

**VILLAGE BOARD AGENDA
MONDAY, APRIL 25, 2022
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

Call to Order

Swearing in of newly elected Village Trustees

Roll Call

Pledge of Allegiance – Trustee Pfeiffer

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

1. Consideration of Village Board minutes of April 11, 2022.
2. Consideration of vouchers for payment in the amount of \$421,611.27.
3. Actions related to Licenses and Permits
 - a. Consideration of Operator's (Bartender) Licenses
 - b. Consideration of Street Use Permits
 - c. Consideration of Restricted Species Permits

Items referred from the April 18, 2022 Plan Commission meeting

4. Consideration of a Conditional Use Permit for the operation of a pre-school and childcare facility for Busy Beez Preschool and Childcare, LLC, 123 Lawn Street.

Other Items for Consideration

5. Consideration of an application for a Special Events Permit for Lake Country Bed Barn Sidewalk Sale on August 27, 2022.
6. Consideration of a request for the use of the Pawling Avenue Municipal Parking Lot for a weekly Farmer's Market on Sundays from 9 am to 1 pm from June 26 through October 23.
7. Consideration of Resolution 04-18-2022 "A Resolution in Support of Town of Lisbon Incorporation".
8. Presentation: Fire Department 2021 Annual Report
9. Consideration of an agreement with Douglas Brahm Associates related to the 1938 fire truck.

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10. Discussion related to the creation of a food truck ordinance.
11. Consideration of appointments to Board of Review, Environmental Corridor and Open Space Committee, Hartland Public Library Board, Ice Age Trail Community Committee, Joint Architectural Board/Plan Commission, Park & Recreation Board and Police and Fire Commission to be presented by the Village President.
12. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.
13. Adjournment.

Ryan Bailey, Interim Village Administrator

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 Darlene Igl, 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 824 9384 5186.

Or participate online:

<https://us02web.zoom.us/j/82493845186?pwd=cjY4ODNuMTVmRVRJV0dJUitzVFB6UT09>

VILLAGE BOARD MINUTES
MONDAY, APRIL 11, 2022
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD

Call to Order

Roll Call

Present: Trustees Pfeiffer, Dorau, Meyers, Wallschlager, Conner, Ludtke, President Pfannerstill

Others Present: Interim Administrator Bailey, Clerk Igl, Interim DPW Director Felkner, Police Chief Misko, Fire Chief Jambretz, Rec Director Yogerst, Tim Hallquist, Tom Truttschel, Val Wisniewski, Louise Hermsen, Representatives of Emma Loves Dogs Foundation.

Pledge of Allegiance – Trustee Dorau

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.

Val Wisniewski, 511 Renson Road, commented on a complaint that had been made regarding a large political sign. She stated that the sign in question is still in place and is concerned that it is taking so long to resolve the issue. She requested that the Village's sign ordinance be reviewed and amended, if necessary, before any further consideration is given to a food truck ordinance.

Tom Harter, Lakeside Road, Town of Delafield, stated that it would be helpful to know what sign was being referred to and whether it is on private property. He stated that the sign may be located in the Town of Delafield. He stated that this would be valuable information to share with the board.

1. Motion (Dorau/Conner) to approve Village Board minutes of March 28, 2022. Motion carried.
2. Motion (Dorau/Pfeiffer) to approve vouchers for payment in the amount of \$844,038.24. Motion carried.
3. Consideration of actions related to Licenses and Permits.
 - a. Motion (Conner/Wallschlager) to approve Operator's (Bartender) Licenses as read. Motion carried.
 - b. Motion (Meyers/Pfeiffer) to approve an Amusement Device License for Melm's. Motion carried.

Items referred from the April 4, 2022 Park & Recreation Board meeting

4. Consideration of a motion to affirm the Park and Recreation Board approval of the use of the Nixon Park and a Special Events Permit for Emma Loves Dogs Foundation, August 27, 2022.

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Rec Director Yogerst stated that the event on August 27 will be held from 5 – 10 p.m. She stated that they will not have a walk around Nixon Park as they did previously and there will be no inflatables. She stated that the deposits have been paid but are asking fees to be waived. She stated that 3-4 food trucks are possible for the event and they would like the board to consider waving the fees for those as well. It was stated that two bathrooms will be in place as identified on the map submitted. Insurance is pending until 60 days prior to the event.

Trustee Dorau asked whether a dumpster would be required as other events have been required to have one. Interim DPW Director Felkner stated that a dumpster is generally required for an event of 500 people or more. It was clarified that the event will be at Nixon Park as one form was incorrectly marked that the event would not take place in a Village park. There was also clarification on whether food would be served but it was stated that the organization would not be selling food, just food truck vendors.

Trustee Meyers stated that while he feels this is a great event, he is concerned about waiving fees. Rec Director Yogerst stated that if waived, the amount waived would be \$511.03. Trustee Dorau also commented that the Village should be cautious in waiving fees as there are many events held by non-profit and not for profit groups.

Trustee Wallschlagler stated that the form indicates an attendance of 1,500. Interim DPW Director Felkner stated that based on that estimate they would then need a dumpster. The location of portable restrooms was discussed, and staff will work with the event coordinators. It was also confirmed that the event coordinators will be responsible for cleanup.

Trustee Ludtke asked if the Park Board had made a recommendation. Rec Director Yogerst stated that they had recommended approval and waiving of the fees. Trustee Ludtke asked further if the Park Board had discussed any discrepancies in the application and Rec Director Yogerst stated that they had not.

Motion (Ludtke/Dorau) to affirm approval of the use of Nixon Park and a Special Events Permit for Emma Loves Dogs Foundation, August 27, 2022 with fees waived. Trustee Dorau commented that she wants to make sure waiving fees is something that the Park Board considers moving forward. Trustee Dorau asked for clarification of whether the motion included waiving fees for the food trucks as well. Trustee Ludtke stated that her motion was to waive the main fees not including fees related to food trucks. Motion carried with Wallschlagler and Meyers opposed.

Other Items for Consideration

5. Consideration of a motion to approve the installation of a historical marker on the First Congregational Church property.

Louise Hermsen presented a proposal for installation of a second historical marker to be located on the First Congregational Church property. She stated that the proposed location for the marker meets the requirements of the Building Inspector and is halfway between the sidewalk and an existing tree allowing for good visibility. It was stated that the Rotary will be funding the historical marker. She stated that the marker will be placed directly into the lawn and the

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church will restore the area. It is anticipated that the marker will be installed in May/June. Motion (Dorau/Ludtke) to approve the installation of a historical marker on the First Congregational Church property. Motion carried.

6. Discussion and consideration of a motion to approve the purchase and installation of surveillance camera for the municipal parking lot.

Chief Misko stated that following some vehicle break ins, he had been approached about placing cameras in the municipal parking lot behind Senor Tomas. He stated that hardware would have to be stored onsite at private businesses and video files would have to be stored for 120 days. Chief Misko stated that our current camera vendor referred him to an Arlo camera system. The cost per camera for the system is \$399 and would require a monthly cellular data plan which would run \$37.99 per month. He stated that the Arlo camera system is only able to retain 30 days of video so a waiver would have to be requested from the WI Public Records Board.

Interim Administrator Bailey asked how many cameras Chief Misko would recommend for the lot. He stated that at least two or three cameras would be necessary. Trustee Dorau asked if there had been other vehicle break ins there and Chief Misko responded that there had only been one in his 3 ½ years of service here. Interim Administrator Bailey asked if there had not been a wave of vehicle break ins in the area and Chief Misko stated that is the case from time to time. Chief Misko stated that cameras are effective tools but are not a foolproof solution. He also stated that he felt that the state would grant the request for a shorter retention period for the videos.

