

**VILLAGE BOARD AGENDA**  
**MONDAY, JULY 24, 2023**  
**6:30 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

Call to Order

Roll Call

Pledge of Allegiance – Trustee Pfeiffer

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. This meeting will be recorded and will be available online through the Village's website.  
None heard.

1. Presentation of Building Study.
2. Consideration of Village Board minutes of July 10, 2023.
3. Items related to vouchers.
  - a. Consideration of vouchers for payment in the amount of \$165,044.97.
4. Actions related to Licenses and Permits
  - a. Consideration of Operator's (Bartender) Licenses.
5. Consideration of a Third Reading and Adoption of Bill for an Ordinance No. 06-26-2023 "An Ordinance Creating §46-090, §46-910 and §46-911 of the Village of Hartland Code of Ordinances Regulating Hotels and Motels, and Amending §§46-1, 46-466, 46-469, 46-491, 46-494, 46-516, 46-519 and 66-14 of the Village of Hartland Ordinance".

Other Items for Consideration

6. Discussion and consideration of an application for a Special Events Permit for Palmer's Tent Event Gala, 122 E. Capitol Drive September 17, 2023.
7. Consideration of renewal of tower lease with Verizon wireless.
8. 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.

**VILLAGE BOARD AGENDA**

**MONDAY, JULY 24, 2023**

**6:30 PM**

**PAGE 2**

9. Consideration of a motion to recess into closed session pursuant to State Statute §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, namely to consider and discuss the respective recommendations of the Village Manager and Village President of an appointee to the position of Village Clerk pursuant to Village of Hartland Ordinances §2-169 (a), and to reconvene into open session pursuant to §19.85(2) for the purpose of considering any action as may be necessary and appropriate.
10. Consider and take any action deemed appropriate pursuant to the previously held closed session. (Pursuant to Village of Hartland Ordinances §2-169 (b), the Village President shall not have a vote on such confirmation if the Board decides to proceed to vote on a confirmation.)
11. Adjournment.

Ryan Bailey, Village Manager

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 Deidre Bushey, Deputy 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 869 9791 9258.

Or participate online:

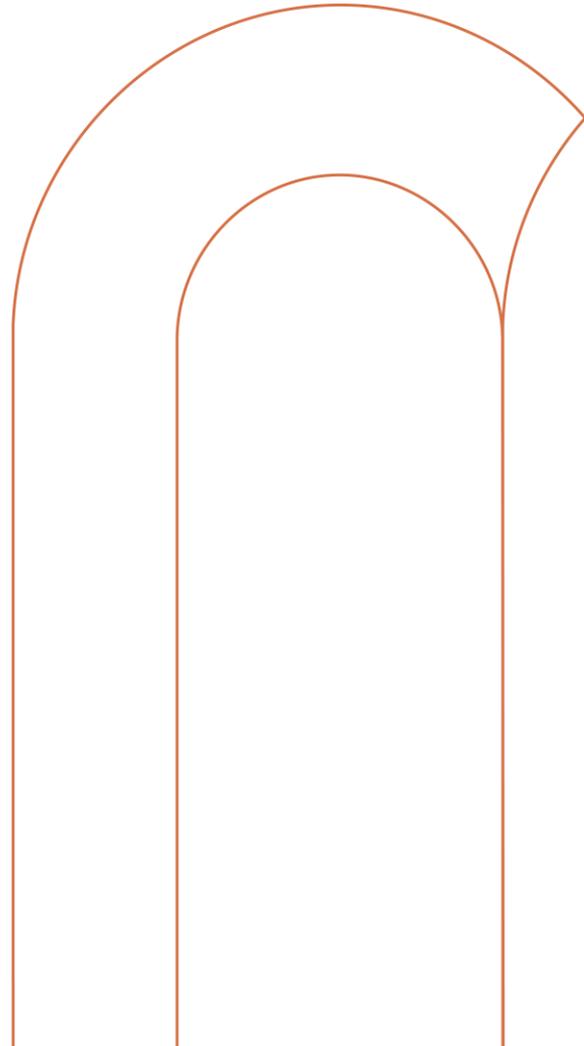
<https://us02web.zoom.us/j/86997919258?pwd=YU9PK0c1QXpXYmhpTXEzOG1qOGUzQT09>



# Village of Hartland Building Needs Assessment

John Sabinash  
Vice President – Director Government Studio

07.23.23 **DRAFT**



# Agenda

## 30 Minutes

1. Statement of Purpose 4
2. Existing Building Qualities 6-11
3. Program 13-17
4. Site Fits 19-28
5. Budget 30-38
6. Pros and Cons 40-41
7. Questions
8. Attachments
  - Appendix A (Program) A1-23
  - Appendix B (Budget) B1-16



# 1. Statement of Purpose



# Statement of Purpose

1. Evaluating and assessing Police Department, Fire Department, and Village Hall facilities long-term **space needs**.

2. Providing an evaluation of the potential **renovation** of the existing facilities in **comparison** to building **new** facilities on Village owned property to include a cost estimate for each option.



Fox Point, WI

## 2. Existing Building Qualities



# Existing Building

## Think like the human body – systems

Enclosure – Skin

- Walls
- Windows
- Roofing

Structure – Musculoskeletal

Electrical – Nervous

Plumbing – Renal

HVAC – Respiratory



# Existing Building

## Fire Department statistics

- Single - story Building constructed in 1998
- Spilt design – apparatus centered with Support and Living flanking
- Three Drive thru bays

**8,938 GSF**



# Existing Building

## Village Hall statistics

- Multi - story Building constructed over several decades and several additions and remodeling(s) – newest PD garage in 2018.
- 10,612 SF Parking Lot Level
- 11,588 SF Cottonwood Level
- 704 SF Mechanical mezzanine

**22,904 GSF**

**PD occupies 7,276 SF**

Balance Village Hall / Shared



# Existing Building

**“What do we got on the spacecraft that’s good?”**

- Ed Harris as Gene Krantz  
in Apollo 13

- Spring walk-thru with engineers
- Anecdotal information from staff
- Observations



# Existing Building

## Village Hall assessment

-  Poor
-  Fair
-  Good
-  Very Good
-  Excellent

Overall assessment - Systems are old and merit no salvage. Envelope should be addressed whole heartedly – skin, roofing and windows all in the same shape with decades of wear. Strip it to studs and start new or demolish and start new. Nothing else of value

SYSTEM	CONDITION	NOTES
Roofing		Mix of rubber, shingle and tile.
Windows		Aging, condensation prevalent, replace
Cladding		Stucco okay, Brick okay, leaky
Insulation		Compromised over time, era
Plumbing		Fixtures Fair, branch piping vintage
HVAC		Aging Equipment, vintage distribution
Electrical		
Illumination		
Power		
Exotics		Access control, CCTV, etc.
Structure		Not in imminent failure, limiting however
Transportation		Vintage Elevator lightly used expect mounting repairs, but no need for immediate replacement

# Existing Building

## Fire Department assessment

-  Poor
-  Fair
-  Good
-  Very Good
-  Excellent

Overall Assessment – building is in serviceable shape and needs periodic replacements. No looming failures

SYSTEM	CONDITION	NOTES
Roofing		3 tab near end of life cycle but life remains
Windows		Consistent with era of the building
Cladding		Masonry in good shape
Insulation		Contemporary installation in good shape
Plumbing		Fixtures acceptable replace in major update
HVAC		Nearing the end of life expectancy
Electrical		
Illumination		Okay more LED in the future
Power		Satisfactory generator need smore work as it ages
Exotics		No real program here – pretty simple
Structure		Good shape, aprons not withstanding

# 3. Program



# Program (Architectural)

## How big?

- Start with what you **have**
- **Who** is in there and **what** to they do?
- **Why** you use it that way?
- What is the major **communication** pathway?
- **Why not** this way?

Throw away bad things  
Reinforce GOOD things  
Import the better way(s)

*Full Program in Appendix A*



# Program

## Lather - Rinse - Repeat

- Multiple iterations for Fire
- *and* Police
- Village Hall stable

## Benefits of Combining

- Economy of Scale
- Place 1 – FD site
- Place 2 – Village hall
- Place 3 - somewhere else?
- A third place or replace a place?

## Concern with Combining

- Eggs in one basket
- A new history being made



# Program

## Village Hall

Not looking for substantially more space

Can fit here

Can fit elsewhere

Should you be in three places?

### Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program

**BUILDING NAME:** Hartland Village Hall

**STREET ADDRESS:** 210 Cottonwood Ave.

**FLOOR / SUITE:**

**DEPARTMENT:** PUBLIC

**SPACE/DIVISION:**

**INTERVIEWEE:**

ID No.	SPACE DESCRIPTION	Room	EXISTING			PROPOSED			REMARKS
			Qty.	Size	Total	Qty.	Size	Total	
STAFF QTY	STAFF TITLE_POSITION								

Department NSF	2,912	2,992
Department Grossing Factor		0.35
		4,039
<b>TOTAL DEPARTMENT NSF</b>		<b>4,039</b>

**BUILDING NAME:** Hartland Village Hall

**STREET ADDRESS:** 210 Cottonwood Ave.

**FLOOR / SUITE:**

**DEPARTMENT:** ADMINISTRATION

**SPACE/DIVISION:**

**INTERVIEWEE:**

ID No.	SPACE DESCRIPTION	Room	EXISTING			PROPOSED			REMARKS
			Qty.	Size	Total	Qty.	Size	Total	
STAFF QTY	STAFF TITLE_POSITION								

Department NSF	7,304	7,384
Department Grossing Factor		0.35
		9,968
<b>TOTAL DEPARTMENT NSF</b>		<b>9,968</b>

# Program

## Police

ARE looking for more space

Biggest changes:

- Enclosed Vehicle Parking (magnitude – more cars)
- Training (you don't have this)
- Evidence (process)
- Custody (process)
- Building (assigned to Village Hall)
- Space for staff (offices etc.)

### Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program

FINAL DRAFT

July 23, 2023

STAFFING	DEPARTMENT_DIVISION_BURE	EXISTING	PROPOSE D	TOTAL DEPARTMENT GROSS SQ FT (DGSF)	X	BUILDING GROSSING FACTOR	=	TOTAL BUILDING GROSS SQ FT (BGSF)	FINAL
<b>POLICE</b>									
	<b>PUBLIC</b>	396	662			<b>1.10</b>		<b>728</b>	
	<b>ADMINISTRATION</b>	396	1,123			<b>1.10</b>		<b>1,236</b>	
	<b>COMMUNICATIONS</b>	0	0			<b>1.10</b>		<b>0</b>	
	<b>ADMINISTRATIVE SERVICES</b>	838	1,202			<b>1.10</b>		<b>1,322</b>	
	<b>PATROL</b>	950	2,338			<b>1.10</b>		<b>2,572</b>	
	<b>PATROL SUPPORT - TRAINING</b>	0	5,470			<b>1.10</b>		<b>6,017</b>	
	<b>ENCLOSED VEHICLE PARKING</b>	1,066	8,680			<b>1.10</b>		<b>9,438</b>	
	<b>INVESTIGATIONS</b>	250	3,030			<b>1.10</b>		<b>3,333</b>	
	<b>EVIDENCE</b>	247	1,877			<b>1.10</b>		<b>2,064</b>	
	<b>CUSTODY</b>	778	3,306			<b>1.10</b>		<b>3,637</b>	
	<b>BUILDING</b>	189	2,700			<b>1.10</b>		<b>2,970</b>	
		5,110	30,287					<b>33,315</b>	
	<b>Assignable Area Occupied</b>	7,276							
	<b>efficiency</b>	70%							
				TOTAL DEPARTMENT GROSS SQ FT (DGSF)	X	BUILDING GROSSING FACTOR	=	Total Net Area	FINAL
				EXISTING		PROPOSE		FINAL	
				7,276		30,287		33,315	



Page 1

# Program

## Fire

ARE looking for more space

- Not much in apparatus
- Living
- Officing
- Operations

### Village of Hartland Building Needs Assessment

Hartland, WI

Project No 230083.01

Part One Space Program

FINAL DRAFT

March 7, 2023



STAFFING	DEPARTMENT_DIVISION_BUREAU	TOTAL DEPARTMENT GROSS SQ FT (DGSF)		X	BUILDING GROSSING FACTOR	=	TOTAL BUILDING GROSS SQ FT (BGSF)
		EXISTING	PROPOSED				FINAL
<b>FIRE</b>							
	PUBLIC	0	432		1.10		475
	ADMINISTRATION	370	2,066		1.10		2,272
	LIVING	932	2,066		1.10		2,272
	OPERATIONS	1,526	5,913		1.10		6,504
	APPARATUS	4,494	7,480		1.10		8,228
	BUILDING	0	2,201		1.10		2,421
		7,324	20,157				22,172

Page 1

TOTAL DEPARTMENT GROSS SQ FT (DGSF)	X	BUILDING GROSSING FACTOR	=	Total Net Area
EXISTING				FINAL
8,938				22,172
PROPOSED				
20,157				

## 4. Site Fits



# Site Fits

## Village Hall (Village Hall Site)

North is to the top

Village Hall not looking for more space

Police IS looking for more space

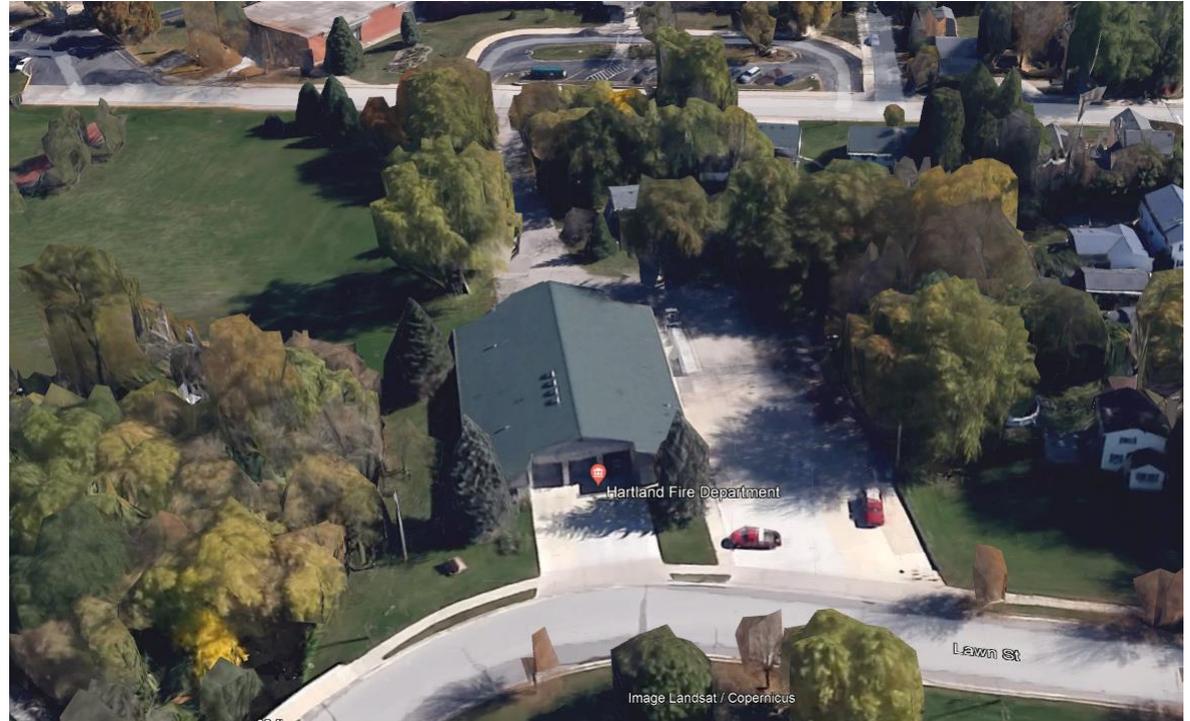


# Site Fits

## Fire (Lawn Street Site)

North is to the left

ARE looking for more space



# Site Fits

## New Site (Cottonwood Site)

4.35 acres

Fits for all but kept FD on Lawn



# Site Fits

## Village Hall site

Option A, B, D, E, F, G, H, I  
(9 iterations)

All eliminated except Option C

- Site in parking lot
- Demolition of the present building and replaced with parking
- Three story addition
- Two story addition
- Four story addition
- Enabling project – Park and Rec
- This is it again – no place else to go



# Site Fits

## Village Hall site OPTION C

### PARKING LOT LEVEL

- Big addition to the East
- Keeps most of the parking but not all
- Garage and additional space we will need
- New Entrance for Park and Rec
- Modest remodeling in Village Hall
- Preserving south garage and sally port access



Village of Hartland Building Needs Assessment  
01/26/23  
220083.00

(C) More Garage - Lower Level

Village of Hartland

# Site Fits

## Village Hall site OPTION C COTTONWOOD LEVEL

- Large addition on top of parking lot level addition plus remodel for PD on main floor
- Most of the PD day to day functions
- Admin. Support Services, Custody
- Village Hall - light remodeling



Village of Hartland Building Needs Assessment  
01/26/23  
220083.00

(C) More Garage - First Floor

Village of Hartland



**zimmerman**  
ARCHITECTURAL STUDIOS, INC.

# Site Fits

## Village Hall site OPTION C

### Upper Level

- Operations and Investigations up top.
- Not great to have three levels – prefer one.



Village of Hartland Building Needs Assessment  
01/26/23  
220083.00

(C) More Garage - Second Floor

Village of Hartland

# Site Fits

## Village Hall site OPTION C

### Top Floor

- Largely Mechanical Space in the diagram
- Site is 'maxed out' for future
- Would be better on two levels but cannot remove P+R



Village of Hartland Building Needs Assessment  
01/26/23  
220083.00

(C) More Garage - Third Floor

Village of Hartland

# Site Fits

## New (Cottonwood Site)

- Access from Cottonwood
- Public spaces to the east
- More exclusive spaces to the west
- Review parking for more public intensive events
- Can share training spaces
- Can share Break
- Can take more program later

**OKAY - It works, but with minimal parking left on site so needs special accommodation**

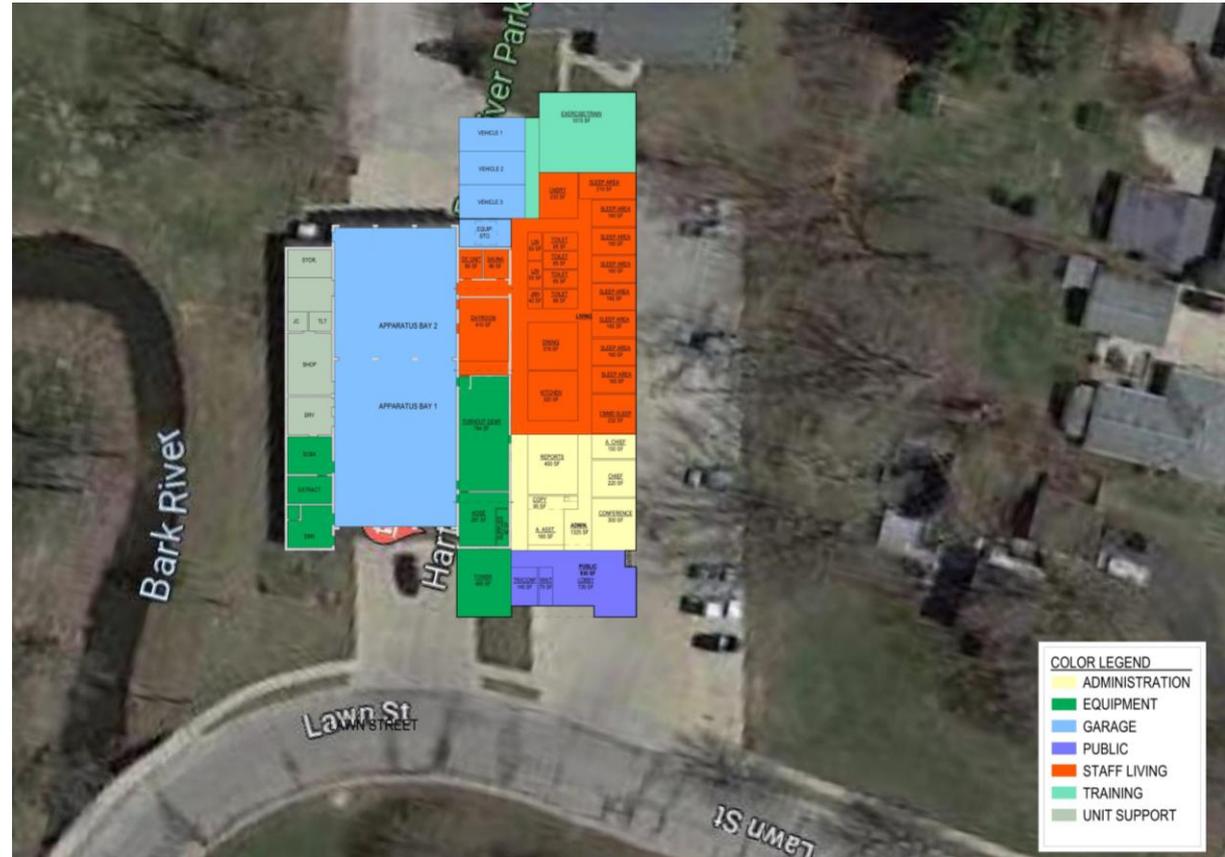


# Site Fits

## Fire (Lawn Street Site)

- Addition to the South (can't go north)
- Limited remaining parking need to park on Lawn street
- Maintain access to the survive alive house
- Done after this on this site as defined

**OKAY - It works, but with minimal parking left on site so needs special accommodation**



# 5. Budget





## Budget – an example of why it matters

“Lockers”	School	Duty
Installed Cost	\$650	\$1,500
Adds:		
Power		\$175
Ventilation		\$350
Bench + Drawer		\$290
Weapons vault		\$175
Drying tray		\$125
SUM (Each)	\$650	\$2,615
Cost for 30 (20 +10)	<b>\$19,500</b>	<b>\$78,450</b>
	<b>\$58,950</b>	<i>difference</i>



# Budget - Consider this . . .

## Adaptable

- Change over time
- Succession planning
- Evolve



# Budget - Consider this . . .

## Redundant

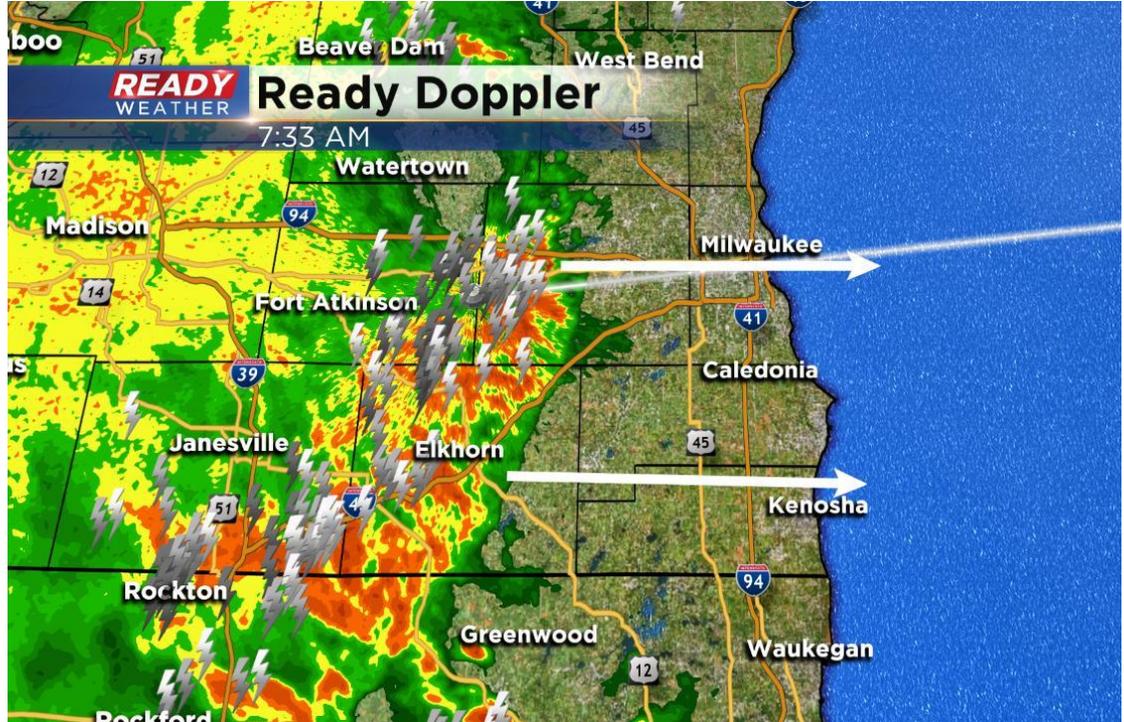
- Inconvenient things
- Mutual aid
- N+1
- Power
  - ✓ Primary
  - ✓ Service B (two sub-stations)
  - ✓ Emergency
  - ✓ UPS
  - ✓ Alternative sources



# Budget - Consider this . . .

## Survivable

- Tragic things
- Community safe rooms
- Eggs in one basket



# Budget - Consider this . . .

## Permanent

- Nature is relentless
- Bonding is hard but maintaining is harder
- Obsolescence

*“When we were a far less wealthy nation, we built things with the expectation that they would endure. To throw away money (painfully acquired) and effort (painfully expended) on something certain to fall apart in thirty years would have seemed immoral if not insane in our great grand parents’ day”.*

*~ James Howard Kunstler*



# Budget - Consider this . . .

## Sophisticated

- Bullet Resistance [UL]
  1. [3] 9 mm
  2. [3] .357 magnum
  3. [3] 44 magnum
  4. [1] .30 cal rifle
  5. [1] 7.62 mm
  6. (5) 9mm
  7. [5] 5.56 mm
  8. [5] 7.62 mm
  - [3] 12ga. shotgun
- CCTV - surveillance
- Access Control
- CPTED
- Stand -off



## Budget – Consider this . . .

### **Option C**

Village Hall + PD stay on site

CONSTRUCTION

\$14,878,896

SOFT

\$5,860,420

### **TOTAL**

**\$20,739,316 HIGH**

**\$17,282,763 LOW**

### **New PD**

Cottonwood

CONSTRUCTION

\$18,181,934

SOFT

\$6,182,288

### **TOTAL**

**\$24,354,222 HIGH**

**\$20,235,185 LOW**

### **Fire Addition and Remo**

Lawn Street

CONSTRUCTION

\$ 8,535,939

SOFT

\$3,241,057

### **TOTAL**

**\$11,775,996 HIGH**

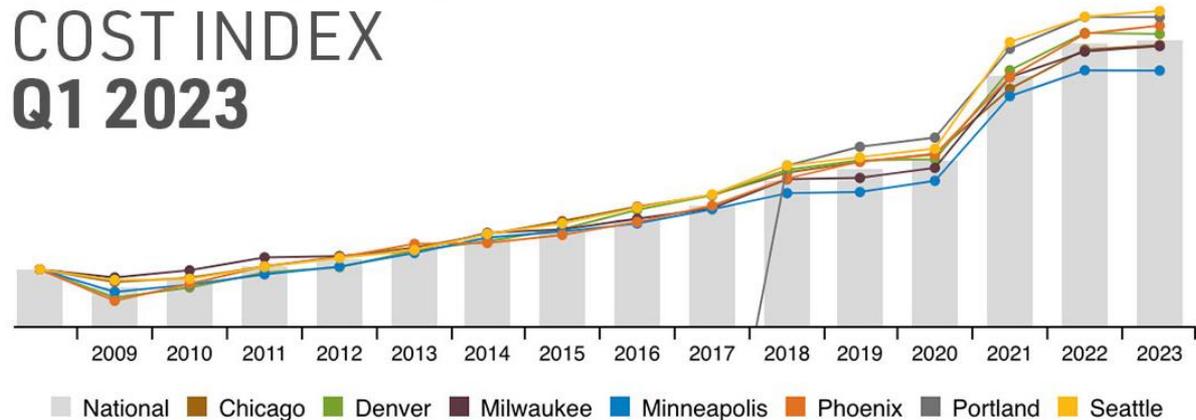
**\$ 9,813,330 LOW**

# Budget

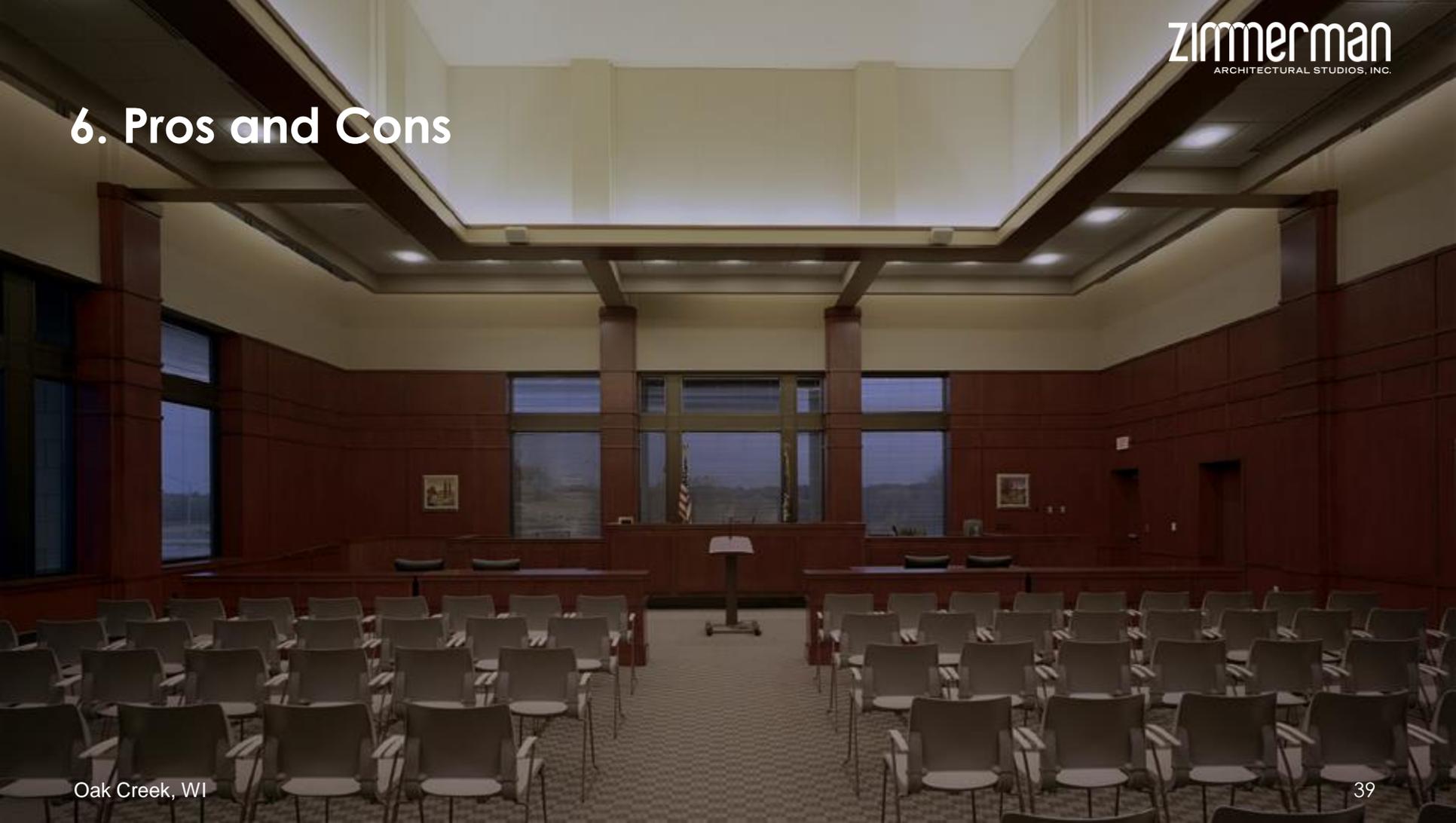
## Been a rough few years

- Inflation in construction 8-15%
- Levelling but not going down
- Real-time supply side issues still
- Cutting construction time will save you \$\$\$ more now than ever
- There is a project that you can afford if not this combination – but it would be different
- Think about your building as a landlord – PD is the biggest tenant. So what do you do if they leave?
- Future Value of the site is likely a mixed use residential solution (demolition)

## MORTENSON CONSTRUCTION COST INDEX Q1 2023



## 6. Pros and Cons



# Pros

## Village Hall OPTION C

Restore the old car but its not a classic



- 2 locations not 3
- Familiarity
- Village Center (VH + PD + Library)

## Cottonwood

Back-up camera + New car smell



- 3 locations not 2 (eggs in basket theory)
- Contemporary solution
- Plenty of elbow room
- Ultimately can take V Hall and FD or a satellite FD

## Fire

Had twins, need a minivan, no space left for the riding lawn mower, but it works



- Response is the same
- Railroad is the railroad
- Still have survive alive (connected)
- Can control the parking question

# Cons

## Village Hall OPTION C

- PD would be better on one floor, four is really hard to imagine
- You are still in an older building
- Parking is still competitive
- Expansion is problematic
- Messy remodel while operational (lay down space etc.)

