF APRON	\$66.22
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	ALUM DRIP EDGE	\$41.16
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	INSIGHT FS	ROUNDUP, CHALK & FERTILIZER	\$290.35
E 101-55200-370 ATHLETIC FACILITY MAINTENANCE	INSIGHT FS	ROUNDUP, CHALK & FERTILIZER	\$290.34
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	INTERSTATE BATTERIES	CORE	\$53.95
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NIXON	\$71.11
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	HARTBROOK	\$28.15
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	BARK RIVER	\$157.84
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NIXON	\$33.55
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	PENBROOK	\$23.64
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	PENBROOK	\$16.25
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	CENTENNIAL	\$170.20
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	HARTBROOK	\$16.80
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NIXON	\$19.35
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	NIXON	\$54.67
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	FAC	\$147.98

Account Descr	Search Name	Comments	Amount
EXPENSE Descr PARKS			\$5,587.25
EXPENSE Descr PUBLIC WORKS			
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	REFRIGERANT & SEALER	\$79.95
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	THREADED RODS & OTHER HARDWARE	\$82.12
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	LED LIGHTS AND WIRE	\$132.13
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	HOOD LATCH & CONVERTER	\$135.96
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	OIL FILTER	\$7.22
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	BATTERY	\$269.99
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	OIL FILTERS	\$109.02
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER HARTLAND	OIL	\$37.71
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	FUEL	\$329.71
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	FUEL	\$1,569.69
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	FUEL	\$394.81
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	LAUNDRY SERVICES	\$126.20
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	LAUNDRY SERVICES	\$99.20
E 101-53000-360 VEHICLE MAINT/EXPENSE	MACQUEEN EQUIPMENT GROUP	CUTAIN, WHEELS & FITTINGS	\$1,294.72
E 101-53000-410 STREETS GEN MAINT	OKAUCHEE REDI-MIX INC	LAWN ST DRIVE & CHURCH ST SIDEWALK	\$692.50
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	BI-WEEKLY IT SERVICES	\$300.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	ZION CHURCH	\$1,342.50
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	INDUSTRIAL DRIVE STORAGE CONSULT	\$179.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	BIKE RACE, PASER, CIP & 630 E INDUSTRIAL	\$3,059.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	TRUCK COUNTRY OF WISCONSIN	PLOW TRUCK DIFF	\$1,912.04
E 101-53000-220 UTILITY SERVICES	U.S. CELLULAR	DPW JUN-JUL	\$123.47
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	VERIZON WIRELESS	DPW PHONES AND PD MODEMS	\$72.02
E 101-53000-225 STREET LIGHTING	WE ENERGIES	APR-MAY ST. LIGHTING	\$7,990.54
E 101-53000-225 STREET LIGHTING	WE ENERGIES	CLOCK	\$18.42
E 101-53000-225 STREET LIGHTING	WE ENERGIES	CAMPUS	\$393.25
E 101-53000-225 STREET LIGHTING	WE ENERGIES	BRISTLECONE PINES ST. LIGHTING	\$375.41
E 101-53000-225 STREET LIGHTING	WE ENERGIES	FWW ST. LIGHTS	\$414.06
E 101-53000-225 STREET LIGHTING	WE ENERGIES	ST LIGHTING	\$51.53
E 101-53000-220 UTILITY SERVICES	WE ENERGIES	ELECTRIC	\$424.90
E 101-53000-220 UTILITY SERVICES	WE ENERGIES	GAS	\$66.57
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	RECORD CHECKS FOR BARTENDERS, REC DEPT, FIRE D	\$56.00
EXPENSE Descr PUBLIC WORKS			\$22,139.64
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HOOPER HANDS BASKETBALL AC	INCREDIBLE ATHLETES	\$1,248.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY MARTIAL ARTS	FAMILY TAEKWONDO	\$100.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NAGAWAUKEE YACHT CLUB	2 OPTI SAILING CLASSES	\$960.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	U.S. CELLULAR	REC JUN-JUL	\$33.67
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	VILLAGE OF SUSSEX	PAINTING CLASSES AND HENNA CLASS	\$127.00

Account Descr	Search Name	Comments	Amount
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WT DEPT OF JUSTICE	REC DEPT & BARTENDER/SOLICITOR RECORD CHECKS	\$7.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WT DEPT OF JUSTICE (CHKS)	RECORD CHECKS FOR BARTENDERS, REC DEPT, FIRE D	\$14.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$2,489.67
EXPENSE Descr S INDUSTRIAL (E IND-CARDINAL			
E 401-70015-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	PAVING PROGRAM	\$6,794.30
EXPENSE Descr S INDUSTRIAL (E IND-CARDINAL			\$6,794.30
EXPENSE Descr SEWER SERVICE			
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	SECOND QUARTER BILL	\$77,451.01
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FSA DEBIT FEE	\$14.50
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	NEENAH FOUNDRY CO	MANHOLE FRAMES & LIDS	\$1,998.00
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	GIS	\$509.37
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	U.S. CELLULAR	SEWER JUN-JUL	\$123.47
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	ARLENE	\$213.58
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	BRADFORD	\$36.65
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	SHADOW RIDGE	\$55.57
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	WOODLANDS	\$34.62
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	CRYSTAL	\$95.43
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	RUSTIC	\$30.71
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	HWY 83	\$18.82
EXPENSE Descr SEWER SERVICE			\$80,581.73
EXPENSE Descr TENNY (WOODLANDS TO HIGHLAND)			
E 401-70565-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	SLURRY SEALING	\$529.83
EXPENSE Descr TENNY (WOODLANDS TO HIGHLAND)			\$529.83
EXPENSE Descr TERRACE LANE			
E 401-70570-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	SLURRY SEALING	\$529.83
EXPENSE Descr TERRACE LANE			\$529.83
EXPENSE Descr UNBUDGETED			
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	LAWN STREET PATH	\$1,206.00
EXPENSE Descr UNBUDGETED			\$1,206.00
EXPENSE Descr WATER UTILITY			
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	BATTERY PRODUCTS INC	BATTERIES	\$16.80
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	CTW CORPORATION	WELL #2 MAINTENANCE	\$3,000.00
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	FSA DEBIT FEE	\$36.25
E 620-53700-923 OUTSIDE SERVICES	DIXON ENGINEERING INC	ANTENNA INSPECTION #2	\$1,150.00
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	CORROSION CONTROL	\$201.00
E 620-53700-678 HYDRANTS	RUEKERT & MIELKE	UTILITIES - HYDRANTS	\$799.50
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	GIS	\$509.38

Account Descr	Search Name	Comments	Amount
E 620-53700-673 TRANS&DIST MAINS	RUEKERT & MIELKE	UTILITIES PROGRAM-VALVE PROGRAM	\$4,155.00
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	SANDHILL REVIEW	\$3,413.00
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	U.S. CELLULAR	WATER JUN-JUL	\$123.47
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	DPW ELECTRIC	\$951.42
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	SUNSHINE	\$3,065.83
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	MANCHESTER	\$2,323.23
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	#3 PUMPHOUSE	\$12.51
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	HILL ST	\$20.03
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	SUNNYSLOPE	\$690.85
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	PENBROOK	\$351.50
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	SUNSHINE	\$31.14
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	PENBROOK	\$11.22
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	COVENTRY	\$21.93
EXPENSE Descr WATER UTILITY			\$20,884.06
EXPENSE Descr WOODLANDS CT			
E 401-70560-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	SLURRY SEALING	\$529.84
EXPENSE Descr WOODLANDS CT			\$529.84
			\$276,058.13

VILLAGE OF HARTLAND  
LICENSES AND PERMITS  
JUNE 28, 2021

**Bartender (Operator's) Licenses**

The applicants have successfully completed the Responsible Beverage Servers Course. The Chief of Police has reviewed the applications and approves them after deeming the requests to be in compliance with Wis. Stats. § 125.04(5).

