



## Village of Hartland

210 Cottonwood Avenue

Hartland WI 53029

PH: 262-367-2714

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

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**VILLAGE BOARD AGENDA \* AMENDED**  
**MONDAY, DECEMBER 9, 2024 ▪ 6:30 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

Call to Order

Roll Call

Pledge of Allegiance – Trustee de Boer

Proclamation in recognition of Rosario J. Collura’s 24 years of service to the Village of Hartland.

Recognition of Hartland Fire Department personnel for their professionalism, talent and actions at the Parquelynn Apartment fire in Delafield on September 12, 2024: Lt. Nick Shimel, FF/EMT Eric Roos and FF/EMT Jake Scaff.

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. Approval of Minutes for November 25, 2024
2. Consideration of claim by Trustee Ann Wallschlager for reimbursement of \$1,200 for personal funds lost to fraud
  - a. Discussion of additional cyber training for Village Board members
3. Items related to vouchers
  - a. Consideration of contractor’s application for payment no. 5 in the amount of \$18,420.50 and payment no. 6 in the amount of \$4,576.43 to Pieper Electric, Inc. to close out the Arlene Drive Lift Station Upgrades
  - b. Consideration of Langer invoice for library roof installation in the amount of \$98,182.01
  - c. Consideration of vouchers for payment in the amount of \$ 725,810.79
4. Actions related to Licenses and Permits
  - a. Consideration of Special Event Application – Kiwanis Thursday Night Ice Games, with request to waive application and rental fees
  - b. Consideration of Special Event Application - Moonlight Hike by Village of Hartland and Ice Age Trail Alliance January 11, 2025 in Nixon Park with fees waived
  - c. Consideration of “Class B” Combination Beer/Liquor License – Duke’s Bar & Grill LLC d/b/a Duke’s Bar & Grill, 300 Cottonwood Avenue
    - i. **Public Hearing** to receive comments on the alcohol license application
    - ii. Consideration of action related to issuance of a “Class B” Combination Beer/Liquor License for Duke’s Bar & Grill, LLC d/b/a Duke’s Bar & Grill
  - d. Consideration of bartender application – Roberta M. Comeau

Referred from Park Board December 2, 2024 Meeting

5. Request to purchase budgeted golf cart for the sum of \$13,959
6. Discussion and consideration of the implementation of the Civic Rec software for field reservations and an update to the policy for facility reservations
7. Discussion and consideration of park court rental fees for 2025

Other Items for Consideration

8. Discussion and consideration of Resolution 12-09-24 Approving the Sewer Average Consumption Amount Effective First Quarter 2025
9. Discussion and consideration of Resolution 12-09-24-A, Approving the 2025 Municipal Court Budget with Lake Country Municipal Court
10. Discussion and consideration to contract Ruckert Mielke to complete a DNR required Water Supply Area Plan in an amount not to exceed \$49,000
11. Discussion and consideration for renewal of Hydro Corp. Inc. for cross connection and backflow prevention inspections for 2025.
12. Request to purchase budget approved body and chassis for water truck 2 for the sum of \$109,540
13. Items related to Kwik Trip
  - a. Acceptance of Public Infrastructure in W. Capitol Drive contingent on receipt of Lien Waivers
  - b. Reduction in Letter of Credit for Kwik Trip
14. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regard to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Manager or other Village Staff members.
15. Consideration of a motion to recess to closed session pursuant to State Statutes §19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding the Village Manager performance evaluation.
16. Reconvene in open session to take any action, if necessary, with respect to the preceding closed session.
17. 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: 839 0096 0409  
Passcode: 052859 Or participate online:

<https://us02web.zoom.us/j/83900960409?pwd=H2qIQ4epQTKRfvmYPdl1kLw6VLh6OS.1>



WHEREAS Rosario J. Collura served the Village of Hartland for over 24 years; and

WHEREAS Rosario J. Collura began his career with the Village of Hartland Police Department on October 16, 2000, as a Police Officer. Rosario J. Collura was promoted to Lieutenant of Police in 2010. He was later promoted to Captain of Police in 2010 where he served until 2017. In 2017, he was promoted to Deputy Chief of Police where he served his last Tour of Duty on December 13, 2024. Rosario J. Collura also served in the role of Interim Police Chief in 2018; and

WHEREAS Rosario J. Collura has displayed dedicated service to the citizens of the Village of Hartland through his work in the Patrol Division, as Team Leader for LACS as a negotiator, as a manager in emergency management; as a distinguished supervisor, and

WHEREAS Rosario J. Collura served the Village of Hartland as a member of the Patrol Division for 10 years in roles to include a Field Training Officer (FTO), a negotiator, and Team Leader for LACS for 12 years, a manager in emergency management for 6 years, a supervisor to include Lieutenant of Police, Captain of Police, Deputy Chief of Police, Interim Chief of Police for 14 years; and

WHEREAS the dedication and commitment shown by Rosario J. Collura have led to the arrest of many crime suspects and he has helped many crime victims; and

WHEREAS Rosario J. Collura's greatest achievements came from training his fellow officers while being a Field Training Officer and a Team Leader for negotiators, which was acknowledged by various emails, letters, and conversations; and

WHEREAS Rosario J. Collura conducted himself with the highest level of professionalism, dedication, and enthusiasm while serving in a command staff role within the Village of Hartland Police Department.

NOW THEREFORE BE IT HEREBY RESOLVED that Rosario J. Collura is to be commended for his many years of service to the Village of Hartland and is given every best wish for the coming years.

IN TESTIMONY WHEREOF, I, Jeffrey Pfannerstill, Village of Hartland President, hereby sign this commendation and affix the seal of the Village of Hartland on the 13<sup>th</sup> day of December in the year two thousand and twenty-four.

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Jeffrey Pfannerstill, President

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

Village Manager Bailey called the meeting to order at 6:30 pm

Roll Call

Present: Trustees de Boer, Pfeiffer, Wallschlager, Conner, Hallquist.

Excused: President Pfannerstill and Trustee Truttschel.

Others Present: Village Manager Bailey, Deputy Clerk Bushey, Fire Chief Jambretz, DPW Interim Director Jenson.

Nominate pro tem president -

Motion (Conner/Pfeiffer). Carried

Motion (Pfeiffer/ Hallquist) to appoint Conner as pro tem president. Carried.

Pledge of Allegiance

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.

No public comments.

1. Approval of minutes:
  - a. October 14, 2024  
Motion (Wallschlager/Hallquist) Carried (4-0). One abstention de Boer.
  - b. October 28, 2024  
Motion (Pfeiffer/Wallschlager) Carried.
  - c. November 11, 2024  
Motion (Hallquist/Wallschlager) Carried.
2. Items related to vouchers.
  - a. Consideration of contractor's application for payment no. 3, Start Pavement Corp., 2024 Paving program in the amount of \$20, 662.65.  
Motion (Wallschlager/Pfeiffer) to approve Contractor's application for Payment No. 3 –Stark Pavement Corp Paving Program in the amount of \$20, 662.65. Motion carried.
  - b. Consideration of contractor's application for payment no. 4, Mid-City Corp, STH 83 Water Main Rehabilitation, in the amount of \$1,053,202.50.  
Motion (Pfeiffer/de Boer) to approve Contractor's application for Payment No. 4 – Mid-City Corp, STH 83 Water Main Rehabilitation, in the amount of \$1,053,202.50. Motion carried.
  - c. Consideration of vouchers for payment in the amount of \$ 1,271,642.54

**VILLAGE BOARD MINUTES**  
**MONDAY, NOVEMBER 25, 2024**  
**6:30 PM**  
**PAGE 2**

Motion (Wallschlager/Pfeiffer) to approve payment of vouchers in the amount of \$1,270,642,54. Motion carried.

3. Actions related to Licenses and permits-
  - a. Consideration of "Class A" Combination Beer/Liquor License – Tanvi Corp. d/b/a Hartland Citgo, 301 E. Capitol Drive
    - i. Public Hearing to receive comments on the alcohol retailer's license application.  
Public Hearing opened at 6:36pm. There were no comments.  
Public Hearing closed at 6:36 pm.
    - ii. Consideration of action related to issuance of a "Class A" Combination Beer/Liquor License for Tanvi Corp., d/b/a Hartland Citgo.  
A new owner is taking over Citgo.  
Motion (Pfeiffer/ Wallschlager) to approve the "Class A" Combination Beer/ Liquor License for Tanvi Corp, d/b/b Hartland Citgo. Motion carried.

Other items for Consideration

4. Discussion and consideration of Resolution 11/25/2024 Approving ARPA Funding Grant Spending on Hwy 83 Water Main Project.  
The Village Manager explained this is the ARPA funding the Village received a couple of years ago that we were going to use for this project, and we did the project. So, this is the resolution saying that yes, the funding was used for this project.  
Motion (Pfeiffer/Hallquist) to approve the Resolution 11/25/2024 Approving Funding Grant Spending on Hwy 83 Water Main Project. Motion carried.
5. Discussion and consideration of the Village of Hartland Professional Police Association Annual Wage Reopener Agreement.  
Bailey said we have a 5-year contract with the Hartland Police Department union, a 3 % raise has been requested and that is village wide. The only other items they changed are comp days went from 7 to 12 days because it is the younger officers that if they do get overtime, they do not get to use it, and they do not have a lot of vacation time. Chief Misko is ok with the change and if anything, this could help out his overtime budget slightly with more people taking time off.  
Motion (Hallquist/Pfeiffer) to approve the Village of Hartland Professional Police Association Annual Wage Reopener Agreement. Motion carried.
6. Discussion and consideration of Agreement for animal services with HAWS for 2025 through 2027.  
Bailey explained this is the annual contract we do with HAWS.  
Motion (Wallschlager/Pfeiffer) to approve the Agreement for animal services with HAWS for 2025 through 2027. Motion carried.

7. Discussion and consideration regarding the December 23, 2024 Village Board meeting Motion (Conner/Pfeiffer) to cancel the December 23, 2024, Village Board meeting. Motion carried.

Bailey explained the meeting is generally cancelled due to being so close to the holiday. He said vouchers will be done on 12/31/2024.

8. Announcements

Fire Chief Jambretz said they received 5 applications for the full-time positions and all of them are internal. All interviews will be completed by mid-week next week and then will go to the Police and Fire Commission on the 10<sup>th</sup>. Then the list will come out on the 14<sup>th</sup> with the two or three candidates that they will be accepting. Chief Jambretz said they are three calls over the amount of calls they received last year at this time. He said three members that were at Lake Country Fire received recognition for the Parkland apartment fire on Sept. 12<sup>th</sup> when they rescued a woman and her dog from the second story. Those firefighters were Lieutenant Nick Schimel, firefighter EMT Eric Roos and Firefighter EMT Jake Scaff. On the first snowfall last week, they were called out to four car accidents all at the same time within minutes of each other and he said they were able to take care of all of them with no transports all just property damage.

DPW Director Jenson said Corey Bahr was recently promoted to a leadman position. The recycling center will not be open this Friday but will be on upcoming Fridays for recyclables. They are no longer accepting yard waste for the season. Leaf pickup ended November 17<sup>th</sup>. He said about 2 years ago DPW and the Police Department started doing an inventory throughout the village and they have been really aggressive with the last year, they needed the inventory submitted to the DNR by the 16<sup>th</sup> of October. He said as of November 15<sup>th</sup> notices were sent to all residents that had either lead or galvanized or unknown and out of the entire village there were only twenty-two in that category.

-Trustee Pfeiffer reminded everyone of the Hartland Lights is on Dec 6 and Holiday Train on Dec 8<sup>th</sup>. Also, Hartland BID is holding a Grinch hunt on Dec. 7.

-Bailey- Property taxes come out between Dec 4-6<sup>th</sup>. Deputy police Chief Collura retires Dec. 13<sup>th</sup>, all staff evaluations are complete.

9. Adjournment

Motion (Pfeiffer/Wallschlager) to adjourn. Motion carried.

Meeting adjourned at 6:46: pm.

Respectfully submitted,

Deidre Bushey

Deputy Clerk

November 25, 2024

Mr. Tom Jenson  
Interim Director of Public Works  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, Wisconsin 53029

Re: Arlene Drive Lift Station Upgrade  
Final Payment

Dear Mr. Jenson:

In accordance with the Contract Documents, the Contractor for this Project, Pieper Electric, Inc., has submitted a final Application for Payment (Pay Requests 5 and 6-Final) and has furnished the enclosed Contract-required items:

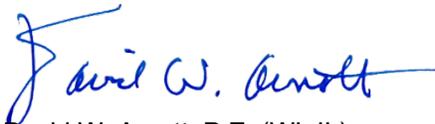
1. Maintenance and operating instructions, (previously submitted to Village).
2. Marked-up Record Drawings.
3. Consent of Surety to Final Payment.
4. Releases or waivers of lien from the General Contractor and first tier Subcontractors and Suppliers.
5. Certificate or other evidence of completed operations insurance.

You may want to have your legal counsel and insurance advisor review the respective lien waivers, bonding, and insurance documents to verify legal effectiveness. If all are satisfactory, we recommend final payment, and give notice (enclosed), that the completed Work is acceptable subject to the provisions of General Conditions paragraph 15.07.

In accordance with paragraph 15.08 of the General Conditions, the Contractor is required to promptly repair or correct defective Work for a period of one year from the date of Substantial Completion which was May 29, 2024. You may wish to review the Project a month or so before the anniversary date to check for any warranty items. If we can be of assistance to you in this regard, please contact us.

Respectfully,

RUEKERT & MIELKE, INC.



David W. Arnott, P.E. (WI, IL)  
Team Leader/Senior Project Manager  
[darnott@ruekert-mielke.com](mailto:darnott@ruekert-mielke.com)

DWA:sjs

Enclosures

cc: Ryan Bailey, Village of Hartland  
Sandee Policello, Village of Hartland  
Richard Schairer, Pieper Electric, Inc., w/Notice of Acceptability  
Ryan T. Amtmann, P.E., Ruekert & Mielke, Inc.

NOTICE OF ACCEPTABILITY OF WORK

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**PROJECT:** Atkinson Lift Station Upgrade  
**OWNER:** Village of Hartland  
**CONTRACTOR:** Pieper Electric, Inc.  
**EFFECTIVE DATE OF THE CONSTRUCTION CONTRACT:** August 31, 2022  
**ENGINEER:** Ruekert & Mielke, Inc.  
**NOTICE DATE:** November 25, 2024

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**To:** Village of Hartland  
**Owner**

**And To:** Pieper Power, Inc.  
**Contractor**

**From:** Ruekert & Mielke, Inc.  
**Engineer**

The Engineer hereby gives notice to the above Owner and Contractor that the completed Work furnished and performed by Contractor under the above Contract is acceptable expressly subject to the provisions of the related Contract Documents, the Agreement between Owner and Engineer for Professional Services and the terms and conditions set forth as follows:

**CONDITIONS OF NOTICE OF ACCEPTABILITY OF WORK**

The Notice of Acceptability of Work ("Notice") is expressly made subject to the following terms and conditions to which all those who receive said Notice and rely thereon agree:

1. This Notice is given with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the professional judgment of Engineer.
3. This Notice is given as to the best of Engineer's knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor's work) under Engineer's Agreement with Owner and under the Construction Contract referred to in this Notice, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Agreement and Construction Contract.
5. This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract referred to in this Notice, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Contract Documents.

**By:** David W. Arnott, P.E.  
**Title:** Team Leader/Senior Project Manager  
**Dated:** November 25, 2025

## Contractor's Application for Payment No. 5

<b>To (Owner):</b> Village of Hartland	<b>Application Date:</b> 11/21/2024	<b>Application Period:</b> To August 15, 2024
<b>Contact:</b> Dave Felkner	<b>From (Contractor):</b> Pieper Electric, Inc.	<b>Via (Engineer):</b> Ruekert & Mielke, Inc.
<b>Project:</b> Arlene Drive Lift Station Upgrade	<b>Contact:</b> Richard Schairer	<b>Contact:</b> Christopher L. Epstein, P.E.
<b>Owner's Contract No.:</b> N/A	<b>Address:</b> 5477 S. Westridge Ct. New Berlin, WI 53151	<b>Address:</b> W233 N2080 Ridgeview Parkway Waukesha, WI 53188
<b>Contractor's Project No.:</b> 706360	<b>Engineer's Project No.:</b> 09-10078.310	

### Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE .....	\$ 174,597.00
Number	Additions	Deductions (Enter as Positive Number)	2. Net change by Change Orders .....	\$ 8,460.00
CO1	\$3,000.00		3. CURRENT CONTRACT PRICE (Line 1 + Line 2) .....	\$ 183,057.00
CO2	\$7,460.00		4. TOTAL COMPLETED TO DATE	
CO3		\$2,000.00	(Column F Total on Progress Estimates) .....	\$ 183,057.00
			5. RETAINAGE:	
			5% X \$91,528.50 Work Completed .....	\$ 4,576.43
			6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number) .....	
			7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5 + Line 6) .....	\$ 178,480.57
			8. LESS PREVIOUS PAYMENTS (Line 7 from Prior Application) .....	\$ 160,060.07
TOTALS	\$10,460.00	\$2,000.00	9. AMOUNT DUE THIS APPLICATION (Line 7 - Line 8).....	\$ 18,420.50
<b>NET CHANGE BY CHANGE ORDERS</b>		<b>\$8,460.00</b>	10. BALANCE TO FINISH, PLUS RETAINAGE	
			(Column H Total on Progress Estimates + Line 5 - Line 6) .....	\$ 4,576.43

**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.

*Robert Brenton*

<b>By:</b> Robert Brenton, Corporate Secretary	<b>Date:</b> 11/25/2024
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**Payment of:** \$ 18,420.50  
(Line 9 or other - attach explanation of the other amount)

**Recommended by:** *David W. Arnott* 11/21/2024  
(Engineer) David W. Arnott, P.E. (Date)

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

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

**Progress Estimate - Lump Sum Work**

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

**5**

For (Project): <b>Arlene Drive Lift Station Upgrade</b>					Application Date: 11/21/2024		
Application Period: To August 15, 2024					Engineer's Project No.: 09-10078.310		
A Specification Section No.	B Description	C Scheduled Value (\$)	D Work Completed to Date		F Total Work Completed to Date (D + E)	G % Complete (F / C)	H Balance to Finish (C - F)
			From Previous Applications	This Period			
1	Mobilization, Temp Service, General Conditions, Place Orders, Bonds, Insurance, etc.	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	100.0%	\$ -
2	Demolition of Equipment	\$ 3,000.00	\$ 500.00	\$ 2,500.00	\$ 3,000.00	100.0%	\$ -
3	New Generator	\$ 26,000.00	\$ 26,000.00		\$ 26,000.00	100.0%	\$ -
4	Rigging	\$ 5,500.00	\$ 5,500.00		\$ 5,500.00	100.0%	\$ -
5	New MCC Panel	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	100.0%	\$ -
6	New Lighting Panel	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	100.0%	\$ -
7	MCC, PCP Panel and Integration	\$ 70,000.00	\$ 70,000.00		\$ 70,000.00	100.0%	\$ -
8	Instrumentation	\$ 8,000.00	\$ 8,000.00		\$ 8,000.00	100.0%	\$ -
9	Ductwork	\$ 25,097.00	\$ 20,000.00	\$ 5,097.00	\$ 25,097.00	100.0%	\$ -
10	Painting	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,500.00	100.0%	\$ -
11	Testing	\$ 1,500.00	\$ 1,500.00		\$ 1,500.00	100.0%	\$ -
12	Punchlist	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	100.0%	\$ -
CO1	ATS Installation	\$ 3,000.00	\$ 3,000.00		\$ 3,000.00	100.0%	\$ -
CO2	Rewire HOA and Building Structure	\$ 7,460.00		\$ 7,460.00	\$ 7,460.00	100.0%	\$ -
CO3	Credit for SCADA and ATS	\$ (2,000.00)		\$ (2,000.00)	\$ (2,000.00)	100.0%	\$ -
<b>Totals</b>		<b>\$ 183,057.00</b>	<b>\$ 164,500.00</b>	<b>\$ 18,557.00</b>	<b>\$ 183,057.00</b>	<b>100.0%</b>	<b>\$ -</b>

## Contractor's Application for Payment No. 6-Final

<b>Application Date:</b> 11/21/2024	<b>Application Period:</b> To August 15, 2024
<b>To (Owner):</b> Village of Hartland	<b>From (Contractor):</b> Pieper Electric, Inc.
<b>Contact:</b> Dave Felkner	<b>Contact:</b> Richard Schairer
<b>Project:</b> Arlene Drive Lift Station Upgrade	<b>Address:</b> 5477 S. Westridge Ct. New Berlin, WI 53151
<b>Owner's Contract No.:</b> N/A	<b>Contractor's Project No.:</b> 706360
	<b>Via (Engineer):</b> Ruekert & Mielke, Inc.
	<b>Contact:</b> Christopher L. Epstein, P.E.
	<b>Address:</b> W233 N2080 Ridgeview Parkway Waukesha, WI 53188
	<b>Engineer's Project No.:</b> 09-10078.310

### Change Order Summary

Approved Change Orders		
Number	Additions	Deductions (Enter as Positive Number)
CO1	\$3,000.00	
CO2	\$7,460.00	
CO3		\$2,000.00
TOTALS	\$10,460.00	\$2,000.00
<b>NET CHANGE BY CHANGE ORDERS</b>	<b>\$8,460.00</b>	

1. ORIGINAL CONTRACT PRICE .....	\$ 174,597.00
2. Net change by Change Orders .....	\$ 8,460.00
3. CURRENT CONTRACT PRICE (Line 1 + Line 2) .....	\$ 183,057.00
4. TOTAL COMPLETED TO DATE (Column F Total on Progress Estimates) .....	\$ 183,057.00
5. RETAINAGE: 5% X \$91,528.50 Work Completed .....	\$ 4,576.43
6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number) .....	\$ 4,576.43
7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5 + Line 6) .....	\$ 183,057.00
8. LESS PREVIOUS PAYMENTS (Line 7 from Prior Application) .....	\$ 178,480.57
9. AMOUNT DUE THIS APPLICATION (Line 7 - Line 8).....	\$ 4,576.43
10. BALANCE TO FINISH, PLUS RETAINAGE (Column H Total on Progress Estimates + Line 5 - Line 6) .....	\$ -

**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.

*Robert Brenton*

<b>By:</b> Robert Brenton, Corporate Secretary	<b>Date:</b> 11/25/2024
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**Payment of:** \$ 4,576.43  
(Line 9 or other - attach explanation of the other amount)

**Recommended by:** *David W. Arnott* 11/21/2024  
(Engineer) David W. Arnott, P.E. (Date)

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

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

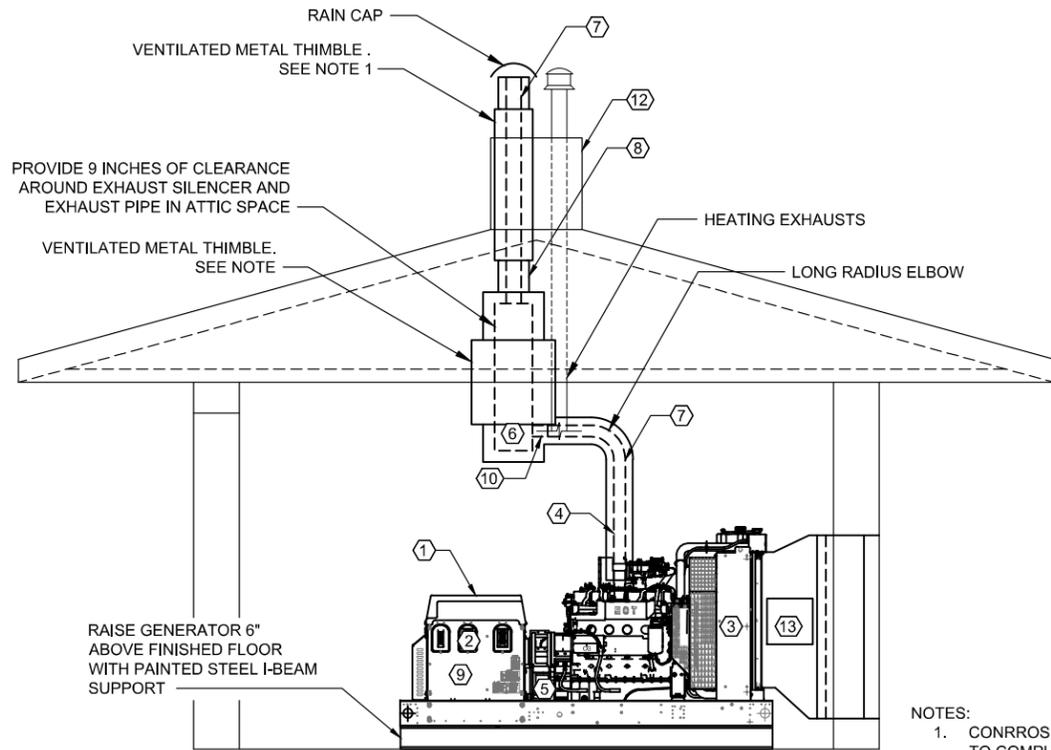
**Progress Estimate - Lump Sum Work**

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

**6-Final**

For (Project): <b>Arlene Drive Lift Station Upgrade</b>					Application Date: 11/21/2024		
Application Period: To August 15, 2024					Engineer's Project No.: 09-10078.310		
A	B	C	D	E	F	G	H
Specification Section No.	Description	Scheduled Value (\$)	Work Completed to Date		Total Work Completed to Date (D + E)	% Complete (F / C)	Balance to Finish (C - F)
			From Previous Applications	This Period			
1	Mobilization, Temp Service, General Conditions, Place Orders, Bonds, Insurance, etc.	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	100.0%	\$ -
2	Demolition of Equipment	\$ 3,000.00	\$ 3,000.00		\$ 3,000.00	100.0%	\$ -
3	New Generator	\$ 26,000.00	\$ 26,000.00		\$ 26,000.00	100.0%	\$ -
4	Rigging	\$ 5,500.00	\$ 5,500.00		\$ 5,500.00	100.0%	\$ -
5	New MCC Panel	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	100.0%	\$ -
6	New Lighting Panel	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	100.0%	\$ -
7	MCC, PCP Panel and Integration	\$ 70,000.00	\$ 70,000.00		\$ 70,000.00	100.0%	\$ -
8	Instrumentation	\$ 8,000.00	\$ 8,000.00		\$ 8,000.00	100.0%	\$ -
9	Ductwork	\$ 25,097.00	\$ 25,097.00		\$ 25,097.00	100.0%	\$ -
10	Painting	\$ 4,500.00	\$ 4,500.00		\$ 4,500.00	100.0%	\$ -
11	Testing	\$ 1,500.00	\$ 1,500.00		\$ 1,500.00	100.0%	\$ -
12	Punchlist	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00	100.0%	\$ -
CO1	ATS Installation	\$ 3,000.00	\$ 3,000.00		\$ 3,000.00	100.0%	\$ -
CO2	Rewire HOA and Building Structure	\$ 7,460.00	\$ 7,460.00		\$ 7,460.00	100.0%	\$ -
CO3	Credit for SCADA and ATS	\$ (2,000.00)	\$ (2,000.00)		\$ (2,000.00)	100.0%	\$ -
<b>Totals</b>		<b>\$ 183,057.00</b>	<b>\$ 183,057.00</b>	<b>\$ -</b>	<b>\$ 183,057.00</b>	<b>100.0%</b>	<b>\$ -</b>

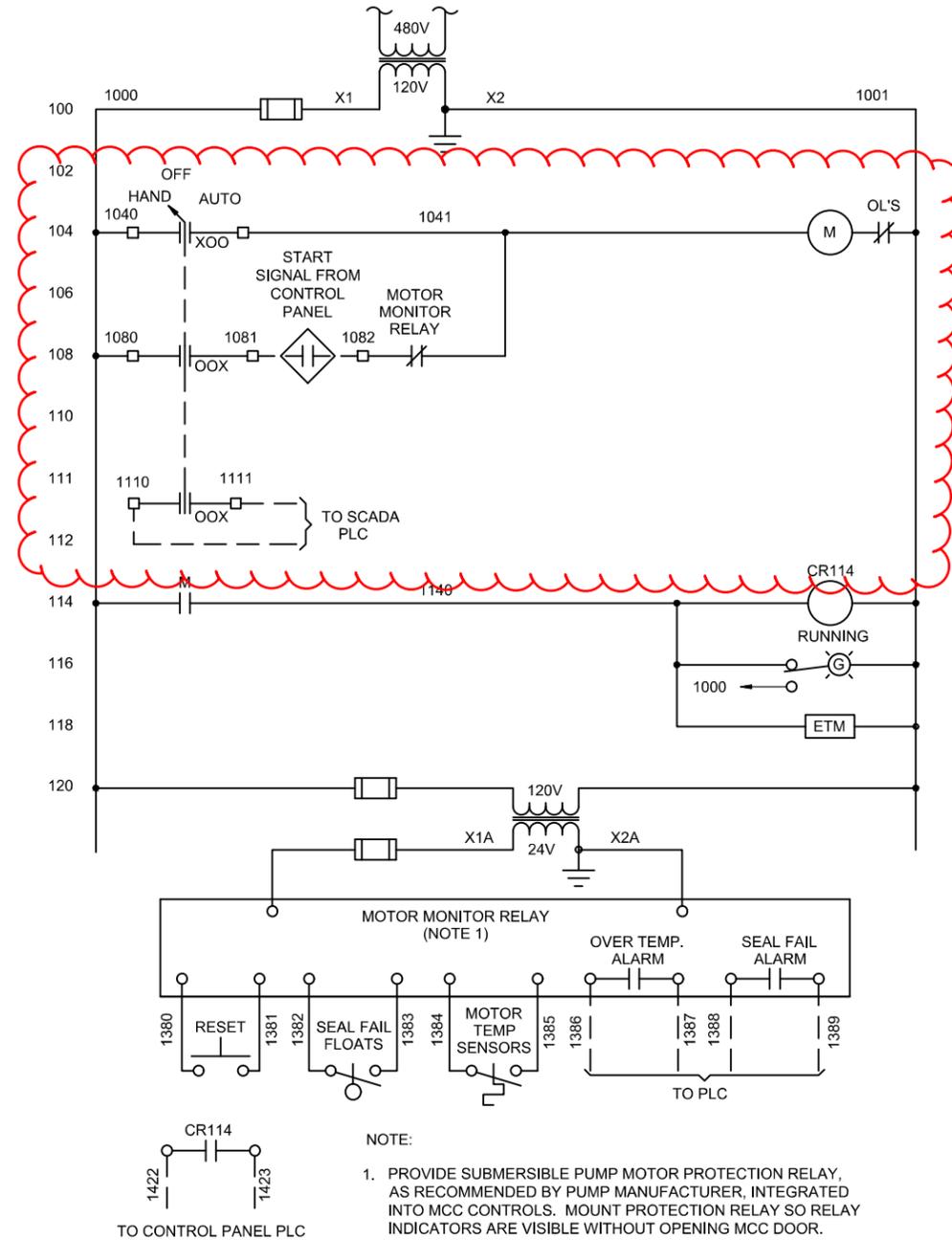
PANEL 'LP1'					
LOCATION: GENERATOR BUILDING - WALL MOUNT		DESCRIPTION: MLO, 120/240V, 100A, 1Ø, 3W CUTLER HAMMER OR EQUAL			
CKT. (SPACE NO.)	LOAD SERVED	BKR. (AMP/POLE)	BKR. (AMP/POLE)	LOAD SERVED	CKT. (SPACE NO.)
1	GUH-1	15/1	20/1	ENGINE JACKET HEATER / BATTERY CHARGER	2
3	CONTROL / SCADA PANEL	15/1	15/1	LIGHTS	4
5	RECEPTACLES	20/1	15/1	LOUVERS	6
7	SPARE (FUTURE DUCTLESS SPLIT SYSTEM)	15/2		SPACE	8
9				SPACE	10
11				SPACE	12



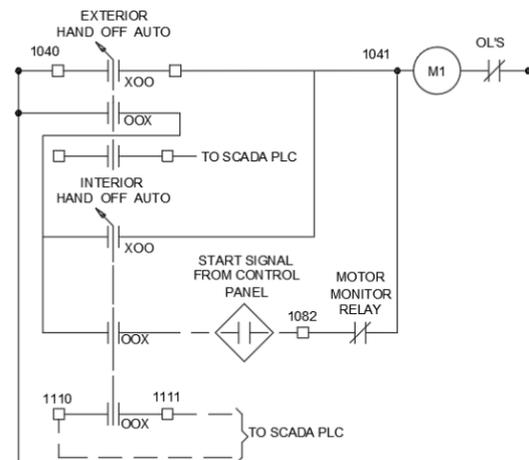
**1 EXHAUST PIPING SECTION**  
E02  
0 1 2 3 FT

- NOTES:
1. CORROSION RESISTANT VENTED THIMBLE TO COMPLY WITH NFPA 37 REQUIREMENTS.
  2. MODIFY GYPSUM BOARD CEILING AS NECESSARY.

