



## Village of Hartland

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### VILLAGE BOARD AGENDA

MONDAY, JUNE 23, 2025 ▪ 6:30 PM

BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD

Call to Order

Roll Call

Pledge of Allegiance – Trustee Conner

Public Comments: Please be advised the Village Board will receive comments from the public related to any item(s) for a three-minute time period per person, with time extensions per the Village President's discretion. This meeting will be recorded and will be available online through the Village's website.

1. Approval of Minutes
  - a. May 27, 2025
  - b. June 9, 2026
2. Items related to vouchers
  - a. Consideration of vouchers for payment in the amount of \$ 269,578.00
3. Review and consideration of items related to Licenses and Permits
  - a. Consideration of Special Event Application for St. Charles Fall Fest, September 5, 6, 7, 2025
  - b. Consideration of Temporary Class "B"/"Class B" (Beer/Wine) Retailer's license – St. Charles for Fall Fest, September 5, 6, 7, 2025
  - c. Consideration of operator/bartender license
    - i. Gavin Taylor III (temporary)
    - ii. James Lepkowski
  - d. Consideration of Fireworks Permit for The Legend at Bristlecone for August 23, 2025

#### Other Items for Consideration

4. Consideration of Third Reading for Ordinance No. 05/27/2025-A "An Ordinance Amending Sec. 46-801 of the Village of Hartland Code of Ordinances Regulating PUD Planned Unit Development Overlay District"
5. Consideration of Third Reading for Ordinance No. 05/27/2025 – "An Ordinance Amending Sec. 22-168 through 22-173 and creating Sec. 174 of the Village of Hartland Code of Ordinances Regulating Mobile Food Vendors"

6. Discussion and consideration to award the 2025 Crack Sealing Contract to Thunder Road LLC for the sum of \$47,859
7. Review and consideration of Water Utility Simplified Rate Increase
8. Discussion and possible action on Design/Construction Management Agreement for Administrative and Police Facility with Keller Inc.
9. Discussion and possible action on Design/Construction Management Agreement for Fire Station Facility with Keller Inc.
10. 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.
11. Adjourn

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: 827 4256 0374  
Passcode: 711719 Or participate online: <https://us02web.zoom.us/j/82742560374?pwd=4EaAsTV3eBfsmT0TB9piUak6rozehc.1>

**VILLAGE OF HARTLAND  
VILLAGE BOARD MINUTES  
TUESDAY, MAY 27, 2025 · 6:30 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

President Pfannerstill called the meeting to order at 6:32 pm.

Present: President Pfannerstill, Trustees de Boer, Conner, Hallquist

Excused: Trustees Truttschel, Pfeiffer, Wallschlager

Others Present: Fire Chief Jambretz, Kajil Sharp, Division Chief, Police Chief Misko, DPW Director Jenson, DPW Supervisor Jungbluth, Recreation Director Blonien, Clerk Policello

Public Comment: 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.

Nina Ziegler works for St. Jerome School; she asked that the board approve their special event application that is on this agenda.

1. Approval of Minutes for May 12, 2025

Motion (Conner/Hallquist) to approve the May 12, 2025 minutes. All were in favor, **motion carried.**

2. Items related to vouchers

a. Consideration of contractor's application for payment no. 1 in the amount of \$146,451.94 to Zignego Company, Inc. for the 2025 Utilities Program  
Staff recommends approval.

Motion (Hallquist/de Boer) to approve contractor's application for payment no. 1 in the amount of \$146,451.94 to Zignego Company, Inc. for the 2025 Utilities Program.

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

b. Consideration of contractor's application for payment no. 1 in the amount of \$99,668.87 to Wolf Paving Co., Inc. for the 2025 Paving Program  
Staff recommends approval.

Motion (Conner/Hallquist) to approve contractor's application for payment no. 1 in the amount of \$99,668.87 to Wolf Paving Co., Inc. for the 2025 Paving Program.

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

c. Consideration of vouchers for payment in the amount of \$363,646.03

Motion (Conner/de Boer) to approve payment of vouchers in the amount of \$363,646.03.

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

3. Review and consideration of items related to Licenses and Permits
  - a. Consideration of Special Event Application by St. Jerome School for June 2, 2025  
Nina Ziegler, St. Jerome School appeared in person. The application was turned in too late to go to the Park Board prior to the Village Board.  
Motion (Hallquist/de Boer) to approve the Special Event Application for St. Jerome School for June 2, 2025. All were in favor, **motion carried.**
  - b. Consideration of bartender license applications  
Chief Misko does approve both bartender applications.
    - i. Heidi Wise
    - ii. Diane RaabeMotion (Hallquist/Conner) to approve both bartender license applications. All were in favor, **motion carried.**

Referred from Plan Commission May 19, 2025 Meeting

4. Village Board first reading for proposed PUD development amendment (“Project”) whose approval is being sought by Three Leaf Development on property tax key HAV 0423981056 located on Campus Drive. The Village Board will review:
  - a. Proposed amendment of preliminary site and building plans for senior living development (124 units from previous 120);
  - b. Request by the developer to amend the PUD to waive impact, sewer connection and Regional Sewer Availability Charge fees totaling approximately \$382,874.
  - c. Consideration of setting a date for a Public Hearing for July 14, 2025

John Ford, Three Leaf Development appeared in person. The number of units is increased to 124 units from 120, as previously proposed. No board members object to the increased number of units.

Ford said the second component of their request is on the financial side. There is a housing gap for baby boomers. This development will allow family members to live near each other. They have reviewed their plans and operating expenses and have trimmed \$3,000,000 from the project cost, which equates to approximately \$25,000 per unit. Ford said there are site challenges, including fire access around the entire building, additional grading due to existing topography, inefficient parking and road circulation due to property shape and additional building; the additional site work is estimated at \$541,700. They estimate senior occupancy at 1.2 people per unit; industry standards for traditional housing is 3.5 people per unit. Ford estimates utility usage at 37% by comparison. Ruekert & Mielke calculated 2.53 people per household based on in their impact fee report that they provided in October 2023 (page 5). Using this statistic, they would be just under 50% utility usage compared to the alternatives for housing. There are two impact fee schedules, one for commercial and one for residential. Ford said senior is a hybrid of the two schedules. Ford said they are actually using 37% of what we are actually charging for impact fees. Ford said they will pay 100% of all police, fire and DPW impact fees; they are requesting a waiver of library

and recreation/parks fees, which their seniors will generally not use. They will pay 100% of the Del-Hart utility fees. The total impact fees are \$1,265,801; they are requesting waiver of \$382,874 to come in line with what they are actually using. They will pay \$882,000 in impact fees.

This is a \$50M project to meet a growing need; they are not asking the Village, to contribute any money and this would not set precedent. Ford is asking to set utility fees for their actual usage, which represents less than 1% of the total project costs. This project will generate between \$2 – 3M in taxes over the next 10 years.

President Pfannerstill informed the Village Board that a Plan Commission member brought up that a hospital would not have to pay these fees; he asked Village Manager Bailey if this is part of the PUD as written – how does this move forward? Bailey said there is an ordinance amendment on tonight's agenda for a first reading that would allow the Board to move forward with waiving of impact fees.

Motion (Hallquist/Conner) to set the date for the public hearing on July 14, 2025. All were in favor, **motion carried.**

Ford said there will be 40-45 full-time equivalent employees.

#### Other Items for Consideration

5. Consideration of First Reading for Ordinance No. 05/27/2025-A “An Ordinance Amending Sec. 46-801 of the Village of Hartland Code of Ordinances Regulating PUD Planned Unit Development Overlay District”  
Bailey said this amendment would allow the board to potentially waive fees. The first reading was completed.
6. Consideration of First Reading for Ordinance No. 05/27/2025 – “An Ordinance Amending Sec. 22-168 through 22-173 and creating Sec. 174 of the Village of Hartland Code of Ordinances Regulating Mobile Food Vendors

Village Manager Bailey said the draft ordinance would allow food trucks in four of our parks; in Nixon Park they would be allowed on Mondays, Tuesdays and Wednesdays for at least this year and could change in future years. Fees were included in the draft. Changes can be made.

Chief Misko said the appendix needs to reflect the renumbering of the ordinance if it is passed. He asked what would happen if the parking spots were occupied when the food truck arrives. Clerk Policello said we would have DPW cone off those spots earlier in the day.

Trustee Conner asked why we would have separate regulation of food carts versus food trucks and not have them under one umbrella. Pfannerstill said the difference is volume; a food truck/trailer can handle a larger volume of sales. The draft ordinance as written counts a food

cart as a food vendor; the draft limits two food vendors per park at a time. Conner questions why food carts are allowed in Nixon Park when the beer garden is open and not food trucks. Pfannerstill said it appeared that the majority of the board wanted to honor the beer garden contract and review it next year. He said a truck/trailer will take up more parking spots; the carts can move around the park. If the Board does not want the cart to count in the two-vendor limit, it can be changed in the draft. Conner said the draft is confusing and doesn't make sense. Pfannerstill said he sees a difference between a food cart and a food truck/trailer.

Trustee Hallquist referred to the draft sec. 22-169, are we happy with the hours 7 am – 11 pm? Is 11 pm too late? Sec. 22-172 – Mobile food vendors parks there are no hours; the parks close at dusk; would we want to limit those hours? Chief Misko said this is the language that is in the current ordinance and he is not aware of any issues or complaints with the 11 pm closure time but it could be an issue with a weekday. Hallquist said we could add that food vendors are allowed when the parks are open, with the exception of special events. Pfannerstill agreed.

The first reading was completed.

7. Presentation of Draft Water Supply Service Area Plan
  - a. Schedule Public Hearing for June 9, 2025

DPW Director Jenson gave an overview of the Draft Water Supply Plan. The Plan is on the Village's website and looks at the next 20 years for the Village's water utility. A public hearing will be held on June 9<sup>th</sup> with public comments taken at that date and by email through June 27, 2025. They have the volunteers that they need for the study.

Motion (Hallquist/Conner) to schedule the Public Hearing for June 9, 2025. All were in favor, **motion carried.**

8. Discussion and consideration to award Mid City Corporation the contract for maintenance and repairs required for the Arlene Lift Station check valve vault in the amount of \$22,400.

DPW Director Jenson said this is a PLC upgrade keeping up with improvements on the panels; he has taken care of subcontracting out the mechanical and electrical pieces of the project. The lift station will be down during this work. Jenson received two complete quotes; the third contractor bowed out due to the complexities of the project. Staff recommends awarding Mid City the contract for the sum of \$22,400

Motion (Conner/Hallquist) to approve Mid City Corporation the contract for maintenance and repairs required for the Arlene Lift Station check valve vault in the amount of \$22,400. All were in favor, **motion carried.**

9. Discussion and consideration to purchase ODB Leaf Vac for the sum of \$140,072.56 as approved in the 2025 budget

DPW Director Jenson said the current leaf vac is 23 years old and has outlasted its lifetime. The lowest bidder was Dickmar. The current leaf vac we have is an ODB and they are recommending approving ODB unit.

Motion (Hallquist/de Boer) to approve the purchase of the ODB Leaf Vac for the sum of \$140,072.56 as approved in the 2025 budget. They anticipate receiving the unit in 2025.

President Pfannerstill asked if we are going to keep the old one. Jenson said this is scheduled as a replacement but that he will discuss with the Village Manager to see if we can keep it.

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

10. Discussion and possible action on presentation by Keller, Inc. regarding space needs study

Devin Flannigan recapped the last meeting; the overall opinion was Hartbrook Park for the location of the Police Department and the Administrative offices. Lawn Street was discussed as the location for the Fire Department. The Board wanted a cost comparison of rebuilding Fire and remodeling it. The potential sites have been narrowed. Flannigan said it would make sense to come back in June to get approval for construction documents which could be completed in December and bidding would go out next January/February.

Flannigan misspoke at the last meeting regarding the gym. The previously proposed gym was 15,000 sq ft with a cost of \$5-7M. It could be done now or later. President Pfannerstill asked if just the gym – not classrooms – could it be done for \$2.5M? Flannigan said probably not, maybe \$4 – 5M. A gym is challenging due to building and energy codes, required bathrooms, etc.

Flannigan reviewed the building budgets.

The Police Department and Administration at Hartbrook Park would be about \$17-20M.

The Fire Department remodel is \$6 – 7.5M; a new build would be \$8 – 9.5M.

Greg Staub reviewed the Fire Department as a new build and the reconstruction option. Chief Jambretz said both would work for the department. He said with the ground up option there is a lot less question or unknown; in a remodel you don't know exactly what you will run into. Flannigan said over time, adding onto the remodel version will be more challenging – if we aren't worried about that, then it may not be an issue.

Pfannerstill asked if the Fire Department went to full-time how many employees per shift would we have? Jambretz said 6 per shift plus chief, a deputy chief and an administrative

assistant. DPW asked if the remodel would involve replacing water and sewer; Flannigan said he would recommend that.

Staub reviewed Village Hall and the Police Department at Hartbrook Park. Hallquist would like to have a ball field made somewhere else to replace the one lost to construction. Bailey said options for an additional ball field were proposed for Centennial Park .

The Clerk suggested flipping the small Village Hall conference room with the small men's toilet room to allow access to the conference room from the public hallway and the administrative office. Chief Misko said the evidence room will be larger than they currently have; there will be room in the garage for vehicles and larger things they don't want to bring in the building; there will be a mezzanine area as well.