Joshua Brian Ricker  
Sonya Skye Kummer

**Weights and Measures**

Sendik's Food Market, 600 Hartbrook Drive

**Temporary Operator License for Party in the Park Chamber Event**

Donna Dorau  
Donald Minturn, Jr.

**Temporary Class B Beer/Wine License and Street Use Permit**

Applicant: Donate Life of WI  
Location: 122 E. Capitol Drive  
Event: Palmer's Steakhouse Tent Event  
Date: Sunday, August 29, 2021



Date: \_\_\_\_\_  
 Rec #: \_\_\_\_\_

**STREET USE PERMIT  
 APPLICATION  
 FOR LARGE SCALE EVENTS**

(Three (3) or more City Blocks, or More than 1,200 Feet)

**APPLICATION MUST BE RECEIVED AT THE ADMINISTRATIVE OFFICES AT LEAST 30 DAYS IN  
 ADVANCE OF THE DATE OF THE EVENT**

**\$75.00 FEE**

Nonrefundable application fee is required at time of filing

Sponsoring Agency (if applicable) Donate Life of WI  
 Street Address 600 Highland Ave, Madison WI  
 Web Page and/or e-mail address UW Health.org / give hope  
 Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Contact Person Jerome and Marie Arenas  
 Street Address (if different than above) 122 E. Capitol Dr.  
 E-mail Address Serryarenas@gmail.com  
 Phone No. 262-369-3939 Fax No. \_\_\_\_\_

Street name and block numbers (attach map and diagram)  
Capitol Dr.

Date(s) of Closure/Use August 29, 2021 Rain Date? NONE  
 Hours of Closure/Use 6:00am - 10:00pm Estimated Attendance 500

**Describe Event** (include time table indicating hours of set up and tear down if applicable)  
"TENT EVENT" To benefit Palmers charities  
Set-up begins @ 6:00 am - tear down 10:00pm  
Tables, chairs, Tent, bathroom, beer wagon, Soda Wagon.  
The event will begin at 1:00pm - END at 7:00pm

Additional permits are required for the following activities – applications available at the Village Administrative office:

Sale of beer and/or wine – Class "B" Picnic Beer/Wine License \$10

Signature of Applicant [Signature] Date 6-17-2021  
 (Falsification of information will result in denial of permit)

**IMPORTANT! – PLEASE ATTACH CERTIFICATE OF INSURANCE  
 WITH VILLAGE OF HARTLAND LISTED AS AN ADDITIONAL INSURED**

Return completed application and \$75 application fee to:  
 Village of Hartland, 210 Cottonwood Avenue, Hartland, WI 53029  
 (Phone 262-367-2714)

OVER →





## Additional Information

**May be Granted and Issued only to** (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

### Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

#### Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

#### "Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

**Fee:** Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

**Duration:** The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

### Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)

## Darlene Igl

---

**From:** Dave Felkner  
**Sent:** Thursday, June 17, 2021 12:39 PM  
**To:** Darlene Igl; Torin J. Misko; Rosario Collura; Dave Jambretz  
**Cc:** Ryan Bailey  
**Subject:** RE: Scanned image from Village of Hartland - 38573

-He cannot use stakes that are pounded into the street to secure his tent.  
-If he is closing the road we need to come up with a barricade plan for this.  
-He needs to pick up all debris after his function.

Dave Felkner  
Village of Hartland Utilities  
210 Cottonwood Ave.  
Hartland, WI 53029  
414-630-8168  
davef@villageofhartland.com

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

From: Darlene Igl <darlenei@villageofhartland.com>  
Sent: Thursday, June 17, 2021 12:27 PM  
To: Torin J. Misko <tmisko@villageofhartland.com>; Rosario Collura <rosarioc@villageofhartland.com>; Dave Felkner <dfelkner@villageofhartland.com>; Dave Jambretz <davej@villageofhartland.com>  
Cc: Ryan Bailey <ryanb@villageofhartland.com>  
Subject: FW: Scanned image from Village of Hartland - 38573

Attached is a Street Use Permit for the Palmer's Tent Event. Please provide any comments you may have. Tentatively this item will be placed on the June 28 Village Board agenda.

Darlene Igl  
Village Clerk  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53029  
Phone: (262) 367-2714  
Email: darlenei@villageofhartland.com

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

From: vohscans@villageofhartland.com <vohscans@villageofhartland.com>  
Sent: Thursday, June 17, 2021 12:19 PM  
To: Darlene Igl <darlenei@villageofhartland.com>  
Subject: Scanned image from Village of Hartland - 38573

Reply to: VOH Scans <vohscans@villageofhartland.com> Device Name: Village of Hartland - 38573 Device Model: MX-6071  
Location: Village of Hartland - 38573

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

Attached file is scanned image in PDF format.

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

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

Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or trademarks of Adobe Systems Incorporated in the United States and other countries.

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



**Village of Hartland  
Administration**

210 Cottonwood Ave, Hartland, WI 53029  
[www.villageofhartland.com](http://www.villageofhartland.com)

<b>Committee:</b> Village Board	<b>Memo Date:</b> June 22, 2021
<b>Village Board Item Number:</b> 6	<b>Meeting Date:</b> June 28, 2021
<b>Submitted By:</b> Ryan Bailey	
<b>Subject:</b> Audit Contract Discussion	

**Details:** Our audit contract is at the end and due for renewal. As I've taken over Interim Administrator duties, I was going through our contracts to see which Professional Services are due to expire to bring to the Village Board. We currently use Baker Tilly as our audit firm and have for many years. They are one of the top accounting firms in the nation and they have groups that specialize in each type of audit so we currently have a team that is made up of governmental accounting professionals that understand our industry. The Village has a great relationship with this audit firm and we feel they provide a great professional service to the Village of Hartland. They constantly provide any updates to the audit environment or accounting world as items change.

**Financial Remarks:** There is an increase in our overall audit services of \$1,275 per year. Baker Tilly has not had a rate increase for us since 2015.

**Options & Alternatives:** The only alternative we could do is to take this professional service out to bid. Generally, professional services are taken out to bid when the municipality isn't happy with the current professional service firm or if they aren't happy with the contract amount. Again, staff enjoys the relationship with Baker Tilly and the services they provide as a professional services contractor.

**Executive Recommendation:** Staff recommends approval of the 3 year contract provided by Baker Tilly as staff values this relationship.



Baker Tilly US, LLP  
777 E Wisconsin Ave, 32nd Fl  
Milwaukee, WI 53202-5313

T: +1 (414) 777 5500  
F: +1 (414) 777 5555

[bakertilly.com](http://bakertilly.com)

June 21, 2021

Mr. Ryan Bailey  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, Wisconsin 53029

Dear Mr. Bailey:

Thank you for using Baker Tilly US, LLP (Baker Tilly, we, our) as your auditors.

