

VILLAGE BOARD AGENDA
MONDAY, MARCH 11, 2024 ▪ 6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD

Call to Order

Roll Call

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.

1. Consideration of Village Board minutes
 - a. February 26, 2024
 - b. February 28, 2024
2. Items related to vouchers
 - a. Consideration of vouchers for payment in the amount of \$5,642,875.73.
3. Items related to Licenses and Permits
 - a. Consideration of bartender/operator license – Micah Lancaster
 - b. Consideration of bartender/operator license – Tyler Stoltz
4. Discussion and consideration of special events
 - a. Oconomowoc Rugby Football Club, Centennial Park, June 15, 2024
 - b. Hartland Kids Day, July 31, 2024 Nixon Park
 - c. Lake Country Rotary Splash Pad Event, July 12, 2024
 - d. Kids Business Fair, June 8, 2024
 - e. Paws in the Park, August 24, 2024
 - f. Library Summer Kickoff, June 7, 2024
 - g. Ice Age Trail ad hoc committee Mammoth Moonlight Hike, October 18, 2024
 - h. Hartland Chamber of Commerce Street Dance, July 20, 2024
5. Reaffirmation of Resolution No. 02/26/2024, Resolution For Approval By Village Board of Village of Hartland of Planned Unit Development Agreement with Kwik Trip Inc.

6. Consideration of Resolution No. 03/11/2024, Resolution Amending Appendix B of the Code of Ordinances for the Village of Hartland Concerning the Schedule of Municipal Deposit
7. Discussion and consideration of a Budget Amendment for 2023
8. Discussion and consideration to award the 2024 Paving Contract
9. Discussion and consideration of new fountain at Nixon Park
10. Discussion and consideration to award contract for repaving of basketball courts
11. Discussion and consideration of Waukesha County Overdose Fatality Review Cooperative Agreement
12. Police Department Annual Report
13. Conceptual review of property on Campus Drive
14. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regard 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.
15. 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 Sandee Policello, Village Clerk, at 262-367-2714. The Municipal Building is handicap accessible. To participate via Zoom in the Village of Hartland Board meeting, please dial 1 (312) 626-6799. The meeting ID is: 852 2320 1059 Passcode: 521311
Or participate online: <https://us02web.zoom.us/j/85223201059?pwd=Wjl1UWw1Ry9uUTgrbDNyVmFUa05GUT09>

**VILLAGE OF HARTLAND
VILLAGE BOARD MINUTES
MONDAY, FEBRUARY 26, 2024 • 6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

The Village President called the meeting to order at 6:31 pm

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

Others Present: Clerk Policello, Police Chief Misko, Fire Chief Jambretz, DPW Operations Leadman Jenson, DPW Operations Manager Jungbluth, Village Attorney Hector de la Mora, Judge Timothy Kay, Manvir Singh, Troy Mleziva, Director of Real Estate for Kwik Trip, Andy Gehl, Steve Burger – BID, Jeff Luetschwager-Arrowhead, students - Pat Davis, Nicole Badura and Matthew Schmeeding

Pledge of Allegiance – Trustee de Boer

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.

William Boettcher, 635 Briarcliff Ct. Hartland resident spoke regarding a registered sex offender that moved back to their parent's home after the moratorium was in place. Mr. Boettcher passed out a diagram of where children live in relation to the subject property. The numbers on the diagram indicate the number of minor children in each household. Chief Misko said Mr. Boettcher spoke with Deputy Chief Collura today and he understands his frustration with the situation. Mikso said the moratorium was in place and Mr. Pickens was grandfathered into the moratorium. In the sex offender ordinance there is an exception called Original Domicile. Misko read that provision which allows a convicted sex offender to return to the Village if they resided in the Village at the time of the most recent conviction. This subject was moved out of state for a while and has returned. He is no longer on probation/parole and remains on the sex offender registry and has relocated back to the Village; this is for the offense that was committed her in Hartland in 2010. Misko said he falls under the original domicile provision, which is in almost all sex offender ordinances across the state. There is no provision to force him to move. Misko said the Village has child safety zones and the offender resides just within a child safety zone – across the street from him is outside of the child safety zone.

1. Annual Update by Judge Kay for Lake Country Municipal Court

Judge Kay provided his annual update. He distributed his annual letter. The City of Delafield recently joined as the 21st member of Lake Country Municipal Court.

2. Consideration of Village Board minutes of February 12, 2024.

Motion (Conner/Hallquist) to approve the Village Board minutes of February 12, 2024. All were in favor, **motion carried.**

3. Items related to vouchers

a. Consideration of final application for payment to Payne & Dolan, Inc. for final closeout of the 2022 Paving Program until present in the amount of \$26,224.32.

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Tom Jenson said Payne & Dolan had a software issue. The roads have been inspected by DPW and our engineering firm. Staff recommends payment.

Motion (Wallschlager/Truttschel) to approve the final application for payment to Payne & Dolan, Inc. for final closeout of the 2022 Paving Program until present in the amount of \$26,224.32. All were in favor, **motion carried.**

- b. Consideration of vouchers for payment in the amount of \$152,180.78.

Motion (Wallschlager/Conner) to approve vouchers. All were in favor, **motion carried.**

4. Actions related to Licenses and Permits

- a. Consideration of "Class A" Beer/Liquor License – SD Hartland Inc., 805 Cardinal Lane
i. Public hearing – President Pfannerstill opened the public hearing at 6:50 pm.

Business owner, Manvir Singh, appeared in person. He moved to Wisconsin six months ago. He would like to continue the same liquor licensing that was previously in place at this location.

President Pfannerstill closed the public hearing at 6:52 pm.

- ii. Consideration of action related to issuance of a "Class A" Beer/Liquor License – SD Hartland Inc.

Motion (Truttschel/Hallquist) to approve the "Class A" license for SD Hartland Inc.

Chief Misko explained to the applicant that video gambling machines are not legal at a Class A business. Mr. Singh said he understands this and that they have changed their operation to be open 24/7. They do have plans to add a kitchen and will contact our building inspector.

President Pfannerstill said the communities around us sell beer until midnight. He asked if the Police Chief had any opposition. Misko said on its face he doesn't have any concerns.

All were in favor, **motion carried.**

Items referred from the January 19, 2024 Plan Commission meeting

5. Consideration of an Extraterritorial Certified Survey Map for the Roy property, W298N2808 Shady Lane, Town of Delafield.

Motion (Hallquist/Conner) to approve an Extraterritorial Certified Survey Map for the Roy property, W298N2808 Shady Lane, Town of Delafield. All were in favor, **motion carried.**

6. Review and consideration of public art plan by Arrowhead High School students and Hartland BID.

Steve Burger with the BID introduced the project. Jeff Luetschwager, Arrowhead High School Manufacturing & Engineering teacher, said that two classes have been working on this project. The students appearing tonight have put a lot of work into this project. Approximately 35 juniors and seniors have had input into the concept.

Student, Pat Davis a junior at Arrowhead, spoke to the design of the art piece. They are requesting that the Village provide the cement and mounting supplies along with the site prep.

Student, Nicole Badura a senior at Arrowhead, presented the site options. They believe site 2 is the best for pictures and the safest option. There are low power lines in that area.

Matthew Schmeeding a senior at Arrowhead, said the project brings together the work of the students and shares it with the community. From 14' away the structure can be captured with a phone camera.

President Pfannerstill said the BID would like to be included in the location decision. He likes the design.

Village Manager Bailey said the goal is to approve the design so the students can start working on it. The decision on the location will be discussed and decided at a later date.

Trustee Wallschlager asked who will do the installation. DPW is on board and will do the installation.

Motion (Truttschel/Wallschlager) to approve public art plan by Arrowhead High School students and Hartland BID.

Police Chief Misko said site 1 is located at an odd intersection.

All were in favor, **motion carried.**

7. Review and consideration of a request for Conditional Use Permit and Business Occupancy for Performance Pickleball of Wisconsin, 528 E. Industrial Drive.

Motion (Hallquist/Conner) to approve request for Conditional Use Permit and Business Occupancy for Performance Pickleball of Wisconsin, 528 E. Industrial Drive. All were in favor, **motion carried.**

8. Village Board third reading and consideration of Kwik Trip, a proposed PUD development ("Project") whose approval and rezoning are being sought by Kwik Trip on property tax key HAV0730950 located at Highway 83 & W. Capitol Drive. The Village Board will consider:
 - a. Proposed site and building plans

- b. Proposed certified survey map
- c. Proposed rezoning to B-2 in conjunction with a PUD Agreement for the Project

Troy Mleziva, Director of Real Estate for Kwik Trip appeared in person. He thanked the Village staff for all their work. They plan to start construction in April and be open for business in September. Kwik Trip has been working with Three Leaf and will take the lead on the road improvements.

Village attorney, Hector de la Mora said Kwik Trip will upgrade the roadway. A draft agreement is being worked on between Kwik Trip and Three Leaf. Final numbers are pending and will be put into the agreement.

Attorney de la Mora handed out a resolution document. He said the PUD language is complete. He said plans for roadwork are reaching finalization between Three Leaf and Kwik Trip with a cost sharing of the expense. The roadwork will commence and be finished probably well before the Quarry starts construction. Attorney de la Mora recommends adoption of the resolution.

Attorney de la Mora said the PUD Agreement incorporates all the instruments, so by passing the resolution you are authorizing the execution of this agreement, which in turn has attached to it a number of exhibits which detail the work. The only components that are missing are the final design details of the roadwork. It does not include any agreement between Kwik Trip and Three Leaf. President Pfannerstill asked what the reasoning is for the resolution in addition to the PUD. Attorney de la Mora said it is best practice and it includes the process of approval for the project including all the Plan Commission recommendation dates and the Board approval dates, it is comprehensive.

Motion (Pfeiffer/Hallquist) to approve items a, b and c along with the resolution and the contingencies that include the punch list that will be worked on with staff. All were in favor, **motion carried.**

9. Conceptual review of Gideon Farms on property currently in the Town of Merton.

Andy Gehl presented the concept for Gideon Farms. He said his father, John Gehl, has been involved with conservation of farmland. He owns the property and the goal is to keep the majority of the land farmland. He has been in contact with his neighbors to be sure it is something they are happy with. They are working with the County, who helped design the ingress and egress. He would like to annex into the Village for access to sewer and water. The land is leased to a farmer who brings his cattle to graze from spring through fall. They have not had any complaints regarding odor. They will not be growing crops, so will not need fertilizer.

President Pfannerstill said the plan was well received by the Plan Commission. It includes retail and restaurant space.

Village Manager Bailey said this is conceptual only and is a 10 year plan. It will be a very walkable area and 80% of it will remain agricultural. Gehl has looked at similar projects across the country. They plan to have cows and sheep on the property.

Trustee Pfeiffer said he is in favor of the project. Pfannerstill would like an informal vote.

Motion (Conner/Pfeiffer) to approve the presented conceptual review, which is non-binding, but for the record. All were in favor, **motion carried.**

10. Consideration of a motion to approve revised plans for an addition of an attached garage and storage area on St. Charles Congregation property, 313 Circle Drive.

This went to the Plan Commission and the revised design passed unanimously.

Motion (Truttschel/Wallschlager) to approve revised plans for an addition of an attached garage and storage area on St. Charles Congregation property, 313 Circle Drive. All were in favor, **motion carried.**

11. Consideration of Second Reading, with possible waiving of the third reading, of Bill for an Ordinance No. 02/12/2024 "An Ordinance to Create §78-9 of the Village of Hartland Municipal Code Regulating Wireless Telecommunications Facilities in Public Right-of-Way".

Village Manager Bailey said the state governs what we can and cannot do for the wireless repeaters. This is part of the 5G network. This is something that will be installed in all municipalities.

Motion (Pfeiffer/Truttschel) to suspend the rules. All were in favor, **motion carried.**

Motion (Pfeiffer/Hallquist) to approve Bill for Ordinance No. 02/12/2024 An Ordinance to Create §78-9 of the Village of Hartland Municipal Code Regulating Wireless Telecommunications Facilities in Public Right-of-Way.

Trustee Wallschlager asked if this gives telecommunication companies the right to put a pole by anyone's house. DPW Operations Leadman Jenson said notification is required for residences within 300' of the installation and we can work with the installer regarding placement. Jenson said there are several in the Village that are on existing poles and they will try to use existing poles before installing new ones. This just gives them the right to put up a new pole if needed.

All were in favor, **motion carried.**

12. Announcements

DPW Operations Leadman Jenson said with the warm weather the recycling yard has opened early and will be open every Friday from 9 am – 3 pm for yard waste.

Recreation Director Rennekamp said we have our first presenting sponsor for the Hometown Celebration, Culvers has donated \$15,000. She said we are fortunate that they do a lot for our community. T-ball has 126 enrollees with another month of enrollment.

Chief Jambretz said there have been two fires the last two weekends. Summit Lakes had a kitchen fire and the Town of Delafield had a fire we assisted with on North Shore Drive.

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Chief Misko said there is a sex offender notification for Briarcliff Ct., which was covered earlier. on Briarcliff Ct. He is working through the conditional offer process with the latest recruit; the last step is the psychological exam which was done today and he expects to extend a final offer.

Trustee Hallquist congratulated Recreation Director Rennekamp for receiving the most recent Chamber of Commerce award.

President Pfannerstill congratulated the Park Board members for being recognized by the Chamber at the Kudos Award fundraiser. The Vietnam Moving Wall planning is progressing and volunteers can now sign up. This Wednesday the Village Board will meet with staff to discuss space needs. He said it is highly likely that the Village will be moving forward with some new facilities that are much needed.

13. Adjournment

Motion (Pfeiffer/Conner) to adjourn at 7:44 pm. All were in favor, **motion carried.**

Respectfully submitted,

Sandee Policello
Village Clerk

**VILLAGE OF HARTLAND
VILLAGE BOARD MINUTES
WEDNESDAY, FEBRUARY 28, 2024 ▪ 6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

The Village President called the meeting to order at 6:31 pm

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

Others Present: Village Manager Ryan Bailey, Village Clerk Policello, Police Chief Misko, Fire Chief Jambretz, Recreation Director Rennekamp, DPW Operations Leadman Jenson, DPW Operations Manager Jungbluth

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.

There were no public comments.

1. Presentation of building needs reports by department heads
 - a. Presentation by Department of Public Works by DPW Leadman Jenson and DPW Operations Manager Jungbluth. See attached for details.
 - b. Presentation by Recreation Director Rennekamp. See attached for details.
 - c. Presentation by Fire Chief Jambretz. See attached for details.

2. Tour
Tour of Police Department by Chief Misko.

3. Adjournment

Motion to adjourn at 10:10 pm. All were in favor, **motion carried.**

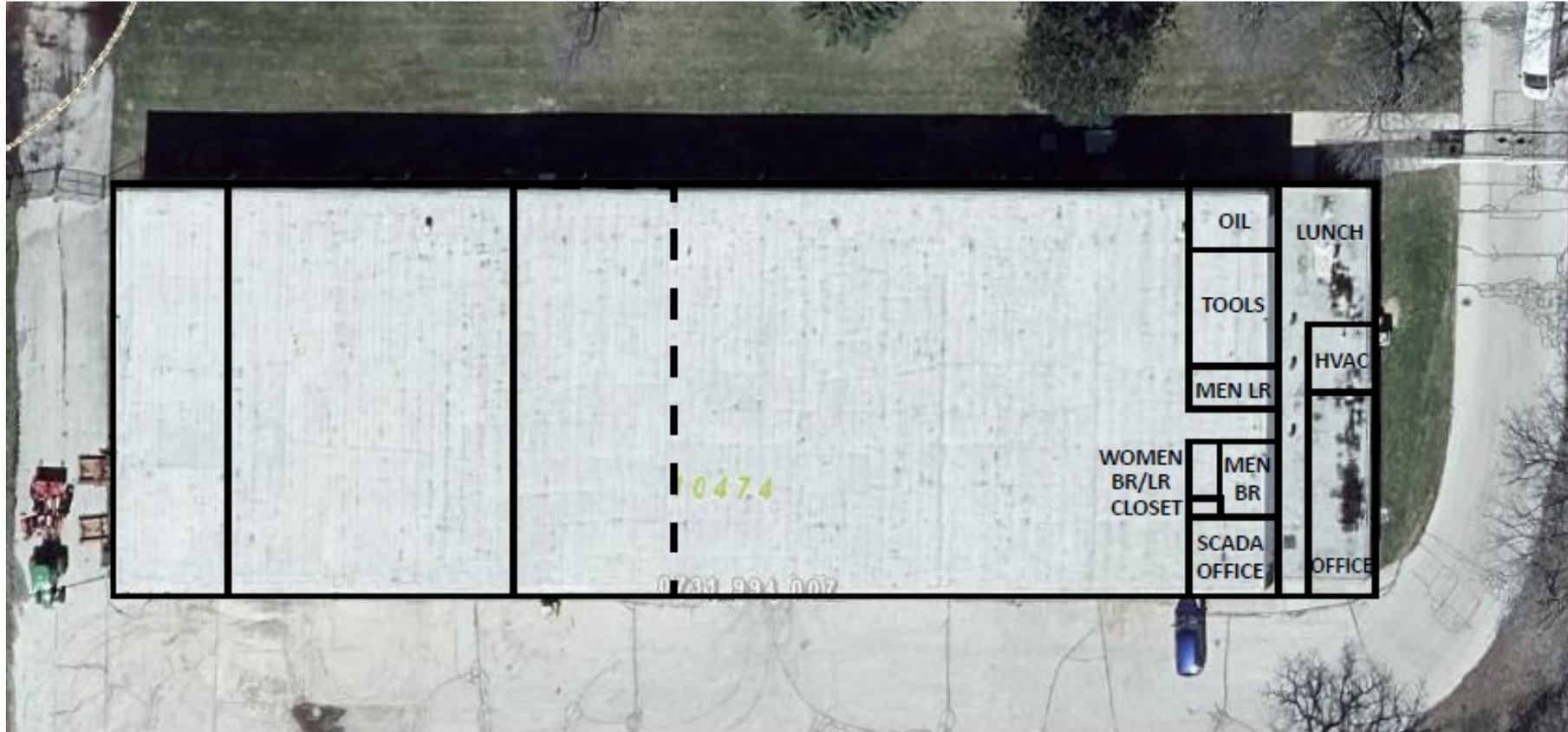
Respectfully submitted,

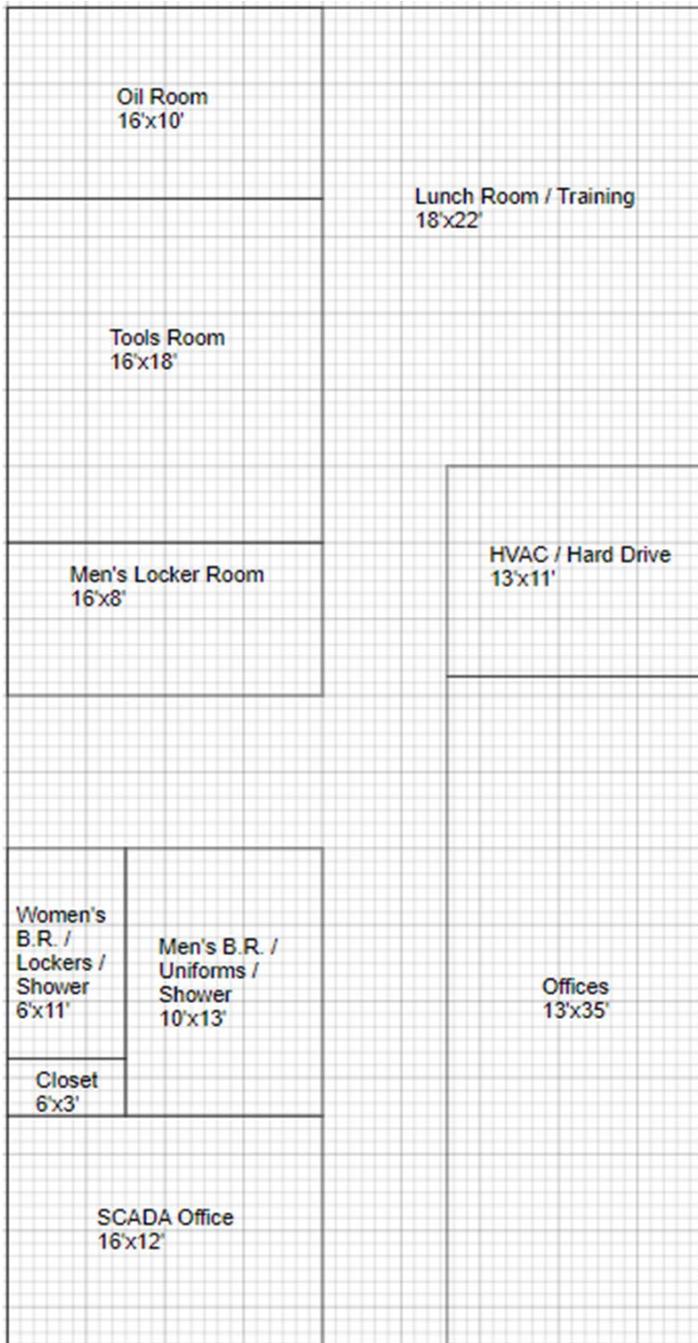
Sandee Policello
Village Clerk

ADMINISTRATION

The square footage of the administrative offices is sufficient. The current document storage room is 450 sq ft and sufficient as well. Election equipment storage space has been included in the Community Center reconfiguration drawing presented tonight and can remain the same size. A storage space under the main stairwell houses the election poll booths and signage and the same 100 sq ft would be needed for that use. A new facility shared with other departments could be configured in a way to share conference room space.

DPW Facilities





DPW Office / Non-Shop Area

DPW Office Area	SQFT
SCADA Office	192
DPW Office	455
Closet	21
Men's B.R.	130
Women's B.R. and Locker Room	66
Men's Locker Room	128
Tool Crib	288
Oil Bay	160
Lunchroom	396
HVAC Room	143
Total	1979

Needs / Troubled Areas

Women's Locker Room

While we currently don't have any full-time female laborer's this situation may change in the upcoming future of DPW. The current locker room for female employees is just a bathroom with lockers placed in them along with a single stall shower. As shown in the picture below there is limited space to change in and out of uniform.



Men's Locker Room



We currently have 13 full time male employees working and utilizing the men's locker room. In the Summer we hire and addition 6 Seasonal employees, typically males with an exception from time to time. While Summer Help typically does not change at work this might be due to there not being any physical lockers or room to do so. With the current size of the locker room staff would be elbowed to elbow with one another if all were changing at the same time. Due to this Staff change in shifts waiting for available room.

Lunchroom



We currently have 10 available spots at the lunch table for employees to eat lunch. Again with 13 employees and 6 summer help employees this can make things tight. Employees have been utilizing the shop, their personal vehicles, or a picnic table outside if conditions are suitable.

Oil Room



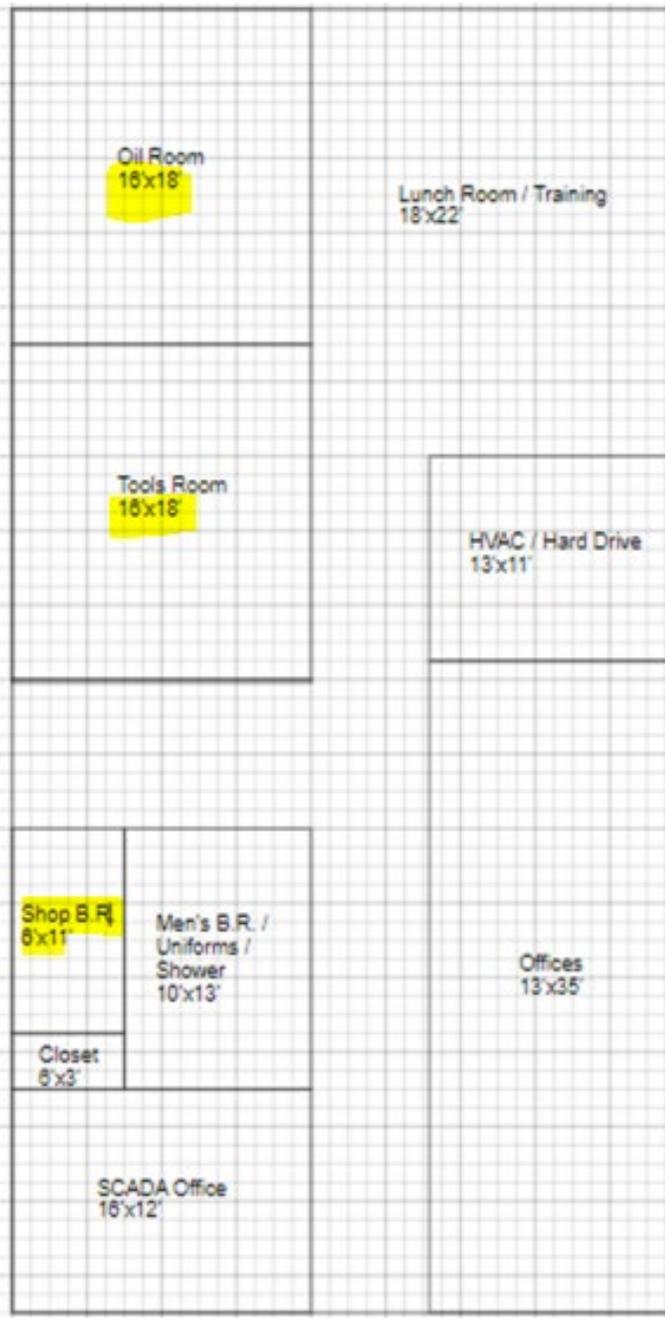
During the time of this picture there were additionally 2 drums of oil outside the oil containment room that we were found in violation for on our safety inspection. The drums were removed to get at the barrel in the far back corner of the room. Due to the wide variety of pieces of equipment maintained by the village there are no standardized lubricants as each manufacturer calls for something different.

Solution



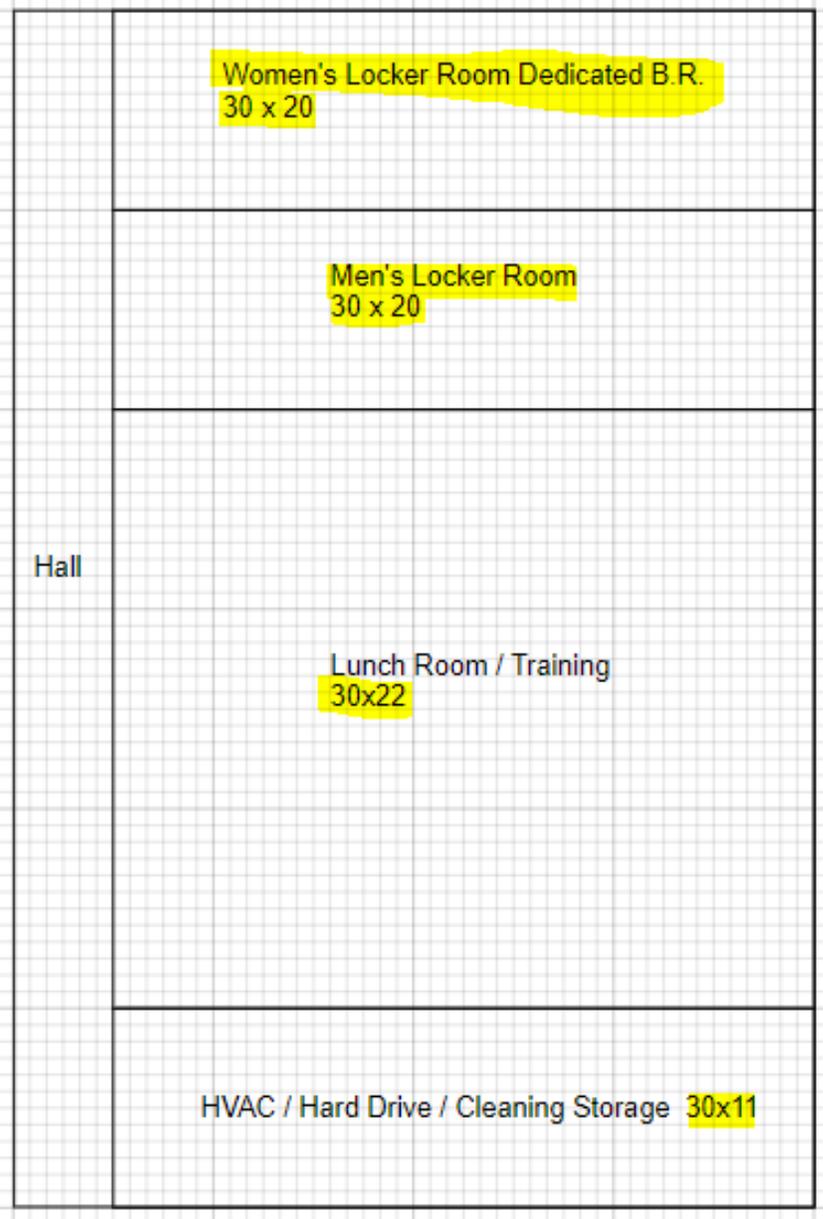
- One potential solution could be to add onto the front of the building towards Progress Drive.
- We would need a professional to give us the true options with the current building and its structural options for additions. Especially with the oil room requiring containment and explosion proof specifications.

Addition Size	SQFT
Total	2,000



Changes to existing building and layout

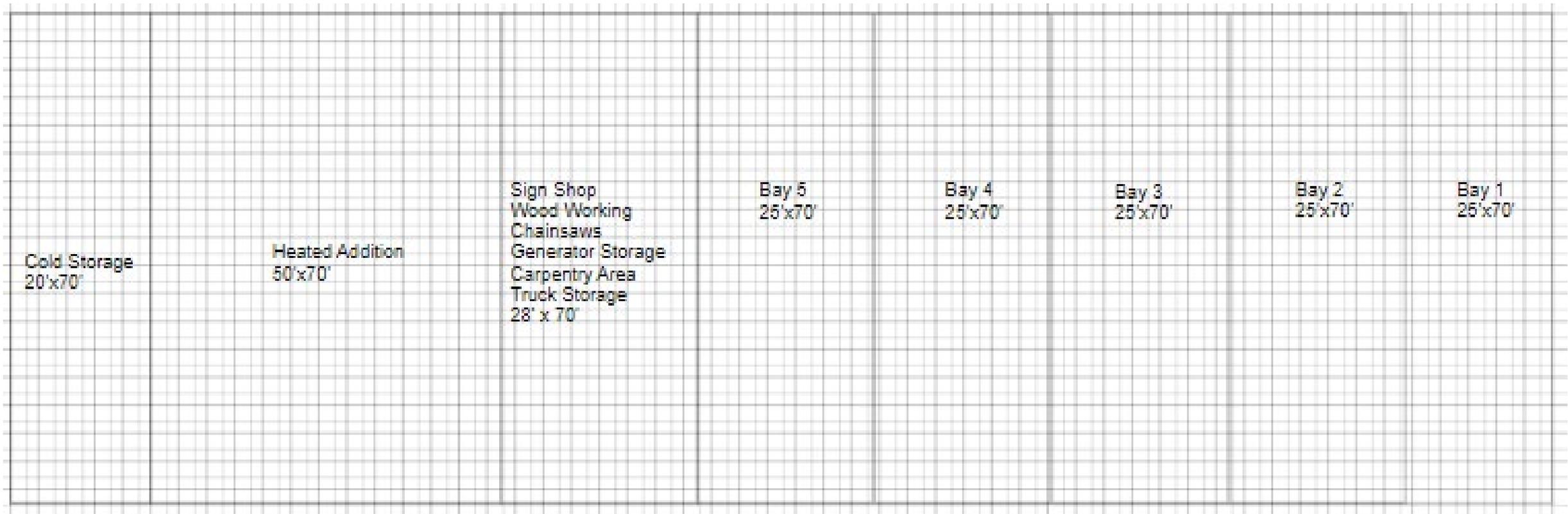
- Remove Men's Locker room to give the Oil Room the addition space required, while keeping an external explosion proof wall and the availability to keep the underground oil containment.
- Move the Tool Room further south taking up the area that used to be the Men's Locker room but keeping the same dimensions as the current room.
- Change the purpose of the Women's restroom to a unisex shop restroom.



What the addition could directly provide

- A Women's Locker Room and dedicated restroom.
- A larger Men's Locker Room.
- A larger Lunchroom.
- A larger Storage Area for cleaning supplies and documentation.

DPW Shop



DPW Main Shop	SQFT
Total	15,650

Needs / Troubled Areas

- Sewer Jet / Vac Combination Truck
- Water / Sewer Utility Truck
- Lift Station / Water Generator's
- Shield Trailer



To pull out the Sewer Jet / Vac Truck one pickup and one dump truck must be moved out of the way.



Water / Sewer Utility Truck



Our Water / Sewer Truck is equipped with every tool essential to shut off a broken water main and perform the necessary repairs during a water main dig including hauling the dig shield to the site of the dig. This vehicle is also equipped with a crane to pull submersible lift station pumps that can become clogged with rags. This truck also can haul out the emergency lift station and water generators. This vehicle is currently stored either in Bay 1 or Bay 2 of the shop.



Lift Station / Water Generator's



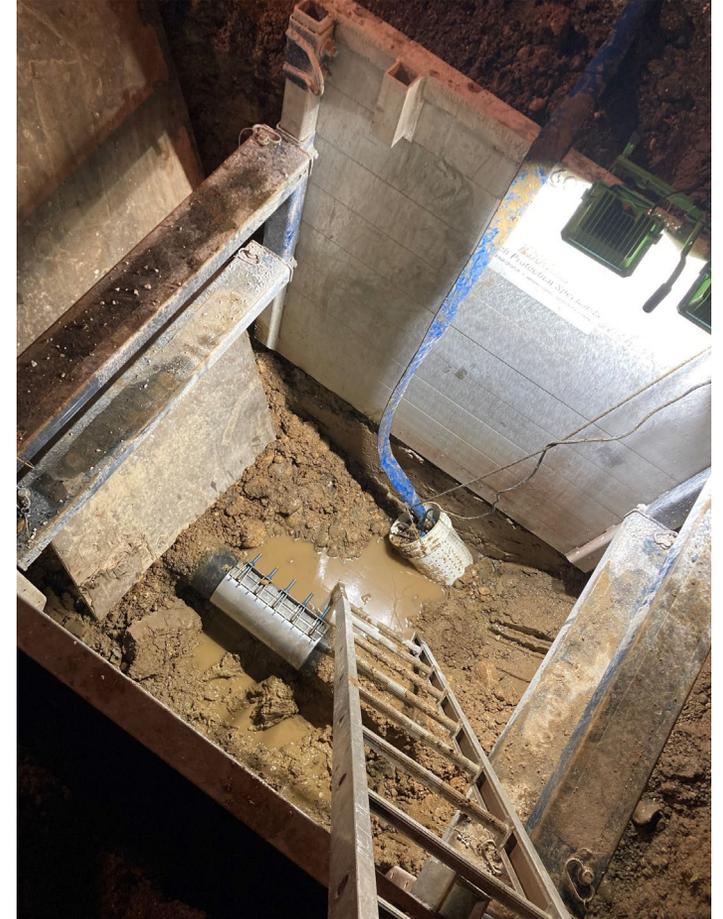
Our emergency lift station and water generators are stored in the portion of the shop that does not have an overhead door in front of them. This area is also a catch all area that includes the sign shop, a carpentry area, our chainsaw maintenance and storage bench, pallet of sidewalk salt, grading blade, snowplow, and three additional pickups. The pictures is an all-too-common occurrence where the carpentry area expands into the generator storage area.

To respond to a power outage at a lift station 3 pickup trucks would need to be removed and all the lumber before starting to hook up a truck. This area becomes excessively cluttered prior to the Hometown Celebration week as this area catches all the additional items to make this week possible.

Shield Trailer



Our Shield Trailer is essential to access for water main breaks. This has been stored outside along the chain link fence in the yard. This has been an issue in inclement weather due to snow or mud. Staff tries to keep it inside as much as possible.



Solution



- An addition of 50' x 70' would give the necessary room for all the emergency equipment to be stored in a manner that all these essential pieces of equipment would be in the same location and accessible for emergency response.

Cold Storage / Alternative Storage

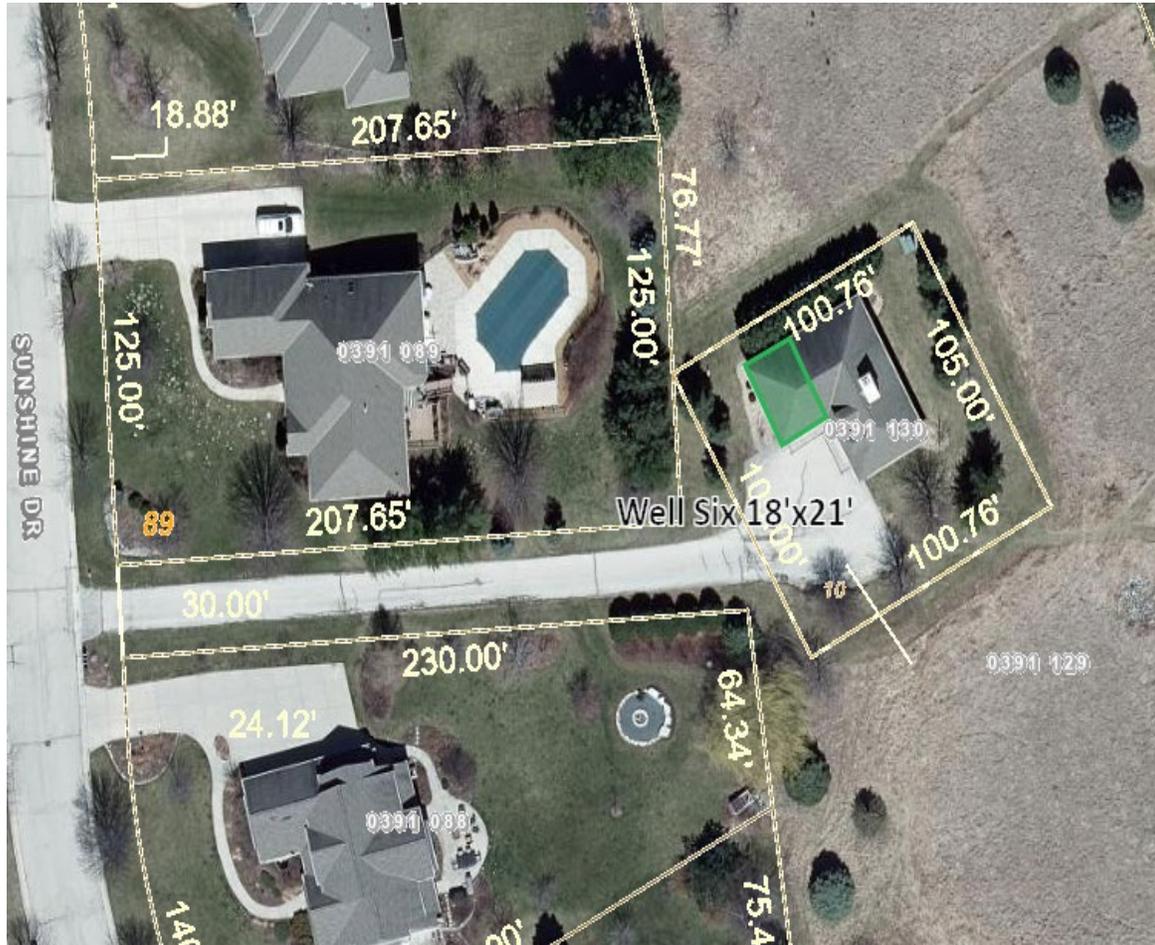
Misc Storage Places	SQFT	SQFT
Cold Storage		2470
Well 5	600	
Well 6	378	
Bark River Storage	168	
Centenial Storage	160	
Nixon Storage	340	
Total	1646	
Total with Cold Storage		4,116



Centennial Storage



Well 6 Storage



Bark River Storage



Nixon Storage



Well Five Storage



Issues with Additional Storage Areas

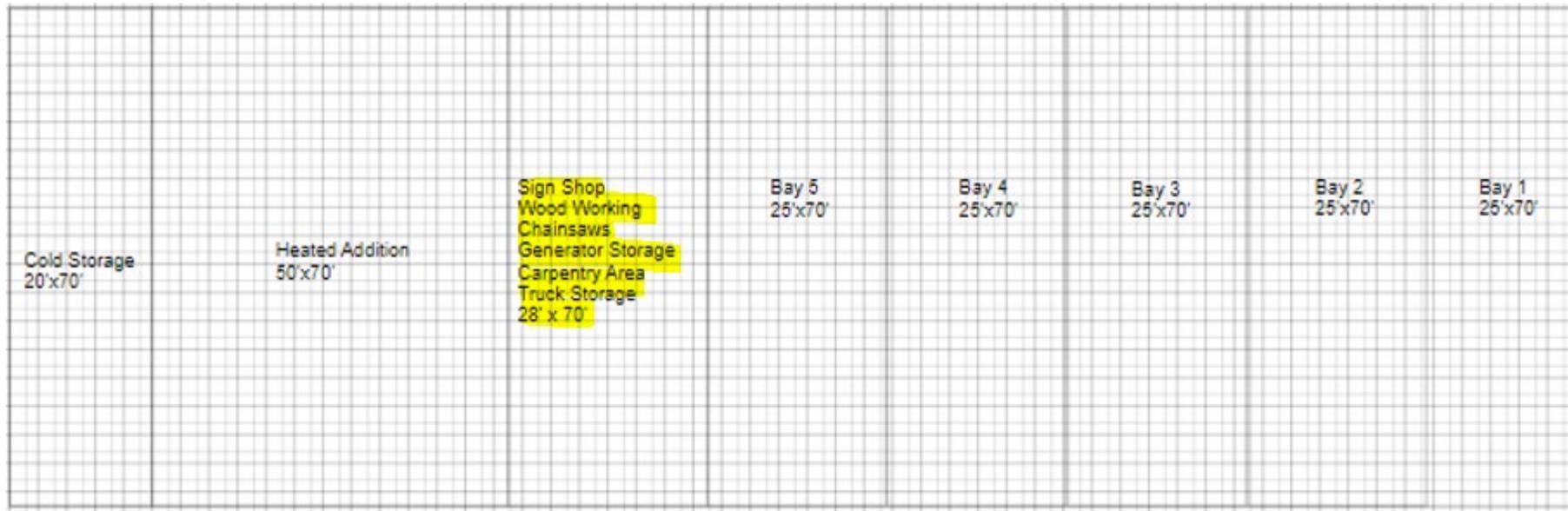
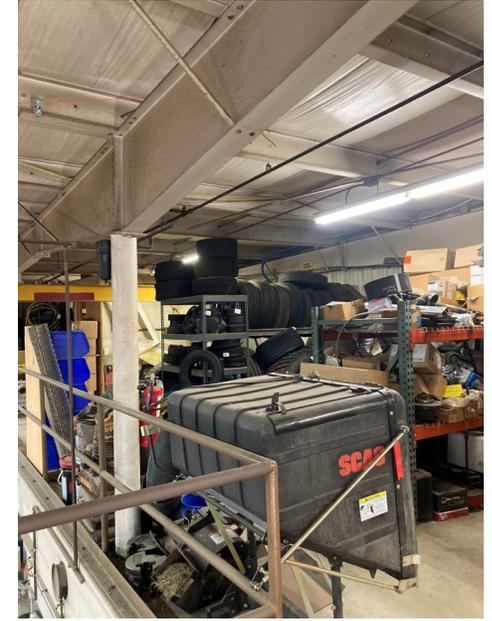
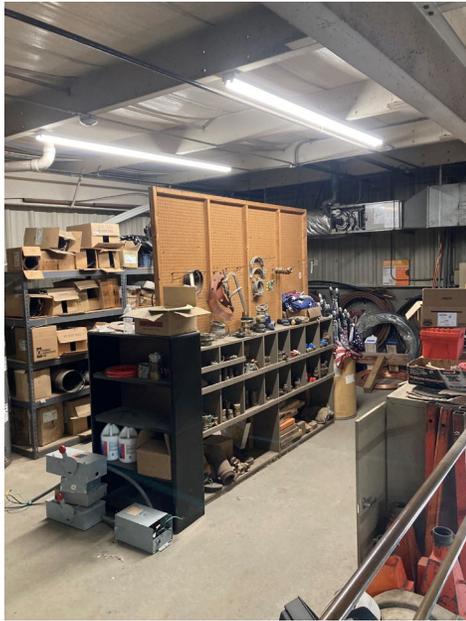
1. Not being able to service pieces of equipment in the winter.
2. Damage to the buildings trying to cram areas full of equipment that they were not designed for.
3. Having to wait for user groups to put their equipment away for the year to free up the available space.
4. Takes multiple days to switch equipment out and rearrange equipment with the seasonal changes.
5. Potential for theft or vandalism of some expensive pieces of equipment.

Solution



- If the Police Department was to get the addition they were looking for, we would be able to use that area to store additional equipment.