Trustee Conner asked if businesses in that area had been contacted to determine whether they have their own security cameras. He stated that if businesses are willing to have cameras the Village wouldn't need to worry about retention as the videos would be private records.

Chief Misko stated that there is other more technical equipment available. He stated that auto license reader systems have artificial intelligence built into them and seem to be highly effective. He stated that the cameras and software for this type of system must be leased and are much higher in cost. Trustee Pfeiffer and President Pfannerstill commented that staff should review options further and place this item on a future agenda for consideration. Trustee Ludtke asked that a listing of all public parking lots including those at Village parks be sent to Village Board members. Interim DPW Director Felkner stated that DPW is also looking at cameras to rotate through parks. Trustee Ludtke asked that staff look for grants that would cover some of the costs for the proposed cameras.

Motion (Pfannerstill/Ludtke) to postpone this item to the May 9 Village Board meeting. Motion carried.

7. Discussion and consideration of a motion to award a contract for the 2022 Crack Sealing Program to National Industrial Maintenance, Inc. in the amount of \$64,652.20.

Interim DPW Director Felkner stated that this annual project is intended to prolong the life of the streets and that it was included in the budget for \$70,000. It was stated that four proposals were received and it was the recommendation of staff to award the contract to National

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Industrial Maintenance, Inc. Interim Administrator Bailey asked why one contractor's bid was so much higher. It was stated that contractor seals every small crack where other companies do not. Motion (Meyers/Wallschlager) to award a contract for the 2022 Crack Sealing Program to National Industrial Maintenance, Inc. in the amount of \$64,652.20. Motion carried.

8. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.

Trustee Ludtke commended Lake Country Youth Softball and Baseball for collaborating with the Village on improvements made at the parks.

Trustee Meyers asked that the topic of truck routes be added to a future agenda. Interim DPW Director Felkner stated that staff has been looking at that as well.

President Pfannerstill thanked Trustee Dorau for her four years of dedicated service. He commended her for her selfless service to the community, stated that he had learned a lot from her and that it had been his honor to serve on the board with her. Trustee Dorau thanked all for the opportunity to serve the Village and stated that she loves the Village and all its departments.

Chief Misko stated that the department had been busy on Sunday. There was a call in the Village of Chenequa that required water rescue on Beaver Lake. Shortly after that call, the same officer handled a reckless vehicle call resulting in a vehicle pursuit of a highly impaired driver.

Chief Misko stated that the clerk recruitment is complete with the position being offered to an existing part-time staff member, Laurie Matula-Bahr. He also stated that the PFC will be conducting interviews for the officer recruitment on April 12.

Chief Misko stated that the new squads have arrived and will be in the process of getting equipment installed.

Chief Jambretz stated that the new SCBA equipment has arrived, and training is in progress. New gear is being put into service. The County is setting up computers for vehicles.

Rec Director Yogerst stated that the summer guide is available online with registration starting April 11.

9. Motion (Dorau/Meyers) to recess to closed session pursuant to SS 19.85 (1)(g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and to reconvene into open session pursuant to §19.85(2) for the purpose of considering any action as may be necessary and appropriate. Roll call vote taken; all ayes. Recessed to closed session at 7:35 p.m.

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10. Discussion and consideration of a motion as a result of the discussion held in the closed session.

Reconvened in open session at 8:11 p.m. Motion (Conner/Pfeiffer) to deny the personal attorney fees from Dave Dean that were not covered by Village insurance. Motion carried unanimously.

11. Adjournment.

Motion (Dorau/Ludtke) to adjourn at 8:12 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

TO: Village President & Board of Trustees

From: Tonia Smith, Fiscal Clerk

Date: April 20, 2022

RE: Voucher List

Attached is the voucher list for the
April 25, 2022 Village Board Meeting

April 25, 2022 Checks: \$ 421,611.27

Total Amount of all Checks: \$ 421,611.27

VILLAGE OF HARTLAND
VOUCHER LIST - APRIL 25, 2022

04/20/22 8:08 AM

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Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	CONNECTION CHARGES	\$148,992.00
R 101-44300 PERMITS	DYNAMIC LASER PARTS LLC	OCCUPANCY PERMIT REFUND	\$500.00
G 101-23000 SPECIAL DEPOSITS	LANEX, LLC	OCCUPANCY REFUND SUITE 6	\$500.00
G 101-23000 SPECIAL DEPOSITS	LANEX, LLC	OCCUPANCY REFUND SUITE 5	\$500.00
G 101-34160 AMBULANCE DONATIONS/EQUIPMENT	MACQUEEN EMERGENCY	COAT AND PANTS	\$58,026.95
R 101-48000 MISCELLANEOUS REVENUE	MILLER, ANTONIETTE	OVERPAYMENT OF DOG LISCENSE (NO LATE FEE FOR N	\$5.00
G 403-31840 HOMESTEAD	RUEKERT & MIELKE	CONSTRUCTION REVIEW	\$867.65
G 403-31890 PARADISE TRAILS CONDO	RUEKERT & MIELKE	CONSTRUCTION REVIEW/ EROSION CONTROL INSPECT	\$327.35
G 403-31753 ST CHARLES EXPANSION	RUEKERT & MIELKE	EROSION CONTROL INSPECTIONS	\$171.75
G 403-31898 STOR-IT RIGHT	RUEKERT & MIELKE	PLAN REVIEW	\$358.00
G 403-31891 HARTLAND EAST APARTMENTS LCL	RUEKERT & MIELKE	CONSTRUCTION REVIEW/ EROSION CONTROL INSPECT	\$347.85
R 101-46730 RECREATION CLASSES	TETKOSKI, MARY	CRAFTERS WEEKEND REFUND	\$10.00
EXPENSE Descr			\$210,606.55
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN CYLINDER RENTAL	\$181.35
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	MISC MEDICAL SUPPLIES	\$176.89
E 101-52300-360 VEHICLE MAINT/EXPENSE	HARTLAND QUIK LUBE	OIL CHANGE	\$187.90
E 101-52300-360 VEHICLE MAINT/EXPENSE	HARTLAND QUIK LUBE	OIL CHANGE	\$110.65
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	YANKAUER TIP AND TUBE	\$15.50
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	JEFFERSON FIRE & SAFETY INC	AMBULANCE COT	\$303.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	PHYSICAL	\$359.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH PHARMACY OCON	MORPHINE	\$20.78
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROSHRED SECURITY	SHREDDING SERVICES	\$80.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	SHARP, KAJIL	SNACK BAGS	\$3.35
EXPENSE Descr AMBULANCE			\$1,438.42
EXPENSE Descr CRACK SEALING/PATCHING/POTHOLE			
E 401-70235-285 CONSTRUCTION COSTS	RUEKERT & MIELKE	DESIGN, BIDDING, CONSTRUCTION ADMINISTRATION	\$5,762.34
EXPENSE Descr CRACK SEALING/PATCHING/POTHOLE			\$5,762.34
EXPENSE Descr DEBT SERVICE			
E 301-58000-305 EXPENSES-OTHER	BOND TRUST SERVICES CORP	CORPORATE PURPOSE BONDS	\$400.00
E 301-58000-305 EXPENSES-OTHER	BOND TRUST SERVICES CORP	REFUNDING BONDS	\$400.00
E 301-58000-305 EXPENSES-OTHER	BOND TRUST SERVICES CORP	CORPORATE BONDS	\$400.00
EXPENSE Descr DEBT SERVICE			\$1,200.00
EXPENSE Descr DUNDEE LANE			
E 401-70580-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	DESIGN, CONSTRUCTION REVIEW AND ADMINISTRATI	\$529.83