Flannigan can look at cost if the Police Department and Village Hall would be 2 stories. Misko said we will look at Hartbrook's ball field schedule to see if we are solving a problem that doesn't exist.

Flannigan said at the next meeting we need to bring plans back for Centennial Park and Cottonwood for baseball.

President Pfannerstill and Trustee Conner think the plan are going in the right direction. Flannigan said these will be 75 year buildings.

Pfannerstill suggested if we build the Police Department first, their garage could help house fire vehicles during their build.

Pfannerstill is in favor of a Fire Department rebuild; de Boer said she is good with ground up construction.

Flannigan asked if it would make sense to have Ehlers at the next meeting. Bailey said that can be done.

Pfannerstill suggested getting this on the Park Board agenda to look at relocating Hartbrook's ball field and for staff to look at how much that field is used.

#### 11. Announcements

DPW Director Jenson said West Capitol resurfacing will be next week – avoid the area if you can. Hwy 83 construction will be moving south from Oakwood to Golf on June 9<sup>th</sup>. They are looking for a DPW laborer. Some repairs were made today to the splash pad and it will hopefully be online soon. The Hometown banner is up.

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**MONDAY, MAY 27, 2025**  
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Recreation Director Blonien said they are looking for volunteers for Hometown. The fishing clinic is this Saturday. Thursday concerts in the park kicked off last week. T-ball games start next week. The Delafield fishing clinic went well.

Kajil Sharp, FD said last week they did their annual compliance testing for the SCBA's and their face pieces. Testing for hydrotesting on bottles they purchased last year is due by next year.

Chief Misko said the spring Citizens Academy class had their graduation. Officer Pfeil will complete his field training tomorrow, which is a few weeks early.

12. Adjourn

Motion (de Boer/Conner) to adjourn. All were in favor, **motion carried.**

Meeting adjourned at 8:57 pm.

Respectfully submitted,  
Santee Policello  
Village Clerk

**VILLAGE OF HARTLAND**  
**VILLAGE BOARD MINUTES**  
**MONDAY, JUNE 9, 2025 · 6:30 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

President Pfannerstill called the meeting to order at 6:32 pm.

Present: President Pfannerstill, Trustee Truttschel, Pfeiffer, Wallschlager, Conner, Hallquist

Excused: Trustee deBoer

Others Present: Village Manager Bailey, Fire Chief Jambretz, Kajil Sharp, Division Chief-Fire, Police Chief Misko, Deputy Chief DeBarge, DPW Director Jenson, Recreation Director Blonien, Clerk Policello

Public Comment: Please be advised the Village Board will receive comments from the public related to any item(s) for a three-minute time period per person, with time extensions per the Village President's discretion. This meeting will be recorded and will be available online through the Village's website.

None

1. Approval of Minutes for May 27, 2025  
Motion (Conner/Hallquist) to approve the May 27, 2025 minutes. Vote: Aye-3, Nay-0, Abstain-Wallschlager, Truttschel, Pfeiffer. This will go on the June 23<sup>rd</sup> agenda for approval.
2. Items related to vouchers
  - a. Consideration of vouchers for payment in the amount of \$2,222,385.38  
Motion (Wallschlager/Truttschel) to approve payment of vouchers in the amount of \$2,222,385.38. All were in favor, **motion carried**, Abstain - Conner
3. 2024 financial audit presentation by Michelle Walter, Baker Tilly  
Senior Manager at Baker Tilly, Michelle Walter, presented the audit and financial statements. They issued an unmodified opinion, which is the highest level of assurance that we can receive from our auditor. The financial statements are free from any misstatements, they include the required disclosures and accounting policies and principles are properly followed.
4. Review and consideration of items related to Licenses and Permits
  - a. Consideration of Restricted Species Permit Application, William Koehn, 274 Hickory Ct.  
Mr. Koehn appeared in person; his ex-wife is temporarily moving in and she has 2 dogs and he has 1 dog.  
Motion (Wallschlager/Pfeiffer) to approve the restricted species permit for William Koehn. All were in favor, **motion carried**.

- b. Consideration of Special Event Application for Hartland Children’s Business Fair, Nixon Park, date in August to be determined

Chloe Machajewski appeared via Zoom, this will be the second year of this event.

Children ages 6-14 create their own business, marketing, product and money handling. She would like the event to be on Thursday, August 14<sup>th</sup> adjacent to the Fine Arts Center, 5:30 pm – 8 pm.

Motion (Truttschel/Pfeiffer) to approve the event for August 14; pending park board approval. Trustee Hallquist would like a concrete date set for the event. Hallquist said that the participants will need to carry their stuff in from Park Ave – they can’t drive on the path. The Board encouraged a 4:30 pm set up time. Chloe will work with Village staff to assist in setting up. Chloe confirmed that she would like the event on August 14<sup>th</sup> – staff will confirm park availability. All were in favor, **motion carried.**

- c. Consideration of Special Event Application by Hartland Chamber of Commerce Street Dance, August 23, 2025

Scott Heyerdahl, current chairman of the board of the Chamber of Commerce presented. They would like the road to close at noon with the event taking place 3 pm – 11 pm. The road closure will be on E. Capitol from Church to Cottonwood. Heyerdahl said the set up will basically be the same as last year; they may move the children’s area moved from the US Bank lot to E. Capitol.

Motion (Pfeiffer/Wallschlager) to approve the Street Dance 2025 by Hartland Chamber of Commerce. All were in favor, **motion carried.**

- d. Consideration of Temporary Class “B”/”Class B” (Beer/Wine) Retailer’s license – Hartland Chamber of Commerce for Street Dance, August 23, 2025

Motion (Pfeiffer/Truttschel) to approve the temporary Class “B”/”Class B” (Beer/Wine) Retailer’s license for the Hartland Chamber of Commerce Street Dance, August 23, 2025. All were in favor, **motion carried.**

- e. Consideration of the annual renewal of Licenses and Permits for period July 1, 2025 to June 30, 2026

- i. Class “B” Beer/”Class B” Liquor
- ii. Reserve Class “B” Beer/”Class B” Liquor
- iii. Class “A” Beer/”Class A” Liquor
- iv. Class “B” Beer
- v. “Class C” Wine

Chief Misko said background checks were done on all agents; he said there is nothing to report on any of the establishments.

Motion (Hallquist/Wallschlager) to approve the annual renewal of Licenses and Permits for period July 1, 2025 to June 30, 2026. All were in favor, **motion carried.**

- f. Consideration of the annual renewal of Licenses expiring June 30, 2025
  - i. Amusement Device Licenses
  - ii. Cabaret Licenses
  - iii. Cigarette Licenses
  - iv. Weights and Measures Licenses

Motion (Pfeiffer/Truttschel) to approve the annual renewal of Licenses expiring June 30, 2025. All were in favor, **motion carried.**

Other Items for Consideration

- 5. Consideration of Second Reading for Ordinance No. 05/27/2025-A “An Ordinance Amending Sec. 46-801 of the Village of Hartland Code of Ordinances Regulating PUD Planned Unit Development Overlay District”

Trustee Wallschlager does not like this proposed amendment. Trustee Hallquist said this amendment is so that we have the availability to waive fees if we choose, for the senior facility or other future developments. Trustee Truttschel said this would give the Board the ability to waive fees if they would like. President Pfannerstill said sometimes there needs to be some give and take with developers. Trustee Pfeiffer said this would give us the ability to negotiate and decide on a case-by-case basis.

This completes the second reading.

- 6. Consideration of Second Reading for Ordinance No. 05/27/2025 – “An Ordinance Amending Sec. 22-168 through 22-173 and creating Sec. 174 of the Village of Hartland Code of Ordinances Regulating Mobile Food Vendors

President Pfannerstill said he is okay with trying food trucks out in the parks, limited to two trucks to start, in a designated area. The items that were discussed at the last meeting are redlined in the current draft. He does not think that food trucks should be allowed on beer garden days; we need to stand behind the beer garden contract and that can be re-evaluated in six months. Trustee Wallschlager asked if the maps indicate the only place the trucks can park in the park; this was confirmed, unless it is with a special event. She asked if a pushcart can be trailered to the park or must it be pushed to the park? Bailey said if you selling from the trailer it is a trailer; if the cart is removed from the trailer and sales take place from the cart, then it is considered a cart as long as it fits the weight and length limits defined in the ordinance. A food cart does count toward the limit of two mobile food vendors allowed in a park at a time.

Trustee Conner said he likes consistency; if food trucks are not allowed in Nixon Wednesday through Sunday, he doesn't think they should be allowed Monday - Wednesday.

Trustee Pfeiffer asked if we have had a food cart in the park other than Little Dipperz? That is the only pushcart that has applied to sell in the park.

This completes the second reading. This will go on the next agenda for third reading. Pfannerstill said the readings will go on as long as we are making adjustments to the draft, which can exceed three readings.

Pfeiffer said there are pushcarts that sell items other than ice cream, so we need to consider that. Conner said it complicates it when we are considering what type of food they are selling from a cart, it's either to consider whether we are going to allow it or we aren't. Trustee Truttschel said we are trying to do this so we don't have to revisit it. Pfannerstill said that any board member that wants to see amendments to the draft should send those to the village manager or the clerk so that they can be included in the next meeting packet.

7. Public Hearing and presentation of Draft Water Supply Service Area Plan

DPW Director Jenson introduced David Arnott, Ruekert & Mielke. Arnott reviewed the Draft Plan, it is meant to serve as a road map for the next 20 years, to make sure the Village has a sufficient water supply. The projected peak day water demand for the Village in 2045 is projected at 2.77 million gallons per day. Presently the reliable supply, which has a factor of safety factored in, the Village has 3.51 million gallons per day available. Our supply today is greater than the 20-year peak day demand. We are in a good position to provide water for the foreseeable future as development happens. Storage is also sufficient for the 20-year time period, which is important for firefighting.

The one issue that was recognized is the PFAS issue in well 6. The standards for PFAS are decreasing and right now we meet it, but in several years it will decrease to 4 ppt for 2 of the main compounds of PFAS. We have recently tested at 4.1 ppt. Jenson is consulting with vendors now regarding partial treatment options, if needed, in the future to come into compliance. We are minimally over the safe level. He recapped that our water supply, water mains and storage are in good shape.

Hallquist asked what the stop gap measure is to be in compliance? Dig another well? Dig deeper? Jenson said right now we are looking at filtration, which is a common solution. Another option is to dig an additional well next to well 6 that is deeper. We are getting numbers on both options; we would need to do a sample well and see what kind of PFAS

levels there are. This is part of the analysis to determine which would be the cheaper option. Jenson said the filtration systems are \$1-4 million.

The public hearing was opened at 7:51 pm. There was no public comment. The public hearing was closed at 7:52 pm.

8. Discussion and consideration to award the 2025 Asphalt Rehabilitation Contract to Fahrner Asphalt Sealers Inc. for the sum of \$22,600

DPW Director Jenson said we are trying to prolong the life of the roads to save on construction costs. GSB-88 is an oil sealant that is sprayed on a roadway and dries in 2 hours. He said this is estimated to give another 7 – 8 years of life to a roadway. We received one bid. Staff recommends approval. This will cover 17,500 sq yards; it is an oil base that dries. The Windrush roads are 10 years old.

Motion (Truttschel/Hallquist) \$22,660. All were in favor, **motion carried.**

President Pfannerstill asked that announcements be heard prior to #9.

Motion (Pfeiffer/Conner) to move up #9. All were in favor, **motion carried.**

10. Announcements

Recreation Director Blonien said volunteers are still needed for Hometown. Summer camp starts next week.

DPW Director Jenson said W. Capitol paving is completed; striping was done today and the project went well. He has 1 open full-time position.

Fire Chief Jambretz said for May there were 101 calls for service. We are at over 500 calls for service this year. One of his full time employees gave his 2 week notice; the position has been posted.

President Pfannerstill said August 22 is the Fire Department golf outing; contact the Village to participate. Street Dance is on August 23. Hometown June 26-28 with the parade on Sunday, June 29. He asked for prayers for Ben Askren due to his health situation.

The meeting went into recess at 8:04 pm and returned to session at 8:11 pm.

9. Discussion and possible action on presentation by Keller, Inc. regarding space needs study

President Pfannerstill asked Chief Misko if he had anything for the Board before the discussion started, since they are the department that is most strained on space. Misko said the presented plan makes sense and puts the department in a good position.

Devin Flanigan said the next step would be to get construction documents and get engineers involved. When a board is comfortable with the financial piece, that would be the next step. That is why Ehlers is here tonight. If we are going to spend money on construction documents, you should be prepared to finish the construction projects.

Greg Johnson, Ehlers, presented a preliminary financial plan summary for 2 construction options. Keller provided a range for construction estimates. Option 1 is \$25 million in total project cost. Option 2 is \$29.5 million. The payments would be the same year-over-year. The debt service payment for the \$25 million would be \$1,917,000 per year; for \$300,000 of value that cost is about \$3,200 over 20 years, just for the debt service for that amount. We are limited to the general obligation debt we can have by state law; our existing debt plus project costs takes us to 35% of that limit. Option 2 has a debt service payment would be about \$2,270,000 per year for 20 years. That cost is about \$3,800 for every \$300,000 of value over 20 years. The debt limit capacity reaches 39% for the option 2 borrowing amount. Village Manager Bailey said the current Village tax rate is \$3.85 per thousand; option 1 would take it to \$4.86. Option 2 would take it to \$5.05. We would be able to refinance if interest rates decrease. We could change the remaining repayment schedule as well. The forecasted interest rate figured for 2026 is 4.5%. Bailey said the current administration building would be torn down and hopefully developed and added to the tax base.