ENGINE/GENERATOR MATERIAL LIST			
NO.	DESCRIPTION	NO.	DESCRIPTION
1	45 KW, 480V, 3Ø, 3W, NATURAL GAS, STANDBY GENERATOR SET	8	MIN 2" INSULATION WITH ALUMINUM COVER OVER EXHAUST PIPING, 4" MIN. EXHAUST SILENCER
2	UNIT-MOUNTED GENERATOR CONTROL PANEL "GCP"	9	UNIT-MOUNTED 75/3 LINE CIRCUIT BREAKER
3	UNIT-MOUNTED RADIATOR WITH SURGE/EXPANSION TANK	10	CONDENSATION TRAP WITH DRAIN VALVE (INSTALLED PER SILENCER MANUFACTURER'S RECOMMENDATIONS)
4	3" SEAMLESS, STAINLESS STEEL, FLEXIBLE EXHAUST CONNECTION	11	ISOLATION-TYPE PIPE HANGERS TO SUPPORT EXHAUST SILENCER AND PIPING
5	12 Vdc STARTING BATTERIES	12	DUCT WITH FLEXIBLE SECTION AND MIN. 12" x 12" CAM-ATTACHED ACCESS DOOR
6	EXHAUST SILENCER, CRITICAL GRADE, WITH 3" 90° INLET AND 3" OUTLET, COMPLETE WITH COMPANION FLANGES. MOUNT SILENCER SO THAT IT IS NOT SUPPORTED BY ENGINE/GENERATOR SET	13	EXISTING VENT HOUSING.
7	3" BLACK STEEL EXHAUST PIPE WITH STAINLESS STEEL BIRD RAIN CAP ON OUTLET		



**TYPICAL RAW SEWAGE PUMP CONTROL WIRING DIAGRAM**



**CONSENT OF  
SURETY COMPANY  
TO FINAL PAYMENT**

Conforms with the American Institute of  
Architects, AIA Document G707

OWNER   
ARCHITECT   
CONTRACTOR   
SURETY   
OTHER

Bond No 9384590

**PROJECT:**  
(name, address) Arlene Drive Lift Station Upgrade

**TO (Owner)**

VILLAGE OF HARTLAND  
210 Cottonwood Avenue  
Hartland WI 53029

ARCHITECT'S PROJECT NO:  
CONTRACT FOR:  
Arlene Drive Lift Station Upgrade  
CONTRACT DATE: 8/31/2022

**CONTRACTOR:** PIEPER ELECTRIC, INC.

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the

(here insert name and address of Surety Company)

FIDELITY AND DEPOSIT COMPANY OF MARYLAND  
1299 Zurich Way  
Schaumburg IL 60196-1056

, SURETY COMPANY

on bond of (here insert name and address of Contractor)

PIEPER ELECTRIC, INC.  
5477 S. Westridge Court  
New Berlin WI 53151

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve  
the Surety Company of any of its obligations to (here insert name and address of Owner)

VILLAGE OF HARTLAND  
210 Cottonwood Avenue  
Hartland WI 53029

, OWNER,

as set forth in the said Surety Company's bond.

IN WITNESS, WHEREOF,

the Surety Company has hereunto set its hand this 13th day of November, 2024

FIDELITY AND DEPOSIT COMPANY OF MARYLAND

Surety Company

Witness:  
(Seal):

Signature of Authorized Representative

Trudy A. Szalewski  
Title

Attorney-in-Fact

NOTE: This form is to be used as a companion document to AIA DOCUMENT G706, CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS,  
Current Edition

**ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND  
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Robert D. Murray, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint Kelly CODY, Brian KRAUSE, Roxanne JENSEN, Trudy A. SZALEWSKI, Jeffrey S. MOORE, Marc SACIA **all of Green Bay, Wisconsin**, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 05th day of July, A.D. 2023.



**ATTEST:**  
ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

By: *Robert D. Murray*  
Vice President

By: *Dawn E. Brown*  
Secretary

**State of Maryland  
County of Baltimore**

On this 05th day of July, A.D. 2023, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

Iva Bethea  
Notary Public  
My Commission Expires September 30, 2023



**EXTRACT FROM BY-LAWS OF THE COMPANIES**

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

**CERTIFICATE**

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 13<sup>th</sup> day of NOV, 2024



*MJ Pethick*

By: Mary Jean Pethick  
Vice President

**TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:**

Zurich Surety Claims  
1299 Zurich Way  
Schaumburg, IL 60196-1056  
[reportsfclaims@zurichna.com](mailto:reportsfclaims@zurichna.com)  
800-626-4577

Authenticity of this bond can be confirmed at [bondvalidator.zurichna.com](http://bondvalidator.zurichna.com) or 410-559-8790

FINAL WAIVER OF LIEN TO DATE

STATE OF Minnesota  
COUNTY OF Becker

Gty# \_\_\_\_\_  
Escrow# \_\_\_\_\_

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by PIEPER ELECTRIC, INC.  
the general contractor,  
to furnish Integration, MCC, Pump Controls  
for the premises known as Arlene Drive Lift Station  
of which Village of Hartland  
is the owner.

The undersigned, for and in consideration of Sixty Four Thousand, Eight Hundred Seventy Six Dollars and 0/100  
\$64,876.00 Dollars, and other good and valuable consideration,  
the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statues of the State of Wisconsin,  
relating to mechanics' liens, with respect to and on said above-described premises, and the improvement thereon, and on the material, fixtures, apparatus, or machinery  
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or machinery,  
furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.\*

undersigned for the above-described premises including extras.\*

Date: 11/7/2024

Company Name: Alltronex - SJE Rhombus

Address: 22650 County Highway 6  
Detroit Lakes, MN 56501

Signature and Title:  Steve Barber CFO

\*Extras include but are not limited to change orders, both oral and written, to the contract.

FINAL WAIVER OF LIEN TO DATE

STATE OF Wisconsin  
COUNTY OF Waukesha

Gty# \_\_\_\_\_  
Escrow# \_\_\_\_\_

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by PIEPER ELECTRIC, INC.  
the general contractor,  
to furnish Painting  
for the premises known as Arlene Drive Lift Station  
of which Village of Hartland  
is the owner.

The undersigned, for and in consideration of Four Thousand, Five Hundred Dollars and 0/100  
\$4,500.00 Dollars, and other good and valuable consideration,  
the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statues of the State of Wisconsin,  
relating to mechanics' liens, with respect to and on said above-described premises, and the improvement thereon, and on the material, fixtures, apparatus, or machinery  
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or machinery,  
furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.\*

undersigned for the above-described premises including extras.\*

Date: November 4, 2024

Company Name: State Painting Company

Address: 16055 W Ryerson Rd  
New Berlin, WI 53151



Signature and Title: \_\_\_\_\_ President

\*Extras include but are not limited to change orders, both oral and written, to the contract.

**FINAL WAIVER OF LIEN TO DATE**

STATE OF GEORGIA  
COUNTY OF FULTON

Gty# \_\_\_\_\_  
Escrow# \_\_\_\_\_

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by PIEPER ELECTRIC, INC.  
the general contractor,  
to furnish Generator, ATS  
for the premises known as Arlene Drive Lift Station  
of which Village of Hartland  
is the owner.

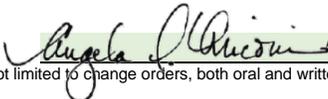
The undersigned, for and in consideration of TWENTY-FIVE THOUSAND EIGHT HUNDRED FIFTY-SIX DOLLARS AND 76 CENTS  
\$25,856.76 Dollars, and other good and valuable consideration,  
the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statues of the State of Wisconsin,  
relating to mechanics' liens, with respect to and on said above-described premises, and the improvement thereon, and on the material, fixtures, apparatus, or machinery  
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or machinery,  
furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.\*

undersigned for the above-described premises including extras.\*

Date: October 4, 2024

Company Name: Cummins Sales and Service

Address: PO Box 772639  
Detroit, MI 48277-2639

Signature and Title:  PG Credit Manager

\*Extras include but are not limited to change orders, both oral and written, to the contract.

FINAL WAIVER OF LIEN TO DATE

STATE OF Wisconsin  
COUNTY OF Milwaukee

Gty# \_\_\_\_\_  
Escrow# \_\_\_\_\_

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by PIEPER ELECTRIC, INC.  
the general contractor,  
to furnish Rigging  
for the premises known as Arlene Drive Lift Station  
of which Village of Hartland  
is the owner.

The undersigned, for and in consideration of Four Thousand, Five Hundred Fifty Dollars and 0/100  
\$4,550.00 Dollars, and other good and valuable consideration,  
the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Wisconsin,  
relating to mechanics' liens, with respect to and on said above-described premises, and the improvement thereon, and on the material, fixtures, apparatus, or machinery  
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or machinery,  
furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.\*

undersigned for the above-described premises including extras.\*

Date: October 10, 2024

Company Name: Doral Corporation

Address: 447 E Stewart Street, Suite 100  
Milwaukee, WI 53207

Signature and Title:

Jamie Buchholz-Hall, PM Administration

\*Extras include but are not limited to change orders, both oral and written, to the contract.

**FINAL WAIVER OF LIEN TO DATE**

STATE OF wisconsin  
COUNTY OF Milwaukee

Gty# \_\_\_\_\_  
Escrow# \_\_\_\_\_

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by PIEPER ELECTRIC, INC.  
the general contractor,  
to furnish Temporary Generator Rental  
for the premises known as Arlene Drive Lift Station  
of which Village of Hartland  
is the owner.

The undersigned, for and in consideration of Two Thousand, Seven Hundred Forty Dollars and 50/100  
\$2,740.50 Dollars, and other good and valuable consideration,  
the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Wisconsin,  
relating to mechanics' liens, with respect to and on said above-described premises, and the improvement thereon, and on the material, fixtures, apparatus, or machinery  
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or machinery,  
furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.\*

undersigned for the above-described premises including extras.\*

Date: 10/3/24

Company Name: Fabick Cat

Address: 11200 W Silver Spring Rd Milwaukee WI 53225

Signature and Title: *Michelle Hommel* Michelle Hommel - Credit Manager

\*Extras include but are not limited to change orders, both oral and written, to the contract.

FINAL WAIVER OF LIEN TO DATE

STATE OF Wisconsin  
COUNTY OF Outagamie

Gty# \_\_\_\_\_  
Escrow# \_\_\_\_\_

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by PIEPER ELECTRIC, INC.  
the general contractor,  
to furnish Commodities  
for the premises known as Arlene Drive Lift Station  
of which Village of Hartland  
is the owner.

The undersigned, for and in consideration of One Thousand, Seven Hundred Seventy Dollars and 0/100  
\$1,770.00 Dollars, and other good and valuable consideration,  
the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Wisconsin,  
relating to mechanics' liens, with respect to and on said above-described premises, and the improvement thereon, and on the material, fixtures, apparatus, or machinery  
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or machinery,  
furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.\*

undersigned for the above-described premises including extras.\*

Date: 10/04/2024

Company Name: Werner Electric Supply

Address: 4800 W Prospect Ave  
Appleton, WI 54914

Signature and Title:

eSigned by Black Knight EXP-DV: 2024-10-04 12:44:09 EDT  
*Madalyn Stachling*  
433518024021761:33966880

10/4/2024

Financial Services Analyst

\*Extras include but are not limited to change orders, both oral and written, to the contract.





**ADDITIONAL REMARKS SCHEDULE**

AGENCY Willis Towers Watson Midwest, Inc.		NAMED INSURED Pieper Electric, Inc. 5477 S. Westridge Court New Berlin, WI 53151	
POLICY NUMBER See Page 1		NAIC CODE See Page 1	
CARRIER See Page 1		EFFECTIVE DATE: See Page 1	

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Branch & Dept: 1  
 Project Manager: Richard Schairer  
 Pieper Job: 706360  
 Project Contract #: None  
 Project Name: Arlene Drive Lift Station Upgrade

Village of Hartland (Owner) and Ruckert & Mielke, Inc. (Engineer) are Additional Insureds with respect to the General Liability policy when required by written contract, agreement or permit executed prior to loss.

INSURER AFFORDING COVERAGE: Pacific Insurance Company Limited NAIC#: 10046  
 POLICY NUMBER: 41 CPI AA6629      EFF DATE: 01/01/2024      EXP DATE: 01/01/2025

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Contractors' Pollution Liability	Each Claim	\$5,000,000
	Aggregate	\$5,000,000
	SIR	\$25,000



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **BLANKET ADDITIONAL INSURED – AS REQUIRED BY WRITTEN CONTRACT – OPTION V**

This endorsement modifies insurance provided under the following:

### COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### **SECTION II — WHO IS AN INSURED, Paragraph 6. Additional Insureds When Required by Written Contract, Written Agreement or Permit,**

Subparagraph **f. Any Other Party** is deleted and replaced with the following:

**A.** Any other person or organization who is not an additional insured under Paragraphs **a.** through **e.** above and has not been added as an additional insured by separate endorsement under this Coverage Part, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" as described in Paragraph **(1)**, **(2)**, or **(3)** below, whichever applies:

**(1)** If the "written contract" specifically requires you to provide additional insured coverage to that person or organization by the use of the Additional Insured – Owners, Lessees or Contractors endorsement CG 20 10 11 85, or Additional Insured – Owners, Lessees or Contractors – Scheduled Person Or Organization endorsement CG 20 10 10 01, or the Additional Insured – Owners, Lessees or Contractors - Completed Operations endorsement CG 20 37 10 01, then such person or organization is an additional insured, but only with respect to liability arising out of "your work" to which the "written contract" applies; or

**(2)** If the "written contract" specifically requires you to provide additional insured coverage to that person or organization by the use of:

**a.** The Additional Insured — Owners, Lessees or Contractors — Scheduled Person or Organization endorsement CG 20 10 07 04 or CG 20 10 04 13, the Additional Insured — Owners, Lessees or Contractors — Completed Operations endorsement CG 20 37 07 04 or CG 20 37 04 13, or both of such endorsements with either of those edition dates; or

**b.** Either or both of the following: the Additional Insured — Owners, Lessees

or Contractors — Scheduled Person Or Organization endorsement CG 20 10, or the Additional Insured — Owners, Lessees or Contractors — Completed Operations endorsement CG 20 37, without an edition date of such endorsement specified;

then such person or organization is an additional insured, but only with respect to liability caused, in whole or in part, by "your work" to which the "written contract" applies; or

**(3)** If neither Paragraph **(1)** nor **(2)** above applies, then the person or organization is an additional insured only if, and to the extent that, the injury or damage is caused by "your work" to which the "written contract" applies.

**B.** The insurance afforded to the additional insured under this endorsement:

**(1)** Applies only if the "bodily injury" or "property damage" occurs, or the "personal and advertising injury" offense is committed:

**(a)** During the policy period; and

**(b)** Subsequent to the execution of the "written contract"; and

**(c)** Prior to the expiration of the period of time that the "written contract" requires such insurance be provided to the additional insured; and

**(d)** Only to the extent permitted by law; and

**(e)** Will not be broader than that which the "written contract" requires.

**C.** The following additional exclusion applies to any person or organization that qualifies as an additional insured under this endorsement:

**(1)** This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

- (a) The preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or specifications; or
- (b) Supervisory, inspection, architectural or engineering activities.

**D. SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, Paragraph 4. Other Insurance, Paragraph b. Excess Insurance, Subparagraph (7) When You Add Others As An Additional Insured To This Insurance** is deleted and replaced with the following:

**(7) When You Add Others As An Additional Insured To This Insurance**

Any other insurance available to an additional insured.

However, the following provisions apply to other insurance available to any person or organization who is an additional insured under this endorsement for this Coverage Part.

**(a) Primary Insurance**

This insurance is primary if you have agreed in the "written contract" that this insurance be primary. If other insurance is also primary, we will share with all that other insurance by the method described in Paragraph (c) below. This insurance does not apply to other insurance to which the additional insured has been added as an additional insured.

**(b) Primary And Non-Contributory To Other Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (i) The additional insured under this endorsement is a Named Insured under such other insurance; and
- (ii) You have agreed in the "written contract" that this insurance would be primary and would not seek contribution from any other insurance available to such additional insured.

**(c) Method of Sharing**

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach, each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

**E. With respect to insurance provided to the person or organization that is an additional insured under this endorsement, SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, Paragraph 2. Duties In The Event Of Occurrence, Offense, Claim or Suit** is amended to include the following:

The additional insured must tender the defense and indemnity of any claim or "suit" to any other insurer or self-insurer whose policy or program applies to a loss we cover under this endorsement. However, if the "written contract" requires this insurance to be primary and non-contributory, then this provision does not apply to insurance to which the additional insured is the Named Insured.

**F. The insurance provided to the additional insured does not apply to "bodily injury", "property damage" or "personal and advertising injury" included in the "products-completed operations hazard", unless the "written contract" specifically requires such coverage be provided for the additional insured. If additional insured coverage during the "products-completed operation hazard" is required by the "written contract", then such coverage will be provided for either:**

- (1) The number of years as required by the "written contract", but in no event greater than the applicable state's statute of repose; or
- (2) If the "written contract" is silent on the number of years required for "products-completed operations coverage", then such coverage will be provided for 2 years from the date this policy expires, cancels or terminates.

**G. Only for the purpose of this endorsement, "written contract" means a written contract or written agreement that requires you to include a person or organization as an additional insured on this Coverage Part, provided that:**

- a. The "bodily injury", "property damage" or "personal advertising injury" is caused by an "occurrence" or offense during the policy period; and
- b. The "written contract" was executed prior to the inception of the policy period and in effect during such "bodily injury", "property damage" or "personal advertising injury".

All other terms and conditions in the policy remain unchanged.



**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> 12/3/2024
<b>Village Board Item Number:</b> 3.b.	<b>Date:</b> 12/9/2024
<b>Submitted By:</b> Andy Kristensen, Library Director	
<b><u>Subject:</u> Invoice Approval for Library Roof Installation</b>	

**Details:** Langer Roofing & Sheet Metal has completed work on replacing the roof on the front portion of the library building, and, after inspection by Village staff, Library Director Kristensen is formally requesting that the Village Board approve payment on the invoice delivered to the Village from Langer, as agreed upon by formal motion at the May 13, 2024 Village Board meeting. The invoice is \$98,182.01, which means the charges from Langer came in \$11,817.99 under budget (original budgeted amount was \$110,000). The work also comes with a 5-year warranty guaranteeing the roof itself, with any repairs needed being free of charge (other than for leaks or tears caused by Acts of God or catastrophic weather incidents, i.e. tornado or massive flood).

**Financial Remarks:** Charges from Langer total \$98,182.01

**Options & Alternatives:** No options, as the roof has already been installed

**Executive Recommendation:** Director Kristensen recommends formal approval of the invoice for a total of \$98,182.01.



www.Langer-Roofing.com

345 South Curtis Road Milwaukee, Wisconsin 53214  
Phone: 414.476.5800 Fax: 414.476.3044

**Sold To:**

Village of Hartland  
210 Cottonwood Avenue  
Hartland WI  
53029

**Job Location:**

Hartland Public Library  
110 E. Park Ave.  
Hartland, WI  
53029

**INVOICE**

**Invoice Number:** J088230  
**Invoice Date:** Nov 18, 2024  
**Terms:** Net 30  
**Customer Code:** HARTVIL  
**Reference #1:**  
  
**Sales Cat/Slsmn:** 8/ 8  
  
**Job Number:** 82-48981  
**Job Description:** Hartland Public  
**Reference #2:**

**Description**

Furnished labor and materials for the completion of roofing and sheet metal per our letter dated 6/26/23. If there are any questions, please contact Matthew Bruinius in our office.

**Amount**

98,182.01

**- CONDITIONS -**

A 5% processing charge will be incurred for all payments made by credit card.

**Subtotal** 98,182.01

**Total Invoice** 98,182.01

**WARRANTY NO.:** 1657888

**BUILDING OWNER:** VILLAGE OF HARTLAND

**NAME OF BUILDING:** VILLAGE OF HARTLAND PUBLIC LIBRARY

**BUILDING ADDRESS:** 210 COTTONWOOD AVENUE HARTLAND, WI

**DATE OF COMPLETION OF THE CARLISLE TOTAL ROOFING SYSTEM:** 10/9/2024

**DATE OF ISSUE:** 11/15/2024

Carlisle Roofing Systems, Inc., (Carlisle) warrants to the Building Owner (Owner) of the above described building, that; subject to the terms, conditions, and limitations stated in this warranty, Carlisle will repair any leak in the Carlisle Roofing System (Carlisle Total Roofing System) installed by a Carlisle Authorized Roofing Applicator for a period of 15 years, commencing with the date of Carlisle's acceptance of the Carlisle Total Roofing System installation. However, in no event shall Carlisle's obligations extend beyond 15.5 years, subsequent to the date of substantial completion of the Carlisle Total Roofing System. See below for exact date of warranty expiration.

The Carlisle Total Roofing System is defined as the following newly installed Carlisle brand materials: Membrane, Flashings, Adhesives and Sealants, Insulation, Cover Boards, Fasteners, Fastener Plates, Fastening Bars, Insulation Adhesives and any other newly installed Carlisle brand products utilized in this installation.

### TERMS, CONDITIONS, LIMITATIONS

1. Owner shall provide Carlisle with written notice via letter, fax or email within thirty (30) days of any leak in the Carlisle Total Roofing System. Owner should send written notice of a leak to Carlisle's Warranty Services Department at the address set forth at the bottom of this warranty. By so notifying Carlisle, the Owner authorizes Carlisle or its designee to investigate the cause of the leak. Should the investigation reveal the cause of the leak to be outside the scope of this Warranty, investigation and repair costs for this service shall be paid by the Owner.
2. If, upon inspection, Carlisle determines that the leak is caused by a defect in the Carlisle Total Roofing System's materials, or workmanship of the Carlisle Authorized Roofing Applicator in installing the same, Owner's remedies and Carlisle's liability shall be limited to Carlisle's repair of the leak. Carlisle shall have sole responsibility in determining the method of repair of the area.
3. This warranty shall not be applicable if, upon Carlisle's inspection, Carlisle determines that any of the following has occurred:
  - (a) The Carlisle Total Roofing System is damaged by: natural disasters, lightning, fire, insects, animals, windblown debris or objects, earthquakes, tornados, hail, hurricanes, and winds of (3 second) peak gust speeds of 55 mph or higher measured at 10 meters above ground; or
  - (b) Loss of integrity of the building envelope and/or structure, including, but not limited to, partial or complete loss of roof decking, wall siding, windows, roof top units, doors or other envelope components; or
  - (c) All associated building components, including but not limited to the deck substrate, joists, columns and foundation, must also meet wind speed design requirements.
  - (d) The Carlisle Total Roofing System is damaged by any acts, accidents, misuse, abuse, vandalism, civil disobedience or the like; or
  - (e) Deterioration or failure of building components, including, but not limited to, the roof substrate, walls, mortar, HVAC units, non Carlisle brand metal work, etc., occurs and causes a leak, or otherwise damages the Carlisle Total Roofing System; or
  - (f) Deterioration of metal materials and accessories caused by marine salt water, atmosphere, or by regular spray of either salt or fresh water; or

- (g) Acids, oils, harmful chemicals and the like come in contact with the Carlisle Total Roofing System and cause a leak, or otherwise damage the Carlisle Total Roofing System; or
- (h) The Carlisle Total Roofing System encounters leaks or is otherwise damaged by condensation resulting from any condition within the building that may generate moisture; or
- (i) The Carlisle Authorized Applicator or any additional contractor or subcontractor failed to follow Carlisle's published specifications and details for the approved system assembly or failure to correct all installation deficiencies listed in any Carlisle inspection report.

4. This Warranty shall be null and void if any of the following shall occur:

- (a) If, after installation of the Carlisle Total Roofing System by a Carlisle Authorized Roofing Applicator, there are any alterations or repairs made on or through the roof or objects such as, but not limited to, structures, fixtures, solar arrays, wind turbines, roof gardens or utilities are placed upon or attached to the roof without first obtaining written authorization from Carlisle; or
- (b) Failure by the Owner to use reasonable care in maintaining the roof, said maintenance to include, but not be limited to, those items listed on Carlisle's Care & Maintenance Guide which accompanies this Warranty.

5. In addition, it shall be Owner's sole responsibility to remove and re-install at Owner's expense, all obstructions, including, but not limited to, structures, fixtures, solar arrays, wind turbines, roof gardens, utilities or other overburden from the affected area as determined by Carlisle that would hinder or impede repairs being made in the most expedient and least expensive manner possible. Owner shall be responsible for all costs associated with any loss of power generation in the event that removal of a solar array is required to repair the roofing system.

6. During the term of this Warranty, Carlisle shall have free access to the roof during regular business hours.

7. Carlisle shall have no obligation under this Warranty while any bills for installation, supplies, service, and/or warranty charges have not been paid in full to the Carlisle Authorized Roofing Applicator, Carlisle, or material suppliers.

8. Carlisle's failure at any time to enforce any of the terms or conditions stated herein shall not be construed to be a waiver of such provision.

9. Carlisle shall not be responsible for the cleanliness or discoloration of the Carlisle Total Roofing System caused by environmental conditions including, but not limited to, dirt, pollutants or biological agents.

10. Carlisle shall have no liability under any theory of law for any claims, repairs, restoration, or other damages including, but not limited to, consequential or incidental damages relating, directly or indirectly, to the presence of any irritants, contaminants, vapors, fumes, molds, fungi, bacteria, spores, mycotoxins, or the like in the building or in the air, land, or water serving the building.

11. This warranty shall be transferable upon a change in ownership of the building when the Owner has completed certain procedures, including a transfer fee and an inspection of the Roofing System by a Carlisle representative.

12. Any dispute, controversy or claim between the Owner and Carlisle concerning this Limited Warranty shall be settled by mediation. In the event that the Owner and Carlisle do not resolve the dispute, controversy or claim in mediation, the Owner and Carlisle agree that any and all suits, proceedings, or claims shall be filed in either the state courts of Cumberland County, Pennsylvania or in the United States District Court for the Middle District of Pennsylvania. Each party irrevocably consents to the jurisdiction and venue of the above-identified courts.

13. Roof System Design Assembly: Carlisle, as manufacturer of commercial roofing products with the sole purpose of offering products for an Owner, design professional, architect, consultant, or engineer when designing/choosing a roof system assembly, assumes no liability nor implies to the suitability of the products for any particular assembly or specific building operation or structure. The Owner, design professional, architect, consultant, or engineer is solely responsible for the assembly chosen for a particular building structure to include the responsibility to properly calculate wind uplift values, design dead loads and live loads, and suitability and condition of building envelope substrate, decking, parapets, drainage, slope, and other attributes pertaining to the performance of the roof system assembly.

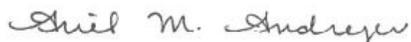
14. The Carlisle Authorized Applicator or any additional contractor or subcontractor are not agents of Carlisle.

CARLISLE DOES NOT WARRANT PRODUCTS UTILIZED IN THIS INSTALLATION WHICH IT HAS NOT FURNISHED AND SPECIFICALLY DISCLAIMS LIABILITY, UNDER ANY THEORY OF LAW, ARISING OUT OF THE INSTALLATION AND PERFORMANCE OF, OR DAMAGES SUSTAINED BY OR CAUSED BY, PRODUCTS NOT FURNISHED BY CARLISLE OR THE PRIOR EXISTING ROOFING MATERIAL OVER WHICH THE CARLISLE ROOFING SYSTEM HAS BEEN INSTALLED.

THE REMEDIES STATED HEREIN ARE THE SOLE AND EXCLUSIVE REMEDIES FOR FAILURE OF THE CARLISLE TOTAL ROOFING SYSTEM OR ITS COMPONENTS. THERE ARE NO WARRANTIES EITHER EXPRESSED OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND MERCHANTABILITY, WHICH EXTEND BEYOND THE FACE HEREOF. CARLISLE SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL OR OTHER DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR DAMAGE TO THE BUILDING OR ITS CONTENTS UNDER ANY THEORY OF LAW.

CARLISLE DOES NOT WARRANT THE EXISTING INSULATION UTILIZED IN THIS INSTALLATION, AND SPECIFICALLY DISCLAIMS LIABILITY, UNDER ANY THEORY OF LAW, ARISING OUT OF THE INTEGRITY, INSTALLATION, OR PERFORMANCE OF, OR DAMAGES SUSTAINED BY OR CAUSED BY THE EXISTING INSULATION.

BY: Ariel M. Andrejev



AUTHORIZED SIGNATURE

TITLE: Sr. Manager, Technical and Warranty Services

This Warranty Expires: 11/14/2039

## Carlisle Care and Maintenance Guide

In order to ensure the long-term performance of your Roofing System and continued warranty service and coverage, regular rooftop maintenance inspections are necessary. While normal aging will occur on all roofs, if not detected early, problems stemming from abuse, contamination, accidents and severe weather can result in extensive and costly repairs or premature failure of the roofing system. Single-ply Roofing Systems are typically low-slope and easy to inspect, but caution must be taken to ensure safety. Carlisle disclaims and assumes no liability for any rooftop activity.

- Owner must retain records related to the Roofing System. Such records include, but are not limited to: the warranty document and serial number, maintenance inspection logs, rooftop traffic logs, service logs, and invoices for work performed on the roofing system.
- Inspect the roof at least every six months (preferably spring and fall) and immediately following any weather event that includes excessive rainfall, high winds and/or hail warnings. Increased number of rooftop maintenance inspections may be required on some roofs as the location may dictate, such as higher trees near the building which will accumulate leaves and debris on the roof and have adverse effects on drainage. In addition, rooftop maintenance inspections should occur after regular maintenance of any rooftop unit.

When inspecting the Roofing System, pay special attention to the following:

- Walls/Parapets/Roof Edge – Wind damage often begins at the perimeter of the roof. Ensure all membrane terminations and edge metal and copings are secure.
- Roof Deck Membrane – Inspect the field of the roof, scanning for damage caused by wind-blown debris or traffic.
- Penetrations/Rooftop Units – Inspect the membrane, flashings and terminations around penetrations and roof top units for possible damage from service work. Ensure the units and terminations are secure.
- Remove debris (leaves, dirt, trash, etc.) – Good roofing practice dictates that water should drain from the roof and that ponded water should evaporate within 48 to 72 hours after a rainfall. Debris can inhibit drainage.

Additional Maintenance Items:

- Foot Traffic – Walkways must be provided if regular traffic is required or if rooftop equipment has a regular thirty (30) day or less maintenance schedule.
- Petroleum Products & Chemicals - Keep all liquids containing petroleum products or chemicals off the membrane to avoid product degradation.
- Animal Fats/Vegetable Oils: EPDM Membranes - Do not exhaust animal fats/vegetable oils directly onto EPDM roof surfaces. TPO & PVC Membranes – Animal fats/vegetable oils must be regularly removed and the rooftop surface cleaned with a mixture of soap and water.

What to do if a leak occurs:

- After verifying the leak is through the roofing system, contact Carlisle at 1-800-233-0551 or at [www.carlisesyntec.com](http://www.carlisesyntec.com).
- If minor, emergency temporary repairs are made to a suspected leak area, use Carlisle's Lap Sealant or a good-grade rubber caulk to address the repair area (do not use asphaltic roof cement). Please note, Carlisle is not responsible for the cost associated with any emergency temporary repairs.

Alterations to the Roofing System:

- Alterations to the Roofing System must be completed by a Carlisle Authorized Applicator. The Carlisle Authorized Applicator must notify Carlisle when the revision work is complete. The necessary form can be found on the Carlisle website via the Authorized Applicators login.

Warranty Transfer:

- Warranties shall be transferable upon a change in ownership of the building when the Owner has completed certain procedures. This form can be found on the Carlisle website for additional guidelines.

