

VILLAGE BOARD AGENDA
MONDAY, DECEMBER 27, 2021
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD

Call to Order

Roll Call

Pledge of Allegiance – Trustee Ludtke

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. Consideration of a motion to approve Village Board minutes of December 13, 2021.
2. Consideration of a motion to approve vouchers for payment in the amount of \$363,638.56
3. Consideration of actions related to Licenses and Permits.
 - a. Consideration of a motion to approve Operator's (Bartender) License
4. Consideration of First Reading of Bill for an Ordinance No. 12/27/2021 "An Ordinance creating §22-168 through §22-173 of the Village of Hartland Code of Ordinances Regulating Mobile Food Vendors".
5. Presentation of Hartland Public Library Annual Report.
6. Consideration of actions related to the Hartland Business Improvement District.
 - a. Motion to appoint members to the BID Board of Director's: Tabi McBride with a term to expire Dec. 31, 2023, Steve Berger, Jeff Pfannerstill and Steve Ostendorf with terms to expire Dec. 31, 2024 and Tom Brass with a term to expire Dec. 31, 2022.
 - b. Motion to approve the Hartland Business Improvement District 2022 Operating Plan and Budget.
 - c. Motion to approve the Hartland Business Improvement District 2021 Annual Report.
7. Consideration of a motion to approve a proposal for the Village Board Room wall graphics project with Building Service, Inc. in the amount of \$4,589.66.
8. Consideration of a motion to approve Election Inspectors with terms to expire December 31, 2023.
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. 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.

To participate via Zoom in the Village of Hartland Board meeting, please dial 1 (312) 626-6799. The Meeting ID is 834 1349 1779.

Or participate online:

<https://us02web.zoom.us/j/83413491779?pwd=Q3huRHZPU1FQS1JxNIIRU1zeXhpQT09>

VILLAGE BOARD MINUTES
MONDAY, DECEMBER 13, 2021
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD

Call to Order
Roll Call

Present: Trustees Pfeiffer, Dorau, Meyers, Wallschlager, Conner, Ludtke

Excused: President Pfannerstill

Others Present: Interim Administrator Bailey, Clerk Igl, Interim DPW Director Felkner, Police Chief Misko, Park Board Chair Tim Hallquist, Fire Chief Jambretz, Rec Director Yogerst, Joe Murray (Ehlers), Jim and Lynn Muenzenberger, property owners of 1112 Lisbon Avenue.

Pledge of Allegiance – Trustee Dorau

Motion (Dorau/Ludtke) to appoint Trustee Meyers presiding officer pro tem. Motion carried.

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. None received.

1. Proclamation honoring Dean Haag on his retirement from the Village of Hartland Police Department after 21 years of service. Chief Misko read the proclamation honoring Dean Haag into the record.
2. Motion (Conner/Pfeiffer) to approve Village Board minutes of November 22, 2021. Motion carried.
3. Motion (Ludtke/Wallschlager) to approve vouchers for payment in the amount of \$802,467.21. Motion carried.
4. Consideration of actions related to Licenses and Permits.
 - a. Motion (Dorau/Conner) to approve an Operator's (Bartender) License. Motion carried.
 - b. Motion (Dorau/Pfeiffer) to approve an amended Amusement Device License for The Grist Mill to add one device. Trustee Dorau ask for confirmation that the date of Village Board approval would be added to the amended application. Clerk Igl confirmed.
5. Consideration of Second Reading of Bill for an Ordinance No. 11/22/2021 "An Ordinance To Amend Chapter 30 Of The Village Of Hartland Municipal Code Pertaining To Municipal Court".

Chief Misko stated that this will modify the update the language in the ordinance with the major change of adding language on how a chairperson is elected or appointed for the administrative committee. Motion (Ludtke/Dorau) to suspend the rules to waive the third reading. Motion

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carried. Motion (Ludtke/Dorau) to adopt Ordinance No. 11/22/2021 "An Ordinance To Amend Chapter 30 Of The Village Of Hartland Municipal Code Pertaining To Municipal Court". Motion carried.

6. Discussion and consideration of a motion to adopt Resolution 12/13/2021-01 "Resolution Approving the Sewer Utility Rate Effective First Quarter 2022".

Interim Administrator Bailey stated that this increase was approved in the 2022 budget and will take effect December 16 for the first quarter of 2022. Motion (Conner/Pfeiffer) to adopt Resolution 12/13/2021-01 "Resolution Approving the Sewer Utility Rate Effective First Quarter 2022". Motion carried.

Items referred from the December 6, 2021 Park & Recreation Board meeting

7. Consideration of a motion to affirm the Park and Recreation Board approval of the use of the Nixon Park for Winter Play Day, Kiwanis of Greater Hartland, on January 29, 2022.

Rec Director Yogerst stated that the event will be from 2:00 to 5:00 p.m. She stated that Kiwanis requested waiving of the fees for use of Nixon Park. She stated that the Park Board had agreed to waive the fees and approved the event. She introduced Lynn Muenzenberger with Kiwanis as the event organizer. It was stated that having a bonfire at the event was initially included but after discussion with staff, it was agreed that there would be no bonfire. Trustee Dorau asked if the event would be a fundraiser. Lynn Muenzenberger stated that this event is free including games and hot chocolate and is intended to give back to the community. Motion (Dorau/Wallschlager) to affirm the Park and Recreation Board approval of the use of the Nixon Park for Winter Play Day, Kiwanis of Greater Hartland, on January 29, 2022. Motion carried. Trustee Dorau noted that the forms had been submitted electronically including signatures and were complete.

8. Consideration of a motion to affirm the Park and Recreation Board approval of the use of Nixon Park for Hartland's Bark River Bash, Kiwanis of Greater Hartland and BID, on April 30, 2022.

Rec Director Yogerst stated that this event was held for the first time last year organized by Kiwanis and BID and was very successful with high attendance. It was stated that the event in 2022 will be basically the same. Jim Muenzenberger, Kiwanis, stated that the start time for the canoe/kayak run will be moved up to 9 am to avoid congestion on the river during the duck race. It was stated that the fee was paid in full with the application. Trustee Dorau commented that she wanted to be sure that the new procedure for special events is being utilized including the new forms. She stated that her understanding is that this initial approval will just hold the date for the event and that the event will come back to the Village Board for further review. Rec Director Yogerst stated that she will reach out to the groups to work through the special events application process. Motion (Conner/Ludtke) to affirm the Park and Recreation Board approval of the use of Nixon Park for Hartland's Bark River Bash, Kiwanis of Greater Hartland and BID, on April 30, 2022. Motion carried.

Other items for Consideration

9. Presentation of Hartland Public Library Annual Report.

This item was postponed until the December 27 meeting.

10. Discussion and consideration of a motion to approve engagement of Ehlers as the Village's Municipal Advisor for the 2022 Tax Incremental District No. 6 Amendment.

Interim Administrator Bailey stated that the intent is for TIF 6 to purchase land that is in TIF 4 to make it whole. This will require amendment of the plan and going through the associated process. It was stated that the cost of the amendment is \$8,500 over three phases and that the costs will go to TIF 6. Motion (Pfeiffer/Conner) to approve engagement of Ehlers as the Village's Municipal Advisor for the 2022 Tax Incremental District No. 6 Amendment. Motion carried.

11. Discussion and consideration of a motion to approve the Industrial Service Agreement re: Wastewater Discharges for Medline Industries, Inc.

Interim DPW Director Felkner stated that Medline Industries is seeking a new agreement with Del-Hart. He stated that the agreement had to come to the Village Board for consideration as Medline discharges through Hartland sewer mains. He stated that staff recommended approval of the agreement. Trustee Meyers commented that he is confident in the work done by Del-Hart staff to review the agreement; Trustee Ludtke agreed. Motion (Ludtke/Dorau) to approve the Industrial Service Agreement re: Wastewater Discharges for Medline Industries, Inc. Motion carried.

12. Discussion and consideration of a conceptual review of the proposed development of property located north of 1112 Lisbon Avenue.

