

**VILLAGE BOARD AGENDA**  
**MONDAY, MAY 13, 2024 ▪ Immediately Following Board of Review at 6:30 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

Call to Order

Roll Call

Pledge of Allegiance – Trustee Hallquist

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 for April 22, 2024
2. Items related to vouchers
  - a. Contractor's Application for Payment No. 1 – 2024 Utilities Program \$182,065.75
  - b. Consideration of vouchers for payment in the amount of \$ 837,558.23
3. Items related to Licenses and Permits
  - a. Consideration of Restricted Species Permit Application, Tyler and Stacey Semrad, 519 Buckingham Way
  - b. Review and possible action of Restricted Species Permit issued May 8, 2023 to Marcos Lara, 329 Prospect Avenue

Items referred from the May 6, 2024 Park & Recreation Board meeting

4. Discussion and consideration of Wisconsin Athletic Club's Special Event, Goat Yoga in Nixon Park, June 9, 2024

Other Items for Consideration

5. Review and consideration of revisions to Cemetery Rules
6. Presentation of 2023 Consumer Confidence Report
7. Review and consideration of library roofing contract
8. Presentation of Library Strategic Plan

9. Review and consideration of Intergovernmental Agreement for Law Enforcement Services for the 2024 Republican National Convention
10. Presentation of development concept for Eagle Pass, formerly known as the Hammer property
  - a. Consideration of moving concept review to Plan Commission
11. Review and consideration of Building Needs Assessment Study Agreement with Keller, Inc.
12. Discussion regarding Fire Department Strategic Plan
13. 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.
14. 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: 868 5544 5109 Passcode: 025400 Or participate online: <https://us02web.zoom.us/j/86855445109?pwd=SEJ3M3BUb2Yra0hjb0JXZDVHUnZvUT09>

**VILLAGE OF HARTLAND  
VILLAGE BOARD MINUTES  
MONDAY, MARCH 25, 2024 • 6:30 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

The Village President called the meeting to order at 6:30 pm

Present: President Pfannerstill, Trustees Pfeiffer, Truttschel, Wallschlager, Conner, Hallquist, and de Boer (via zoom).

Others Present: Deputy Clerk Bushey, Police Chief Misko, DPW Director Felkner, DPW Operations Leadman Jenson, Lieutenant DeBarge, Fire Chief Jambretz (via zoom) and Judy Felkner.

Pledge of Allegiance – Trustee Conner

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. Proclamation honoring David Felkner for his 29 years of service to the Village of Hartland.

President Pfannerstill presented the Proclamation to David Felkner and thanked him for his 29 years with the Village of Hartland.

2. Presentation of \$1000 check by the Woman's Club to the Village of Hartland.  
Renee Rasmussen from the Woman's Club of Hartland presented the \$1000 check to Public Works Director Felkner for the Village of Hartland.
3. Consideration of Village Board minutes-
  - a. Motion (Conner/Hallquist) to approve the Village Board minute of April 3, 2024. Carried. 1 abstention, Wallschlager.
  - b. Motion (Pfeiffer/Truttschel) to approve the Village Board minutes of April 8, 2024. Carried.
4. Items related to vouchers-

- a. Consideration of vouchers for payment in the amount of \$ 244,609.89.

Motion (Wallschlager/Conner) to approve vouchers in the amount of \$ 244,609.89. Motion carried.

5. Review and consideration of a request for Conditional Use Permit and Business Occupancy permit applications for SD Hartland, Inc., 805 Cardinal Lane (Mobile Gas Station).

Village Manager Bailey said this was approved at the Plan Commission meeting, but the owner was not at the Plan Commission due to health issues. Bailey said they have a desire for this gas station to be open 24 hours a day. The Plan Commission approved the hours of 6am-12am and it is in the packet 6am-12am, but they want to be open 24 hours. Bailey said he will leave it up to the Village Board if they want to approve it for 24 hours or kick it back to the Plan Commission.

**VILLAGE BOARD MINUTES**

**MONDAY, APRIL 22, 2024**

**6:30 PM**

**PAGE 2**

Bailey said the new Kwik Trip when it opens will be 24 hours as well. Pfannerstill asked if we have an ordinance that says midnight. Discussion on the hours to sell beer.

Motion (Conner/ Pfeiffer) to approve the Conditional Use and Business Occupancy applications for SD Hartland, Inc. with 24-hour use. Carried.

6. Consideration of a Petition to annex property from the Town of Merton owned by Gideon Farms LLC (42.722 acres).
  - a. First reading of Bill for an Ordinance 04/22/2024, An Ordinance Annexing Territory to the Village of Hartland, Wisconsin Pursuant to Wis. Stat. § 66.0217(2).
  - b. Refer to Plan Commission for review of zoning and recommendation to Village Board

Village Manager Bailey said this is the first step, it will go to the Plan Commission from here where they would create a zoning for review for zoning use, and there going to be a plan unit development. He said we will be talking to the village attorney on Wednesday as there is quite a bit with this, and Mr. Gale is aware of that, but we just want to start the process. Bailey said the third reading will not happen until we are ready to move through the plan unit. He said generally an annexation is done for a subdivision which goes hand and hand with the project, so this is different because this is a phased in project, there will be different phases that we will call out in the plan unit development and if those change Mr. Gale would come back to modify that plan unit development but that is where we will be moving from here. Bailey said the next step should be to move it to the plan commission for the May meeting. He said they will review it and hopefully make a recommendation as to zoning but again it is a plan unit development so it would be an overlay. He said that is the next step and then it would come back to the Village Board reading and final reading once we are done with all the documents associated with the project. Bailey said his goal he believes is to get the utilities and stormwater items done hopefully midsummer and shovel in the ground August/September for the parcels that we saw. He said this will be a PUD with an overlay.

Motion (Truttschel/Pfeiffer) to refer this to the Planning Commission for review for zoning and recommendation to the Village Board. Motion carried. The next Planning Commission meeting is on May 20, 2024.

7. Consideration of the 2025 Budget Preparation Schedule-

Bailey said the dates Sept. 11 & Sept. 12 are important and wanted to see if the Board wanted to change those dates. Conner said on those dates he cannot make it at 5:30 and asked if it could be moved to 6pm for Sept. 11 & Sept. 12<sup>th</sup>.

Motion (Conner/Pfeiffer) to approve the amendment of the time on September 11 & September 12 being moved to 6pm. Motion carried.

Motion (Conner/Hallquist) to approve the 2025 Budget Preparation Schedule in its entirety. Motion carried.

**VILLAGE BOARD MINUTES**

**MONDAY, APRIL 22, 2024**

**6:30 PM**

**PAGE 3**

8. Consideration of Board, Commission and Committee appointments as presented by Village President Pfannerstill-

President Pfannerstill presented a listing of candidates for consideration for appointments. The Trustee appointment for the Board of Review is Trustee Wallschlager and the citizen appointment is open at this time.

Motion (Pfeiffer/Conner) to confirm the appointments as presented with Board of Review change of trustee appointment to Trustee Wallschlager and citizen appointment open at this time. Motion carried.

9. Discussion and Consideration of rescheduling the May 27<sup>th</sup>, 2024, Village Board Meeting to May 28, 2024.

Village Manager Bailey commented that the meeting could be moved to May 28<sup>th</sup>, 2024, or it could be cancelled. If cancelled any Plan Commission items would be referred to the June Village Board meeting and allow the bills to be paid and approved at the June meeting.

Recess: 7:13 pm

Resumed 7:16 pm

Motion (Pfeiffer/Truttschel) to approve cancelling the May 27, 2024, Village Board meeting with bills approved at the June meeting. Carried.

10. Announcements

Library Director Kristenson said the library 2024-2026 was approved and the library is fully staffed once again. He thanked President Pfannerstill for reappointing Lee Bromberger and Linda Hallquist to the Library Board.

Police Chief Misko said they are still working on the agreement with Milwaukee RNC. There was an incident over the weekend regarding a stolen vehicle and several other Police Departments participated in the pursuit.

DPW Operations Leadman Jenson said brush pickup will be done tomorrow.

Trustee Pfeiffer said thank you to DPW Director Felkner and Trustee DeBoer congratulated him on his retirement.

11. Motion (Pfeiffer/Wallschlager) to recess to closed session Pursuant to 19.85(1)(g) upon a motion duly made, may convene in a closed session to confer with legal counsel on strategy regarding pending or anticipated litigation arising out of or related to the claim filed by Erin Wells against the Village of Hartland. Roll call vote taken; adjourned to closed session at 7:36 pm.
12. Reconvene in open session, to take any action, if necessary, with respect to the preceding closed session.

**VILLAGE BOARD MINUTES**

**MONDAY, APRIL 22, 2024**

**6:30 PM**

**PAGE 4**

Reconvene in open session at 8:05 p.m. Motion (Pfeiffer/Truttschel) to deny claims by Erin Wells against the Village of Hartland and approve disallowance process by our attorney. Motion carried.

13. Adjournment-

Motion (Pfeiffer/Wallschlager) to adjourn at 8:06 p.m. Motion carried.

Respectfully submitted,

Deidre Bushey  
Deputy Clerk

## Contractor's Application for Payment No. 1

<b>Application Date:</b> 5/3/2024	<b>Application Period:</b> 4/5/2024-5/3/2024
<b>To (Owner):</b> Village of Hartland	<b>From (Contractor):</b> American Sewer Services, Inc.
<b>Contact:</b> Tom Jenson	<b>Via (Engineer):</b> Ruekert & Mielke, Inc.
<b>Project:</b> 2024 Utilities Program	<b>Contact:</b> Peter W. Gesch, P.E.
<b>Address:</b> N2768 County road P Rubicon, WI 53078	<b>Address:</b> W233 N2080 Ridgeview Parkway Waukesha, WI 53188
<b>Owner's Contract No.:</b>	<b>Contractor's Project No.:</b>
	<b>Engineer's Project No.:</b> 09-10103.300

### Change Order Summary

Number	Additions	Deductions (Enter as Positive Number)	
			1. ORIGINAL CONTRACT PRICE ..... \$ 300,170.00
			2. Net change by Change Orders ..... \$ -
			3. CURRENT CONTRACT PRICE (Line 1 + Line 2) ..... \$ 300,170.00
			4. TOTAL COMPLETED TO DATE (Column L Total on Progress Estimates) ..... \$ 189,570.00
			5. RETAINAGE:
			a. 5% X \$150,085.00 Work Completed .... \$ 7,504.25
			6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number) . \$
			7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5a. + Line 6) ..... \$ 182,065.75
			8. LESS PREVIOUS PAYMENTS (Line 7 from Prior Application) ..... \$ -
			9. AMOUNT DUE THIS APPLICATION ..... \$ 182,065.75
TOTALS			
NET CHANGE BY CHANGE ORDERS			

**Contractor's Certification**

The undersigned Contractor certifies that to the best of its knowledge:

(1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment;

(2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner per Article 15 of the General Conditions; and

(3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**By:** **Date:** 5-2-24

**Payment of:** \$ 182,065.75  
(Line 9 or other - attach explanation of the other amount)

**Recommended by:**  5/7/2024  
(Engineer) Peter W. Gesch (Date)

**Payment of:** \$ \_\_\_\_\_  
(Line 9 or other - attach explanation of the other amount)

**Approved by:** \_\_\_\_\_  
(Owner) (Date)

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

1

For (Project): 2024 Utilities Program							Application Date: 5/3/2024				
Application Period: 4/5/2024-5/3/2024							Owner's Contract No.:				
							Engineer's Project No.: 09-10103.300				
A	B	C	D	E	F	G	H	I	J	K	L
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Total Work Completed to Date	
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)
<b>Miscellaneous Sanitary Sewer Repairs - Various Locations</b>											
1	Repair Sanitary Manhole - Slurry Backfill	V.F.	7.50	\$ 2,680.00	\$ 20,100.00		\$ -	7.50	\$ 20,100.00	7.50	\$ 20,100.00
2	Replace Additional Adjusting Rings - Manhole	V.F.	1.00	\$ 2,680.00	\$ 2,680.00		\$ -	1.00	\$ 2,680.00	1.00	\$ 2,680.00
3	Remove & Replace Manhole Frame & Cover	EA.	4.00	\$ 1,050.00	\$ 4,200.00		\$ -	4.00	\$ 4,200.00	4.00	\$ 4,200.00
4	Replace 42" Diameter Manhole Cone - Slurry Backfill	EA.	4.00	\$ 6,320.00	\$ 25,280.00		\$ -	3.00	\$ 18,960.00	3.00	\$ 18,960.00
5	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	30.00	\$ 55.00	\$ 1,650.00		\$ -		\$ -		\$ -
6	4-Inch Concrete Sidewalk Remove & Replace	S.F.	75.00	\$ 15.00	\$ 1,125.00		\$ -		\$ -		\$ -
7	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	120.00	\$ 85.00	\$ 10,200.00		\$ -		\$ -		\$ -
8	Restoration - Topsoil and Sod	S.Y.	10.00	\$ 50.00	\$ 500.00		\$ -		\$ -		\$ -
<b>TOTAL BID ITEMS 1-8</b>					\$ -		\$ -		\$ -		\$ -
<b>Miscellaneous Storm Sewer Catch Basin Repairs - Various Locations</b>											
9	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	375.00	\$55.00	\$ 20,625.00		\$ -		\$ -		\$ -
10	Repair Storm Catch Basin - Slurry Backfill	V.F.	21.00	\$3,100.00	\$ 65,100.00		\$ -	19.60	\$ 60,760.00	19.60	\$ 60,760.00
11	Replace Additional Adjusting Rings - Catch Basin	V.F.	3.00	\$3,100.00	\$ 9,300.00		\$ -		\$ -		\$ -
12	Reset Catch Basin Frame & Grate	EA.	2.00	\$1,000.00	\$ 2,000.00		\$ -	2.00	\$ 2,000.00	2.00	\$ 2,000.00
13	6-Inch Concrete Driveway Remove & Replace	S.F.	160.00	\$15.00	\$ 2,400.00		\$ -		\$ -		\$ -
14	4-Inch Concrete Sidewalk Remove & Replace	S.F.	500.00	\$10.00	\$ 5,000.00		\$ -		\$ -		\$ -
15	3-Inch Asphalt Driveway Remove and Replace	S.Y.	50.00	\$80.00	\$ 4,000.00		\$ -		\$ -		\$ -
16	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	90.00	\$85.00	\$ 7,650.00		\$ -		\$ -		\$ -
17	Restoration - Topsoil and Sod	S.Y.	115.00	\$25.00	\$ 2,875.00		\$ -		\$ -		\$ -
<b>TOTAL BID ITEMS 9-17</b>					\$ -		\$ -		\$ -		\$ -
<b>Miscellaneous Storm Sewer Repairs - Various Locations</b>											
18	Repair Storm Manhole - Slurry Backfill	V.F.	6.25	\$3,200.00	\$ 20,000.00		\$ -	4.80	\$ 15,360.00	4.80	\$ 15,360.00
19	Replace Additional Adjusting Rings - Manhole	V.F.	1.50	\$3,200.00	\$ 4,800.00		\$ -		\$ -		\$ -
20	Remove & Replace Manhole Frame & Cover	EA.	1.00	\$1,200.00	\$ 1,200.00		\$ -	1.00	\$ 1,200.00	1.00	\$ 1,200.00
21	12" RCP Storm Pipe	L.F.	16.00	\$150.00	\$ 2,400.00		\$ -	16.00	\$ 2,400.00	16.00	\$ 2,400.00
22	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	40.00	\$55.00	\$ 2,200.00		\$ -		\$ -		\$ -
23	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	60.00	\$85.00	\$ 5,100.00		\$ -		\$ -		\$ -
<b>TOTAL BID ITEMS 18-23</b>					\$ -		\$ -		\$ -		\$ -
<b>Miscellaneous Hydrant Repairs - Various Locations</b>											
24	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	30.00	\$55.00	\$ 1,650.00		\$ -		\$ -		\$ -
25	Remove & Replace Hydrant Assembly and Valve - Slurry	EA.	2.00	\$15,660.00	\$ 31,320.00		\$ -	2.00	\$ 31,320.00	2.00	\$ 31,320.00
26	6-Inch Concrete Driveway Remove & Replace	S.F.	140.00	\$15.00	\$ 2,100.00		\$ -		\$ -		\$ -
27	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	25.00	\$95.00	\$ 2,375.00		\$ -		\$ -		\$ -
28	Restoration - Topsoil and Sod	S.Y.	20.00	\$50.00	\$ 1,000.00		\$ -		\$ -		\$ -
<b>TOTAL BID ITEMS 24-28</b>					\$ -		\$ -		\$ -		\$ -
<b>Miscellaneous Water Valve Repairs - Various Locations</b>											

**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment No.**

1

For (Project): <b>2024 Utilities Program</b>							Application Date: <b>5/3/2024</b>						
Application Period: <b>4/5/2024-5/3/2024</b>							Owner's Contract No.:						
							Engineer's Project No.: <b>09-10103.300</b>						
A	B	C	D	E	F	G		H		I	J	K	L
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Total Work Completed to Date			
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)		
29	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	60.00	\$55.00	\$ 3,300.00		\$ -		\$ -		\$ -		\$ -
30	8-Inch Water Main Valve Remove & Replace - Slurry Backfill	EA.	3.00	\$9,030.00	\$ 27,090.00		\$ -	3.00	\$ 27,090.00	3.00	\$ 27,090.00		\$ 27,090.00
31	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	10.00	\$150.00	\$ 1,500.00		\$ -		\$ -		\$ -		\$ -
32	5-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	30.00	\$115.00	\$ 3,450.00		\$ -		\$ -		\$ -		\$ -
33	Restoration - Topsoil and Sod	S.Y.	20.00	\$50.00	\$ 1,000.00		\$ -		\$ -		\$ -		\$ -
<b>TOTAL BID ITEMS 29-33</b>						\$ -		\$ -		\$ -		\$ -	
<b>Common to All Miscellaneous Utility Repairs - Various Locations</b>													
34	Traffic Control, Signage & Barricades -Misc. Locations	L.S.	1.00	\$2,000.00	\$ 2,000.00		\$ -	1.00	\$ 2,000.00	1.00	\$ 2,000.00		\$ 2,000.00
35	Erosion Control - Misc. Locations	L.S.	1.00	\$1,500.00	\$ 1,500.00		\$ -	1.00	\$ 1,500.00	1.00	\$ 1,500.00		\$ 1,500.00
36	Crushed Aggregate Base Course	TON	30.00	\$50.00	\$ 1,500.00		\$ -		\$ -		\$ -		\$ -
<b>TOTAL BID ITEMS 34-36</b>						\$ -		\$ -		\$ -		\$ -	
<b>TOTAL BID ITEMS 1-85</b>						\$ 300,170.00		\$ -		\$ 189,570.00		\$ 189,570.00	
<b>ADDITIONAL ITEMS</b>													
					\$ -		\$ -		\$ -		\$ -		\$ -
					\$ -		\$ -		\$ -		\$ -		\$ -
<b>TOTAL ADDITIONAL ITEMS</b>						\$ -		\$ -		\$ -		\$ -	
<b>TOTAL ALL ITEMS</b>						\$ 300,170.00		\$ -		\$ 189,570.00		\$ 189,570.00	

To: Village President & Board of Trustees  
From: Tonia Smith, Fiscal Clerk  
Date: May 08, 2024  
RE: Voucher List

---

Attached is the voucher list for the  
May 13, 2024 Village Board Meeting

May 13, 2024 Checks:	\$ 523,708.19
April Manual Checks:	<u>\$ 34,810.69</u>
Subtotal of Checks:	\$ 558,518.88
 April Wires	 <u>\$ 250,891.28</u>
 April Credit Credit Cards	 <u>\$ 28,148.07</u>
 Total Amount of all Checks, Wires, and Credit Cards	 <u><u>\$ 837,558.23</u></u>

**VILLAGE OF HARTLAND**  
**VOUCHER LIST- MAY 13, 2024**

Account Descr	Search Name	Comments	Amount
R 101-48000 MISCELLANEOUS REVENUE	APTIVE ENVIRONMENTAL	REFUND OF OVERPAYMENT FOR SOLICITOR'S PERMIT	\$200.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	AREA RENTAL & SALES	REMAINING BALANCE FOR HTC RENTALS	\$13,543.80
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	CONNECTION CHARGES	\$5,335.00
G 101-23000 SPECIAL DEPOSITS	ETS ENTERPRISES LLC	704-706 ROSE DRIVE OCCUPANCY REFUND	\$500.00
G 101-23000 SPECIAL DEPOSITS	FENIX PEST CONTROL INC	BUSINESS OCCUPANCY REFUND	\$500.00
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	HPPA DUES	\$476.00
R 101-48000 MISCELLANEOUS REVENUE	INNOVATION STATION	REFUND OF RESERVATION OVERPAYMENT	\$200.00
R 101-46730 RECREATION CLASSES	KLOTH, MOLLIE	RECREATION CLASS REFUND	\$20.00
R 101-46730 RECREATION CLASSES	MORGAN, JILL	RECREATION CLASS REFUND	\$4.00
R 101-44300 PERMITS	MOSAIC HEALTH	139 COTTONWOOD AVE OCCUPANCY REFUND	\$500.00
R 101-46730 RECREATION CLASSES	PETERS, MARK	RECREATION CLASS REFUND	\$20.00
G 101-23006 VIETNAM MEMORIAL WALL	REARDON METAL FABRICATING	FLAG POLE HOLDERS	\$1,435.50
R 101-46730 RECREATION CLASSES	ROUX, CRISTINA	REC CLASS REFUND	\$75.00
G 101-23000 SPECIAL DEPOSITS	SAAK HEALTH LLC	625 WALNUT RIDGE OCCUPANCY REFUND	\$500.00
G 101-21560 LIFE INSURANCE DEDUCT PAYABLE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$938.69
			\$24,247.99
<b>AMBULANCE</b>			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BOUND TREE MEDICAL	VARIOUS MEDICAL SUPPLIES	\$267.16
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BOUND TREE MEDICAL	VARIOUS MEDICAL SUPPLIES	\$307.94
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BOUND TREE MEDICAL	VARIOUS MEDICAL SUPPLIES	\$87.58
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BOUND TREE MEDICAL	VARIOUS MEDICAL SUPPLIES	\$207.99
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	VARIOUS MEDICAL SUPPLIES	\$61.88
E 101-52300-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	VARIOUS HARDWARE	\$295.30
E 101-52300-800 CAPITAL OUTLAY	MACQUEEN EQUIPMENT GROUP	NEW GEAR	\$3,659.01
E 101-52300-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$49.63
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	TELEFLEX	EMS SUPPLIES	\$752.50
<b>AMBULANCE</b>			\$5,688.99
<b>BEER GARDEN LIGHTS</b>			
E 401-76185-285 CONSTRUCTION COSTS	ACE REDI-MIX INC	1.5 YARDS CONCRETE	\$448.50
E 401-76185-285 CONSTRUCTION COSTS	REARDON METAL FABRICATING	BEER GARDEN LIGHT POST	\$2,100.00
E 401-76185-285 CONSTRUCTION COSTS	WISCONSIN CONTRACTORS SUPPLY	SONOTUBE	\$151.44
<b>BEER GARDEN LIGHTS</b>			\$2,699.94
<b>CEMETERY</b>			
E 101-54910-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	PAINT FOR CEMETERY	\$56.64
E 101-54910-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	PAINT FOR CEMETERY	\$32.36
<b>CEMETERY</b>			\$89.00

Account Descr	Search Name	Comments	Amount	
CORPORATE RESERVE EXPENSES				
E 402-59900-810	ADMINISTRATION EXPENSE	ONTECH SYSTEMS, INC	ETHERNET SWITCHS	\$5,335.00
E 402-59900-810	ADMINISTRATION EXPENSE	ONTECH SYSTEMS, INC	ETHERNET SWITCH	\$759.00
E 402-59900-810	ADMINISTRATION EXPENSE	ONTECH SYSTEMS, INC	FIREWALL	\$3,559.00
CORPORATE RESERVE EXPENSES			\$9,653.00	
ECONOMIC DEVELOPMENT				
E 804-56700-715	STREETSCAPE PROGRAM	BIRCH & BANYAN COFFEE LLC	HARTLAND IN BLOOM GRANT	\$250.00
E 804-56700-715	STREETSCAPE PROGRAM	CENTER FOR WELL-BEING LAKE CTR	HARTLAND IN BLOOM GRANT	\$89.25
E 804-56700-724	WEB SITE HOSTING & MAINT	CYBERLYNK	WEB HOSTING	\$39.98
E 804-56700-719	EVENTS	ELAN FINANCIAL SERVICES	PIGGLY WIGGLY	\$127.16
E 804-56700-719	EVENTS	ELAN FINANCIAL SERVICES	CROWN AWARDS	\$19.45
E 804-56700-719	EVENTS	ELAN FINANCIAL SERVICES	FACEBOOK ADS	\$30.00
E 804-56700-746	TELEPHONE	ELAN FINANCIAL SERVICES	ATT	\$126.93
E 804-56700-718	DISTRICT ADV & MARKET POSITION	ELAN FINANCIAL SERVICES	LCFF KIDS DAY	\$125.00
E 804-56700-744	OFFICE SUPPLIES	ELAN FINANCIAL SERVICES	ADOBE PRODUCTS	\$20.99
E 804-56700-715	STREETSCAPE PROGRAM	HALASKA, HANS J	HARTLAND IN BLOOM GRANT	\$250.00
E 804-56700-715	STREETSCAPE PROGRAM	HARTLAND SERVICE INC	HARTLAND IN BLOOM GRANT	\$250.00
E 804-56700-732	GENERAL OPERATION OVERSIGHT	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$12.50
E 804-56700-715	STREETSCAPE PROGRAM	PATIO PETALS	SIDEWALK PLANTERS	\$460.00
E 804-56700-719	EVENTS	VILLAGE GRAPHICS	POSTERS FOR BARK RIVER BASH	\$71.50
ECONOMIC DEVELOPMENT			\$1,872.76	
FINANCIAL ADMINISTRATION				
E 101-51500-300	OPERATING SUPPLIES/EXPENSES	BAILEY, RYAN	MILAGE REIMBURSEMENT WGFOA CONFERENCE	\$107.20
E 101-51500-540	AUDITING/ACCOUNTING	BAKER TILLY	2023 AUDIT FEES	\$9,170.00
E 101-51500-500	PROPERTY ASSESSMENT	CATALIS TAX & CAMA INC	ASSESSMENT SERVICES MAY	\$4,587.50
E 101-51500-290	OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	MAY HRA FEES	\$178.02
E 101-51500-290	OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$47.95
E 101-51500-290	OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$1,011.14
E 101-51500-290	OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$62.85
E 101-51500-150	HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$26.16
FINANCIAL ADMINISTRATION			\$15,190.82	
FIRE PROTECTION				
E 101-52200-255	BLDGS/GROUNDS	BIEBELS TRUE VALUE	LIGHT BULBS	\$22.09
E 101-52200-800	CAPITAL OUTLAY	MACQUEEN EQUIPMENT GROUP	LION STAY SAFE	\$210.00
E 101-52200-255	BLDGS/GROUNDS	NORTH WOODS CHEMICAL CORP.	CLEANING SUPPLIES	\$272.30
E 101-52200-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$159.85
E 101-52200-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$162.50
E 101-52200-290	OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$75.00
E 101-52200-150	HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$49.63

Account Descr	Search Name	Comments	Amount
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER	OPERATING ALLOCATIONS	\$2,744.99
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	RECORD CHECKS	\$14.00
E 101-52200-255 BLDGS/GROUNDS	WIL-KIL	PEST CONTROL	\$159.00
FIRE PROTECTION			<u>\$3,869.36</u>
GENERAL ADMINISTRATION			
E 101-51400-210 LEGAL SERVICES	BUELOW VETTER BUIKEMA OLSON &	LEGAL SERVICES	\$931.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	CONLEY MEDIA LLC	PUBLIC NOTICE	\$14.80
E 101-51400-395 COMMUNITY RELATIONS	ICE AGE TRAIL ALLIANCE	IAT RENEWAL	\$150.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$375.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$31.97
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$54.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	POLICELLO, SANDEE	MILAGE REIMBURSEMENT	\$146.06
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	MEDICAL SERVICES	\$45.00
E 101-51400-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$43.85
E 101-51400-395 COMMUNITY RELATIONS	SENDIKS ACCOUNT	FULL SHEET CAKE	\$59.99
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$3,154.68
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$3,950.65
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$31,987.38
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER	OPERATING ALLOCATIONS	\$235.28
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	RECORD CHECKS	\$217.00
GENERAL ADMINISTRATION			<u>\$41,396.66</u>
INSPECTION			
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$0.00
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$12.50
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WI BUILDING INSPECTIONS	APRIL PERMITS	\$15,363.61
INSPECTION			<u>\$15,376.11</u>
LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	CHENEQUA, VILLAGE OF	WATER BOTTLES FOR CITIZENS ACADEMY	\$76.39
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALLS	PANEL SET	\$28.10
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALLS	NAME PLATE AND NAME TAG	\$13.98
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALLS	NAME TAG REFUND	-\$9.99
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$319.70
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$270.50
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$1,200.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	DESKTOP COMPUTER	\$778.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	RHYME BUSINESS PRODUCTS LLC	NEW PD COPIER	\$4,848.29
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	RZ HEATING AND COOLING	AC SERVICE CALL	\$131.25
E 101-52100-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$212.52
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	SHEA, MATTHEW	REIMBURSEMENT FOR GARMIN CORD	\$21.05
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER	OPERATING ALLOCATIONS	\$2,195.99

Account Descr	Search Name	Comments	Amount
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WCTC (2) (TAXES)	PD CLASSES	\$1,593.66
LAW ENFORCEMENT			\$11,679.44
LIBRARY			
E 101-55110-110 SALARIES	EBSCO	PRINT MEDIA	\$161.39
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	ENVISIONWARE	SELF CHECK OUT SYSTEM ANNUAL FEE	\$3,021.58
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS/ MEDIA	\$25.42
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS/ MEDIA	\$162.31
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS/ MEDIA	\$30.33
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS/ MEDIA	\$58.20
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS/ MEDIA	\$77.89
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS/ MEDIA	\$20.80
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	GILLIE, CAMERON	HIKING THE IAT PROGRAM	\$100.00
E 101-55110-255 BLDGS/GROUNDS	KAESTNER AUTO ELECTRIC CO	FLAG POLE ROPES FOR LIBRARY	\$258.70
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	DIGITAL MEDIA	\$574.06
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$175.84
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	VARIOUS JANITORIAL SUPPLIES	\$546.50
E 101-55110-255 BLDGS/GROUNDS	PRAIRIE LAKES LIBRARY SYSTEMS	TECH GROUP	\$459.00
E 101-55110-255 BLDGS/GROUNDS	PRAIRIE LAKES LIBRARY SYSTEMS	TECH GROUP	\$80.86
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	COPIER SERVICES LIBRARY STAFF	\$96.01
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	COPIER SERVICES LIBRARY FLOOR	\$96.01
E 101-55110-255 BLDGS/GROUNDS	SCHINDLER ELEVATOR CORP	ELEVATOR INSPECTION	\$1,650.47
E 101-55110-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$11.15
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER	OPERATING ALLOCATIONS	\$78.43
LIBRARY			\$7,684.95
MISC STORM SEWER REPAIR			
E 401-74010-285 CONSTRUCTION COSTS	AMERICAN SEWER SERVICES, INC	SEWER PROJECT	\$19,316.64
MISC STORM SEWER REPAIR			\$19,316.64
MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	FLEMINGS FIRE 1, INC.	FIRE EXTINGUISHER INSPECTION	\$149.80
E 101-51600-255 BLDGS/GROUNDS	KAESTNER AUTO ELECTRIC CO	FLAG POLE ROPES FOR HALL	\$258.69
E 101-51600-255 BLDGS/GROUNDS	MENARDS- PEWAUKEE	FENCING/ POSTS	\$211.51
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	OTIS ELEVATOR CO	ELEVATOR SERVICES	\$414.03
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	PATIO PETALS	PLANTERS	\$590.00
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	VARIOUS JANITORIAL SUPPLIES	\$546.50
E 101-51600-255 BLDGS/GROUNDS	SENDIKS ACCOUNT	WATER	\$44.90
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	WIL-KIL	PEST CONTROL	\$150.00
MUNICIPAL BUILDING			\$2,365.43
NIXON PARK PARKING LOT			
E 401-79290-285 CONSTRUCTION COSTS	FERGUSON WATERWORKS	VARIOUS PLUMBING HARDWARE	\$2,451.78