Flanigan asked if the Board is comfortable with the expenses. Pfannerstill asked if Flanigan is comfortable with the total cost estimate of \$29.5 million. Flanigan said he is. The cost estimate is for furnished buildings. Chief Misko is supportive of the construction plan. Chief Jambretz said he has made initial contacts for living space and a location to keep the trucks during construction. He feels comfortable they will find a place for their equipment.

President Pfannerstill suggested a public hearing to present to the residents. Trustee Wallschlager said she will not be at the next meeting. Bailey said a public hearing/open house will be held. Flannigan said we should move to construction documents now and that will allow for more detailed information for the public hearings. Pfannerstill said it can be a community engagement event where people can receive

information and ask questions. Chief Misko said tours of the police department can be given.

Motion (Pfannerstill/Conner) that based on how tight the Police Department is, that we should move forward to begin the ball rolling on the next steps that needs to be done can take place, including rolling it out to the public, for the greater good of Hartland for the next 50-75 years. All were in favor, **motion carried.**

10. Announcements

Blonien we still need volunteers for Hometown. Summer camp starts next week.

Jenson said W. Capitol is done; striping was done today; project went well. He has 1 open full time position.

Jambretz – May 101 calls for service. We are over 500 calls for service this year. One of his full-timers gave his 2 week notice; the position has been posted.

Pfannerstill August 22 is the Fire Department gold outing; contact the Village to participate. Street Dance is on August 23. Hometown June 26-28; parade on Sunday. Asked for prayers for Ben Askren due to his health situation.

11. Adjourn

Motion (Pfeiffer/Truttschel) to adjourn 8:49 pm. All were in favor, **motion carried.**

Respectfully submitted,  
Santee Policello  
Village Clerk

To: Village President & Board of Trustees

From: Tonia Smith, Fiscal Clerk

Date: June 18, 2025

RE: Voucher List

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Attached is the voucher list for the  
June 23, 2025 Village Board Meeting

June 23, 2025 Checks: \$ 269,578.00

Total Amount of all Checks: \$ 269,578.00

**VILLAGE OF HARTLAND**  
**VOUCHER LIST - JUNE 23, 2025**

Account Descr	Search Name	Comments	Amount
R 101-44300 PERMITS	ADONIS ROOFING	675 INDUSTRIAL CT G BUSINESS OCCUPANCY DEPOSIT	\$500.00
G 101-23000 SPECIAL DEPOSITS	GREENING, SCOTT	515 W NORTH SHORE OCCUPANCY REFUND	\$500.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	HARTLAND COMMUNITY BAND PARADE	2025 PARADE PERFORMANCE	\$600.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	HENNING, AARON	2025 PARADE PERFORMANCE	\$950.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	HILLBILLY CLAN 50	2025 PARADE PERFORMANCE	\$200.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	HOME DEPOT	PVC PIPE	\$17.43
G 101-31630 HOMETOWN CELEBRATION DONATIONS	HOOF BEATS EXPRESS	2025 PARADE PERFORMANCE	\$770.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	JOLLY BADGERS OF TRIPOLI SHRINE	2025 PARADE PERFORMANCE	\$700.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	JUDI WELCH SIGNS	PARADE CAR MAGNETS	\$95.00
G 101-23000 SPECIAL DEPOSITS	LAKE COUNTRY DANCE	1190 RICHARDS RD BUSINESS OCC REFUND	\$500.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	LINDER, ANDY	2025 PARADE PERFORMANCE	\$275.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	LLHSMPO	2025 PARADE PERFORMANCE	\$1,500.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	MID-CITY SALES	SHIRTS FOR HTC	\$1,236.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	MILWAUKEE DANCING GRANNIES PARA	2025 PARADE PERFORMANCE	\$600.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	NORTH WOODS CHEMICAL CORP.	TOILET PAPER/ BAGS	\$766.13
G 101-23000 SPECIAL DEPOSITS	OCONOMOWOC RUGBY FOOTBALL CLUB	JUNE 14 CENTENNIAL DEPOSIT REFUNDS	\$2,300.00
G 101-31620 FINE ARTS CENTER DONATIONS	PAIGE, WILLIAM	7/10 THURSDAY NIGHT CONCERT	\$65.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	PAUKNER, SCOTT	2025 PARADE PERFORMANCE	\$700.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	RED HOT DIXIE JAZZ BAND	2025 PARADE PERFORMANCE	\$725.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	REVOLUTIONS TWIRLING CLUB	2025 PARADE PERFORMANCE	\$100.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	SAKE, SAM	2025 PARADE PERFORMANCE	\$1,150.00
G 101-31620 FINE ARTS CENTER DONATIONS	SNOPEK, JACK J	7/10/25 THURSDAY NIGHT CONCERT	\$450.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	SOUTHEAST ELECTRICAL SERVICES LLC	ELECTRICAL WORK FOR CARNIVAL	\$3,742.46
R 101-46725 PARK RENTALS-TAX EXEMPT	ST. CHARLES	PARK RENTAL REFUND	\$45.00
G 101-23000 SPECIAL DEPOSITS	ST. CHARLES	FIELD RESTORATION DEPOSIT REFUND	\$150.00
G 101-23000 SPECIAL DEPOSITS	ST. CHARLES	FIELD PARTICIPATION DEPOSIT REFUND	\$300.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	TRIPOLI LEGION OF HONOR	2025 PARADE PERFORMANCE	\$300.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	TRIPOLI SHRINE CLOWNS PARADE	2025 PARADE PERFORMANCE	\$300.00
G 101-31620 FINE ARTS CENTER DONATIONS	TWANG DRAGONS	7/3/25 THURSDAY NIGHT CONCERT	\$400.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	UWM MEAD WITTER SCHOOL OF MUSIC	6/29 HARTLAND PARADE	\$2,040.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	WERNER ELECTRIC SUPPLY	PART RETURN	-\$70.38
G 101-31630 HOMETOWN CELEBRATION DONATIONS	WERNER ELECTRIC SUPPLY	NEMA L6-30R	\$87.97
G 101-23000 SPECIAL DEPOSITS	WESTROCK RESIDENCES	700 W CAPITOL OCCUPANCY REFUND	\$500.00
G 101-31630 HOMETOWN CELEBRATION DONATIONS	WISCONSIN DIAMOND DANCERS	2025 PARADE PERFORMANCE	\$400.00
			\$22,894.61
<b>AMBULANCE</b>			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN CYLINDER	\$131.57
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	THINLINE PSYCHOLOGICAL SERVICES	NEW HIRE EVALUATION	\$275.00

Account Descr	Search Name	Comments	Amount
AMBULANCE			\$406.57
CEMETERY			
E 101-54910-365 BLDGS/GROUNDS MAINT EXPENSE	ROBERTS TOPSOIL	25 YARDS TOPSOIL	\$520.00
CEMETERY			\$520.00
DPW SALT DOME			
E 401-79300-285 CONSTRUCTION COSTS	BIG FISH CONTRACTORS	SALT DOME ROOF REPLACEMENT	\$48,975.00
DPW SALT DOME			\$48,975.00
ECONOMIC DEVELOPMENT			
E 804-56700-711 FAÇADE PROGRAM	COTTONWOOD PROPERTIES LLC	FAÇADE GRANT	\$10,000.00
ECONOMIC DEVELOPMENT			\$10,000.00
ENVIRONMENTAL SERVICES			
E 101-53635-460 LANDSCAPE MANAGEMENT	HOME DEPOT	SPRAYER	\$79.97
ENVIRONMENTAL SERVICES			\$79.97
FINANCIAL ADMINISTRATION			
E 101-51500-500 PROPERTY ASSESSMENT	CATALIS TAX & CAMA INC	ASSESSMENT FEES	\$4,587.50
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	HRA FEES	\$193.93
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FSA FEES	\$94.70
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$914.04
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	CLOUD BACKUP	\$56.66
E 101-51500-530 TAX BILLING/TAX ROLL	WAUKESHA CTY TREASURER	2025 TAX PARCEL BILLING	\$6,390.86
FINANCIAL ADMINISTRATION			\$12,237.69
FIRE PROTECTION			
E 101-52200-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	NUTS AND BOLTS	\$9.68
E 101-52200-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	CONNECTOR	\$30.55
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	DISHWAND REFILL	\$83.55
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	CEPULIS, EMMA	ARIAL EXAM	\$80.00
E 101-52200-360 VEHICLE MAINT/EXPENSE	JEFFERSON FIRE & SAFETY INC	RELIEF VALVE	\$390.45
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	MACQUEEN	GEAR REPAIRS	\$330.45
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	MACQUEEN	ARMOR PATCHES	\$333.95
E 101-52200-255 BLDGS/GROUNDS	PIONEER SUPPLY LLC	TOILET TISSUE	\$88.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	STRYKER SALES	ELECTRODE PADS	\$117.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	STRYKER SALES	ELECTRODE PADS	\$117.16
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	THINLINE PSYCHOLOGICAL SERVICES	NEW HIRE EVALUATION	\$275.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	WI STATE FIREFIGHTERS ASSOC	2025-26 MEMBERSHIP	\$990.00
FIRE PROTECTION			\$2,845.95
GENERAL ADMINISTRATION			
E 101-51400-210 LEGAL SERVICES	BUELOW VETTER BUIKEMA OLSON &	LEGAL SERVICES	\$147.00

Account Descr	Search Name	Comments	Amount
E 101-51400-395 COMMUNITY RELATIONS	DAVE DROEGKAMP HEATING INC	SHEET METAL FOR THE BEER GARDEN	\$94.50
E 101-51400-395 COMMUNITY RELATIONS	EXECU PRINT	FARMERS MARKET BANNER	\$114.00
E 101-51400-210 LEGAL SERVICES	LAW OFFICE OF KIMBERLY KERSHEK	LEGAL SERVICES	\$1,200.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$787.50
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	RESERVE ACCOUNT	REFILL POSTAGE	\$2,000.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	VITALSHRED	SHREDDING SERVICES	\$62.45
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$7,326.00
E 101-51400-395 COMMUNITY RELATIONS	WALLSCHLAGER FRANKE, ANN	PARADE CANDY	\$319.76
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF AGRICULTURE,	WEIGHTS AND MEASURES CONTRACT INSPECTION	\$2,250.00
GENERAL ADMINISTRATION			\$14,301.21
LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ADVANTAGE POLICE SUPPLY	JOSWICK SCIT EQUIPMENT	\$2,392.98
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ADVANTAGE POLICE SUPPLY	JOSWICK CARRIER	\$263.03
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	FIRST RESPONDERS PSYCH SERVICE	PSYCHOLOGICAL SERVICES	\$187.50
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	HYDE SYTE LLC	FFL TRANSFER	\$490.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	JOSWICK, LUKE	CLOTHING REIMBURSEMENT	\$255.84
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	MAY 2025 PHONE SEARCHES	\$161.64
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	MID-CITY SALES	POLOS	\$320.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$187.50
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LAB BILLING	\$39.39
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	MEDICAL SERVICES	\$704.00
E 803-52100-300 OPERATING SUPPLIES/EXPENSES	SCHWEIZER EMBLEM COMPANY	MIU POLICE LINE	\$950.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	SIRCHIE ACQUISITION CO	RED EVIDENCE TAPE	\$65.58
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	TIMECLOCK PLUS, LLC	SCHEDULE ANYWHERE LICENSE	\$642.72
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WI DEPT OF TRANSPORTATION 7366	PURSUIT INTERVENTION TECHNIQUE COURSE	\$105.00
LAW ENFORCEMENT			\$6,765.18
LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$31.15
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$441.02
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	CLOUD BACKUP	\$50.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$937.50
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	VARIOUS JANITORIAL SUPPLIES	\$424.00
E 101-55110-310 BOOKS & MATERIALS	PLAYAWAY PRODUCTS	VARIOUS PLAYAWAYS	\$200.98
E 101-55110-310 BOOKS & MATERIALS	PLAYAWAY PRODUCTS	VARIOUS PLAYAWAYS	\$79.99
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	COPIER SERVICES STAFF ROOM	\$398.11
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	COPIER SERVICES LIB FLOOR	\$151.78
LIBRARY			\$2,714.53
MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALL WASHED UP WINDOW CLEANING	MUNICIPAL BUILDING WINDOW CLEANING	\$675.00
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	MAT SERVICES	\$254.24