# Single-Ply Roofing Warranty

1. Contractor: Langer Roofing & Sheet Metal Inc.
2. Owner: Village of Hartland
3. Type/Name of Building: Hartland Public Library  
Building Address: 110 E. Park Ave. Hartland, WI 53029  
Area of Roof: Entire Roof Area
4. Roofing Materials Manufacturer: Carlisle SynTec Inc.  
(Company/Address) P.O. Box 7000  
Carlisle, PA 17013
5. Warranty begins: 10/29/24 and expires: 10/29/29  
(date) (date)
6. **Warranty.** For the period indicated in paragraph 5. Contractor warrants to Owner that it installed this roof in conformity with the recommendations of the roofing materials manufacturer, and good roofing practices in effect when installation began. Subject to the Warranty's terms, and the conditions and limitations in paragraph 7, during the Warranty period Contractor will, at its expense, repair leaks in this roof caused by defects in Contractor's workmanship or the roofing materials. After this Warranty expires, Contractor shall have no further obligation to make repairs at its expense. Additionally, after this Warranty expires, Owner shall not make any further demand or claim against Contractor concerning its workmanship, or the roofing materials, provided that Contractor promptly repairs all such leaks or defects covered by this Warranty that are called to its attention by Owner during the Warranty period.
7. **Conditions and Limitations.** This Warranty does not cover any leaks in the roof caused by: acts or omissions of other trades or contractors; lightning, winds with peak gusts exceeding 55 m.p.h. measured at ten meters above ground; hail storms, floods, earthquakes, or Acts of God; structural settlement; failure, movement, cracking, or excess deflection of the roof deck; defects or failure of materials used as a substrate over which the roof is installed; faulty condition of parapet walls, copings, chimneys, skylights, vents, supports, or other parts of the building; vapor condensation beneath the roof; penetrations for pitch pans; erosion, cracking, or porosity of mortar and brick; dry rot; stoppage of roof drains or gutters; penetration of the roof from beneath by rising fasteners of any type; inadequate drainage, slope, or other conditions beyond Contractor's control that cause ponding or standing water; termites or other insects; rodents or other animals; fire; harmful chemicals, oils, acids, or other substances that cause leaks or otherwise cause damage to the roof. If leaks occur that are caused by any of these reasons, this Warranty shall become null and void for the remainder of the Warranty period, unless such damage is repaired by Contractor at Owner's expense.
8. **Notification by Owner.** If leaks occur during the period of this Warranty, Owner must immediately notify Contractor of such leaks, and promptly confirm such notice in writing to Contractor.
9. **Events Voiding Warranty.** This Warranty shall become null and void if: (a) Owner fails to notify Contractor of leaks, under paragraph 8; (b) others perform work on this roof (including, but not limited to, work on the flues, vents, drains, sign braces, railings, platforms, or other equipment fastened to or set on the roof) or make repairs or alterations, without first providing Contractor the opportunity to make roofing recommendations and Owner follows such recommendations (Contractor shall be paid time-and-materials (T&M) for such recommendations or any repairs due to other's work); or (c) any area of the roof is used as a promenade, walkway, or work area, unless such use was originally specified and noted in paragraph 16 below.
10. **Transferability.** This Warranty is only for the benefit of the original Owner named above. It is not transferable to any other person or entity, without the written consent of Contractor.
11. **No Other Warranties.** CONTRACTOR MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, BEYOND THIS WARRANTY. CONTRACTOR DISCLAIMS ALL OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE. THIS WARRANTY IS SEPARATE AND APART FROM ANY ROOFING MATERIALS MANUFACTURER'S WARRANTY THAT MAY BE ISSUED TO OWNER, AND CONTRACTOR DISCLAIMS ANY LIABILITY TO OWNER UNDER ANY SUCH ROOFING MATERIALS MANUFACTURER'S WARRANTY.
12. **Sole & Exclusive Remedy.** Repair of this roof is the sole and exclusive remedy available to Owner under this Warranty, and the sole and exclusive remedy available to Owner for claims against Contractor arising out of or relating to the contract by which this roof was installed, including claims for breach of contract.
13. **No Incidental, Special, or Consequential Damages.** UNDER NO CIRCUMSTANCES SHALL CONTRACTOR BE LIABLE TO OWNER OR ANY OTHER PERSON FOR ANY INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR OTHER DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, DAMAGE TO THE BUILDING OR ITS CONTENTS, OR DAMAGE TO PERSONS), WHETHER ARISING OUT OF BREACH OF WARRANTY, BREACH OF CONTRACT, OR ANY OTHER LEGAL THEORY.
14. **Mold.** Because Contractor is not responsible for the building design, CONTRACTOR DISCLAIMS ANY LIABILITY FOR DAMAGES TO PERSONS OR PROPERTY CAUSED BY MOLD WITHIN ANY PART OF THE BUILDING THAT MAY HAVE BEEN PRESENT BEFORE THE ROOFING WORK BEGAN, CONTRACTOR ALSO DISCLAIMS ANY SUCH LIABILITY FOR MOLD CAUSED BY DAMAGE TO, OR PENETRATION OF, ITS ROOFING WORK BY OTHERS. OWNER ALSO AGREES THAT CONTRACTOR SHALL NOT BE LIABLE AT ANY TIME DURING OR AFTER COMPLETION OF ITS WORK FOR ANY DAMAGES TO PERSONS OR PROPERTY BELOW THE INSTALLED ROOFING, WHETHER SUCH DAMAGES RESULT FROM LEAKS OR OTHER WEATHER-RELATED SOURCES, OR WHETHER SUCH DAMAGES RESULT FROM MOLD.
15. **Payment to Contractor.** This Warranty shall not become effective until Contractor has been paid in full in accordance with the contract by which this roof was installed.
16. **Additional Conditions or Exclusions.** None

This Warranty has been duly executed this 29th day of October, 2024

**LANGER ROOFING & SHEET METAL INC.**



By: Mark E. Langer  
Mark E. Langer President

To: Village President & Board of Trustees  
From: Tonia Smith, Fiscal Clerk  
Date: December 4, 2024  
RE: Voucher List

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Attached is the voucher list for the  
December 9, 2024 Village Board Meeting

December 9, 2024 Checks:	\$ 295,512.91
November Manual Checks:	<u>\$ 25,150.51</u>
Subtotal of Checks:	\$ 320,663.42
November Wires	<u>\$ 387,467.02</u>
November Credit Credit Cards	<u>\$ 17,680.35</u>
Total Amount of all Checks, Wires, and Credit Cards	<u><u>\$ 725,810.79</u></u>

**VILLAGE OF HARTLAND**  
**VOUCHER LIST - DECEMBER 9, 2024**

Account Descr	Search Name	Comments	Amount
G 101-31680 ICE RINK	AVALON GRAPHICS LLC	ICE RINK BANNERS	\$300.00
G 101-31680 ICE RINK	AVALON GRAPHICS LLC	WARMING SHED BANNERS	\$120.00
G 101-23000 SPECIAL DEPOSITS	BIEBELS TRUE VALUE	REFUND OF PROFESSIONAL FEES	\$300.00
G 101-23000 SPECIAL DEPOSITS	BLOOM PHYSICAL THERAPY & WELLNES	138 NORTH AVE #9 BUSINESS OCC REFUND	\$500.00
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	CONNECTION CHARGES	\$5,335.00
G 204-34187 FWV LIFT STATION REPLACEMENT	FOUR WINDS WEST HOA	FOUR WINDS LIFT STATION UTILITY BILL	\$69.53
R 101-46725 PARK RENTALS-TAX EXEMPT	FREIBOTH FINANCIAL SERVICES	REFUND 1 PREP	\$60.00
G 101-23000 SPECIAL DEPOSITS	FREIBOTH FINANCIAL SERVICES	REFUND FIELD RESTORATION DEPOSIT	\$300.00
G 101-23000 SPECIAL DEPOSITS	FREIBOTH FINANCIAL SERVICES	REFUND PARTICIPATION DEPOSIT	\$600.00
R 101-46725 PARK RENTALS-TAX EXEMPT	FREIBOTH FINANCIAL SERVICES	REFUND 13 FIELD USES	\$585.00
G 101-23000 SPECIAL DEPOSITS	HAAA	SPECIAL DEPOSIT REFUNDS	\$2,700.00
R 101-46725 PARK RENTALS-TAX EXEMPT	HAAA	RENTAL REFUNDS	\$1,800.00
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	DUES	\$476.00
G 101-23000 SPECIAL DEPOSITS	MELLOW MUTTS SPA, LLC	230 PAWLING AVE BUSINESS OCC REFUND	\$500.00
G 403-31897 THREE LEAF QUARRY	RUEKERT & MIELKE	CONSTRUCTION ADMINISTRATION	\$3,835.87
G 403-31840 HOMESTEAD	RUEKERT & MIELKE	DESIGN/CONSTRUCTION REVIEW	\$137.00
G 403-31896 KWIK TRIP	RUEKERT & MIELKE	EROISON CONTROL INSPECTIONS/ ADMIN	\$139.50
G 403-31896 KWIK TRIP	RUEKERT & MIELKE	W CAPITOL DRIVE CONSTRUCTION REVIEW	\$1,628.50
G 101-21560 LIFE INSURANCE DEDUCT PAYABLE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$1,053.46
G 403-31753 ST CHARLES EXPANSION	ST. CHARLES	REIMBURSEMENT OF PROFESSIONAL SERVICES	-\$984.45
G 101-23000 SPECIAL DEPOSITS	ST. CHARLES	REFUND OF STORMWATER DEPOSIT	\$5,000.00
G 101-23000 SPECIAL DEPOSITS	SUMMIT LAKE APARTMENTS	PROFESSIONAL FEES REFUND	\$1,000.00
G 101-12320 DELINQUENT PERS PROP TAXES	WAUKESHA CTY TREASURER (515)	PERSONAL PROPERTY TAXES PAID TO VILLAGE	\$362.20
G 101-23005 EMPLOYEE RECOGNITION	WI BUILDING INSPECTIONS	HOLIDAY PARTY	-\$1,000.00
			\$24,817.61
<b>AMBULANCE</b>			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN CYLINDER	\$59.14
E 101-52300-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	VARIOUS PARTS	\$106.17
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	GLASER, WILLIAM	TONE TRIGGERED TIMER CONTROL MODULE	\$250.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	VARIOUS MEDICAL SUPPLIES	\$226.83
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	MEDICAL SERVICES	\$216.00
E 101-52300-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$52.30
<b>AMBULANCE</b>			\$910.44
<b>CEMETERY</b>			
E 101-54910-365 BLDGS/GROUNDS MAINT EXPENSE	INSIGHT FS	TURF APPLICATION	\$775.00
<b>CEMETERY</b>			\$775.00

Account Descr	Search Name	Comments	Amount
CRACK SEALING/PATCHING/POTHOLE			
E 401-70235-285 CONSTRUCTION COSTS	RUEKERT & MIELKE	DESIGN AND CONSTRUCTION SERVICES	\$2,088.30
CRACK SEALING/PATCHING/POTHOLE			<u>\$2,088.30</u>
ECONOMIC DEVELOPMENT			
E 804-56700-715 STREETScape PROGRAM	CHRISTIAN POST, LAURY	HOLIDAY GRANT	\$35.92
E 804-56700-724 WEB SITE HOSTING & MAINT	CYBERLYNK	WEBSITE HOSTING	\$39.98
E 804-56700-719 EVENTS	EXECU PRINT	SIGNS FOR HARTLAND LIGHTS	\$72.00
E 804-56700-738 MEMBERSHIPS	HARTLAND AREA CHAMBER COMMERCE	MEMBERSHIP DUES	\$175.00
E 804-56700-732 GENERAL OPERATION OVERSIGHT	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$12.50
E 804-56700-715 STREETScape PROGRAM	REDWOOD STATION LLC	HOLIDAY GRANT	\$88.97
ECONOMIC DEVELOPMENT			<u>\$424.37</u>
ELECTIONS			
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	PEWAUKEE, VILLAGE OF	SHARED PUBLIC NOTICES	\$58.56
ELECTIONS			<u>\$58.56</u>
ENVIRONMENTAL SERVICES			
E 101-53635-470 LANDSCAPE PLANTINGS	DAN LARSEN LANDSCAPING, INC	TREE PLANTING	\$15,449.00
ENVIRONMENTAL SERVICES			<u>\$15,449.00</u>
FINANCIAL ADMINISTRATION			
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	BANYON DATA SYSTEMS INC	UB/ POS/ FA DATA SYSTEMS	\$883.33
E 101-51500-500 PROPERTY ASSESSMENT	CATALIS TAX & CAMA INC	ASSESSMENT SERVICES	\$4,587.50
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	DECEMBER HRA FEES	\$189.40
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	IN DESIGN	\$589.00
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$49.14
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$206.82
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$58.85
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	MULTIFACTOR AUTHENTICATION	\$18.00
E 101-51500-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$30.86
FINANCIAL ADMINISTRATION			<u>\$6,612.90</u>
FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BATTERY PRODUCTS INC	9V EVERREADY	\$136.80
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	ANTIFREEZE/ INSULATION KIT	\$42.21
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	GLASER, WILLIAM	TONE TRIGGERED TIMER CONTROL MODULE	\$250.00
E 101-52200-360 VEHICLE MAINT/EXPENSE	JEFFERSON FIRE & SAFETY INC	REPAIR SERVICES	\$330.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$162.50
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$163.85
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	MULTIFACTOR AUTHENTICATION	\$42.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	MEDICAL SERVICES	\$215.00
E 101-52200-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$52.31

Account Descr	Search Name	Comments	Amount	
E 101-52200-290	OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	RECORD CHECKS	\$7.00
E 101-52200-800	CAPITAL OUTLAY	WITMER PUBLIC SAFETY GROUP INC	YATES LADDER HOOK	\$497.94
E 101-52200-800	CAPITAL OUTLAY	WITMER PUBLIC SAFETY GROUP INC	LEATHERHEAD TOOLS LOCKWOOD HOOK	\$401.78
E 101-52200-300	OPERATING SUPPLIES/EXPENSES	XEROX CORPORATION	COPIER SERVICES	\$84.87
FIRE PROTECTION				<u>\$2,386.26</u>
GENERAL ADMINISTRATION				
E 101-51400-300	OPERATING SUPPLIES/EXPENSES	CONLEY MEDIA LLC	PUBLIC NOTICES	\$58.64
E 101-51400-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	MULTIFACTOR AUTHENTICATION	\$18.00
E 101-51400-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$54.00
E 101-51400-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$32.78
E 101-51400-290	OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$150.00
E 101-51400-150	HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$66.72
E 101-51400-395	COMMUNITY RELATIONS	ULINE	SNOW FENCING FOR HOLIDAY TRAIN	\$486.39
E 101-51400-290	OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE (CHKS)	RECORD CHECKS	\$56.00
GENERAL ADMINISTRATION				<u>\$922.53</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 101-52400-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	MULTIFACTOR AUTHENTICATION	\$6.00
E 101-52400-300	OPERATING SUPPLIES/EXPENSES	VILLAGE GRAPHICS	BUSINESS CARDS	\$35.70
E 101-52400-290	OUTSIDE SERVICES/CONTRACTS	WI BUILDING INSPECTIONS	NOV PERMITS/INSPECTIONS	\$6,563.54
INSPECTION				<u>\$6,617.74</u>
LAW ENFORCEMENT				
E 101-52100-300	OPERATING SUPPLIES/EXPENSES	GALL S, INC.	CLOTHING	\$293.90
E 101-52100-360	VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ#5 OIL CHANGE AND SNOW TIRES	\$170.41
E 101-52100-360	VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ#8 NEW BRAKE AND OIL CHANGE	\$1,210.71
E 101-52100-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	MULTIFACTOR AUTHENTICATION	\$144.00
E 101-52100-290	OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$712.50
E 101-52100-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$294.92
E 101-52100-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$283.00
E 101-52100-150	HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$200.54
LAW ENFORCEMENT				<u>\$3,309.98</u>
LIBRARY				
E 101-55110-310	BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$89.35
E 101-55110-310	BOOKS & MATERIALS	MIDWEST TAPE	DIGITAL MEDIA	\$314.25
E 101-55110-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$180.23
E 101-55110-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	MULTIFACTOR AUTHENTICATION	\$0.00
E 101-55110-310	BOOKS & MATERIALS	PLAYAWAY PRODUCTS	BOOKS/PLAYAWAYS	\$1,842.55
E 101-55110-290	OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	STAFF ROOM COPIER	\$96.01

Account Descr	Search Name	Comments	Amount
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	FLOOR COPIER	\$96.01
E 101-55110-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$10.68
LIBRARY			<u>\$2,629.08</u>
LONG MEADOW DRIVE			
E 401-70620-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CONSTRUCTION ADMINISTRATION	\$611.27
LONG MEADOW DRIVE			<u>\$611.27</u>
MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	MAT SERVICES	\$242.11
MUNICIPAL BUILDING			<u>\$242.11</u>
PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PORT-A-JOHN	PORTABLE RESTROOMS	\$141.00
PARKS			<u>\$141.00</u>
PUBLIC WORKS			
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	ULTRA OIL	\$671.91
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	ADAPTER	\$3.29
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	PRIMARY WIRE/ HEAT TUBE	\$41.90
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	OIL DRY	\$58.58
E 101-53000-430 SNOW & ICE REMOVAL	COMPASS MINERALS	ROAD SALT	\$40,752.63
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	PDF FUEL	\$1,484.39
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	NO LEAD FUEL	\$123.80
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	NO LEAD FUEL	\$1,414.02
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	NO LEAD FUEL	\$202.21
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	ENTRANCE SYSTEMS	DPW DOOR REPAIRS	\$393.54
E 101-53000-180 OTHER BENEFITS	HELD, JASON	CLOTHING ALLOWANCE	\$173.25
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORM SERVICES	\$217.08
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORM SERVICES	\$158.67
E 101-53000-430 SNOW & ICE REMOVAL	KAESTNER AUTO ELECTRIC CO	LIGHTS	\$200.00
E 101-53000-430 SNOW & ICE REMOVAL	KAESTNER AUTO ELECTRIC CO	DEF FLUID	\$161.88
E 101-53000-430 SNOW & ICE REMOVAL	KIMBALL MIDWEST	VARIOUS HARDWARE	\$1,222.22
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	LISBON CREEK SYSTEMS	FIRE MONITORING	\$195.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	OLSEN SAFETY EQUIPMENT CORP	GLOVES	\$390.40
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	MULTIFACTOR AUTHENTICATION	\$12.00
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$131.08
E 101-53000-180 OTHER BENEFITS	SCHLAFER, JAKE	CLOTHING ALLOWANCE	\$21.51
E 101-53000-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$133.54
E 101-53000-360 VEHICLE MAINT/EXPENSE	SHARE CORP	PRY BAR SYSTEM	\$327.97
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	STANFORD, NATHAN	SAW SAFETY TRAINING	\$1,400.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	DEF	\$275.64

Account Descr	Search Name	Comments	Amount	
PUBLIC WORKS			\$50,241.51	
RECREATION PROGRAMS/EVENTS				
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	DUSOLD, CAROL	NOV NIA CLASSES	\$128.00
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	EBERLE, KYLE	NOV FFOA CLASSES	\$720.00
E 101-55300-302	TO THE POINTE DANCE PROGRAM	HECKEL DANCE LLC	LORI DANCE CLASSES	\$343.20
E 101-55300-302	TO THE POINTE DANCE PROGRAM	HECKEL DANCE LLC	VALERIE DANCE CLASSES	\$257.60
E 101-55300-302	TO THE POINTE DANCE PROGRAM	HECKEL DANCE LLC	KELSEY DANCE CLASSES	\$3,372.00
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	ITS IN EVERY DETAIL	NOV BARRE & FACE YOGA CLASSES	\$656.00
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FINE ARTS SCHOOL	HOLIDAY CLAY CLASS	\$552.00
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	NELSON BRANDON, LISA	NOV YOGA CLASSES	\$739.20
E 101-55300-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	MULTIFACTOR AUTHENTICATION	\$18.00
E 101-55300-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	IN DESIGN	\$1,178.00
E 101-55300-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$32.77
E 101-55300-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$26.75
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	SANCHEZ, TERRIE	NOV LINE DANCING	\$36.00
E 101-55300-150	HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	LIFE INSURANCE	\$14.88
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	SPRECHER, MARIA	NOV QIGONG	\$102.40
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	TEAS, NANCY	NOV LINE DANCING	\$36.00
E 101-55300-300	OPERATING SUPPLIES/EXPENSES	VILLAGE GRAPHICS	BUSINESS CARDS	\$35.70
E 101-55300-290	OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	NOV YOGA CLASSES	\$1,601.60
RECREATION PROGRAMS/EVENTS			\$9,850.10	
RIVER RESERVE DRIVE				
E 401-70600-290	OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CONSTRUCTION ADMINISTRATION	\$611.28
RIVER RESERVE DRIVE			\$611.28	
SEWER SERVICE				
E 204-53610-290	OUTSIDE SERVICES/CONTRACTS	BAKER TILLY	AUDIT PROCESS BILL	\$2,906.50
E 204-53610-290	OUTSIDE SERVICES/CONTRACTS	BANYON DATA SYSTEMS INC	UB/ POS/ FA DATA SYSTEMS	\$883.34
E 204-53610-270	TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	TOTAL USER FEES	\$100,020.38
E 204-53610-290	OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	DECEMBER HRA FEES	\$29.13
E 204-53610-290	OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$337.50
E 204-53610-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$32.77
E 204-53610-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	MULTIFACTOR AUTHENTICATION	\$9.00
E 204-53610-300	OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$31.25
E 204-53610-800	CAPITAL OUTLAY	PIEPER POWER	ARLENE LIFT STATION UPGRADE	\$18,420.50
E 204-53610-800	CAPITAL OUTLAY	PIEPER POWER	ARLENE LIFT STATION UPGRADE	\$4,576.43
E 204-53610-290	OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	SCADA SERVICES	\$6,580.38
E 204-53610-800	CAPITAL OUTLAY	RUEKERT & MIELKE	CONSTRUCTION ADMIN AND INSPECTION	\$156.75
E 204-53610-800	CAPITAL OUTLAY	RUEKERT & MIELKE	DESIGN AND BIDDING	\$7,252.50
SEWER SERVICE			\$141,236.43	

Account Descr	Search Name	Comments	Amount
TIF FUND EXPENSES			
E 217-58300-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	DESIGN	\$285.25
TIF FUND EXPENSES			<u>\$285.25</u>
TRAILS EDGE COURT			
E 401-70615-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CONSTRUCTION ADMINISTRATION	\$611.27
TRAILS EDGE COURT			<u>\$611.27</u>
TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$114.69
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	MULTIFACTOR AUTHENTICATION	\$42.00
TRUSTEES			<u>\$184.69</u>
UNBUDGETED			
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	GENERAL SERVICES	\$3,413.87
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CONSTRUCTION ADMIN	\$111.50
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	ENVIRONMENTAL ASSESSMENTS	\$2,103.00
E 401-57300-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	ROADWAY DESIGN	\$3,180.75
UNBUDGETED			<u>\$8,809.12</u>
WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	BAKER TILLY	AUDIT PROCESS BILL	\$2,906.50
E 620-53700-923 OUTSIDE SERVICES	BANYON DATA SYSTEMS INC	UB/ POS/ FA DATA SYSTEMS	\$883.33
E 620-53700-651 MAINTENANCE OF MAINS	CORE & MAIN LP	ADAPTOR	\$244.08
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	DECEMBER HRA FEES	\$72.85
E 620-53700-654 MAINTENANCE OF HYDRANTS	FERGUSON WATERWORKS	TRFC REPAIR KIT	\$1,650.00
E 620-53700-654 MAINTENANCE OF HYDRANTS	FERGUSON WATERWORKS	TRFC REPAIR KIT	\$820.00
E 620-53700-923 OUTSIDE SERVICES	HYDROCORP	CONNECTION CONTROL PROGRAM	\$1,012.00
E 620-53700-632 WATER TREATMENT-SUPPLIES/EXP	MARTELLE WATER TREATMENT	WALCHEM INJECTOR	\$190.00
E 620-53700-674 METERS	MIDWEST METER INC	TWIST TIGHT	\$258.71
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLE TESTING	\$60.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLE TESTING	\$82.50
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	ONTECH SYSTEMS, INC	FORTIFY ENDPOINT & MONTHLY SITE FEE	\$32.77
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	ONTECH SYSTEMS, INC	MULTIFACTOR AUTHENTICATION	\$9.00
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365 LICENSES	\$31.25
E 620-53700-923 OUTSIDE SERVICES	ONTECH SYSTEMS, INC	IT SERVICES	\$337.50
E 620-53700-673 TRANS&DIST MAINS	RUEKERT & MIELKE	CONSTRUCTION REVIEW AND ADMIN	\$4,303.24
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	GIS MAINTENANCE	\$1,525.00
E 620-53700-305 EXPENSES-OTHER	VILLAGE GRAPHICS	BUSINESS CARDS	\$107.10
E 620-53700-923 OUTSIDE SERVICES	WI RURAL WATER ASSOC (WRWA)	MEMBERSHIP RENEWAL	\$550.00
WATER UTILITY			<u>\$15,075.83</u>

Account Descr	Search Name	Comments	Amount
WOODS DRIVE			
E 401-70610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CONSTRUCTION ADMINISTRATION	<u>\$611.28</u>
WOODS DRIVE			<u>\$611.28</u>
			<u>\$295,512.91</u>

# VILLAGE OF HARTLAND

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## Payments

Current Period: NOVEMBER 2024

**Payments Batch NOV24MC**

\$25,150.51

Refer	1931 DELTA DENTAL PLAN OF WISCON	Ck# 009246	11/25/2024		
Cash Payment	G 101-21535 VISION INSURANCE	VISION INSURANCE			\$273.46
Invoice	2256425	11/25/2024			
Transaction Date	11/27/2024	GF Checking	11100	<b>Total</b>	\$273.46

Refer	1933 SECURIAN FINANCIAL GROUP INC	Ck# 009243	11/11/2024		
Cash Payment	E 101-51400-150 HEALTH/DENTAL/LIFE	LIFE INSURANCE			\$66.72
Invoice	2832L	11/11/2024			
Cash Payment	E 101-51500-150 HEALTH/DENTAL/LIFE	LIFE INSURANCE			\$30.86
Invoice	2832L	11/11/2024			
Cash Payment	E 101-55300-150 HEALTH/DENTAL/LIFE	LIFE INSURANCE			\$7.10
Invoice	2832L	11/11/2024			
Cash Payment	E 101-52200-150 HEALTH/DENTAL/LIFE	LIFE INSURANCE			\$52.31
Invoice	2832L	11/11/2024			
Cash Payment	E 101-52300-150 HEALTH/DENTAL/LIFE	LIFE INSURANCE			\$52.30
Invoice	2832L	11/11/2024			
Cash Payment	E 101-55110-150 HEALTH/DENTAL/LIFE	LIFE INSURANCE			\$18.31
Invoice	2832L	11/11/2024			
Cash Payment	E 101-52100-150 HEALTH/DENTAL/LIFE	LIFE INSURANCE			\$230.64
Invoice	2832L	11/11/2024			
Cash Payment	E 101-53000-150 HEALTH/DENTAL/LIFE	LIFE INSURANCE			\$133.54
Invoice	2832L	11/11/2024			
Cash Payment	G 101-21560 LIFE INSURANCE DEDUCT	LIFE INSURANCE			\$1,050.26
Invoice	2832L	11/11/2024			
Transaction Date	11/27/2024	GF Checking	11100	<b>Total</b>	\$1,642.04

Refer	1932 UNITED STATES POSTAL SERVIC	Ck# 009245	11/20/2024		
Cash Payment	E 101-55300-300 OPERATING SUPPLIE	POSTAGE FOR WINTER/SPRING GUIDE			\$2,898.62
Invoice	ECRWSS	11/20/2024			
Transaction Date	11/27/2024	GF Checking	11100	<b>Total</b>	\$2,898.62

Refer	1832 WE ENERGIES	Ck# 009244	11/11/2024		
Cash Payment	E 620-53700-622 POWER FOR PUMPIN	ENERGY SERVICES			\$256.44
Invoice	070431870800005	11/1/2024			
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	ENERGY SERVICES			\$12.65
Invoice	070431870800005	11/1/2024			
Cash Payment	E 204-53610-220 UTILITY SERVICES	ENERGY SERVICES			\$10.44
Invoice	070574458200001	11/1/2024			
Cash Payment	E 620-53700-622 POWER FOR PUMPIN	ENERGY SERVICES			\$21.89
Invoice	070431870800006	11/1/2024			
Cash Payment	G 204-34187 FWW LIFT STATION REPL	ENERGY SERVICES			\$0.00
Invoice	071352656100002	11/7/2024			
Cash Payment	E 101-55200-220 UTILITY SERVICES	ENERGY SERVICES			\$19.44
Invoice	071422113700030	11/4/2024			
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES			\$56.60
Invoice	071422113700033	11/6/2024			
Cash Payment	E 101-55110-220 UTILITY SERVICES	ENERGY SERVICES			\$41.87
Invoice	070977541400001	11/6/2024			
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES			\$111.65
Invoice	070431870800001	10/31/2024			
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES			\$532.09
Invoice	070431870800003	10/31/2024			

VILLAGE OF HARTLAND

Payments

Current Period: NOVEMBER 2024

Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES		\$7,002.41
Invoice	070431870800007	10/31/2024			
Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES		\$106.67
Invoice	070615982400001	10/31/2024			
Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES		\$394.85
Invoice	071422113700024	10/31/2024			
Transaction Date	11/8/2024		GF Checking	11100	<b>Total</b> \$8,567.00
Refer	1833 WE ENERGIES		Ck# 009247	11/25/2024	
Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES		\$17.50
Invoice	071422113700038	11/13/2024			
Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES		\$441.79
Invoice	070431870800004	11/13/2024			
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES		\$14.73
Invoice	070431870800011	11/13/2024			
Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES		\$390.51
Invoice	071422113700021	11/15/2024			
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES		\$1,153.84
Invoice	070431870800002	11/19/2024			
Cash Payment	E 101-51600-220	UTILITY SERVICES	ENERGY SERVICES		\$1,304.75
Invoice	071422113700009	11/19/2024			
Cash Payment	E 101-55110-220	UTILITY SERVICES	ENERGY SERVICES		\$1,307.90
Invoice	071422113700036	11/19/2024			
Cash Payment	E 101-52200-220	UTILITY SERVICES	ENERGY SERVICES		\$57.49
Invoice	070914485800001	11/18/2024			
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES		\$110.25
Invoice	071419245500001	11/18/2024			
Cash Payment	E 101-53000-220	UTILITY SERVICES	ENERGY SERVICES		\$520.15
Invoice	071422113700001	11/18/2024			
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES		\$41.62
Invoice	071422113700002	11/18/2024			
Cash Payment	E 101-51600-220	UTILITY SERVICES	ENERGY SERVICES		\$117.17
Invoice	071422113700003	11/18/2024			
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES		\$475.29
Invoice	071422113700004	11/18/2024			
Cash Payment	E 620-53700-625	MAINTENANCE OF PU	ENERGY SERVICES		\$13.42
Invoice	071422113700005	11/18/2024			
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES		\$42.27
Invoice	071422113700006	11/18/2024			
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES		\$19.46
Invoice	071422113700007	11/18/2024			
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES		\$14.73
Invoice	071422113700008	11/18/2024			
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES		\$175.06
Invoice	071422113700010	11/18/2024			
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES		\$18.97
Invoice	071422113700011	11/18/2024			
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES		\$630.62
Invoice	071422113700012	11/18/2024			
Cash Payment	E 620-53700-625	MAINTENANCE OF PU	ENERGY SERVICES		\$17.73
Invoice	071422113700013	11/18/2024			
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES		\$14.73
Invoice	071422113700014	11/18/2024			

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Payments

Current Period: NOVEMBER 2024

Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$99.98
Invoice	071422113700015	11/18/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$30.21
Invoice	071422113700016	11/18/2024		
Cash Payment	E 101-53000-220	UTILITY SERVICES	ENERGY SERVICES	\$33.25
Invoice	071422113700017	11/18/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$19.12
Invoice	071422113700018	11/18/2024		
Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES	\$89.28
Invoice	071422113700019	11/18/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$22.71
Invoice	071422113700020	11/18/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$269.54
Invoice	071422113700022	11/18/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$1,470.01
Invoice	071422113700023	11/18/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$38.70
Invoice	071422113700025	11/18/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$78.57
Invoice	071422113700026	11/18/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$37.06
Invoice	071422113700027	11/18/2024		
Cash Payment	E 101-53000-225	STREET LIGHTING	ENERGY SERVICES	\$411.96
Invoice	071422113700028	11/18/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$21.41
Invoice	071422113700029	11/18/2024		
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES	\$14.89
Invoice	071422113700032	11/18/2024		
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES	\$59.23
Invoice	071422113700034	11/18/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$1,287.69
Invoice	071422113700035	11/18/2024		
Cash Payment	E 620-53700-622	POWER FOR PUMPIN	ENERGY SERVICES	\$283.35
Invoice	071422113700037	11/18/2024		
Cash Payment	E 620-53700-625	MAINTENANCE OF PU	ENERGY SERVICES	\$12.60
Invoice	071422113700037	11/18/2024		
Cash Payment	E 101-52200-220	UTILITY SERVICES	ENERGY SERVICES	\$575.89
Invoice	071825124400001	11/18/2024		
Cash Payment	E 101-52200-220	UTILITY SERVICES	ENERGY SERVICES	\$13.96
Invoice	071825124400002	11/18/2024		
Transaction Date	11/8/2024	GF Checking	11100	<b>Total</b> \$11,769.39

Fund Summary

	11100 GF Checking	
101 GENERAL FUND		\$19,372.56
204 SEWER		\$579.28
620 WATER FUND		\$5,198.67
		<u>\$25,150.51</u>

Pre-Written Checks	\$25,150.51
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$25,150.51</u>

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## Payments

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Payments Batch NOV24WIRE

\$387,467.02

Refer	1953	<u>AFLAC</u>	Ck# 2024699E 11/9/2024		
Cash Payment	G 101-21592	AFLAC INS PAYABLE	MONTHLY EMPLOYEE AFLAC CONTRIBUTIONS		\$215.50
Invoice					
Transaction Date	11/30/2024		GF Checking	11100	<b>Total</b> \$215.50
Refer	1954	<u>B2E SOLUTIONS INC</u>	Ck# 2024700E 11/6/2024		
Cash Payment	E 804-56700-110	SALARIES	NOVEMBER 8 BID PAYROLL WIRE		\$1,289.64
Invoice					
Cash Payment	E 804-56700-760	PAYROLL SERVICE CH	NOVEMBER 8 BID PAYROLL WIRE		\$65.05
Invoice					
Transaction Date	11/30/2024		GF Checking	11100	<b>Total</b> \$1,354.69
Refer	1955	<u>B2E SOLUTIONS INC</u>	Ck# 2024701E 11/22/2024		
Cash Payment	E 804-56700-110	SALARIES	NOVEMBER 22 BID PAYROLL WIRE		\$1,289.65
Invoice					
Cash Payment	E 804-56700-760	PAYROLL SERVICE CH	NOVEMBER 22 BID PAYROLL WIRE		\$65.05
Invoice					
Transaction Date	11/30/2024		GF Checking	11100	<b>Total</b> \$1,354.70
Refer	1956	<u>EMPLOYEE TRUST FUNDS</u>	Ck# 2024702E 11/25/2024		
Cash Payment	E 101-51400-150	HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS		\$2,068.28
Invoice					
Cash Payment	E 101-51500-150	HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS		\$6,204.84
Invoice					
Cash Payment	E 101-55300-150	HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS		\$4,136.56
Invoice					
Cash Payment	E 101-52100-150	HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS		\$27,793.72
Invoice					
Cash Payment	E 101-53000-150	HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS		\$23,204.12
Invoice					
Cash Payment	E 101-55110-150	HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS		\$5,430.04
Invoice					
Cash Payment	E 101-52200-150	HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS		\$4,977.00
Invoice					
Cash Payment	E 101-52300-150	HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIUMS		\$4,977.00
Invoice					
Cash Payment	G 101-21530	INSURANCE DEDUCTIONS	DECEMBER HEALTH INSURANCE PREMIUMS		\$9,871.28
Invoice					
Cash Payment	G 101-34140	UNFUNDED EMPLOYEE B	DECEMBER HEALTH INSURANCE PREMIUMS		\$2,321.22
Invoice					
Transaction Date	11/30/2024		GF Checking	11100	<b>Total</b> \$90,984.06
Refer	1957	<u>WI RETIREMENT SYSTEM</u>	Ck# 2024703E 11/29/2024		
Cash Payment	E 101-55300-140	RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS		\$504.24
Invoice					
Cash Payment	E 101-51400-140	RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS		\$476.98
Invoice					
Cash Payment	E 101-51500-140	RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS		\$497.54
Invoice					