## Cottonwood

- Its just PD so more \$ if you include V Hall – but then you can sell the present site and get increment
- PD is expensive in part because it bears all the site costs.
- It is more money
- Organic soil so there are more unknowns (risk)
- Not “downtown”

## Fire

- Site is maxed so a more painful remodel as a result.
- Railroad still a problem.
- Parking is sub-optimal.
- Gable roof tie-in becomes expensive

## 7. Questions + Answers



# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program

FINAL DRAFT

July 23, 2023



		TOTAL DEPARTMENT GROSS SQ FT (DGSF)		X	BUILDING GROSSING FACTOR	=	TOTAL BUILDING GROSS SQ FT (BGSF)
STAFFING	DEPARTMENT_DIVISION_BUREAU	EXISTING	PROPOSED				FINAL

POLICE							
STAFFING	DEPARTMENT_DIVISION_BUREAU	EXISTING	PROPOSED		BUILDING GROSSING FACTOR	=	TOTAL BUILDING GROSS SQ FT (BGSF)
	<b>PUBLIC</b>	396	662		1.10		728
	<b>ADMINISTRATION</b>	396	1,123		1.10		1,236
	<b>COMMUNICATIONS</b>	0	0		1.10		0
	<b>ADMINISTRATIVE SERVICES</b>	838	1,202		1.10		1,322
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	<b>CUSTODY</b>	778	3,306		1.10		3,637
	<b>BUILDING</b>	189	2,700		1.10		2,970
		5,110	30,287				33,315
	<b>Assignable Area Occupied</b>	7,276					
	<b>efficiency</b>	70%					

		TOTAL DEPARTMENT GROSS SQ FT (DGSF)		X	BUILDING GROSSING FACTOR	=	Total Net Area
	EXISTING	PROPOSED					FINAL
	12,386	30,287					33,315

# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program

**BUILDING NAME:** Hartland Village Hall  
**STREET ADDRESS:** 210 Cottonwood Ave.  
**FLOOR / SUITE:**  
**DEPARTMENT:** PUBLIC  
**SPACE/DIVISION:**  
**INTERVIEWEE:**



FD No.	SPACE DESCRIPTION	Room	EXISTING			PROPOSED			REMARKS
			Qty.	Size	Total	Qty.	Size	Total	
STAFF QTY	STAFF TITLE POSITION								
	<b>Vestibule</b>					1	100	100	
	Storage (Sidewalk Maintenance)					1	30	30	
	<b>Lobby</b>		1	156	156	1	200	200	Fingerprint Teachers
	Seating					In above			
	Display					In above			
	Counter Queuing					In above			
	Lockers					0	0	0	
	ATM					0	0	0	
	Internet Exchange					0	0	0	in parking lot
	Writing - Forms					2	20	40	will not have clipboards
	Digital Kiosk					0	0	0	
	Drug Drop					0	0	0	in Vestibule?
	<b>Visitor Toilets</b>								
	Female		1	81	81				
	Male		1	81	81				
	Family								
	<b>Interview Room</b>								
	Large		1	216	216	1	120	120	
	Medium								
	Small								
	<b>Fingerprint</b>								
	<b>Janitorial</b>								
	<b>Transition (in+out)</b>								
	<b>Property Distribution</b>								
	<b>Media Room</b>								
	Press Records								
	Incident								

Department NSF	534	490
Department Grossing Factor		0.35
		662
<b>TOTAL DEPARTMENT NSF</b>	<b>534</b>	<b>662</b>

# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program



**BUILDING NAME:** Hartland Village Hall  
**STREET ADDRESS:** 210 Cottonwood Ave.  
**FLOOR / SUITE:**  
**DEPARTMENT:** ADMINISTRATION  
**SPACE/DIVISION:**  
**INTERVIEWEE:**

FD No.	SPACE DESCRIPTION	Room	EXISTING			PROPOSED			REMARKS
			Qty.	Size	Total	Qty.	Size	Total	
	<b>STAFF QTY</b>								
	<b>STAFF TITLE POSITION</b>								
	<b>Chief Office</b>		1	252	252	1	250	250	
	Toilet								
	Storage Closet					1	30	30	
	<b>Technical Operations Captain</b>								
	Storage Closet								
	<b>Field Operations Captain</b>								
	Storage Closet								
	<b>Exec Administrative Assistant</b>								
	Storage Closet								
	Personnel Records (Confidential)								
	<b>Personnel Records</b>							in Chief FC	
	<b>Permanent Records (PD + Courts)</b>								
	<b>Training Records</b>								
	<b>Attorney Office</b>								
	Storage Closet								
	<b>Mental Health Office</b>								
	Storage Closet								
	<b>Kitchenette</b>					1	30	30	
	<b>Administrative Conference</b>							Depends on Break location	
	Seating					12	25	300	
	<b>Administrative Waiting</b>								
	<b>Victim Crisis Reponse</b>								
	Office								
	Work Room								
	Storage								
	<b>DC Office</b>		1	144	144	1	192	192	
	Toilet								
	Storage Closet					1	30	30	

Department NSF	396	832
Department Grossing Factor		0.35
		1,123
<b>TOTAL DEPARTMENT NSF</b>	<b>396</b>	<b>1,123</b>



# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program



**BUILDING NAME:** Hartland Village Hall  
**STREET ADDRESS:** 210 Cottonwood Ave.  
**FLOOR / SUITE:**  
**DEPARTMENT:** **PATROL**  
**SPACE/DIVISION:**  
**INTERVIEWEE:**

FD No.	SPACE DESCRIPTION	Room	EXISTING			PROPOSED			REMARKS
			Qty.	Size	Total	Qty.	Size	Total	
	<b>STAFF QTY</b>								
	<b>STAFF TITLE POSITION</b>								
	<b>Field Operations Captain</b>								
	Storage Closet								
	<b>Lieutenants Office</b>		1	154	154	3	150	450	
	<b>Lieutenants Office</b>		1	126	126				
	Workstations								
	Huddle Space								
	Files								
	Storage Closet								
	<b>Real-time Crime / Technology</b>								
	<b>RT AV + Storage</b>								
	<b>Community Service Office</b>								
	Workstations								
	Huddle Space								
	Files								
	<b>Community Resource Office</b>								
	Workstations								
	Huddle Space								
	<b>FOP Office</b>								
	<b>Reports</b>		1	384	384				
	Workstations					6	64	384	
	Print					1	64	64	
	Forms		1	20	20	1	64	64	
	<b>Dictation</b>					1	80	80	
								Room independent of Report Open area	
	<b>Muster / Roll Call</b>		1	238	238	12	25	300	
								in middle of reports room	
	<b>Kitchenette</b>					1	30	30	
	<b>K-9 Office</b>							Depends on Break location	
	<b>Duty Bags</b>					7	30	210	
	<b>ERT (confirm NOT additional lockers in locker room)</b>							tiers of 3	
	<b>Storage</b>								
	Drone					1	50	50	
	Radios Radar Keys (Electronics)		1	28	28	1	50	50	
	Road Gear					1	50	50	
	Commissary								
	<b>Honor Guard Storage</b>								
	<b>Crowd Control Storage</b>								

Department NSF	950	1,732
Department Grossing Factor		0.35
		2,338
<b>TOTAL DEPARTMENT NSF</b>	<b>950</b>	<b>2,338</b>

# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program



**BUILDING NAME:** Hartland Village Hall  
**STREET ADDRESS:** 210 Cottonwood Ave.  
**FLOOR / SUITE:**  
**DEPARTMENT:** **PATROL SUPPORT - TRAINING**  
**SPACE/DIVISION:**  
**INTERVIEWEE:**

FD No.	SPACE DESCRIPTION	Room	EXISTING			PROPOSED			REMARKS
			Qty.	Size	Total	Qty.	Size	Total	
	<b>LOCKER ROOM</b>								
	Male		1	168	168	24	20	480	
	Toilets		1	117	117	1	120	120	(2) Tft, (1) UR, (2) Lavs
	Showers		in toilets			2	50	100	
	Vestibule					1	60	60	760
	Combi Toilet + Shower (single occupant)								
	Female		1	117	117	12	20	240	
	Toilets		1	108	108	1	80	80	(1) Tft, (1) Lav
	Showers		in toilets			1	50	50	
	Vestibule					1	60	60	430
	Combi Toilet + Shower (single occupant)								
	Non-Gendered								
	Toilets								
	Showers								
	Vestibule								
	<b>General Storage</b>								
	<b>EXERCISE</b>								
	Cardio					1	250	250	
	Stretch - Isometric					1	250	250	
	Weight					1	500	500	1,000
	<b>VISITOR LOCKERS</b>								
	Male								
	Combi Toilet + Shower (single occupant)								
	Vestibule								
	Female								
	Combi Toilet + Shower (single occupant)								
	Vestibule								
	<b>WEAPONS</b>								
	Armory		1	64	64	1	48	48	
	Weapons Cleaning					3	48	144	
	Ammunition Storage		1	16	16	1	25	25	
	Weapons Storage					1	25	25	
	<b>TRAINING ROOM (EOC?)</b>								
	Seating					32	25	800	yes EOC
	Arena							200	25% of seating
	Table and Chair Storage					1	150	150	
	AV					1	30	30	
	Kitchenette					1	100	100	
	Training Storage					1	80	80	
	Prefunction								
	Communications					1	120	120	(2) WS
	<b>DAAT ROOM</b>								
	Storage		1	71	71	1	100	100	
	Laundering/cleaning								
	SWAT Storage		1	9	9	1	40	40	

Department NSF	670	4,052
Department Grossing Factor		0.35
		5,470
<b>TOTAL DEPARTMENT NSF</b>	<b>670</b>	<b>5,470</b>

# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program

**BUILDING NAME:** Hartland Village Hall  
**STREET ADDRESS:** 210 Cottonwood Ave.  
**FLOOR / SUITE:**  
**DEPARTMENT:** **ENCLOSED VEHICLE PARKING**  
**SPACE/DIVISION:**  
**INTERVIEWEE:**



FD No.	SPACE DESCRIPTION	EXISTING			PROPOSED					REMARKS
		Qty	Make	Model	QUANTITY			Size	Total	
STAFF QTY	STAFF TITLE POSITION				NOW	FUTURE	SUM			
	<b>FLEET - City Owned</b>									
	Unmarked Squad				2	1	3	400	1,200	
	Marked Squad				4	2	6	400	2,400	
	Administrative				2	1	3	400	1,200	
	Special Purpose				1	1	2	400	800	pickup
					9	5	14			
	<b>K-9</b>									
	<b>CORNERS</b>									
	A - Bike and Bulk Property				1			500	500	
	B - Vehicle Evidence				1			600	600	
	C - Smalls				1			500	500	
	Decontamination				1			40		
	Laundry				1			40		
	Toilet				1			50		
	Janitorial				1			30		
	Stray animal							0		
	Parts				1			120		
	Arson - combustibles				1			100		
	Circulation							100	380	
	D - Wash Bay				1			600	600	

0	7,800
	0.10
	8,580
0	8,580

# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program



**BUILDING NAME:** Hartland Village Hall  
**STREET ADDRESS:** 210 Cottonwood Ave.  
**FLOOR / SUITE:**  
**DEPARTMENT:** INVESTIGATIONS  
**SPACE/DIVISION:**  
**INTERVIEWEE:**

FD No.	SPACE DESCRIPTION	Room	EXISTING			PROPOSED			REMARKS
			Qty.	Size	Total	Qty.	Size	Total	
	<b>STAFF QTY</b>								
	<b>STAFF TITLE POSITION</b>								
	<b>Bureau Captain</b>								
	Storage Closet								
	<b>Lieutenants Office</b>								
	Workstations								
	Storage Closet								
	<b>Sergeants Office</b>								
	Workstations - Offices?								
	Storage Closet								
	<b>ICAC (Computer Crime)</b>								
	Workstations					2	64	128	
	Tear down - Forensic					2	48	96	
	Huddle					6	25	150	
	<b>Investigators</b>								
	Offices		1	108	108	3	150	450	
	<i>General</i>		1	44	44				
	<i>Robbery</i>								
	<i>Homicide</i>								
	<i>Violent Crimes</i>								
	<i>Property</i>								
	<i>Special Investigative Unit</i>								
	<i>Intelligence</i>								
	<i>Forensics</i>								
	<i>Narcotics</i>								
	<i>Sensitive Crimes</i>								
	<i>Future</i>								
	Storage Closet(s per office)								
	Files								
	<b>School Resource Office</b>					1	150	150	
	Storage Closet								
	<b>Files</b>								
	<b>Secretary</b>								
	Storage Closet								
	<b>Analyst</b>								
	Storage Closet								
	Interview		1	98	98	2	80	160	2 person
	Interview					1	110	110	4 person
	Soft Interview					1	240	240	
	Custody Toilet								
	Viewing								
	Conference					6	25	150	6 person
	Case Room					6	35	210	6 person
	Coffee								
	Waiting					4	25	100	
	Temporary Evidence Holding					1	40	40	
	General Storage								
	Electronics/Surveillance Storage					1	100	100	
	Copy / Print					1	80	80	could be shared with admin

Department NSF	250	2,164
Department Grossing Factor		0.40
		3,030
<b>TOTAL DEPARTMENT NSF</b>	<b>250</b>	<b>3,030</b>

# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program



**BUILDING NAME:** Hartland Village Hall  
**STREET ADDRESS:** 210 Cottonwood Ave.  
**FLOOR / SUITE:**  
**DEPARTMENT:** EVIDENCE  
**SPACE/DIVISION:**  
**INTERVIEWEE:**

FD No.	SPACE DESCRIPTION	Room	EXISTING			PROPOSED			
			Qty.	Size	Total	Qty.	Size	Total	REMARKS
	<b>STAFF QTY</b>								
	<b>STAFF TITLE POSITION</b>								
	<b>Office</b>								
	Workstations (Evidence Technician)								
	Files + Printing								
	Storage Closet								
	Lockers (Gear-on / Gear-off)								
	<b>Toilet Room - unisex</b>								
	<b>Evidence Staging</b>		1	67	67				390
	Workstations					2	60	120	
	Tables					2	80	160	forensic and moveable
	Evidence transfer lockers					4	15	60	
	Transfer chute (bulk evidence)					1	50	50	
	Storage					1	50	50	
	<b>Equipment List:</b>								
	<i>Drying Cab, 5' fume hood, Particulate hood</i>					3	50	150	in own room off staging
	<b>Laboratory</b>								
	Workstations								
	Forensic Tables								
	Transfer lockers access (inside room)								
	Vestibule (PPE + wash-up)								
	<b>Equipment List:</b>								
	<b>EVIDENCE STORAGE</b>		1	180	180				
	Process Workstation								
	Transfer lockers access (inside room)								
	<b>Shelved Evidence (high density Y/N)</b>					1	300	300	700
	<b>Bulk Evidence</b>					1	100	100	
	<b>Refrigerated</b>					1	40	40	
	<b>Arson</b>					0	0	0	in garage
	<b>Narcotics</b>					1	100	100	
	<b>Weapons</b>					1	80	80	
	<b>USC / Valuables</b>					1	40	40	
	<b>Frozen Evidence</b>					1	40	40	
	<b>Vehicle Evidence</b>								
	Lift bay								
	Grade Bay								
	<b>Equipment List:</b>								
	Impounded Vehicles					4	800	on site	3,200
	Janitorial					1	50	50	
	Evidence Process Products					1	50	50	

Department NSF	247	1,390
Department Grossing Factor		0.35
		1,877
<b>TOTAL DEPARTMENT NSF</b>	<b>247</b>	<b>1,877</b>

# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program



**BUILDING NAME:** Hartland Village Hall  
**STREET ADDRESS:** 210 Cottonwood Ave.  
**FLOOR / SUITE:**  
**DEPARTMENT:** CUSTODY  
**SPACE/DIVISION:**  
**INTERVIEWEE:**

FD No.	SPACE DESCRIPTION	Room	EXISTING			PROPOSED			REMARKS
			Qty.	Size	Total	Qty.	Size	Total	
STAFF QTY	STAFF TITLE POSITION								
	<b>Vehicular Sally port</b>		1	345	345	2	600	1,200	
	Mezzanine		1	90	90				
	Alcove		1	86	86				
	<b>Pedestrian Sally port (Release)</b>					1	80	80	
	Write-up								
	<b>Pedestrian Sallyport (into Building)</b>								see above
	<b>Booking</b>		1	99	99				284
	Intoximeter					1	60	60	
	Waiting					1	40	40	
	Photography					1	80	80	
	Workstations					1	64	64	
	Property					1	40	40	Lockers for custody
	<b>Cells</b>								
	Male								
	Female								
	Juvenile								
	Padded								
	<b>Holding</b>								
	Group (bullpen)								
	Individual		2	67	134	3	70	210	
	<b>Interrogation</b>					2	80	160	2 person
						1	110	110	4 person
	<b>Custody Toilet</b>		1	24	24	1	80	80	
	<b>Staff Toilet</b>								
	<b>Janitorial</b>					1	40	40	
	<b>Booking supplies</b>					1	40	40	
	<b>Showers</b>								

Department NSF	778	2,204
Department Grossing Factor		0.50
		3,306
<b>TOTAL DEPARTMENT NSF</b>	<b>778</b>	<b>3,306</b>

# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program



**BUILDING NAME:** Hartland Village Hall  
**STREET ADDRESS:** 210 Cottonwood Ave.  
**FLOOR / SUITE:**  
**DEPARTMENT:** **BUILDING**  
**SPACE/DIVISION:**  
**INTERVIEWEE:**

FD No.	SPACE DESCRIPTION	Room	EXISTING			PROPOSED			REMARKS
			Qty.	Size	Total	Qty.	Size	Total	
STAFF QTY	STAFF TITLE POSITION								
	<b>Supervisor Office</b>								
	<b>Mechanical Equipment</b>								
	Interior Air Handling Equipment								
	Boiler								
	<b>Water service - in coming manifold</b>					1	120	120	
	<b>Electrical</b>								
	Primary Service Entrance					1	200	200	
	Distribution								
	<b>Generator (interior/Exterior)</b>								
	Fuel								
	<b>Centralized UPS</b>					1	100	100	
	<b>Technology</b>								
	Server					1	120	120	
	Demark					1	60	60	
	Primary (MDF)					1	40	40	
	Distribution (IDF)					2	40	80	
	<b>Maintenance</b>								
	Janitorial Supply					1	150	150	
	Janitorial Closets					2	50	100	
	Janitorial Equipment room								
	Lockers								
	Toilets								
	Showers								
	<b>Building Storage</b>					1	200	200	
	<b>Paper + Cleaning Products (Consumables)</b>					1	100	100	
	<b>Recycling</b>					1	80	80	
	<b>Loading Dock</b>								
	<b>Shop</b>								
	Raw Goods								
	Fabrication								
	Tool Storage								
	<b>Staff Entrance</b>								
	Vestibule					1	50	50	
	Storage (Sidewalk Maintenance)					1	30	30	
	<b>Lounge</b>					1	100	100	
	<b>Lactation Room</b>					1	100	100	
	<b>Break</b>		1	189	189				
	Kitchen					1	150	150	(2) Ref, (2) Micro, (1) DW
	Dining					12	15	180	
	Storage					1	40	40	
	Vending					0	0	0	
	<b>Computer Equipment</b>								
	Computer recycling								
	Computer Storage - Incoming								
	Repair - Installation								
	Parts								

Department NSF	189	2,000
Department Grossing Factor		0.35
		2,700
<b>TOTAL DEPARTMENT NSF</b>	<b>189</b>	<b>2,700</b>



# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 230083.01

Part One Space Program

FINAL DRAFT



March 7, 2023

		TOTAL DEPARTMENT GROSS SQ FT (DGSF)		X	BUILDING GROSSING FACTOR	=	TOTAL BUILDING GROSS SQ FT (BGSF)
STAFFING	DEPARTMENT_DIVISION_BUREAU	EXISTING	PROPOSED				FINAL

		EXISTING	PROPOSED	BUILDING GROSSING FACTOR	FINAL
<b>FIRE</b>					
	<b>PUBLIC</b>	0	432	1.10	475
	<b>ADMINISTRATION</b>	370	2,066	1.10	2,272
	<b>LIVING</b>	932	2,066	1.10	2,272
	<b>OPERATIONS</b>	1,528	5,913	1.10	6,504
	<b>APPARATUS</b>	4,494	7,480	1.10	8,228
	<b>BUILDING</b>	0	2,201	1.10	2,421
		7,324	20,157		22,172

		TOTAL DEPARTMENT GROSS SQ FT (DGSF)		X	BUILDING GROSSING FACTOR	=	Total Net Area
	EXISTING	PROPOSED					FINAL
	8,938	20,157					22,172



# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program

**BUILDING NAME:** Hartland Village Hall  
**STREET ADDRESS:** 210 Cottonwood Ave.  
**FLOOR / SUITE:**  
**DEPARTMENT:** ADMINISTRATION  
**SPACE/DIVISION:**  
**INTERVIEWEE:**



March 7, 2023

FD No.	SPACE DESCRIPTION	Room	EXISTING			PROPOSED			REMARKS
			Qty.	Size	Total	Qty.	Size	Total	
STAFF QTY	STAFF TITLE POSITION								
	<b>CHIEF OFFICE</b>		1	215	215	1	220	220	
	Toilet		1	21	21	0	0	0	
	Storage Closet								
	<b>ASSISTANT CHIEF OFFICE</b>					1	150	150	2 person guest seating
	Storage Closet								
	<b>CAPTAIN OFFICE</b>								
	Storage Closet								
	<b>ADMINISTRATIVE ASSISTANT</b>		1	134	134	1	160	160	space for additional files + printer, 2 person guest seating
	Storage Closet								
	Personnel Records (Confidential)								in FC in office
	Staff counter in Jules Office					2	40	80	
	<b>PERSONNEL RECORDS</b>								in FC in office
	<b>PERMANENT RECORDS</b>								in FC in office
	<b>TRAINING RECORDS</b>								
	<b>COPY</b>					1	120	120	
	<b>KITCHENETTE</b>					1	20	20	Coffee + Sink
	<b>CONFERENCE</b>					12	25	300	
	<b>WAITING</b>								
	<b>REPORTS</b>								
	Workstations					4	100	400	
	Printing								
	Forms								
	<b>WATCH ROOM</b>								in reports
	Communications								
	Workstations								
	<b>SUPPLIES</b>					1	80	80	

Department NSF	370	1,530
Department Grossing Factor		1.35
Department GSF		2,066

# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 230083.01

Part One Space Program

**BUILDING NAME:** Hartland Fire Department

**STREET ADDRESS:** 150 Lawn St, Hartland

**FLOOR / SUITE:**

**DEPARTMENT:** LIVING

**SPACE/DIVISION:**

**INTERVIEWEE:**



March 7, 2023

FD No	SPACE DESCRIPTION	Room	EXISTING			PROPOSED			REMARKS									
			Qty.	Size	Total	Qty.	Size	Total										
STAFF QTY	STAFF TITLE POSITION																	
	<b>SLEEPING ROOMS</b>					8	160	1,280										
	Sleeping Area		1	87	87													
			1	81	81													
			1	82	82													
	Storage Closet - Lockers																	
	<b>COMMAND SLEEPING ROOM</b>		1	160	160	1	160	160										
	Sleeping Area				above													
	Workstation				above	1	64	64										
	Files				above													
	Storage Closet				N/A													
	<b>LINEN</b>					1	120	120										storage for 68 totes
	<b>TOILET ROOM</b>		1	96	96													
	Male																	
	Female																	
	Gender Non-specific																	
	<b>SHOWER ROOM</b>																	
	Male																	
	Female																	
	Gender Non-specific																	
	<b>JANITORIAL</b>					1	40	40										
	<b>COMBI TOILET / SHOWER</b>					4	85	340										
	Single Occupant																	
	<b>SAUNA</b>					1	100	100										
	<b>KITCHEN</b>																	
	Pantry					1	20	20										
	Preparation		1	144	144	2	100	200										island
	Island					1	100	100										island
	Recycling					4	10	40										metal plastic trash paper
	Appliances		Ref	DishW	Range	Ref	DishW	Range	Cooktop	Sink	Disposal	Oven						
			1	0	1	2	1	1	range	2	1	range						
																		Yes - patio with grill
	<b>Exterior Food Prep and Dining</b>																	
	<b>DINING</b>																	
	Capacity					10	20	200										
	Counter space					6	20	120										
	<b>DAYROOM</b>		1	217	217													
	Capacity					6	40	240										
	<b>LAUNDRY</b>																	
	Appliances		1	64	64	2	25	50										residential equipment
	Fold					1	100	100										
	Storage																	in cabinets

Department NSF	932	1,895
Department Grossing Factor		1.35
Department GSF		2,558

# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 230083.01

Part One Space Program



March 7, 2023

BUILDING NAME: Hartland Fire Department

STREET ADDRESS: 150 Lawn St, Hartland

FLOOR / SUITE:

DEPARTMENT: **OPERATIONS**

SPACE/DIVISION:

INTERVIEWEE:

FD No.	SPACE DESCRIPTION		Room	EXISTING			PROPOSED			REMARKS
	STAFF QTY	STAFF TITLE POSITION		Qty.	Size	Total	Qty.	Size	Total	
		<b>EXERCISE</b>								
		Cardio					1	650	650	
		Stretch - Isometric					1	250	250	
		Weights					1	500	500	
		<b>TRAINING ROOM (EOC?)</b>								<b>reuse existing survive alive on site</b>
		Seating								
		Arena								
		Table and Chair Storage								
		AV								
		Kitchenette								
		Training Storage								
		Prefunction								
		Janitorial								
		CPR Materials								
		<b>Survive Alive</b>								
		<b>Tower (Dry or Train)</b>					4	320	1,280	four levels (Volume claculation)
		See Below for Mechanical drying								
		<b>TURNOUT GEAR</b>								
		EXTRACTOR					1	595	595	
		<b>DRYING</b>								
		<b>WORKSHOP</b>								
		Work Area (Bench)								
		Tool Storage								
		Compressor								
		<b>WORK ROOM/STORAGE West</b>								
		<b>WORK ROOM/STORAGE East</b>								
		<b>SCBA</b>								
		Fill Station								
		Spare Bottles					1	100	100	
		Regulator Maintenance					1	20	20	
		Bench								
		Parts								
		<b>EMS</b>								
		Storage					1	105	105	
		Clean-up								
		Med Storage								
		<b>HOSE STORAGE</b>								
		SPARE GEAR					1	100	100	
							1	100	100	

Department NSF	1,528	4,380
Department Grossing Factor		1.35
Department GSF		5,913

# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 230083.01

Part One Space Program

BUILDING NAME: Hartland Fire Department

STREET ADDRESS: 150 Lawn St, Hartland

FLOOR / SUITE:

DEPARTMENT: **APPARATUS**

SPACE/DIVISION:

INTERVIEWEE:



ARCHITECTURAL STUDIOS, INC.