Interim Administrator Bailey stated that this property is located off of Lake Country Meadows. He stated that the proposal will connect the property to Eagle Pass and include two homes. Sean Hoppe, 320 Prospect Ave., stated that he had purchased the 5 acre parcel and is interested in splitting the property with another couple. He stated that there would a shared driveway. He stated that he has been working with Scott Hussinger on how best to accomplish the project. It was stated that the proposal would go to the Plan Commission for conceptual review if the Village Board is interested in moving the project forward. Trustee Pfeiffer asked Interim Administrator Bailey if during staff review any roadblocks to the project came up. It was stated that staff had no concerns. Motion (Pfeiffer/Ludtke) to move this project on to the Plan Commission for conceptual review. Motion carried.

13. Discussion and consideration of a motion to approve the ordering of SCBA and MDC gear for the Fire Department.

Chief Jambretz stated that he had received quotes for SCBA equipment with the lowest from 5 Alarm in the amount of \$242,711.61. The purchase of this equipment was included in the 2022 budget.

Chief Jambretz stated that monies that had been donated to the Fire Department will be used to purchase 20 sets of new fire gear. The lowest quote per set was received from 5 Alarm at \$2,900 per set.

Additionally, quotes were received for MDC's with the lowest quote from TTK Electronics in the amount of \$26,322 and a quote for installation from 10-33 Vehicle Services in the amount of \$9,642. He stated that each of the companies had stated that prices are expected to go up between 8% and 15% as of the first of the year.

Motion (Pfeiffer/Ludtke) to approve the ordering of SCBA and MDC gear for the Fire Department. Motion carried.

14. 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 Dorau reminded residents that the CP Holiday Train viewing event will be held on Dec. 18 at 7:00 p.m. at Nixon Park. She stated that this will mark the end of this year's food drive. She thanked businesses and the community for participating in this year's collection. Interim Administrator Bailey stated that a heated tent will be available for the event. It was stated that the food collection barrels placed at Piggly Wiggly by the PD will be picked up by officers on Dec. 18 at 3:00 p.m. Interim Administrator Bailey stated that anyone bringing 10 or more items for donation to the food pantries will be entered into a raffle to win a free shelter rental.

Trustee Dorau thanked Rec Director Yogerst for her efforts to make the ice rink project happen.

Trustee Ludtke stated that the Sons of the American Legion will be hosting their 11th Pancakes with Santa event on Saturday, Dec. 18 beginning at 9 am. The event will include pictures with Santa and a used book exchange. Information is available on their Facebook page.

Chief Misko stated that Officer Dean Haag is retiring effective Friday. The department will be holding a brief presentation and luncheon.

15. Consideration of a motion to recess to closed session pursuant to State Statutes §19.85 (1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding the Interim Village Administrator 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).

The closed session was postponed to January 10th

16. Discussion and consideration of a motion(s) as a result of discussions held in the closed session.

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No closed session held.

17. Adjournment.

Motion (Dorau/Conner) to adjourn at 7:13 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

TO: Village President & Board of Trustees

From: Tonia Smith, Fiscal Clerk

Date: December 27, 2021

RE: Voucher List

Attached is the voucher list for the December 27,
2021 Village Board Meeting

December 27, 2021 Checks: \$ 363,638.56

Total Amount of all checks, wires and Credit Card \$ 363,638.56

VILLAGE OF HARTLAND
VOUCHER LIST - DECEMBER 27, 2021

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 101-12110 PROPERTY TAX REFUNDS	ANDERSON, RURIC	2021 PROPERTY TAX OVERPAYMENT REFUND 0387021	\$958.43
G 101-31680 ICE RINK	AVALON GRAPHICS LLC	ICE RINK BANNERS	\$110.00
G 101-31680 ICE RINK	AVALON GRAPHICS LLC	ICE RINK BANNERS	\$135.00
G 101-31680 ICE RINK	AVALON GRAPHICS LLC	ICE RINK BANNERS	\$810.00
G 101-31680 ICE RINK	BIEBELS TRUE VALUE	CAULK	\$7.17
G 101-31680 ICE RINK	BIEBELS TRUE VALUE	SWITCH/ WALL PLATE	\$3.27
R 101-44300 PERMITS	BUCCI, KATIE	675 INDUSRIAL OCCUPANCY REFUND	\$500.00
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	CONNECTION CHARGES	\$153,648.00
G 101-12110 PROPERTY TAX REFUNDS	DOESCHER, ERIC & ELIZABETH	2021 PROPERTY TAX OVERPAYMENT REFUND 0727279	\$446.22
G 101-12110 PROPERTY TAX REFUNDS	DOWELL, DEBRA KAY	2021 PROPERTY TAX OVERPAYMENT REFUND 0762004	\$429.30
G 101-12110 PROPERTY TAX REFUNDS	DURAND, KATHERINE L	2021 PROPERTY TAX OVERPAYMENT REFUND 0387996	\$1,901.84
G 101-12110 PROPERTY TAX REFUNDS	ESTILL, BRIAN & HOLLY	2021 PROPERTY TAX OVERPAYMENT REFUND 0757057	\$1,387.19
G 101-12110 PROPERTY TAX REFUNDS	FELTON, JAY & KIMBERLY	2021 PROPERTY TAX OVERPAYMENT REFUND 0391038	\$363.99
G 101-12110 PROPERTY TAX REFUNDS	FLINTON, TROY & CONNIE	2021 PROPERTY TAX OVERPAYMENT REFUND 0727184	\$16.58
G 101-12110 PROPERTY TAX REFUNDS	HENDREN, CAROL J	2021 PROPERTY TAX OVERPAYMENT REFUND 0762061	\$1,145.35
R 101-46730 RECREATION CLASSES	KAUSALIK, AMBER	CANCELED CLASS	\$15.00
G 101-23000 SPECIAL DEPOSITS	KING, JAYNE	457 PARK CT CURB CUT BOND REFUND	\$1,000.00
G 101-12110 PROPERTY TAX REFUNDS	KOSKI, MARK	2021 PROPERTY TAX OVERPAYMENT REFUND 0427103	\$621.80
G 101-12110 PROPERTY TAX REFUNDS	KRAUS, MARK A	2021 PROPERTY TAX OVERPAYMENT REFUND 0423982	\$359.80
G 101-24240 COURT FINES DUE STATE	LAKE CTRY MUNICIPAL COURT	ROBY	\$287.60
G 101-12110 PROPERTY TAX REFUNDS	LAUTENBACH, DAVID D	2021 PROPERTY TAX OVERPAYMENT REFUND 0727343	\$561.28
G 101-12110 PROPERTY TAX REFUNDS	LUETKE, GERALD & LISA	2021 PROPERTY TAX OVERPAYMENT REFUND 0727061	\$18.99
G 101-12110 PROPERTY TAX REFUNDS	MATUSHINEC, SANDRA C	2021 PROPERTY TAX OVERPAYMENT REFUND 0423982	\$672.83
G 101-12110 PROPERTY TAX REFUNDS	MEINDEL, EMIL & RUTH	2021 PROPERTY TAX OVERPAYMENT REFUND 0424161	\$1,005.12
G 101-31680 ICE RINK	MENARDS- PEWAUKEE	52" LED SLADE MBK/ ELECTRICAL ITEMS	\$258.39
R 101-46730 RECREATION CLASSES	OLSON, ERICA	REFUND FOR PASS SHOOT SCORE	\$18.25
G 101-12110 PROPERTY TAX REFUNDS	ORZECZOWSKI, MICHAEL & KELLY	2021 PROPERTY TAX OVERPAYMENT REFUND 0391092	\$344.66
G 101-12110 PROPERTY TAX REFUNDS	SAUER, SARAH J	2021 PROPERTY TAX OVERPAYMENT REFUND 0729161	\$16.62
G 101-12110 PROPERTY TAX REFUNDS	SCHABOW, NANCY & JEREMY	2021 PROPERTY TAX OVERPAYMENT REFUND 0727344	\$24.23
G 101-12110 PROPERTY TAX REFUNDS	SCHICK, MICHAEL	2021 PROPERTY TAX OVERPAYMENT REFUND 0762030	\$23.31
G 101-12110 PROPERTY TAX REFUNDS	VAN RITE, ASHLEY	2021 PROPERTY TAX OVERPAYMENT REFUND 0727340	\$24.00
G 403-31840 HOMESTEAD	VON BRIESEN & ROPER	LEGAL SERVICES	\$1,950.20
G 101-12110 PROPERTY TAX REFUNDS	WEDDIG, ROBERT & CHRISTINE	2021 PROPERTY TAX OVERPAYMENT REFUND 0426065	\$521.30
G 101-12110 PROPERTY TAX REFUNDS	WEN, XINGYUN	2021 PROPERTY TAX OVERPAYMENT REFUND 0757089	\$1,506.12
G 101-12110 PROPERTY TAX REFUNDS	WESTPHAL, JEREMY	2021 PROPERTY TAX OVERPAYMENT REFUND 0757065	\$524.09
EXPENSE Descr			\$171,615.93
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN	\$466.18