Account Descr	Search Name	Comments	Amount
EXPENSE Descr DUNDEE LANE			\$529.83
EXPENSE Descr E CAPITOL DRIVE DRAINAGE			
E 401-74135-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	CAPITOL UPGRADES AND REPAIRS	\$153.00
EXPENSE Descr E CAPITOL DRIVE DRAINAGE			\$153.00
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-712 BANNER SYSTEM/BANNERS/HDWE	GLOBAL TACTILE, LLC	SANDWICH BOARD GRANT	\$50.00
E 804-56700-724 WEB SITE HOSTING & MAINT	OCREATIVE	WEBSITE HOSTING	\$110.00
EXPENSE Descr ECONOMIC DEVELOPMENT			\$160.00
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ONSITE TECH SERVICES	\$151.06
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ONSITE TECH SERVICES	\$97.50
EXPENSE Descr FINANCIAL ADMINISTRATION			\$248.56
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN	\$253.40
E 101-52200-220 UTILITY SERVICES	AT&T	FIRSTNET SERVICES	\$267.96
E 101-52200-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	SHINE TIRE SPRAY	\$16.15
E 101-52200-360 VEHICLE MAINT/EXPENSE	BIEBELS TRUE VALUE	QWIK WAX CAR SPRAY	\$32.35
E 101-52200-360 VEHICLE MAINT/EXPENSE	HARTLAND QUIK LUBE	OIL CHANGE	\$44.75
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	IDENTIFIRE	VARIOUS BOTTLE BANDS, NAMPLATE, DECAL	\$1,312.36
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	MACQUEEN EMERGENCY	WAIST EXTENDER	\$207.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	MACQUEEN EMERGENCY	LADDER BELT	\$297.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	MACQUEEN EMERGENCY	LADDER BELTS	\$1,980.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	PHYSICAL	\$363.00
E 101-52200-255 BLDGS/GROUNDS	SHARP, KAJIL	PROPANE EXCHANGE	\$20.99
EXPENSE Descr FIRE PROTECTION			\$4,794.96
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	CONLEY MEDIA LLC	BUDGET AMENDMENT NOTIFICATION	\$131.80
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	HOME DEPOT	LITE CABLE/ WALL THERMOSTAT	\$220.34
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ONSITE TECH SERVICES	\$292.50
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PROSHRED SECURITY	SHREDDING SERVICES	\$54.59
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	RHYME BUSINESS PRODUCTS LLC	COPIER SERVICES	\$1,012.75
EXPENSE Descr GENERAL ADMINISTRATION			\$1,711.98
EXPENSE Descr IMPACT FEE EXPENSES			
E 206-59000-960 USE OF PARK IMPACT FEES	JD ELECTRIC, INC.	PARTIAL PAYMENT FOR BOLLARDS	\$47,492.50
EXPENSE Descr IMPACT FEE EXPENSES			\$47,492.50
EXPENSE Descr IMPACT FEE STUDY			
E 401-79235-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	IMPACT FEE UPDATE	\$1,930.00

Account Descr	Search Name	Comments	Amount
EXPENSE Descr IMPACT FEE STUDY			\$1,930.00
EXPENSE Descr INSPECTION			
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	MARCH PERMITS	\$14,993.71
EXPENSE Descr INSPECTION			\$14,993.71
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	FIRST RESPONDERS PSYCH SERVICE	THERAPY SERVICES	\$350.00
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ#3 OIL CHANGE AND TIRE ROTATION	\$161.31
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ#5 ENGINE LIGHT/ OXY SENSOR/ COMPUTER UPDAT	\$602.60
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	VARIOUS SEARCHES AND USER FEES	\$149.02
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ONSITE TECH SERVICES	\$162.50
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ONSITE TECH SERVICES	\$32.50
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL LAB DRAW	\$108.15
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	RESPIRATORY FIT TESTS	\$693.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROSHRED SECURITY	SHREDDING SERVICES	\$72.39
EXPENSE Descr LAW ENFORCEMENT			\$2,331.47
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$28.69
E 101-55110-255 BLDGS/GROUNDS	HOME DEPOT	WINDOW DOOR SEALING	\$16.98
E 101-55110-255 BLDGS/GROUNDS	HOME DEPOT	HIPRESS/ RAKE/ CORD	\$137.41
E 101-55110-255 BLDGS/GROUNDS	HOME DEPOT	LIGHT BULBS	\$39.95
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ONSITE TECH SERVICES	\$54.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	WASP BARCODE SCANNER	\$299.00
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	REARDON METAL FABRICATING	BOOK DROP	\$91.50
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	COPIER SERVICES	\$215.32
EXPENSE Descr LIBRARY			\$882.85
EXPENSE Descr MARY HILL SUBDIVISION			
E 401-70575-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	DESIGN, CONSTRUCTION REVIEW AND ADMINISTRATI	\$529.83
EXPENSE Descr MARY HILL SUBDIVISION			\$529.83
EXPENSE Descr MISC STORM SEWER REPAIR			
E 401-74010-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	MS4 ANNUAL REPORT AND SUBMITTAL	\$1,250.00
E 401-74010-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	MISC STORM SEWER REPAIRS	\$432.75
EXPENSE Descr MISC STORM SEWER REPAIR			\$1,682.75
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	SEEDING MULCH	\$45.79
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	SHOVEL/ FERTILIZER	\$42.16
E 101-51600-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	SPADE/ NUTS AND BOLTS/ COMMAND HOOKS	\$59.77
E 101-51600-355 JANITORIAL SUPPLIES	HOME DEPOT	BROOM STICK/ NYLON BRUSHES/ HOOKS	\$85.43

Account Descr	Search Name	Comments	Amount
E 101-51600-255 BLDGS/GROUNDS	HOME DEPOT	BROOM AND LATCH	\$32.20
E 101-51600-255 BLDGS/GROUNDS	WERNER ELECTRIC SUPPLY	30 AMP 3 POLE	\$134.28
E 101-51600-255 BLDGS/GROUNDS	WERNER ELECTRIC SUPPLY	30 AMP 3 POLE	\$134.28
E 101-51600-255 BLDGS/GROUNDS	WERNER ELECTRIC SUPPLY	30 AMP 3 POLE	\$230.63
E 101-51600-255 BLDGS/GROUNDS	WERNER ELECTRIC SUPPLY	RETURN CREDIT S6740937.001	-\$78.56
EXPENSE Descr MUNICIPAL BUILDING			\$685.98
EXPENSE Descr MUNICIPAL PARKING LOT REPAIRS			
E 401-79155-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	DESIGN, CONSTRUCTION REVIEW AND ADMINISTRATI	\$529.83
EXPENSE Descr MUNICIPAL PARKING LOT REPAIRS			\$529.83
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	SQ EXT RING	\$10.21
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	UTIL KNIFE/ VAKVE	\$25.12
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	BALL VALVE/ SEAL TAPE	\$66.89
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	COUPLING/ PVC PIPE	\$11.03
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	RAKE/ SAFETY HASP/ NUTS BOLTS	\$62.81
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	SCREW SET/ FLUOPNK MARK PAINT	\$28.30
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	WHT NYL ROPE	\$17.77
E 101-55200-370 ATHLETIC FACILITY MAINTENANCE	FAULKS BROS/WAUPACA SAND	INFIELD MIX	\$1,102.02
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	PAINT/ COVER PLATE	\$203.63
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	CHALK/ POLY SEALER	\$205.20
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	HAMMER	\$84.45
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	THERMOSTAT GUARD	\$27.95
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	MENARDS- PEWAUKEE	GARDEN HOSE/ SCREWDRIVERS/ GUTTER/ FASCIA	\$189.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	OKAUCHEE REDI-MIX INC	CONCRETE FOR FLAGPOLE	\$474.00
EXPENSE Descr PARKS			\$2,508.38
EXPENSE Descr PUBLIC WORKS			
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	BEST EDGE MARKETING LLC	SUMMER HELP T-SHIRTS	\$335.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	BOBCAT PLUS INC	FILTERS/CARTRIDGES	\$427.68
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	NO LEAD REFORM	\$985.67
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	PDF DIESEL	\$1,334.86
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	NO LEAD REFORM	\$1,106.15
E 101-53000-180 OTHER BENEFITS	GEORGENSON, JOSH	SAFETY JACKET	\$64.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	PHOTO CELL	\$77.85
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	HOME DEPOT	MISC ELECTRICAL SUPPILES	\$166.05
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	LAUNDRY SERVICES	\$144.93
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	CABINET	\$0.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	VARIOUS DRILL BITS/ NUTS/ SCREWS/ TUBES	\$1,304.02
E 101-53000-180 OTHER BENEFITS	MAAS, CHRIS	BOOTS	\$200.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	MACQUEEN EQUIPMENT GROUP	SOLENOID	\$111.40
E 101-53000-360 VEHICLE MAINT/EXPENSE	NJ TOOLS LLC	3 TON FLOOR JACK	\$834.95