Account Descr	Search Name	Comments	Amount
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	WEED KILLER	\$46.75
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	VARIOUS JANITORIAL SUPPLIES	\$424.00
MUNICIPAL BUILDING			<u>\$1,399.99</u>
PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	VARIOUS MENDERS/ NUTS AND BOLTS	\$75.34
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	CONNECTOR	\$55.75
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	CONNECTOR	\$8.07
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	FLEMINGS FIRE 1, INC.	FIRE EXTINGUISHER INSPECTION	\$46.71
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	NORTH WOODS CHEMICAL CORP.	VARIOUS JANITORIAL SUPPLIES	\$1,427.50
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PORT-A-JOHN	PORTABLE RESTROOMS	\$291.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PORT-A-JOHN	PORTABLE RESTROOMS	\$172.00
PARKS			<u>\$2,076.37</u>
PUBLIC WORKS			
E 101-53000-420 STORM SEWER	ACE REDI-MIX INC	CONCRETE FOR RUSTIC & FORSETH	\$688.00
E 101-53000-420 STORM SEWER	ACE REDI-MIX INC	CONCRETE FOR W CAPITOL	\$471.50
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	VARIOUS BLADES	\$55.61
E 101-53000-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	ROPE	\$113.47
E 101-53000-360 VEHICLE MAINT/EXPENSE	BOBCAT PLUS INC	PARTS FOR STUMP GRINDER	\$1,118.45
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	PDF FUEL	\$665.59
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	PDFD FUEL	\$570.27
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	NO LEAD FUEL	\$2,319.39
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	FLEMINGS FIRE 1, INC.	FIRE EXTINGUISHER INSPECTION	\$260.37
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	FLEMINGS FIRE 1, INC.	FIRE EXTINGUISHER INSPECTION	\$275.04
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	HOME DEPOT	POSTS/ FLOWERS	\$254.01
E 101-53000-420 STORM SEWER	HOME DEPOT	BOARDS	\$179.24
E 101-53000-420 STORM SEWER	HOME DEPOT	PAINT	\$57.98
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORM SERVICES	\$206.28
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	UNIFORM SERVICES	\$162.70
E 101-53000-360 VEHICLE MAINT/EXPENSE	KAESTNER AUTO ELECTRIC CO	STROBE LIGHT	\$339.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	VARIOUS HARDWARE	\$474.45
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	LISBON CREEK SYSTEMS	FIRE ALARM MONITORING	\$195.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	WHEEL WEIGHTS	\$28.19
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	EXTINGUISHER	\$32.98
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	EXTINGUISHERS	\$230.86
E 101-53000-360 VEHICLE MAINT/EXPENSE	NAPA AUTO PARTS	WHEEL WEIGHTS	\$228.70
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	OLSEN SAFETY EQUIPMENT CORP	RAINCOATS/ EAR MUFFS	\$182.19
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	HOSE	\$263.12
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	HOSE	\$66.83
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	CLAMP	\$14.80
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	VARIOUS HARDWARE	\$209.74

Account Descr	Search Name	Comments	Amount
E 101-53000-360 VEHICLE MAINT/EXPENSE	PROVEN POWER INC	VARIOUS BEARINGS/ FILTERS	\$395.86
PUBLIC WORKS			\$10,059.62
RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	ANGELES, IRENE	WATERCOLOR CLASS 6/13/25	\$224.00
E 101-55300-304 TBALL	BURGHARDT SPORTING GOODS	UNIFORMS	\$968.50
E 101-55300-303 SUMMER REC EXPENSES	BURNS, ELIZA	WORK PERMIT FEES	\$10.20
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	EDGEWORTH, LINDSAY	SMART SITTER CLASSES	\$448.00
E 101-55300-312 SPLASHPAD EXPENSES	HOME DEPOT	CAULK GUN/ CAULK	\$278.64
E 101-55300-312 SPLASHPAD EXPENSES	HOME DEPOT	SEALANT	\$134.59
E 101-55300-312 SPLASHPAD EXPENSES	HOME DEPOT	SELF LEVELING SEALANT	\$239.28
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SPORTZ BRAINS	BASE BATTERS	\$525.60
RECREATION PROGRAMS/EVENTS			\$2,828.81
REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	GFL ENVIRONMENTAL	GARBAGE FEES	\$47,333.20
E 201-53620-200 GARBAGE COLLECTION FEES	GFL ENVIRONMENTAL	OVERPAYMENT CREDIT	-\$3,305.64
REFUSE & GARBAGE COLLECTION			\$44,027.56
SEWER SERVICE			
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	CONTAINER	\$5.10
E 204-53610-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	NUTS AND BOLTS	\$5.02
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	FSA FEES	\$14.57
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	HRA FEES	\$29.83
E 204-53610-385 MAINTENANCE-COLLECT EQP PUMP	GRAINGER	CAPACITORS	\$109.65
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	CLOUD BACKUP	\$56.67
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT SERVICES	\$37.50
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	SABEL MECHANICAL	WOODLANDS LIFT STATION REPAIRS	\$5,680.23
SEWER SERVICE			\$5,938.57
WATER UTILITY			
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	BIEBELS TRUE VALUE	VARIOUS VALVES	\$71.02
E 620-53700-651 MAINTENANCE OF MAINS	CORE & MAIN LP	VALVE BOX RETURN	-\$30.26
E 620-53700-651 MAINTENANCE OF MAINS	CORE & MAIN LP	VARIOUS VALVES/ SPIDER BOX	\$2,392.00
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	FSA FEES	\$36.42
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	HRA FEES	\$74.59
E 620-53700-653 MAINTENANCE OF METERS	FERGUSON WATERWORKS	METER WASHERS	\$38.90
E 620-53700-923 OUTSIDE SERVICES	FLEMINGS FIRE 1, INC.	FIRE EXTINGUISHER INSPECTION	\$275.04
E 620-53700-631 WATER TREATMENT - CHEMICALS	MARTELLE WATER TREATMENT	WELLHOUSE CHEMICALS	\$6,670.79
E 620-53700-605 MAINTENANCE-WATER SOURCE PLANT	MENARDS- PEWAUKEE	SAW BLADES/ PAINT	\$256.12
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLE TESTING	\$87.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLE TESTING	\$200.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	WATER SAMPLE TESTING	\$116.00

Account Descr	Search Name	Comments	Amount
E 620-53700-923 OUTSIDE SERVICES	ONTECH SYSTEMS, INC	CLOUD BACKUP	\$56.67
E 620-53700-923 OUTSIDE SERVICES	ONTECH SYSTEMS, INC	IT SERVICES	\$37.50
E 620-53700-681 COMPUTERS & SOFTWARE	TERMINAL ANDRAE INC	WELL 6 PLC UPGRADE	\$14,000.00
E 620-53700-672 DISTRIB/RESERVE STANDPIPE	UTILITY SERVICE CO INC	TOWER CONTRACT - HILL STREET	\$19,156.97
E 620-53700-672 DISTRIB/RESERVE STANDPIPE	UTILITY SERVICE CO INC	TOWER CONTRACT - COVENTRY	\$18,696.61
E 620-53700-672 DISTRIB/RESERVE STANDPIPE	UTILITY SERVICE CO INC	TOWER CONTRACT - BRISTLECONE PINES	\$19,371.00
WATER UTILITY			<u>\$81,506.37</u>
			<u>\$269,578.00</u>

pd 6-9-25 # 264371



**SPECIAL EVENT PERMIT APPLICATION**

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

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

**FEES ARE NON-REFUNDABLE**

**APPLICATION AND PERMIT FEES ARE REQUESTED 60 DAYS PRIOR TO YOUR EVENT. EVENTS WITHIN 60 DAYS ARE SUBJECT TO DENIAL BY VILLAGE STAFF OR THE VILLAGE BOARD.**

**ORGANIZATION INFORMATION**

Name of Organization St. Charles Catholic Parish			
Street Address 313 Circle Drive	City Hartland	State WI	Zip 53029
Phone Number 262-367-0800	Are you a 501(c)3 Organization?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Event Contact Person (First & Last Name) Bri Thomson			
Address 1366 Arrowood Circle West	City Oconomowoc	State WI	Zip 53066
Email alexbr2017@gmail.com	Phone Number 262-361-2131 *	Day of Event Phone Number 262-361-2131	
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 St. Charles Fall Fest	Date(s) of Event September 5 <sup>th</sup> , 6 <sup>th</sup> , + 7 <sup>th</sup> 2025
Event Start Time 9/5/25: Noon - 11pm 9/6/25: Noon - 11pm	Event End Time 9/7/25: Noon - 6pm
Location of the Event* St. Charles Catholic Parish - 313 Circle Drive, Hartland, WI 53029	
Will your event take place in a Village of Hartland Park?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.**

**\*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.**

**OTHER INFORMATION**

Generally describe your event and its purpose

St. Charles Fall Fest's purpose is to fundraise for St. Charles Parish + school by providing a weekend of family fun for parish members and the community.

Estimated Number of Participants  
700 Volunteer slots

Spectators  
15,000 guest over 3 days

Vendors 4 - Rainbow Valley  
- Pepsi  
- Miller  
- PFG

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

Will you be selling/serving food?  Yes  No

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

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

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

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

Does the event involve amplified music?  Yes  No

If yes, will the amplified music be a:

Band  DJ

Hours of amplified music: 9/5 + 9/6 : Noon - 11pm 9/7 : Noon - 6pm

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

Is street closure requested? Yes  No

Hours of street closure:

Diagram for Street Closure Provided? n/a Yes  No

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

How many barricades needed for your event?

"Road Closed" signs requested? Yes  No

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

Will you be providing portable restrooms and wash stations?  Yes  No

### OTHER INFORMATION CONTINUED

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

On the west side of grounds there will be 20 portable toilets, 1 portable handicap toilet and 4 portable sinks.

Will you provide parking for participants?

Yes

No

*If yes, where will parking be available?*

- On campus in the East lot w/ handicap spots
- Shuttle for satellite lots
  - ↳ at Waukegan bank property off Hartbrook DR
  - ↳ at Bark park

Will you provide a dumpster/clean-up services?

Yes

No

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

On site there will be two 30 yard dumpsters provided by Eagle Disposal.

Will the event require additional security? Hire Police Officers on grounds

Yes

No

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

from 7-11 pm

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.

*[Handwritten Signature]*

Signature of Applicant

6/9/2025

Date

*For staff use only*

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

\_\_\_\_\_

Application forwarded to:

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

Village Board approval, if necessary, on:

\_\_\_\_\_

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

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.	6-9-25		<i>[Signature]</i>	per SH
Clerk	6-9-25		<i>[Signature]</i>	
Fire	8/8		6/9/25	
Police	6-10-25		Chief Miska	
Public Works	6/10/25		<i>[Signature]</i>	
Rec				

*Fees*

\_\_\_\_\_ Outside Food Vendors 75<sup>00</sup> Special Event Permit  
 \_\_\_\_\_ Park Facility Fees 15 x 7 Temp. Bartender's 105  
 \_\_\_\_\_ Solicitor's Permit(s) 10<sup>00</sup> Temp. Class B

TOTAL FEES \$ 190<sup>00</sup>

All requirements for this special event have been met.

Village Administrator approval

Date

\_\_\_\_\_

\_\_\_\_\_

# St. Charels Fall Fest



pd 6-9-25 #264371

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

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

FEE \$ 10.00

Application Date: 6/9/2025

Town  Village  City of Hartland

County of Waukesha

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

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

at the premises described below during a special event beginning Sept 5<sup>th</sup>, 2025 and ending Sept 7<sup>th</sup>, 2025 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) →
- Bona fide Club
  - Church
  - Lodge/Society
  - Veteran's Organization
  - Fair Association or Agricultural Society
  - Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name St. Charles Catholic Parish

(b) Address 313 Circle Drive, Hartland, WI 53029  
(Street)  Town  Village  City

(c) Date organized 8/11/1906

(d) If corporation, give date of incorporation 8/31/1906

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

(f) Names and addresses of all officers:

President \_\_\_\_\_

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

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

(g) Name and address of manager or person in charge of affair: Bri Thomson  
1366 Arrowood Circle West, Oconomowoc WI 53066

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

(a) Street number 313 Circle Drive

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

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

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

**3. Name of Event**

(a) List name of the event St. Charles Fall Fest

(b) Dates of event September 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>

### DECLARATION

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

Officer [Signature] 9/6/2025  
(Signature / Date)

St. Charles Catholic Parish  
(Name of Organization)

Date Filed with Clerk 6-9-25

Date Reported to Council or Board 6-23-25

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

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

## Additional Information

**May be Granted and Issued only to** (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

### Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

#### Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

#### "Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

**Fee:** Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

**Duration:** The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

### Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)



**TEMPORARY OPERATOR'S LICENSE**

For persons employed by or donating their services to non-profit corporations to serve fermented malt beverages and wine.

License is valid for 1-14 days. An individual may only be issued one Temporary Operator's License

Temporary Operator's License

\$15.00

Date Paid:

6-9-25

Receipt No.:

264371

PLEASE PRINT:

Name GAVIN ANDREW TAYLOR III  
 (First, Middle, Last)

Date of Birth: 11-20-1966 Driver's License No. and State \_\_\_\_\_

Address: 370 SUNSHINE DR

City, State, Zip: HARTLAND WI, 53029

Home Phone Number: [REDACTED] Citizen of United States?  Yes  No

Name of Event: St. Charles Fall Fest

Date(s) of Event: Sept. 5 - 6 + 7

What is the name of the nonprofit corporation that you will be serving/selling for?

Name: St. Charles Parish

Address: 313 Circle Dr. Hartland WI 53029

Person In Charge of Event: Br. Thompson

Answer each of the following questions. If any are answered YES, please explain in the area provided below the questions:

SELECT ONE

- 1. Have you ever been convicted of any felony or misdemeanor crime in Wisconsin or any other state? YES  NO
- 2. Have you ever been convicted for violation of any Federal laws? YES  NO
- 3. Have you ever been convicted of a violation of an ordinance in any Municipality exclusive of minor traffic violations? YES  NO

4. Are there any charges pending against you, in any Court, exclusive of traffic violations, for violation of any State, Federal or Municipal laws or ordinances?

YES

NO

5. Have you ever been convicted of, or are there any charges pending against you in any court, for violation of operating a motor vehicle while intoxicated?