Account Descr	Search Name	Comments	Amount
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	VARIOUS MEDICAL SUPPLIES	\$158.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	SIZE 5 RESUS PACK	\$22.10
EXPENSE Descr AMBULANCE			\$646.28
EXPENSE Descr CEMETERY			
E 101-54910-300 OPERATING SUPPLIES/EXPENSES	OLSEN SAFETY EQUIPMENT CORP	GLOVES/ IBUPROFEN/ RESPIRATOR	\$195.73
EXPENSE Descr CEMETERY			\$195.73
EXPENSE Descr CORPORATE RESERVE EXPENSES			
E 402-59900-810 ADMINISTRATION EXPENSE	Smart Spaces LLC	BOARD ROOM AV	\$44,527.68
E 402-59900-810 ADMINISTRATION EXPENSE	WERNER ELECTRIC SUPPLY	BOARD ROOM EXYSTONE JACK/ ETHERNET	\$122.29
EXPENSE Descr CORPORATE RESERVE EXPENSES			\$44,649.97
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-758 MEETINGS	HAROLDSON, MARILYN	FOOD FOR ECON DEV MEETING	\$30.67
E 804-56700-733 SUPPORT SERVICES	HAROLDSON, MARILYN	INTERIM EXEC DIRECTOR HOURS	\$1,604.01
E 804-56700-738 MEMBERSHIPS	HARTLAND AREA CHAMBER COMMERCE	DUES	\$150.00
E 804-56700-715 STREETScape PROGRAM	MUENZENBERGER, JIM	REIMBURSEMENT FOR TIMERS/CORDS/	\$182.32
E 804-56700-719 EVENTS	OBRIEN, DAN	HARTLAND LIGHTS	\$350.00
E 804-56700-724 WEB SITE HOSTING & MAINT	OCREATIVE	WEB HOSTING	\$110.00
E 804-56700-719 EVENTS	VILLAGE GRAPHICS	COPIES FOR HARTLAND LIGHTS	\$66.00
EXPENSE Descr ECONOMIC DEVELOPMENT			\$2,493.00
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 201-53635-440 RECYCLING	RENEWABLE FOREST PRODUCTS INC	GRINDING AND EXCAVATING SERVICES	\$3,500.00
EXPENSE Descr ENVIRONMENTAL SERVICES			\$3,500.00
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-500 PROPERTY ASSESSMENT	ASSESSMENT TECHNOLOGIES OF WI	INSTALLMENT 11	\$5,187.50
E 101-51500-500 PROPERTY ASSESSMENT	ASSESSMENT TECHNOLOGIES OF WI	INSTALLMENT 12	\$5,187.50
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FSA ADMIN AND CARD SERVICES	\$101.14
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	TECH SERVICES	\$570.48
EXPENSE Descr FINANCIAL ADMINISTRATION			\$11,046.62
EXPENSE Descr FIRE PROTECTION			
E 101-52200-220 UTILITY SERVICES	AT&T MOBILITY	WIRELESS 278303430495X12152021	\$143.96
E 101-52200-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	BATTERY	-\$18.00
E 101-52200-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	BATTERY	\$157.29
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	JEFFERSON FIRE & SAFETY INC	FIRE HOSE	\$675.34
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	PAPER AND PENS	\$71.71
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	TECH SERVICES	\$30.00
E 101-52200-360 VEHICLE MAINT/EXPENSE	POMP S TIRE SERVICE INC	TIRES AND LABOR	\$4,919.60
E 101-52200-255 BLDGS/GROUNDS	WIL-KIL	PEST CONTROL	\$70.00

Account Descr	Search Name	Comments	Amount
E 101-52200-255 BLDGS/GROUNDS	WIL-KIL	PEST CONTROL	\$70.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	XEROX CORPORATION	COPIER SERVICES	\$32.49
EXPENSE Descr FIRE PROTECTION			\$6,152.39
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-395 COMMUNITY RELATIONS	CIVIC PLUS	PROVIDED SSL FOR VOH	\$18.05
E 101-51400-395 COMMUNITY RELATIONS	HARTLAND AREA CHAMBER COMMERCE	EE ANNUAL GIFT CARDS	\$1,475.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	IN DESIGN YEARLY SUBSCRIPTION	\$408.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	TECH SERVICES	\$120.00
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$6,185.12
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$1,826.90
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$656.70
EXPENSE Descr GENERAL ADMINISTRATION			\$10,689.77
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ADVANTAGE POLICE SUPPLY	VEST PLATES	\$446.08
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	CUSTOM SERVICE INFORMATION	CONTRACT SERVICE FEES	\$550.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	FLEMINGS FIRE 1, INC.	VALVE STEMS/ RECHARGE	\$26.90
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	FLEMINGS FIRE 1, INC.	FIRE EXTINGUISHER CHARGE	\$24.21
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	NOVEMBER BILLING	\$136.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	CALENDAR	\$9.66
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	PAPER/ COPY HOLDER LIFT	\$60.21
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	TECH SERVICES	\$330.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LAB DRAW	\$71.05
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ROBERT WONG	REIMBURSEMENT FOR KLEENEX PURCHASE (COSTCO)	\$29.38
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	TRAFFIC LOGIX	SIGN KEY	\$25.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	INMATE BILLNG	\$55.92
EXPENSE Descr LAW ENFORCEMENT			\$1,764.41
EXPENSE Descr LIBRARY			
E 101-55110-255 BLDGS/GROUNDS	ADELMAN MAINT CORP	CARPET CLEANING	\$1,995.00
E 101-55110-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	BOLTS/ SCREWS/ ROPE	\$24.46
E 101-55110-310 BOOKS & MATERIALS	FINDAWAY	BOOKS	\$299.95
E 101-55110-255 BLDGS/GROUNDS	HOME DEPOT	ADHESIVES	\$67.75
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	BOOKS	\$122.17
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	TECH SERVICES	\$120.00
E 101-55110-800 CAPITAL OUTLAY	ONTECH SYSTEMS, INC	SERVER PROJECT	\$11,552.00
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	TOILET BRUSHES/ CLEANER	\$93.00
E 101-55110-220 UTILITY SERVICES	WI DEPT OF ADMINISTRATION	TEACH SERVICES	\$600.00
EXPENSE Descr LIBRARY			\$14,874.33
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-255 BLDGS/GROUNDS	HOME DEPOT	HARD WATER STAIN REMOVER/ CAULK	\$108.52