Account Descr	Search Name	Comments	Amount
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ONSITE TECH SERVICES	\$162.50
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	ONSITE TECH SERVICES	\$65.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	PRICE ENGINEERING	FITTINGS	\$362.63
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	GENERAL SERVICES	\$2,780.75
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	MUNI ECONOMICS AND PLANNING SERVICES	\$537.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	CORE AND TANK (MINUS TAX)	\$1,214.50
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	EXHAUST FLUID/ AIR DRYER	\$428.80
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	VILLAGE GRAPHICS	SET UP FEES	\$8.00
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	VILLAGE GRAPHICS	BUSINESS CARDS	\$252.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	WALDSCHMIDTS TOWN & COUNTRY	BOLTS FOR SCAG	\$140.40
E 101-53000-360 VEHICLE MAINT/EXPENSE	WELDERS SUPPLY CO	PIGSKIN GLOVE	\$59.53
E 101-53000-360 VEHICLE MAINT/EXPENSE	WELDERS SUPPLY CO	OXYGEN TANK	\$44.87
EXPENSE Descr PUBLIC WORKS			\$13,148.54
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-303 SUMMER REC EXPENSES	AVALON GRAPHICS LLC	NOW HIRING BANNER	\$305.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HOOPER HANDS BASKETBALL AC	BASE BATTERS	\$1,296.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NELSON BRANDON, LISA	YOGA REC CLASSES	\$1,321.20
EXPENSE Descr RECREATION PROGRAMS/EVENTS			\$2,922.20
EXPENSE Descr SEWER SERVICE			
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	TOTAL USER FEES	\$81,819.39
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	NEW SCADA COMPUTER CONFIGURATION	\$3,232.50
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	GIS DATA MAINTENANCE	\$444.02
E 204-53610-800 CAPITAL OUTLAY	RUEKERT & MIELKE	MISC SANITARY SEWER REPAIRS	\$267.75
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	SCADA SERVICE WORK	\$1,293.71
EXPENSE Descr SEWER SERVICE			\$87,057.37
EXPENSE Descr ST CHARLES INFIL POND IMPROVE			
E 401-74125-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	ST CHARLES STORM DIVERSION	\$76.50
EXPENSE Descr ST CHARLES INFIL POND IMPROVE			\$76.50
EXPENSE Descr STORM SWR CATCH BASIN REPAIR			
E 401-74075-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	MISC CATCH BASIN REPAIRS	\$191.75
EXPENSE Descr STORM SWR CATCH BASIN REPAIR			\$191.75
EXPENSE Descr TENNY (WOODLANDS TO HIGHLAND)			
E 401-70565-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	DESIGN, CONSTRUCTION REVIEW AND ADMINISTRATI	\$529.84
EXPENSE Descr TENNY (WOODLANDS TO HIGHLAND)			\$529.84
EXPENSE Descr TERRACE LANE			
E 401-70570-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	DESIGN, CONSTRUCTION REVIEW AND ADMINISTRATI	\$529.83
EXPENSE Descr TERRACE LANE			\$529.83

Account Descr	Search Name	Comments	Amount
EXPENSE Descr TIF FUND EXPENSES			
E 216-58300-290 OUTSIDE SERVICES/CONTRACTS	EHLERS & ASSOCIATES	TID #6 AMENDMENT	\$8,500.00
EXPENSE Descr TIF FUND EXPENSES			\$8,500.00
EXPENSE Descr WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	DIGGERS HOTLINE INC	MARCH DIGGERS HOTLINE CHARGES	\$135.05
E 620-53700-631 WATER TREATMENT - CHEMICALS	MARTELLE WATER TREATMENT	WATER TREATMENT CHEMICALS	\$2,663.59
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	NEW SCADA COMPUTER CONFIGURATION	\$3,232.50
E 620-53700-678 HYDRANTS	RUEKERT & MIELKE	MISC HYDRANT REPAIRS	\$229.50
E 620-53700-673 TRANS&DIST MAINS	RUEKERT & MIELKE	MISC WATER VALVE REPAIRS	\$306.00
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	CORROSION CONTROL TREATMENT STUDY	\$250.00
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	GIS DATA MAINTENANCE	\$444.03
E 620-53700-923 OUTSIDE SERVICES	RUEKERT & MIELKE	SCADA SERVICE WORK	\$616.00
E 620-53700-631 WATER TREATMENT - CHEMICALS	USA BLUE BOOK	RETURN OF COLORIMETER	-\$526.00
E 620-53700-631 WATER TREATMENT - CHEMICALS	USA BLUE BOOK	COLORIMETER/ SURCHARGE	\$601.79
EXPENSE Descr WATER UTILITY			\$7,952.46
EXPENSE Descr WOODLANDS CT			
E 401-70560-290 OUTSIDE SERVICES/CONTRACTS	RUEKERT & MIELKE	DESIGN, CONSTRUCTION REVIEW AND ADMINISTRATI	\$529.84
EXPENSE Descr WOODLANDS CT			\$529.84
			\$421,611.27

VILLAGE OF HARTLAND
LICENSES AND PERMITS
April 25, 2022

Operator's (Bartender) Licenses

Brittany Jean Cardinal
Barry John Henrichs

The applicants have successfully completed the Responsible Beverage Servers Course. The Chief of Police has reviewed the applications and approves them after deeming the requests to be in compliance with Wis. Stats. § 125.04(5).

Street Use Permit

Applicant: Beth Arndt
Event: Neighborhood Block Party
Location: 217 Hazel Lane
Date: 5/22/22
Time: 1:00 p.m. – 5:00 p.m.

Street Use Permit

Applicant: Karen Hurley
Event: Neighborhood Block Party
Location: 603 Southern Oak Drive
Date: 04/28/22
Time: 5:00 p.m. – 9:00 p.m.