Account Descr	Search Name	Comments	Amount
E 401-79290-285 CONSTRUCTION COSTS	HALQUIST STONE CO INC	3/4 ROAD GRAVEL	\$405.89
E 401-79290-285 CONSTRUCTION COSTS	KOPLIN EXCAVATING AND GRADING IN	CLEAR ROCK	\$1,814.30
E 401-79290-285 CONSTRUCTION COSTS	LINCOLN CONTRACTORS	LASER POLE GUIDE	\$215.99
E 401-79290-285 CONSTRUCTION COSTS	NEUS BUILDING CENTER	LASER LEVEL	\$1,259.99
E 401-79290-285 CONSTRUCTION COSTS	REINDERS INC	WYE- CORRUGATED	\$104.84
E 401-79290-285 CONSTRUCTION COSTS	WISTL SOD FARM INC	216 ROLLS SOD	\$860.40
E 401-79290-285 CONSTRUCTION COSTS	WISTL SOD FARM INC	216 ROLLS SOD	\$914.40
NIXON PARK PARKING LOT			<u>\$8,027.59</u>
PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	EYE HOOKS FOR BANNERS	\$15.44
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	NUTS AND BOLTS	\$14.82
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	SAFETY HASP	\$19.78
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	CLIPS FOR WATER FOUNTAIN	\$50.78
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	NUTS AND BOLTS	\$7.03
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	RAILING HARDWARE	\$28.70
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	EYE TURNBUCKLE	\$70.13
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	CA LIGHTING LENSES INC	CLEAR LED STRING LIGHTS	\$148.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	GRAINGER	PARK BUBBLER PARTS	\$102.64
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	GRAINGER	PARK BUBBLER PARTS	\$11.57
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	LAKE AND POND SOLUTIONS	REMOTE FOR POND FOUNTAIN	\$39.99
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PORT-A-JOHN	PORTABLE RESTROOMS FOR PARKS	\$303.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PORT-A-JOHN	PORTABLE RESTROOMS FOR PARKS	\$141.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PORT-A-JOHN	PORTABLE RESTROOMS FOR PARKS	\$187.00
PARKS			<u>\$1,139.88</u>
PUBLIC WORKS			
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	VARIOUS FILTERS	\$280.16
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	VARIOUS FILTERS	\$245.36
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	HYDRAULIC RETURN	-\$42.13
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	HYDRAULIC/ VARIOUS FILTERS	\$338.77
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	PLUG TAP	\$5.99
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	OIL	\$69.48
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	DIESEL KLEEN	\$33.87
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	PDFD FUEL	\$810.60
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	NO LEAD REFORM FUEL	\$1,415.48
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	PDF FUEL	\$1,173.77
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	NO LEAD REFORM FUEL	\$673.11
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	GAPPA SECURITY SOLUTIONS	VARIOUS KEYS	\$237.99
E 101-53000-360 VEHICLE MAINT/EXPENSE	INTERSTATE BATTERIES	BATTERY FOR GROOMER	\$61.95
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORM SERVICES	\$165.32
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORM SERVICES	\$146.16

Account Descr	Search Name	Comments	Amount
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$75.00
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$127.88
E 101-53000-410 STREETS GEN MAINT	PAYNE AND DOLAN INC	COLD MIX	\$195.20
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	ABRASION SLEEVE	\$144.53
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	MEDICAL SERVICES	\$293.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	WAM FILTERS	\$250.38
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	PARTS FOR JD TRACTOR	\$16.01
E 101-53000-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$112.22
E 101-53000-410 STREETS GEN MAINT	VILLAGE GRAPHICS	DOOR HANGERS	\$174.80
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER	OPERATING ALLOCATIONS	\$1,646.99
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	RECORD CHECKS	\$7.00
PUBLIC WORKS			<u>\$8,658.89</u>
RECREATION PROGRAMS/EVENTS			
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	AMERICAN LITHO	SUMMER REC GUIDES	\$5,998.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	COWLES, ALLYSON	ZUMBA CLASSES	\$24.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUSOLD, CAROL	NIA CLASSES APRIL	\$192.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	EBERLE, KYLE	FFOA APRIL	\$480.00
E 101-55300-302 TO THE POINTE DANCE PROGRAM	HECKEL DANCE LLC	YOUTH DANCE CLASSES - VALERIE	\$739.20
E 101-55300-302 TO THE POINTE DANCE PROGRAM	HECKEL DANCE LLC	YOUTH DANCE CLASSES - KELSEY	\$764.80
E 101-55300-302 TO THE POINTE DANCE PROGRAM	HECKEL DANCE LLC	ADULT DANCE CLASSES - LORI	\$192.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HOOPER HANDS BASKETBALL AC	SPORTY SHORTY SOCCER CLASSES	\$2,219.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	ITS IN EVERY DETAIL	BARRE CLASSES APRIL	\$619.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NELSON BRANDON, LISA	APRIL YOGA CLASSES	\$720.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$26.75
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$23.98
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	MEDICAL SERVICES	\$45.00
E 101-55300-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$5.88
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER	OPERATING ALLOCATIONS	\$78.43
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	APRIL YOGA CLASSES	\$1,998.40
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	RECORD CHECKS	\$84.00
RECREATION PROGRAMS/EVENTS			<u>\$14,210.84</u>
REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	GFL ENVIRONMENTAL	GARBAGE FEES	\$48,578.31
REFUSE & GARBAGE COLLECTION			<u>\$48,578.31</u>
SEWER SERVICE			
E 204-53610-800 CAPITAL OUTLAY	AMERICAN SEWER SERVICES, INC	SEWER PROJECT	\$46,804.14
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	TOTAL USER FEES	\$80,755.13
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	MAY HRA FEES	\$27.39
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	NEENAH FOUNDRY CO	MANHOLE FRAME	\$1,992.00
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$31.25

Account Descr	Search Name	Comments	Amount
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$31.97
E 204-53610-297 FWW LIFT STATION OPERATING	PRO INDUSTRIAL CONTROLS	3 PHASE MONITOR FOR FOUR WINDS	\$142.50
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER	OPERATING ALLOCATIONS	\$313.71
SEWER SERVICE			<u>\$130,098.09</u>
STORM SWR CATCH BASIN REPAIR			
E 401-74075-285 CONSTRUCTION COSTS	AMERICAN SEWER SERVICES, INC	SEWER PROJECT	\$56,436.27
STORM SWR CATCH BASIN REPAIR			<u>\$56,436.27</u>
TIF FUND EXPENSES			
E 214-58300-540 AUDITING/ACCOUNTING	BAKER TILLY	2023 AUDIT FEES	\$178.00
E 215-58300-540 AUDITING/ACCOUNTING	BAKER TILLY	2023 AUDIT FEES	\$178.00
E 216-58300-540 AUDITING/ACCOUNTING	BAKER TILLY	2023 AUDIT FEES	\$179.00
TIF FUND EXPENSES			<u>\$535.00</u>
TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$28.00
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$111.90
TRUSTEES			<u>\$139.90</u>
UNBUDGETED			
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	ALL-WAYS CONTRACTORS INC	TOP SOIL	\$54.00
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	GEO-SYNTHETICS	STRAW FOR PICKLEBALL	\$221.46
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	JD ELECTRIC, INC.	CONTROL BUTTON FOR PICKLEBALL LIGHTS	\$523.00
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	PROBARK	HEMLOCK MULCH	\$392.00
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	VON BRIESEN & ROPER	LEGAL SERVICES	\$10,206.00
UNBUDGETED			<u>\$11,396.46</u>
WATER UTILITY			
E 620-53700-673 TRANS&DIST MAINS	AMERICAN SEWER SERVICES, INC	SEWER PROJECT	\$27,599.57
E 620-53700-678 HYDRANTS	AMERICAN SEWER SERVICES, INC	SEWER PROJECT	\$31,909.13
E 620-53700-923 OUTSIDE SERVICES	BADGER METER INC	ORION AND BEACON SERVICES	\$275.47
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	BATTERY PRODUCTS INC	AA AND C BATTERIES	\$40.56
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	MAY HRA FEES	\$68.47
E 620-53700-923 OUTSIDE SERVICES	HYDROCORP	LABOR CHARGES	\$1,012.00
E 620-53700-662 WATER TREATMENT EQUIP	MARTELLE WATER TREATMENT	WELLHOUSE CHEMICALS/ TANKS	\$20,948.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLING	\$27.53
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLING	\$110.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLING	\$82.50
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLING	\$82.50
E 620-53700-923 OUTSIDE SERVICES	ONTECH SYSTEMS, INC	IT SERVICES	\$75.00
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$31.25
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$39.96

Account Descr	Search Name	Comments	Amount
E 620-53700-632 WATER TREATMENT-SUPPLIES/EXP	USA BLUE BOOK	HACH SPADNS	\$242.60
E 620-53700-923 OUTSIDE SERVICES	WAUKESHA CTY TREASURER	OPERATING ALLOCATIONS	\$705.85
E 620-53700-923 OUTSIDE SERVICES	WI STATE LABORATORY OF HYGIENE	FLUORIDE	\$29.00
WATER UTILITY			<u>\$83,279.39</u>
WOODS DRIVE			
E 401-70610-285 CONSTRUCTION COSTS	CONLEY MEDIA LLC	ADVERTISEMENT	\$76.48
WOODS DRIVE			<u>\$76.48</u>
			<u>\$523,708.19</u>

VILLAGE OF HARTLAND

05/01/24 1:51 PM

Page 1

Payments

Current Period: APRIL 2024

Payments Batch APR24MC

\$34,810.69

Refer	521 CONDON, BRANDON	Ck# 009190 4/3/2024			
Cash Payment	R 101-48000 MISCELLANEOUS REVENU	2023 PROPERTY TAX REFUND 0426110			\$4,652.10
Invoice	252793.19083	1/22/2024			
Transaction Date	4/5/2024	GF Checking	11100	<b>Total</b>	\$4,652.10
Refer	597 DELTA DENTAL PLAN OF WISCON	Ck# 009196 4/22/2024			
Cash Payment	G 101-21535 VISION INSURANCE	MAY VISION INSURANCE			\$279.16
Invoice	2141902	4/22/2024			
Transaction Date	4/22/2024	GF Checking	11100	<b>Total</b>	\$279.16
Refer	598 ELAN FINANCIAL SERVICES	Ck# 009195 4/15/2024			
Cash Payment	E 804-56700-746 TELEPHONE	ATT			\$127.35
Invoice	510056342062	3/27/2024			
Cash Payment	E 804-56700-744 OFFICE SUPPLIES	ADOBE PRODUCTS			\$20.99
Invoice	510056342062	3/27/2024			
Cash Payment	E 804-56700-719 EVENTS	FACE PAINTING BARK RIVER BASH LIFES A PARTY			\$155.00
Invoice	510056342062	3/27/2024			
Cash Payment	E 804-56700-719 EVENTS	FACE PAINTING BARK RIVER BASH LIFES A PARTY			\$135.00
Invoice	510056342062	3/27/2024			
Cash Payment	E 804-56700-719 EVENTS	AMAZON GIFT CARDS - MINI MASTERS			\$261.90
Invoice	510056342062	3/27/2024			
Cash Payment	E 804-56700-719 EVENTS	HOBBY LOBBY HOLD PUNCHES MINI MASTERS			\$58.73
Invoice	510056342062	3/27/2024			
Transaction Date	4/22/2024	GF Checking	11100	<b>Total</b>	\$758.97
Refer	520 SECURIAN FINANCIAL GROUP INC	Ck# 009192 4/5/2024			
Cash Payment	E 101-51400-150 HEALTH/DENTAL/LIFE	MAY LIFE INSURANCE			\$43.85
Invoice	002832L	4/5/2024			
Cash Payment	E 101-51500-150 HEALTH/DENTAL/LIFE	MAY LIFE INSURANCE			\$26.18
Invoice	002832L	4/5/2024			
Cash Payment	E 101-55300-150 HEALTH/DENTAL/LIFE	MAY LIFE INSURANCE			\$5.88
Invoice	002832L	4/5/2024			
Cash Payment	E 101-52200-150 HEALTH/DENTAL/LIFE	MAY LIFE INSURANCE			\$49.63
Invoice	002832L	4/5/2024			
Cash Payment	E 101-52300-150 HEALTH/DENTAL/LIFE	MAY LIFE INSURANCE			\$49.63
Invoice	002832L	4/5/2024			
Cash Payment	E 101-55110-150 HEALTH/DENTAL/LIFE	MAY LIFE INSURANCE			\$11.72
Invoice	002832L	4/5/2024			
Cash Payment	E 101-52100-150 HEALTH/DENTAL/LIFE	MAY LIFE INSURANCE			\$196.73
Invoice	002832L	4/5/2024			
Cash Payment	E 101-53000-150 HEALTH/DENTAL/LIFE	MAY LIFE INSURANCE			\$186.30
Invoice	002832L	4/5/2024			
Cash Payment	G 101-21560 LIFE INSURANCE DEDUCT	MAY LIFE INSURANCE			\$879.65
Invoice	002832L	4/5/2024			
Transaction Date	4/5/2024	GF Checking	11100	<b>Total</b>	\$1,449.57
Refer	518 UNITED STATES POSTAL SERVIC	Ck# 009193 4/5/2024			
Cash Payment	E 101-55300-300 OPERATING SUPPLIE	MAILING OF SUMMER REC GUIDES			\$2,737.82
Invoice	ECRWSS	4/5/2024 PO 29766			
Transaction Date	4/5/2024	GF Checking	11100	<b>Total</b>	\$2,737.82

# VILLAGE OF HARTLAND

05/01/24 1:51 PM

Page 2

## Payments

Current Period: APRIL 2024

Refer	576 WE ENERGIES	Ck# 009194 4/11/2024		
Cash Payment	E 620-53700-622 POWER FOR PUMPIN	ENERGY SERVICES		\$528.53
Invoice	07043187080000 4/3/2024			
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	ENERGY SERVICES		\$16.00
Invoice	07043187080000 4/3/2024			
Cash Payment	E 204-53610-220 UTILITY SERVICES	ENERGY SERVICES		\$9.90
Invoice	07057445820000 4/4/2024			
Cash Payment	E 620-53700-622 POWER FOR PUMPIN	ENERGY SERVICES		\$24.37
Invoice	07043187080000 4/3/2024			
Cash Payment	G 204-34187 FWW LIFT STATION REPL	ENERGY SERVICES		\$97.42
Invoice	07135265610000 4/4/2024			
Cash Payment	E 101-55200-220 UTILITY SERVICES	ENERGY SERVICES		\$20.12
Invoice	07142211370003 4/4/2024			
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES		\$58.74
Invoice	07142211370003 4/8/2024			
Cash Payment	E 101-55110-220 UTILITY SERVICES	ENERGY SERVICES		\$499.10
Invoice	07097754140000 4/8/2024		Project 0	
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES		\$111.60
Invoice	07043187080000 4/2/2024			
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES		\$531.87
Invoice	07043187080000 4/3/2024			
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES		\$7,138.52
Invoice	07043187080000 4/4/2024			
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES		\$106.62
Invoice	07061598240000 4/5/2024			
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES		\$394.69
Invoice	07142211370002 4/6/2024			
Transaction Date	4/15/2024	GF Checking	11100	<b>Total</b> \$9,537.48
Refer	596 WE ENERGIES	Ck# 009197 4/22/2024		
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES		\$441.59
Invoice	07043187080000 4/15/2024			
Cash Payment	E 101-55200-220 UTILITY SERVICES	ENERGY SERVICES		\$16.25
Invoice	07043187080001 4/15/2024			
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES		\$390.23
Invoice	07142211370002 4/17/2024			
Cash Payment	E 620-53700-622 POWER FOR PUMPIN	ENERGY SERVICES		\$1,104.45
Invoice	07043187080000 4/19/2024			
Cash Payment	E 101-51600-220 UTILITY SERVICES	ENERGY SERVICES		\$1,432.73
Invoice	07142211370000 4/19/2024			
Cash Payment	E 101-55110-220 UTILITY SERVICES	ENERGY SERVICES		\$1,571.64
Invoice	07142211370003 4/19/2024			
Cash Payment	E 101-52200-220 UTILITY SERVICES	ENERGY SERVICES		\$80.25
Invoice	07091448580000 4/18/2024			
Cash Payment	E 101-55200-220 UTILITY SERVICES	ENERGY SERVICES		\$60.69
Invoice	07141924550000 4/18/2024			
Cash Payment	E 101-53000-220 UTILITY SERVICES	ENERGY SERVICES		\$697.75
Invoice	07142211370000 4/18/2024			
Cash Payment	E 204-53610-220 UTILITY SERVICES	ENERGY SERVICES		\$51.25
Invoice	07142211370000 4/18/2024			
Cash Payment	E 101-51600-220 UTILITY SERVICES	ENERGY SERVICES		\$348.77
Invoice	07142211370000 4/18/2024			

# VILLAGE OF HARTLAND

05/01/24 1:51 PM

Page 3

## Payments

Current Period: APRIL 2024

Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$61.23
Invoice	07142211370000	4/18/2024		
Cash Payment	E 620-53700-625	MAINTENANCE OF PU	ENERGY SERVICES	\$71.80
Invoice	07142211370000	4/18/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$21.96
Invoice	07142211370000	4/18/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$60.69
Invoice	07142211370000	4/18/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$16.25
Invoice	07142211370000	4/18/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$167.31
Invoice	07142211370001	4/18/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$50.43
Invoice	07142211370001	4/18/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$884.71
Invoice	07142211370001	4/18/2024		
Cash Payment	E 620-53700-625	MAINTENANCE OF PU	ENERGY SERVICES	\$29.04
Invoice	07142211370001	4/18/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$16.25
Invoice	07142211370001	4/18/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$121.74
Invoice	07142211370001	4/18/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$30.42
Invoice	07142211370001	4/18/2024		
Cash Payment	E 101-53000-220	UTILITY SERVICES	ENERGY SERVICES	\$569.90
Invoice	07142211370001	4/18/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$0.00
Invoice	07142211370001	4/18/2024		
Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES	\$87.48
Invoice	07142211370001	4/18/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$27.81
Invoice	07142211370002	4/18/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$371.03
Invoice	07142211370002	4/18/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$1,645.28
Invoice	07142211370002	4/18/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$39.69
Invoice	07142211370002	4/18/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$46.33
Invoice	07142211370002	4/18/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$41.64
Invoice	07142211370002	4/18/2024		
Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES	\$411.64
Invoice	07142211370002	4/18/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$21.14
Invoice	07142211370002	4/18/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$17.07
Invoice	07142211370003	4/18/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$62.00
Invoice	07142211370003	4/18/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$1,288.13
Invoice	07142211370003	4/18/2024		

**VILLAGE OF HARTLAND**  
**Payments**

05/01/24 1:51 PM

Page 4

Current Period: APRIL 2024

Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$268.41
Invoice	07142211370003	4/18/2024		
Cash Payment	E 620-53700-625	MAINTENANCE OF PU	ENERGY SERVICES	\$35.75
Invoice	07142211370003	4/18/2024		
Cash Payment	E 101-52200-220	UTILITY SERVICES	ENERGY SERVICES	\$1,033.03
Invoice	07182512440000	4/18/2024		
Cash Payment	E 101-52200-220	UTILITY SERVICES	ENERGY SERVICES	\$33.43
Invoice	07182512440000	4/18/2024		
Transaction Date	4/22/2024	GF Checking	11100	<b>Total</b> \$13,727.19
<hr/>				
Refer	600 WEHLAGE, MARY	<u>Ck# 009198 4/23/2024</u>		
Cash Payment	E 101-53000-290	OUTSIDE SERVICES/C	YOGA CLASSES	\$1,558.40
Invoice	HARTLAND APR	4/1/2024		
Transaction Date	4/23/2024	GF Checking	11100	<b>Total</b> \$1,558.40
<hr/>				
Refer	519 WI RURAL WATER ASSOC (WRWA	<u>Ck# 009191 4/5/2024</u>		
Cash Payment	E 101-53000-345	STAFF EDUCATION/TR	WATER EXAM REVIEW	\$110.00
Invoice	HARTLAND APR	4/5/2024		
Transaction Date	4/5/2024	GF Checking	11100	<b>Total</b> \$110.00

Fund Summary

	11100 GF Checking
101 GENERAL FUND	\$27,221.65
204 SEWER	\$822.48
620 WATER FUND	\$6,007.59
804 BUSINESS IMPROVEMENT DISTRICT	\$758.97
	<hr/> \$34,810.69

Pre-Written Checks	\$34,810.69
Checks to be Generated by the Computer	\$0.00
Total	<hr/> \$34,810.69

# VILLAGE OF HARTLAND

05/06/24 10:03 AM

Page 1

## Payments

Current Period: APRIL 2024

Payments Batch APR24WIRE		\$250,891.28		
Refer	0 AFLAC	Ck# 2024280E 4/1/2024		
Cash Payment	G 101-21592 AFLAC INS PAYABLE	MONTHLY AFLAC EMPLOYEE CONTRIBUTIONS		\$215.50
Invoice				
Transaction Date	4/30/2024	GF Checking	11100	<b>Total</b> \$215.50
Refer	0 AFLAC	Ck# 2024281E 4/26/2024		
Cash Payment	G 101-21592 AFLAC INS PAYABLE	MONTHLY AFLAC EMPLOYEE CONTRIBUTIONS		\$215.50
Invoice				
Transaction Date	4/30/2024	GF Checking	11100	<b>Total</b> \$215.50
Refer	0 B2E SOLUTIONS INC	Ck# 2024282E 4/12/2024		
Cash Payment	E 804-56700-110 SALARIES	APRIL 11 BID PAYROLL WIRE		\$1,291.08
Invoice				
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH APRIL 11 BID PAYROLL WIRE			\$95.05
Invoice				
Transaction Date	4/30/2024	GF Checking	11100	<b>Total</b> \$1,386.13
Refer	0 B2E SOLUTIONS INC	Ck# 2024283E 4/25/2024		
Cash Payment	E 804-56700-110 SALARIES	APRIL 25 BID PAYROLL WIRE		\$1,291.09
Invoice				
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH APRIL 25 BID PAYROLL WIRE			\$65.05
Invoice				
Transaction Date	4/30/2024	GF Checking	11100	<b>Total</b> \$1,356.14
Refer	0 BANK FIVE NINE	Ck# 2024284E 4/30/2024		
Cash Payment	E 101-51500-300 OPERATING SUPPLIE	MONTHLY BANKING FEES		\$120.00
Invoice				
Transaction Date	4/30/2024	GF Checking	11100	<b>Total</b> \$120.00
Refer	0 EMPLOYEE TRUST FUNDS	Ck# 2024285E 4/24/2024		
Cash Payment	E 101-51400-150 HEALTH/DENTAL/LIFE	MAY HEALTH INSURANCE PREMIUMS		\$2,068.28
Invoice				
Cash Payment	E 101-51500-150 HEALTH/DENTAL/LIFE	MAY HEALTH INSURANCE PREMIUMS		\$6,204.84
Invoice				
Cash Payment	E 101-55300-150 HEALTH/DENTAL/LIFE	MAY HEALTH INSURANCE PREMIUMS		\$2,068.28
Invoice				
Cash Payment	E 101-52100-150 HEALTH/DENTAL/LIFE	MAY HEALTH INSURANCE PREMIUMS		\$27,793.72
Invoice				
Cash Payment	E 101-53000-150 HEALTH/DENTAL/LIFE	MAY HEALTH INSURANCE PREMIUMS		\$20,295.40
Invoice				
Cash Payment	E 101-55110-150 HEALTH/DENTAL/LIFE	MAY HEALTH INSURANCE PREMIUMS		\$8,726.16
Invoice				
Cash Payment	E 101-52200-150 HEALTH/DENTAL/LIFE	MAY HEALTH INSURANCE PREMIUMS		\$5,397.22
Invoice				
Cash Payment	E 101-52300-150 HEALTH/DENTAL/LIFE	MAY HEALTH INSURANCE PREMIUMS		\$5,397.22
Invoice				
Cash Payment	G 101-34140 UNFUNDED EMPLOYEE B	MAY HEALTH INSURANCE PREMIUMS		-\$2,321.22
Invoice				

# VILLAGE OF HARTLAND

05/06/24 10:03 AM

Page 2

## Payments

Current Period: APRIL 2024

Cash Payment	G 101-21530	INSURANCE DEDUCTIONS	MAY HEALTH INSURANCE PREMIUMS		\$9,739.22
Invoice					
Transaction Date	4/30/2024	GF Checking	11100	<b>Total</b>	\$85,369.12
Refer	0	WI RETIREMENT SYSTEM	Ck# 2024286E 4/30/2024		
Cash Payment	E 101-55300-140	RETIREMENT BENEFIT	MARCH WRS PREMIUMS		\$676.74
Invoice					
Cash Payment	E 101-51400-140	RETIREMENT BENEFIT	MARCH WRS PREMIUMS		\$697.99
Invoice					
Cash Payment	E 101-51500-140	RETIREMENT BENEFIT	MARCH WRS PREMIUMS		\$736.37
Invoice					
Cash Payment	E 101-52100-140	RETIREMENT BENEFIT	MARCH WRS PREMIUMS		\$28,026.54
Invoice					
Cash Payment	E 101-52100-140	RETIREMENT BENEFIT	MARCH WRS PREMIUMS		\$752.31
Invoice					
Cash Payment	E 101-52200-140	RETIREMENT BENEFIT	MARCH WRS PREMIUMS		\$184.55
Invoice					
Cash Payment	E 101-52200-140	RETIREMENT BENEFIT	MARCH WRS PREMIUMS		\$858.14
Invoice					
Cash Payment	E 101-52300-140	RETIREMENT BENEFIT	MARCH WRS PREMIUMS		\$184.53
Invoice					
Cash Payment	E 101-52300-140	RETIREMENT BENEFIT	MARCH WRS PREMIUMS		\$6,857.95
Invoice					
Cash Payment	E 101-53000-140	RETIREMENT BENEFIT	MARCH WRS PREMIUMS		\$5,253.72
Invoice					
Cash Payment	E 101-55110-140	RETIREMENT BENEFIT	MARCH WRS PREMIUMS		\$2,401.66
Invoice					
Cash Payment	E 620-53700-926	EMPLOYEE PENSIONS	MARCH WRS PREMIUMS		\$3,168.88
Invoice					
Cash Payment	E 204-53610-110	SALARIES	MARCH WRS PREMIUMS		\$506.26
Invoice					
Cash Payment	E 204-53610-110	SALARIES	MARCH WRS PREMIUMS		\$532.83
Invoice					
Cash Payment	E 204-53610-390	BILLING/COLLECTION/	MARCH WRS PREMIUMS		\$822.13
Invoice					
Cash Payment	G 101-21520	RETIREMENT DEDUCTION	MARCH WRS PREMIUMS		\$15,917.97
Invoice					
Cash Payment	G 101-21520	RETIREMENT DEDUCTION	MARCH WRS PREMIUMS		\$17,222.37
Invoice					
Transaction Date	4/30/2024	GF Checking	11100	<b>Total</b>	\$84,800.94
Refer	0	WI DEFERRED COMPENSATION P	Ck# 2024287E 4/30/2024		
Cash Payment	G 101-21570	DEFERRED COMP DEDUC	MONTHLY EMPLOYEE DEFERRED COMP CONTRIBUTIONS		\$17,705.66
Invoice					
Transaction Date	4/30/2024	GF Checking	11100	<b>Total</b>	\$17,705.66
Refer	0	WI SUPPORT COLLECTIONS TRUS	Ck# 2024288E 4/30/2024		
Cash Payment	G 101-21580	GARNISHMENT DEDUCTIO	MONTHLY EMPLOYEE WAGE GARNISHMENTS		\$1,417.58
Invoice					
Transaction Date	4/30/2024	GF Checking	11100	<b>Total</b>	\$1,417.58

VILLAGE OF HARTLAND

05/06/24 10:03 AM

Page 3

Payments

Current Period: APRIL 2024

Refer	0 BOND TRUST SERVICES CORP	Ck# 2024289E 4/30/2024		
Cash Payment Invoice	E 301-58000-615 DEBT SERVICE - INTE	2017 GO BONDS INTEREST PAYMENT		\$56,025.00
Transaction Date	4/30/2024	GF Checking	11100	<b>Total</b> \$56,025.00
Refer	0 PAYMENT SERVICE NETWORK	Ck# 2024290E 4/30/2024		
Cash Payment Invoice	E 620-53700-923 OUTSIDE SERVICES	MONTHLY CREDIT CARD PROCESSING FEE		\$52.18
Cash Payment Invoice	E 204-53610-290 OUTSIDE SERVICES/C	MONTHLY CREDIT CARD PROCESSING FEE		\$52.17
Transaction Date	4/30/2024	GF Checking	11100	<b>Total</b> \$104.35
Refer	0 WI DEPT OF REVENUE	Ck# 2024291E 4/1/2024		
Cash Payment Invoice	E 214-58300-290 OUTSIDE SERVICES/C	ANNUAL TIF DISTRICT FEES		\$150.00
Cash Payment Invoice	E 216-58300-290 OUTSIDE SERVICES/C	ANNUAL TIF DISTRICT FEES		\$150.00
Cash Payment Invoice	E 217-58300-290 OUTSIDE SERVICES/C	ANNUAL TIF DISTRICT FEES		\$1,000.00
Transaction Date	4/30/2024	GF Checking	11100	<b>Total</b> \$1,300.00
Refer	0 WI DEPT OF REVENUE (SALES TA	Ck# 2024292E 4/8/2024		
Cash Payment Invoice	G 101-21515 SALES TAXES PAYABLE	1ST QUARTER SALES TAX		\$885.36
Cash Payment Invoice	R 101-48000 MISCELLANEOUS REVENU	1ST QUARTER SALES TAX		-\$10.00
Transaction Date	4/30/2024	GF Checking	11100	<b>Total</b> \$875.36

Fund Summary

	11100 GF Checking
101 GENERAL FUND	\$185,689.56
204 SEWER	\$1,913.39
214 TIF #4	\$150.00
216 TIF #6	\$150.00
217 TIF #7	\$1,000.00
301 DEBT SERVICE FUND	\$56,025.00
620 WATER FUND	\$3,221.06
804 BUSINESS IMPROVEMENT DISTRICT	\$2,742.27
	<u>\$250,891.28</u>

Pre-Written Checks	\$250,891.28
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$250,891.28</u>

# VILLAGE OF HARTLAND

05/06/24 8:31 AM

Page 1

## Payments

Current Period: APRIL 2024

Payments Batch APR24CC		\$28,148.07	
Refer	0 AMAZON	Ck# 2024243E 4/24/2024	
Cash Payment	E 620-53700-921 OFFICE SUPPLIES & E	Office supplies	\$116.82
Invoice			
Cash Payment	E 101-55110-255 BLDGS/GROUNDS	Library Toilets	\$17.00
Invoice			
Cash Payment	E 101-53000-365 BLDGS/GROUNDS MAI	Port Connector	\$26.85
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Gun Holster Accessories - Greenwood Cloth. Allow.	\$29.95
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Gun Holster Acces. RETURNED - NSG Cloth. Allow.	-\$29.95
Invoice			
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Removable Tape	\$39.96
Invoice			
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Toy Trains for Kids Area	\$20.99
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	2 Adult Fiction Books	\$37.54
Invoice			
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Dixie Paper Plates	\$6.05
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	7 DVDs for Collection	\$149.53
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	10 DVDs for Collection	\$169.54
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVD for Collection	\$21.98
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	1 CD for Collection	\$14.98
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	1 YA Book	\$16.95
Invoice			
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Label Tape (2 pack)	\$23.74
Invoice			
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Dymo Book Spine Labels	\$107.96
Invoice			
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Spice Kit Spices (Chives)	\$14.29
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Scotch Book Tape for Repairs and Processing	\$128.00
Invoice			
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Painter's Tape	\$33.94
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	1 CD for Collection	\$13.99
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	1 Board Game	\$16.99
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	2 DVDs for Collection	\$25.18
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	3 DVDs for Collection	\$56.11
Invoice			

# VILLAGE OF HARTLAND

05/06/24 8:32 AM

Page 2

## Payments

Current Period: APRIL 2024

Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	5 Adult Fiction Books	\$66.30
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	6 DVDs for Collection	\$125.83
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Glue and Funnel for Crafts	\$25.48
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Febreze Wall Plug Ins	\$26.82
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	3 Adult NF Books	\$69.94
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	1 CD for Collection	\$10.98
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Good Burger DVD	\$12.79
Cash Payment Invoice	E 101-51440-300	OPERATING SUPPLIE	surge protector for election machine	\$14.20
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Memo Pads (20 ct)	\$67.40
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Febreze Plug Ins	\$28.96
Cash Payment Invoice	E 101-55110-255	BLDGS/GROUNDS	Library Toilets	\$172.71
Cash Payment Invoice	E 101-51600-355	JANITORIAL SUPPLIES	air freshener for dispensers	\$29.94
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	1 Adult Fiction	\$36.79
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	AED Defibrillator Battery (3 ct)	\$567.00
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	1 CD for Collection	\$13.97
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	1 DVD	\$21.10
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	1 YA Book	\$11.19
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Cereal Bars for Storytime Party	\$19.40
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Expo Markers	\$13.40
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	8 DVDs for Collection	\$9.96
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Refund for 1 DVD	-\$17.80
Cash Payment Invoice	E 101-51600-255	BLDGS/GROUNDS	Refund-light cover @ Village Hall	-\$41.98
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Stuffed Lights for Kids Area	\$64.99
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Escape Room Program Supplies	\$21.97
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Clay for YA Program	\$23.98

# VILLAGE OF HARTLAND

05/06/24 8:32 AM

Page 3

## Payments

Current Period: APRIL 2024

Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	GLOSSY CARDSTOCK	\$29.95
Cash Payment Invoice	G 101-31630	HOMETOWN CELEBRATIO	GLOSSY CARDSTOCK	\$29.95
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Escape Room Program Supplies	\$26.37
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Soaking Pads for Crafts	\$13.59
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Poppy Seeds for Spice Kit	\$26.35
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Bike Pumps for Library of Things	\$72.19
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Disposable Gloves for Trash Pick Up	\$6.61
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Gun Holster Accessories - Greenwood Cloth. Allow.	\$63.89
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Stamps for Kids Crafts	\$11.99
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Computer Monitor for Part-Time Detective Office	\$139.00
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	1 DVD for Collection	\$8.99
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Storytime Crafts and Activities	\$145.08
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Play Sand for Sensory Story Time	\$42.99
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	DVD for Binge Box	\$9.96
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Sensory Toys for Kids Area	\$75.01
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Dating Stamp and Cleaning Supplies	\$26.57
Cash Payment Invoice	G 101-31630	HOMETOWN CELEBRATIO	HOMETOWN CELEBRATION KID ZONE ROCKWALL DEPOSIT	\$82.95
Cash Payment Invoice	E 620-53700-602	SOURCE OF SUPPLY-	Rubber Bands	\$25.46
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	26 DVDs for Collection	\$524.94
Cash Payment Invoice	G 101-31630	HOMETOWN CELEBRATIO	Hometown Celebration - Kid Zone supplies	\$39.99
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	alerting light	\$25.58
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	Station alerting	\$78.35
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	Station alerting	\$25.90
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	REC PICKLEBALLS	\$46.56