Account Descr	Search Name	Comments	Amount
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	TOILET BRUSHES/ CLEANER	\$93.00
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	WIL-KIL	PEST CONTROL	\$75.00
EXPENSE Descr MUNICIPAL BUILDING			\$276.52
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	HINGE/ GLUE	\$28.42
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	MENARDS- PEWAUKEE	PVC/ HOOKS	\$147.06
EXPENSE Descr PARKS			\$175.48
EXPENSE Descr PUBLIC WORKS			
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	ARK, KEVIN	CLOTHING ALLOWANCE	\$26.24
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	KNOCK OUTS/ NIPPLES	\$16.37
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	OIL FILTER	\$149.52
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	FUESE TAP	\$144.10
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	PIPE SEALANT	\$14.59
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	CAR WASH	\$13.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	LED GUIDE	\$292.89
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	NOZZLE	\$244.45
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	ATM 25 PACK	\$10.29
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	AIR FILTERS	\$106.80
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	STROBE HEAD/ DRAIN VALVE	\$187.76
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	NO-LEAD FUEL	\$662.54
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	NO-LEAD FUEL	\$671.75
E 101-53000-360 VEHICLE MAINT/EXPENSE	E.H. WOLF	PDF DIESEL	\$1,026.99
E 101-53000-345 STAFF EDUCATION/TRAINING	FEHR GRAHAM	ANNUAL SAFETY SERVICES	\$2,400.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	LACQUER	\$52.41
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	CREDIT APPLIED TO INVOICE 2010185	-\$4.60
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	STEEL U POST	\$87.20
E 101-53000-430 SNOW & ICE REMOVAL	KAESTNER AUTO ELECTRIC CO	MARKER STICKS	\$179.00
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	KAESTNER AUTO ELECTRIC CO	REISSUE OF VOIDED CHECK 080849	\$128.97
E 101-53000-430 SNOW & ICE REMOVAL	KAESTNER AUTO ELECTRIC CO	REISSUE OF VOIDED CHECK 080849	\$358.00
E 101-53000-430 SNOW & ICE REMOVAL	KAESTNER AUTO ELECTRIC CO	REISSUE OF VOIDED CHECK 080849	\$54.99
E 101-53000-430 SNOW & ICE REMOVAL	KAESTNER AUTO ELECTRIC CO	REISSUE OF VOIDED CHECK 080849	\$114.89
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	PAINT	\$303.72
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	VARIOUS SCREWS/ NUTS/ TUBES/ TERMINALS	\$1,634.70
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	PINS	\$81.35
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	TECH SERVICES	\$210.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	EXHAUST FLUID/ SW-RCKR	\$84.86
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	SWITCH-ROCKER	\$62.18
EXPENSE Descr PUBLIC WORKS			\$9,315.94
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-312 SPLASHPAD EXPENSES	GRUNAU	BACKFLOW PREVENTOR	\$375.00

Account Descr	Search Name	Comments	Amount
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HOOPER HANDS BASKETBALL AC	PASS SHOOT SCORE NOV-DEC	\$1,728.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HUNT-MATTHES, KATE	ENHANCING YOUR LIFE/ INTRO TO MEDITATION	\$556.80
E 101-55300-295 TRIPS	MENOMONEE FALLS SCHOOL DISTRIC	VARIOUS REC DEPT TRIPS	\$540.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	OBOYLE, ERIN	BEGINNER BALLROOM DANCE	\$164.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	TECH SERVICES	\$120.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	IN DESIGN YEARLY SUBSCRIPTION	\$816.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	PEWAUKEE PARK & REC	MUSIC MAKERS/ ESPORTS	\$224.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SEAT OF THE PANTS PRODUCTIONS	ADULT REC CLASSES	\$572.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	NOVEMBER LEARN TO SKATE	\$720.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER (515)	NOVEMBER TREE CLIMBING	\$259.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$6,074.80
EXPENSE Descr SEWER SERVICE			
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	TOTAL USER FEES	\$79,389.76
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FSA ADMIN AND CARD SERVICES	\$15.56
EXPENSE Descr SEWER SERVICE			\$79,405.32
EXPENSE Descr WATER UTILITY			
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BATTERY PRODUCTS INC	BATTERIES FOR VPS	\$68.80
E 620-53700-652 MAINTENANCE OF SERVICES	BIEBELS TRUE VALUE	WIRE CONNECTOR	\$4.47
E 620-53700-651 MAINTENANCE OF MAINS	CORE & MAIN LP	VALVE BOX RISER/ CURB BOX	\$312.00
E 620-53700-651 MAINTENANCE OF MAINS	CORE & MAIN LP	CURB BOX/ 12 T TOP SECT	\$337.90
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	FSA ADMIN AND CARD SERVICES	\$38.90
EXPENSE Descr WATER UTILITY			\$762.07
			\$363,638.56

VILLAGE OF HARTLAND
LICENSES AND PERMITS
DECEMBER 27, 2021

Bartender (Operator's) Licenses

Jennifer Boutin Bunn

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

1 STATE OF WISCONSIN WAUKESHA COUNTY VILLAGE OF HARTLAND

2 ORDINANCE NO. _____

3 AN ORDINANCE CREATING §22-168 THROUGH §22-173
4 OF THE VILLAGE OF HARTLAND CODE OF ORDINANCES
5 REGULATING MOBILE FOOD VENDORS
6

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

8 **SECTION 1:** §22-168 through §22-173 of the CODE OF ORDINANCES OF THE VILLAGE
9 OF HARTLAND are hereby created with the following regulating Mobile Food Vendors:

10 **ARTICLE VII. – MOBILE FOOD VENDORS**

11 • **Sec. 22-168 - Definitions.**

12 (A) “Mobile Food Vendor” or “Vendor” means the owner, owner’s agent or employee of a
13 mobile food establishment within the Village of Hartland.

14
15 (B) “Mobile Food Establishment” means a restaurant or retail food establishment where food is
16 served or sold from a vehicle, trailer, cart, or similar portable device which may or should be
17 capable of periodically changing locations.

18
19 (C) “Food” means all articles used for food, non-alcoholic drink or condiment including ice or
20 water used by humans whether simple, mixed or compound and articles used or intended for use
21 as ingredients in the composition or preparation thereof.

22
23 • **Sec. 22-169 - License Required.**

24
25 (A) No Mobile Food Vendor shall serve or sell any food whatsoever in the Village of Hartland
26 without first obtaining an approved license from the Village Board unless exempted in this
27 section. The following are exempt from Mobile Food Vendor license requirements:

- 28
29 1. Home delivery of food or beverage items.
30
31 2. Temporary food stands or produce stands which are regulated by a solicitors’ permit,
32 outdoor establishment permit or by other Village codes.
33
34 3. Rentals at Village facilities where Mobile Food Establishment services are not
35 available to the public.
36
37 4. Where the Mobile Food Establishment is exclusively serving a private event not open
38 to the general public on private property.
39

40 (B) All Vendors shall be licensed for such use by the Waukesha County Health Department and
41 all other applicable agencies. Mobile Food Vendors shall acquire the appropriate licenses and

42 permits for any additional food items not required under this subchapter if deemed necessary by
43 the Waukesha County Health Department.

44

45 (C) A license shall be applied for annually. A permit, when granted, shall be displayed at all
46 times by the Mobile Food Establishment. The license shall be valid from the Friday before
47 Memorial Day weekend to October 31, unless the Village Board approves alternative dates. All
48 licenses shall expire on December 31 each year. Applications for renewals shall be handled in
49 the same manner as original applications but may be approved by the Village Administrator or
50 their designee.

51

52 (D) Mobile Food Vendors are not allowed on the Village streets. They are allowed on private
53 property with written permission and as allowed by the Village Board for the Farmers Market
54 and Special Events. The licensee may not be located on one street or one private property lot for
55 more than 8 hours within a 24-hour period. This time restriction does not apply to Village Board
56 authorized permits for the Farmers Market or Special Events.

57

58 (E) Mobile Food Vendors are allowed to operate in the Village Monday through Sunday between
59 6:00 a.m. and 10:00 p.m.

60

61 (F) A license shall be issued to a person or legal entity. A license shall not be transferable. A
62 license is valid for one vehicle only and shall not be transferrable between vehicles.

63

64 (G) Any Mobile Food Vendor shall fully and without haste comply with any order of the Police
65 Department Officer or Fire Department officer to ensure the safety of the public. Failure to
66 comply may result in suspension or revocation of the license and/or issuance of a citation as
67 allowed by law.

68

69 (H) The number of licenses allowed to be issued per year and the fee for a license as herein
70 provided shall be as set forth and modified from time to time from the Village Board by
71 Resolution.