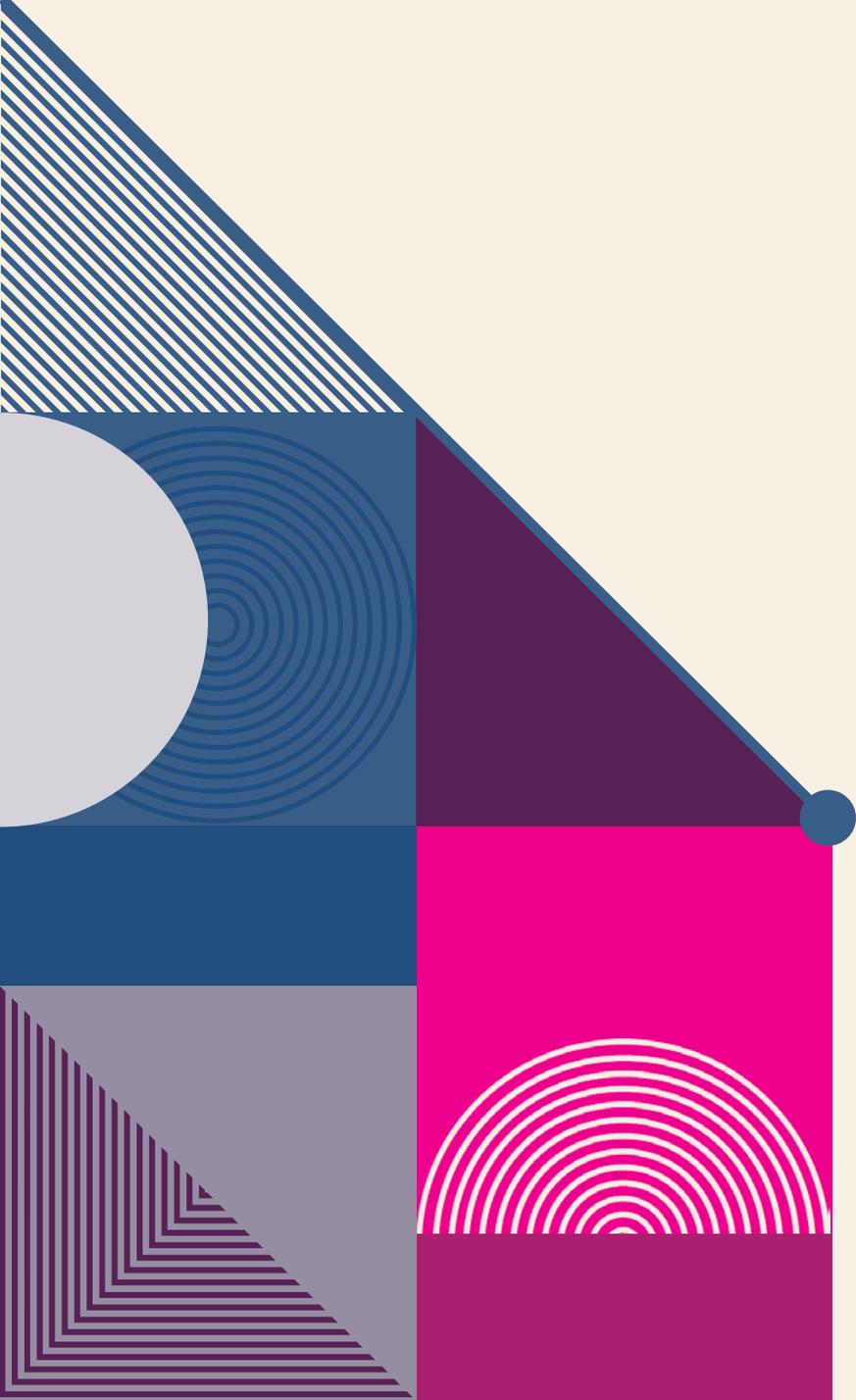
Solution Mezzanine Storage Area



- An additional solution could be an addition of a mezzanine over the sign shop / woodworking area.
- This could free up some additional floor space for seasonal equipment.

The background features a complex geometric composition. A diagonal line runs from the top-left towards the bottom-right. To the left of this line, there are several distinct patterns: a white circle in the top-left corner, a grey semi-circle, a series of concentric blue circles, a pink area with diagonal lines, and a series of nested white lines forming a square-like shape. The right side of the image is a solid blue field containing the main text.

HARTLAND RECREATION: NEEDS ANALYSIS



RECREATION SPACES

Hartland Community Center

Hartland North Elementary Gymnasium

Hartland North Elementary Cafeteria

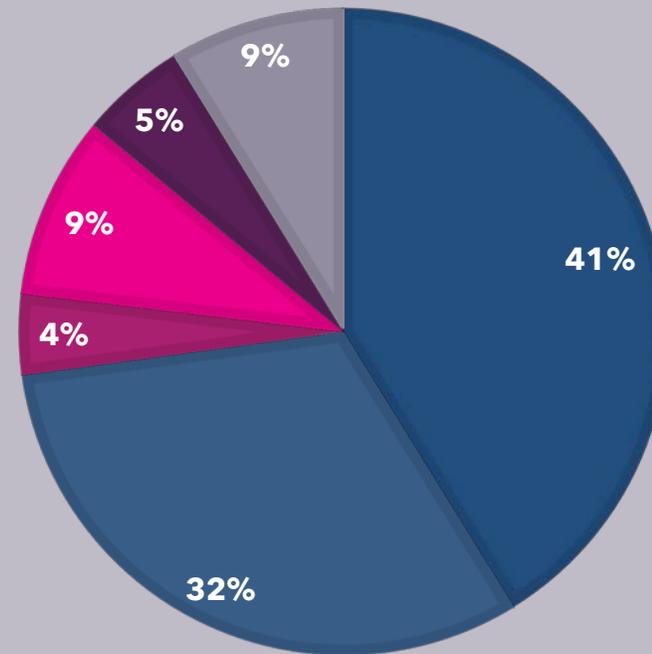
Little Red Schoolhouse

Delafield Fish Hatchery

Nixon Park & Centennial Park Storage

REVENUE GENERATED BY LOCATION

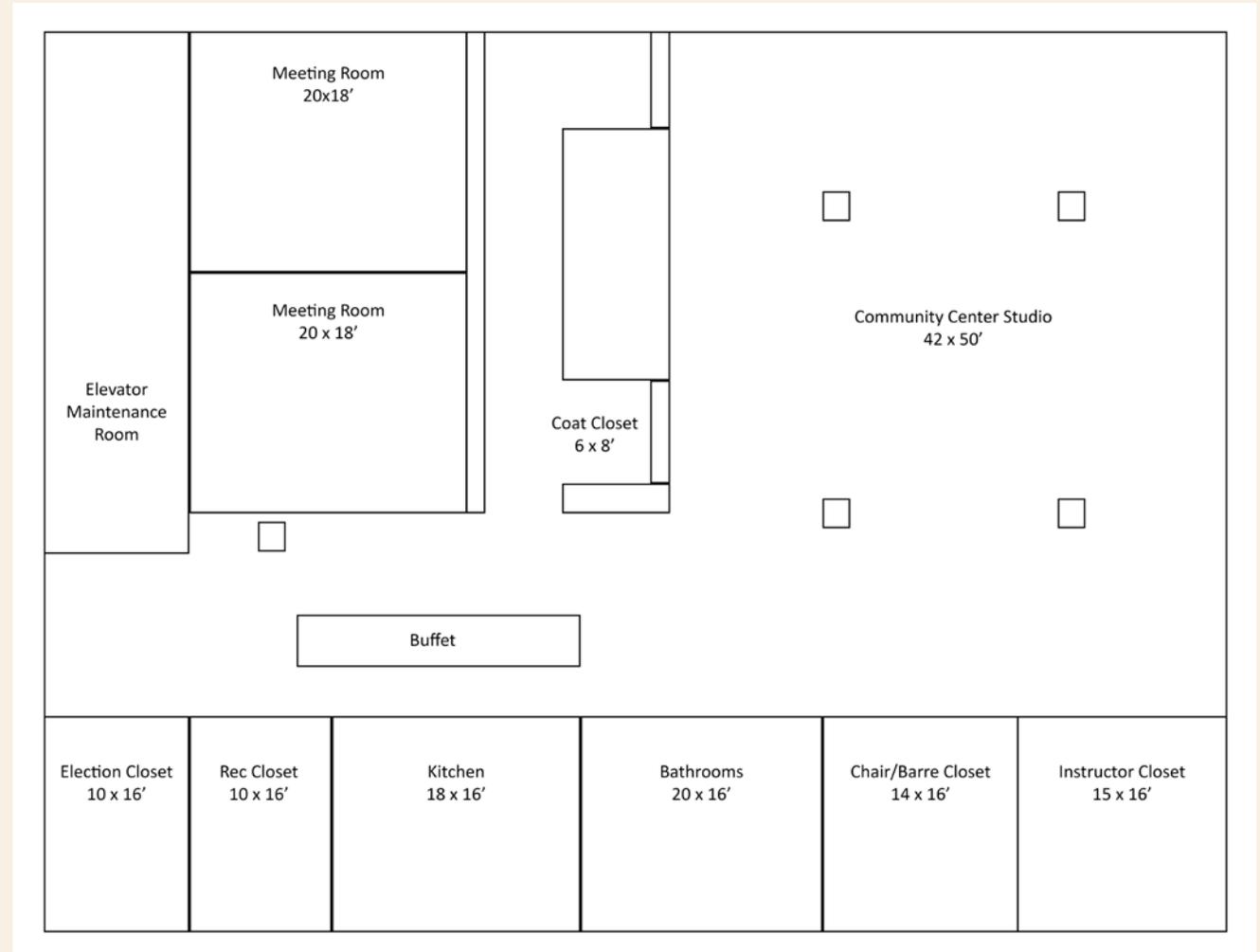
- Community Center
- Hartland North Elementary
- Litte Red Schoolhouse
- Delafield Fish Hatchery
- Parks
- Other



COMMUNITY CENTER CHALLENGES

- Layout prevents multi-program use
- Design limits functional space
- Partitions are ineffective
- Studio hardware is temporary
- Storage is limited
- HVAC is unreliable
- Community use requests cannot be accommodated
- Space does not accommodate large elections
- Space does not accommodate Summer Camp program

TOTAL SPACE = 5,896 SQ FT

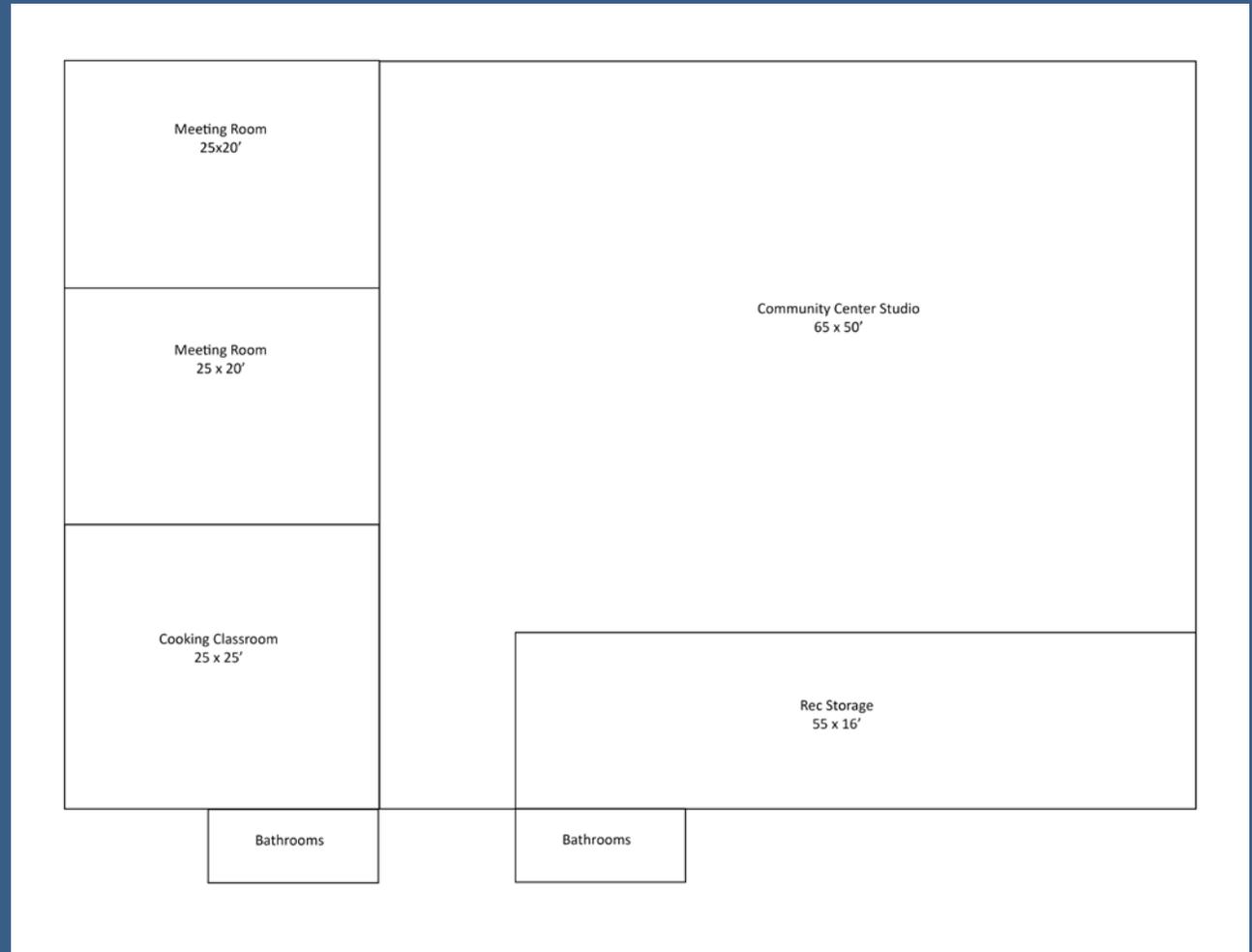




COMMUNITY CENTER NEEDS

- Functional, multi-use space
- Meeting rooms that can provide independent space or one large space
- More storage
- Kitchen classroom

TOTAL: 6,000 SQ FT



NEW BERLIN ACTIVITY & RECREATION CENTER



HARTLAND NORTH CHALLENGES



- Access/Security
- Seasonality
- Poor lighting
- Maintenance and custodial
- Taped lines



TOTAL: 9,000 SQ FT
GYM: 5,500 SQ FT
CAFETERIA: 3,500 SQ FT

MULTI-PURPOSE ROOM NEEDS

- Basketball court
- Pickleball courts
- Volleyball court
- Indoor track
- Storage

TOTAL: 5,500 SQ FT





ENRICHING THE COMMUNITY

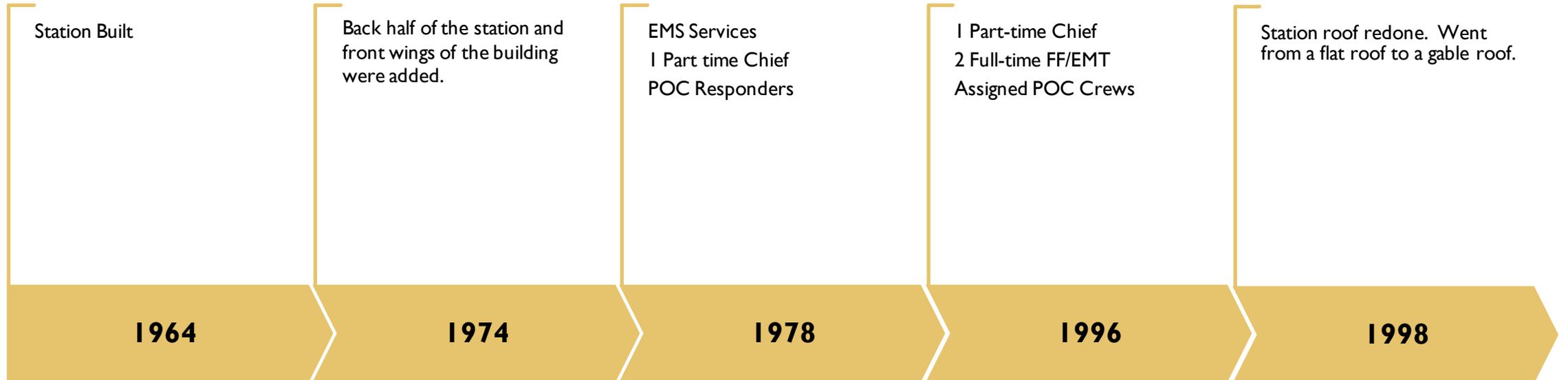


CURRENT STATION

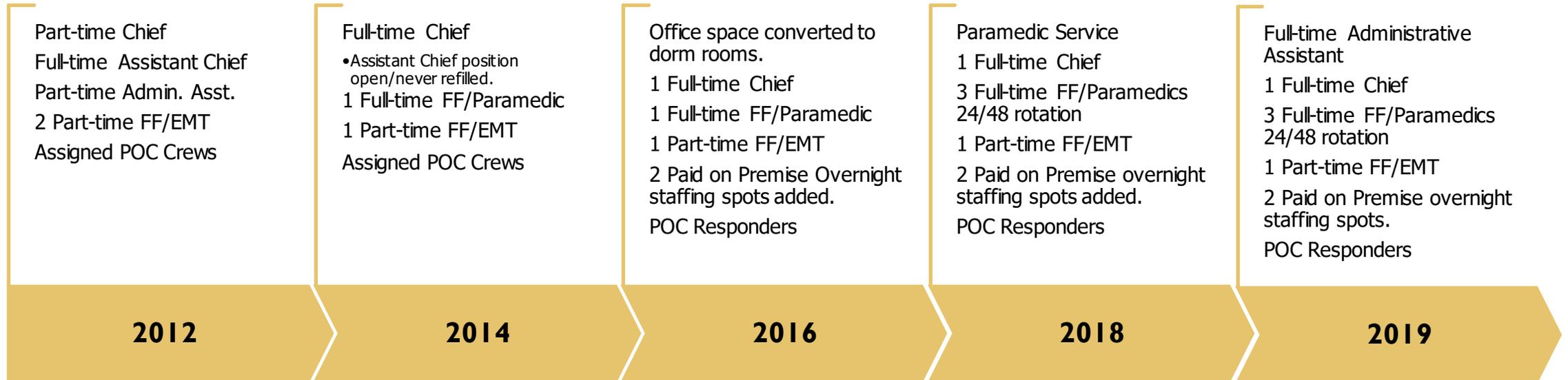
- 1964 – Station built.
 - This station was built for the volunteer staffing model.
- Mechanicals
 - 2 Air conditioning units
 - 2 Furnace's
 - 4 Heaters in the apparatus bay.
 - 1 Water Softener
 - 2 Water Heaters
 - 6 Bay Doors
 - 1 Apparatus Bay
- Station Function Areas
 - 1 Kitchen
 - 1 Full Bath
 - 1 Half Bath
 - 3 Dorms
 - 1 Office/Dorm
 - 2 Administrative Offices
 - 1 Day Room
 - 1 Maintenance Room
 - 1 Hose Drying Room
 - 1 Laundry
 - 1 Med Room
 - 1 Supply Room
- Current square footage – 8,938
- Owned by the Village of Hartland.



TIMELINE



TIMELINE

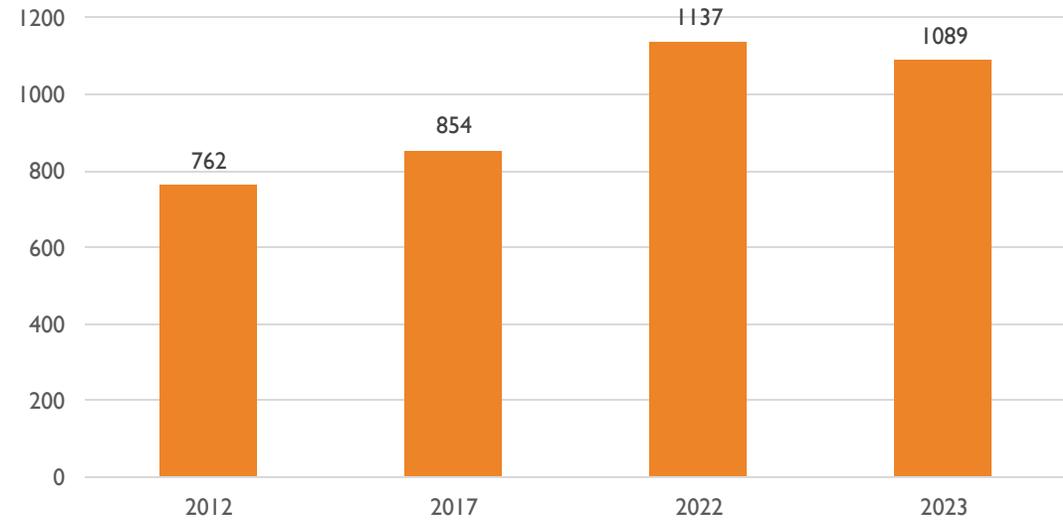


TIMELINE

Paramedic Service
1 Full-time Chief
1 Full-time Admin. Asst.
3 Full-time FF/Paramedics 24/48 rotation
2 Full-time FF/Paramedics 40 hours per week.
1 Part-time FF/EMT
2 Paid on Premise Overnight staffing
POC Responders

2024

Fire/EMS Calls for Service



CURRENT APPARATUS BAY

- 2-ALS Ambulances
- 1-Engine
- 1-Truck
- 1-Tender
- 1-Brush Truck
- 1-Command Car
- 1-Reserve Engine
- Workout equipment
- Oxygen cylinder storage
- Fire/Rescue Equipment
- Hose Rack
- Freezer
- Refrigerator
- Vending Machine

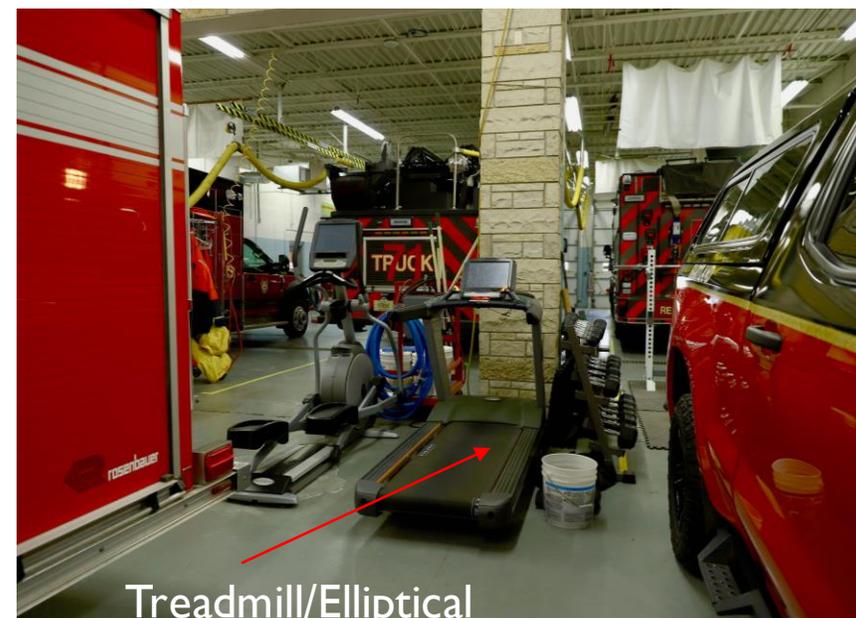
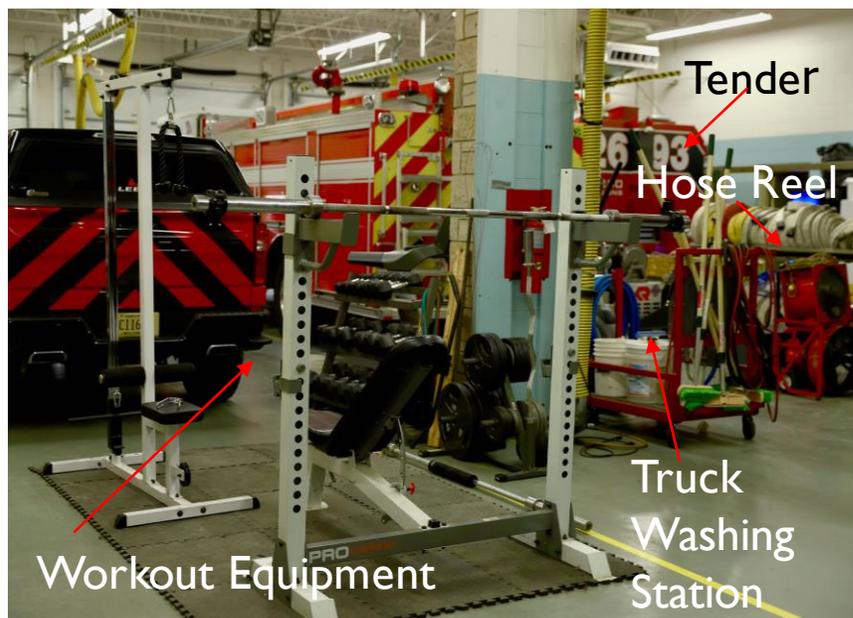
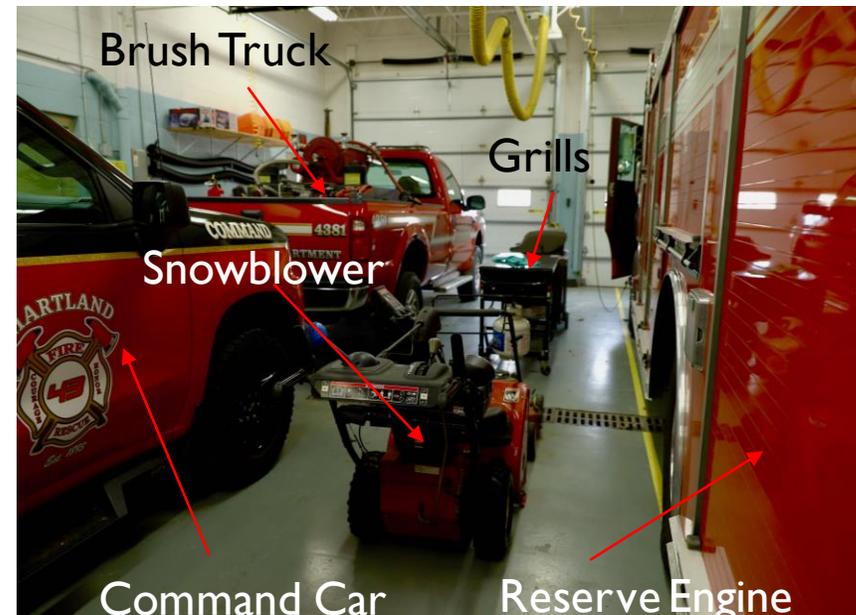


CURRENT APPARATUS BAY

- Workout equipment

Note: The National Institute of Health states, "Firefighters need a higher level of physical fitness to meet the demands of their profession."

<https://pubmed.ncbi.nlm.nih.gov/33096792/>



STATION FUNCTION SPACES

Watch Room – Multipurpose space

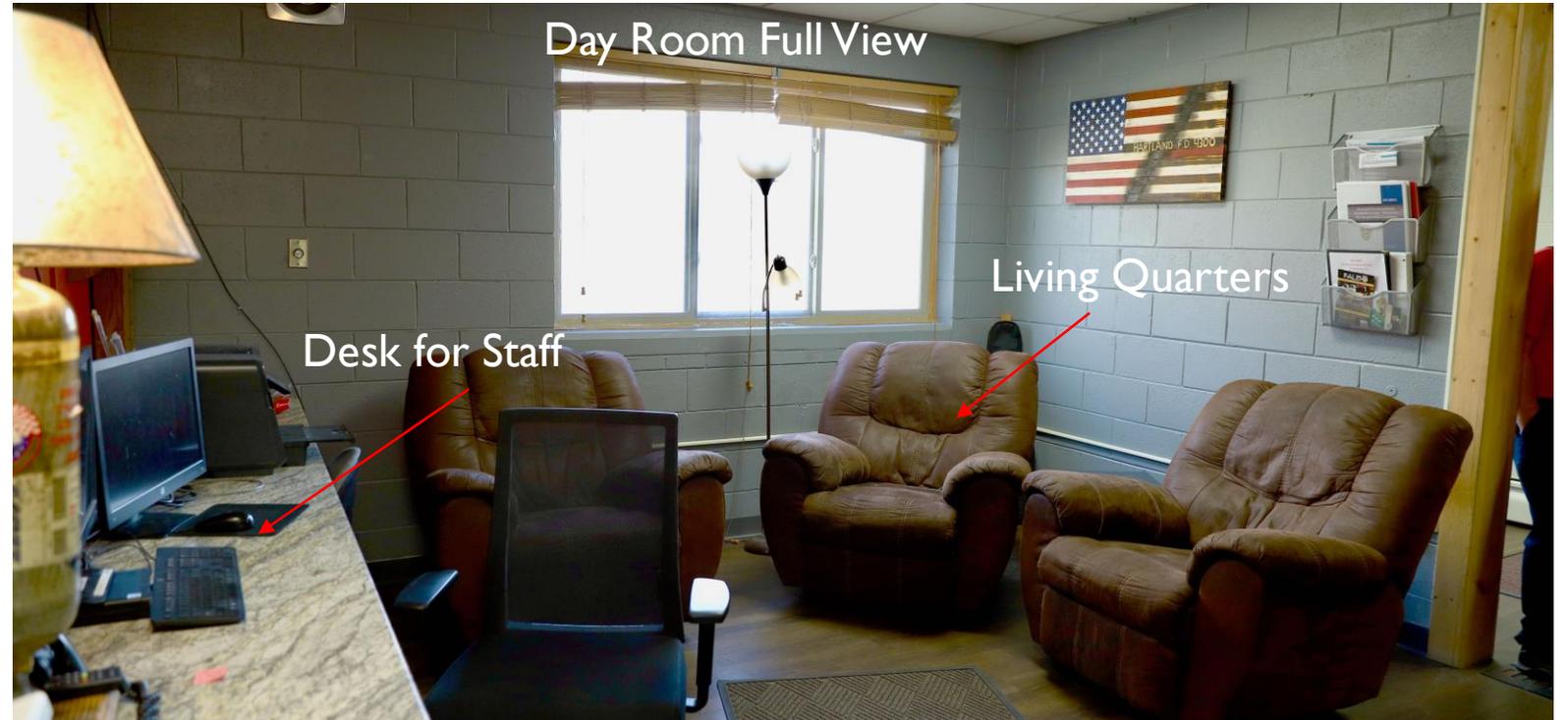
- Fire/EMS report writing space
- 1 computer with 2 screens
- 1 printer
- 1 office chair

Day room – Living/Eating Quarters

- 3 recliners
- 1 counter for eating.
- 1 TV with no cable or streaming network.
- Staff utilize their personal account to watch TV.

NOTE:

- All EMS/Fire Reports, Fire/EMS call debriefing, shift change reports are completed in the Watch Room/Day Room.
- The space is not conducive for an entire duty crew.
- The Watch Room/Day Room is the staff living quarters for their 24- or 12-hour shift
- Room size 16x13.6
- Windows need to be replaced.

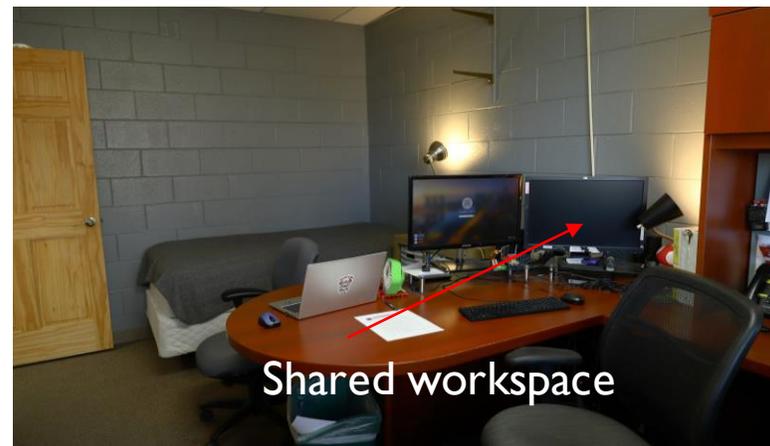


STATION FUNCTION SPACES

Dorm – Full Time

- 1 dorm/full-time office
- Three full-time staff 24/48 shift.
- 1 Shared desk
- 1 bed
- 1 Shared computer with 2 screens.
- 1 TV with no cable or streaming network.
 - Staff utilize their personal account to watch TV.
- 3 drawers for personal bedding.
- 3 bins for personal items.
- Station pagers & Radio docking station.
- Heat/Air
- All windows need to be replaced.

Note: Full-time staff work and sleep in the same space.



STATION FUNCTION SPACES

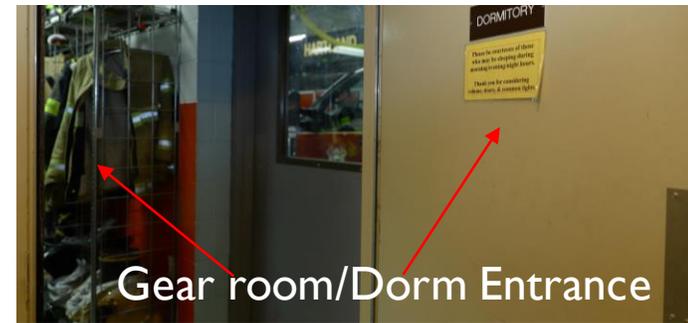
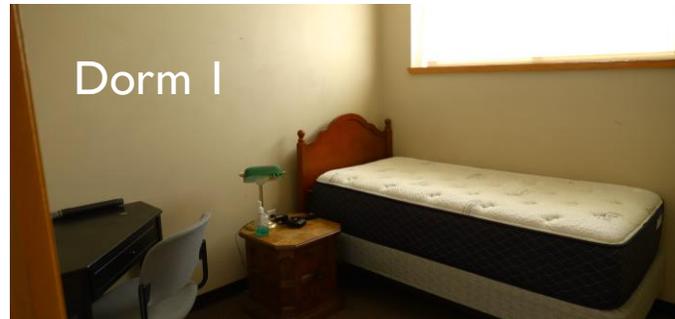
Dorms – Paid on Premise

- 3 dorm rooms
- 3 Beds
- 3 Plastic storage containers for personal bedding.
- Heat/Air

Note: The heat and air exchange circulates through the gear room which in turn pulls in the carcinogens from the turnout gear into the breathing air for the dorm room.

“Last year, a study by the National Institute of Standards and Technology (NIST) showed that the textiles used in protective clothing worn by firefighters often contain per- and polyfluoroalkyl substances, or PFAS, a class of chemicals that has been linked to an increased risk of cancer and other health effects.” Jan 16, 2024

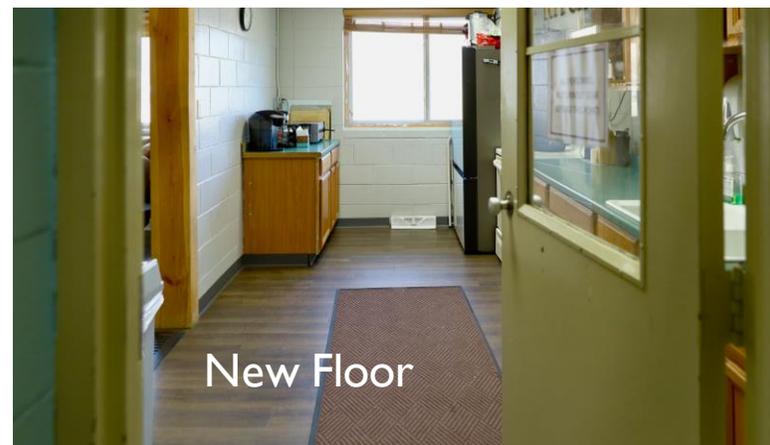
<https://www.nist.gov/news-events/news/2024/01/wear-and-tear-may-cause-firefighter-gear-release-more-forever-chemicals#:~:text=Last%20year%2C%20a%20study%20by,cancer%20and%20other%20health%20effects.>



STATION FUNCTION SPACES

Kitchen

- Galley kitchen
 - New refrigerator
 - New Microwave
 - Donated old stove
 - No counter/prep space
 - No dining space
 - Window needs to be replaced.



STATION FUNCTION SPACES

Bathrooms

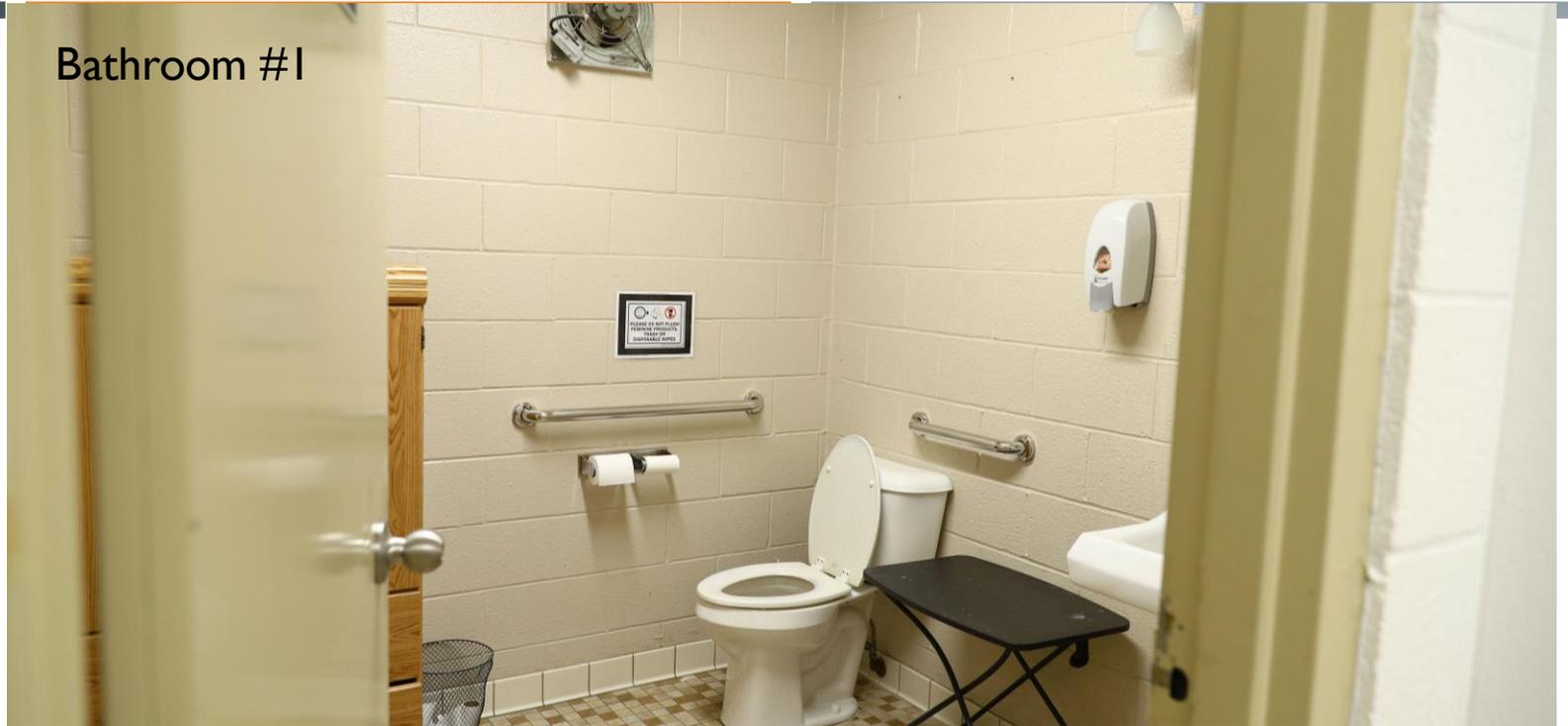
- Bathroom #1 (by supply room)
- Sink/Toilet only
- Wall heater/no air
- No Window

Note: To utilize the bathroom members, exit their dorm and go through the apparatus bay to get to the bathroom.

- Bathroom #2 (by admin. office).
- 1 shower (for all staff)
- 1 Toilet
- 1 Urinal
- 1 Decontamination Unit
- Heat/Air conditioned
- Small Window

Note: Bathroom #2: The heat and air exchange circulates through the gear room which in turn pulls in the carcinogens from the turnout gear into the breathing air for the bathroom.

Bathroom #1



Bathroom #2



Decontamination Unit



The only shower in the station.

STATION FUNCTION SPACES

Laundry

- 1 Gear washer (for entire station)
 - Example: Structure fire on 2/17/24.
 - 6 crew members entered the building.
 - All gear needs to be washed.
 - One set of gear from start to finish takes 24 hours to clean.
 - Each member only has one set of gear.
 - It will take the rest of the week to clean all the turnout gear and put them back in service.
- Gear dryer -None
- 1 Washer for duty clothes.
- 1 Dryer for duty clothes
 - Not in the laundry room.
- 2 Hose dryers – (one is out of service)
 - Utilized for hose and drying gear.
- Furnace



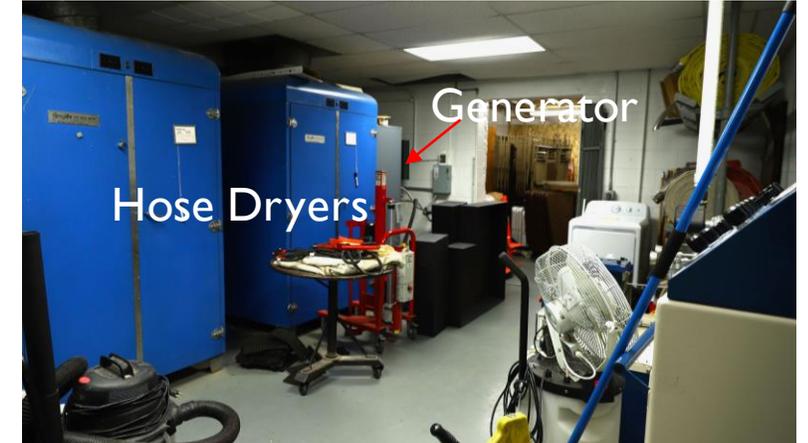
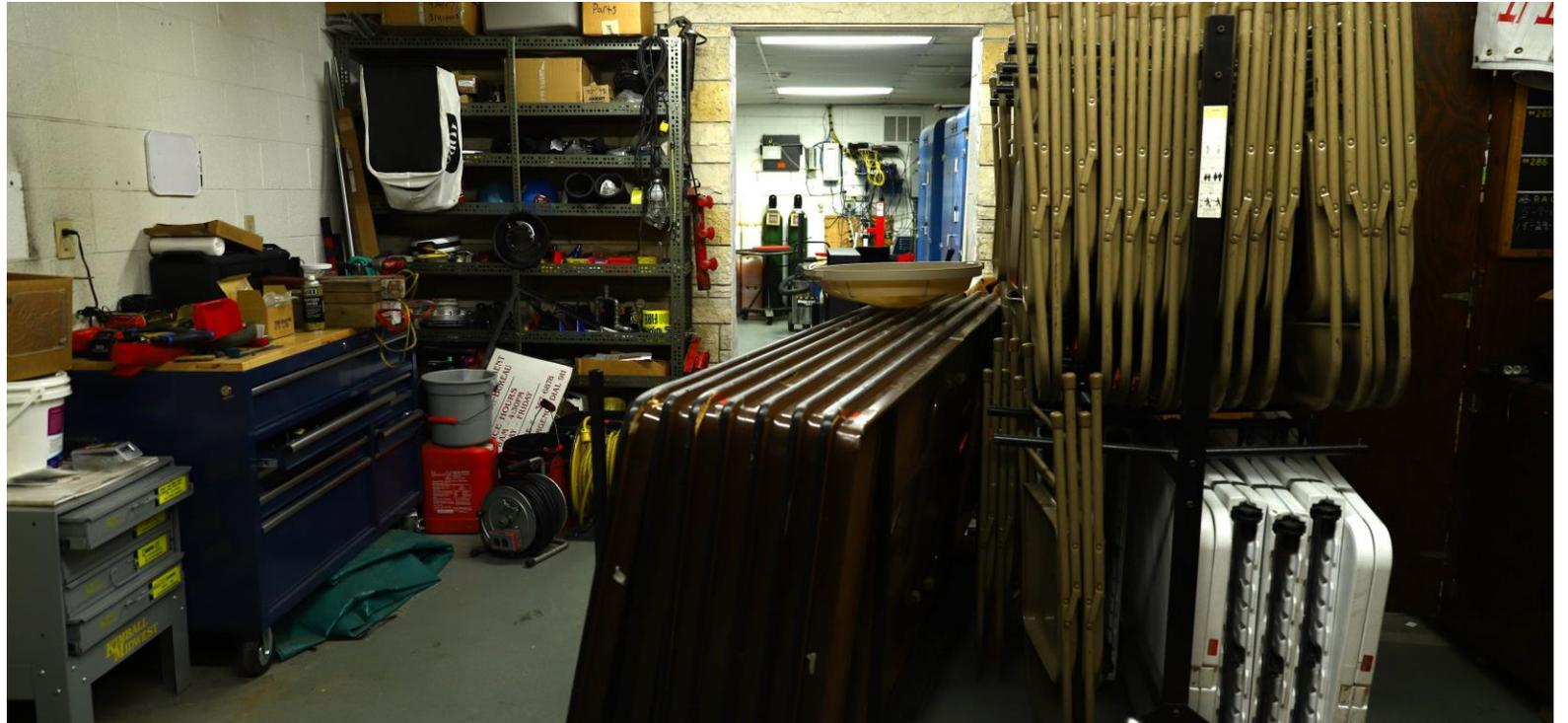
MAINTENANCE/HOSE DRYER ROOM

Maintenance Room

- Mechanic Work Bench
 - Tools
 - Hose storage
- No storage space for tables and chairs for events.
- Gear Room storage
 - Turnout gear
 - Class A Uniforms

Hose Dryer Room

- 2 Hose Dryers (One hose dryer is out of service.)
- Two hose dryers that also serve as gear dryers for the entire roster.
 - All gear and hose must be cleaned after and dried after a fire.
- Station Generator
- Spare ambulance oxygen tanks
- Phones and computer wiring



EMS SUPPLY ROOM

EMS Supply Room

- Door Code required to enter the room.
 - EMS Providers/Administration access only.
- EMS Supplies
 - Shelving units (new)
 - All medical supplies color coded.
 - Refrigerated Medications Secured.
 - Paramedic access only.
 - Confidential shredding bin.
 - Confidential EMS files.
 - TV Screen/Computer for PSTRax Inventory Tracking System.
- Minimal baseboard heat/no air.
- Windows need to be replaced.