Restricted Species Permits

Karl Baumgartner, 781 Wexford Way, for 6 chickens

Thomas and Malorie Helstern, 663 Oxford Drive, for 6 chickens

Jacob Zuehl, 306 Lawn Street, for 3 chickens

Document Number	<p style="text-align: center;"><u>CONDITIONAL USE PERMIT</u> [Busy Beez Preschool and Childcare % Megham Kier and Kim Ptak 123 Lawn Street.] Document Title</p>
<p>THIS CONDITIONAL USE PERMIT is hereby granted this ____ day of _____, 2022 by the Village of Hartland (hereinafter Village) to Meghan Kier and Kim Ptak (hereinafter “Grantee”) for the operation of Busy Beez Preschool and Childcare at the property located at 123 Lawn Street, Hartland, WI, 53029. .</p>	
<p><u>RECITALS</u></p>	
<p>WHEREAS, Grantee has applied for a conditional use permit (the “CUP”) pursuant to Article IV of the Village of Hartland Code of Ordinances for the operation of a day care center, 123 Lawn Street, Hartland, Wisconsin, (the “Property”) more specifically described as:</p> <p>Tax Key No. HAV 0424951 Owners: Meghan Kier and Kim Ptak 516 Hartridge Drive Hartland WI 53029</p>	<p><u>Recording Area</u></p> <hr/> Name and Return Address Village of Hartland 210 Cottonwood Ave. Hartland, WI 53029 Draft by: Ryan Bailey Interim Village Administrator
<p>WHEREAS, the Property is located in the B-3 Zoning District; and</p> <p>WHEREAS, Article IV of the Village of Hartland Code of Ordinances provides that Commercial Day Care Centers licensed and/or regulated by the State are a Conditional Use in the B-3 District; and</p> <p>WHEREAS, Applicant has submitted all information as required under Article IV of the Village of Hartland Code of Ordinances and a Plan of Operation which is attached hereto and incorporated herein; and</p> <p>WHEREAS, the Village Plan Commission reviewed the subject CUP application and Plan of Operation and held a Public Hearing on April 18, 2022 pursuant to Article IV of the</p>	
<p><u>Parcel Identification Number</u> HAV 0424951</p>	

Village of Hartland Code of Ordinances and recommended the following conditions of approval necessary to fulfill the purpose and intent of the Village Code of Ordinances:

WHEREAS, the Village Board of Trustees has considered the Plan Commission's recommendations and has determined that the proposed conditional use and structure(s) are in accordance with the purpose and intent of Article IV of the Village Code of Ordinances and is found to be not hazardous, harmful, offensive or otherwise adverse to the environment or the value of the neighborhood or the community.

NOW THEREFORE, the Village Board of Trustees hereby approves the issuance of this conditional use permit to Meghan Kier and Kim Ptak, 123 Lawn Street for the operation of commercial day care facility, at the Property, which conditional use permit shall be subject to the following conditions:

1. The conditional use permit granted hereunder is for the sole benefit of Meghan Kier and Kim Ptak.
2. The business activities permitted hereunder are limited to commercial day care to be known as Busy Beez Preschool and Childcare.
3. All business activities conducted on the Property shall conform to this CUP and the approved Plan of Operation and the Village of Hartland Code of Ordinances. The approved Plan of Operation is attached hereto and incorporated herein.
4. The 100 year floodplain encroaches into the property. No outdoor uses, equipment, toys, etc. allowed in floodway.
5. Outdoor playground equipment and "rubber type" play surface must be securely fastened to the ground such that they will not become buoyant and detach in the event the site floods.
6. Toys, rides, slides and accessories must not be stored outdoors anywhere on this property.
7. No outdoor storage of any kind is allowed on this property including lawn and garden maintenance equipment, snowblowers, tables, chairs, umbrellas, etc.
8. Garbage receptacles must be kept inside dumpster enclosure as noted on site plan
9. Approved fence must be
 - a. Not more than 54" above grade
 - b. Chain link type without screening material
 - c. Securely fastened to ground such that it won't detach in the event the site floods
 - d. Must not be installed in floodway

10. Not more than 1,000 sq. feet of concrete to be installed. Top of concrete must be no higher than existing, adjacent grade.
11. Install vehicular barrier across drive near northwest corner of building while children are present.
12. Changes subsequent to the initial issuance of this CUP shall require an amendment to this CUP.
13. This CUP shall terminate upon the occurrence of any of the following:
 - a. Upon Grantee failing to conduct business at the Property in substantial conformity with this CUP or the approved Plan of Operation; or
 - b. Upon the cessation of the operations permitted under this CUP.

This conditional use permit is hereby issued this 25th day of April, 2022 subject to the conditions provided herein.

VILLAGE OF HARTLAND

Jeffrey Pfannerstill, Village President

Darlene Igl, MMC/WCPC, Village Clerk

[VILLAGE SEAL]

Feb 2-28-22
rept # 285345



PETITION FOR CONDITIONAL USE
 \$150 REVIEW FEE DUE AT TIME OF APPLICATION
PLUS \$300 PROFESSIONAL FEE DEPOSIT

Property Owner	
Business Name <u>Busy Beez Preschool and childcare LLC</u>	
Business Owner <u>Meghan Kier and Kim Ptak</u>	
Address <u>123 Lawn St, Hartland WI, 53029</u>	
Contact Person <u>Meghan Kier</u>	Phone <u>(262) 719-2751</u>
Key No. HAV	Email <u>busybeezpreschool@1@gmail.com</u>

The Plan Commission meets on the third Monday of the month at 6:30 PM in the Village Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue, Hartland.

The deadline for filing is a minimum of fifteen (15) working days before the meeting.

All of the requested information must be received prior to the deadline in order to be placed on the agenda. Village Plan Review Staff has been directed to delay placement on the Plan Commission Agenda based on incomplete submittals.

State present use of property and basic information on the intended use:

<u>Building is currently vacant, prior to that it was owned and operated by Prader-Willi Homes as an assisted living home.</u>
<u>We intend to use the building as a daycare center for children between the ages of 6 weeks and 12 years.</u>

Additional documents and materials must be submitted addressing the requirements described in Article IV of the Hartland Zoning Code regarding Conditional Uses.

All applications for consideration by the Plan Commission are subject to the policies described in this document.

Petitioner Signature <u>Meghan Kier</u>	
Print Name <u>Meghan Kier</u>	Date <u>2/25/22</u>

OFFICE USE ONLY:

Date Applied: <u>2-28-22</u>	Date of Meeting:	Return Comments by:
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pl 2-28-22
recpt 235345



**APPLICATION FOR
PLAN COMMISSION**

\$300 REVIEW FEE DUE AT TIME OF APPLICATION

Project Description Remodel			
Proposed Use Daycare center		No. of Employees 8-10	
Project Location 123 Lawn St. Hartland WI, 53029			
Project Name Busy Beez Preschool and childcare			
Owner Meghan Kier and ^{Kim} Prak		Phone (262) 719-2751	
Address 516 Hartbridge Dr.		City Hartland	State WI Zip 53029
Engineer/Architect Jim Mella		Phone (262) 548-9797	FAX
Address		City	State Zip
Contact Person Meghan Kier	Phone (262) 719-2751	FAX	E-mail busybeezpreschool21@gmail.com

The Plan Commission meets on the third Monday of the Month at 7:00 PM in the Village Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue, Hartland.

The deadline for filing is a minimum of fifteen (15) working days before the meeting.

All of the requested information must be received prior to the deadline in order to be placed on the agenda. Village Plan Review Staff has been directed to delay placement on the Plan Commission Agenda based on incomplete submittals.

Four (4) sets of bound application materials and one (1) electronic copy of all materials must be submitted.

Applications that include site plans must depict the following existing and proposed information:

- Complete dimensions (lot, building, setbacks, parking, drives, etc.)
- Scale and north arrow
- All structures (include building elevations and height)
- Drainage and grades (include design calculations for drainage)
- Storm Water Management Plan
- Utilities and easements (sewer, water, storm etc.)
- Calculation of lot coverage
- Parking stalls (stalls to be minimum 180 s.f., driving lanes minimum 24 ft. wide and 30 ft. maximum at street right-of-way, asphalt to be minimum 3 ft. from lot lines)
- Grading and erosion control
- Landscaping, including a Tree Protection Plan
- Exterior lighting details
- Exterior HVAC equipment location
- Dumpster location (screening required)
- Street right-of-way
- Miscellaneous, 100 year floodplain, wetland boundary, environmental corridor

Additional information may be requested by the Plan Commission or Staff.