The purpose of this letter (the Engagement Letter) is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of the Village of Hartland (Client, you, your).

### **Service and Related Report**

We will audit the basic financial statements of the Village of Hartland as of and for the year ended December 31, 2021, 2022 and 2023, and the related notes to the financial statements. Upon completion of our audit, we will provide the Village of Hartland with our audit report on the financial statements and supplemental information referred to below. If, for any reasons caused by or relating to the affairs or management of the Village of Hartland, we are unable to complete the audit or are unable to or have not formed an opinion, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The following supplementary information accompanying the financial statements will also be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

- > Combining and Individual Fund Financial Statements
- > Statement of Cash Flow - Component Unit
- > Summary of Long-Term Debt
- > Comparative Schedule of Taxes and Valuation Data

Mr. Ryan Bailey  
Village of Hartland

June 21, 2021  
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Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the Village of Hartland's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the Village of Hartland's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- > Management's Discussion and Analysis
- > Budget Comparison Schedules
- > OPEB - related schedules
- > Pension - related schedules

### **Our Responsibilities and Limitations**

The objective of a financial statement audit is the expression of an opinion on the financial statements. We will be responsible for performing that audit in accordance with auditing standards generally accepted in the United States of America (GAAS). These standards require that we plan and perform our audit to obtain reasonable, rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. The audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management and the audit committee or equivalent group charged with governance of their responsibilities. Our audit is limited to the period covered by our audit and does not extend to any later periods during which we are not engaged as auditor.

The audit will include obtaining an understanding of the Village of Hartland and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to determine the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal controls or to identify deficiencies in internal control. However, during the audit, we will communicate to management and the audit committee or equivalent group charged with governance internal control matters that are required to be communicated under professional standards.

Mr. Ryan Bailey  
Village of Hartland

June 21, 2021  
Page 3

We will design our audit to obtain reasonable, but not absolute, assurance of detecting misstatements due to errors or fraud that would have a material effect on the financial statements as well as other illegal acts having a direct and material effect on financial statement amounts. An audit is not designed to detect error or fraud that is immaterial to the financial statements. Our audit will not include a detailed audit of transactions, such as would be necessary to disclose errors or fraud that did not cause a material misstatement of the financial statements. It is important to recognize that there are inherent limitations in the auditing process. Audits are based on the concept of selective testing of the data underlying the financial statements, which involves judgment regarding the areas to be tested and the nature, timing, extent and results of the tests to be performed. Our audit is not a guarantee of the accuracy of the financial statements and, therefore, is subject to the limitation that material errors or fraud or other illegal acts having a direct and material financial statement impact, if they exist, may not be detected. Because of the characteristics of fraud, particularly those involving concealment through collusion, falsified documentation and management's ability to override controls, an audit designed and executed in accordance with GAAS may not detect a material fraud. Further, while effective internal control reduces the likelihood that errors, fraud or other illegal acts will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot ensure that errors, fraud or other illegal acts, if present, will be detected. However, we will communicate to you, as appropriate, any such matters that we identify during our audit.

We are also responsible for determining that the audit committee or equivalent group charged with governance is informed about certain other matters related to the conduct of the audit, including (i) our responsibility under GAAS, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of your significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to your financial statements or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that the audit committee or equivalent group charged with governance receives copies of certain written communications between us and management including written communications on accounting, auditing, internal controls or operational matters and representations that we are requesting from management.

The audit will not be planned or conducted in contemplation of reliance of any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be addressed differently by a third party, possibly in connection with a specific transaction.

### **Management's Responsibilities**

The Village of Hartland's management is responsible for the financial statements referred to above. Although we may advise you about appropriate accounting principles and their application, the responsibility for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework remains with management. In this regard, management is responsible for establishing policies and procedures that pertain to the maintenance of adequate accounting records and effective internal controls over financial reporting, the selection and application of accounting principles, the authorization of receipts and disbursements, the safeguarding of assets, the proper recording of transactions in the accounting records, and for reporting financial information in conformity with accounting principles generally accepted in the United States of America (GAAP).

Mr. Ryan Bailey  
Village of Hartland

June 21, 2021  
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Management is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us in the management representation letter (i) about all known or suspected fraud affecting the Village of Hartland involving: (a) management, (b) employees who have significant roles in internal control over financial reporting, and (c) others where the fraud or illegal acts could have a material effect on the financial statements; and (ii) of its knowledge of any allegations of fraud or suspected fraud affecting the Village of Hartland received in communications from employees, former employees, analysts, grantors, regulators or others.

Management is responsible for (i) adjusting the basic financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the basic financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with GAAP. Management is also responsible for identifying and ensuring that the Village of Hartland complies with the laws and regulations applicable to its activities.

As part of management's responsibility for the financial statements and the effectiveness of its system of internal control over financial reporting, management is responsible for making available to us, on a timely basis, all of your original accounting records and related information and for the completeness and accuracy of that information and your personnel to whom we may direct inquiries. As required by GAAS, we will make specific inquiries of management and others about the representations embodied in the financial statements and the effectiveness of internal control over financial reporting. GAAS also requires that we obtain written representations covering audited financial statements from certain members of management. The results of our audit tests, the responses to our inquiries, and the written representations, comprise the evidential matter we intend to rely upon in forming our opinion on the financial statements. If we do not receive complete and accurate information from the Village of Hartland or others, we may be prevented from performing our work and, among other issues, misstatements in your financial statements, whether due to error or fraud, may go undetected.

Baker Tilly is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act or under Section 15B of the Securities Exchange Act of 1934 (the Act). Baker Tilly is not recommending an action to the Village of Hartland; is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Act to you with respect to the information and material contained in the deliverables issued under this engagement. Any municipal advisory services would only be performed by Baker Tilly Municipal Advisors LLC (BTMA) pursuant to a separate engagement letter between you and BTMA. You should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that you deem appropriate before acting on this information or material.

### **Nonattest Services**

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services. For purposes of this letter, nonattest services include services that *Government Auditing Standards* refers to as nonaudit services.

Nonattest services that we will be providing are as follows:

- > Proposing general, adjusting or correcting audit entries

None of these nonattest services constitute an audit under generally accepted auditing standards including *Government Auditing Standards*.

Mr. Ryan Bailey  
Village of Hartland

June 21, 2021  
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We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.
- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

On a periodic basis, as needed, we will meet with you to discuss your accounting records and the management implications of your financial statements. We will notify you, in writing, of any matters that we believe you should be aware of and will meet with you upon request.

#### **Other Documents**

If you intend to reproduce or publish the financial statements in an annual report or other information (excluding official statements), and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution.

The Village of Hartland may wish to include our report on these financial statements in an official statement or some other securities offering. You agree that the aforementioned audit report or reference to Baker Tilly will not be included in such offering without our prior written permission or consent. Upon notification, auditing standards will require our involvement with the official statement, and any procedures related to this involvement will be a separate agreement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The documentation for this engagement, including the workpapers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. Baker Tilly does not retain any original client records; so we will return such records to you at the completion of the services rendered under this engagement. When such records are returned to you, it is the Village of Hartland's responsibility to retain and protect its accounting and other business records for future use, including potential review by any government or other regulatory agencies. By your signature below, you acknowledge and agree that, upon the expiration of the documentation retention period, Baker Tilly shall be free to destroy our workpapers related to this engagement. If we are required by law, regulation or professional standards to make certain documentation available to regulators, the Village of Hartland hereby authorizes us to do so.