ADMINISTRATION OFFICES

Chief's Office

- Bathroom/Storage shelves
- 1 toilet/no sink
- Windows need to be replaced.

Note: Chief's Office, Administrative Asst. Office and Full-time office are not together.

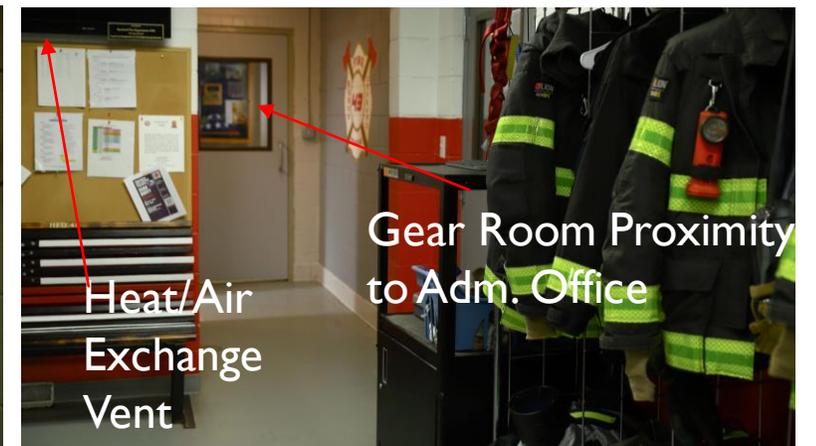
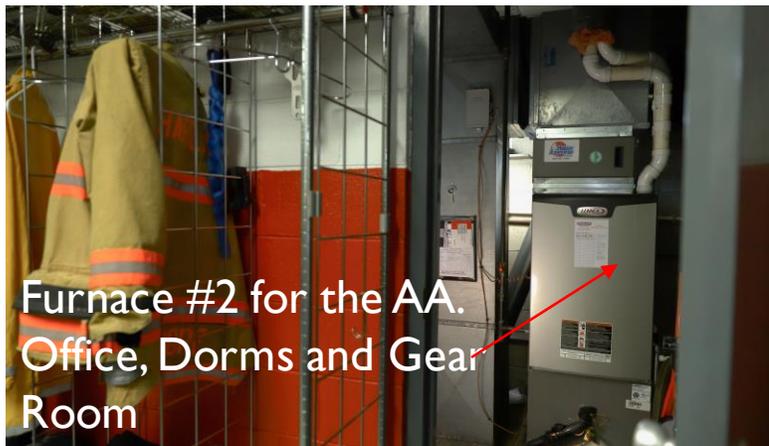


ADMINISTRATION OFFICES

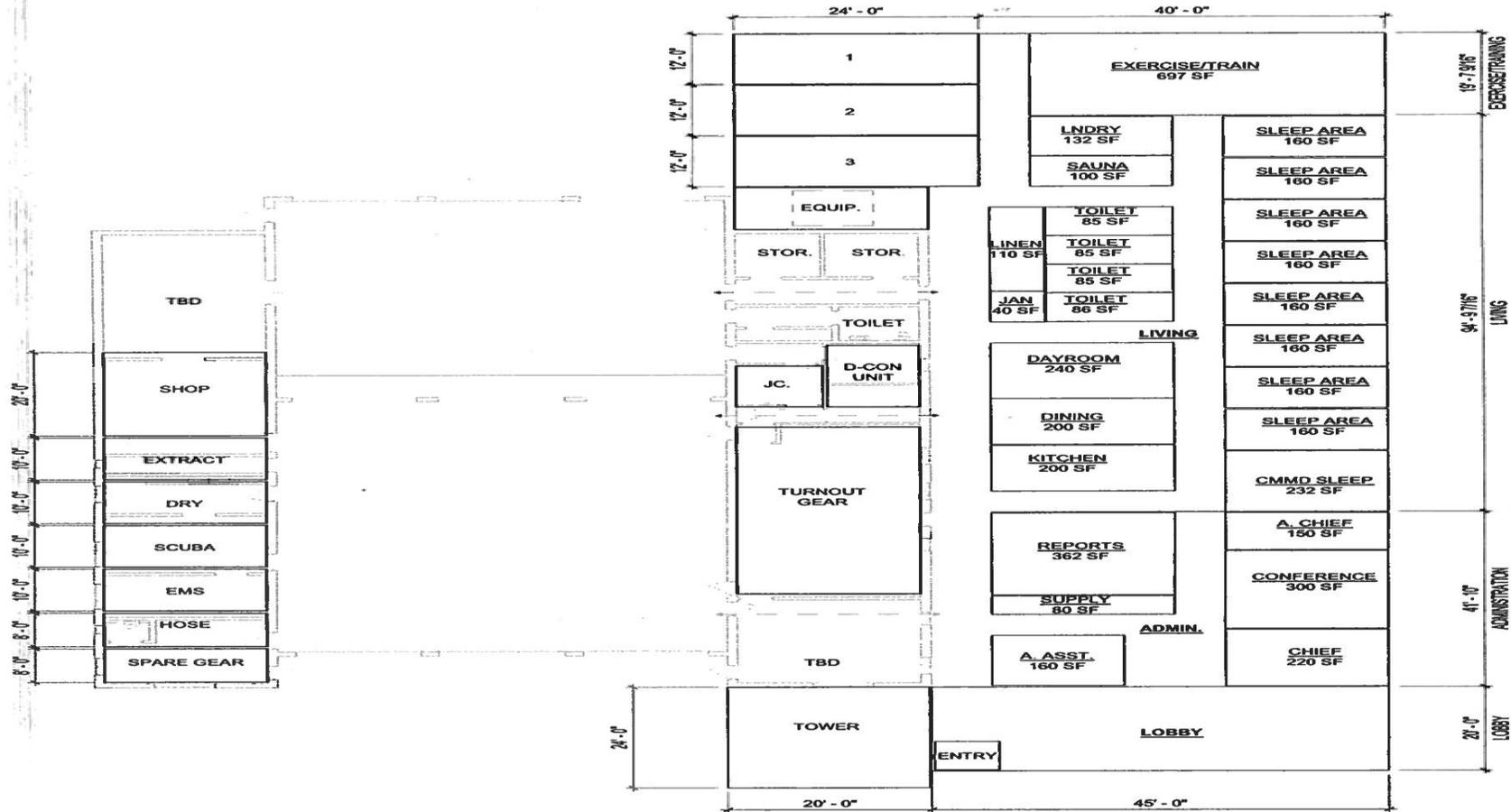
Administrative Assistant Office

- Copy Machine/Printer
- Fax Machine
- Lobby not adequate for
 - Visitors/Burn Permits
 - Receiving packages
- Windows need to be replaced.
- Heat/Air

Note: The heat and air exchange circulates through the gear room which in turn pulls in the carcinogens from the turnout gear into the breathing air for the Administrative Office.



PROPOSED ADDITION TO CURRENT STATION



Proposed square footage 20,938

Projected cost to add an addition and remodel current station: \$11,775,996

NEWPORT, MN PUBLIC SAFETY & CITY HALL

Square Footage –26,650

- Newport City Hall
- Newport Police Department
- Newport Fire

Overall Construction – \$7,224,613

- \$271/SF

Architect

- Brunton Architects & Engineers

Virtual Tour of the facility available

- <https://www.bruntonarchitects.com/Projects/newport-city-hall-police-fire-department/>



Photo courtesy of Brunton Architects & Engineers

PUBLIC SAFETY & CITY HALL BUILDING

Serves as a joint Emergency Operations Center

- Mass casualty situations
 - Epidemics
 - Chemical Emergencies
 - Mass shootings
 - Natural disasters
 - Police Incidents
- Shared meeting space
- Shared apparatus/squad bay space
 - Apparatus Bays – 7,830 (10) Bays
 - Squad Bays – 1,100 (2) Bays
- This is a sample of square footage and cost per square footage.
 - Utilizing the Village needs assessment we can design the space to fit our needs for a public safety building.



Photo courtesy of Brunton Architects & Engineers

To: Village President & Board of Trustees

From: Tonia Smith, Fiscal Clerk

Date: March 6, 2024

RE: Voucher List & February Tax Settlements

Attached is the voucher list for the March 11, 2024
Village Board Meeting

March 11, 2024 Checks:	\$	240,748.53
February Manual Checks:	\$	<u>24,832.87</u>
Subtotal of Checks:	\$	265,581.40

Listed below are the February Tax Settlements for:

Arrowhead High School	\$	1,384,721.81
Hartland Lakeside School	\$	1,614,836.05
Lake Country School	\$	246,072.77
Merton School	\$	91,626.44
Swallow School	\$	591,427.16
Waukesha County	\$	1,061,713.54
WCTC	\$	191,257.43
Other February Wires	\$	168,932.55
Total February Wires	\$	<u>5,350,587.75</u>
February Credit Credit Cards	\$	<u>26,706.58</u>
Total Amount of all Checks, Wires, and Credit Cards	\$	<u><u>5,642,875.73</u></u>

VILLAGE OF HARTLAND
VOUCHER LIST- MARCH 11, 2024

Account Descr	Search Name	Comments	Amount
G 403-31891 HARTLAND EAST APARTMENTS LCL	CATALYST PARTNERS, LLC	REFUND OF ENGINEERING BILLINGS	\$267.43
R 101-46730 RECREATION CLASSES	DAHL, AMY	REFUND OF PASS-SHOOT-SCORE	\$58.40
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	CONNECTION CHARGES	\$4,931.00
G 101-21535 VISION INSURANCE	DELTA DENTAL PLAN OF WISCONSIN	VISION INSURANCE	\$284.88
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	MARCH DUES	\$408.00
G 101-23000 SPECIAL DEPOSITS	HORIZON PERFORMANCE TECH	955 WALNUT RIDGE DR BUSINESS OCC REFUND	\$500.00
G 101-31680 ICE RINK	KAESTNER AUTO ELECTRIC CO	LED STROBES	\$119.98
R 101-46730 RECREATION CLASSES	LAWLOR, KAREN	CREDIT BALANCE REFUND	\$8.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	MILWAUKEE DANCING GRANNIES, INC	PARADE PARTICIPANT	\$600.00
G 101-21560 LIFE INSURANCE DEDUCT PAYABLE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$803.81
			\$7,981.50
AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	AMBULANCE RESTOCK	\$180.65
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	RESTOCK AMB SUPPLIES	\$180.65
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HANSON, ANGIE	PARAMEDIC CLASS	\$189.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	VARIOUS MEDICAL SUPPLIES	\$113.25
E 101-52300-360 VEHICLE MAINT/EXPENSE	JEFFERSON FIRE & SAFETY INC	LIFE LINE HARNESS	\$104.22
E 101-52300-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$49.63
E 101-52300-360 VEHICLE MAINT/EXPENSE	TOTAL APPEARANCE	AMBULANCE REPAIRS	\$1,644.21
			\$2,461.61
AMBULANCE			
ECONOMIC DEVELOPMENT			
E 804-56700-724 WEB SITE HOSTING & MAINT	CYBERLYNK	WEBSITE HOSTING - BID	\$39.98
E 804-56700-746 TELEPHONE	ELAN FINANCIAL SERVICES	ATT	\$127.35
E 804-56700-758 MEETINGS	ELAN FINANCIAL SERVICES	FOOD FOR ED MEETING	\$58.88
E 804-56700-718 DISTRICT ADV & MARKET POSITION	ELAN FINANCIAL SERVICES	AMAZON GOLF PUTTING CUP AND FLAG	\$27.29
E 804-56700-744 OFFICE SUPPLIES	ELAN FINANCIAL SERVICES	ADOBE PRODUCTS	\$20.99
E 804-56700-719 EVENTS	FOX BROS PIGGLY WIGGLY	GIFT CARD	\$50.00
E 804-56700-732 GENERAL OPERATION OVERSIGHT	ONTECH SYSTEMS, INC	OFFICE 365 FEB	\$12.50
E 804-56700-718 DISTRICT ADV & MARKET POSITION	VILLAGE GRAPHICS	500 EVENT CALENDARS	\$202.00
			\$538.99
ECONOMIC DEVELOPMENT			
FINANCIAL ADMINISTRATION			
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	BANYON DATA SYSTEMS INC	UB/ FIXED ASSET/ PSN SUPPORT	\$130.00
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	HRA AGREEMENT SERVICES	\$178.44
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & FEB SITE FEE	\$40.00
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	APP RIVER ANNUAL	\$804.00
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	OFFICE 365 FEB	\$62.85

Account Descr	Search Name	Comments	Amount
E 101-51500-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$26.17
FINANCIAL ADMINISTRATION			<u>\$1,241.46</u>
FIRE PROTECTION			
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	AIR FRESHENER	\$8.95
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	FILL VALVE	\$17.07
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	MACQUEEN EMERGENCY	LEATHER FRONTS	\$635.00
E 101-52200-255 BLDGS/GROUNDS	NORTH WOODS CHEMICAL CORP.	DETERGENT	\$434.43
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 FEB	\$162.50
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & FEB SITE FEE	\$160.00
E 101-52200-255 BLDGS/GROUNDS	PIONEER SUPPLY LLC	PAPER TOWELS & TOILET TISSUE	\$312.00
E 101-52200-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$49.63
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	ANNUAL BACKGROUND CHECK	\$91.00
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	ANNUAL BACKGROUND CHECK	\$483.00
FIRE PROTECTION			<u>\$2,353.58</u>
GENERAL ADMINISTRATION			
E 101-51400-210 LEGAL SERVICES	BUELOW VETTER BUIKEMA OLSON &	LEGAL SERVICES	\$637.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	CLEARPATH CONNECTIONS	REMOTE PHONE SUPPORT	\$50.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	CONLEY MEDIA LLC	PUBLIC NOTICES/ AFFIDAVITS	\$215.04
E 101-51400-395 COMMUNITY RELATIONS	HARTLAND AREA CHAMBER COMMERCE	KUDOS REGISTRATION FEE	\$89.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	METRO MUNICIPAL CLERKS ASSOC	ANNUAL MEMBERSHIP	\$30.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	MONARCH MEDIA DESIGNS	LOGO DESIGN	\$200.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & FEB SITE FEE	\$32.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 FEB	\$54.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	TECH SUPPORT	\$956.82
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PITNEY BOWES LEASE	MAIL MACHINE	\$379.89
E 101-51400-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$43.85
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	BACKGROUND - BARTENDER	\$49.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	ANNUAL BACKGROUND CHECK	\$154.00
GENERAL ADMINISTRATION			<u>\$2,890.60</u>
IMPACT FEE EXPENSES			
E 206-59000-960 USE OF PARK IMPACT FEES	REARDON METAL FABRICATING	4 SETS OF NUMBERS	\$411.00
IMPACT FEE EXPENSES			<u>\$411.00</u>
INSPECTION			
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 FEB	\$12.50
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WI BUILDING INSPECTIONS	FEB PERMITS	\$9,545.51
INSPECTION			<u>\$9,558.01</u>
LAW ENFORCEMENT			
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	EXPERIAN	FRAUD SHIELD & EMPL INSIGHT	\$6.54

Account Descr	Search Name	Comments	Amount
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	FLEMINGS FIRE 1, INC.	SERVICE CALL/ EXTINGUISHER EXCHANGE	\$62.95
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	REVERSIBLE RAINCOAT	\$151.99
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	CREDIT FROM 2021 OVERPAYMENT	-\$165.73
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	PANTS	\$208.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALL S, INC.	SHORT SLEEVE SHIRT	\$129.98
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ#4 BATTERY	\$290.54
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 FEB	\$276.15
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & FEB SITE FEE	\$320.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	TECH SUPPORT	\$112.50
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROSHRED SECURITY	SHREDDING SERVICES	\$82.82
E 101-52100-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$196.73
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	CONT ED M. SHEA	\$350.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	ANNUAL BACKGROUND CHECK	\$189.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WTSOA	CONFERENCE REGISTRATION	\$250.00
LAW ENFORCEMENT			<u>\$2,461.47</u>
LIBRARY			
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	EXTENSION WAUKESHA COUNTY	HARTLAND LIBRARY PROGRAM 4/2/24	\$100.00
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$27.05
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$56.56
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$71.32
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	MCMANUS, MELANIE	HARTLAND LIBRARY PROGRAMMING 4/9/24	\$450.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & FEB SITE FEE	\$176.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	TECH SUPPORT	\$150.00
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	CLEANING SUPPLIES	\$47.50
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	PAPER TOWELS & TOILET TISSUE	\$129.50
E 101-55110-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$8.11
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER	VARIOUS LIBRARY CARD SUPPLIES	\$1,558.42
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER	BOOKPAGE	\$394.20
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER	ANNUAL BRIDGES SYSTEM FEES	\$22,591.00
LIBRARY			<u>\$25,759.66</u>
MUNICIPAL BUILDING			
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	PAINT FOR LIGHT POLE	\$54.74
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	CLEANING SUPPLIES	\$47.50
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	PAPER TOWELS & TOILET TISSUE	\$129.50
E 101-51600-255 BLDGS/GROUNDS	REARDON METAL FABRICATING	LIGHT POLE FLANGE	\$150.00
MUNICIPAL BUILDING			<u>\$381.74</u>
PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	CONDUIT ELBOW	\$5.37
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PORT-A-JOHN	SEASONAL RESTROOM AT NIXON	\$116.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	REARDON METAL FABRICATING	GARBAGE CAN RINGS AND BENCH ANGLE	\$336.00

Account Descr	Search Name	Comments	Amount	
PARKS			\$457.37	
PUBLIC WORKS				
E 101-53000-360	VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	TURBO CLAMP	\$81.18
E 101-53000-360	VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	RAINX	\$56.90
E 101-53000-430	SNOW & ICE REMOVAL	COMPASS MINERALS	305.66 TONS - SALT DELIVERY	\$23,765.07
E 101-53000-360	VEHICLE MAINT/EXPENSE	EH WOLF	DIESEL FUEL	\$1,494.98
E 101-53000-360	VEHICLE MAINT/EXPENSE	EH WOLF	NO-LEAD FUEL	\$863.02
E 101-53000-360	VEHICLE MAINT/EXPENSE	EH WOLF	FUEL	\$395.40
E 101-53000-360	VEHICLE MAINT/EXPENSE	EH WOLF	NO - LEAD FUEL	\$1,384.97
E 101-53000-360	VEHICLE MAINT/EXPENSE	EXECU PRINT	TRUCK NUMBERS/ DOOR DECALS	\$181.00
E 101-53000-430	SNOW & ICE REMOVAL	FRAME, MICHELLE	2024 MAILBOX REIMBURSE	\$75.00
E 101-53000-180	OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$113.45
E 101-53000-180	OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORMS	\$167.30
E 101-53000-360	VEHICLE MAINT/EXPENSE	JX ENTERPRISES INC	HOSE	\$21.75
E 101-53000-360	VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	VARIOUS BOLTS, NUTS, PINS, TEX WIRE	\$599.59
E 101-53000-180	OTHER BENEFITS	MAKOSKI, NICK	CLOTHING REIMBURSEMENT	\$136.45
E 101-53000-430	SNOW & ICE REMOVAL	MS LANDSCAPING LLC	SNOW REMOVAL	\$577.50
E 101-53000-300	OPERATING SUPPLIES/EXPENSES	OLSEN SAFETY EQUIPMENT CORP	GLOVES & SAFETY LENS	\$190.40
E 101-53000-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & FEB SITE FEE	\$128.00
E 101-53000-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 FEB	\$75.00
E 101-53000-430	SNOW & ICE REMOVAL	ROGERS, JENNIFER	2024 MAILBOX REIMBURSE	\$75.00
E 101-53000-430	SNOW & ICE REMOVAL	SCHNEIDER, SCOTT	2024 MAILBOX REIMBURSE	\$75.00
E 101-53000-150	HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$163.55
E 101-53000-360	VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	AIR DRYER ASM	\$528.02
E 101-53000-360	VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	CLAMPS/ CART KITS	\$279.24
E 101-53000-360	VEHICLE MAINT/EXPENSE	WELDERS SUPPLY CO	TANKS/ REGULATORS/ MISC SUPPLIES	\$635.95
E 101-53000-290	OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	ANNUAL BACKGROUND CHECK	\$98.00
E 101-53000-345	STAFF EDUCATION/TRAINING	WI DNR OPERATOR CERT	JG MUNI WATERWORKS CERTIFICATION	\$45.00
PUBLIC WORKS			\$32,206.72	
RECREATION PROGRAMS/EVENTS				
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	CIVIC PLUS	CIVICREC PACKAGE	\$6,852.40
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	DUSOLD, CAROL	NIA CLASSES	\$160.00
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	EBERLE, KYLE	FITNESS FOR OPTIMAL AGING	\$768.00
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	HOOPER HANDS BASKETBALL AC	PASS SHOOT SCORE CLASSES	\$2,861.60
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	ITS IN EVERY DETAIL	BARRE/ FACE YOGA CLASSES	\$712.00
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	NELSON BRANDON, LISA	YOGA CLASSES	\$360.00
E 101-55300-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 FEB	\$26.75
E 101-55300-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & FEB SITE FEE	\$24.00
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	SCHOLTKA, JENNIFER	ZUMBA CLASSES	\$48.00
E 101-55300-150	HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$5.88

Account Descr	Search Name	Comments	Amount
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SPRECHER, MARIA	QIGONG CLASSES	\$48.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	YOGA CLASSES	\$1,952.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	ANNUAL BACKGROUND CHECK	\$42.00
RECREATION PROGRAMS/EVENTS			<u>\$13,860.63</u>
REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	GFL ENVIRONMENTAL	FEB COLLECTION & RECYCLING	\$47,864.25
REFUSE & GARBAGE COLLECTION			<u>\$47,864.25</u>
SEWER SERVICE			
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	BAKER TILLY	PROGRESS BILL 3 FOR AUDIT/ TID 5	\$750.00
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	BANYON DATA SYSTEMS INC	UB/ FIXED ASSET/ PSN SUPPORT	\$550.00
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	TOTAL USER FEES	\$81,675.01
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	HRA AGREEMENT SERVICES	\$27.45
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & FEB SITE FEE	\$32.00
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	TECH SUPPORT	\$112.50
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 FEB	\$31.25
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	APP RIVER ANNUAL	\$804.00
SEWER SERVICE			<u>\$83,982.21</u>
TIF FUND EXPENSES			
E 215-58300-540 AUDITING/ACCOUNTING	BAKER TILLY	PROGRESS BILL 3 FOR AUDIT/ TID 5	\$500.00
TIF FUND EXPENSES			<u>\$500.00</u>
TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 FEB	\$28.00
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & FEB SITE FEE	\$112.00
TRUSTEES			<u>\$140.00</u>
UNBUDGETED			
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	PROFESSIONAL SERVICE INDUSTRIE	GEO TECH SERVICES 02/24	\$625.00
UNBUDGETED			<u>\$625.00</u>
WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	BADGER METER INC	BEACON, CELLULAR & MOBILE READ AGMTS	\$1,171.23
E 620-53700-923 OUTSIDE SERVICES	BAKER TILLY	PROGRESS BILL 3 FOR AUDIT/ TID 5	\$750.00
E 620-53700-923 OUTSIDE SERVICES	BANYON DATA SYSTEMS INC	UB/ FIXED ASSET/ PSN SUPPORT	\$550.00
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	BIEBELS TRUE VALUE	FOAM BRUSHES	\$5.29
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	BIEBELS TRUE VALUE	4 - BRUSHES	\$19.60
E 620-53700-653 MAINTENANCE OF METERS	BIEBELS TRUE VALUE	TAPE/ CONTAINER	\$12.49
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	BIEBELS TRUE VALUE	BRUSHES, PAIL & LINER	\$59.75
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	HRA AGREEMENT SERVICES	\$68.63
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	GRAINGER	PSI GUAGE	\$32.71

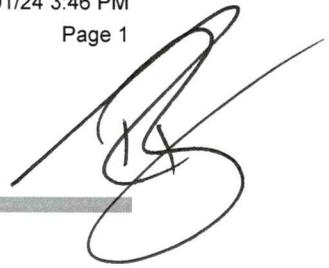
Account Descr	Search Name	Comments	Amount
E 620-53700-923 OUTSIDE SERVICES	HYDROCORP	ANNUAL CROSS CONNECTION PROG	\$1,012.00
E 620-53700-653 MAINTENANCE OF METERS	MIDWEST FINISHING SYSTEMS, INC	SANDBLASTING SUPPLIES	\$35.50
E 620-53700-653 MAINTENANCE OF METERS	MIDWEST METER INC	METER AND RELATED PARTS	\$815.49
E 620-53700-653 MAINTENANCE OF METERS	MIDWEST METER INC	RETURN OF HEX METER BASE	-\$740.00
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 FEB	\$31.25
E 620-53700-923 OUTSIDE SERVICES	ONTECH SYSTEMS, INC	TECH SUPPORT	\$112.50
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & FEB SITE FEE	\$32.00
E 620-53700-923 OUTSIDE SERVICES	ONTECH SYSTEMS, INC	APP RIVER ANNUAL	\$804.00
E 620-53700-632 WATER TREATMENT-SUPPLIES/EXP	USA BLUE BOOK	MULTI FUNCTION VALVES	\$271.29
E 620-53700-923 OUTSIDE SERVICES	WI STATE LABORATORY OF HYGIENE	FLUORIDE	\$29.00
WATER UTILITY			<u>\$5,072.73</u>
			<u>\$240,748.53</u>

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Payments



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Payments Batch FEB24MC \$24,832.87

Refer	293039 WE ENERGIES	Ck# 009182 2/13/2024	
Cash Payment	E 620-53700-622 POWER FOR PUMPIN	ENERGY SERVICES	\$399.14
Invoice	07043187080000 1/31/2024		
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	ENERGY SERVICES	\$22.93
Invoice	07043187080000 1/31/2024		
Cash Payment	E 204-53610-220 UTILITY SERVICES	ENERGY SERVICES	\$10.16
Invoice	07057445820000 2/1/2024		
Cash Payment	E 620-53700-622 POWER FOR PUMPIN	ENERGY SERVICES	\$24.00
Invoice	07043187080000 2/1/2024		
Cash Payment	G 204-34187 FWW LIFT STATION REPL	ENERGY SERVICES	\$159.74
Invoice	07135265610000 2/2/2024		
Cash Payment	E 101-55200-220 UTILITY SERVICES	ENERGY SERVICES	\$18.61
Invoice	07142211370003 2/2/2024		
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES	\$58.66
Invoice	07142211370003 2/6/2024		
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES	\$111.61
Invoice	07043187080000 2/5/2024		
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES	\$531.93
Invoice	07043187080000 2/5/2024		
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES	\$7,001.58
Invoice	07043187080000 2/5/2024		
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES	\$106.63
Invoice	07061598240000 2/5/2024		
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES	\$394.73
Invoice	07142211370002 2/5/2024		
Transaction Date	2/15/2024	GF Checking 11100	Total \$8,839.72
Refer	293111 WE ENERGIES	Ck# 009183 2/20/2024	
Cash Payment	E 101-55110-220 UTILITY SERVICES	ENERGY SERVICES	\$816.50
Invoice	07097751410000 2/6/2024		
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES	\$441.59
Invoice	07043187080000 2/12/2024		
Cash Payment	E 101-55200-220 UTILITY SERVICES	ENERGY SERVICES	\$14.22
Invoice	07043187080001 2/12/2024		
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES	\$390.30
Invoice	07142211370002 2/14/2024		
Cash Payment	E 620-53700-622 POWER FOR PUMPIN	ENERGY SERVICES	\$1,152.46
Invoice	07043187080000 2/16/2024		
Cash Payment	E 101-51600-220 UTILITY SERVICES	ENERGY SERVICES	\$1,544.43
Invoice	07142211370000 2/19/2024		
Cash Payment	E 101-55110-220 UTILITY SERVICES	ENERGY SERVICES	\$1,741.35
Invoice	07142211370003 2/19/2024		
Cash Payment	E 101-52200-220 UTILITY SERVICES	ENERGY SERVICES	\$87.05
Invoice	07091448580000 2/15/2024		
Cash Payment	E 101-55200-220 UTILITY SERVICES	ENERGY SERVICES	\$59.31
Invoice	07141924550000 2/15/2024		
Cash Payment	E 101-53000-220 UTILITY SERVICES	ENERGY SERVICES	\$609.10
Invoice	07142211370000 2/15/2024		
Cash Payment	E 204-53610-220 UTILITY SERVICES	ENERGY SERVICES	\$52.64
Invoice	07142211370000 2/15/2024		

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Cash Payment	E 101-51600-220	UTILITY SERVICES	ENERGY SERVICES	\$610.36
Invoice	07142211370000	2/15/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$259.26
Invoice	07142211370000	2/15/2024		
Cash Payment	E 620-53700-625	MAINTENANCE OF PU	ENERGY SERVICES	\$133.21
Invoice	07142211370000	2/15/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$16.83
Invoice	07142211370000	2/15/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$88.94
Invoice	07142211370000	2/15/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$14.22
Invoice	07142211370000	2/15/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$167.33
Invoice	07142211370001	2/15/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$81.95
Invoice	07142211370001	2/15/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$807.51
Invoice	07142211370001	2/15/2024		
Cash Payment	E 620-53700-625	MAINTENANCE OF PU	ENERGY SERVICES	\$67.39
Invoice	07142211370001	2/15/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$14.22
Invoice	07142211370001	2/15/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$122.31
Invoice	07142211370001	2/15/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$27.57
Invoice	07142211370001	2/15/2024		
Cash Payment	E 101-53000-220	UTILITY SERVICES	ENERGY SERVICES	\$993.46
Invoice	07142211370001	2/15/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$26.46
Invoice	07142211370001	2/15/2024		
Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES	\$122.92
Invoice	07142211370001	2/15/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$26.10
Invoice	07142211370002	2/15/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$343.51
Invoice	07142211370002	2/15/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$1,649.27
Invoice	07142211370002	2/15/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$44.83
Invoice	07142211370002	2/15/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$43.65
Invoice	07142211370002	2/15/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$40.91
Invoice	07142211370002	2/15/2024		
Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES	\$411.70
Invoice	07142211370002	2/15/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$17.81
Invoice	07142211370002	2/15/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$14.22
Invoice	07142211370003	2/15/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$59.48
Invoice	07142211370003	2/15/2024		

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Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES		\$1,270.79
Invoice	07142211370003	2/15/2024			
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES		\$252.54
Invoice	07142211370003	2/15/2024			
Cash Payment	E 620-53700-625	MAINTENANCE OF PU	ENERGY SERVICES		\$53.79
Invoice	07142211370003	2/15/2024			
Cash Payment	E 101-52200-220	UTILITY SERVICES	ENERGY SERVICES		\$1,255.34
Invoice	07182512440000	2/15/2024			
Cash Payment	E 101-52200-220	UTILITY SERVICES	ENERGY SERVICES		\$46.32
Invoice	07182512440000	2/15/2024			
Transaction Date	2/21/2024		GF Checking	11100	Total \$15,993.15

Fund Summary

	11100 GF Checking	
101 GENERAL FUND		\$17,969.27
204 SEWER		\$859.68
620 WATER FUND		\$6,003.92
		<u>\$24,832.87</u>

Pre-Written Checks	\$24,832.87
Checks to be Generated by the Computer	\$0.00
Total	<u>\$24,832.87</u>

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Current Period: FEBRUARY 2024

Payments Batch FEB24WIRE		\$5,350,587.75			
Refer	293181 BANK FIVE NINE	Ck#	2024148E 2/29/2024		
Cash Payment	E 101-51500-300 OPERATING SUPPLIE		MONTHLY BANKING FEES		\$60.00
Invoice					
Transaction Date	2/29/2024	GF Checking	11100	Total	\$60.00
Refer	293183 AFLAC	Ck#	2024149E 2/2/2024		
Cash Payment	G 101-21592 AFLAC INS PAYABLE		MONTHLY EMPLOYEE AFLAC PREMIUMS		\$215.50
Invoice					
Transaction Date	2/29/2024	GF Checking	11100	Total	\$215.50
Refer	293184 B2E SOLUTIONS INC	Ck#	2024150E 2/1/2024		
Cash Payment	E 804-56700-110 SALARIES		FEBRUARY 1 BID PAYROLL WIRE		\$1,298.27
Invoice					
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH		FEBRUARY 1 BID PAYROLL WIRE		\$65.05
Invoice					
Transaction Date	2/29/2024	GF Checking	11100	Total	\$1,363.32
Refer	293185 B2E SOLUTIONS INC	Ck#	2024151E 2/15/2024		
Cash Payment	E 804-56700-110 SALARIES		FEBRUARY 15 BID PAYROLL WIRE		\$1,298.27
Invoice					
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH		FEBRUARY 15 BID PAYROLL WIRE		\$65.05
Invoice					
Transaction Date	2/29/2024	GF Checking	11100	Total	\$1,363.32
Refer	293186 WI RETIREMENT SYSTEM	Ck#	2024152E 2/29/2024		
Cash Payment	E 101-55300-140 RETIREMENT BENEFIT		JANUARY WRS PREMIUMS		\$485.40
Invoice					
Cash Payment	E 101-51400-140 RETIREMENT BENEFIT		JANUARY WRS PREMIUMS		\$453.46
Invoice					
Cash Payment	E 101-51500-140 RETIREMENT BENEFIT		JANUARY WRS PREMIUMS		\$475.15
Invoice					
Cash Payment	E 101-52100-140 RETIREMENT BENEFIT		JANUARY WRS PREMIUMS		\$20,418.89
Invoice					
Cash Payment	E 101-52100-140 RETIREMENT BENEFIT		JANUARY WRS PREMIUMS		\$493.02
Invoice					
Cash Payment	E 101-52200-140 RETIREMENT BENEFIT		JANUARY WRS PREMIUMS		\$122.02
Invoice					
Cash Payment	E 101-52200-140 RETIREMENT BENEFIT		JANUARY WRS PREMIUMS		\$790.37
Invoice					
Cash Payment	E 101-52300-140 RETIREMENT BENEFIT		JANUARY WRS PREMIUMS		\$122.01
Invoice					
Cash Payment	E 101-52300-140 RETIREMENT BENEFIT		JANUARY WRS PREMIUMS		\$3,254.94
Invoice					
Cash Payment	E 101-53000-140 RETIREMENT BENEFIT		JANUARY WRS PREMIUMS		\$3,647.38
Invoice					
Cash Payment	E 101-55110-140 RETIREMENT BENEFIT		JANUARY WRS PREMIUMS		\$1,479.25
Invoice					
Cash Payment	E 620-53700-926 EMPLOYEE PENSIONS		JANUARY WRS PREMIUMS		\$2,048.36
Invoice					

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Cash Payment	E 204-53610-110	SALARIES	JANUARY WRS PREMIUMS		\$308.56
Invoice					
Cash Payment	E 204-53610-110	SALARIES	JANUARY WRS PREMIUMS		\$349.20
Invoice					
Cash Payment	E 204-53610-390	BILLING/COLLECTION/	JANUARY WRS PREMIUMS		\$531.95
Invoice					
Cash Payment	G 101-21520	RETIREMENT DEDUCTION	JANUARY WRS PREMIUMS		\$10,515.76
Invoice					
Cash Payment	G 101-21520	RETIREMENT DEDUCTION	JANUARY WRS PREMIUMS		\$11,787.93
Invoice					
Transaction Date	2/29/2024		GF Checking	11100	Total \$57,283.65
Refer	293187	EMPLOYEE TRUST FUNDS	Ck# 2024153E	2/26/2024	
Cash Payment	E 101-51400-150	HEALTH/DENTAL/LIFE	MARCH HEALTH INSURANCE PREMIUMS		\$2,068.28
Invoice					
Cash Payment	E 101-51500-150	HEALTH/DENTAL/LIFE	MARCH HEALTH INSURANCE PREMIUMS		\$6,204.84
Invoice					
Cash Payment	E 101-55300-150	HEALTH/DENTAL/LIFE	MARCH HEALTH INSURANCE PREMIUMS		\$2,068.28
Invoice					
Cash Payment	E 101-52100-150	HEALTH/DENTAL/LIFE	MARCH HEALTH INSURANCE PREMIUMS		\$26,565.88
Invoice					
Cash Payment	E 101-53000-150	HEALTH/DENTAL/LIFE	MARCH HEALTH INSURANCE PREMIUMS		\$19,454.96
Invoice					
Cash Payment	E 101-55110-150	HEALTH/DENTAL/LIFE	MARCH HEALTH INSURANCE PREMIUMS		\$5,430.04
Invoice					
Cash Payment	E 101-52200-150	HEALTH/DENTAL/LIFE	MARCH HEALTH INSURANCE PREMIUMS		\$6,237.66
Invoice					
Cash Payment	E 101-52300-150	HEALTH/DENTAL/LIFE	MARCH HEALTH INSURANCE PREMIUMS		\$6,237.66
Invoice					
Cash Payment	G 101-21530	INSURANCE DEDUCTIONS	MARCH HEALTH INSURANCE PREMIUMS		\$9,300.92
Invoice					
Cash Payment	G 101-34140	UNFUNDED EMPLOYEE B	MARCH HEALTH INSURANCE PREMIUMS		\$2,321.22
Invoice					
Transaction Date	2/29/2024		GF Checking	11100	Total \$85,889.74
Refer	293188	WI DEFERRED COMPENSATION P	Ck# 2024154E	2/29/2024	
Cash Payment	G 101-21570	DEFERRED COMP DEDUC	MONTHLY EMPLOYEE DEFERRED COMP CONTRIBUTIONS		\$17,399.66
Invoice					
Transaction Date	2/29/2024		GF Checking	11100	Total \$17,399.66
Refer	293189	WI SUPPORT COLLECTIONS TRUS	Ck# 2024155E	2/29/2024	
Cash Payment	G 101-21580	GARNISHMENT DEDUCTIO	MONTHLY EMPLOYEE WAGE GARNISHMENTS		\$2,126.37
Invoice					
Transaction Date	2/29/2024		GF Checking	11100	Total \$2,126.37
Refer	293190	PAYMENT SERVICE NETWORK	Ck# 2024156E	2/29/2024	
Cash Payment	E 620-53700-923	OUTSIDE SERVICES	MONTHLY CREDIT CARD PROCESSING FEES		\$363.28
Invoice					
Cash Payment	E 204-53610-290	OUTSIDE SERVICES/C	MONTHLY CREDIT CARD PROCESSING FEES		\$363.27
Invoice					

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Transaction Date	2/29/2024	GF Checking	11100	Total	\$726.55
Refer	293191 <i>B2E SOLUTIONS INC</i>				
Cash Payment	E 301-58000-615 DEBT SERVICE - INTE				\$2,504.44
Invoice					
Transaction Date	2/29/2024	GF Checking	11100	Total	\$2,504.44
Refer	293192 <i>ARROWHEAD HIGH SCHOOL</i>				
Cash Payment	G 801-24600 TAXES DUE TO SCHOOL D				\$1,384,721.81
Invoice					
Transaction Date	2/29/2024	GF Checking	11100	Total	\$1,384,721.81
Refer	293193 <i>HARTLAND/LAKESIDE SCHOOL DI</i>				
Cash Payment	G 801-24600 TAXES DUE TO SCHOOL D				\$1,614,836.05
Invoice					
Transaction Date	2/29/2024	GF Checking	11100	Total	\$1,614,836.05
Refer	293194 <i>SWALLOW SCHOOL DISTRICT</i>				
Cash Payment	G 801-24600 TAXES DUE TO SCHOOL D				\$591,427.16
Invoice					
Transaction Date	2/29/2024	GF Checking	11100	Total	\$591,427.16
Refer	293195 <i>WAUKESHA CTY TREASURER</i>				
Cash Payment	G 801-24310 TAXES DUE TO COUNTY &				\$1,061,713.54
Invoice					
Transaction Date	2/29/2024	GF Checking	11100	Total	\$1,061,713.54
Refer	293196 <i>LAKE COUNTRY SCHOOL</i>				
Cash Payment	G 801-24600 TAXES DUE TO SCHOOL D				\$246,072.77
Invoice					
Transaction Date	2/29/2024	GF Checking	11100	Total	\$246,072.77
Refer	293197 <i>MERTON COMMUNITY SCHOOL DI</i>				
Cash Payment	G 801-24600 TAXES DUE TO SCHOOL D				\$91,626.44
Invoice					
Transaction Date	2/29/2024	GF Checking	11100	Total	\$91,626.44
Refer	293198 <i>WCTC (2) (TAXES)</i>				
Cash Payment	G 801-24610 TAXES DUE TO VTAE DIST				\$191,257.43
Invoice					
Transaction Date	2/29/2024	GF Checking	11100	Total	\$191,257.43

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Fund Summary

	11100 GF Checking	
101 GENERAL FUND		\$159,736.85
204 SEWER		\$1,552.98
301 DEBT SERVICE FUND		\$2,504.44
620 WATER FUND		\$2,411.64
801 TRUST & AGENCY FUND		\$5,181,655.20
804 BUSINESS IMPROVEMENT DISTRICT		\$2,726.64
		<hr/>
		\$5,350,587.75

Pre-Written Checks	\$5,350,587.75
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$5,350,587.75

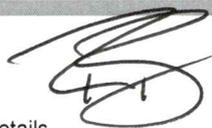
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Payments Batch FEB24CC		\$26,706.58			
Refer	0 99DESIGNS.COM	Ck# 2024123E	2/24/2024		
Cash Payment	E 101-51400-290 OUTSIDE SERVICES/C	brand guide for logo - font/color details			\$150.00
Invoice					
Transaction Date	2/24/2024	GF Checking	11100	Total	\$150.00
Refer	0 ADVENTURE ROCK	Ck# 2024095E	2/24/2024		
Cash Payment	G 101-31630 HOMETOWN CELEBRATIO	HOMETOWN CELEBRATION KID ZONE ROCKWALL DEPOSIT			\$325.00
Invoice					
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	NATIONAL NIGHT OUT ROCK WALL DEPOSIT			\$325.00
Invoice					
Transaction Date	2/24/2024	GF Checking	11100	Total	\$650.00
Refer	0 ALIEN GEAR HOLSTERS	Ck# 2024119E	2/24/2024		
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Holster - Ofc Gurgul Clothing Allowance			\$73.33
Invoice					
Transaction Date	2/24/2024	GF Checking	11100	Total	\$73.33
Refer	0 ALL STAR HEALTH.COM	Ck# 2024137E	2/24/2024		
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	QuikClot Clotting Gauze 4 ft (1 ct)			\$128.57
Invoice					
Transaction Date	2/24/2024	GF Checking	11100	Total	\$128.57
Refer	0 AMAZON	Ck# 2024107E	2/24/2024		
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Apple Watch - Ofc Bell Clothing Allowance			\$229.00
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Laminating Sheets			\$19.56
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	2 Children's Picture Books			\$39.98
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	4 Pack of Binders			\$12.54
Invoice					
Cash Payment	E 101-51600-355 JANITORIAL SUPPLIES	shipment damaged - returned			-\$31.40
Invoice					
Cash Payment	E 101-51600-355 JANITORIAL SUPPLIES	cleaning supplies			\$42.70
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	5 DVDs			\$99.88
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	K Cups for Coffee Cart			\$85.07
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Baby Wipes for Kids Programs			\$21.50
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Spice for Spice Kits			\$12.98
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD			\$19.96
Invoice					
Cash Payment	E 620-53700-623 PUMPING - SUPPLIES/	Pipe cutting wheel			\$9.13
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Gun Light - PD Purchase			\$149.79
Invoice					

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Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Apple Watch - Ofc Shea Clothing Allowance	\$199.00
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	1 Adult Fiction Book	\$15.99
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Apple Watch - Ofc Joswick Clothing Allowance	\$229.00
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	48 Pack of Kleenex Boxes	\$96.00
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	8 Adult NF Books	\$142.69
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	33 DVDs	\$625.79
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	3 CDs	\$54.61
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	2 YA Books	\$22.78
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Paper Towels	\$3.31
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Flashlight - Ofc Gurgul Clothing Allowance	\$144.93
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	2 Adult NF Books	\$42.70
Cash Payment Invoice	E 101-55300-290	OUTSIDE SERVICES/C	DISINFECTING WIPES	\$13.52
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Copy Paper	\$79.98
Cash Payment Invoice	E 101-51600-355	JANITORIAL SUPPLIES	cleaning supplies	\$58.64
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Pet Sematary DVD	\$19.96
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	3 Kids Picture Books	\$37.77
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Cardstock for Printer	\$45.96
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Hot Cocoa K-Cups for Coffee Cart	\$21.84
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Adult Fiction Replacement Book	\$8.11
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Supplies for Seed Library Kits	\$11.99
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Compressed Air/Duster Spray (6 pk)	\$36.45
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Sticky Notes (24 ct)	\$23.95
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	2 DVDs	\$42.48
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Legal Pads (6 pk) and Sticky Notes (8 pk)	\$62.75
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Kids Area Bulletin Board Supplies	\$61.72