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Cash Payment Invoice	E 101-52100-140	RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS		\$20,011.48
Cash Payment Invoice	E 101-52100-140	RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS		\$521.86
Cash Payment Invoice	E 101-52200-140	RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS		\$121.50
Cash Payment Invoice	E 101-52200-140	RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS		\$564.02
Cash Payment Invoice	E 101-52300-140	RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS		\$121.52
Cash Payment Invoice	E 101-52300-140	RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS		\$4,181.19
Cash Payment Invoice	E 101-53000-140	RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS		\$3,584.88
Cash Payment Invoice	E 101-55110-140	RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS		\$1,635.98
Cash Payment Invoice	E 620-53700-926	EMPLOYEE PENSIONS	OCTOBER WRS PREMIUMS		\$2,110.41
Cash Payment Invoice	E 204-53610-110	SALARIES	OCTOBER WRS PREMIUMS		\$369.57
Cash Payment Invoice	E 204-53610-110	SALARIES	OCTOBER WRS PREMIUMS		\$316.86
Cash Payment Invoice	E 204-53610-390	BILLING/COLLECTION/	OCTOBER WRS PREMIUMS		\$556.28
Cash Payment Invoice	G 101-21520	RETIREMENT DEDUCTION	OCTOBER WRS PREMIUMS		\$10,817.62
Cash Payment Invoice	G 101-21520	RETIREMENT DEDUCTION	OCTOBER WRS PREMIUMS		\$11,928.87
Transaction Date	11/30/2024	GF Checking	11100	<b>Total</b>	\$58,320.80
Refer	1959	WI DEFERRED COMPENSATION P	Ck# 2024704E 11/29/2024		
Cash Payment Invoice	G 101-21570	DEFERRED COMP DEDUC	MONTHLY EMPLOYEE DEFERRED COMP CONTRIBUTIONS		\$17,845.92
Transaction Date	11/30/2024	GF Checking	11100	<b>Total</b>	\$17,845.92
Refer	1960	WI SUPPORT COLLECTIONS TRUS	Ck# 2024705E 11/29/2024		
Cash Payment Invoice	G 101-21580	GARNISHMENT DEDUCTIO	MONTHLY EMPLOYEE WAGE GARNISHMENTS		\$766.14
Transaction Date	11/30/2024	GF Checking	11100	<b>Total</b>	\$766.14
Refer	1961	PAYMENT SERVICE NETWORK	Ck# 2024706E 11/4/2024		
Cash Payment Invoice	E 620-53700-923	OUTSIDE SERVICES	MONTHLY CREDIT CARD PROCESSING FEES		\$381.35
Cash Payment Invoice	E 204-53610-290	OUTSIDE SERVICES/C	MONTHLY CREDIT CARD PROCESSING FEES		\$381.35
Transaction Date	11/30/2024	GF Checking	11100	<b>Total</b>	\$762.70
Refer	1962	BOND TRUST SERVICES CORP	Ck# 2024707E 11/29/2024		
Cash Payment Invoice	E 301-58000-615	DEBT SERVICE - INTE	2013 GO BONDS INTEREST PAYMENT		\$36,187.50

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## Payments

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Transaction Date	11/30/2024	GF Checking	11100	<b>Total</b>	\$36,187.50
Refer	1963 BOND TRUST SERVICES CORP Ck# 2024708E 11/29/2024				
Cash Payment Invoice	E 301-58000-615 DEBT SERVICE - INTE	2019 GO BOND INTEREST PAYMENT			\$37,450.00
Cash Payment Invoice	E 620-53700-427 INTEREST ON LONG T	2019 GO BOND INTEREST PAYMENT			\$5,962.50
Cash Payment Invoice	E 204-53610-615 DEBT SERVICE - INTE	2019 GO BOND INTEREST PAYMENT			\$9,237.50
Transaction Date	11/30/2024	GF Checking	11100	<b>Total</b>	\$52,650.00
Refer	1964 BOND TRUST SERVICES CORP Ck# 2024709E 11/29/2024				
Cash Payment Invoice	E 301-58000-615 DEBT SERVICE - INTE	2021 GO BONDS INTEREST PAYMENT			\$47,993.75
Cash Payment Invoice	E 620-53700-427 INTEREST ON LONG T	2021 GO BONDS INTEREST PAYMENT			\$10,275.00
Cash Payment Invoice	E 204-53610-615 DEBT SERVICE - INTE	2021 GO BONDS INTEREST PAYMENT			\$375.00
Transaction Date	11/30/2024	GF Checking	11100	<b>Total</b>	\$58,643.75
Refer	1965 BOND TRUST SERVICES CORP Ck# 2024710E 11/29/2024				
Cash Payment Invoice	E 301-58000-615 DEBT SERVICE - INTE	2023 GO BONDS INTEREST PAYMENT			\$68,381.26
Transaction Date	11/30/2024	GF Checking	11100	<b>Total</b>	\$68,381.26

### Fund Summary

	11100 GF Checking
101 GENERAL FUND	\$164,779.30
204 SEWER	\$11,236.56
301 DEBT SERVICE FUND	\$190,012.51
620 WATER FUND	\$18,729.26
804 BUSINESS IMPROVEMENT DISTRICT	\$2,709.39
	\$387,467.02

Pre-Written Checks	\$387,467.02
Checks to be Generated by the Computer	\$0.00
Total	\$387,467.02

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## Payments

Current Period: NOVEMBER 2024

**Payments Batch NOV24CC**

\$17,680.35

Refer	0 ALLWORX	Ck# 2024688E 11/25/2024			
Cash Payment	E 101-51400-300 OPERATING SUPPLIE	Allworx monthly billing			\$123.24
Invoice					
Cash Payment	E 101-52400-300 OPERATING SUPPLIE	Allworx monthly billing			\$123.24
Invoice					
Cash Payment	E 101-51500-300 OPERATING SUPPLIE	Allworx monthly billing			\$123.24
Invoice					
Cash Payment	E 101-55300-300 OPERATING SUPPLIE	Allworx monthly billing			\$123.24
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Allworx monthly billing			\$123.24
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Allworx monthly billing			\$123.24
Invoice					
Cash Payment	E 101-53000-220 UTILITY SERVICES	Allworx monthly billing			\$123.24
Invoice					
Cash Payment	E 620-53700-605 MAINTENANCE-WATE	Allworx monthly billing			\$123.24
Invoice					
Cash Payment	E 204-53610-385 MAINTENANCE-COLLE	Allworx monthly billing			\$123.23
Invoice					
Transaction Date	11/25/2024	GF Checking	11100	<b>Total</b>	\$1,109.15

Refer	0 AMAZON	Ck# 2024664E 11/25/2024			
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Popcorn Bags			\$14.99
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Children's Craft Bags			\$25.99
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Tactical Gear - Clothing Allow. Offc Nelson			\$185.01
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	USB Card Reader			\$9.99
Invoice					
Cash Payment	E 620-53700-662 WATER TREATMENT E	Valve repair kit			\$216.45
Invoice					
Cash Payment	E 620-53700-662 WATER TREATMENT E	Valve repair kit - credit			-\$216.45
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIE	Barcode Scanner			\$56.99
Invoice					
Cash Payment	E 101-55110-255 BLDGS/GROUNDS	Library Pumpkin Party			\$6.99
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Tent for Children's Area			\$49.99
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	1 DVD			\$14.08
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	1 Video Game for Collection			\$69.95
Invoice					
Cash Payment	E 101-52200-300 OPERATING SUPPLIE	Alarm bells			\$71.94
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIE	Popcorn Bags			\$33.00
Invoice					

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## Payments

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Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Haunted Trail Walk Supplies	\$72.40
Cash Payment Invoice	E 101-51440-300	OPERATING SUPPLIE	Tamper evident seals	\$15.69
Cash Payment Invoice	E 101-53000-365	BLDGS/GROUNDS MAI	breakroom supplies	\$10.66
Cash Payment Invoice	E 620-53700-921	OFFICE SUPPLIES & E	office supplies	\$9.49
Cash Payment Invoice	E 101-53000-365	BLDGS/GROUNDS MAI	batteries	\$44.80
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	1 Video Game for Collection	\$59.99
Cash Payment Invoice	E 101-53000-360	VEHICLE MAINT/EXPE	Trailer lights	\$87.96
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Ethernet Switch/Network Splitter	\$12.99
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Tuesday Tastes Cooking Supplies	\$27.77
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	Splint bag	\$23.79
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Rubber Bands	\$19.77
Cash Payment Invoice	E 101-55110-255	BLDGS/GROUNDS	Library Pumpkin Party	\$7.75
Cash Payment Invoice	E 101-51400-300	OPERATING SUPPLIE	OFFICE SUPPLIES	\$31.50
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Portable Hard Drive - Det. Shea	\$57.56
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Popcorn Bags	\$65.98
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Wireless Keyboard Mouse Combos	\$93.95
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	1 DVD for Collection	\$14.73
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	1 Video Game for Collection	\$51.50
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	1 DVD for Collection	\$9.96
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	Standing Desk for HCC Instructor Computer/Scanner	\$69.99
Cash Payment Invoice	E 101-55110-255	BLDGS/GROUNDS	Library Pumpkin Party	\$34.83
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Balloon Arch for Halloween Event	\$11.99
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Lithium Batteries (72 Ct)	\$135.84
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Hanging Corpses for Haunted Trail Walk	\$31.98

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## Payments

Current Period: NOVEMBER 2024

Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Mammoth Hike Stickers	\$9.98
Cash Payment Invoice	E 101-53000-365	BLDGS/GROUNDS MAI	batteries	\$29.38
Cash Payment Invoice	E 101-51440-300	OPERATING SUPPLIE	USB adapter-multi and hub	\$29.96
Cash Payment Invoice	E 620-53700-933	TRANSPORTATION EX	Tools for water truck	\$39.87
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	7 DVDs	\$51.43
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Sleeping Bag for Book Drop Cushion	\$34.95
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Small Craft Bags for Halloween Event	\$23.99
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Haunted Sounds Box Refund	-\$11.99
Cash Payment Invoice	E 620-53700-921	OFFICE SUPPLIES & E	batteries	\$27.05
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Adult Fiction Book	\$8.13
Cash Payment Invoice	E 620-53700-921	OFFICE SUPPLIES & E	white boards	\$242.40
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Book Spine Labels	\$88.09
Cash Payment Invoice	E 101-51400-300	OPERATING SUPPLIE	AAA BATTERIES	\$9.02
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Winter Gloves - Clothing Allow. Offc Mundy	\$37.92
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Adult Nonfiction Book	\$20.00
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Adult Fiction Book	\$16.80
Cash Payment Invoice	E 101-51500-300	OPERATING SUPPLIE	ADDING MACHINE TAPE	\$10.54
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Refund for 1 DVD	-\$5.03
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Library of Things Game Replacements	\$26.96
Cash Payment Invoice	E 101-51440-300	OPERATING SUPPLIE	velcro for sandwich boards	\$17.35
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	Headphones for training	\$9.79
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Adult Nonfiction Books	\$95.99
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	10 DVDs for Collection	\$174.05
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	Laminating products	\$68.08
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Adult Fiction Books	\$68.83

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## Payments

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Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Adult Fiction Books		\$35.34
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	15 DVDs		\$262.51
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	2 DVDs for Collection		\$31.79
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Adult Lucky Day Books		\$23.10
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	1 DVD		\$19.98
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	2 DVDs		\$38.97
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Spice for Spice Kits		\$4.29
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Nintendo Switch Case		\$49.99
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Popcorn Scoop		\$4.80
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Adult Fiction Book		\$12.60
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	2 DVDs		\$53.98
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	Cardstock		\$57.16
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	2 DVDs		\$36.25
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	1 CD		\$17.98
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	CPR cards		\$136.00
Cash Payment Invoice	E 101-55200-365	BLDGS/GROUNDS MAI	lab shipping supplies		\$67.76
Cash Payment Invoice	E 101-51500-300	OPERATING SUPPLIE	MANILA FILE FOLDERS		\$52.86
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	Pickleballs		\$131.94
Cash Payment Invoice	E 101-51600-355	JANITORIAL SUPPLIES	disinfectant spray		\$76.98
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$3,779.61
Refer	0 ARLO TECHNOLOGIES		<u>Ck# 2024677E 11/25/2024</u>		
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Security Camera for Outside		\$62.99
Cash Payment Invoice	E 101-52100-290	OUTSIDE SERVICES/C	Arlo Security Camera Monthly Service Fee		\$7.99
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$70.98
Refer	0 AT&T		<u>Ck# 2024649E 11/25/2024</u>		
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	FD FIRSTNET		\$187.05

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Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	FD FIRSTNET		\$187.06
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	ATT PHONE SERVICE		\$85.60
Cash Payment Invoice	E 101-51400-300	OPERATING SUPPLIE	ATT PHONE SERVICE		\$32.63
Cash Payment Invoice	E 101-52400-300	OPERATING SUPPLIE	ATT PHONE SERVICE		\$32.63
Cash Payment Invoice	E 101-51500-300	OPERATING SUPPLIE	ATT PHONE SERVICE		\$32.63
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	ATT PHONE SERVICE		\$32.63
Cash Payment Invoice	E 101-52200-220	UTILITY SERVICES	ATT PHONE SERVICE		\$32.63
Cash Payment Invoice	E 101-55110-220	UTILITY SERVICES	ATT PHONE SERVICE		\$32.63
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	ATT PHONE SERVICE		\$32.63
Cash Payment Invoice	E 101-53000-220	UTILITY SERVICES	ATT PHONE SERVICE		\$32.62
Cash Payment Invoice	E 620-53700-923	OUTSIDE SERVICES	ATT PHONE SERVICE		\$32.62
Cash Payment Invoice	E 204-53610-290	OUTSIDE SERVICES/C	ATT PHONE SERVICE		\$32.62
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$785.98
Refer	0 BAKER & TAYLOR CREDIT CARD		<u>Ck# 2024665E 11/25/2024</u>		
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$1,128.31
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$22.33
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$307.43
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$17.33
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$299.64
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$15.40
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$49.17
Cash Payment Invoice	E 101-55110-310	BOOKS & MATERIALS	BOOKS		\$398.33
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$2,237.94
Refer	0 COSTCO		<u>Ck# 2024670E 11/25/2024</u>		
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Candy for Business Trick or Treat and Halloween Pa		\$246.15
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$246.15
Refer	0 COUSINS SUBS		<u>Ck# 2024655E 11/25/2024</u>		

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## Payments

Current Period: NOVEMBER 2024

Cash Payment	E 101-51400-395	COMMUNITY RELATIO	Pumpkin Party Thank You Renn Farm		\$50.00
Invoice					
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$50.00
Refer	0	DEMCO INC	<u>Ck# 2024652E 11/25/2024</u>		
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	New Tape and Matt Name Tag		\$108.86
Invoice					
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$108.86
Refer	0	DOCKHOUNDS	<u>Ck# 2024678E 11/25/2024</u>		
Cash Payment	E 101-55300-304	TBALL	T-Ball Dockhounds Group Tickets Deposit - Refund		-\$75.00
Invoice					
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> -\$75.00
Refer	0	ESQUIRE MAGAZINE	<u>Ck# 2024679E 11/25/2024</u>		
Cash Payment	E 101-55110-325	PERIODICALS	Esquire Subscription		\$29.97
Invoice					
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$29.97
Refer	0	FAIRFIELD INN MADISON	<u>Ck# 2024691E 11/25/2024</u>		
Cash Payment	E 101-51500-300	OPERATING SUPPLIE	Bailey lodging credit		-\$15.93
Invoice					
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> -\$15.93
Refer	0	FMCSA D&A CLEARING HOUSE	<u>Ck# 2024671E 11/25/2024</u>		
Cash Payment	E 101-53000-300	OPERATING SUPPLIE	DPW CDL Annual Queries		\$25.00
Invoice					
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$25.00
Refer	0	FOX BROS PIGGLY WIGGLY	<u>Ck# 2024650E 11/25/2024</u>		
Cash Payment	E 101-55110-300	OPERATING SUPPLIE	Tuesday Tastes supplies		\$117.91
Invoice					
Cash Payment	E 101-55300-300	OPERATING SUPPLIE	Bingo prizes		\$46.51
Invoice					
Cash Payment	E 101-51400-395	COMMUNITY RELATIO	Pumpkin Party Thank You Renn Farm		\$50.00
Invoice					
Cash Payment	E 101-51440-300	OPERATING SUPPLIE	coffee cups - election		\$11.38
Invoice					
Cash Payment	E 101-51500-300	OPERATING SUPPLIE	Donuts for economic development meeting		\$9.99
Invoice					
Cash Payment	E 101-51440-300	OPERATING SUPPLIE	Election Food		\$59.94
Invoice					
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$295.73
Refer	0	GRAYBAR	<u>Ck# 2024697E 11/25/2024</u>		
Cash Payment	E 204-53610-297	FWW LIFT STATION O	Float Switch		\$280.22
Invoice					
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$280.22
Refer	0	HILTON APPLETON	<u>Ck# 2024692E 11/25/2024</u>		
Cash Payment	E 101-52100-300	OPERATING SUPPLIE	Hotel Accommodations / Shea ICAC Training		\$432.00
Invoice					
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$432.00

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## Payments

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Refer	0	<u>HOLIDAY INN &amp; SUITES</u>	<u>Ck# 2024673E 11/25/2024</u>		
Cash Payment	E	101-52200-300 OPERATING SUPPLIE	Chief's conference		\$186.26
Invoice					
Cash Payment	E	101-52300-300 OPERATING SUPPLIE	Chief's conference		\$186.25
Invoice					
Transaction Date		11/25/2024	GF Checking	11100	<b>Total</b> \$372.51
Refer	0	<u>HOME DEPOT (NO MAILING ADDR)</u>	<u>Ck# 2024654E 11/25/2024</u>		
Cash Payment	E	620-53700-602 SOURCE OF SUPPLY-	Milwaukee rechargeable batteries		\$199.00
Invoice					
Transaction Date		11/25/2024	GF Checking	11100	<b>Total</b> \$199.00
Refer	0	<u>HOUSE BEAUTIFUL MAGAZINE</u>	<u>Ck# 2024681E 11/25/2024</u>		
Cash Payment	E	101-55110-325 PERIODICALS	House Beautiful Subscription		\$29.97
Invoice					
Transaction Date		11/25/2024	GF Checking	11100	<b>Total</b> \$29.97
Refer	0	<u>JOURNAL SENTINEL</u>	<u>Ck# 2024690E 11/25/2024</u>		
Cash Payment	E	101-55110-325 PERIODICALS	Milwaukee Journal Sentinel Subscription		\$62.99
Invoice					
Transaction Date		11/25/2024	GF Checking	11100	<b>Total</b> \$62.99
Refer	0	<u>KALAHARI RESORT</u>	<u>Ck# 2024656E 11/25/2024</u>		
Cash Payment	G	101-15005 PREPAID ITEMS	WPRA Conference Hotel Deposit		\$121.00
Invoice					
Cash Payment	G	101-15005 PREPAID ITEMS	Hotel for 2025 WI Chiefs Conference		\$206.99
Invoice					
Transaction Date		11/25/2024	GF Checking	11100	<b>Total</b> \$327.99
Refer	0	<u>KWIK TRIP</u>	<u>Ck# 2024662E 11/25/2024</u>		
Cash Payment	E	620-53700-923 OUTSIDE SERVICES	Water main dig lunch		\$34.41
Invoice					
Transaction Date		11/25/2024	GF Checking	11100	<b>Total</b> \$34.41
Refer	0	<u>LATER.COM-INSTAGRAM</u>	<u>Ck# 2024675E 11/25/2024</u>		
Cash Payment	E	101-55110-290 OUTSIDE SERVICES/C	Later.com Subscription		\$150.00
Invoice					
Transaction Date		11/25/2024	GF Checking	11100	<b>Total</b> \$150.00
Refer	0	<u>LOCAL GOVT EDUCATION</u>	<u>Ck# 2024668E 11/25/2024</u>		
Cash Payment	E	101-51500-300 OPERATING SUPPLIE	Bailey WGFOA Conference		\$150.00
Invoice					
Transaction Date		11/25/2024	GF Checking	11100	<b>Total</b> \$150.00
Refer	0	<u>MAXIES</u>	<u>Ck# 2024687E 11/25/2024</u>		
Cash Payment	E	101-51400-395 COMMUNITY RELATIO	DINNER MEETING WITH PRES, LIBRARY DIRECTOR AND VM		\$90.60
Invoice					
Transaction Date		11/25/2024	GF Checking	11100	<b>Total</b> \$90.60
Refer	0	<u>MIDWEST LIVING MAG</u>	<u>Ck# 2024693E 11/25/2024</u>		
Cash Payment	E	101-55110-325 PERIODICALS	Magazine subscription		\$5.00
Invoice					
Transaction Date		11/25/2024	GF Checking	11100	<b>Total</b> \$5.00

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Refer	0	MONKS MIDDLETON	Ck# 2024696E 11/25/2024		
Cash Payment	E	101-51500-300 OPERATING SUPPLIE	bailey food at conference		\$29.20
Invoice					
Transaction Date		11/25/2024	GF Checking	11100	<b>Total</b> \$29.20
Refer	0	NETFLIX	Ck# 2024676E 11/25/2024		
Cash Payment	E	101-55110-310 BOOKS & MATERIALS	Roku Subscription		\$24.14
Invoice					
Cash Payment	E	101-55110-310 BOOKS & MATERIALS	Roku Subscription		\$40.92
Invoice					
Transaction Date		11/25/2024	GF Checking	11100	<b>Total</b> \$65.06
Refer	0	OFFICE DEPOT CREDIT PLAN	Ck# 2024689E 11/25/2024		
Cash Payment	E	101-51400-300 OPERATING SUPPLIE	COPY PAPER		\$66.21
Invoice					
Cash Payment	E	101-53000-300 OPERATING SUPPLIE	COPY PAPER		\$66.20
Invoice					
Transaction Date		11/25/2024	GF Checking	11100	<b>Total</b> \$132.41
Refer	0	PICNIC BASKET	Ck# 2024669E 11/25/2024		
Cash Payment	E	101-51440-300 OPERATING SUPPLIE	lunch for poll workers		\$187.15
Invoice					
Transaction Date		11/25/2024	GF Checking	11100	<b>Total</b> \$187.15
Refer	0	PITNEY BOWES LEASE	Ck# 2024698E 11/25/2024		
Cash Payment	E	101-51400-290 OUTSIDE SERVICES/C	MAIL MACHINE QUARTERLY FEE		\$379.89
Invoice					
Transaction Date		11/25/2024	GF Checking	11100	<b>Total</b> \$379.89
Refer	0	SPECTRUM ENTERPRISE	Ck# 2024682E 11/25/2024		
Cash Payment	E	101-52200-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE VOICE		\$379.00
Invoice					
Cash Payment	E	101-51400-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET		\$106.72
Invoice					
Cash Payment	E	101-52400-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET		\$106.72
Invoice					
Cash Payment	E	101-51500-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET		\$106.72
Invoice					
Cash Payment	E	101-55300-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET		\$106.72
Invoice					
Cash Payment	E	101-52100-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET		\$106.72
Invoice					
Cash Payment	E	101-53000-220 UTILITY SERVICES	SPECTRUM ENTERPRISE INTERNET		\$106.72
Invoice					
Cash Payment	E	620-53700-605 MAINTENANCE-WATE	SPECTRUM ENTERPRISE INTERNET		\$106.71
Invoice					
Cash Payment	E	204-53610-385 MAINTENANCE-COLLE	SPECTRUM ENTERPRISE INTERNET		\$106.71
Invoice					
Cash Payment	E	101-55370-300 OPERATING SUPPLIE	SPECTRUM ENTERPRISE INTERNET		\$64.26
Invoice					
Cash Payment	E	101-53000-220 UTILITY SERVICES	SPECTRUM ENTERPRISE VOICE		\$33.83
Invoice					

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Cash Payment Invoice	E 620-53700-605	MAINTENANCE-WATE	SPECTRUM ENTERPRISE VOICE		\$33.83
Cash Payment Invoice	E 204-53610-385	MAINTENANCE-COLLE	SPECTRUM ENTERPRISE VOICE		\$33.84
Cash Payment Invoice	E 101-52200-220	UTILITY SERVICES	SPECTRUM ENTERPRISE VOICE		\$104.73
Cash Payment Invoice	E 101-53000-220	UTILITY SERVICES	SPECTRUM FIBER DPW		\$150.00
Cash Payment Invoice	E 620-53700-605	MAINTENANCE-WATE	SPECTRUM FIBER DPW		\$150.00
Cash Payment Invoice	E 204-53610-385	MAINTENANCE-COLLE	SPECTRUM FIBER DPW		\$150.00
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$1,953.23
Refer	0	STAPLES		<u>Ck# 2024686E 11/25/2024</u>	
Cash Payment Invoice	E 101-51440-300	OPERATING SUPPLIE	rubberbands		\$5.60
Cash Payment Invoice	E 101-51440-300	OPERATING SUPPLIE	Plexi tabletop sign holders		\$34.40
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$40.00
Refer	0	SWANK MOTION PICTURES INC		<u>Ck# 2024663E 11/25/2024</u>	
Cash Payment Invoice	E 205-59100-305	EXPENSES-OTHER	Movie License for Hocus Pocus		\$875.00
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$875.00
Refer	0	TARGET		<u>Ck# 2024667E 11/25/2024</u>	
Cash Payment Invoice	E 205-59100-305	EXPENSES-OTHER	PUMPKIN PARTY IN THE PARK DECORATIONS		-\$15.00
Cash Payment Invoice	E 205-59100-305	EXPENSES-OTHER	PUMPKIN PARTY IN THE PARK DECORATIONS		\$15.00
Cash Payment Invoice	E 205-59100-305	EXPENSES-OTHER	PUMPKIN PARTY IN THE PARK DECORATIONS		\$200.00
Cash Payment Invoice	E 205-59100-305	EXPENSES-OTHER	PUMPKIN PARTY IN THE PARK DECORATIONS		\$40.00
Cash Payment Invoice	E 205-59100-305	EXPENSES-OTHER	PUMPKIN PARTY IN THE PARK DECORATIONS		\$250.00
Cash Payment Invoice	E 205-59100-305	EXPENSES-OTHER	PUMPKIN PARTY IN THE PARK DECORATIONS		\$40.00
Cash Payment Invoice	E 205-59100-305	EXPENSES-OTHER	PUMPKIN PARTY IN THE PARK DECORATIONS		\$15.00
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$545.00
Refer	0	THE-QR-CODE-GENERATOR		<u>Ck# 2024694E 11/25/2024</u>	
Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	QR CODE SUBSCRIPTION		\$60.00

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## Payments

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Cash Payment Invoice	E 101-55300-300	OPERATING SUPPLIE	QR CODE SUBSCRIPTION UPGRADE		\$89.07
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$149.07
Refer	0	<u>TOTAL WINE AND MORE</u>	<u>Ck# 2024695E 11/25/2024</u>		
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Tuesday Tastes supplies		\$29.78
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$29.78
Refer	0	<u>TRIBUTE STORE</u>	<u>Ck# 2024674E 11/25/2024</u>		
Cash Payment Invoice	E 101-51400-300	OPERATING SUPPLIE	FLOWERS/ CT FAMILY		\$101.24
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$101.24
Refer	0	<u>U.S. CELLULAR</u>	<u>Ck# 2024651E 11/25/2024</u>		
Cash Payment Invoice	E 101-53000-300	OPERATING SUPPLIE	US CELLULAR PHONE SERVICES		\$71.82
Cash Payment Invoice	E 101-53000-220	UTILITY SERVICES	US CELLULAR PHONE SERVICES		\$120.91
Cash Payment Invoice	E 620-53700-605	MAINTENANCE-WATE	US CELLULAR PHONE SERVICES		\$120.91
Cash Payment Invoice	E 204-53610-385	MAINTENANCE-COLLE	US CELLULAR PHONE SERVICES		\$120.90
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$434.54
Refer	0	<u>US POSTAL SERVICE</u>	<u>Ck# 2024660E 11/25/2024</u>		
Cash Payment Invoice	E 101-52100-300	OPERATING SUPPLIE	Certified Mail - Det. Shea		\$12.44
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$12.44
Refer	0	<u>USA TODAY</u>	<u>Ck# 2024680E 11/25/2024</u>		
Cash Payment Invoice	E 101-55110-325	PERIODICALS	USA Today Subscription		\$34.00
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$34.00
Refer	0	<u>VERIZON WIRELESS</u>	<u>Ck# 2024659E 11/25/2024</u>		
Cash Payment Invoice	E 101-52100-290	OUTSIDE SERVICES/C	VERIZON MODEM AND PHONE		\$456.12
Cash Payment Invoice	E 101-52100-290	OUTSIDE SERVICES/C	VERIZON PHONE		\$247.14
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$703.26
Refer	0	<u>WALGREENS</u>	<u>Ck# 2024658E 11/25/2024</u>		
Cash Payment Invoice	E 101-52200-300	OPERATING SUPPLIE	Halloween candy		\$100.76
Cash Payment Invoice	E 101-53000-365	BLDGS/GROUNDS MAI	medicine First Aid kit refill		\$46.98
Transaction Date	11/25/2024		GF Checking	11100	<b>Total</b> \$147.74
Refer	0	<u>WALMART</u>	<u>Ck# 2024666E 11/25/2024</u>		
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	Mario Kart Program Treats		\$48.20
Cash Payment Invoice	E 101-52300-300	OPERATING SUPPLIE	Halloween candy		\$125.87

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## Payments

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Transaction Date	11/25/2024	GF Checking	11100	<b>Total</b>	\$174.07
Refer	0 WI DEPT OF TRANSPORTATION		Ck# 2024657E 11/25/2024		
Cash Payment Invoice	E 101-52100-290	OUTSIDE SERVICES/C	DOT TVRP Website Autopay		\$12.24
Cash Payment Invoice	E 101-52100-290	OUTSIDE SERVICES/C	DOT TVRP Website Autopay		\$3.06
Transaction Date	11/25/2024	GF Checking	11100	<b>Total</b>	\$15.30
Refer	0 WI LIBRARY ASSOC		Ck# 2024683E 11/25/2024		
Cash Payment Invoice	E 101-55110-300	OPERATING SUPPLIE	YSS Showcase for Performers		\$20.00
Transaction Date	11/25/2024	GF Checking	11100	<b>Total</b>	\$20.00
Refer	0 WI PARK & RECREATION ASSOC		Ck# 2024653E 11/25/2024		
Cash Payment Invoice	G 101-15005	PREPAID ITEMS	WPRA Conference Fee		\$300.00
Transaction Date	11/25/2024	GF Checking	11100	<b>Total</b>	\$300.00
Refer	0 WI POLICE LEADERSHIP FOUNDA		Ck# 2024685E 11/25/2024		
Cash Payment Invoice	G 101-15005	PREPAID ITEMS	Registration Fee for 2025 WI Chiefs Conference		\$275.00
Transaction Date	11/25/2024	GF Checking	11100	<b>Total</b>	\$275.00
Refer	0 WI RURAL WATER ASSOC (WRWA)		Ck# 2024684E 11/25/2024		
Cash Payment Invoice	E 620-53700-923	OUTSIDE SERVICES	training		\$6.35
Cash Payment Invoice	E 620-53700-923	OUTSIDE SERVICES	training		\$6.35
Cash Payment Invoice	E 620-53700-923	OUTSIDE SERVICES	Training		\$55.00
Cash Payment Invoice	E 620-53700-923	OUTSIDE SERVICES	training		\$55.00
Transaction Date	11/25/2024	GF Checking	11100	<b>Total</b>	\$122.70
Refer	0 WILEAG		Ck# 2024661E 11/25/2024		
Cash Payment Invoice	E 101-52100-290	OUTSIDE SERVICES/C	WILEAG On-site Assessment Fee		\$154.35
Transaction Date	11/25/2024	GF Checking	11100	<b>Total</b>	\$154.35
Refer	0 ZOOM		Ck# 2024672E 11/25/2024		
Cash Payment Invoice	E 101-51400-395	COMMUNITY RELATIO	Monthly Zoom Account		\$16.79
Transaction Date	11/25/2024	GF Checking	11100	<b>Total</b>	\$16.79

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## Payments

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### Fund Summary

	11100 GF Checking	
101 GENERAL FUND		\$14,170.60
204 SEWER		\$847.52
205 SPECIAL LIBRARY FUND		\$1,420.00
620 WATER FUND		\$1,242.23
		<hr/>
		\$17,680.35

Pre-Written Checks	\$17,680.35
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$17,680.35



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 Kiwanis of Greater Hartland				
Street Address PO Box 444		City Hartland	State WI	Zip 53029
Phone Number 262-844-3265		Are you a 501(c)3 Organization?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Event Contact Person (First & Last Name) Jim Muenzenberger				
Address 182 Warren Ave		City Hartland	State WI	Zip 53029
Email jlmuenzenberger@yahoo.com		Phone Number 262-844-3265	Day of Event Phone Number 262-844-3265	
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 Kiwanis Thursday Night Ice Games	Date(s) of Event <i>Potential Dates</i> Jan 2, 9, 16, 23, 30; Feb 6, 13, 20, 27, 2025
Event Start Time 6:00pm	Event End Time 8:00pm
Location of the Event* Nixon Park Ice Rink and Warming Hut	
Will your event take place in a Village of Hartland Park? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.</b></p> <p><b>*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.</b></p>	

OTHER INFORMATION			
Generally describe your event and its purpose <b>In an effort to increase usage of the Nixon Park Ice Rink, the Kiwanis of Greater Hartland would like to provide free hot chocolate and organized games for kids and families on Thursdays in January and February 2025, when the ice rink is open. Examples of games: ice bowling, limbo, etc.</b>			
Estimated Number of Participants unknown	Spectators	Vendors	None
Will alcohol be sold/served? <i>If yes, liquor and bartender licenses are necessary under separate application.</i>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will you be selling/serving food? Free hot chocolate		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will you have food trucks? <i>If yes, you will need to obtain Outside Food Vendor Permits under separate application.</i>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, how many food trucks will be at the event?			
Will you be selling merchandise? <i>If yes, you will need to obtain a Solicitor's Permit under separate application.</i>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the event involve fireworks? <i>If yes, you will need to obtain a Fireworks Permit under separate application.</i>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the event involve amplified music? Only the music already provided for the ice rink		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, will the amplified music be a:		<input type="checkbox"/> Band	<input type="checkbox"/> DJ
Hours of amplified music:			
<b>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.</b>			
Is street closure requested?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Hours of street closure:			
Diagram for Street Closure Provided?		<input type="checkbox"/> Yes	<input type="checkbox"/> 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?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector.</i>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will you be providing portable restrooms and wash stations?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**OTHER INFORMATION CONTINUED**

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

Will you provide parking for participants?