All applications for consideration by the Plan Commission are subject to the policies described in this document.

Date Applied 2-28-22	Date of Meeting:	Return Comments by:
-----------------------------	------------------	---------------------

CONFIDENTIAL

*Busy Beez
Preschool and
Childcare*

BUSINESS PLAN

Prepared February 2022

Contact Information

Meghan Kier

busybeepreschool21@gmail.com

(262)719-2751

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Executive Summary

Opportunity

Problem

Quality childcare is the single most important thing to parents and key to their success in their own careers. Covid-19 has forced many small businesses to shut down and childcare is no exception to that, making it hard for parents to find quality care for their children.

Solution

We strive to make each family and every staff member a part of our family. We believe this will create an atmosphere where children and staff members form strong loving relationships. To us, this is the definition of quality childcare.

Market

Our target market is working families with young children in Hartland and the surrounding areas such as Delafield, Pewaukee, and Oconomowoc. We will be working primarily with the Hartland Lakeside School district, providing before and after school care for those children.

Competition

There are a few small daycares right in Hartland and some larger centers in surrounding cities. All of these centers are full, with a waitlist or near full. We will have plenty of space to welcome new families and loving staff members ready.

Why Us?

When we started Busy Beez at the end of the summer in 2021 we started with a small group of families that we knew very well, as we worked with them and their children every day. We have learned a lot over the last few months that we know has made us grow as individuals, a team, and most importantly as business owners. We

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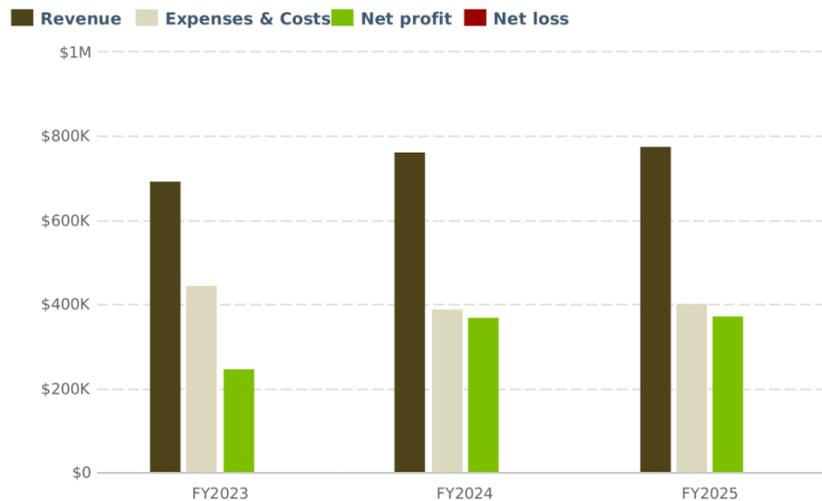
have also met some wonderful people along the way that have been guiding us and helping us find connections so that we can be as successful as we dream to be. We have built the foundation of this business on our mutual love of children and our desire to help local families every way we can. We are so excited to see what this new opportunity has in store for us, and we are ready to welcome so many new families and staff members.

Expectations

Forecast

Once we move into our new location, we will be able to take as many children as we are licensed for, which we are hoping is around fifty-five to sixty based on square footage. We are hoping to be ready to open by the middle of June. Once we start construction and have a better idea of our opening day, we will be able to start marketing and getting families enrolled. We are projecting that we will add children slowly and hoping to be at full capacity by the beginning of our second year. We hope to be profitable going into our second year.

Financial Highlights by Year



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Financing Needed

We are going to need a loan to purchase the building in order to grow our business. We are going to get an SBA loan for the purchase price of the building, \$500K, and \$120K for renovations. We have \$60k of our own investment to put down so we are looking at financing \$540K.

Opportunity

Problem & Solution

Problem Worth Solving

Quality childcare is the single most important thing to parents who are in need of childcare. Knowing your child is in a safe and loving environment while you are away is crucial to your success in your career. Covid-19 has forced many small business' to close down, and childcare is no exception to that, wiping out small family run centers and leaving big corporate centers to be the majority of childcare centers left standing. Corporate run centers are by the book and void of close relationships between staff and families. Many centers have long waitlists especially for the youngest children between 6 weeks and 2 years of age. Corporate centers have a higher turn over rate of employees and directors, leaving children in the care of many different caregivers who don't have a solid relationship built with your child.

Our solution

We are a small center, founded and run by two moms, who strive to make each family we serve a part of our families. Every child will be in the care of qualified loving staff members handpicked by us with the mindset that they will be caring for our own children. We believe in treating our employees like members of our family and creating a close-knit family among our employees. This will help build relationships with families and keep staff members around for longer periods of time, reducing the turnover rate of employees.

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Product & Services

Services Breakdown

<u>Services</u>	<u>Cost</u>
6 weeks to 23 months tuition	\$62 full day
2-3 years	\$58 full day
3-4 Years	\$55 full day
4K	\$45
Before AND after school care	\$20
Before OR after school care	\$15
Full day school age	\$40

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Revenue Forecast Table

	FY2023	FY2024	FY2025
Revenue			
6 weeks - 23 months	\$224,800	\$241,920	\$245,760
2-3 years	\$175,400	\$201,600	\$204,960
3-4 years	\$122,000	\$136,800	\$139,200
4k	\$41,000	\$42,300	\$43,200
Before AND after school care	\$45,981	\$49,192	\$51,428
Before OR after school care	\$5,354	\$5,848	\$6,192
Full day school age	\$82,127	\$85,680	\$87,720
Total Revenue	\$696,662	\$763,340	\$778,460
Direct Cost			
Direct Labor			
Total direct costs			
Gross margin	\$696,662	\$763,340	\$778,460
Gross margin %	100%	100%	100%

Target Market

Our customers are working families with young children ages 6 weeks to 12 years. We will work primarily with families in the Hartland Lakeside School district. We will offer before and after school care for children between kindergarten and fifth grade.

Competition

Current alternatives

Corporate Centers

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*pros- security that they will be around through hard financial times, like covid-19, due to having more of a reserve.

*cons- higher turnover rate of employees and directors

- less intimate

Centers near Hartland

- KinderCare (Pewaukee and Delafield)
- Cadence Academy Hartland
- Wee-Know School Hartland

Small Centers

*pros - more intimate relationships with staff and directors

- directors are very unlikely to change since the director is usually the owner of the business

*cons - more risky in hard financial times since they don't have the reserve that corporate centers have available to them

- Grandmas House Hartland
- Lakeside Academy Hartland
- Lake Country Childcare Pewaukee

Our advantages

We take pride in our staff and work really hard to find the best of the best to care for our children. Once we find the best we work with them to make sure they continue to grow with us and continue to be the best fit for us and us for them. Our employees are our family and we treat them as such. Building that relationship with them is key to them loving what they do and being loyal employees. It takes a village to raise children and we plan to build the best village out there.

We offer free childcare to our staff members which is a huge incentive that many other centers in the area do not offer.

We get to know each of our families and we are available to each member to ensure all of their needs are met, not just the child's needs.

Execution

Marketing & Sales

Marketing Plan

Our best marketing tool is word of mouth. We also will set up a webpage with the help of one of our clients who is a web designer. We have a Facebook page that is currently private but once we move into the building it will become public and we will use that to keep current families informed of things we are doing within the center, and we will also use it to attract clients by showing them what we are doing with our current children. We eventually will participate in activities like Hartland kids days by setting up a booth and getting our name out there.