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Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Gel Pens for Kids Programs	\$8.98
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	USB to Type C Charging Cables (6 ct)	\$26.97
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Rifle Safe - Ofc Greenwood Cloth. Allowance	\$409.98
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Door Stops - Ofc Shea Clothing Allowance	\$26.99
Cash Payment Invoice	E 101-53000-365	BLDGS/GROUNDS MAI	Exterior building light for shop	\$169.99
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Bookmarks for School Visits	\$33.57
Cash Payment Invoice	E 101-51400-300	OPERATING SUPPLIE	WHITEBOARD/ KITCHEN SUPPLIES	\$158.94
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Supplies for Kids Storytime Program	\$34.70
Cash Payment Invoice	E 101-51440-300	OPERATING SUPPLIE	absentee labels	\$42.52
Cash Payment Invoice	E 101-53000-300	OPERATING SUPPLIE	Office supplies	\$43.26
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Among Us Teen Program Supplies	\$44.75
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Kleenex Facial Tissues (6 Pack)	\$22.28
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Adult Reference Book	\$28.90
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Antacids for First Aid Cabinet	\$26.18
Cash Payment Invoice	E 620-53700-684	TOOLS/SHOP/GARAG	Tools for water truck	\$97.55
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Computer Monitor and Dust Masks	\$224.99
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	Cases for Ambulance phones	\$33.98
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Food Coloring for Cooking Class	\$8.98
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Storytime Party Supplies	\$12.98
Cash Payment Invoice	E 101-53000-300	OPERATING SUPPLIE	Office supplies	\$89.44
Cash Payment Invoice	E 101-51600-355	JANITORIAL SUPPLIES	hardwood floor cleaner	\$36.58
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Supplies for Tuesday Tastes and Spice Kits	\$34.73
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Children's Storytime Party Supplies - Temp Tattoos	\$4.99
Cash Payment Invoice	E 101-51400-300	OPERATING SUPPLIE	AMAZON BUSINESS PRIME MEMBERSHIP	\$185.58

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Cash Payment Invoice	E 101-51500-300	OPERATING SUPPLIE	AMAZON BUSINESS PRIME MEMBERSHIP		\$185.57
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	AMAZON BUSINESS PRIME MEMBERSHIP		\$185.57
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	AMAZON BUSINESS PRIME MEMBERSHIP		\$185.57
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	AMAZON BUSINESS PRIME MEMBERSHIP		\$185.57
Cash Payment Invoice	E 101-53000-300	OPERATING SUPPLIE	AMAZON BUSINESS PRIME MEMBERSHIP		\$185.57
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	AMAZON BUSINESS PRIME MEMBERSHIP		\$185.57
Transaction Date	2/24/2024		GF Checking	11100	Total \$5,733.84
Refer	0	AMERICAN HEART SHOPCPR	Ck# 2024133E	2/24/2024	
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	CPR cards Hurt Electric		\$935.00
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	CPR cards St.Charles ushers		\$187.00
Transaction Date	2/24/2024		GF Checking	11100	Total \$1,122.00
Refer	0	APPLE	Ck# 2024124E	2/24/2024	
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Apple Watch - Det. Hoffa Clothing Allowance		\$292.95
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Apple Watch - Ofc Maciejewski Clothing Allowance		\$292.95
Transaction Date	2/24/2024		GF Checking	11100	Total \$585.90
Refer	0	ARLO TECHNOLOGIES	Ck# 2024126E	2/24/2024	
Cash Payment Invoice	E 101-52100-290	OUTSIDE SERVICES/C	Arlo Security Camera Monthly Service Fee		\$4.99
Transaction Date	2/24/2024		GF Checking	11100	Total \$4.99
Refer	0	AT&T	Ck# 2024086E	2/24/2024	
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	FD FIRSTNET		\$261.54
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	FD FIRSTNET		\$261.53
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	ATT PD INTERNET		\$80.25
Cash Payment Invoice	E 101-51400-300	OPERATING SUPPLIE	ATT PHONE SERVICE		\$32.75
Cash Payment Invoice	E 101-52400-300	OPERATING SUPPLIE	ATT PHONE SERVICE		\$32.75
Cash Payment Invoice	E 101-51500-300	OPERATING SUPPLIE	ATT PHONE SERVICE		\$32.75
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	ATT PHONE SERVICE		\$32.75
Cash Payment Invoice	E 101-52200-220	UTILITY SERVICES	ATT PHONE SERVICE		\$32.75

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Cash Payment Invoice	E 101-55110-220	UTILITY SERVICES	ATT PHONE SERVICE		\$32.74
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	ATT PHONE SERVICE		\$32.74
Cash Payment Invoice	E 101-53000-220	UTILITY SERVICES	ATT PHONE SERVICE		\$32.74
Cash Payment Invoice	E 620-53700-923	OUTSIDE SERVICES	ATT PHONE SERVICE		\$32.74
Cash Payment Invoice	E 204-53610-290	OUTSIDE SERVICES/C	ATT PHONE SERVICE		\$32.74
Transaction Date	2/24/2024	GF Checking	11100	Total	\$930.77
Refer	0	<u>AUTOZONE</u>	<u>Ck# 2024112E 2/24/2024</u>		
Cash Payment Invoice	E 101-52100-360	VEHICLE MAINT/EXPE	wiper blade fo squad #9		\$36.74
Transaction Date	2/24/2024	GF Checking	11100	Total	\$36.74
Refer	0	<u>BAKER & TAYLOR CREDIT CARD</u>	<u>Ck# 2024108E 2/24/2024</u>		
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$33.51
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$204.55
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$16.31
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$433.28
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$64.47
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$7.06
Transaction Date	2/24/2024	GF Checking	11100	Total	\$759.18
Refer	0	<u>BIEBELS TRUE VALUE</u>	<u>Ck# 2024087E 2/24/2024</u>		
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	AAA Batteries (16 ct)		\$11.87
Transaction Date	2/24/2024	GF Checking	11100	Total	\$11.87
Refer	0	<u>BIRCH & BANYAN COFFEE LLC</u>	<u>Ck# 2024106E 2/24/2024</u>		
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	WRP Adult and Teen Prizes		\$40.00
Transaction Date	2/24/2024	GF Checking	11100	Total	\$40.00
Refer	0	<u>BLAUER MANUFACTURING</u>	<u>Ck# 2024113E 2/24/2024</u>		
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Winter Shirts (2) - Ofc Gurgul Clothing Allowance		\$199.48
Transaction Date	2/24/2024	GF Checking	11100	Total	\$199.48
Refer	0	<u>CASCADE SUBSCRIPTION SERVIC</u>	<u>Ck# 2024101E 2/24/2024</u>		
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	Fire engineering and Mens and womens Health 5 year		\$149.50

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Cash Payment	E 101-52300-300	OPERATING SUPPLIE	Fire engineering and man's and woman's health 5 ye		\$149.50
Invoice					
Transaction Date	2/24/2024		GF Checking	11100	Total \$299.00
Refer	0	CITY OF MADISON PARKING	Ck# 2024139E 2/24/2024		
Cash Payment	E 101-53000-290	OUTSIDE SERVICES/C	Training parking garage		\$4.80
Invoice					
Transaction Date	2/24/2024		GF Checking	11100	Total \$4.80
Refer	0	COMPETITOR AWARDS & ENGRAV	Ck# 2024093E 2/24/2024		
Cash Payment	E 101-51400-300	OPERATING SUPPLIE	NAME BADGE		\$15.00
Invoice					
Transaction Date	2/24/2024		GF Checking	11100	Total \$15.00
Refer	0	COSTCO	Ck# 2024116E 2/24/2024		
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Extended Study Hours Supplies		\$186.43
Invoice					
Transaction Date	2/24/2024		GF Checking	11100	Total \$186.43
Refer	0	CRIMEDEX	Ck# 2024118E 2/24/2024		
Cash Payment	E 101-52100-290	OUTSIDE SERVICES/C	Crimedex Account Yearly Subscription Fee		\$79.00
Invoice					
Transaction Date	2/24/2024		GF Checking	11100	Total \$79.00
Refer	0	DISPLAYS4SALE.COM	Ck# 2024143E 2/24/2024		
Cash Payment	E 402-59900-850	PARKS EXPENSE	NIXON PARK KIOSK PICKLEBALL		\$3,573.34
Invoice					
Transaction Date	2/24/2024		GF Checking	11100	Total \$3,573.34
Refer	0	DOCKHOUNDS	Ck# 2024128E 2/24/2024		
Cash Payment	E 101-55300-304	TBALL	T-BALL DOCKHOUNDS GAME DEPOSIT		\$75.00
Invoice					
Transaction Date	2/24/2024		GF Checking	11100	Total \$75.00
Refer	0	DOMINOS PIZZA	Ck# 2024100E 2/24/2024		
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Teen Advisory Board		\$29.36
Invoice					
Transaction Date	2/24/2024		GF Checking	11100	Total \$29.36
Refer	0	DROPBOX	Ck# 2024125E 2/24/2024		
Cash Payment	E 101-52200-300	OPERATING SUPPLIE	Drop box subscription		\$199.00
Invoice					
Transaction Date	2/24/2024		GF Checking	11100	Total \$199.00
Refer	0	EBAY	Ck# 2024131E 2/24/2024		
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	Refrigerator Water Filter		\$41.87
Invoice					
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	Credit from Sales Tax Charged on 1/23/24		-\$1.99
Invoice					
Transaction Date	2/24/2024		GF Checking	11100	Total \$39.88
Refer	0	EFILE/FORMSTAX	Ck# 2024140E 2/24/2024		
Cash Payment	E 101-51500-300	OPERATING SUPPLIE	EFILE 1099 NEC		\$307.50
Invoice					

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Cash Payment Invoice	E 101-51500-300	OPERATING SUPPLIE	EFILE 1099 MISC			\$17.00
Transaction Date	2/24/2024		GF Checking	11100	Total	\$324.50
Refer	0	<u>ENDTERS SPORTS GRILL</u>		<u>Ck# 2024098E 2/24/2024</u>		
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Catered Meal for Annual Dept. Meeting			\$120.00
Transaction Date	2/24/2024		GF Checking	11100	Total	\$120.00
Refer	0	<u>FBINAA NATL OFFICE</u>		<u>Ck# 2024138E 2/24/2024</u>		
Cash Payment Invoice	E 101-52100-290	OUTSIDE SERVICES/C	2024 FBI NA Annual Dues			\$115.00
Transaction Date	2/24/2024		GF Checking	11100	Total	\$115.00
Refer	0	<u>FOX BROS PIGGLY WIGGLY</u>		<u>Ck# 2024088E 2/24/2024</u>		
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	Bingo prizes			\$62.37
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Tuesday Tastes supplies			\$92.12
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Extended Hours snacks			\$92.63
Cash Payment Invoice	E 101-53000-290	OUTSIDE SERVICES/C	safety training lunch			\$111.35
Transaction Date	2/24/2024		GF Checking	11100	Total	\$358.47
Refer	0	<u>GFL ENVIRONMENTAL</u>		<u>Ck# 2024145E 2/24/2024</u>		
Cash Payment Invoice	E 101-53000-235	STREET SWEEPING	STREET SWEEPINGS			\$2,016.63
Transaction Date	2/24/2024		GF Checking	11100	Total	\$2,016.63
Refer	0	<u>HARTBROOK CAFE</u>		<u>Ck# 2024117E 2/24/2024</u>		
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	Breakfast meeting with Bruce			\$68.71
Cash Payment Invoice	E 101-53000-300	OPERATING SUPPLIE	Snow plow operations			\$247.71
Transaction Date	2/24/2024		GF Checking	11100	Total	\$316.42
Refer	0	<u>HARTLAND AREA CHAMBER COM</u>		<u>Ck# 2024146E 2/24/2024</u>		
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Library Kudos Awards Registration			\$89.00
Cash Payment Invoice	E 101-51400-395	COMMUNITY RELATIO	KUDOS AWARDS WALK OF FAME			\$890.00
Transaction Date	2/24/2024		GF Checking	11100	Total	\$979.00
Refer	0	<u>HILTON GARDEN INN GRN</u>		<u>Ck# 2024141E 2/24/2024</u>		
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	WEMSA Conference Hotel			\$561.37
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	WEMSA Conference Hotel			\$561.37
Transaction Date	2/24/2024		GF Checking	11100	Total	\$1,122.74
Refer	0	<u>JOURNAL SENTINEL INC</u>		<u>Ck# 2024096E 2/24/2024</u>		
Cash Payment Invoice	E 101-55110-325	PERIODICALS	Milwaukee Journal Sentinel Subscription			\$48.00

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Transaction Date	2/24/2024	GF Checking	11100	Total	\$48.00
Refer	0 KALAHARI RESORT		<u>Ck# 2024097E 2/24/2024</u>		
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIE	WCPA Conference Hotel			\$294.00
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIE	WCPA Conference Lunch			\$23.22
Transaction Date	2/24/2024	GF Checking	11100	Total	\$317.22
Refer	0 KAPCO		<u>Ck# 2024091E 2/24/2024</u>		
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIE	Soft Book Covers			\$104.10
Transaction Date	2/24/2024	GF Checking	11100	Total	\$104.10
Refer	0 KWIK TRIP		<u>Ck# 2024102E 2/24/2024</u>		
Cash Payment Invoice	E 101-52300-300 OPERATING SUPPLIE	Fuel			\$14.21
Transaction Date	2/24/2024	GF Checking	11100	Total	\$14.21
Refer	0 LOCAL GOVT EDUCATION		<u>Ck# 2024111E 2/24/2024</u>		
Cash Payment Invoice	E 101-51500-300 OPERATING SUPPLIE	WGFOA CONFERENCE			\$150.00
Cash Payment Invoice	E 101-51500-300 OPERATING SUPPLIE	WGFOA MEMBERSHIP			\$25.00
Transaction Date	2/24/2024	GF Checking	11100	Total	\$175.00
Refer	0 MOCIC		<u>Ck# 2024130E 2/24/2024</u>		
Cash Payment Invoice	E 101-52100-290 OUTSIDE SERVICES/C	MOCIC Membership Fee			\$150.00
Transaction Date	2/24/2024	GF Checking	11100	Total	\$150.00
Refer	0 NETFLIX		<u>Ck# 2024122E 2/24/2024</u>		
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	Roku Streaming Service			\$24.14
Transaction Date	2/24/2024	GF Checking	11100	Total	\$24.14
Refer	0 OFFICEMAX		<u>Ck# 2024134E 2/24/2024</u>		
Cash Payment Invoice	E 101-51500-300 OPERATING SUPPLIE	1099 FORMS WITH SOFTWARE			\$38.49
Cash Payment Invoice	E 101-51400-300 OPERATING SUPPLIE	COPY PAPER			\$114.33
Transaction Date	2/24/2024	GF Checking	11100	Total	\$152.82
Refer	0 PAYPAL		<u>Ck# 2024114E 2/24/2024</u>		
Cash Payment Invoice	E 101-52200-300 OPERATING SUPPLIE	State fire inspectors membership			\$45.00
Transaction Date	2/24/2024	GF Checking	11100	Total	\$45.00
Refer	0 PICNIC BASKET		<u>Ck# 2024115E 2/24/2024</u>		
Cash Payment Invoice	E 101-53000-300 OPERATING SUPPLIE	Matt retirement			\$248.24
Transaction Date	2/24/2024	GF Checking	11100	Total	\$248.24
Refer	0 QUILL CORPORATION		<u>Ck# 2024090E 2/24/2024</u>		

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Payments

Current Period: FEBRUARY 2024

Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIE	1 Carton of 11x17 Printer Paper		\$115.99
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIE	10 Cartons of 8.5x11 Printer Paper		\$387.90
Transaction Date	2/24/2024	GF Checking	11100	Total \$503.89
Refer	0 SAFARILAND, LLC	<u>Ck# 2024105E 2/24/2024</u>		
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIE	Holster for Ofc Weiss		\$193.00
Transaction Date	2/24/2024	GF Checking	11100	Total \$193.00
Refer	0 SENDIKS HARTLAND LLC	<u>Ck# 2024104E 2/24/2024</u>		
Cash Payment Invoice	E 101-52200-300 OPERATING SUPPLIE	Cake for New members HPD HFD		\$72.77
Transaction Date	2/24/2024	GF Checking	11100	Total \$72.77
Refer	0 SENSIT TECHNOLOGIES LLC	<u>Ck# 2024142E 2/24/2024</u>		
Cash Payment Invoice	E 101-52200-300 OPERATING SUPPLIE	Repair Gas detector		\$155.76
Transaction Date	2/24/2024	GF Checking	11100	Total \$155.76
Refer	0 SIRCHIE FINGER PRINT LAB	<u>Ck# 2024099E 2/24/2024</u>		
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIE	Evidence Supplies		\$81.21
Transaction Date	2/24/2024	GF Checking	11100	Total \$81.21
Refer	0 SPECTRUM ENTERPRISE	<u>Ck# 2024121E 2/24/2024</u>		
Cash Payment Invoice	E 101-53000-220 UTILITY SERVICES	SPECTRUM FIBER DPW		\$126.34
Cash Payment Invoice	E 620-53700-605 MAINTENANCE-WATE	SPECTRUM FIBER DPW		\$126.33
Cash Payment Invoice	E 204-53610-385 MAINTENANCE-COLLE	SPECTRUM FIBER DPW		\$126.33
Cash Payment Invoice	E 101-53000-220 UTILITY SERVICES	SPECTRUM ENTERPRISE VOICE		\$33.71
Cash Payment Invoice	E 620-53700-605 MAINTENANCE-WATE	SPECTRUM ENTERPRISE VOICE		\$33.71
Cash Payment Invoice	E 204-53610-385 MAINTENANCE-COLLE	SPECTRUM ENTERPRISE VOICE		\$33.71
Cash Payment Invoice	E 101-51400-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE VOICE		\$42.82
Cash Payment Invoice	E 101-52400-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE VOICE		\$42.82
Cash Payment Invoice	E 101-51500-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE VOICE		\$42.82
Cash Payment Invoice	E 101-55300-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE VOICE		\$42.82
Cash Payment Invoice	E 101-55110-220 UTILITY SERVICES	SPECTRUM ENTERPRISE VOICE		\$42.82
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE VOICE		\$42.82
Cash Payment Invoice	E 101-53000-220 UTILITY SERVICES	SPECTRUM ENTERPRISE VOICE		\$42.81

VILLAGE OF HARTLAND

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Payments

Current Period: FEBRUARY 2024

Cash Payment Invoice	E 620-53700-605	MAINTENANCE-WATE	SPECTRUM ENTERPRISE VOICE		\$42.81
Cash Payment Invoice	E 204-53610-385	MAINTENANCE-COLLE	SPECTRUM ENTERPRISE VOICE		\$42.81
Cash Payment Invoice	E 101-52200-220	UTILITY SERVICES	SPECTRUM ENTERPRISE VOICE		\$104.35
Cash Payment Invoice	E 101-51400-300	OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET		\$84.48
Cash Payment Invoice	E 101-52400-300	OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET		\$84.48
Cash Payment Invoice	E 101-51500-300	OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET		\$84.48
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET		\$84.48
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET		\$84.48
Cash Payment Invoice	E 101-53000-220	UTILITY SERVICES	SPECTRUM ENTERPRISE INTERNET		\$84.48
Cash Payment Invoice	E 620-53700-605	MAINTENANCE-WATE	SPECTRUM ENTERPRISE INTERNET		\$84.48
Cash Payment Invoice	E 204-53610-385	MAINTENANCE-COLLE	SPECTRUM ENTERPRISE INTERNET		\$84.48
Cash Payment Invoice	E 101-55370-300	OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET		\$43.16
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	SPECTRUM FIBER FD		\$379.00
Transaction Date	2/24/2024		GF Checking	11100	Total \$2,067.83
Refer	0 SPORTSMANS PUB			<u>Ck# 2024144E 2/24/2024</u>	
Cash Payment Invoice	E 101-53000-290	OUTSIDE SERVICES/C	Training lunch		\$28.25
Transaction Date	2/24/2024		GF Checking	11100	Total \$28.25
Refer	0 STAPLES ADVANTAGE			<u>Ck# 2024103E 2/24/2024</u>	
Cash Payment Invoice	E 101-51440-300	OPERATING SUPPLIE	absentee labels		\$16.14
Cash Payment Invoice	E 101-51400-300	OPERATING SUPPLIE	CHAIR MATS		\$80.38
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	CHAIR MATS		\$40.19
Transaction Date	2/24/2024		GF Checking	11100	Total \$136.71
Refer	0 TARGET			<u>Ck# 2024110E 2/24/2024</u>	
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Crafts for Storytime Party (Jan.)		\$133.61
Transaction Date	2/24/2024		GF Checking	11100	Total \$133.61
Refer	0 U.S. CELLULAR			<u>Ck# 2024089E 2/24/2024</u>	
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	US CELLULAR PHONE SERVICES		\$99.54
Cash Payment Invoice	E 101-53000-220	UTILITY SERVICES	US CELLULAR PHONE SERVICES		\$121.69

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Payments

Current Period: FEBRUARY 2024

Cash Payment Invoice	E 620-53700-605	MAINTENANCE-WATE	US CELLULAR PHONE SERVICES		\$121.69
Cash Payment Invoice	E 204-53610-385	MAINTENANCE-COLLE	US CELLULAR PHONE SERVICES		\$121.69
Transaction Date	2/24/2024		GF Checking	11100	Total \$464.61
Refer	0	<u>UNITED STATES POSTAL SERVIC</u>	<u>Ck# 2024135E 2/24/2024</u>		
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	ILL shipping		\$3.92
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Unused Officer Candidate Tests Mailed Back		\$9.00
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Certified Mail on Served Subpoena - Ofc Shea		\$5.01
Transaction Date	2/24/2024		GF Checking	11100	Total \$17.93
Refer	0	<u>USA TODAY</u>	<u>Ck# 2024129E 2/24/2024</u>		
Cash Payment Invoice	E 101-55110-325	PERIODICALS	USA Today Subscription		\$34.00
Transaction Date	2/24/2024		GF Checking	11100	Total \$34.00
Refer	0	<u>VERIZON COMMUNICATIONS</u>	<u>Ck# 2024136E 2/24/2024</u>		
Cash Payment Invoice	E 101-52100-290	OUTSIDE SERVICES/C	VERIZON PHONE		\$258.32
Cash Payment Invoice	E 101-52100-290	OUTSIDE SERVICES/C	VERIZON MODEM AND PHONE		\$266.07
Transaction Date	2/24/2024		GF Checking	11100	Total \$524.39
Refer	0	<u>WALMART</u>	<u>Ck# 2024109E 2/24/2024</u>		
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Extended Hours snacks		\$51.87
Transaction Date	2/24/2024		GF Checking	11100	Total \$51.87
Refer	0	<u>WEMSA</u>	<u>Ck# 2024127E 2/24/2024</u>		
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	WEMSA Conference classes		\$245.00
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	WEMSA Conference Classes		\$245.00
Transaction Date	2/24/2024		GF Checking	11100	Total \$490.00
Refer	0	<u>WI DEPT OF JUSTICE</u>	<u>Ck# 2024092E 2/24/2024</u>		
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Refund for Supervisor Training for RTJ		-\$171.50
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Refund for Supervisor Training for RTJ		-\$3.50
Transaction Date	2/24/2024		GF Checking	11100	Total -\$175.00
Refer	0	<u>WI STATE FIRE CHIEFS ASSOC</u>	<u>Ck# 2024094E 2/24/2024</u>		
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	State Chief's membership		\$95.00
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	State Chief's Winter In Service		\$155.00
Transaction Date	2/24/2024		GF Checking	11100	Total \$250.00
Refer	0	<u>WMCA (DUES)</u>	<u>Ck# 2024147E 2/24/2024</u>		

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Payments

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Current Period: FEBRUARY 2024

Cash Payment	E 101-51400-300	OPERATING SUPPLIE	Clerk membership		\$65.00
Invoice					
Transaction Date	2/24/2024	GF Checking	11100	Total	\$65.00
Refer	0	ZERO9 SOLUTIONS	Ck# 2024132E	2/24/2024	
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	Holster for Ofc Weiss (PD Purchase)		\$34.99
Invoice					
Transaction Date	2/24/2024	GF Checking	11100	Total	\$34.99
Refer	0	ZOOM	Ck# 2024120E	2/24/2024	
Cash Payment	E 101-51400-395	COMMUNITY RELATIO	Monthly Zoom Account		\$16.79
Invoice					
Transaction Date	2/24/2024	GF Checking	11100	Total	\$16.79

Fund Summary

	11100 GF Checking
101 GENERAL FUND	\$22,143.04
204 SEWER	\$441.76
402 CORPORATE RESERVE FUND	\$3,573.34
620 WATER FUND	\$548.44
	\$26,706.58

Pre-Written Checks	\$26,706.58
Checks to be Generated by the Computer	\$0.00
Total	\$26,706.58

#236



APPLICATION FOR: (PLEASE CHECK ALL THAT APPLY)

REGULAR OPERATOR LICENSE

To serve fermented malt beverages and intoxicating liquors License expires June 30, 2024

NEW APPLICANT (\$50) RENEWAL APPLICANT (\$40) (Not applicable after 8/31/24)

PROVISIONAL OPERATOR LICENSE (\$15)

To serve fermented malt beverages and intoxicating liquors License expires 60 days after issuance. The applicant is required to submit attached 'sponsor form' to be completed by his/her employer where he/she will be serving intoxicating beverages.

July 1, June 30,
2022-2024

Regular Operator License Only \$50.00

Renewal: \$40.00

Provisional: \$15.00

Total Amount: 50

Date Paid: 2/12/24

Receipt No.: 253687

PRINT the answers to the following questions fully and completely:

Name Micah J. Lancaster
(First, Middle, Last)

Date of Birth: 4/14/89 Driver's License No. and State L522-5508-9134-09

Address: 219 Main St.

City, State, Zip: Pewaukee, WI, 53072

Home Phone Number: 773-899-4728 Citizen of United States? Yes No

How long have you lived at this address? 1 year

*Please note that WI State Statute 125.04(5)(a)2 states that an applicant must be a resident of Wisconsin continuously for at least 90 days prior to the date of application.

List all previous residences for the past 10 years: (City and State Only) Pewaukee, WI
Watertown, WI

Name of establishment where you will be serving/selling Malt Beverages and/or Intoxicating Liquors?

Edder's Sports Grill

CHECK ONE:

I have held an operators, premises or managers license within the past two years (if in another Municipality other than the Village of Hartland, proof required)

I have completed the "Responsible Beverage Server's Training Course" at WCTC or an On-Line Responsible Beverage Server's Training Course that is approved by the Wisconsin Department of Revenue. Certificate is required.

I have enrolled in the "Responsible Beverage Server's Training Course" (Classes are held at Waukesha County Technical College). Copy of enrollment receipt is required.

Applicant: Please have employer fill out the information on this page if you are applying for a Provisional License

TO THE TRUSTEES OF
THE VILLAGE OF HARTLAND, WISCONSIN

In compliance with § 125.17(5) of the Wisconsin Statutes and the Municipal Code Section 6-38 and all acts amendatory and supplementary of that Section, I hereby certify that the applicant has not been convicted of, nor has any charge pending, of any felony, misdemeanor or ordinance violation, the facts of which would affect the applicant's fitness to serve intoxicants. I know the applicant, he/she has a place to work, that he/she is at least (18) years of age, and is of good moral character. I also certify that I shall reimburse the Village for any expenses incurred by the Village in revoking the applicant's Operator's License and I certify all the statements made by me are true.

(Name of Applicant)

(Signature of Sponsor)

(Place of Business)

HAVE YOU EVER BEEN CONVICTED OF ANY ALCOHOL BEVERAGE RELATED OFFENSES, INCLUDING ANY OF THE FOLLOWING, AS A JUVENILE OR AN ADULT?

Please Select One Answer

1. Illegal purchase, sale or providing of intoxicating liquor or beer? YES NO
2. Violation of closing hours at a licensed premise? YES NO
3. Any other violation of laws pertaining to alcoholic beverages? YES NO
4. Disorderly conduct or criminal damage to property that occurred at a licensed establishment? YES NO
5. Obstruction of a police officer while on a licensed premise for the sale of alcoholic beverages? YES NO
6. Operating a motor vehicle while under the influence of alcohol or controlled substance or with a prohibited alcohol concentration (Wis. Stat. 346.63)? YES NO
7. Operating a motor vehicle while under age 21 with a blood alcohol of more than .0% but not more than .1% (Wis. Stat. 346.63(2)(m))? YES NO
8. Having alcohol beverages in your possession in a motor vehicle as a driver or a passenger (Wis. Stat. 346.935)? YES NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY?

YES NO

DO YOU HAVE ANY CRIMINAL OR ORDINANCE CHARGES PRESENTLY PENDING AGAINST YOU?

YES NO

DO YOU PRESENTLY HAVE ANY OVERDUE OR OUTSTANDING FORFEITURES RESULTING FROM A VIOLATION OF AN ORDINANCE OF ANY COUNTY, CITY, VILLAGE, OR TOWN?

YES NO

If you have answered yes to any of the above questions, list the date, nature of offense and the location of the offense (City, County and State)

ML
2/17/2020

<u>Date</u>	<u>Nature of Offense</u>	<u>Location: City, County and State</u>
-------------	--------------------------	---

12/20/	Operating Prohibited Pac (2nd offense)	Watertown, WI (Dodge Co.)
October 2018	Operating Prohibited PAC (wi)	Watertown, WI (Jefferson Co.)

Please list additional convictions or other pertinent information below:

Approval by Municipal Authority

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection.

Approved on 02/19/24 by [Signature] Title Police Chief
(Date) (Signature of Proper Local Official)

OWI 1st = 12/29/19 OWI 2nd = 09/13/18 (Offense Dates)

I hereby apply for a license to serve Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2), and 125.68(2) of the Wisconsin Statutes and all acts amendatory and supplementary of those sections, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

The license shall, if issued, be from the date of its issuance to June 30, 2024, unless the license is revoked for cause by the Village Board prior to that date.

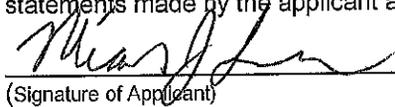
STATE OF WISCONSIN

§

WAUKESHA COUNTY

(Please Print)

says that he/she is at least eighteen years of age, is of good moral character, and is the person who made and signed the foregoing application for an Operator's License; and that all the statements made by the applicant are true.



(Signature of Applicant)

IN THE EVENT THAT THE VILLAGE OF HARTLAND POLICE DEPARTMENT DECLARES ANY OBJECTION TO THE ISSUANCE OF THE LICENSE, THE APPLICANT SHALL DISCUSS THE ISSUE DIRECTLY WITH THE POLICE CHIEF.

NOTICE:

TO ALL APPLICANTS FOR AN OPERATOR'S LICENSE:

If you have had a conviction for any alcohol related offense within the past 12 months, you should know that the Village Board policy has been to deny the application for an Operator's License until at least a 12 month period of time has elapsed since the conviction date of the offense.

Congratulations!

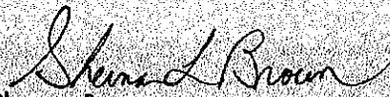
Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Senior Vice President, National Restaurant Association Solutions



ID # 24780804
CARD # 26131078

ServSafe Alcohol® CERTIFICATE



MICAH LANCASTER

NAME

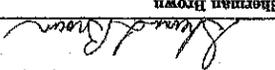
2/2/2024

DATE OF EXAMINATION

Card expires two years from the date of examination. Local laws apply.
Complies with WI State Stats, s.125.04(5)(b)5 & s.123.17(4) & s.134.66

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Sherman Brown
Senior Vice President, National Restaurant Association Solutions



This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

NOTE: You can access your score and certification information anytime at ServSafe.com with the class number provided on this form.

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at 1800SERVSAFE or ServiceCenter@ServSafe.com

In Alaska you must laminate your card for it to be valid.



**Village of Hartland
Administration**

210 Cottonwood Ave, Hartland, WI 53029
www.villageofhartland.wi.gov

To: Village Board	Date: 02/28/2024
Submitted By: Chief Misko	
Subject: Operator License for Tyler Stoltz	

Details: On 09/21/2022, I drafted the attached memo recommending the denial of an operator license for Tyler Stoltz. Stoltz was charged with the following offenses by the Milwaukee Police Department.

1. Carrying a Concealed Weapon
2. Obstructing an Officer
3. Loitering – Illegal Drug Activity

Please see the memo dated 09/21/2022 and the Milwaukee Police Department reports for further information.

Since his previous application for an operator license, Stoltz was arrested for the following offenses.

On 12/01/2022, Stoltz was arrested for 1st Offense Operating While Intoxicated by the Delafield Police Department and was convicted on 01/09/2023 with a blood alcohol concentration level of 0.180.

On 05/12/2023, the Menomonee Falls Police Department filed misdemeanor charges of Ignition Interlock Device Tampering/Failure to Install/Violate Court Order under State Statute 347.413(1) and Operating While Revoked (Revocation due to alcohol/controlled substance/refusal) under State Statute 343.44(1)(b). This matter remains open at the Waukesha County Circuit Court.

On 10/05/2023, the Oconomowoc Police Department filed misdemeanor charges of Ignition Interlock Device Tampering/Failure to Install/Violate Court Order under State Statute 347.413(1) and Operating While Revoked (Revocation due to alcohol/controlled substance/refusal) under State Statute 343.44(1)(b). This matter remains open at the Waukesha County Circuit Court.

Financial Remarks: None

Options & Alternatives:

1. Deny the Operator License for Stoltz due to related criminal activity at a gas station within the past year.
2. Approve the Operator License for Stoltz.

Executive Recommendation: Deny the Operator License for Tyler Stoltz.



APPLICATION FOR: (PLEASE CHECK ALL THAT APPLY)

REGULAR OPERATOR LICENSE

To serve fermented malt beverages and intoxicating liquors License expires June 30, 2024

NEW APPLICANT (\$50) RENEWAL APPLICANT (\$40)
(Not applicable after 8/31/24)

PROVISIONAL OPERATOR LICENSE (\$15)

To serve fermented malt beverages and intoxicating liquors License expires 60 days after issuance. The applicant is required to submit attached 'sponsor form' to be completed by his/her employer where he/she will be serving intoxicating beverages.

July 1, June 30,
2022-2024

Regular Operator License Only \$50.00

Renewal: \$40.00

Provisional: \$15.00

Total Amount: _____

Date Paid: _____

Receipt No.: _____

PRINT the answers to the following questions fully and completely:

Name Tyler J Stoltz
(First, Middle, Last)

Date of Birth: 11/13/2001 Driver's License No. and State 5343-8100-1413-03

Address: 224 Hill ct Apt. 2

City, State, Zip: Hartland, WI. 53029

Home Phone Number: 262-337-1959 Citizen of United States? Yes No

How long have you lived at this address? 7 months

*Please note that WI State Statute 125.04(5)(a)2 states that an applicant must be a resident of Wisconsin continuously for at least 90 days prior to the date of application.

List all previous residences for the past 10 years: (City and State Only) Milwaukee WI

Name of establishment where you will be serving/selling Malt Beverages and/or Intoxicating Liquors?
Hartland Village Mart

CHECK ONE:

- I have held an operators, premises or managers license within the past two years (if in another Municipality other than the Village of Hartland, proof required)
- I have completed the "Responsible Beverage Server's Training Course" at WCTC or an On-Line Responsible Beverage Server's Training Course that is approved by the Wisconsin Department of Revenue. Certificate is required.
- I have enrolled in the "Responsible Beverage Server's Training Course" (Classes are held at Waukesha County Technical College). Copy of enrollment receipt is required.

***Applicant: Please have employer fill out the information on this page
if you are applying for a Provisional License***

TO THE TRUSTEES OF
THE VILLAGE OF HARTLAND, WISCONSIN

In compliance with § 125.17(5) of the Wisconsin Statutes and the Municipal Code Section 6-38 and all acts amendatory and supplementary of that Section, I hereby certify that the applicant has not been convicted of, nor has any charge pending, of any felony, misdemeanor or ordinance violation, the facts of which would affect the applicant's fitness to serve intoxicants. I know the applicant, he/she has a place to work, that he/she is at least (18) years of age, and is of good moral character. I also certify that I shall reimburse the Village for any expenses incurred by the Village in revoking the applicant's Operator's License and I certify all the statements made by me are true.

_____ (Name of Applicant)
_____ (Signature of Sponsor)
_____ (Place of Business)

HAVE YOU EVER BEEN CONVICTED OF ANY ALCOHOL BEVERAGE RELATED OFFENSES, INCLUDING ANY OF THE FOLLOWING, AS A JUVENILE OR AN ADULT?

Please Select One Answer

- 1. Illegal purchase, sale or providing of intoxicating liquor or beer? YES NO
- 2. Violation of closing hours at a licensed premise? YES NO
- 3. Any other violation of laws pertaining to alcoholic beverages? YES NO
- 4. Disorderly conduct or criminal damage to property that occurred at a licensed establishment? YES NO
- 5. Obstruction of a police officer while on a licensed premise for the sale of alcoholic beverages? YES NO
- 6. Operating a motor vehicle while under the influence of alcohol or controlled substance or with a prohibited alcohol concentration (Wis. Stat. 346.63)? YES NO
- 7. Operating a motor vehicle while under age 21 with a blood alcohol of more than .0% but not more than .1% (Wis. Stat. 346.63(2)(m))? YES NO
- 8. Having alcohol beverages in your possession in a motor vehicle as a driver or a passenger (Wis. Stat. 346.935)? YES NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY?

YES NO

DO YOU HAVE ANY CRIMINAL OR ORDINANCE CHARGES PRESENTLY PENDING AGAINST YOU?

YES NO

DO YOU PRESENTLY HAVE ANY OVERDUE OR OUTSTANDING FORFEITURES RESULTING FROM A VIOLATION OF AN ORDINANCE OF ANY COUNTY, CITY, VILLAGE, OR TOWN?

YES NO

If you have answered yes to any of the above questions, list the date, nature of offense and the location of the offense (City, County and State)

<u>Date</u>	<u>Nature of Offense</u>	<u>Location: City, County and State</u>
Dec, 2022	OWI	Hartland, WI
2021	Cartering in Unknown Drug Area w/ intent to purchase	Milwaukee, WI

Please list additional convictions or other pertinent information below:

Approval by Muncipal Authority

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection.

Approved on 02/28/24 by [Signature] Title Police Chief
 (Date) (Signature of Proper Local Official)

I hereby apply for a license to serve Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2), and 125.68(2) of the Wisconsin Statutes and all acts amendatory and supplementary of those sections, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

The license shall, if issued, be from the date of its issuance to June 30, 2024, unless the license is revoked for cause by the Village Board prior to that date.

STATE OF WISCONSIN

WAUKESHA COUNTY

§

Tyler J Stoltz
(Please Print)

says that he/she is at least eighteen years of age, is of good moral character, and is the person who made and signed the foregoing application for an Operator's License; and that all the statements made by the applicant are true.

[Signature]
(Signature of Applicant)

IN THE EVENT THAT THE VILLAGE OF HARTLAND POLICE DEPARTMENT DECLARES ANY OBJECTION TO THE ISSUANCE OF THE LICENSE, THE APPLICANT SHALL DISCUSS THE ISSUE DIRECTLY WITH THE POLICE CHIEF.

NOTICE:

TO ALL APPLICANTS FOR AN OPERATOR'S LICENSE:

If you have had a conviction for any alcohol related offense within the past 12 months, you should know that the Village Board policy has been to deny the application for an Operator's License until at least a 12 month period of time has elapsed since the conviction date of the offense.



LEARN 2 SERVE™

CERTIFICATE OF COMPLETION

This certifies that

Tyler Stoltz

is awarded this certificate for

Wisconsin Responsible Beverage Server Training



Completion Date
09/10/2022



Expiration Date
09/09/2024



Certificate #
WI-00606163

Official Signature

This certificate is non-transferable and represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | www.360training.com



210 Cottonwood Avenue
 Hartland WI 53029
 262-367-2714 FAX: 262-367-2430
www.villageofhartland.wi.gov

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
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 Oconomowoc Rugby Football Club (ORFC)			
Street Address 707 W. Pioneer Rd	City Mequon	State WI	Zip 53097
Phone Number 262-210-9491	Are you a 501(c)3 Organization?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) Beth Wiza			
Address 707 W. Pioneer Rd	City Mequon	State WI	Zip 53097
Email WizaEA@8@yahoo.com	Phone Number 262-210-9491	Day of Event Phone Number 262-210-9491	
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. Tim Jacques (Treasurer) 262-215-9030			

EVENT INFORMATION	
Name of Event Lionhunters 7 ^s Tournament	Date(s) of Event June 15, 2024
Event Start Time 7:30 am	Event End Time 6pm
Location of the Event* Centennial Park - Football & Soccer fields	
Will your event take place in a Village of Hartland Park?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>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.</p> <p>*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.</p>	

OTHER INFORMATION

Generally describe your event and its purpose

10th Annual Lionhunters 7^s rugby tournament where Midwest teams compete in 7^s style rugby. We allow 12-14 adult teams to enter. High School teams participate at no charge. Teams arrive, leave at different times throughout the day

Estimated Number of Participants 120-140	Spectators 30-50	Vendors Ø
---	---------------------	--------------

Will alcohol be sold/served? *If yes, liquor and bartender licenses are necessary under separate application.* Yes No

Will you be selling/serving food? Yes No

Will you have food trucks? *If yes, you will need to obtain Outside Food Vendor Permits under separate application.* Yes No

If yes, how many food trucks will be at the event?

Will you be selling merchandise? *If yes, you will need to obtain a Solicitor's Permit under separate application.* Yes No

Does the event involve fireworks? *If yes, you will need to obtain a Fireworks Permit under separate application.* Yes No

Does the event involve amplified music? Yes No

If yes, will the amplified music be a: Band DJ

Hours of amplified music:

Noise is regulated within the Village of Hartland. The Village ordinance states that no person shall make loud noise such as may tend to unreasonably annoy or disturb the peace and quiet of another in the vicinity. 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.

Is street closure requested? Yes No

Hours of street closure:

Diagram for Street Closure Provided? Yes No

Will you need barricades provided by the Village for your event? Yes No

How many barricades needed for your event?

"Road Closed" signs requested? Yes No

Will you be erecting any tents, canopies or other temporary structure(s)? *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.* Yes No

Will you be providing portable restrooms and wash stations? Yes 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?

Will you provide parking for participants?

Yes

No

If yes, where will parking be available?

In the Park's lot.

Will you provide a dumpster/clean-up services?

Yes

No

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

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.

Beth Wign
 Signature of Applicant

1/8/24
 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.				
Clerk	✓		SP [Signature]	may need portable restroom OK
Fire	✓		[Signature]	
Police	✓		Chief Mike 1/11/24	
Public Works				
Rec				

Fees

_____ Outside Food Vendors	_____ Special Event Permit	TOTAL FEES _____
_____ 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** _____



210 Cottonwood Avenue
 Hartland WI 53029
 262-367-2714 FAX: 262-367-2430
www.villageofhartland.com

SPECIAL EVENT PERMIT APPLICATION

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

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

ORGANIZATION INFORMATION				
Name of Organization Lake Country Family Fun				
Street Address PO Box 596		City Okauchee	State WI	Zip 53069
Phone Number 920-390-0263		Are you a 501(c)3 Organization?		Yes <input checked="" type="checkbox"/> No
Event Contact Person (First & Last Name) Erin Guenterberg				
Address N8886 Leiger Lane		City Ixonia	State WI	Zip 53036
Email hartlandkidsday@gmail.com	Phone Number 920-390-0263		Day of Event Phone Number 920-390-0263	
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 Hartland Kids Day	Date(s) of Event July 31,m 2024	
Event Start Time 9:00 am	Event End Time 2:00 pm	
Location of the Event* Nixon Park		
Will your event take place in a Village of Hartland Park?		Yes <input checked="" type="checkbox"/> No
<p>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.</p> <p>*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.</p>		

OTHER INFORMATION CONTINUED

If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of?
 3 portable restrooms will be located in the parking lot nearest the fine arts fair building, as suggested by the Village of Hartland.

Will you provide parking for participants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--	---	-----------------------------

If yes, where will parking be available?

Some parking will be available in the parking lot for select vendors and participants.

Will you provide a dumpster/clean-up services?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--	---	-----------------------------

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

I will secure a dumpster to be placed at the far south end of the parking lot for event garbage. The dumpster will arrive Tuesday and be removed on Thursday.

Will the event require additional security?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
---	---	-----------------------------

Will you have an emergency plan in the event of severe weather?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
---	---	-----------------------------

Will the event require first aid and/or emergency responders?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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.