Yes  No

*If yes, where will parking be available? Patrons of the ice rink use the Nixon Park parking lot.*

Will you provide a dumpster/clean-up services?

Yes  No

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

Will the event require additional security?

Yes  No

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

Yes  No

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

Yes  No

**INSURANCE REQUIREMENTS**

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

Are you able to provide these insurance documents?

Yes  No

**DEPOSIT REQUIREMENTS**

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

**TERMINATION OF AN EVENT**

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

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

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

11/22/24  
 \_\_\_\_\_  
 Date

*For staff use only*

Park/Rec. Board approval, if necessary, on:  
 \_\_\_\_\_  
 Village Board approval, if necessary, on:  
 \_\_\_\_\_

Application forwarded to:  
 Administrator  Police Chief  
 Building Inspector  Public Works Director  
 Fire Chief  Rec Director  
 Date: \_\_\_\_\_

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.	✓		SH by S. Pollock	
Clerk	✓		Stephano	
Fire	✓		Dy	
Police	11-25-24		Chief, Misko	
Public Works	✓		JL	
Rec	11-25-24		Grump	

*Fees*

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

All requirements for this special event have been met.

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

Date  
11/25/24  
 \_\_\_\_\_



# Village of Hartland Park Facility Reservation Application

210 Cottonwood Avenue, Hartland, WI 53029  
Office: 262-367-2714 Fax: 262-367-2430

Permit # \_\_\_\_\_

## Contact Information

Organization Name (if applicable) Kiwanis of Greater Hartland  
 Renter or Responsible Party Jim Muenzenberger  
 Home/Cell Phone 262-844-3266 Email jlmuenzenberger@yahoo.com  
 Address 182 Warren Ave City/Zip Hartland/53029  
 If above person cannot be reached Lynn Muenzenberger Phone 262-844-265

## Rental Information

Event Date Thursdays in Jan & Feb 2025 Event Type Community Event  
 Arrival Time (including set up) 6:00pm Departure Time (including clean up) 8:00pm  
 Attendance unknown Electricity  Yes  No Tax Exempt  Yes  No (If yes, please complete Form S-211 Wisconsin Sales and Use Tax Exemption Certificate)

## Rental Fees

Checks (payable to the Village of Hartland), cash, and credit card are accepted. All fees must be paid at the time of reservation.

### Park Shelter/Open Space

- Bark River (may not use if athletic field is reserved)
- Centennial Park
- Cottonwood Wayside
- Hartbrook Park
- Nixon Splash Pad Shelter 1
- Nixon Splash Pad Shelter 2
- Nixon Park Shelter 4 (by Fine Arts Center)
- Penbrook Park (may not use if athletic field is reserved)
- Other structures to be placed in park (bounce house, dunk tank, climbing wall, etc.) Deposit Required
- Open Space Reserved (describe area below)  
Warming Hut/Ice Rink

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

Attendees	Resident	Non-Resident
<input checked="" type="checkbox"/> 0 – 50	\$85.00	\$140.00
<input type="checkbox"/> 51 – 100	\$100.00	\$155.00
<input type="checkbox"/> 101+	\$150.00	\$205.00

### Refundable Deposit (based on the number of attendees)

Attendees	Deposit Amount
<input type="checkbox"/> 1 -100	No deposit required
<input type="checkbox"/> 101 – 200	\$200.00
<input type="checkbox"/> 201 +	\$300.00

\* Free community event, we are requesting to have the rental fee waived. \*

I verify the information provided and agree to the Park Board's policy and Village Ordinance regarding park usage.  
James Muenzenberger 11/22/24  
 Renter's Signature Date  
JAMES MUENZENBERGER  
 Renter's Name (please print)

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

Office use only: Date paid \_\_\_\_\_ Amount paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Processed \_\_\_\_\_

# Park Shelter Use Policies

## RESERVATIONS

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

To reserve a park shelter or open space, complete the reservation application form and submit it with the required fees and deposits to the Village of Hartland. Reservations are processed on a first-come, first-serve basis. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the application. Reservation requests will be accepted beginning January 2 each year. All rental fees include Wisconsin sales tax (where applicable).

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

## LIMITS TO RESERVATION TIME

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

## LIMITS ON USE OF FACILITIES

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

## FACILITY AMENITIES

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

## PERMITTED

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

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

## REFUNDS

In the event of cancellation, permit fee may be refunded. A \$10.00 fee may be charged for administrative processing.

**Cancellations within 2 weeks of the reservation will not be refunded.** Reservations may be altered online or by submitting a written request to the Village of Hartland at least 14 days prior to the reservation. Contact the Village's Administrative Office for further assistance.

## REMINDERS

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

**Payment Method (check all that apply)**

**Check** - Payable to: Village of Hartland – If for any reason a check is returned as “insufficient funds” a service fee of \$25 is charged. Full payment plus service fee must be paid in full to become registered.

**Cash**

**Credit Card** – A convenience fee of 4% will be added to your payment for credit and debit card payments.

**Required Information for Credit Card Transactions (write legibly)**

**Check one:**

Visa

Master Card

Discover

American Express

**Total Amount \$** \_\_\_\_\_ **Card #** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Entire name as it appears on the credit card (please print legibly)** \_\_\_\_\_

**Signature (required)** \_\_\_\_\_

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

## **Kiwanis Thursday Night Ice Games**

**Time:** Every Thursday evening from 6-8pm, during the months of January and February. The village determines when the rink is closed due to inclement weather.

**What:** Kiwanis provides free hot chocolate and a variety of games during this time.

**Who:** Kiwanis to provide a minimum of 2 volunteers nightly to set up and run the festivities, make hot cocoa, etc.

**Set up:** We will rope off no more than half of the ice surface as needed to allow for "free skating space for those who choose not to participate.

**Potential games:** Since we have some games established from our previous Winter Play Day's we can recycle some of those and add others as needed. Some may need modification to be played on the ice.

**Reuse:** Ice Bowling, Limbo, Hockey shoot and potentially some of the obstacle course.

**Games to be considered/developed:** Broom Ball (hockey with brooms), Soccer on skates, Curling.

**Ice Skating games** needing little to no additional outlay of materials. These activities can be sprinkled in each week for additional fun.

1. Red/light green light- traditional concept on ice. Leaders yell red light green light to start and stop players. If penalized, players return to the start.
2. Statue maker- traditional concept on ice. Leaders turned with their back to the players, turns around to catch them moving. If you're caught, you're out.
3. Freeze Skate- Play music, turn off, last to "freeze" is eliminated, continue until one remains.
4. Follow the leader- Form a line, you must mime what the leader does with hands/arms/legs. Switch leaders, play again.
5. Bean bag race- Skate around balancing a bean bag on your head as long as you can. If it drops you start over. This can be modified into team relays, etc.
6. Skate Chain- Form a line of skaters, circle the rink, increase speed with each lap, those that fall are out this round. Older kids.

7. Four corners- Number each corner of the rink, play music, when music is stopped each skater goes to the nearest corner. Leaders pull a number randomly from a skate boot, those on that number are eliminated. Play continues until only one skater remains.
8. Hokey Pokey- like the non-ice version.
9. Fill the bucket- Break into two teams, one bucket on each side per team. Small balls are spread onto the ice, each team sends one player for one ball at a time. The team with the most balls at the end wins.

**Promotion:** We may want to produce a two-month schedule of events (featuring what main games are which days) and create a Flyer that can be posted in various places (i.e. Warming shed, Library, Village, coffee shops, etc.). We also have the OK to be promoted on the Village Facebook page. We can add to our pages as well.



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 Village of Hartland & Ice Age Trail Community Committee			
Street Address 210 Cottonwood Avenue	City Hartland	State WI	Zip 53029
Phone Number 262-367-0352	Are you a 501(c)3 Organization?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Event Contact Person (First & Last Name) Sara Rennekamp			
Address 210 Cottonwood Avenue	City Hartland	State WI	Zip 53029
Email saras@villageofhartland.wi.gov	Phone Number 262-367-0352	Day of Event Phone Number	
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 Moonlight Hike	Date(s) of Event January 11, 2025
Event Start Time 6:30 pm	Event End Time 8:00 pm
Location of the Event* Nixon Park	
Will your event take place in a Village of Hartland Park?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>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.</i></p> <p><i>*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.</i></p>	

**OTHER INFORMATION**

Generally describe your event and its purpose: This is a free, community hike beginning at Nixon Park's Warming Shed and traveling south along the Ice Age Trail. Complimentary hot cocoa will be available. The hike will head south to the Maple Wayside segment of the trail.

Estimated Number of Participants 100-200	Spectators N/A	Vendors N/A
---	-------------------	----------------

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

Will you be selling/serving food? Hot chocolate will be served	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--	---	-----------------------------

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

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

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

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

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

If yes, will the amplified music be a:	<input type="checkbox"/> Band	<input type="checkbox"/> DJ
--	-------------------------------	-----------------------------

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

**Noise is regulated within the Village of Hartland. The Village ordinance states that no person shall make loud noise such as may tend to unreasonably annoy or disturb the peace and quiet of another in the vicinity. Music for special events shall terminate at 9:00 p.m. if the event held Sunday through Thursday and at 11:00 p.m. if the event is held on a Friday, Saturday or holiday weekend.**

Is street closure requested? Hikers will cross Maple Avenue following the Ice Age Trail.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	------------------------------	--

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

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

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

Will you be providing portable restrooms and wash stations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
---	---	-----------------------------

**OTHER INFORMATION CONTINUED**

*If yes, how many will you provide and where will they be located? Also how will solid waste be disposed of?*  
 There is one portable restroom located in Nixon Park during the Ice Rink season

Will you provide parking for participants?

Yes  No

*If yes, where will parking be available?* Standard parking in Nixon Park

Will you provide a dumpster/clean-up services?

Yes  No

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

Will the event require additional security? Request police presence for street crossings, if available

Yes  No

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

Yes  No

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

Yes  No

**INSURANCE REQUIREMENTS**

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

Are you able to provide these insurance documents?

Yes  No

**DEPOSIT REQUIREMENTS**

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

**TERMINATION OF AN EVENT**

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

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

  
Signature of Applicant

12-4-24  
Date

*For staff use only*

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

\_\_\_\_\_

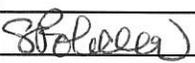
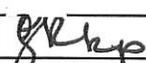
Village Board approval, if necessary, on:

\_\_\_\_\_

Application forwarded to:

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

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

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				
Clerk	12-4-24			
Fire				
Police				
Public Works				
Rec	12-4-24			

*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 Avenue, Hartland, WI 53029  
Office: 262-367-2714 Fax: 262-367-2430

Permit # \_\_\_\_\_

### Contact Information

Organization Name (if applicable) Village of Hartland / Ice Age Trail Alliance  
 Renter or Responsible Party Sara Rennekamp  
 Home/Cell Phone 262-367-0352 Email sarar@villageofhartland.wi.gov  
 Address 210 Cottonwood Avenue City/Zip Hartland 53029  
 If above person cannot be reached Heather Costa Phone 262-367-0352

### Rental Information

Event Date 1/11/25 Event Type Hike  
 Arrival Time (including set up) 6:30 pm Departure Time (including clean up) 8:00 pm  
 Attendance 100-200 Electricity  Yes  No Tax Exempt  Yes  No (If yes, please complete Form S-211 Wisconsin Sales and Use Tax Exemption Certificate)

### Rental Fees

Checks (payable to the Village of Hartland), cash, and credit card are accepted. All fees must be paid at the time of reservation.

#### Park Shelter/Open Space

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

Warming Shed REQUESTING FEES BE WAIVED

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

Attendees	Resident	Non-Resident
<input type="checkbox"/> 0 – 50	\$85.00	\$140.00
<input checked="" type="checkbox"/> 51 – 100	\$100.00	\$155.00
<input type="checkbox"/> 101+	\$150.00	\$205.00

#### Refundable Deposit (based on the number of attendees)

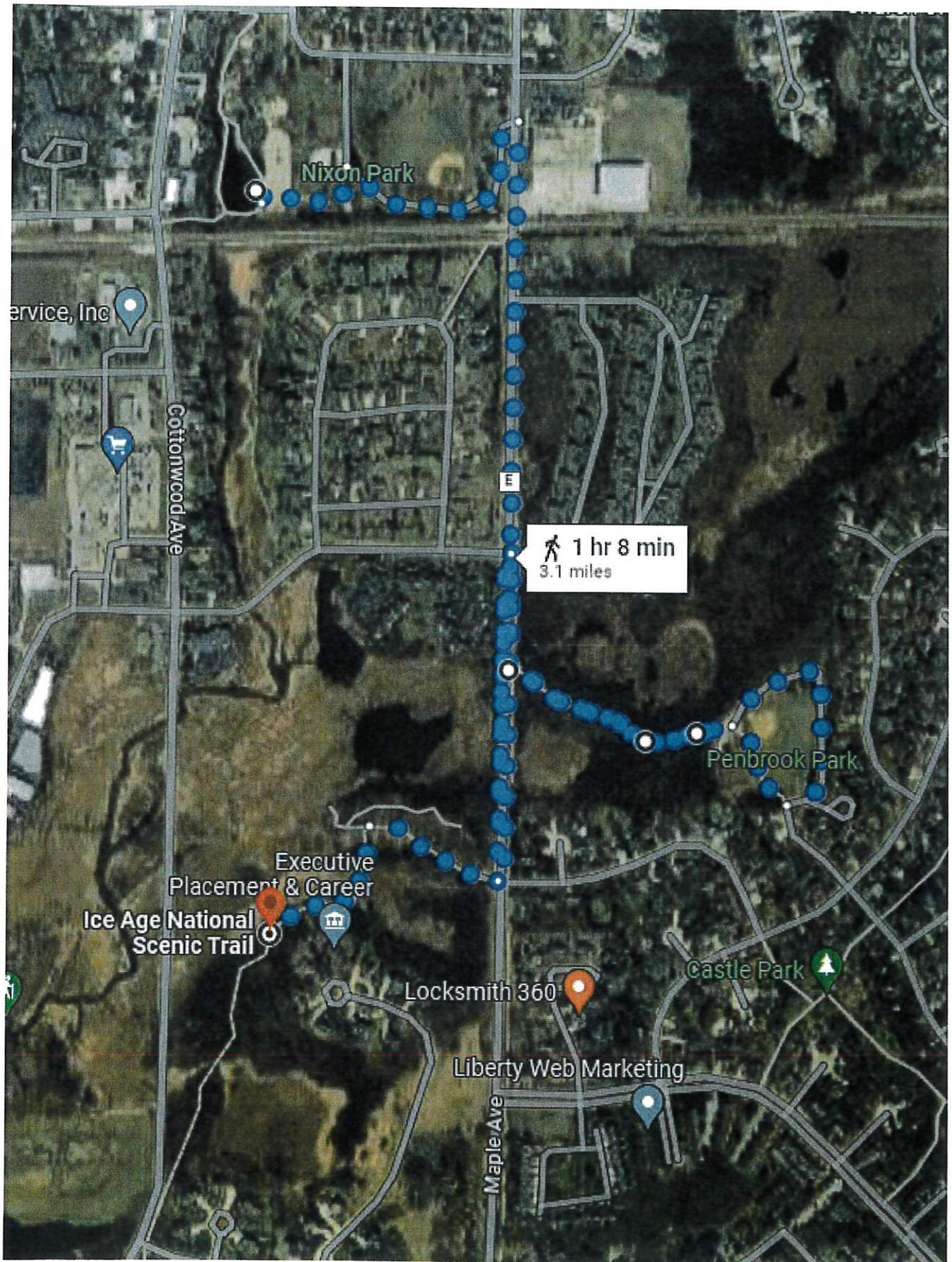
Attendees	Deposit Amount
<input type="checkbox"/> 1 -100	No deposit required
<input checked="" type="checkbox"/> 101 – 200	\$200.00
<input type="checkbox"/> 201 +	\$300.00

I verify the information provided and agree to the Park Board's policy and Village Ordinance regarding park usage.

Sara Rennekamp 12-4-24  
 Renter's Signature Date  
Sara Rennekamp  
 Renter's Name (please print)

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

Office use only: Date paid \_\_\_\_\_ Amount paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Processed \_\_\_\_\_



Nixon Park

Service, Inc

Cottonwood Ave

E

1 hr 8 min  
3.1 miles

Penbrook Park

Executive Placement & Career  
Ice Age National Scenic Trail

Locksmith 360

Castle Park

Liberty Web Marketing

Maple Ave

11-20-24 # 259311

Form  
AB-200

**Alcohol Beverage License  
Application**

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer ..... \$ \_\_\_\_\_  
 "Class A" Liquor ..... \$ \_\_\_\_\_  
 "Class A" Liquor (cider only) \$ \_\_\_\_\_  
 "Class C" Liquor (wine only) \$ \_\_\_\_\_  
 Class "B" Beer ..... \$ 58<sup>33</sup>  
 "Class B" Liquor ..... \$ 241<sup>67</sup>  
 Reserve "Class B" Liquor \$ \_\_\_\_\_

Fees	
License Fees	\$ <u>350<sup>00</sup></u>
Background Check Fee	\$
Publication Fee	\$ <u>60<sup>00</sup></u>
<b>Total Fees</b>	\$ <u>410<sup>00</sup></u>

**Part A: Premises/Business Information**

1. Legal Business Name (Individual name if sole proprietorship) <u>Duke's Bar + Grill, LLC</u>			
2. Business Trade Name or DBA <u>Duke's Bar + Grill</u>			
3. FEIN <u>99-4862149</u>		4. Wisconsin Seller's Permit Number <u>456-1031833471-02</u>	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization <u>Wisconsin</u>		7. Date of Organization <u>9-10-24</u>	8. Wisconsin DFI Registration Number <u>D080367</u>
9. Premises Address <u>300 Cottonwood Ave</u>			
10. City <u>Hartland</u>		11. State <u>WI</u>	12. Zip Code <u>53029</u>
13. County <u>Walworth</u>	14. Governing Municipality: <input type="checkbox"/> City <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village of: <u>Hartland</u>		15. Aldermanic District
16. Premises Phone <u>406-274-8546</u>	17. Premises Email <u>dukesbarhw@gmail.com</u>		18. Website
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <u>Restaurant, Alchd Stored in Locked Closet NO living quarters Entire Restaurant area + Bar</u>			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code

**Part B: Questions**

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages.  Yes  No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No	

H24012580

Form  
AB-101

### Alcohol Beverage Appointment of Agent

Date
------

<b>Agent Type</b> (check one)	
<input checked="" type="checkbox"/> Original (no fee)	<input type="checkbox"/> Successor (\$10 fee for municipal licensees only)

<b>Part A: Business Information</b>	
1. Legal Business Name (individual name if sole proprietor) Duke's Bar + Grill LLC	
2. Business Trade Name or DBA Dukes Bar + Grill	
3. Entity Type (check one) <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one) <input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above.	

<b>Part B: Agent Information</b>			
1. Last Name Leshner MORGAN	2. First Name Cami	3. M.I. R	
4. Email Cami.ralph2014@yahoo.com		5. Phone 406-274-8546	
6. Home Address N54W 29945 North Shore Dr			
7. City Pewaukee	8. State WI	9. Zip Code 53072	10. Age 42
11. Drivers License/State ID Number L 265-1168-2720-05		12. Drivers License/State ID State of Issuance WI	

<b>Part C: Agent Questions</b>	
1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire? Submit a completed Form AB-100 with this form.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Continued →

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . .  Yes  No  
 beverages.  
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . .  Yes  No  
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . . .  Yes  No  
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. . . . .  Yes  No  
 6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? . . . . .  Yes  No  
 7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? . . . . .  Yes  No

**Part C: Individual Information**

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Leshner MOSCA	Cami	owner	406-274-8546
MOSCA	Ralph JR	owner	262-719-0670
MOSCA	Ralph III	owner	262-239-6526

**Part D: Attestation**

One of the following must sign and attest to this application:  
 • sole proprietor      • one general partner of a partnership      • one corporate officer      • one member of an LLC

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Leshner MOSCA	First Name Cami	M.I. R
Title owner	Email DukesBarbw@gmail.com	Phone 406-274-8546
Signature [Signature]		Date 11-7-24

**Part E: For Clerk Use Only**

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

**Part D: Business Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Leshner MOSCA		First Name Cami		M.I. R
Title Owner		Email Camiralph2014@yemas.com		Phone 406 274-8544
Signature 			Date 11-20-24	

**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Leshner MOSCA		First Name Cami		M.I. R
Signature 			Date 11-20-24	

Previous Names:

- Cami GRANT (Ravalli County MT)
- Cami Leshner (Pueblo Co)
- Cami Leshner VAUGHN (Ravalli County MT)
- Cami Leshner ~~MOSCA~~ MOSCA (Ravalli County MT - Waukesha County WI)

Background Completed  
Caleb Misko  
11/25/24

Form  
**AB-100**

## Alcohol Beverage Individual Questionnaire

Date

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor)	Duke's Bar + GRILL LLC
2. Business Trade Name or DBA	Duke's Bar + Grill
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Last Name	2. First Name	3. MI	
Leshner MOSCA	CAMI	R	
4. Relationship to Business (Title)	5. Email	6. Phone	
OWNER	Dukes Bar Hw@gmail.com	406-274-8546	
7. Home Address			
N34W29945 North Shore OR			
8. City	9. State	10. Zip Code	11. Date of Birth
Pewaukee	WI	53072	06-20-1982
12. Drivers License/State ID Number		13. Drivers License/State ID State of Issuance	
L265-1168-2720-05		WI	

Part C: Address History							
1. Do you currently reside in Wisconsin? .....			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application? ....			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Years</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Months</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">3</td> </tr> </table>	Years	Months	6	3
Years	Months						
6	3						
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1	City	State	Zip Code				
Previous Address 2	City	State	Zip Code				
Previous Address 3	City	State	Zip Code				
Previous Address 4	City	State	Zip Code				
Previous Address 5	City	State	Zip Code				
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State	County	State	County	State	County	State	County
MT	Ravalli	MT					
CO	Pueblo	CO					

Continued →

**Part D: Criminal History**

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . .  Yes  No  
If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . .  Yes  No  
If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part E: Attestation**

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature Carmi Mosca Date 11-7-2024

# Alcohol Beverage Individual Questionnaire

Date  
11/27/24

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

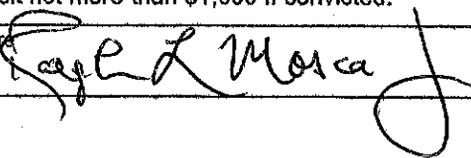
Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor)	DUKE'S BAR & GRILL LLC
2. Business Trade Name or DBA	DUKE'S BAR & GRILL
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information				
1. Last Name	2. First Name	3. M.I.		
MOSCA JR	RALPH	L		
4. Relationship to Business (Title)	5. Email	6. Phone		
OWNER	DUKESBAR@GMAIL.COM	2627190670		
7. Home Address				
502 MANCHESTER LN				
8. City	9. State	10. Zip Code	11. Date of Birth	
HARTLAND	WI	53029	1 OCT 53	
12. Drivers License/State ID Number		13. Drivers License/State ID State of Issuance		
M200 7325 3361 00		WISCONSIN		

Part C: Address History								
1. Do you currently reside in Wisconsin? .....								
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application? ....							Years	Months
							44	8
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.								
Previous Address 1	City	State	Zip Code					
502 MANCHESTER LN	HARTLAND	WI	53029					
Previous Address 2	City	State	Zip Code					
Previous Address 3	City	State	Zip Code					
Previous Address 4	City	State	Zip Code					
Previous Address 5	City	State	Zip Code					
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.								
State	County	State	County	State	County	State	County	
IND	LAKE	WIS	WALKERSHA					
NC	DANFLOW							
	JACKSONVILLE							

Continued →

Part D: Criminal History		
1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . . <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.		
Law/Ordinance Violated N/A	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . . <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.  N/A		

Part E: Attestation	
<b>READ CAREFULLY BEFORE SIGNING:</b> Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Signature 	Date 11/27/24

# Alcohol Beverage Individual Questionnaire

Date 11-27-24

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

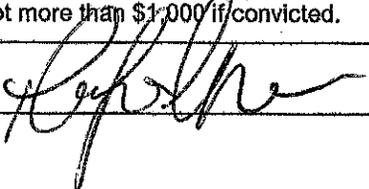
Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor)	
<u>Duke's Bar &amp; Grill LLC</u>	
2. Business Trade Name or DBA	
<u>Dukes Bar &amp; Grill</u>	
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Last Name		2. First Name	
<u>Mosca III</u>		<u>Ralph</u>	
3. M.I.		6. Phone	
<u>L</u>		<u>262-239-6526</u>	
4. Relationship to Business (Title)		5. Email	
<u>Owner</u>		<u>dukesbarhw@gmail.com</u>	
7. Home Address			
<u>N34W29945 North Shore dr</u>			
8. City		9. State	10. Zip Code
<u>Pewaukee</u>		<u>WI</u>	<u>53072</u>
11. Date of Birth		13. Drivers License/State ID State of Issuance	
<u>05-24-1983</u>		<u>WI</u>	
12. Drivers License/State ID Number		13. Drivers License/State ID State of Issuance	
<u>M200-7328-3184-02</u>		<u>WI</u>	

Part C: Address History								
1. Do you currently reside in Wisconsin? .....								
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application? .....							Years	Months
							<u>6</u>	<u>7</u>
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.								
Previous Address 1				City	State	Zip Code		
<u>N34W29945 North Shore dr</u>				<u>Pewaukee</u>	<u>WI</u>	<u>53072</u>		
Previous Address 2				City	State	Zip Code		
<u>756 Penbrook Way</u>				<u>Hartland</u>	<u>WI</u>	<u>53029</u>		
Previous Address 3				City	State	Zip Code		
Previous Address 4				City	State	Zip Code		
Previous Address 5				City	State	Zip Code		
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.								
State	County	State	County	State	County	State	County	
<u>WI</u>	<u>Waukesha</u>	<u>TX</u>	<u>Bexar</u>					
<u>MT</u>	<u>Beavert</u>	<u>CA</u>	<u>San Diego</u>					

Continued →

Part D: Criminal History		
1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.		
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.		

Part E: Attestation	
<b>READ CAREFULLY BEFORE SIGNING:</b> Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Signature	Date
	11-27-24



July 1, June 30,  
**2024-2026**

**APPLICATION FOR:**

**REGULAR OPERATOR LICENSE**

To serve fermented malt beverages and intoxicating liquors  
License expires June 30, 2026

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

Regular Operator License Only \$50.00

Renewal: \$40.00

Total Amount: 50

Date Paid: 12/2/24

Receipt No.: 259389

**PRINT the answers to the following questions fully and completely:**

Name Roberta, Marie Weir, Comeau  
(First, Middle, Last)  
Date of Birth: 1-5-85 Driver's License No. and State WI C500-7338-5505-06  
Address: 148 W 289th City RD JK  
City, State, Zip: Hartland, WI 53029  
Home Phone Number: 262-347-6851 Citizen of United States? Yes  No

How long have you lived at this address? 2 years

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

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

Gristmill Public House

**CHECK ONE:**

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

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

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

H24012889

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

Please Circle One Answer

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

HAVE YOU EVER BEEN CONVICTED OF A FELONY?

YES  NO

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

YES  NO

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

YES  NO

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

<u>Date</u>	<u>Nature of Offense</u>	<u>Location: City, County and State</u>
2005-?	open container	West Allis, WI

Please list additional convictions or other pertinent information below:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approval by Municipal Authority

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

Approved on 12-4-24 by [Signature] Title Deputy Chief  
 (Date) (Signature of Proper Local Official)

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

The license shall, if issued, be from the date of its issuance to June 30, 2026, unless the license is revoked for cause by the Village Board prior to that date.

STATE OF WISCONSIN

§

WAUKESHA COUNTY

*Roberta Comeau*

(Please Print)

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

*[Signature]*

(Signature of Applicant)

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

**NOTICE:**

**TO ALL APPLICANTS FOR AN OPERATOR'S LICENSE:**

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

# PREMIER | GOLF & UTILITY VEHICLES, INC.

*Club Car Authorized Distributor*

Date of Quote: August 15, 2024  
 Sales Person: Darrin DiChristopher  
**608-516-4710 cell**  
**608-246-2811 Fax**

TO: Leo Jungbluth  
 Village of Hartland DPW

**WE ARE PLEASED TO SUBMIT THE FOLLOWING QUOTATION:**

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION PRICE
1	<p><b>New 2025 Club Car Carryall 502 Gasoline Powered Utility Vehicle equipped as follows:</b></p> <ul style="list-style-type: none"> <li>➤ 14 H.P. Electronic Fuel Injection OHV Engine</li> <li>➤ 4-Wheel Brakes</li> <li>➤ Front Body Color Options – <b>Green, Bright Blue, White, or Gray</b></li> <li>➤ Seat Color – <b>Gray</b></li> <li>➤ Dual USB Ports</li> <li>➤ Halogen Headlights, Fuel Gauge / Hour Meter</li> <li>➤ Heavy Duty Front Suspension</li> <li>➤ Premium Tread 6-ply rated Front Tires – 18x8.5-8</li> <li>➤ Extra Traction 6-ply rated Rear Tires – 18x8.5-8</li> <li>➤ Aluminum Cargo Manual Dump Box – 44.2” x 47.5” x 10.5”, 800lb Bed Capacity, 1200lb Total Capacity</li> <li>➤ Rhino Lined Floor of Cargo Box</li> <li>➤ Driver and Passenger side Cup Holders</li> <li>➤ <b>Heavy-Duty Front Brush Guard</b></li> <li>➤ <b>Differential Guard</b></li> <li>➤ <b>2” Rear Receiver Hitch</b></li> <li>➤ Industry Leading 3 Year/3,000 Hour Powertrain Warranty with 2 Year Limited Warranty on balance of vehicle</li> <li>➤ Freight and Installation</li> </ul>		<p><b>\$13,959.00</b>  <b>Plus tax</b></p>
TERMS C.O.D.	F.O.B. Hartland, WI.	APPROX. DELIVERY DATE TBD	QUOTE VALID 30 Days

Accepted By: \_\_\_\_\_

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

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

Thank you for your interest in Club Car

Premier Golf & Utility Vehicles, Inc.

by: \_\_\_\_\_

Darrin DiChristopher



## **VILLAGE OF HARTLAND PARK BOARD POLICY FOR FACILITY RESERVATIONS**

- 1) **USER GROUPS** and **INDIVIDUALS** will have access to reserve athletic facilities, shelters, and the Nixon Park Fine Arts Center as follows:
  - a) **USER GROUPS** can submit reservations in person on the first business day in January. The Clerk's Office at the Village Hall, 210 Cottonwood Avenue, is open Monday-Friday, 7:30-4:30 pm, unless otherwise posted.
    - i) Completed User Group Packets will be accepted and processed in the order they are received.
    - ii) Payments will be processed at the time they are received.
    - iii) User groups will follow the process detailed in the **USER GROUP RESERVATION PROCESS**.
    - iv) Athletic field reservations will be considered a user group priority until the last Friday in February.
  - b) **INDIVIDUALS** can reserve shelters and the Nixon Park Fine Arts Center (FAC) on the first business day in January. Individuals can reserve athletic facilities on the first Monday in March.
    - i) Shelter reservations can be made in person or online.
    - ii) FAC reservations can be made in person only.
    - iii) Individuals will follow the process detailed in the **INDIVIDUAL RESERVATION PROCESS**.
- 2) The Village of Hartland reserves the right to refuse or to cancel an application to any user group or individual if a Village sponsored event conflicts with the requested date/time. Notification of cancellation will be provided at least 10 days in advance.

### **USER GROUP RESERVATION PROCESS**

- 3) User groups must complete a User Group Packet and submit the required documents and fees to request reservations for facilities on specific dates and times. User Group Packets are available at the Clerk's Office, Village Hall, 210 Cottonwood Avenue, Monday-Friday, 7:30 am-4:30 pm, and consists of:
  - a) Checklist Cover Sheet
  - b) Policy for Facility Reservations
  - c) Field Restoration Agreement
  - d) User Group Application Forms
  - e) Athletic Facility Scheduling Application
- 4) User groups must submit the items listed below with the completed User Group Packet:
  - a) Certificate of Comprehensive General Liability Insurance for Competition Sports
    - i) Comprehensive General Liability Insurance in the amount of \$1,000,000. The policy must include the Village and its agents, officers and employees as "additional insured."
    - ii) Comprehensive Professional Liability Insurance in an amount of at least \$1,000,000 for coverage to insure the activities of the coaches, manager, administrators and officers of the organizations engaging in recreational activities on Village park land is recommended, but not required. The policy should include the Village and its agents, officers and employees as "additional insured."

- b) Tax Exempt Form, Form S211 (as applicable)
- c) Schedule
  - i) Each reservation must clearly list the date, time, field/facility, team, game/practice.
  - ii) Parks open on April 15, weather-permitting, and close on October 15.
  - iii) The Village of Hartland reserves the right to delay the start of the season due to field conditions.
  - iv) The Village of Hartland will prep a field once per day and will offer up to two reservations on a field per day. The second reservation on any given day will not have a field prep.
- d) Canteen Agreement for Bark River and Nixon Park (as applicable)
- e) Pre-payment (in the amount equal to or greater than the fees associated with the number of requested reservations in the provided schedule and any deposits)
  - i) Credit card payments incur a 4% convenience fee.
  - ii) Please note that adjustments to schedules may require additional payments that will be collected at the time of the adjustment.
- 5) Once the User Group Packet is accepted, the Clerk's Office will set up accounts for all user group applicants in Civic Rec, Hartland's recreation registration portal.
  - a) User group applicants will receive an automated email with a temporary password and further instructions from Civic Rec.
  - b) User group applicants will receive an email with instructions on how to modify or add reservations.
- 6) The Clerk's Office will process the submitted payment and apply the funds to the user group's account in Civic Rec.
  - a) Additional funds can be added to the user group's Civic Rec account online or in person.
  - b) Credit card payments incur a 4% convenience fee.
- 7) The Clerk's Office will process the submitted schedule.
  - a) Any schedule conflicts will be communicated to the user group.
  - b) Conflict resolutions will be processed internally or will be managed by user groups in Civic Rec beginning the first Monday in March.
- 8) Beginning the first Monday in March, schedule changes will be handled as follows:
  - a) **SCHEDULE ADDITIONS:** If adding to their schedules, user groups can reserve dates in Civic Rec, utilizing funding on account or paying at the completion of the reservation.
  - b) **CHANGING PRACTICE TO GAME (SAME TEAM):** If replacing one internal reservation for another on the same date (at least four (4) days prior to the reservation), user groups can cancel the existing reservation and reserve the new one in Civic Rec, refunding to account, utilizing funding on account, or paying at the completion of the reservation.
  - c) **CHANGING PRACTICE TO GAME (ALTERNATE TEAM):** If requesting a game on a date that has a practice schedule via an alternate user group, user groups must email the Clerk's Office, [info@villageofhartland.wi.gov](mailto:info@villageofhartland.wi.gov), with specific details of the request.