Sales Plan

Once we have a family reach out to us showing interest in our center, we will bring them to the building to show them our classrooms and common spaces. We will walk them through to meet staff members and other kids. This will give them the opportunity to ask any questions they may have and to get a feel for if we are the right fit for them and will also give us the chance to learn more about them.

Operations

Locations & Facilities

We are currently operating out of Meghan's home in Hartland Wisconsin. Our space is limited to eight children. It is going very well, but we are ready to grow and in order to do that we need to move into an outside location.

We are working to purchase a commercial building and renovate it to fit our needs. The building we are looking at is 123 Lawn St. Hartland WI, 53029

Technology

We use the program Brightwheel. With this program all of our billing, scheduling, child sign in, and parent communication is in one location. It eliminates a lot of paper work for us and for the parents. The parents get updates throughout the day of how their child's day is going, pictures of their child, and updates on anything they may need. We can share documents with the families, such as lunch menus and any activities we are doing that month. Parents can update their child's information right on the app, doctors information, allergies, medications, immunization records, family information, and emergency contact information. Tuition can also be paid directly on the app.

Equipment & Tools

We will need equipment to set up 6 classrooms, we currently have enough for one classroom. The preschool, two-year-old, and the toddler classrooms will need tables and chairs, shelves and bins to hold toys, and toys. The infant room will need cribs, highchairs, swings, bouncers, shelves, bins, and toys. The school age classroom will need tables and chairs, shelves, bins, toys, games, and we would like to include an air hockey table and foosball table. We also will need picnic style tables for the cafeteria, and an oven, fridge, freezer, microwave and dishwasher for the kitchen.

Milestones & Metrics

Milestones Table

Milestone	Due Date
Send everything to the bank	February 18, 2022
Send everything to the village	February 21, 2022
Village board meeting	March 21, 2022
Closing Day!	April 12, 2022
Set up Website	May 01, 2022
Opening day	June 13, 2022

Key metrics

Once we open our focus will be on our enrollment numbers and hiring and maintaining employees. In the first year we plan to be at 75% capacity and in our second year we plan to be near 100% capacity. In the first year we plan to have eight employees and we will keep adding as we need.

Company

Overview

Ownership & Structure

Busy Beez Preschool and Childcare LLC is registered as a limited liability company. Our two founders, Meghan Kier and Kim Ptak, are co-owners with equal shares. No outside investors are involved at this point in time.

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Company history

We started Busy Beez at the end of summer 2021, after the daycare center we were both employed at shut down due to the owner selling the building and dissolving the business. The building needed a lot of work, and we were not in the financial position to purchase the building and repair it at that time, so the building was sold to a company that turned the building into a warehouse.

We turned one room in Meghan's house into a classroom, fenced in the backyard, and purchased a large play system for the backyard. We currently have seventeen children enrolled and a waitlist with five children on it. All of the families that we have right now were families that were customers of our old employer and they decided to come with us.

We are working to purchase a building at 123 Lawn St. Hartland WI. We are planning to officially open in that building in June of 2022. Once we open, we can have between fifty-five to sixty children enrolled and will need approximately eight to ten staff members to get started. We have five staff members ready to start working as soon as we open and will expand to meet demand.

Team

Russ Roberts - Manager of WCTC small business Center

Elizabeth Hafeman- accountant with Accounting Systems INC

Tracy Miklas - Former administrator for Hartland Preschool

Lexi Niedfeldt - Former director of Hartland Preschool

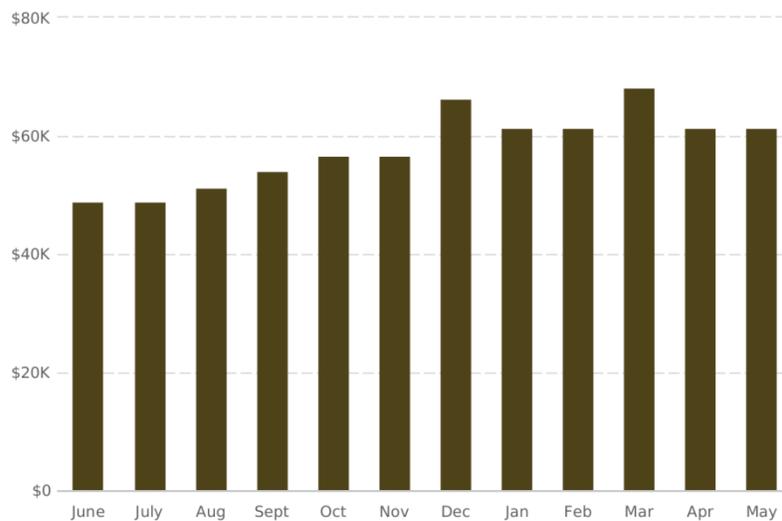
Financial Plan

Forecast

Key assumptions

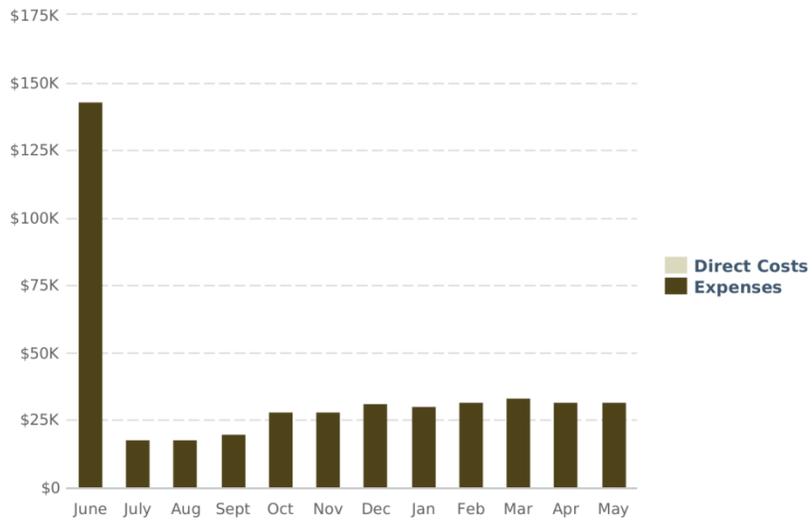
We plan to be licensed for 55-60 children once we move into our building. Our goal is to be operating in the building by the beginning to the middle of June. We project we will add 25 children by opening day putting us at around 40 children when we open. We project that we will care for around 50 children at the start of year two. We will be adding 4 full-time and 2 part-time staff members starting in June

Revenue by Month

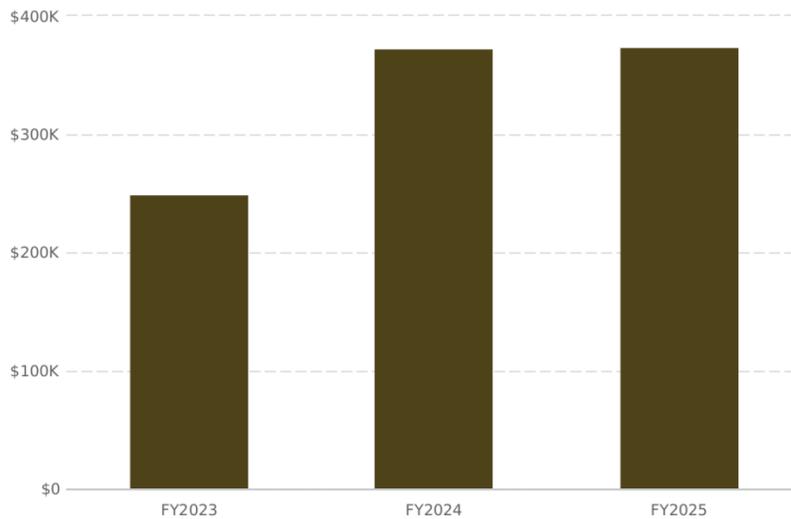


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Expenses by Month



Net Profit (or Loss) by Year



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Financing

Sources of Funds

We have \$60K of our own funds. We will be taking out an SBA loan to purchase the building and to cover the costs of renovations.