Erin Guenterberg
Signature of Applicant

1/30/2024
Date

For staff use only

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

Application forwarded to:

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

Village Board approval, if necessary, on:

Date: _____

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Fire				
Police	01/30/24			
Public Works				
Rec				

Fees

_____ Outside Food Vendors	_____ Special Event Permit	TOTAL FEES _____
_____ 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



Village of Hartland Park Facility Reservation Application

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

Permit # _____

Contact Information

Organization Name (if applicable) Lake Country Family Fun

Renter or Responsible Party Erin Guenterberg

Home/Cell Phone 920-390-0263 Email hartlandkidsday@gmail.com

Address PO Box 596 City/Zip Okauchee, WI 53069

If above person cannot be reached: Stephanie Cutler Phone 414-639-5707

Rental Information

Event Date July 31, 2024 Event Type Family Event/Vendor Booth

Arrival Time (include set-up time) 6:00 am Departure Time (include clean-up time) 4:00 pm

Attendance 2,000+ Electricity - Yes No Tax Exempt - Yes No (If yes, please include certificate)

Rental Fees

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

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Nixon Warming Shed (flat fee \$85)
- Penbrook (may not use if athletic field reserved)
- Centennial Shelter
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required

Open Space Reserved (describe area below)
All grassy area north of Splash Pad and west of E. Park Ave.

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$85	\$140
51-100	100	155
101+	150	205

Refundable Deposit (based on number of attendees)

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

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

Erin Guenterberg 1/30/2024
Renter's Signature Date

Erin Guenterberg
Renter's Name (please print)

Rental Fee	_____
Tax (5% on Rental Fee)	_____
Deposit (if required)	_____
Structures deposit (\$100)	_____
Total Due	_____

Office Use Only: Date Paid _____ Amount Paid _____ Receipt # _____ Processed _____

VILLAGE OF HARTLAND
WARMING SHED AND FINE ARTS CENTER RESERVATION FORM

210 COTTONWOOD AVENUE | HARTLAND, WI 53029 | PHONE 262-367-2714 | FAX 262-367-2430

Reservation for: Warming Shed Fine Arts Center

Organization or Individual's Name: Lake Country Family Fun

Name of Person in Charge: Erin Guenterberg

Telephone Number: Home: 920-390-0263 Work: 920-390-0263

Email Address: hartlandkidsday@gmail.com

Address: PO Box 596 Okauchee, WI 53069

Secondary Contact: Stephanie Cutler

Telephone Number: Home: 414-639-5707 Work: 414-639-5707

Name of Group/Performer: A variety of performers will take the stage, plus a DJ.

Description of Entertainment: A dj will be on stage with dance studios, theater companies, and more

Is Sponsor Classified as Non-Profit: No

Other Permits Required: Beer Shelter Other

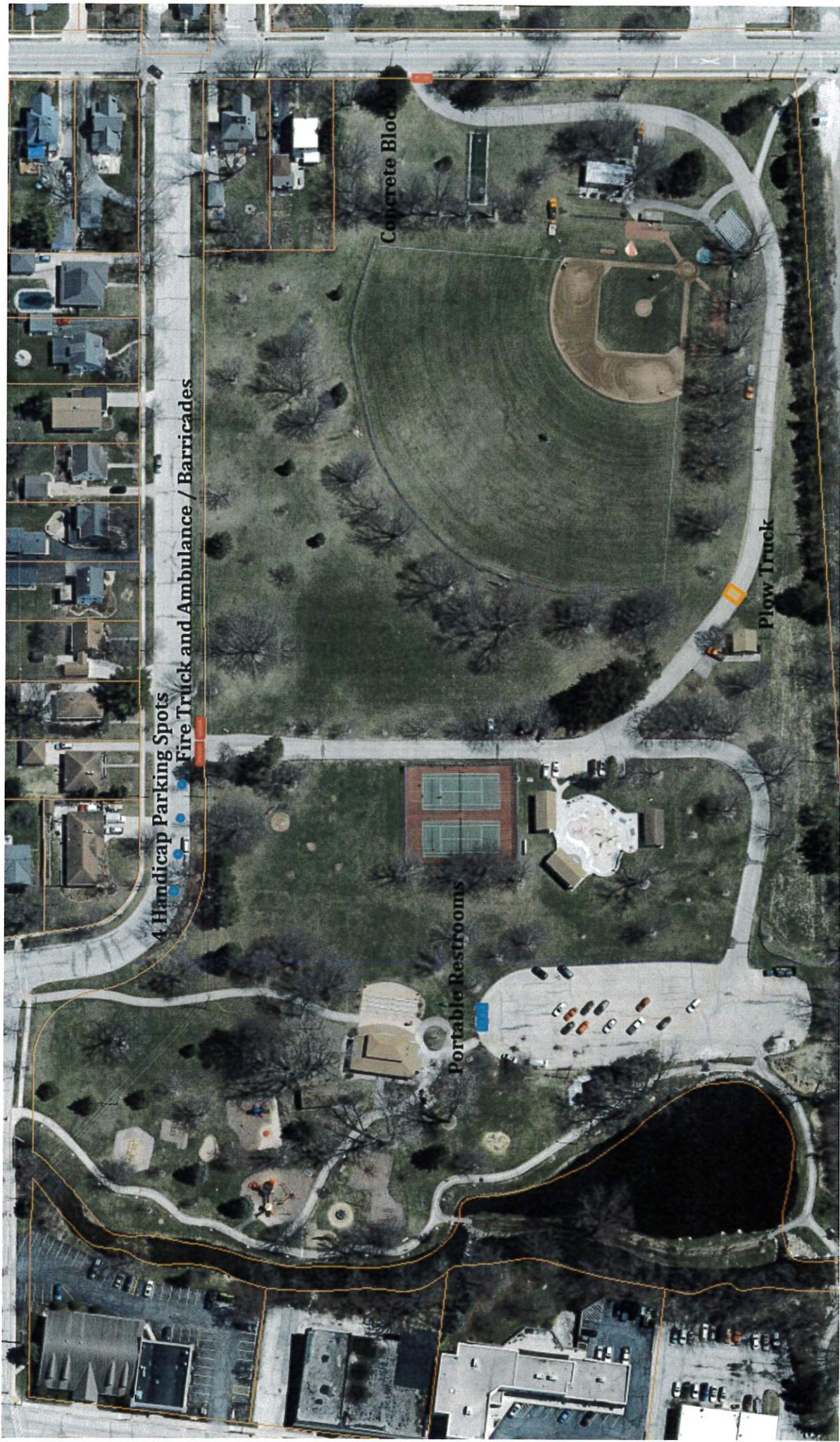
Date Paid: _____ Fees: _____ Deposit: _____ Receipt Number: _____

Warming Shed Fees						
Number of People		20 people max				
Refundable Deposit		\$100.00				
Fees	Resident	\$50.00 + tax				
	Non-Resident	\$90.00 + tax				
Fine Art Center Fees						
Number of People		0-50	51-100	101-200	201-300	301+
Refundable Deposit		\$50.00	\$100.00	\$200.00	\$300.00	\$400.00
Fees	Resident	\$80.00 + tax	\$100.00 + tax	125.00 + tax	150.50 + tax	
	Non-Resident	\$100.00 + tax	\$130.00 + tax	170.00 + tax	200.00 + tax	

Permit Number:	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate	Electricity Needed	Total Deposit	Date Issued	Issued By

Warming Shed									
Fine Art Center									
Food/Beverage Sales at Concessions Window?									
Sales of Other Items? Describe Items and Point of Sale.									

I verify the documented information and agree to abide by the Park Board's Policy and Village Ordinances regarding park usage.
 Signature: Erin Guenterberg



4 Handicap Parking Spots
Fire Truck and Ambulance / Barricades

Concrete Block

Portable Restrooms

Plow Truck



4 Handicap Parking Spots

Fire Truck and Ambulance / Barricades

Portable Restrooms

Concrete Blocks

Plow Truck



210 Cottonwood Avenue
 Hartland WI 53029
 262-367-2714 FAX: 262-367-2430
www.villageofhartland.wi.gov

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____

FEEES ARE NON-REFUNDABLE

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

ORGANIZATION INFORMATION			
Name of Organization <i>Hartland Lake Country Rotary</i>			
Street Address <i>16 M. KATZEL 515 W North Shore</i>		City <i>Hartland</i>	State <i>WI</i>
Zip <i>53029</i>		Are you a 501(c)3 Organization? <i>NO</i>	
Phone Number <i>262-367-2181</i>		Yes	<input checked="" type="checkbox"/> No
Event Contact Person (First & Last Name) <i>Mike Kaiser</i>			
Address <i>515 W. North Shore Dr.</i>		City <i>Hartland</i>	State <i>WI</i>
Zip <i>53029</i>		Day of Event Phone Number <i>414 852 0755</i>	
Email <i>Mkaiser@kaiser-helms.com</i>		Phone Number <i>See Above</i>	
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 <i>Annual Splash Pad Lunch</i>		Date(s) of Event <i>7/12/24</i>	
Event Start Time <i>10:30 -</i>		Event End Time <i>2pm</i>	
Location of the Event* <i>Splash Pad</i>			
Will your event take place in a Village of Hartland Park?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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.			
*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.			

OTHER INFORMATION		
Generally describe your event and its purpose <i>Free lunch for community Music Door prizes</i>		
Estimated Number of Participants <i>150-200</i>	Spectators	Vendors <i>NONE</i>
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	Yes	<input checked="" type="checkbox"/> No
Will you be selling /serving food?	<input checked="" type="checkbox"/> Yes	No
Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>	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>	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>	Yes	<input checked="" type="checkbox"/> No
Does the event involve amplified music?	<input checked="" type="checkbox"/> Yes	No
If yes, will the amplified music be a:		
	Band	<input checked="" type="checkbox"/> DJ
Hours of amplified music:	<i>10:30 - 2pm</i>	
<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?	Yes	<input checked="" type="checkbox"/> No
Hours of street closure:		
Diagram for Street Closure Provided?	Yes	<input checked="" type="checkbox"/> No
Will you need barricades provided by the Village for your event?	Yes	<input checked="" type="checkbox"/> No
How many barricades needed for your event? <i>X</i>		
"Road Closed" signs requested?	Yes	<input checked="" 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>	Yes	<input checked="" type="checkbox"/> No
Will you be providing portable restrooms and wash stations?	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?

Will you provide parking for participants?

Yes No

If yes, where will parking be available?

Will you provide a dumpster/clean-up services?

Yes No

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

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

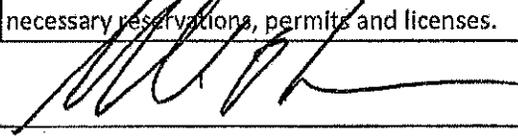
DEPOSIT REQUIREMENTS

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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

2/22/24

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: 2/28/24

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Clerk				
Fire				
Police				
Public Works				
Rec				

Fees

_____ Outside Food Vendors	_____ Special Event Permit	TOTAL FEES _____
_____ 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



Village of Hartland Park Facility Reservation Application

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

Permit #

Contact Information

Organization Name (If applicable) Hartland Lake Country Rotary
 Renter or Responsible Party Michael Kaiser
 Home/Cell Phone 414-852-0755 Email mkaiser@kaiserholahan.com
 Address 515 W. North Shore Dr. City/Zip Hartland, WI 53029
 If above person cannot be reached: Vicky Jasiek Phone 262-719-1788

Rental Information

Event Date July 12, 2024 Event Type _____
 Arrival Time (include set-up time) 10:30a Departure Time (include clean-up time) 2pm
 Attendance 150 Electricity - Yes No _____ Tax Exempt - Yes No _____ (If yes, please include certificate)

Rental Fees

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

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Nixon Warming Shed (flat fee \$85)
- Penbrook (may not use if athletic field reserved)
- Centennial Shelter
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Open Space Reserved (describe area below)

Between Shelter 1 & 2

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

Michael Kaiser
 Renter's Signature
 Michael Kaiser
 Renter's Name (please print)

2/22/24
 Date

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$85	\$140
51-100	100	155
101+	150	205

Refundable Deposit (based on number of attendees)

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

Rental Fee	_____
Tax (5% on Rental Fee)	_____
Deposit (if required)	_____
Structures deposit (\$100)	_____
Total Due	_____

Office Use Only: Date Paid _____ Amount Paid _____ Receipt # _____ Processed _____

Park Shelter Use Policies

RESERVATIONS

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

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

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

LIMITS TO RESERVATION TIME

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

LIMITS ON USE OF FACILITIES

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

FACILITY AMENITIES

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

PERMITTED

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

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

REFUNDS

In the event of cancellation, permit fee may be refunded. A \$10.00 fee may be charged for administrative processing. To change a reservation, a written request must be submitted 2 weeks prior to the reservation. Contact the Village's Administrative Office for further assistance.

REMINDERS

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



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

- Checks Payable to:
Village of Hartland
- Cash
- Credit Card

If for any reason a check is returned as "insufficient funds" a service fee of \$25 is charged. Full payment plus service fee must be paid in full to become registered. A convenience fee of 2.75% will be added to your payment for credit and debit card payments +\$.50 if under \$100.

Required Information for Credit Card Transactions (write legibly)

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

Card #: _____ Expiration Date: _____

Entire name(s) it appears on the credit card (please print legibly): _____

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

Signature (REQUIRED): _____

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



210 Cottonwood Avenue
 Hartland WI 53029
 262-367-2714 FAX: 262-367-2430
www.villageofhartland.wi.gov

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
Deposit paid	_____	Date	_____
Deposit returned	_____	Date	_____
FEEES ARE NON-REFUNDABLE			

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

ORGANIZATION INFORMATION			
Name of Organization Agency 722			
Street Address 483 Manchester Ln	City Hartland	State WI	Zip 53029
Phone Number (616) 888-0468	Are you a 501(c)3 Organization?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Event Contact Person (First & Last Name) Chloe Machajewski			
Address 483 Manchester Ln	City Hartland	State WI	Zip 53029
Email agency722@gmail.com	Phone Number (616) 888-0468	Day of Event Phone Number (616) 888-0468	
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 Hartland Children's Business Fair	Date(s) of Event June 8, 2024
Event Start Time 12:00 PM	Event End Time 4:00 PM
Location of the Event* Nixon Park open space, ideally along the path leading to the park to the right of the band shell.	
Will your event take place in a Village of Hartland Park?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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.	
*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.	

OTHER INFORMATION

Generally describe your event and its purpose
 The event aims to empower children 6-14 to try their hand at entrepreneurship. Each child will be assigned a table (up to 20 vendors total) that they will set up as their "business" for the day. They will have an opportunity to sell their goods and services to the public and learn valuable skills such as: customer service, money math, marketing, and community involvement. We do not seek to turn a profit from this event, only to cover our hosting fees by charging a small per booth rate for each table or "business".

Estimated Number of Participants 20	Spectators 80	Vendors 20
--	------------------	---------------

Will alcohol be sold/served? *If yes, liquor and bartender licenses are necessary under separate application.* Yes No

Will you be selling/serving food? *Possibly* Yes No

Will you have food trucks? *If yes, you will need to obtain Outside Food Vendor Permits under separate application.* Yes No

If yes, how many food trucks will be at the event?

Will you be selling merchandise? *If yes, you will need to obtain a Solicitor's Permit under separate application.* Yes No

Does the event involve fireworks? *If yes, you will need to obtain a Fireworks Permit under separate application.* Yes No

Does the event involve amplified music? Yes No

If yes, will the amplified music be a: Band DJ

Hours of amplified music: N/A

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.

Is street closure requested? Yes No

Hours of street closure:

Diagram for Street Closure Provided? Yes No

Will you need barricades provided by the Village for your event? Yes No

How many barricades needed for your event?

"Road Closed" signs requested? Yes No

Will you be erecting any tents, canopies or other temporary structure(s)? *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.* Yes No

Will you be providing portable restrooms and wash stations? Yes 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?

Will you provide parking for participants?

Yes

No

If yes, where will parking be available?

Will you provide a dumpster/clean-up services?

Yes

No

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

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? See attached info

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.

Chris Macinigi

02/21/2024

Signature of Applicant

Date

For staff use only

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

Application forwarded to:

Administrator

Police Chief

Building Inspector

Public Works Director

Fire Chief

Rec Director

Village Board approval, if necessary, on:

Date:

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Clerk				
Fire				
Police				
Public Works				
Rec				

Fees

Outside Food Vendors

Special Event Permit

TOTAL FEES

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



Village of Hartland Park Facility Reservation Application

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

Permit #

Contact Information

Organization Name (if applicable) Agency 722
 Renter or Responsible Party Chloe Machajewski
 Home/Cell Phone (616) 888-0468 Email agency722@gmail.com
 Address 483 Manchester Ln City/Zip Hartland 53029
 If above person cannot be reached: Ryan Machajewski Phone 970-485-0983

Rental Information

Event Date June 8, 2024 Event Type Hartland Children's Business Fair
 Arrival Time (include set-up time) 10:00 AM Departure Time (include clean-up time) 5:00 pm
 Attendance 100 Electricity - Yes ___ No X Tax Exempt - Yes ___ No X (If yes, please include certificate)

Rental Fees

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

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Nixon Warming Shed (flat fee \$85)
- Penbrook (may not use if athletic field reserved)
- Centennial Shelter
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required

Open Space Reserved (describe area below)

Along walking path to right of band shell at Nixon Park

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

Chloe Machajewski 02/21/24
 Renter's Signature Date
 Chloe Machajewski

Renter's Name (please print)

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$85	\$140
<u>51-100</u>	<u>100</u>	155
101+	150	205

Refundable Deposit (based on number of attendees)

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

Rental Fee	100.00
Tax (5% on Rental Fee)	5.00
Deposit (if required)	0
Structures deposit (\$100)	0
Total Due	105.00

Office Use Only: Date Paid _____ Amount Paid _____ Receipt # _____ Processed _____

Park Shelter Use Policies

RESERVATIONS

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

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

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

LIMITS TO RESERVATION TIME

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

LIMITS ON USE OF FACILITIES

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

FACILITY AMENITIES

- Electricity - Some picnic shelters offer a limited number of electrical outlets. Caution is advised when using electrical service as they are all 20-amp circuits and can be easily overloaded. Due to vandalism, we cannot guarantee electrical availability. Press the red GFI button on the outlet to reset if necessary.
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- Grills - Some grills are supplied by the Village of Hartland in picnic areas. Caution should be exercised in disposal of hot ashes.
- Restroom facilities and parking lots are open to park patrons and not exclusive to the permit holder.

PERMITTED

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

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

REFUNDS

In the event of cancellation, permit fee may be refunded. A \$10.00 fee may be charged for administrative processing. To change a reservation, a written request must be submitted 2 weeks prior to the reservation. Contact the Village's Administrative Office for further assistance.

REMINDERS

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



Payment Method
(Check all that apply.)

- Checks Payable to:
Village of Hartland
- Cash
- Credit Card

If for any reason a check is returned as "insufficient funds" a service fee of \$25 is charged. Full payment plus service fee must be paid in full to become registered. A convenience fee of 2.75% will be added to your payment for credit and debit card payments +\$.50 if under \$100.

Required Information for Credit Card Transactions (write legibly)

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

Card #: _____ Expiration Date: _____

Entire name as it appears on the credit card (please print legibly): _____

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

Signature (REQUIRED): _____

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

Vendors

The event aims to empower children 6-14 to try their hand at entrepreneurship. Each child will be assigned a table (up to 20 vendors total) that they will set up as their “business” for the day. They will have an opportunity to sell their goods and services to the public and learn valuable skills such as: customer service, money math, marketing, and community involvement. We do not seek to turn a profit from this event, only to cover our hosting fees by charging a small per booth rate for each table or “business”.

Insurance

We can obtain liability insurance for the event if need be.

Parking

Nixon park lots and street parking along E Park Ave. We don't anticipate a large number of excess cars outside of normal park traffic.

Generators

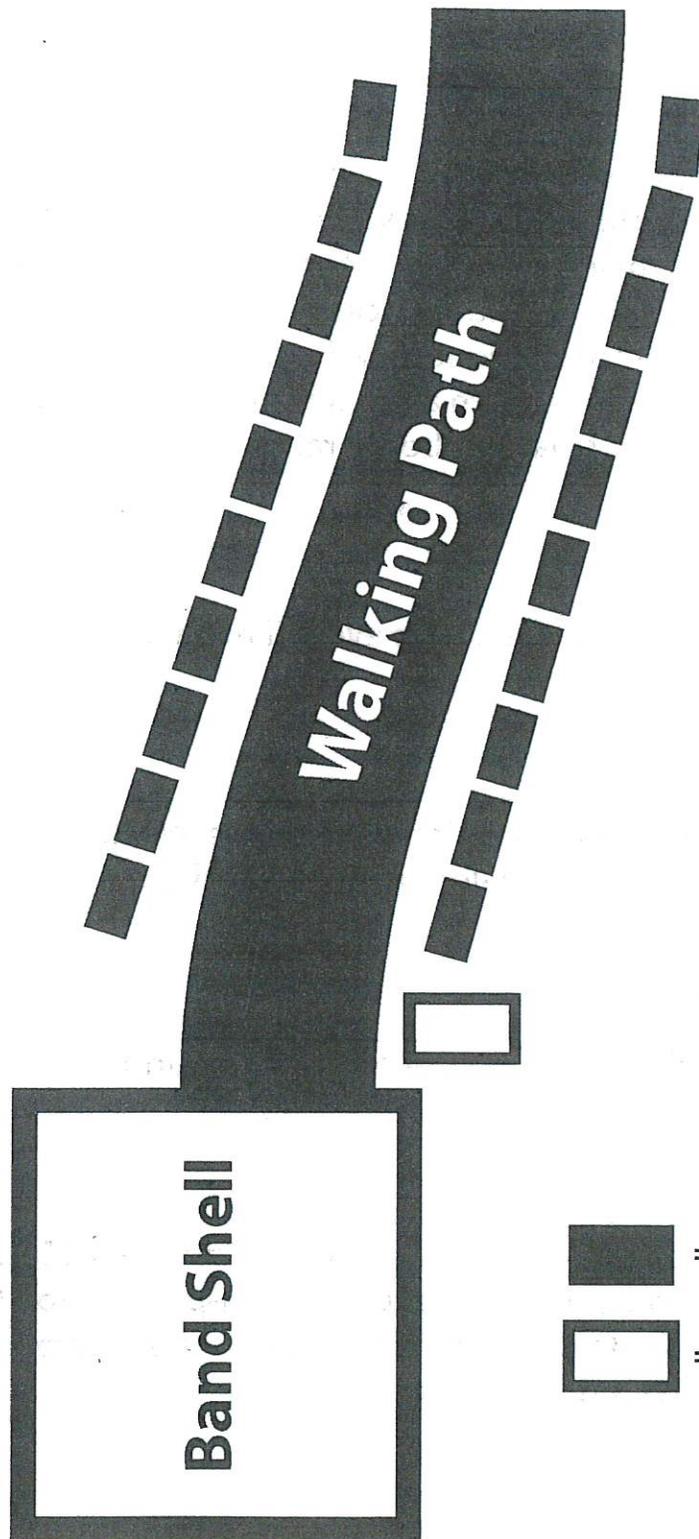
We will not be using electricity or generators of any kind.

More Info

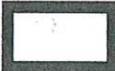
Though the event is solely hosted by Agency 722 and Chloe Machajewski, we are using a framework put together by the non-profit Acton Children's Business Fair, you can find more information about them here:
<https://www.childrensbusinessfair.org/>

Additional Event Info





 = 6ft Vendor table

 = 6ft Check in table

Proposed Event Setup





Village of Hartland GIS

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

The Village of Hartland does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



Village of Hartland

210 Cottonwood Ave
Hartland, WI 53029
262-367-2714



SCALE: 1" = 50'

Print Date: 10/22/2020



210 Cottonwood Avenue
 Hartland WI 53029
 262-367-2714 FAX: 262-367-2430
www.villageofhartland.wi.gov

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
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 <i>Emma Loves Dops Foundation</i>			
Street Address <i>PO Box 230</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Phone Number <i>414 897 3827</i>	Are you a 501(c)3 Organization?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) <i>Kelly Zimmerman</i>			
Address <i>634 Cardiff Dr</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Email <i>kwierdsma@gmail.com</i>	Phone Number <i>414 897 3827</i>	Day of Event Phone Number <i>Same</i>	
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 <i>Paws in the Park</i>	Date(s) of Event <i>8-24-24</i>
Event Start Time <i>5pm</i>	Event End Time <i>9pm</i>
Location of the Event* <i>Nixon Park</i>	
Will your event take place in a Village of Hartland Park?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>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.</p> <p>*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.</p>	

OTHER INFORMATION CONTINUED

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

Will you provide parking for participants?

Yes

No

If yes, where will parking be available?

will use general park parking

Will you provide a dumpster/clean-up services?

Yes

No

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

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.



Village of Hartland Park Facility Reservation Application

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

Permit # _____

Contact Information

Organization Name (if applicable) Emma Loves Dogs
 Renter or Responsible Party Kelly Zimmerman
 Home/Cell Phone 414 897 3827 Email kwierdsma@gmail.com
 Address Po Box 230 City/Zip Hartland 53029
 If above person cannot be reached: Tammy Mertens Phone 262 399 6291

Rental Information

Event Date 8-24-24 Event Type Fundraiser
 Arrival Time (include set-up time) 3pm Departure Time (include clean-up time) 10pm
 Attendance 400 Electricity - Yes ___ No X Tax Exempt - Yes X No ___ (If yes, please include certificate)

Rental Fees

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

Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Nixon Warming Shed (flat fee \$85)
- Penbrook (may not use if athletic field reserved)
- Centennial Shelter
- Other Structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Open Space Reserved (describe area below)

Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	\$85	\$140
51-100	100	155
101+	150	205

Refundable Deposit (based on number of attendees)

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

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

Kelly Zimmerman
 Renter's Signature
Kelly Zimmerman
 Renter's Name (please print)

2-16-24
 Date

Rental Fee	_____
Tax (5% on Rental Fee)	_____
Deposit (if required)	_____
Structures deposit (\$100)	_____
Total Due	_____

Office Use Only: Date Paid _____ Amount Paid _____ Receipt # _____ Processed _____



210 Cottonwood Avenue
 Hartland WI 53029
 262-367-2714 FAX: 262-367-2430
www.villageofhartland.wi.gov

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
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 <i>Hartland Public Library</i>			
Street Address <i>110 E. Park Ave.</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Phone Number <i>262-367-3350</i>	Are you a 501(c)3 Organization?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Event Contact Person (First & Last Name) <i>Andy Kristensen</i>			
Address <i>110 E. Park Ave.</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Email <i>akristensen@hartland.lib.wi.us</i>	Phone Number <i>262-367-3350</i>	Day of Event Phone Number <i>262-957-4919</i>	
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 <i>Summer Reading Program Kickoff</i>	Date(s) of Event <i>June 7</i>
Event Start Time <i>5 PM</i>	Event End Time <i>7 PM</i>
Location of the Event* <i>Nixon Park</i>	
Will your event take place in a Village of Hartland Park?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>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.</p> <p>*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.</p>	

OTHER INFORMATION

Generally describe your event and its purpose

This is the official kick-off event for our summer reading program. Using Shelter 4, the Fine Arts Center Stage, and the grassy area adjacent to the Stage, we'll have 2 Storytime performers, a DJ playing music after the performers, ice cream to give away from a Little Dipperz cart, an inflatable obstacle course,

Estimated Number of Participants 100-200	Spectators —	Vendors —
---	-----------------	--------------

Yard games and a table to sign families up for the Summer reading program.

Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	Yes	No
---	-----	----

Will you be selling/serving food?	Yes	No
-----------------------------------	-----	----

Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>	Yes	No
---	-----	----

If yes, how many food trucks will be at the event?	N/A	
--	-----	--

Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>	Yes	No
--	-----	----

Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>	Yes	No
---	-----	----

Does the event involve amplified music?	Yes	No
---	-----	----

If yes, will the amplified music be a:	Band	DJ
--	------	----

Hours of amplified music:	5 PM - 7 PM
---------------------------	-------------

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.

Is street closure requested?	Yes	No
------------------------------	-----	----

Hours of street closure:	N/A
--------------------------	-----

Diagram for Street Closure Provided?	Yes	No
--------------------------------------	-----	----

Will you need barricades provided by the Village for your event?	Yes	No
--	-----	----

How many barricades needed for your event?	N/A	
--	-----	--

"Road Closed" signs requested?	Yes	No
--------------------------------	-----	----

Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector.</i>	Yes	No
---	-----	----

Will you be providing portable restrooms and wash stations?	Yes	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?

At Nixon Park and the Library

Will you provide a dumpster/clean-up services?

Yes

No

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

Normal disposal in park garbage cans

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

Date

For staff use only

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

Application forwarded to:

Administrator

Police Chief

Building Inspector

Public Works Director

Village Board approval, if necessary, on:

Fire Chief

Rec Director

Date: _____

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Clerk				
Fire				
Police				
Public Works				
Rec				

Fees

_____ Outside Food Vendors

_____ Special Event Permit

TOTAL FEES

_____ 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





210 Cottonwood Avenue
 Hartland WI 53029
 262-367-2714 FAX: 262-367-2430
www.villageofhartland.wi.gov

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
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 <i>Ice Age Trail Ad Hoc Committee</i>			
Street Address <i>210 Cottonwood Avenue</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Phone Number <i>262-367-0352</i>	Are you a 501(c)3 Organization?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) <i>Sara Rennekamp</i>			
Address <i>210 Cottonwood Avenue</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Email <i>sara@villageofhartland.wi.gov</i>	Phone Number <i>262-367-0352</i>	Day of Event Phone Number <i>262-367-0352</i>	
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 <i>Mammoth Moonlight Hike</i>	Date(s) of Event <i>October 18, 2024</i>
Event Start Time <i>6:30 pm</i>	Event End Time <i>8:00 pm</i>
Location of the Event* <i>Cottonwood wayside</i>	
Will your event take place in a Village of Hartland Park?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<p>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.</p> <p>*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.</p>	

OTHER INFORMATION

Generally describe your event and its purpose
 A free community event to hike through the trails in Cottonwood Wayside. Requesting use of the chimney for a fire. Requesting police presence at the event. Requesting fire presence at the event.

Estimated Number of Participants 100+, weather dependent	Spectators Ø	Vendors Ø
---	-----------------	--------------

Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>	Yes	<input checked="" type="radio"/> No
---	-----	-------------------------------------

Will you be selling/serving food?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No
-----------------------------------	--------------------------------------	-------------------------------------

Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>	Yes	<input checked="" type="radio"/> 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>	Yes	<input checked="" type="radio"/> No
--	-----	-------------------------------------

Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>	Yes	<input checked="" type="radio"/> No
---	-----	-------------------------------------

Does the event involve amplified music?	Yes	<input checked="" type="radio"/> No
---	-----	-------------------------------------

If yes, will the amplified music be a:	Band	DJ
--	------	----

Hours of amplified music:	
---------------------------	--

Noise is regulated within the Village of Hartland. The Village ordinance states that no person shall make loud noise such as may tend to unreasonably annoy or disturb the peace and quiet of another in the vicinity. 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.

Is street closure requested?	Yes	<input checked="" type="radio"/> No
------------------------------	-----	-------------------------------------

Hours of street closure:	
--------------------------	--

Diagram for Street Closure Provided?	Yes	<input checked="" type="radio"/> No
--------------------------------------	-----	-------------------------------------

Will you need barricades provided by the Village for your event?	Yes	<input checked="" type="radio"/> No
--	-----	-------------------------------------

How many barricades needed for your event?

"Road Closed" signs requested?	Yes	<input checked="" type="radio"/> 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>	Yes	<input checked="" type="radio"/> No
---	-----	-------------------------------------

Will you be providing portable restrooms and wash stations?	Yes	<input checked="" type="radio"/> 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?

Will you provide parking for participants?

Yes

No

If yes, where will parking be available?

Overflow parking in Danner's neighboring lot.

Will you provide a dumpster/clean-up services?

Yes

No

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

Will the event require additional security?

Yes

No

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

cancelled

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]
Signature of Applicant

2-26-24
Date

For staff use only

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

Application forwarded to:

Administrator

Police Chief

Building Inspector

Public Works Director

Village Board approval, if necessary, on:

Fire Chief

Rec Director

Date: 2-28-24

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Clerk				
Fire				
Police				
Public Works				
Rec				

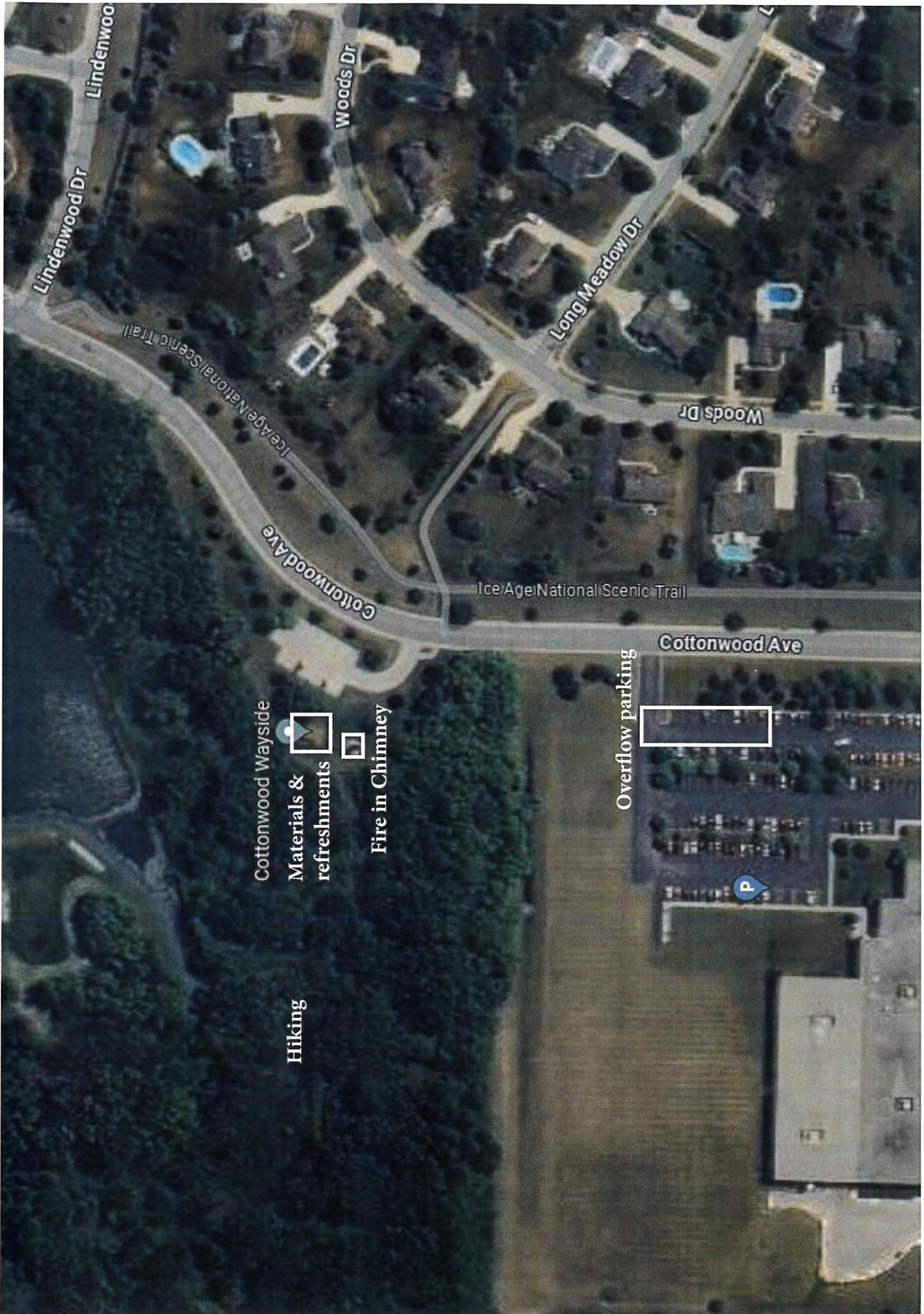
Fees

_____ Outside Food Vendors	_____ Special Event Permit	TOTAL FEES _____
_____ 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



Cottonwood Wayside

Materials & refreshments

Fire in Chimney

Hiking

Overflow parking

Cottonwood Ave

Ice Age National Scenic Trail

Lindenwood Dr

Woods Dr

Long Meadow Dr

Woods Dr

Cottonwood Ave

P



300 Cottonwood Ave., Ste. 12
Hartland, WI 53029
(262) 367-7059
chamberdirector@hartland-wi.org
www.hartland-wi.org

CHAMBER OF COMMERCE

Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029

January 24, 2024



To Whom It May Concern:

Per Village requirements, the Hartland Chamber of Commerce respectfully submits the following information in regards to the annual Street Dance (aka Party In The Park) to be held July 20, 2024.

1. A drawing with required specifications is attached.
2. Operations Plan:
 - a. The Hartland Police Department takes care of all traffic related issues. A member of the police department will be invited to our committee meetings to be well-informed as it relates to their staffing needs and associated responsibilities.
 - b. Set-up/tear-down for the event is done with a volunteer staff of chamber directors, ambassadors and members. We are requesting that set-up begin at 12 noon. Tear-down begins approximately 11:15 pm and is scheduled to be completed between 12:00 and 1:00 am - this timeframe is directly correlated to the band tear down efforts. Chamber volunteers will pick up large portions of trash during tear down. Chamber members return the following morning for another walk-through of the surrounding blocks to pick-up litter that was not visible during the evening hours.
 - i. Detailed Timeline:
 1. Set-Up starts at 12 Noon
 2. Cornhole Toss Tournament begins at 3:00 pm
 3. Children's activities begin at 3:00
 4. Food, alcohol and beverage sales 3:00 -11:00
 5. Solo artists 3:00-7:00
 6. DJ Music from Stage 7:00 – 7:30
 7. Stage musicians 7:30-11:00
 - c. The Hartland Police Department provides security and staffs officers accordingly.
 - d. The Hartland Police and Fire Departments determine access for emergency vehicles and uses officers as necessary. Volunteer chamber staff work with the police to help where appropriate.
 - e. Tented stage, bar, children's area, food vendors, portable bathrooms and cornhole toss areas noted on map.
 - f. Electrical runs are from outside the east wall of the Keller Williams building.
 - g. The band provides the audio equipment and lighting used at all their public performances.
3. Certificate of Insurance is attached.

4. Attendees can park in lots with public access or use surrounding streets.

The chamber can be reached at 367-7059 with any further questions and we would welcome participation from a Village representative at future Street Dance committee meetings to help keep you informed.

Regards,

Lynn T. Minturn, President Hartland Chamber of Commerce



210 Cottonwood Avenue
 Hartland WI 53029
 262-367-2714 FAX: 262-367-2430
www.villageofhartland.wi.gov

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	_____	Date	_____
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 <i>Hartland Chamber of Commerce</i>			
Street Address <i>300 Cottonwood Ave., Ste 12</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Phone Number <i>262-367-7059</i>	Are you a 501(c)3 Organization? <i>501(c)6</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Event Contact Person (First & Last Name) <i>Lynn Minturn</i>			
Address <i>300 Cottonwood Ave., Ste 12</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Email <i>chamberdirector@hartland-wi.org</i>	Phone Number <i>262-367-7059</i>	Day of Event Phone Number <i>262-370-9079</i>	
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 <i>Street Dance</i>	Date(s) of Event <i>7-20-2024</i>
Event Start Time <i>Set up 12 Noon - Event 3:00</i>	Event End Time <i>11:00 p.m. Clean up by 1:00 a.m.</i>
Location of the Event* <i>E. Capitol Drive</i>	
Will your event take place in a Village of Hartland Park?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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.	
*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.	

OTHER INFORMATION

Generally describe your event and its purpose

Free Community Event
Annual fundraiser for the Hartland Chamber of Commerce

Estimated Number of Participants

Spectators

2000

Vendors

10

Will alcohol be sold/served? *If yes, liquor and bartender licenses are necessary under separate application.*

Yes

No

Will you be selling/serving food?

Yes

No

Will you have food trucks? *If yes, you will need to obtain Outside Food Vendor Permits under separate application.*

Yes

No

If yes, how many food trucks will be at the event?

up to 10

Will you be selling merchandise? *If yes, you will need to obtain a Solicitor's Permit under separate application.*

Yes

No

Does the event involve fireworks? *If yes, you will need to obtain a Fireworks Permit under separate application.*

Yes

No

Does the event involve amplified music?

Yes

No

If yes, will the amplified music be a:

Band

DJ

Hours of amplified music:

7:00 PM to 11:00 PM

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.

Is street closure requested?

Yes

No

Hours of street closure:

12:00 PM to 12 Midnight or when stage cleared

Diagram for Street Closure Provided?

Yes

No

Will you need barricades provided by the Village for your event?

Yes

No

How many barricades needed for your event?

Police Determine

"Road Closed" signs requested?

Police Determine: They are at mtg.

Yes

No

Will you be erecting any tents, canopies or other temporary structure(s)? *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.*

Yes

No

Will you be providing portable restrooms and wash stations?

Yes

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?

20-25 units - dropped Friday; picked up Monday
Located in US Bank parking lot
Contracted with Arnolds Environmental Services

Will you provide parking for participants?

Yes No

If yes, where will parking be available?

Will you provide a dumpster/clean-up services?

Yes No

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

Located back end of US parking lot. Dropped Friday, retrieved Monday. Waste containers placed throughout venue and maintained by volunteers during event.
Volunteers return Sunday A.M. to pick up additional refuse.

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.



CERTIFICATE OF LIABILITY INSURANCE

OP ID: SS

DATE (MM/DD/YYYY)

01/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Icon Insurance Service Corp 557 Cottonwood Ave Suite 108 Hartland, WI 53029 Sandra E Spanaus	CONTACT NAME: _____		
	PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____	
E-MAIL ADDRESS: _____			
PRODUCER CUSTOMER ID #: HARTL-1			
INSURED Hartland Chamber of Commerce 300 Cottonwood Ave Suite 12 Hartland, WI 53029	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Hartford		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			83SBAAB5412	10/09/2023	10/09/2024	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
							\$
A	AUTOMOBILE LIABILITY			83SBAAB5412	10/09/2023	10/09/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
<input checked="" type="checkbox"/> HIRED AUTOS				\$			
<input checked="" type="checkbox"/> NON-OWNED AUTOS				\$			
							\$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
							\$
							\$
							\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			83WECAB8SYL	10/09/2023	10/09/2024	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
For event on: Hartland Chamber Street Dance which is scheduled for July 20, 2024 Certificate holder is listed as additional insured.

CERTIFICATE HOLDER**CANCELLATION**

VILLAGE Village Of Hartland 210 Cottonwood Avenue Hartland, WI 53029	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Sandra E Spanaus
---	---

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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

1.24.24

 Date

For staff use only

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

Village Board approval, if necessary, on:
 3-11-24

Application forwarded to:

- Administrator
- Building Inspector
- Fire Chief

- Police Chief
- Public Works Director
- Rec Director

Date: 2-26-24

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Clerk				
Fire				
Police				
Public Works				
Rec				

Fees

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

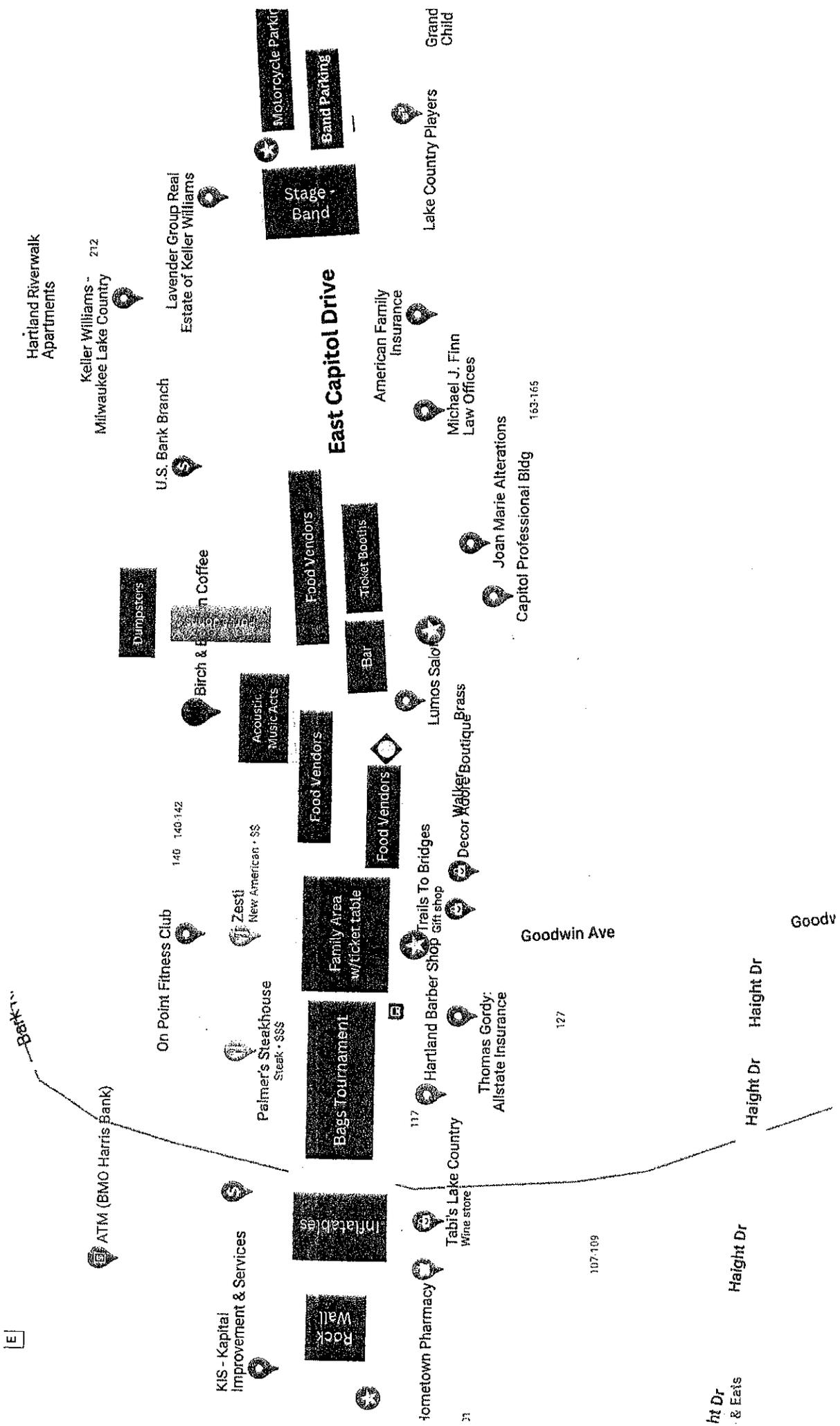
All requirements for this special event have been met.