72

73 • **Sec. 22-170 - Application Process.**

74

75 (A) Any person desiring to operate a Mobile Food Establishment shall apply for a license and
76 pay the established license and investigation fee. At the time of filing an application, an
77 investigation fee in the amount of the actual cost shall be paid to the Village to cover the cost of
78 investigation of the facts stated in the application. The application shall be sworn to by the
79 applicant and filed with the Village and shall contain such information as the Village shall
80 require for the effective enforcement of this section and the safeguarding of the residents of the
81 Village from fraud, misconduct or abuse.

82

83 (B) Upon receipt of each such application, the Village Administrator or designee shall
84 immediately institute such investigation of applicant's business and moral character as the
85 Village Administrator or designee deems necessary for the protection of the public good, and
86 shall provide recommendation to the Village Board for the application. The Village Board shall
87 issue with or without conditions, or deny the license in accordance with their findings. In

88 approving a license, the Village Board may impose such conditions as it deems appropriate to
89 protect the public health, safety and general welfare. Subsequent annual renewals of a license
90 may be processed administratively without additional Village Board approval if the conditions of
91 the original license issuance are maintained at the discretion of the Village Administrator or
92 designee.

93
94 • **Sec. 22-171 - Application Requirements.**

95
96 (A) A completed Mobile Food Vendor Application with signature and payment of fees.

97
98 (B) The applicant shall submit a copy of the vehicle inspection report from the Waukesha
99 County Health Department.

100
101 (C) The applicant shall provide a Mobile Food Vendor License plan addressing sanitation,
102 pedestrian and traffic safety including the following standards:

103
104 1. The proposed plan will not create any significantly adverse traffic impacts, traffic
105 safety hazards, pedestrian/vehicle conflicts or pedestrian safety hazards or impede
106 building ingress/egress.

107
108 2. The proposed plan will not create any significantly adverse impacts on neighboring
109 properties as a result of:

- 110 a. The accumulation of garbage, trash or other waste.
111 b. Noise created by operation of the equipment.
112 c. Light and glare.
113 d. Odors and noxious fumes.

114
115 3. The proposed plan will not be detrimental to the public health, safety, or general
116 welfare.

117
118 4. No Mobile Food Vendor shall be located on any private property without written
119 permission from the property owner. A copy of the written permission shall be submitted
120 at the time of application if the Vendor wishes to operate on private property.

121
122 5. For Village Board approvals granted for the Farmer's Market or Special Events, said
123 conditions of approval shall be filed with the application and incorporated therein.

124
125 (D) All vehicles must pass inspection by the Hartland Fire Department. A copy of a passing
126 inspection report must be submitted prior to approval of the application.

127
128 • **Sec. 22-172 - Revocation or Suspension of License.**

129
130 (A) The Village Board may revoke or suspend any license issued under this subchapter for
131 violation by any Vendor or the Vendor's employee or agent of any provision of State law or
132 Village ordinance which renders future vending contrary to the public health, safety or welfare;
133 or for fraud or misrepresentation in solicitation under this chapter. Prior to revocation or

134 suspension, the Village shall send written notice to the address on the license about the concerns
135 or issues and provide 15 days for the Vendor to correct the issue or concern to the satisfaction of
136 the Village. If the concern is not addressed within 15 days from the date of mailing the letter, the
137 Village may place the issue of revocation and or suspension before the Village Board for
138 possible action. The Vendor and/or their agent may appear before the Village Board to present
139 information and respond to the issues of concern. The Clerk shall send written notice to the
140 Vendor at the address on the application about the date and time of the meeting for consideration
141 of the matter. Said notice shall be post marked at least 5 days prior to the Board meeting.

142
143 (B) An exception to this process exists in that any Public Health, Hartland Police or Fire Officer
144 may immediately order the Mobile Food Vendor to stop service and the Mobile Food Vendor
145 shall not restart again until deemed safe by the appropriate authority if said public health,
146 Hartland Police or Fire Officer identify an immediate risk to the public health, safety or welfare
147 of the community from the operation of the mobile food vendor.

148
149 • **Sec. 22-173 – Violations and Penalties.**

150
151 Any person who shall violate any provision of this chapter or any rule or regulation made under
152 this chapter shall be subject to a penalty as provided in § 1-3 of this Code.

153
154 **SECTION 2:** If any section, sentence, clause, phrase or portion of this ordinance is for any
155 reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall
156 be deemed a separate, distinct and independent provision, and such holding shall not affect the
157 validity of the remainder of such ordinance.

158
159 **SECTION 3:** This ordinance shall take effect and be in full force from and after its passage and
160 publication.