# VILLAGE OF HARTLAND

05/06/24 8:32 AM

Page 4

## Payments

Current Period: APRIL 2024

Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	English to Spanish Translator for Staff	\$99.99
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Kleenex Facial Tissues	\$34.58
Cash Payment Invoice	E 101-51600-355	JANITORIAL SUPPLIES	air freshener dispensers	\$27.98
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Paint Brushes for Crafts	\$20.50
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	First Aid Bag & Carabiner Keychains	\$22.57
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	6 DVDs	\$187.48
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Seed Library Stickers	\$13.99
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	Station alerting	\$14.70
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	External Hard Drive 2 TB	\$60.99
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	First Aid Supplies - Antiseptic & Glucose Gel	\$90.97
Cash Payment Invoice	E 101-51400-300	OPERATING SUPPLIE	NAME BADGES	\$29.29
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Paint Containers	\$32.98
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Voltron Seasons 1-6 DVD	\$43.99
Cash Payment Invoice	E 101-53000-365	BLDGS/GROUNDS MAI	HOSE REEL	\$877.10
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	1 DVD for Collection	\$13.25
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Sparing Gloves - PD Purchase	\$27.99
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Plastic Cups for Programs	\$17.99
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	First Aid Supplies - Abdominal Pads	\$18.29
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Scale for Check-In Processes	\$24.88
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Packaging Tape Dispenser Guns (2)	\$13.88
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	5 Video Games for Collection	\$178.83
Cash Payment Invoice	G 101-31630	HOMETOWN CELEBRATIO	HOMETOWN CELEBRATION KID ZONE ROCKWALL DEPOSIT	\$78.99
Cash Payment Invoice	E 101-55200-365	BLDGS/GROUNDS MAI	Toilet & Urinal Flush Valve	\$749.94
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Gun Holster Accessories - Greenwood Cloth. Allow.	\$17.60

# VILLAGE OF HARTLAND

05/06/24 8:32 AM

Page 5

## Payments

Current Period: APRIL 2024

Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Hand Sanitizer		\$17.99
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Craft Bags for Kid Crafts		\$47.68
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Paint Trays		\$12.84
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	DVD for Binge Box		\$9.89
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	DVDs for Binge Box		\$64.53
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	1 DVD for Binge Box		\$7.45
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Craft Supplies and Slime Making Supplies		\$72.43
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Storytime and Craft Supplies		\$61.96
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	M-18 batteries for milwaukee tools		\$89.00
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	REC PARK BOX BROOM		\$27.29
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	REC PICKLEBALL PADDLES FOR PICKLEBALL CAMP		\$174.13
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$7,315.87
Refer	0 AMERICAN HEART SHOPCPR	<u>Ck# 2024264E 4/24/2024</u>			
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	CPR cards		\$85.00
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	CPR cards		\$225.80
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	CPR Cards		\$34.00
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$344.80
Refer	0 ARCHDIGEST	<u>Ck# 2024270E 4/24/2024</u>			
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Magazine subscription renewal		\$30.00
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$30.00
Refer	0 AT&T	<u>Ck# 2024227E 4/24/2024</u>			
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	FD FIRSTNET		\$193.81
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	FD FIRSTNET		\$193.80
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		\$32.46
Cash Payment Invoice	E 101-52400-300	OPERATING SUPPLIE	ATT PHONE SERVICE		\$32.45
Cash Payment Invoice	E 101-51500-300	OPERATING SUPPLIE	ATT PHONE SERVICE		\$32.45

# VILLAGE OF HARTLAND

05/06/24 8:32 AM

Page 6

## Payments

Current Period: APRIL 2024

Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	ATT PHONE SERVICE		\$32.45
Cash Payment Invoice	E 101-52200-220	UTILITY SERVICES	ATT PHONE SERVICE		\$32.45
Cash Payment Invoice	E 101-55110-220	UTILITY SERVICES	ATT PHONE SERVICE		\$32.45
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	ATT PHONE SERVICE		\$32.45
Cash Payment Invoice	E 101-53000-220	UTILITY SERVICES	ATT PHONE SERVICE		\$32.45
Cash Payment Invoice	E 620-53700-923	OUTSIDE SERVICES	ATT PHONE SERVICE		\$32.45
Cash Payment Invoice	E 204-53610-290	OUTSIDE SERVICES/C	ATT PHONE SERVICE		\$32.45
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$792.37
Refer	0	<u>BAKER &amp; TAYLOR CREDIT CARD</u>	<u>Ck# 2024244E 4/24/2024</u>		
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$34.81
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$1,177.09
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$287.99
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$85.11
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$1,413.80
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$368.65
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$2,535.30
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$1,046.14
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$6,948.89
Refer	0	<u>BEER SNOBS</u>	<u>Ck# 2024257E 4/24/2024</u>		
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Lunch for Library Board Strategic Plan Meeting		\$184.95
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$184.95
Refer	0	<u>CITY OF LA CROSSE</u>	<u>Ck# 2024269E 4/24/2024</u>		
Cash Payment Invoice	E 101-53000-345	STAFF EDUCATION/TR	Parking for Training/Con. Education La Crosse		\$8.00
Cash Payment Invoice	E 101-53000-345	STAFF EDUCATION/TR	Parking for Training/Con. Education La Crosse		\$8.00
Cash Payment Invoice	E 101-53000-345	STAFF EDUCATION/TR	parking lot charge		\$16.00
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$32.00
Refer	0	<u>COMPETITOR AWARDS &amp; ENGRAV</u>	<u>Ck# 2024232E 4/24/2024</u>		
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	Plate for Box		\$16.00

# VILLAGE OF HARTLAND

05/06/24 8:32 AM

Page 7

## Payments

Current Period: APRIL 2024

Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$16.00
Refer	0 COSTCO		<u>Ck# 2024252E 4/24/2024</u>		
Cash Payment	E 101-52300-300 OPERATING SUPPLIE	EMS room			\$83.99
Invoice					
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$83.99
Refer	0 CRICKET MEDIA		<u>Ck# 2024271E 4/24/2024</u>		
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Magazine subscription renewal			\$21.95
Invoice					
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$21.95
Refer	0 DEMCO INC		<u>Ck# 2024230E 4/24/2024</u>		
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Name Tages and Book Dividers for Shelving			\$106.00
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Stickers, Espanol Label, Series Display Holder			\$115.46
Invoice					
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$221.46
Refer	0 DETECTACHEM INC		<u>Ck# 2024259E 4/24/2024</u>		
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Drug Testing Pouches (10 Ct.)			\$50.41
Invoice					
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$50.41
Refer	0 DOLLAR TREE		<u>Ck# 2024247E 4/24/2024</u>		
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Small Puzzle for Escape Room Program			\$1.31
Invoice					
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$1.31
Refer	0 ENDTERS SPORTS GRILL		<u>Ck# 2024236E 4/24/2024</u>		
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Gift cards for Tiny Art Show Winners			\$40.00
Invoice					
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	Food for economic development meeting			\$58.67
Invoice					
Cash Payment	E 101-51440-300 OPERATING SUPPLIE	Election Food			\$101.85
Invoice					
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$200.52
Refer	0 FIND IT PARTS		<u>Ck# 2024267E 4/24/2024</u>		
Cash Payment	E 101-53000-360 VEHICLE MAINT/EXPE	Plow truck strobe light power supply			\$704.48
Invoice					
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$704.48
Refer	0 FOX BROS PIGGLY WIGGLY		<u>Ck# 2024228E 4/24/2024</u>		
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Cake for Offc Souther's Swearing-In Ceremony			\$15.86
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Pi Day pies			\$71.69
Invoice					
Cash Payment	E 101-53000-345 STAFF EDUCATION/TR	Training Breakfast Diggers Hotline			\$30.41
Invoice					
Cash Payment	E 101-55300-300 OPERATING SUPPLIE	Bingo prizes			\$28.71
Invoice					
Cash Payment	E 101-55300-300 OPERATING SUPPLIE	Bingo prizes			\$23.97
Invoice					

# VILLAGE OF HARTLAND

05/06/24 8:32 AM

Page 8

## Payments

Current Period: APRIL 2024

Cash Payment	E 101-51440-300	OPERATING SUPPLIE	Election Food		\$35.44
Invoice					
Cash Payment	E 101-51440-300	OPERATING SUPPLIE	Election Food		\$19.98
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$226.06
Refer	0 GALLS			<u>Ck# 2024237E 4/24/2024</u>	
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	Flashlight and TQ pouch / Clothing Allowance		\$72.53
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$72.53
Refer	0 GAME & FISH			<u>Ck# 2024278E 4/24/2024</u>	
Cash Payment	E 101-55110-310	BOOKS & MATERIALS	Magazine subscription renewal		\$12.00
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$12.00
Refer	0 HOLIDAY INN & SUITES			<u>Ck# 2024256E 4/24/2024</u>	
Cash Payment	E 101-52200-300	OPERATING SUPPLIE	WSFCEA conference		\$294.00
Invoice					
Cash Payment	E 101-53000-345	STAFF EDUCATION/TR	Hotel for schooling		\$199.00
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$493.00
Refer	0 INDELCO PLASTICS CORP			<u>Ck# 2024263E 4/24/2024</u>	
Cash Payment	E 101-55300-312	SPLASHPAD EXPENSE	Splash Pad parts		\$327.39
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$327.39
Refer	0 JIMMY JOHNS			<u>Ck# 2024248E 4/24/2024</u>	
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	Lunch during Event Security Planning Training		\$14.89
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$14.89
Refer	0 JOURNAL SENTINEL INC			<u>Ck# 2024234E 4/24/2024</u>	
Cash Payment	E 101-55110-325	PERIODICALS	Milwaukee Journal Sentinel Subscription		\$48.00
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$48.00
Refer	0 KALAHARI RESORT			<u>Ck# 2024235E 4/24/2024</u>	
Cash Payment	E 101-52200-300	OPERATING SUPPLIE	State Chief's conference		\$381.00
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$381.00
Refer	0 KAPCO			<u>Ck# 2024231E 4/24/2024</u>	
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Book Jackets for books		\$154.90
Invoice					
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Polycovers for books		\$535.85
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$690.75
Refer	0 MAGNOLIA JOURNAL			<u>Ck# 2024273E 4/24/2024</u>	
Cash Payment	E 101-55110-310	BOOKS & MATERIALS	Magazine subscription renewal		\$30.00
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$30.00

# VILLAGE OF HARTLAND

05/06/24 8:32 AM

Page 9

## Payments

Current Period: APRIL 2024

Refer	0 MAUSTON PARK OASIS	Ck# 2024272E 4/24/2024		
Cash Payment	E 101-53000-345 STAFF EDUCATION/TR	Meal while at schooling		\$48.92
Invoice				
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b> \$48.92
Refer	0 MONACELLI STONE COMPANY	Ck# 2024276E 4/24/2024		
Cash Payment	E 101-55200-365 BLDGS/GROUNDS MAI	Lannon stones outcropping		\$579.87
Invoice				
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b> \$579.87
Refer	0 MOTOR TREND GROUP	Ck# 2024277E 4/24/2024		
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Magazine subscription renewal		\$20.00
Invoice				
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b> \$20.00
Refer	0 NETFLIX	Ck# 2024260E 4/24/2024		
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	Roku Subscription		\$24.14
Invoice				
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b> \$24.14
Refer	0 NEUS BUILDING CENTER	Ck# 2024239E 4/24/2024		
Cash Payment	E 101-53000-350 EQUIPMENT PURCHA	Drum Sander		\$1,139.99
Invoice				
Cash Payment	E 101-53000-300 OPERATING SUPPLIE	Bench Planer		\$1,139.99
Invoice				
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b> \$2,279.98
Refer	0 OFFICEMAX	Ck# 2024265E 4/24/2024		
Cash Payment	E 101-51440-300 OPERATING SUPPLIE	USB for Badger Books		\$29.99
Invoice				
Cash Payment	E 101-51400-300 OPERATING SUPPLIE	COPY PAPER		\$17.14
Invoice				
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b> \$47.13
Refer	0 PAYPAL	Ck# 2024249E 4/24/2024		
Cash Payment	E 101-52200-300 OPERATING SUPPLIE	Station alerting		\$99.75
Invoice				
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Nelson Computer Investigation Training		\$595.00
Invoice				
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b> \$694.75
Refer	0 PICNIC BASKET	Ck# 2024250E 4/24/2024		
Cash Payment	E 101-51440-300 OPERATING SUPPLIE	Election Food		\$124.77
Invoice				
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b> \$124.77
Refer	0 PILOT	Ck# 2024254E 4/24/2024		
Cash Payment	E 101-53000-360 VEHICLE MAINT/EXPE	gas for company car		\$40.84
Invoice				
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b> \$40.84
Refer	0 REVERE ELECTRIC	Ck# 2024240E 4/24/2024		
Cash Payment	E 204-53610-305 EXPENSES-OTHER	Credit Sewer Lift Station Lamp Tax		-\$6.12
Invoice				

# VILLAGE OF HARTLAND

05/06/24 8:32 AM

Page 10

## Payments

Current Period: APRIL 2024

Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	-\$6.12
Refer	0 RING CENTRAL		<u>Ck# 2024242E 4/24/2024</u>		
Cash Payment Invoice	E 101-52100-290 OUTSIDE SERVICES/C	RingCentral - Annual subscription			\$239.90
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$239.90
Refer	0 RUBBERSTAMPS		<u>Ck# 2024279E 4/24/2024</u>		
Cash Payment Invoice	E 101-51400-300 OPERATING SUPPLIE	stamp ink pad replacement			\$13.26
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$13.26
Refer	0 SOUTHERN LIVING		<u>Ck# 2024274E 4/24/2024</u>		
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	Magazine subscription renewal			\$20.00
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$20.00
Refer	0 SPECTRUM ENTERPRISE		<u>Ck# 2024258E 4/24/2024</u>		
Cash Payment Invoice	E 101-51400-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET			\$129.54
Cash Payment Invoice	E 101-52400-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET			\$129.54
Cash Payment Invoice	E 101-51500-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET			\$129.54
Cash Payment Invoice	E 101-55300-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET			\$129.54
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET			\$129.54
Cash Payment Invoice	E 101-53000-220 UTILITY SERVICES	SPECTRUM ENTERPRISE INTERNET			\$129.54
Cash Payment Invoice	E 620-53700-605 MAINTENANCE-WATE	SPECTRUM ENTERPRISE INTERNET			\$129.54
Cash Payment Invoice	E 204-53610-385 MAINTENANCE-COLLE	SPECTRUM ENTERPRISE INTERNET			\$129.54
Cash Payment Invoice	E 101-55370-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET			\$66.15
Cash Payment Invoice	E 101-52200-220 UTILITY SERVICES	SPECTRUM ENTERPRISE VOICE			\$178.74
Cash Payment Invoice	E 101-52200-300 OPERATING SUPPLIE	FD FIRSTNET			\$353.73
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			\$63.28
Cash Payment Invoice	E 101-52400-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE VOICE			\$63.28
Cash Payment Invoice	E 101-51500-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE VOICE			\$63.28

# VILLAGE OF HARTLAND

05/06/24 8:32 AM

Page 11

## Payments

Current Period: APRIL 2024

Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	SPECTRUM ENTERPRISE VOICE		\$63.28
Cash Payment Invoice	E 101-55110-220	UTILITY SERVICES	SPECTRUM ENTERPRISE VOICE		\$63.28
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	SPECTRUM ENTERPRISE VOICE		\$63.29
Cash Payment Invoice	E 101-53000-220	UTILITY SERVICES	SPECTRUM ENTERPRISE VOICE		\$63.29
Cash Payment Invoice	E 620-53700-605	MAINTENANCE-WATE	SPECTRUM ENTERPRISE VOICE		\$63.29
Cash Payment Invoice	E 204-53610-385	MAINTENANCE-COLLE	SPECTRUM ENTERPRISE VOICE		\$63.29
Cash Payment Invoice	E 101-53000-220	UTILITY SERVICES	SPECTRUM ENTERPRISE INTERNET		\$159.20
Cash Payment Invoice	E 620-53700-605	MAINTENANCE-WATE	SPECTRUM ENTERPRISE INTERNET		\$159.20
Cash Payment Invoice	E 204-53610-385	MAINTENANCE-COLLE	SPECTRUM ENTERPRISE INTERNET		\$159.20
Transaction Date	4/24/2024		GF Checking 11100	<b>Total</b>	\$2,783.23
Refer	0 STAPLES		Ck# 2024268E 4/24/2024		
Cash Payment Invoice	E 101-55200-365	BLDGS/GROUNDS MAI	YELLOW PAPER FOR PARK SHELTER PLAQUES		\$5.66
Cash Payment Invoice	E 101-51400-300	OPERATING SUPPLIE	LEDGER PAPER		\$13.26
Transaction Date	4/24/2024		GF Checking 11100	<b>Total</b>	\$18.92
Refer	0 TARGET		Ck# 2024246E 4/24/2024		
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	Pickleball paddles for camp		-\$57.75
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Pool Noodles for Escape Room Program		\$10.50
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	Pickleball paddles for camp		\$57.75
Transaction Date	4/24/2024		GF Checking 11100	<b>Total</b>	\$10.50
Refer	0 TECHSOUP		Ck# 2024251E 4/24/2024		
Cash Payment Invoice	E 101-55110-290	OUTSIDE SERVICES/C	Microsoft Office Subscription for all Library Comp		\$432.00
Transaction Date	4/24/2024		GF Checking 11100	<b>Total</b>	\$432.00
Refer	0 TRAVEL&LEISURE		Ck# 2024275E 4/24/2024		
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Magazine subscription renewal		\$23.00
Transaction Date	4/24/2024		GF Checking 11100	<b>Total</b>	\$23.00
Refer	0 U.S. CELLULAR		Ck# 2024229E 4/24/2024		
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	US CELLULAR PHONE SERVICES		\$71.81
Cash Payment Invoice	E 101-53000-220	UTILITY SERVICES	US CELLULAR PHONE SERVICES		\$119.88

# VILLAGE OF HARTLAND

05/06/24 8:32 AM

Page 12

## Payments

Current Period: APRIL 2024

Cash Payment	E 620-53700-605	MAINTENANCE-WATE	US CELLULAR PHONE SERVICES		\$119.88
Invoice					
Cash Payment	E 204-53610-385	MAINTENANCE-COLLE	US CELLULAR PHONE SERVICES		\$119.88
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$431.45
Refer	0	<u>UPS STORE</u>		<u>Ck# 2024253E 4/24/2024</u>	
Cash Payment	E 101-51400-300	OPERATING SUPPLIE	delivery of CSM to Kwik Trip		\$13.19
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$13.19
Refer	0	<u>US POSTAL SERVICE</u>		<u>Ck# 2024241E 4/24/2024</u>	
Cash Payment	E 101-55110-310	BOOKS & MATERIALS	ILL shipping		\$4.62
Invoice					
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	Certified Mail - Rob Jewell		\$6.03
Invoice					
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	Package Mailed for Incident H24002620		\$9.50
Invoice					
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	Certified Mail - Det. Hoffa		\$9.92
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$30.07
Refer	0	<u>USA TODAY</u>		<u>Ck# 2024261E 4/24/2024</u>	
Cash Payment	E 101-55110-325	PERIODICALS	USA Today Subscription		\$34.00
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$34.00
Refer	0	<u>VERIZON COMMUNICATIONS</u>		<u>Ck# 2024266E 4/24/2024</u>	
Cash Payment	E 101-52100-290	OUTSIDE SERVICES/C	VERIZON MODEM AND PHONE		\$266.07
Invoice					
Cash Payment	E 101-52100-290	OUTSIDE SERVICES/C	VERIZON PHONE		\$171.91
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$437.98
Refer	0	<u>VILLAGE OF HARTLAND</u>		<u>Ck# 2024238E 4/24/2024</u>	
Cash Payment	E 101-55300-300	OPERATING SUPPLIE	Civic Rec Transaction Test		-\$1.04
Invoice					
Cash Payment	E 101-55300-300	OPERATING SUPPLIE	Civic Rec Transaction Test		\$1.04
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$0.00
Refer	0	<u>WALMART</u>		<u>Ck# 2024245E 4/24/2024</u>	
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Plastic Storage Bins		\$59.89
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$59.89
Refer	0	<u>WI STATE FIRE CHIEFS ASSOC</u>		<u>Ck# 2024233E 4/24/2024</u>	
Cash Payment	E 101-52300-300	OPERATING SUPPLIE	Chief's conference		\$455.00
Invoice					
Transaction Date	4/24/2024		GF Checking	11100	<b>Total</b> \$455.00
Refer	0	<u>ZERO9 SOLUTIONS</u>		<u>Ck# 2024262E 4/24/2024</u>	
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	Souther Mic Holster for Squad Camera		\$29.99
Invoice					

# VILLAGE OF HARTLAND

05/06/24 8:32 AM

Page 13

## Payments

Current Period: APRIL 2024

Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$29.99
Refer	0 ZOOM	Ck# 2024255E 4/24/2024			
Cash Payment Invoice	E 101-51400-395 COMMUNITY RELATIO	Monthly Zoom Account			\$16.79
Transaction Date	4/24/2024	GF Checking	11100	<b>Total</b>	\$16.79

### Fund Summary

	11100 GF Checking	
101 GENERAL FUND		\$26,935.77
204 SEWER		\$531.95
620 WATER FUND		\$680.35
		<u>\$28,148.07</u>

Pre-Written Checks	\$28,148.07
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$28,148.07</u>



# APPLICATION FOR RESTRICTED SPECIES PERMIT

VB 5/13/24

pc 4-24-24  
Recpt # 255131

Please check all that apply:  New application  Renewal

Application is being made under Municipal Code Sec. 14-8, Keeping of Animals; Permit to:

keep one or more of a restricted species of animal. (Application fee of \$25)

exceed the maximum number of animals allowed of any one permitted species.

Applicant: Tyler Semrad + Stacey Semrad

Address: 519 Buckingham Way, Hartland WI

Phone Number: 262-565-8748 Email: semradts@gmail.com

Please provide the following information as an attachment to this application:

1. Describe animal(s) to be covered by this application, listing species and number of animals.
2. Explain where the animal(s) will be kept on the property (home, barn, yard, pen, etc.).
3. Explain if animal(s) will be permitted to roam freely within the confines of your yard.
4. Explain if animal(s) are to be kept as pets, for other purposes or raised for selling purposes.
5. Explain whether it is the intention to keep animal(s) temporarily such as fostering or on a permanent basis.
6. Provide listing of all animals kept on the property in addition to those covered by this application.

I hereby apply for a Restricted Species Permit subject to Section 14-8 of the Village of Hartland Municipal Code and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the keeping of animals if a license is granted to me.

The license shall, if issued, be from the date of its issuance unless otherwise approved by the Village Board for a specific period of time or the license is revoked for cause by the Village Board.

Applicant's Signature:  Date: 4-15-24

Fee Paid: \$25 4-24-24

Village Board Approval: \_\_\_\_\_ Expires: \_\_\_\_\_

Application for Restricted Species Permit

1. Chickens, 3 Buff Orpingtons, 3 Gold Star, 1 Black Copper Maran, 1 Ameraucauna;  
total 8 chickens (2 per person in household)
2. Chickens will be kept in our fenced in backyard in a coop with an enclosed run
3. Chickens will not be roaming free. They will have an enclosed run.
4. Chickens will be kept as pets to provide us with eggs.
5. Chickens will be kept permanently
6. We currently have 2 dogs and 2 cats in our household.

Tyler and Stacey Semrad

519 Buckingham Way  
HARTLAND WI 53029

*Coop must be at least 5 feet from any side or rear property  
line.*

*SDH 4.25.24*



Legend

Plats	Retired Plats	Municipal Boundary_2K	FacilitySites_2K_Labels	Parcel_Dimension_2K	Note_Text_2K	Lots_2K	Lot	Unit	General Common Element	Outlot	SimultaneousConveyance	Assessor Plat	CSM	Condominium	Subdivision	Cartoline_2K	EA-Easement_Line	PL-DA	PL-Extended_Tie_Line	PL-Meander_Line	PL-Note	PL-Tie	PL-Tie_Line	<all other values>	Road Centerlines_2K	Railroad_2K	TaxParcel_2K	Waterbodies_2K_Labels	Waterlines_2K_Labels	Municipal Boundary_5K	FacilitySites_5K_Labels	Waterbodies_5K_Labels	Waterlines_5K_Labels	Railroad_5K	SimultaneousConveyance	Assessor Plat		

0 26.54 Feet

The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that, if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Waukesha County will not be responsible for any damages which result from third party use of the information and depictions herein, or for use which ignores this warning.

Notes:

Printed: 4/24/2024

emailed on 4/22 - NO response  
called on 4/24 left message



### APPLICATION FOR RESTRICTED SPECIES PERMIT

Please check all that apply:  New application  Renewal

Application is being made under Municipal Code Sec. 14-8, Keeping of Animals; Permit to:

keep one or more of a restricted species of animal. (Application fee of \$25)

exceed the maximum number of animals allowed of any one permitted species.

Applicant: Marcos Lara

Address: 329 Prospect Ave, Hartland WI 53029

Phone Number: 414-243-7818 Email: Kmlara411@yahoo.com

Please provide the following information as an attachment to this application:

1. Describe animal(s) to be covered by this application, listing species and number of animals.
2. Explain where the animal(s) will be kept on the property (home, barn, yard, pen, etc.).
3. Explain if animal(s) will be permitted to roam freely within the confines of your yard.
4. Explain if animal(s) are to be kept as pets, for other purposes or raised for selling purposes.
5. Explain whether it is the intention to keep animal(s) temporarily such as fostering or on a permanent basis.
6. Provide listing of all animals kept on the property in addition to those covered by this application.

I hereby apply for a Restricted Species Permit subject to Section 14-8 of the Village of Hartland Municipal Code and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the keeping of animals if a license is granted to me.

The license shall, if issued, be from the date of its issuance unless otherwise approved by the Village Board for a specific period of time or the license is revoked for cause by the Village Board.

Applicant's Signature:  Date: 4/24/2023

Fee Paid: \_\_\_\_\_

Village Board Approval: \_\_\_\_\_ Expires: \_\_\_\_\_

1. Domestic Brown Leghorn Chickens (all female) totaling 12
2. The chickens will be kept in a coop size suitable for their number.
3. The chickens will not be permitted to roam freely. They will be fully supervised if out of the coop at any time.
4. Chickens will be kept for personal use of eggs only. There is no intention to sell either the eggs or the chickens at any time. There are currently 6 people living at the property which is the reason for the number of chickens giving approximately 2 eggs per person.
5. The intention is to keep the chickens permanently through their life.
6. There are 2 elderly rabbits currently at the property, kept in the home as pets.

## VILLAGE BOARD MINUTES

MONDAY MAY 8, 2023

6:30 PM

PAGE 2

Pfannerstill asked Ms. Watt if she were to change the number of devices to come to the Village to let them know.

Motion (Pfeiffer/Hallquist) to approve the Amusement Device License for HB Café LLC. Carried (7-0).

c. Restricted Species Permit –

Marcos Lara 329 Prospect Ave. for 12 Chickens-

Marcos Lara said that he would like to have 12 chickens and his purpose is eggs for his family plus 2 neighbors. He said they also have a community garden. Wallschlager asked if there is a maximum number of chickens a person can have. Village Manager Bailey said the Village does not have a limit. Wallschlager asked if Building Inspector Hussinger would be the one to check on this at a later time. Bailey said it would be put on a list and checked in year. Bailey said the board could also approve it conditionally for a year.

Motion (Truttschel/Pfeiffer) to approve the Restricted Species Permit for 12 chickens with the permit being reviewed in one year for Marcos Lara. Carried (7-0).

Edward Adams 924 S. Imperial Drive for 6 Chickens-

Mr. Adams was not present and there were several questions.

Motion (Wallschlager/Truttschel) to postpone this application until the May 22<sup>nd</sup> Village Board meeting and only take up without further postponement if the applicant is present. Carried (7-0).

4. Consideration of Second Reading for Ordinance No. 04/24/2023 “An Ordinance Creating Substitute Amendment of the Village of Hartland Code of Ordinances Regulating Residency Restrictions for Sex Offenders.”

Village Manager Bailey stated this is the second reading and there will be some minor changes coming for the 3<sup>rd</sup> reading and there were items that Chief Misko, Bailey and the Village Attorneys went through. Hallquist asked what the changes were from the initial packet presentation to the current revised packet. Police Chief Misko gave a list of items to be updated at the next meeting.

Items referred from the May 1, 2023, Park, and Recreation Board meeting -

5. Discussion and consideration of an application for a Special Events Permit for Hartland Public Library, Summer Reading Program Kickoff on June 10, 2023-

Library Director Christensen said the event will be from 11 am to 1 pm. Activities include yard games, a bouncy house obstacle course, a table to sign up for reading, plus crafts. The Lake Country Beer Garden will be opening early on that day for the event.

Motion (Truttschel/Hallquist) to approve the Special Event Permit for the Hartland Public Library Reading Program Kickoff June 10, 2023. Carried (7-0).

6. Discussion and consideration of an application for a Special Events Permit for National Night Out on August 3, 2023-



210 Cottonwood Avenue  
 Hartland WI 53029  
 262-367-2714 FAX: 262-367-2430  
[www.villageofhartland.wi.gov](http://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 Wisconsin Athletic Club - Lake County			
Street Address 560 S Industrial Dr.	City Hartland	State WI	Zip 53029
Phone Number 262-367-4999	Are you a 501(c)3 Organization?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Event Contact Person, (First & Last Name) Katie Harn			
Address	City	State	Zip
Email kharn@thewac.com	Phone Number 920-539-3067	Day of Event Phone Number 920-539-3067	
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 Goat Yoga	Date(s) of Event June 9 2024
Event Start Time 9:00 am	Event End Time 12:00 pm
Location of the Event* Nixon Park	
Will your event take place in a Village of Hartland Park?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p><b>You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.</b></p> <p><b>*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.</b></p>	

**OTHER INFORMATION**

Generally describe your event and its purpose  
 One time event hosted by WAC. Farm will supply baby goats in a fenced in area. A WAC instructor will host the yoga class. With other WAC employees on site

Estimated Number of Participants 40	Spectators 10	Vendors Platinum Sky Farm
--	------------------	------------------------------

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  BT Stereo

Hours of amplified music: 45 minutes

**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  N/A-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  Small fence

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.*

*Farm will provide clean-up and fencing*

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.

*Katie M*

Signature of Applicant

3/6/24

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.	✓		<i>Rolt via email</i>	
Clerk	✓		<i>R Polibelu</i>	
Fire				
Police				
Public Works				
Rec				

Fees

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

All requirements for this special event have been met.

Village Administrator approval

Date



# 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) Wisconsin Athletic Club - Lake County  
 Renter or Responsible Party Katie Horn  
 Home/Cell Phone 262 367-4999 / 920-891-3007 Email kham@thewac.com  
 Address 560 S. Industrial Dr. 539 City/Zip Hartland 53029  
 If above person cannot be reached: Ann Glor Phone 414-708-0202

## Rental Information

Event Date June 9 2024 Event Type Fitness - Baby Goat Yoga  
 Arrival Time (include set-up time) 9:00 am Departure Time (include clean-up time) 12:00 pm  
 Attendance 40-50 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)

Nixon Park

### Rental Fee (based on number of attendees)

Attendees	Resident	Non-resident
0-50	<u>\$85</u>	\$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.

Renter's Signature Katie Horn Date 3/6/24  
 Renter's Name (please print) Katie Horn

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

Office Use Only: Date Paid \_\_\_\_\_ Amount Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Processed \_\_\_\_\_

**VILLAGE OF HARTLAND  
CEMETERY RULES  
ADOPTED JULY 13, 1987  
UPDATED ~~NOVEMBER 24, 2014~~ MAY 13, 2024**

In order to maintain the aesthetic aspects of the cemetery and to allow for efficient maintenance, plot owners and visitors are asked to cooperate with the following regulations.

**Use and Decoration of Plots**

1. Cemetery hours are sunrise to sunset.
  
2. **Decorations** – All decorations placed at grave sites are subject to the following requirements.
  - a. No holiday wreaths (Christmas-type) may be placed on grave before Thanksgiving Day.
  - b. All wreaths and holiday decorations must be removed by March 15~~April 1~~ or they will be removed and disposed of by the Village.
  - c. No wire, glass containers, tin cans, ceramic or clay pots, aluminum foil or other dangerous or unsightly material should be used to hold decorations.
  - d. No styrofoam boxes, tubs, shells, ornaments, chairs/benches, ~~solar lights~~, wire, plastic border edging, ~~eoping~~, fencing, bricks, bark, rocks, gravel, wood, stuffed/artificial animals, pictures/frames, toys, figurines are permitted around the monument base or in the lawn.
  - e. Decorations are only permitted if they are securely fastened to the monument and/or base, do not protrude beyond the base and are of a material which will not result in a safety hazard.
  - f. Deteriorated/unsightly decorations will be removed and disposed of by the Village at any time. The Village is not liable for any items placed or missing.
  - g. Easel decorations are allowed for observed holidays including Easter, Memorial Day, July 4, Labor Day, Veteran's Day and Christmas. ~~Except for decorations placed for Christmas, such decoration will be allowed to be up seven calendar days before the holiday and fourteen calendar days after the holiday.~~
  - ~~h. Only Village approved Veterans' flag holders will be allowed to display the American Flag.~~
  
3. **Artificial Flowers** – Artificial flowers are permitted but must conform to the following.
  - a. Holiday decorations and Artificial flowers left over the winter must be removed and disposed of by April 1~~March 15~~ or they will be removed and disposed of.
  - b. No artificial plants or flowers will be allowed unless they are placed in a proper bouquet holder such as a vase and are securely fastened in place to the monument. The Village will not be responsible for damage to vases that are not tied down during winter months.
  - c. Styrofoam, glass and wire holders are not permitted.
  - d. Deteriorated artificial flowers will be removed and disposed of by the Village at any time. The Village is not liable for any items placed or missing.