Village Administrator approval

Date

Key

-  Single Port-a-John
-  Dunk Tank



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 \$ _____

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 07/20/2024 and ending 07/20/2024 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 Hartland Chamber of Commerce

(b) Address 300 Cottonwood Avenue Ste. 12 Hartland WI 53029
(Street) Town Village City

(c) Date organized 07/01/1950

(d) If corporation, give date of incorporation 07/01/1950

(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 Lynn Minturn, 300 Cottonwood Ave., Ste. 12, Hartland WI 53029

Vice President Chairman Scott Heyerdahl, First Weber, 2750 A Golf Rd., Delafield WI 53018

Secretary None

Treasurer Alex Barta, Skye Financial Services, 720 Industrial Ct., Ste. 8, Hartland WI 53029

(g) Name and address of manager or person in charge of affair: _____
Lynn Minturn, Hartland Chamber of Commerce, 300 Cottonwood Ave., Ste. 12, 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 Near 155 E. Capitol Drive, Hartland WI 53029

(b) Lot _____ Block _____

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

(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 Hartland Chamber of Commerce Street Dance

(b) Dates of event 07/20/2024 Plus 07/19/2024 for delivery of wine

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 Lynn Minturn 1.24.24
(Signature / Date)

Hartland Chamber of Commerce
(Name of Organization)

Date Filed with Clerk 2-21-24

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
HARTLAND CHAMBER OF COMMERCE

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶ **NON PROFIT 501(C)6**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
300 COTTONWOOD AVENUE SUITE 12

6 City, state, and ZIP code
HARTLAND WI 53029

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-					
--	--	--	--	---	--	--	--	--	--

or

Employer identification number

39	-	139	1774
----	---	-----	------

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *[Signature]* Date ▶ **1/31/19**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



300 Cottonwood Ave., Ste. 12
Hartland, WI 53029
(262)367-7059
chamberdirector@hartland-wi.org
www.hartland-wi.org

CHAMBER OF COMMERCE

Hello Residents and Business Owners!

This letter is to inform you that the Hartland Chamber of Commerce will be hosting the Street Dance again on E. Capitol Drive on Saturday, July 20, 2024. We will be presenting our information to the Village Board in February to request the following:

sp

We, the Hartland Chamber of Commerce, would like to hold our annual street dance on E. Capitol Drive, Saturday, July 20, 2024, from 3:00 pm – 11:00 pm. We anticipate E. Capitol Drive, from North Avenue to Church Street, to be shut down beginning at 12:00 pm to allow for the set-up of this event.

If you have questions, comments or concerns you may attend the Village Board meeting on ^{March 11} February 26, 2024 to let your elected officials know. The Board Meetings are held at the Richard Landwehr Municipal Building, Village Board Room, 201 Cottonwood Avenue in Hartland, beginning at 6:00 pm.

sp

Hope to see you at the Hartland Chamber of Commerce Street Dance!

Sincerely, The 2024 Hartland Chamber of Commerce Street Dance Committee

I have been made aware of the Hartland Chamber of Commerce's intent to hold their annual dance on the street, Saturday, July 20, 2024, and that I will have the ability to attend the Village Board meeting on Monday, February 26, 2024, at which this item will be considered, to express any concerns.

SIGNATURE

ADDRESS



115 E Capital Dr

Bruce Neumann

121 E Capital Dr.



129 E Capital Dr.

M. Burman

131 E. Capital Dr.

M. Hargrave

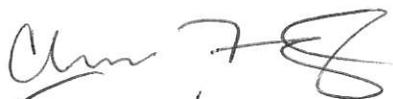
139. E Capital Dr.



151 E Capital Dr

Linda Gustant

151 E. Capital Dr.



151 E. Capital Dr.



155 E. Capital Dr. #3

Carrie Kell

155 E Capital Dr #2



155 E. Cap. Dr. 6B



155 E Capital Dr. #7

I have been made aware of the Hartland Chamber of Commerce's intent to hold their annual dance on the street, Saturday, July 20, 2024, and that I will have the ability to attend the Village Board meeting on Monday, February 26, 2024, at which this item will be considered, to express any concerns.

SIGNATURE

ADDRESS



BMO 112 E Capitol Drive
Hartland, WI 53024



128 W Capitol Dr Hartland
Grove Park



3 Zesti Restaurant



Emandemco (Formerly
Emanuel & Hart)



150 E Capitol Drive.



160 E. Capitol Dr.



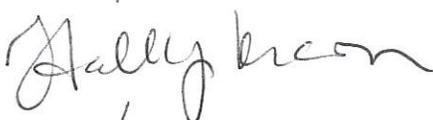
200 E. Capitol Dr.



301 E Capitol Dr



221 E. Capitol Dr.



213 E Capitol Dr



207 E. Capitol Dr.

I have been made aware of the Hartland Chamber of Commerce's intent to hold their annual dance on the street, Saturday, July 20, 2024, and that I will have the ability to attend the Village Board meeting on Monday, February 26, 2024, at which this item will be considered, to express any concerns.

Carole J Gillo - 163 E Capitol Dr.

I have been made aware of the Hartland Chamber's intent to hold their annual dance on the street in 2024 and that I will have the ability to attend the Village Board meeting at which this item will be considered to express any concerns.

+ STREET DANCE DATE & TIME
CLOSED AT NOON — miles

+ DATE of BOARD MEETINGS

3
4
5
6
RESOLUTION FOR APPROVAL BY
VILLAGE BOARD OF VILLAGE OF HARTLAND
OF PLANNED UNIT DEVELOPMENT
AGREEMENT WITH KWIK TRIP, INC.

RECITALS

9 WHEREAS, an approximate 5.38 acre parcel ("Property") was purchased from the
10 Wisconsin Department of Transportation by KWIK TRIP INC. ("KT") which now been assigned
11 Tax Key No. HAV0730950; and
12

13 WHEREAS, the Property at the time of the above acquisition had been utilized as part of
14 State Trunk Highway 83; and
15

16 WHEREAS, KT proposes to construct a Twelve Thousand One Hundred and Sixty Seven
17 (12,167) square foot building that will contain a convenience store, with attached two-bay car wash
18 and dumpster enclosure, a thirty-foot (30') Pylon Sign, Fuel/Diesel Canopies, 22 fuel positions and
19 associated parking (collectively "KT Project"); and
20

21 WHEREAS, KT filed a petition seeking rezoning to B-2 with a Planned Unit Development
22 ("PUD") Overlay for the Property; and
23

24 WHEREAS, the Village Board of Trustees conducted a public hearing on October 16, 2023
25 with respect to the filed petition; and
26

27 WHEREAS, the Village Plan Commission considered on October 16, 2023, and then on
28 February 19, 2024 did recommend its final approval of the KT Project and rezoning as required by
said Village Code; and
30

31 WHEREAS, the KT Project and rezoning was considered pursuant to §§ 46-37, 46-444(3),
32 46-469(1), 46-802(1), 46-980(5), 46-926(a)(8) and 46-990 ("Applicable Zoning Provisions") of the
33 Village Code; and
34

35 WHEREAS, KT will enter into a Developer's Agreement ("PUD Agreement"), as attached
36 as Exhibit 1 and made a part of these Recitals, with the Village to guarantee the implementation of
the development according to the terms of the **Conditions** established as part of the approved
PUD.
38

39 **IT IS HEREBY RESOLVED**, that all of the above Recitals be incorporated and made a part
40 of this PUD Agreement.
41

42 **IT IS HEREBY FURTHER RESOLVED**, that the rezoning to B-2 with a PUD Overlay
43 District in accordance with Applicable Zoning Provisions is approved subject to the following
44 **Conditions** before any Building Permit can be issued;
45

- 46 1. That all final plans and specifications needed for the reconstruction of those portions
47 of W. Capitol Drive, namely from Vettleon Road past Palmer Drive towards STH
48 83 which will facilitate vehicular and pedestrian traffic generated by the KT Project
49 and the Quarry Project, be submitted to and approved by the Village Engineer.

50
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2. That an agreement between KT and 3LP Hartland LLC, the developer of the residential multifamily development commonly known as the Quarry Project east of the Property, be executed and that acceptable proof of entry into a binding contract be provided to the Village Manager without requiring the inclusion of such proof into any other agreement involving the Village of Hartland.

3. That KT fulfill and satisfy the all the items listed on page 3 of the Ruckert / Mielke Memorandum dated February 14, 2024 which is attached as Exhibit 2 ;

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PASSED AND ADOPTED by the Village Board of the Village of Hartland, Waukesha County, Wisconsin, this 26th day of February, 2024.

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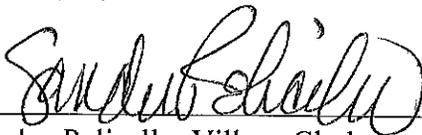


Jeff Pfannerstill, Village President

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74

ATTEST:

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77
78



Sandee Policello, Village Clerk

PUD DEVELOPMENT AGREEMENT

THIS PUD DEVELOPMENT AGREEMENT (this "Agreement") is made this 26th day of February, 2024 by and between the VILLAGE OF HARTLAND, a Wisconsin Municipality (the "Village") and KWIK TRIP, INC., a Wisconsin corporation ("Developer"). In this Agreement, Village and Developer may be collectively referred to as the "Parties," and each, individually, as a "Party."

RECITALS

WHEREAS, Developer represents and warrants that it currently owns approximately 5.38 acres of land in the Village with tax key HAV0730950, more fully identified in the attached Exhibit A, which is hereby incorporated by reference (the "Property");

WHEREAS, Developer desires to develop and construct a full-service gas station and convenience store, consisting of: (1) a Twelve Thousand One Hundred and Sixty Seven (12,167) square-foot building that will contain a convenience store, with attached two-bay car wash and dumpster enclosure; (2) a Pylon Sign (as detailed on Exhibit B); (3) Fuel/Diesel Canopies (separate gasoline and diesel fuel canopies); (4) 22 fuel positions; and (5) associated parking (collectively, the "Project");

WHEREAS, the Property is currently an unzoned newly created parcel as it previously was owned by the State of Wisconsin and utilized as part of State Trunk Highway 83 and Developer has requested that the Property be zoned as a B-2 parcel along with a PUD Overlay with a Conditional Use allowing a significant increase in the height and square footage of a proposed Pylon Sign, pursuant to Village Code of Ordinances §§ 46-37, 46-444 (3), 46-469(1), 46-802(1), 46-980(5), 46-802(1), 46-926(a)(8) and 46-990 (the "Applicable Zoning Provisions");

WHEREAS, Developer has provided plans and specifications for the Project (attached hereto and incorporated by reference as Exhibit C (the "Plans"))

WHEREAS, the Plan Commission, at its meetings dated October 16, 2023, recommended approval of the Plans; and

WHEREAS, the Village Board of Trustees, at its meeting dated November 11, 2023, recommended approval of the Plans and the Project; and

WHEREAS, the Property was requested to be zoned as B-2 with a PUD overlay;

WHEREAS, the Village finds that the construction of the Project and the fulfillment, generally, of the terms and conditions of this Agreement, are in the best interests of the Village and its residents, by expanding the tax base and creating jobs, thereby serving public purposes in accordance with State law;

WHEREAS, on February 26, 2024 the Village approved entering into this Agreement subject to the terms, conditions, and provisions of this Agreement. The Developer shall record this Agreement as an encumbrance against the Property and provide a full copy of same to the

37 Village evidencing that it has been promptly recorded with the Waukesha County Register of
38 Deeds; and

39 WHEREAS, the Village Plan Commission and Board have required Developer to install
40 certain public and private improvements necessary to service the Project, which include, but are
41 not limited to facilitating vehicular and pedestrian ingress/egress access, grading and installation
42 of comprehensive storm water improvements, internal private water and sanitary sewer systems.

43 **AGREEMENT**

44 **NOW, THEREFORE**, the Village and Developer acknowledge and agree that, in
45 consideration of the granting of approval of the Project by the Village Plan Commission and
46 Board, for One Dollar (\$1.00), and the representations by Developer, the mutual promises set
47 forth herein, and other good and valuable consideration, the receipt and sufficiency of which is
48 hereby acknowledged, the Parties hereby agree as follows:

49 **ARTICLE I**
50 **RECITALS**

51 All of the above RECITALS are hereby incorporated into and made a part of this
52 Agreement.

53 **ARTICLE II**
54 **ZONING**

55
56 A. The Property parcel is newly created but not zoned; however, the Village hereby
57 approves its zoning as B-2 with a PUD Overlay effective upon this Agreement's full recording as
58 provided in Article XVI. H. Except as provided herein, the Project must conform to the use
59 requirements, setbacks and other requirements established in the Village Code of Ordinances for
60 a property zoned as B-2.

61
62 **ARTICLE III**
63 **EROSION CONTROL**

64 A. Erosion Control. Developer shall install and maintain Village-approved erosion
65 control methods prior to, during and after any ground disturbing activities on the Property as
66 contained in Exhibit D. Developer and all of its successors-in-interest or assigns shall thereafter
67 provide and maintain erosion control and the retention pond described in Exhibit E in perpetuity.
68 Developer's maintenance requirements for the retention pond shall be as required by local, state,
69 and federal law.

70 B. Site Preparation. Developer shall remove and dispose of all soils and related
71 materials located on the Property scheduled for removal as shown on Exhibit F in a manner
72 consistent with all applicable State and Federal environmental laws. Unless construction
73 commences within thirty (30) days after completion of all grading activity, weather permitting,
74 Developer shall restore the Property to an erosion-controlled and dust-free condition as

75 applicable per the Plans and the Project's Storm Water Management ("SWM") Plan (as detailed
76 therein).

77 C. Authorizations. Developer shall acquire all necessary permits and authorizations,
78 as applicable and sewer and water lateral disturbance permits, to accomplish removal, and
79 disposal prior to commencement of any work requiring such authorizations and permits, at
80 Developer's sole cost and expense.

81 D. Restoration. All areas of the Property on which construction is not actively
82 ongoing that have been disturbed by Developer's construction activities will be restored to a
83 grade compatible with the overall SWM Plan and vegetated within thirty (30) days of the
84 cessation of any grading, weather permitting.

85 **ARTICLE IV**
86 **ON-SITE IMPROVEMENTS**

87 Upon undertaking any land disturbing activities for the Project on the Property,
88 Developer shall construct the following improvements on the Property site in substantial
89 accordance with the Plans as follows:

90 A. Construction. Developer shall construct the Project, in substantial accordance
91 with the Plans set forth in Exhibit C, by December 31, 2024.

92 B. Letter of Credit for Landscaping, Storm Water Pond Maintenance.

93 1. Developer shall seed and otherwise landscape the Property in
94 substantial accordance and pursuant to Developer's Plans set forth in Exhibit G.

95 2. In addition to paying the then applicable permit fee(s), Developer shall
96 provide a letter of credit or cash escrow to the Village in the amount of Twenty-Five
97 Thousand Dollars (\$25,000) to guarantee a good faith execution of the approved erosion
98 control plan and any erosion control permit conditions as set forth in the SWM Plan. If a
99 letter of credit and not a cash deposit, said letter of credit may be combined with one or
100 more of the other letters of credit described in this Agreement, but such letter of credits
101 will be subject to reduction. This letter of credit shall be released by Village no later than
102 final occupancy permit.

103 3. Developer shall provide and plant on the Property all trees/shrub plantings
104 of the size and species, and at the locations, identified in Developer's Plans set forth in
105 Exhibit G; provided, however, that Developer may substitute larger size plantings of the
106 same species. Following the planting of said trees and shrubs, Developer shall water and
107 maintain said trees and shrubs on the Property to ensure their survival for not less than
108 twenty-four (24) months from the date of planting. In the event any tree(s) or shrub(s)
109 fails to survive twenty-four (24) months following its planting, Developer shall replace
110 said tree(s) or shrub(s) with substantially like kind of species and size that said trees or
111 shrubs should have been at the time of replacement at its sole expense.

112 E. Driveways and Parking.

113 1. Developer shall grade, construct, and surface all driveways and parking
114 areas for the Property as shown on, and in substantial accordance with the Plans set forth
115 in Exhibit C.

116 2. Direct vehicular access to the Property from public streets will be only via
117 West Capitol Drive (the "Road"). The Property will be served by two (2) access
118 driveways off of the Road, which width must be a minimum of thirty-five (35) feet.

119 F. Exterior Lighting and Signage. Developer shall provide and install exterior
120 lighting and signage for the Property in substantial accordance with the Plans set forth in Exhibit
121 H. Developer, together with its successors and assigns shall bear all electrical and operational
122 expenses for all lighting on the Property. The Village hereby grants a PUD conditional approval
123 for a single Pylon Sign on the Property that must comply with the Plans attached as Exhibit B
124 (the "Pylon Sign"). The Pylon Sign may have a maximum (1) height of thirty (30) feet above
125 grade, (2) total sign face area not to exceed one hundred and forty (140) square feet per side, and
126 (3) distance from the Road's right-of-way of at least fifteen (15) feet. Developer may not have
127 any signs located off the Property.

128 G. Sidewalks.

129 1. Developer shall install concrete sidewalks on the Property in substantial
130 accordance with the Plans (the "Sidewalks").

131 2. Developer, together with its successors and assigns shall maintain, repair
132 and replace the Sidewalk(s) on the Property, including snow and ice removal so they are
133 useable during all seasons. Developer's snow removal plan for the Property shall be
134 substantially similar to that set forth on Exhibit J.

135 **ARTICLE V**
136 **OFF-SITE IMPROVEMENTS**

137 A. Developer shall, at its sole expense, subject to Developer's reimbursement from
138 Three Leaf Partners for their 40% share of design and construction costs, construct the
139 improvements needed in the Road adjacent to the Property, including the modifications to
140 pavement, curb and gutter, storm sewer, sidewalks, street lighting, striping and restoration
141 ("OFF-SITE Improvements") on the Road as shown on Exhibit K. This Agreement is contingent
142 upon Developer obtaining a written agreement with Three Leaf Partners for a cost share of 40%
143 paid by Three Leaf Partners and 60% paid by Developer. If Developer is unable to reach an
144 agreement with Three leaf Partners, this Agreement shall become null and void.

145 B. Permits. The Village will grant Developer any and all needed permits and
146 authorizations within its control so that Developer can construct and install the OFF-SITE
147 Improvements on the Road.

148

149 C. Transfer to Village. Subject to all of the other provisions of this Agreement and
150 the Exhibits attached, Developer shall, without charge to the Village, upon completion of the

151 OFF-SITE Improvements, unconditionally give, grant, convey and transfer ownership of the
152 same to the Village, its successors and assigns, forever, free and clear of all encumbrances
153 whatsoever, together with, including without limitation, all road related improvements in the
154 Road ROW including any paving, curb and gutter, sidewalks, lighting structures, storm sewer
155 inlets and pipes, conduits, equipment and appurtenances which may in any way be a part of such
156 OFF-SITE Improvements.

157 D. Notice and Acceptance. Developer shall notify the Village in writing of the
158 completion of the OFF-SITE Improvements described on Exhibit K. Within ten (10) days of the
159 date of such notice, the Village shall inspect and/or re-inspect as necessary any OFF-SITE
160 Improvement described in Developer's notice and prepare and deliver to Developer a written
161 punch list of repairs necessary to bring such improvement into substantial conformance with the
162 Plans. Upon Developer's written notice to the Village that all punch list repairs for all such
163 OFF-SITE Improvements are complete, and following satisfactory completion of any applicable
164 re-inspection, the Village shall within thirty (30) days following the date of such notice and
165 subject to inspection and approval of the Village, by resolution, accept the dedication of all
166 completed OFF-SITE Improvements.

167 E. Construction Warranty for OFF-SITE Improvements. Developer warrants that all
168 materials and workmanship furnished by Developer for the OFF-SITE Improvements will
169 remain in good and sound condition for and during a period of twenty-four (24) months from the
170 date after final acceptance by the Village of the OFF-SITE Improvements ("Developer's
171 Warranty").

172 F. OFF-SITE Improvements Warranty Security. Developer shall furnish to the
173 Village, prior to final approval of all OFF-SITE Improvements by the Village Engineer, warranty
174 security for the OFF-SITE Improvements (the "OFF-SITE Improvements Warranty Security")
175 in the form of an original, irrevocable letter of credit issued by a federally insured banking
176 institution in a form acceptable to the Village Attorney naming the Village as payee, equaling ten
177 percent (10%) of the total final cost of the OFF-SITE Improvements, which letter of credit will
178 be retained by the Village for a period of twenty-four (24) months from the date after final
179 acceptance by the Village of the OFF-SITE Improvements as security for Developer's guarantee
180 that the workmanship and materials furnished meet all state, federal and local requirements and
181 specifications and that each dedicated improvement is and will remain in good and sound
182 condition for and during the twenty-four (24) month period from final acceptance by the Village
183 of the OFF-SITE Improvements. The Village Engineer shall not entertain or process any
184 application for acceptance of the OFF-SITE Improvements until the applicable occupancy permit
185 has been issued. Said letter of credit may be combined with one or more of the other letter(s) of
186 credit funds described in this Agreement.

187 G. Obligation to Repair. Developer shall make, at its own expense, any and all
188 repairs due to defect in materials or workmanship or caused by weather which may become
189 necessary under the Developer's Warranty to keep the OFF-SITE Improvements in good and
190 sound condition.

191 H. Notice of Repair. If during a twenty-four (24) month warranty period, the OFF-
192 SITE Improvements shall, in the reasonable opinion of the Village Engineer in his/her reasonable

193 discretion, require any repairs or replacements which in his/her reasonable judgment are
194 necessitated by reason of settlement of structure or backfill, or other defective workmanship
195 and/or materials, Developer shall, upon written notification by the Village Engineer of the
196 necessity for such repairs, make such repairs, at its own cost and expense. In the event
197 Developer fails to make such repairs within a reasonable time after written notice has been sent
198 as provided herein, or fails to start work within thirty (30) days, except in an emergency, after
199 such written notice, weather permitting, the Village may cause such work to be done, but has no
200 obligation to do so, either by contract or otherwise, and the Village may draw upon any letter of
201 credit then in the Village's possession to pay any costs or expenses incurred in connection with
202 such repairs or replacements. If the cost or expense incurred by the Village in repairing or
203 replacing any portion of the OFF-SITE Improvements covered by Developer's Warranty exceeds
204 the amount of the letters of credit, then Developer shall, within thirty (30) days of being invoiced
205 by the Village, pay any excess cost or expense actually incurred in the correction process. If
206 Developer fails to make payment within said thirty (30) days, the Village may impose a special
207 charge against the Property pursuant to Wis. Stat. § 66.0627, as subsequently amended from
208 time-to-time.

209 I. Maintenance Prior to Acceptance.

210 1. Developer shall maintain the OFF-SITE Improvements until such time as
211 they are accepted by the Village. This maintenance will include routine maintenance,
212 such as dust suppression, crack filling, and the like. However, the Village will perform all
213 snow removal and ice control on the Road. In cases where emergency maintenance is
214 required, such as sewer blockages, the Village retains the right to complete the required
215 emergency maintenance in a timely fashion and impose a special charge against the
216 Property pursuant to Wis. Stat. §66.0627 for all actual associated costs.

217 2. OFF-SITE Improvements to be transferred to the Village under this
218 Agreement will be maintained by Developer until they are accepted so they substantially
219 conform to the Plans at the time of their acceptance by the Village.

220 **ARTICLE VI**
221 **MISCELLANEOUS REQUIREMENTS**

222 A. Utilities to Be Placed Underground. All newly installed utilities associated with
223 the transmission/delivery of electrical, telephone, gas, water and communications services must
224 be substantially underground. Normal and customary above-ground utility components such as
225 transformers, service pedestals, gas vents and the like approved by the Village Engineer in
226 his/her reasonable discretion are permissible. The Developer shall coordinate the installation as
227 shown on the Plans.

228 B. Manner of Performance. Developer shall cause all construction called for by this
229 Agreement to be carried out and performed in a good and workmanlike manner consistent with
230 current best practices in the construction of gas station/convenience stores.

231 C. Authorizations. Developer shall obtain all necessary authorizations and approvals
232 from all governmental authorities, including but not limited to the Village and State of

233 Wisconsin, prior to the start of construction, demolition, and/or hazardous waste abatement.
234 Developer shall be solely responsible for payment of all applicable authorization fees and costs.

235 D. Locations/Existing Public Utilities. Developer acknowledges that the locations of
236 existing Village sanitary sewer and storm water facilities as indicated on the approved Plans and
237 any other Village records are approximate locations only. Each Party is solely responsible for
238 definitively locating the other Parties' existing facilities in the field, and no Party hereto shall
239 bear any liability if any of said facilities are not located as may be contained in the approved
240 Plans and any other Village records. The Parties shall take commercially reasonable steps to not
241 interfere with the existing facilities of any other Party, if applicable.

242 E. Pre-Construction and Construction Meetings. Developer and its general
243 contractor(s) shall attend pre-construction and construction meetings as requested by Village
244 staff prior to conducting any site preparation and during construction on the Property.

245 **ARTICLE VII**
246 **TIME**

247 A. Commencement and Completion. Developer shall substantially complete both the
248 ON SITE Improvements and OFF-SITE Improvements all in compliance with the requirements
249 of this Agreement, and in accordance with the following Project schedules:

250 1. Commencement of the Project: Developer shall commence grading and
251 construction of the Project no later than July 1, 2024.

252 2. Completion of the Project: Developer shall substantially complete
253 construction of the Project by December 31, 2024. Except for punch list items relating to
254 ON-SITE or OFF-SITE Improvements, which shall be diligently pursued to completion
255 thereafter by Developer, prior to any final occupancy permit being issued for the Project.
256 Notwithstanding the foregoing requirements, the final lift of asphalt shall be completed
257 by October 31, 2024.

258 B. Time of the Essence. Time is of the essence as to all timelines set forth in this
259 Agreement. Upon failure of Developer to meet one or more deadlines specified in this
260 Agreement, in the event Developer has commenced the Project the Village may (but is not
261 required to) restore the Property to grade and stabilize the Property to achieve a dust-free,
262 erosion proof condition while drawing on any letters of credit posted by Developer. In the event
263 the Village performs work on the Property under this Section, the Village may charge Developer
264 one hundred and thirty percent (130%) of the actual costs incurred by Village in completing that
265 aspect of the Project or restoring the Property to grade and stabilizing the Property to a dust-free,
266 erosion-proof condition. The Village may draw upon any security provided in this Agreement
267 for the payment of said charges against the defaulting Developer and invoice said Developer for
268 any costs in excess of any such security. If Developer fails to pay such invoice, the Village shall
269 have the right to assess a special charge against the Property, or any portion thereof, under Wis.
270 Stat. § 66.0627 as subsequently amended from time-to-time.

271 C. Cause of Delay and Notice of Default.

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1. If delay in completion of any improvements on the Property described in this Agreement is caused or contributed to by labor disputes, casualties, acts of God or the public enemy, governmental embargo restrictions, shortages of fuel, labor or materials, pandemics, epidemics, public health related issues, riots, public insurrection, action or non-action of public utilities or of local, state or federal governments, agencies or departments affecting the work or other causes beyond Developer's reasonable control, then the time of completion of such improvement will be extended for the additional time caused by such delay.

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2. Developer shall give written notice to the Village Engineer within twenty (20) calendar days of the first occurrence of each delaying event together with substantiation that the event qualifies for the granting of additional time under this section. Failure by Developer to provide written notice within the time provided hereunder shall constitute a waiver by Developer of any right to any extension under the terms of this section.

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3. Except in an emergency, the Village shall give Developer written notice of default under this Article VII and an opportunity to cure within thirty (30) days, prior to exercising its rights to cure any defaults by Developer. Notwithstanding the foregoing, if the Village Manager in his sole discretion, determines that such delay would unreasonably endanger the health or safety of any persons or property within the Village, so as to constitute an emergency, in which case the Village may provide a shorter time for cure.

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**ARTICLE VIII
PAYMENT OF VILLAGE FEES**

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A. Reimbursement. Developer shall reimburse the Village for its planning, engineering, and inspection of the Project, and for its legal work negotiating or enforcing this Agreement and the other agreements associated with this Agreement. The Village shall keep and provide to Developer a detailed accounting of such costs and bill Developer at the rates contracted by the Village for such services. Von Briesen & Roper, S.C. attorney's fees will be billed at Three Hundred Fifteen and No/100 Dollars (\$315.00) per hour. The Village engineer fees will be billed at One Hundred Ninety-eight and No/100 Dollars (\$198.00) per hour and the Erosion Control Specialist fees will be billed at One Hundred Twenty-five and No/100 Dollars (\$125.00) per hour.

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B. Upfront Fees. Developer shall, at the time of entry into this Agreement, pay the Village for:

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1. The Village's reasonable engineering and legal expenses incurred as of March 1, 2024, and shall further deposit with the Village Twenty Thousand and No/100 Dollars (\$20,000) (the "Deposit") with respect to reimbursement of the Village's subsequent expenses arising out of or related to entry into this Agreement. If Village's expenses exceed the Deposit, Developer shall pay the Village such additional sums within ten (10) calendar days of the date of Village's invoice to Developer together with such other planning, engineering, inspection, and legal work. Any additional funds as

313 necessary will be deposited to maintain a balance of not less than Twenty Thousand and
314 No/100 Dollars (\$20,000) at all times until the termination of all other financial security
315 provided to the Village under this Agreement. Said invoice will contain a summary of
316 Village's costs for which payment is required under this section.

317 2. Notwithstanding anything contained herein to the contrary, Developer
318 hereby acknowledges and agrees that there are municipal sanitary sewer, water
319 connection and other impact, reserve capacity, or similar municipal impact fees due or
320 owing as a result of the Project (collectively "FEES"). Developer acknowledges that it
321 shall be responsible for payment at the time of application for any such FEES that may be
322 in existence.

323 C. Default. Developer acknowledges and agrees that, in the event Developer
324 remains in default concerning payment of any FEES including those under subsection Art. VIII.
325 D., hereafter or the making of any deposits required under this Agreement for thirty (30) days
326 after written notice of such failure to pay, the Village shall have the right, in its sole discretion, to
327 draw upon any security provided by Developer and held by the Village under this Agreement,
328 and/or pursue any other remedy available to the Village under this Agreement or Wisconsin law
329 in connection with such failure to pay.

330 D. Permit Fees. Developer shall be responsible for payment of all applicable
331 municipal permit or related fees set forth in the Village Code of Ordinances or any fee schedule
332 adopted and used by the Village and the costs of all inspections of the Project.

333 **ARTICLE IX**
334 **GUARANTEE AND SECURITY FOR PAYMENT AND PERFORMANCE OF**
335 **DEVELOPER'S OBLIGATIONS**

336 A. The Village reserves all rights under Wisconsin Statute § 66.0617 to collect duly
337 imposed impact fees.

338 B. Performance Guarantee. As a condition of the commencement of land disturbing
339 activities or of obtaining any building permit arising out of or related to the Project, Developer
340 shall deliver or cause to be delivered to the Village Manager one or more original irrevocable
341 letters of credit issued by one or more federally insured banking institutions, the financial
342 condition of which is/are acceptable to the Village, naming Village as payee and being in a form
343 acceptable to the Village Attorney. Said letter(s) of credit shall collectively guarantee (i.) 130%
344 of landscaping, stormwater pond, and retaining wall on site, as required by the Village in
345 addition to all OFF-SITE Improvements in the Road ROW, (ii.) if a letter of credit and not a cash
346 deposit, the amount provided for herein, and (iii.) the amount provided for the OFF-SITE
347 Improvements Warranty Security. Upon receipt, the letter(s) of credit provided shall be in a
348 form satisfactory to the Village. Said letter(s) of credit shall be renewed annually and evidence
349 of renewal presented to the Village no less than sixty (60) days prior to its/their expiration.
350 Failure to renew the letter(s) of credit forty-five (45) days prior to its expiration shall entitle the
351 Village to withdraw all funds remaining from said letter(s) of credit.

352 C. Release of Letter of Credit Upon Completion. Upon final completion of all of the
353 improvements required herein, the approval of the Village Engineer of the OFF-SITE
354 Improvements, and posting of any required warranty or maintenance bond security, the then
355 remaining letter(s) of credit will be released and returned, after first drawing upon the security (if
356 required) for any fees and costs due and owing to the Village pursuant to all applicable
357 ordinances upon thirty (30) days' prior written notice to Developer.

358 **ARTICLE X**
359 **INDEMNIFICATION AND INSURANCE**

360 A. Indemnification. In addition to, and not to the exclusion or prejudice of, any
361 provisions of this Agreement or documents incorporated herein by reference, Developer, or its
362 successors in interest, shall INDEMNIFY AND SAVE HARMLESS the Village, its officers,
363 agents and employees, and shall defend the same from and against any and all liability, claims,
364 loss damages, interest, actions, suits, judgments, costs, expenses, attorneys' fees, and the like,
365 which result from or arise in the course of, out of, or as a result of the performance, mis-
366 performance, or nonperformance of Developer's obligations under this Agreement or
367 Developer's negligent construction of improvements covered thereby until the granting of the
368 last occupancy permit pertaining to the Project and for twenty-four (24) months after the same.
369 Developer shall have the right to defend Developer and Village against any and all claims arising
370 out of or in connection with this Agreement and Village shall notify Developer of such claims
371 within five (5) days of Village, or its officers, agents, or employees being notified of such claims.
372 Developer shall have no obligation to indemnify, save harmless or defend the Village resulting
373 from negligent or intentional acts of the Village, its officers, agents, or employees.

374 B. Insurance. Developer shall maintain and cause its general contractor to maintain at all
375 times, until the granting by the Village of the final occupancy permit for the Project, insurance
376 with minimum limits and coverage as shown below:

377 1. Worker's Compensation, including Occupational Disease, Insurance
378 meeting the statutory requirements of the State of Wisconsin, and Employer's Liability
379 insurance in an amount of at least One Million Dollars (\$1,000,000).

380 2. Comprehensive Liability Insurance providing limits for bodily injury of
381 One Million Dollars (\$1,000,000) per occurrence with an aggregate of Two Million
382 Dollars (\$2,000,000). The policy must include the Village and its agents, officers and
383 employees as "additional insureds" and provide premises, operations, elevators, damage,
384 blanket contractual covering indemnities within contract documents, products and
385 completed operations coverage and be endorsed as "primary and non-contributory" to
386 any insurance of the additional insured, except from their negligence.

387 3. Comprehensive Automobile Liability Insurance, on occurrence basis,
388 covering all owned, non-owned, and hired vehicles with limits of liability equal to those
389 set forth in subsection Art. X. B. 2. above.

390 4. Developer shall furnish the Village policy declarations and endorsements
391 evidencing additional insureds to policies covering the above-recited insurance

392 requirements. All policy endorsements must state that notice of any material change in
393 coverage, non-renewal, or cancellation will be provided to the Village thirty (30) days
394 prior to the effective date of any such change, non-renewal, or cancellation. The form of
395 the policy endorsements will be subject to the approval of the Village Attorney. The
396 policy endorsements must be delivered prior to the commencement of any ground
397 disturbing activities or construction contemplated by this Agreement.

398 5. It is understood and agreed that the insurance coverage and limits required
399 above will not limit the extent of Developer's responsibilities and liabilities pursuant to
400 this Agreement or imposed by law.

401 6. **An ACCORD 25 Form will not suffice for purposes of providing**
402 **evidence of Developer's insurance coverage because of the disclaimers contained in**
403 **an ACCORD 25 Form.**

404 **ARTICLE XI**
405 **GENERAL CONDITIONS AND REGULATIONS**

406 All the provisions of the Village Code of Ordinances relating to use and development of
407 land, as amended from time-to-time are incorporated herein by reference to the extent then
408 applicable, and all such provisions will bind the Parties hereto and be a part of this Agreement as
409 fully as if set forth at length herein. This Agreement and all work and improvements required
410 hereunder will be performed and carried out in accordance with the best practices in the
411 construction industry for gas station/convenience stores subject to and in accordance with said
412 ordinances and this Agreement.

413 **ARTICLE XII**
414 **AMENDMENTS**

415 The Village Board and Developer, by mutual consent, may amend this Agreement only
416 upon entry into a subsequent written agreement approved at a meeting of the Village Board of
417 Trustees for the Village. The Village Board shall not, however, consent to an amendment until
418 after first having received a recommendation from the Village Plan Commission in accordance
419 with applicable Village ordinances.

420 **ARTICLE XIII**
421 **NOTICE**

422 Any notice given hereunder shall be in writing and personally delivered, mailed by
423 registered or certified mail, return receipt requested, or delivered via overnight courier: To the
424 Village: Village Clerk, Sandy Policello, 210 Cottonwood Avenue, Hartland, Wisconsin 53029
425 and to Developer: 1626 Oak Street, La Crosse, Wisconsin 54602, Attention: Legal Department.
426 Any party may, by notice as provided above, designate a different address from time to time.
427 Any such notice shall be effective on the date of receipt.

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**ARTICLE XIV
DEFAULT BY EITHER PARTY**

430 A. The failure of one Party to insist in any one or more instances upon performance
431 of, or compliance with any term or condition of this Agreement will not be construed as a waiver
432 of future performance. The non-performing Party's obligations with respect to such term,
433 covenant or condition will continue in full force and effect.

434 B. In addition to any other remedies otherwise provided under this Agreement or
435 local, or state of Wisconsin law, each Party shall have the right to bring an action in the Circuit
436 Court for Waukesha County, Wisconsin for violation(s) of this Agreement.

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**ARTICLE XV
TRANSFER OF OWNERSHIP**

439 The Property may not be sold, transferred or conveyed to a person or any entity (1) prior
440 to the passage of twenty-four (24) months following the Village acceptance of the OFF-SITE
441 Improvements.

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**ARTICLE XVI
MISCELLANEOUS PROVISIONS**

444 A. The Parties acknowledge and represent that this Agreement is the subject of
445 negotiation by all Parties and that the Parties together shall be construed to be the drafter hereof
446 and this Agreement will not be construed against any Party individually as drafter.

447 B. Nothing in this Agreement will be construed to create an employer/employee
448 relationship, joint employer, a joint venture or partnership relationship, or a principal/agent
449 relationship between the Village and Developer.

450 C. This Agreement shall not be construed to abridge or waive the Village's authority
451 under Wis. Stats. §§ 61.35 and 62.23.

452 D. Developer shall be solely financial responsible for all trash, garbage and waste
453 hauling from all of the buildings and grounds of the Project and shall contract directly for same.
454 Developer warrants that all access areas to the waste/garbage collection points within the Project
455 have been designed to adequately support the weight of heavy vehicles and equipment such as
456 waste collection trucks.

457 E. The Parties hereby acknowledge that this Agreement imposes on them, and their
458 respective officers, agents, and employees, and successors and assigns a duty of good faith and
459 fair dealing.

460 F. Except as otherwise expressly provided in this Agreement, all guarantees,
461 agreements, representations, and warranties made herein will survive the execution of this
462 Agreement and as applicable, the completion of the Project. This Agreement will be binding
463 upon and inure to the benefit of the Parties their respective heirs, personal representatives,
464 executors, or successors and assigns.

465 G. Developer represents and warrants that it is a duly organized and validly existing
466 corporation under the laws of the State of Wisconsin and that the execution and performance of
467 this Agreement has been duly authorized by resolution or other required action.

468 H. This Agreement will be recorded by Developer with the Register of Deeds for
469 Waukesha County immediately following the execution of this Agreement, but before the
470 recording of any mortgage on the Property. Developer shall promptly provide a copy of the
471 recorded document to the Village.

472 I. All time periods referred to in this Agreement will be calculated on the basis of
473 consecutive calendar days.

474 J. Within ten (10) days after request therefor, the Village shall provide an estoppel
475 certificate to Developer, or any proposed purchaser of all or any part of the Property, or its
476 lenders, stating that Developer is not in default hereunder or if Developer is in default hereunder
477 setting forth any such defaults.

478 K. In the event that any term or provision of this Agreement is determined to be
479 invalid or unenforceable for any reason, then the other terms and provisions of this Agreement
480 will not be affected thereby and said terms and provisions will remain in full force and effect,
481 unless to do so would be inequitable to either party hereto.

482 L. The full agreement of the Parties is expressed herein and no verbal or written
483 understandings or agreements shall alter, change or modify the terms of this Agreement unless in
484 writing and signed by both parties as an amendment to this Agreement.

485 M. The Agreement will in all respects be governed by the laws of the State of
486 Wisconsin. The venue for all legal actions involving this Agreement shall be in the Circuit Court
487 of Waukesha County, Wisconsin, notwithstanding any conflicts of law principles.

488 N. The Parties agree that any litigation stemming from, arising out of, or related to
489 this Agreement shall be governed by the American Rule, with each Party paying its own
490 attorney's fees. Neither party shall be responsible for or required to pay or reimburse the other
491 Party for attorney's fee incurred, regardless of whether a Party is the prevailing or non-prevailing
492 party.

493 **ARTICLE XVII**
494 **EXCULPATION OF VILLAGE ELECTED OFFICIALS IN PERSONAL CAPACITY**

495 The Parties mutually acknowledge and agree that the President and Village Clerk of the
496 Village, entered into and are signatory to this Agreement solely in their official capacity and not
497 individually, and shall have no personal liability or responsibility hereunder; and personal
498 liability as may otherwise exist, being expressly released and/or waived.

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500 *[Signatures on Following Pages]*

IN WITNESS WHEREOF, Developer and Village have caused this Agreement to be signed by their appropriate officers and their corporate seals to be hereunto affixed in either one original or by original counterparts the day and year first above written.

VILLAGE:

VILLAGE OF HARTLAND

By: 

Jeff Plummer, Village President

ATTEST:



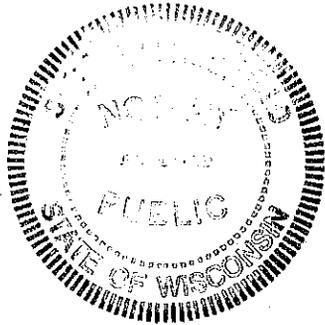
Sandee Policello, Village Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me this 20th day of February, 2024 the above-named Jeff Pfannerstill, Village President, to me known to be the person and officer who executed the foregoing instrument and acknowledged that he executed the same as such officer by the Village of Hartland.

Subscribed and sworn to before me this 20th day of February, 2024

Sandee L Policello
NOTARY PUBLIC, State of Wisconsin
Print Name: Sandee L Policello
My Commission: expires 2-1-2027

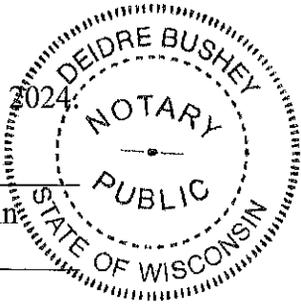


STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me this 26 day of February, 2024 the above-named Sandee Policello, Village Clerk, to me known to be the person and officer who executed the foregoing instrument and acknowledged that she executed the same as such officer by the Village of Hartland.

Subscribed and sworn to before me this 26 day of February, 2024

Deidre Bushey
NOTARY PUBLIC, State of Wisconsin
Print Name: Deidre Bushey
My Commission: 5-27-24
expires



[Signatures Continued on Next Page]

Exhibit A

Certified Survey Map No. _____

[See Attached]

Exhibit B
Pylon Sign
[See Attached]

Exhibit C

Site Plan

[See Attached]

Exhibit D
Erosion Control Plan

[See Attached]

Exhibit E

Agreement to Maintain Stormwater Facilities

[See Attached]

Exhibit F
Grading Plan
[See Attached]

Exhibit G
Landscape Plan
[See Attached]

Exhibit K

Road Plan

[See Attached]

MEMO

TO: Ryan Bailey, Village Manager

FROM: Ryan Amtmann, Village Engineer

DATE: February 14, 2024

SUBJECT: Kwik Trip Development – CSM, Rezoning, PUD Agreement

Background

Kwik Trip purchased a 5.38-acre piece of land from the Wisconsin Department of Transportation during 2022. Kwik Trip presented a concept plan to the Plan Commission (11/21/2022) and Village Board (12/12/2022) for a 12,000 square foot store, car wash and fueling canopies. The Plan Commission and Village Board both moved forward with the concept plan.