- d) **LAST MINUTE MODIFICATIONS:** If requesting a modification within four (4) days of the scheduled game or practice, user groups must email the Clerk's Office, [info@villageofhartland.wi.gov](mailto:info@villageofhartland.wi.gov), with specific details of the request. Requests cannot be guaranteed.
  - e) **CANCELLATIONS/REFUNDS:** If a practice or game is cancelled due to inclement weather, user groups must email the Clerk's Office, [info@villageofhartland.wi.gov](mailto:info@villageofhartland.wi.gov), within 24 hours of the cancellation to receive a refund.
    - i) Fields that are prepped for games are non-refundable.
- 9) User groups who cancel 20% or more of their field reservations can be subject to cancellation fees up to 100% of their cancelled fees to be invoiced at the end of the season. Future field reservations will only be considered once the invoice is paid in full.
- 10) If there is a balance on the Civic Rec account at the conclusion of the season, user groups may request a refund check or keep the balance on account for the following season.

### **INDIVIDUAL RESERVATION PROCESS**

- 11) Individuals must set up an account in the recreation registration portal on the Village website.
- 12) **FACILITY RESERVATIONS** can be made on the first business day in January. Shelters can be reserved in person or online.
- a) The Nixon Park Fine Arts Center can be reserved in person only.
  - b) Facility reservations must be cancelled two (2) weeks in advance to receive a refund.
  - c) A \$10 processing fee will be retained.
- 13) **FIELD RESERVATIONS** can be made on the first Monday of March in person at the Village Hall or online.
- a) Reservations must be made at least four (4) days in advance of the requested date.
  - b) Field reservations must be cancelled no later than four (4) days prior and receive a full refund.
  - c) Cancellations within four (4) days of the reservation will not receive a refund.

### **OTHER GENERAL POLICIES**

- 14) Beginning on the first business day in January, applications for shelters and the Nixon Park Fine Arts Center will be available on a first-come, first-serve basis.
- 15) Applicants are responsible for general cleanup of facilities reserved/used. If clean up is not done, the Village Department of Public Works will clean the area, and the charges will be deducted from the required deposit.
- 16) Any organized group desiring to reserve park open space green area, parking lots, picnic areas without shelter reservation shall pay fees equivalent to the shelter reservation fee.
- 17) Applicants reserving fields, shelters, general open space and the Nixon Park Fine Arts Center are required to adhere to the Village ordinances and park regulations. Regulations are provided on the back of application forms and are posted in some parks.
- 18) Applicants engaging in the sale of alcoholic beverages on Village park land will be required to maintain, throughout the period of sale of alcoholic beverages, the appropriate alcohol licensing and insurance with coverage as provided below:

- a) Comprehensive Liability Insurance in an amount of at least \$1,000,000. The policy must include the Village and its agents, officers, and employees at "additional insured." A certificate of insurance evidencing the issuance of a policy covering this insurance requirement must be provided to the Village prior to this activity.
- 19) Park users shall furnish to the Village certificates of insurance evidencing the issuance of policies cover the above insurance requirements. No organized recreational activities including practices and games on Village park land may begin until a proper certificate of insurance is received. A minimum of 20 days' notice of cancellation shall be provided.
- 20) Separate reservations must be made for athletic fields and park shelters/general open space with the exception of Bark River Park.
- 21) Shelters and general open space cannot be reserved prior to the first business day in January of each year.
- 22) User groups have priority of Hartland's athletic facilities up until the last Friday in February. After the first Monday in March, facility reservations will be open to the public.
- 23) In the event of a cancellation of an EVENT, the permit fee can be refunded ONLY IF at least TWO WEEKS prior request is received by the Village in writing along with the original permit. A \$10 processing fee will be retained.
- 24) A \$10 processing fee will be charged for changing dates or times for an EVENT.

**FEES ARE LISTED ON THE CORRESPONDING RESERVATION FORM.**

## VILLAGE OF HARTLAND ATHLETIC FACILITY SCHEDULING APPLICATION

Organization or Individual's Name: \_\_\_\_\_

Name of Person In Charge: \_\_\_\_\_

Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Mailing Zip Code

Two Alternate Names If Above Person Cannot Be Reached: **(Must Be Completed)**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone (Home, Work & EMAIL) \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone (Home, Work & EMAIL) \_\_\_\_\_

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

Signature \_\_\_\_\_

Date Paid \_\_\_\_\_ Field Fees Paid \_\_\_\_\_ Deposit Paid \_\_\_\_\_ Preps Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_  
(Office Use Only)

<b>Permit Number:</b> _____ <i>Provide Dates, Times or Attach Schedule</i>	Fee Per Use (Including Games and Practices)  <i>Plus Tax</i>	Deposit (See Below)	Field Prep Charges <i>See Page 2</i>	Total Amount Due	Date Issued	Insurance Certificate?	Request Taken By
<b>Baseball Fields (Large)</b>							
Nixon	\$45.00						
Centennial	\$45.00						
Hartbrook	\$40.00						
Penbrook	\$40.00						
<b>Baseball Fields (Small)</b>							
Hartbrook	\$35.00						
Joliet	\$35.00						
Nixon	\$35.00						
<b>Softball Field</b>							
Bark River*	\$45.00						
<b>Soccer Fields(Large)</b>							
Centennial	\$35.00						
Hartbrook	\$35.00						
Penbrook	\$35.00						
<b>Soccer Field (Small)</b>							
Hartbrook	\$35.00						
<b>Football Field</b>							
Centennial	\$105.00						
<b>Tennis / Pickleball Courts</b>							
Nixon	<del>\$20</del> + .55 per court every 2 hours						
Penbrook	<del>\$20</del> + .55 per court every 2 hours						

\*Field Reservation Includes Shelter at Bark River Park Only

**Turn Page Over for Prep Fees**

Refundable Deposit Amounts	\$50.00	\$100.00	\$200.00	\$300.00	\$400.00
Number of Participants	0-50	51-100	101-200	201-300	300+

210 Cottonwood Avenue, Hartland, WI 53029  
 PHONE 262-367-2714 FAX 262-367-2430

## REQUIREMENTS FOR ATHLETIC FIELD USE AND FIELD PREPARATION APPLICANTS

1. It will be the responsibility of the sponsor/individual reserving the athletic facilities to pick up litter in the area after the event, including in the surrounding park area. The applicant will be responsible for any damage or excessive clean up required and the cost will be deducted from the deposit.
2. All equipment and personal items must be removed from the park by sundown, or the closing time approved by the Park Board.
3. Restroom facilities and parking lots are open to park patrons. NOT EXCLUSIVE TO THE PERMIT HOLDER. Parking is permitted in designated areas only. **Vehicles cannot be parked in the picnic areas or the grass.**
4. Certificate of insurance naming the Village of Hartland as additional insured must be provided.
5. DISORDERLY CONDUCT PROHIBITED.
6. For the enjoyment of all park patrons, dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.
7. Fields must be reserved for make-up games and a minimum of 24 hours notice given (one working day) to prep a field for a make-up game.
8. DPW requires a minimum of 24 hours notice (one working day) for a newly scheduled field preparation.
9. DPW will spend no more than two hours preparing a facility for a game.
10. In the case of inclement weather, field preps will not be made. Notification will be provided to the appropriate contact person if conditions do not allow for field preparation. Please follow the Hartland Athletic Field Group Guidelines for Field Playing Conditions or contact ~~Leo Jungbluth~~ at 414-630-8167. **8168**  
**Cory Bahr**
11. Park Shelter application must be made separately if they are to be used in conjunction with a field's use, except at Bark River Park where the shelter is included with the field reservation.
12. Application for field reservations for a specific year cannot be made before January 1<sup>st</sup>.
13. All uses must be open to the public, free of charge. Participants may not pass a collection plate or solicit from the audience.
14. Games or practices shall not be scheduled earlier than April 15th (subject to field conditions due to weather) for any field.
15. Only one type of athletic play may take place on any field at a time.
16. The "per use" fee is charged for practices, as well as games. See the Facility Reservations Policy adopted on 8/15/2013 for full details.

Field	Cost Per Prep	Amount of Preps Requested	Total Prep Cost
Large fields: Bark River, Nixon, Hartbrook, Centennial & Penbrook	\$60		
Joliet, Hartbrook (Small), Nixon T-Ball	\$20		
Soccer/Lacrosse	\$80		
Football Field	\$80		



**Village of Hartland  
Administration**

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

<b>Committee:</b> Village Board	<b>Memo Date:</b> December 3, 2024
<b>Village Board Item Number:</b> 8	<b>Meeting Date:</b> December 9, 2024
<b>Submitted By:</b> Ryan Bailey	
<b>Subject:</b> Sewer Average Consumption Change	

**Details:** Currently, the Sewer Average for customers is based off of the 4<sup>th</sup> Quarter and 1<sup>st</sup> Quarter Water usage. The 4<sup>th</sup> Quarter is September 16 – December 15 and 1<sup>st</sup> Quarter is December 16 – March 15. Staff is looking to change the sewer average to be only based on the 1<sup>st</sup> quarter water consumption. Several reasons for this...First, we have had warmer and longer summers and residents are watering into September and sometimes October. This water isn't going into the sewer so it affects their average if watering after September 15. Secondly, new homes or developments generally water in the fall to establish new lawns and this again doesn't go into our sewer but counts against their average. The change would ensure that only water going into the sewer truly creates their average.

**Financial Remarks:** This could help homeowners who water later into the year or are establishing new lawns. This just makes sense with our nicer fall weather lately.

- Options & Alternatives:**
1. Change sewer consumption average to 1<sup>st</sup> Quarter water usage
  2. Keep sewer consumption average to 4<sup>th</sup> Quarter and 1<sup>st</sup> Quarter Water Usage

**Executive Recommendation:** Staff recommends the change to the Sewer Average being 1<sup>st</sup> Quarter water usage only starting on December 16, 2024 for 1<sup>st</sup> quarter.

VILLAGE OF HARTLAND

RESOLUTION NO. 12-09-24

A RESOLUTION APPROVING THE SEWER AVERAGE CONSUMPTION AMOUNT  
EFFECTIVE FIRST QUARTER 2025

WHEREAS, the Village of Hartland has established a Sewer Utility consumption billing average.

NOW THEREFORE, be it hereby resolved by the Board of Trustees for the Village of Hartland as follows:

1. The Sewer Utility average consumption value shall be based on the usage of the first quarter billing to go into effect on December 16, 2024.

Adopted this 9<sup>th</sup> day of December, 2024.

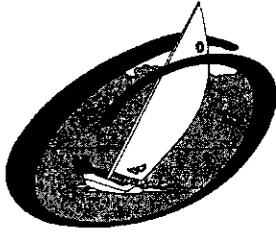
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Jeffrey Pfannerstill, Village President

Attest:

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Sandee Policello, Village Clerk



**VILLAGE OF OCONOMOWOC LAKE**  
35328 W. Pabst Road, Oconomowoc, Wisconsin 53066

## MEMO

To: Administrative Committee

From: Donald Wiemer, Chair, Administrative Committee

Date: October 21, 2024

Reference: 2025 Court Budget

### **2024 End of Year Estimates:**

The following are 2024-year end estimates. We are estimating an end of year surplus of \$7,995 for 2024. The surplus is caused by additional court fees beyond our initial prediction. The court is starting see the added court cost revenue form the City of Delafield. Expenditures for the year are very close to what we have budgeted. Last year, 2023, our surplus was \$54,344.

### **2025 Budget Highlights – Revenues**

1. The court is estimating \$456,926 in court fees for 2025. Our projected revenues should cover our expenditures for 2025.

### **2025 Expenditures**

1. Salaries and benefits reflect a 5% increase over 2024. This increase was adjusted to cover inflation, added work taking on the City of Delafield and adjustment to the Deputy Clerk to narrow the gap between this position and the Clerk's position. It should be noted that the two part time positions are still under 1,200 hours per year each and
2. Wisconsin retirement has increased to 6.95%.
3. Health insurance increased 10.2% for 2025.
4. No real changes in Purchased Services and Operating Supplies and Equipment
5. Fixed Charges, rent payable to the City of Oconomowoc will continue to be \$34,500 and an additional 4% increase for our share of the facility expense which includes utilities, plowings, cleaning, and supplies. The facility expense is planned at \$ 14,463.
6. There are no capital expenditures planned for 2025.

If you have any questions regarding the budget for 2025, please contact me at 414-881-9726.



## LAKE COUNTRY MUNICIPAL COURT

630 E. Wisconsin Avenue, Suite 100

Oconomowoc, WI 53066

(262) 569-0920

Website: [www.lcmunict.com](http://www.lcmunict.com)

Theresa Berlin, Clerk of Court  
[clerk@lcmunict.org](mailto:clerk@lcmunict.org)

Tracy Dricken, Deputy Clerk  
[deputyclerk@lcmunict.com](mailto:deputyclerk@lcmunict.com)

*Honorable Timothy T. Kay*

TO: City, Village and Town Clerks

RE: Lake Country Municipal Court  
Court 2025 Budget Approval

Dear Clerks:

I enclose herewith a proposed Municipal Court budget for 2025. Note the projected surplus for 2024 is \$7,848.95. This is only a "Year End Estimate." If you have any questions, feel free to contact me.

Also enclosed is a resolution approving the budget. It would be appreciated if you would take this resolution to your governing body and have it approved, returning a signed copy to the Municipal Court. Thank you for your cooperation.

Sincerely,

Donald G. Wiemer, Chairman  
Administrative Committee  
LAKE COUNTRY MUNICIPAL COURT

Enclosures cc:  
Municipal Court Representatives (letter only)  
Municipal Court Clerk  
Judge Timothy Kay  
Lake Country Municipal Court

***Proudly serving the communities of:***

*City of Oconomowoc, Town of Delafield, Town of Erin, Town of Exonia, Town of Lisbon, Town of Merton, Town of Oconomowoc,  
Town of Ottawa, Town of Sullivan, Village of Chenequa, Village of Dousman, Village of Hartland, Village of Johnson Creek, Village  
of Lac LaBelle, Village of Merton, Village of Nashotah, Village of Oconomowoc Lake, Village of Sullivan, Village of Summit,  
Village of Sussex*

RESOLUTION No. \_\_\_\_\_

RESOLUTION APPROVING MUNICIPAL COURT BUDGET

WHEREAS, the Intermunicipal Agreement for the operation of the Lake Country Municipal Court requires formation of an annual budget no later than the 15<sup>th</sup> day of November and approval of said budget by governing bodies of member municipalities; and

WHEREAS, the Court Administrative Committee, Court personnel and the Municipal Court Judge have formulated a budget for 2025 which has estimated revenues of \$460,326 and anticipated expenditures of \$460,326.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the attached Municipal Court budget for 2025 be approved.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

MUNICIPALITY

By: \_\_\_\_\_

Mayor/Chairman/President

\_\_\_\_\_

Title

ATTEST:

\_\_\_\_\_

Clerk Signature

City of/Town of/Village of

ADOPTED: \_\_\_\_\_

POSTED: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

# 2025 Lake Country Municipal Court Budget

9 Months = 75.00%

Acct #: Account Description:	2023 Actual	2024 YTD Nine Months	2024 Budget	2024 Year End Estimate	2025 Budget	2025 Budget VS 2024 Budget
<b>Revenues:</b>						
4000 Court Fees	405,837	323,001	434,367	434,367	459,606	105.81%
4900 Interest Income	2,748	1,066	500	1,000	500	100.00%
4300 Court Assessment		125	600	200	600	100.00%
Transfer from Designated Fund			0			
4800 Miscellaneous	304	2,415	700	2,600	700	100.00%
Municipal Subsidies		0	1,600	0	1,600	100.00%
<b>Total Revenues</b>	<b>408,889</b>	<b>326,606</b>	<b>437,767</b>	<b>438,167</b>	<b>463,006</b>	<b>105.77%</b>
<b>Total Assets</b>	<b>624,636</b>	<b>661,741</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Liabilities</b>	<b>137,091</b>	<b>169,150</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	0	0				
	0	0	0	0	0	
<b>Total Fund Balance</b>	<b>487,545</b>	<b>492,591</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>Expenditures:</b>						
Wages & Benefits	242,861	214,749	309,176	302,126	331,386	107.18%
Purchased Services	46,372	46,358	51,840	52,201	53,940	104.05%
Operating Supplies & Expenses	10,591	14,724	18,050	17,980	18,250	101.11%
Fixed Charges	54,041	43,165	55,701	55,301	56,750	101.88%
Capital Outlay	680	2,564	3,000	2,564	0	
Restitution						
Bad Debt						
<b>Total Expenditures:</b>	<b>354,545</b>	<b>321,559</b>	<b>437,767</b>	<b>430,172</b>	<b>460,326</b>	<b>105.15%</b>
<b>Total Surplus/Deficit</b>	<b>54,344</b>	<b>5,048</b>	<b>0</b>	<b>7,995</b>	<b>2,680</b>	

Acct #: Account Description:	2023 Actual	2024 YTD Nine Months	2024 Budget	2024 Year End Estimate	2025 Budget	2025 Budget VS 2024 Budget
5000 Full Time Salaries Clerk of Courts & Deputy Clerk of Courts	110,850	88,043	120,476	120,476	127,481	105.81%
5010 Assistant Clerks	29,447	27,877	44,660	44,660	43,368	97.11%
5015 Part Time Judge	47,667	35,842	50,050	50,050	52,553	105.00%
Bailiff/Deputy Services	13,427	9,864	20,000	13,000	30,000	150.00%
5030 Employer FICA	13,852	11,007	16,462	16,462	17,090	103.82%
5040 Retirement EE-ER	10,766	8,548	13,489	13,489	12,486	92.57%
5050 Health	16,562	33,295	43,539	43,539	47,908	110.03%
5060 Long Term Disability Ins.			0	0	0	
5070 Life Insurance	290	273	500	450	500	100.00%
Unemployment Benefits			0		0	
Substitute Judge	0		0		0	
<b>TOTAL:</b>	<b>242,861</b>	<b>214,749</b>	<b>309,176</b>	<b>302,126</b>	<b>331,386</b>	<b>107.18%</b>

Acct #: Account Description:	2023 Actual	2024 YTD Nine Months	2024 Budget	2024 Year End Estimate	2025 Budget	2025 Budget VS 2024 Budget
<b>PURCHASED SERVICES:</b>						
5400 Professional/Outside Services	125	617	1,500	1,200	700	46.67%
5405 Accounting	10,848	8,728	11,040	11,040	11,340	102.72%
5410 Auditor	10,300	11,300	11,300	11,300	11,900	105.31%
5415 Professional Services	0	0				
5415 Legal Services	0	1,853	1,000	1,853	1,000	100.00%
5420 Computer Consultant Advertising	0	1,522	3,000	2,500	3,000	100.00%
5425 Court Software Support	18,583	19,608	15,800	19,608	18,800	118.99%
5550 Telephone	2,967	1,715	4,000	3,500	3,000	75.00%
Internet/Web	1,600	1,016	1,200	1,200	1,200	100.00%
5500 Repair/Maint. Contracts Equip.	1,949		3,000	0	3,000	100.00%
5540 Substitute Judge	0	0	0	0	0	
<b>Total:</b>	<b>46,372</b>	<b>46,358</b>	<b>51,840</b>	<b>52,201</b>	<b>53,940</b>	<b>104.05%</b>
<b>OPERATING SUPPLIES &amp; EQUIPMENT</b>						
5250 Office Supplies/Printing	5,815	4,635	6,000	6,000	6,000	100.00%
5300 Postage	2,903	8,393	8,700	9,000	9,000	103.45%
5350 Newspaper Publishing		0	0	0	0	
5200 Memberships	800	980	900	980	1,000	111.11%
5160 Books & Publications		0	150	0	150	100.00%
Shredding	625	170	600	300	400	66.67%
Printing	0	0	0			
Non Capital Equipment Purchases						
Miscellaneous	0	135	200	200	200	100.00%
5600 Training & Travel	448	410	1,500	1,500	1,500	100.00%
<b>Total:</b>	<b>10,591</b>	<b>14,724</b>	<b>18,050</b>	<b>17,980</b>	<b>18,250</b>	<b>101.11%</b>
<b>FIXED CHARGES</b>						
5100 Insurance and Bonds	0	0	0	0	0	0.00%
5105 Workman's Comp		0	0	0	0	0.00%
5120 Public Officials Ins.	0	0	0	0	0	0.00%
Property Insurance Coverage	0	0	0	0	0	0.00%
5130 G Liability Ins./ Hired & non-owned MV	6,402	6,601	7,000	6,601	7,500	107.14%
5140 Bonds	0	0	0	0	0	0.00%
5150 Bank Charges	202	263	300	300	300	100.00%
5125 Facility Expenses (utilities, plowing)	12,937	10,426	13,901	13,900	14,450	103.95%
5475 Equipment Lease	0	0	0	0	0	0.00%
5450 Rent	34,500	25,875	34,500	34,500	34,500	100.00%
<b>Total:</b>	<b>54,041</b>	<b>43,165</b>	<b>55,701</b>	<b>55,301</b>	<b>56,750</b>	<b>101.88%</b>
<b>CAPITAL OUTLAY</b>						
8000 Capital Equipment	680	2,564	3,000	2,564	0	0
<b>Total:</b>	<b>680</b>	<b>2,564</b>	<b>3,000</b>	<b>2,564</b>	<b>0</b>	<b>0</b>

2024:	2023 Salary	2024 Hourly		2024 Salary	2024 FICA	Retirement Employee 6.9	Retirement Employer 6.9
		-					
Terri	65,534.56	34.34	Full Time	71,433	5,465	4,929	4,929
Tracy	44,994.56	23.58	Full Time	49,044	3,752	3,384	3,384
Deborah	20,987.37	20.00	24 Hrs/Wk	24,960	1,909	1,722	1,722
Elaine	<u>20,649.91</u>	<u>18.04</u>	<u>21 Hrs/Wk</u>	<u>19,700</u>	<u>1,507</u>	<u>0</u>	<u>0</u>
Judge	<u>47,667.00</u>			<u>50,050</u>	<u>3,829</u>	<u>3,453</u>	<u>3,453</u>
Total:	<b>199,833.40</b>			<b>215,187</b>	<b>16,462</b>	<b>13,489</b>	<b>13,489</b>

(Starting on 5/24)

2024		2024	Employee Contribution 12%	Employer Contribution
<b>Health Insurance:</b>				
Terri Health	single	11,320.80	1,358.50 12%	9,962.30
Terri Dental	single	440.00	52.80 12%	387.20
Judge Health	single	11,320.80	5,660.40 50%	5,660.40
Judge Dental	single	440.00	220.00 50%	220.00
Tracy Health	family	27,854.64	3,342.56 12%	24,512.08
Tracy Dental	family	1,190.00	142.80 12%	1,047.20
Deductible Cost:		1000, 500, 250		<u>1,750.00</u>
Employer Total Cost:				<b>43,539.19</b>

2025	2024	2025 Hourly + 5%		2025 Salary	2025 FICA	Retirement Employee 6.95	Retirement Employer 6.95
		-					
Terri	71,432.67	36.06	Full Time	75,004	5,738	5,213	5,213
Tracy	49,044.07	25.23	Full Time	52,477	4,015	3,647	3,647
Katie	24,960.00	19.00	24 Hrs/Wk	23,712	1,814	0	0
Elaine	<u>19,699.68</u>	<u>18.00</u>	<u>21 Hrs/Wk</u>	<u>19,656</u>	<u>1,504</u>	<u>0</u>	<u>0</u>
Judge	<u>50,050.35</u>			<u>52,553</u>	<u>4,020</u>	<u>3,626</u>	<u>3,626</u>
Total:	<b>215,186.77</b>			<b>223,402</b>	<b>17,090</b>	<b>12,486</b>	<b>12,486</b>

2025		2025	Employee Contribution 12%	Employer Contribution
<b>Health Insurance:</b>				
Terri Health	single	12,490.56	1,498.87 12%	10,991.69
Terri Dental	single	440.00	52.80 12%	387.20
Judge Health	family	12,707.16	6,353.58 50%	6,353.58
Judge Dental	family	1,190.00	595.00 50%	595.00
Tracy Health	family	30,719.28	3,686.31 12%	27,032.97
Tracy Dental	family	1,190.00	142.80 12%	1,047.20
Deductible Cost:				<u>1,500.00</u>
Employer Total Cost:				<b>47,907.64</b>

November 13, 2024

Mr. Tom Jenson  
Interim Director of Public Works  
Village of Hartland  
210 Cottonwood Ave.  
Hartland, WI 53029

Re: Water Supply Service Area Plan  
Engineering Services Proposal

Dear Tom,

Thank you for the opportunity to provide the Village with a proposal for engineering services for the above referenced project. The scope of the project is to provide a study to comply with new Wisconsin Department of Natural Resources (WDNR) requirements for public drinking water systems for a Water Supply Service Area Plan (Plan). This is a new requirement that went into effect at the end of July 2024. The plan is required for any community that serves a population of 10,000 or more. Village records indicate that the present population served in the water system is above 10,000. Therefore, the plan has to be finalized and approved by December 31, 2025.

The purpose of the Plan is for the Village to have a proactive strategy on how to serve their existing population along with new developments as the Village grows. The Plan will require the Village to document existing water system facilities, document existing water system demand, project future water system demand, identify and evaluate alternatives to meet the projected demand through a cost analysis, and identify a recommended plan. The end product of the plan will be a “roadmap” for how the Village water supply system will expand as the Village expands and develops.

The main parts of the plan are:

1. Identification of Planning Period
2. Delineation of Service Area
3. Description of Public Water System
4. Description of Existing Wells and Withdrawals
5. Description of Existing Water Use
6. Projection of Water Demand
7. Inventory and Identification of Sources Quantities of Water Supplies
8. Cost Effectiveness Analysis
9. Description of Plan Recommendations
10. Consistency With Other Plans and Agreements
11. Public Participation (Public Hearing)
12. Submission To Local Governments
13. Procedures For Plan Implementation

Our scope of services includes the following:

- 1 Attend Kickoff meeting. Compile meeting notes.
- 2 Compile data from previous R/M studies.
- 3 Provide project coordination.
- 4 Collect background data to obtain information regarding existing water system facilities, service area, and community development
- 5 Establish planning period, delineate service area. Project growth within service area. Identify projected growth areas.
- 6 Describe Public Water Supply System.
- 7 Describe existing sources, withdrawals, treatment, and methods used to measure withdrawals and non-revenue water.
- 8 Analyze existing water use, population and population density, water sales by customer class, sales to top 10 largest retail customers, and sales to wholesale customers for past 10 years.
- 9 Have 50% review meeting with Village.
- 10 Establish maximum day and peak hour ratios to be used for water requirement projections.
- 11 Forecast demands/sales over planning period, including projected growth. Estimate non-revenue water with projected water demand over planning period.
- 12 Perform a desktop supply storage analysis to determine the design optimum water storage capacity on the basis of meeting minimum required water supply capacity for existing and future water requirements for the study area.
- 13 Create inventory of alternative existing ground and surface water sources available in region. Identify alternative options for supplying water within the planning area.
- 14 Provide recommendations on how to meet projected water demand over the planning period.
- 15 Describe potential water withdrawal facilities, number of wells, locations and capacities. Assess anticipated economic impacts and costs.
- 16 Provide hydrogeologic assessment.
- 17 Provide environmental analysis for wetland, floodplain, and environmental sensitive areas.
- 18 Describe any previously approved comprehensive plans, areawide water quality management plan, land use agreements, sales agreements, other existing agreements or approvals related to implementation of project growth area.
- 19 Analyze potential water supply alternatives. Perform a cost assessment of alternatives.
- 20 Utilize existing WaterGEMS model to refine and evaluate alternatives
- 21 Have 90% review meeting with Village.
- 22 Assist Village with public participation of plan. Attend one public hearing for proposed plan. Describe public participation process in report.
- 23 Modify the report sections based on comments from Village staff.
- 24 Modify the report sections based on comments from public hearing in coordination with Village staff.
- 27 Prepare final report
- 28 Provide project administration.

We propose providing the above scope of services on a time and material basis for an estimated cost of \$49,000.00. R/M will not exceed these costs without prior permission from the Village.

Mr. Tom Jenson  
Village of Hartland  
November 13, 2024  
Page 3

We are partnering with LRE Water as a subconsultant for the hydrogeologic analysis portion of the Plan.

Services not included in this scope include:

1. Water system design improvements.

The preliminary schedule for the project is as follows:

1. Start project and have kickoff meeting with Village – by January 13, 2025
2. Complete 50% of Plan and have meeting with Village – by March 31, 2025
3. Complete 90% review of Plan and have meeting with the Village – by May 30, 2025
4. Hold public hearing of Plan and incorporate comments – by July 31, 2025
5. Submit Plan to WDNR – by August 31, 2025
6. Receive WDNR approval – by October 31, 2025

The above-described professional services will be provided to you in accordance with the Agreement for Engineering Services for 2025 through 2027, approved by the Village Board on September 28, 2024.

We look forward to working with you on this project. Please feel free to call me with any questions concerning this proposal.

Respectfully,

RUEKERT & MIELKE, INC.

David W. Arnott, P.E. (WI, IL.)  
Team Leader / Senior Project Manager  
[darnott@ruekert-mielke.com](mailto:darnott@ruekert-mielke.com)

DWA:sjs  
Enclosure(s)

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

WATER SUPPLY SERVICE AREA PLAN ENGINEERING SERVICES PROPOSAL  
Between Village of Hartland  
and  
Ruekert & Mielke, Inc.  
Dated November 13, 2024

CLIENT NAME:

Village of Hartland

ENGINEER:

Ruekert & Mielke, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_  
Steven C. Wurster, P.E.

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

Title: President/COO

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

Date: November 13, 2024

Designated Representative:

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

Designated Representative:

Name: David W. Arnott, P.E.

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

Title: Team Leader/Senior Project Manager

Phone Number: \_\_\_\_\_

Phone Number: (262) 953-3080



**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> 12/ 2/2024
<b>Village Board Item Number:</b> 11	<b>Date:</b> 12/9/2024
<b>Submitted By:</b> Tom Jenson, DPW Interim Director	
<b>Subject:</b> Hydro Corp Cross Connection Renewal Proposal	

**Details:** The Village of Hartland is required by the Wisconsin DNR to inspect and comply with the state code for cross connection and back flow prevention. The Village has traditionally hired Hydro Corp for commercial properties throughout the Village. The price per inspection averages \$161 per inspection. DPW recommends hiring Hydro Corp a renewal cost of \$14,076.00.

**Financial Remarks:** This has been budgeted in Water Outside Services Account 620 – 53700 - 923

**Options & Alternatives:**

**Executive Recommendation:** Staff recommends renewing the proposal for Hydro Corp Inc. to complete cross connection and backflow inspections for 2025 for the sum of \$14,076.00

# PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this **January 1<sup>st</sup>, 2025** by and between the **Village of Hartland** organized and existing under the laws of the State of Wisconsin, referred to as “Utility”, and HydroCorp™ a Michigan Corporation, referred to as “HydroCorp”.

WHEREAS, the Utility supplies potable water throughout its corporate boundary to property owners; and desires to enter into a professional services contract for cross connection control program inspection, reporting and management services.

WHEREAS, HydroCorp is experienced in and capable of supplying professional inspection of potable water distribution systems and cross connection control program management to the Utility and the Utility desires to engage HydroCorp to act as its independent contractor in its cross connection control program.

WHEREAS, the Utility has the authority under the laws of the State of Wisconsin and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

## ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HydroCorp as an independent contractor to inspect and document its findings on its potable water distribution system in public, commercial and industrial facilities within the community. Each party to this Agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping or due to access constraints within water users’ facilities, complete and accurate data is not always available.

## ARTICLE II. Scope of Services

The scope of services to be provided by HydroCorp under this Agreement will include the inspections/surveys, program administration, answering telephone call inquires, scheduling of inspections, program compliance review, public education materials, preparation of quarterly management reports, and annual cross connection reports with respect to the facilities to the extent specifically set forth in this Article II (hereinafter the “Scope of Services”). Should other reports/services be included within the Scope of Services, the same shall be appended to this Agreement as Exhibit 1.

**2.1 PROGRAM REVIEW/PROGRAM START UP MEETING.** HydroCorp will conduct a Program Startup Meeting for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
  - Inspection Notice
  - Compliance Notice
  - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility
- Prioritize Inspections (City buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities



- Establish facility inspection schedule
- Review/establish procedures and protocol for addressing specific hazards
- Review/establish high hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools
- Review/establish educational and public awareness brochures

**2.2 INSPECTIONS.** HydroCorp will perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with Wisconsin Department of Natural Resources (DNR) Cross Connection Control Rules.

- *Initial Inspection* – the first time a HydroCorp representative inspects a facility for cross connections. Degree of Hazard will be assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- *Compliance Inspection* – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the *Initial Inspection* to verify that corrective action was completed and meets the program requirements.
- *Re-Inspection* – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (two, six or ten year re-inspection cycle).

**2.3 INSPECTION SCHEDULE.** HydroCorp shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Utility’s designated contact person. The initial check in will include a list of inspections scheduled. An exit interview will include a list of inspections completed.