Baker Tilly and the Village of Hartland acknowledge that, at the time of the execution of this Engagement Letter, federal, state and local governments, both domestic and foreign, have restricted travel and/or the movement of their citizens due to the ongoing and evolving situation around COVID-19. In addition, like many organizations and companies in the United States and around the globe, Baker Tilly has restricted its employees from travel and onsite work, whether at a client facility or Baker Tilly facility, to protect the health of both Baker Tilly and its clients' employees. Accordingly, to the extent that any of the services described in this Engagement Letter requires or relies on personnel to travel and/or perform work onsite, then Baker Tilly and the Village of Hartland acknowledge and agree that when the performance of such work depends on physical access to Client's facilities, then such work may be supplanted with alternative procedures, or may be delayed, significantly or indefinitely and/or suspended at Baker Tilly's discretion. Baker Tilly and the Village of Hartland agree to provide the other with prompt written notice in the event any of the onsite services described herein, such as inventory observations and other procedures, will need to be supplanted, rescheduled and/or suspended. Baker Tilly and the Village of Hartland also acknowledge and agree that any delays or workarounds due to the situation surrounding COVID-19 may increase the cost of the services described herein. Baker Tilly will obtain the Village of Hartland's prior written approval for any increase in the cost of Baker Tilly services that may result from the situation surrounding COVID-19.

### Timing and Fees

Completion of our work is subject to, among other things, (i) appropriate cooperation from Village of Hartland's personnel, including timely preparation of necessary schedules, (ii) timely responses to our inquiries, and (iii) timely communication of all significant accounting and financial reporting matters. When and if for any reason the Village of Hartland is unable to provide such schedules, information, and assistance, Baker Tilly and you may mutually revise the fee to reflect additional services, if any, required of us to complete the audit. Delays in the issuance of our audit report beyond the date that was originally contemplated may require us to perform additional auditing procedures which will likely result in additional fees.

Revisions to the scope of our work will be communicated to you and may be set forth in the form of an "Amendment to Existing Engagement Letter." In addition, if we discover compliance issues that require us to perform additional procedures and/or provide assistance with these matters, fees at our standard hourly rates apply.

	<u>2021</u>	<u>2022</u>	<u>2023</u>
Village	\$ 19,000	\$ 19,000	\$ 19,000
Water	6,410	6,410	6,410
Sewer	5,800	5,800	5,800
TIF	535	535	535
Business Improvement District	1,280	1,280	1,280

Invoices for these fees will be rendered each month as work progresses and are payable on presentation. A charge of 1.5 percent per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. In the event that collection procedures are required, the Village of Hartland agrees to be responsible for all expenses of collection including related attorneys' fees.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision and billing arrangements we use in connection with these professionals.

Mr. Ryan Bailey  
Village of Hartland

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Page 7

Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or audit an element of the financial statements) in serving your account. We may share confidential information about you with these service providers, but are committed to maintaining the confidentiality and security of your information.

To the extent the services require Baker Tilly receive personal data or personal information from Client, Baker Tilly may process any personal data or personal information, as those terms are defined in applicable privacy laws, in accordance with the requirements of the applicable privacy law relevant to the processing in providing services hereunder. Applicable privacy laws may include any local, state, federal or international laws, standards, guidelines, policies or regulations governing the collection, use, disclosure, sharing or other processing of personal data or personal information with which Baker Tilly or its Clients must comply. Such privacy laws may include (i) the EU General Data Protection Regulation 2016/679 (GDPR); (ii) the California Consumer Privacy Act of 2018 (CCPA); and/or (iii) other laws regulating marketing communications, requiring security breach notification, imposing minimum security requirements, requiring the secure disposal of records and other similar requirements applicable to the processing of personal data or personal information. Baker Tilly is acting as a Service Provider/Data Processor in relation to Client personal data and personal information, as those terms are defined respectively under the CCPA/GDPR. Client is responsible for notifying Baker Tilly of any data privacy laws the data provided to Baker Tilly is subject to and Client represents and warrants it has all necessary authority (including any legally required consent from data subjects) to transfer such information and authorize Baker Tilly to process such information in connection with the services described herein.

Baker Tilly has established information security related operational requirements that support the achievement of our information security commitments, relevant information security related laws and regulations, and other information security related system requirements. Such requirements are communicated in Baker Tilly's policies and procedures, system design documentation and contracts with customers. Information security policies have been implemented that define our approach to how systems and data are protected. Client is responsible for providing timely written notification to Baker Tilly of any additions, changes or removals of access for Client personnel to Baker Tilly provided systems or applications. If Client becomes aware of any known or suspected information security or privacy related incidents or breaches related to this agreement, Client should timely notify Baker Tilly via email at [dataprotectionofficer@bakertilly.com](mailto:dataprotectionofficer@bakertilly.com).

Baker Tilly does not treat de-identified data or aggregate consumer information as personal data or personal information, and we reserve the right to convert Client personal data or personal information into de-identified data or aggregate consumer information for our own purposes. As a benefit of benchmarking the Village of Hartland to others in your industry, you allow us to enter your confidential accounting and/or financial data into the third party benchmarking software that we utilize. By signing this Engagement Letter, you expressly authorize us to make such disclosure of your confidential accounting and/or financial data, as we may elect within our discretion, with the understanding that, in doing so, you will not be specifically identified.

Any additional services that may be requested, and we agree to provide, may be the subject of a separate engagement letter.

We may be required to disclose confidential information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify the Village of Hartland, unless otherwise prohibited. In the event we are requested by the Village of Hartland or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to the Village of Hartland, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

Mr. Ryan Bailey  
Village of Hartland

June 21, 2021  
Page 8

Our fees are based on known circumstances at the time of this Engagement Letter. Should circumstances change significantly during the course of this engagement, we will discuss with you the need for any revised audit fees. This can result from changes at the Village of Hartland, such as the turnover of key accounting staff, the addition of new funds or significant federal or state programs or changes that affect the amount of audit effort from external sources, such as new accounting and auditing standards that become effective that increase the scope of our audit procedures. This Engagement Letter currently includes all auditing and accounting standards and the current single audit guidance in effect as of the date of this letter, except for GASB 87.

We would expect to continue to perform our services under the arrangements discussed above from year to year, unless for some reason you or we find that some change is necessary. We will, of course, be happy to provide the Village of Hartland with any other services you may find necessary or desirable.

### **Resolution of Disagreements**

In the unlikely event that differences concerning services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation.