March 7, 2023

FD No.	SPACE DESCRIPTION		INVENTORY Squad	EXISTING			PROPOSED			REMARKS
	STAFF QTY	STAFF TITLE POSITION		Qty.	Size	Total	Qty.	Size	Total	
		<b>APPARATUS</b>		14	107	<b>4,494</b>	Bay 1	Ladder	Grass	
		Ladder		1			Bay 2	Engine	Ambo	
		Tiller		<b>14' Bay width (3)</b>			Bay 3	Engine	Ambo	
		Pumper		107' depth			Bay 4	Tanker	Grass	
		Rescue					Bay 5	Comm	Comm	<b>Future Comm Trailer</b>
		Engine		2						
		Tanker		1			16	80	<b>1,280</b>	<b>16' Bay width (5)</b>
		Quint					5	1,280	<b>6,400</b>	
		Ambulance								
		Commercial Chassis		2						
		Other Chassis								
		Grass		2						
		<b>Command Vehicles</b>								
		Truck Chassis								
		Other Chassis		2						
				<b>10</b>						
		<b>TOILET ROOM</b>					1	70	<b>70</b>	
		<b>DECONTAMINATION</b>					1	120	<b>120</b>	
		<b>STORAGE ROOM</b>					1	100	<b>100</b>	
		<b>JANITORS CLOSET</b>					1	60	<b>60</b>	
		<b>MAINTENANCE rated room</b>					1	50	<b>50</b>	

Department NSF	# REF!	6,800
Department Grossing Factor		1.10
Department GSF		<b>7,480</b>

# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 230083.01

Part One Space Program

**BUILDING NAME:** Hartland Fire Department  
**STREET ADDRESS:** 150 Lawn St, Hartland  
**FLOOR / SUITE:**  
**DEPARTMENT:** **BUILDING**  
**SPACE/DIVISION:**  
**INTERVIEWEE:**



March 7, 2023

FD No.	SPACE DESCRIPTION	Room	EXISTING			PROPOSED			REMARKS
			Qty.	Size	Total	Qty.	Size	Total	
	<b>MECHANICAL EQUIPMENT</b>		1	114	114	3	300	900	apparatus, living, support
	Interior Air Handling Equipment								
	Boiler					1	250	250	
	Water Service Room - in coming manifold								
	<b>ELECTRICAL</b>					1	240	240	
	Primary Service Entrance								
	Distribution								
	<b>GENERATOR</b>								pad mount exterior
	Fuel								
	<b>UPS</b>								
	Dry Agent								
	<b>TECHNOLOGY</b>								@ Village Hall
	Server								
	Demark					1	40	40	
	Primary (MDF)								
	Distribution (IDF)								
	<b>MAINTENANCE</b>								
	Office								
	Janitorial Closets								
	Janitorial Supply + Equipment room								
	Lockers								
	Toilet + Shower								
	<b>BUILDING STORAGE</b>					1	200	200	
	<b>CONSUMMABLES STORAGE</b>								
	<b>RECYCLING</b>								
	<b>DOCK</b>								
	<b>SHOP</b>								
	Raw Goods								
	Fabrication								
	Tool Storage								
	<b>STAFF ENTRANCE</b>								
	Vestibule								
	Storage (Sidewalk Maintenance)								
	<b>LOUNGE</b>								
	<b>LACTATION</b>								
	<b>COMPUTER</b>								
	Computer recycling								
	Computer Storage - Incoming								
	Repair - Installation								
	Parts								

Department NSF	0	1,630
Department Grossing Factor		1.35
Department GSF		2,201

# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program

FINAL DRAFT



July 23, 2023

TOTAL DEPARTMENT GROSS SQ  
FT (DGSF)

X

BUILDING GROSSING FACTOR

=

TOTAL  
BUILDING  
GROSS SQ FT  
(BGSF)

STAFFING	DEPARTMENT_DIVISION_BUREAU	TOTAL DEPARTMENT GROSS SQ FT (DGSF)		BUILDING GROSSING FACTOR	TOTAL BUILDING GROSS SQ FT (BGSF)
		EXISTING	PROPOSED		
					FINAL

**VILLAGE HALL**

**Upper Level**

2,912

4,039

1.10

4,443

**Lower Level**

7,304

9,968

1.10

10,965

10,216

14,008

15,408

**Assignable Area Occupied**

15,628

**efficiency**

65%

TOTAL DEPARTMENT GROSS SQ  
FT (DGSF)

X

BUILDING GROSSING FACTOR

=

Total Gross  
Area

EXISTING

PROPOSED

FINAL

25,844

14,008

15,408



# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program



**BUILDING NAME:** Hartland Village Hall  
**STREET ADDRESS:** 210 Cottonwood Ave.  
**FLOOR / SUITE:**  
**DEPARTMENT:** ADMINISTRATION  
**SPACE/DIVISION:**  
**INTERVIEWEE:**

FD No.	SPACE DESCRIPTION	Room	EXISTING			PROPOSED			REMARKS
			Qty.	Size	Total	Qty.	Size	Total	
STAFF QTY	STAFF TITLE POSITION								
	Board Room		1	1,204	1,204		1,204		
	Board Room AV		1	357	357		357		
	Archive Storage		1	408	408		408		
	Maintenance		1	494	494		494		
	Voter Equipment Storage		1	160	160		160		
	Rec Storage		1	160	160		160		
	Kitchen		1	272	272		272		
	Public Toilet - Women		1	142	142		142		
	Public Toilet - Men		1	142	142		142		
	Community Room Storage		1	204	204		204		
	Yoga Supplies		1	289	289		289		
	Community Room		1	2,150	2,150		2,150		
	Meeting Room		1	304	304		304		
	Meeting Room		1	304	304		304		
	Lobby		1	220	220		220		
	Toilets								
	Men's		1	81	81		81		
	Women's		1	90	90		90		
	Family		0	0	0	1	80		
	Mechanical Room		1	170	170		170		
	Generator Room		1	90	90		90		
	Elevator Equipment Room		1	63	63		63		

Department NSF	7,304	7,384
Department Grossing Factor		0.35
		9,968
<b>TOTAL DEPARTMENT NSF</b>		<b>9,968</b>

# Village of Hartland Building Needs Assessment

Hartland, WI

Project No 220083.01

Part One Space Program

FINAL DRAFT



July 23, 2023

## PARKING

STAFFING	DEPARTMENT_DIVISION_BUREAU	EXISTING VH + PD	PROPOSED all agency	Cottonwood size VH + PD
	<b>VILLAGE HALL</b>	51	51	51
	Visitor			
	Staff	in above	in above	TBD
	Universally Accessible	2	2	2
	Fleet			
	Specialty			
	Expectant Mother			0
	Employee of the Month			0
	Carpool			0
	Hybrid			0
	Plug-in (Charger necessary)		53	0
	<b>Total Village Hall</b>			0
	<b>POLICE</b>			
	Visitor	shared	4	4
	Universally Accessible		1	1
	Staff			
	First	in above	15	Note - cover largest two lapped shifts
	Second		6	
	Third		6	
	Power		0	
	Other Jurisdiction		2	21
	Impound		4	2
	<b>Total Police</b>			back of site
			32	
	<b>FIRE</b>			
	Visitor	shared		Solution will require dedicated parking on the street
	Universally Accessible	0	2	
	Staff			
	First		36	
	Second			
	Third			
	Other Jurisdiction			
	<b>Total Fire</b>			38
				81
		53	129	99
			123	

# CONCEPTUAL ESTIMATE SUMMARY

Village of Hartland | Hartland Master Plan Options | E23-164

July 7, 2023

11,399	Existing Village Hall Option "C" Renovation GSF
13,899	Existing Village Hall Option "C" Addition GSF
37,322	New Facility on Cottonwood Dr. GSF
14,000	Fire Department Addn. & Reno. GSF

ESTIMATED DURATION OF CONSTRUCTION (MONTHS)	
16	Existing Village Hall Option C
12	New Facility on Cottonwood
11	Fire Department Addition and Renovation



DIVISION	DESCRIPTION	Exist Village Hall Option "C"	Exist. Option C \$ / SQFT	New Facility on Cottonwood Dr.	New Facility \$/SQFT	Fire Department Addn & Reno	Fire Dept. \$/SQFT	COMMENTS
01	General Requirements	\$ 256,774.70	\$ 10.15	\$ 195,000.00	\$ 5.22	\$ 125,000.00	\$ 8.93	
02	Existing Conditions / Demolition	\$ 283,783.00	\$ 11.22	\$ -	\$ -	\$ 56,340.00	\$ 4.02	
<b>FACILITY CONSTRUCTION</b>								
03	Concrete	\$ 873,980.00	\$ 34.55	\$ 734,970.00	\$ 19.69	\$ 334,800.00	\$ 23.91	
04	Masonry	\$ 713,750.00	\$ 28.21	\$ 1,164,860.00	\$ 31.21	\$ 662,100.00	\$ 47.29	
05	Metals	\$ 594,768.00	\$ 23.51	\$ 1,457,000.00	\$ 39.04	\$ 697,000.00	\$ 49.79	
06	Carpentry	\$ 202,384.00	\$ 8.00	\$ 273,745.00	\$ 7.33	\$ 213,126.00	\$ 15.22	
07	Thermal & Moisture Protection	\$ 1,150,775.00	\$ 45.49	\$ 789,020.00	\$ 21.14	\$ 676,000.00	\$ 48.29	
08	Openings	\$ 622,500.00	\$ 24.61	\$ 1,107,500.00	\$ 29.67	\$ 317,500.00	\$ 22.68	
09	Finishes	\$ 1,685,095.00	\$ 66.61	\$ 1,864,313.00	\$ 49.95	\$ 713,116.00	\$ 50.94	
10	Specialties	\$ 90,000.00	\$ 3.56	\$ 57,500.00	\$ 1.54	\$ 19,700.00	\$ 1.41	
11	Equipment	\$ 10,000.00	\$ 0.40	\$ 10,000.00	\$ 0.27	\$ 50,000.00	\$ 3.57	
12	Furnishings	\$ 40,500.00	\$ 1.60	\$ 43,000.00	\$ 1.15	\$ 5,000.00	\$ 0.36	
13	Special Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
14	Conveying Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>FACILITY SERVICES</b>								
21	Fire Suppression	\$ 151,788.00	\$ 6.00	\$ 289,500.00	\$ 7.76	\$ 98,000.00	\$ 7.00	
22	Plumbing	\$ 455,364.00	\$ 18.00	\$ 603,000.00	\$ 16.16	\$ 504,000.00	\$ 36.00	
23	HVAC	\$ 1,574,304.00	\$ 62.23	\$ 1,755,000.00	\$ 47.02	\$ 1,050,000.00	\$ 35.00	
26	Electrical	\$ 2,131,870.00	\$ 84.27	\$ 2,730,000.00	\$ 73.15	\$ 900,000.00	\$ 64.29	
27	Communications	\$ 303,576.00	\$ 12.00	\$ 390,000.00	\$ 10.45	\$ 140,000.00	\$ 10.00	
28	Electronic Safety and Security	\$ 632,450.00	\$ 25.00	\$ 780,000.00	\$ 20.90	\$ 140,000.00	\$ 10.00	
<b>SITE &amp; INFRASTRUCTURE</b>								
31	Earthwork	\$ 375,000.00	\$ 14.82	\$ 585,000.00	\$ 15.67	\$ 210,000.00	\$ 15.00	
32	Exterior Improvements	\$ 243,500.00	\$ 9.63	\$ 1,044,500.00	\$ 27.99	\$ 265,000.00	\$ 18.93	
33	Utilities	\$ 350,000.00	\$ 13.84	\$ 250,000.00	\$ 6.70	\$ 125,000.00	\$ 8.93	
<b>MISC.</b>								
50	Final Cleaning	\$ 12,500.00	\$ 0.49	\$ 10,000.00	\$ 0.71	\$ 5,000.00	\$ 0.36	
<b>CONSTRUCTION SUB-TOTAL</b>		<b>\$ 12,754,661.70</b>	<b>\$ 917.67</b>	<b>\$ 16,133,908.00</b>	<b>\$ 432.74</b>	<b>\$ 7,306,682.00</b>	<b>\$ 481.91</b>	
	DESIGN/ESTIMATING CONT. 0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	CONSTRUCTION CONT. 0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	GENERAL CONDITIONS	\$ 1,072,000.00	\$ 42.37	\$ 875,000.00	\$ 23.44	\$ 615,000.00	\$ 43.93	
	GENERAL LIABILITY INSURANCE 0.75%	\$ 103,700.00	\$ 4.10	\$ 127,567.00	\$ 3.00	\$ 59,413.00	\$ 4.00	
	OVERHEAD & PROFIT 4.00%	\$ 557,214.00	\$ 22.03	\$ 685,459.00	\$ 18.00	\$ 319,244.00	\$ 21.00	
<b>CONSTRUCTION TOTAL</b>		<b>\$ 14,487,575.70</b>	<b>\$ 572.68</b>	<b>\$ 17,821,934.00</b>	<b>\$ 477.00</b>	<b>\$ 8,300,339.00</b>	<b>\$ 551.00</b>	
<b>OTHER PROJECT COSTS (A/E, FFE, MISC.)</b>								
	Professional Services (Architectural & Structural) B/O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Permits and Fees (Allowance) 1.50%	\$ 191,320.00	\$ 7.56	\$ 60,000.00	\$ 6.00	\$ 109,600.00	\$ 7.00	
	Payment and Performance Bond B/O	\$ 100,000.00	\$ 3.95	\$ 125,000.00	\$ 3.35	\$ 75,000.00	\$ 5.36	
	Furniture, Fixtures & Equipment B/O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Utility Costs B/O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Technology B/O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Land & Acquisition Costs B/O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Advertising & Marketing Costs B/O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Legal & Financial B/O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Unsuitable Soils ALLOW	\$ 100,000.00	\$ 3.95	\$ 175,000.00	\$ 4.69	\$ 50,000.00	\$ 3.57	
	Owner's Reserve B/O	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL PROJECT COST</b>		<b>\$ 14,878,896.00</b>	<b>\$ 588.15</b>	<b>\$ 18,181,934.00</b>	<b>\$ 491.04</b>	<b>\$ 8,534,939.00</b>	<b>\$ 566.93</b>	

**CLARIFICATIONS:**

- See accompanying estimate narrative



July 7<sup>th</sup>, 2023

John Sabinash  
Zimmerman Architectural Studios  
2122 W. Mt. Vernon Ave.  
Milwaukee, WI 53233

Re: SCOPE OF WORK NARRATIVE TO ACCOMPANY  
CONCEPTUAL ESTIMATE

Thank you for the opportunity to participate and review your project. Selzer Ornst has provided a conceptual estimate for your review. We have developed the following narrative to support our conceptual estimate assumptions, clarifications and exclusions for the following items discussed with Zimmerman Architectural Studios on 5/5/23:

**ITEM 1 – ADDITION & RENOVATION OF EXISTING VILLAGE HALL (ZAS Option C):**

- **SCOPE OF WORK HIGHLIGHTS:**
  - **Program/Building Areas Being Affected**
    - Police Administration
    - Custody
    - Patrol Support and Training
    - Patrol
    - Evidence
    - Police Vehicle Parking
    - Exterior Enclosure Renovations
    - Attic Space Demo and Reconstruction for New Mechanical Space
    - Parks and Recreation
  - **Program/Building NOT Being Affected**
    - Village Board Room – Recently Renovated
    - Elevator
    - Floor Elevations
    - Parking Lot Recently Resurfaced
  - **Proposed Improvements to Program Areas Affected**
    - Structure
      - Reinforce existing structure under attic to accommodate new mechanical systems.
      - Replace roof structure except for area of clay tile roofing to accommodate new mechanical mezzanine and new roof lines
      - New structural steel framing for additions to accommodate

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new/modified program spaces.

- Enclosure
  - Remove existing stucco, windows and insulation
  - Salvage existing steel studs
  - Install new exterior wall system with exterior gypsum board sheathing, air/vapor barrier, rigid insulation and exterior masonry/metal panels
  - New additions will be scheduled to have exterior steel stud back up wall systems with the exterior wall finish noted in the bullet point above.
  - All exterior glazing is level 3 attack proof glass.
- Finishes
  - New interior drywall partitions, lay-in acoustical 2x2 ceilings, paint interior partitions, new carpet/resilient/ceramic tile with vinyl base. Impact resistant drywall premium is included at all corridors and custody areas.
- Fire Protection Systems
  - New sprinkler system throughout the building to fully sprinkle the additions and renovated areas. This will have some work in the "Program Areas Not Affected"
- Plumbing Systems
  - Replace existing waste, vent and water piping with new systems.
  - PVC underground and above ground waste and vent piping
  - Copper water piping
  - Standard lavatory, sinks and chrome finished fixtures.
- Mechanical Systems
  - HW/DX Indoor Air Handling units
  - Gas fired HW boiler plant
  - Exterior DX condensers for AHU's
  - HW Reheat VAV's - Assumed Number of Zones
  - In floor Radiant Heat in police garage.
  - Dehumidification in police garage
  - General exhaust system
- Electrical Systems
  - New electrical service
  - Lay-in 2x4 LED light fixtures
  - General purpose power in walls
  - Fire alarm throughout
  - Public address system
  - Clock system
  - Full back up power for PD electrical and low voltage systems
  - Security system

○ **Item 1 Project Phasing Recommendations -**

- Phase 1- Construct Addition and Reno
  - Patrol Support/Training

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- Patrol
- Evidence
- Vehicle Garage
- Mechanical Space
- Phase 2 – Construct temporary holding/custody area in old parking garage and move PD into new addition spaces
- Phase 3- Renovate PD Area for Custody and relocate Park/Rec to Trailers or Offsite.
  - Complete enclosure repairs during this phase
- Phase 4 – Complete interior renovations for PD Admin, Training and Support.

## ITEM 2 – CONSTRUCT A NEW FACILITY ON COTTONWOOD RD.:

- **GENERAL REQUIREMENTS:**
  - **Surveying and Layout for Construction** – Footings, Walls and Sitework (i.e. construction stacking and setting benchmarks).
  - **Material Testing** – Concrete, steel, fireproofing, masonry, enclosure, mock ups.
  - **Site Safety Requirements** – Temporary safety barriers, fire extinguishers, safety labor.
  - **Jobsite Clean Up** – Dumpsters, dump carts, clean up tools, clean up labor.
  - **Temporary Facilities** – Trailers, toilets, IT systems, marketing/site signage.
  - **Jobsite Work Requirements** – Temporary site fencing, jersey barriers, sidewalk protection, temporary enclosures, temporary protection, site security.
  - **Temporary Utilities** – Electric, gas, water.
  - **Permits** – Building and occupancy permits. All other permits are carried by the specific subcontractors.
- **GENERAL CONDITIONS:**
  - **Preliminary Project Time Frame (Weeks)** – ID preliminary project time frame
  - **Site supervision approach** –
    - **Full time staff – Project Manager and Project Superintendent**
    - **Part-time staff – Project Engineer (1/2 time)**
- **DEMOLITION/EXISTING CONDITIONS:**
  - Site clearing and prep for new building.
- **CONCRETE:**
  - Cast in place concrete systems as follows:
    - Spread footings
    - Frost depth foundation walls
    - Slab on grade
    - Concrete topping over steel joist/metal decking
    - Housekeeping pads
- **MASONRY:**
  - Brick
    - Exterior face brick veneer - utility
- **METALS:**
  - Structural Steel:
    - Framing flat and pitched roofs.
    - Lintels and weld plates for structural concrete or masonry

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- Misc. Metals
  - Panels
  - Dumpster gate frames and posts
- **CARPENTRY:**
  - Rough Carpentry:
    - Roof blocking
    - Window blocking
    - In-wall blocking
  - Finish Carpentry
    - Millwork
      - Uppers – ID MATERIAL
      - Lowers – ID MATERIAL
      - Countertops – ID MATERIAL
      - Full Height – ID MATERIAL
    - Doors/Frames/Hardware – Hollow metal door frames, flush wood doors with 18” side lites.
    - Owner Furnished Contractor Installed Items (OFICI)
      - Bathroom Accessories
      - Markerboards
      - Tackboards
      - Brackets or support for equipment
    - Exterior Finish Carpentry
      - Dumpster gate infill paneling
- **THERMAL AND MOISTURE PROTECTION:**
  - Roofing:
    - Standing Seam Metal Roofing
    - Polyisocyanurate insulation with code minimum thickness
    - Roof hatch (1) location
  - Insulation, Air and Moisture Barriers
    - Spray applied
    - With 2” rigid insulation
- **OPENINGS:**
  - Glass and Glazing Systems:
    - Aluminum storefront windows and doors
    - Includes level 3 attack proof glass interior and exterior
    - Interior glass
      - Framed or frameless
      - Door lites
  - Garage or Roll Up Doors
    - Sectional over head doors
- **FINISHES:**
  - Metal Studs and Drywall:
    - Exterior structural stud framing and sheathing.

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- Interior steel stud wall framing.
    - Drywall partitions
    - Taping and Finishing of interior drywall walls.
    - Impact resistant drywall premium is included at all corridors and custody areas.
  - Ceilings
    - Acoustical Grid and Tile
    - Drywall
  - Painting – 2 coats and touch up for construction punchlist.
  - Carpet and Vinyl Base
    - Carpet squares
    - 4" vinyl base
  - Resilient Flooring and Vinyl Base
    - LVT
    - 4" vinyl base
  - Epoxy or Polished Concrete Flooring
    - Epoxy flooring
    - 4" vinyl base
  - Ceramic/Porcelain/Quarry Wall and Floor Tile:
    - ID HEIGHT OF WALL TILE
    - ID ANY SPECIAL PATTERNS
- **SPECIALTIES:**
    - Common Specialties
      - Grab bars
      - Soap/Paper Towel/Toilet Paper/Sanitary Napkin Dispensers
      - Cornerguards
      - Wall protection
      - Toilet partitions
      - Mirrors
      - Markerboards
      - Tackboards
      - Fire extinguishers
      - Signage
- **EQUIPMENT: INPUT SCOPE FROM SUBCONTRACTOR UNDER APPROPRIATE HEADING**
    - Kitchen Equipment
    - Gym Equipment
    - Stage Equipment
    - Interior or Exterior Bleachers
- **FIRE SUPPRESSION:**
    - Wet sprinkler system with concealed heads.
    - Dry system where appropriate.
- **PLUMBING:**
    - PVC underground and above ground waste and vent piping
    - Copper water piping

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- Standard lavatory, sinks and chrome finished fixtures.
- **HVAC AND CONTROLS:**
  - HW/DX Indoor Air Handling units
  - Gas fired HW boiler plant
  - Exterior DX condensers for AHU's
  - HW Reheat VAV's – Assumed Number of Zones
  - Infloor Radiant Heat
  - Dehumidification in police garage
  - General exhaust system
- **ELECTRICAL, COMMUNICATIONS, SAFETY/SECURITY AND LOW VOLTAGE SYSTEMS:**
  - New 1200A electrical service
  - Lay-in 2x4 LED light fixtures
  - General purpose power in wall
  - Fire alarm throughout
  - Data/security and low voltage rough-ins
  - Public address system
  - Clock system
- 
- **EARTHWORK:**
  - Rough grading
    - Cut or Fill for Site Balance
    - Keep Soil On Site
    - Foundation excavation
    - Retention ponds
    - Topsoil Stripping
  - Temporary roads
  - Exterior paving excavation and stone base
  - Underdrain
  - Finish Grading
  - Erosion Control Measures
  - Topsoil respread
- **EXTERIOR IMPROVEMENTS:**
  - Landscaping
    - Topsoil preparation and ID if additional topsoil is needed
    - Seeding or sodding
    - Plantings and Trees
    - Irrigation
    - Retaining walls
  - Concrete Paving
    - Curb and cutter
    - Cast in place concrete pavement
  - Asphalt Paving
    - Binder and finish course
    - Striping
- **UTILITIES:**
  - Sanitary

- 8" PVC sanitary lateral tied into municipal sewer.
- Water Main
  - 6" water lateral tied into municipal water system.
  - Private water main for private hydrants if applicable.
  - ID testing procedures.
- Storm Sewer
  - PVC or Concrete Storm Sewer Piping
  - Concrete storm sewer structures with steel casting frames/grates

### **ITEM 3 –ADDITIONS AND RENOVATIONS TO FIRE DEPARTMENT:**

- **SCOPE OF WORK HIGHLIGHTS:**

- **Program/Building Areas Being Affected**
  - Living Quarters
  - Office and Training
  - Turnout
  - DeCon
  - Apparatus/Firefighter Support Areas
- **Program/Building NOT Being Affected**
  - Apparatus Bays
- **Proposed Improvements to Program Areas Affected**
  - There will be a combination of additions and renovations
  - Structure
    - Reinforce existing structure to tie in sloped roof and new tower additions.
    - New structural steel framing for additions to accommodate new/modified program spaces.
  - Enclosure
    - New additions will be scheduled to have exterior steel stud back up wall systems with the exterior wall finish noted in the bullet point above.
  - Finishes
    - New interior drywall partitions, lay-in acoustical 2x2 ceilings, paint interior partitions, new carpet/resilient/ceramic tile with vinyl base. Millwork lockers three (3) per room will be built in to accommodate rotating personnel. Impact resistant drywall at corridor areas, fitness center
  - Fire Protection Systems
    - Extend sprinkler system throughout the building to fully sprinkle the additions and renovated areas.
  - Plumbing Systems
    - Replace existing waste, vent and water piping with new systems.
    - PVC underground and above ground waste and vent piping
    - Copper water piping
    - Standard lavatory, sinks and chrome finished fixtures.
    - Shower fixtures/inserts.
  - Mechanical Systems

**Building Flourishing Communities Since 1928**

📍 6222 West State Street, Milwaukee, WI 53213 📞 414.258.9900 🌐 [www.selzer-ornst.com](http://www.selzer-ornst.com)

- HW/DX Indoor Air Handling units
- Gas fired HW boiler plant
- Exterior DX condensers for AHU's
- HW Reheat VAV's – Assumed Number of Zones
- General exhaust system
  
- Electrical Systems
  - Extend existing electrical service
  - Lay-in 2x4 LED light fixtures
  - General purpose power in walls
  - Fire alarm extension
  - Data/security and low voltage rough-ins
  - Public address system
  - Clock system
  
- **Project Phasing Requirements –**
  - Phase 1- Construct Addition and Mechanical Mezzanine Structure
    - Keep existing sloped roof in place until phase 1 is complete.
    - Only install new columns and footings for addition in existing building with targeted temporary partitions.
    - Construct small vehicle garage with addition
  - Phase 2 – Renovate existing living area support and office support spaces.
    - Reassign Apparatus Bay support spaces.

Sincerely,



Joseph Schmidt, P.E.  
Preconstruction Executive





## Village of Hartland

Proj No. 2200083.01  
Date July 10, 2023

<b>Professional Fees</b>		\$14,878,896		\$18,181,934		\$8,534,939	
Architecture and Interior Engineering	\$973,078	7.5%	\$1,060,670	7%	\$535,846	7%	
Civil Engineering	\$48,425	5%	\$131,565	7%	\$42,000	7%	
Landscape (in above)	in civil		in civil		in civil		
Telecomm / Data / Security Design	\$65,522	7%	\$80,500	7%	\$19,600	7%	above
Telecomm / Data / Security Design	\$4,890	7%	\$12,782	7%	\$578	7%	below
Furniture Design	\$61,210	10%	\$64,256	10%	\$34,027	10%	
Special Equipment Design	\$14,940	6%	\$15,540	6%	\$13,165	6%	
Geotechnical / Science	\$10,000		\$20,000		\$5,000		
Construction Management	\$595,156	4%	\$727,277	4%	\$341,398	4%	Deduct from construction if CM. If not = \$0
Survey	\$10,000		\$12,500		\$7,500		
Document Reproduction	\$20,000		\$20,000		\$10,000		
Reimbursable out of pocket expenses	\$48,654	5%	\$53,034	5%	\$26,792	5%	
Advertise Bidding	\$2,500		\$2,500		\$2,500		
Plan Examination fee	\$2,500		\$3,300		\$2,500		
Television of existing utilities	\$5,000		\$0		\$2,500		
Phase One Environmental	\$0		\$0		\$0		Contaminants not included
Phase Two Environmental	\$0		\$0		\$0		
	Subtotal	\$1,861,874		\$2,203,924		\$1,043,405	
<b>City Permits and Fees</b>		\$14,878,896		\$18,181,934		\$8,534,939	
Building Permit	in construction		in construction		in construction		
City Plan Review and Approvals	\$5,000		\$7,500		\$3,500		May waive if so authorized
	Subtotal	\$5,000		\$7,500		\$3,500	
<b>Utility Cost Consumption Increase (Consturction)</b>		\$14,878,896		\$18,181,934		\$8,534,939	
Flow - Hydrant Assessment	\$1,500		\$2,500		\$1,500		
Electrical Use	\$25,000		\$20,000		\$15,000		
Gas Use	\$5,000		\$3,500		\$1,500		
Water Use	\$3,500		\$4,500		\$1,750		
	Subtotal	\$35,000		\$30,500		\$19,750	





### Village of Hartland

Proj No. 2200083.01  
Date July 10,2023

Furniture and Furnishings		\$14,878,896	\$18,181,934	\$8,534,939		
Conference						
Large	\$25,000 1	\$25,000 1	\$25,000 1	\$25,000		\$25,000
Medium	\$35,000 2	\$35,000 2	\$0	\$17,500		
Small	\$12,000 1	\$12,000 1	\$0	\$12,000		
Utility	\$13,500 3	\$13,500 3	\$0	\$4,500		
Office						
Large	\$12,000 1	\$12,000 1	\$12,000 1	\$12,000		
Medium	\$70,000 8	\$70,000 8	\$17,500 2	\$8,750		
Small	\$6,900 1	\$6,900 1	\$0	\$6,900		
Modular Workstations						
Large	\$0	\$0	\$0	\$8,500		
Medium	\$27,000 4	\$27,000 4	\$33,750 5	\$6,750		
Small	\$50,325 11	\$50,325 11	\$0	\$4,575		
Huddle	\$4,600 1	\$4,600 1	\$0	\$4,600		
Storage room						
Large	\$2,500 1	\$2,500 1	\$5,000 2	\$2,500		
Medium	\$15,000 10	\$15,000 10	\$7,500 5	\$1,500		
Small	\$6,500 13	\$6,500 13	\$1,500 3	\$500		
Sleeping Rooms	\$0	\$0	\$16,000 8	\$2,000		
Kitchen / Dining	\$15,000 LS	\$15,000 LS	\$20,000 LS	\$20,000		
Dayroom	\$0	\$0	\$10,000 LS	\$10,000		
Laundry	\$0	\$0	\$2,500 LS	\$2,500		
Training						
seating	\$34,500 46	\$34,500 46	\$22,500 30	\$750		
tables	\$36,000 24	\$36,000 24	\$24,000 16	\$1,500		
podium	\$3,500 1	\$3,500 1	\$3,500 1	\$3,500		
Evidence (fixed not moveable shelving)	\$25,000 LS	\$25,000 LS	\$0			
Miscellaneous	\$25,000	\$25,000	\$20,000 LS	displays, recycling etc.		
Lobby	\$8,000 8	\$8,000 8	\$4,000 4	\$1,000		
Soft Interview	\$2,500 1	\$2,500 1		\$2,500		
Acoustical treatments	\$25,000	\$25,000	\$20,000			
Motor Operated Blinds	\$20,000	\$20,000	\$13,500	in addition to the Cost Estimate		
Blinds	in construction	in construction	in construction			
Tack and Marker Boards	\$10,000	\$10,000	\$7,500			
Projection Screens	\$5,000	\$5,000	\$5,000			
Appliances	in construction	in construction	in construction			
Artwork	\$0	\$0	\$0			
Interior Signage	\$12,500	\$12,500	\$8,500			
Exterior Signage	\$0	\$25,000	\$0			
Sub total	\$502,325	\$527,325	\$279,250			
Install and Freight (10%)	\$552,558	\$580,058	\$307,175			
Escalation 2023 to 2024 dollars (10%)	\$582,948	\$611,961	\$324,070			
estimating contingency (5%)	\$612,096	\$642,559	\$340,273			
Subtotal	<b>\$612,096</b>	<b>\$642,559</b>	<b>\$340,273</b>			