YES

NO

If you have answered yes to any of the above questions, please list:

\* DUI Aug 16, 2012

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 6/9/25 by [Signature] Title Police Chief
(Date) (Signature of Proper Local Official)

\* OWI 1st offense violation 08/15/2013 and Conviction 09/11/2013.

I hereby apply for a license to serve Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 66.054(11), 176.05(11) and Ch. 125 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 valid for the dates specified on this application.

STATE OF WISCONSIN

§

WAUKESHA COUNTY

GAVIN A. Taylor III

(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 a Temporary Operator's License; and that all the statements made by the applicant are true.

Gavin A. Taylor

(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.

Call for pickup



July 1, June 30,  
**2025-2027**

**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 8/31/25)

Regular Operator License Only \$50.00

Renewal: \$40.00

Total Amount: 50

Date Paid: 6/13/25

Receipt No.: 264462

PRINT the answers to the following questions fully and completely:

Name JAMES P. Lepkowski  
(First, Middle, Last)

Date of Birth: 1/16/79 Driver's License No. and State [REDACTED]

Address: 2567 N. 66th Street

City, State, Zip: WAUWATOSA WI 53213

Home Phone Number: [REDACTED] Citizen of United States? Yes  No

How long have you lived at this address? 7 years

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

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

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.

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

§

*James P. Lepkowski*

(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 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.**

# Serving Alcohol

is proud to present this certificate to

**James Lepkowski**

for successful completion of the online course



## Wisconsin Alcohol Seller/Server Course

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- \* CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- \* OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- \* RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- \* DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECORD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- \* ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04-(5) (a) 5. Wis. Stats.

Verify online at  
[servingalcohol.com](http://servingalcohol.com)

### Verification Code

f1515c8iSn

### Date Issued

Jun 10th, 2025

**VALID FOR 2 YEARS**

This is not a Wisconsin operators/bartenders license.

This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.

Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>

Wisconsin Alcohol Seller/Server Course

**Name: James Lepkowski**

**Certification Date: Jun 10th, 2025**

**Certificate Code: f1515c8iSn**

**Verify Online: [servingalcohol.com](http://servingalcohol.com)**

125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.

**SERVING ALCOHOL INC**

**VALID FOR 2 YEARS**

Learn more about this wallet card at <http://servingalcohol.com/wallet-card>



### APPLICATION FOR FIREWORKS PERMIT

Application is being made under Municipal Code Sec. 38-3 – Sale and discharge of fireworks prohibited

Applicant: The Legend at Bristlecone

Address: 1500 E Arlene Dr, Hartland, WI 53029

Phone Number: 262-968-9717 Email: jsandin@thelegendclubs.com

Location of display: 345.21 ft from clubhouse-- see attached photo

Date/time of display: 8:00/8:15PM August 23, 2025

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

Certificate of liability insurance with the Village of Hartland named as additional insured in the amount of \$1,000,000.

I hereby apply for a Fireworks Permit subject to Section 38-3 of the Village of Hartland Municipal Code and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the discharge of fireworks if a permit is granted to me.

The permit shall, if issued, be from the date of its issuance unless otherwise approved by the Village Board for a specific period of time or the permit is revoked for cause by the Village Board. I further certify that I am over 18 years of age as a fireworks permit may not be issued to a minor.

Applicant's Signature: *Jamie Sandin* Date: 06.13.25

For Staff Use Only:

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/13/2025

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

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

<b>PRODUCER</b> Ryder Rosacker McCue & Huston (MGD by Hull & Company) 509 W Koenig St Grand Island NE 68801	<b>CONTACT NAME:</b> Kristy Wolfe <b>PHONE (A/C, No, Ext):</b> 308-382-2330 <b>E-MAIL ADDRESS:</b> kwolfe@ryderinsurance.com		<b>FAX (A/C, No):</b> 308-382-7109
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : SCOTTSDALE INS CO		<b>NAIC #</b> 41297
<b>INSURED</b> Mystic Fireworks Five Star Fireworks PO Box 143 Oconomowoc WI 53066	<b>INSURER B :</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
	<b>INSURER F :</b>		

**COVERAGES**

CERTIFICATE NUMBER: 1949395954

REVISION NUMBER:

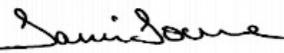
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CPS8192229	4/21/2025	4/21/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

Regarding the General Liability coverage, Waiver of Subrogation applies to the entities listed below per attached form CG 24 53 when required by written agreement.  
 Regarding the General Liability coverage, Primary and Non-Contributory coverage applies to the entities listed below per attached form CG 20 01 when required by written agreement.  
 Regarding the General Liability coverage, Blanket Additional Insured applies to the entities listed below per attached form GLS-150s when required by written agreement.  
 Additional Insured: Village of Hartland, Bristlecone Pins, Margarito Vasquez, Rebecca Neubauer

**CERTIFICATE HOLDER****CANCELLATION**

The Legend at Bristlecone LLC 1500 Arlene Dr. Hartland WI 53029 US	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING §46-801  
OF THE VILLAGE OF HARTLAND CODE OF ORDINANCES  
REGULATING PUD PLANNED UNIT DEVELOPMENT OVERLAY DISTRICT

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

**SECTION 1:** §46-801 of the CODE OF ORDINANCES OF THE VILLAGE OF HARTLAND is hereby amended with the following regulating PUD Planned Unit Development Overlay District:

**DIVISION 29. – PUD PLANNED UNIT DEVELOPMENT OVERLAY DISTRICT**

• **Sec. 46-801 – Intent**

The PUD planned unit development overlay district is intended to allow, as a conditional use, development that will, over a period of time, be enhanced by coordinated area site planning, diversified location of structures, diversified building types, and/or mixing of compatible uses, including mixed uses in traditional neighborhood development. Such developments are intended to provide a safe and efficient system for pedestrian and vehicle traffic; to provide attractive recreation and open spaces as integral parts of the developments; to enable economic design in the location of public and private utilities and community facilities; and to ensure adequate standards of construction and planning. The PUD overlay district under this chapter will allow for flexibility of overall development design with benefits from such design flexibility intended to be derived by both the developer and the community, while at the same time maintaining, insofar as possible, the land use density and other standards or use requirements as set forth in the underlying basic zoning district.

Projects within PUD's which are granted the benefit of flexibility in the application of standard land use regulations, including design considerations, shall be determined by the plan commission to include unique or distinct site development features which would enhance the project in ways that would not be realized when applying standard land use regulations for site development. Such features may include, but are not limited to: large or unique open spaces, extensive or ornate architectural or landscape features, underground parking and/or environmentally sustainable technologies and building materials. However, the plan commission shall not allow such design flexibility regarding density, and required lot area, width and yard requirements in the underlying basic zoning district for the sole purpose of increasing development intensity.

The village board may modify any impact fees, sewer connection fees or Regional Sewer Availability Charge fees or any other fees it chooses in a PUD.

...

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

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

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

VILLAGE OF HARTLAND

By: \_\_\_\_\_  
Jeffrey Pfannerstill, Village President

ATTEST:

\_\_\_\_\_  
Santee Policello, Village Clerk

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING §22-168 THROUGH §22-173  
AND CREATING §22-174 OF THE VILLAGE OF HARTLAND CODE OF ORDINANCES  
REGULATING MOBILE FOOD VENDORS

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

**SECTION 1:** THE CODE OF ORDINANCES OF THE VILLAGE OF HARTLAND §22-168 through §22-173 are hereby amended and §22-174 is created with the following regulating Mobile Food Vendors; to read as follows:

**ARTICLE VII. – MOBILE FOOD VENDORS**

• **Sec. 22-168 - Definitions.**

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

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

(C) “Mobile Food Carts” ~~are~~is identified as a mobile cart on wheels that is pushed by hand and not trailered or pulled with a vehicle in the park while vending, weighing less than 150 pounds and smaller than 6 feet long.

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

• **Sec. 22-169 - License Required.**

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

1. Home delivery of food or beverage items.
2. Temporary food stands or produce stands which are regulated by a solicitors’ permit, or by other Village codes.
3. Rentals at Village facilities where Mobile Food Establishment services are not available to the public.

4. Where the Mobile Food Establishment is exclusively serving a private event not open to the general public on private property.

(B) All Vendors shall be licensed for such use by the Waukesha County Health Department and all other applicable agencies. Mobile Food Vendors shall acquire the appropriate licenses and permits for any additional food items not required under this subchapter if deemed necessary by the Waukesha County Health Department.

(C) An annual Mobile Food Vendor license may be applied for use on private property. When granted, the license shall be displayed at all times by the Mobile Food Establishment or business. The license shall be valid from January 1 of each year and shall expire on December 31 of each year.

(D) Mobile Food Vendors are not allowed to engage in any business activity on the Village streets without approval from the Village Board. They are allowed on private property with written permission and as allowed by the Village Board for the Farmers Market and Special Events.

(E) Mobile Food Vendors are allowed to operate in the Village Monday through Sunday between 7:00 a.m. and 11:00 p.m.

(F) A license shall be issued to a person or legal entity. A license shall not be transferable. A license is valid for one vehicle/trailer/cart only for each daily permit and shall not be transferrable between vehicles or trailers.

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

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

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

(A) Any person desiring to operate a Mobile Food Establishment shall apply for a license and pay the established license fee. The application shall be certified by the applicant and filed with the Village and shall contain such information as the Village shall require for the effective enforcement of §22-168 through 22-174 and the safeguarding of the residents of the Village from fraud, misconduct or abuse.

(B) Mobile Food Vendors must apply for a license in person at Village Hall during normal business hours. Village staff will verify all licenses and insurance are in proper order and issue a license to be posted on the Mobile Food Establishment during all times of permitted use.

(C) Applications will be reviewed and approved by the Village Manager, who may impose such conditions as deemed appropriate to protect public health, safety and general welfare.

- **Sec. 22-171 - Application Requirements.**

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

(B) The applicant shall submit a copy of a Mobile Retail Food License issued by Waukesha County or other county/municipality with the authority to issue retail food licenses.

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

1. The proposed plan will not create any significantly adverse traffic impacts, traffic safety hazards, pedestrian/vehicle conflicts or pedestrian safety hazards or impede building ingress/egress.
2. The proposed plan will not create any significantly adverse impacts on neighboring properties as a result of:
  - a. The accumulation of garbage, trash or other waste.
  - b. Noise created by operation of the equipment.
  - c. Light and glare.
  - d. Odors and noxious fumes.
3. The proposed plan will not be detrimental to public health, safety, or general welfare.
4. No Mobile Food Vendor shall be located on any private property without written permission from the property owner. A copy of the written permission shall be submitted at the time of application if the Vendor wishes to operate on private property.
5. Electrical connections with extension cords to adjacent private properties shall be done in a safe manner at the discretion of the Village Building Inspector and with permission of the adjacent property owners.
6. Mobile Food Vendors shall not place tables and chairs in the public right-of-way, or in a manner that inhibits pedestrian or vehicle traffic.
7. Mobile Food Vendors shall be limited to two sandwich board, chalkboard, or whiteboard, in a size not to exceed 24" x 36". Sandwich boards must be located within three feet of the Mobile Food Establishment and not placed in the public right-of-way, or in a manner that inhibits vehicle traffic.

(D) All vehicles may be inspected by the Hartland Fire Department, Hartland Police Department, or Building Inspector at any time.

- **Sec. 22-172 – Mobile Food Vendors in the Parks**

(A) With Special Event - Mobile Food Vendors are allowed in Village parks in conjunction with an approved Special Event and an approved Mobile Food Vendor license. The Special Event organizer must give a Mobile Food Vendor permission to be present at the Special Event. This includes Special Events that the Village organizes.

(B) Without Special Event - Mobile Food Vendors shall be allowed in Village parks, during daylight hours, with an approved Mobile Food Vendor license in areas as identified on the Mobile Food Vendors in Parks Maps found on file with the Village Clerk and on the Village website. No more than two Mobile Food Vendors are allowed in any park on any date, ~~except in conjunction with special events.~~

1. Food trucks/trailers/carts are allowed in Centennial, Penbrook and Hartbrook Parks.
2. Food trucks/trailers are allowed in Nixon Park on Mondays, Tuesdays and Wednesdays.
3. Food carts are allowed in Nixon Park any day of the week. During beer garden hours, food carts must stay outside the beer garden perimeter as indicated on the Mobile Food Vendors in Parks Map.
4. Food trucks/trailers/carts must be self-contained and no electricity will be provided. All trash and litter must be disposed of prior to leaving the park.

- **Sec. 22-173- Revocation or Suspension of License.**

(A) The Village Board or Village Manager may revoke or suspend any license issued under this subchapter for violation by any Property Owner/Business holding the license, Vendor or the Vendor's employee or agent of any provision of State law or Village ordinance which renders future vending contrary to the public health, safety or welfare; or for fraud or misrepresentation in solicitation under this chapter. Prior to revocation or suspension, the Village shall send written notice to the address on the license about the concerns or issues and provide 15 days for the Property Owner/Business and Vendor to correct the issue or concern to the satisfaction of the Village. If the concern is not addressed within 15 days from the date of mailing the letter, the Village may place the issue of revocation and or suspension before the Village Board for possible action. The Property Owner/Business Vendor and/or their agent may appear before the Village Board to present information and respond to the issues of concern. The Clerk shall send written notice of the meeting date and time to the Property Owner/Business at the address on the application for consideration of the matter. Said notice shall be post marked at least 5 days prior to the Board meeting.