If mediation does not settle the dispute or claim, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the relevant services is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) and will proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the AAA, except that no pre hearing discovery shall be permitted unless specifically authorized by the arbitrator. The arbitrator will be selected from Judicate West, AAA, Judicial Arbitration & Mediation Services (JAMS), the Center for Public Resources or any other internationally or nationally recognized organization mutually agreed upon by the parties. Potential arbitrator names will be exchanged within fifteen (15) days of the parties' agreement to settle the dispute or claim by binding arbitration, and arbitration will thereafter proceed expeditiously. Any issue concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of these procedures, shall be governed by the FAA and resolved by the arbitrators. The arbitration will be conducted before a single arbitrator, experienced in accounting and auditing matters. The arbitrator shall have no authority to award nonmonetary or equitable relief and will not have the right to award punitive damages or statutory awards. Furthermore, in no event shall the arbitrator have power to make an award that would be inconsistent with the Engagement Letter or any amount that could not be made or imposed by a court deciding the matter in the same jurisdiction. The award of the arbitration shall be in writing and shall be accompanied by a well reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Discovery shall be permitted in arbitration only to the extent, if any, expressly authorized by the arbitrator(s) upon a showing of substantial need. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrator shall be equally divided by the parties. Both parties agree and acknowledge that they are each giving up the right to have any dispute heard in a court of law before a judge and a jury, as well as any appeal. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. The arbitrator(s) shall apply the limitations period that would be applied by a court deciding the matter in the same jurisdiction, including the contractual limitations set forth in this Engagement Letter, and shall have no power to decide the dispute in any manner not consistent with such limitations period. The arbitrator(s) shall be empowered to interpret the applicable statutes of limitations.

Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

Mr. Ryan Bailey  
Village of Hartland

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### **Limitation on Damages and Indemnification**

The liability (including attorney's fees and all other costs) of Baker Tilly and its present or former partners, principals, agents or employees related to any claim for damages relating to the services performed under this Engagement Letter shall not exceed the fees paid to Baker Tilly for the portion of the work to which the claim relates, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Baker Tilly relating to such services. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter even if the other party has been advised of the possibility of such damages.

As Baker Tilly is performing the services solely for your benefit, you will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the services, or this Engagement Letter.

Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that arise from or relate to any information, including representations by management, provided by you, its personnel or agents, that is not complete, accurate or current, whether or not management knew or should have known that such information was not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim or any other statutes of limitations or repose.

### **Other Matters**

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

Mr. Ryan Bailey  
Village of Hartland

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Our dedication to client service is carried out through our employees who are integral in meeting this objective. In recognition of the importance of our employees, it is hereby agreed that the Village of Hartland will not solicit our employees for employment or enter into an independent contractor arrangement with any individual who is or was an employee of Baker Tilly for a period of twelve (12) months following the date of the conclusion of this engagement. If the Village of Hartland violates this nonsolicitation clause, the Village of Hartland agrees to pay to Baker Tilly a fee equal to the hired person's annual salary at the time of the violation so as to reimburse Baker Tilly for the costs of hiring and training a replacement.

The services performed under this Agreement do not include the provision of legal advice and Baker Tilly makes no representations regarding questions of legal interpretation. Client should consult with its attorneys with respect to any legal matters or items that require legal interpretation under federal, state or other type of law or regulation.

Baker Tilly US, LLP, trading as Baker Tilly, is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

This Engagement Letter constitutes the entire agreement between the Village of Hartland and Baker Tilly regarding the services described in this Engagement Letter and supersedes and incorporates all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto. This Engagement Letter's provisions shall not be deemed modified or amended by the conduct of the parties.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties, including any successors or assignees. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the Village of Hartland's status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

This agreement shall be governed by and construed in accordance with the laws of the state of Wisconsin, without giving effect to the provisions relating to conflict of laws.

Mr. Ryan Bailey  
Village of Hartland

June 21, 2021  
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We appreciate the opportunity to be of service to you.

If there are any questions regarding this Engagement Letter, please contact Wendi M. Unger, the engagement partner on this engagement who is responsible for the overall supervision and review of the engagement and determining that the engagement has been completed in accordance with professional standards. Wendi M. Unger is available at 414.777.5423, or at [wendi.unger@bakertilly.com](mailto:wendi.unger@bakertilly.com).

Sincerely,

BAKER TILLY US, LLP

*Baker Tilly US, LLP*

The services and terms as set forth in this Engagement Letter are agreed to by:

\_\_\_\_\_  
Official's Name

\_\_\_\_\_  
Official's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**Village of Hartland  
Administration**

210 Cottonwood Ave, Hartland, WI 53029  
[www.villageofhartland.com](http://www.villageofhartland.com)

<b>Committee:</b> Village Board	<b>Memo Date:</b> June 22, 2021
<b>Village Board Item Number:</b> 7	<b>Meeting Date:</b> June 28, 2021
<b>Submitted By:</b> Ryan Bailey	
<b>Subject:</b> Assessor Contract Discussion	

**Details:** Our Assessing contract is at the end and due for renewal. As I've taken over Interim Administrator duties, I was going through our contracts to see which Professional Services are due to expire to bring to the Village Board. We signed a 4 year contract with Grota Appraisals in 2018 because we were unhappy with our prior assessment firm. We wanted a quality firm to provide a full revaluation of the Village because it was so out of line across the board. The new contract with Grota would also have a full revaluation in 2023 to keep our values in line with this ever changing market. The last full revaluation they did an exterior review so this full revaluation wouldn't require the exterior review as they already have this on file and would reduce our monthly assessing fee.

**Financial Remarks:** This contract would reduce our assessing contract by \$600 PER MONTH or \$7,200 per year and \$28,800 over the life of the 4 year contract.

**Options & Alternatives:** The only alternative we could do is to take this professional service out to bid. Generally, professional services are taken out to bid when the municipality isn't happy with the current professional service firm or if they aren't happy with the contract amount. Again, staff enjoys the relationship with Grota Appraisals and the services they provide as a professional services contractor.

**Executive Recommendation:** Staff recommends approval of the 4 year contract provided by Grota Appraisals as staff values this relationship and sees no need to go out for bid.



PROPOSAL FOR THE 100%  
MARKET UPDATE REVALUATION OF ALL  
REAL AND PERSONAL PROPERTY  
AND ANNUAL ASSESSMENT SERVICES  
VILLAGE OF HARTLAND  
2022 - 2025

VILLAGE BOARD MEMBERS :

All Real and Personal Property, would be revalued to bring them in line with the current sales of property in the Village of Hartland and near the 100 % level of assessment as determined by the Wisconsin Department of Revenue for the assessment year 2023.

Total price for annual assessment services, the completed market update revaluation, hearings, and the Board of Review, plus any unforeseen contingencies would be \$220,200. The revaluation project would begin in Summer/Fall of 2022 and be completed so the 2023 Board of Review could be held no later than the end of August, shortly after the time when the Department of Revenue firms up its values for equalization. All assessments would reflect values as of January 1, 2023.

Project would follow this format:

- 1) Using the existing property record card information, do a complete sales analysis to determine types and location of properties where value increases have occurred.
- 2) Reprice all land and buildings to properly reflect new values as of January 1, 2023.
- 3) Contact the WI Department of Revenue to discuss their views of the current market and work toward an amicable rate of appreciation.
- 4) Send notices of new assessments and closing letter of explanation to all taxpayers when job has been completed.
- 5) Conduct "Open Book" hearings to afford taxpayers a chance to compare properties, values, ask questions and present differing opinions of value.

- 6) Prior to "Open Book" hearings I will provide sample assessment rolls & comparable sales with the Village Clerk for public inspection prior to and after "Open Book".
- 7) Attendance at "Board of Review"
- 8) Market Drive PC assessment software will be used by Grota Appraisals LLC to assist in analyzing and calculating the new assessed values, an enhanced value at no additional cost.