## Village of Hartland

Proj No. 2200083.01  
Date July 10, 2023

<b>Special Equipment</b>		\$14,878,896		\$18,181,934		\$8,534,939	
Emergency Generator		in construction		in construction		in construction	
Exam Equipment Allowance		\$0		\$0		\$0	
Compressor		\$10,000		\$10,000		\$10,000	
Evidence Lockers (not refrigerated)		\$16,000	4	\$16,000	4	\$0	\$4,000
Refrigerated Evidence		\$1,500		\$1,500	1	\$0	
Frozen Evidence [0, - 20]		\$0		\$0		\$0	
Instrumentation							
Evidence Drying Cabinet		\$15,000	2	\$15,000	2	\$0	\$7,500
Toxicology - Evaporators		\$0	0	\$0	0	\$0	\$0
Fuming Chamber		\$0	0	\$0	0	\$0	\$7,500
Hood		\$12,500	1	\$12,500	1	\$0	\$12,500
Bio-Safety Cabinet		\$0	0	\$0	0	\$0	\$0
Powder chamber/hood [glove box?]		\$5,790	1	\$5,790	1	\$0	\$5,790
AV Equipment		\$45,000		\$45,000		\$25,000	
LES Duty Lockers		\$81,000	36	\$81,000	36		\$2,250
Gear Grid		\$0		\$0		\$44,200	68 \$650
Jail Duty Lockers		\$0		\$0		\$0	
Wall and Floor Padding (DAAT/Custodial)		\$0		\$0		\$0	
Food Service Equipment		\$0		\$0		\$0	
Laundry Equipment		\$0		\$0		\$0	
Range Equipment (incl HVAC)		\$0		\$0		\$0	
MILO (computer aided firing simulator)		\$0		\$0		\$0	
Exercise Equipment		\$54,100		\$54,100		\$54,100	
Exercise Freight and install		\$8,115	15%	\$8,115	15%	\$8,115	15%
Computer Equipment		\$0		\$0		\$0	
Hose Drying		\$0		\$0		\$78,000	Saddles, stair, Lift
Bauer SCBA Fill Station		\$0		\$0		reuse	
Bauer SCBA Compressor		\$0		\$0		reuse	
Building Maintenance Equipment		\$0		\$10,000		\$0	
	Subtotal	\$249,005		\$259,005		\$219,415	



### Village of Hartland

Proj No. 2200083.01  
Date July 10,2023

<b>Occupancy Expenses</b>		\$14,878,896		\$18,181,934		\$8,534,939	
Moving Costs		\$7,500		\$7,500		\$7,500	
Multiple Moves Premium		\$15,000		\$0		\$7,500	
Radio shakedown		\$2,500		\$2,500		\$2,500	Move equipemnt and reset
Leases		\$240,000	16	\$0		\$0	\$15,000
Buy outs lease terminations		\$0		\$0		\$0	\$15,000 / month enabling Rec move to temporary
Brokerage Fees		\$0		\$0		\$0	
Entertainment		\$0		\$0		\$0	
Ground Breaking Ceremony		\$0		\$1,500		\$0	
Dedication Ceremony		\$0		\$2,500		\$0	
Public Relations		\$0		\$0		\$0	
Fund Raising		\$0		\$0		\$0	
Commissions		\$0		\$0		\$0	
Moth balling existing		\$0		\$2,500		\$0	
Early occupancy penalty		\$0		\$0		\$0	
Liquidated Damages		\$0		\$0		\$0	
Incentives		\$0		\$0		\$0	
Secure vacated Buildings		\$0		\$1,500		\$0	
<b>Asbestos Remediation</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
<b>Other contaminants</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
Building disposition / sales expenses		\$0		\$0		\$0	
	Subtotal	<b>\$265,000</b>		<b>\$18,000</b>		<b>\$17,500</b>	
<b>Administrative Costs</b>		\$14,878,896		\$18,181,934		\$8,534,939	
Legal		\$10,000		\$10,000		\$10,000	
Builders Risk Insurance		\$74,394	0.5%	\$90,910	0.5%	\$42,675	0.5% Verify with carrier
Construction Contingency		\$1,190,312	8%	\$909,097	5%	\$682,795	8%
Design Contingency		\$743,945	5%	\$909,097	5%	\$426,747	5%
Estimating Contingency		\$743,945	5%	\$909,097	5%	\$426,747	5%
Filing/application fees		\$0		\$0		\$0	
Financing fees/costs		\$0		\$0		\$0	
Financing consultant fees		\$0		\$0		\$0	
Titles/deeds		\$0		\$0		\$0	
Interest during construction		\$0		\$0		\$0	
Refinancing of existing debt		\$0		\$0		\$0	
Restricted reserve		\$0		\$0		\$0	
Staff Project - Related		\$0		\$0		\$0	
	Subtotal	<b>\$2,762,596</b>		<b>\$2,828,200</b>		<b>\$1,588,964</b>	



**Village of Hartland**

Proj No. 2200083.01  
 Date July 10,2023

<b>Summary - Other Project Costs</b>		\$14,878,896	\$18,181,934	\$8,534,939			
	Professional Fees	\$1,861,874	\$2,203,924	\$1,043,405			
	City Permits and Fees	\$5,000	\$7,500	\$3,500			
	Utility Cost Consumption Increase (Consturctio	\$35,000	\$30,500	\$19,750			
	Telecom Technology and Security	\$69,850	\$182,600	\$8,250			
	Furniture and Furnishings	\$612,096	\$642,559	\$340,273			
	Special Equipment	\$249,005	\$259,005	\$219,415			
	Occupancy Expenses	\$265,000	\$18,000	\$17,500			
	Administrative Costs	\$2,762,596	\$2,828,200	\$1,588,964			
	Subtotal Other Project Costs	\$5,860,420	\$6,172,288	\$3,241,057			

<b>Sum of Construction Costs</b>	<b>\$14,878,896</b>	<b>\$18,181,934</b>	<b>\$8,534,939</b>
<b>Project Costs</b>	<b>\$20,739,316</b>	<b>\$24,354,222</b>	<b>\$11,775,996</b>

**VILLAGE BOARD MINUTES**  
**MONDAY, JULY 10, 2023**  
**6:30 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

Call to Order

Roll Call

Present: Trustees de Boer, Truttschel, Pfeiffer, Hallquist, President Pfannerstill

Excused: Wallschlager, Conner

Others Present: Lieutenant DeBarge, DPW Director Felkner, DPW Operation Supervisor Jungbluth, Deputy Clerk Bushey, DPW Leadman Jensen, Fire Chief Jambretz, Mike Badani, Himmat Dhillon, Wendi Under, interested parties.

Pledge of Allegiance – Trustee Truttschel

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. This meeting will be recorded and will be available online through the Village's website. None heard.

1. Presentation of the 2022 Financial Statements and Audit results by Wendi M. Under, CPA, Partner, Baker Tilly.

Ms. Unger provided the financial highlights of the 2022 Financial Statements for the Village of Hartland including a summary of activity by fund. Ms. Unger noted that the General Fund had a \$6.1M Fund Balance at the end of year. It was stated that there were no adjustments necessary for the audit. Total long-term obligations outstanding are \$19,168,275 of governmental activities debt and \$3,139,917 of business-type activities debt. The Village has the ability to borrow up to 5% of the equalized value of the Village or \$87,218,055. The outstanding general obligation debt as of December 31, 2022, was \$19,800,000.

2. Motion (Pfeiffer/Hallquist) to approve the Village Board minutes of June 26, 2023. Motion carried.
3. Items related to vouchers.
  - a. Motion (Pfeiffer/Truttschel) to approve payment No. 2 to D. F. Tomasini Contractors Inc, in the amount of \$71,363.50 for the 2023 Utilities Program. Motion carried.
  - b. Motion (Truttschel/Hallquist) to approve vouchers for payment in the amount of \$395,391.84. Motion carried.
4. Actions related to Licenses and Permits
  - a. Motion (Pfeiffer/deBoer) to approve Operator's (Bartender's) Licenses. Carried (5-0).

**VILLAGE BOARD MINUTES**

**MONDAY, JULY 10, 2023**

**6:30 PM**

**PAGE 2**

- b. Consideration of a "A" Beer/ "Class A" Liquor License for the premises located at 301 E. Capitol Drive (Station Hartland MB, LLC, Himmat Dhillon, Agent) dba Station Hartland MB to expire June 30, 2024.

President Pfannerstill opened the public hearing at 6:51 p.m. No comments were heard. Public hearing was closed at 6:51 p.m.

Motion (Truttschel/Hallquist) to approve the issuance of a Class "A" Beer/ "Class A" Liquor License for Station Hartland MB, to expire June 30, 2024. Carried (7-0).

5. Second reading of Bill for an Ordinance No. 06-26-2023 "An Ordinance Creating §46-090, §46-910 and §46-911 of the Village of Hartland Code of Ordinances Regulating Hotels and Motels, and Amending §§46-1, 46-466, 46-469, 46-491, 46-494, 46-516, 46-519 and 66-14 of the Village of Hartland Ordinance".

Village Manager Bailey explained this is the second reading of ordinance to create and allow hotels and motels within the Village and will see if the Attorney will come to the next meeting when the final approval will be.

6. Consideration for Hartland Fire Department Stryker Service Contract.

Fire Chief Jambretz said previous contract with Stryker expired earlier this year, and the contract was for service and maintenance of cots in the ambulances. The new 51 and old 51 will have power load systems. The new contract covers everything on the cot, service trips and all parts. The previous contract price was \$3000. With two power systems the price has gone up to \$5758.58, which covers batteries, and any service calls. Village Manager said if approved this goes in as a prepaid item each year for the next five years, \$5758.58 will be deducted from the budget, it is split up over the next 5 years.

Motion (Pfeiffer/Hallquist) to approve the Stryker Service Contract for the Hartland Fire Department for 20,792.90 paid over 5 years. Motion carried.

7. Consideration of f sale of 2013 Ambulance, UHP and 2003 Ford F-250, to be sold separately on Wisconsin Surplus.

Fire Chief Jambretz requested in May to sell the ultra high-pressure truck together on the auction site. It was on the site for 14 days with a minimum bid amount; however, the minimum bid amount was not met. Jambretz is proposing to sell the truck and the unit separately, also separate the cot from the ambulance.

Motion (Truttschel/Pfeiffer) to approve the sale of the 2013 ambulance, UHP and 2003 Ford F-250 separately on Wisconsin Surplus. Motion carried.

8. Consideration of setting a date for Special Village Board meeting related to Fire Department.

Motion (Truttschel/Pfeiffer) to set Special Village Board meeting related to the Fire Department for August 14, 2023. Motion carried.

**VILLAGE BOARD MINUTES**

**MONDAY, JULY 10, 2023**

**6:30 PM**

**PAGE 3**

9. Consideration of Renewal of contract with Waukesha County for the Tax billing for 2024 & 2025.

Village Manager Bailey said the renewal contract with Waukesha County is for the second payment collection that is done in July.

Motion (Hallquist/Pfeiffer) to approve the renewal contract with Waukesha County for the Tax billing for 2024 & 2025. Motion carried.

10. 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.

Recreation Director Rennekamp thanked everyone that helped with the Hometown Celebration. Next year Bella Cain will play on 6-24-24. The Recreation Department is working on the fall program guide.

Lieutenant DeBarge said Zimmerman will be at the next Village Board meeting for the Building Study.

DPW Director Felkner said the tree branch study was done by the DNR.

Fire Chief Jambretz said they are busy as usual.

Village Manager Bailey said at the 7/24/23 meeting the CIP meeting will start at 5pm prior to the regular Village Board meeting.

Trustee Pfeiffer and Truttschel both commented on how great Hometown Celebration weekend was.

President Pfannerstill said the Hometown Celebration was fantastic and it was well attended.

11. Adjournment.

Motion (Pfeiffer/Wallschlager) to adjourn at 7:16 p.m.

Respectfully submitted,

Deidre Bushey  
Deputy Clerk

To: Village President & Board of Trustees

From: Tonia Smith, Fiscal Clerk

Date: July 19, 2023

RE: Voucher List

---

Attached is the voucher list for the  
July 24, 2023 Village Board Meeting

July 24, 2023 Checks: \$ 165,044.97

Total Amount of all Checks: \$ 165,044.97

VILLAGE OF HARTLAND

07/19/23 9:38 AM

Page 1

Payments

Current Period: JULY 2023

Payments Batch 072423AP

\$165,044.97

Refer	291749 10-33 VEHICLE SERVICES				
Cash Payment	E 101-52300-300 OPERATING SUPPLIE	CHANGE ELECTRONICS IN AMBULANCE			\$1,058.45
Invoice	2810	7/12/2023 PO 28833			
Transaction Date	7/14/2023	GF Checking	11100	<b>Total</b>	\$1,058.45
Refer	291760 ADSIT, CHISTOPHER				
Cash Payment	E 101-55300-290 OUTSIDE SERVICES/C	ZUMBA CLASSES			\$96.00
Invoice	HARTLAND JUL2	7/17/2023			
Transaction Date	7/17/2023	GF Checking	11100	<b>Total</b>	\$96.00
Refer	291761 ADVENTURE ROCK				
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	ROCK CLIMBING WALL NNO			\$650.00
Invoice	ADROCK-5651	7/14/2023			
Transaction Date	7/17/2023	GF Checking	11100	<b>Total</b>	\$650.00
Refer	291747 AIRGAS USA LLC				
Cash Payment	E 101-52300-300 OPERATING SUPPLIE	OXYGEN CYLINDER			\$47.55
Invoice	5500271387	6/30/2023			
Transaction Date	7/14/2023	GF Checking	11100	<b>Total</b>	\$47.55
Refer	291748 BATTERY PRODUCTS INC				
Cash Payment	E 101-52300-300 OPERATING SUPPLIE	VEHICLE MOUNT			\$195.95
Invoice	66788	7/10/2023			
Transaction Date	7/14/2023	GF Checking	11100	<b>Total</b>	\$195.95
Refer	291684 BIEBELS TRUE VALUE				
Cash Payment	E 101-53000-365 BLDGS/GROUNDS MAI	CHAIN FOR SAW			\$59.98
Invoice	174762	7/6/2023 PO 28881			
Cash Payment	E 101-53000-365 BLDGS/GROUNDS MAI	RETURN OF CHAIN FOR SAW			-\$29.99
Invoice	174761	7/6/2023 PO 28881			
Cash Payment	E 101-53000-365 BLDGS/GROUNDS MAI	CHAIN FOR SAW			\$29.99
Invoice	174748	7/6/2023 PO 28881			
Cash Payment	E 101-55200-370 ATHLETIC FACILITY M	TAPE			\$5.37
Invoice	174854	7/10/2023 PO 28886			
Cash Payment	E 101-55200-370 ATHLETIC FACILITY M	RAKE			\$62.88
Invoice	174846	7/10/2023 PO 28886			
Cash Payment	E 101-51600-255 BLDGS/GROUNDS	CLEANERS/ WEED KILLER			\$77.96
Invoice	174937	7/14/2023 PO 29013			
Transaction Date	7/12/2023	GF Checking	11100	<b>Total</b>	\$206.19
Refer	291683 BIG TOP BRASS				
Cash Payment	G 101-31630 4TH OF JULY PARADE DO	HOMETOWN PARADE			\$1,500.00
Invoice	HARTLAND JUL2	7/5/2023			
Transaction Date	7/12/2023	GF Checking	11100	<b>Total</b>	\$1,500.00
Refer	291762 BRASS, MARY				
Cash Payment	E 804-56700-715 STREETSCAPE PROG	HARTLAND IN BLOOM GRANT			\$250.00
Invoice	HARTLAND JUL2	7/17/2023			
Transaction Date	7/17/2023	GF Checking	11100	<b>Total</b>	\$250.00
Refer	291697 BUELOW VETTER BUIKEMA OLSO				
Cash Payment	E 101-51400-210 LEGAL SERVICES	LEGAL SERVICES			\$125.00
Invoice	45	7/12/2023			
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$125.00

# VILLAGE OF HARTLAND

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## Payments

Current Period: JULY 2023

Refer	291685 <i>BUMPER TO BUMPER</i>				
Cash Payment	E 101-53000-360	VEHICLE MAINT/EXPE	TOOL KIT		\$19.89
Invoice	617-305963	7/6/2023	PO 28880		
Cash Payment	E 101-52300-360	VEHICLE MAINT/EXPE	AIR FILTER		\$66.01
Invoice	617-306185	7/10/2023			
Transaction Date	7/12/2023	GF Checking	11100	<b>Total</b>	\$85.90
Refer	291686 <i>CALLIES, MICHAEL R</i>				
Cash Payment	G 101-31620	FINE ARTS CENTER DONA	THURSDAY NIGHT CONCERT SERIES		\$450.00
Invoice	HARTLAND JUN	5/8/2023			
Transaction Date	7/12/2023	GF Checking	11100	<b>Total</b>	\$450.00
Refer	291687 <i>CELTIC NATIONS PIPES &amp; DRUMS</i>				
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	HOMETOWN PARADE		\$1,000.00
Invoice	HARTLAND JUN	7/5/2023			
Transaction Date	7/12/2023	GF Checking	11100	<b>Total</b>	\$1,000.00
Refer	291688 <i>CONLEY MEDIA LLC</i>				
Cash Payment	E 101-51400-300	OPERATING SUPPLIE	VARIOUS PUBLIC NOTICES		\$379.84
Invoice	63779006232	7/11/2023			
Cash Payment	E 620-53700-923	OUTSIDE SERVICES	PUBLIC NOTICE WATER INCREASE		\$92.56
Invoice	30374106232	7/11/2023			
Transaction Date	7/12/2023	GF Checking	11100	<b>Total</b>	\$472.40
Refer	291770 <i>CORNERSTONE HOMES OF WISC</i>				
Cash Payment	R 101-48000	MISCELLANEOUS REVENU	OVERPAYMENT OF DUE		\$20.00
Invoice	2641	7/17/2023			
Transaction Date	7/18/2023	GF Checking	11100	<b>Total</b>	\$20.00
Refer	291689 <i>DIETRICH, KRISTINE</i>				
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	HOMETOWN PARADE		\$150.00
Invoice	HARTLAND JUN	7/5/2023			
Transaction Date	7/12/2023	GF Checking	11100	<b>Total</b>	\$150.00
Refer	291690 <i>DIVERSIFIED BENEFIT SERVICES</i>				
Cash Payment	E 101-51500-290	OUTSIDE SERVICES/C	JULY HRA FEES		\$161.88
Invoice	385055	7/3/2023			
Cash Payment	E 620-53700-923	OUTSIDE SERVICES	JULY HRA FEES		\$62.26
Invoice	385055	7/3/2023			
Cash Payment	E 204-53610-290	OUTSIDE SERVICES/C	JULY HRA FEES		\$24.91
Invoice	385055	7/3/2023			
Transaction Date	7/12/2023	GF Checking	11100	<b>Total</b>	\$249.05
Refer	291750 <i>EH WOLF</i>				
Cash Payment	E 101-53000-360	VEHICLE MAINT/EXPE	NO LEAD FUEL		\$1,632.15
Invoice	500511	7/12/2023	PO 28320		
Cash Payment	E 101-53000-360	VEHICLE MAINT/EXPE	PDFD FUEL		\$464.31
Invoice	501234	7/13/2023	PO 28320		
Cash Payment	E 101-53000-360	VEHICLE MAINT/EXPE	PDF FUEL		\$1,069.81
Invoice	501217	7/13/2023	PO 28320		
Cash Payment	E 101-53000-360	VEHICLE MAINT/EXPE	NO LEAD FUEL		\$1,084.68
Invoice	501206	7/13/2023	PO 28320		
Transaction Date	7/14/2023	GF Checking	11100	<b>Total</b>	\$4,250.95
Refer	291766 <i>ELECTION SYSTEMS &amp; SOFTWARE</i>				

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Cash Payment	E 101-51440-290	OUTSIDE SERVICES/C	WARRANTY, LICENSE, AND MNTC 090123-083124	\$238.88
Invoice	CD2062439	7/10/2023		
Cash Payment	E 101-51440-290	OUTSIDE SERVICES/C	WARRANTY, LICENSE, AND MNTC 080123 - 073124	\$880.56
Invoice	CD2062438	7/10/2023		
Transaction Date	7/18/2023	GF Checking	11100	<b>Total</b> \$1,119.44
Refer	291691	FRANK, BRANDEN		
Cash Payment	G 101-23000	SPECIAL DEPOSITS	RESTORATION REFUND	\$150.00
Invoice	HARTLAND JUN	7/6/2023		
Cash Payment	G 101-23000	SPECIAL DEPOSITS	PARTICIPATION FEE REFUND	\$100.00
Invoice	HARTLAND JUN	7/6/2023		
Transaction Date	7/12/2023	GF Checking	11100	<b>Total</b> \$250.00
Refer	291692	GALE/CENGAGE LEARNING		
Cash Payment	E 101-55110-310	BOOKS & MATERIALS	BOOKS	\$29.51
Invoice	81519854	7/6/2023		
Transaction Date	7/12/2023	GF Checking	11100	<b>Total</b> \$29.51
Refer	291693	GALL S, INC.		
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	MISKO EMBROIDERY EMBLEM	\$44.53
Invoice	24874154	6/22/2023		
Transaction Date	7/12/2023	GF Checking	11100	<b>Total</b> \$44.53
Refer	291694	GRUBER, EUGENE		
Cash Payment	G 101-31620	FINE ARTS CENTER DONA	THURSDAY NIGHT CONCERTS	\$50.00
Invoice	HARTLAND JUN	5/8/2023		
Transaction Date	7/12/2023	GF Checking	11100	<b>Total</b> \$50.00
Refer	291751	HAHN ACE HARDWARE		
Cash Payment	E 101-53000-360	VEHICLE MAINT/EXPE	HAND BLOWER PARTS	\$15.29
Invoice	103046	7/7/2023 PO 28884		
Transaction Date	7/14/2023	GF Checking	11100	<b>Total</b> \$15.29
Refer	291695	HARTLAND COMMUNITY BAND		
Cash Payment	G 101-31620	FINE ARTS CENTER DONA	THURSDAY NIGHT CONCERT SERIES	\$450.00
Invoice	HARTLAND JUL2	5/8/2023		
Transaction Date	7/12/2023	GF Checking	11100	<b>Total</b> \$450.00
Refer	291696	HARTLAND COMMUNITY BAND		
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	HOMETOWN PARADE	\$500.00
Invoice	HARTLAND JUN	7/5/2023		
Transaction Date	7/12/2023	GF Checking	11100	<b>Total</b> \$500.00
Refer	291698	HARTLAND SERVICE INC		
Cash Payment	E 101-52100-360	VEHICLE MAINT/EXPE	SQ#2 BRAKES/OIL/TIRES/FILTERS	\$790.95
Invoice	174719	7/11/2023 PO 28661		
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b> \$790.95
Refer	291699	HENNING, AARON		
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	HOMETOWN PARADE	\$950.00
Invoice	HARTLAND JUL2	7/5/2023		
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b> \$950.00
Refer	291753	HENRY SCHEIN INC.		
Cash Payment	E 101-52300-300	OPERATING SUPPLIE	VARIOUS MEDICAL SUPPLIES	\$328.23
Invoice	44571064	6/29/2023		

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Cash Payment	E 101-52300-300	OPERATING SUPPLIE	VARIOUS MEDICAL SUPPLIES		\$194.24
Invoice	44718298	7/30/2023			
Cash Payment	E 101-52300-300	OPERATING SUPPLIE	VARIOUS MEDICAL SUPPLIES		\$52.03
Invoice	45157131	7/5/2023			
Cash Payment	E 101-52300-300	OPERATING SUPPLIE	VARIOUS MEDICAL SUPPLIES		\$462.40
Invoice	45141886	7/5/2023			
Transaction Date	7/14/2023		GF Checking	11100	<b>Total</b> \$1,036.90
Refer	291700 HILLBILLY CLAN 50				
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	HOMETOWN PARADE		\$225.00
Invoice	HARTLAND JUL2	7/5/2023			
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$225.00
Refer	291701 HOME DEPOT				
Cash Payment	E 101-55200-365	BLDGS/GROUNDS MAI	CONDUIT AND BOXES		\$43.47
Invoice	8015241	6/13/2023	PO 28777		
Cash Payment	E 101-55200-365	BLDGS/GROUNDS MAI	PAINT		\$55.98
Invoice	5071547	6/16/2023	PO 28782		
Cash Payment	E 101-55200-365	BLDGS/GROUNDS MAI	ROTO SAW		\$89.00
Invoice	5020864	6/16/2023	PO 28782		
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	LIGHT BULBS		\$97.10
Invoice	5010021	6/26/2023	PO 28822		
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	LUMBER		\$39.80
Invoice	2010405	6/29/2023	PO 28872		
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	LIGHTS/ PAINT		\$408.64
Invoice	4010125	6/27/2023			
Cash Payment	E 101-55200-365	BLDGS/GROUNDS MAI	COMMON BOARD		\$51.40
Invoice	1010822	7/10/2023	PO 28887		
Cash Payment	E 101-52200-255	BLDGS/GROUNDS	TRIM W/Q-LOK TOOK AND BATTERIES		\$458.00
Invoice	6015484	6/15/2023			
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$1,243.39
Refer	291702 HOOF BEATS EXPRESS				
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	HOMETOWN PARADE		\$800.00
Invoice	HARTLAND JUL2	7/5/2023			
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$800.00
Refer	291703 HOOPER HANDS BASKETBALL AC				
Cash Payment	E 101-55300-290	OUTSIDE SERVICES/C	BASE BATTERS		\$1,144.00
Invoice	HARTLAND JUL2	7/6/2023			
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$1,144.00
Refer	291704 HOWELL, TJ				
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	HOMETOWN PARADE		\$1,200.00
Invoice	HARTLAND JUL2	7/5/2023			
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$1,200.00
Refer	291705 INSIGHT FS				
Cash Payment	E 101-55200-370	ATHLETIC FACILITY M	FIELD MARKING CHALK		\$333.60
Invoice	57039486	7/5/2023	PO 28869		
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$333.60
Refer	291706 ITU ABSORBTECH INC				
Cash Payment	E 101-53000-180	OTHER BENEFITS	UNIFORM SERIVES		\$116.70
Invoice	8154823	7/5/2023	PO 29222		
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$116.70

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Refer	291763 JD ELECTRIC, INC.				
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	STRING LIGHTS HTC		\$1,170.00
Invoice	36151	7/11/2023	PO 29005		
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	SERVICE ON DUMPSTER PAD		\$12,221.00
Invoice	36150	7/11/2023	PO 29005		
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	STAND ALONE ELECTRICAL SERVICE		\$7,897.00
Invoice	36094	7/10/2023	PO 29005		
Transaction Date	7/17/2023	GF Checking	11100	<b>Total</b>	\$21,288.00
Refer	291707 JENSON MOTORS				
Cash Payment	E 101-52300-360	VEHICLE MAINT/EXPE	EXHAUST/ FRONT STABILIZER BAR REPAIR		\$365.46
Invoice	24022	7/6/2023	PO 28830		
Cash Payment	E 101-52200-360	VEHICLE MAINT/EXPE	EXHAUST/ FRONT STABILIZER BAR REPAIR		\$365.46
Invoice	24022	7/6/2023	PO 28830		
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$730.92
Refer	291708 JOLLY GIANTS				
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	PARADE		\$575.00
Invoice	HARTLAND JUL2	7/5/2023			
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$575.00
Refer	291754 KIMBALL MIDWEST				
Cash Payment	E 101-55200-365	BLDGS/GROUNDS MAI	VARIOUS HARDWARE		\$569.38
Invoice	101233575	7/11/2023	PO 28890		
Transaction Date	7/14/2023	GF Checking	11100	<b>Total</b>	\$569.38
Refer	291767 LAKE COUNTRY FINE ARTS SCHO				
Cash Payment	E 101-55300-290	OUTSIDE SERVICES/C	NATURE CAMP & ROCK PAINTING		\$248.00
Invoice	June 23	7/18/2023			
Transaction Date	7/18/2023	GF Checking	11100	<b>Total</b>	\$248.00
Refer	291709 LAKE CTRY MUNICIPAL COURT				
Cash Payment	G 101-24240	COURT FINES DUE STATE	WARRANT PAYMENT BG984525-3		\$489.00
Invoice	HARLTAND JUL2	7/10/2023			
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$489.00
Refer	291710 LANGE ENTERPRISES INC				
Cash Payment	E 101-53000-410	STREETS GEN MAINT	BRACKETS		\$187.50
Invoice	84038	7/6/2023	PO 28879		
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$187.50
Refer	291711 LEXISNEXIS				
Cash Payment	E 101-52100-290	OUTSIDE SERVICES/C	JUNE 2023 SERVICES		\$168.00
Invoice	14440102023063	6/30/2023			
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$168.00
Refer	291712 LONG RIDERS OF TRIPOLI				
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	PARADE		\$1,000.00
Invoice	HARTLAND JUL2	7/5/2023			
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$1,000.00
Refer	291713 LUTHERAN VANGUARD OF WISCO				
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	PARADE		\$1,800.00
Invoice	HARTLAND JUL2	7/5/2023			
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$1,800.00
Refer	291752 MACQUEEN EMERGENCY				

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Cash Payment	E 101-52200-300	OPERATING SUPPLIE	VARIOUS CAIRNS		\$376.00
Invoice P17537	7/13/2023				
Cash Payment	E 101-52200-300	OPERATING SUPPLIE	REPAIR PATCH		\$50.95
Invoice P17527	7/13/2023				
Transaction Date	7/14/2023	GF Checking	11100	<b>Total</b>	\$426.95
Refer	291755	MARTELLE WATER TREATMENT			
Cash Payment	E 620-53700-631	WATER TREATMENT -	SODIUM/ HYPOCHLORITE/ HYDROFLUOSILICIC ACID/ AQUA MAG		\$2,682.57
Invoice 25435	7/11/2023	PO 29223			
Transaction Date	7/14/2023	GF Checking	11100	<b>Total</b>	\$2,682.57
Refer	291714	MENOMONEE FALLS SCHOOL DIS			
Cash Payment	E 101-55300-295	TRIPS	LAVENDER FIELDS		\$300.00
Invoice HARTLAND JUL2	7/13/2023				
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$300.00
Refer	291715	MIDWEST TAPE			
Cash Payment	E 101-55110-310	BOOKS & MATERIALS	DIGITAL MEDIA		\$415.69
Invoice 504012390	6/30/2023				
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$415.69
Refer	291725	MUNSON INC			
Cash Payment	E 206-59000-960	USE OF PARK IMPACT	NIXON PICKLEBALL COURTS		\$26,383.00
Invoice 0087172	5/15/2023	PO 29004			
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$26,383.00
Refer	291756	NEUSTADT, CONNER			
Cash Payment	E 101-52200-300	OPERATING SUPPLIE	SLEDGE HAMMER REIMBURSEMENT		\$30.44
Invoice HARTLAND JUL2					
Transaction Date	7/14/2023	GF Checking	11100	<b>Total</b>	\$30.44
Refer	291716	NORTHERN LAKE SERVICE INC			
Cash Payment	E 620-53700-923	OUTSIDE SERVICES	WATER TESTING		\$26.22
Invoice 2309677	6/29/2023	PO 29226			
Cash Payment	E 620-53700-923	OUTSIDE SERVICES	WATER TESTING		\$5,191.75
Invoice 2309465	6/26/2023	PO 29226			
Cash Payment	E 620-53700-923	OUTSIDE SERVICES	WATER TESTING		\$75.00
Invoice 2309227	6/22/2023	PO 29226			
Cash Payment	E 620-53700-923	OUTSIDE SERVICES	WATER TESTING		\$75.00
Invoice 2308655	6/14/2023	PO 29226			
Cash Payment	E 620-53700-923	OUTSIDE SERVICES	WATER TESTING		\$100.00
Invoice 2308086	6/8/2023	PO 29226			
Cash Payment	E 620-53700-923	OUTSIDE SERVICES	WATER TESTING		\$2,300.00
Invoice 2307657	6/2/2023	PO 29226			
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$7,767.97
Refer	291717	OCONOMOWOC AM. LEGION BAN			
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	PARADE		\$750.00
Invoice HARTLAND JUL2	7/5/2023				
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$750.00
Refer	291768	ONTECH SYSTEMS, INC			
Cash Payment	E 101-51500-290	OUTSIDE SERVICES/C	CLOUD BACKUP SUBSCRIPTION		\$53.34
Invoice 81297	7/17/2023				
Cash Payment	E 204-53610-290	OUTSIDE SERVICES/C	CLOUD BACKUP SUBSCRIPTION		\$53.33
Invoice 81297	7/17/2023				