161 Passed and approved this ____ day of _____, 2021.

162
163 VILLAGE OF HARTLAND

164
165 By: _____
166 Jeffrey Pfannerstill, Village President

167 ATTEST:

168
169 _____
170 Darlene Igl, Village Clerk
171
172

Hartland Public Library

Year in Review

2021



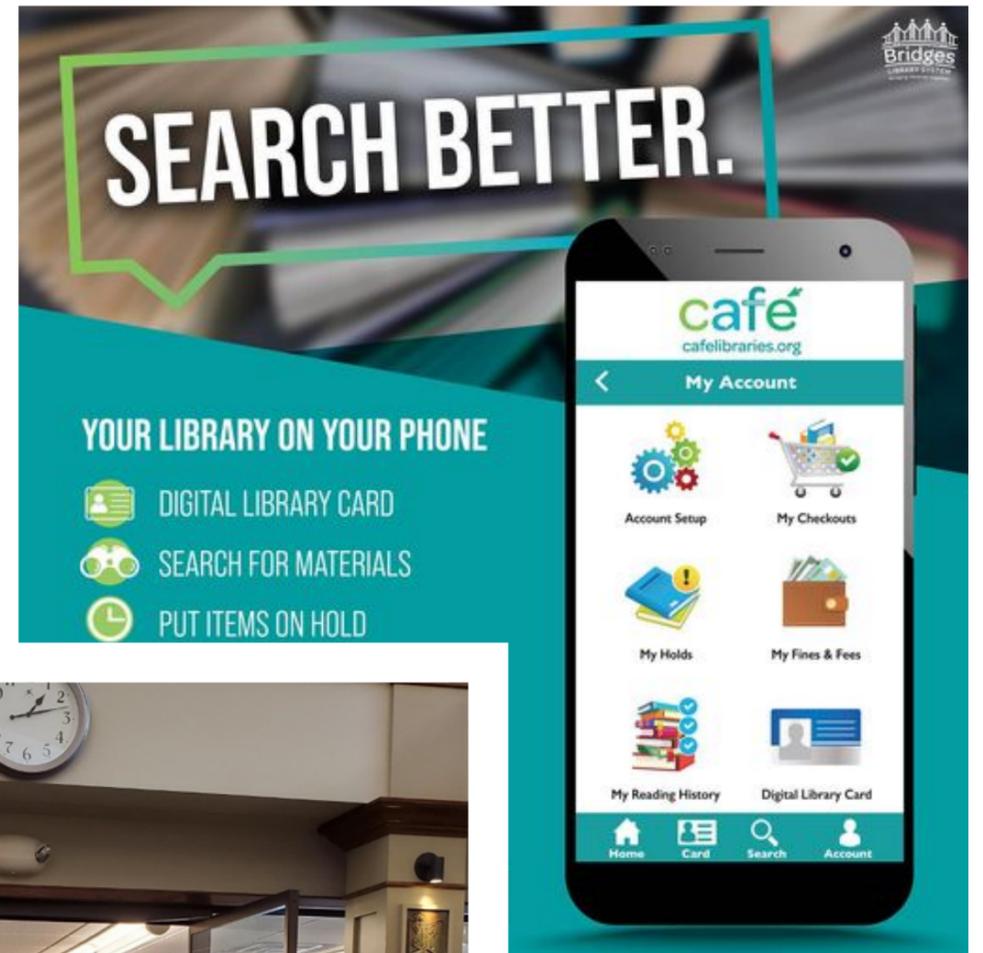
Library Improvements

New meeting room

The Library system launched our App

Added a full time librarian

Added roku's and more explore passes

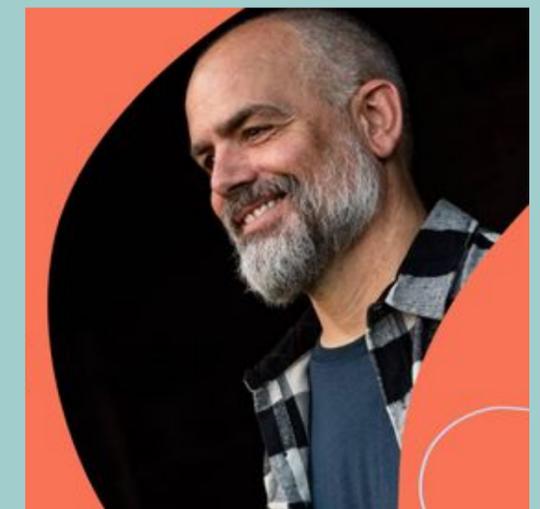
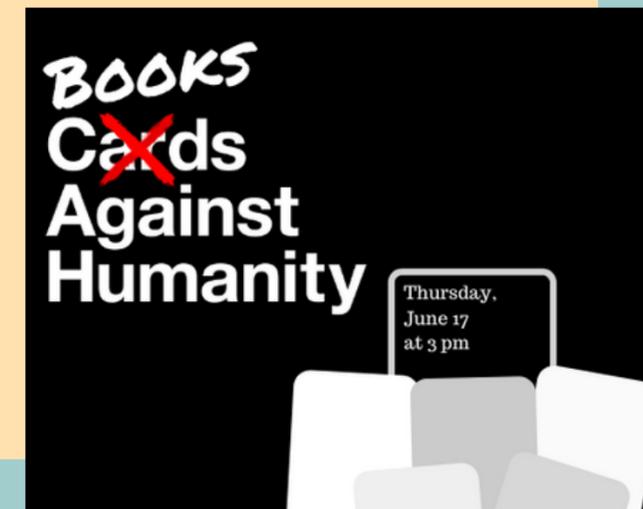


Programming

- Outdoor Summer programming
- 6 movies in the park co-sponsored by Park and Rec
- COVID Internet assistance with Arrowhead High School
- Passive craft opportunities for kids, teens, and adults

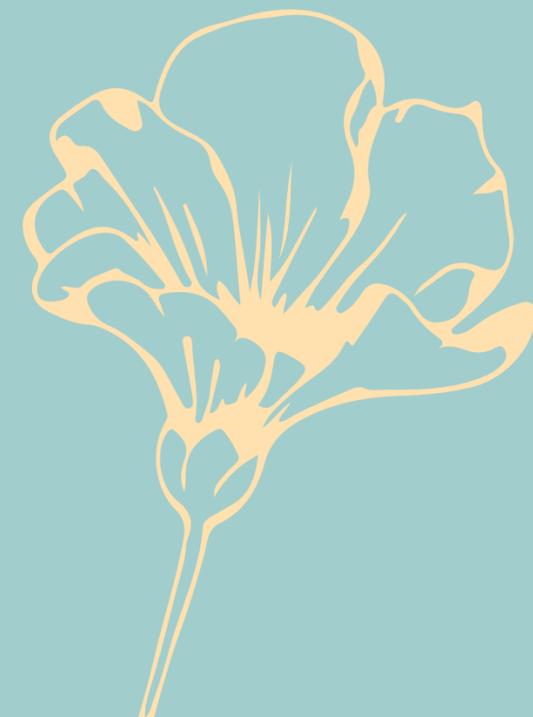
Virtual programming expanded to include:

- Memory cafe
- Trivia
- Two author visits



Advocacy & Outreach

- Sent postcards to our legislators advocating for libraries
- Library Card sign up month
- Attended Hartland Farmer's Market to promote our services
- Nursing home visits have resumed
- Summer Reading Program Prizes were exclusively local businesses



Continuing Education & Involvement



Laura - Wisconsin Technology Days
Homeless Library Webinars
Act 150 Planning Committee
WAPL Conference
WLA Planning Conference Committee
Monthly APL Directors Meetings

Peter - Spanish for Libraries

Emily & Andy - WLA Conference

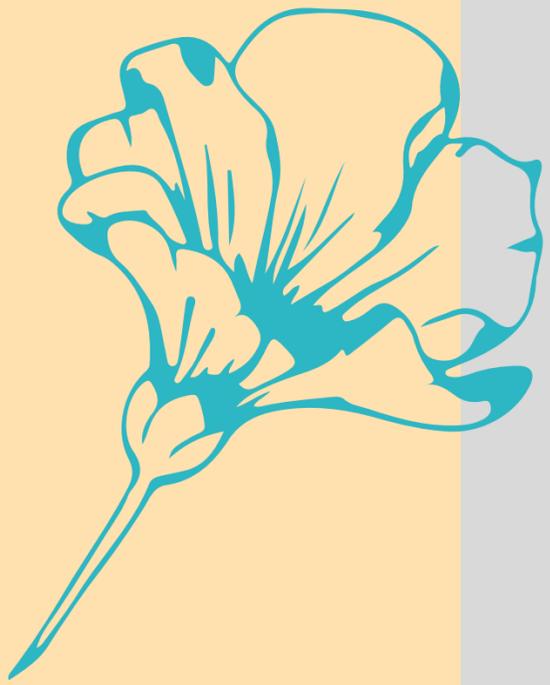
Ryan - Monthly Circulation Supervisor Meetings