4. **Annual/Perennial Flower Plantings** – Annual and perennial flower plantings are allowed in all areas **except Section F** but must conform to the following.
  - a. Rose bushes, peonies, irises, day lilies, gladiolas, creeping flowers, vines and other plants which require exceptional care shall not be planted.
  - b. Only low growing plants and flowers planted in front of the memorial monument are acceptable. They should not exceed eighteen inches in height. The planting bed shall not exceed the width of the memorial monument or extend more than twelve inches away from it.
  - c. Flower beds must be maintained or they will be removed. All dead or wilted plants will be removed and disposed of by the Village.
  - d. Potted plants, hanging baskets, shepherds hooks and standing planters are not permitted.
5. The Village reserves the right to remove any decorations when they become unsightly, weathered, the construction deteriorates, or they are not in conformance with the requirements.

#### **Purchase and Ownership of Plots**

6. ~~No r~~Resale, transfer, assignment or reassignment of any lot, or interest therein, shall be valid only ~~with~~ the prior approval of the Village Clerk and such action has been officially recorded in the records of the Clerk's Office.
7. A Village "Transfer Form" must be properly executed and delivered to the Clerk's Office, with fee, prior to any resale, transfer or reassignment of any cemetery lot.

#### **Burials**

8. Not later than two (2) business days prior to internment, a properly completed "Interment Order" is to be delivered to the Clerk's Office by the Funeral Director.
9. All graves will be dug by the Village-approved contractor.
10. The Village reserves the right to approve all monuments.
11. Grave sites will ~~typically~~ be oriented with the monument at the west end of the plot and the remains to the east.
12. Burials of caskets will require installation of a burial vault.
13. One full burial and one cremation burial or two cremation burials will be allowed in each plot.

#### **Other Regulations**

14. A compliant monument or marker must be installed within one (1) year of internment or proof must be shown that payments are being made toward such a monument.
15. Granite or concrete bases must be a minimum of 4" thick.

~~14.16.~~ Only flush monuments may be placed in Section F located in the upper cemetery north of the first entrance drive. The base of monuments must be flush with the ground and at least four inches larger than the monument.

~~15.17.~~ The Village will be responsible for restoring the lawn on new graves and for filling sunken graves and re-establishing the lawn. All lawn will be restored with topsoil, and seed. ~~and mulch.~~

~~16.18.~~ The Village will cut grass, trim around monuments, trim bushes and trees. All debris including leaves, trash ~~and deteriorated decorations/plantings~~ will be removed by the Village.

~~17.19.~~ Planting of shrubs, bushes or trees may be allowed by the Village upon request and payment of a \$400 endowment. The cost of the chosen item and initial planting is the sole responsibility of the requester. If such shrub, bush or tree is allowed, the Village will approve location and variety of the item to be planted. ~~After planting, the Village will provide care and maintenance of the planted item including one time replacement of the item if it should fail within the first two years.~~ Once the item is planted in the cemetery, it becomes property of the Village of Hartland and subject to normal maintenance activities of the Village. Village staff has discretion to remove as needed.

~~18.20.~~ Pet burials are not allowed.

Forms and other information are available on the Village's website: ~~www.villageofhartland.com~~ www.villageofhartland.wi.gov.

Village of Hartland  
210 Cottonwood Ave.  
Hartland WI 53029  
262-367-2714

Cemetery Properties: 300 and 416 West Capitol Drive  
211 Hill Street

For plot purchase or transfer or general inquiries: ~~Darlene Igl~~ Sandee Policello, Village Clerk  
For grave marking or maintenance: ~~Dave Felkner~~ Tom Jenson, Interim DPW Director

Thank you for your cooperation.

**VILLAGE OF HARTLAND  
CEMETERY RULES  
ADOPTED JULY 13, 1987  
UPDATED MAY 13, 2024**

In order to maintain the aesthetic aspects of the cemetery and to allow for efficient maintenance, plot owners and visitors are asked to cooperate with the following regulations.

**Use and Decoration of Plots**

1. Cemetery hours are sunrise to sunset.
  
2. **Decorations** – All decorations placed at grave sites are subject to the following requirements.
  - a. No holiday wreaths (Christmas-type) may be placed on grave before Thanksgiving Day.
  - b. All wreaths and holiday decorations must be removed by March 15 or they will be removed and disposed of by the Village.
  - c. No wire, glass containers, tin cans, ceramic or clay pots, aluminum foil or other dangerous or unsightly material should be used to hold decorations.
  - d. No styrofoam boxes, tubs, shells, ornaments, chairs/benches, wire, plastic border edging, fencing, bricks, bark, rocks, gravel, wood, stuffed/artificial animals, pictures/frames, toys, figurines are permitted around the monument base or in the lawn.
  - e. Decorations are only permitted if they are securely fastened to the monument and/or base, do not protrude beyond the base and are of a material which will not result in a safety hazard.
  - f. Deteriorated/unsightly decorations will be removed and disposed of by the Village at any time. The Village is not responsible for any items placed or missing.
  - g. Easel decorations are allowed for observed holidays including Easter, Memorial Day, July 4, Labor Day, Veteran’s Day and Christmas.
  
3. **Artificial Flowers** – Artificial flowers are permitted but must conform to the following.
  - a. Holiday decorations and artificial flowers left over the winter must be removed and disposed of by March 15 or they will be removed and disposed of.
  - b. No artificial plants or flowers will be allowed unless they are placed in a proper bouquet holder such as a vase and are securely fastened in place to the monument. The Village will not be responsible for damage to vases that are not tied down during winter months.
  - c. Styrofoam, glass and wire holders are not permitted.
  - d. Deteriorated artificial flowers will be removed and disposed of by the Village at any time. The Village is not responsible for any items placed or missing.
  
4. **Annual/Perennial Flower Plantings** – Annual and perennial flower plantings are allowed in all areas **except Section F** but must conform to the following.

- a. Rose bushes, peonies, irises, day lilies, gladiolas, creeping flowers, vines and other plants which require exceptional care shall not be planted.
  - b. Only low growing plants and flowers planted in front of the monument are acceptable. They should not exceed eighteen inches in height. The planting bed shall not exceed the width of the monument or extend more than twelve inches away from it.
  - c. Flower beds must be maintained or they will be removed. All dead or wilted plants will be removed and disposed of by the Village.
  - d. Potted plants, hanging baskets, shepherds hooks and standing planters are not permitted.
5. The Village reserves the right to remove any decorations when they become unsightly, weathered, the construction deteriorates, or they are not in conformance with the requirements.

#### **Purchase and Ownership of Plots**

6. Resale, transfer, assignment or reassignment of any lot, or interest therein, shall be valid only with the prior approval of the Village Clerk and such action has been officially recorded in the records of the Clerk's Office.
7. A Village "Transfer Form" must be properly executed and delivered to the Clerk's Office, with fee, prior to any resale, transfer or reassignment of any cemetery lot.

#### **Burials**

8. Not later than two (2) business days prior to internment, a properly completed "Interment Order" is to be delivered to the Clerk's Office by the Funeral Director.
9. All graves will be dug by the Village-approved contractor.
10. The Village reserves the right to approve all monuments.
11. Grave sites will be oriented with the monument at the west end of the plot and the remains to the east.
12. Burials of caskets will require installation of a burial vault.
13. One full burial and one cremation burial or two cremation burials will be allowed in each plot.

#### **Other Regulations**

14. A compliant monument or marker must be installed within one (1) year of internment or proof must be shown that payments are being made toward such a monument.

15. Granite or concrete bases must be a minimum of 4” thick.
16. Only flush monuments may be placed in Section F located in the upper cemetery north of the first entrance drive. The base of monuments must be flush with the ground and at least four inches larger than the monument.
17. The Village will be responsible for restoring the lawn on new graves and for filling sunken graves and re-establishing the lawn. All lawn will be restored with topsoil and seed.
18. The Village will cut grass, trim around monuments, trim bushes and trees. All debris including leaves and trash will be removed by the Village.
19. Planting of shrubs, bushes or trees may be allowed by the Village upon request and payment of a \$400 endowment. The cost of the chosen item and initial planting is the sole responsibility of the requester. If such shrub, bush or tree is allowed, the Village will approve location and variety of the item to be planted. Once the item is planted in the cemetery, it becomes property of the Village of Hartland and subject to normal maintenance activities of the Village. Village staff has discretion to remove as needed.
20. Pet burials are not allowed.

Forms and other information are available on the Village’s website: [villageofhartland.wi.gov](http://villageofhartland.wi.gov)

Village of Hartland  
210 Cottonwood Ave.  
Hartland WI 53029  
262-367-2714

Cemetery Properties: 300 and 416 West Capitol Drive  
211 Hill Street

For plot purchase or transfer or general inquiries: Sandee Policello, Village Clerk  
For grave marking or maintenance: Tom Jenson, Interim DPW Director

Thank you for your cooperation.



**Village of Hartland  
Administration**

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

<b>Committee:</b> Village Board	<b>Date:</b> 5/13/24
<b>Village Board Item Number: 6</b>	<b>Date:</b> 5/13/24
<b>Submitted By:</b> Tom Jenson, Interim DPW Director	
<b>Subject:</b> Presentation of the 2023 Consumer Confidence Report	

**Details:** The annual Consumer Confidence (water) Report (CCR) has been prepared for 2023 year. This is a DNR requirement for all water utilities throughout the state. The village publishes the CCR early the following year because it needs to complete the year testing results by the end December. In this report it documents the water testing and results of the Hartland water system for the 2023 year. It also explains the water pumping totals and brief explanation of backflow and cross connection.

**Financial Remarks:**

**Options & Alternatives:**

**Executive Recommendation:**

The 2023 Consumer Confidence Report (CCR) is for Board review.

# *Village of Hartland Waterworks*

## **2023 Consumer Confidence Report**

System Number 26802050

The Village of Hartland is happy to share the Annual Drinking Water Quality Report. This report is designed to inform you about the quality of the drinking water and other water related services the Village delivers to you every day. This report communicates to the public the source of the Village's water and summarizes the detected compounds from the sampling results for the year ending 2023. Our goal is to provide you with a safe and dependable supply of drinking water. The water supplied meets all EPA/DNR requirements for drinking water. We want you to understand the efforts we make to continually improve the water utility and protect our water resources.

The Village obtains its drinking water from five drilled groundwater wells. Each of these wells is finished in the shallow sand and gravel aquifer. This aquifer can yield municipal wells ranging in capacity from 100 gallons per minute (gpm) to 2,000 gpm depending on the specific well construction and location, but it's also the most susceptible to potential contaminant sources due to the shallow depth. Well No. 1 and the associated reservoir were abandoned in 1994. Well No. 2 was constructed in 1956 to a total depth of 82 feet. The well was rehabilitated in 2022. The current well capacity is approximately 800 gpm. Well No. 3 was constructed in 1974 to a total depth of 135 feet. The well was rehabilitated in 2017 and has a capacity of approximately 1,000 gpm. Well No. 4 was drilled in 1972 to a depth of 81 feet. The well was rehabilitated in 2015 and produces 275 gpm. Well No. 5 was drilled in 1983 to a depth of 89 feet. The well was rehabilitated in spring of 2011 and has a capacity of approximately 1,250 gpm. Well No. 6 was drilled in 2006 to a depth of 122 feet. The well was rehabilitated in 2023 and has a capacity of approximately 1,600 gpm. The Wisconsin Department of Natural Resources requires Water utilities to inspect towers and reservoirs every 5 years. Coventry Lane, Hill Street and Bristlecone towers were drained and inspected in 2018. Coventry Lane and Hill Street towers had their exterior sand blasted and painted in 2019. Bristlecone Tower's exterior was painted in 2020.

At each well pumping station, a fluoride solution is added to supplement the natural fluoride (0.2 milligrams per liter (mg/l)) in the groundwater. The fluoride level has increased to about 0.7 milligrams per liter (mg/l). The purpose of fluoride is to help reduce dental cavities.

In addition, the Village added an air stripping tower adjacent to well pumping station No. 3 in 1984, to reduce certain detected volatile organic compounds to required levels. Due to the air stripping process, both chlorine and a phosphate compound are added to the water at pumping station No. 3. The Village started adding chlorine at Well No. 2, Well No. 5 and Well No. 6 in 2016. This is done to ensure that no bacteria growth occurs and control the water chemistry. The drinking water supplied in the Village is very hard and is approximately 23 grains per gallon.

### **UTILITY IMPROVEMENTS/ INFORMATION**

In order to maintain a safe and dependable water supply the Utility sometimes needs to make improvements to benefit all of its customers. The Village continues to replace old water mains, fire hydrants, service lines and valves.

The Village of Hartland staff works hard to provide quality drinking water to all its customers at a reasonable cost. The Village is proud that ten of its employees are certified water operators.

We ask that all our customers help us protect our water sources by conserving water and participating in the Village efforts to increase awareness of groundwater protection. We also ask that you repair any leaks such as dripping faucets/running toilets immediately.

## MISCELLANEOUS

- The Village water utility has 59.35 miles of water main, 3,206 water meters, 688 fire hydrants, 1,661 street valves and pumped 354,170,000 gallons of water in 2023.
- The fire department, the D.P.W. staff and contractors with a permit are the only persons allowed to operate a fire hydrant. Please report any suspicious use of a fire hydrant to the Police Department immediately at (262) 367-2323.
- The cost of a gallon of water from the tap in 2023 was \$0.00346.

## WATER SYSTEM CONTACT INFORMATION

If you would like to know more about the information contained in this report, or your water utility, please contact the Village Hall at (262) 367-2714 or attend any of our regularly scheduled meetings. The Village Board meets at 6:30 P.M. at the Village Hall on the second and fourth Mondays of each month. Additional information may be found on the Village web site at [www.villageofhartland.com](http://www.villageofhartland.com).

## HEALTH INFORMATION

The Village has followed the sampling/testing requirements set forth by the US Environmental Protection Agency and the Wisconsin Department of Natural Resources. Those test results and additional water sampling test results are available for viewing, by setting up an appointment at the Village Administration office.

This report summarizes the water sample test results for the period of January 1, 2017 to December 31, 2023. The table of Water Sampling Test Results is included as required by the Wisconsin DNR. All samples are compared to a predetermined level of safety known as the Maximum Contaminant Level (MCL) and to the Maximum Contaminant Level Goal (MCLG). The comparisons show if there is a system violation for any given compound.

While our sampling program does show that some compounds have been detected, they exist at small levels that are below the set maximum contaminant level (MCL). The EPA has determined that your water is safe to consume at these levels.

It should be noted that all sources of drinking water are subject to potential contamination by compounds that are naturally occurring or that are manmade. Those contaminants can be microbes, organic or inorganic chemicals, or radioactive materials. All drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's safe drinking water hotline (800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice from their health care providers about drinking water. The Environmental Protection Agency and the Center for Disease Control (EPA/CDC) guidelines on appropriate means to lessen the risk of infection from potential contaminants and potential health affects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

**The following is additional information on potential contaminants that may be present in source water:**

**Total Coliform:** The Total Coliform rule requires water systems to meet a stricter limit for coliform bacteria. The Village completes 10 mandatory coliform tests monthly. Coliform bacteria are usually harmless, but their presence in water can be an indication of the possible presence of disease-causing bacteria. When coliform bacteria are found, special follow-up tests are required including two checks both upstream and downstream of

the unsafe sample in addition to the regular quarterly sampling. The Village has never had consecutive unsafe samples. If this limit is ever exceeded, the Village will notify the public.

**Nitrates:** As a precaution, we would notify the public, physicians and health care providers in this area if there was ever an exceeding amount of the nitrate standard above the MCL in the water supply. Nitrates in drinking water at levels above 10 ppm are a health risk for infants of less than six months of age. High nitrate levels in drinking water can cause blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant, you should seek advice from your health care provider. Nitrate levels are well below the limit and have been decreasing over the last few years.

**Lead:** Lead in drinking water is rarely the sole cause of lead poisoning, but it can add to a person's total lead exposure. All potential sources of lead in the household should be identified and removed, replaced or reduced. Tests show that lead levels in the well water are negligible. Higher lead levels result from the water being in contact with lead piping or solder which may exist in older homes.

**Copper:** Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could suffer liver or kidney damage. People with Wilsons Disease should consult their personal doctor.

**Coliform:** Coliforms are bacteria which are naturally present in the environment and are used as an indicator that other, potentially-harmful, bacteria may be present. Coliforms were found in more samples than allowed and this was a warning of potential problems.

## Information about Cross-Connection Control and Backflow Prevention

### What is a Cross-Connection?

A cross-connection is an actual or potential connection between the safe drinking water (potable) supply and a source of contamination or pollution. State plumbing codes require approved backflow prevention methods to be installed at every point of potable water connection and use. Cross-Connections must be properly protected or eliminated.

### How does contamination occur?

When you turn on your faucet, you expect the water to be as safe as when it left the treatment plant. However, certain hydraulic conditions left unprotected within your plumbing system may allow hazardous substances to contaminate your own drinking water or even the public water supply.

Water normally flows in one direction. However, under certain conditions, water can actually flow backwards; this is known as Backflow. There are two situations that can cause water to flow backward: back siphonage and backpressure.

### Backsiphonage

May occur due to a loss of pressure in the municipal water system during a fire fighting emergency, a water main break or system repair. This creates a siphon in your plumbing system which can draw water out of a sink or bucket and back into your water or the public water system.

### Backpressure

May be created when a source of pressure (such as a boiler) creates a pressure greater than the pressure supplied from the public water system. This may cause contaminated water to be pushed into your plumbing system through an unprotected cross-connection.

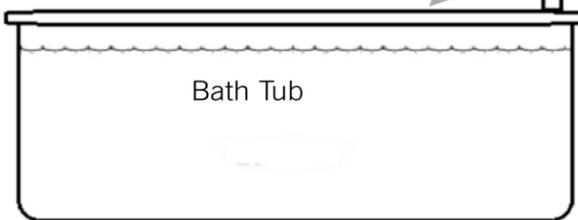
### In the Bathroom - Hand Held Shower Fixture

The hand held shower fixture is compliant if:

- When shower head is hanging freely, it is at least 1" above top of the flood level rim of the receptor (tub)
- Complies with **ASSE#1014**
- Has the **ASME code 112.18.1** stamped on the handle

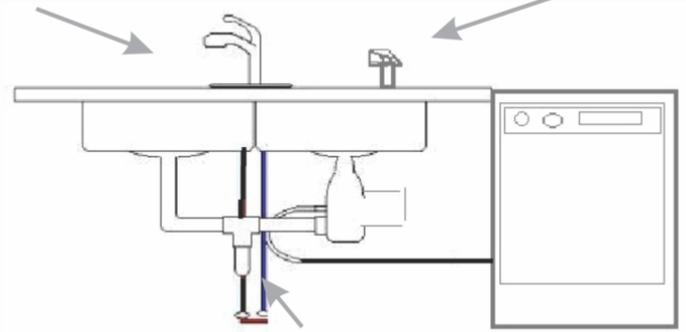


1" Minimum AIR GAP Above Tub From Fixture Outlet



Bath Tub

### In the Kitchen



Hoses and water treatment devices may create a potential backflow hazard if not properly isolated with backflow prevention methods.

### Insights to protect your drinking water

#### Do...

- Keep the ends of hoses clear of all possible contaminants.
- Make sure dishwashers are installed with a proper "air gap" device.
- Verify and install a simple hose bibb vacuum breaker on all threaded faucets around your home.
- Make sure water treatment devices such as water softeners have the proper "air gap", which is a minimum of one inch above any drain.

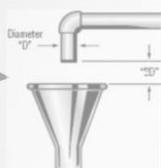
#### Hose bibb Vacuum Breaker



#### Don't...

- Submerge hoses in buckets, pools, tubs, sinks or ponds.
- Use spray attachments without a backflow prevention device.
- Connect waste pipes from water softeners or other treatment systems directly to the sewer or submerged drain pipe. Always be sure there is a one inch "air gap" separation.

Air Gap



### Did you know...

Your water can become contaminated if connections to your plumbing system are not properly protected!

The purpose of the local Cross-Connection Control Program, as required by State Plumbing Code and Regulations, is to ensure that everyone in the community has safe, clean drinking water.

### Public Health & Safety...

To avoid contamination, backflow preventers are required by state plumbing codes wherever there is an actual or potential hazard for a cross-connection. The Wisconsin Department of Natural Resources requires all public water suppliers to maintain an on-going Cross-Connection Control Program involving public education, onsite inspections, and possible corrective actions by building owners if required.

### More Information

WI Department of Safety and Professional Services (formerly DOC)  
[www.dsps.wi.gov](http://www.dsps.wi.gov)



WI Department of Natural Resources  
[www.dnr.wi.gov](http://www.dnr.wi.gov)



Environmental Protection Agency (EPA)  
[www.epa.gov](http://www.epa.gov)



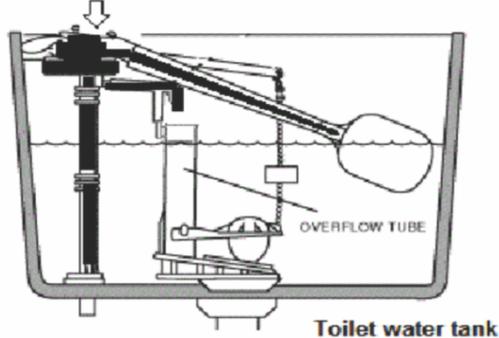
Cross-Connection Control / Backflow Prevention  
[www.hydrodesignsinc.com/wiccc.html](http://www.hydrodesignsinc.com/wiccc.html)

### In the Bathroom - Toilet Tanks

There are many unapproved toilet tank fill valve products sold at common retailers which do not meet the state plumbing code requirements for backflow prevention.

- Look for the **ASSE #1002** Standard symbol on the device and packaging
- Replace any unapproved devices with an **ASSE #1002** approved anti siphon ball-cock assembly. Average cost is typically \$12 to \$22 at home improvement stores
- Verify overflow tube is one inch below critical level (CL) marking on the device

**ASSE #1002 Approved Ball Cock Assembly**



### EDUCATIONAL INFORMATION

The sources of drinking water, both tap water and bottled water, include rivers, lakes, streams, ponds, reservoirs, springs and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria, may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.
- Inorganic contaminants such as salts and metals, which can be naturally occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban storm water runoff and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff and septic systems.
- Radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. FDA regulations establish limits for contaminants in bottled water, which shall provide the same protection for public health.

## Sources of Hartland's Water

Source id (Well #)	Source	Depth (in feet)
2	Groundwater	82
3	Groundwater	135
4	Groundwater	81
5	Groundwater	89
6	Groundwater	122

## Inorganic Contaminants

Contaminant (units)	Site	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2023)	Violation	Typical Source of Contaminant
BARIUM (ppm)		2	2	0.1	0.062 - 0.064		No	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
FLUORIDE (ppm)		4	4	0.65	0.65		No	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories
NICKEL (ppb)		.10		.0022	.0022		No	Nickel occurs naturally in soils, ground water and surface waters and is often used in electroplating, stainless steel and alloy products.
NITRATE (N03-N) (ppm)		10	10	5.0	4.9-5.1		No	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits
SELENIUM (ppb)		0.05	0.05	.0011	0 - 1		No	Discharge from petroleum and metal refineries; Erosion of natural deposits; Discharge from mines
SODIUM (ppm)		n/a	n/a	140.00	140.00		No	n/a

\* Systems exceeding a lead and/or copper action level must take actions to reduce lead and/or copper in the drinking water. The lead and copper values represent the 90th percentile of all compliance samples collected. If you want information on Copper or Lead, please contact the Village Hall at (262) 367-2714. At this time the Village of Hartland does not exceed the action level for Copper/Lead.

## Disinfection Byproduct

Contaminant (units)	Site	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2023)	Violation	Typical Source of Contaminant
HAA5 (ppb)	DBP1	60	60	1.25	1.25		No	By-product of drinking water chlorination
TTHM (ppb)	DBP1	80	0	3.38	3.38		No	By-product of drinking water chlorination

## Radioactive Contaminants

Contaminant (units)	Site	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2023)	Violation	Typical Source of Contaminant
GROSS ALPHA, EXCL. R & U (pCi/l)		15	0	1.6	0.0 - 1.6	2/25/2020	No	Erosion of natural deposits
RADIUM, (226 + 228) (pCi/l)		5	0	0.6	0.0 - 0.6	2/25/2020	No	Erosion of natural deposits
GROSS ALPHA, INCL. R & U (n/a)		n/a	n/a	1.5	0.0 - 1.5	2/10/2020	No	Erosion of natural deposits
COMBINED URANIUM (ug/l)		30	0	1.0	0.4 - 1.0	2/10/2020	No	Erosion of natural deposits

## PFAS Contaminants with a Recommended Health Advisory Level

Perfluoroalkyl and polyfluoroalkyl substances (PFAS) are a large group of human-made chemicals that have been used in industry and consumer products worldwide since the 1950. The following table list PFAS contaminants which were detected in your water and that have a Recommended Public Health Groundwater Standard (RPHGS) or Health Advisory Level (HAL). There are no violations for detections of contaminants that exceed the RPHGS or HAL. The RPHGS are levels at which concentrations of the contaminant present a health risk and are based on guidance provided by the Wisconsin Department of Health Services.

Typical Source of Contaminant		<b>Drinking water is one way that people can be exposed to PFAS. In Wisconsin, two-thirds of people use groundwater as their drinking water source. PFAS can get in groundwater from places that make or use PFAS and release from consumer products in landfills.</b>				
Contaminant (units)	Site	RPHGS or HAL (PPT)	Level Found	Range	Sample Date (if prior to 2023)	
PFBS (ppt)		450000	0.0054	.005-.0046		
PFHXS (ppt)		40	0.0034333	0.0033-0.0036		
PFHXA (ppt)		150000	0.003683	0.0031-0.0042		
PFOS (ppt)		20	0.0044	0.0042-0.0046		
PFOA (ppt)		20	0.0044	0.0044		
PFOA AND PFOS TOTAL (ppt)		20	0.0088	0.0044		

## Contaminants with a Health Advisory Level or a Secondary Maximum Contaminant Level

The following tables list contaminants which were detected in your water and that have either a Health Advisory Level (HAL) or a Secondary Maximum Contaminant Level (SMCL), or both. There are no violations for detections of contaminants that exceed Health Advisory Levels, Groundwater Standards or Secondary Maximum Contaminant Levels. Secondary Maximum Contaminant Levels are levels that do not present health concerns but may pose aesthetic problems such as objectionable taste, odor, or color. Health Advisory Levels are levels at which concentrations of the contaminant present a health risk.

Contaminant (units)	Site	SMCL (ppm)	PHGS or HAL (ppm)	Level Found	Range	Sample Date (if prior to 2023)	Typical Source of Contaminant
CHLORIDE (ppm)		250		240.00	97.00 - 240.00	2/18/2021	Runoff/leaching from natural deposits, road salt, water softeners
ZINC (ppm)		5		0.01	0.01 - 0.01	2/18/2021	Runoff/leaching from natural deposits, industrial wastes

## Unregulated Contaminants

\*Unregulated contaminants are those for which EPA has not established drinking water standards. The purpose of unregulated contaminant monitoring is to assist EPA in determining the occurrence of unregulated contaminants in drinking water and whether future regulation is warranted. EPA required us to participate in this monitoring.

Contaminant (units)	Level Found	Range	Sample Date (if prior to 2023)
METOLACHLOR (DUAL) (ppb)	0.028	0.028	

## Additional Health Information

Nitrate in drinking water at levels above 10 ppm is a health risk for infants of less than 6 months of age. High nitrate levels in drinking water can cause blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant you should ask advice from your health care provider. Females who are or may become pregnant should not consume water with nitrate concentrations that exceed 10 ppm. There is some evidence of an association between exposure to high nitrate levels in drinking water during the first weeks of pregnancy and certain birth defects. The Wisconsin Department of Health Services recommends people of all ages avoid long-term consumption of water that has nitrate level greater than 10 milligrams per liter (mg/L).

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Hartland Waterworks is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at [www.epa.gov/safewater/lead](http://www.epa.gov/safewater/lead).

# Definition of Terms

<b>Term</b>	<b>Definition</b>
AL	Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
MCL	Maximum Contaminant Level: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
MCLG	Maximum Contaminant Level Goal: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
MFL	million fibers per liter
mrem/year	millirems per year (a measure of radiation absorbed by the body)
NTU	Nephelometric Turbidity Units
pCi/l	picocuries per liter (a measure of radioactivity)
ppm	parts per million, or milligrams per liter (mg/l)
ppb	parts per billion, or micrograms per liter (ug/l)
ppt	parts per trillion, or nanograms per liter
ppq	parts per quadrillion, or picograms per liter
TCR	Total Coliform Rule
TT	Treatment Technique: A required process intended to reduce the level of a contaminant in drinking water.



345 S. Curtis Road, Milwaukee, WI 53214

PHONE (414) 476-5800 FAX (414) 476-3044

[www.Langer-Roofing.com](http://www.Langer-Roofing.com)

June 26, 2023

Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53029

Attn: Andy Kristensen

Re: 1994 Library Roof

Dear Mr. Kristensen,

Per your request, we are pleased to update pricing that was submitted back in 2017, 2019, and most recently in 2021.

Our records indicate that the roof system was installed by Langer Roofing & Sheet Metal Inc. in 1994. From the steel deck up there is a visqueen vapor retarder, 5/8" gypsum, and two layers of 2.0" foamular extruded polystyrene roof insulation. The membrane was a Carlisle 45 mil EPDM (rubber) membrane. River washed stone ballast was applied to hold the membrane and insulation in place as this is a loose laid roofing system.

Overall, with the exception of some minor deficiencies, the roof system is performing as designed. The roof system is around 29 years old. Dating back to 2011, we have been out to service leaks on this roof on less than a dozen different occasions.

Typically, we have been seeing roof systems similar to yours having a service life of 25-30 years. So you are nearing the end of a typical roof system.

In our last letter, we provided suggestions that may or may not have been provided to a consultant who then put our scope of work out for bid. It is possible that some of the scope was completed in-house.

Our scope for reroofing would be as follows:

1. Remove the existing loose stone ballast and dirt from the roof by use of our industrial vacuum. Resulting debris will be properly removed from the premises.

Please note that we will not subcontract this work out to others as most other contractors do. This process is completed by Langer Roofing technicians. This will ensure that the roof system is properly weighted down and that any minor tears or deficiencies will be repaired during ballast removal so that the building is kept water tight. The roof will be weighted down with 100# concrete pavers and wood planks that will also be supplied by Langer Roofing.

2. Remove the existing sheet metal flashings, roof membrane, and membrane flashings down to the existing roof insulation. Resulting debris will be properly removed from the building and premises.
3. Inspect the underlying roof insulation for possible deterioration. All insulation will be kicked tight and any small voids infilled with new roof insulation. We have included small amounts of insulation replacement in our pricing.

Please note that if we are the successful bidder we could come in ahead of time and complete a series of core samples to provide you with peace of mind regarding the condition of the roof. This additional work would be completed at no additional cost to you.

4. Over the roof insulation, we will install a 60 mil ballasted EPDM (rubber) membrane roof system in accordance with the membrane manufacturer's requirements. We will utilize Carlisle Syntec. They are the manufacturer of the original roof system and supplier of the roof insulation that we intend to salvage.
5. 2'x2'x2" thick concrete pavers will be placed at roof hatch and adjacent to rooftop equipment access panels.
6. All vertical surfaces will be flashed in accordance with the membrane manufacturer's requirements. We will incorporate a universal securement strip to prevent shrinkage.

Please note that unfortunately, most of the rooftop units were placed on curbing that doesn't allow for a proper roof flashing application. Most of the units will need to be disconnected and lifted off the curb so that we can provide you with a good roof curb flashing application. The cost of any disconnection/reconnection is not included in our pricing. This work would have to be completed by your mechanical contractor. All coordination would be completed by Langer Roofing at no additional cost.

7. All penetrations will be flashed in accordance with the membrane manufacturer's requirements.

8. Upon completion, our sheet metal department will measure, fabricate and install all new 24-gauge prefinished steel coping with a concealed 22-gauge continuous galvanized cleat. We have also included repairs to the gutter at the standing seam roof.

The above work can be completed for the sum of **Ninety-Eight Thousand Two Hundred Forty-Five Dollars (\$98,245.00)**.

Price above includes all necessary labor, materials and equipment.

All reroofing includes a 5-year Langer Roofing & Sheet Metal Inc. guarantee covering all labor and materials in addition to a 15-year manufacturer's guarantee covering labor and materials.

All work will be performed in a first-class, professional manner by experienced roofing mechanics thoroughly familiar with the above scope of work. Our employees will be covered by worker's compensation, public liability, and property damage insurance.

We thank you for the opportunity to present this information and greatly appreciate your consideration.

Sincerely,

LANGER ROOFING & SHEET METAL INC.

*Matthew L. Bruinius*

Vice President

MLB:kaj



**March 12, 2024**

Mr. Andy Kristensen  
Hartland Public Library  
110 E Park Avenue  
Hartland, WI 53029  
Phone: (262) 367-3350  
Email: [akristensen@hartland.lib.wi.us](mailto:akristensen@hartland.lib.wi.us)

**Re:** Ballast roof replacement

Thank you for giving us the opportunity to present you with our proposal for the work to be done at the above referenced project. Our proposal is as follows:

- 1) Vacuum off existing stone ballast and dispose of debris.
- 2) Remove existing EPDM, perimeter sheet metal, and safely dispose of debris.
- 3) Supply and loose lay new ballasted .060mil EPDM roof system complete with RPF strip for best long-term performance.
- 4) Architectural sheet metal to consist of 24ga. kynar 500 prefinished steel coping cap flashing systems.