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Cash Payment	E 620-53700-923	OUTSIDE SERVICES	CLOUD BACKUP SUBSCRIPTION		\$53.33
Invoice 81297	7/17/2023				
Cash Payment	E 101-51500-290	OUTSIDE SERVICES/C	ONSITE IT WORK		\$137.50
Invoice 81179	7/17/2023				
Cash Payment	E 101-51400-290	OUTSIDE SERVICES/C	ONSITE IT WORK		\$398.56
Invoice 81179	7/17/2023				
Cash Payment	E 101-52100-290	OUTSIDE SERVICES/C	ONSITE IT WORK		\$150.00
Invoice 81179	7/17/2023				
Cash Payment	E 101-52200-290	OUTSIDE SERVICES/C	ONSITE IT WORK		\$562.50
Invoice 81179	7/17/2023				
Cash Payment	E 101-52300-290	OUTSIDE SERVICES/C	ONSITE IT WORK		\$562.50
Invoice 81179	7/17/2023				
Cash Payment	E 101-55110-290	OUTSIDE SERVICES/C	ONSITE IT WORK		\$75.00
Invoice 81179	7/17/2023				
Cash Payment	E 620-53700-923	OUTSIDE SERVICES	ONSITE IT WORK		\$431.25
Invoice 81179	7/17/2023				
Cash Payment	E 204-53610-290	OUTSIDE SERVICES/C	ONSITE IT WORK		\$431.25
Invoice 81179	7/17/2023				
Transaction Date	7/18/2023	GF Checking	11100	<b>Total</b>	\$2,908.56
Refer	291757 OZINGA				
Cash Payment	E 101-53000-410	STREETS GEN MAINT	CONCRETE FOR COTTONWOOD		\$815.00
Invoice ARI00674573	7/11/2023 PO 28889				
Transaction Date	7/14/2023	GF Checking	11100	<b>Total</b>	\$815.00
Refer	291772 PAA, BRITTANY				
Cash Payment	G 101-23005	EMPLOYEE RECOGNITION	TUNDRLAND REFUND		\$300.00
Invoice 0624 EVENT	7/17/2023				
Transaction Date	7/18/2023	GF Checking	11100	<b>Total</b>	\$300.00
Refer	291718 PAIGE, WILLIAM				
Cash Payment	G 101-31620	FINE ARTS CENTER DONA	THURSDAY NIGHT CONCERTS		\$50.00
Invoice HARTLAND JUL2	5/8/2023				
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$50.00
Refer	291774 PALMERS STEAKHOUSE				
Cash Payment	E 101-53000-430	SNOW & ICE REMOVA	2022-23 1/3 OF EASEMENT SNOW REMOVAL		\$1,051.65
Invoice 22-23 SNOW	7/18/2023				
Transaction Date	7/19/2023	GF Checking	11100	<b>Total</b>	\$1,051.65
Refer	291719 PIONEER SUPPLY LLC				
Cash Payment	E 101-55200-365	BLDGS/GROUNDS MAI	CANLINERS/ TOILET TISSUE/ CLEANERS		\$1,344.00
Invoice 22511	6/22/2023 PO 28851				
Cash Payment	E 101-51600-355	JANITORIAL SUPPLIES	CANLINERS/ TOILET TISSUE/ SOAP		\$379.50
Invoice 22502	6/19/2023				
Cash Payment	E 101-52200-255	BLDGS/GROUNDS	KITCHEN PAPER TOWEL		\$42.00
Invoice 22510	6/22/2023				
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$1,765.50
Refer	291720 PORT-A-JOHN				
Cash Payment	E 101-55200-365	BLDGS/GROUNDS MAI	RESTROOMS FOR PARKS		\$116.00
Invoice 1357726-IN	7/3/2023 PO 28380				
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$116.00
Refer	291721 PROFESSIONAL SERVICE INDUST				

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Cash Payment	E 401-57300-290	OUTSIDE SERVICES/C	GEOTECHNICAL CONSULT FOR HARTLAND QUARRY		\$1,275.00
Invoice	00883780	6/30/2023			
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$1,275.00
Refer	291723	PROHEALTH CARE (LAB BILLING)			
Cash Payment	E 101-52100-290	OUTSIDE SERVICES/C	LAB DRAW		\$148.52
Invoice	10003207336	7/1/2023			
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$148.52
Refer	291722	PROHEALTH CARE MEDICAL ASS			
Cash Payment	E 101-52200-300	OPERATING SUPPLIE	DRUG SCREEN		\$65.00
Invoice	318403	7/2/2023			
Cash Payment	E 101-55300-300	OPERATING SUPPLIE	DRUG SCREEN		\$35.00
Invoice	318403	7/2/2023			
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$100.00
Refer	291724	PROSHRED SECURITY			
Cash Payment	E 101-52100-290	OUTSIDE SERVICES/C	SHREDDING SERVICES		\$79.63
Invoice	1196736	6/30/2023			
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$79.63
Refer	291726	PROVEN POWER INC			
Cash Payment	E 101-53000-360	VEHICLE MAINT/EXPE	CUTTERS/ RINGS/ BELTS/ PLUGS		\$277.00
Invoice	01-433768	7/5/2023 PO 28864			
Cash Payment	E 101-53000-360	VEHICLE MAINT/EXPE	OIL/ PARTS FOR 3720		\$70.28
Invoice	01-434103	7/10/2023 PO 28883			
Cash Payment	E 101-53000-360	VEHICLE MAINT/EXPE	OIL/ PARTS FOR 3720		\$1,049.73
Invoice	01-434105	7/10/2023 PO 28883			
Cash Payment	E 101-53000-360	VEHICLE MAINT/EXPE	RINGS		\$87.11
Invoice	01434104	7/10/2023 PO 28864			
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$1,484.12
Refer	291727	RED HOT DIXIE JAZZ BAND			
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	PARADE		\$675.00
Invoice	HARTLAND JUL2	7/13/2023			
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$675.00
Refer	291728	REINDERS INC			
Cash Payment	E 101-53000-220	UTILITY SERVICES	REPAIR PARTS FOR UTILITY PROJECT		\$59.71
Invoice	29003	7/6/2023 PO 29003			
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$59.71
Refer	291729	RENNEKAMP, SARA			
Cash Payment	E 101-55300-303	SUMMER REC EXPEN	SUMMER CAMP SUPPLIES		\$47.91
Invoice	HARTLAND JUL2	7/13/2023			
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$47.91
Refer	291730	REVOLUTIONS TWIRLING CLUB			
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	PARADE		\$100.00
Invoice	HARTLAND JUL2	7/5/2023			
Transaction Date	7/13/2023		GF Checking	11100	<b>Total</b> \$100.00
Refer	291764	RHYME BUSINESS PRODUCTS LL			
Cash Payment	E 101-51400-290	OUTSIDE SERVICES/C	COPIER SERVICES		\$1,299.67
Invoice	AR652352	7/14/2023			
Transaction Date	7/17/2023		GF Checking	11100	<b>Total</b> \$1,299.67

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## Payments

Current Period: JULY 2023

Refer	291731 RICOH AMERICAS CORP				
Cash Payment	E 101-55110-290	OUTSIDE SERVICES/C	COPIER SERVICES		\$639.33
Invoice	5067656407	7/1/2023	PO 29012		
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$639.33
Refer	291769 RMC PRODUCTIONS				
Cash Payment	E 101-55370-290	OUTSIDE SERVICES/C	VIDEO SHOOT - HTC PARADE		\$300.00
Invoice	20424	7/2/2023			
Transaction Date	7/18/2023	GF Checking	11100	<b>Total</b>	\$300.00
Refer	291732 RUEKERT & MIELKE				
Cash Payment	E 401-57300-290	OUTSIDE SERVICES/C	GENERAL SERVICES		\$11,235.70
Invoice	147280	7/3/2023		Project 0	
Cash Payment	E 401-74010-290	OUTSIDE SERVICES/C	UTILITY UPDATES		\$394.75
Invoice	147281	7/3/2023			
Cash Payment	G 403-31753	ST CHARLES EXPANSION	EROSION CONTROL INSPECTIONS		\$135.40
Invoice	147282	7/3/2023			
Cash Payment	G 403-31891	HARTLAND EAST APARTM	CONSTRUCTION REVIEW		\$1,137.00
Invoice	147283	7/3/2023			
Cash Payment	G 403-31840	HOMESTEAD	DESIGN/CONSTRUCTION REVIEW		\$161.15
Invoice	147284	7/3/2023			
Cash Payment	E 401-76160-290	OUTSIDE SERVICES/C	CONSTRUCTION REVIEW AND ADMIN		\$945.69
Invoice	147285	7/3/2023			
Cash Payment	E 204-53610-800	CAPITAL OUTLAY	CONSTRUCTION REVIEW AND ADMIN		\$492.75
Invoice	147286	7/3/2023			
Cash Payment	E 620-53700-673	TRANS&DIST MAINS	SURVEY, DRAFTING AND DESIGN		\$1,312.75
Invoice	147287	7/3/2023			
Cash Payment	E 401-70520-290	OUTSIDE SERVICES/C	CONSTRUCTION REVIEW AND ADMIN		\$2,443.35
Invoice	147288	7/3/2023			
Cash Payment	E 401-70585-290	OUTSIDE SERVICES/C	CONSTRUCTION REVIEW AND ADMIN		\$2,443.35
Invoice	147288	7/3/2023			
Cash Payment	E 401-70590-290	OUTSIDE SERVICES/C	CONSTRUCTION REVIEW AND ADMIN		\$2,443.35
Invoice	147288	7/3/2023			
Cash Payment	E 401-70595-290	OUTSIDE SERVICES/C	CONSTRUCTION REVIEW AND ADMIN		\$2,443.35
Invoice	147288	7/3/2023			
Cash Payment	E 401-79290-290	OUTSIDE SERVICES/C	CONSTRUCTION REVIEW AND ADMIN		\$2,443.36
Invoice	147288	7/3/2023			
Cash Payment	E 620-53700-673	TRANS&DIST MAINS	MISC VALVE REPAIRS		\$1,156.10
Invoice	147289	7/3/2023			
Cash Payment	E 620-53700-678	HYDRANTS	MISC HYDRANT REPAIRS		\$225.00
Invoice	147290	7/3/2023			
Cash Payment	E 204-53610-800	CAPITAL OUTLAY	MISC SANITARY SEWER REPAIRS		\$840.00
Invoice	147291	7/3/2023			
Cash Payment	E 401-74075-290	OUTSIDE SERVICES/C	MISC CATCH BASIN REPAIRS		\$1,138.10
Invoice	147292	7/3/2023			
Cash Payment	E 401-74010-290	OUTSIDE SERVICES/C	MISC STORM SEWER REPAIRS		\$5,036.90
Invoice	147293	7/3/2023			
Cash Payment	E 620-53700-923	OUTSIDE SERVICES	2023 SCADA RADIO UPGRADE		\$404.00
Invoice	147294	7/3/2023			
Cash Payment	E 620-53700-923	OUTSIDE SERVICES	2023 SCADA SERVICE WORK		\$1,602.00
Invoice	147295	7/3/2023			
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$38,434.05
Refer	291733 RYCZEK, BARBARA & STEPHEN				

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## Payments

Current Period: JULY 2023

Cash Payment	G 101-12110	PROPERTY TAX REFUNDS	2022 PROPERTY TAX REFUND	0425039		\$62.60
Invoice	242074.18837	12/21/2023				
Transaction Date	7/13/2023	GF Checking	11100	Total		\$62.60
Refer	291734	SAM THE WHEELER				
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	PARADE			\$1,950.00
Invoice	HARTLAND JUL2	7/5/2023				
Transaction Date	7/13/2023	GF Checking	11100	Total		\$1,950.00
Refer	291735	STERLING & BRASS				
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	PARADE			\$600.00
Invoice	HARTLAND JUL2	7/5/2023				
Transaction Date	7/13/2023	GF Checking	11100	Total		\$600.00
Refer	291771	THOMAS MANN				
Cash Payment	E 101-55370-290	OUTSIDE SERVICES/C	BOARD MEETINGS AND TRAINING			\$325.00
Invoice	06/2023	7/11/2023				
Transaction Date	7/18/2023	GF Checking	11100	Total		\$325.00
Refer	291736	TRIPOLI LEGION OF HONOR				
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	PARADE			\$275.00
Invoice	HARTLAND JUL2	7/5/2023				
Transaction Date	7/13/2023	GF Checking	11100	Total		\$275.00
Refer	291737	TRIPOLI SHRINE CLOWNS				
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	PARADE			\$300.00
Invoice	HARTLAND JUL2	7/5/2023				
Transaction Date	7/13/2023	GF Checking	11100	Total		\$300.00
Refer	291738	TWANG DRAGONS				
Cash Payment	G 101-31620	FINE ARTS CENTER DONA	THURSDAY NIGHT CONCERT SERIES			\$595.00
Invoice	HARTLAND JUL2	5/8/2023				
Transaction Date	7/13/2023	GF Checking	11100	Total		\$595.00
Refer	291739	VON BRIESEN & ROPER				
Cash Payment	E 101-51400-210	LEGAL SERVICES	LEGAL FEES			\$8,235.30
Invoice	429824	7/7/2023				
Cash Payment	G 403-31891	HARTLAND EAST APARTM	LEGAL FEES			\$517.40
Invoice	429824	7/7/2023				
Cash Payment	E 101-51400-210	LEGAL SERVICES	LEGAL FEES			\$3,333.08
Invoice	429823	7/7/2023				
Transaction Date	7/13/2023	GF Checking	11100	Total		\$12,085.78
Refer	291740	WAUKESHA CTY EMERGENCY MA				
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	ID BADGES			\$9.00
Invoice	544	7/12/2023				
Transaction Date	7/13/2023	GF Checking	11100	Total		\$9.00
Refer	291741	WCTC(BILLING)				
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	TUITION RK			\$210.00
Invoice	S0804315	6/28/2023				
Transaction Date	7/13/2023	GF Checking	11100	Total		\$210.00
Refer	291746	WE ENERGIES (PEWAUKEE)				
Cash Payment	R 101-44300	PERMITS	REFUND FOR PERMIT AT 321 PARADISE CT			\$75.00
Invoice	HARTLAND JUL2	7/14/2023				
Transaction Date	7/14/2023	GF Checking	11100	Total		\$75.00

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Payments

Current Period: JULY 2023

Refer	291742 WELDERS SUPPLY CO				
Cash Payment	E 101-53000-360	VEHICLE MAINT/EXPE	OXYGEN ACETYLENE		\$178.52
Invoice	10369202	6/29/2023	PO 28861		
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$178.52
Refer	291758 WERNER ELECTRIC SUPPLY				
Cash Payment	E 620-53700-681	COMPUTERS & SOFT	CONDUIT FOR ANTENNA		\$81.57
Invoice	S7153796.001	7/7/2023	PO 28885		
Cash Payment	G 101-31680	ICE RINK	CREDIT FROM INVOICE S6989967.001		-\$75.55
Invoice	S6989967.002	1/18/2023	PO 28275		
Transaction Date	7/14/2023	GF Checking	11100	<b>Total</b>	\$6.02
Refer	291743 WI DEPT OF JUSTICE				
Cash Payment	E 101-52100-290	OUTSIDE SERVICES/C	PD RECORD CHECK		\$14.00
Invoice	L6811T	6/30/2023			
Cash Payment	E 101-55300-290	OUTSIDE SERVICES/C	REC RECORD CHECK		\$7.00
Invoice	L6811T	6/30/2023			
Cash Payment	E 101-51400-290	OUTSIDE SERVICES/C	BARTENDER/SOLICITOR RECORD CHECK		\$196.00
Invoice	L6811T	6/30/2023			
Cash Payment	E 101-52200-290	OUTSIDE SERVICES/C	FIRE DEPT RECORD CHECK		\$28.00
Invoice	L6811T	6/30/2023			
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$245.00
Refer	291745 WI STATE LABORATORY OF HYGI				
Cash Payment	E 620-53700-923	OUTSIDE SERVICES	FLUORIDE		\$28.00
Invoice	746932	6/30/2023	PO 29229		
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$28.00
Refer	291765 WISCONSIN BUILDING INSPECTIO				
Cash Payment	E 101-52400-290	OUTSIDE SERVICES/C	JUNE PERMITS		\$9,050.78
Invoice	HARTLAND JUL2	7/17/2023			
Transaction Date	7/17/2023	GF Checking	11100	<b>Total</b>	\$9,050.78
Refer	291744 WISCONSIN DIAMOND DANCERS				
Cash Payment	G 101-31630	4TH OF JULY PARADE DO	PARADE		\$400.00
Invoice	HARTLAND JUL2	7/5/2023			
Transaction Date	7/13/2023	GF Checking	11100	<b>Total</b>	\$400.00
Refer	291759 XEROX CORPORATION				
Cash Payment	E 101-52200-300	OPERATING SUPPLIE	COPIER SERVICES		\$71.45
Invoice	019176949	7/1/2023			
Cash Payment	E 101-52300-300	OPERATING SUPPLIE	2/3 HOLE PUNCH		\$9.00
Invoice	019176950	7/1/2023			
Transaction Date	7/14/2023	GF Checking	11100	<b>Total</b>	\$80.45

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## Payments

Current Period: JULY 2023

### Fund Summary

	11100 GF Checking	
101 GENERAL FUND		\$86,476.52
204 SEWER		\$1,842.24
206 IMPACT FEES FUND		\$26,383.00
401 CAPITAL PROJECTS FUND		\$32,242.90
403 DEVELOPMENT FUND		\$1,950.95
620 WATER FUND		\$15,899.36
804 BUSINESS IMPROVEMENT DISTRICT		\$250.00
		<hr/>
		\$165,044.97

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$165,044.97
Total	<hr/>
	\$165,044.97

VILLAGE OF HARTLAND  
LICENSES AND PERMITS  
July 24, 2023

**Bartender (Operator's) Licenses**

Madison Reeves

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).

1 STATE OF WISCONSIN WAUKESHA COUNTY VILLAGE OF HARTLAND

2  
3 ORDINANCE NO. \_\_\_\_\_

4  
5 AN ORDINANCE CREATING §46-909, 46-910 and §46-911  
6 OF THE VILLAGE OF HARTLAND CODE OF ORDINANCES  
7 REGULATING HOTELS AND MOTELS

8 AND

9 AMENDING §§ 46-1, 46-466, 46-469, 46-491, 46-492, 46-494, 46-516, 46-519 and 66-14  
10 OF THE VILLAGE OF HARTLAND CODE OF ORDINANCES

11  
12 THE VILLAGE BOARD OF THE VILLAGE OF HARTLAND DO ORDAIN AS FOLLOWS:

13  
14 That the Municipal Code of the Village of Hartland, Wisconsin, is hereby amended by the creation  
15 of Sections 46-909, 46-910 and 46-911 which sections read as follows:

16  
17 **§46-909**

18  
19 TITLE AND PURPOSE:

20  
21 The title of this ordinance is the Village of Hartland Lodging Ordinance (“Ordinance”). The  
22 purpose of this Ordinance is to provide for the orderly and well-regulated establishment and  
23 operation of hotels and motels in the Village of Hartland (the “Village”) in a manner consistent  
24 with the strict regard for public health and safety that complies, at a minimum, with the standards  
25 for the same set forth in Chapter 97 of the Wisconsin Statutes, as amended from time-to-time, and  
26 Chapters ATCP 72 and 73 of the Wisconsin Administrative Code, as amended from time-to-time.

27  
28 The Village finds that this Ordinance is appropriate and reasonable to promote significant public  
29 purposes, including, but not limited to, health, safety, security, traffic control and flow, aesthetics,  
30 character, comprehensive zoning plan, property value and integrity, accessibility, commerce and  
31 trade, and any other significant public purpose recognized and permitted to the Village.

32  
33 AUTHORITY

34  
35 The Village Board of the Village of Hartland, Waukesha County, Wisconsin, has the specific  
36 authority to adopt this Ordinance under Sections 61.34(1) and 66.0615(1m) of the Wisconsin  
37 Statutes, as amended.

38  
39 HOTEL AND MOTEL ESTABLISHMENTS

40  
41 A. *General Adoption of State Standards*

42  
43 1) The provisions of Chapters ATCP 72 and 73 Wis. Admin. Code, as amended, and  
44 any subsequent amendments, additions and recodifications are hereby adopted in full by  
45 reference, except to the extent that any provision of the Village of Hartland Ordinances which

46 impose stricter standards may exist, in which case the said stricter ordinance provisions shall  
47 prevail.

48 2) For the purposes of this Ordinance, unless otherwise expressly indicated, the terms  
49 “person,” “operator,” “hotel,” and “motel,” shall be defined as set forth in ATCP 72.03. The term  
50 “bed and breakfast establishment” shall be defined as set forth in ATCP 73.03. All other definitions  
51 set forth in ATCP 72 and 73, shall apply, where applicable, for the purposes of this Ordinance,  
52 unless otherwise expressly modified or specified herein. To the extent any definitions or provisions  
53 enumerated in the foregoing are in conflict or inconsistent, the more stringent definition or  
54 provision shall prevail.

55  
56 B. *Compliance with State Standards Required*

57  
58 1) The owner and operator of any hotel, motel, tourist rooming house, or bed and  
59 breakfast establishment shall fully comply with all applicable provisions of Chapters ATCP 72  
60 and ATCP 73, Wis. Admin. Code, as amended, at all times, including by way of illustration, but  
61 not limited to:

- 62  
63 a) License application, duration, and renewal requirements and deadlines;  
64 b) Fees for pre-inspection, licenses, late fees, reinspection fees and any other  
65 applicable fees;  
66 c) Posting of licenses and permits;  
67 d) Inspection and access to premises;  
68 e) Correction of violations;  
69 f) Suspension and revocation of licenses;  
70 g) Public utilities;  
71 h) Plumbing and toilets;  
72 i) Drinking water;  
73 j) Garbage and refuse;  
74 k) Furnishings, equipment and utensils;  
75 l) Utensil sanitation;  
76 m) Storage of utensils;  
77 n) Cleanliness;  
78 o) Food licenses;  
79 p) Employee health;  
80 q) Insect and rodent control  
81 r) Building structure and safety;  
82 s) Size of sleeping rooms;  
83 t) Smoke detection;  
84 u) Door locks;  
85 v) Window screens;  
86 w) Premises, land surfaces, parking areas, exteriors;  
87 x) Carbon Monoxide detectors;  
88 y) Maintenance;  
89 z) Registration of guests.

90

91 Any violation or noncompliance with any of the provisions of ATCP 72 shall constitute a  
92 separate and independent violation of the Village's Code of Municipal Ordinances, subject to  
93 the penalties set forth in Chapter 1, Sec. 1-4.  
94

95 C. *Additional Village Requirements for hotel and motel establishments*  
96

97 1) Hourly Rentals Prohibited. No room designed for dwelling, lodging, or sleeping  
98 purposes at any hotel and motel establishment may be rented or advertised or otherwise held out  
99 to the public for hourly or other short-time rates less than one full night stay at a minimum. One  
100 full night stay minimum shall mean check in before 10:00 p.m. on the day of arrival and check out  
101 after 5:00 a.m. on the day of departure.  
102

103 2) Registration and Recordkeeping Requirements. Every person who owns or  
104 operates a hotel or motel shall require valid government-issued photo identification for each guest  
105 at the time of registration. The owner or operator shall keep and maintain a registration record for  
106 all guests procuring or occupying a room or rooms at the hotel or motel establishment. No guest  
107 shall be permitted to procure or occupy any room or rooms in any hotel or motel establishment  
108 without first providing all of the required record information prior to procurement or occupancy;  
109 and no owner or operator of a hotel or motel establishment shall permit any guest to occupy or  
110 procure any room or rooms without first obtaining all of the following information to be  
111 maintained on the registration record:  
112

- 113 1. Valid government-issued photo identification for each guest;
- 114 2. Room number of each guest;
- 115 3. Vehicle Registration Information, including VIN number, license plate number,  
116 make, model and year of the vehicle;
- 117 4. Number of guests that will be in the room each night;
- 118 5. Number of nights each guest is staying;
- 119 6. Each guest's name and signature;
- 120 7. The type of identification offered;
- 121 8. Permanent address of each guest; and
- 122 9. Date and time a guest checks in and the date and time the room is surrendered.  
123

124 The owner or operator shall verify the credit card signature of each guest making payment by way  
125 of credit card, with the signature inscribed upon the registration record.  
126

127 Valid identification may include: driver's license, non-driver's state issued identification card, or  
128 such other photo-identification as will prove the identity of each guest. The type of identification  
129 presented by the guest shall be noted in the registration record and shall include the document's  
130 identification number and the state or country of issuance. A photocopy or scanned copy of such  
131 identification shall be maintained in the registration record.  
132

133 Records required under this section shall be retained for a minimum of two years after the date the  
134 last entry is recorded.  
135

136 3) Fraudulent Misrepresentation. No person may knowingly procure through  
137 misrepresentation or production of false or altered identification, or identification which  
138 misrepresents the identity of the person procuring or sharing in such lodging or service. No person  
139 may give, or cause to be given, an incorrect name, address, date of birth, or license plate number  
140 to any owner, keeper, proprietor or agent of any establishment required to maintain records under  
141 this section.

142  
143 4) Cooperation with Law Enforcement. Upon request by any Village law enforcement  
144 officer, the owner or operator shall immediately turn over all required records, in addition to  
145 records of all telephone calls, internet usage, surveillance footage, and other billing records as  
146 requested. The owner or operator shall fully cooperate with all police and other law enforcement  
147 investigations, including by granting access to any and all rooms or premises, as a condition of the  
148 privilege of owning and operating the hotel or motel establishment.

149  
150 5) Restriction of Children Under the Age of 16. No person owning or operating  
151 a hotel or motel establishment shall permit any child under the age of 16 years to be present in  
152 any portion of the premises or building of any hotel or motel between the hours of 12:00 a.m.  
153 and 5:00 a.m., unless accompanied at all times by a parent or legal guardian.

154  
155 D. *Plan of Operation Required*

156  
157 No person shall operate a hotel or motel without first obtaining the approval of a plan of operation  
158 from the plan commission.

159  
160 *Required information for a plan of operation permit.* All plans of operation shall be submitted  
161 to the Village Building Inspector on forms supplied by the Village Clerk. The applications for  
162 plan of operation permits shall show, at a minimum, the following information:

- 163  
164 (1) Name, type, and address of the hotel or motel.  
165 (2) Name and address of property owner or operator.  
166 (3) Name and address of the manager, if other than the owner.  
167 (4) The proposed days and hours of operation.  
168 (5) The number of full-time and number of part-time employees.  
169 (6) Plot plan for the entire premises.  
170 (7) Number of rooms.  
171 (8) Comprehensive plan for compliance with all provisions of this Ordinance,  
172 including but not limited to all provisions of ATCP 72 as amended.  
173 (9) Copies of all licenses, permits, and applications required by Chapter 97,  
174 Wisconsin Statutes, as amended, and Chapter ATCP 72, Wis. Admin. Code as  
175 amended.  
176 (10) Comprehensive plan for traffic mitigation of adverse impact upon surrounding  
177 properties and roads.  
178 (11) Number and location of parking spots.

179 Once a plan of operation has been issued, the holder of such plan of operation shall notify the  
180 Village Manager in writing not less than forty-five (45) days of any impending sale of such hotel  
181 or motel or the transfer of voting or operating control of the legal entity that owns the hotel or

182 motel. The name, address, land and cell phone numbers and e-mail addresses of the prospective  
183 transferee shall be provided as part of this required notification.

184 No person shall operate a hotel or motel without first obtaining an updated approval of a plan of  
185 operation from the plan commission when a sale of such hotel or motel or the transfer of voting  
186 or operating control of the legal entity that owns the hotel or motel occurs. An updated approval  
187 of a plan of operation may be conditioned on an amendment of the Development Agreement  
188 controlling the hotel or motel use under a Planned Unit Development Overlay District.

189  
190 E. *Right to Refuse Accommodations*

191  
192 Any person who owns or operates a hotel or motel may refuse or deny the use of a room,  
193 accommodations, facilities or other privileges of the premises for any reason unless prohibited by  
194 state or federal law, or by the Village Code of Ordinances, including but not limited to:

- 195  
196 (1) Failure to tender full and immediate payment in any regard;  
197 (2) Disorderly or abusive conduct;  
198 (3) Intoxication;  
199 (4) Harassment or intimidation of guests, employees or other individuals;  
200 (5) Threats of retaliation or bodily harm;  
201 (6) Engaging in conduct or activities unlawful or prohibited under state, federal or  
202 local law or regulation;  
203 (7) Danger or risk to other persons or property;  
204 (8) Health and safety of guests, employees and other persons;  
205 (9) Maximum capacity limits;  
206 (10) An individual who does not provide the registration information in full;  
207 (11) Fraud or misrepresentation;  
208 (12) Loitering;  
209 (13) Littering;  
210 (14) Excessive noise or use of facilities inconsistent with ordinary use;  
211 (15) Offensive or noxious odors; or  
212 (16) Any violation or attempted violation of the Village Code of Municipal  
213 Ordinances.

214  
215 F. *Tax on Sales Price from Selling or Furnishing Rooms or Lodging to Transients*

216  
217 1) In this article, the terms “transient,” “hotel” and “motel” have the meanings set  
218 forth in Wis. Stat. § 77.52(2)(a)1.

219  
220 2) A tax of eight percent (8%) is imposed on gross receipts for selling or furnishing,  
221 at retail, rooms or lodging to transients by hotelkeepers and motel operators and other persons or  
222 retailers selling or furnishing accommodations that are available to the public irrespective of  
223 whether membership is required for use of the accommodations.