All staff - Cybersecurity Training



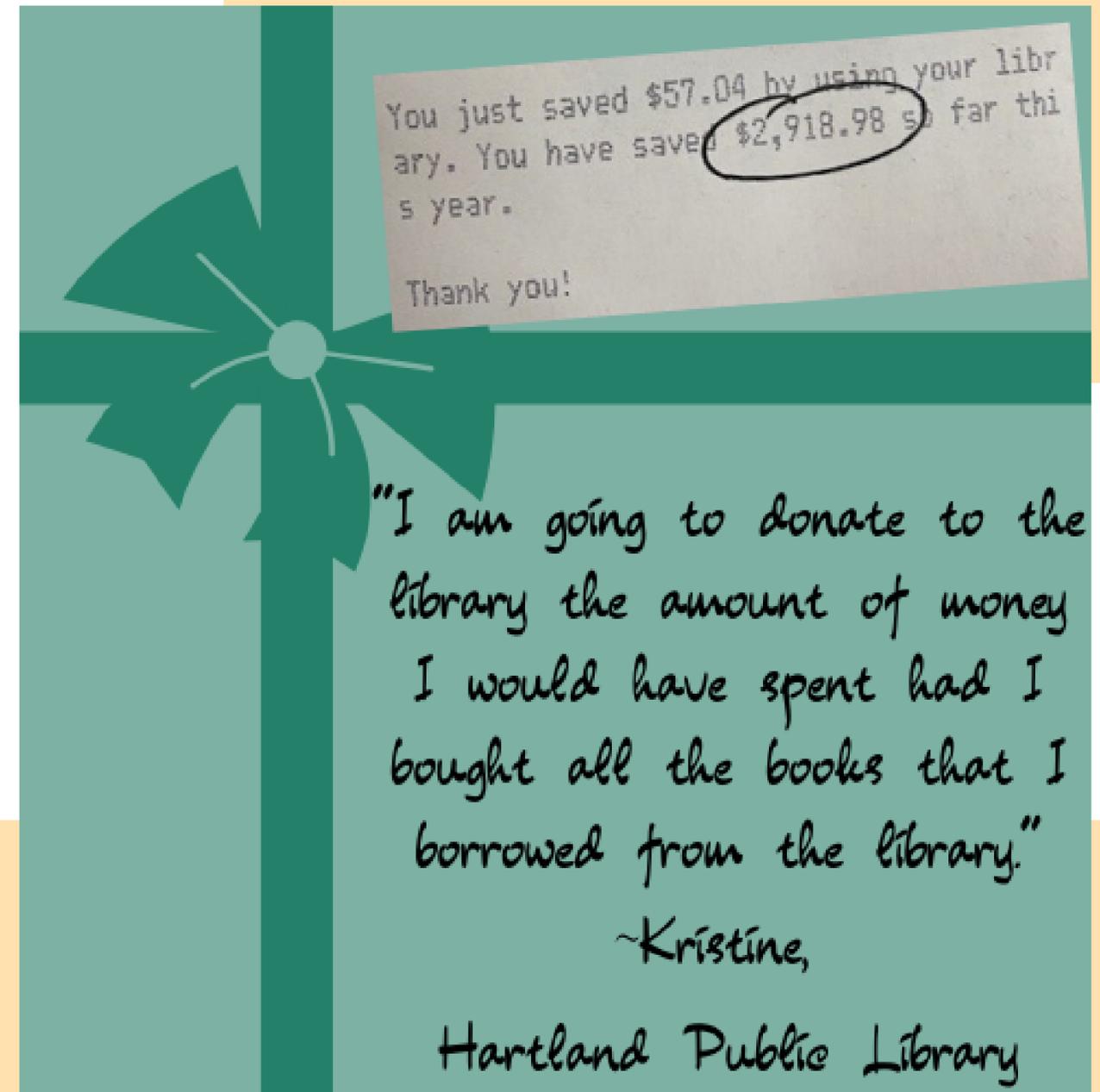
2021 Library Board Achievements

- **Two new library board members**
- **Updated Bylaws**
- **Four updated policies**
- **Increased learning opportunities for all board members**



Thank You

A former school teacher came in today to compliment us on our choice for the story walk, "I Got the Rhythm" by Connie Schofield-Morrison. She appreciated the interactivity and the diversity.
October 20, 2021





HARTLAND PUBLIC LIBRARY

2021 Board Accomplishments

- Two new board members
- Revised Board Bylaws
- New logo
- Four Trustee Essentials
- Three updated policies

**Hartland Business Improvement District
2022 Budget - FINAL**

	2022 Budget	2021 Budget	Change
Income			
423 · BID Assessment Revenue	74,800	74,800	0
48000 - Sponsorship Revenue	0	0	0
Total Income	74,800	74,800	0
Expense			
ADMINISTRATION			
732 · Professional Services			
110 · Employee Wages	29,946	0	29,946
180 · Payroll Taxes	2,759	0	2,759
760 · Payroll Fee	1,389	0	1,389
732.5 · SIMPLE Plan Match	0	0	0
760 · Support Services	0	36,660	(36,660)
Total 732 · Professional Services	34,094	36,660	(2,566)
734 · Annual Audit	1,225	1,225	0
738 · Memberships	260	260	0
742 · Subscriptions			0
744 · Office Supplies	600	600	0
746 · Telephone	1,540	1,540	0
748 · Postage	25	25	0
750 · Copies/Duplication	100	100	0
752 · Rent	4,500	4,500	0
754 · Office Equipment	0	0	0
756 · Education/Conferences	1,300	1,300	0
758 · Meetings	650	650	0
Total ADMINISTRATION	44,294	46,860	(2,566)
DESIGN & MAINTENANCE			
711 · Facade Program	40,000	40,000	0
711.5 · Facade Match from Village	(20,000)	(20,000)	0
712 · Banner Sys/Sandwich Board	200	200	0
713 · Sign & Awning Program	3,000	2,000	1,000
714 · Wayfinding	0	0	0
715 · Streetscape Program	10,000	16,900	(6,900)
Total DESIGN & MAINTENANCE	33,200	39,100	(5,900)
MARKETING & PROMOTION			
716 · Business Certification Grant	0	500	(500)
718 · District Advertising & Promo	5,000	5,000	0
718.5 · Co-Op Advertising Grants	300	300	0
719 · Events	3,000	3,000	0
722 · Web Site Design/Update	750	250	500
724 · Web Site Hosting & Maint	500	500	0
729 · Business Education & Promo	0	0	0
Total MARKETING & PROMOTION	9,550	9,550	0
Total Expense	87,044	95,510	(8,466)
Net Income (Loss)	(12,244)	(20,710)	8,466



Hartland Business Improvement District 2022 Operating Plan

2022 B.I.D. Board of Directors

Steve Berger, B.I.D. President
Marilyn Haroldson, B.I.D. Secretary
Cheryl Pfundtner, CPA, B.I.D. Treasurer
Tom Brass, B.I.D. Past President
Elise Miller
Dr. Jim Muenzenberger
Jeff Pfannerstill
Tabi McBride
Steven Osterndorf

135 Cottonwood Avenue, Hartland, WI 53029
262-367-6560 • www.downtownhartland.com • [BID@downtownhartland.com](mailto: BID@downtownhartland.com)

Hartland Business Improvement District 2022 Operating Plan

A. Background

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

B. Goals of the Business Improvement District

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

1. Continuation of the *Façade Improvement Grant Program* offering matching grants up to \$10,000.
2. Continuation of the *Sign and Awning Grant Program* offering matching grants up to \$750.
3. Continuation of the *Business Loan Pool Program* offering low interest loans in partnership with Bank Five Nine.
4. Continuation of the *Sandwich Board Sign Grant Program* offering grants up to \$50.
5. Continuation of the *Co-Op Advertising Grant Program* offering grants up to \$300.
6. Implementation of the BID Strategic Planning process that was redone in 2021 to measure success.
7. Economic Development Committee
 - Business retention program to contact property and business owners on a regular basis.
 - Maintain list of vacancies and available property.
 - Continue to support the BID Loan Program with Bank Five Nine.
 - Conduct business education and informational seminars for property owners and businesses in district.
 - Communication with BID members, external resources and stakeholders about the BID.
 - Support of the Tax Incremental Finance district to stimulate redevelopment.
 - Initiatives to assist businesses locating in the BID and new business start-up assistance.
 - Support of businesses and issues that are important to the Village area.
8. Marketing Committee
 - Develop and continually align mission and brand of the BID.
 - Foster good communication between BID board, BID members, BID businesses, village and overall community.
 - Aid owners and business with promotion and foster cooperative efforts as needed and desired.
 - Communicate with internal constituents and external consumers.
 - Website development, maintenance, and search engine optimization.

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

9. Design Committee

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

10. Executive Committee

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

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

C. Boundaries

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

D. Budget for 2022

2022 BID Revenue	\$ 74,800	
Est'd Prior Year Surplus	<u>41,642</u>	
		116,442
Design & Maintenance	33,200	
Marketing & Promotion	9,550	
Administration	<u>44,294</u>	
		<u>87,044</u>
Projected Surplus		<u><u>\$ 29,398</u></u>

E. Operating Board

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

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

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

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

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

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

Compensation: None.

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

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

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

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

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

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

F. Payment of Expenses

All expenses to be incurred by the District pursuant to the budget set forth each year shall be paid as incurred out of income received by the District. The District's income for calendar year 2022 shall include the special assessment revenue (District assessment) as collected by the Village and provided by the property owners.

The principle behind the District assessment is that the owner of each assessable property within the District boundaries shall provide a proportionate share of the District expenses, based on the assessed value of the property for real estate tax purposes. The assessment method is as follows: An annual assessment will be levied against each property located within the District boundaries and not otherwise exempted hereunder, in the amount computed by applying 0.2061622% assessment ratio charged per \$1,000 of assessed value for that property for general real estate tax purposes as of the date of adoption of the District Plan for such year, subject to a minimum of \$500 and a maximum of \$2,500. This is subject to change and the decision of the Board on an annual basis.

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

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

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

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

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

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

G. Role of the Village of Hartland

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

- Support the adoption of the district plan and subsequent year's Operating Plan through staff time and compliance with statutes, devote stall time and assistance as appropriate to promote the services of the District.
- Monitor and when appropriate apply for outside funds and/or provide Village funds that could be used in the support of the District.
- Up to \$20,000 of matching grant funds will be provided by the Village to the 2022 Façade Improvement Program.
- Collect assessments and deposit the funds in a segregated account; disburse these monies to the District Board along with identification of those assessments included in the disbursement.
- Procure and review annual audits as required per Section 66.608 of the BID law.
- Provide the Board, through the Tax Assessor's Office on or before September 1 of each year, with the official Village records on the assessed value of each property within the District boundaries as of January 1 of that year, for the purposes of calculating the District assessment.
- Encourage Federal, State, and County government to support the activities of this District and others.