As outlined in earlier documents (see attached), a Market Update revaluation for the Village of Hartland would cost \$22.50 per improved parcel times 2,905 improved parcels equals \$65,362 ( $22.50 \times 2,905 = 65,362$ ). Since there is some duplication in work between annual and revaluation I've reduced the cost by \$3,562 from the revaluation, total cost to be \$61,800.

The fee for annual assessment services would remain the same at an average of \$39,600 per year.

The cost of the 4-year assessment services contract providing annual assessment services and an exterior revaluation is \$220,200.

To help with the Villages budget, Grota Appraisals will spread the total cost over the full four (4) years of the contract, \$220,200 divided by 4 equals \$55,050 per year.

I look forward to working with the Village of Hartland on this project.

Please call if further explanation is needed or for any further discussion.

Respectfully,



Michael L. Grota  
Grota Appraisals



CONTRACT FOR THE REVALUATION  
OF ALL REAL AND PERSONAL PROPERTY  
AND ANNUAL ASSESSMENT SERVICES  
VILLAGE OF HARTLAND  
2022 - 2025

THIS AGREEMENT: by and between Grota Appraisals LLC, hereinafter called the "Assessor", and the Village of Hartland, Waukesha County, Wisconsin, hereinafter called the "Village".

ARTICLE I

SCOPE OF WORK: the Assessor, having familiarized himself with the local conditions affecting the cost of work to be done, and the Standard Specifications for the revaluation of all Real and Personal Property in the State of Wisconsin pursuant to Chapter 70, Wisconsin State Statutes, hereby agrees to perform everything required to be performed, and to complete in a professional manner everything required to be completed, to revalue all Real and Personal Property in the Village in accordance with all applicable Wisconsin State Statutes and the General Agreements as stated in Article Three of this contract.

ARTICLE II

COMPENSATION: the Village shall pay to the Assessor for the performance of the contract, the sum of \$220,200 (Two Hundred Twenty Thousand Two Hundred Dollars) for annual assessment services and revaluation work. (\$158,400 annual & \$61,800 revaluation services) Payments shall be made as follows;

2022 - 2025

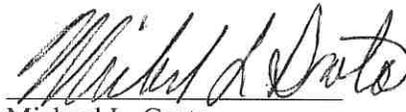
\$4,587.50 per month - Village will be sent a monthly progress report detailing work performed

ARTICLE III

GENERAL AGREEMENTS:

- 1) Complete annual and revaluation services for all Real and Personal Property in the Village of Hartland per proposal, and approved by the Board.
- 2) Fee includes: field review work, supplies, printing, mailing of public information letters, and "Open Book" hearings.
- 3) All provisions stated in proposal adhered to in the best interest of the Village, and for taxpayer awareness.

SUBMITTED TO THE VILLAGE OF HARTLAND THIS 22<sup>ND</sup> DAY OF  
JUNE, 2021



Michael L. Grota  
Grota Appraisals LLC

ACCEPTANCE BY VILLAGE:

The above contract, terms and agreements are hereby accepted this \_\_\_\_\_ day of  
\_\_\_\_\_, 2021

BY GOVERNING BODY OF THE VILLAGE OF HARTLAND

ATTEST:

Official signatures and titles,

\_\_\_\_\_  
President

\_\_\_\_\_  
Administrator

# Calling all students, artists, and inspired community members!

## Purpose

The Village of Hartland is looking for a new logo! We challenge our talented community to create a new logo for the Village that will be used for official use in various ways including social media and printed materials. The logo should be recognizable and promote the assets/history of the Village which may include:

- Bark River
- Ice Age Trail
- Historic Watertown Plank Road
- Village parks
- Railroad
- Or what Hartland represents to you

## Logo Requirements

- **Professional:** This logo may be featured on our website, our social media platforms and other mediums (stationary, pamphlets, t-shirts, etc.). As a result, while we want the logo to be eye-catching, it must still be legible.
- **Theme:** Logo must promote the Village and include words “Village of Hartland” or “Hartland”
- **Color:** Logo may include any colors. Logo must look good in color or black and white.
- **Integrity:** Logos cannot contain copyrighted materials. Logos must have been created and edited by the contestant(s). Logos may not include images or licensed images that have been previously published. Must be easily reproducible and scalable for large and small formatting.
- **Medium:** Logo may be created with computer drawing software, pencils, markers or paint.

## Submission

- Designs may be submitted in electronic or paper format
- Images must be a minimum of 3 inches by 3 inches (3” x 3”)
- Electronic submissions should be in .jpg or .tiff file formats
- Entries made in-person or received by mail can be scanned into an electronic format in the Clerk’s office during the hours of 7:30 a.m. to 4:30 p.m., Monday – Friday
- Entries may be mailed unfolded to: Village Clerk’s Office, 210 Cottonwood Ave., Hartland, WI 53029

## Deadline

Entries must be received no later than June 15, 2021. Mailed entries must be postmarked by June 11, 2021.

### Judging

The Village Board will review all entries and select the winning entry. Entries will be judged on their visual appeal, adherence to the concept prompting the contest, quality of design and ease of reproduction. The Village Board's decision will be final.

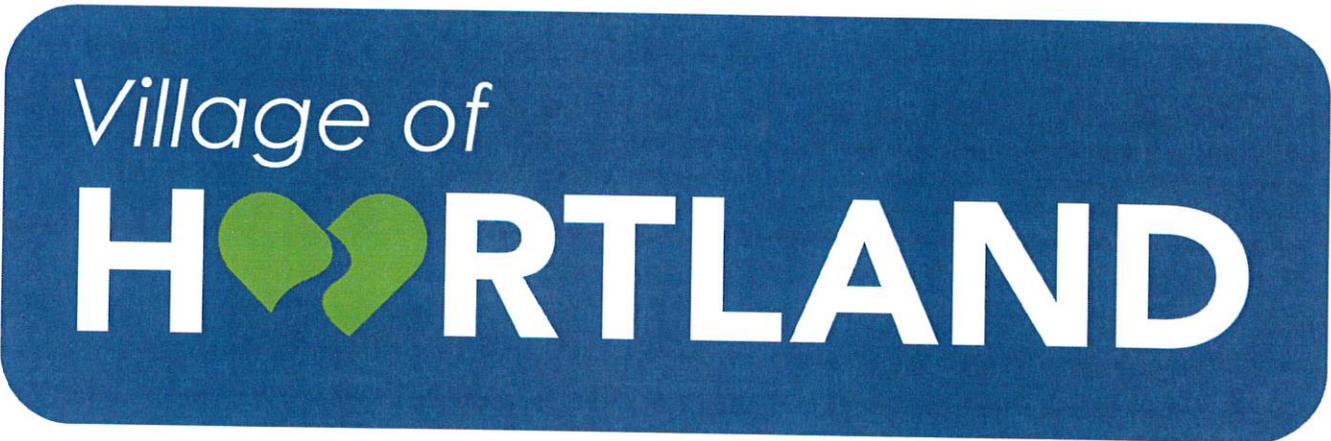
### Contest Details

The Village of Hartland will acquire ownership of the winning logo by assignment of copyright, and the winning designer will disclaim any trademarks and without limitation, all other rights related to the design. By submitting a logo for entry in the competition, the designer acknowledges that he/she is the person that created the logo and is the rightful owner. The designer also certifies that the logo does not infringe upon the rights of any third party and that it does not violate any copyright. The Village of Hartland may alter, modify or revise the logo as it sees necessary to achieve the goals of the Village. The Village of Hartland reserves the right to not select a winner if, in its sole discretion, no suitable entries are received.