**TOTAL COST FOR THE ABOVE SCOPE OF WORK. \$ 57,860.00**

A 2-year workmanship guarantee applies in accordance with paragraph 6 in the attached terms and conditions. Proposal may be withdrawn by us if not accepted within 10 days.

To commence scheduling, please sign below indicating acceptance and return one copy with a 30% down payment per the attached terms and conditions.

ALOIS ROOFING & SHEET METAL

Owners Signature: \_\_\_\_\_

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

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

Michael Pum  
MP037880

# TERMS AND CONDITIONS

**TERMS** A 30% down payment is due prior to start, followed by monthly progress bills payable within 10 days from date of invoice. Interest shall start to accrue 30 days from the date of final invoice on any unpaid balance at 1½% per month (18% per annum). If legal proceedings are required to collect an unpaid balance, all costs including actual attorney fees shall be added to the unpaid balance. Nonpayment in accordance with these terms shall be considered material and cause for termination of performance by Alois Roofing & Sheet Metal ("Company").

**ADDITIONAL CHARGES** The following shall be an addition to the agreement fee and charged on a time and material or per linear/square foot basis: deteriorated/unsuitable substrate; addition or deviation from the specifications herein described; damage to our work by others; temporary protection of the building not originally specified herein, premature notice to start work causing unnecessary trips; trips back to the job to repair openings created after work is complete; and any labor required to be done outside of normal business hours. If there is an increase in the actual cost of the labor or materials charged to Company in excess of 4% subsequent to making this agreement, the price set forth in this agreement shall be increased without the need for a written change order or amendment to the contract to reflect the price increase and additional direct cost to Company. Company will submit written documentation of the increase charges to the prime Contractor/Owner upon request. As an additional remedy, if the actual cost of any line item increases more than 10% subsequent to the making of this agreement, Company, at its sole discretion, may terminate the contract for convenience.

**EXCLUSIONS** The following items are not included in this contract unless otherwise specifically stated in writing: repairs or alterations to the existing roof deck, fascia, siding, gutters, or flashing systems, installation of plywood and/or metal substrate, roof boards/wood nailers, fascia boards, siding, gutters, downspouts, adapters, or metal flashings, identification, abatement and/or removal of asbestos containing or toxic material, or work preparatory or incidental to these items. No interior protection or clean up included. Company shall not be responsible for any damage incurred due to nails or shingle debris falling through the roof deck or for damage incurred to anything secured or attached to the roof deck, joists or any other roofing structure member which becomes loose, unsecured or falls as a result of the roofing operations of the company, including loss of satellite signal. Company shall not be responsible for any claims, damages or expenses arising from the presence or disturbance of asbestos containing, or toxic materials, or arising out of in any way related to biological growth, including, but not limited to, all types of mold, or any other type of contamination of the Owner's building.

**CUSTOMERS RESPONSIBILITY** The Customer is solely responsible for structural suitability of the building in light of specifications of the roofing system to be applied pursuant to this contract, including, but not limited to, load bearing capacity, dew point and vapor transmission calculations. Further, the Customer shall be solely responsible for any damages to any furniture, furnishings, fixtures or contents of the building during the performance of the work, except such damages as may be caused by the sole negligence of Company.

**PERMITS** Customer shall secure and pay for necessary approvals, permits, easements, assessments and charges required for construction, use or occupancy of permanent structures or permanent changes in existing facilities.

**GUARANTEE AND WARRANTY** The type of guarantee and extent of coverage shall be as indicated in accordance with written guarantees, if any, offered by manufacturers of materials incorporated into the project. In addition to the manufacturer's guarantees, if so noted in the proposal, and upon receipt of final payment, Company shall guarantee workmanship furnished as part of this contract against defects in such workmanship for a period of two (2) years, unless otherwise stated for more, from the completion of work. ("Warranty") The value of this warranty shall not exceed the contract price. In all cases Company's liability is limited to repairs or roofing and waterproofing work and materials installed by Company, expressly excluding consequential damages. There are no other guarantees or warranties express or implied.

**INSURANCE** Company agrees to purchase and maintain, as required by law workers' compensation and general liability insurance to protect the Customer from injuries and/or damages which may arise out of or result from Company's operations under this contract and for which Company may be legally liable, whether such operations be by Company or by anyone directly or indirectly employees by Company, or by anyone for whose acts Company may be liable. Customer agrees to look solely to Company's appropriate insurance carrier for any and all damages resulting from personal injury or property damage claims including those caused by Company or Company's sole negligence. Customer

expressly waives all claims excluded under Company's insurance policies. The customer agrees to provide sufficient insurance to protect Company against loss of materials installed or on the premises due to fire, windstorm, hail or floods. Customer provided property insurance shall be on an all-risk policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including, theft, vandalism, malicious mischief, collapse, false work, temporary buildings and debris removal including demolition occasioned by enforcement of any applicable legal requirements. If the property insurance requires minimum deductibles the Customer shall be responsible for payment of the additional costs not covered because of such increased or voluntary deductibles. The insurance shall waive rights of subrogation, if any against Company. The Customer shall purchase and maintain such insurance as will insure the Customer against loss of use of the Customer's property due to fire or other hazards, however caused. The Customer waives all rights of action against Company for loss of use of the Customer's property, including consequential damages. If Customer is not the owner of the property then Customer may satisfy its responsibilities hereunder by having the Owner provide the coverage in compliance with this paragraph.

**ACTS OF GOD** Company shall not be responsible for damage or delay due to strikes, fires, accidents, acts of god or other causes beyond its reasonable control.

**ACCESS** Company shall be permitted to use driveways, and paved areas leading, or adjacent to, the job site for its equipment without liability to Company occasioned by the negligence of others or by its equipment.

**STRUCTURAL SUITABILITY** Company assumes full responsibility for furnishing roofing materials and for their proper installation in accordance with manufacturer's specifications. Company does not, either itself or through its representatives, practice architecture or engineering and offers no opinion on, and expressly disclaims any responsibility for, structural integrity, compliance with building codes or design. Opinions of competent structural engineers should be obtained by the Customer as to the structural soundness of the roof deck and its ability to properly support normal roof construction equipment, operations, and the completed roof system. Company accepts no liability for any failure of the roof deck, its ability to support the contemplated roof installation, or resultant damages.

**FINAL PAYMENT** The making of final payment shall constitute a waiver of all claims against Company by the Customer except for those arising from (a) unsettled liens stemming from work performed by Company, and (b) terms of any guarantee or warranty issued pursuant to this contract. No guarantee or warranty provided by company shall be valid until full and final payment is received.

**ARBITRATION** Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association and judgment upon the award rendered by the Arbitrator(s) may be entered in any Court having jurisdiction thereof. Notwithstanding the foregoing, in Company's sole discretion, collection of unpaid balances may be sought in any Court having jurisdiction thereof or under this arbitration clause. Any legal claim against Company must be brought no later than one (1) year after the Company has completed work.

**MISCELLANEOUS** These Terms and Conditions together with the contract providing the Scope of Work, etc. and any attachments constitute the entire agreement (Agreement) of the parties. Modifications to this Agreement can be made only in writing signed by Company. Customer permitting performance of work indicates acceptance without exception of this Agreement, even if this Agreement is not executed. This Agreement is solely for the benefit of Customer and Company, and is not intended for the benefit of any other parties.

**LIEN RIGHTS NOTICE TO OWNER, LENDER, AND SUPPLIER** As required by the Wisconsin construction lien law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, owner probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.



**LeFever Roofing LLC**  
 675 Industrial Court, Ste G  
 Hartland, WI 53029  
 Phone: 262-367-2800

# Hartland Library flat roof.

04/10/2024

**Company Representative**  
 Cory LeFever  
 Phone: (262) 367-2800  
 cory@lefeverroofing.com

Remove ballast and dispose, remove 1 layer of rubber with all existing flashings, provide and install new coping metal to perimeter in 24 gauge CMG color steel TBD. RTU will be flashed to base only if agreed we can crane lift and reset unit with the assistance of Certified HVAC contractor Price TBD provide and install new 60 Mill TPO Carlisle fully adhered.

**Village of Hartland**  
 110 East Park Avenue HARTLAND LIBRARY  
 Hartland, WI 53029  
 (262) 367-3350

Job: 2866: Village of Hartland

## Roofing Section low slope only

Material pricing subject to review after 30 days. Labor pricing good for 120 days. Type of membrane, not thickness, may have to be substituted due to availability. We do not warrant ponding water. Most flat roofs have a certain amount of ponding water. LeFever Roofing LLC will not guarantee your roof will not pond water.

	Qty	Unit
<b>Protect Siding, Grounds and Landscaping</b>		
Siding, grounds and landscaping will be protected with tarps and plywood as needed.		
<b>Remove all existing roofing to roof deck</b>		
Clean roof deck and nail all decking as needed. Any damaged, bad or rotted decking will be replaced at a cost of \$48 per sheet. (2 sheets provided at N/C)		
Tear off 1 layer low slope	120.00	EA
Vac ballast and remove from site	120.00	EA
This is a budgetary number for removal of stone.		
<b>Provide and Install Insulation board</b>		
Mechanically fasten insulation board to entire roof deck using screws and insulation plates.		
Continental Materials Fiberboard - 4'x8'x1/2"	370.00	BD
Mulehide Insulation Plate - 3" (1000 Cnt)	2.40	BX
Install fiberboard	120.00	EA
<b>Provide and Install TPO fully adhered</b>		
Install TPO fully adhered to manufacturing specification.		
Mule Hide TPO Bonding Adhesive - Solvent Based (5 gal)	40.00	EA
Mule Hide TPO Sheet - .060 - 10'x100' - White	14000.00	SF
Install Fully adhere TPO	120.00	EA
Fully adhered		
<b>Plates and Screws</b>		
Various sizing plates and screws		
Mulehide Drill Point Fastener - 6" (1000 Cnt)	3.00	BX
Mulehide Galvalume Coated Seam Plate - 2.4" (1000 Cnt)	2.00	BX

**Provide and Install drains, pipe flashing and flashing detail.**

Install drains, pipe flashing, and flashing details to manufacturer specification.

Portals Plus ReRoof Drain with Cast Aluminum Dome - Aluminum - 4"	4.00	PC
Mule Hide TPO Pipe Boot - 3/4"-8" - White	6.00	EA
Install pipe flashing up to 6"	12.00	EA
Install flashing detail	16.00	EA
Flash base of RTU units 8 2 hours each		
JM TPO P/S RTS 6" X 100' (WHO4964SCH) Roofer Mart	4.00	RL
New coping metal on perimeter	310.00	EA
Remove and reinstall counter flashing	68.00	EA
Remove and reinstall counter flashing along main building to the north.		

**Provide and Install T bar to roof edge and flashing details.**

Install T-Bar to roof edge and flashing details to manufacturer specification.

Mule Hide TB75 Termination Bar (10')	100.00	LF
Mule Hide Drill Point Fastener - 1 5/8" (EA)	100.00	EA
T bar installation perimeter	100.00	EA

**Clean & remove debris from property**

We use an extensive set up to keep property clean and protected. Our crew will sweep the entire area multiple times with magnets to collect loose nails. We also use an Equipter RB4000 mobile roofing trailer to collect debris to protect landscaping and home. Existing gutters will be cleaned daily. Any related damage to property will be credited or fixed upon completion.

Other - Dumpster- XLarge- Approx 7-8 tons of debris 40 yard	3.00	EA
---	------	----

**Workmanship Warranty**

All workmanship is warranted for a period of (5) years and the Manufacture warranties the materials.

---

**\$104,519.02**

**RTU disconnect**

Lift with units with crane disconnect and reset for water tight seal. HVAC tech to disconnect units and reconnect if needed.

	Qty	Unit
Crane budget	15.00	EA
15 hours budget for crane time		
HVAC tech allowance for dis/ reconnect	8.00	EA
8 units @ 500\$ each		

---

**\$8,125.00**

<b>TOTAL</b>	<b>\$112,644.02</b>
--------------	---------------------

**Payment to be made as follows: 45% deposit is required at start and balance due upon completion. Contracts in excess of \$50,000 Payment terms will be as follows: 45% deposit at start, 30% upon 50% completion, and balance upon completion. Credit card processing payments will incur an additional 3.6% fee added on to final invoice.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. **Any alteration or deviation from above specification involving extra costs will be communicated with the owner and will become an extra charge over and above**

**the estimate. Extra work performed above and beyond the proposal will be billed at \$105.00 per hour, per man. All agreements contingent upon strikes, accidents or delays beyond our control.** Property owner to carry fire, tornado and other necessary insurance.

### **Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. A 1.5 (18% APR) late fee will be charged on all unpaid balances over 30 days. Property liens will then be filed on balances in excess of 45 days. In the event of default by either party, the prevailing party in any legal dispute shall reimburse the other for all costs associated with such dispute, including costs of collection, attorneys' fees, in addition to other damages. In consideration of Contractor's agreement to the foregoing prevailing party cost and fees provision, Buyer waives all other claims for attorneys' fees or additional damages that may be available to Buyer under Wisconsin law or otherwise.

## **TERMS AND CONDITIONS**

### **Nature of Work**

Contractor shall furnish the labor and material necessary to perform the work described herein or in the referenced contract documents. Contractor does not provide engineering, consulting or architectural services. Customer warrants all structures to be in sound condition, capable of withstanding normal activities of roofing operations. Contractor is not responsible for location of roof drains, adequacy of drainage or ponding on the roof.

### **Payment**

Unless stated otherwise on the face of this proposal, Customer shall pay the contract price plus any additional charges for changed or extra work as follows: Contractor's estimated cost of materials shall be paid prior to commencement of project, and the balance shall be paid immediately upon completion. If Contractor is required to perform any punch list item(s) following completion of the Work, Customer shall not withhold any amounts exceeding Contractor's estimated cost of such items. Any amounts so withheld shall be paid immediately to Contractor upon its completion. If completion of the Work extends beyond one month, Customer shall make monthly progress payments to Contractor by or before the fifth (5th) day of each month for the value of work completed during the preceding month. Final payment shall be made to Contractor immediately upon completion of the Work.

### **Non-payment**

All sums not paid in full when due shall earn interest at the rate of 1-1/2% per month until paid. If Customer does not make payment, Contractor shall be entitled to recover from Customer all costs of collection incurred by Contractor, including attorney's fees and litigation expenses. Collection matters may be processed through litigation or arbitration at the discretion of the contractor.

### **Insurance**

Contractor shall carry worker's compensation, automobile liability, commercial general liability and such other insurance as required by law. Contractor will furnish a Certificate of Insurance evidencing the types and amounts of its coverage's upon request.

### **Changes in the Work and Extra Work**

Customer shall be entitled to order changes in the Work and the total contract price adjusted accordingly. Contractor shall not be required to perform any changed or additional work without a written request.

### **Availability of Site; Site Conditions**

Contractor shall be provided with direct access to the work site to the roof. Contractor shall not be responsible for additional costs required due to the existence of utilities, wet insulation, deteriorated deck or other subsurface or latent conditions that are not disclosed in writing to Contractor. Owner shall be responsible and pay for the cost to remove and replace deteriorated deck, rafters, and fascia at Contractor's normal time and material rates. Upon discovery of such conditions, Contractor shall make reasonable effort to notify Owner prior to replacement in the event the estimated cost is greater than \$500.00. The raising, disconnection, re-connection or relocation of any mechanical equipment on the roof that may be necessary for Contractor to perform the roofing work shall be performed by others or treated as an extra. Owner responsibilities shall be as further stated in the attached notice entitled "Before We Get Started..." and is incorporated by reference as though set forth in full herein.

### **Electrical Conduit**

Customer will indemnify Contractor from any personal injury, damage, claim, loss or expense resulting from the presence of electrical conduit, shall

render the conduit harmless so as to avoid injury to Contractor's personnel, and shall compensate Contractor for additional time, labor and expense resulting from the presence of such materials.

### **Protection of Work**

Customer acknowledges that re-roofing of an existing building may cause disturbance or dust to fall into the interior. Customer agrees to remove or protect property directly below the roof in order to minimize potential interior damage. Contractor shall not be responsible for disturbance, damage, clean up or loss to interior property that Customer did not remove or protect prior to commencement of roofing operations.

### **Working Hours**

This proposal is based upon the performance of all work during Contractor's regular working hours, and not on weekends and holidays. Extra charges will be made for overtime and all work performed other than during Contractor's regular working hours, if required by Customer.

### **Warranty**

Contractor's work will be warranted by Contractor in accordance with its standard limited warranty, which is made a part of this proposal and contract and incorporated by reference. A copy of Contractor's "Limited Roofing Warranty" is attached. CONTRACTOR SHALL NOT BE LIABLE FOR SPECIAL INCIDENTAL OR CONSEQUENTIAL DAMAGES. The acceptance of this proposal by the Customer signifies his agreement that this warranty shall be and is the exclusive remedy against Contractor for all defects in workmanship furnished by Contractor. A manufacturer's warranty shall be furnished to Customer if a manufacturer's warranty is called for on the face of this proposal. It is expressly agreed that in the event of any defects in the materials furnished pursuant to this contract, Customer shall have recourse only against the manufacturer of such material.

### **Right to Stop Work**

The failure of Customer to make proper payment to Contractor when due shall in addition to all other rights, constitute a material breach of contract and shall entitle Contractor, at its discretion to suspend all work and shipments, including furnishing warranty, until full payment is made, or to terminate this contract in which case, Contractor shall be paid for the value of its work performed. The contract sum to be paid Contractor shall be increased by the amount of Contractor's reasonable costs of shutdown, delay and start-up.

### **Back Charges**

No back charges or claims for payment of services rendered or materials and equipment furnished by Customer to Contractor shall be valid unless previously authorized in writing by Contractor and unless written notice is given to Contractor within ten (10) days of the event, act or omission which is the basis of the back charge.

### **Asbestos, Toxic Materials and Mold**

This proposal and contract is based upon the work to be performed by Contractor not involving asbestos-containing or toxic materials and that such materials will not be encountered or disturbed during the course of performing the roofing work. Contractor is not responsible for expenses, claims or damages arising out of the presence, disturbance or removal of asbestos-containing or toxic material. In the event that such materials are encountered, Contractor shall be entitled to reasonable compensation for all additional expenses incurred as a result of the presence of asbestos-containing or toxic materials at the work site. Contractor is not responsible for indoor air quality including growth mold or other organisms. Customer shall hold harmless and indemnify Contractor from all claims, including claims of tenants and occupants, arising from indoor air quality for any reason whatsoever, including claims resulting from a failure by Customer to maintain the interior of the building in a manner to avoid growth of mold.

### **Ice Dams**

An ice dam is a ridge of ice that forms at the edge of a roof and prevents melting snow (water) from draining off the roof. The water that backs up behind the dam can leak into a home and cause damage to walls, ceilings, insulation, and other areas. Causes range from heat loss from the conditioned living space to temperatures fluctuating above and below freezing to the sun warming the roof surface and melting snow. Lefever Roofing does NOT warrant ice dams or issues related to ice dams.

### **Damages and Delays**

Contractor shall not be responsible for loss, damage or delay caused by circumstances beyond its reasonable control, including but not limited to acts of God, weather, accidents, fire, vandalism, federal, state or local law, regulation or order; strikes, jurisdictional disputes, failure or delay of transportation, shortage of or inability to obtain materials, equipment or labor; changes in the work and delays caused by others. In the event of those occurrences, Contractor's time for performance under this proposal shall be extended for a time sufficient to permit completion of the Work.

**Tolerances**

All materials and work shall be furnished in accordance with normal industry tolerances for color, variation, thickness, size, weight, amount, finish, texture and performance standards. Specified quantities are intended to represent an average over the entire roof area.

**Arbitration; Claim**

If a dispute shall arise between contractor and Customer with respect to any matters or questions arising out of or relating to this Agreement or the breach thereof, such dispute, other than collection matters, shall be decided by arbitration administered by and in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. This Agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgement may be entered upon in any Court having jurisdiction thereof. Any legal claim against Contractor, including a claim alleging any breach of this contract or negligence by Contractor must be initiated no later than (1) year after Contractor completed work, except that such one (1) year time limitation only applies to claims under this contract other than the Warranties. Claims under the warranties must be brought within the specific time periods set forth under such warranties.

**Third party beneficiaries**

This Agreement may be assigned by Buyer to any subsequent fee simple owner of the Property.

**Cancellation of Agreement**

This Agreement may be canceled unilaterally by the Customer by notifying the Contractor in writing within three calendar days after signing this Agreement. In the event of cancellation of this Agreement by the Customer thereafter, Contractor shall receive compensation from the Customer for all costs of labor and materials and all other expenses incurred to that date plus Contractor's anticipated profit under this Agreement.

**Lien Notice**

As required by the Wisconsin Construction Lien Law, Contractor hereby notifies Owner that persons or companies furnishing labor or materials for the construction on Owner's land may have lien rights on Owner's land and building if not paid. Those entitled to lien rights, in addition to the undersigned contractor, are those who contract directly with the Owner or those who give the Owner notice within sixty calendar days after they first furnish labor or materials for the construction. Accordingly, Owner will probably receive notices from those who furnish labor or materials for the construction and should give a copy of each notice received to the mortgage lender, if any. Contractor agrees to cooperate with the Owner and Owner's Lender, if any to see that all potential lien claimants are duly paid.



\_\_\_\_\_  
Company Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



HARTLAND  
PUBLIC  
LIBRARY

# STRATEGIC PLAN 2024 - 2026





2024 - 2026

# STRATEGIC DIRECTIONS

Community  
Facility  
Staff



# COMMUNITY

Contribute to our community's vibrancy and ensure ongoing engagement, we aim to bolster the visibility and utilization of library services while fostering greater community participation.



## *Goals:*

- Maintain a fluid strategic plan with active community and staff participation.
- Evaluate current services and form sustainable partnerships for additional outreach opportunities.
- Develop a marketing and messaging strategy to increase public awareness.

# FACILITY

Enhance the Hartland Public Library facilities to elevate the patron experience and provide superior access to resources, while fostering a welcoming environment for community exploration and learning.

## *Goals:*

- Establish a dynamic learning hub that enhances literacy among patrons.
- Develop a plan to add or repurpose creative spaces.
- Acquire new and maintain relevant technologies.



# STAFF

Promote exceptional customer service through staff development and support.



## *Goals:*

- Provide professional development opportunities for staff to continue to grow.
- Explore and organize ways to engage with community volunteers.
- Ensure personnel have the resources needed to perform their jobs efficiently and effectively.

**CONTRACT NUMBER:** See Exhibit A  
**CONTRACTOR:** See Exhibit A  
**COMMON COUNCIL RESOLUTION:** 231078

**Distribution via DocuSign in this order:**

- Assisting agency signatories – Signature/final copy
- Chief (Fire or Police) – Signature/final copy
- Aaron Robinette – Initials/final copy
- Claudia Orugbani – Initials/final copy
- “Comptroller Senior Management” (see DocuSign address book) – Signature/final copy
- City Attorney (ACA Foundos) – Signature/final copy
- Andrea Fowler – final copy (no signature)

**Intergovernmental Agreement for Law Enforcement Services for the  
2024 Republican National Convention**

**I. Definitions.** The following definitions apply to this Agreement.

1. **Agreement** means this Intergovernmental Agreement for Law Enforcement Services for the 2024 Republican National Convention.
2. **Assisting Personnel** means those personnel provided by Contractor to assist Milwaukee pursuant to this Agreement.
3. **Convention** means the 2024 Republican National Convention to be held in the City presently scheduled for July 15-18, 2024.
4. **In Writing** means a written communication via the official Milwaukee email account (@milwaukee.gov) of the MPD Chief, MPD Chief of Staff, or the Chief’s designees.
5. **MPD** means the City of Milwaukee Police Department.
6. **Milwaukee** means the City of Milwaukee, Wisconsin.
7. **Parties** means Milwaukee and Contractor; **Party** means Milwaukee or Contractor.
8. **Security Plan** means the security plan developed for the Convention by the U.S. Secret Service, in consultation with the Milwaukee Police Department, the Milwaukee Fire Department, and other local, state and federal agencies.
9. **Security Grant** means the grant provided to Milwaukee by the U.S. Department of Justice and/or the U.S. Department of Homeland Security to provide security for the Convention.
10. **Contractor** means the name of the Contractor identified in Exhibit A.

**II. Background.**

1. Milwaukee has been chosen as the host city for the Convention. Milwaukee has various security obligations for the Convention pursuant to the Security Plan and an agreement between Milwaukee, the Convention host committee, and the Republican National Committee.
2. Milwaukee requires the assistance of non-Milwaukee police personnel in support of its Convention security obligations.
3. Milwaukee expects to and/or has received the Security Grant to pay for costs associated with securing the Convention, including the law enforcement services described in this Agreement.

**IV. Exhibits.** Exhibits A and B are incorporated into the Agreement, and contain information and forms specific to Contractor. Contractor agrees to provide the personnel and/or equipment listed in Exhibit B, at the times as listed in Exhibit B, and with all information required of Exhibits A and B. Contractor shall submit a “Final” version of Exhibit B at the appropriate times as specified in this Agreement.

**V. Additional Terms of Agreement.**

1. **Authority to Execute.** The Parties each represent that they, and their signatories, possess the legal authority to enter into the Agreement and to validly and legally bind their respective Party to all terms of the Agreement.
2. **Term.** The term of the Agreement shall begin on the date of final execution of the Agreement by both Parties and shall end upon the completion of all obligations of the Agreement and participation in administrative proceedings and/or criminal and/or civil trials and/or audits by Milwaukee or Federal auditors.
3. **Amount.** Contractor shall not be paid more than the amount set forth in Exhibit B titled “Total Cost,” in the section entitled “Total Request for Reimbursement” which is the estimated total cost for Contractor’s performance under the Agreement. The amount may be increased or decreased only by written amendment of the Agreement or In Writing.

4. **Payment.**

4.1 Costs Reimbursed. Contractor shall be reimbursed for costs that are all of the following, as applicable: (1) properly supported by the documentation set forth below in the section entitled “Payment Requests” and in Exhibit B; (2) included in the Agreement budget or otherwise approved In Writing; (3) for personnel time, time spent in an “on duty” status between the time Assisting Personnel check in with MPD and the time that they check out with MPD at the end of their shift, in accordance with duty assignments distributed by MPD, or in training assigned by MPD, and at the rate(s) provided in Exhibit B; (4) for transportation, mileage or airfare at current United States General Services Administration rates and policies as set forth in Exhibit B; and (5) for equipment at the rates set forth in Exhibit B and at market rate repair costs for any damage to such equipment.

4.2 Costs Not Reimbursed. Irrespective of any costs set forth in the budget, Contractor shall not be paid for any of the following:

- 4.2.1 Assisting Personnel’s time while located at their place of lodging or home or while traveling to or from their place of lodging or home to the duty station to which they are assigned by MPD or to the location of any training, unless such personnel are covered by a collective bargaining agreement, employment contract, ordinance or other law requiring them to be paid for such time and travel and documentation is provided as required below.
- 4.2.2 Costs in violation of any federal, state, or local law, regulation, or rule, or this Agreement.
- 4.2.3 Costs in violation of the terms of the Security Grant award letter to Milwaukee, which shall be provided to Contractor under separate cover and which shall be incorporated into the Agreement at the time the document is provided to Contractor.
- 4.2.4 Rates of pay that exceed the normal salary and benefits of Assisting Personnel.
- 4.2.5 Hours worked outside those established by MPD unless pre-approved In Writing. In Writing approval may be provided retroactively if Assisting Personnel are acting on a

direct command from MPD or responding to an emergency situation which, in their professional judgment, reasonably requires them to provide services outside of their assigned work hours to protect public safety. In such instances, Assisting Personnel shall seek approval from Milwaukee MPD command at the earliest reasonable time.

4.2.6 Costs of personal entertainment, miscellaneous items, additional food, or transportation beyond that provided or authorized In Writing.

4.3 Payment Requests. Payment requests shall be submitted to Milwaukee no later than September 2, 2024, and must include the following supporting documentation demonstrating that the costs being invoiced are both allowable and allocable to the grant. Failure to include this information in a payment request may result in the denial of the payment request:

4.3.1 “Final” version of Exhibit B, and all documentation required therein.

4.3.2 If requested, copies of the relevant portion of a collective bargaining agreement, employment contract, ordinance, law, requiring Assisting Personnel to be paid for travel time and overtime.

4.3.3 Such other documentation as Milwaukee may reasonably request, or which has been requested by the U.S. Department of Justice, local, state, or federal auditors.

4.3.4 If Contractor is budgeted to procure any items or services, it must follow the procurement rules set forth at 2 C.F.R. 200, and must maintain records and make such records available to Milwaukee upon request and must be sufficient to establish (1) the rationale for the method of purchase, (2) selection of the contract type, (3) contractor selection or rejection, and (4) the basis of the contract price (*see* 2 C.F.R. § 200.318(i)).

4.3.5 A completed W-9 form.

4.4 Timing of payments and recoupment.

4.4.1 Payment requests shall be reviewed in the order received. Payment is anticipated to be made within 45 days after a complete reimbursement package is received by Milwaukee. A reimbursement package is deemed to be complete after any/all requests for information made by Milwaukee to Contractor have been received and no further questions remain.

4.4.2 Final payment under the Agreement shall be predicated, at Milwaukee’s option, on a final audit of Contractor’s documentation by Milwaukee, state, or federal officials.

4.4.3 Contractor shall reimburse Milwaukee for any disbursed funds that Milwaukee, or local, state, or federal auditors determine have been misused or misappropriated, or for which such auditors determine were not properly supported or were not properly allocable to the Security Grant. Such reimbursement of funds shall be due upon Milwaukee’s written demand to Contractor.

4.5 Risk. Reimbursements under the Agreement are conditioned upon the City’s actual receipt of funds from the granting authority, and Contractor undertakes any work performed before the City’s receipt of such funds at its own risk. Irrespective of any other term of this Agreement, should City fail to be awarded a federal security grant sufficient to cover the costs of all City’s security obligations under the Security Plan, City may terminate this Agreement.

## 5. **Records, Audit, and Information Requests.**

5.1 Information requested pursuant to payment requests and audit. Contractor shall furnish Milwaukee with such statements, records, reports, data, and information as Milwaukee may reasonably request to substantiate and/or investigate the basis of payment requests, and/or to meet the requirements of Milwaukee, local, state, or federal audits.

- 5.2 **Federal Grant Record Retention Requirements.** Contractor will retain those records required by 2 C.F.R. § 200.334 for a period of three years after it receives notice from Milwaukee that Milwaukee has submitted final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.
- 5.3 **Wisconsin Public Records Law.** The Parties understand and agree that they are each Authorities under the Wisconsin Public Records Law, Wis. Stat. § 19.21, et seq. Irrespective of any other term of this Agreement, Contractor is obligated to retain Records for seven years from the date of the Record's creation. The requirements of this section are in addition to, and not in place of, the retention requirements of any other section or paragraph. This term shall survive for a period of seven years after termination or expiration of this Agreement.
6. **Security Information.** Contractor shall comply with all privilege and confidentiality requirements and procedures set forth by the U.S. Department of Homeland Security, the U.S. Secret Service or any other governmental entity. If Contractor has custody of a record (broadly construed to include paper or electronic formats) that contains details of security arrangements or investigations relevant to the Convention, Contractor shall, as soon as practical and without delay, notify Milwaukee of any request to disclose such record.
7. **Choice of Law and Venue.** The Agreement shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Wisconsin. Contractor and Wisconsin agree that for any claim or suit or other dispute relating to the Agreement that cannot be mutually resolved, jurisdiction and venue shall be in an appropriate court of competent jurisdiction sitting in Milwaukee County, Wisconsin. Contractor agrees to submit itself to the jurisdiction of said courts, to the exclusion of any other court that may have jurisdiction over such a dispute according to any other law, except that, if another party obtains jurisdiction over Milwaukee for claims or other actions involving or related to the Agreement in a different forum or venue, Contractor agrees that it shall submit to the jurisdiction of such forum or venue.
8. **Liability.** Except as otherwise provided in this Agreement, each Party agrees that it will be responsible for its own acts and/or omissions and those of its Assisting Personnel, officials, employees, representatives, and agents in carrying out the terms of this Agreement to the extent authorized by law and shall not be responsible for the acts and/or omissions of the other Party.
9. **No Waiver.** Irrespective of any term of this Agreement, nothing contained in this Agreement shall waive or amend, nor be construed to waive or amend any privilege, defense, limitation of liability, or immunity that either Party, their respective officials, agents, or employees may have under any applicable federal, state, local, or common law.
10. **Sam.gov profile.** Contractor is required to maintain an active profile on SAM.GOV and a Unique Entity Identification number during the term of the Agreement.
11. **Independent legal entities and employment.**
- 11.1 **Independent Legal Entities.** Contractor is an independent legal entity, and neither Contractor, nor Contractor's employees, agents, and/or Assisting Personnel are employees of City, nor are they entitled to any fringe benefits or any other benefits to which City's salaried employees are entitled to or are receiving. Personal income tax payments, social security contributions, insurance, and all other governmental reporting and contributions required as a consequence of Contractor receiving payment under this Agreement shall be the sole responsibility of Contractor. City and Contractor form no joint venture or legal partnership under this Agreement.