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

**Sec. 22-174 – Violations and Penalties.**

Any person who shall violate any provision of this chapter or any rule or regulation made under this chapter shall be subject to a penalty as provided in Appendix B citation deposits of this code.

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

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

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2025.

VILLAGE OF HARTLAND

By: \_\_\_\_\_  
Jeffrey Pfannerstill, Village President

ATTEST:

\_\_\_\_\_  
Santee Policello, Village Clerk

June 17, 2025

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

RE: 2025 Road Maintenance Program

Dear Mr. Jenson:

Bids for the above project were opened on June 12, 2025 at 10:00 a.m. at the Village Hall and were as follows:

	<b>BIDDER</b>	<b>BASE BID</b>
1.	<u>Thunder Road, LLC</u>	<u>\$47,859.00</u>
2.	<u>Fahrner Asphalt Sealers, LLC</u>	<u>\$52,768.00</u>
3.	<u>Parking Lot Maintenance, Inc.</u>	<u>\$59,447.00</u>

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

1. The Bid Form has been appropriately completed.
2. We have no objections to the low bidder, nor to the proposed major subcontractors and suppliers.
3. Low bidder has successfully completed similar projects.

On these bases, we recommend that Thunder Road, LLC be awarded the 2025 Road Maintenance Program contract, in the amount of \$47,859.00. This amount is based on the bid unit prices and estimated quantities. Actual quantities, and therefore the final contract price, may vary.

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

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

Bids remain subject to acceptance until August 11, 2025, unless Bidder agrees to an extension. Please advise us of your award decision, or call if there are any questions.

Respectfully,

RUEKERT & MIELKE, INC.

Peter W. Gesch, P.E.  
Team Leader/Project Manager  
[pgesch@ruekert-mielke.com](mailto:pgesch@ruekert-mielke.com)

PWG:sjs  
Encl: Notice of Award  
Bid Tabulation

**NOTICE OF AWARD**

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	Date of Issuance:	_____
Contract: 2025 Road Maintenance Program	Owner:	Village of Hartland
Bidder: Thunder Road LLC	Engineer:	Ruekert & Mielke, Inc.
Address: W297 S3549 Boettcher Road Waukesha, WI 53189	Engineer's Project No.:	09-10121.200

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**TO BIDDER:**

You are notified that your Bid dated June 12, 2025 for the above Contract has been accepted by Owner and you are the Successful Bidder and are awarded a Contract for:

2025 Road Maintenance Program

The Contract Price of your Contract is: \$47,859.00

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

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

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

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

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

---

Owner: VILLAGE OF HARTLAND

Signature: \_\_\_\_\_  
Authorized Signature

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

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

Copy: Engineer

### COST COMPARISON OF BIDDERS

OWNER: Village of Hartland  
PROJECT: 2025 Road Maintenance Program  
BID OPENING DATE: June 12, 2025

BASE BID				Thunder Road LLC		Fahrner Asphalt Sealers, LLC		Parking Lot Maintenance, Inc.	
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL
1	Windrush Boulevard*	L.S.	1	\$987.00	\$987.00	\$1,320.00	\$1,320.00	\$1,710.00	\$1,710.00
2	Whistling Hill Circle*	L.S.	1	\$9,417.00	\$9,417.00	\$7,181.00	\$7,181.00	\$8,637.00	\$8,637.00
3	Spring Valley Road*	L.S.	1	\$835.00	\$835.00	\$440.00	\$440.00	\$898.00	\$898.00
4	Upland Court*	L.S.	1	\$2,708.00	\$2,708.00	\$2,394.00	\$2,394.00	\$2,299.00	\$2,299.00
5	Twisted Oak Court*	L.S.	1	\$2,894.00	\$2,894.00	\$2,157.00	\$2,157.00	\$3,076.00	\$3,076.00
6	Sutton Drive*	L.S.	1	\$904.00	\$904.00	\$689.00	\$689.00	\$881.00	\$881.00
7	Greystone Boulevard	L.S.	1	\$952.00	\$952.00	\$360.00	\$360.00	\$1,010.00	\$1,010.00
8	Southern Oak Circle	L.S.	1	\$370.00	\$370.00	\$336.00	\$336.00	\$531.00	\$531.00
9	Southern Oak Drive	L.S.	1	\$407.00	\$407.00	\$324.00	\$324.00	\$898.00	\$898.00
10	Mary Hill Circle	L.S.	1	\$3,677.00	\$3,677.00	\$3,432.00	\$3,432.00	\$1,710.00	\$1,710.00
11	Stonewood Drive	L.S.	1	\$208.00	\$208.00	\$375.00	\$375.00	\$659.00	\$659.00
12	Mary Hill Parkway	L.S.	1	\$345.00	\$345.00	\$437.00	\$437.00	\$881.00	\$881.00
13	Shadow Ridge Drive	L.S.	1	\$260.00	\$260.00	\$250.00	\$250.00	\$659.00	\$659.00
14	Birchwood Drive	L.S.	1	\$211.00	\$211.00	\$312.00	\$312.00	\$1,266.00	\$1,266.00
15	Scenic Road	L.S.	1	\$162.00	\$162.00	\$465.00	\$465.00	\$1,710.00	\$1,710.00
16	Hartbrook Drive	L.S.	1	\$13,952.00	\$13,952.00	\$19,309.00	\$19,309.00	\$7,507.00	\$7,507.00
17	Merton Avenue	L.S.	1	\$2,815.00	\$2,815.00	\$3,906.00	\$3,906.00	\$2,051.00	\$2,051.00
18	Rustic Lane	L.S.	1	\$1,870.00	\$1,870.00	\$3,097.00	\$3,097.00	\$3,631.00	\$3,631.00
19	Forseth Drive	L.S.	1	\$1,035.00	\$1,035.00	\$855.00	\$855.00	\$2,051.00	\$2,051.00
20	Cameron Circle	L.S.	1	\$100.00	\$100.00	\$100.00	\$100.00	\$881.00	\$881.00
21	Chesham Court	L.S.	1	\$100.00	\$100.00	\$100.00	\$100.00	\$272.00	\$272.00
22	Surrey Lane	L.S.	1	\$125.00	\$125.00	\$150.00	\$150.00	\$420.00	\$420.00
23	Princeton Court	L.S.	1	\$100.00	\$100.00	\$250.00	\$250.00	\$787.00	\$787.00
24	Tree Ridge Court	L.S.	1	\$100.00	\$100.00	\$100.00	\$100.00	\$796.00	\$796.00

### COST COMPARISON OF BIDDERS

OWNER: Village of Hartland  
PROJECT: 2025 Road Maintenance Program  
BID OPENING DATE: June 12, 2025

BASE BID				Thunder Road LLC		Fahrner Asphalt Sealers, LLC		Parking Lot Maintenance, Inc.	
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL
25	Normandy Circle	L.S.	1	\$118.00	\$118.00	\$216.00	\$216.00	\$272.00	\$272.00
26	Cottonwood Avenue	L.S.	1	\$520.00	\$520.00	\$816.00	\$816.00	\$3,444.00	\$3,444.00
27	River Reserve Drive	L.S.	1	\$100.00	\$100.00	\$150.00	\$150.00	\$702.00	\$702.00
28	Walnut Ridge Drive	L.S.	1	\$1,375.00	\$1,375.00	\$1,843.00	\$1,843.00	\$2,265.00	\$2,265.00
29	James Drive	L.S.	1	\$525.00	\$525.00	\$656.00	\$656.00	\$3,433.00	\$3,433.00
30	Richards Road	L.S.	1	\$687.00	\$687.00	\$748.00	\$748.00	\$4,110.00	\$4,110.00
<b>TOTAL OF ALL ESTIMATED PRICES (ITEMS 1 - 30)</b>						<b>\$47,859.00</b>		<b>\$52,768.00</b>	<b>\$59,447.00</b>



**Village of Hartland  
Administration**

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

<b>Committee:</b> Village Board	<b>Memo Date:</b> June 17, 2025
<b>Village Board Item Number:</b> 7	<b>Meeting Date:</b> June 23, 2025
<b>Submitted By:</b> Ryan Bailey	
<b>Subject:</b> Water Utility Simplified Rate Increase	
<b>Details:</b> In review of our water rates with the public service commission, the Village is now eligible for a 3.0% simplified water rate increase. The last water rate increase for the Village of Hartland was in December of 2024. In 2016, the Village completed a full rate case study and had a 30% increase in water rates. 2020 was the first year we were eligible for a simplified rate increase. The purpose of a simplified rate increase of 3.0% is to minimize the impact to citizens by doing minor increases when eligible. If we continue to do simplified rate increases, when eligible, it will increase water rates minimally as needed for the water utility. The simplified rate case is intended as an inflationary adjustment to keep rates established through our full rate study.	

**Financial Remarks:** This simplified rate increase would help our water utility maintain their expected rate of return calculated in the full rate case study. The impact to citizens would be approximately \$4 per quarter on the water utility tax bill. This would equate approximately to \$80,000 increase in revenues annually to the Water Utility.

**Options & Alternatives:** The Village Board could approve this simplified rate increase as recommended by staff to keep our utility rates in accordance with our Full Rate Case Study or keep the rates as is and risk needed a full rate case study shortly down the road at a much larger increase to citizens.

**Executive Recommendation:** Staff recommends approving moving forward with the simplified water rate increase of 3.0% effective December 16, 2025.



Planners | Architects | Builders  
Offices in Fox Cities, Madison,  
Milwaukee & Wausau

ADDRESS N216 State Road 55  
P.O. Box 620  
Kaukauna, WI 54130-0620  
PHONE 920•766•5795  
1•800•236•2534  
FAX 920•766•5004  
WEB SITE www.kellerbuilds.com

Job No.: \_\_\_\_\_  
Customer No.: \_\_\_\_\_  
Construction Mgr.: Devin Flanigan  
D/P Paid: \_\_\_\_\_  
WI Registered Building Contractor No.: #270016

**DESIGN/CONSTRUCTION MANAGEMENT AGREEMENT**  
**Village of Hartland – Admin and Police Facility**

**THIS AGREEMENT** made by and between **KELLER, INC.**, a Wisconsin corporation, having its principal place of business at Kaukauna, Wisconsin (hereinafter referred to as “Manager”), and **VILLAGE OF HARTLAND**, CITY: **Hartland**, STATE: **WI** (hereinafter referred to as “Owner”); on whose property the Project is to be placed at the following location; State of **Wisconsin**, County: **Waukesha**, Town: **Hartland**, Section or Street: **TBD**.

**For valuable consideration, the sufficiency of which is hereby acknowledged, the parties mutually agree as follows:**

- Project.** The Project is generally described to include the following: **Design and Construction Management Services for Village of Hartland Administration and Police Facility.**
- Project Construction and Installation.** Project construction and installation will be performed by multiple subcontractors entering written contract agreements with the Manager based upon competitive bidding for providing labor, materials, and contract supervision in accordance with the terms and conditions of each respective contract between the Manager and the contractors retained to construct and install the Project.
- Manager’s Responsibilities.** Manager will perform all those responsibilities pertaining to Design/Construction Management Services as set forth in the Keller, Inc. Design/Construction Management Proposal accepted in writing by the Owner. Manager will be serving as a contractor and will be providing, or arranging for, the labor or materials for the construction of the project. Included as part of the Management Fee, Manager shall also provide onsite superintendent, mobilization, concrete test cylinders, construction trailer, general cleanup, dumpster and debris removal, project signs, barricade/fencing, temporary power, temporary water, toilets, project safety measures, and first aid.
- Owner’s Responsibilities.** The Owner is responsible to comply with the terms of this Agreement. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner’s approval or authentication. That person’s name is **(TBD)**.
- Commencement and Completion of Work.** Manager and Owner plan that the contractors retained by Manager shall commence the work for the Project approximately **Spring 2025 1) receipt of down payment, 2) verification of Owner’s financing / funds, and 3) issuance of state and local permits, whichever occurs last**, and said contractors will be scheduled to substantially complete the Project as soon as practice and due diligence will permit, and in accordance with time limits for substantial completion and final completion as stated in those Contracts. Delays due to acts of God, adverse weather, unavailability of materials, labor disputes or change orders shall extend completion dates accordingly.
- Substantial Completion Defined.** As used herein “substantial completion” means that all materials and services required of the contractors retained by the Manager shall have been furnished and the Project completed with the exception of work equivalent to 5% of the total cost of labor and materials included in the Project.
- Price and Terms.** The Owner agrees to pay the Management Fee to the Manager for the services and material provided or arranged by Manager pursuant to this Agreement. The Management Fee will be paid on a monthly basis for work completed with the sums due within (30) days from owner’s receipt of invoice subject to 1.5% interest per month thereafter. Fees are as follows:
 

<b>1. Design Fees:</b>	<b>8.25% of Total Building Costs (Architectural, Structural, Mechanical, Electrical, Plumbing &amp; HVAC Design)</b>
<b>2. Construction Management Fee:</b>	<b>2.5% of Total Building Costs</b>
<b>3. General Condition:</b>	<b>Per exhibit A ‘Compensation Proposal’ Dated 6/18/2025</b>
<b>4. Civil Engineering Site Design:</b>	<b>\$81,284 (Possible additional permit fees of \$4,304)</b>
<b>5. Soil Borings &amp; Geotechnical Report:</b>	<b>\$16,240</b>

Any change requested by the Owner after final plan approval that results in an “add” or “deduct” to the Contract Amount would have a ten percent (10%) fee by the Manager for Supervision, Coordination, Administration, and a five percent (5%) fee by the Architect for Design.