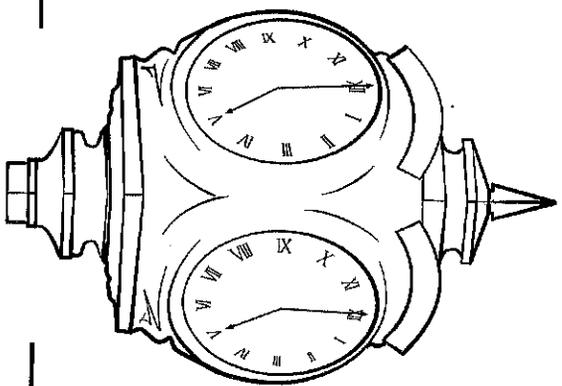
The Village of Hartland is not responsible for lost, late, misdirected, incomplete, illegible, or otherwise unusable entries, including entries that are lost or unusable due to computer, internet, or electronic problems.

### Prize

One winner will receive a \$100 gift certificate from a Hartland business of their choice. Winner will be announced on the Village website and Facebook page.







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THE VILLAGE OF

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HEARTMAN

- WISCONSIN -

— THE VILLAGE OF —

# HEBERTMAN

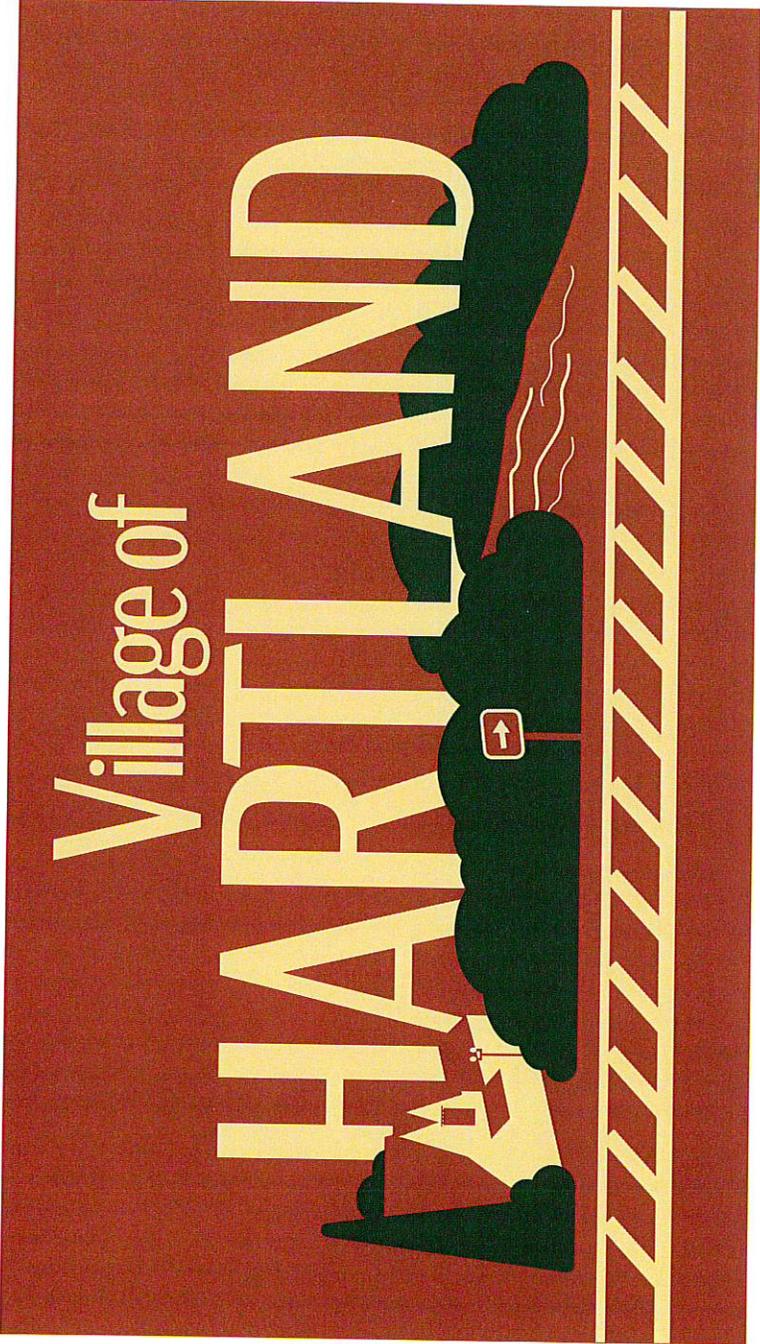
— WISCONSIN —





Village of

# HARTLAND



Village of

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*Village of*

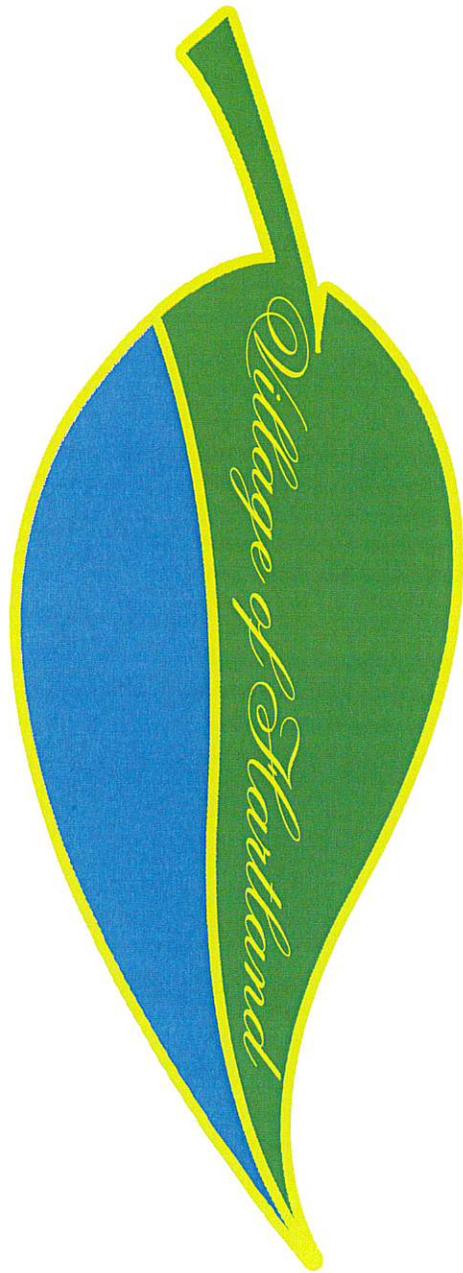