224  
225 3) Each retailer engaged in furnishing such accommodations, rooms or lodging shall  
226 submit a quarterly report to the Village Manager's office showing the gross receipts from  
227 furnishing such accommodations, rooms or lodging, along with a copy of his or her state sales tax

228 report for the business, along with the eight percent tax for the gross receipts as reported, by not  
229 later than 30 days from the end of each calendar quarter for the receipts of that past calendar  
230 quarter.

231  
232 4) A forfeiture of 25% of the room tax due for the previous year or \$10,000, whichever  
233 is less, of the tax imposed, is hereby established and due and owing in the event that the room tax  
234 is not paid within ten (10) calendar days after the due date of return. In addition to this forfeiture,  
235 all unpaid taxes under this section shall bear interest at the rate of twelve percent (12%) per annum  
236 from the due date of the return until the first day of the month following the month in which the  
237 tax is paid or deposited with the Village Manager. An extension of time within which to file a  
238 return shall not operate to extend the due date of the return for purposes of interest computation.  
239 If the Village Manager determines that any overpayment of tax has been made intentionally or by  
240 reason of carelessness or neglect, or if the tax which was overpaid was not accompanied by a  
241 complete return it shall not allow any interest thereon.

242  
243 5) Delinquent tax returns shall be subject to a two hundred dollar (\$200) late filing fee  
244 per day. The tax imposed by this section shall become delinquent if not paid by the due date of the  
245 return.

246  
247 6) If a false or fraudulent return is filed with the intent in either case to defeat or evade  
248 the tax imposed by this article, a penalty of fifty percent (50%) of the tax due shall be paid in  
249 addition to the tax, interest and late filing penalty.

250  
251 7) In order to protect the revenue of the Village, the Village Manager or Deputy  
252 Treasurer may require any person liable for the tax imposed by this section to place with him or  
253 her, before or after a permit is issued, such security, not in excess of ten thousand dollars (\$10,000)  
254 as the Village Manager determines. If any taxpayer fails or refuses to place such security, the  
255 Village Manager may refuse or revoke such permit. If any taxpayer is delinquent in the payment  
256 of the taxes imposed by this section, the Village Manager may, upon ten calendar (10) prior days'  
257 notice, recover the taxes, interest and penalties from the security placed with the Village Manager  
258 by such taxpayer. No interest shall be paid or allowed by the Village to any person for the deposit  
259 of such security.

260  
261 8) If any person liable for any amount of tax under this section sells out her or his  
262 business or stock of goods or quits the business, her or his successors or assigns shall withhold a  
263 sufficient amount of the purchase price to cover such amount until the former owner produces a  
264 receipt from the Village Manager that it has been paid or a certificate stating that no amount is  
265 due. If a person subject to the tax imposed by this section fails to withhold such amount of tax  
266 from the purchase price as required, she or he shall become personally liable for payment of the  
267 amount required to be withheld by her or him to the extent of the price of the accommodations  
268 valued in money.

269 G. *Tourism Commission*

270  
271  
272 If created by resolution of the Village Board per Wis. Stat. 66.0615 (1m))(c), a tourism commission  
273 shall consist of four (4) members. One commission member shall represent the Wisconsin hotel

274 and motel industry. Members of the commission shall be appointed by the Village President for a  
275 one-year term to serve at the pleasure of the Village President, and may be reappointed without  
276 limitation. The Village Board shall confirm the appointments of the Village President by a majority  
277 vote of members present when the vote is taken.

278  
279 The commission shall meet regularly, and, from among its members, it shall elect a chairperson,  
280 vice chairperson and secretary. The commission shall report any delinquencies or inaccurate  
281 reporting to the Village.

282  
283 The Village shall spend at least seventy percent (70%) of the amount of the collected tax on tourism  
284 promotion and tourism development in the Village. The commission shall comply with all other  
285 requirements of Wis. Stat. § 66.0615.

286  
287 **Sec. 46-910**

288  
289 **Hotels and Motels.**

290 a. The entrance to a hotel or motel site must have access to a controlled intersection  
291 capable of handling projected traffic levels, which requires submittal of a traffic analysis  
292 prepared by an engineer on behalf of the applicant;

293 b. A hotel or motel site shall have a minimum street building offset of 50 feet and a  
294 minimum parking offset of 25 feet and 25 feet for any side or rear yard offset.

295 c. A hotel or motel site shall not be located adjacent to an RS-1, RS-2, RS-3, RS-4 or  
296 RS-5 residential district unless there is substantial compliance with the requirements of Sec. 46-  
297 910 g. and Sec. 46-910 i.

298 d. A hotel or motel site shall have pedestrian connection from primary building entry to  
299 public sidewalk;

300 e. The lot coverage of the site shall not exceed 75%, of entire parcel being developed  
301 including all structure footprints and paved area. The Plan Commission and/or the Village Board  
302 has the right to grant a waiver based on specific information presented by the applicant in  
303 accordance with the considerations contained in §46-521(3),

304 f. The applicable provisions of §46-923 shall control and in particular a minimum of one  
305 (1) parking spaces per guest room shall be provided plus one (1) space per every three (3)  
306 employees for the work shift with the largest number of employees, plus one (1) space per two  
307 (2) persons of the maximum capacity of each public meeting and/or banquet room.

308 g. There shall be a buffer yard of at least fifteen feet (15') between all parking spaces  
309 and driveways, and side and rear property lines.

310 h. Accessory uses such as restaurants, lounges, or banquet halls shall be reviewed for  
311 parking requirements separately.

312 i. The standards contained in secs. 46-15 (e) and (f) shall be applied in the review of all  
313 proposed hotel or motel sites adjacent to all residential zoning districts .

314  
315 **Sec. 46-911 Hotels/ Motel**

316  
317 The Hotel/Motel use is intended to provide appropriate development within the B-2, B-  
318 3, B-4 District solely on a conditional use basis. The details of such conditional uses are intended  
319 to be tailored to the site sought to be developed within each respective zoning district. This is

320 intended to be accomplished with the utilization of an approved Planned Unit Development  
321 Overlay District that is accompanied by a detailed Development Agreement.  
322

323 A “Hotel” is as defined as set forth in sec. ATCP 72.03(11), Wisconsin Admin. Code, as  
324 amended in in Hartland Ordinance 46-1.  
325

326 Approval of a Hotel or Motel use shall be subject to all provisions of sections 46-801  
327 through 46- 809 and the respective provisions of the B-2, B-3, B-4 Districts of the Hartland Code  
328 of Ordinances.  
329

330 **CHAPTER 46, ARTICLE I, Sec. 46-1** of the Village of Hartland Municipal Code of  
331 Ordinances is hereby amended additions shown with an underline:  
332

333 **Sec. 46-1. - Definitions.**  
334

335 For the purpose of this chapter, certain words or phrases shall have the meanings that either vary  
336 somewhat from their customary dictionary meanings or are intended to be interpreted to have a  
337 specific meaning. The word “person” includes a firm, association, partnership, trust, company or  
338 corporation, as well as an individual. The word "shall" is mandatory, the word “should” is  
339 advisory and the word “may” is permissive. Any words not defined in this section shall be  
340 presumed to have their customary dictionary definitions unless a specific definition is otherwise  
341 provided for in section 1-2 of this Code.  
342

343 *Hotel* is as defined as set forth in sec. ATCP 72.03(11), Wisconsin Admin. Code, as amended.  
344

345 **CHAPTER 46, ARTICLE III, Secs. 46-466, 46-469** of the Village of Hartland Municipal Code  
346 of Ordinances is hereby amended with additions shown with an underline:  
347

348 **Sec. 46-466. - Intent.**

349 The B-2 business district is intended to provide for the orderly and attractive grouping at  
350 appropriate locations of retail stores, shops, offices and service establishments, including hotel and  
351 motel facilities, serving the daily needs of the surrounding community. This type of district is  
352 usually located at or near the intersections of two arterial streets or highways, but is separated from  
353 the traditional central business district and designed for the convenience of weekly or monthly  
354 one-stop shopping, and includes such amenities as increased open space and ample off-street  
355 parking and loading areas and architectural screening or landscaping.  
356

357 **Sec. 46-469. - Conditional uses.** (See article IV of this chapter.)

358 Conditional uses in the district are as follows:  
359

- 360 (1) All B-1 neighborhood business district conditional uses.  
361 (2) Automotive sales and service.  
362 (3) Automotive body repair.  
363 (4) Game arcades.  
364 (5) Utility substations, municipal wells, lift/pumping stations, water towers and communication  
365 towers.

- 366 (6) Wind energy conversion systems.  
367 (7) Commercial day care centers licensed and/or regulated by the state.  
368 (8) Temporary uses.  
369 (9) Hotels and motels in accordance with Division 29 of this article provided a Planned Unit  
370 Development Overlay District is approved for same and a detailed Development Agreement is  
371 entered into pursuant to §46-801 through §46-809.

372  
373 **CHAPTER 46, ARTICLE III, Secs. 46-491, 46-492, 46-494** of the Village of Hartland  
374 Municipal Code of Ordinances are hereby amended with deletions shown with an and additions  
375 shown with an underline as follows:

376  
377 **DIVISION 16. -B-3 CENTRAL BUSINESS/MIXED-USE DISTRICT**

378  
379 **Sec. 46-491. - Intent.**

380  
381 The B-3 central business/mixed-use district is intended to provide appropriate development  
382 regulations to ensure the compatibility of the diverse uses typical of a downtown area including  
383 hotel and motel facilities, without inhibiting the potential for maximum development of  
384 commercial, cultural, entertainment and other urban activities which contribute to its role as the  
385 heart of the Village.

386  
387 Development and redevelopment in the B-3 district shall be designed and sited in such a manner  
388 to be compatible with the planning and design guidelines in the adopted Village of Hartland  
389 Master Plan and Hartland Village Center Revitalization Plan.

390  
391 **Sec. 46-492. - Permitted uses.**

392  
393 Permitted uses in the B-3 district are as follows:

- 394 (1) All permitted uses allowed in the B-2 business district.  
395 (2) Administrative and public service offices.  
396 (3) Antique and collectors' stores.  
397 (4) Art galleries.  
398 (5) Boutiques and specialty goods stores.  
399 (6) Funeral homes.  
400 (7) Gasoline service stations.  
401 ~~(8) Hotels and Motels~~  
402 (8) Interior decorating shops.  
403 (9) Lodges and fraternal organizations.  
404 (10) Municipal parking facilities.  
405 (11) Resale shops.  
406 (12) Studios for photography, painting, sculpture, music, dance and other recognized fine  
407 art.

408  
409 **Sec. 46-494. - Conditional uses.**

410  
411 Conditional uses in the B-3 district are as follows:

- 412 (1) An amount of off-street parking space not less than 50 percent of the amount required  
413 in article V of this chapter.  
414 (2) Game arcades.  
415 (3) Housing for the elderly, provided that densities shall not exceed 22 units per net acre  
416 or 32 bedrooms per net acre, whichever is greater.  
417 (4) Utility substations, municipal wells, lift/pumping stations, water towers and  
418 communication towers.  
419 (5) Veterinary clinics, provided that no service, including the boarding of animals, is  
420 offered outside of an enclosed building.  
421 (6) Wind energy conversion systems.  
422 (7) Motor vehicle repair shop.  
423 (8) Temporary uses.  
424 (9) Bed and breakfast establishments as provided for in Sections 46-866 through 46-867  
425 of the Village of Hartland Municipal Code of Ordinances.  
426 (10) Mixed compatible uses, including hotels and motels in accordance with division  
427 29 of this article provided a Planned Unit Development Overlay District is approved for  
428 same and a detailed development agreement is entered into pursuant to §46-801 through  
429 §46-809.  
430 (11) Drive-through facilities.  
431 (12) Decreases in the required rear yard.  
432 (13) [Reserved.]  
433 (14) Commercial day care centers licensed and/or regulated by the state.  
434

435 **CHAPTER 46, ARTICLE I, Secs. 46-516, 46-519** of the Village of Hartland Municipal Code  
436 of Ordinances is hereby amended with deletions shown with an and additions shown with an  
437 underline.

438  
439 **Sec. 46-516. - Intent.**  
440

441 The B-4 limited business and light industrial planned district is intended to provide for  
442 the development of an attractive and aesthetic mixed grouping of offices, corporate headquarters,  
443 medical facilities, limited light industrial uses, and the respective support facilities, including  
444 hotel and motel facilities, in a park-like setting. The B-4 district is further intended to promote  
445 the provision of ample off-street parking and loading areas, open space and landscape planting  
446 screens in areas adjacent to nonbusiness development to ensure the use will fit harmoniously  
447 into and will have no adverse effects upon the adjoining or surrounding area.  
448

449 **Sec. 46-519. - Conditional uses.** (See article IV of this chapter.)

450 The plan commission, in approving or disapproving proposed locations for uses under  
451 this section for the B-4 district, shall give due consideration to the character and suitability for  
452 development of the area in which any such use is proposed to be located, and shall also base its  
453 decision on such evidence as may be presented to the plan commission regarding those attributes  
454 of the proposed use, such as increased traffic on the public streets, heavy vehicular traffic, nature  
455 of retail use if applicable, municipal water availability, sewage disposal systems, soil limitations,  
456 and the emission of noise, smoke, dust or dirt, odorous or noxious gases, and the like that would  
457 be detrimental to such character and such suitability for development.

- 458  
459 (1) Retail uses whose customer base is predominately of a limited frequency type (i.e.  
460 once per week or once per month, etc.) and has a daily low customer volume.  
461 (2) Temporary uses.  
462 (3) Wind energy conversion systems.  
463 (4) Auto/convenience center.  
464 (5) Dyeing establishments.  
465 (6) Storing, warehousing, cleaning, testing, repairing or servicing establishments as  
466 determined by operations conforming with performance standards as set forth in article  
467 VI of this chapter.  
468 (7) Restaurants, motels and hotels, provided that, in the opinion of the plan commission,  
469 this use is required to provide an important and desirable service to the B-4 park and the  
470 village.  
471 (8) Research laboratories.  
472 (9) Soft drink bottling plants.  
473 (10) Hotels and motels in accordance with Division 29 of this article provided a Planned  
474 Unit Development Overlay District is approved for same and a detailed development  
475 agreement is entered into pursuant to §46-801 through §46-809.  
476 (11) Any compatible use meeting the intent and all requirements of this division.  
477 (12) Utility substations, municipal wells, lift/pumping stations, water towers and  
478 communication towers.  
479 (13) Commercial day care centers licensed and/or regulated by the state.  
480  
481

482 **CHAPTER 66, ARTICLE 1, Sec. 66-14** of the Village of Hartland Municipal Code of  
483 Ordinances is hereby amended with additions shown with an underline.

484  
485 **Sec. 66-14. – Chronic nuisance property.**  
486

487 (a) *Findings.* The Village Board finds that any property that has generated three (3) or more  
488 calls for police service for nuisance activities during one (1) month, or six (6) or more calls during  
489 a period of twelve (12) months, has received more than the level of general and adequate police  
490 service and has placed an undue and inappropriate burden on the taxpayers of the village. The  
491 Village Board therefore directs the Chief of Police and the Village Clerk, as provided in this  
492 section, to charge the owners of such property the costs associated with abating the violations at  
493 property where nuisance activities occur, in addition to the imposition of forfeitures as provided  
494 for herein.  
495

496 (b) *Definitions.* For the purposes of this section:  
497

498 *Property* means any parcel of land or structure, regardless of zoning, residential or business  
499 classification, including hotels and motels as defined in Wis. Admin. Code Chapter ATCP 72.03  
500 as amended.

501 **SEVERABILITY:**  
502

503 If any provision of this ordinance or its application to any person or circumstance is held invalid,  
504 the invalidity does not affect other provisions or applications of this ordinance that can be given  
505 effect without the invalid provision or application, and to this end the provisions of this ordinance  
506 are severable.

507  
508 **EFFECTIVE DATE:**

509 This ordinance is effective on publication or posting.

510  
511 The Village Clerk shall properly publish this ordinance as required under Wis.Stat.§61.50

512  
513  
514  
515 Passed and approved this \_\_\_\_\_ day of  
516 \_\_\_\_\_ 2023.

517  
518 VILLAGE OF HARTLAND

519  
520 By: \_\_\_\_\_  
521 Jeffrey Pfannerstill, Village President

522  
523 ATTEST:

524 \_\_\_\_\_  
525 Darlene Igl, Village Clerk  
526 39673913\_1.DOCX

527



**Village of Hartland  
Administration**

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

<b>Committee:</b> Village Board	<b>Date:</b> July 19, 2023
<b>Village Board Item Number:</b>	<b>Date:</b> September 17, 2023
<b>Submitted By:</b> Sara Rennekamp, Recreation Director	<b>Presenter:</b> Jerry Arenas
<b>Subject:</b> Consideration of a motion to approve Palmer's Tent Event Gala, on September 17, 2023.	
<b>Details:</b> Special Event paperwork is included in the village board packet.	
<b>Executive Recommendation:</b> Staff recommends approval of this event.	
<b>Financial Remarks:</b> None at this time.	
<b>Options &amp; Alternatives:</b> None at this time.	



210 Cottonwood Avenue  
 Hartland WI 53029  
 262-367-2714 FAX: 262-367-2430  
[www.villageofhartland.com](http://www.villageofhartland.com)

## SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	7-3-23
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____

**FEES ARE NON-REFUNDABLE**

**APPLICATION AND PERMIT FEES ARE DUE 60 DAYS PRIOR TO YOUR EVENT**

ORGANIZATION INFORMATION			
Name of Organization DONATE LIFE, UNIVERSITY OF WIS. TRANSPLANT PROGRAM			
Street Address 600 HIGHLAND AVE	City MADISON	State WI	Zip 53792
Phone Number 262-369-3939	Are you a 501(c)3 Organization?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) JERRY, MARSE OR TONY ARENAS			
Address 122 E. CAPITOL DR.	City HARTLAND	State WI	Zip 53029
Email Jenny Arenas @ Gmail.com	Phone Number 414-698-9094	Day of Event Phone Number 414-698-9094	
If applicant is a partnership, provide names, addresses and phone numbers for all partners. Provide names, addresses and phone numbers for all officers and directors if corporation or members if applicant is a limited-liability company.			

EVENT INFORMATION	
Name of Event PALMER'S TENT EVENT GALA	Date(s) of Event 9-17-2023
Event Start Time SET UP- 8AM-1PM / EVENT START 3:00 PM	Event End Time 10:00 PM
Location of the Event* PALMER'S STEAKHOUSE 122 E. CAPITOL DR HARTLAND, FRONT STREET	
Will your event take place in a Village of Hartland Park?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<p><b>You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.</b></p> <p><b>*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.</b></p>	

OTHER INFORMATION		
Generally describe your event and its purpose <b>TENT OUT FRONT OF PALMER'S STEAKHOUSE FROM GOODWIN TO HOME TOWN PHARMACY, FOR PRE GALA &amp; DINNER &amp; AUCTION</b> <b>- RAISE MONEY FOR LUNG TRANSPLANT RESEARCH AFTER CARE.</b>		
Estimated Number of Participants <b>160</b>	Spectators <b>- 0</b>	Vendors <b>- 0</b>
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be selling/serving food?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, how many food trucks will be at the event?		
Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the event involve amplified music?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, will the amplified music be a: <b>J.V. &amp; STEREO</b>		<input type="checkbox"/> Band <input type="checkbox"/> DJ
Hours of amplified music:	<b>3 - 10:00 PM</b>	
<i>Noise is regulated within the Village of Hartland. The Village ordinance states that no person shall make loud noise such as may tend to unreasonably annoy or disturb the peace and quiet of another in the vicinity. Music for special events shall terminate at 9:00 p.m. if the event held Sunday through Thursday and at 11:00 p.m. if the event is held on a Friday, Saturday or holiday weekend.</i>		
Is street closure requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Hours of street closure:	<b>8:00 AM - 10:00 PM</b>	
Diagram for Street Closure Provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will you need barricades provided by the Village for your event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How many barricades needed for your event?	<b>6</b>	
"Road Closed" signs requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector.</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be providing portable restrooms and wash stations?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**OTHER INFORMATION CONTINUED**

*If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of?*

N/A

Will you provide parking for participants?

Yes

No

*If yes, where will parking be available?*

STREET & MUNICIPAL LOTS

Will you provide a dumpster/clean-up services?

Yes

No

*If yes, please describe your clean-up and refuse collection plan.*

OWN STAFF & OUR OWN TRASH COLLECTION @ PALMERS

Will the event require additional security?

Yes

No

Will you have an emergency plan in the event of severe weather?

Yes

No

Will the event require first aid and/or emergency responders?

Yes

No

**INSURANCE REQUIREMENTS**

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

Are you able to provide these insurance documents?

Yes

No

**DEPOSIT REQUIREMENTS**

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

**TERMINATION OF AN EVENT**

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

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

  
 \_\_\_\_\_  
 Signature of Applicant

7-3-2023  
 \_\_\_\_\_  
 Date

*For staff use only*

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

\_\_\_\_\_

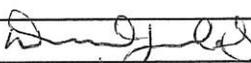
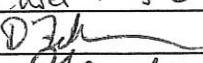
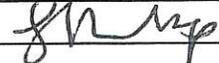
Village Board approval, if necessary, on:

\_\_\_\_\_

Application forwarded to:

- Administrator
- Building Inspector
- Fire Chief
- Police Chief
- Public Works Director
- Rec Director

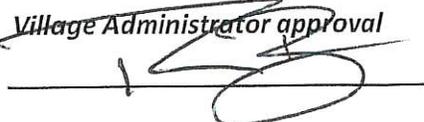
Date: \_\_\_\_\_

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Fire	7/17/23			
Police	7/13/23		Chief Misko	
Public Works	7/11/23			
Rec	7/17/23			

*Fees*

_____ Outside Food Vendors	_____ Special Event Permit	<b>TOTAL FEES</b> _____
_____ Park Facility Fees	_____ Temp. Bartender's	
_____ Solicitor's Permit(s)	_____ Temp. Class B	

All requirements for this special event have been met.

*Village Administrator approval*  
  
 \_\_\_\_\_

Date  
7/18/2023

7/3/23  
Receipt 247625

### Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10

Application Date: \_\_\_\_\_

Town  Village  City of HARTLAND

County of Waukesha

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 9-17-2023 and ending 9-17-2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- Bona fide Club
- Church
- Lodge/Society
- Veteran's Organization
- Fair Association or Agricultural Society
- Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name DONATE LIFE & UNIVERSITY OF WI. TRANSPLANT PROGRAM

(b) Address 600 HIGHLAND AVE. MADISON WI. 53792  
(Street)  Town  Village  City

(c) Date organized N/A

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

(g) Name and address of manager or person in charge of affair: SERRY ARENAS  
122 E. CAPITOL DR. HARTLAND, WI 53029

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 122 E. CAPITOL DR. HARTLAND, WI 53029

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? YES

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

3. Name of Event

(a) List name of the event PALMER'S TENT EVENT GALA

(b) Dates of event SEPTEMBER 17<sup>TH</sup> 2023

#### DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer \_\_\_\_\_  
(Signature / Date)

\_\_\_\_\_  
(Name of Organization)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

## 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.)

VILLAGE OF HARTLAND  
210 COTTONWOOD AVE  
HARTLAND WI 53029-0260  
262-367-2714

Transaction 247625.18952  
07/03/2023 02:36pm  
pos @ VOHPC-POS2

LICENSES

\$10.00

TEMP CLASS B/B/ PALMERS/ DONATE LIFE SPECIAL  
EVENT  
PERMITS

\$75.00

PALMERS/ SPECIAL EVENT/ SEPT 17 2023

Receipt Total

\$85.00

Check Payment (1092)

\$85.00



**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> July 18, 2023
<b>Village Board Item Number:</b> 7	<b>Meeting Date:</b> July 24, 2023
<b>Submitted By:</b> Ryan Bailey	
<b>Subject:</b> Verizon Tower Lease Extension	

**Details:** Several of our water towers hold cellular companies antennas and we receive income for these. We recently had a Verizon Tower Lease end and negotiated a renewal with them. We have negotiated a 5 year contract with a possible 5 year extension. This next contract will be an increase of \$5,665 per year for the Village

**Financial Remarks:** continued tower lease income for the Village with an increase of \$5,665 per year moving forward.

**Options & Alternatives:** None.

**Executive Recommendation:** Approve the tower lease contract extension and increased revenue.

1  
2 **AMENDED AND RESTATED TOWER LICENSE AGREEMENT**  
3

4 This Amended and Restated Tower License Agreement (the "License Agreement") is by and  
5 between The Village of Hartland, a Wisconsin municipal corporation, with its principal offices  
6 located at 210 Cottonwood Ave, Hartland, WI 53029 ("MUNICIPALITY") and Cellco Partnership,  
7 a Delaware general partnership d/b/a Verizon Wireless with its principal offices at One Verizon  
8 Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 (telephone number 866-862-4404)  
9 ("PCS"). MUNICIPALITY and PCS are at times collectively referred to hereinafter as the "Parties"  
10 or individually as the "Party."

11  
12 **WITNESSETH**  
13

14 WHEREAS, the MUNICIPALITY and PCS entered into a PCS Site Agreement dated May  
15 21, 1997 as amended (collectively, the "Lease") that provides for the operation of a communications  
16 facility and ancillary equipment at real property owned by Municipality as more specifically describe  
17 in the Lease ("Property"); and  
18

19 WHEREAS, Cellco Partnership d/b/a Verizon Wireless is the successor tenant to Verizon  
20 Wireless Personal Communications LP thus the term PCS shall have the same meaning as Verizon  
21 Wireless Personal Communications LP and PrimeCo in the Lease and is incorporated herein; and  
22

23 WHEREAS, the Parties acknowledge that the current term of the Lease expired as of May  
24 22, 2022; and  
25

26 WHEREAS, MUNICIPALITY and PCS now desire to extend and amend the Lease in  
27 accordance with the terms and conditions set forth herein.  
28

29 NOW, THEREFORE, MUNICIPALITY and PCS agree to execute this Amended and  
30 Restated Tower License Agreement superseding the existing Lease, upon and in consideration for  
31 the following mutual covenants:  
32

33 In consideration of the mutual covenants contained herein and intending to be legally bound  
34 hereby, the Parties hereto agree as follows:  
35

36 **LICENSE AGREEMENT**  
37

38 1. PREMISES. MUNICIPALITY hereby licenses to the PCS a portion of that certain  
39 space ("the Tower Space") on the MUNICIPALITY's water tower, hereinafter referred to as the  
40 "Tower", located at 671 Hill Street, Hartland, WI 53029, being further described by Tax  
41 Identification Number HAV 0730987001 (the entirety of MUNICIPALITY's property is referred  
42 to hereinafter as the "Property"), together with an identified area of land (the "Land Space")  
43 sufficient for the installation of PCS's equipment building; together with the non-exclusive right  
44 ("the Non-Exclusive Access Easement ") for ingress and egress, seven (7) days a week, twenty-four  
45 (24) hours a day, on foot or motor vehicle, including trucks, and for the installation and maintenance  
46 of utility wires, poles, cables, conduits, and pipes over, under, or along a fifteen (15) foot wide

47 non-exclusive easement extending from the nearest public right-of-way; and together with any  
48 further non-exclusive easements (the "Further Non-Exclusive Easements") over and through the  
49 Property between the Land Space and the Tower Space for the installation and maintenance of  
50 utility wires, poles, cables, conduits, and pipes. The Tower Space, Land Space, non-exclusive  
51 easement and Further Non-Exclusive Easements, if any, are substantially described in Exhibit "A",  
52 attached hereto and made a part hereof licensed premises and are collectively referred to hereinafter  
53 as the "Premises". Notwithstanding anything to the contrary, the Premises shall also include such  
54 additional space necessary for the installation, operation and maintenance of wires, cables, conduits  
55 and pipes running between and among the various portions of the Premises and to all necessary  
56 electrical, telephone, fiber and other similar support services located within the Property or the  
57 nearest public right of way. In the event it is necessary, Licensor will consider granting Licensee  
58 additional non-exclusive easements to install such services on, through, over and/or under the  
59 Property, provided the location of such services shall not interfere with Licensor's operations or the  
60 Licenses granted to other entities on the Property as may be approved at the sole discretion of  
61 Licensor. The Premises are shown in detail on Exhibit "B" attached hereto and made a part hereof.  
62  
63

64 MUNICIPALITY hereby grants permission to PCS to install, maintain and operate the radio  
65 communications equipment, antennas and appurtenances described in Exhibit "B" attached hereto.  
66

67 PCS may replace the aforementioned equipment with similar and comparable equipment  
68 provided said replacement does not increase tower loading of said Tower or interfere with any Tower  
69 operations of Licensor or those of any other party granted Tower Space.  
70

71 2. TERM; LICENSE FEE ; ELECTRICAL.  
72

73 a. This License Agreement shall be retroactively effective as of May 22, 2022  
74 upon the date of execution by both Parties, provided, however, the initial term shall be for five (5)  
75 years and shall commence on the Commencement Date (as hereinafter defined) at which time  
76 rental payments shall commence and be due at a total annual License Fee of Thirty-Three  
77 Thousand Nine Hundred Eighty-Five Dollars (\$33,985.00) to be paid retroactive to May 22, 2022  
78 in annual installments, following the execution of this License Agreement in advance, to the  
79 Hartland Village Clerk at 210 Cottonwood Ave, Hartland, WI 53029. Annual rent will be paid on  
80 or before the commencement of each term year.

81 b. MUNICIPALITY hereby agrees to provide to PCS certain documentation  
82 (the "License Fee Documentation") evidencing MUNICIPALITY's interest in, and right to receive  
83 payments under, this License Agreement, including without limitation: (i) documentation,  
84 acceptable to PCS in PCS's reasonable discretion, evidencing MUNICIPALITY's good and  
85 sufficient title to the Property; (ii) a complete and fully executed Internal Revenue Service Form  
86 W-9, or equivalent or any documents necessary for PCS to comply with applicable governmental  
87 reporting requirements,;. From time to time during the Term of this License Agreement and within  
88 thirty (30) days of a written request from PCS, MUNICIPALITY agrees to provide updated  
89 License Fee Payment Documentation.

90 c. MUNICIPALITY shall, at all times during the Term, allow electrical  
91 service and telephone service delivery within any non-exclusive easement granted to Licensee

92 within the Premises by this License Agreement. If permitted by the local utility company servicing  
93 the Premises, PCS shall furnish and install an electrical meter at the Premises for the measurement  
94 of electrical power used by PCS's installation. PCS shall be permitted at any time during the Term,  
95 to install, maintain and/or provide access to and use of, as necessary (during any power interruption  
96 at the Premises), a temporary power source, and all related equipment and appurtenances within  
97 the Premises, or elsewhere on the Property in such locations as approved by MUNICIPALITY in  
98 its sole discretion. PCS shall have the right to install conduits connecting the temporary power  
99 source and related appurtenances to the Premises.

100 d. The annual rental to be paid by PCS for each year of the additional 5-year  
101 extension term referenced in Paragraph 3 below shall be increased to a total annual License Fee  
102 of Forty Thousand Seven Hundred Eighty Dollars (\$40,780.00) to be paid annually on or  
103 before each annual anniversary of the Commencement Date for each year of the extension  
104 term.