- 11.2 Assisting Personnel Remain Employees of Contractor. Contractor acknowledges and affirms that Contractor remains fully responsible for any and all obligations as the employer of its Assisting Personnel, including among other things: responsibility for the payments of: (i) earnings; (ii) overtime earnings; (iii) withholdings; (iv) insurance coverage; (v) workers' compensation; (vi) death benefits; (vii) medical and legal indemnity where lawful and appropriate; and (viii) all other requirements by law, regulations, ordinance, or contract. Assisting Personnel remain employees of Contractor. Contractor shall be responsible for the payment of any compensation or death benefits to Assisting Personnel who are injured or killed while providing services to City under the terms of this Agreement. Contractor does not waive their right to reimbursement and may submit for reimbursement as outlined in Wis. Stat. § 66.0513.
12. **Indemnification.** The City shall indemnify Contractor and Assisting Personnel for liability to third parties incurred while Assisting Personnel are acting within the scope of their employment to fulfill the terms of this Agreement to the extent required by Wis. Stat. § 66.0313.
13. **Notices.** Any notices to be given under these terms and conditions unless otherwise stated shall be submitted via certified mail, return receipt requested, and shall be deemed delivered upon receipt of electronic delivery notice to the persons at the addresses identified "Contractor Contact Information" and "Milwaukee Contact Information" in Exhibit A.
14. **Remedies for noncompliance.** If Contractor fails to comply with any term of the Agreement Milwaukee may take one or more of the following actions:
- 14.1 Temporarily withhold reimbursement pending correction of the deficiency or breach;
  - 14.2 Deny both use of funds for all or part of the activity or action not in compliance;
  - 14.3 Wholly or partially suspend the Agreement;
  - 14.4 Withhold further reimbursement;
  - 14.5 Terminate the Agreement;
  - 14.6 Take other remedies that may be legally available.
15. **Termination.**
- 15.1 Termination by Milwaukee. Milwaukee may terminate the Agreement at any time for any reason upon written notice to Contractor. Contractor will be reimbursed for its costs to date of termination and non-cancelable obligations properly incurred as set forth in the Agreement budget prior to the date of termination under the following circumstances: (1) such costs are properly documented as required in the Agreement; (2) such costs do not exceed the amount allowed under the Agreement; and (3) a report of progress to date of termination has been submitted to Milwaukee. Upon notice of termination, Contractor shall cease to incur or obligate new costs under this program. Milwaukee may terminate the Agreement without payment of costs if Contractor fails to comply with or perform any material term, condition, or obligation contained in the Agreement, and either such breach cannot be cured or, if such breach may be cured, Contractor fails to cure such breach within seven (7) calendar days after Milwaukee provides Contractor with notice of such failure.
- 15.2 Termination by Contractor. Contractor may terminate the Agreement if Contractor is not able to both fulfil the terms of the Agreement and ensure the public safety of its own jurisdiction due to an emergent circumstance. Upon Contractor's termination of the Agreement, Contractor shall fully refund to Milwaukee all costs, funds, or other prepayments that Milwaukee may have paid to Contractor pursuant to the Agreement (if any). Contractor shall be reimbursed according to

the procedures set forth in the Agreement for costs incurred during any provision of Agreement services to Milwaukee. Contractor shall provide notice of termination to Milwaukee as soon as practical upon discovery of conditions requiring the termination.

16. **Amendment.** The Agreement may be amended only by joint written agreement between the Parties.
17. **Headings.** The captions and headings of paragraphs and sections in this Agreement are for convenience of reference only and shall not be construed as defining or limiting the terms.
18. **Survival.** The terms of the Agreement and any exhibits and attachments that by reasonable implications contemplate continued performance, rights, or compliance beyond expiration or termination of the Agreement survive the Agreement and will continue to be enforceable.
19. **Lobbying.** Contractor agrees that no federal appropriated funds have been reimbursed or will be reimbursed, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. Funds provided pursuant to the Agreement may not be used to influence federal contracting or financial transactions.
20. **Debarment.** By executing the Agreement, Contractor certifies neither it, nor any of its respective principals are debarred, suspended, or proposed for debarment for federal financial assistance (e.g. General Services Administration's List of Parties Excluded from Federal Procurement and Non-Procurement Programs), and that Contractor will not enter into any transactions with any subrecipients, contractors, or any of their principals who are debarred, suspended or proposed for debarment using funds provided by this Agreement. Contractor agrees that it will take all steps necessary to ensure that it and its respective principals do not become debarred, suspended or proposed for debarment for federal financial assistance. If Contractor becomes debarred, it will immediately notify Milwaukee, and such debarment may be grounds for termination of the Agreement.
21. **Entire agreement, amendments, severability.**
  - 21.1 Entire Agreement. The Agreement constitutes the entire agreement between Milwaukee and Contractor concerning its subject matter and supersedes all prior agreements, discussions, representations, warranties and covenants between them concerning the subject matter of the Agreement.
  - 21.2 Severability. If any term of the Agreement is, to any extent, held invalid or incapable of being enforced, such term shall be excluded only to the extent of such invalidity or unenforceability. All other terms of the Agreement shall remain in full force and effect and, to the extent possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term as determined by Milwaukee.
22. **Certifications and incorporation of federally required terms.** The following terms and conditions are incorporated into the Addendum:

- 22.1 Amendment Permitted. This list of federally required contract terms may be amended by Milwaukee in the event that the Security Grant contains additional required terms.
- 22.2 Record Retention. Contractor certifies that it will comply with the record retention requirements detailed in 2 C.F.R. § 200.334. Contractor further certifies that it will retain all records as required by 2 C.F.R. § 200.334 for a period of three (3) years after the Term.
- 22.3 Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. If this Agreement exceeds one hundred fifty thousand dollars (\$150,000), Contractor must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency (the U.S. Department of Justice) and the Regional Office of the Environmental Protection Agency (EPA).
- 22.4 Energy Efficiency. Contractor certifies that it will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- 22.5 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). If the Agreement exceeds one hundred thousand dollars (\$100,000), Contractor certifies that:
- 22.5.1 No federal appropriated funds have been paid or will be paid, by or on behalf of Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 22.5.2 If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, Contractor shall request from Milwaukee and provide, completed, to Milwaukee the "Disclosure Form to Report Lobbying," in accordance with its instructions as amended by "Governmentwide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).
- 22.5.3 Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-contractors shall certify and disclose accordingly.
- 22.5.4 This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than ten thousand dollars (\$10,000) and not more than one hundred thousand dollars (\$100,000) for each such

failure. Contractor certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any. FAR 52.203-12, "Limitation on Payments to Influence Certain Federal Transactions" is hereby incorporated by reference into this certification.

22.6 DHS Seal, Logo, and Flags. Contractor shall not use the Department of Homeland Security (DHS) seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific Federal Emergency Management (FEMA) pre-approval.

22.7 Federal Government is Not a Party. The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to any party pertaining to any matter resulting from the Agreement.

22.8 Domestic preferences for procurements. Pursuant to 2 C.F.R. §200.322, as appropriate and if applicable, and to the extent consistent with law, Contractor should, to the greatest extent practicable under the Agreement, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subcontracts and purchase orders for work or products under the Agreement.

22.9 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment. Contractor shall not knowingly use funds under this Agreement to purchase, or enter into subcontracts to purchase, any equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of a system that is subject to 2 C.F.R. § 200.216. In the event Contractor identifies covered telecommunications equipment or services that constitute a substantial or essential component of any system, or as critical technology as part of any system that is subject to 2 C.F.R. § 200.216, during Agreement performance, Contractor shall alert Milwaukee as soon as possible and shall provide information on any measures taken to prevent recurrence.

22.10 Prohibition on confidentiality agreements. Contractor may not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

22.11 All terms found in 2 C.F.R. § 200, Appendix II, if not incorporated elsewhere in this Addendum.

## **23. Organizational Structure and Law Enforcement Procedures.**

23.1 Unified Incident Command. At all times while operating under this Agreement, Assisting Personnel shall be subject to the structure of supervision, command, and control coordinated by MPD through a unified incident command structure, irrespective of the rank or job title normally held by any member of Assisting Personnel within their own agency.

23.2 Lead Local Law Enforcement Agency and Assignments. MPD is the lead local law enforcement agency for purposes of the Convention Security Plan. The Milwaukee Police Chief, or their designee, will communicate the specific assignments for Assisting Personnel to

Contractor's commanding officer. Should Contractor object to any specific assignment, it shall make an objection to MPD and MPD shall reasonably attempt to accommodate the objection. The decision of the MPD regarding the objection and the requirements of the Security Plan shall control.

- 23.3 Policies and Law to Apply. Assisting Personnel will abide by applicable MPD policies, the lawful commands of the MPD Chief of Police and their designees, City of Milwaukee Municipal Code of Ordinances, Wisconsin law, and the United States Constitution. Rules of engagement and applicable standard operating procedures are available at <https://milw.sharepoint.com/:f:/r/sites/MPDRNCInformationCenter/Shared%20Documents/General?csf=1&web=1&e=KpTEFq> (see "Outside Agency Documents" → "Files" → "Wisconsin Intergovernmental Agreements Documents" folder) and must be complied with at all times by Assisting Personnel. All other documents are available from Milwaukee upon request. To activate this link, and access these documents, please request access by contacting the MPD RNC Planning Unit by email at [MPD\\_RNC2024@milwaukee.gov](mailto:MPD_RNC2024@milwaukee.gov) or by telephone at (414) 935-7171.
- 23.4 Police Authority. Most Assisting Personnel duty assignments shall include the assignment of at least one MPD officer. Should an arrest or stop be required, the MPD officer shall conduct the arrest, and Assisting Personnel shall assist as directed. Assisting Personnel shall not conduct arrests or stops unless required to do so by emergent circumstances in which an MPD officer is not available or capable of conducting the arrest or stop. In such cases, the arresting officer shall include an MPD officer at his/her earliest opportunity and shall provide that MPD officer with all relevant and/or requested information. This Agreement is a request for assistance pursuant to Wis. Stat. §§ 66.0301 and 66.0313, pursuant to which a responding Wisconsin officer may assist with an arrest, notwithstanding any other jurisdictional provision.
- 23.5 Conformance to Security Plan. All functions and duties to be performed by Assisting Personnel shall conform to the Security Plan, as relayed by the MPD Chief of Police and their designees.

#### **24. Assisting Personnel and Responsibilities.**

- 24.1 Assisting Personnel to Participate in Training. Upon reasonable advance written notification from MPD, Assisting Personnel shall participate in Convention training activities (whether in person or online) that are coordinated by MPD. MPD shall make reasonable efforts to coordinate the training schedule with Contractor.
- 24.2 Services Limited. Assisting Personnel shall only provide services in which they are already experienced and for which they are licensed or certified under the law of Contractor.
- 24.3 Field Operations Guide. MPD presently expects to provide a Field Operations Guide to Assisting Personnel as they arrive in Milwaukee, with which Assisting Personnel shall comply at all times while functioning under the terms of the Agreement.
- 24.4 Assisting Personnel to Participate in After Action Activities. At the request of Milwaukee, Contractor shall reasonably provide information, participate in debriefings, respond to information requests required for insurance or audit purposes, and reasonably aid Milwaukee in the prosecution or defense of any civil or criminal proceedings related to Contractor's performance under the Agreement or in any matter in which Assisting Personnel or Contractor is identified by Milwaukee as a witness. Such assistance shall include the provision of personnel or other records in administrative, criminal, and/or civil proceedings as reasonably requested by Milwaukee.

- 24.5 Assisting Personnel Criteria. Each Assisting Personnel provided by Contractor shall meet each of the following criteria:
- 24.5.1 Be licensed or certified as a law enforcement officer or equivalent by Contractor.
  - 24.5.2 By reason of experience, training, and physical fitness, be qualified and capable of performing the duties required of an active duty licensed or certified police officer assigned to an event of the Convention's size and scope.
  - 24.5.3 If assigned to the Major Incident Response Team, have completed Mobile Field Force training or its equivalent and other training as required by MPD or the United States Secret Service.
  - 24.5.4 Employed as a licensed or certified non-probationary officer with at least 1 year of service by Assisting Governmental Unit and be an officer in good standing at all times until the completion of the Convention.
  - 24.5.5 Have not been (i) sued in an individual capacity and adjudicated as liable for violations of the U.S. Constitution, or (ii) have sustained complaints for the use of excessive, unreasonable or unnecessary force within the last five years.
- 24.6 Declining Personnel. At any time, Milwaukee may decline assignment or deployment of any Assisting Personnel without cause or explanation. In the event such personnel are declined through no fault of Contractor or Assisting Personnel, Milwaukee shall reimburse Contractor for any costs budgeted for under the Agreement and already incurred.
- 24.7 Assisting Personnel Equipment.
- 24.7.1 Each Assisting Personnel shall be equipped by Contractor at Contractor's own expense with a seasonally appropriate patrol uniform and equipment, including service belt, service weapon, radio, and personal soft ballistic body armor. Assisting Personnel shall not bring to their assignments any chemical or other non-lethal munitions except as authorized by MPD via the sanctioned equipment list described below.
  - 24.7.2 A complete, sanctioned, equipment list is will be provided to Contractor at least sixty (60) days before the Convention. Any equipment, gear, service weapons or munitions that are not included on the equipment list may not be used by Assisting Personnel as part of their assignments unless MPD consents to the use of such In Writing.
  - 24.7.3 Assisting Personnel may not bring or utilize any demo equipment provided at low or no cost by a supplier seeking to demonstrate new equipment.
25. **Milwaukee Responsibilities.** In addition to Milwaukee's lead law enforcement agency responsibilities for the Convention, Milwaukee will provide the following:
- 25.1 Training. Training for Assisting Personnel, as and if determined necessary by MPD or the United States Secret Service.
  - 25.2 Lodging and Food. Milwaukee will provide lodging for Assisting Personnel whose home agency is located more than 50 road miles outside of Milwaukee. Milwaukee will also provide a per diem for all Assisting Personnel for those times that they are stationed in Milwaukee, as specified in Exhibit B. Any expenditures for food or lodging outside of those provided by Milwaukee shall be at Assisting Personnel or Contractor's own expense.
26. **Discipline / Probable Cause Matters.** Milwaukee shall refer disciplinary matters involving Assisting Personnel to Contractor. Based on the judgment of Milwaukee, if a particular matter represents

probable cause for the issuance of a criminal complaint, then such matter shall be referred directly to MPD or an external law enforcement agency for investigation with appropriate notice to Contractor.

**IN WITNESS WHEREOF**, the City and Contractor have fully executed this Agreement as of the date of the final signature below:

CITY OF MILWAUKEE,  
A Municipal Corporation

By Its Milwaukee Police Department

By: \_\_\_\_\_  
Chief Jeffrey B. Norman

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

CONTRACTOR: See Exhibit A

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Countersigned:

\_\_\_\_\_ Date: \_\_\_\_\_  
(City Comptroller)

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

\_\_\_Initials (Comptroller Staff)

\_\_\_Initials (Comptroller Staff)

Examined and approved as to form and execution this \_\_\_ day of  
\_\_\_\_\_, 2024.

\_\_\_\_\_  
Assistant City Attorney

## Re: Eagle Pass



Ken Servi <kservi43@gmail.com>

To Ryan Bailey

Cc tom tlangan.com; Dave Felkner; Scott Hussinger; Sandee Policello

You replied to this message on 5/7/2024 11:42 AM.



Wed 4/17/2024 9:48 AM

Good Morning all

FYI I have an accepted offer to purchase on the Eagle Pass property, and are working with my engineers to develop 7 lots on this site. This site is land locked on three sides, and at the end of two dead end streets.

This makes it a difficult site. Not so much from a development standpoint, but from a logistical standpoint

.  
There are two roads into the property and we will be able to connect to the sewer and water main at the dead end of these streets. and have a loop connecting them.

This is a great site and once developed the houses will complement the area

This site will have to be developed using the existing roads and will have heavy traffic (during construction) from the material coming into the site, and we can't sugar coat that any way shape or form

I see major problems and complaints coming from the land owners who have not had any traffic on the streets in front of their houses in forever. WE will need to address this with the residents prior to development, but will need Village approval prior.

After this is developed however there will be virtually no traffic as there will only be seven homes.

My wife and I have lived in Hartland for the past 20 years in a condo in Bristlecone Pines and I have served on both the HOA board and the condo as President for many years before resigning this past December. WE are members of St. Charles and I am a member of the Knights of Columbus.

I have also built ( as a contractor) and developed many subdivisions in the past 30 years and look forward to the challenges of getting this one done

I am available any time for any comments and questions you may have.

Thank you  
Ken Servi



WILLIAM F ANDERSON AND SANDRA K  
ANDERSON  
N47W29095 COUNTY ROAD JK  
HARTLAND, WI 53029-2353

GREGORY A AND CHERYL S GURLIK  
REVOCABLE  
N47W29029 COUNTY ROAD JK  
HARTLAND, WI 53029-2353

DAVID P SCHOEPKE AND NICOLE L  
SCHOEPKE  
327 MERTON AVE  
HARTLAND, WI 53029-1814

ANDREW J RUMMLER AND STEPHANIE J  
RUMMLER  
335 MERTON AVE  
HARTLAND, WI 53029-1814

ROSE CUMMINGS AND ROBERT  
CUMMINGS  
133 MERTON AVE  
HARTLAND, WI 53029-1810

BRIAN GRIFFIN AND ERIN GRIFFIN  
143 MERTON AVE  
HARTLAND, WI 53029-1810

M SHARON WANDSNEIDER TRUST  
205 MERTON AVE  
HARTLAND, WI 53029

TAYLOR SCHOESSOW  
211 MERTON AVE  
HARTLAND, WI 53029-1812

PHILIP M & CLARENE J DALEY TRUST  
510 HILL ST  
HARTLAND, WI 53029

KEVIN S CAMPBELL  
225 MERTON AVE  
HARTLAND, WI 53029

SCOTT WOLF AND JULIE WOLF  
233 MERTON AVE  
HARTLAND, WI 53029

DAVID G FODE AND CYNARA M FODE  
819 RENSON RD  
HARTLAND, WI 53029-1826

BAMBI KEHLER  
820 RENSON RD  
HARTLAND, WI 53029-1827

GRAHAM Z BERGER  
311 MERTON AVE  
HARTLAND, WI 53029-1814

ADAM K PFEIFFER AND AMANDA  
PFEIFFER  
822 E CAPITOL DR  
HARTLAND, WI 53029-2210

MARY K HEIDGER  
123 MERTON AVE  
HARTLAND, WI 53029

LAURIE A JENSON  
319 MERTON AVE  
HARTLAND, WI 53029-1814

ANTHONY RADTKE AND HEATHER  
RADTKE  
120 CRYSTAL DR  
HARTLAND, WI 53029

DOUGLAS S KARGE AND LEAH D KARGE  
160 CRYSTAL DR  
HARTLAND, WI 53029

THOMAS R PERSKE AND STACY PERSKE  
200 CRYSTAL DR  
HARTLAND, WI 53029

AQUINAS INSTITUTE INC  
117A PACKERLAND DR  
GREEN BAY, WI 54303-4848

MICHAEL DEJEWSKI AND KAREN  
DEJEWSKI  
1301 SHELLY LN  
HARTLAND, WI 53029

JAY D SCHNEIDER AND SARAH L  
SCHNEIDER  
1307 SHELLY LN  
HARTLAND, WI 53029

STAVRO E KAFKAS  
1311 SHELLY LN  
HARTLAND, WI 53029

BRIAN METCALF AND SAMANTHA  
METCALF  
1313 SHELLY LN  
HARTLAND, WI 53029-1828

JAMES ULRICH AND SUSAN NARDELLI  
ULRICH  
1315 SHELLY LN  
HARTLAND, WI 53029

NAWRAS ALSHOUBAKI  
1314 SHELLY LN  
HARTLAND, WI 53029-1828

BRADY R BEHRENS AND COURTNEY L  
BEHRENS  
1310 SHELLY LN  
HARTLAND, WI 53029-1828

MICHAEL BERENDES AND MARY  
BERENDES  
1304 SHELLY LN  
HARTLAND, WI 53029

JOSHUA BEHNKE AND AIMEE BEHNKE  
310 CRYSTAL DR  
HARTLAND, WI 53029-1836

JOHN MAKOWSKI AND SHERRY  
MAKOWSKI  
320 CRYSTAL DR  
HARTLAND, WI 53029

BARRY Y LIU AND XIAO HUA SHI  
330 CRYSTAL DR  
HARTLAND, WI 53029

JAIME RODRIGUEZ AND WINONA  
RODRIGUEZ  
321 CRYSTAL DR  
HARTLAND, WI 53029

JUDITH M LISIUS  
1290 SHELLY LN  
HARTLAND, WI 53029-1800

WILLIAM P AND DONNA M VOSS  
REVOCABLE TRUST  
1280 SHELLY LN  
HARTLAND, WI 53029

JEFFREY DETTMANN AND FRANCES  
DETTMANN  
1270 SHELLY LN  
HARTLAND, WI 53029

CHRISTOPHER J ERTL AND KRISTA L ERTL  
1260 SHELLY LN  
HARTLAND, WI 53029-1800

DAVID A KUNAVICH AND AMBER LEE  
1250 SHELLY LN  
HARTLAND, WI 53029-1800

TONY R AND SUSAN M PINK REVOCABLE  
LIVING TRUST  
1230 SHELLY LN  
HARTLAND, WI 53029-1800

MARK T LILLESAND LIVING TRUST  
1210 SHELLY LN  
HARTLAND, WI 53029-1800

SARAMARIE BURCLAW  
330 BADGER DR  
HARTLAND, WI 53029-1844

GARY N STROMBECK AND DAWN H  
STROMBECK REVOCABLE  
305 BADGER DR  
HARTLAND, WI 53029-1843

ALEX M AND MICHELLE W EBBEN LIVING  
TRUST  
100 E WISCONSIN AVE STE 3300  
MILWAUKEE, WI 53202-4124

JEFFREY RADAKOVICH AND KATHLEEN  
RADAKOVICH  
1261 SHELLY LN  
HARTLAND, WI 53029-9161

KAREN PETZOLD  
1275 SHELLY LN  
HARTLAND, WI 53029-1823

STEVEN BELL AND JILL BELL  
251 CRYSTAL DR  
HARTLAND, WI 53029

KEVIN K GORALSKI AND LAURA R  
GORALSKI  
1245 EAGLE PASS  
HARTLAND, WI 53029-1839

DAVID R VAN THIEL AND KATHLEEN J VAN  
THIEL  
1221 EAGLE PASS  
HARTLAND, WI 53029-1839

ANDREW KONOPKA AND BRANDICE  
KONOPKA  
1161 EAGLE PASS  
HARTLAND, WI 53029

ASHLEY L HOLT  
1131 EAGLE PASS  
HARTLAND, WI 53029-1838

JEAN A DONOVAN 2020 LIVING TRUST  
1124 LISBON AVE  
HARTLAND, WI 53029-2232

LAKE COUNTRY MEADOWS  
HOMEOWNERS ASSOCIATION  
1260 SHELLY LN  
HARTLAND, WI 53029

JEFFREY W JORDAN AND CONSTANCE G  
JORDAN 2016  
924 LISBON AVE  
HARTLAND, WI 53029-2228

BRIAN L AND ANITA E HALVERSON 2020  
LIVING TRUST  
1000 LISBON AVE  
HARTLAND, WI 53029-2230

JEFFREY BIERMAN AND SOPHIA MARIE  
BIERMAN  
1222 LISBON AVE  
HARTLAND, WI 53029-2234

MARGIT PROPERTIES LLC  
580 INDUSTRIAL DR  
HARTLAND, WI 53029

NANCY M OLSON  
W284N4226 NORTH SHORE DR  
PEWAUKEE, WI 53072-2117

PATRICIA HAMMER REVOCABLE LIVING  
TRUST AND BENJAMIN RODRIGUEZ  
20261 COUNTRY CLUB DR C/O DANIEL  
HAMMER  
ESTERO, FL 33928-2003 ?

SHAWN HOPPE  
320 PROSPECT AVE  
HARTLAND, WI 53029-2023

ALEXANDER J CHANDLER AND LAURA L  
CHANDLER  
1100 LISBON AVE  
HARTLAND, WI 53029-2232

THE DANIEL M KIMMEL AND SHARON C  
KIMMEL  
1034 LISBON AVE  
HARTLAND, WI 53029-2330

MARCIA MORIARTY  
2432 N 89TH ST  
WAUWATOSA, WI 53226

JENSEN REVOCABLE TRUST  
210 MERTON AVE  
HARTLAND, WI 53029

GREGORY SANDEN AND KRISTIN SANDEN  
1014 LISBON AVE  
HARTLAND, WI 53029

DRAKE KREMIN  
918 LISBON AVE  
HARTLAND, WI 53029-2228

RANDALL B HOFFER AND KAREN A  
HOFFER  
914 LISBON AVE  
HARTLAND, WI 53029

BRIAN S RIGGS AND TINA M RIGGS  
126 MERTON AVE  
HARTLAND, WI 53029

RICHARD D EDDY AND JESSICA J EDDY  
200 MERTON AVE  
HARTLAND, WI 53029-1813

TIMOTHY CULHANE AND REBECCA  
CULHANE  
134 MERTON AVE  
HARTLAND, WI 53029

MICHAEL LEACH AND JUDITH LEACH  
206 MERTON AVE  
HARTLAND, WI 53029

GEORGE BUCKLEY AND KAREN BUCKLEY  
238 MERTON AVE  
HARTLAND, WI 53029

KATHLEEN VANARK  
216B MERTON AVE  
HARTLAND, WI 53029

MICHAEL J EAVES AND KENDRA S EAVES  
230 MERTON AVE  
HARTLAND, WI 53029-1813

ROLAND & D NIEMETSCHKE  
N47 W29111 COUNTY RD JK  
HARTLAND, WI 53029

DAVID A INGLISH AND MARY E INGLISH  
REVOCABLE TRUST  
N63W29361 WALLSCHLAGER WAY  
HARTLAND, WI 53029-9434

CATHY M CURRAN AND BRENDAN  
CURRAN  
308 MERTON AVE  
HARTLAND, WI 53029-1815

ELIZABETH SACOMAN AND CHRISTIAN  
SACOMAN  
318 MERTON AVE  
HARTLAND, WI 53029-1815

KELVIN MAAHS AND JANE MAAHS  
338 MERTON AVE  
HARTLAND, WI 53029

GRAUEL LIVING TRUST  
100 E SUNSET DR STE 2 C/O LAW OFFICE  
OF JANE L WALKER  
WAUKESHA, WI 53189-2141

WALTER ZAWADZKI AND JACKIE  
ZAWADZKI  
1229 LISBON AVE  
HARTLAND, WI 53029

MATTHEW R EVERTS  
1021 LISBON AVE  
HARTLAND, WI 53029

MICHAEL J RATTLE AND SUSAN J RATTLE  
JOINT  
1013 LISBON AVE  
HARTLAND, WI 53029-2229

SANDY A CORRIGAN  
1007 LISBON AVE  
HARTLAND, WI 53029-2229

JOHN RYAN AND TRISTA RYAN  
1001 LISBON AVE  
HARTLAND, WI 53029

NICKOLAS C CADY AND AMANDA M CADY  
101 BLUE RIDGE CT  
HARTLAND, WI 53029

WILLIAM COONS AND CECILIA COONS  
912 E CAPITOL DR  
HARTLAND, WI 53029-2212

TANYA VONRUEDEN  
929 LISBON AVE  
HARTLAND, WI 53029

DENNIS PAEPKE AND DEBRA PAEPKE  
1031 LISBON AVE  
HARTLAND, WI 53029-2229

CHEE S TAN AND JIAN TAN  
1101 LISBON AVE  
HARTLAND, WI 53029-2231

WILLIAM HUSSEL  
1301 LISBON AVE  
HARTLAND, WI 53029

DAVID FELDMANN AND LINDA  
FELDMANN  
1125 LISBON AVE  
HARTLAND, WI 53029

PATRICIA A OSTERLING AND DOROTHY  
ALLEN  
1135 LISBON AVE  
HARTLAND, WI 53029

JAMES T SCHWIND  
1209 LISBON AVE  
HARTLAND, WI 53029

BRUCE A AND TARI A NEUMANN  
REVOCABLE  
N48W29240 COUNTY RD JK  
HARTLAND, WI 53029-2264

THOMAS HENKEL AND MELISSA HENKEL  
N48W28984 COUNTY ROAD JK  
HARTLAND, WI 53029-2256

BRADLEY E KUSSOW AND DAWN L  
KUSSOW  
N48W28950 COUNTY ROAD JK  
HARTLAND, WI 53029-2256

JOHN H FUCHS AND REBECCA J FUCHS  
N48W28958 COUNTY ROAD JK  
HARTLAND, WI 53029-2256

JEFFREY & NANCY OTT  
265 BADGER DRIVE  
HARTLAND, WI 53029

MICHAEL & KHANTHALY SAMA  
1130 EAGLE PASS  
HARTLAND, WI 53029

JEFFREY ZEMAN & VICKIE OTTO  
225 BADGER DRIVE  
HARTLAND, WI 53029

MARK HOLZBAUER & KATHLEEN  
SHEAHAN  
250 BADGER DRIVE  
HARTLAND, WI 53029

JOHN & CANDACE LESCH  
220 BADGER DRIVE  
HARTLAND, WI 53029

DANIEL DRISCOLL & SUSAN JASKE  
221 CRYSTAL DRIVE  
HARTLAND, WI 53029

TIMOTHY & NICOLE STEFFEN  
231 CYRSTAL DRIVE  
HARTLAND, WI 53029

DONALD & ELIZABETH IBACH  
102 BLUE RIDGE CT  
HARTLAND, WI 53029



**Village of Hartland  
Administration**

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

<b>Committee:</b> Village Board	<b>Memo Date:</b> May 7, 2024
<b>Village Board Item Number:</b> 11	<b>Meeting Date:</b> May 13, 2024
<b>Submitted By:</b> Ryan Bailey	
<b>Subject:</b> Building Needs and Project Management Discussion	

**Details:** The Village previously did a building needs study with Zimmerman Architecture. We discussed with the Village Board on how to move forward. Staff met with 4 different project management and architectural firms. Staff was looking into how to move this process forward and give the Village Board the most information to discuss the future of the buildings. All of the companies we have met with are familiar with the entire process of municipal buildings and have completed such projects. Staff was unanimous in the desire to move forward with Keller Inc. for this. Keller's proposal provides current building analysis, will look at potential sites for expansion and provide deliverables needed to help the Village Board decide to move forward or not. They have a proven track record of providing great project management to municipalities and helping them through this process.

**Financial Remarks:** \$2,500 for the list of deliverables on their contract. If the Village Board moves forward to new buildings, Keller Inc would be the general contractor and BID out the work.

**Options & Alternatives:** Options:

1. Hire Keller for \$2,500 to provide analysis and groundwork
2. Explore other alternatives the board desires.

**Executive Recommendation:** Staff is recommending hiring Keller Inc. for \$2,500 to provide the listing of deliverables in their contract.



## Village of Hartland

210 Cottonwood Avenue

Hartland WI 53029

PH: 262-367-2714

FAX: 262-367-2430

[www.villageofhartland.wi.gov](http://www.villageofhartland.wi.gov)

TO: Village Board

FROM: Ryan Bailey, Village Manager

DATE: May 13, 2024

RE: Building Needs Analysis

This Document is Supplemental to the Building Needs Analysis Memo. This document will incorporate all of the challenges and needs of the Police Department, Recreation Department and Fire Department.

### **Police Department:**

The police department is at its capacity for available space. The current police department is approximately just under 7,000 square feet where comparable police departments in the State of WI have approximately 25,000 or more square feet available to them. Here is a list of needs that the police department has for additional space.

- Evidence Room to store property as evidence as required for criminal investigations.
- Evidence Lab to process property so that it is ready to be stored in the Evidence Room. We are unable to have proper evidence packaging safety equipment due to not having space.
- Locker rooms. We are at capacity with locker space.
- Officer report writing area is at capacity and not set up in a productive manner to complete complex investigations and write detailed reports without interruptions.
- Detective office space. One of the detectives is working out of the closet of the other detective's office. There is not an area available for detectives to utilize as a case management room to secure information for ongoing complex investigations.
- No additional space to add personnel to include a possible school resource officer.
- Garage space. We are unable to park all of our emergency vehicles in the garage. In addition, we have limited space to store vehicles and other large items as evidence.
- The in-custody area of the PD is not properly separated from the working area of the police department.
- The lobby is not set up with proper safety measures such as bullet resistant glass and direct access into the police department.
- Do not have a secured area to brief officers on police operations such as search warrants.

In addition to the listed space needs, the current building is aging and in need of significant repairs and improvements that is estimated to cost several million dollars over the next several years. The improvements range from new carpeting to a new roof.

## **Recreation Department:**

The Hartland Recreation Department utilizes the Village's Community Center, the Hartland-Lakeside School District's gymnasium and the Little Red Schoolhouse for recreation programming. We recognize the school district's continued efforts to prioritize safety and security and know that school access is one security concern away from no longer being available to the community. Additionally, there are significant concerns regarding the current condition of Hartland's municipal building. These issues as they pertain to the community center space include: a faulty and dated HVAC system, failing windows, poor and faulty lighting, faulty plumbing and drainage, a poor and disruptive floor plan that limits multi-purpose use and cannot accommodate large elections, and limited storage space. The Recreation Department is seeking a comparable sized community center and multi-purpose facility to maintain and grow the recreational offerings for the community.

- A community center with an exercise/dance studio, two meeting rooms/classrooms, a kitchen classroom, and storage (6,000 sq ft)
- A multi-purpose facility lined for indoor sports, an indoor walking track, spacious enough to hold large elections, and adequate storage (5,500 sq ft)

## **Fire Department:**

After our meeting, this morning the Fire department is extremely interested in moving forward with either a shared Safety building with PD or and addition to our station. I realize that this would be dependent upon the possibility of increased fulltime staffing as far as the extent and the scope of the project. With or without the increased staffing the Fire Department would be looking at considerable upgrades to make the living space better suited for the staff we currently have to work with. Some of the issues that have been discussed previously are as follows.