- Project Funding.** Owner shall furnish to Manager written loan commitment verification from the financial institution financing the Project. Alternatively the Owner shall submit financial status verification satisfactory to the Manager that Owner can pay for all Project costs for labor and materials through the completion of the Project.
- Remedies.** Upon any default on payment, which continues beyond five days of written notice of payment due, Manager may cease providing further services under this Agreement, and exercise all remedies for Default.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this **23<sup>rd</sup> day of June, 2025**. NOTICE TO THE OWNER: DO NOT SIGN THIS BEFORE YOU READ IT, INCLUDING REVERSE SIDE AND ALL EXHIBITS ATTACHED, OR IF IT CONTAINS ANY BLANK SPACE, EVEN IF OTHERWISE ADVISED. YOU ARE ENTITLED TO AN EXACT COPY OF ANY AGREEMENT YOU SIGN. GENERAL CONDITIONS OF AIA DOCUMENT 201-2017 ARE PART OF THIS AGREEMENT.

SUBMITTED BY: \_\_\_\_\_  
Keller, Inc. Representative

OWNER: \_\_\_\_\_  
Jeffrey Pfanterstill, Village President

Method of Payment:  
Funds to be obtained from: **Municipal Levy (Loan)**

Person to Contact: **TBD**  
Phone \_\_\_\_\_

Keller, Inc. is authorized to use photographs, company name, or press release in their advertising and marketing program, without payment to the Owner.

The Owner authorizes only these designated people to make changes during the construction phase:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**OWNER’S CONTACT INFORMATION**

Contact: **Jeffrey Pfanterstill, Village President**  
Street: **210 Cottonwood Avenue**  
City, State, Zip: **Hartland, WI 53029**  
Phone: **(262) 367-2714**  
Fax: (\_\_\_\_\_) \_\_\_\_\_  
E-Mail: **ryanb@villageofhartland.wi.gov**

Approved \_\_\_\_\_ Date \_\_\_\_\_  
(Sales Manager)

Approved \_\_\_\_\_ Date \_\_\_\_\_  
(Credit)

## ADDITIONAL CONDITIONS

1. **Acceptance.** This Construction Agreement (“Contract”) together with these additional conditions shall not be binding on the Manager until and unless it is accepted and executed by a duly authorized representative of the Manager at its office in Kaukauna, Wisconsin, and down payment is made in cash or cash equivalent. Acceptance of this Contract is expressly limited to the terms and conditions contained herein, including all terms and conditions set forth on the face hereof.
2. **Credit Investigation.** The Owner hereby authorized the Manager to conduct a credit investigation on the Owner and spouse, which investigation may include, without limitation, verification of employment and bank accounts, information on the Owner’s character and general reputation, and past credit history.
3. **Changes in Construction Project.** The Owner may, without affecting the validity of this Contract or any term or provision hereof, order additional work or make changes by altering, adding to or deducting from the construction project as described on Proposals or Specifications. No such change order shall be valid and binding on the Manager, however, unless such order is in writing, signed by the Owner, Manager, and contractor and the net effect of the change in the construction project price is so stated on the change order. The amended price, if any, shall be immediately computed and paid by the Owner or credited by the Manager or subcontractor as applicable, depending on the nature of the change and the stage of construction. Should the Owner authorize Manager to proceed with changes to the project prior to a signed change order, the Owner accepts responsibility for all costs based upon Manager’s or subcontractor’s validation of additional work.
4. **Site Responsibility.** The site responsibilities shall be as follows:
  - a. The Owner shall have the sole responsibility, and hereby assumes liability unless otherwise specified, for: (i) any unsafe condition at the construction site; (ii) cleaning up all debris in and around the construction site; (iii) any conditions which exist or are present at the construction site, including but not limited to any hazardous or toxic material or substance, prior to commencement of construction by the contractor(s) (see 4.b below); (iv) machinery or equipment present on the construction site or; (v) any of the Owner’s employees, any employees of any other direct contractor (or a subcontractor or supplier of such direct contractor) or the Owner or the Owner’s guests, frequenters or invitees present at, or in the vicinity of, the construction site. The Owner or Owner’s agent shall notify Manager 24 hours in advance of their intention to access the construction site and shall conform with and abide by all OSHA and Manager safety standards when on site.
  - b. **Hazardous Materials.** If reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos, PCB, lead paint, etc., encountered on the site by the Manager or any contractor, the Manager shall, if upon recognizing the condition, immediately stop work in the affected area and report the condition to the Owner in writing. When the Owner has taken the necessary steps to render the material or substance harmless, work in the affected area shall resume upon written agreement of the Owner and the Manager. The contract schedule and cost shall be adjusted appropriately.

To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Manager, and its directors, agents, and employees, from and against claims, damages, losses, and expenses, including but not limited to attorney’s fees, arising out of or resulting from performance of the work in the affected area, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) and provided that such damage, loss or expense is not due to the sole negligence of a party seeking indemnity.

If, without negligence on the part of the Manager is held liable for the cost of remediation of a hazardous material or substance solely by reason of performing work as required by the Management Agreement and Proposal, the Owner shall indemnify the Manager for all cost and expense thereby incurred.
5. **Construction Lien.** As required by the Wisconsin construction lien law, the Manager hereby notifies the Owner that persons or companies furnishing labor, materials, or services for the construction on the Owner’s land may have lien rights on the Owner’s land and buildings if not paid. Those entitled to lien rights, in addition to the Manager, are those who contract directly with the Owner or those who give the Owner notice within sixty (60) days after they first furnish labor or materials for the construction. Accordingly, the Owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to his mortgage lender, if any. The Manager agrees to cooperate with the Owner and its lender, if any, to see that all potential lien claimants are duly paid.
6. **Default.** If either party hereto should be adjudged bankrupt, make a general assignment for the benefit of creditors, have a receiver appointed or otherwise become insolvent, or if the premises of the Owner which are the subject of this contract become the subject of a foreclosure or any other legal action or process, or the Owner fails to make the payments required hereunder or otherwise refuses or fails to perform in accordance with the terms of this Contract, or the Manager should refuse, fail or be unable to perform under the provisions of this Contract, such party shall be considered to be in default.
  - a. **Owner’s remedies.** In the event that the Manager is in default hereunder for any reason, the Owner may, without prejudice terminate this contract and retain a substitute construction manager for the project by whatever method the owner may deem expedient; provided, however, that before hiring or contracting with any other person or company the owner shall give the Manager not less than fourteen (14) days notice of owners intention to proceed under this paragraph of the Contract. In such case the Manager shall not be entitled to receive any further payment until the project is completed and if the unpaid balance due to the Manager is in excess of the actual expense of completing the project, such excess shall be paid to the Manager. In the event that such additional expense of the Owner exceeds the unpaid balance, the Manager shall pay the difference to the Owner.
  - b. **Manager’s remedies.** In the event of the Owner’s default, the Manager may cease all operations and remove from the project all materials supplied whether or not incorporated into any structure. In such case, the Manager shall account to the Owner for all costs incurred by it to the date work is stopped, as well as all labor incurred in removing its materials from the site. From the amount so computed, the Manager shall subtract payments made by the Owner and the salvage value, if any, of material removed. The unpaid balance, if any, shall be paid to the Manager by the Owner. If the amount of payments and credits of the Owner exceed the Manager’s cost, the Manager shall refund any difference to the Owner.
  - c. **Waiver of breach.** The waiver by a party of a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any subsequent breach.
  - d. **Collection costs and expenses.** A party who successfully brings an action for the enforcement or collection of anything due hereunder shall be entitled to recover interest on any unpaid amount at the highest legal rate, plus its reasonable costs of collection and expense, including attorney’s fees, to the fullest extent permitted by applicable law.
7. **Voluntary Termination.** Owner may terminate this agreement upon 30 days written notice to Keller regardless of any default. In such event Keller shall be entitled to be compensated at the percentages under this agreement for all work performed to date of termination.
8. **Owner’s Representation and Warranties.** The Owner warrants that it has good and merchantable title to the premises, excepting only those mortgages and liens previously disclosed to the Manager; that it has financing available and committed to it to enable the Owner to make the payments required hereunder in the amounts and on the dates specified; and that the legal description of the premises as set forth on the front side is an accurate and complete legal description of such premises.
9. **Insurance.** Provisions of AIA Document 201-2007 will apply. Manager to provide Owner with Certificate of Insurance with a minimum of \$2,000,000.00 General Liability and Umbrella Policy to protect Owner and all parties involved.



**Keller**<sup>TM</sup>

Planners | Architects | Builders  
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Milwaukee & Wausau

Date: 6/18/2025

**COMPENSATION PROPOSAL**

	Included In CM Fee	Bid Unit	By Owner	General Conditions	Cost Per Month	Cost of Construction	Cost per Month
<b>Construction Services</b>							
Project Executive	X						
Project Executive - Travel & Per Diem				X	\$1,400.00		
Project Manager				X	\$13,950.00		
Project Manager - Travel & Per Diem				X	\$1,400.00		
Project Coordinator				X	\$3,162.00		
Project Scheduler				X	\$3,162.00		
Project Administrator				X	\$3,162.00		
Estimator				X	\$3,162.00		
Project Accountant				X	\$3,162.00		
Assistant Project Manager				X	\$11,160.00		
Safety Manager				X	\$6,138.00		
Safety Reporting / Toolbox Talk				X	\$3,500.00		
Field Superintendent				X	\$20,800.00		
Field Superintendent - Travel & Per Diem				X	\$3,800.00		
Field Superintendent - Assistant				X	\$18,400.00		
Field Superintendent Assistant - Travel & Per Diem				X	\$3,800.00		
Superintendent				X	\$16,740.00		
Superintendent - Travel & Per Diem				X	\$1,400.00		
<b>Site Management</b>							
Temp Toilets						X	\$ 600.00
Office Trailer						X	\$ 1,000.00
Field - Supplies				X	\$1,000.00		
Office Supplies/Documents				X	\$500.00		
Telephone/Computer/Printer				X	\$400.00		
Mobilization						X	\$ 633.33
Demobilization						X	\$ 400.00
Building Permit			X				
Project Equipment - Fork Lift				X	\$2,600.00		
Material Handling Labor				X	\$460.00		
Project Signage	X						
<b>Site Control</b>							
Dumpsters & Disposal Fees						X	\$ 9,300.00
Weekly Clean-up				X	\$4,464.00		
Final Cleaning (Pre & Post Punchlist)		X					
Temp Fencing		X					
TBD - Temp Enclosures		X					
TBD - Traffic Control Measures		X					
Winter Conditions - Based on Time line						X	
Snow Removal			X				
<b>Onsite Utilities</b>							
Temp Heat Equipment & Hookup		X					
Temp Heat - Gas/ Propane			X				
Temp Electric Equipment & Hookup		X					
Temp Electric - Consumption			X				
Temp Install Utilities/Power/Gas			X				
Project Management Software						X	\$ 4,260.00
<b>Quality Control</b>							
Soil Testing-Density		X					
Proof Roll Compaction		X					
Concrete Test Cylinders		X					
Survey/Layout						X	\$ 3,720.00
Operation & Maintenance Manuals	X						
Photos	X						
As-Built Documentation						X	\$ 9,300.00
Warranty Inspections	X						
<b>Insurance/Bond Cost</b>							
Performance/Payment Bond						X	
Insurance/Builders Risk						X	
Insurance/Liability						X	
<b>Fee</b>							
CM Fee	2.50%						
<b>Totals</b>					\$127,722.00		\$ 29,213.33
Expected Project Duration	15	Months					



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Milwaukee & Wausau

ADDRESS N216 State Road 55  
P.O. Box 620  
Kaukauna, WI 54130-0620  
PHONE 920•766•5795  
1•800•236•2534  
FAX 920•766•5004  
WEB SITE www.kellerbuilds.com

Job No.: \_\_\_\_\_  
Customer No.: \_\_\_\_\_  
Construction Mgr.: Devin Flanigan  
D/P Paid: \_\_\_\_\_  
WI Registered Building Contractor No.: #270016

**DESIGN/CONSTRUCTION MANAGEMENT AGREEMENT**  
**Village of Hartland – Fire Station Facility**

**THIS AGREEMENT** made by and between **KELLER, INC.**, a Wisconsin corporation, having its principal place of business at Kaukauna, Wisconsin (hereinafter referred to as “Manager”), and **VILLAGE OF HARTLAND**, CITY: **Hartland**, STATE: **WI** (hereinafter referred to as “Owner”); on whose property the Project is to be placed at the following location; State of **Wisconsin**, County: **Waukesha**, Town: **Hartland**, Section or Street: **TBD**.