**2.4 PROGRAM DATA.** HydroCorp will generate and document the required program data for the Facility Types listed in the Scope of Services using the HydroCorp Software Data Management Program. Program Data shall remain property of the Utility; however, the HydroCorp Software Data Management program shall remain the property of HydroCorp and can be purchased for an additional fee. Data services will include:

- Prioritize and schedule inspections
- Notify users of inspections, backflow device installation and testing requirements if applicable
- Monitor inspection compliance using the HydroCorp online software management program. (Note: WI Department of Safety & Professional Services (DSPA) manages backflow prevention assembly testing notification and compliance.)
- Maintain program to comply with all DNR regulations

**2.5 MANAGEMENT REPORTS.** HydroCorp will submit comprehensive management reports in electronic, downloadable format on a quarterly & annual basis to the Utility. Reports to include the following information:

- Name, location and date of inspections
- Number of facilities inspected/surveyed
- Number of facilities compliant/non-compliant

**2.6 REVIEW OF CROSS-CONNECTION CONTROL ORDINANCE.** HydroCorp will review or assist in the development of a cross-connection control ordinance. Items for review include:

- Code adoption references, standard operational procedures, program notice documentation, reporting procedures and preference standards.
- Penalties for noncompliance.



- 2.7 VACUUM BREAKERS.** Utility will provide up to six (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place a facility into immediate compliance at the time of inspection if no other cross-connections are identified.
- 2.8 PUBLIC RELATIONS PROGRAM.** HydroCorp will assist the Utility with a community-wide public relations program including general awareness brochures and website cross connection control program content.
- 2.9 SUPPORT.** HydroCorp will provide ongoing support via phone, fax, text, website or email for the contract period.
- 2.10 FACILITY TYPES.** The facility types included in the program are as follows:
- Industrial
  - Institutional
  - Commercial
  - Miscellaneous Water users
  - Multifamily
- Complex Facilities.** Large industrial and high hazard complexes or facilities may require inspection/survey services outside the scope of this Agreement. (HydroCorp typically allows a maximum of up to three (3) hours of inspection time per facility.) An independent cross connection control survey (at the business owner's expense) may be required at these larger/complex facilities and the results submitted to the Utility to help verify program compliance.
- 2.11 INSPECTION TERMS.** HydroCorp will perform **(82) Initial inspections, and up to (94)** total inspections over a **one (1)** year contract period. The total inspections include all initial inspections, compliance and re-inspections. *Vacant facilities that have been provided to HydroCorp, scheduled no show or refusal of onsite inspection will count as an inspection/site visit for purposes of the contract.*
- 2.12 COMPLIANCE WITH DEPARTMENT OF NATURAL RESOURCES ADMINISTRATIVE CODE.** HydroCorp will assist in compliance with DNR and Wisconsin Administrative Code cross connection control program requirements for all commercial, industrial, institutional, multifamily and public authority facilities.
- 2.13 POLICY MANUAL.** HydroCorp will review and/or develop a comprehensive cross connection control policy manual/plan and submit to WI-DNR for approval on behalf of the Utility.
- 2.14 INVENTORY.** HydroCorp shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model and serial number if applicable.
- 2.15 DATA MANAGEMENT.** HydroCorp shall provide data management and program notices for all inspection services throughout the contract period.
- 2.16 ANNUAL YEAR END REVIEW.** HydroCorp will conduct an on-site annual year-end review meeting to discuss overall program status and specific program recommendations.
- 2.17 CROSS CONNECTION CONTROL BROCHURES.** HydroCorp will provide approximately **94** cross-connection control educational brochures for the duration of the Agreement.
- 2.18 INSURANCE.** HydroCorp will provide all required copies of general liability, workers compensation and errors and omissions insurance naming the Utility as an additional insured if required.



### ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HydroCorp, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing, and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HydroCorp has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative proceedings, investigations or other proceedings in connection with this Agreement, the party receiving such notice or undertaking of such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings
- 3.4 FACILITY LISTING.** The Utility must provide HydroCorp a complete list of facilities to be inspected, including facility name, type of service connection, address, contact person, and phone number, (if available). *Electronic file format such as Microsoft Excel, etc. is required. An additional one-time fee to manually enter facility listing will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact and corrected address will be requested.*
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HydroCorp with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only. (300 dpi in either .eps, or other high quality image format for printing.)

### ARTICLE IV. Term, Compensation and Changes in Scope of Services

- 4.1 TERM AND TERMINATION TERM.** Services by HydroCorp under this Agreement shall commence on **January 1<sup>st</sup>, 2025** and end **one (1) year** from such date, unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this Agreement within ninety (90) days of its receipt. *Failure to execute this Agreement within (120) days shall deem the proposed terms void.*
- 4.1 RENEWAL.** Upon the expiration of this two-year agreement, unless either party provides written notice of termination not less than 60 days prior to the expiration of the initial term (or any such renewal term) this agreement will automatically renew in (1) year term increments. Inflationary adjustments to each renewal term will be equal to the cumulative Consumer Price Index as measured in the Utilities local/regional area at the time of renewal, or 4% whichever is greater.
- 4.2 TERMINATION.** The Utility or HydroCorp may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts for work performed by HydroCorp.
- 4.3 BASE COMPENSATION.** From the Beginning thirty (30) days after execution of this Agreement, the Utility shall pay HydroCorp as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, the sum of **\$1,173.00** per month, **\$14,076.00** annually for a **one (1)** year contract period totaling **\$14,076.00**.
- 4.4 PAYMENT OF INVOICES.** Upon presentation of invoices by HydroCorp, all payments including base and other compensation shall be due and payable on the first day of each month (due date) after the month for which services have been rendered. All such payments shall be made no later than thirty (30) days after the due date.



Failure to pay shall be deemed a default under this Agreement. For any payment to HydroCorp which is not made within thirty (30) calendar days after the due date, HydroCorp, shall receive interest at one and one-half (1½) percent per month on the unpaid balance.

- 4.5 CHANGES IN SCOPE OF SERVICES.** In the event that the Utility requests and HydroCorp consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the Utility's water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HydroCorp shall be provided additional compensation. Within thirty (30) calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility or additional costs incurred in meeting new or changed government regulations or reporting requirements.
- 4.6 CLIENT CONFIDENTIALITY.** Disclosure of all communications between HydroCorp and the Utility regarding business practices and other methods and forms of doing business is subject to the provisions of Wisconsin Public Records Law, Chapter 19, Wis. Stats. HydroCorp agrees to make available for inspection and copying all records (as defined in sec. 19.32 (2), Wis. Stats.) in its possession created, produced, collected or otherwise related to this Agreement to the same extent as if the records were maintained by the Utility. HydroCorp expressly acknowledges and agrees that its obligations concerning Public Records Law and compliance under this Agreement should not be limited by copyright, license, privacy and/or confidentiality except as authorized under the Public Records Law.
- 4.7 ACCESSIBILITY.** Backflow prevention device information will be completed in full only when the identifying information (i.e. data plate, brass tag, etc.) is accessible and visible from ground level or from a fixed platform/mezzanine.
- 4.8 CONFINED SPACES.** – HydroCorp personnel will not enter confined spaces.

#### ARTICLE V. Risk Management and General Provisions

- 5.1 INFORMATION.** Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete to the best of their knowledge, yet due to the inaccessible nature of water piping or lack of access provided by property owner/water user, complete accurate data is not always available. Cross-connection control inspection and results are documented as of a specific date. The property owner and/or water user may make modifications to the potable water system after the inspection date that may impact compliance with the program.
- 5.2 LIMITATION OF LIABILITY.** HydroCorp's liability to the Utility for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not to exceed or within the limits of the insurance coverage provided hereunder. HydroCorp shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.
- 5.3 HYDROCORP INSURANCE.** HydroCorp currently maintains the following insurance coverage's and limits:

	Occurrence	Aggregate
Comprehensive General Liability	\$1 Million	\$2 Million
Excess Umbrella Liability	\$5 Million	\$5 Million
Automobile Liability (Combined Single Limit)	\$1 Million	
Worker's Compensation/ Employer's Liability	\$1 Million	
Errors and Omissions	\$2 Million	\$2 Million

Within thirty (30) calendar days of the start of the project, HydroCorp shall furnish the Utility with



satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given to the Utility while this Agreement is in effect. The Utility shall be named as an additional insured according to its interest under the general liability policy during the term of this Agreement.

- 5.4 UTILITY INSURANCE.** The Utility will maintain liability insurance on an all risk basis and including extended coverage for matters set forth in this Agreement.
- 5.5 RELATIONSHIP.** The relationship of HydroCorp to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HydroCorp shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.
- 5.6 ENTIRE AGREEMENT AMENDMENTS.** This Agreement contains the entire Agreement between the Utility and HydroCorp, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.
- 5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS.** The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as integral parts of this Agreement.
- 5.8 WAIVER.** The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.
- 5.9 ASSIGNMENT.** This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.
- 5.10 FORCE MAJEURE.** A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires, explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.
- 5.11 AUTHORITY TO CONTRACT.** Each party warrants and represents that it has authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.
- 5.12 GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Wisconsin, venue by the presiding County. The parties hereby consent to the personal jurisdiction of said court within the State of Wisconsin
- 5.13 COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.
- 5.14 NOTICES.** All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:



If to HydroCorp:

HydroCorp  
c/o Paul Patterson  
5700 Crooks Road, Ste. 100  
Troy, MI 48337  
(248)250-5022

If to Utility:

Village of Hartland  
210 Cottonwood Ave.  
Hartland, WI 53029

- 5.15 SEVERABILITY.** Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

**SIGNATURES**

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

**VILLAGE OF HARTLAND**

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

**HydroCorp**

\_\_\_\_\_  
  
By: Paul Patterson



---

# Appendix

## Specific Qualifications & Experience

**HydroCorp™** is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost effective and professionally managed cross connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 30,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 35,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely and courtesy manner. Our administrative staff can answer most technical calls related to the cross connection control program and have attended basic cross connection control training classes.
- HydroCorp currently serves over 200 communities in Michigan, Wisconsin, Maryland, Delaware, Virginia & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.



# PROPOSAL

## CROSS-CONNECTION CONTROL SERVICES

### Village of Hartland

210 Cottonwood Ave.

Hartland, WI 53029

August 1, 2024

## KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp™ has been dedicated to safe drinking water for companies and communities across North America. Fortune 500 firms, metropolitan centers, utilities, small towns and businesses – all rely on HydroCorp to protect their water systems, averting backflow contamination and the acute health risks and financial liabilities it incurs.



Cross-Connection Control /

Backflow Prevention

Water Meter Change Out & Installation Services

Legionella Prevention & Control

Water System Surveys / Flow Diagrams

Pipe System Mapping & Labeling

Regulatory Compliance Assistance / Documentation



**CORPORATE OFFICE**  
5700 CROOKS RD SUITE 100  
TROY MI 48098  
800.315.4305 TOLL FREE  
262.264.6402 PHONE

**PROJECT CONSULTANT:** Craig Wolf  
612-850-8939 CELL  
cwolf@hydrocorpinc.com EMAIL



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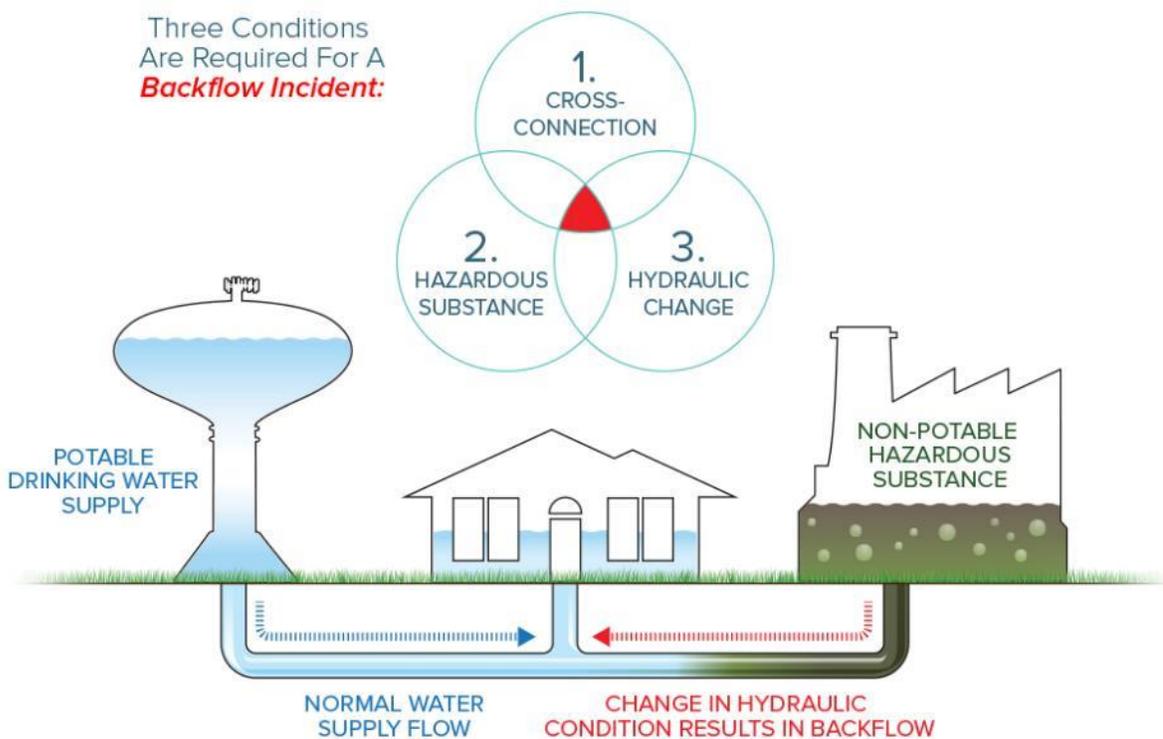
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# 1. INTRODUCTION

## 1.1. Definitions

- Backflow – the undesirable reversal of flow of liquid, gas or other substance in a piping system.
- Backflow Preventer – an assembly, device, or method that prevents backflow.
- Cross-Connection – an actual connection or a potential connection between any part of a potable water system and any other environment that would allow substances to enter the potable water system.
- Cross-Connection Control – a program to eliminate cross-connections or to prevent them from causing a public health threat.
- Cross-Connection Control Survey – the review of the plumbing system to determine the existence of potential or actual cross-connections and to assess the degree of hazard of protected and unprotected cross-connections.



## 1.2. Common Cross-Connection Hazards

- Garden Hose connections with missing backflow preventers.
- Water Softener discharge lines directly connected to drain piping.
- Boilers with missing or inappropriate backflow preventers.
- Improperly installed or Backflow Prevention Assemblies missing test documentation.

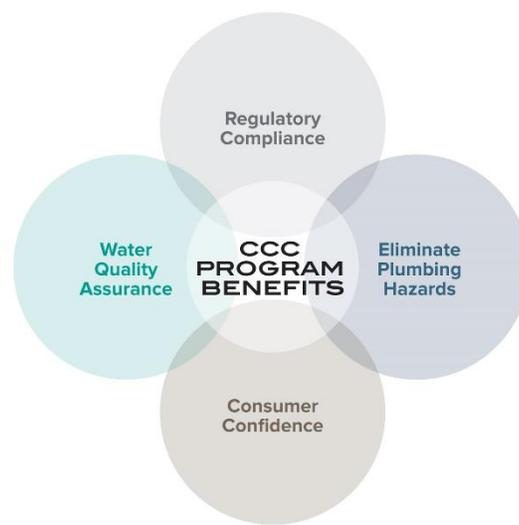


- Toilets with faulty or unapproved anti-siphon fill valves.
- Lawn Irrigation systems with missing or inappropriate backflow preventers.
- Restaurant equipment connected to water supply with missing backflow preventers.
- Dental office equipment with missing backflow preventers.
- Fire Sprinkler systems with missing or inappropriate backflow preventers.
- Chemical mixing systems in janitorial closets with missing backflow preventers.

## 2. PROJECT WORK PLAN

### 2.1. Purpose of a Cross-Connection Control Program

- Protect the water supply from backflow & public health and safety.
- Comply with state and local regulations (WI-DNR 810.15).
- Minimize risk and liability.
- Eliminate hazardous cross-connections to the drinking water supply.

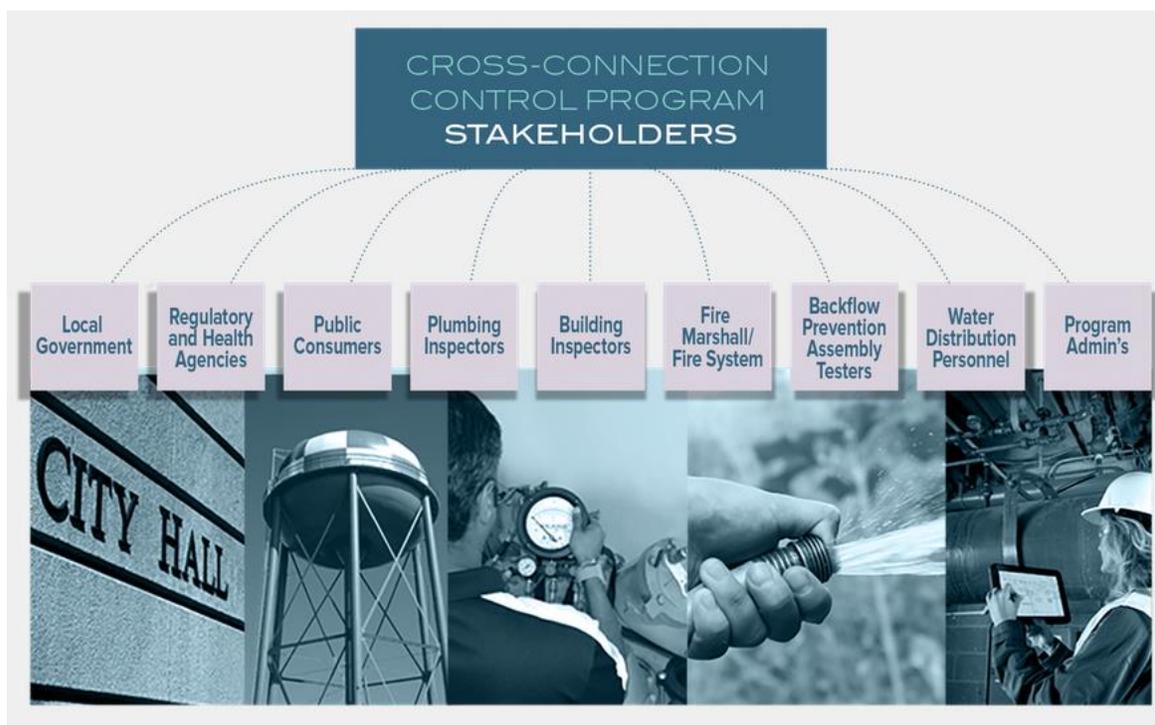


### 2.2. Meeting the Cross-Connection Control Program Objectives

- Providing cross-connection consultation to the **Village of Hartland**.
- Developing a written comprehensive Cross-Connection Control Plan.
- Routinely inspecting water customers for cross-connections or potential cross-connections.
- Maintaining cross-connection control records.
- Notifying water customers of violations and corrective action instructions.
- Providing water customer non-compliance status to the water utility.
- Providing public education.

### 2.3. Stakeholders

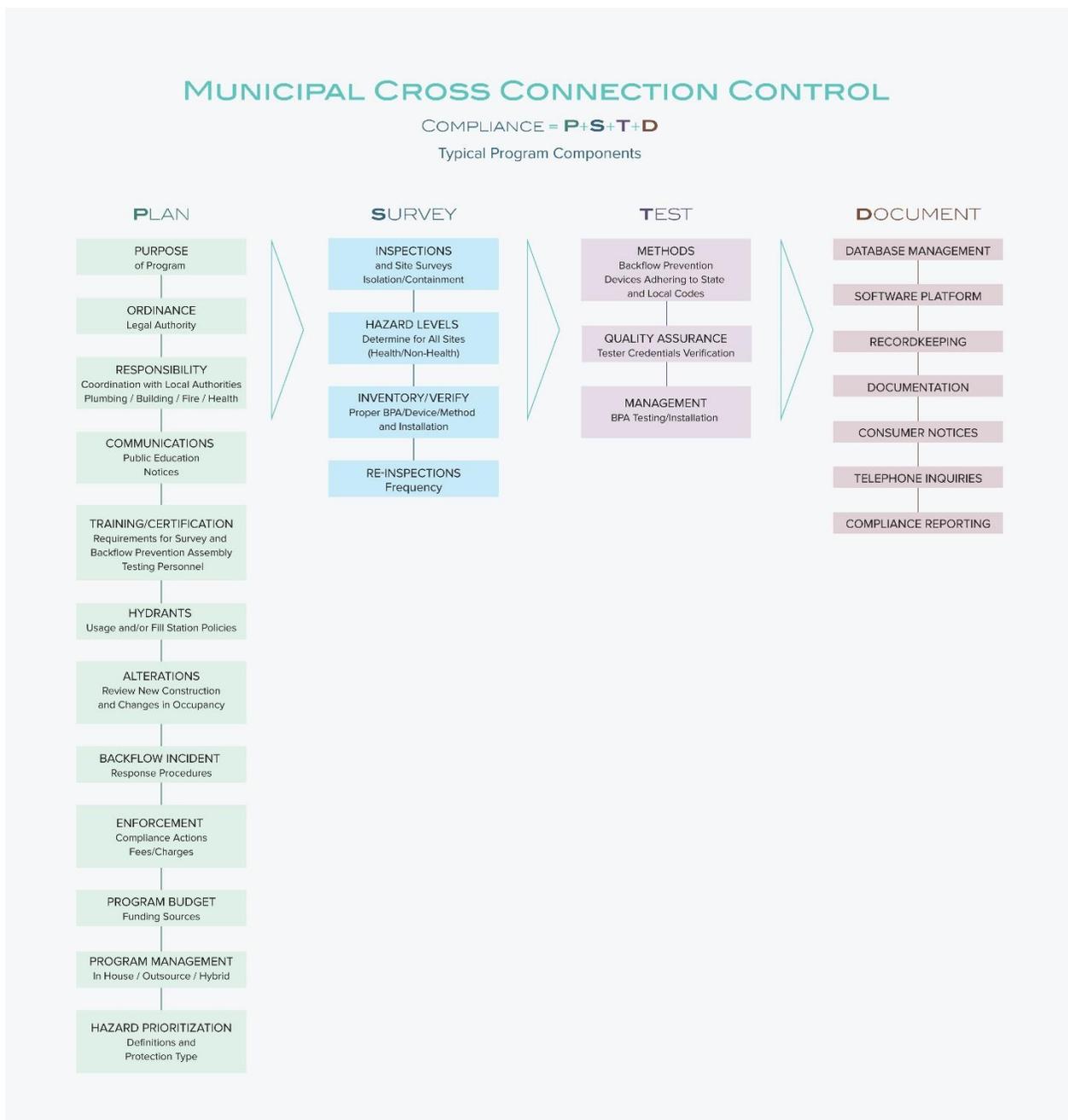
HydroCorp recognizes that many different stakeholders will be affected by a Cross-Connection Control Program. The following chart illustrates the various agencies, internal staff and external people that have an impact on overall program success and compliance.



HydroCorp strives to maintain a good working relationship and clearly communicate the goals of a Cross-Connection Control Program with all of the above stakeholders. We understand that our staff interaction in the community and with regulatory agencies is an extension of your positive community image. HydroCorp has maintained an excellent working relationship with local Mayors, City Managers, plumbing and building officials, health inspectors and others in order to provide them with a simple and clear understanding of the impact of a Cross-Connection Control program, regulations and the need to protect the drinking water supply from contamination.



## 2.4. Cross-Connection Control Plan Components





### 3. CROSS CONNECTION INSPECTION PROCESS

#### 3.1. Inspections/Surveys

The water connections and plumbing systems of all water customers or accounts shall be initially inspected for the presence of cross connections. As a result of the initial inspection, a detailed record of each account shall be established.

Inspections shall consist of entering a facility from the point where water service enters the facility (usually the meter) and tracing the piping to each end point of use. Using standardized inspection forms, the inspector shall identify and note the location and nature of any direct and potential cross connections, location and details of backflow prevention devices & assemblies, and other pertinent program information. Inspectors having proper identification shall be permitted to enter the building/premises at reasonable times for the purpose of cross connection inspections. If the inspector is refused proper access or if customer plumbing is untraceable, the Village will assume a cross connection is present and take the necessary action to ensure the public water supply is protected.

The highest priority for inspections shall be placed on facilities that pose a high degree of hazard, that have a high probability that backflow will occur, or are known/suspected to have cross connections.

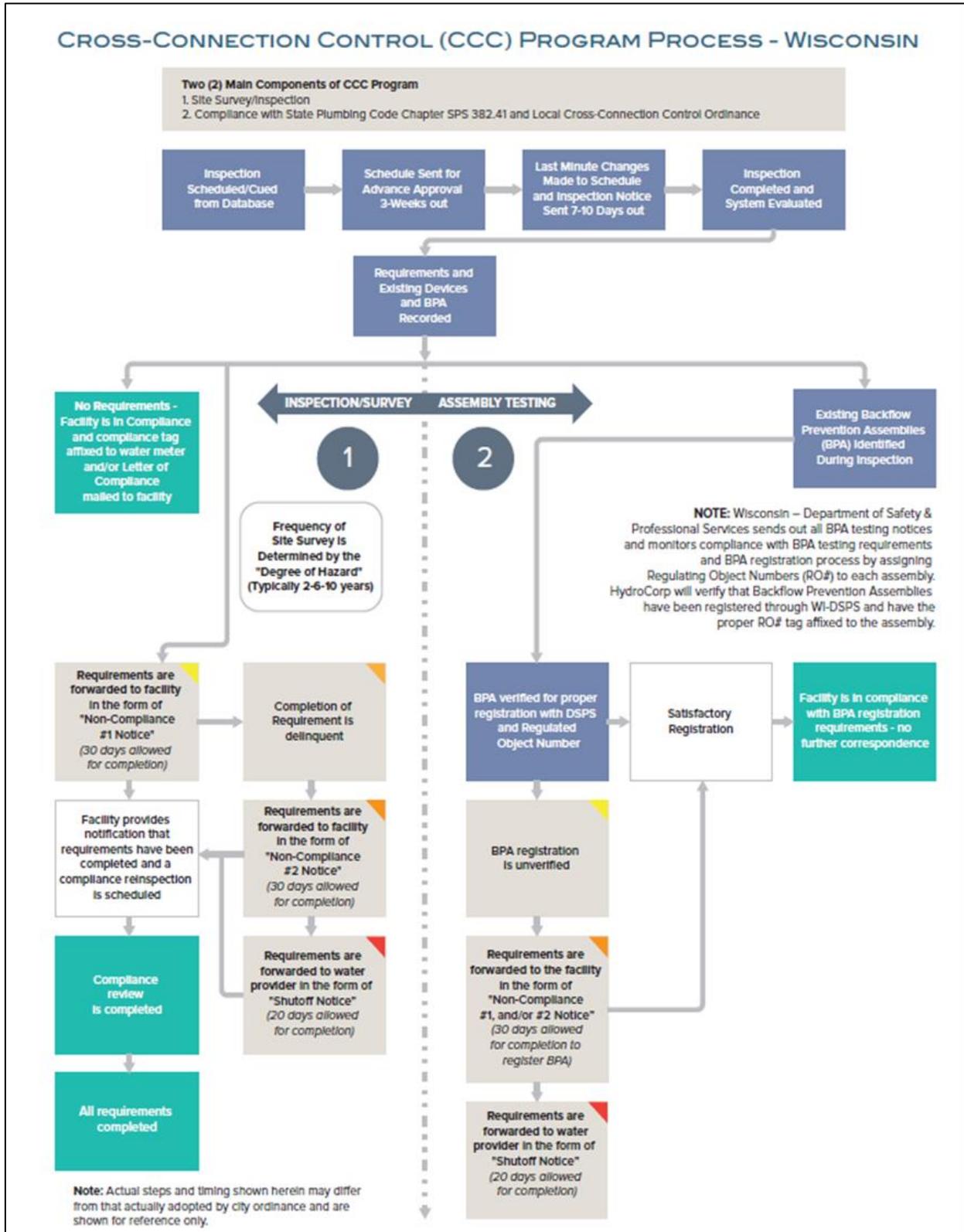
Once initial inspections are complete, a re-inspection frequency shall be determined for each account based on the degree of hazard/risk and potential for backflow in accordance with the requirements of the Village of Hartland Cross-Connection Control Plan. Accounts with an alternative frequency will require DNR Approval in writing. If requested, HydroCorp will develop an alternative frequency inspection schedule on behalf of the water utility and submit to DNR for final approval.

#### 3.2. Definitions

- Initial Inspection – the first time a HydroCorp representative inspects a facility for cross connections. Degree of Hazard is assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- Compliance Inspection – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the Initial Inspection to verify that corrective action was completed and meets the program requirements.
- Re-Inspection – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (Re-Inspection cycle/frequency to be determined when Plan is developed).

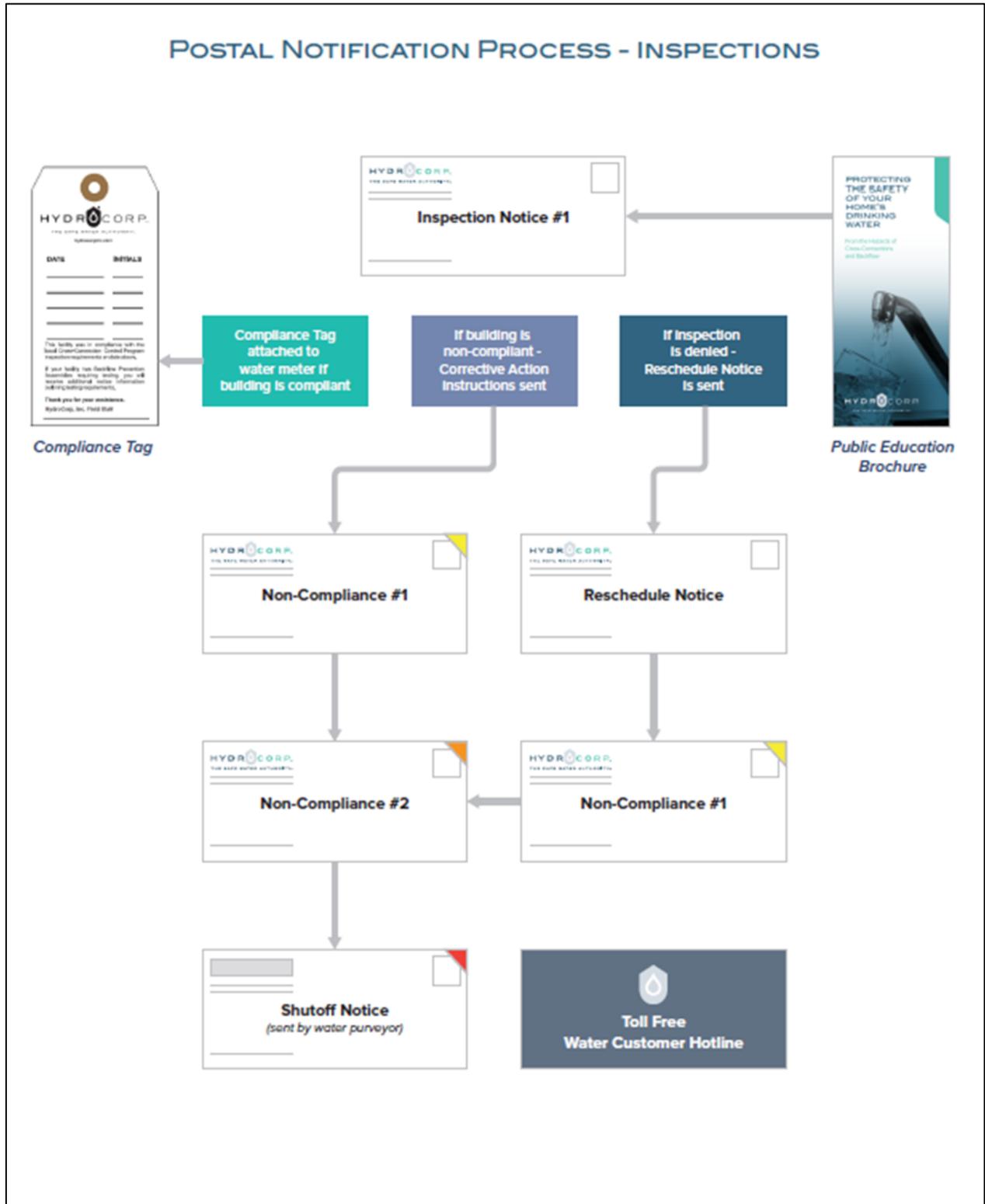


### 3.3. CCC Program Process





### 3.4. Postal Notification Process - Inspections





## 4. WATER CUSTOMER CARE AND ADMINISTRATION PROCESS

### 4.1. Program Data

The most critical element of a Cross-Connection Control Program is data integrity. Without accurate data, the Cross-Connection Control program will experience customer service, administrative, and reporting issues and also result in field survey inefficiencies.

### 4.2. Database Software

HydroCorp utilizes a proprietary software program – HydroSoft™ to manage Cross-Connection Control Program data. All program data captured shall remain the property of the Village of Hartland. All of our Client Data is secured on our Application Server, which is behind both a Hardware and a Software Firewall.

Standard reports include the following:

- Inspections scheduled, completed, overdue and compliance status
- Custom queries, data exports and reports as needed
- DNR Annual Report

### 4.3. Information Technology (I/T)

HydroCorp has a dedicated team member responsible for Information Technology (I/T) infrastructure for internal (staff) needs as well as external (client) communication and reporting needs. We also have a dedicated person responsible for new client start up and database implementation in order to insure we have the most accurate information possible at any given point in time.

We have continually invested in both hardware infrastructure (Network Servers, Client Workstations, Firewalls and Tablet P.C.'s for Field Inspectors) and software in order to leverage technology in the workplace and to improve customer service and assist in lowering our costs to our clients. HydroCorp has a contracted service agreement with a local I/T Company that performs monthly routine system maintenance and monitors our infrastructure/servers for optimum performance and reliability.