H. Promotion of Orderly Development of the Village

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

I. Required Statements

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

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

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

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

J. Severability

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

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

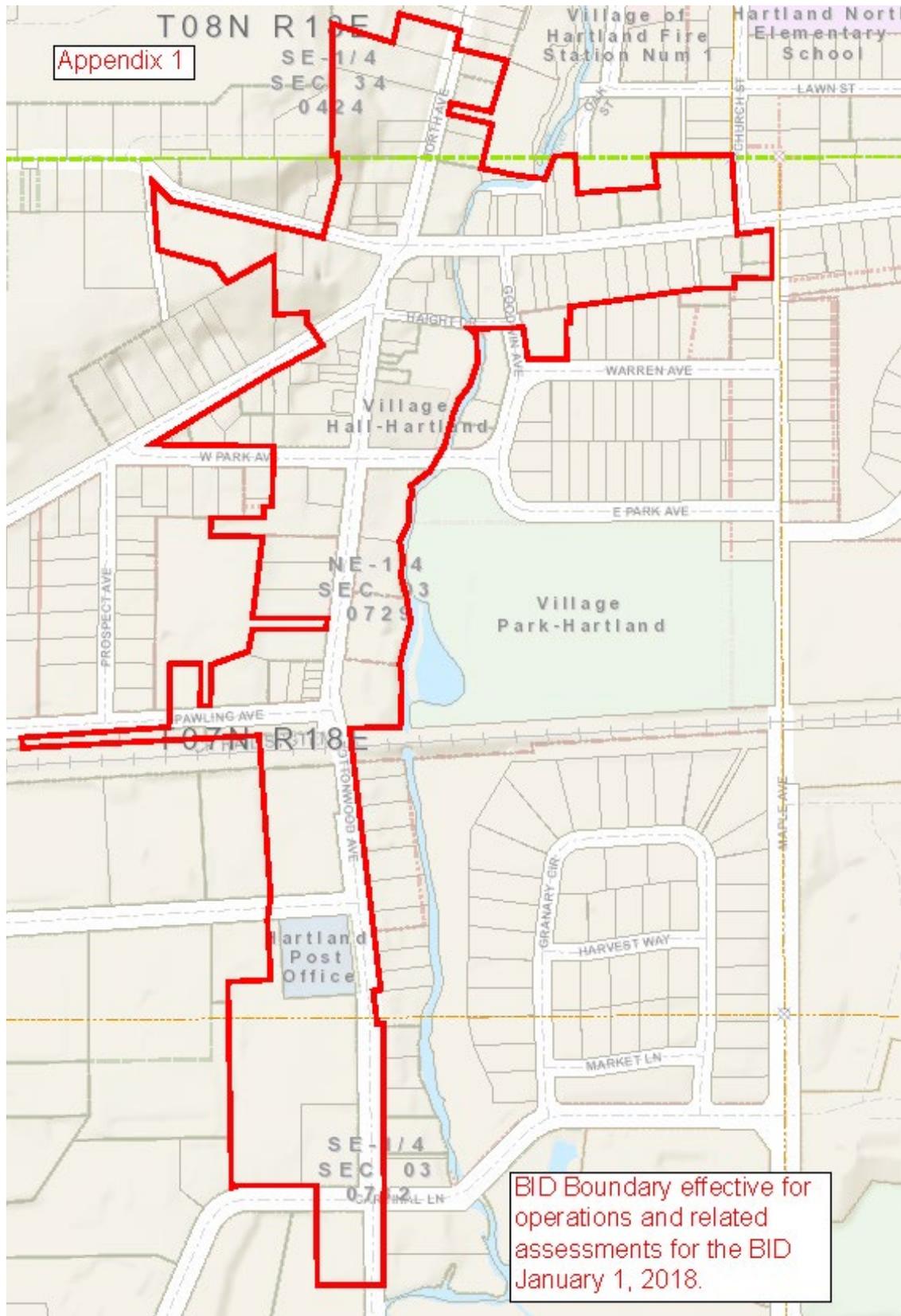
All of the above is specifically authorized under Wisconsin Statute section 66.608 (3) (b).

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

Adopted by BID Board: December 14, 2021

Appendix 1

Hartland BID Boundaries





reinvent the way you work™

November 12, 2021

Project #119578

Village of Hartland
210 Cottonwood Ave
Hartland, WI 53029
Attn: Darlene Igl

Proposal for: **Graphic Wall**

****FURNISHINGS PROPOSAL****

BSI is pleased to submit this proposal to furnish labor and materials required to perform all work in accordance with direction / drawings by Angela Talatzko and the following attachment:

Attachment #1 – Description of Work

Project Total: \$4,589.66
Plus applicable tax

Notes:

- Electrical connections of panel system to building power is **not** included in our pricing unless called out in our proposal.
- Book carts will be charged at a rate \$4.00 per day per cart from the date of delivery through the day of pick-up.

Please note that across the nation, there is a shortage of raw materials, such as foam and plastic, needed to fabricate products. This situation, along with increased demand, is affecting lead times.

Terms of Payment

- **50% due at time of order for projects under \$250,000. For projects over \$250,000, 1/3 of total due at time of order, 1/3 due at start of install, balance to be invoiced upon project completion.**
- All invoices due within 30 days of invoice date. Interest at a rate of 2.5% per month will be charged on all delinquent payments.
- No payment shall be withheld on any invoice because of partial delivery of the entire order.
- BSI limits credit card transactions to \$1000.00 per contract, all transactions will be assessed a 2.5% processing fee.

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

Accepted by	Date	Presented by	Date
_____			111221
Signature		Brett Heikkila	
_____		Account Executive	
Title		BSI (Building Service Inc.)	

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

BSI (Building Service Inc.) Date

Title



www.buildingservice.com
Waukesha 262.955.6400
Appleton 920.735.3636



Terms and Conditions

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

Warranty

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

Delays

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

Safety & Storage

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

Asbestos/Mold

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

Changes

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

Escalator Clause

- In the event of significant delay or price increase of material or freight, occurring during the performance of the contract resulting from acts beyond BSI's reasonable control including, without limitation, acts of God, pandemics, epidemics, quarantine, government mandated shutdowns, acts of war or terrorism, shortages of material, labor difficulties, riots, or civil unrest, the contract sum, the time of completion, or contract requirements shall be equitably adjusted by Change Order. A change in price of an item of material or freight will be considered significant when the price of an item increases 20% or more between the date of this Contract and the date of installation. The amount of the increase shall be capped at 50% of the increase in cost of the original budget price for the item.



BUSINESS SERVICE INC. - NEW WALL CONCEPT 4 - GREYSCALE



Last Name	First Name	Party Nomination
Adamski	Linda	
Amidzich	Nancy	Democrat
Arlen	Sherri	
Baumann	Nathan	Democrat
Beaumont	Emilie	Democrat
Burdette	Jackie	Democrat
Decker	Paula	Democrat
Decker Nold	Joanie	
Eckels	Steven	
Eckels	Mary Beth	
Evans	Wendy	Democrat
Gaydos-Fedak	Nina	
Georgson	David	
Georgson	Jean	
Gerger	Caroline	
Hallquist	Linda	
Hansen	Ruth	Democrat
Hofman	Lynn	
Jensen	Mary	
Joyce	Caroline	Democrat
Keppe	Marie	Republican
Kleister	Kathleen	Republican
Ligocki	Ann	
Lisius	Judi	
Loftis	Kathy	
Lucas	Tiffany	Democrat
Mautz	Diane	
Meindl	Ruth	
Moderson	Diane	
Overholt	Greg	Democrat
Papa	Joann	
Rasmussen	Renee	
Ristow	Paul	
Ristow	Sharon	
Saatkamp	Jeffrey	
Sallmann	Sarah	
Schleicher	Sharon	Republican
Schmitt	Janet	Democrat
Sharpe Pfeiffer	MARY	Democrat
Soper	Teresa	Republican
Taylor-Ciesko	Lori	Democrat
Wisniewski	Val	