**For valuable consideration, the sufficiency of which is hereby acknowledged, the parties mutually agree as follows:**

- Project.** The Project is generally described to include the following: **Design and Construction Management Services for the Village of Hartland Fire Station Facility.**
- Project Construction and Installation.** Project construction and installation will be performed by multiple subcontractors entering written contract agreements with the Manager based upon competitive bidding for providing labor, materials, and contract supervision in accordance with the terms and conditions of each respective contract between the Manager and the contractors retained to construct and install the Project.
- Manager’s Responsibilities.** Manager will perform all those responsibilities pertaining to Design/Construction Management Services as set forth in the Keller, Inc. Design/Construction Management Proposal accepted in writing by the Owner. Manager will be serving as a contractor and will be providing, or arranging for, the labor or materials for the construction of the project. Included as part of the Management Fee, Manager shall also provide onsite superintendent, mobilization, concrete test cylinders, construction trailer, general cleanup, dumpster and debris removal, project signs, barricade/fencing, temporary power, temporary water, toilets, project safety measures, and first aid.
- Owner’s Responsibilities.** The Owner is responsible to comply with the terms of this Agreement. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner’s approval or authentication. That person’s name is **(TBD)**.
- Commencement and Completion of Work.** Manager and Owner plan that the contractors retained by Manager shall commence the work for the Project approximately **Spring 2025 1) receipt of down payment, 2) verification of Owner’s financing / funds, and 3) issuance of state and local permits, whichever occurs last**, and said contractors will be scheduled to substantially complete the Project as soon as practice and due diligence will permit, and in accordance with time limits for substantial completion and final completion as stated in those Contracts. Delays due to acts of God, adverse weather, unavailability of materials, labor disputes or change orders shall extend completion dates accordingly.
- Substantial Completion Defined.** As used herein “substantial completion” means that all materials and services required of the contractors retained by the Manager shall have been furnished and the Project completed with the exception of work equivalent to 5% of the total cost of labor and materials included in the Project.
- Price and Terms.** The Owner agrees to pay the Management Fee to the Manager for the services and material provided or arranged by Manager pursuant to this Agreement. The Management Fee will be paid on a monthly basis for work completed with the sums due within (30) days from owner’s receipt of invoice subject to 1.5% interest per month thereafter. Fees are as follows:
 

<b>1. Design Fees:</b>	<b>8.25% of Total Building Costs (Architectural, Structural, Mechanical, Electrical, Plumbing &amp; HVAC Design)</b>
<b>2. Construction Management Fee:</b>	<b>2.5% of Total Building Costs</b>
<b>3. General Condition:</b>	<b>Per exhibit A ‘Compensation Proposal’ Dated 6/18/2025</b>
<b>4. Civil Engineering Site Design:</b>	<b>\$64,023 (Possible additional permit fees of \$4,304)</b>
<b>5. Soil Borings &amp; Geotechnical Report:</b>	<b>\$10,603</b>

Any change requested by the Owner after final plan approval that results in an “add” or “deduct” to the Contract Amount would have a ten percent (10%) fee by the Manager for Supervision, Coordination, Administration, and a five percent (5%) fee by the Architect for Design.

- Project Funding.** Owner shall furnish to Manager written loan commitment verification from the financial institution financing the Project. Alternatively the Owner shall submit financial status verification satisfactory to the Manager that Owner can pay for all Project costs for labor and materials through the completion of the Project.
- Remedies.** Upon any default on payment, which continues beyond five days of written notice of payment due, Manager may cease providing further services under this Agreement, and exercise all remedies for Default.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this **23<sup>rd</sup> day of June, 2025**. NOTICE TO THE OWNER: DO NOT SIGN THIS BEFORE YOU READ IT, INCLUDING REVERSE SIDE AND ALL EXHIBITS ATTACHED, OR IF IT CONTAINS ANY BLANK SPACE, EVEN IF OTHERWISE ADVISED. YOU ARE ENTITLED TO AN EXACT COPY OF ANY AGREEMENT YOU SIGN. GENERAL CONDITIONS OF AIA DOCUMENT 201-2017 ARE PART OF THIS AGREEMENT.

SUBMITTED BY: \_\_\_\_\_  
Keller, Inc. Representative

OWNER: \_\_\_\_\_  
Jeffrey Pfannerstill, Village President

Method of Payment:  
Funds to be obtained from: **Municipal Levy (Loan)**

Person to Contact: **TBD**  
Phone \_\_\_\_\_

Keller, Inc. is authorized to use photographs, company name, or press release in their advertising and marketing program, without payment to the Owner.

The Owner authorizes only these designated people to make changes during the construction phase:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**OWNER’S CONTACT INFORMATION**

Contact: **Jeffrey Pfannerstill, Village President**  
Street: **210 Cottonwood Avenue**

City, State, Zip: **Hartland, WI 53029**

Phone: **(262) 367-2714**

Fax (\_\_\_\_\_) \_\_\_\_\_

E-Mail: **ryanb@villageofhartland.wi.gov**

Approved \_\_\_\_\_ Date \_\_\_\_\_  
(Sales Manager)

Approved \_\_\_\_\_ Date \_\_\_\_\_  
(Credit)

## ADDITIONAL CONDITIONS

1. **Acceptance.** This Construction Agreement (“Contract”) together with these additional conditions shall not be binding on the Manager until and unless it is accepted and executed by a duly authorized representative of the Manager at its office in Kaukauna, Wisconsin, and down payment is made in cash or cash equivalent. Acceptance of this Contract is expressly limited to the terms and conditions contained herein, including all terms and conditions set forth on the face hereof.
2. **Credit Investigation.** The Owner hereby authorized the Manager to conduct a credit investigation on the Owner and spouse, which investigation may include, without limitation, verification of employment and bank accounts, information on the Owner’s character and general reputation, and past credit history.
3. **Changes in Construction Project.** The Owner may, without affecting the validity of this Contract or any term or provision hereof, order additional work or make changes by altering, adding to or deducting from the construction project as described on Proposals or Specifications. No such change order shall be valid and binding on the Manager, however, unless such order is in writing, signed by the Owner, Manager, and contractor and the net effect of the change in the construction project price is so stated on the change order. The amended price, if any, shall be immediately computed and paid by the Owner or credited by the Manager or subcontractor as applicable, depending on the nature of the change and the stage of construction. Should the Owner authorize Manager to proceed with changes to the project prior to a signed change order, the Owner accepts responsibility for all costs based upon Manager’s or subcontractor’s validation of additional work.
4. **Site Responsibility.** The site responsibilities shall be as follows:
  - a. The Owner shall have the sole responsibility, and hereby assumes liability unless otherwise specified, for: (i) any unsafe condition at the construction site; (ii) cleaning up all debris in and around the construction site; (iii) any conditions which exist or are present at the construction site, including but not limited to any hazardous or toxic material or substance, prior to commencement of construction by the contractor(s) (see 4.b below); (iv) machinery or equipment present on the construction site or; (v) any of the Owner’s employees, any employees of any other direct contractor (or a subcontractor or supplier of such direct contractor) or the Owner or the Owner’s guests, frequenters or invitees present at, or in the vicinity of, the construction site. The Owner or Owner’s agent shall notify Manager 24 hours in advance of their intention to access the construction site and shall conform with and abide by all OSHA and Manager safety standards when on site.
  - b. **Hazardous Materials.** If reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos, PCB, lead paint, etc., encountered on the site by the Manager or any contractor, the Manager shall, if upon recognizing the condition, immediately stop work in the affected area and report the condition to the Owner in writing. When the Owner has taken the necessary steps to render the material or substance harmless, work in the affected area shall resume upon written agreement of the Owner and the Manager. The contract schedule and cost shall be adjusted appropriately.

To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Manager, and its directors, agents, and employees, from and against claims, damages, losses, and expenses, including but not limited to attorney’s fees, arising out of or resulting from performance of the work in the affected area, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) and provided that such damage, loss or expense is not due to the sole negligence of a party seeking indemnity.

If, without negligence on the part of the Manager is held liable for the cost of remediation of a hazardous material or substance solely by reason of performing work as required by the Management Agreement and Proposal, the Owner shall indemnify the Manager for all cost and expense thereby incurred.
5. **Construction Lien.** As required by the Wisconsin construction lien law, the Manager hereby notifies the Owner that persons or companies furnishing labor, materials, or services for the construction on the Owner’s land may have lien rights on the Owner’s land and buildings if not paid. Those entitled to lien rights, in addition to the Manager, are those who contract directly with the Owner or those who give the Owner notice within sixty (60) days after they first furnish labor or materials for the construction. Accordingly, the Owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to his mortgage lender, if any. The Manager agrees to cooperate with the Owner and its lender, if any, to see that all potential lien claimants are duly paid.
6. **Default.** If either party hereto should be adjudged bankrupt, make a general assignment for the benefit of creditors, have a receiver appointed or otherwise become insolvent, or if the premises of the Owner which are the subject of this contract become the subject of a foreclosure or any other legal action or process, or the Owner fails to make the payments required hereunder or otherwise refuses or fails to perform in accordance with the terms of this Contract, or the Manager should refuse, fail or be unable to perform under the provisions of this Contract, such party shall be considered to be in default.
  - a. **Owner’s remedies.** In the event that the Manager is in default hereunder for any reason, the Owner may, without prejudice terminate this contract and retain a substitute construction manager for the project by whatever method the owner may deem expedient; provided, however, that before hiring or contracting with any other person or company the owner shall give the Manager not less than fourteen (14) days notice of owners intention to proceed under this paragraph of the Contract. In such case the Manager shall not be entitled to receive any further payment until the project is completed and if the unpaid balance due to the Manager is in excess of the actual expense of completing the project, such excess shall be paid to the Manager. In the event that such additional expense of the Owner exceeds the unpaid balance, the Manager shall pay the difference to the Owner.
  - b. **Manager’s remedies.** In the event of the Owner’s default, the Manager may cease all operations and remove from the project all materials supplied whether or not incorporated into any structure. In such case, the Manager shall account to the Owner for all costs incurred by it to the date work is stopped, as well as all labor incurred in removing its materials from the site. From the amount so computed, the Manager shall subtract payments made by the Owner and the salvage value, if any, of material removed. The unpaid balance, if any, shall be paid to the Manager by the Owner. If the amount of payments and credits of the Owner exceed the Manager’s cost, the Manager shall refund any difference to the Owner.
  - c. **Waiver of breach.** The waiver by a party of a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any subsequent breach.
  - d. **Collection costs and expenses.** A party who successfully brings an action for the enforcement or collection of anything due hereunder shall be entitled to recover interest on any unpaid amount at the highest legal rate, plus its reasonable costs of collection and expense, including attorney’s fees, to the fullest extent permitted by applicable law.
7. **Voluntary Termination.** Owner may terminate this agreement upon 30 days written notice to Keller regardless of any default. In such event Keller shall be entitled to be compensated at the percentages under this agreement for all work performed to date of termination.
8. **Owner’s Representation and Warranties.** The Owner warrants that it has good and merchantable title to the premises, excepting only those mortgages and liens previously disclosed to the Manager; that it has financing available and committed to it to enable the Owner to make the payments required hereunder in the amounts and on the dates specified; and that the legal description of the premises as set forth on the front side is an accurate and complete legal description of such premises.
9. **Insurance.** Provisions of AIA Document 201-2007 will apply. Manager to provide Owner with Certificate of Insurance with a minimum of \$2,000,000.00 General Liability and Umbrella Policy to protect Owner and all parties involved.

**COMPENSATION PROPOSAL**

	Included In CM Fee	Bid Unit	By Owner	General Conditions	Cost Per Month	Cost of Construction	Cost per Month
<b>Construction Services</b>							
Project Executive	X						
Project Executive - Travel & Per Diem				X	\$1,400.00		
Project Manager				X	\$12,450.00		
Project Manager - Travel & Per Diem				X	\$1,400.00		
Project Coordinator				X	\$2,822.00		
Project Scheduler				X	\$2,822.00		
Project Administrator	X						
Estimator				X	\$2,822.00		
Project Accountant	X						
Assistant Project Manager				X	\$9,960.00		
Safety Manager				X	\$5,478.00		
Safety Reporting / Toolbox Talk				X	\$3,500.00		
Field Superintendent				X	\$20,800.00		
Field Superintendent - Travel & Per Diem				X	\$3,800.00		
Superintendent				X	\$14,940.00		
Superintendent - Travel & Per Diem				X	\$1,400.00		
<b>Site Management</b>							
Temp Toilets						X	\$ 600.00
Office Trailer						X	\$ 1,000.00
Field - Supplies				X	\$1,000.00		
Office Supplies/Documents				X	\$500.00		
Telephone/Computer/Printer				X	\$400.00		
Mobilization						X	\$ 950.00
Demobilization						X	\$ 600.00
Building Permit			X				
Project Equipment - Fork Lift				X	\$1,900.00		
Material Handling Labor				X	\$460.00		
Project Signage	X						
<b>Site Control</b>							
Dumpsters & Disposal Fees						X	\$ 8,300.00
Weekly Clean-up				X	\$3,984.00		
Final Cleaning (Pre & Post Punchlist)		X					
Temp Fencing		X					
TBD - Temp Enclosures		X					
TBD - Traffic Control Measures		X					
Winter Conditions - Based on Time line						X	
Snow Removal			X				
<b>Onsite Utilities</b>							
Temp Heat Equipment & Hookup		X					
Temp Heat - Gas/ Propane			X				
Temp Electric Equipment & Hookup		X					
Temp Electric - Consumption			X				
Temp Install Utilities/Power/Gas			X				
Project Management Software						X	\$ 2,350.00
<b>Quality Control</b>							
Soil Testing-Density		X					
Proof Roll Compaction		X					
Concrete Test Cylinders		X					
Survey/Layout						X	\$ 3,320.00
Operation & Maintenance Manuals	X						
Photos	X						
As-Built Documentation						X	\$ 8,300.00
Warranty Inspections	X						
<b>Insurance/Bond Cost</b>							
Performance/Payment Bond						X	
Insurance/Builders Risk						X	
Insurance/Liability						X	
<b>Fee</b>							
CM Fee	2.50%						
<b>Totals</b>							
					\$91,838.00	\$25,420.00	
Expected Project Duration	10	Months					