- 1) Additional bunk space separate of the day room.
- 2) HVAC upgrades to prevent the spread of smoky gear into the sleeping area and administrative assistants' office.
- 3) HVAC upgrades to areas not now serviced.
- 4) There is currently no central fire alarm system in the fire house. There are smoke and fire alarms in all areas, but they are only for that area. Nothing to alert all staff of an incident.
- 5) Front bays and front concrete approach needs to be replaced.
- 6) Additional garage space for the investigation trailer and Chief's vehicle.
- 7) Move workout area from the bay to its own space.
- 8) Additional storage for winter/ summer equipment.
- 9) Update standby generator to cover full station not just doors.
- 10) Security camera system for inside and outside of building.

These are just some of the issues we now face at the Fire Department.

## **Administration:**

We currently have sufficient space for our administration offices. If the police and recreation move forward with a new building or new buildings, then administration would move to one of those facilities. If a new recreation center is built it would possibly be able to hold future elections. As of now our spacing is fine but we are in an aging building with millions of dollars in upgrades needed.



**Name:** Village of Hartland  
**Address:** 210 Cottonwood Avenue, Hartland,  
WI 53029  
**Phone:** (262)367-2714

### Notes

1. Project overview.
  - Fire Station
  - Police Station
  - Public Works
  - Rec Dept
2. Project timing.
  - 2024 – Preliminary Design
  - 2025 –
3. Established estimated cost.
  - TBD based on size
  - Work within Grant if available
4. Project funding.
  - Board Approval
5. Meeting date.
  - April 5<sup>th</sup>, 2024 at 8:30 AM
6. What would you like to accomplish in the meeting?  
Learn more about Keller’s process, and if it would be a fit for the Village of Hartland.
7. Meeting attendees.  
Village Manager Ryan Bailey  
Police Chief Torin Misko  
Fire Chief Dave Jambretz  
Village Clerk Sandee Policello  
Recreation Director Sara Rennekamp
8. Decision process.  
Board Approval

### DESIGN CHECKLIST:

#### I. Preliminary Project Review

- Site Investigation** Assist in assessing sites.
- Comparable Cost Range** Establish approximate cost range by using comparable projects.
- Timing** Develop a Calendar of Events.
- Zoning** Municipal checklist, assist with zoning approvals.
- Building Tour** Schedule tour of projects.
- Project Funding** Approval of Fundraising

#### II. Architectural Programming

- Site Analysis** Assess Owner’s site needs.
- Building Analysis** Conduct Needs Assessment, code research.
- Energy Efficiency** Determine Owner’s interest (LEED).
- Comparable Cost Range** Evaluate comparable cost range to Needs Assessment.

#### Preliminary Design

- Site Layout** Develop schematic site plan.
- Floor Layout** Develop concept floor plans.
- Exterior Appearance** Develop schematic elevations.
- Presentation** Present to Village Board
- Comparable Cost Range/ Timing** Review Budget Estimate and Calendar of Events.
- Fee (Not-To-Exceed)** \$2,500

#### III. Design Development

- Detailed Site Engineering** Create detailed site plan for drainage. Hire civil engineer.
- Local Approvals** Plan Commission/DNR/Municipal Engineer.
- Building Plans** Continue development of plans.
- Interior Finishes** Bring in Interior Designer.
- Mechanical/Electrical/ Plumbing** Hire mechanical/engineer or performance specification.
- Bid Documents** Prepare bid documents.
- State Approvals** Obtain state plan approvals.
- Timing** Review Calendar of Events.



### Key Points to Discuss:

1. Introductions and roles.
2. Confirm what you hope to accomplish in this meeting?
3. Tour customer's facility.
4. Confirm project goals.
5. Confirm project timing.
6. Keller will make project easy (D.A).
7. Comparable projects.
8. Value engineering and 3 C's.
9. Are we able to work together?
10. Next step.
11. Set up tour of similar facilities.
12. Set up tour of Keller's facilities and capabilities.

### **BIDDING CHECKLIST:**

#### **IV. Bid Process**

- Class II Notice** Prepare notice for publication.
- Prequalification Submittal** Send notice to subcontractors.
- Bid Project** Assemble Bid Units, send out plans/specifications.
- Bid Review** Review and qualify submitted bids.
- Recommend Contractors** Recommend each Bid Unit contractor.
- Issue Subcontracts** Issue subcontracts upon approval.

#### **V. Construction**

- Permit** Obtain building permit.
- Preconstruction Meeting** Meet with subcontractors.
- Submittals** Review and approve.
- Progress Meetings** Conduct weekly meetings.
- Inspections** Quality and safety inspections.
- Quality Control** Construction per plans and specifications.
- Supervision** Full-time superintendent.

#### **VI. Post Construction**

- Punch List** Final walk-through with Owner.
- Commissioning** Facility systems.
- Manuals & Warranties** Manuals and warranties to Owner.
- \*\*Warranty Inspection** Warranty inspection.

#### **Additional Services**

ADDITIONAL SERVICES may be required or requested. Additional fees would be required for these services:

- Feasibility Study
- Landscape Plan
- Animation
- Wetlands Delineation/DNR Approvals
- Traffic Study
- Advertising/Marketing
- Hazardous Material Survey
- Special Engineering
- Acoustical Engineering
- Communication Design
- Owner Direct Purchase Program
- Financing/Ownership
- Geo-Tech Engineering
- Photometric Lighting Plans



IT IS UNDERSTOOD that is the intent of this Agreement to provide the Needs Assessment, Preliminary Design, Budgeting Estimate, Architecture, and Construction Management for a Public Safety, Village Hall / Administration, and Recreation in the Village of Hartland, WI.

If the project for whatever reason is abandoned or postponed for more than 60 days after plans, specifications and pricing are completed, then the Owner would pay Keller for those services that were previously authorized by the Village and performed.

The budget that Keller, Inc. will provide is for a total cost of the project including all architectural and engineering fees, construction management fees, furniture, fixtures and equipment and site costs. The budget will be valid only if Keller, Inc. is retained to provide final design documents and construction management services for the project. The plans and specifications developed for the aforementioned project are instruments of the Design/Construction Manager and shall remain the property of Keller, Inc. (the monies paid are for the technical design services rendered). The plans cannot be taken and used elsewhere. This proposal is good for 30 days.

A cost of \$2,500 will be invoiced for initiation of services.

IN WITNESS WHEREOF, we have executed this agreement on this 13<sup>th</sup> day of May, 2024.

Offered By:

## KELLER, INC.

Devin Flanigan	<i>Devin Flanigan</i>	5/13/2024
Construction Manager		Date

Accepted By	Date
-------------	------

Village of Hartland
Company Name

210 Cottonwood Avenue	Hartland	WI	53029
Address	City	State	Zip

(262) 367-2714		ryanb@villageofhartland.wi.gov
Telephone Number	Fax Number	E-mail Address





**Project Name:** \_\_\_\_\_

**Agreement #:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

### **ADDITIONAL AUTHORIZED SERVICES**

**Payment Terms:** Monthly billing, unless noted.

<b>Standard Scope of Services:</b>	<b>Cost for Service</b>	<b>Owner's Initials &amp; Date</b>	<b>Project Mgr's Initials &amp; Date</b>	<b>Regional Mgr's Initials &amp; Date</b>
<input type="checkbox"/> Environmental Site Assessment (Phase I)				
<input type="checkbox"/> Survey – Existing Conditions				
<input type="checkbox"/> Field Dimensions/As-Builts (Existing Building)				
<input type="checkbox"/> Civil Engineering				
<input type="checkbox"/> Wetland Delineation				
<input type="checkbox"/> Storm Water Management				
<input type="checkbox"/> Sub Surface Geo-Technical Exploration				
<input type="checkbox"/> Architecture				
<input type="checkbox"/> Structural Engineering				
<input type="checkbox"/> Mechanical Engineering				
<input type="checkbox"/> Electrical Engineering				
<input type="checkbox"/> Performance Specification				



As you are aware, the Village Board authorized the development of a strategic plan for the fire department, facilitated by 5 Bugle Training & Consulting. While a number of strategic goals have been identified, the primary outcome of the study is to recognize that the fire department call volume has reached the point of warranting a full-time career department to replace the present combination of full-time, part-time and paid-on-premises employees. There will be a cost factor involved in this that would require a referendum like what other municipalities in our area have done in support of their fire and EMS emergency services, or another type of funding source. We can work to develop a referendum if the Village desires to continue down this path, but before that I am reaching out to see what questions or concerns the Board may have regarding emergency service delivery under a new career fire department model.

Bruce Fuerbringer of 5 Bugle will present the details of the proposed strategic plan at our April 8<sup>th</sup> meeting and will provide details of how the need for a 24/7 career model was derived, and I will help explain the fiscal impact. We want to make sure that we are prepared to answer any of your questions. If questions develop as a result of the presentation, Bruce will be prepared to provide answers at that time as well.

Thank you for your assistance in helping bring the strategic planning process to a successful conclusion.

# *Hartland Fire Department*



## **2024 – 2027 Strategic Plan**



Facilitated and prepared by  
Five Bugle Training & Consulting, L.L.C.



Bruce A. Fuerbringer, M.S., EFO  
W6095 Rock Creek Rd.  
Mondovi, WI 54755  
(715) 577-8944

## Contents

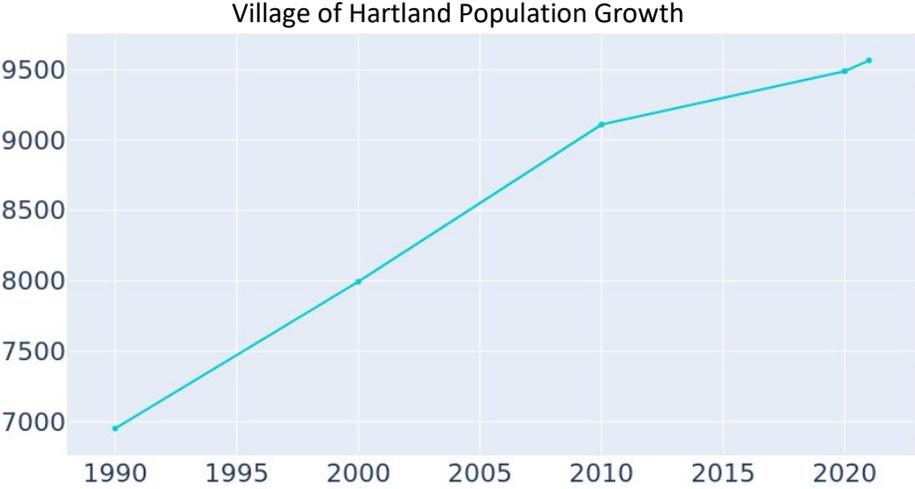
Executive Summary.....	4
PART I: Introduction and Overview.....	7
Acknowledgements.....	7
2024 – 2027 STRATEGIC PRIORITIES .....	7
Part II: Department History, Programs and Services .....	8
Department Mission, Vision, and Guiding Values .....	8
Current Status/Strategic Issues and Challenges .....	9
Strategic Plan Methodologies .....	10
PART III: VILLAGE/DEPARTMENT DEMOGRAPHICS & STASTICS .....	10
PART IV: WAUKESHA COUNTY FIRE AND EMS STUDY - 2018 .....	12
Regionalization, Mergers and Contracting .....	12
PART V: CURRENT SITUATION DRIVING OPERATIONAL CHALLENGES.....	12
Challenge #1 – Staffing .....	13
Challenge #2 – Response Times.....	15
Challenge #3 – Recruitment and Retention.....	15
Challenge #4 – Facilities.....	17
Challenge #5 – Fiscal Resources.....	18
Phased In Hiring Viewpoint.....	18
PART VI: FIRE CHIEF POSITION .....	18
PART VII: TIMELINE .....	19
PART VII: 2024 – 2027 Strategic Goals.....	20
Key Performance Indicators.....	20
Strategic Goal # 1 .....	20
Strategic Goal # 2 .....	21
Strategic Goal # 3 .....	21
Strategic Goal #4 .....	22
Strategic Goal #5.....	23
Strategic Goal #6.....	23
Conclusion.....	23
Appendix A: Response Times Example .....	25
Appendix B: Scheduling Example .....	27

## Executive Summary

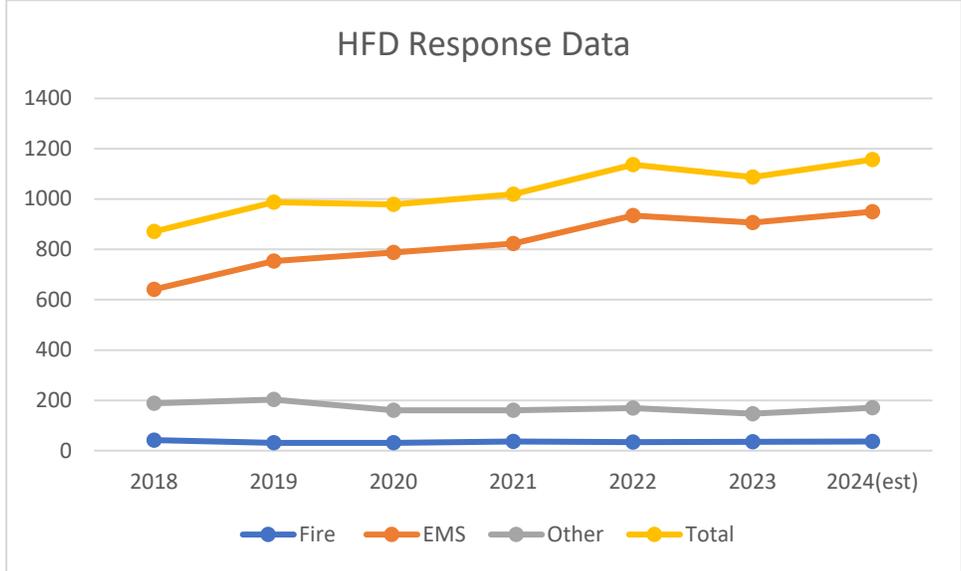
The Village of Hartland, although established in 1892, had served as a transportation hub for area business and recreation since the Milwaukee and Watertown Railroad reached it in 1854. The fire service played an early role in protecting the area as well, and the Fire House facilities were used for Village board meetings until the first Village Hall was completed in 1930. Today the Village continues to be known as “A Great Place to Live,” and while it continues to offer the charm of a small town, it has also continued to grow at a modest, but steady rate.

The Hartland Fire Department (HFD) was a completely volunteer fire department until it began evolving into a part-time paid department in November 1978 and hired its first full-time fire chief in 2014. For decades, local volunteer citizens of the Village served as the foundation of the HFD, comprising most of the fire department staffing. Over the years, the HFD has come to rely on volunteers and employees, both full-and part-time, that live outside Village limits to meet staffing requirements, with only about 20% of the fire department roster living within Village limits.

Steady growth, both in terms of population and business development, has resulted in an accompanying increase in demand for Village fire department services, primarily emergency medical services (EMS), not unlike other fire departments across the state and nation.



Year	Population	Rank in US	Growth Rate
2023	10,084	3,236	0.9%
2020	9,501	3,247	0.4%
2010	9,110	3,156	1.3%
2000	7,994	3,239	1.4%
1990	6,952	3,259	—



The Hartland Fire Department (HFD) is evolving from a historically volunteer department to a paid-on-premises and now includes a contingent of full-time firefighter/paramedics in addition to a full-time fire chief and administrative assistant. In addition to meeting increased service demands, the HFD recognizes the importance of continuing to evolve into a progressive department that continuously strives to improve service delivery to its citizens. The Village has made continued efforts to ensure the HFD has excellent equipment and tools with which to respond to emergencies, and a *Capital Improvement Plan* (CIP) has been developed to ensure that equipment is updated before it becomes ineffective or obsolete.

Progressive efforts will continue to be accomplished by increasing the number of full-time professional firefighters/emergency medical personnel and relying less on paid-on-premises personnel. Doing so also increases the stability of the workforce and reduces the on-boarding costs and training of new part-time personnel that is currently required due to turnover. Another demonstration of the Department’s dedication to increased professionalism and quality is including area chief fire officers as promotional assessors. Finally, the Department’s dedication to the Strategic Planning process and workforce development efforts is developing a culture of professional excellence and mutual respect that is further developing throughout the fire departments of Waukesha County.

Achieving desired base service levels for fire protection and emergency medical services will allow the HFD to focus even more on the professional development of its personnel. Four strategic priorities have been developed to help achieve this. These priorities represent the target areas for continued improvement as well as the fiscal challenges that face the Village of Hartland due to property tax levy restrictions the State continues to impose:

1. Operational Effectiveness
2. Community Involvement
3. Workforce Development
4. Financial Sustainability

Through extensive interviews with both internal and external stakeholders, and in-house leadership/process development training, the following strategic goals for 2024-2027 were developed:

- I. In 2024, complete a Strategic Human Resource Management Plan (SHRMP) based on 90-day, 1-year, and 3-year goals that include addressing staffing, retention, and succession planning; Identify payroll and fiscal strategies to support the SHRMP.
- II. Review and reorganize department positions as needed to maximize resources to increase operational and administrative effectiveness and help make the HFD the fire department of choice in recruiting efforts.
- III. Develop a Social Outreach Program that addresses current and future Department recruiting efforts as well as community service needs based on increasing candidate/customer diversification and changing population demographics.
- IV. Continue to investigate opportunities for the regional sharing of services that will improve the Department's ability to meet increased service demands.
- V. Identify EMS trends and related broad-based deliverables to help address the community's current and future medical needs.
- VI. Conduct a thorough inventory and review of the HFD capital fleet and response equipment to determine appropriateness, practicality to meet response and mitigation needs, age, quality, and practical investment.

The greatest challenge the HFD continues to face is adequate and consistent staffing to avoid relying on mutual aid to respond to calls that occur concurrently or within a short timeframe. The Village was able to hire two (2) additional personnel in early 2024 due to an increase in State provided funding for emergency services. Of the 3 applicants, two were still in paramedic school and one was a trained paramedic. The student hired cannot provide consistent staffing hours at this point, and the trained paramedic is being used to fill in for another medic that is on leave for an undetermined period. Therefore, the HFD has not yet seen the benefits of the two additional positions, outside of potentially being in even worse scheduling shape if they had not been able to be hired.

There is a point at which municipalities with combination fire departments experiencing continuous growth in call volumes must decide if they can continue to provide effective service, or if the transition to a fully staffed career fire department is warranted. The Village of Hartland has reached that point.

Transitioning to a career fire department will come with a cost factor and may require a local referendum to gain the support of the citizens. Several other municipalities in Waukesha County who were in similar situations as the Village of Hartland, have successfully passed a referendum to support and grow their fire departments. This strategic planning process has resulted in the sense that the citizens and leadership of the Village of Hartland would also support such a referendum, if needed, to improve the service delivery capacity of the HFD.

A career fire department would not only significantly improve service delivery both now and into the future, but it would also help cement the Village's strong sense of identity and autonomy, which could be compromised by attempts at consolidation or creating a fire district with other fire departments. History has shown that once a municipality gives control of their emergency services away, it can become fiscally costly and difficult to get back.

## PART I: Introduction and Overview

The Village of Hartland, although established in 1892, had served as a transportation hub for area business and recreation since the Milwaukee and Watertown Railroad reached it in 1854. The fire service played an early role in protecting the area as well, and the Fire House facilities were used for Village board meetings until the first Village Hall was completed in 1930. Today the Village continues to be known as “A Great Place to Live,” and while it continues to offer the charm of a small town, it has also continued to grow at a modest, but steady rate.

The HFD is looking to plan responsibly for future service demand, including current industry trends for expanded paramedic community services, and in their role as an area service provider in terms of mutual aid and MABAS (Mutual Aid Box Alarm System). The Village has the fiscal options of bonding or going to a referendum to secure funding for fire department operational improvements. Several other area municipalities, as well as other Wisconsin communities have successfully used a local referendum to authorize taxing above the current tax levy limitation imposed by the State.

### Acknowledgements

The successful completion of this strategic plan would not have been possible without the candid and enthusiastic input of many stakeholders. Five Bugle Training & Consulting, LLC would like to thank and acknowledge the following individuals and groups that supported and played a significant role in developing this project:

- Fire Chief Dave Jambretz
- Village Manager Ryan Bailey
- Village Board President Jeff Pfannerstill
- Deputy Fire Chief Peter Walker
- Julianne Konen, Administrative Assistant, HFD
- Dr. Timothy Westlake, Medical Director
- Village of Hartland Village Board
- Neighboring/Area Fire Chiefs
- Internal and External Stakeholders

### 2024 – 2027 STRATEGIC PRIORITIES

The multi-faceted approach to the strategic planning process (stakeholder interviews and survey, professional development training/input and discussions with leadership) have identified four categories of strategic priorities, which the strategic goals were developed from:

1. Operational Effectiveness
2. Community Involvement
3. Workforce Development
4. Financial Sustainability

## Part II: Department History, Programs and Services<sup>1</sup>

The Hartland Volunteer Fire Department was organized in November 1893. Monies used to buy equipment, vehicles, and gear were collected by fire contracts and raised through dances, an annual picnic, and donations. In 1958 the Village of Hartland took over the Fire Department as the governing body, and to this day the Village provides a base budget for fire department operations and is supplemented by the Hartland Firefighter's Association which hosts separate fundraisers to purchase equipment not covered by the Village budget process. Examples include extrication equipment, upfitting command vehicles, important EMS upgrades and other high-ticket items. When the Emergency Medical Service (EMS) was added to the department in November 1978, the Volunteer Firefighters and EMTs then became paid on-call members responding to fire and rescue calls. The Fire Department has been in operation for 130 years.

The Hartland Fire Department has 54 members, including Chief Officers, Firefighters, Paramedics, and Emergency Medical Technicians (EMT). The Department is an Advanced Life Support (ALS) ambulance service licensed by the State of Wisconsin as a Paramedic Service. This goal was reached in March of 2018. The Fire Department has seven (7) full-time positions consisting of a fire chief, administrative assistant, four full-time firefighter/paramedics (two of which are in officer roles), and one full-time firefighter/EMT. All operations function out of one station located at 150 Lawn Street. The station is staffed 24 hours a day, 365 days a year by dedicated professionals. The station staffing is subsidized by part-time members who work 12 or 24-hour shifts along with paid-on-call members who respond to the station during an emergency.

Per Wisconsin SPS 314.01(13)(b)4 requirements, the Department provides a fire prevention program that educates over 700 students in the Village of Hartland and completes over 615 fire inspections annually. The HFD continues to support the community at many events throughout the year, provides EMS standby for varsity football games at both High Schools in their response area and participates in public education programs.

### Department Mission, Vision, and Guiding Values

Hartland Fire Department Mission Statement:

**“The mission of the Hartland Fire Department is to protect life and property by providing emergency services with highly trained, responsible, and committed personnel for those in need in our community and surrounding areas.”**

A mission statement states the current and future objectives of the organization, and must align with its mission, strategic planning, culture, and guiding core values.

The Department's Vision Statement...

**“The vision of the Hartland Fire Department is to continuously deliver high quality care and advanced emergency services in our community and surrounding areas by engage emergency personnel through leadership, higher education, and experience.”**

---

<sup>1</sup> Village of Hartland Webpage, <https://www.villageofhartland.wi.gov/130/About-Us>

...supports the mission statement and represents the Department's core values, the most important believes and ingrained principles that guide the HFD's actions; working cooperatively with each other and those we serve, always adhering to a sound code of moral and ethical conduct.

HFD Core Values as identified by its personnel:

- **Respect**... Accepting someone as they are and for who they are, even when they are different from us in some way or differ from us in opinion.
- **Professionalism**... Characterized by attire, attitude (reflected by behavior), communication and dedication (reflected by participation).
- **Communication**... Habits of communication; how we connect with others, exchange ideas and feelings, and resolve conflicts.
- **Family**... Beliefs, ethics, and priorities that provide a moral compass for the department.
- **Honesty**... Moral character to continue to strive to the highest level of ethical conduct.
- **Commitment**... A pledge to give your time and energy to something you believe in.
- **Continuous Learning**... Seek opportunities for professional development through education and growth.
- **Preparedness**... Proactivity, responsiveness, punctuality, reliability, resilience, resourcefulness.
- **Growth**... Embracing new challenges, seeking out opportunities, and continuous improvement.
- **Structure**... The Departmental system organized by a pattern of relationships, expectations and the process to effectively meet the needs of the Department.

### Current Status/Strategic Issues and Challenges

The greatest strategic challenge the HFD faces at this time is attaining and maintaining the personnel and infrastructure resources required to meet the increasing service demand levels the Village is experiencing. Call volume has increased over 30% over the period of 2018 – 2023, using the high call total of 2022. (Figure 1.0).

There are several other issues that also impact the HFD strategic planning effort at this time, including but not limited to, fewer paid-on-premises and part-time firefighters, filling open medic positions that occur as individuals choose to take positions with other fire departments, securing sufficient firefighter numbers for daytime responses, and recruiting and retention. To be sure, these are the same challenges that many other fire departments across the State are facing as well. The HFD has chosen to proactively address the challenges by creating a strategic plan that focuses on creative goals and strategies to reduce their impact while still working on continuous service delivery improvements.

Having consistent on-duty staffing of 5 to 6 firefighter/medics will allow HFD to more closely align staffing with the National Fire Protection Association **Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments** (NFPA 1710) recommendations and eliminate the risk exposure that currently exists when circumstances leave the engine unstaffed or driven to the scene with only one or two personnel.

## Strategic Plan Methodologies

The methodology utilized for the 2024-2027 Strategic Plan followed the industry standard process. Forbes<sup>2</sup> defines the steps as:

- 1) Assess Industry and Customer Trends
- 2) Complete SWOT Analysis on Your Business
- 3) Define Your Mission and Vision
- 4) Define Your Organizational Goals
- 5) Identify Department Division Level Objectives
- 6) Determine Staffing
- 7) Budget and Financing Needs

The balance of the information that this strategic plan utilizes is based on information provided by the HFD relating to operational and managerial improvements that would best serve the fire department in moving forward.

The impact of various sources and standards, including the Center for Public Safety Excellence (CPSE), the Insurance Service Office (ISO) Rating Schedule, the National Fire Protection Association (NFPA), Local Fire Protection/Inspection Ordinances and State of Wisconsin Statutes and Administrative Code are considered influencing industry rules/laws or standards in the development of a strategic plan.

## PART III: VILLAGE/DEPARTMENT DEMOGRAPHICS & STASTICS

The Village of Hartland has seen modest growth over the last decade, with the population increasing over 9% from 9110 (2010) to 10,084 (2022), with approximately 20% being persons 65 years and over<sup>3</sup>. The median sale price of a home in Hartland was \$695K in November 2023, up over 46% over the past year.

### Village Population. 5-Year Growth

2019: 9,286  
2020: 9,501  
2021: 9,434  
2022: 9,946  
2023: 10,084

Information obtained from the Village Building Inspector's office, building permits have ranged from 175 issued in 2019 to a high of 295 in 2021, an increase of approximately 59% for that period. Permits have averaged 218 per year over the past five years, with residential buildings including new single and multi-family dwellings accounting for approximately 20% of total building permits. There has been about 1

---

<sup>2</sup> <https://www.forbes.com/sites/georgedeeb/2018/12/04/the-top-6-steps-of-strategic-planning/?sh=6d64c6635b25>

<sup>3</sup> <https://www.census.gov/quickfacts/hartlandvillagewisconsin>

new commercial project initiated each year over the same timeframe. New housing developments include senior citizen living facilities and a popular convenience store chain that is known to increase traffic within its service area. Future development may favor apartment complexes, both of which will result in a higher density of populous requiring municipal (fire department) services.

In both terms of population and construction, the Village is demonstrating a consistent pattern of growth and increase in property values.

The HFD has hired 2 additional line personnel in 2024 to increase its full-time number of firefighter/medics to 5 working out of a single station that houses a primary and reserve engine, a 101 ft. aerial/quint, a primary and reserve ambulance, and other supporting apparatus including a brush truck, tender, and command vehicle. As indicated in the previous section, calls for service have increased over 30% from 2018 - 2023 (871 calls to the high year of 2022's 1137calls). 2024 is on track to log over 1000 calls for service again as well.

<b>INCIDENT TYPE</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Fire	42	31	31	36	34	35
EMS/Rescue	641	753	788	823	934	906
False Alarms	50	48	51	57	51	45
Mutual Aid (Given)	45	48	44	44	55	36
Hazmat Responses	3	11	6	6	5	2
Other Hazardous Responses	35	37	29	27	31	21
All Other Responses	55	59	30	26	27	33
<b>TOTAL:</b>	<b>871</b>	<b>987</b>	<b>979</b>	<b>1019</b>	<b>1137</b>	<b>1089</b>

<b>Mutual Aid</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL/NET</b>
<b>Received</b>	28	48	55	52	68	56	307 <b>+35 rec. vs. prov.</b>
<b>Provided</b>	45	48	44	44	55	36	272
<b>Total</b>	<b>73</b>	<b>96</b>	<b>99</b>	<b>96</b>	<b>123</b>	<b>92</b>	<b>579</b>

## PART IV: WAUKESHA COUNTY FIRE AND EMS STUDY - 2018

It is worth noting that Hartland is not the only municipality facing challenges in providing fire and EMS services. In 2015, Waukesha County Executive Paul Farrow sent a letter to county municipalities noting that “Emergency services are expensive and necessary to provide the level of safety residents in our communities have come to rely on...” and subsequently commissioned a study facilitated by Fitch & Associates, LLC to investigate ways that fire and EMS services may be provided in a more cost-effective and efficient manner. The Village of Hartland was one of the participating municipalities in that study.<sup>4</sup>

Among the various factors covered in the study were several pertinent to this strategic planning process, namely the distribution of demand within Waukesha County and staffing, recruitment, and retention. The study notes on page 5, “It is clear that...Hartland, Lisbon, Merton, and Sussex have the highest concentrations (of calls, and) ...shows the highest likelihood of concurrent calls.”

### Regionalization, Mergers and Contracting

The study’s overall recommendations focus on the regionalization of services – suggestions that do not appear to have gained widespread traction within the county currently, nor in the foreseeable future. The exceptions are the Western Lakes and Lake County fire departments, which have regionalized services and expanded their service areas since the 2018 study. Regionalization, mergers, or contracting emergency services from other agencies come with their own challenges, depending on the organizations involved and their end goals. Some contracting organizations want complete control of the operation, without input from the community they are contracting to, while many municipalities want to have a say in how operations are run if they are paying for the service. Besides the lack of internal control, the community tends to lose their previous infrastructure over time, and should they become dissatisfied with the service or see costs increase, they are generally unable to “ramp back up” to provide the service internally again without significant start-up costs.

Regionalization of services does have the potential to be more cost effective and efficient due to factors such as borderless responses. The communities involved however, must all be able to agree on the structure of the service and where the primary responsibility for managing it will lie. Many communities are hesitant to give up control of critical emergency services.

## PART V: CURRENT SITUATION DRIVING OPERATIONAL CHALLENGES

The Hartland Fire Department is facing four (4) fundamental operational challenges:

- I. Staffing challenges to meet both current service demands and growing future demands.
- II. Recruitment and retention of high-quality job candidates.
- III. Facilities to accommodate current operational and administrative needs, as well as any future demand created by staffing increases.
- IV. Financial resources to implement the solutions to meet the challenges.

---

<sup>4</sup> <chrome-extension://efaidnbmnnnibpcajpcgiclfindmkaj/https://www.waukeshacounty.gov/globalassets/county-executive/waukesha-executive-summary-combined-final--june-15-rev-updated.pdf>

The strategic challenges facing the HFD and potential remedies for each are discussed below:

### Challenge #1 – Staffing

Staffing challenges facing the HFD have improved marginally in the period this strategic plan was being developed. Thanks to additional State funding, the HFD has been able to hire an additional two (2) full-time positions. By placing the new personnel on a 40-hour workweek, the HFD increased daytime staffing to a total of four (4) line personnel. This allows for an additional person to accompany the ambulance when needed, leaving a driver for the engine, should that resource be required. It could also allow for a 3-person engine response to a fire call, with one person bringing the ambulance as an on-site resource. It still does not allow for the full response that 5 or 6 on-duty personnel would bring, but it is a step in the right direction. If vacancies created by personal time off benefits are not filled via overtime or part-time staffing, it will again reduce depth of response capabilities, as the challenge of most members working and living outside of the Village will continue to create response barriers and increase the reliance on mutual aid to subsidize staffing shortages. In a January 12, 2023 memo to the Village board, Chief Jambretz noted that membership coming directly from Village residents dropped from a high of 43 (nearly 80% of the Department) in 2012 to 12 (less than 25% of the Department) in 2022. However, currently approximately 30 personnel live within a 5–10-minute response time from the fire station. When available to respond, their proximity provides a favorable response time, but ultimately, as with all volunteer fire departments, a timely response relies on their availability.

In addition to the staffing depth to cover daytime absences, another aspect is having sufficient staffing to ensure consistent scheduling without regularly relying on a small number of people able and willing to fill open evening and weekend shifts. Retention of trained staff is an issue that the HFD has been dealing with for some time. The HFD has experienced a total of 74 resignations, retirements, terminations, or inactive personnel since 2018, or an average rate of 12.3 positions per year since 2018, while reporting hiring only 78 replacements over the same timeframe. These are recruits that need to be outfitted and trained every year, which is a demand on time and the budget.