105 e. As additional consideration, it is understood that PCS shall pay to  
106 MUNICIPALITY a one-time payment in the amount of Six Thousand Dollars (\$6,000.00) within  
107 60 days of the full execution of this License Agreement ("One-Time Payment") as reimbursement  
108 of attorney fees and third-party review expenses incurred by MUNICIPALITY in the negotiation  
109 of this Agreement.

110 3. EXTENSIONS. This License Agreement shall automatically be extended by (1)  
111 additional five (5) year term unless PCS terminates it at the end of the then current term by giving  
112 MUNICIPALITY written notice of the intent to terminate at least twelve (12) months prior to the  
113 end of the then current term.

114 4. TAXES. PCS shall have the responsibility to pay any personal property, real estate  
115 taxes, assessments, or charges owed on the Property which MUNICIPALITY demonstrates is the  
116 result of PCS's use of the Premises and/or the installation, maintenance, and operation of the PCS's  
117 improvements, and any sales tax imposed on the License Fee (except to the extent that PCS is or  
118 may become exempt from the payment of sales tax in the jurisdiction in which the Property is  
119 located), including any increase in real estate taxes at the Property which MUNICIPALITY  
120 demonstrates arises from the PCS's improvements and/or PCS's use of the Premises.  
121 MUNICIPALITY and PCS shall each be responsible for the payment of any taxes, levies,  
122 assessments and other charges imposed including franchise and similar taxes imposed upon the  
123 business conducted by MUNICIPALITY or PCS at the Property. Nothing in this Paragraph shall  
124 be construed as making PCS liable for any portion of MUNICIPALITY's income taxes in  
125 connection with any Property or otherwise. Except as set forth in this Paragraph, MUNICIPALITY  
126 shall have the responsibility to pay any personal property, real estate taxes, assessments, or charges  
127 owed on the Property solely with respect any improvements owned by MUNICIPALITY .  
128

129 PCS shall have the right, at its sole option and at its sole cost and expense, to appeal,  
130 challenge or seek modification of any tax assessment or billing for which PCS is wholly or partly  
131 responsible for payment. MUNICIPALITY shall reasonably cooperate with PCS at PCS's expense  
132 in filing, prosecuting and perfecting any appeal or challenge to taxes as set forth in the preceding  
133 sentence, including but not limited to, executing any consent, appeal or other similar document  
134 provided PCS advances funds to MUNICIPALITY for any costs it might incur in rendering such  
135 cooperation. In the event that as a result of any appeal or challenge by PCS, there is a reduction,  
credit or repayment received by the MUNICIPALITY for any taxes previously paid by PCS,

136 MUNICIPALITY agrees to promptly reimburse to PCS the amount of said reduction, credit or  
137 repayment. In the event that PCS does not have the standing rights to pursue a good faith and  
138 reasonable dispute of any taxes under this paragraph, MUNICIPALITY will pursue such dispute  
139 at PCS's sole cost and expense upon written request of PCS.

140  
141 5. USE; GOVERNMENTAL APPROVALS. PCS shall use the Premises for the  
142 purpose of, maintaining, repairing and operating a communications facility and uses incidental  
143 thereto. All improvements, equipment, antennas and conduits shall be at PCS's expense and their  
144 installation shall be at the discretion and option of PCS. PCS shall have the right to replace, repair,  
145 add or otherwise modify its utilities, equipment, antennas and/or conduits or any portion thereof  
146 and the frequencies over which the equipment operates, whether the equipment, antennas, conduits  
147 or frequencies are specified or not on any exhibit attached hereto, during the Term provided that  
148 any installation, equipment apparatus or modification does not interfere with operations of  
149 MUNICIPALITY or any other party on the Property as provided in section 12 hereafter. It is  
150 understood and agreed that PCS's ability to use the Premises is contingent upon its obtaining after  
151 the execution date of this License Agreement all of the certificates, permits and other approvals  
152 (collectively the "Governmental Approvals") that may be required by any Federal, State or Local  
153 authorities as well as satisfactory soil boring tests and structural analysis which will permit PCS  
154 use of the Premises as set forth above. MUNICIPALITY shall cooperate with PCS in its effort to  
155 obtain such approvals and shall take no action which would adversely affect the status of the  
156 Property with respect to the proposed use thereof by PCS. In the event that (i) any Governmental  
157 Approval issued to PCS is canceled, expires, lapses, or is otherwise withdrawn or terminated by  
158 governmental authority; (ii) PCS objectively establishes that the Premises is no longer technically  
159 or structurally compatible for its use and delivers proof of same to Municipality in a manner which  
160 can be verified in accordance with commonly acceptable standards in the industry, provided that  
161 three (3) months prior notice is given to LESSOR in both such instances. PCS may be entitled to  
162 terminate this License Agreement. Notice of PCS's exercise of its desire to terminate and proof  
163 as required by section 5.(ii) above shall be given to MUNICIPALITY in writing by certified mail,  
164 return receipt requested, and shall commence the counting of the three (3) months prior notice as  
165 stated in this section 5. upon the mailing of such notice by PCS, or upon such later date as  
166 designated by PCS. All rentals shall be paid by LESSEE until the proposed termination date is  
167 confirmed by MUNICIPALITY and Lessor shall also be subject to HOLDOVER payments  
168 pursuant to section 11. hereafter.

169 6. INSURANCE.

170 a. PCS agrees that at its own cost and expense, it will maintain commercial  
171 general liability insurance with limits not less than \$5,000,000 for injury to or death of one or more  
172 persons in any one occurrence and \$5,000,000 for damage or destruction to property in any one  
173 occurrence. PCS each agree that it will include the MUNICIPALITY as an additional insured and  
174 will provide proof of coverage through the submission of additional endorsements evidencing  
175 coverage on a primary, non-recourse basis. An ACORD 25 will not be acceptable to  
176 MUNICIPALITY because of the disclaimer language that it contains.

177 b. In addition, MUNICIPALITY shall not be obligated to reconstruct or  
178 replace the Tower should it become unsafe, be damaged to any extent or deteriorate in any manner  
179 which causes MUNICIPALITY in its sole discretion to cease use of the TOWER. In such instance

180 Licensor shall give Licensee as much notice as is feasible and shall have the right to terminate this  
181 License Agreement immediately. Licensee agrees that such termination shall occur without any  
182 liability on the part of the MUNICIPALITY/Licensor for any damages sustained by Licensee for  
183 any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect,  
184 special or consequential damages, loss of data, or interruption or loss of use of service, even if  
185 advised of the possibility of such damages, whether under theory of contract, tort (including  
186 negligence), strict liability or otherwise.

187 7. ACCESS TO TOWER. MUNICIPALITY agrees the PCS shall have  
188 reasonable access to the Tower at reasonable times for the purpose of installing and maintaining  
189 its equipment subject to 48 hour prior notification or shorter time period in the instance of an  
190 emergency to Licensor's Public Works Director via the Hartland Police Department during Village  
191 Hall non-business hours who shall exercise reasonable discretion in approving such access.  
192 MUNICIPALITY shall furnish PCS with necessary means of access for the purpose of ingress and  
193 egress to this site and Tower location. It is agreed, however, that only authorized engineers,  
194 employees or properly authorized contractors of PCS or persons under their direct supervision will  
195 be permitted to enter said premises.

196 8. TOWER COMPLIANCE. MUNICIPALITY covenants that it will endeavor to  
197 keep the Tower in good repair as required by applicable law. The MUNICIPALITY shall  
198 endeavor to comply with applicable rules and regulations enforced by the Federal  
199 Communications Commission with regard to the lighting, marking and painting of towers.

200 No materials or methods of installation may be used in the placement or replacement of the  
201 antennas or transmission lines that will cause corrosion, rust, deterioration of the Tower structure or  
202 its appurtenances or compromise the lifespan or utility of the Tower in any respect.

203  
204 All antenna(s) on the Tower shall be identified by a marking fastened securely to its bracket  
205 on the Tower and all transmission lines are to be tagged at the conduit opening where it enters any  
206 user's equipment space.

207  
208 Upon request of the MUNICIPALITY, PCS shall relocate its equipment on a temporary basis  
209 to another location on the Property, hereinafter referred to as the "Temporary Relocation," for the  
210 purpose of MUNICIPALITY performing maintenance, repair or similar work at the Property or on  
211 the Tower provided:

- 212  
213 a. The Temporary Relocation shall be substantially similar to PCS's existing location in  
214 size and is reasonably compatible for PCS's use, in PCS's reasonable determination;  
215  
216 b. PCS pays all costs incurred by PCS for relocating PCS's equipment to the Temporary  
217 Relocation and improving the Temporary Relocation so that it is fully compatible for  
218 the PCS's use, in PCS's reasonable determination. PCS shall also be solely  
219 responsible for the cost of providing any equipment needed to elevate its antennae or  
220 other apparatus needed to continue operations at the Property;  
221  
222 c. MUNICIPALITY gives PCS at least ninety (90) days written notice prior to  
223 requiring PCS to relocate except in the case of unanticipated work needed to protect

224 the Tower and its functionality in the operation of the Hartland Water System, in  
225 which event as much notice as is reasonably possible shall be given;

- 226
- 227 d. if necessary, in PCS's reasonable determination and provided there is sufficient space  
228 at Property, to place a temporary installation on the Property during any such  
229 relocation in a location and manner as reasonably approved by LESSOR; and
- 230
- 231 e. Upon the completion of any maintenance, repair or similar work by  
232 MUNICIPALITY, PCS is permitted to return to its original location from the  
233 temporary location with all costs for the same being paid by PCS.
- 234

235 9. INTERFERENCE. PCS agrees to install equipment of the type and frequency  
236 which will not cause harmful interference to any equipment of MUNICIPALITY or other users  
237 of the Property which existed on the Property prior to the date this License Agreement is  
238 executed by the Parties. In the event any after-installed PCS's equipment causes such  
239 interference, and after MUNICIPALITY has notified PCS in writing of such interference, PCS  
240 will take all reasonable steps necessary to correct and eliminate the interference, including but  
241 not limited to, at PCS's option, powering down such equipment and later powering up such  
242 equipment for intermittent testing. MUNICIPALITY agrees that MUNICIPALITY and/or any  
243 other user of the Property who currently have or in the future take possession of the Property  
244 will be permitted to install only such equipment that is of the type and frequency which will not  
245 cause harmful interference which is measurable in accordance with then existing industry  
246 standards to the then existing equipment of PCS. The Parties acknowledge that there will not be  
247 an adequate remedy at law for noncompliance with the provisions of this Paragraph and  
248 therefore, either Party shall have the right to equitable remedies, such as, without limitation,  
249 injunctive relief and specific performance.

250 10. REMOVAL AT END OF TERM. PCS shall, upon expiration of the Term, or within  
251 ninety (90) days of any earlier termination of the License Agreement, remove its building(s),  
252 antenna(s), equipment, conduits, fixtures and all personal property and restore the Premises to  
253 its original condition, reasonable wear and tear and casualty damage excepted.  
254 MUNICIPALITY agrees and acknowledges that all of the equipment, conduits, fixtures and  
255 personal property of PCS shall remain the personal property of PCS and PCS shall have the right  
256 to remove the same at any time during the Term, whether or not said items are considered fixtures  
257 and attachments to real property under applicable Laws. If PCS remains on the Premises after  
258 termination of this License Agreement or an earlier termination of the License Agreement, PCS  
259 shall pay rent as provided for in section 11. hereafter on an un-prorated basis until such time as  
260 the removal of the building, antenna structure, fixtures and all personal property are completed.

261 11. HOLDOVER. PCS has no right to retain possession of the Premises or any part  
262 thereof beyond the expiration of that removal period set forth in Paragraph 10. herein. In the  
263 event that PCS holds over, then the License Fee then in effect payable from and after the time of  
264 the expiration or earlier removal period shall be equal to 200% of the rent applicable during the  
265 month immediately preceding such expiration or earlier termination.

266 12. RIGHTS UPON SALE. Should MUNICIPALITY, at any time during the Term  
267 decide (i) to sell or transfer all or any part of the Property or the Tower thereon to a purchaser  
268 other than PCS, or (ii) to grant to a third party by easement or other legal instrument an interest  
269 in and to that portion of the Tower and or Property occupied by PCS, or a larger portion thereof,  
270 for the purpose of operating and maintaining communications facilities or the management  
271 thereof, such sale or grant of an easement or interest therein shall be under and subject to this  
272 License Agreement and any such purchaser or transferee shall recognize PCS's rights hereunder  
273 under the terms of this License Agreement. TITLE. MUNICIPALITY represents and warrants  
274 to PCS as of the execution date of this License Agreement, and covenants during the Term that  
275 MUNICIPALITY is seized of good and sufficient title and interest to the Property and has full  
276 authority to enter into and execute this License Agreement. MUNICIPALITY further covenants  
277 during the Term that there are no liens, judgments or impediments of title on the Property, or  
278 affecting MUNICIPALITY's title to the same and that there are no covenants, easements or  
279 restrictions which prevent or adversely affect the use or occupancy of the Premises by PCS as  
280 set forth above.

281 13. INTEGRATION. It is agreed and understood that this License Agreement contains  
282 all agreements, promises and understandings between MUNICIPALITY and PCS and that no  
283 verbal or oral agreements, promises or understandings shall be binding upon either  
284 MUNICIPALITY or PCS in any dispute, controversy or proceeding at law, and any addition,  
285 variation or modification to this License Agreement shall be void and ineffective unless made in  
286 writing signed by the Parties or in a written acknowledgment in the case provided in Paragraph  
287 3. In the event any provision of the License Agreement is found to be invalid or unenforceable,  
288 such finding shall not affect the validity and enforceability of the remaining provisions of this  
289 License Agreement. The failure of either Party to insist upon strict performance of any of the  
290 terms or conditions of this License Agreement or to exercise any of its rights under the License  
291 Agreement shall not waive such rights and such Party shall have the right to enforce such rights  
292 at any time and take such action as may be lawful and authorized under this License Agreement,  
293 in law or in equity.

294 14. GOVERNING LAW. This License Agreement and the performance thereof shall  
295 be governed, interpreted, construed and regulated by the Laws of the State of Wisconsin where  
296 the Property is located.

297 15. ASSIGNMENT. This License Agreement may be sold, assigned or transferred by  
298 the PCS without any approval or consent of the MUNICIPALITY to the PCS's principal,  
299 affiliates, subsidiaries of its principal or to any entity which acquires all or substantially all of  
300 PCS's assets in the market defined by the Federal Communications Commission in which the  
301 Property is located by reason of a merger, acquisition or other business reorganization. PCS will  
302 provide notice within ninety (90) days of said assignment. As to other parties, this License  
303 Agreement may not be sold, assigned or transferred without the written consent of the  
304 MUNICIPALITY, which such consent will not be unreasonably withheld, delayed or conditioned.  
305 No change of stock ownership, partnership interest or control of PCS or transfer upon partnership  
306 or corporate dissolution of PCS shall constitute an assignment hereunder.

307 16. NOTICES. All notices hereunder must be in writing and shall be deemed validly  
308 given if sent by certified mail, return receipt requested or by commercial courier, provided the

309 courier's regular business is delivery service and provided further that it guarantees delivery to  
310 the addressee by the end of the next business day following the courier's receipt from the sender,  
311 addressed as follows (or any other address that the Party to be notified may have designated to  
312 the sender by like notice):

313 MUNICIPALITY: Village of Hartland  
314 c/o Village Manager  
315 210 Cottonwood Ave.  
316 Hartland, WI 53029  
317

318 PCS: Cellco Partnership  
319 d/b/a Verizon Wireless  
320 180 Washington Valley Road  
321 Bedminster, New Jersey 07921  
322 Attention: Network Real Estate

323 Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained  
324 pursuant to the foregoing.

325 17. SUCCESSORS. This License Agreement shall extend to and bind the, successors  
326 and assigns of the Parties hereto.

327 18. NO MORTGAGE. MUNICIPALITY does not have and will not obtain a mortgage  
328 with respect to the Property. RECORDING. MUNICIPALITY agrees to execute a  
329 Memorandum of this License Agreement which PCS may record with the appropriate recording  
330 officer. The date set forth in the Memorandum of License Agreement is for recording purposes  
331 only and bears no reference to commencement of either the Term or rent payments.

332 19. DEFAULT.

333 a. In the event there is a breach by PCS with respect to any of the provisions  
334 of this License Agreement or its obligations under it, including the payment of rent,  
335 MUNICIPALITY shall give PCS written notice of such breach. After receipt of such written  
336 notice, PCS shall have fifteen (15) days in which to cure any monetary breach and thirty (30) days  
337 in which to cure any non-monetary breach, provided PCS shall have such extended period as may  
338 be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires  
339 more than thirty (30) days and PCS commences the cure within the thirty (30) day period and  
340 thereafter continuously and diligently pursues the cure to completion. MUNICIPALITY may not  
341 maintain any action or effect any remedies for default against PCS unless and until PCS has failed  
342 to cure the breach within the time periods provided in this Paragraph except in the event of an  
343 emergency involving a non-monetary breach by PCS which compels an expedited shorter time  
344 period to cure as reasonably requested by MUNICIPALITY.

345 b. In the event there is a breach by MUNICIPALITY with respect to any of  
346 the provisions of this License Agreement or its obligations under it, PCS shall give  
347 MUNICIPALITY written notice of such breach. After receipt of such written notice,  
348 MUNICIPALITY shall have thirty (30) days in which to cure any such breach, provided

349 MUNICIPALITY shall have such extended period as may be required beyond the thirty (30) days  
350 if the nature of the cure is such that it reasonably requires more than thirty (30) days and  
351 MUNICIPALITY commences the cure within the thirty (30) day period and thereafter  
352 continuously and diligently pursues the cure to completion. PCS may not maintain any action or  
353 effect any remedies for default against MUNICIPALITY unless and until MUNICIPALITY has  
354 failed to cure the breach within the time periods provided in this Paragraph. Notwithstanding the  
355 foregoing to the contrary, it shall be a default under this License Agreement if MUNICIPALITY  
356 fails, within five (5) days after receipt of written notice of such breach, to perform an obligation  
357 required to be performed by MUNICIPALITY if the failure to perform such an obligation  
358 interferes with PCS's ability to conduct its business on the Property; provided, however, that if the  
359 nature of MUNICIPALITY's obligation is such that more than five (5) days after such notice is  
360 reasonably required for its performance, then it shall not be a default under this License Agreement  
361 if performance is commenced within such five (5) day period and thereafter diligently pursued to  
362 completion.

363           20. ENVIRONMENTAL.

364 MUNICIPALITY and PCS will each be respectively responsible for all obligations of compliance  
365 with any and all environmental laws applicable to actions and inactions involving areas and  
366 improvements within the Property that each owns and or controls pursuant to this License  
367 Agreement, including any regulations, guidelines, standards, or policies of any governmental  
368 authorities regulating or imposing standards of liability or standards of conduct with regard to any  
369 environmental conditions or concerns as may now or at any time hereafter be in effect, that are or  
370 were in any way related to activity now conducted in, on, or in any way related to the Property.

371           21. CASUALTY. In the event of damage by fire or other casualty to the Tower or  
372 Premises that cannot reasonably be expected to be repaired within forty-five (45) days following  
373 same or, if the Property is damaged by fire or other casualty so that such damage may reasonably  
374 be expected to disrupt PCS's operations at the Premises for more than forty-five (45) days, then  
375 PCS may, at any time following such fire or other casualty, provided MUNICIPALITY has not  
376 completed the restoration required to permit PCS to resume its operation at the Premises,  
377 terminate this License Agreement upon fifteen (15) days prior written notice to  
378 MUNICIPALITY. Any such notice of termination shall cause this License Agreement to expire  
379 with the same force and effect as though the date set forth in such notice were the date originally  
380 set as the expiration date of this License Agreement and the Parties shall make an appropriate  
381 adjustment, as of such termination date, with respect to payments due to the other under this  
382 License Agreement. Notwithstanding the foregoing, the rent shall abate during the period of  
383 repair following such fire or other casualty in proportion to the degree to which PCS's use of the  
384 Premises is impaired.

385           22. APPLICABLE LAWS. PCS shall, in respect to the condition of the Premises and  
386 at PCS's sole cost and expense, comply with (a) all Laws relating solely to PCS's specific and  
387 unique nature of use of the Premises; and (b) all building codes requiring modifications to the  
388 Premises due to the improvements being made by PCS in the Premises.

389 23. SURVIVAL Any provisions of this License Agreement which require performance  
390 subsequent to the termination or expiration of this License Agreement shall also survive such  
391 termination or expiration.

392 IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their  
393 respective seals the day and year first above written.

394

**MUNICIPALITY:**

395

**The Village of Hartland, a Wisconsin  
396 municipal corporation**

397

398

BY: \_\_\_\_\_

399

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

400

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

401

Date: \_\_\_\_\_

402

403

**PCS:**

404

**Cellco Partnership d/b/a Verizon Wireless**

405

406

BY: \_\_\_\_\_

407

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

408

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

409

Date: \_\_\_\_\_

410

411

412

413

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415

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417

418

EXHIBIT "A"

PROPERTY DESCRIPTION OF PROPERTY AND PREMISES

Legal Description Lease Site

That part of the Northwest 1/4 of Section 3, Township 7 North, Range 18 East in the Village of Hartland, Waukesha County, Wisconsin more particularly described as follows:

Commencing at the Northwest corner of said Section 3; thence North 89°-56'-35" East along the North line of said Section 3, 1165.95 feet; thence South 00°-03'-25" East perpendicular with said North line 30.00 feet to the South line of Hill Street and the point of beginning of the Lease Site to be described; thence North 89°-56'-35" East along said South line 12.00 feet; thence South 00°-03'-25" East 23.00 feet; thence South 89°-56'-35" West 12.00 feet; thence North 00°-03'-25" West 23.00 feet to the point of beginning; said Lease Site containing 276 square feet.

Legal Description 8 Foot Wide Utility Easement

That part of the Northwest 1/4 of Section 3, Township 7 North, Range 18 East in the Village of Hartland, Waukesha County, Wisconsin the centerline of said easement being described as follows:

Commencing at the Northwest corner of said Section 3; thence North 89°-56'-35" East along the North line of said Section 3, 1165.95 feet; thence South 00°-03'-25" East perpendicular with said North line 30.00 feet to the South line of Hill Street; thence South 00°-03'-25" East 11.50 feet to the point of beginning of the centerline to be described; thence South 89°-56'-35" West 7.50 feet; thence South 32°-30'-38" West 32.64 feet to the point of termination.

Also:

A 3 foot wide Utility Easement

A 3 foot wide strip around the concrete pad of a existing 97± foot high Water Tower located at Hill Street and Palmer Drive.

Legal Description of Additional Lease Space

A part of the Northwest Quarter (NW ¼) of Section Three (3), Township Seven (7) North, Range Eighteen (18) East, Village of Hartland, Waukesha County, Wisconsin containing 130 square feet (0.003 acres) of land and being described by:

Commencing of the Northwest Corner of said Section 3; thence N89°-56'-26"E 1094.18 feet along the North line of the NW ¼ of said Section 3; thence S00°-05'-11"E, 30.00 feet; thence N89°-26"E 93.45 feet along the South right-of-way line of Hill Street; thence S00°-03'-25"E 1.65 feet to the point of beginning; thence S00°-38'-30"E 13.00 feet; thence S89°-21'-21"W 10.00 feet; thence N00°-38'-39"W 13.00 feet; thence N89°-21'-21"E 10.00 feet to the point of beginning; being subject to any and all easements and restrictions of record.

423

**EXHIBIT "B"**

424

**PREMISES DESCRIPTION**

425

**(See Attached)**

426

# verizon

**HARTLAND WT (16601731)  
HARTLAND, WISCONSIN  
ANTENNA MOD DRAWINGS  
96' WATERTOWER**

## SCOPE OF WORK

TOWER SCOPE		REMAIN/LOCATE	
QTY	EQUIPMENT		ACTION
3	PANEL ANTENNAS		TO REMAIN
3	RADIAL SPIRES		TO REMAIN
3	RADIAL UPTIS		TO REMAIN
3	HYBRID CABLES		TO REMAIN
6	1.5" COAX		TO REMAIN
<b>DECOMMISSION</b>			
<b>ANTENNA/EQUIP. TRANSMISSION CABLE(S)</b>			
TO BE INSTALLED			
<b>ANTENNA/EQUIP. TRANSMISSION CABLE(S)</b>			
TO BE INSTALLED			
<b>ANTENNA/EQUIP. TRANSMISSION CABLE(S)</b>			
TO BE INSTALLED			

COMPOUND SCOPE		ACTION	
QTY	EQUIPMENT		ACTION
1	ICE BRIDGE HANGERS		ACQUIRE TO REMAIN
1	SHELTER COAX PORT		ACQUIRE TO REMAIN
<b>SHELTER INTERIOR SCOPE</b>			
<b>REMAIN/LOCATE</b>			
<b>DECOMMISSION</b>			
<b>TO BE INSTALLED</b>			

SPECIAL REQUIREMENTS	
1	TO RESTORE SITE TO PRE-PROJECT CONDITIONS AT THE CONCLUSION OF THE PROJECT. ALL PROPOSED ANGLE ADAPTERS & PIPE TO BE ATTACHED WITH RUBBER STRIPS TO PREVENT METAL ON METAL CONTACT.
2	REPAIR EXISTING INTERIOR & EXTERIOR SURFACES TO AN SSP-30 COMMERCIAL BLAST CLEANING CONDITION PRIOR TO APPLICATION OF FINISH. CLEAN ALL DAMAGED SURFACES IN ACCORDANCE WITH SSP-30 POWER TOOL CLEANING CONDITION PRIOR TO APPLICATION OF FRAME COAT.
3	REPAIR EXISTING INTERIOR & EXTERIOR SURFACES TO AN SSP-30 COMMERCIAL BLAST CLEANING CONDITION PRIOR TO APPLICATION OF FINISH. CLEAN ALL DAMAGED SURFACES IN ACCORDANCE WITH SSP-30 POWER TOOL CLEANING CONDITION PRIOR TO APPLICATION OF FRAME COAT.
4	REPAIR EXISTING INTERIOR & EXTERIOR SURFACES TO AN SSP-30 COMMERCIAL BLAST CLEANING CONDITION PRIOR TO APPLICATION OF FINISH. CLEAN ALL DAMAGED SURFACES IN ACCORDANCE WITH SSP-30 POWER TOOL CLEANING CONDITION PRIOR TO APPLICATION OF FRAME COAT.

**GENERAL PAINTING NOTE:**

**SURFACE PREPARATION (INTERIOR & EXTERIOR):**

- REPAIR ALL CRACKS AND REPAIR ALL NEW STEEL COMPONENTS TO AN SSP-30 COMMERCIAL BLAST CLEANING CONDITION PRIOR TO APPLICATION OF FINISH.
- REPAIR ALL DAMAGED SURFACES IN ACCORDANCE WITH SSP-30 POWER TOOL CLEANING CONDITION PRIOR TO APPLICATION OF FRAME COAT.

**COATING (EXTERIOR):**

- THE EXTERIOR PAINT REPAIR SYSTEM SHALL BE ONE PRIME COAT OF 60 MILS THICKNESS AND ONE INTERMEDIATE COAT OF THERMIC SERIES 86 AND ONE TOP COAT OF THERMIC SERIES 109. PAINT THE EXTERIOR SURFACES TO AN SSP-30 COMMERCIAL BLAST CLEANING CONDITION PRIOR TO APPLICATION OF FINISH.
- THE THREE COAT SYSTEM WILL BE APPLIED AT 30 - 40 MILS PER COAT, TO A THICKNESS OF 90 - 120 MILS.

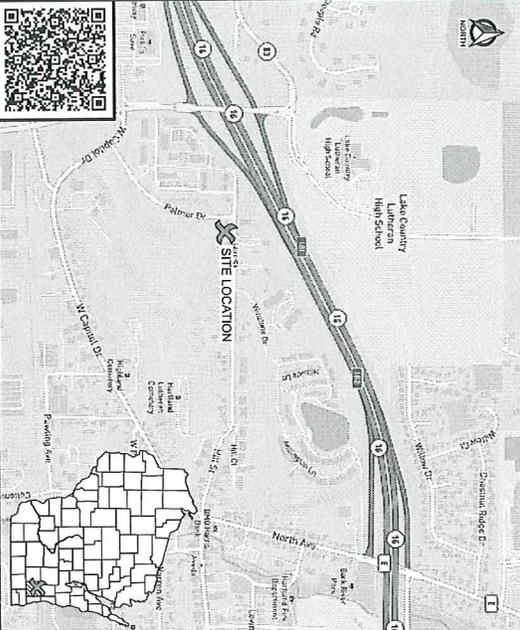
**COATING (EXTERIOR):**

- THE EXTERIOR PAINT REPAIR SYSTEM SHALL BE TWO COATS OF THERMIC SERIES 86 AND ONE TOP COAT OF THERMIC SERIES 109. PAINT THE EXTERIOR SURFACES TO AN SSP-30 COMMERCIAL BLAST CLEANING CONDITION PRIOR TO APPLICATION OF FINISH.
- THE TWO COAT SYSTEM WILL BE APPLIED AT 30 - 40 MILS PER COAT, TO A THICKNESS OF 60 - 80 MILS.

**NOTES:**

- FOLLOW ALL PAINT MANUFACTURERS' RECOMMENDATIONS WHEN USING THEIR PRODUCTS.