### 4.4. Program Data Backup and Storage

All of our Client Data is secured on our Application Server, which is behind both a Hardware and a Software Firewall. The Application Server is backed up twice a day. 5 copies of the backup are then created and stored at 3 separate locations. 3 of the 5 backup copies are stored locally. One is on the application server itself, one is on our File server, and one is backed up to a Network Attached Storage (NAS) device. Having 3 local backup copies stored on the different machines means that in the unlikely event of a hardware malfunction, we can recover the data very quickly. Additionally, we backup the data to our backup server located in our Corporate Office, and we employ a secure on-line backup service that stores 2 copies of our backup at two independent locations.



#### 4.5. Public Awareness Education

In the initial implementation phase of the Cross-Connection Control Program, Public Education on the topic should remain in the community spotlight. HydroCorp will provide a specialized speaker to participate/present at a town hall/public meeting engagement if requested. Press release information will be offered in digital format to the Village of Hartland for local distribution to local media resources & website if requested. Further, public education brochures will be available in electronic format for download and can be posted on the Village of Hartland web site.



Further Public Education resources including brochures and video files can be found at <http://www.hydrocorpinc.com/resources/links/>



## 5. EXECUTIVE SUMMARY, PROJECT FEES/COST

Based on your current program, HydroCorp™ will provide the following services to the **Village of Hartland**. This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the **Village of Hartland** with the necessary data and information to maintain compliance with the Wisconsin Department of Natural Resources (DNR) Water Bureau Cross Connection Control Regulations. Once this project has been approved and accepted by the **Village of Hartland** and HydroCorp, you may expect completion of the following elements within a one (1) year period. The components of the project include:

- A. Perform initial inspections of (82) Non-Residential water services and up to (94) inspections within the Village served by the public water supply for cross-connections. Compliance follow up visits shall be completed by HydroCorp and are included in the total inspections.
- B. Inspections will be conducted in accordance with the DNR Water Bureau Cross Connection Control regulations. Inspectors will survey exposed piping and utilize Isolation/Point of Use inventory method of surveying as supported by the State of Wisconsin Plumbing Code – SPS 382.41.
- C. HydroCorp will document existing backflow prevention devices and assemblies and verify proper installation and/or suggest corrective actions if devices and/or assemblies need to be installed to prevent cross-connections. Documentation to include make, model, size, manufacturer, serial number, location and regulated object number if applicable. In lieu of surveying residential kitchens and bathrooms, an educational brochure will be provided as allowed by DNR regulation NR 810.15.
- D. Notify each building owner prior to each inspection via postal letter with opportunity to schedule a specific time of inspection via the Hydro Designs Inc. Provide ongoing support for water customer scheduling and questions via the Hydro Designs Inc. WI office toll free 800# phone line, fax, or email.
- E. Provide Water Utility and building owner with a detailed corrective action report for each non-compliant facility, in most cases, water utility personnel can perform effective follow up compliance inspections.
- F. Perform administrative functions including: answering water user telephone calls, scheduling of inspections, mailing of all notices, verification of corrective action(s) requirements, and general customer service and program education inquiries by an individual trained in Cross-Connection Control Program Management.
- G. Generate and document the required program data and compliance status using proprietary Software Data Management Program. Submit comprehensive management reports on a quarterly basis and prepare the State of Wisconsin, DNR Water Bureau Annual Cross Connection Control Program Activity Report.
- H. Conduct an annual review meeting to discuss overall program status and recommendations.
- I. Assist the Village with a community wide public relations program including general awareness brochures and web site cross connection control program overview content and resources.
- J. Provide ongoing support via phone, fax, internet, text or email.



## PRICING/PROPOSED FEES

HydroCorp to complete inspections, appointments, customer care service and program administration. Compliance/follow up inspections and administration related to compliance/follow up inspections included.

PRICING:

\_\_\_\_\_ **Initial Inspections of 82 non-residential services connections and an overall total of up to 94 inspections including follow up compliance inspections.**

\_\_\_\_\_ **\$14,076.00 dollars.**

HydroCorp will invoice monthly in equal installments upon receipt of signed contract/agreement

***Proposed pricing is valid for 120 days from the receipt of this proposal.***

**Submitted by:** HYDROCORP- CORPORATE OFFICE- 5700 CROOKS RD SUITE 100 TROY MI 48098

Craig Wolf | 612-850-8939 | cwolf@hydrocorpinc.com

**Accepted by:**

X \_\_\_\_\_

Village/Utility Representative (Signature)

\_\_\_\_\_

Date

\_\_\_\_\_  
Printed Name / Title



## 6. BACKGROUND

### 6.1. The HydroCorp Promise

HydroCorp is the Safe Water Authority.™ It is our duty to provide the most precise and comprehensive technical services in the industry. It also means delivering those services with expert knowledge, professionalism, and sensitivity to budgets and schedules – the highest standard of water safety oversight, combined with the highest value.

The Result – Your water system is compliant. Your risk and exposure are reduced. Your water – and your people – are protected.

### 6.2. Company Overview

- Founded in 1983 and incorporated in 1988.
- The firm has grown from two employees to a staff of over 40 full time associates in multiple states. Average tenure with the company is 7 years and employee turnover is less than 10%.
- HydroCorp Conducts over 25,000 on site, Cross-Connection Control Inspections **annually**.
- HydroCorp provided Cross-Connection Control Program Management Services to over 240 communities in several states including: Michigan, Wisconsin, Delaware, Maryland, Virginia, Florida and Minnesota. We still have our first customer!
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), and American Society for Sanitary Engineering (ASSE). We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.
- HydroCorp staff and company are active members in many water industry associations including:
  - American Water Works Association (AWWA) | AWWA – Wisconsin Chapter
  - National Rural Water Association (NRWA) | Wisconsin Rural Water Association
  - American Public Works Association (APWA)
- HydroCorp is not a Plumbing Company and does not utilize existing staff to perform backflow prevention assembly testing, repair or plumbing related services.



### 6.3. Office Address & Contact Information

<b>Regional Office:</b>	HYDROCORP – MIDWEST OFFICE 200 S EXECUTIVE DR SUITE 100 BROOKFIELD WI 53005	
<b>Contact:</b>	Craig Wolf	
<b>Telephone:</b>	612-850-8939	
<b>Email:</b>	<a href="mailto:cwolf@hydrocorpinc.com">cwolf@hydrocorpinc.com</a>	
<b>Corporate Office: (Remit to Address)</b>	HYDROCORP – CORPORATE OFFICE 5700 CROOKS ROAD SUITE 100 TROY MI 48098	
<b>Telephone:</b>	800.690.6651 or 248.250.5000	WI Office (Above) Corporate Office (Below)
<b>Legal Status:</b>	S-Corporation, 1988   E.I.D. 38-2810008	
		

## 7. PROJECT REFERENCES

- a) City of Marshfield, 1210 S Oak St, Marshfield, WI 54449 | John Richmond, Water Utility Manager, [john.richmond@MarshfieldUtilities.org](mailto:john.richmond@MarshfieldUtilities.org) | 715-898-2170
- b) City of Chetek, 1125 Railroad Ave., Chetek, WI 54728 | Dan Knapp, Director-Public Works, [chetekcs@chibardun.net](mailto:chetekcs@chibardun.net) | 715-924-4236
- c) Sturgeon Bay Utilities, 230 E. Vine St, Sturgeon Bay, WI 53235-007 | Cliff White, Superintendent, [cwhite@wppienergy.org](mailto:cwhite@wppienergy.org) | 920-746-2820



## 8. PROJECT TEAM QUALIFICATIONS

### Corporate Officers



**Larry J. La Bute**, Founder & CEO - Chairman of the Board of Directors. Mr. La Bute founded the company in 1983 to improve the safety of drinking water systems. He graduated from Oakland University with a B.S. in Management and received his Master's degree from S.S. Cyril & Methodius Seminary. Prior to founding HydroCorp, Mr. LaBute successfully founded and ran a water treatment equipment manufacturing company for 12 years.



**Mark L. Martin**, CPA & Chief Financial Officer. Mr. Martin joined HydroCorp in early 2007 and is a seasoned business executive experienced in working with growing small and mid-size companies across a broad range of industries. Mark received a B.S. in Accounting from Michigan State University in 1980 and is also a 10-year board member of Haiti Outreach Mission.



**Glenn Adamus**, COO. A member of the HydroCorp team for the past fourteen years, Glenn has managed various water quality analysis projects related to process water and potable water systems on HydroCorp's behalf, including Stage 2 DBPR, Lead and Copper Rule, water distribution system/quality characterization studies, water main/system disinfections, legionella risk assessment and monitoring, and industry compliance monitoring. He has also performed and managed numerous cross connection control surveys/consulting projects for large industry and public water systems throughout the United States.



**Paul Patterson**, Senior Vice President. Mr. Patterson joined HydroCorp, Inc. in 2004, and is responsible for operational oversight of over 200 Cross-Connection Control Programs throughout Michigan, Delaware, Maryland, Florida, Wisconsin and Virginia. Before joining HydroCorp, Mr. Patterson was a member of the U.S. Air Force, where he assisted in the implementation of a stateside installation Cross-Connection Control Program. Paul is an ASSE Certified Instructor for Backflow Assembly Testing Certification and regularly presents and regional water industry association conferences.



## Staff Bios Continued



**Dave Cardinal**, Vice President, Municipal Division. Dave has over twenty years' experience as a water professional and has a successful record of accomplishments in the cross-connection control industry. Experienced in program development, project management, developing and conducting employee education and training programs, developing and instructing State certified education and training classes, quality assurance, customer service, and client satisfaction. He is responsible for establishing business practices, field operation procedures, and administrative functions related to cross connection control program management. Dave is an ASSE Certified Instructor for multiple ASSE Certifications related to Cross-Connection Control and Backflow Prevention. Dave also has been a speaker at numerous Water Industry Conferences.



**Craig Wolf**, New Cross-Connection Control Program development in the Midwest Region. Since 2009 at HydroCorp, he was responsible for identification of hazards and deficiencies and determining proper recommendations for over 130 municipal client cross-connection control programs in Wisconsin. He also generated inspection reports and protection recommendations for over 3,000 individual facility surveys of cross-connections. Certified by ASSE for Cross-Connection Control Surveying, Craig applies years of field experience to offering solutions for public water systems that are cost effective. In the past 4 years, Craig has been focused on client retention efforts, and developing new Cross Connection Control Programs for Municipal Water Systems around the region.



**Ryan Hensley**, Administrative Account Manager – Municipal Division. As an Administrative Account Manager Ryan Hensley is responsible for providing administrative support to field surveyors, regional managers and division directors with all components associated with managing a comprehensive cross connection control program, in addition to providing highest level of customer service to our municipal clients. Ryan has been a member of the HydroCorp team for over 10 years and is an ASSE 5150 certified Backflow Prevention Program Administrator.

He is an advanced user of the HydroSoft data management program & responsible for providing day to day tech support to the entire staff and external clients. Ryan also assists in the planning, testing & training of HydroSoft for clients and end users.

### Field Inspectors/Surveyors/Technicians

HydroCorp invests continuously in educational training and development of its team members. All of the HydroCorp Field Inspectors assigned to this project are certified in Cross-Connection Control Surveying and Backflow Prevention Program Management through one the following programs:

Prepared for: Leo, Village of Hartland

---

2025 F-350 Chassis 4x2 SD Super Cab 168" WB SRW XLT (X3E)

Price Level: 515

---

**Client Proposal**

Prepared by:

Brad Baker

Office: 414-344-9500

Quote ID: 102224

Date: 10/22/2024



Badger Ford Truck Center | 2326 W St Paul Ave, Milwaukee, Wisconsin, 532332522

Office: 414-344-9500

**Prepared for: Leo**

Village of Hartland

Prepared by: Brad Baker

10/22/2024



Badger Ford Truck Center | 2326 W St Paul Ave Milwaukee Wisconsin | 532332522

---

**2025 F-350 Chassis 4x2 SD Super Cab 168" WB SRW XLT (X3E)**

Price Level: 515 | Quote ID: 102224

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## Warranty

### Standard Warranty

*Basic Warranty*

Basic warranty ..... 36 months/36,000 miles

*Powertrain Warranty*

Powertrain warranty ..... 60 months/60,000 miles

*Corrosion Perforation*

Corrosion perforation warranty ..... 60 months/unlimited

*Roadside Assistance Warranty*

Roadside warranty ..... 60 months/60,000 miles

---

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

## Prepared for: Leo

Village of Hartland

Prepared by: Brad Baker

10/22/2024



Badger Ford Truck Center | 2326 W St Paul Ave Milwaukee Wisconsin | 532332522

## 2025 F-350 Chassis 4x2 SD Super Cab 168" WB SRW XLT (X3E)

Price Level: 515 | Quote ID: 102224

## As Configured Vehicle

Description	MSRP
-------------	------

### Base Vehicle

Base Vehicle Price (X3E)	\$54,240.00
--------------------------	-------------

### Packages

Order Code 633A	N/C
-----------------	-----

#### Includes:

- Engine: 7.3L 2V DEVCT NA PFI V8 Gas
- 410 Amp Dual Alternators

Includes 250 Amp + 160 Amp.

- Transmission: TorqShift 10-Speed Automatic  
10R140 with neutral idle. Includes SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and trail.

- Electronic-Locking w/4.30 Axle Ratio

- GVWR: 10,900 lb Payload Package

- Tires: LT275/65Rx18E BSW A/S

Spare may not be the same as the road tire.

- Wheels: 18" Sparkle Silver Painted Cast Aluminum  
Includes bright hub covers/center ornaments.

- Cloth 40/20/40 Split Bench Seat

Includes 20% center under-seat storage, center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar.

- Radio: AM/FM Stereo w/MP3 Player

Includes 6 speakers.

- SYNC 4 Communications & Entertainment System

Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink and 1 smart-charging USB port.

### Powertrain

Engine: 7.3L 2V DEVCT NA PFI V8 Gas	Included
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#### Includes:

- 410 Amp Dual Alternators

Includes 250 Amp + 160 Amp.

Transmission: TorqShift 10-Speed Automatic	Included
--	----------

10R140 with neutral idle. Includes SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and trail.

Electronic-Locking w/4.30 Axle Ratio	Included
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GVWR: 10,900 lb Payload Package	Included
---------------------------------	----------

Complete restrictions/requirements not available.

### Wheels & Tires

Tires: LT275/65Rx18E BSW A/S	Included
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Spare may not be the same as the road tire.

Wheels: 18" Sparkle Silver Painted Cast Aluminum	Included
--	----------

Includes bright hub covers/center ornaments.

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

## Prepared for: Leo

Village of Hartland

Prepared by: Brad Baker

10/22/2024



Badger Ford Truck Center | 2326 W St Paul Ave Milwaukee Wisconsin | 532332522

## 2025 F-350 Chassis 4x2 SD Super Cab 168" WB SRW XLT (X3E)

Price Level: 515 | Quote ID: 102224

## As Configured Vehicle (cont'd)

Description	MSRP
<b>Seats &amp; Seat Trim</b>	
Cloth 40/20/40 Split Bench Seat	Included
<i>Includes 20% center under-seat storage, center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar.</i>	
<b>Other Options</b>	
Monotone Paint Application	STD
168" Wheelbase	STD
Radio: AM/FM Stereo w/MP3 Player	Included
<i>Includes 6 speakers.</i>	
<i>Includes:</i>	
<i>- SYNC 4 Communications &amp; Entertainment System</i>	
<i>Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink and 1 smart-charging USB port.</i>	
3-Ton Mechanical Jack	\$55.00
Engine Block Heater	\$190.00
410 Amp Dual Alternators	Included
<i>Includes 250 Amp + 160 Amp.</i>	
Platform Running Boards	\$445.00
Rear View Camera & Prep Kit	\$415.00
<i>Pre-installed content includes cab wiring and frame wiring to the rear most cross member. Upfitters kit includes camera with mounting bracket, 20' jumper wire and camera mounting/aiming instructions.</i>	
Carpet Delete	-\$50.00
<i>Replaced with black flooring.</i>	

## Fleet Options

Fleet Customer Powertrain Limited Warranty	N/C
Requires valid FIN code.	
<i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i>	

## Emissions

50-State Emissions System	STD
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Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Leo**

Village of Hartland

Prepared by: Brad Baker

10/22/2024



Badger Ford Truck Center | 2326 W St Paul Ave Milwaukee Wisconsin | 532332522

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**2025 F-350 Chassis 4x2 SD Super Cab 168" WB SRW XLT (X3E)**

Price Level: 515 | Quote ID: 102224

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**As Configured Vehicle (cont'd)**

Description	MSRP
<b>Exterior Color</b>	
Antimatter Blue Metallic	N/C
<b>Interior Color</b>	
Medium Dark Slate w/Cloth 40/20/40 Split Bench Seat	N/C
<b>SUBTOTAL</b>	<b>\$55,295.00</b>
Destination Charge	\$1,995.00
<b>TOTAL</b>	<b>\$57,290.00</b>

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**Prepared for: Leo**

Village of Hartland

Prepared by: Brad Baker

10/22/2024



Badger Ford Truck Center | 2326 W St Paul Ave Milwaukee Wisconsin | 532332522

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**2025 F-350 Chassis 4x2 SD Super Cab 168" WB SRW XLT (X3E)**

Price Level: 515 | Quote ID: 102224

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## Pricing Summary - Single Vehicle

			<b>MSRP</b>	
<i>Vehicle Pricing</i>			\$57,290.00	
<hr/> <b>Subtotal</b>			<hr/> \$57,290.00	
 <i>Service Plan Adjustments</i>				
<b>Code</b>	<b>Description</b>			<b>MSRP</b>
muni	Municipal Discount			-\$4,734.00
<hr/> <b>Total</b>			<hr/> <b>\$52,556.00</b>	

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Customer Signature

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Acceptance Date

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Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



# OLSON TRAILER AND BODY L.L.C.

2485 Hutson Road, P.O. Box 12586 Green Bay, Wisconsin 54307-2586 Telephone 920-499-0881 FAX 920-499-3813

C/O HARTLAND

Quote: 62813-WH-3

Date: 12/3/24

Delivery Date: TBD

Terms: NET

Ship Via: F.O.B. GREEN BAY

Quoted By: WALLY HENDERSON

Quantity	Part or Model No.	Description	Price
		<b>FURNISH AND INSTALL</b>	
1	<b>6108F40</b>	KNAPHEIDE 107.25" LONG X 78" WIDE SERVICE BODY WITH:	
		49" FLOOR, 41.25" HIGH X 14.5" DEEP FLIP TOP SIDE COMPARTMENTS	
		*CURBSIDE FLIP TOP SHORTENED FOR CRANE MOUNT	
		* 14 GA. TWO-SIDED GALVANNEAL STEEL BODY SHELL	
		* 1/8" TREADPLATE FLOOR WITH 1-3/8" RETURN FLANGE	
		* 14 GA. TWO-SIDED GALVANNEAL STEEL <b>16" HIGH TAILGATE</b>	
		* DOUBLE SHELL, 20 GA. TWO-SIDED GALVANNEAL STEEL DOORS	
		* NEW AUTOMOTIVE DESIGN ROTARY STYLE LATCHES	
		* 100% STAINLESS STEEL CONTINUOUS HINGES AND DOUBLE	
		SPRING OVER CENTER DOOR RETAINERS ON ALL VERTICAL	
		DOORS, RUBBER DOOR BUMPERS, CHAIN RETAINERS ON ALL	
		HORIZONTAL DOORS WITH NEOPRENE DOOR SEALS	
		* 12-STAGE "K" COAT DIP COAT PRIME PAINT PROCESS	
		* PERTROLEUM BASED UNDERCOATING	
		* EXCLUSIVE 6-YEAR GUARANTEE TO FIRST OWNER/USER	
		COVERING NO RUST-THROUGH BODY SHELL	
		*TORSION AND FALSE FLOOR, (6) IN BED CARGO TIE DOWNS, LED	
	<b>BUMPER/HITCH</b>	COMPARTMENT LIGHTS WITH SWITCH IN CAB, GALVA-GRIP BUMPER	
		WITH CLASS V <b>2 1/2" RECEIVER HITCH</b> & 7 WAY RV TRAILER PLUG	
		*INSTALL FACTORY BACK UP CAMERA IN REAR BUMPER	
		<b>CONTINUED ON PAGE 2</b>	



2485 Hutson Road, P.O. Box 12586 Green Bay, Wisconsin 54307-2586 Telephone 920-499-0881 FAX 920-499-3813

Quote: 62813-WH-3  
 Date: 12/3/24  
 Delivery Date: TBD  
 Terms: NET  
 Ship Via: F.O.B. GREEN BAY  
 Quoted By: WALLY HENDERSON

Quantity	Part or Model No.	Description	Price
	<b>DRAWS/SHELVES</b>	*DRIVER & CURBSIDE FRONT COMPARTMENTS TO HAVE (2)	
		C-TECH 4 DRAWER UNITS WITH (2) 3", (1) 5" & (1) 7" DRAWERS	
		- (1) ADJUSTABLE SHELF, CURBSIDE HORIZONTAL COMPARTMENT	
		- (1) ADJUSTABLE DIVIDER SHELF STREET SIDE VERTICAL	
		COMPARTMENT & 28 DIVIDERS FOR ABOVE SHELVES AND 20	
		DIVIDERS FOR FLIP TOP COMPARTMENTS	
		*CURBSIDE REAR VERTICAL COMPARTMENT TO HAVE CRANE	
		REINFORCEMENT FOR VENTURO ET8KXP CRANE	
	<b>CRANE:</b>	VENTURO ET8KXP ELECTRIC/HYDRAULIC MAST CRANE WITH:	
		WIRELESS PROPORTIONAL CONTROL	
		*LIFTING CAPACITIES OF 2000lbs 4', 950 lbs. 8', 700 lbs. @ 12',	
		AND 600 lbs. @ 14', 65' OF 1/4" AIRCRAFT QUALITY WIRE ROPE	
		*POWER ROTATION, POWER ELEVATION, WITH 6' FIXED BOOM,	
		(1) 4' POWER, AND (1) 4' MANUAL EXTENSION	
		*WIRED PENDANT CONTROL WITH 20' CORD AND QUICK	
		DISCONNECT AND <b>WIRELESS REMOTE</b>	
		*CAPACITY OVERLOAD SHUT-OFF SYSTEM, ANTI TWO BLOCKING	
		SYSTEM, SNATCH BLOCK WITH SWIVEL HOOK SAFTEY LATCH,	
		AND MASTER DISCONNECT SWITCH	
		*MEETS ANSI B30.5 SAFTEY AND OSHA 1910.180 REQUIREMENTS	
		*BOOM REST TO WORK WITH FLIP TOP COMPARTMENTS	
		<b>CONTINUED ON PAGE 3</b>	



# OLSON TRAILER AND BODY L.L.C.

2485 Hutson Road, P.O. Box 12586 Green Bay, Wisconsin 54307-2586 Telephone 920-499-0881 FAX 920-499-3813

Quote: 62813-WH-3

Date: 12/3/24

Delivery Date: TBD

Terms: NET

Ship Via: F.O.B. GREEN BAY

Quoted By: WALLY HENDERSON

Quantity	Part or Model No.	Description	Price	
		*MANUAL DOWN OTRIGGER INSTALLED IN KNAPHEIDE BUMPER		
		INSTALL CUSTOMER SUPPLIED CRANE PEDESTAL		
	<b>LIGHTING:</b>	KNAPHEIDE LED STOP/TURN/TAIL & BACK UP LIGHTS WIRED TO		
		WORK WITH FRONT GRILL MOUNTED STROBES, (2) SOUND OFF		
		EPL73000 SERIES STROBES, (1) 30004ST GO-LIGHT FLOOD LIGHT,		
		(2) SYFLATA SUPERIOR LED STROBES, (1) 3.5" LED FLOOD LIGHT		
		AND (1) SOUND OFF ETMTC001 TRAFFIC ADVISOR LED		
		PROGRMABLE LIGHT ALL MOUNTED ON FABRICATED CAB		
		GUARD, AND LED LIGHT MOUNTED ON CRANE BOOM		
	<b>INVERTER:</b>	DIMENSIONS DSI-12/3000N PURE SIGN INVERTER MOUNTED ON		
		FLOOR BEHIND SEAT WIRED TO BATTERY WITH RECEPTACLE		
		MOUNTED ON REAR OF CURBSIDE COMPARTMENT		
		*PREP, PRIME AND PAINT BODY TO MATCH CAB WITH SPRAY		
		LINER APPLIED TO CARGO AREA, TAILGATE, AND BUMPER AS		
		WELL AS UNDERCOAT BOTTOM OF SERVICE BODY AND		
		INSTALL ALUMINUM ROCK GUARDS		
		<b>TOTAL:</b>	<b>\$53984</b>	<b>00</b>
	<b>OPTION:</b>	DIMENSIONS ULTIMATE POWER 4000 INVERTOR WITH 4000		
		WATTS IN LIEU OF DSI-12-3000	<b>ADD:</b>	<b>\$300 00</b>

This Quotation is Subject to the Additional Terms & Conditions on the Reverse Side

<input type="checkbox"/> If This Box is Checked you Accept As Shown.	
Please Sign and Return Acceptance Copy	Authorized Signature <span style="float: right;">Date</span>

All orders Accepted will be Subject to the Following Unless Specified Otherwise in our Current Price Lists. Schedules or Quotations:

**TERMS AND CONDITIONS:**

1. Prices and terms are subject to change without notice.
2. Regular Terms on approved credit are: Net 10 Days
3. Prices are FOB Seller's dock. If stated on current price lists or quotations, freight will be allowed on orders as specified. No Allowance for freight or for cartage will be made if buyer accepts delivery at the factory or warehouse.
4. All orders are taken subject to seller's acceptance.
5. Seller Shall be excused and not liable for delays caused by Buyer's request, labor troubles, shortages in materials, damage to plant, governmental regulations or other cause, similar or otherwise, beyond Seller's control.

6. **Warranty:**

We warrant products manufactured by us to be free from defects in material and workmanship for 90 day period from our invoice date. As to any products not manufactured by us, the warranty is that of the manufacturer. Our obligation and liability under this warranty is expressly limited to replacing or repairing at our option: the defective part only, and only after satisfactory inspection and proof of defect. We make no other warranty, expressed or implied.

Our obligation shall not include any liability allegedly caused by use of the merchandise resulting in property damage or personal injury. We do not accept liability for transportation charges, labor charges or any direct, indirect or consequential damage or delay. No warranty against patent infringement is made or is to be implied.

Products or parts for which a warranty claim is made are to be returned, transportation prepaid to our warehouses unless authorized in writing by us prior to shipment.

Any improper use, misapplication, operation beyond rated capacity, substitution of parts or any alteration or repair by others in such manner as in our judgment affects the product materially and adversely, shall void this warranty. No employee or representative is authorized to change this warranty in any way or to grant any other warranty, expressed or implied.

7. The goods manufactured by us will be produced in compliance with requirements of the Fair Labor Standards Act of 1938, as amended and in compliance with regulations and orders of the U.S. Department of Labor issued there under.
8. Seller does not agree to any terms and conditions except those set forth herein and in its current price schedules and in its quotation, if any. Shipment of any merchandise by Seller will be on said terms and conditions and no modification shall be effected by the acknowledgement or acceptance of any purchase order forms containing different terms and conditions from those set for herein.

**OLSON TRAILER AND BODY**  
GREEN BAY, WISCONSIN

December 3, 2024

Mr. Ryan Bailey, CPA  
Village Manager  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53029

Re: Kwik Trip Development  
W. Capitol Drive Infrastructure Acceptance

Dear Mr. Bailey:

In accordance with the Developer Agreement, Kwik Trip has submitted closeout documentation as it relates to the public infrastructure improvements on W. Capitol Drive. The project consisted of roadway and utility upgrades to accommodate new adjacent development.

An inspection of the work has been completed and all outstanding punch list items have been adequately addressed. As such, we recommend that the Village Board accept the public infrastructure improvements completed as part of this project. We recommend this acceptance be made contingent on the receipt of valid lien waivers for their major subcontractors and suppliers.

A complete breakdown of the roadway and utility public infrastructure incorporated with this project is attached to this letter.

If you or any staff member should have any questions regarding this, please feel free to contact me at (262) 542-5733.

Respectfully,

RUEKERT & MIELKE, INC.



Peter W. Gesch, P.E. (WI)  
Municipal Services Team Leader  
[pgesch@ruekert-mielke.com](mailto:pgesch@ruekert-mielke.com)

PWG:pwg  
Enclosure(s)

cc: Tom Jenson, Village of Hartland  
Santee Policello, Village of Hartland  
Ryan T. Amtmann, P.E., Ruekert & Mielke, Inc.



## Store Engineering

FAX 608-793-6237

1626 Oak St., P.O. Box 2107  
La Crosse, WI 54602

[www.kwiktrip.com](http://www.kwiktrip.com)

Village of Hartland  
Ryan Bailey  
210 Cottonwood Ave  
Hartland, WI 53029

November 18<sup>th</sup>, 2024

### Road Acceptance Request

Mr. Bailey,

We have completed the road improvements to West Capitol Drive adjacent to our new Kwik Trip site and Three Leaf Partners development. We are requesting acceptance from the Village of Hartland for these improvements. All appropriate inspections have been requested and completed to date as well. Please let us know if there are any further questions regarding this request.

Sincerely,

**Jeff Osgood – Sr. Development Manager - Store Engineering - Kwik Trip, Inc.**

608-793-5547 - [josgood@kwiktrip.com](mailto:josgood@kwiktrip.com) 1626 Oak St | P.O. Box 2107 | La Crosse, WI 54602

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### OUR MISSION

*To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated, and to make a difference in someone's life.*

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**W. Capitol Drive Public Infrastructure**

<u>Roadway</u>				
ITEM	UNITS	QTY	UNIT PRICE	TOTAL COST
Aggregate Base - 12"	TON	3820	\$ 24.00	\$ 91,680.00
Asphalt Pavement - 6"	SY	5730	\$ 28.00	\$ 160,440.00
Concrete Sidewalk - 5"	SY	990	\$ 16.00	\$ 15,840.00
Concrete Curb & Gutter - 30"	LF	1950	\$ 20.00	\$ 39,000.00
Street Sign	EACH	3	\$ 1,000.00	\$ 3,000.00
Street Light	EACH	3	\$ 6,500.00	\$ 19,500.00
RRFB Crosswalk Signal	EACH	4	\$ 2,000.00	\$ 8,000.00
			<b>Total</b>	<b>\$ 337,460.00</b>

<u>Utilities - Storm Sewer</u>				
ITEM	UNITS	QTY	UNIT PRICE	TOTAL COST
12" Concrete Storm Sewer	LF	10	\$ 64.00	\$ 640.00
15" Concrete Storm Sewer	LF	333	\$ 70.00	\$ 23,310.00
18" Concrete Storm Sewer	LF	26	\$ 74.00	\$ 1,924.00
24" Concrete Storm Sewer	LF	751	\$ 90.00	\$ 67,590.00
48" Concrete Storm Manhole	EACH	6	\$ 3,600.00	\$ 21,600.00
2'x 3' Concrete Storm Catch Basin	EACH	12	\$ 3,200.00	\$ 38,400.00
15" Concrete Flared End Section	EACH	1	\$ 1,600.00	\$ 1,600.00
24" Concrete Flared End Section	EACH	1	\$ 1,800.00	\$ 1,800.00
			<b>Total</b>	<b>\$ 156,864.00</b>

<u>Utilities - Sanitary Sewer</u>				
ITEM	UNITS	QTY	UNIT PRICE	TOTAL COST
48" Concrete Sanitary Manhole	EACH	1	\$ 5,200.00	\$ 5,200.00
			<b>Total</b>	<b>\$ 5,200.00</b>

<u>Utilities - Water Distribution</u>				
ITEM	UNITS	QTY	UNIT PRICE	TOTAL COST
6" PVC Water Lead	LF	41	\$ 350.00	\$ 14,350.00
8" PVC Water Lead	LF	110	\$ 315.00	\$ 34,650.00
6" Gate Valve	EACH	2	\$ 5,500.00	\$ 11,000.00
8" Gate Valve	EACH	1	\$ 6,500.00	\$ 6,500.00
6" Hydrant Assembly	EACH	1	\$ 12,000.00	\$ 12,000.00
			<b>Total</b>	<b>\$ 78,500.00</b>
			<b>Total</b>	<b>\$ 578,024.00</b>

December 3, 2024

Mr. Ryan Bailey, CPA  
Village Manager  
Village of Hartland  
210 Cottonwood Avenue  
Hartland, WI 53029

Re: Kwik Trip Development  
Letter of Credit Reduction  
Irrevocable Letter of Credit Number SLCMMSP12395

Dear Mr. Bailey:

We have received a request from Kwik Trip to release the Letter of Credit for the project. The letter of Credit was for the value of the off-site improvements as well as the on-site landscaping, storm water, and retaining wall infrastructure. The off-site improvements consisted of utility and roadway improvements within W. Capitol Drive. An inspection of the off-site improvements has been completed and we have recommended acceptance by the Village in a separate letter. The on-site improvement work has been completed and we have received as-builts and stamped drawings for the storm water improvements and retaining wall.

In accordance with Article V, Section F. of the PUD Agreement, 10% of the value of the off-site improvements is to remain for a period of 24-months from the date of final acceptance by the Village of the off-site improvements. The value of the off-site public improvements, as detailed in our recommendation for acceptance, is \$578,024.00. The amount to be held during the 24-month warranty period is \$57,802.40.

We, therefore, recommend that the letter of credit in the amount of \$1,523,996.38 be reduced to a new value of \$57,802.40 to account for the off-site warranty security required by the PUD agreement. This warranty security is eligible for release on December 8, 2026.

If you or any staff member should have any questions regarding this, please feel free to contact me at (262) 542-5733.

Respectfully,

RUEKERT & MIELKE, INC.



Peter W. Gesch, P.E. (WI)  
Municipal Services Team Leader  
[pgesch@ruekert-mielke.com](mailto:pgesch@ruekert-mielke.com)

PWG:pwg  
Enclosure(s)

cc: Tom Jenson, Village of Hartland  
Sandee Policello, Village of Hartland  
Ryan T. Amtmann, P.E., Ruekert & Mielke, Inc.