<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
New Empl.	5	7	23	12	13	18
Resigned Inactive Retired Terminated	13	17	10	11	13	10

Providing 24/7 full-time staffing of one ambulance and one fire engine would require approximately 18-line personnel, working a 3-shift, 24 hr. shift model and considering personal time off benefits. If this is the ultimate goal for the Village, strategies to increase the fire department roster an additional 13-line positions will need to be considered. If the Village wishes to have 2 full-time administrative personnel instead of just the fire chief, then it would need to hire 14 personnel. The added staff and 24-hour work schedule would allow the HFD to more closely comply with staffing, response and operational standards established by the National Fire Protection Association’s *NFPA 10* and/or *NFPA 20*, which were created as industry standards for “front line” staffing of fire apparatus with the safety and health of firefighters in mind, as well as the effectiveness of fireground operations.

With the addition of two full-time positions in 2024, the HFD is at the point of either taking the next step of a full-time fire department or committing to the current model of a full-time daytime department,

relying on part-time and paid-on-premises evening and weekend staffing. Going the latter route will bring along with it the continued management ‘baggage’ of dealing with “hit and miss” part-time and POP staffing, as well as the training issues that are creating the many current challenges the HFD is facing today. It may also become more expensive and therefore more difficult to move to a full-time fire department in the future.

***Waukesha County Fire & EMS Study Reference:***

Again, in referencing the Waukesha County Fire & EMS Study of 2018, similarities were observed in conditions at that time when compared to the current strategic planning study. Both documents note the below conditions regarding fire and EMS response in the county and village, respectively:

- Staffing models do not appear to provide the “stability desired in order to meet the current and future demands of the community.”
- “Multiple agencies reported that staff members are working part-time for multiple departments.
- “Almost all departments reported that firefighters do not live in the community they serve anymore, diminishing the ability to rely on those firefighters to respond from home thus relying on the minimal staffing at the fire station.”
- The firefighters working at multiple departments also reduce the ability to rely on those firefighters to return for significant emergency events.”
- “...these firefighters working part-time at multiple departments eventually get hired full-time at a fire department and now multiple departments lose a trained firefighter.
- “Departments have also reported finding themselves in a battle between departments for staff based on their pay and benefits.
- “...additional investment in career staffing will likely be necessary to provide a reliable response model to meet the current and future community demands for service. This investment in career staff has already been occurring in many of the departments.
- Coordinating pay rates and benefits between county departments may benefit all departments.

*Strategy:* Staffing issues can be addressed through administrative strategies and an initiative to create a full-time fire department.

- ✓ Estimate the cost factor to increase staffing by 14 personnel to create a full-time fire department. It is anticipated that a roster of 21 total personnel, including the fire chief, assistant fire chief, and administrative assistant will provide sufficient operating depth to staff an EMS and fire apparatus as well as provide other core services (such as fire inspections), and allow for effective management of a department that size.
- ✓ Initiate a campaign including a significant public education component, to put forth a local referendum in the Spring of 2025 create a full-time, 24/7 fire department that provides the Village with both a fully staffed ambulance and fire engine.
- ✓ It has been reported by some that there are a number of HFD members that do not sign up for shifts on a regular basis or work more than a minimum number of hours. Establishing a standard for hours worked and reviewing the system that members use to schedule work shifts will help ensure greater equity in sharing workload and encouraging the coverage of open shifts.

## Challenge #2 – Response Times

Response times are tied to the staffing challenge in so far as concurrent call occurrences and fire-related calls. The HFD displays acceptable 1<sup>st</sup> call response times for the vast majority of its EMS calls. When a 2<sup>nd</sup> EMS call comes in while the 1<sup>st</sup> unit is already committed to another incident, response times can be varied. If sufficient qualified personnel are at the station and a 2<sup>nd</sup> ambulance can respond immediately, the response time will be consistent with the average. If, however, only one person is at the station and they take the ambulance, relying on another qualified medic to arrive via POV, then the response should be considered not only ineffective, but potentially harmful to the patient unless everything works out just right – that is to say a second qualified medic arrives at the same time as the ambulance so that patient care is not compromised. If there is a lack of qualified medics (such as a basic EMT when a Paramedic is required), then it is better to request mutual aid from both a patient care perspective as well as a liability issue. The fire department cannot advertise ‘Paramedic’ service and have the ambulance labeled as such, if it is not staffed by at least one paramedic.

Response times for fire-related calls should improve significantly, as should the effectiveness of the 1<sup>st</sup> on-scene engine or truck. Currently the ability to drive fire apparatus to the scene is dependent on staffing at the station and how quickly POP personnel can get to the scene. While there is always the possibility that a shift crew may all be committed to EMS calls with both ambulances, having 5 or 6 personnel at the station available to respond throughout a 24-hour shift will notably improve the likelihood of a 3-4 person engine being available to respond immediately when the need arises.

## Challenge #3 – Recruitment and Retention

Recruitment and retention challenges have become a significant challenge for all fire departments in recent years, both career and volunteer. In past decades, the application and testing process was a very competitive process with limited openings per candidate. In recent years, career fire departments have found themselves competing with other fire departments for the best candidates, and there is a current trend of fire departments lowering their pre-requisite requirements for applying for a position. For example, where paramedic certification is a requirement for ALS fire departments, others have lowered it to EMT-B with the offer to train the candidate to paramedic level if hired.

Volunteer fire departments have a longer history of recruitment and retention issues, as they rely on people who may already have a full-time job to work for the fire department in addition to their other commitments. With the increased certification and continuing training requirements that state and federal standards either require or encourage, it can be difficult for individuals to juggle the demands of work, family, and a part-time commitment to a fire department. In these circumstances a number of factors can influence the recruitment and retention of volunteer/paid-on-call and/or part-time firefighters and paramedics. These factors may include, but are not limited to, commitment to the community they serve, the culture of the fire department – if it is inviting or not, and other factors such as pay and benefits, if any.



While the HFD has enjoyed a stable workforce of 20 paid-on-premises line officers over the past decades, it has experienced significant turnover in its rank-and-file positions, both full-time and part-time. During the period of 2012 – 2023 the fire department experienced 50 resignations, 22 of which were members leaving for the opportunity of full-time employment, or improved employment opportunities. 28 other individuals resigned for various reasons. In total, this represents a statistical turnover of almost 100% when considering the HFD has a roster of approximately 50 members/employees.

The HFD has a history of below average pay for the area but has been working on improving that aspect with a recent increase in wages occurring in 2023. Below is a sampling of data obtained from the 2023 Wisconsin State Fire Chiefs Association (WSFCA) annual Salary survey. The accuracy of the information is dependent on the accuracy submitted by the fire chief of the department when the information was provided. The intent is to show competitive salaries around Hartland for firefighter positions. Population and call volume are 2022 figures. It also shows what some other Wisconsin communities about the size of Hartland are paying firefighters.

City	Population	FF Range	Fire Calls	EMS Calls
<i>Hartland</i>	<i>9,946</i>	<i>\$44,778 - \$59,184</i>	<i>203</i>	<i>934</i>
Western Lakes	34,211	\$55,750 EMT-B \$62,674 (EMT-P)	660	2240
Wauwatosa	48,000	\$53,184 –(EMT-B)	3498	5314
Pewaukee		\$47,380		
Brookfield – Town	10,000	\$49,504	400	900
Sussex	12,000	\$52,003		
<b>Other</b>	<b>Statewide</b>	<b>Examples</b>		
Monona	7,543	\$54,118		
Rhineland	8,303	\$58,416		
Merrill	10,000	\$64,426		

Portage	10,581	\$56,844		
---------	--------	----------	--	--

*Strategy:* Recruitment and retention efforts would best focus on 1) the culture of the HFD, maintaining an environment that motivates and attracts both career-oriented individuals as well as local part-time/paid of premises staff to support operations; and 2) establishing a competitive pay schedule that would help prevent candidates from going to a different community that pays significantly more.

#### Challenge #4 – Facilities

The HFD operates out of one fire station located at 150 Lawn Street. The original station, built in 1964, received an addition with wings in 1974. As the first Paid-on-Premises 12-hour night staffing occurring in 2016, it is safe to assume that the station was not designed or built with 24-hour staffing on premise in mind. EMS was added in 1978, which brought with it space needs for ambulances and associated equipment in addition to the fire response equipment already in place.



Fire apparatus and equipment has increased in size, sophistication, and quantity over the past decades, resulting in the need for larger spaces to accommodate everything. The fire service has grown faster than many fire stations over the past 60 years. The HFD is no exception and has worked to make use of all available space to accommodate response needs. The Village of Hartland is working with an architect on the expansion project in conjunction with other facility considerations for the police department and Village Hall. It is an ongoing process. The timing of the construction project, estimated at 12 – 24 months, does not, however, coincide with the more immediate needs of increased staffing.

*Strategy:* With increasing staffing being the determined priority, find a creative solution to house additional personnel in the current station until the fire station expansion project is completed. With one additional dorm space currently available at the fire station, moving storage from the fire station to the Survive Alive house and rearranging available space at the fire station could allow for an additional 2 bunk spaces, allowing for a total of five (5) on-duty personnel overnight, be they full time or paid-on-premises.

## Challenge #5 – Fiscal Resources

The key to success for any major fire department initiative is community support and the fiscal resources required to achieve it. There are several options available to municipalities, any one, a combination of, or all of which could be considered to support the goals of the strategic plan, and the cost/benefit of each will need to be analyzed by Village leadership.

*Strategy:* Using the current five (5) full-time employees as a base, seeking funding options including but not limited to:

1. Local referendum authorizing an increase in property taxes to support additional hiring of 13 personnel to support a daytime engine crew of 3 or support a 2<sup>nd</sup> EMS response when needed.
2. Utilizing the municipal bonding process to secure funding to hire 13 additional personnel in a measured annual effort to ultimately obtain a fire department roster level of 18-line positions.
3. Apply for the “Staffing for Adequate Fire and Emergency Response Grants” (SAFER), which provides financial assistance to municipalities over several years to support increased firefighter staffing levels. This approach will allow the Village to phase in the cost factor associated with the above strategies to fiscally support the fire department as the SAFER funding diminishes.

### Phased In Hiring Viewpoint

The phasing in of hiring over a period of years, while an attractive fiscal strategy to reduce the impact of hiring additional personnel, does not work in Hartland’s case. With 5 full-time personnel, the HFD still cannot fully staff one ambulance and one fire engine during daytime hours, as 3 of the 5 full-time staff needing to work a 24/48-hour schedule in order to provide 24/7/365 paramedic staffing. In addition, there are staffing ‘holes’ between 0600-0800 hrs. and 1600-1800 hrs. on weekdays when only two people (1FT and 1PT) are on duty.

Adding a couple of personnel each year is not a practical answer to providing 24-hour coverage and would be an added challenge to schedule and manage. The Village is seeking both an economical solution and the ability to have the fire department managed in such a way as to increase professionalism and provide consistent response quality in terms of response times. Having full-time staff on a 24-hour shift has been demonstrated throughout the fire service over the past millennia as the best way to accomplish these goals.

In addition, taking the leap to a fully staffed 24-hour service fire department eliminates the need for developing a strategy to continue funding efforts to achieve that status in the future. With unknown future challenges that may face the Village, there is always the possibility that politics will want to meddle with public safety and delay the implementation of critical fire department services, when the demand for those services continues to increase annually.

## PART VI: FIRE CHIEF POSITION

There are several factors that will impact a transition to a career fire department in terms of the fire chief position. The current fire chief is in what is considered his ‘retirement window’ – the period from when he is eligible to receive a retirement pension to the final date he is willing or able to work until. In

this case the ‘window’ is an approximately 12 – 24-month period as of this report. By this time, regardless of the direction the HFD is taking, a new fire chief will need to be hired.

In the event there is a successful initiative to move to a career fire department, there are several actions that will need to be completed prior to its implementation. Modifying the fire station physically to temporarily accommodate additional shift personnel is one requirement, and designing a 24-hour shift schedule, along with policy, procedures and standard operational guidelines for a career department are other requirements. Finally, the hiring of career personnel will also need to be completed.

The first actions – modifying the fire station physically, can be accomplished, or at least initiated, by the current HFD leadership. Creating the needed shifts, work schedule and administrative and emergency procedures would best be accomplished by a fire chief with career experience.

Therefore, the Village would do well to initiate the hiring process for a career fire chief so that the individual could be in place approximately 6-months prior to the career transition to give them time to acclimate to the current situation and complete/finalize the needed tasks to complete the transition. The current fire chief has expressed his willingness to assist in the transition in any way he can, and his willingness to retire at the point over the next 12-24 months when the Village is ready to hire a career chief.

## PART VII: TIMELINE

Strategies that support establishing and/or maintaining a fire department culture that attracts new candidates and retains employees can be initiated immediately through administrative controls and strengthening initiatives.

Increasing staffing and securing the fiscal resources can begin once sufficient action steps are in place to support that initiative. The hiring of two additional personnel in 2024 is the beginning step to accomplish this, providing additional, though limited line support and allowing for increased administrative work to be done by reallocating hour previously committed to line work.

Transitioning directly to a full-time 24-hour fire department cannot be done in stages. Attempting to piecemeal a system together to allow for the phased-in hiring of 13 personnel, as mentioned above, would require a complex scheduling and management effort, fraught with potential issues. Therefore, it is the recommendation of this strategic plan study that the transition to a full-time, 24-hour fire department would be in the best interest of all involved, and ultimately provide the greatest and most cost-effective solution to the current public safety need for fire department services, particularly 911 generated calls for service.

Planning for a Spring 2025 referendum to enable this move would give the Village and the fire department almost a year to prepare for it and provide community education efforts to support the referendum. It would also give the fire department time to apply for the SAFER grant to secure funding to help with the transition. If successful, a summer 2025 timeframe would be appropriate for the hiring of a career fire chief.

## PART VII: 2024 – 2027 Strategic Goals

**Note: Each strategic goal should be evaluated to determine the need for, and practicality of, considering the potential for transitioning to a career fire department within the next 21 months. Some of the goals will be appropriate for the current situation and will benefit current operations, while others will be impacted by where the HFD finds itself 12 months from now. They may be taken on at that time, or wait until a career fire chief is hired, who can provide guidance on how to best address those strategic goals.**

### Key Performance Indicators:

Key Performance Indicators (KPI) are the elements of the plan that express what you want to achieve by when. They are quantifiable, outcome-based statements that are used to measure if goal progress is on track to meet its objectives.

The following are the Strategic Goals and KPI's resulting from the 2023 – 2028 strategic planning process:

**Strategic Goal # 1:** Prepare fiscally and logistically to hire 13 additional personnel to staff an ambulance with 2 EMT-P's and an engine with 4 firefighter-EMT's (which includes one officer) for a total of 18-line staff. Personnel to staff a 3-shift, 24-hour schedule. Goal to include a public education component supporting the fiscal initiative.

#### KPI's:

- 120-day:
  - Propose wages plan that will compete with area fire departments to the extent that the HFD will be an attractive position.
  - Decide upon the type of 24-hour shift schedule that best fits the HFD (ie: 24/48 schedule, 48/96 schedule, Kelly Schedules)<sup>5</sup>
  - Research and prepare funding options for Village Manager to include referendum, bonding, and SAFER grant proposals, keeping referendum steps timeframe in mind. The goal is to have a Spring 2025 referendum if one is needed.
  - Prepare proposal for housing additional staff at existing fire station, utilizing other spaces for storage, etc. as temporarily required.
  - Present a plan for how other logistics will be handled (additional turnout gear, living quarters, etc.).
  - Develop a public education program and presentation proposal to support fiscal initiatives.
- 1-Year (June 2025):
  - Complete station modifications.
  - Complete recruitment and hiring process.
- 2-Year

---

<sup>5</sup> <https://firefighterconnection.com/understanding-a-firefighter-work-schedule/>

- Review operations to determine effectiveness of staffing structure and building modifications.
- Prepare written analysis report, including future recommendations.
- 3-year
  - Implement, if needed, recommendations brought forth in Year 2.

**Strategic Goal # 2:** By 2025, complete a Strategic Human Resource Management Plan based on 90-day, 1-year, 2-year and 3-year goals that include addressing HFD communications, training, retention, health and safety needs, and succession planning (as appropriate).

KPI's:

- 90-day:
  - Form a Strategic Human Resource Team
  - Implement a group message to be sent to all staff from the command staff and chief meetings regarding items that impact the entire Department.
  - Review team created for SOG updates/revisions.
- 1- year:
  - Strategic Human Resource Plan completed with approval from leadership to begin implementation.
  - Communications plan for full fire department completely developed.
  - Full review and revisions completed for SOG's.
  - Training plan implementation for monthly review of SOG's, with the goal of completing a total review of SOG's on a 12-24 month basis.
- 2-year:
  - Initial phases of Strategic Human Resource Management plan implemented – including, but not limited to, complete succession planning, leadership development plan, promotions plan, evaluation of staff.
  - Fully implemented communications plan.
- 3-year:
  - Fully implemented and operating Strategic Human Resource Management Plan.

**Strategic Goal # 3:** Reorganize positions to maximize resources to increase operational and administrative effectiveness and help make the HFD the fire department of choice in recruiting efforts.

**Note:** This strategic goal would be appropriate for consideration in stages. Any ambiguity or concerns regarding the effectiveness of current department positions should be evaluated at this time, as the HFD will continue to operate under its current structure for at least the next 18-24 months. If and when the status of the HFD changes, it would

be appropriate to re-visit this goal taking into consideration any new department structure.

KPI's:

- 90-day: Develop/Update position description with purpose statement and objectives for full-time positions.
- 1-year:
  - Fire Chief position description completed and submitted to the Village Manager and the Police & Fire Commission for approval.
  - Review, evaluation, and position descriptions of staff and line officer positions completed.
  - Potential re-assignment of responsibilities and consideration of re-organization options.

**Strategic Goal #4:** Develop a Social Outreach Program that addresses current and future department recruiting/onboarding efforts for part-time and POP personnel as well as community service needs based on increasing candidate/customer diversification and changing population demographics.

**Note:** This strategic goal would be appropriate for consideration in the event the Village does not move towards a career fire department, as the need for PT and POP personnel will continue. If the Village moves to a career department, then this strategic goal would only be appropriate if there is insufficient interest on the part of existing PT and POP personnel to supplement staffing in support of the career staffing.

KPI's:

- 90-day:
  - Establish a community outreach/recruiting development team.
  - Form a team to review onboarding and begin to develop a program to reflect annual rotation of team members; address any perceived shortcomings of current program.
- 6-month:
  - Community Outreach goals identified, and strategies identified for development.
  - Recruiting strategies researched and brought forward for discussion/development.
- 9-month:
  - Community Outreach plan developed and approved for implementation.
  - Recruiting initiatives developed and implemented.
  - Social media presence established.
  - Revised onboarding program fully implemented.
- 12 – 18 months:
  - Fully implemented community outreach program.
  - Review of Recruiting Initiative performance for effectiveness.

**Strategic Goal #5:** Identify EMS trends and related broad-based deliverables to analyze the community's current and future medical needs.

**Note:** This goal may be best left to be initiated by the new fire chief to best align with current industry trends and departmental resources. Otherwise, it could be undertaken sooner if it is decided to maintain HFD's current structure.

**KPI's:**

- 90-day: Establish an EMS committee to identify and study community-based EMS trends across the county/region/state and country. Include local EMS stakeholders including the medical community and hospital administration.
- 6-month:
  - Identify current EMS trends, both emergent and non-.
  - Meeting with leadership to discuss.
  - Hold shift meetings to discuss; provide feedback to leadership.
- 1-year:
  - Have new EMS trends identified and implementation strategies developed.
- 18-month: Full implementation of updated EMS delivery strategies.

**Strategic Goal #6:** Conduct a thorough inventory and review of the HFD capital fleet and response equipment to determine appropriateness, practicality to meet response and mitigation needs, age, quality, and practical investment.

**Note:** This strategic goal may be best left to be initiated by the new fire chief to best align with current industry trends and departmental resources to staff and maintain capital pieces and equipment. If the initiative to move to a career fire department does not occur, then the recommendation is to hire a professional fire service consultant to lead the review and make recommendations for any adjustments.

**KPI's:**

- 90-day: Create three teams, one fire based, one EMS based and one specialty equipment to perform the inventories.
- 9-months: Review inventories and based on industry experts' input, determine appropriate type and trim level for capital fleet, type and numbers of fire, EMS and specialty equipment required for response needs.
- 1-year: Review capital improvement plan with recommendations for retaining, modifying or replacing capital fleet and response equipment.

## Conclusion

The Hartland Fire Department has a rich and proud history of serving the community for over a century. Local volunteers have answered the call selflessly and provided emergency and non-emergency fire, and more recently EMS services, as well as community fire inspections and fire education/community service work in a competent and professional manner.

The Village of Hartland and its surrounding area have grown over the decades and calls for emergency responses and non-emergency services have increased proportionally. Maintaining the capacity to respond to these service calls has been a growing challenge over the years, forcing the HFD to increasingly rely on mutual aid services when multiple calls occur in a short timeframe. While utilizing mutual aid is not uncommon for any fire department, when it becomes a standard practice to underwrite staffing shortages, it subsidizes local staffing levels at the providing department's expense.

There is a point at which municipalities experiencing growing emergency services needs must decide if the current needs, and recognizing probable increasing future needs, warrants transitioning from a combination professional fire department to a career professional fire department. The Village of Hartland has reached that point.

There is a cost factor to do so, which requires community support. Other communities in Waukesha County who have found themselves in a similar situation have successfully taken the issue to municipal referendums, allowing them to invest in the personnel resources required to meet service demands. If an attempt to improve the service capacity of the HFD does not occur, and the Village continue to rely on its neighbors through mutual aid, then it may find that those neighbors – particularly those whose citizens have invested in their fire departments – may become reluctant to subsidize the Village's fire department responses through mutual aid, instead of the Village supporting itself.

This strategic planning process has resulted in the sense that the citizens and leadership of the Village of Hartland would also support such a referendum, if needed, to improve the service delivery capacity of the HFD. A career fire department would also help cement the Village's strong sense of identity and autonomy, which could be compromised by attempts at consolidation or creating a fire district with other fire departments. History has shown that once a municipality gives control of their emergency services away, it can become fiscally costly and difficult to get back.

The strategic goals within this plan provide the Village and HFD with guidance on strategies for transitioning to a career fire department and improving organizational management now. There is flexibility in how the goals are managed and achieved, whether the Village chooses to move forward with change or not.

## Appendix A: Response Times Example

Basic Incident Number (FD1)	Basic Incident Date Time	Basic First Arrived At Scene Apparatus ID	Basic Last Apparatus Arrived At Scene Apparatus ID	Apparatus Resource Dispatch To Arrival In Minutes
24-001	01/01/2024 00:01:58	HLFM43	HLFM43	7
24-00197	03/13/2024 17:07:04	HLFM43	HLFT43	5
24-00199	03/14/2024 12:27:18	HLFM43	HLFM43	3
24-002	01/02/2024 09:25:52	HLFM43	HLFM43	4
24-00201	03/15/2024 01:09:37			
24-00203	03/15/2024 06:04:00			
24-003	01/02/2024 11:31:30	HLFM43	HLFM43	4
24-004	01/02/2024 16:10:18	HLFM43	HLFM43	5
24-005	01/02/2024 07:10:53	POV	POV	24
24-006	01/03/2024 04:36:28	HLFM143	HLFM143	4
24-007	01/03/2024 08:31:10	HLFM43	HLFM43	7
24-008	01/03/2024 15:10:15	HLFM43	HLFM43	6
24-009	01/03/2024 19:13:53	HLFE43	HLFM143	
				5
				9
				28
24-010	01/03/2024 21:35:53	HLFE43	HLFM43	9
				10
				11
24-011	01/04/2024 12:16:23	HLFM43	HLFM43	
				4
24-012	01/04/2024 18:26:19	HLFM43	HLFM43	4
24-013	01/05/2024 13:51:20	HLFM43	HLFM43	4
24-014	01/06/2024 07:34:43	HLFM143	HLFM43	4
24-015	01/06/2024 12:17:37	HLFM143	HLFM143	5
24-016	01/07/2024 02:41:00	HLFM43	HLFM143	5
24-017	01/07/2024 03:09:57	HLFM143	HLFM143	6

24-018	01/08/2024 08:58:25	HLFM43	HLFM43	3
24-019	01/08/2024 09:07:59	HLFU43	MA BLS	8
				10
				13
24-020	01/08/2024	HLFM43	HLFM43	6

## Appendix B: Scheduling Example

					<p><b>Mar 1</b></p> <p><b>Hartland Full-Time/Day Station</b> Lt. Jonathan Quint (FF/M 06:00-18:00) FT</p> <p>06:00-06:00 Angie Hanson (FF/EMT) 06:00-18:00 Lt. David Pabelick (FF/MP 18:00-06:00)</p> <p><b>Hartland POC Staff Battalion 43</b></p> <p><b>Time Off</b> Amy Mattox (FF/MPO/Leave) 06:00-06:00 Bryan Thomas (FF/MP Vacation) 06:00-06:00</p>	<p><b>2</b></p> <p><b>Hartland Full-Time/Day Station</b> Robert Graser (FF/MPO/P 06:00-06:00) FT</p> <p>06:00-06:00 <b>Hartland POC Staff Battalion 43</b></p> <p>06:00-06:00 Lt. David Pabelick (FF/MP 06:00-06:00) Jazzmin</p> <p><b>Time Off</b> Griffin Casper (FF/MPO/E 06:00-06:00) Military Drill Lt. Jonathan Quint (FF/M 06:00-06:00) Personal Time</p>
<p><b>3</b></p> <p><b>Hartland Full-Time/Day Station</b> D/C Kajib Sharp (FF/M)</p> <p>06:00-06:00 FT</p> <p>06:00-06:00 <b>Hartland POC Staff Battalion 43</b></p> <p>06:00-06:00 Lt. Nick Shimel</p> <p><b>Time Off</b> Griffin Casper (FF/MPO/E 06:00-06:00) Military Drill</p>	<p><b>4</b></p> <p><b>Hartland Full-Time/Day Station</b> D/C Kajib Sharp (FF/M) 06:00-18:00 FT</p> <p>00-06:00 Peter Kroening (FF/M 06:00-18:00) Conner Neustadt (FF/ 06:00-18:00) Bryan Thomas (FF/M 18:00-06:00)</p> <p><b>Hartland POC Staff Battalion 43</b></p> <p>0-06:00 18:00 <b>Time Off</b> Bryan Thomas (FF/MPO/ 06:00-18:00) Vacation Time Amy Mattox (FF/MPO/FI/ 06:00-06:00) Leave</p>	<p><b>5</b></p> <p><b>Hartland Full-Time/Day Station</b> Lt. Jonathan Quint (F)</p> <p>06:00-06:00 FT</p> <p>06:00-06:00 Jazzmin Wetzel (FF/E)</p> <p>06:00-18:00 <b>Hartland POC Staff Battalion 43</b></p>	<p><b>6</b></p> <p><b>Hartland Full-Time/Day Station</b> D/C Kajib Sharp (FF/M) 06:00-06:00 FT</p> <p>06:00-06:00 Joseph Gryszkiewicz</p> <p>06:00-18:00 <b>Hartland POC Staff Battalion 43</b></p>	<p><b>7</b></p> <p><b>Hartland Full-Time/Day Station</b> Bryan Thomas (FF/M)</p> <p>06:00-11:30 FT</p> <p>06:00-18:00 Eric Roos (EMT/FF/M)</p> <p>06:00-18:00 D/C Kajib Sharp (FF/M 11:30-15:00) Bryan</p> <p>Michael Miller (EMT) 18:00- <b>Time Off</b> Amy Mattox (FF/MPO/FI/ 06:00-06:00) Leave Bryan Thomas (FF/MPO/ 11:30-15:00) Class</p>	<p><b>8</b></p> <p><b>Hartland Full-Time/Day Station</b> Bryan Thomas (FF/MPO/ 06:00-18:00) Griffin Casper (FF/MPO/E 06:00-06:00) Norah Farrar (FF/EMT) 06:00-18:00 Lt. David Pabelick (FF/MP 18:00-06:00)</p> <p><b>Hartland POC Staff Battalion 43</b></p> <p><b>Time Off</b> Lt. Jonathan Quint (FF/M Vacation Time) 06:00-06:00</p>	<p><b>9</b></p> <p><b>Hartland Full-Time/Day Station</b> D/C Kajib Sharp (FF/M)</p> <p>06:00-06:00 FT</p> <p>06:00-06:00 <b>Hartland POC Staff Battalion 43</b></p> <p>06:00-06:00 Lt. Jason Elger (FF/MPO/ 06:00-18:00) Samuel</p> <p><b>Trades</b> Emma Cepulis (FF/EMT) 06:00-18:00 For Alysa</p> <p><b>Time Off</b> Emma Cepulis (FF/EMT) 06:00-18:00 Sick Leave</p>
<p><b>10 †</b></p> <p><b>Hartland Full-Time/Day Station</b> Bryan Thomas (FF/MP 06:00-06:00) FT</p> <p>06:00-06:00 <b>Hartland POC Staff</b> D/C Peter Walker (FF/MP 06:00-14:00) HFD Officer</p> <p>06:00-06:00 Chris Tump (FF/EMT) 06:00-06:00</p> <p><b>Trades</b> Emma Cepulis (FF/EMT) 18:00-06:00 For Ryan</p> <p><b>Time Off</b> Amy Mattox (FF/MPO/FI/ 06:00-06:00) Leave Capt. Josh Orgas (FF/MP 06:00-06:00)</p>	<p><b>11</b></p> <p><b>Hartland Full-Time/Day Station</b> Lt. Jonathan Quint (FF 06:00-06:00) Bryan Thomas (FF/M 06:00-06:30) PT</p> <p>06:00-06:30 06:30-18:00 Conner Neustadt (FF/ 06:30-18:00)</p> <p><b>Hartland POC Staff Battalion 43</b></p> <p>00-06:00 Lt. Lee Godgluck (FF/MP 18:00-06:00) Jacob Notch (FF/EMT) 18:00-06:00 Firefighter FR</p>	<p><b>12</b></p> <p><b>Hartland Full-Time/Day Station</b> D/C Kajib Sharp (FF/M)</p> <p>06:00-06:00 FT</p> <p>06:00-06:00 Jazzmin Wetzel (FF/E)</p> <p>06:00-18:00 <b>Hartland POC Staff Battalion 43</b></p> <p>18:00-06:00 Capt. Sue Jambretz (EMT 18:00-06:00) Eric Roos (EMT/FF/MPO)</p>	<p><b>13</b></p> <p><b>Hartland Full-Time/Day Station</b> Bryan Thomas (FF/M)</p> <p>06:00-06:00 FT</p> <p>06:00-18:00 Eric Roos (EMT/FF/M)</p> <p>06:00-18:00 Griffin Casper (FF/MP)</p> <p>18:00-06:00 <b>Hartland POC Staff</b></p> <p><b>Time Off</b> Amy Mattox (FF/MPO/FI 06:00-06:00)</p>	<p><b>14</b></p> <p><b>Hartland Full-Time/Day Station</b> Lt. Jonathan Quint (F 06:00-06:00)</p> <p>Griffin Casper (FF/MP 06:00-06:00) Andrew Hein (FF/MP 06:00-18:00)</p> <p><b>Hartland POC Staff</b> D/C Peter Walker (FF/MP 18:00-06:00) Lt. Lee Godgluck (FF/MP 18:00-06:00) Lt. David Pabelick (FF/M 18:00-06:00) Firefighter FR</p>	<p><b>15</b></p> <p><b>Hartland Full-Time/Day Station</b> D/C Kajib Sharp (FF/M)</p> <p>06:00-06:00 FT</p> <p>06:00-06:00 Angie Hanson (FF/EM 06:00-18:00)</p> <p><b>Hartland POC Staff Battalion 43</b></p> <p><b>Trades</b> Samuel Wood 18:00-06:00 (EMT) For Peter Kroening (FF/</p>	<p><b>16</b></p> <p><b>Hartland Full-Time/Day Station</b> Bryan Thomas (FF/MP 06:00-06:00) FT</p> <p>06:00-13:00 Griffin Casper (FF/MP)</p> <p>13:00-17:00 FT</p> <p>17:00-06:00 <b>Hartland POC Staff Battalion 43</b></p> <p>06:00-14:30 Lt. Pat</p> <p><b>Trades</b> Eric Roos (EMT/FF/MPO) 06:00-06:00</p> <p><b>Time Off</b> Amy Mattox (FF/MPO/FI/ 06:00-06:00) Leave</p>
<p><b>17</b></p> <p><b>Hartland Full-Time/Day Station</b> Lt. Jonathan Quint (FF)</p> <p>06:00-06:00 FT</p> <p>06:00-06:00</p>	<p><b>18</b></p> <p><b>Hartland Full-Time/Day Station</b> D/C Kajib Sharp (FF/M) 06:00-06:00 FT</p> <p>00-06:00 Peter Kroening (FF/M 06:00-06:00)</p>	<p><b>19</b></p> <p><b>Hartland Full-Time/Day Station</b> Bryan Thomas (FF/M)</p> <p>06:00-06:00 FT</p> <p>06:00-06:00</p>	<p><b>20</b></p> <p><b>Hartland Full-Time/Day Station</b> Lt. Jonathan Quint (F 06:00-06:00)</p> <p>Griffin Casper (FF/MP 06:00-06:00) Andrew Hein (FF/MP 06:00-06:00)</p>	<p><b>21</b></p> <p><b>Hartland Full-Time/Day Station</b> D/C Kajib Sharp (FF/M) 06:00-06:00 FT</p> <p>06:00-18:00 Eric Roos</p>	<p><b>22</b></p> <p><b>Hartland Full-Time/Day Station</b> Bryan Thomas (FF/MP 06:00-06:00) Griffin Casper (FF/MP 06:00-10:00) Conner Neustadt (FF/</p>	<p><b>23</b></p> <p><b>Hartland Full-Time/Day Station</b> Lt. Jonathan Quint (FF)</p> <p>06:00-06:00 FT</p>