## SITE LOCATION MAP



## DIRECTORY

**CLIENT:**  
CHICAGO SIGNAL LIMITED PARTNERSHIP  
1700 E. WISCONSIN AVENUE  
ROLLING MEADOW, IL 60008  
CONTACT: MICHAEL COSSING  
EMAIL: michael.cossing@csignal.com

**ENGINEER:**  
CONSULTING ENGINEERS, INC.  
624 WATER STREET  
PRAIRIE DU SAC, WI 53578  
PHONE: 608.544.1489

**SITE ACQUISITION:**  
SINK SERVICES, LLC  
CONTACT: AUSTIN BARDON (PROJECT MANAGER)  
PHONE: 386.358.1518  
EMAIL: abardon@sinkservices.com

**PROJECT INFO**

**SITE LOCATION:**  
671 HILL STREET  
HARTLAND, WI 53029  
LOCATION ID: 112352

**TOWER OWNER:**  
VILLAGE OF HARTLAND  
210 COTTONWOOD AVE.  
HARTLAND, WI 53029

**SITE COORDINATES (PER PUEB):**  
NAD 83  
Easting: 112352  
Northing: 47220.6  
LONG: 88°21'28.14"  
GROUND ELEVATION (NAD 83): 1026'

## SHEET INDEX

NO.:	SHEET TITLE
G-001	TITLE SHEET
C-102	ENGAGED SITE PLAN
T-001	EQUIPMENT SPECIFICATIONS
T-002	MOUNTING SPECIFICATIONS
T-003	SITE ELEVATION
T-004	ANTENNA AND EQUIPMENT CONFIGURATION
T-005	ANTENNA AND EQUIPMENT SUMMARY
T-006	PULLING DIAGRAM
T-007	CABLES DETAILS
R-001	EME COMPLIANCE REPORT -
R-002	EME COMPLIANCE REPORT -
E-001	GROUNDING DETAILS

## STRUCTURAL

STRUCTURAL ANALYSIS AND JOINT ANALYSIS  
DATE: 08/02/22  
REPORT #: 08030221  
CONSULTANTS: PARALEL OF SAFETY SUPPORTING



TO OBTAIN LOCATION OF PARALLEL OF SAFETY SUPPORTING  
UNDERTAKING, CALL DUSTIN BROOKS AT  
WISCONSIN CALL DUSTIN BROOKS AT  
TOLL FREE: 1-800-242-4511  
FAX ALLOCATE: 1-800-242-5811

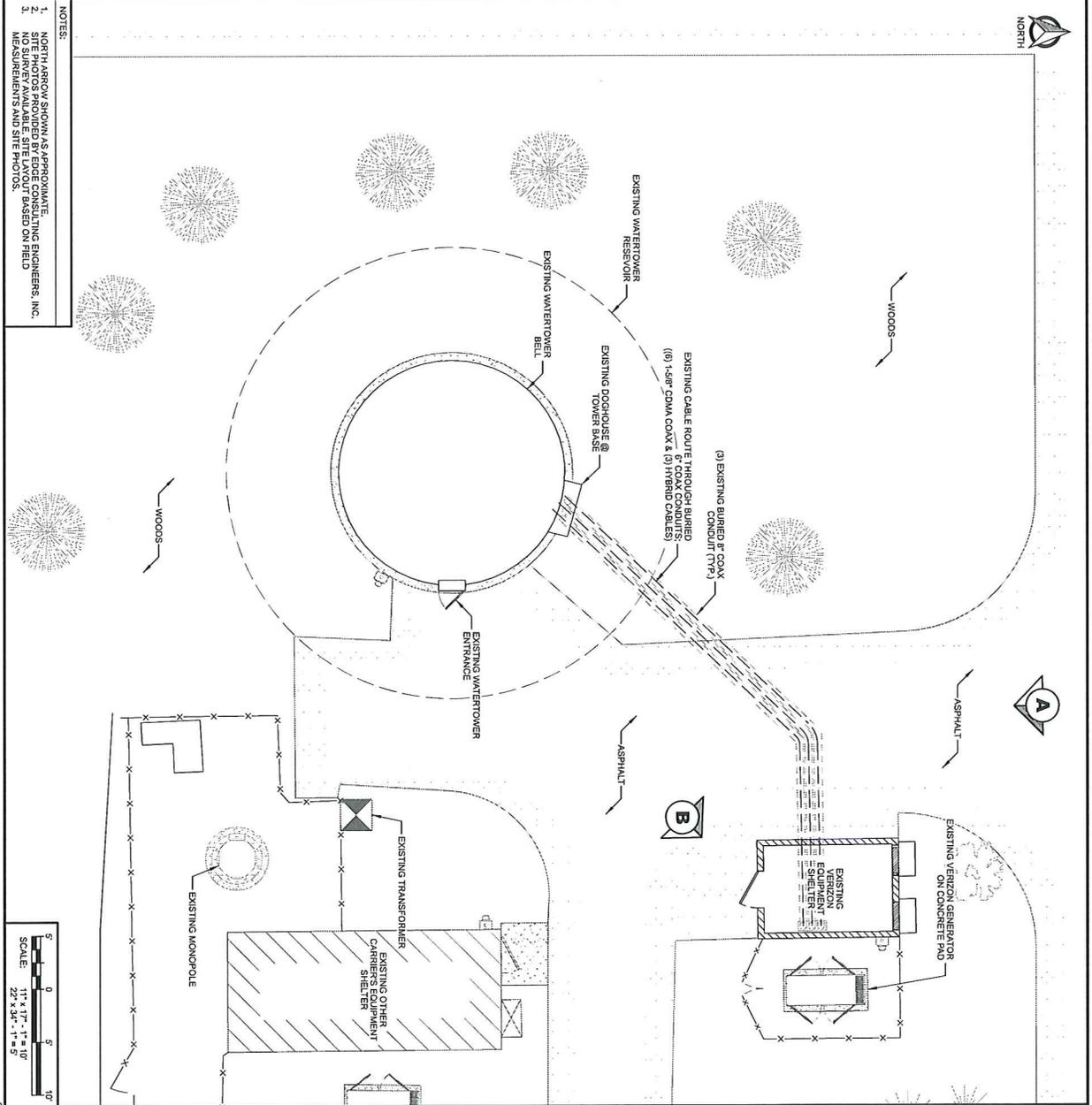
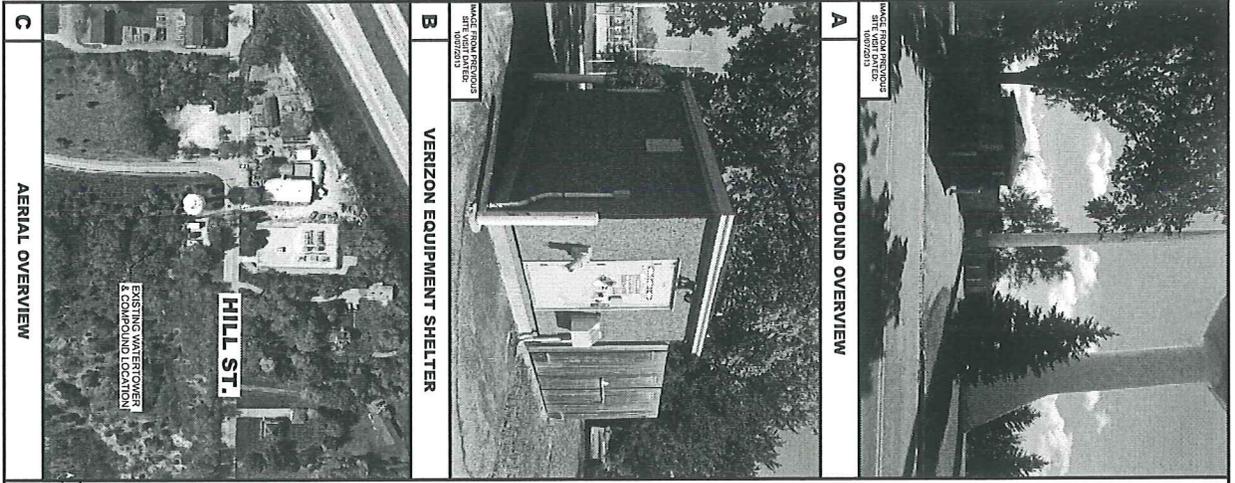
CONTRACTOR TO REMOVE EXISTING STRUCTURE AND  
CONSTRUCT NEW STRUCTURE IN ACCORDANCE WITH THE  
PLANS SHOULD BE RECEIVED PRIOR TO CONSTRUCTION.

**Edge**  
CONSULTANT  
1024 WATER STREET  
PRAIRIE DU SAC, WISCONSIN  
53578  
PHONE: 608.544.1489  
WWW.EDGECONSULTING.COM

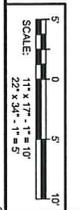
**verizon**  
CLIENT  
CHICAGO SIGNAL LIMITED PARTNERSHIP  
1700 E. WISCONSIN AVENUE  
ROLLING MEADOW, IL 60008

## TITLE SHEET HARTLAND WT (16601731) HARTLAND, WISCONSIN

REVISION	DATE	DESCRIPTION
1	11/15/2021	ISSUE FOR PERMIT
2	07/20/21	REV. A
3	07/20/21	REV. B
4	07/20/21	REV. C
5	07/20/21	REV. D
6	07/20/21	REV. E
7	07/20/21	REV. F
8	07/20/21	REV. G
9	07/20/21	REV. H
10	07/20/21	REV. I
11	07/20/21	REV. J
12	07/20/21	REV. K
13	07/20/21	REV. L
14	07/20/21	REV. M
15	07/20/21	REV. N
16	07/20/21	REV. O
17	07/20/21	REV. P
18	07/20/21	REV. Q
19	07/20/21	REV. R
20	07/20/21	REV. S
21	07/20/21	REV. T
22	07/20/21	REV. U
23	07/20/21	REV. V
24	07/20/21	REV. W
25	07/20/21	REV. X
26	07/20/21	REV. Y
27	07/20/21	REV. Z
28	07/20/21	REV. AA
29	07/20/21	REV. AB
30	07/20/21	REV. AC
31	07/20/21	REV. AD
32	07/20/21	REV. AE
33	07/20/21	REV. AF
34	07/20/21	REV. AG
35	07/20/21	REV. AH
36	07/20/21	REV. AI
37	07/20/21	REV. AJ
38	07/20/21	REV. AK
39	07/20/21	REV. AL
40	07/20/21	REV. AM
41	07/20/21	REV. AN
42	07/20/21	REV. AO
43	07/20/21	REV. AP
44	07/20/21	REV. AQ
45	07/20/21	REV. AR
46	07/20/21	REV. AS
47	07/20/21	REV. AT
48	07/20/21	REV. AU
49	07/20/21	REV. AV
50	07/20/21	REV. AW
51	07/20/21	REV. AX
52	07/20/21	REV. AY
53	07/20/21	REV. AZ
54	07/20/21	REV. BA
55	07/20/21	REV. BB
56	07/20/21	REV. BC
57	07/20/21	REV. BD
58	07/20/21	REV. BE
59	07/20/21	REV. BF
60	07/20/21	REV. BG
61	07/20/21	REV. BH
62	07/20/21	REV. BI
63	07/20/21	REV. BJ
64	07/20/21	REV. BK
65	07/20/21	REV. BL
66	07/20/21	REV. BM
67	07/20/21	REV. BN
68	07/20/21	REV. BO
69	07/20/21	REV. BP
70	07/20/21	REV. BQ
71	07/20/21	REV. BR
72	07/20/21	REV. BS
73	07/20/21	REV. BT
74	07/20/21	REV. BU
75	07/20/21	REV. BV
76	07/20/21	REV. BW
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78	07/20/21	REV. BY
79	07/20/21	REV. BZ
80	07/20/21	REV. CA
81	07/20/21	REV. CB
82	07/20/21	REV. CC
83	07/20/21	REV. CD
84	07/20/21	REV. CE
85	07/20/21	REV. CF
86	07/20/21	REV. CG
87	07/20/21	REV. CH
88	07/20/21	REV. CI
89	07/20/21	REV. CJ
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91	07/20/21	REV. CL
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93	07/20/21	REV. CN
94	07/20/21	REV. CO
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96	07/20/21	REV. CQ
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103	07/20/21	REV. CX
104	07/20/21	REV. CY
105	07/20/21	REV. CZ
106	07/20/21	REV. DA
107	07/20/21	REV. DB
108	07/20/21	REV. DC
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119	07/20/21	REV. DN
120	07/20/21	REV. DO
121	07/20/21	REV. DP
122	07/20/21	REV. DQ
123	07/20/21	REV. DR
124	07/20/21	REV. DS
125	07/20/21	REV. DT
126	07/20/21	REV. DU
127	07/20/21	REV. DV
128	07/20/21	REV. DW
129	07/20/21	REV. DX
130	07/20/21	REV. DY
131	07/20/21	REV. DZ
132	07/20/21	REV. EA
133	07/20/21	REV. EB
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141	07/20/21	REV. EJ
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144	07/20/21	REV. EM
145	07/20/21	REV. EN
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147	07/20/21	REV. EP
148	07/20/21	REV. EQ
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157	07/20/21	REV. EZ
158	07/20/21	REV. FA
159	07/20/21	REV. FB
160	07/20/21	REV. FC
161	07/20/21	REV. FD
162	07/20/21	REV. FE
163	07/20/21	REV. FF
164	07/20/21	REV. FG
165	07/20/21	REV. FH
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167	07/20/21	REV. FJ
168	07/20/21	REV. FK
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178	07/20/21	REV. FU
179	07/20/21	REV. FV
180	07/20/21	REV. FW
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187	07/20/21	REV. GD
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191	07/20/21	REV. GH
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193	07/20/21	REV. GJ
194	07/20/21	REV. GK
195	07/20/21	REV. GL
196	07/20/21	REV. GM
197	07/20/21	REV. GN
198	07/20/21	REV. GO
199	07/20/21	REV. GP
200	07/20/21	REV. GQ
201	07/20/21	REV. GR
202	07/20/21	REV. GS
203	07/20/21	REV. GT
204	07/20/21	REV. GU
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207	07/20/21	REV. GX
208	07/20/21	REV. GY
209	07/20/21	REV. GZ
210	07/20/21	REV. HA
211	07/20/21	REV. HB
212	07/20/21	REV. HC
213	07/20/21	REV. HD
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218	07/20/21	REV. HI
219	07/20/21	REV. HJ
220	07/20/21	REV. HK
221	07/20/21	REV. HL
222	07/20/21	REV. HM
223	07/20/21	REV. HN
224	07/20/21	REV. HO
225	07/20/21	REV. HP



- NOTES:
1. NORTH ARROW SHOWN & APPROPRIATE DIMENSIONS PROVIDED BY CONSULTING ENGINEERS, INC.
  2. NO SURVEY AVAILABLE, SITE LAYOUT BASED ON FIELD MEASUREMENTS AND SITE PHOTOS.
  - 3.



**ENLARGED SITE PLAN**  
HARTLAND WT (16601731)  
HARTLAND, WISCONSIN

**verizon**  
COMMERCIAL PARTNERSHIP  
16601731 WISCONSIN  
HARTLAND, WISCONSIN 53030

NO.	DATE	DESCRIPTION
1	07/20/21	REV. A
2	10/26/21	REV. B
3	11/15/21	REV. C
4	11/15/21	REV. 1

DESIGNED	DAB
CHECKED	
DATE	11/15/2021
PROJECT NUMBER	31485
SHEET NUMBER	FINAL

CONSULTANT:  
**Edge**  
Consulting Engineers, Inc.  
1000 W. WISCONSIN STREET  
PO BOX 14341  
MILWAUKEE, WI 53214  
www.edgeconsult.com

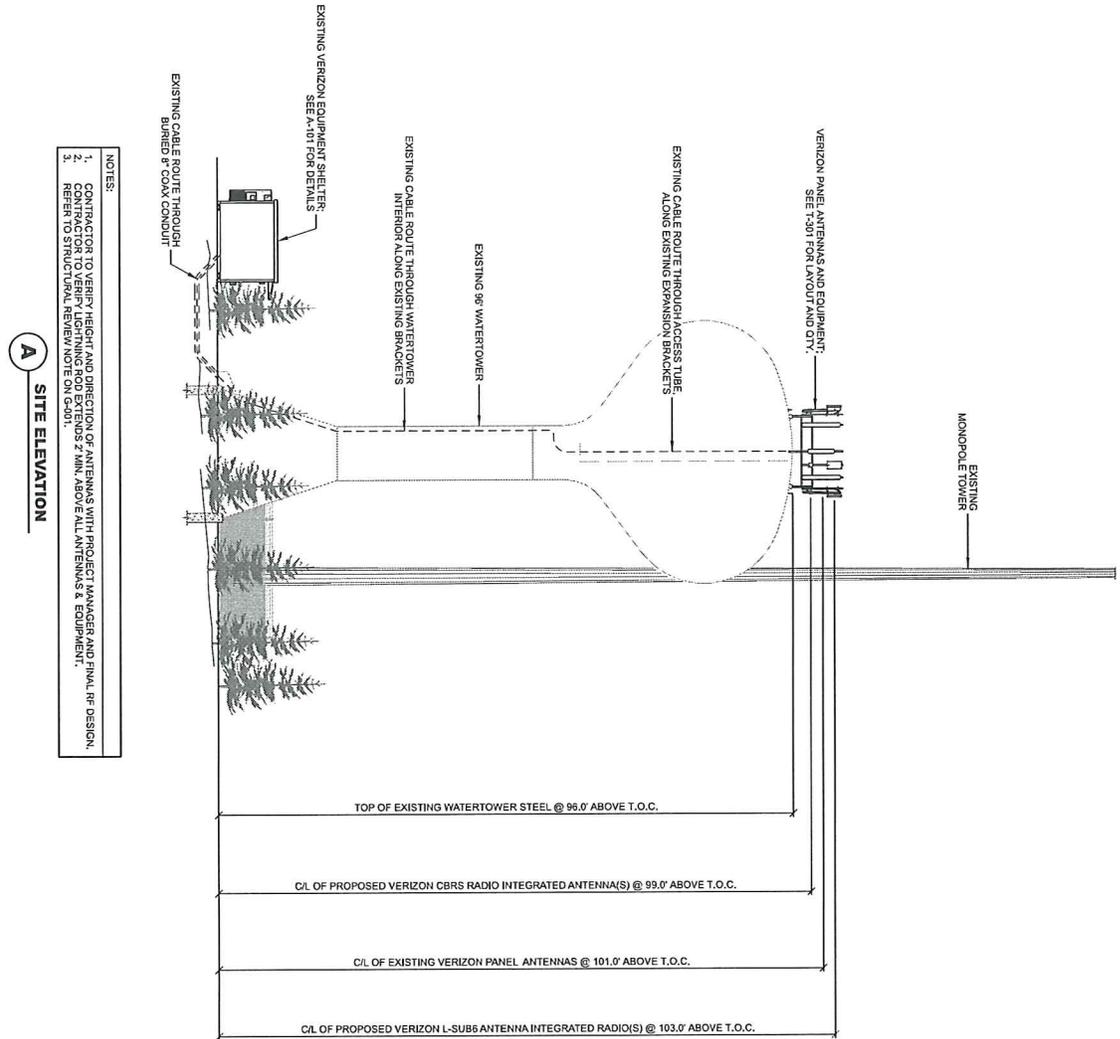
CLIENT:  
VERIZON COMMERCIAL PARTNERSHIP  
16601731 WISCONSIN  
HARTLAND, WISCONSIN 53030

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**RF EMISSION REPORT REQUIRED**

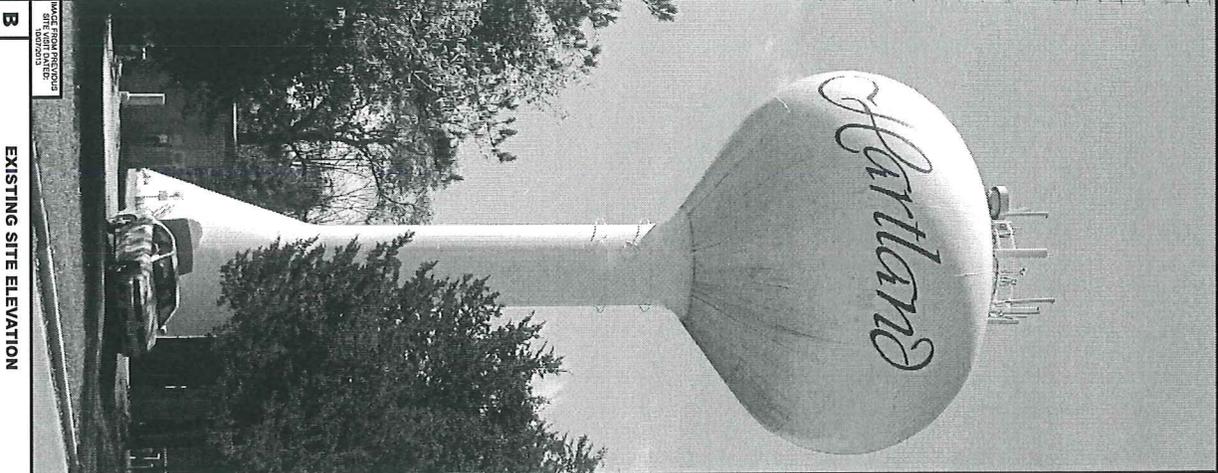
YES  NO   
 Date: 11/03/2021

E:\142031485\Design\CAD\CD Plot\T-201.dgn



- NOTES:
1. CONTRACTOR TO VERIFY HEIGHT AND DIRECTION OF ANTENNAS WITH PROJECT MANAGER AND FINAL RF DESIGN.
  2. CONTRACTOR TO VERIFY LIGHTNING ROD EXTENS  $\geq$  4MM, ABOVE ALL ANTENNAS & EQUIPMENT.
  3. REFER TO STRUCTURAL MEMBER NOTE ON CD-01.

**A SITE ELEVATION**



**B EXISTING SITE ELEVATION**

<p>Consulting Engineers, Inc.          10544 154th Ave          Rolling Meadows, IL 60008          www.edgeconsulting.com</p>		<p>CHICAGO AREA LIMITED PARTNERSHIP          1700 W. FIFTH AVENUE          ROLLING MEADOWS, IL 60008</p>													
<p><b>SITE ELEVATION</b>  <b>HARTLAND WT (16601731)</b>  <b>HARTLAND, WISCONSIN</b></p>															
<p>Revised by: DAB          Date: 11/15/2021          Project Number: 31485          Set Type: FINAL</p>	<table border="1"> <thead> <tr> <th>REVISION</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>REV. 1</td> <td>11/03/21</td> <td>REV. 1</td> </tr> <tr> <td>REV. 0</td> <td>11/03/21</td> <td>REV. 0</td> </tr> <tr> <td>REV. A</td> <td></td> <td></td> </tr> </tbody> </table>	REVISION	DATE	DESCRIPTION	REV. 1	11/03/21	REV. 1	REV. 0	11/03/21	REV. 0	REV. A			<p>Scale: 1" = 100'</p>	<p>Sheet Number: T-201</p>
REVISION	DATE	DESCRIPTION													
REV. 1	11/03/21	REV. 1													
REV. 0	11/03/21	REV. 0													
REV. A															



**Edge**  
CONSULTANTS  
120 WATER STREET  
PHOENIX, ARIZONA 85001  
PHOENIX, ARIZONA 85001  
www.edgeconsultants.com

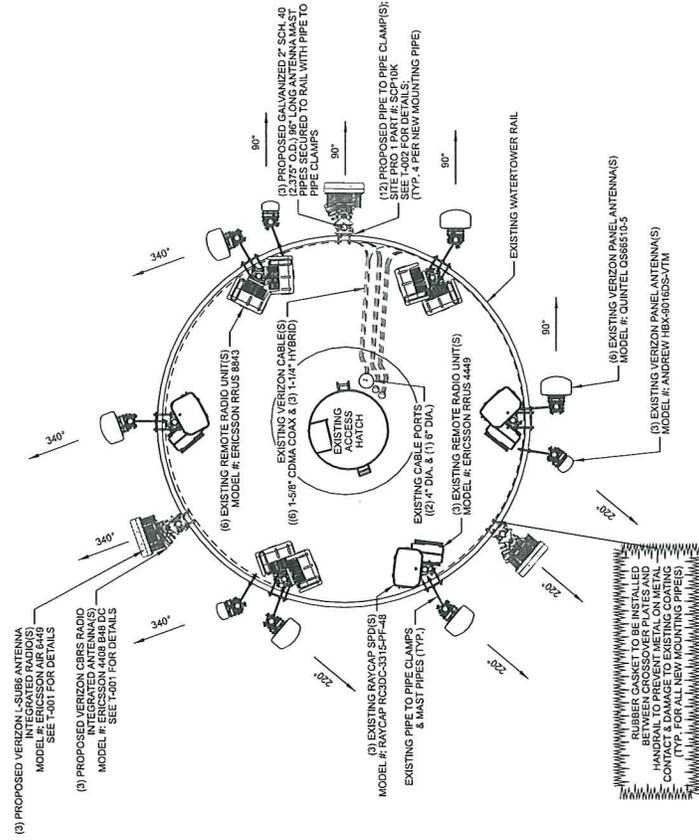
**verizon**  
COMMUNICATIONS  
1000 VERIZON WIRELESS  
DRIVE  
TOLSON, ILLINOIS 62454  
ROLLING MOUNTAIN, IL 62088

**ANTENNA AND EQUIPMENT CONFIGURATION**  
**HARTLAND, WISCONSIN**  
**(16601731)**

NO.	DATE	DESCRIPTION
1	07/20/21	REV. A
2	11/09/21	REV. D
3	11/25/21	REV. 1
4		
5		
6		
7		
8		
9		
10		

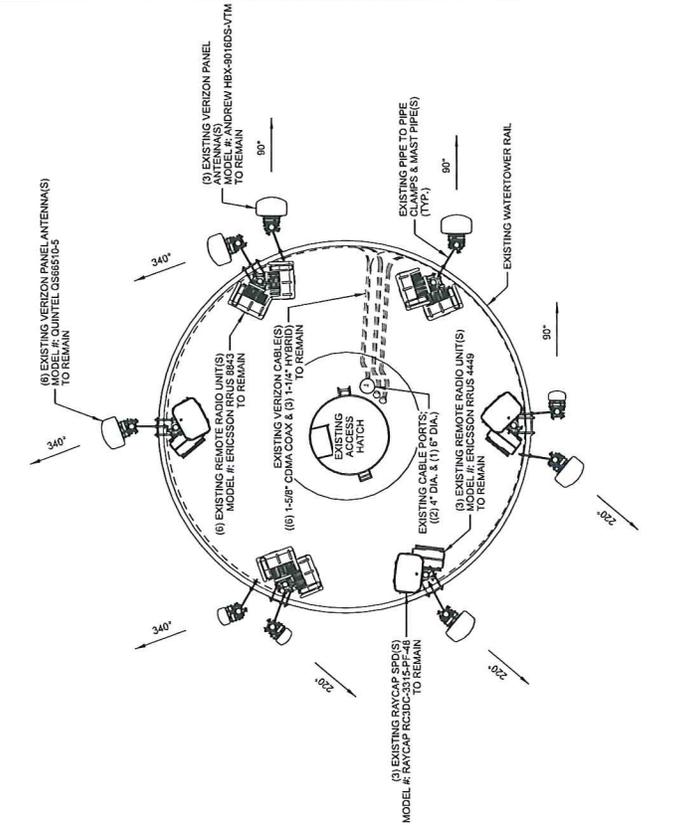
CHECKED BY	DAB
PLOT DATE	11/15/2021
PROJECT NUMBER	31485
SHEET NUMBER	FINAL
SHEET NUMBER	T-301

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**NOTES:**  
1. ALL ANTENNA AZIMUTHS TO BE FROM TRUE NORTH.  
2. CONTRACTOR TO ROTATE ANTENNAS AS NECESSARY TO MATCH PROPOSED ANTENNA AZIMUTHS.

**B** PROPOSED ANTENNA LAYOUT  
SCALE: 11" x 17" - 1/4" = 1'-0"  
22" x 34" - 1/2" = 1'-0"



**NOTE:**  
1. ALL ANTENNA AZIMUTHS TO BE FROM TRUE NORTH.

**A** EXISTING ANTENNA LAYOUT  
SCALE: 11" x 17" - 1/4" = 1'-0"  
22" x 34" - 1/2" = 1'-0"

131100014550487CAD/CD/PRINT/01-591

Antenna Summary

Antenna	AVS	AVS3	CRIS	L-Subd	Make	Model	Carrier	Top Height	Admth	RET	42ft	Inst. Type	Quantity	Item ID																														
700			LTE		ERICSSON	KRE10251/1	90	90.3	20000	1500	1500	PHYSICAL	3																															
			4G		Ericsson	48P-448	103	104.2	80000021	1500	1500	PHYSICAL	3																															
<p>Antenna</p> <table border="1"> <thead> <tr> <th>700</th> <th>AVS</th> <th>AVS3</th> <th>CRIS</th> <th>L-Subd</th> <th>Make</th> <th>Model</th> <th>Carrier</th> <th>Top Height</th> <th>Admth</th> <th>RET</th> <th>42ft</th> <th>Inst. Type</th> <th>Quantity</th> <th>Item ID</th> </tr> </thead> <tbody> <tr> <td></td> </tr> </tbody> </table>															700	AVS	AVS3	CRIS	L-Subd	Make	Model	Carrier	Top Height	Admth	RET	42ft	Inst. Type	Quantity	Item ID															
700	AVS	AVS3	CRIS	L-Subd	Make	Model	Carrier	Top Height	Admth	RET	42ft	Inst. Type	Quantity	Item ID																														



WEST > Upper Midwest > Illinois/Wisconsin > Wisconsin > HARTLAND WI  
 Sidiqul Sabihuddin - sabihuddin.sidiqul@verizonwireless.com - 9/20/2021 18:9:13

NOTE:  
 1. RF DESIGN DETAILED ON THIS SHEET PROVIDED BY VERIZON AND IS INCLUDED FOR CONVENIENCE ONLY. FINAL RF DESIGN TO BE VERIFIED WITH VERIZON PRIOR TO CONSTRUCTION. IF SIGNIFICANT CHANGES OR DISCREPANCIES ARE IDENTIFIED, CONTACT ENGINEER PRIOR TO INSTALLATION.

**A** ANTENNA SUMMARY

Equipment Summary

Antenna	Equipment Type	Location	700	1000	AVS	AVS3	CRIS	L-Subd	Make	Model	Cable Length	Cable Size	Install Type	Quantity	Item ID
RRU	Tower	700					LTE		ERICSSON	4401 BARR DC			PHYSICAL	3	KPCRW746/1
RRU	Tower	700					4G		Ericsson	48P-448			PHYSICAL	3	

Equipment Type	Location	700	1000	AVS	AVS3	CRIS	L-Subd	Make	Model	Cable Length	Cable Size	Install Type	Quantity	Item ID	
RRU	Tower	700					LTE		ERICSSON	4401 BARR DC			PHYSICAL	3	KPCRW746/1
RRU	Tower	700					4G		Ericsson	48P-448			PHYSICAL	3	

NOTE:  
 1. RF DESIGN DETAILED ON THIS SHEET PROVIDED BY VERIZON AND IS INCLUDED FOR CONVENIENCE ONLY. FINAL RF DESIGN TO BE VERIFIED WITH VERIZON PRIOR TO CONSTRUCTION. IF SIGNIFICANT CHANGES OR DISCREPANCIES ARE IDENTIFIED, CONTACT ENGINEER PRIOR TO INSTALLATION.

**B** EQUIPMENT SUMMARY

**ANTENNA AND EQUIPMENT SUMMARY**  
 HARTLAND WI (16601731)  
 HARTLAND, WISCONSIN

<p>Consultant                  604 WATER STREET                  PHOENIX, AZ 85004                  602.441.1541 FAX                  www.edgecs.com</p>		<p>CONTRACT NO. 16601731                  PROJECT NO. 16601731                  DATE: 9/20/2021                  ROLING WISCONSIN, IL 60008</p>	
CLIENT: VERIZON WIRELESS 16601731	CHECKED BY: DAB DATE: 11/15/2021	PROJECT NUMBER: 31485 TITLE: FINAL	SHEET NUMBER: T-501