Kwik Trip submitted detailed site plans, environmental reporting, storm water management and CSM documents for a second review by the Plan Commission on October 16, 2023. Village staff and Plan Commissioners provided comments to Kwik Trip for the further advancing of their plan documents. A motion to move forward the proposed PUD development was approved subject to the following contingencies:

- Subject to a soil management plan by the DNR for handling of the environmental items due to earth work.
 - Pioneer Environmental prepared a Soil Management Plan Technical Memorandum, dated December 21, 2023. This Soil Management Plan was approved by DNR on January 19, 2024.
- Subject to an agreement being in place for the W. Capitol Drive improvements being completed in coordination with Three Leaf Development.
 - Kwik Trip has taken the lead for the design of upgrades to W. Capitol Drive from Vettleson Road past Palmer Drive towards STH 83. Kwik Trip and Three Leaf Development have a cost share agreement in place to complete these improvements. The W. Capitol Drive roadway upgrades are planned to be completed prior to the Kwik Trip opening. The road upgrades will be done as follows:
 - Per the recommendations of the TIA regarding turn-lanes into the Kwik Trip and Quarry development driveways.

- Widened and changed to an urban section with curb and gutter.
- Existing asphalt to be replaced with 6-inches of new asphalt pavement.
- Sidewalk on both sides of W. Capitol Drive to Palmer Drive with cross walks north of Vettleson Road and south of Palmer Drive with solar rapid-flashing beacon push button pedestrian crossing signs.
- Provision for ability for WisDOT to extend sidewalk in the future from the north Kwik Trip driveway to STH 83 on the south side of W. Capitol Drive.
- Installing a pork chop raised curb median at Vettleson Road to aid in turning movements between the Vettleson Road and W. Capitol Drive intersection.
- New storm sewer and inlets.
- New pavement markings, signs, and streetlights.
- Contingent on obtaining traffic counts related to truck types/frequencies.
 - Kwik Trip provided a letter dated December 12, 2023, that detailed the truck counts. On average they are estimating about 35 trucks per day. Most of these trucks will be smaller box trucks.
- Modification of the driveway entrances to allow for the truck turning movements to be contained within half of the driveway width.
 - Kwik Trip widened the driveway opening on the north side to allow for semi-truck movements to be contained within half of the driveway.
- Subject to the receipt of sound decibel study as relates to the car wash noise and car wash hours established after the decibel study.
 - Kwik Trip provided a letter dated December 12, 2023, that included a decibel study that shows the noise impact of the car wash is minimal and at a “conversational level” at 300-feet from the car wash. The quarry apartments are 370-feet away from the car wash; therefore, Kwik Trip does not believe the car wash is an issue. Kwik Trip is planning for there to be no restrictions on hours of use for the car wash.
- Statement of where snow storage is going to be handled.
 - Kwik Trip included a snow management plan as an exhibit within the PUD agreement. There are three snow storage areas identified as well as an acknowledgement that snow more than the storage areas will be hauled off the site.
- Subject to the Village Attorney’s contingencies on the PUD agreement.

Remaining Village Staff Comments

CSM

1. Include a permanent easement on the northwest side of the site to provide for the option of the Village entrance monument to be relocated to the Kwik Trip property, allowing room for the future sidewalk if WisDOT extends the sidewalk from the Kwik trip north driveway to STH 83.

Civil Plans (dated 2024-01-31)

2. Grading Plan (SP2)

- a. Update grading/contours at northwest part of site to allow for future sidewalk to be constructed by WisDOT from north driveway to STH 83. Provide for flat, graded location on Kwik Trip property to allow for the relocation of the Village's entrance monument should WisDOT extend the sidewalk in the future.
- b. We understand that the retaining wall along the west side of the site is being designed by an engineer. Please provide a railing along the top of the retaining wall.

3. Utility Plan (SP4)

- a. The water service within the right of way shall be 6-inch.
- b. The bend in the sewer lateral within the right of way should be removed and the lateral shall be straight to the wye connection at the sewer main.
- c. The sewer/water utility laterals will be constructed as a part of the W. Capitol Drive roadway improvements. Please coordinate these updates with the W. Capitol Drive plans.

4. Erosion Control Plans (SWP1/4)

- a. The Wet Detention Pond Cross Section Detail needs to have the 2-, 10- and 100-year water elevations shown on it.
- b. The Wet Pond Liner Detail needs to have the elevations updated.
- c. Extend the clay liner to the 10-year storm level in the pond. Provide 12" of cover over the liner above the normal water level.

PUD AGREEMENT

The Village Attorney and Village Engineer have worked with Kwik Trip to finalize the PUD Agreement. Attached to this memo is a marked-up final version of the PUD agreement. The agreement is in substantially complete form and needs updates to the exhibit table of contents, exhibit title page updates, and confirmation that the final plan comments are updated by Kwik Trip with the dates of the final documents being reflected in the final PUD agreement for recording.

RTA:rt



**Village of Hartland
Administration**

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

Committee: Village Board	Date: 3/6/2024
Village Board Item Number: 6	Date: 3/6/2024
Submitted By: Sandee Policello, Clerk	

Subject: Resolution amending ordinance references in Appendix B Citation Deposits for Fire Prevention and Protection

Details: Appendix B of the Municipal Code lists citation deposit amounts for violations of the code. It was discovered that some of the ordinances that are referenced regarding fire prevention and protection violations are inaccurate. A resolution has been prepared that will correct the inaccuracies.

Financial Remarks: Citations referencing inaccurate ordinance numbers have potential of being dismissed

Options & Alternatives: If the resolution is not approved, it would leave Appendix B with inaccuracies.

Executive Recommendation: Staff recommends approving the resolution to make Appendix B of the Municipal Code accurate.

RESOLUTION NO. 03/11/2024

RESOLUTION AMENDING APPENDIX B OF THE CODE OF ORDINANCES FOR THE VILLAGE OF HARTLAND CONCERNING THE SCHEDULE OF MUNICIPAL DEPOSITS

WHEREAS, Section 1-7(f) of the Village Code of Ordinances establishes Appendix B of the Code of Ordinances as the schedule of deposits to be utilized in the issuance of citations for violations of the Village Code; and

WHEREAS, the Village Board of Trustees desires to amend Appendix B to reference the appropriate corresponding ordinance for citation deposits.

NOW, THEREFORE, the Village of Hartland Board of Trustees does hereby ordain as follows:

RESOLVED, that the portion of the Deposit Schedule in Appendix B listed below is hereby amended for citations issued for violations of the Village Code.

- 38-~~5110~~ Bonfire/Rubbish Fire Violation
- 38-~~3164~~ Hydrant/Fire Equipment, Willful Damage
- 38-~~3331~~ Hinder/Resist/Obstruct Firefighter
- 38-~~3432~~ Failure to Yield ROW to Fire Dept.
- 38-~~3533~~ Failure to assist Firefighter on Request
- 38-~~36(e)~~-~~34(c)~~ Failure to Eliminate Fire Hazard
- 38-~~36(e)~~-~~34(e)~~ Interference with Fire Inspection

IT IS FURTHER RESOLVED that the Village Clerk shall forward a copy of this Resolution upon adoption to the Village’s Code codification service. The Deposit Schedule has been approved by the Judge of the Municipal Court as required under Wis. Stat. § 800.03(3).

Adopted this 11th day of March, 2024.

VILLAGE OF HARTLAND

Jeffrey Pfannerstill, Village President

ATTEST:

Santee Policello, Village Clerk

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WHEREAS, the Village Board of Trustees desires to amend Appendix B to reference the appropriate corresponding ordinance for citation deposits.

NOW, THEREFORE, the Village of Hartland Board of Trustees does hereby ordain as follows:

RESOLVED, that the portion of the Deposit Schedule in Appendix B listed below is hereby amended for citations issued for violations of the Village Code.

- 38-110 Bonfire/Rubbish Fire Violation
- 38-64 Hydrant/Fire Equipment, Willful Damage
- 38-31 Hinder/Resist/Obstruct Firefighter
- 38-32 Failure to Yield ROW to Fire Dept.
- 38-33 Failure to assist Firefighter on Request
- 38-34(c) Failure to Eliminate Fire Hazard
- 38-34(e) Interference with Fire Inspection

IT IS FURTHER RESOLVED that the Village Clerk shall forward a copy of this Resolution upon adoption to the Village’s Code codification service. The Deposit Schedule has been approved by the Judge of the Municipal Court as required under Wis. Stat. § 800.03(3).

Adopted this 11th day of March, 2024.

VILLAGE OF HARTLAND

Jeffrey Pfannerstill, Village President

ATTEST:

Santee Policello, Village Clerk



**Village of Hartland
Administration**

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

Committee: Village Board	Memo Date: February 21, 2024
Village Board Item Number: 7	Meeting Date: March 11, 2024
Submitted By: Ryan Bailey	
Subject: Budget Amendment	

Details: In 2023, the Village overspent budgeted expenditures by \$336,495 or 4.7%. However, there were offsetting revenues received during 2023 that were \$803,665 over budget. In order to address the overage in expenditures, the Board is asked to consider a budget amendment as shown in Attachment A. The budget amendment staff is proposing shows an increase in budgeted revenues for Investment Income from \$35,000 to \$380,800.00, and an increase in budgeted expenditures for Contingency from \$6.802 to \$352,602. The amendment only addresses the excess expenditures and revenues to offset them. We had a much higher year than anticipated for interest income and building permits. This amendment is needed to more accurately show the Village's expenditures because of our increase in building permits and interest income.

Financial Remarks: No actual financial changes, just amending the budget to show a more accurate picture with our permit revenue and expenditures.

Options & Alternatives: The board could not approve this amendment and then it would show the Village over expended our expenditures for 2023. The board can approve the requested amendment and direct staff to make the budget amendment and publish it.

Executive Recommendation: Staff recommends approving the budget amendment and publication of the budget amendment.

VILLAGE OF HARTLAND
2023 BUDGET AMENDMENT

On Monday, March 11, 2024, the Village Board of Hartland amended the proposed 2023 budget (published October 6, 2022).

The following changes were made to the 2023 Budget:

General Fund	<u>Published</u>	<u>Amended</u>	<u>Difference</u>
REVENUES			
101-48100 Interest Income	\$ 35,000	\$ 380,800	
Total General Fund Revenues	\$ 8,072,595	\$ 8,418,395	\$ 345,800
EXPENDITURES			
101-51500-910 Contingency	\$ 6,802	\$ 352,602	
Total General Fund Expenditures	\$ 8,072,595	\$ 8,418,395	\$ 345,800

A copy of the Budget is available at the Village Manager's office at 210 Cottonwood Ave, Hartland, WI 53029 during regular business hours.

March 5, 2024

Mr. Dave Felkner
Director of Public Works
Village of Hartland
210 Cottonwood Avenue
Hartland, Wisconsin 53029

RE: 2024 Paving Program

Dear Mr. Felkner:

Bids for the above project were opened on February 29, 2024 at 10:00 a.m. at Village Hall and were as follows:

	BIDDER	BASE BID
1.	<u>Stark Pavement Corporation</u>	<u>\$912,532.50</u>
2.	<u>Wolf Paving Co., Inc.</u>	<u>\$997,573.05</u>
3.	<u>Payne & Dolan, Inc.</u>	<u>\$1,011,600.80</u>

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

1. The Bid Form has been appropriately completed.
2. We have no objections to the low bidder.
3. Low bidder has successfully completed similar projects over the last several years.

During the bid opening, it was indicated that Stark Pavement Corporation did not make an acknowledgement of an addendum that was issued during bidding related to the removal of an insurance requirement. After the bid opening was over, we immediately requested a review and opinion by the Village Attorney. The Village Attorney has provided an opinion on the matter, which is attached to this letter.

On these bases and after review of the Village Attorney's opinion, we recommend that Stark Pavement Corporation be awarded the 2024 Paving Program contract, in the amount of \$912,532.50. This amount is based on the bid unit prices and estimated quantities. Actual quantities, and therefore the final contract price, may vary

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

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

Mr. Dave Felkner
Village of Hartland
March 5, 2024
Page 2

Bids remain subject to acceptance until April 29, 2024, unless Bidder agrees to an extension. Please advise us of your award decision or call if there are any questions.

Respectfully,

RUEKERT & MIELKE, INC.

Peter W. Gesch, P.E.
Team Leader/Project Manager
pgesch@ruekert-mielke.com

PWG:sjs
Encl: Notice of Award
Bid Tabulation

cc: Ryan T. Amtmann, P.E., Ruekert & Mielke, Inc.

NOTICE OF AWARD

Date of Issuance: _____

Contract: 2024 Paving Program
Bidder: Stark Pavement Corporation
Address: 12845 West Burleigh Road
Brookfield, WI 53005

Owner: Village of Hartland
Engineer: Ruekert & Mielke, Inc.
Engineer's Project No.: 09-10104.200

TO BIDDER:

You are notified that your Bid dated February 29, 2024 for the above Contract has been accepted by Owner and you are the Successful Bidder and are awarded a Contract for:

2024 Paving Program Base Bid

The Contract Price of your Contract is: \$ 912,532.50

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

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

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

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

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

Owner: VILLAGE OF HARTLAND

Signature: _____
Authorized Signature

Title: _____

Date: _____

Copy: Engineer

Gesch, Peter

Subject: FW: Hartland - 2024 Paving Program - Legal Opinion re: Bids Received

From: Hector de la Mora <hector.delamora@vonbriesen.com>

Sent: Monday, March 4, 2024 7:47 PM

To: Ryan Bailey <ryanb@villageofhartland.wi.gov>

Cc: Dave Felkner <dfelkner@villageofhartland.wi.gov>; tomj@villageofhartland.wi.gov; Ryan Bailey <ryanb@villageofhartland.wi.gov>; Amtmann, Ryan <RAmtmann@ruekert-mielke.com>; Trace P. Hummel <trace.hummel@vonbriesen.com>; Gesch, Peter <PGesch@ruekert-mielke.com>; Amtmann, Ryan <RAmtmann@ruekert-mielke.com>

Subject: RE: Hartland - 2024 Paving Program - Legal Opinion re: Bids Received

Caution: This is an external email of your Organization. Please take care when clicking links or opening attachments.

Village of Hartland
c/o Village Manager

Ruekert I Mielke, Inc, the Village of Hartland Engineer, acting through its Project Manager, Peter Gesch ("Gesch") sought bids for a local roads improvement project which entailed the following:

Project involves approximately 23,00 S.Y. of pavement pulverizing , shaping and grading approximately 1,000 L. F. of concrete curb and gutter replacement, reconstruction of 19 curb ramps, roadway base patching, asphalt trail patching concrete, concrete sidewalk, asphalt and concrete driveway removal and replacement, asphalt binder and surface course paving, utility structure adjustment and repairs, pavement markings, erosion control, miscellaneous pavement patching, traffic control and sod restoration. Project Manual, Advertisement for Bids, Page 00 11 13-1

Three bids were received ranked from the lowest to the highest:

- A. Stark Pavement Corporation ("Stark") (\$912,532.50)
- B. Wolf Paving Co., Inc. ("Wolf")(\$997,573.05)
- C. Payne and Dolan, Inc. ("P & D") (\$1,011,600.80)

On the day before the bids were scheduled to be opened (2.28.24), one of the three bidders, Stark, posed an informational question to Gesch which prompted the issuance of Addendum NO. 1 as follows:

Gesch 2.29.24 e-mail:

Addendum #1 was issued yesterday in response to a question that I received from Stark pavement regarding an insurance requirement in the supplementary conditions. After my phone call with Trace on Wednesday morning and him indicating that the specific insurance requirement wouldn't be necessary for this project, I issued the addendum removing the insurance requirement around 8:00AM on 2/28/2024.

This change resulted from the acknowledgement the scope of work to be performed would not necessitate insurance that included "Underground, explosion, and collapse coverage."

The addendum that was issued read as follows:

ADDENDUM NO. 1, February 28, 2024

RE: Village of Hartland
2024 Paving Program
09-10104.200

FROM: Ruckert & Mielke, Inc.
W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020

TO: Prospective Bidders

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated February 15, 2024 as noted below. Acknowledge receipt of this Addendum in the space provided on Bid Form. Failure to do so may subject Bidder to disqualification.

This Addendum consists of 1 page numbered 00 91 13-1.

CHANGES TO CONTRACT CONDITIONS:

1. Section 00 73 00, Supplementary Conditions, Article SC-6.03.C.5, Page 00 73 00-5

REMOVE 5., it is not required for this project.

END OF ADDENDUM
(Emphasis added.)

The text removed from the bid requirements read as follows:

SC-6.03.C Delete Paragraph 6.03.C of the General Conditions and substitute the following in its place:

C. Commercial General Liability—Form and Content: Contractor's commercial liability policy shall be written on a 1996 (or later) ISO commercial general liability form (occurrence form) and include the following coverages and endorsements:

1. Products and completed operations coverage:

a. Such insurance shall be maintained for three years after final payment.

b. Contractor shall furnish Owner and each other additional insured (as identified in the Supplementary Conditions or elsewhere in the Contract) evidence of continuation of such insurance at final payment and three years thereafter.

2. Blanket contractual liability coverage, to the extent permitted by law, including but not limited to coverage of Contractor's contractual indemnity obligations in Paragraph 7.18.

3. Broad form property damage coverage.

4. Severability of interest.

5. Underground, explosion, and collapse coverage.

6. Personal injury coverage.

7. Additional insured endorsements that include both ongoing operations and products and completed operations coverage through ISO Endorsements CG 20 10 10 01 and CG 20 37 10 01 (together); or CG 20 10 07 04 and CG

00 73 00-5

02/14/24 Ruckert & Mielke, Inc.

-09-10104.200 > 00 73 00 Supplementary Conditions-

Stark, the bidder that had posed the question did not include reference to Addendum NO. 1 as part of its bid although the other two bidder did so.

At the time of the opening of all the bids, it was impossible to determine from the prescribed bid form which each bidder submitted (Project Manual, page 00 41 00-1) what type of insurance that any bidder was capable of procuring, or had commence procuring in anticipation of having submitted the lowest bid.

Section 6.2 C. Insurance –General Provisions (Project Manual, Article 6- Bonds and Insurance, Page 00 72 00-26) states:

Contractor shall deliver to Owner, with copies to each named insured and additional insured (as identified in the Article, in the Supplementary Conditions, or elsewhere in the Contract), certificates of insurance establishing that Contractor had obtained and is maintaining the policies, coverage, and endorsements required by the Contract. Upon request by Owner or any other insured, Contractor shall also furnish other evidence of such required insurance, including but not limited to copies of policies and endorsements, and documentation of applicable self-insured retentions and deductibles. Contractor may block out (redact) any confidential premium or pricing information contained in any policy or endorsement furnished under this provision.

In other words, the ability to provide the required type and amount of insurance coverage is not a consideration that factors into the question of whether a submitted bid can be opened, and ultimately accepted.

Moreover, the failure to acknowledge the issuance of Addendum NO. 1 here is not a material consideration as to whether a qualified bid has been submitted for two reasons:

1. Referencing Addendum NO. 1 serves the purpose of assuring that a bidder has knowledge of all of the bid requirements. Here, is it a reasonable inference that Stark had ACTUAL knowledge about the elimination of the requirement that the successful bidder carry “ Underground, explosion, and collapse coverage” because Stark’s inquiry triggered the issuance of Addendum NO. 1.
2. Addendum NO. 1 constituted a withdrawal of a type of insurance coverage which placed none of the bidders, including Stark, at a disadvantage in the bidding process if the Village deems Stark’s failure to insert the reference to Addendum NO. 1. on its bid form to be an inconsequential omission under the factual circumstances at hand.

Therefore, it is my opinion that the opening and acceptance of the Stark bid would be in keeping with the discretionary powers of a village under Wis. Stat. § 61.54 and §61.34 (5)”... to promote the general welfare, peace, good order and prosperity of such villages and the inhabitants thereof.”

Hector de la Mora

Hector de la Mora | **von Briesen & Roper, s.c.**
Direct: 262-784-5418 | hector.delamora@vonbriesen.com



Village of Hartland

210 Cottonwood Avenue

Hartland WI 53029

PH: 262-367-2714

FAX: 262-367-2430

www.villageofhartland.wi.gov

Committee: Village Board	Date: 2/7/2024
Village Board Item Number:	Date:2/26/2024
Submitted By: Tom Jenson: DPW Supervisor	

Subject: Discussion and Consideration of Purchasing the Nixon Park Pond Fountain

Details: The fountain was budgeted to be replaced in 2025 , as you recall this is a 2 year borrowing through CIP funding. The current fountain quit working at the end of this last fall and was sent to the shop for a quote on repairs. Quote to repair the pump from the distributor was \$2,313.15

I received two different proposals to replace the fountain with the addition of colored lights. The lowest proposal was from Lake and Pond Solutions for a total of \$13,898.49 The CIP budget amount was \$14,000.

Financial Remarks: This will come out of the CIP account.

Options & Alternatives: Repair the existing water fountain for the sum of \$2,313.15

Executive Recommendation: Staff recommends the replacement of the water fountain to Lake and Pond Solutions LLC for the sum of \$13,898.49.



Lake and Pond Solutions, LLC

W4950 County Road A

Elkhorn, WI 53121

Office (262) 742 - 2600

www.lakeandpondsolutions.com

garrett@lakeandpondsolutions.com

Village of Hartland
Attn: Tom Jensen
210 Cottonwood Ave.
Hartland, WI 53029

February 2, 2024

Dear Mr. Jensen,

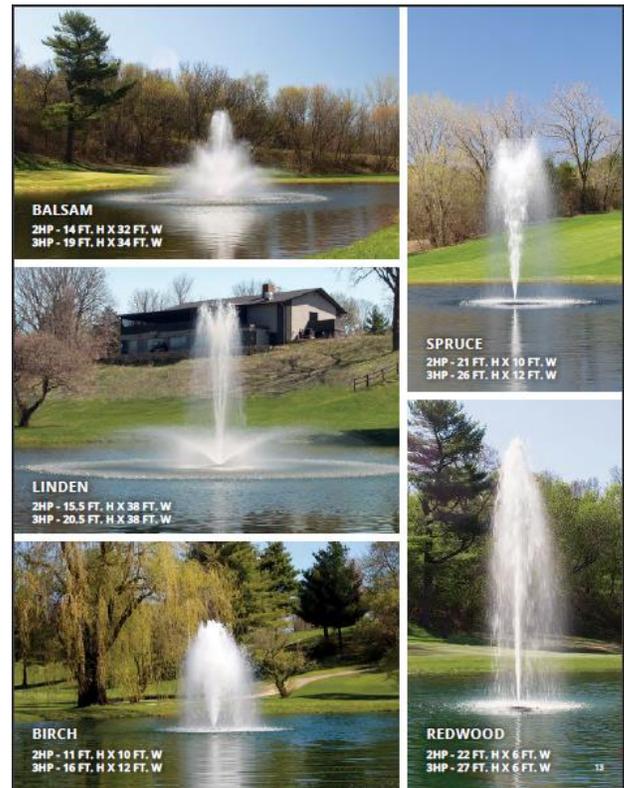
Below I've put together a fountain quote, based on the specifications you provided. Your current fountains phoenix pattern is very similar to the Linden pattern below. Also, Kasco's cables only come in 50' length increments.

3HP J-Series Kasco Fountain **\$13,898.49+tax**
3hp 240v 1ph Motor with Float
C-85 Control Panel with Timers and GFCI protection
200' Stainless-Protected Cable
5 included Patterns
5 Year Warranty
Airmax Color-Changing LED Lights included

Airmax Color-Changing LED Lighting – includes (6) sealed color-changing LED fixtures (~1800 lumens each), 200' cable with stainless sleeving (for muskrat protection), mounts, wireless RF remote with 200' range, and shipping. Endless color options and 9 preset programs. 3-year warranty. Shipping included.

Initial Installation

Your electrician will have to mount and hard-wire the control panels with appropriate power. At this time, I would also have the electrician trench in 2" conduit under the ground from the panel terminating at the pond edge (if not already done). Oftentimes we work directly with your preferred electrician to ensure all power requirements are met. Lake and Pond Solutions, LLC will then assemble and install each fountain using ballast block anchor lines, set timers, perform function checks, and set float switches.



Lake and Pond Solutions, LLC

(262) 742- 2600 | www.lakeandpondsolutions.com | garrett@lakeandpondsolutions.com

PROVIDING ENVIRONMENTALLY SOUND AQUATIC MANAGEMENT SOLUTIONS



Lake and Pond Solutions, LLC

W4950 County Road A

Elkhorn, WI 53121

Office (262) 742 - 2600

www.lakeandpondsolutions.com

garrett@lakeandpondsolutions.com

Future Maintenance

These are serviceable units in which an oil/seal change is recommended every 1-2 years after the initial warranty runs out. Oil/seal, bearing and capacitors repairs would be performed at our facility (we are an authorized service center) for \$500.00 (3hp).

Please let me know if you have any questions.

Sincerely,

Garrett Lyon– Biologist
Lake and Pond Solutions, LLC
(cell) 920.366.3376



Lake and Pond Solutions, LLC

PROVIDING ENVIRONMENTALLY SOUND AQUATIC MANAGEMENT SOLUTIONS

Pattern Shown – NEW Crown & Arch display. Call for more details.



4-LED RGBW Light Set



RGBW Light Set Product Update

Even Better Performance | Even More Colors!

Adjustable Color Temperature

Original RGBW Lights
5000-5500K



New RGBW Lights
2700-6500K



Warm White



Cool White



Pastel Blue



Vibrant Blue



Pastel Green



Vibrant Green

For years, our professionals have been selling and installing Airmax RGBW Color-Changing LED Light Sets to create a breathtaking atmosphere for pond owners across the country. We are pleased to announce some fantastic updates to one of the most popular light sets on the market!

Updated Features Include:

- **15% More Lumens.**
- **Adjustable Color Temperature:** Broader range of Kelvin allows for changes from cool white to warm white, and vibrant colors to pastels.
- **Updated remote to include new functionality.**
- **Old remotes can still be utilized as a back up.**



Original Remote



New Remote



**Village of Hartland
Administration**

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

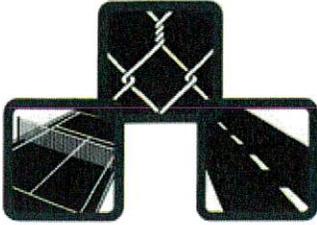
Committee: Village Board	Date: 3/05/2024
Village Board Item Number:	Date: 3/11/2024
Submitted By: Leo	
Subject: Discussion and Consideration Awarding the remove and replace 3basketball courts	

Details: Remove and replace 3 basketball courts at Penbrook, Hartbrook, and Joliet parks. To include poles, rims, new asphalt, and apply 4 coat Laykold color system, and new lines. Costs were approved in the 2024 budget.

Financial Remarks:
This will come out of the CIP budget 401-76175-285

Options & Alternatives:

Executive Recommendation:
Staff recommends awarding this contract to Munson-Armstrong Paving Div. in amount of \$ 70,181.00



MUNSON, INC.
Established 1955

MUNSON FENCE DIV.
MUNSON-ARMSTRONG PAVING DIV.
MUNSON TENNIS COURT DIV.

6747 N. Sidney Place Glendale, WI 53209

Phone: (414) 351-0800 FAX: (414) 351-0879

www.munsoninc.com

PROPOSAL SUBMITTED TO:

VILLAGE OF HARTLAND
701 PROGRESS DR
HARTLAND WI 53029

DATE:

February 7, 2024

JOB NAME & LOCATION

PEMBROOK, JOLIET
AND HARTBROOK
PARKS BASKETBALL
COURTS

262-367-4750

LEOJ@VILLAGEOFHARTLAND.WI.GOV

REMOVE AND REPLACE 3 BASKETBALL COURTS

1. Owner to remove existing basketball backboards and standards. Backfill holes and compact using ¾" crushed limestone.
2. Munson will remove existing asphalt salvaging the stone base.
3. Import up to 20 tons of crushed stone to adjust grades and improve stone base.
4. Fine grade for proper drainage and compact using vibratory roller.
1. Pave 2" compacted average thickness, binder course with 12.5mm asphalt design.
5. Pave 1.5" compacted average thickness top course with a 5LT Virgin mix design. No shingles or recycled asphalt.
6. Furnish and install 5 4 ½ OD galvanized 90-degree poles with 4' overhang fan aluminum backboard with ss & double rim set in concrete footings.
7. Apply 4 coat Laykold color system. Two coats of acrylic resurfacer and two coats of solid medium green.
8. Stripe white masked play lines.

PRICE: \$70,181.00

NOTES:

1. Asphalt repairs to parking lots will be based on a Time and Material basis. This may or may not occur, due to heavy equipment access.
2. Any unstable base discovered during grading will be excavated and stone installed on a Time and Material basis.
3. Any landscaping by owner. This should be done after the surface has been painted.
4. All 3 courts are to be done at the same for this price. Otherwise, multiple trip charges will be incurred.
5. *Munson is a member of the ASBA – American Sports Builders Association. ASBA is a national organization for tennis court builders, designers, and suppliers. Their members are held to high standards regarding the*

AUTHORIZED
SIGNATURE:

David Marks - Sales / Project Manager

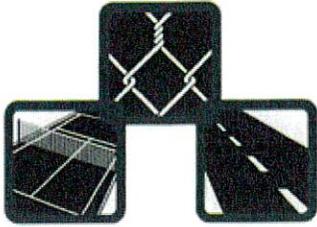
NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and attached Terms and Conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

SIGNATURE: _____

Date of Acceptance: _____

SIGNATURE: _____



MUNSON, INC.
Established 1955

MUNSON FENCE DIV.
MUNSON-ARMSTRONG PAVING DIV.
MUNSON TENNIS COURT DIV.

6747 N. Sidney Place Glendale, WI 53209

Phone: (414) 351-0800 FAX: (414) 351-0879

www.munsoninc.com

PROPOSAL SUBMITTED TO:

VILLAGE OF HARTLAND
701 PROGRESS DR
HARTLAND WI 53029

DATE:

February 7, 2024

JOB NAME & LOCATION

PEMBROOK, JOLIET
AND HARTBROOK
PARKS BASKETBALL
COURTS

262-367-4750

LEOJ@VILLAGEOFHARTLAND.WI.GOV

construction and maintenance of tennis courts. It is recognized as a centralized source for technical information, including consumer-oriented information, and Munson Inc. has received numerous national awards from this organization for our tennis court work.

6. A water source for pressure washing is to be provided by the Owner.

7. Due to normal construction activities, Munson cannot be held responsible for damage to existing lawns and pavements.

8. Weather tolerances for tennis court work/materials are between June 1 – September 30.

9. We adhere to the pricing provided to the best of our ability. However, this is not always possible due to occasional sudden material cost increases. While these events are rare, should this occur before installation, we will notify the Owner of any price modifications before proceeding with the work.

AUTHORIZED
SIGNATURE:

David Marks – Sales / Project Manager

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and attached Terms and Conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

SIGNATURE: _____

Date of Acceptance: _____

SIGNATURE: _____

A. MUNSON, INC. TERMS & CONDITIONS

1. Upon acceptance of this contract, if a cancellation notice is not received in writing within three days of acceptance, Munson, Inc assumes that the owner or owner's agent accepts the work herein described and the terms and conditions of sale herein contained. Any withdrawal of this contract could result in partial billing to reimburse Munson, Inc. for planning, preparation, and materials already ordered or installed on the job site.
2. This contractor is not responsible for damage to or injuries caused by any privately (not installed by a Public Utility) placed underground wires, pipes, sewers, conduits, obstructions or restrictions. The owner or his agent agrees to indemnify and hold harmless Munson Fence Div./Munson-Armstrong Paving Div., Munson Inc. from any and all claims, liabilities, costs and expenses whatsoever arising from above.
3. Property owner is responsible for any necessary permits or variances, unless specifically noted in the contract
4. The contract does not contemplate the encountering of underlying rock, concrete, wood or other unsuitable materials or unusual conditions during excavation. Should these conditions be encountered the owner shall be charged for the extra work incurred.
5. The contract does not contemplate "frost-digging" conditions, unless specifically stated in this contract. Should owner require installation during such conditions, an additional charge will be made based on the actual time and equipment required to complete the installation.
6. Any alteration or deviation from stated specifications involving extra costs will become an extra charge over and above original contract. Any such alteration or deviation from stated specifications will be performed only upon submission of a written change order, and Owner/Contractor will be required to pay to Munson, Inc. an extra charge over and above the original contract price for performance of the requested change order.
7. If, after notification, Munson, Inc. is unable to complete its work due to unmoved vehicles or obstructions, Munson, Inc. may bill for additional trip charges or vehicle towing charges.
8. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.
9. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices.
10. All labor and material is conclusively accepted as satisfactory unless this contractor is notified in writing within 72 hours after the work is performed.
11. Any claim for property damage is conclusively waived unless this contractor is notified in writing within 72 hours of the occurrence.
12. Munson, Inc. is not responsible for concrete or asphalt damage due to normal construction equipment traffic.
13. Site restoration from excavation, such as backfilling edges or post footings, is not included unless specifically noted in the contract.
14. Prior to the commencement of the work of Munson, Inc., the work of others shall be completed to such an extent that it will not in any way conflict or interfere with the work of Munson, Inc. If Munson, Inc. is directed to commence its work prior to the time such other work is completed, Owner/Contractor agrees to pay the costs of any extra mobilizations or reduced productivity attributable to Munson, Inc. commencing any of its work before any others have completed their work.
15. All agreements are contingent upon strikes, accidents or delays beyond our control.
16. Unless stated in the contract, terms of payment are net 15 days. Any past due balances shall be subject to the current legal interest charge per month.
17. Owner shall reimburse Munson Inc. for any expense incurred by Munson Inc. in protecting or enforcing its rights under this agreement including, without limitation, reasonable attorneys fees and legal expenses (and, if appropriate, all expenses of taking possession, holding, preparing for disposition and disposing of any collateral). This includes any expenses incurred before and after the commencement of any litigation to protect or enforce its rights under this agreement, including all appeals.
18. This contract will be construed and enforced in accordance with the laws of the State of Wisconsin.

B. ADDITIONAL TERMS AND CONDITIONS FOR MUNSON FENCE DIV.

1. All property lines and grades are to be established by the owner. Fence is to follow ground lines unless otherwise provided for in this contract.
2. Obstructions of every nature, which in any manner interfere with the erection of fence shall be removed by the owner prior to commencement of work, unless otherwise provided for in this contract.
3. On all jobs where Munson Fence Div. installs or supplies "Razor Ribbon", owner or agents of the property will hold Munson Fence Div./Munson, Inc. harmless in any way from claims, liabilities or injuries.
4. Gate Operator Systems: End user to understand the operations and safety systems of the unit

C. ADDITIONAL TERMS AND CONDITIONS FOR MUNSON-ARMSTRONG PAVING DIV.

1. MUNSON-ARMSTRONG PAVING DIV. DOES NOT WARRANT AGAINST CRACKS SINCE THEY WILL APPEAR IN ALL PAVEMENTS.
2. A 1-1/2% slope or greater is necessary for surface drainage of asphalt paving; 1% for concrete paving. If the owner directs construction of the subgrade, base or paved surface that results in a lesser slope, this contractor does not warrant satisfactory surface drainage.
3. Salt or melting compounds should not be applied to concrete paving for 12 months after installation. Any pitting or peeling resulting from such application will not be warranted by this contractor.
4. Due to the fact that ready mixed concrete is composed of all natural materials, Munson Inc cannot warrant against premature discoloration.
5. Material will not be placed on a wet, unstable, or frozen subgrade. A suitable subgrade shall be furnished the contractor as a condition precedent to the performance of this contract.
6. The catch basin price is based upon the existing sewer lateral at the property line being in serviceable condition. Should it be necessary to connect to the street sewer line, owner shall be charged for the extra work incurred.

LIEN NOTICE

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

WAUKESHA COUNTY OVERDOSE FATALITY REVIEW COOPERATIVE AGREEMENT

This Cooperative Agreement is made and entered by and between the signatories to this Agreement (collectively referred to as the “Parties”). The execution of this Agreement will create the Waukesha County Overdose Fatality Review (“OFR”) Team. This Agreement is not intended to and should not be construed to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the Parties, their parent agency, or the officers, employees, agents, or other representatives thereof.

Statement of Purpose

As overdose fatalities continue to impact Waukesha County, the Parties agree the establishment of a multi-agency, multi-professional OFR Team will assist in promoting and protecting the public health and safety and in providing services which will improve the well-being of individuals and their families by identifying risk factors, potential gaps in service, barriers to care, and recommendations for intervention and prevention strategies. The Parties further agree the objectives of an OFR Team are:

1. Accurate and comprehensive information gathering and sharing on overdose deaths with special emphasis on those features that relate to potential preventability.
2. Improved communication and coordination of responses to overdose deaths in the investigation and delivery of services.
3. Design and implementation of cooperative, standardized guidelines for the review process of overdose deaths.
4. Identification of needed changes in legislation, policy, and practices, and expanded efforts to prevent overdose deaths.

OFR Team

The OFR Team will be comprised of representatives from each Party to this Agreement. The OFR Team will meet bimonthly, or as otherwise determined by the OFR Team bylaws, for case reviews and to discuss ways in which the Parties may more effectively target the overdose epidemic in Waukesha County. At the first meeting of the OFR Team, the OFR Team should adopt bylaws governing the OFR Team.

Waukesha County Department of Health and Human Services will be responsible for administrative functions of the OFR Team, including selecting the OFR Team Facilitator, and recruiting new OFR Team members when vacancies or other needs arise.

OFR Team meetings may be attended by members of the public. Meetings should go into closed session prior to commencing a Case Review if the information to be shared would allow members of the public to identify the decedent, who is the subject of the Case Review, or the decedent's family members.

The OFR Team will make any recommendations to the OFR Steering Committee, Heroin Taskforce, or Waukesha County HHS, which will determine what recommendations, if any, are acted upon.

A quorum is required to carry out the purposes of this Agreement and the OFR Team. A quorum is present when a representative from half of the total signatories plus one is present.

Case Reviews

Case Reviews are a formal process for the exchange of information, including confidential information, among OFR Team members regarding a particular case in order to compile information and data, compare notes, and discuss possible intervention and prevention strategies. Certain Case Reviews will require the participation of individuals and entities that are not part of the OFR Team and signatories to this Agreement. To participate in a Case Review, all participants, including each OFR Team member, will sign the Confidentiality Agreement prior to participation.

For a case to be considered for a Case Review, the manner of death, as indicated by the death certificate, should be accident, suicide or undetermined. Under no circumstances should a Case Review involve a case deemed a homicide by a prosecutor or law enforcement official according to Wis. Stats. Chapter 940, without the express prior consent of the law enforcement agency and the District Attorney. Cases subject to Case Review should not be subject to criminal proceedings or have the potential to be subject to criminal proceedings unless there is express prior consent of the law enforcement agency and the District Attorney.

Information shared in Case Reviews shall be deidentified to protect the identity of the decedent subject to the Case Review. No case-specific information will be shared or discussed outside of the Case Review.

Information will be shared to the extent allowed by law. Each OFR Team member and agency is responsible for maintaining confidentiality as required by law, resolution, and accepted practice. Each member of the OFR Team is bound by his or her professional ethics to maintain confidentiality.

Heartland POLICE



"Bath of Honor Agency"



DEPARTMENT COPY

Serving With: *Pride, Integrity & Ethics*

ANNUAL REPORT

2023

To the Village of Hartland:

The Hartland Police Department proudly presents the 2023 ANNUAL REPORT published for our agency. This report provides an overview of our activity for the year and serves as a source of information for the community.

Your police department consists of 18 sworn law enforcement professionals that provide 24 hour-a-day coverage to the Village of Hartland. In addition, 4 administrative assistants provide the support that is necessary to carry out our mission. We also have mutual aid agreements with the surrounding police agencies through the Suburban Mutual Aid Response Team (SMART) for additional assistance when necessary. We participate in cooperative teams with other municipalities to offer quality service with a fiscally responsible mindset.

Our primary purpose is to place all available resources provided to our organization toward public safety and quality of life for the Village of Hartland. Each of our members approach their responsibilities with professionalism, and they serve the public with pride, integrity, and ethics. I am very proud to be a part of this team and I respect each one of them for their commitment. Every sworn member of the department has taken the Oath of Honor pledge and the department has been recognized as a “Law Enforcement Oath of Honor Agency”.

The Hartland Police Department is committed to keeping our community a great place and a leader in Waukesha County. This will be accomplished by providing quality police services, addressing all issues that affect public order, and to anticipate problems to reduce or eliminate them. We try to build advocates on Every Call, with Every Citizen, on Every Contact.

I encourage all Village residents to contact our department if they have any questions or concerns about our community. Please check our website at www.villageofhartland.wi.gov for more department information. Our desire is to work with the citizens to solve problems and maintain a high standard for the quality of life in this community.

Respectfully,

*Torin J. Misko
Chief of Police*

2023 DEPARTMENT HIGHLIGHTS:

- Officer Kayla Nelson and Matthew Shea were appointed to the Suburban Critical Incident Team (SCIT) as members of the newly formed Technology Resource Group (TRG). In addition, Officer Nelson was selected to be a Team Leader on the TRG.
- Officer Rachel Wandaogo was certified through the State of Wisconsin as a Defense and Arrest Tactics (DAAT) Instructor.
- The Hartland Police Department implemented a squad camera program by obtaining funding through several grants.
- Officer Dillon Gurgul was certified through the State of Wisconsin as a Standard Field Sobriety Testing (SFST) instructor.
- The Hartland Police Department was recognized by the Wisconsin Department of Justice for our continuing support and dedication to the Wisconsin Internet Crimes Against Children (ICAC) Task Force as an active member for the last 15 years.
- Lieutenant Brian DeBarge graduated from the Northwestern University Center for Public Safety, School of Police and Command Class #540.
- Chief Torin Misko obtained an Executive Certificate in Public Leadership from the Harvard Kennedy School of Government.
- Officer Dillon Gurgul was selected and trained to become a Field Training Officer (FTO).
- Detective Paula Hoffa received an Award of Recognition from the International Association of Arson Investigators Wisconsin Chapter 25 in recognition of being the key initiating factor in starting a fire investigation on June 29, 2018 at a residence where several incendiary devices were found, going above and beyond

to identify the devices, gather information and present the case to get a successful criminal conviction of the suspect.

- In coordination with the Hartland Recreation Department, Fire Department, and Department of Public Works, the Hartland Police Department participated in the 3rd annual National Night Out.
- Lieutenant Conrad Soboniak resigned from the Hartland Police Department on September 6, 2023, after almost seven years of service to the Village of Hartland.
- Part-time Administrative Assistant Morgan Gurgul resigned from the Hartland Police Department on September 15, 2023, due to obtaining full-time employment at Waukesha County Technical Collège.
- Patrol Detective Robert Jewell was promoted to Lieutenant on October 9, 2023.
- Part-time Administrative Assistant Kirstie Ewing joined the Hartland Police Department on November 13, 2023.
- Officer Dillon Gurgul received a Lifesaving Award from the Hartland Police Department for his actions during a structure fire of a four-unit apartment building on October 21, 2022, where he assisted three residents on an upper unit balcony by obtaining a ladder from a neighboring residence and escorting them to a safe area across the street.
- Lieutenant Conrad Soboniak received a Superior Police Performance Award from the Hartland Police Department for his actions during a structure fire of a four-unit apartment building on October 21, 2022.
- Adela Gashi, Ariel Gashi, and Charles Cartwright received Civilian Gallantry Awards from the Hartland Police Department for their actions during a structure fire of a four-unit apartment building on October 21, 2022.

- Jean Clemmons received a Letter of Appreciation from the Hartland Police Department for her assistance during an incident on January 19, 2023, where an individual armed with a shotgun was shooting vehicles outside of a business.
- Participated in a Stuff the Squad food drive with Piggly Wiggly to help support the local food pantries in conjunction with the Canadian Pacific Holiday Train.

COOPERATIVE EFFORTS:

TRAINING -The police departments from Butler, Chenequa, Delafield, Hartland, and Pewaukee conduct firearms and defensive and arrest tactics training for all of our officers. Each agency provides officers as trainers in either firearms or defensive and arrest tactics. This cooperation allows each agency to provide the necessary staffing for coverage to their communities while achieving the required training necessary in these highly critical and skillful areas of police training. This effort also allows for the sharing of training equipment and instructors, without the need for duplication. In addition, officers from each agency are called upon to assist each other under mutual aid and the ability to train together allows them to work together in an efficient and effective manner.

SUBURBAN CRITICAL INCIDENT TEAM (SCIT) -This team of selected officers from the Brookfield, Chenequa, Delafield, Elm Grove, Hartland, Mukwonago, Muskego, New Berlin, and Pewaukee Police Departments are trained to handle critical calls for service, such as barricaded persons, negotiations, and serving high risk search warrants. Again, the sharing of expertise and equipment make these types of joint efforts cost-effective and provide an excellent service to the communities involved in SCIT. Under a mutual aid agreement our department provides two officers as tactical operators and three crisis negotiators to this team. In addition, our department provides two officers to the newly formed Technology Resource Group where their primary function is a drone program that they operate as certified drone pilots. Officers are assigned to the team from the various departments at rates in proportion to their department size.

MAJOR INVESTIGATIONS UNIT (MIU) -This team of selected officers from the Butler, Chenequa, Delafield, Elm Grove, Hartland, Oconomowoc Lake, Pewaukee, and Summit Police Departments, as well as the Waukesha County Sheriff's Department are trained and prepared to investigate all major incidents that may occur in any of these communities. This is a mutual aid agreement that allocates the necessary resources to investigate these major incidents, yet also allows each community to maintain police coverage for other types of activities. The sharing of expertise and equipment makes this team cost-effective and provides a professional quality for investigative efforts.