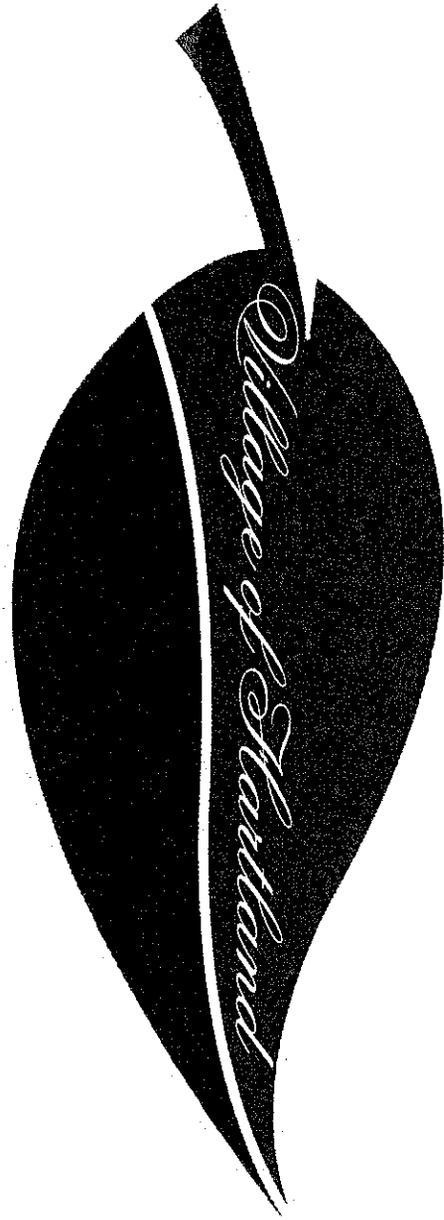
**Hartland**

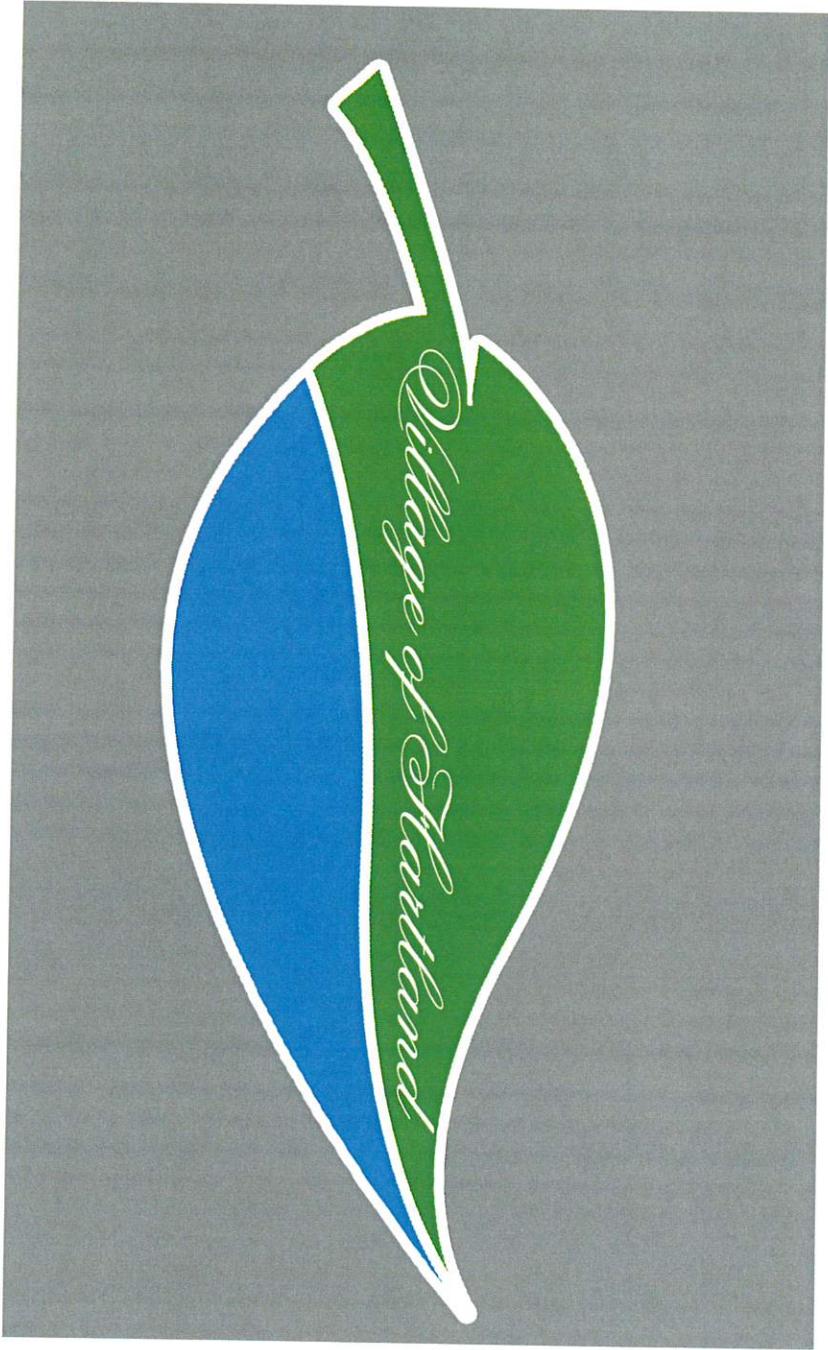
**(from our Village Website)  
Continuing Expansion**

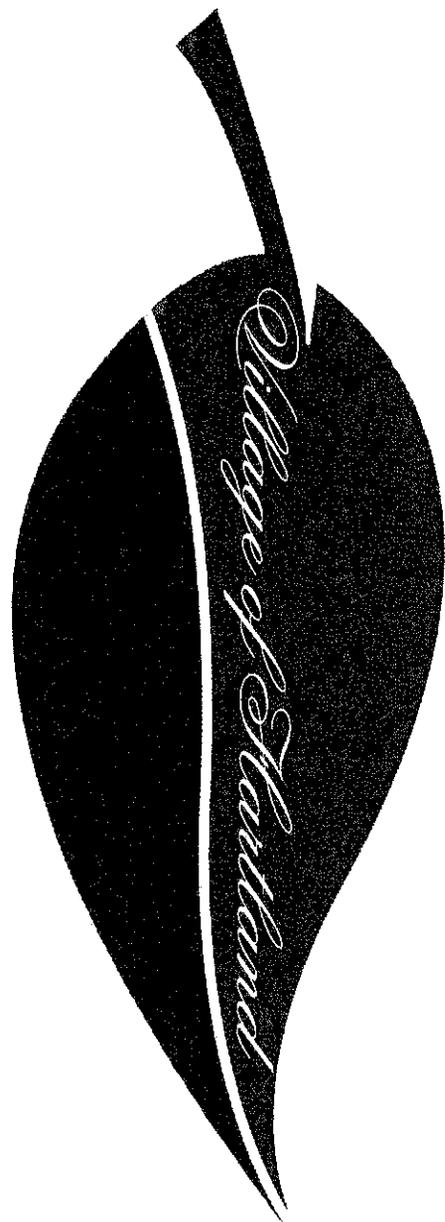
To this day, Hartland continues to offer the charm of a small town where residents take pride in their community. This is exhibited by the high quality of life found here and still is, as named by the Potawatomi Indians over 150 years ago, “Shabaquanake”, a growing place.

Much like the sweetness of maple syrup, a maple leaf also signifies the sweet feelings associated with being in love. (from a website)















Happy, friendly, welcoming, full of life.





This heart shape could be made to look like a river.



Same as previous but with different fonts, no slogan shown.



Lake art would be improved,  
this is just an example