SUBURBAN MUTUAL ASSISTANCE RESPONSE TEAM (SMART) -This is a cooperative effort between law enforcement agencies in Jefferson, Kenosha, Milwaukee, Racine, Walworth, and Waukesha County that allows for mutual aid during a significant event. Within 60 minutes, a community that is a member of SMART can have up to 70 law enforcement officers respond to the community to help in the case of a significant emergency or disaster.

WAUKESHA COUNTY COMMUNICATIONS (WCC) -The Village of Hartland (Police, Fire, EMS, Public Works, and Administration) is a committed partner to the Waukesha County Communications Center. This central county-wide dispatch center enhances communications among all participating communities and agencies in Waukesha County. In addition, a shared records management system helps coordinate information and provides access to all agencies.

WAUKESHA COUNTY CIVIL DISTURBANCE UNIT (CDU) - Police Departments from throughout Waukesha County and the Sheriff's Department have assigned officers to the CDU. The Village of Hartland has two police officers equipped and trained to respond to CDU call outs. Once again, the sharing of expertise and equipment makes

these types of joint efforts cost-effective and provides an excellent service to the communities involved in the CDU.

WAUKESHA COUNTY METRO DRUG UNIT - The Village of Hartland has been a member of the Metro Drug Unit since 2007. Due to staffing needs we removed our officer from the unit in 2017. We continue to support the mission of the drug unit by sharing information with them and will assist the drug unit as needed but no longer have an officer assigned to the unit.

LAKE COUNTRY MUNICIPAL COURT - The Village of Hartland is a founding member of this municipal court, which was established in 1988. This court is located in the City of Oconomowoc and serves 20 communities. The court is 100% funded by user fees and does not require any Hartland tax dollars to operate. This court serves as a very efficient and fair way of dealing with municipal traffic and ordinance violations.

COMMUNITY RELATIONS PROGRAMS AND SERVICES:

CRIMESTOPPERS - This program provides a reward system to citizens that report information about criminal activities. If a citizen has information about a crime, they can report that information anonymously, yet still may receive monetary compensation.

SAFE SCHOOLS PROGRAM - This is a cooperative effort between all the schools in the Village of Hartland and the Police Department. On school days, a day team officer will make personal visits to each school and do a walk through, as well as meet with staff and students as needed. This is a positive program, as it allows more interaction between the children and the officers, along with addressing issues at the school and being an available resource for school staff.

MEDICATION COLLECTION SITE - In order to reduce substance abuse, prevent childhood poisonings, and help protect our environment, private citizens can bring their prescription medications to the Police Department for disposal. There are green containers accessible 24 hours a day in both the East and West lobbies of the Police Department to dispose of your medications.

OWNERSHIP ZONES - The Police Department has established Ownership Zones that specific officers are assigned to. These officers take "Ownership" of specific areas of the village to consistently address quality of life issues and will work closely with the building inspector in these efforts. In addition, one of the specific Ownership Zones consists exclusively of all the registered Sex Offenders that reside in the Village of Hartland and another Ownership Zone includes all of the schools in the Village of Hartland.

WILEAG ACCREDITATION - The Police Department is accredited by the Wisconsin Law Enforcement Accreditation Group (WILEAG). The department maintains compliance with 242 required standards for law enforcement agencies. Less than 10% of all law enforcement agencies in the State of Wisconsin are fully accredited. The department was awarded re-accreditation in December of 2021, which is valid for a three-year period.

CITIZEN'S ACADEMY - The Police Department sponsors a Citizen's Police Academy in cooperation with the Delafield, Chenequa, and Pewaukee Police Departments. This is for citizens or those who work in this area who would like to learn about what the local police departments do. The Citizen's Academy is provided to reach out to our community and educate the public about the law enforcement profession.

SHOP WITH COPS - During the holiday season, local law enforcement officers from Hartland, Delafield, Pewaukee, and Chenequa Police Departments team up for a Shop with Cops event. Shop with Cops offers children in 5k through 5th grade the opportunity to shop with police personnel for holiday gifts for their families. This is a unique opportunity for children to develop a relationship with law enforcement officers that will serve to make a lasting impression on their lives. We are able to offer this program to families at no cost because of donations, fundraisers, and volunteers.

QUALITY OF A LOCAL POLICE AGENCY

The quality of police services to a community can vary depending on the loyalty of the employees in the police department, their morale, and their ownership of the community. These employees come to work, day in and day out, to provide a service to the citizens and carry with them the local knowledge of people, places, or historical events that help to divert, reduce, or eliminate inappropriate behavior and address quality of life matters. This local knowledge is more beneficial than any record management system could record and is enhanced by dedicated local employees.

In 2023, the police officer staff had approximately 174 years of collective experience with the Village of Hartland, ranging from less than 1 year to 25 years of service.

The Service Quality that a local police agency can provide is based upon dimensions such as:

Tangibles - Appearance of physical facilities, equipment, personnel, and printed or visual information the department provides.

Reliability - Ability to perform all services dependably and accurately.

Responsiveness - Willingness to help citizens by providing prompt services.

Competence - Possession of the required skills and knowledge to perform their duties.

Courtesy - Politeness, respect, consideration, and professionalism of all personnel.

Credibility - Trustworthiness, believability, and honesty of the staff.

Security - Freedom from danger, risk, or doubt.

Access - Approachability to services of the agency.

Communication - Listening to citizens, acknowledging their concerns, following up on the concerns and communicating the results.

Understanding the Citizen - Making an effort to know the citizens and their needs.

Every Call, Every Citizen, Every Contact - Making an effort to build an advocate for the community with every police contact with a citizen. Our goal is to create relationships with residents that result in problem solving success.

The Hartland Police Department responded to 13,039 calls for service in 2023 and the vast majority of these interactions between the police department and the citizens go without a problem.

On occasion, a citizen may make a complaint to the department about an interaction with a staff member. In 2023, there were 4 complaints filed with the Police Department and after conducting a thorough investigation 0 complaints were found to be substantiated. These four complaints were determined to be not substantiated, exonerated, or unfounded.

On the other hand, a citizen may also take the opportunity to commend the department or individual staff members for their professionalism and assistance during a citizen contact. The department received 48 operation compliments in 2023. These citizens are not obligated to take the time to recognize the good efforts of our staff, but they do, and it is a great reflection on the quality of employees that work for the Village of Hartland Police Department.



Hartland

POLICE DEPARTMENT

VISION:

We are committed to working together with the community, in a problem-solving partnership, to prevent crime, enforce laws, and resolve conflict, thereby improving the quality of life.

MISSION:

The mission of the Hartland Police Department is to maintain peace and order in the community. We seek to accomplish this mission in a consistent manner, exhibiting high ethical standards. Our members are committed to a level of training and education that allows us to provide quality services to the citizens of Hartland.



HARTLAND POLICE DEPARTMENT



TORIN J. MISKO
CHIEF OF POLICE
SERVING SINCE 2018

ROSARIO J. COLLURA
DEPUTY CHIEF OF POLICE
SERVING SINCE 2000
DAYTEAM SUPERVISOR

ADMINISTRATIVE TEAM
7:30 A.M. TO 4:30 P.M.

JULIE A. BECKER
ADMIN. ASSISTANT
SERVING SINCE 2004

LAURIE MATULA-BAHR
ADMIN. ASSISTANT
SERVING SINCE 2010

MARK L. JORGENSEN
ADMIN. ASSISTANT
SERVING SINCE 2021

KIRSTIE L. EWING
ADMIN. ASSISTANT
SERVING SINCE 2023

INVESTIGATIVE TEAM
8:00 A.M. TO 6:00 P.M.

PAULA A. HOFFA
DETECTIVE
SERVING SINCE 2007

DAYTEAM
6:00 A.M. TO 2:20 P.M.

BRIAN M. MUNDY
POLICE OFFICER
SERVING SINCE 1997

ADAM M. MUELLER
POLICE OFFICER
SERVING SINCE 1998

SCOTT M. MACIEJEWSKI
POLICE OFFICER
SERVING SINCE 2001

LUKE A. JOSWICK
POLICE OFFICER
SERVING SINCE 2015

BRIAN D. DeBARGE
LIEUTENANT OF POLICE
SERVING SINCE 2011
EARLYTEAM SUPERVISOR

EARLYTEAM
2:00 P.M. TO 10:20 P.M.

NICHOLAS S. GREENWOOD
POLICE OFFICER
SERVING SINCE 2016

THOMAS R. BAGIN
POLICE OFFICER
SERVING SINCE 2017

MATTHEW E.W. SHEA
POLICE OFFICER
SERVING SINCE 2021

ZACHARY T. BELL
POLICE OFFICER
SERVING SINCE 2021

ROBERT T.C. JEWELL
LIEUTENANT OF POLICE
SERVING SINCE 2011
LATETEAM SUPERVISOR

LATETEAM
10:00 P.M. TO 6:20 A.M.

DILLON P. GURGUL
POLICE OFFICER
SERVING SINCE 2018

KAYLA M. NELSON
POLICE OFFICER
SERVING SINCE 2022

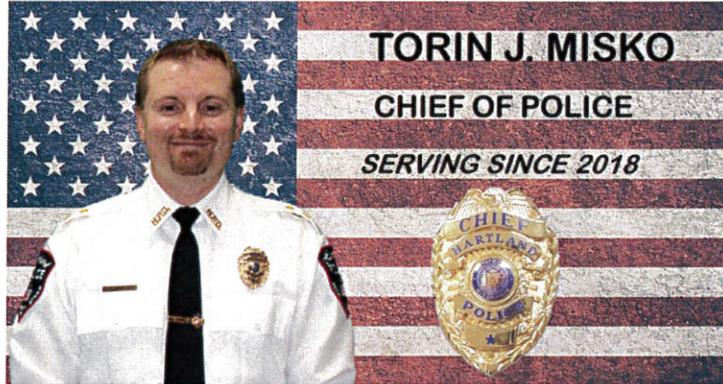
RACHEL S. WANDAAGO
POLICE OFFICER
SERVING SINCE 2022

TYLER J. MARTINS
POLICE OFFICER
SERVING SINCE 2022



HARTLAND POLICE DEPARTMENT

MANAGEMENT



TORIN J. MISKO

CHIEF OF POLICE

SERVING SINCE 2018



ROSARIO J. COLLURA

DEPUTY CHIEF OF POLICE

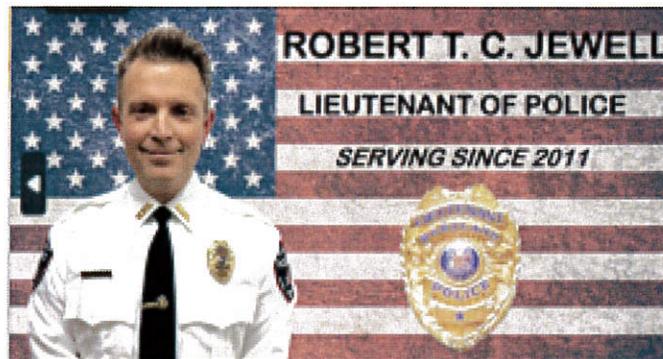
SERVING SINCE 2000



BRIAN D. DEBARGE

LIEUTENANT OF POLICE

SERVING SINCE 2011



ROBERT T. C. JEWELL

LIEUTENANT OF POLICE

SERVING SINCE 2011



HARTLAND POLICE DEPARTMENT

INVESTIGATIONS





HARTLAND POLICE DEPARTMENT

DAY TEAM



BRIAN M. MUNDY
POLICE OFFICER
SERVING SINCE 1997



ADAM M. MUELLER
POLICE OFFICER
SERVING SINCE 1998



SCOTT M. MACIEJEWSKI
POLICE OFFICER
SERVING SINCE 2001



LUKE A. JOSWICK
POLICE OFFICER
SERVING SINCE 2015





HARTLAND POLICE DEPARTMENT

EARLY TEAM



NICHOLAS S. GREENWOOD
POLICE OFFICER
SERVING SINCE 2016



THOMAS R. BAGIN
POLICE OFFICER
SERVING SINCE 2017



MATTHEW E.W. SHEA
POLICE OFFICER
SERVING SINCE 2021



ZACHARY T. BELL
POLICE OFFICER
SERVING SINCE 2021





HARTLAND POLICE DEPARTMENT

LATE TEAM



DILLON P. GURGUL
POLICE OFFICER
SERVING SINCE 2018



KAYLA M. NELSON
POLICE OFFICER
SERVING SINCE 2022



RACHEL S. WANDAOGO
POLICE OFFICER
SERVING SINCE 2022



TYLER J. MARTINS
POLICE OFFICER
SERVING SINCE 2022





Hartland

POLICE DEPARTMENT

ACTIVITY REPORT

<u>TYPE OF ACTIVITY</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
CALLS FOR SERVICE	9442	10507	9978	8577	10199	12084	12761	12268	11646	12454	13039
TRAFFIC CONTACTS	2663	2786	2769	2054	2458	2878	2783	2382	2575	2477	3045
TRAFFIC CITATIONS	1385	1026	1397	975	1413	1357	1378	1207	1309	1293	1893
TRAFFIC ACCIDENTS	139	135	131	150	139	123	136	120	138	130	101
ORDINANCE CITATIONS	150	128	90	114	129	68	40	41	39	84	113
PARKING CITATIONS	172	426	237	136	301	154	271	124	190	371	216
DRUNK DRIVING ARRESTS	48	26	52	29	34	31	36	31	57	65	70
SCHOOL CHECKS	N/A	N/A	N/A	N/A	N/A	294	443	218	237	157	243
ABANDONED AUTOS	73	100	57	75	71	74	48	36	51	26	34
911 OPEN LINE/HANG UPS	313	368	371	266	252	225	367	418	480	414	425
ALARMS/FALSE ALARMS	176	190	161	175	208	230	254	189	176	190	226
WELL- BEING CHECKS	76	90	107	93	118	140	138	155	144	145	189
WARRANT SERVICE	121	124	107	137	148	165	189	113	109	88	42
STATE PROSECUTIONS	194	161	174	115	93	102	73	66	72	75	74
FRAUD/ID THEFT	61	48	62	74	67	70	101	92	96	91	73
THEFT	94	71	69	53	88	54	40	50	57	58	65
CRIMINAL DAMAGE	116	49	57	45	80	36	18	32	15	56	18
BATTERY	16	16	14	9	6	6	10	10	17	8	9
DISORDERLY CONDUCT	59	46	68	52	41	45	60	68	71	48	49
DOMESTICS	35	33	28	24	27	22	22	25	19	50	51
SEXUAL ASSAULT	7	4	5	3	8	3	4	6	22	16	12
BURGLARY	13	8	11	7	9	8	6	4	9	11	6
HOMICIDE	0	0	0	0	0	0	0	0	0	4	1
ROBBERY	0	0	2	1	0	1	0	0	1	1	0
VEHICLE THEFT	3	1	5	1	1	1	1	0	0	1	2
PERSONS ARRESTED	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
TOTAL	396	241	228	172	146	133	156	273	207	256	292





Hartland

POLICE DEPARTMENT

This report provides information about **Operation Complaints** against department procedures and/or personnel. The department takes all complaints seriously and each one is fully investigated to a reasonable conclusion in accordance with department policy. This report also documents **Operation Compliments** that are received from citizens, other agencies, businesses, and schools, who wish to compliment a staff member or the department for a positive interaction.

Total Complaints for 2023: 4

Complaint Dispositions:

Substantiated	0
Not Substantiated	0.5
Exonerated	2
Unfounded	1.5
Policy Failure	0

Disposition Definitions:

Substantiated: Evidence sufficient to prove allegation.

Not-Substantiated: Insufficient evidence to either prove or disprove allegation.

Exonerated: Incident occurred but was lawful and proper.

Withdrawn: Complainant requested to withdraw complaint.

Unfounded: Allegation is false or not factual.

Policy Failure: Flaw in policy caused incident.

Total Compliments for 2023: 48

The department received 48 operation compliments for 15 different employees and 11 department wide compliments. The types of compliments included: Professionalism, traffic stop encounters, assisting other agencies, effort during service calls and more.

Your Police Department staff works very hard with the goal of building advocates in the community on Every Call with Every Citizen and on Every Contact.



HARTLAND POLICE DEPARTMENT



HARTLAND POLICE DEPARTMENT 2023





PROJECT NARRATIVE

SENIOR LIVING COMMUNITY

Village of Hartland, WI

Conceptual Meeting Review:

Village Board	March 11, 2024
Plan Commission	March 18, 2024

SITE OVERVIEW AND BACKGROUND

The subject site is located south of Campus Drive, just east of its intersection with Highway 83. The site is currently owned by Lutheran High School Association of Greater Milwaukee (“LHSA”) and includes a total of approximately 8.88-acres that remains from the original acquisition of land from the Wisconsin DOT for Lake Country Lutheran High School (“LCL”). It is anticipated approximately 5-acres +/- (building + parking) will be utilized for the senior living development and be rezoned as “RM-1” Conditional Use Permit “Housing for the Elderly”. The balance of the site is anticipated to be used for a TBD future educational and/or recreational uses as required.

As part of the broader vision for the land surrounding LCL, LHSA and its stakeholder have always desired to include a mix of housing, educational, and other uses that serve a range of ages. Including senior living within that mix will create opportunities for learning, camaraderie, and volunteering – promoting purposeful connections between students and seniors.

A portion of the land is limited by deed restriction such that only educational and recreational uses may be constructed there. The balance of the site may be used for any purpose, and so LHSA intends to utilize the land for the construction of a senior living community.

The site is in a desirable area of Hartland for senior living due to its proximity to LCL, shopping, recreation, and Downtown Hartland. Lake Country communities are, in general,

attractive for senior living due to the growth of single-family housing for families and the corresponding desire of seniors to live closer to their adult children and grandchildren.

PROJECT OVERVIEW

This project is a thoughtful response to senior living market demand. Senior housing is not a “one size fits all” in that seniors have different demands and needs. The senior housing market includes different types of housing, including apartment models for those that want a more active lifestyle, and care-driven models for those that want and need more services.

The project’s overall design goal is to meet the market’s demand for different levels of care within senior housing communities. The most attractive developments include components of more than one part of the senior living “continuum” and provide flexibility into the future as needs and demands change. As a response to that demand, Matter Development and Three Leaf Partners propose to construct a senior living development, principally featuring a 120-unit building containing 100 senior living apartments (30-40 of which may include assisted living) and a secure 20-unit memory care. As residents’ needs change over time, the building and operation is designed to provide additional supportive services to them in their apartment.

PLANNED IMPROVEMENTS

As seen in the attached site plan, the proposed project will include a four-story building with underground parking on a total approximately 5.1-acres (building + parking).

- 100 independent (“IL”) and assisted living (“AL”) apartments on floors 1-4, along with central common area amenities.
- 20 memory care (“MC”) units with common area and supportive services. The secure memory care is shown on the lower-level with a courtyard.
- Underground parking for residents and other surface parking.
- Walking paths that connect to the larger trail network within and around LCL.

The transaction structure and manner of land division will be decided as the project progresses within the approval process in conjunction with the Village of Hartland, but the larger parcel on which the senior living community is anticipated to be subdivided into two (2) separate legal parcels and an outlot:

1. Parcel 1 will include the senior living community.
2. Parcel 2 will be reserved for LCL to develop future educational and recreational purposes such as offices or athletic facilities.
3. The outlot parcel will include surface parking stalls that may be shared with Parcels 1 and 2.

It is anticipated that cross-access easements and other use agreements may be necessary to facilitate the development of the site for financing.

PLAN OF OPERATION

As an overall goal to provide the best range of options for seniors, it is ideal to provide components of each part of the senior living continuum on the site. The project's operation will be run by Koru Health, a local company (and affiliate of Matter Development) that has extensive experience staffing and running senior living communities.

- The IL program will provide a residential rental option for seniors who desire to eliminate the maintenance obligations of homeownership and live in a senior community with the opportunity for lifestyle programming and additional supportive services in the future.
- AL services will be provided to residents on an as-needed basis through a Residential Care Apartment Complex ("RCAC") certification – staffed 24 hours per day.
- The MC program will provide a secure and supportive environment for residents with dementia, Alzheimer's Disease, and other memory-impairments. The MC will be staffed 24-hours per day and will be licensed as a community-based residential facility ("CBRF").

The building will have a comprehensive staffing plan to meet the personal needs of residents and the building's administrative, maintenance, and food service programming. The staffing plan will include 24-hour staffing, including an on-site executive director, as well as staff positions for: administrative, resident care and nursing staff, concierge, food & beverage, housekeeping, maintenance, activities/resident relations, and sales.

PARKING & DELIVERIES

Parking demand is lower for senior living when compared to other forms of development. Parking requirements on the site will be met with a combination of surface and underground parking. It is anticipated that IL residents (and some limited number of AL residents) will use the underground parking, staff and visitors will park in surface stalls, and memory care residents will not have cars.



MATTER
DEVELOPMENT



Concept Meeting

Proposed Senior Community Development

Hartland, WI

March 2024



About Three Leaf Partners

- Three Leaf Partners is a Limited Liability Company (LLC). Headquartered in Milwaukee, Wisconsin, Three Leaf Partners is led by its two Principals, Pat Connaughton, guard for the Milwaukee Bucks NBA Team, and Matt Burow, CEO & Chairman of Catalyst Construction.
- Three Leaf has been in existence since Pat's rookie year in the NBA (2016), and Catalyst Construction was founded by Matt in 2004. These two visionary leaders joined forces in 2022, combining many years of construction and development experience. Currently, Three Leaf Partners has 19 employees.
- TLP is on a mission to take the game of real estate development in a new direction. Our team of like-minded professionals has developed a unique three-fold business model that provides a platform for professional athletes, business leaders, and the community to connect through real estate. From development to property management to investments and so much more, our suite of capabilities combined with the network of strong, productive business relationships we foster give us a distinct competitive advantage and exclusive access to off-market opportunities.

"IMPACT THROUGH REAL ESTATE"



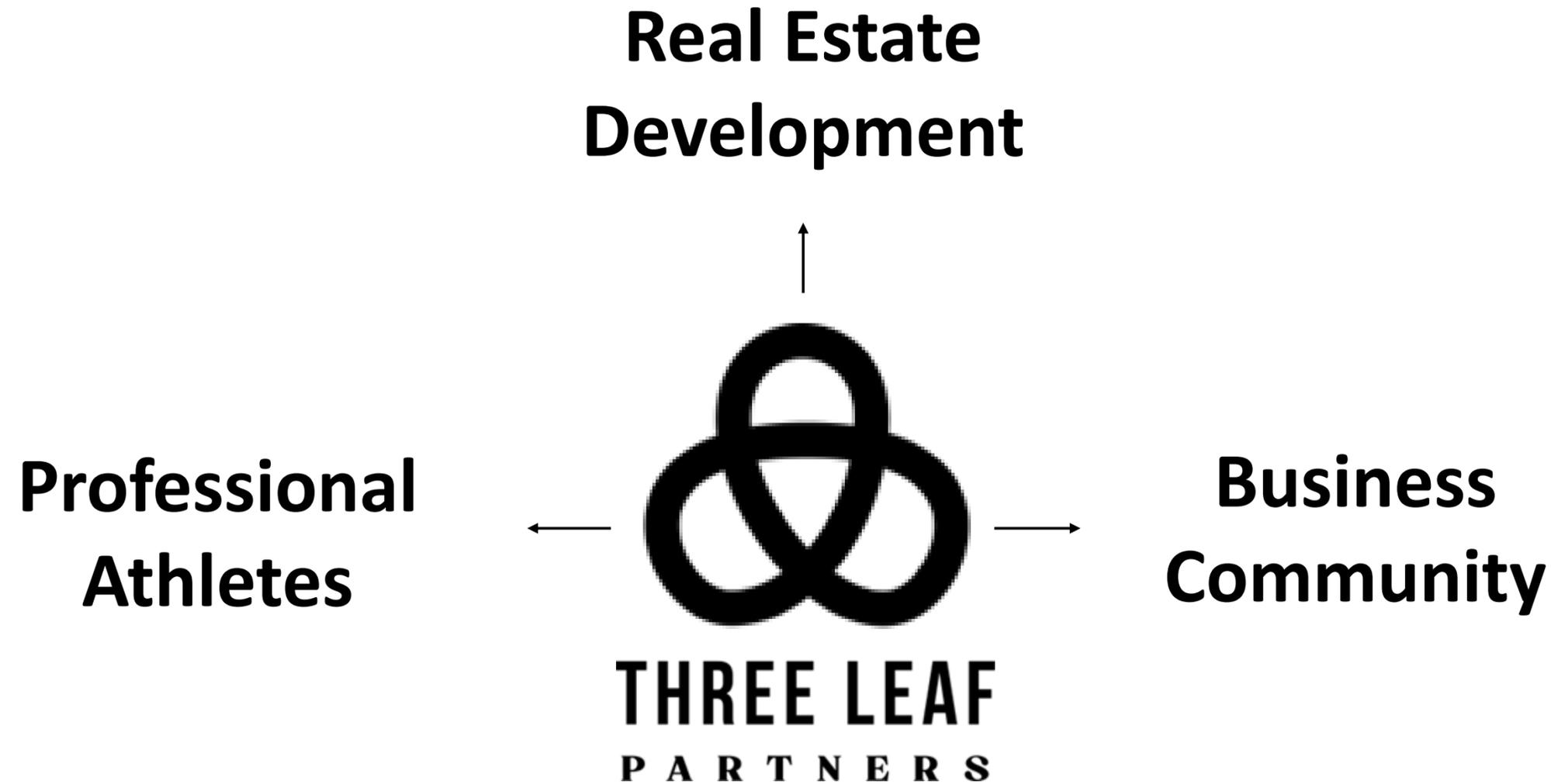
[Website](#)

www.threeleafdevelopment.com



Mission - Purpose - Passion

- Three Leaf Partners exists to make a lasting impact on the communities, higher education / universities, and people we serve through real estate. The outcomes we work to create far exceed the physical structures we build. Our goal is to be thoughtful & driven, working to bring your mission and vision to life in a way that creates generational impact to all involved.
- By pairing professional athletes, business executives and community partners, the Three Leaf Partners impact brings creative and determined people together with a common goal. The result is a win-win for all those involved.





Past & Current Partners



Market Rate Housing



Student Housing & Market Rate



Mixed Use (planning)



Mixed Use



Student Housing & Market Rate



Mixed Use



Market Rate Housing



EST. UNIVERSITY 1960

Student Housing & Athletics

About Matter Development

- Matter Development believes in the value of collaboration. Our experience shows that the best projects are those that are informed by reasonable and constructive conversation with all stakeholders in the project, which has been a hallmark of our developments.
- Aaron Matter is the Founder & Managing Director of Wauwatosa, WI based Matter Development. Aaron founded Matter Development in 2017, leveraging many years of developing and operating senior housing with regional senior housing groups Vi Living and Capri Senior Communities.
- Matter Development was founded to develop purposeful, lifestyle-forward, highly connected, and active housing with inspired design that responds to the demand for an intersection of lifestyle, price, and flexibility in senior living services. When it comes to senior living, there is not a “one size fits all” approach. Instead, we build for the lifestyle and demands of Leading Edge Boomers who have much different expectations than senior living in the past.
- Matter Development, together with its closely held senior living operations partner Koru Health, is an integrated developer, owner, and operator of 12 senior living communities throughout SE Wisconsin and Minnesota.



MATTER
DEVELOPMENT

[Website](http://www.mattersenior.com)

www.mattersenior.com



About Koru Health

- The Koru, represents the fern in its youngest stage of life, symbolizing new life in nature, positive growth and change, stability and strength, as well as peace and tranquility. At Koru Health we have a strong belief that senior health and lifestyle should be met with the same growth, strength, and peace as any other period in life.
- With over 25 years of experience in the senior living and healthcare industry, Koru Health's leadership (Andy Lange & Aaron Matter) is committed to providing exceptional housing and lifestyle options for older adults in Wisconsin. With strong industry alliances as well as partnerships and expertise in areas of operation, development, and management services, Koru Health is a trusted resource for the Midwestern communities we serve.
- Koru Health and Matter Development are closely held companies that work together to develop, acquire, and operate senior living communities throughout their life-cycle. Koru is an experienced senior living operator with **over 1,000 units** of senior living under management. Koru **employs nearly 500 people** in the operation of these communities

“Our efforts are focused on providing a welcoming environment that one can call home while offering quality service that makes a positive impact on the lives of our residents and employees.”

KORU HEALTH

[Website](#)

www.koruliving.org



About Lake Country Lutheran



- Lake Country Lutheran High School is a premier Christian school dedicated to sharing Jesus and developing future leaders by providing relevant, rigorous academics and life preparation from a Christian worldview. We are dedicated to nurturing every facet of a young person's life.
- Our mission statement to Share Jesus, Shape Lives, and Develop Leaders is the precise reason why Lake Country Lutheran High School is such a special place. Our Christian beliefs compel us to integrate the faith in all aspects of life. We lead by serving, modeling ourselves after Jesus Christ. Our caring is marked by the presence of compassion, integrity, collaboration, and accountability. Our commitment to the success of all students calls us to provide programs and instruction dynamic enough to meet the demands of the future



Website

www.lakecountryhs.org

- Established 1999 | Hartland 2009
- 350 Students
- Average Class Size 23 Students
- 98% Student Retention Rate
- 60% Staff with Advanced Degrees
- 100% Committed to Serving Students, Families, & Community



Senior Community Development

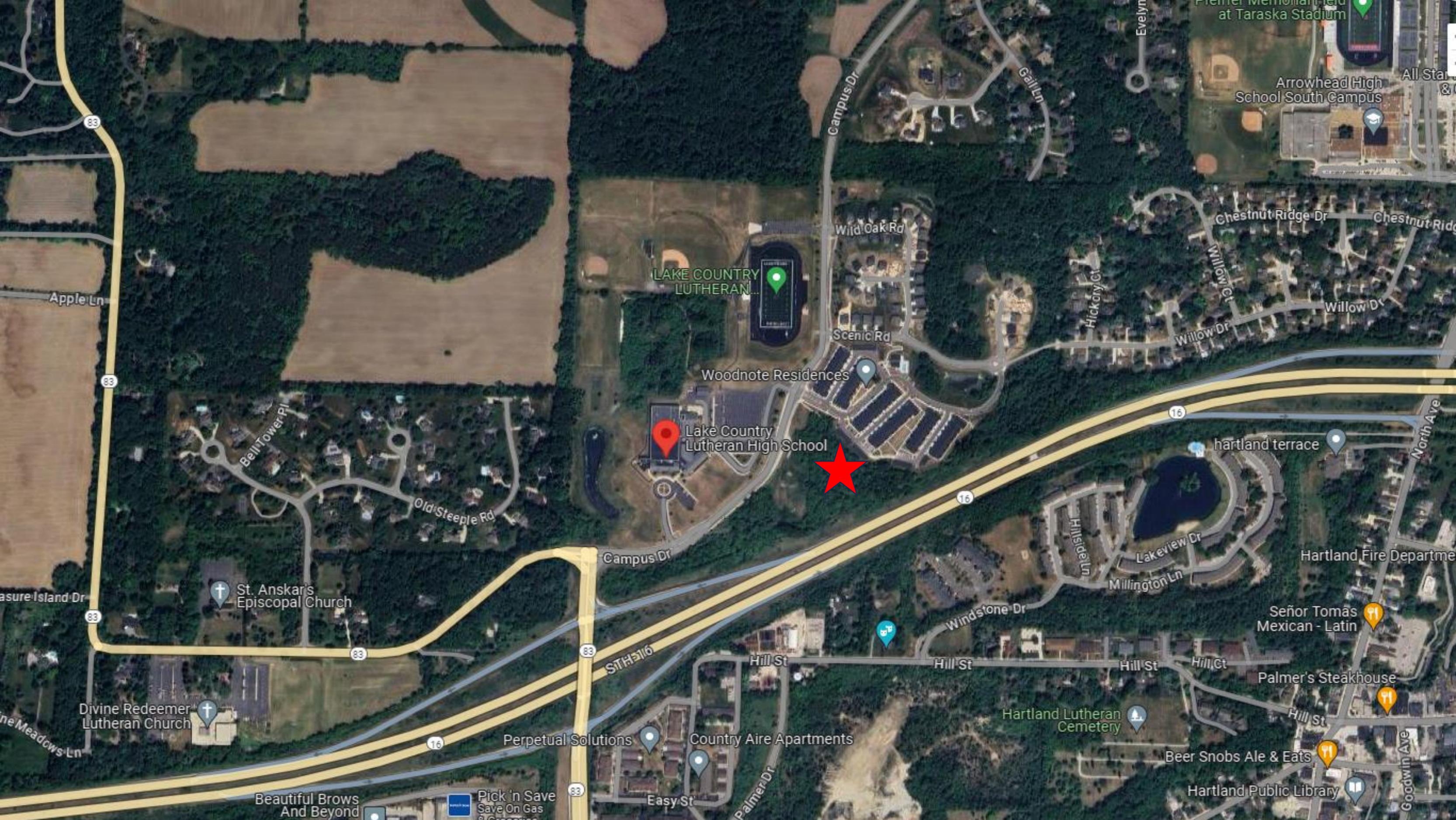
Concept Summary

- Development: Continuum of Care Senior Living Community
- Size: 120 Total Units:

Independent Living (IL)	60-70 Units +/-
Assisted Living (AL)	30-40 Units +/-
Memory Care (MC)	20 Units +/-
- Location: Campus Drive, Hartland, WI
- Construction: 4-stories over Underground Parking + 1-story area
- Zoning: RM-1 – CUP “Housing for the elderly”
- Objectives / Amenities:

Continuum of Care	Collaboration	Walking Trails
Parking	Meals	Community
Entertainment	Neighbor	Security
- Development Team:
 1. Developers – Three Leaf Partners and Matter Development
 2. Partner – LCL
 3. Operator – Koru Health

All local companies that have successfully partnered together on multiple senior developments over many years.



LAKE COUNTRY LUTHERAN...

Lake Country Lutheran High School

Woodnote Residences

Arrowhead High School South Campus

St. Anskar's Episcopal Church

Divine Redeemer Lutheran Church

Señor Tomás Mexican - Latin

Palmer's Steakhouse

Beer Snobs Ale & Eats

Hartland Public Library

Hartland Lutheran Cemetery

Perpetual Solutions

Country Aire Apartments

Beautiful Brows And Beyond

Pick 'n Save Save On Gas

Easy St

83

83

83

83

83

16

16

16

16

16

STHS 116

Apple Ln

Bell Tower Pl

Old Steeple Rd

Campus Dr

Campus Dr

Wild Oak Rd

Scenic Rd

Hill St

Hill St

Hill St

Hill Ct

Hill St

Palmer Dr

Windstone Dr

Millington Ln

Lakeview Dr

Hillside Ln

hartland terrace

North Ave

Chestnut Ridge Dr

Chestnut Ridge

Willow Dr

Willow Dr

Hickory Ct

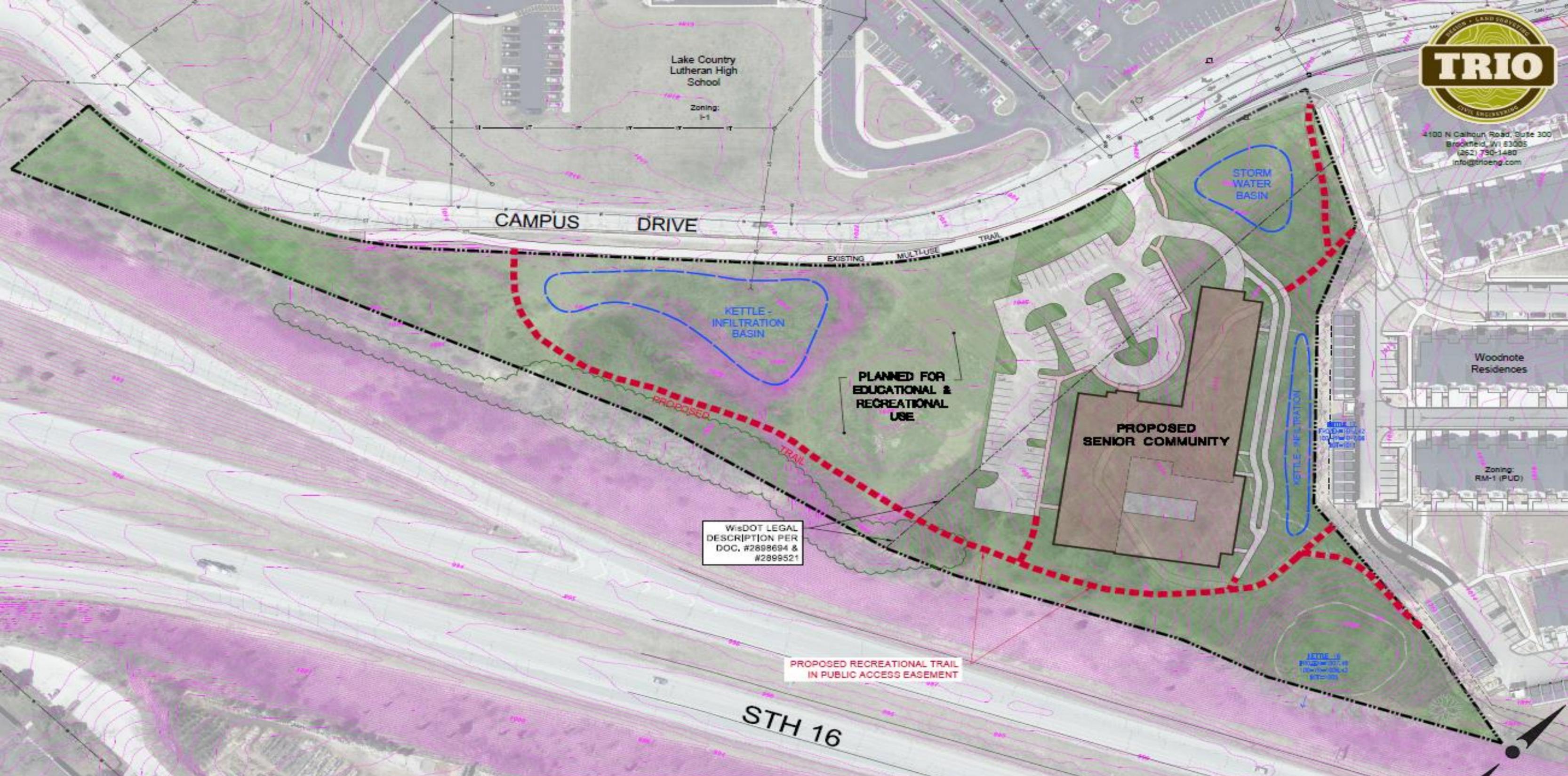
Evelyn

Pieter Memorial Field at Taraska Stadium

All Star &



4100 N Calhoun Road, Suite 300
Brookfield, WI 53005
(262) 790-1480
info@trioeng.com



WisDOT LEGAL DESCRIPTION PER DOC. #2898694 & #2899521

PROPOSED RECREATIONAL TRAIL IN PUBLIC ACCESS EASEMENT

PROPOSED SITE PLAN

Lake Country Lutheran Lot 2

Campus Drive, Village of Hartland Wisconsin

DEVELOPMENT SUMMARY	
Lot 2 of CSM NO. 12091	
- Total Area:	386,783 sf (8.88 acres)
- East of DOT legal =	3.76 acres
- West of DOT legal =	5.12 acres
- Existing Zoning:	I-1 "Institutional"
- PROPOSED ZONING:	RM-1
(for LCL Senior)	

PROPOSED ZONING: RM-1 *	
- Proposed Use:	Elderly Housing
- Density:	22 units/net acre
- I-1 Setbacks:	
- Rear Yard:	40'
- Side Yard:	15' min,
- 35' total for two side yards	
- Street Yard:	30'
- STH 16 Structure Setback:	50'
- Requested Height:	45' max

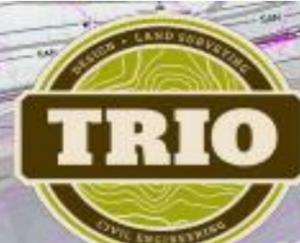


PROPERTY OWNER
LUTHERAN HIGH SCHOOL ASSOCIATION OF GREATER MILWAUKEE
10427 W. LINCOLN AVENUE, SUITE 1300
WEST ALLIS, WI 53227

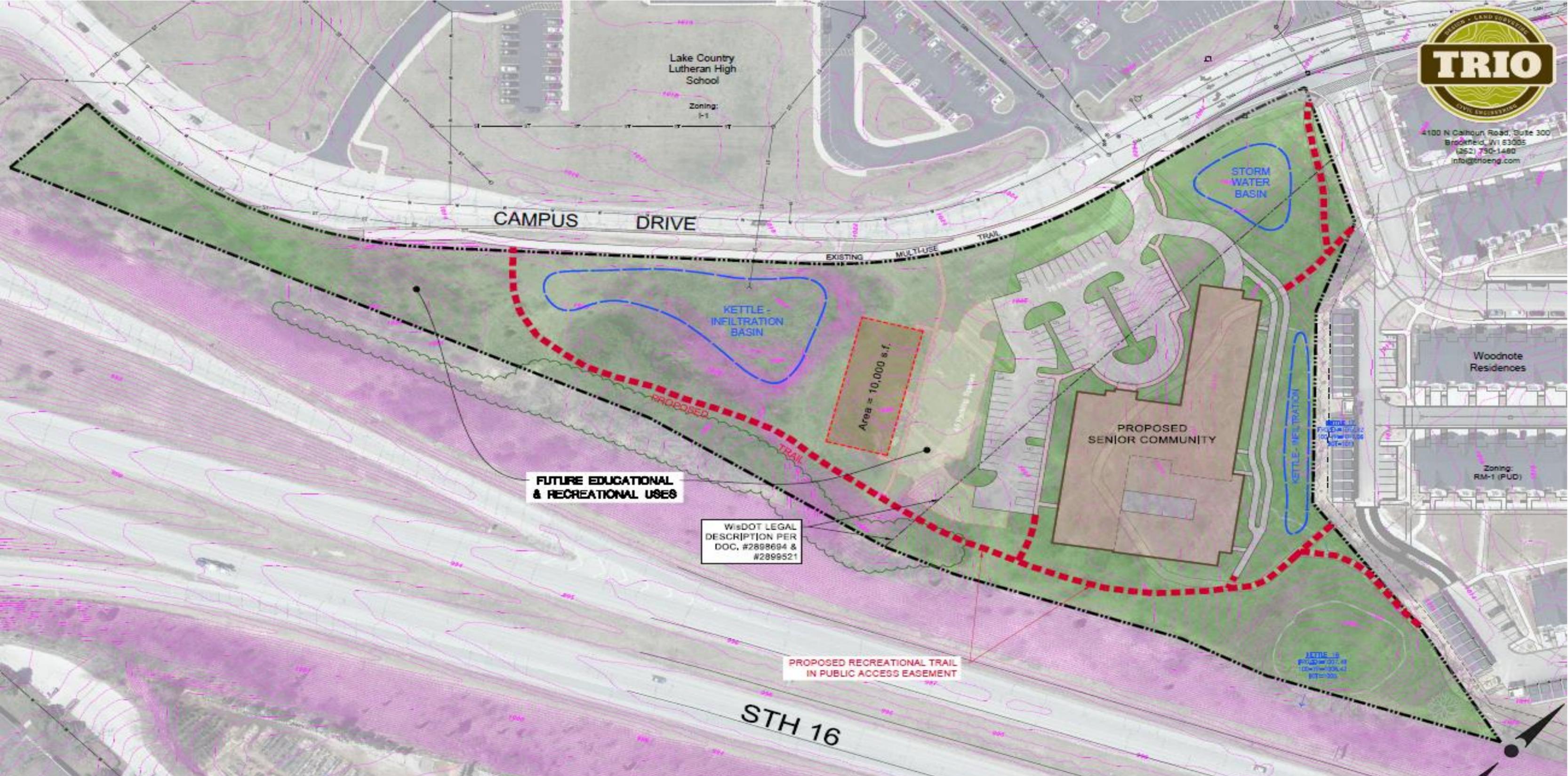


Scale: 1" = 50' (22"x34")
Scale: 1" = 100' (11"x17")

March 6, 2024



4100 N Calhoun Road, Suite 300
Brookfield, WI 53005
(262) 790-1480
info@trioeng.com



FUTURE EDUCATIONAL & RECREATIONAL USES

WisDOT LEGAL DESCRIPTION PER DOC. #2898694 & #2899521

Area ≈ 10,000 s.f.

PROPOSED RECREATIONAL TRAIL IN PUBLIC ACCESS EASEMENT

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MASTER SITE PLAN

Lake Country Lutheran Lot 2

Campus Drive, Village of Hartland Wisconsin



PROPERTY OWNER
LUTHERAN HIGH SCHOOL ASSOCIATION
OF GREATER MILWAUKEE
10427 W. LINCOLN AVENUE, SUITE 1300
WEST ALLIS, WI 53227

Scale: 1" = 50' (22"x34")

Scale: 1" = 100' (11"x17")

March 6, 2024



MATTER
DEVELOPMENT

OCONOMOWOC
EVINSM
WISCONSIN



- Oconomowoc, WI
- Fall 2020
- 83 Beds
- Care:
 - Memory Care
 - Assisted Living
 - Independent Living





MATTER
DEVELOPMENT



LUMIA
MEQUON



- Mequon, WI
- Summer 2023
- 80 Beds
- Care:
 - Memory Care
 - Assisted Living
 - High Acuity



Contact Us

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