Use of Funds

\$60k of our personal investment will be used as a down payment on the building

\$540K SBA Loan for the purchase and renovations of the building

Statements

Projected Profit and Loss

	FY2023	FY2024	FY2025
Revenue	\$696,662	\$763,340	\$778,460
Direct Costs			
Gross Margin	\$696,662	\$763,340	\$778,460
Gross Margin %	100%	100%	100%
Operating Expenses			
Salaries & Wages	\$149,520	\$181,860	\$193,818
Employee Related Expenses	\$29,904	\$36,372	\$38,764
Brightwheel	\$600	\$600	\$600
Office Supplies	\$1,950	\$1,500	\$1,500
Printer	\$500		
Books	\$400	\$400	\$400
Paper products	\$481	\$475	\$475
Art Supplies	\$900	\$750	\$750
Insurance	\$7,200	\$7,200	\$7,200
Utilities	\$4,200	\$4,200	\$4,200
Phone / internet	\$3,600	\$3,600	\$3,600
Accountant	\$600	\$600	\$600
Outside Maintenance	\$2,400	\$2,400	\$2,400
Computer	\$1,000		
Swing Set	\$5,000		
Building Improvements	\$120,000		
Total Operating Expenses	\$328,255	\$239,957	\$254,307
Operating Income	\$368,407	\$523,383	\$524,153
Interest Incurred	\$24,445	\$25,879	\$25,014
Depreciation and Amortization	\$31,867	\$31,866	\$31,867
Gain or Loss from Sale of Assets			

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Income Taxes	\$62,419	\$93,128	\$93,454
Total Expenses	\$446,986	\$390,830	\$404,642
Net Profit	\$249,676	\$372,510	\$373,818
Net Profit / Sales	36%	49%	48%

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Projected Balance Sheet

	FY2023	FY2024	FY2025
Cash	\$206,492	\$524,367	\$842,780
Accounts Receivable	\$0	\$0	\$0
Inventory			
Other Current Assets			
Total Current Assets	\$206,492	\$524,367	\$842,780
Long-Term Assets	\$614,000	\$614,000	\$614,000
Accumulated Depreciation	(\$31,867)	(\$63,733)	(\$95,600)
Total Long-Term Assets	\$582,133	\$550,267	\$518,400
Total Assets	\$788,625	\$1,074,634	\$1,361,180
Accounts Payable	\$0	\$0	\$0
Income Taxes Payable	\$23,308	\$23,296	\$23,378
Sales Taxes Payable			
Short-Term Debt	\$16,890	\$17,754	\$18,662
Prepaid Revenue			
Total Current Liabilities	\$40,198	\$41,050	\$42,040
Long-Term Debt	\$508,352	\$490,598	\$471,936
Long-Term Liabilities	\$508,352	\$490,598	\$471,936
Total Liabilities	\$548,549	\$531,648	\$513,976
Paid-In Capital	\$60,000	\$60,000	\$60,000
Retained Earnings	(\$69,600)	\$110,476	\$413,386
Earnings	\$249,676	\$372,510	\$373,818
Total Owner's Equity	\$240,076	\$542,986	\$847,204
Total Liabilities & Equity	\$788,625	\$1,074,634	\$1,361,180

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Projected Cash Flow Statement

	FY2023	FY2024	FY2025
Net Cash Flow from Operations			
Net Profit	\$249,676	\$372,510	\$373,818
Depreciation & Amortization	\$31,867	\$31,867	\$31,867
Change in Accounts Receivable	\$0	\$0	\$0
Change in Inventory			
Change in Accounts Payable	\$0	\$0	\$0
Change in Income Tax Payable	\$23,308	(\$12)	\$82
Change in Sales Tax Payable			
Change in Prepaid Revenue			
Net Cash Flow from Operations	\$304,851	\$404,365	\$405,767
Investing & Financing			
Assets Purchased or Sold	(\$614,000)		
Net Cash from Investing	(\$614,000)		
Investments Received	\$60,000		
Dividends & Distributions	(\$69,600)	(\$69,600)	(\$69,600)
Change in Short-Term Debt	\$16,890	\$864	\$908
Change in Long-Term Debt	\$508,352	(\$17,754)	(\$18,662)
Net Cash from Financing	\$515,641	(\$86,490)	(\$87,354)
Cash at Beginning of Period	\$0	\$206,492	\$524,367
Net Change in Cash	\$206,492	\$317,875	\$318,413
Cash at End of Period	\$206,492	\$524,367	\$842,780

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Appendix

Profit and Loss Statement (With monthly detail)

FY2023	June '22	July '22	Aug '22	Sept '22	Oct '22	Nov '22	Dec '22	Jan '23	Feb '23	Mar '23	Apr '23	May '23
Revenue												
6 weeks - 23 months	\$14,880	\$14,880	\$17,360	\$17,360	\$19,840	\$19,840	\$19,840	\$20,160	\$20,160	\$20,160	\$20,160	\$20,160
Unit Sales	240	240	280	280	320	320	320	320	320	320	320	320
Unit Prices	\$62	\$62	\$62	\$62	\$62	\$62	\$62	\$63	\$63	\$63	\$63	\$63
2-3 years	\$11,600	\$11,600	\$11,600	\$13,920	\$13,920	\$13,920	\$16,240	\$16,520	\$16,520	\$16,520	\$16,520	\$16,520
Unit Sales	200	200	200	240	240	240	280	280	280	280	280	280
Unit Prices	\$58	\$58	\$58	\$58	\$58	\$58	\$58	\$59	\$59	\$59	\$59	\$59
3-4 years	\$8,800	\$8,800	\$8,800	\$9,900	\$9,900	\$9,900	\$9,900	\$11,200	\$11,200	\$11,200	\$11,200	\$11,200
Unit Sales	160	160	160	180	180	180	180	200	200	200	200	200
Unit Prices	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$56	\$56	\$56	\$56	\$56
4k	\$0	\$0	\$0	\$4,500	\$4,500	\$4,500	\$4,500	\$4,600	\$4,600	\$4,600	\$4,600	\$4,600
Unit Sales	0	0	0	100	100	100	100	100	100	100	100	100
Unit Prices	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$46	\$46	\$46	\$46	\$46
Before AND after school care	\$0	\$0	\$0	\$5,200	\$5,200	\$5,200	\$3,900	\$5,460	\$5,460	\$4,641	\$5,460	\$5,460
Unit Sales	0	0	0	260	260	260	195	260	260	221	260	260
Unit Prices	\$0	\$0	\$0	\$20	\$20	\$20	\$20	\$21	\$21	\$21	\$21	\$21
Before OR after school care	\$0	\$0	\$0	\$600	\$600	\$600	\$450	\$640	\$640	\$544	\$640	\$640
Unit Sales	0	0	0	40	40	40	30	40	40	34	40	40

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Unit Prices	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$16	\$16	\$16	\$16	\$16
Full day school age	\$13,600	\$13,600	\$13,600	\$2,720	\$2,720	\$2,720	\$11,560	\$2,788	\$2,788	\$10,455	\$2,788	\$2,788
Unit Sales	340	340	340	68	68	68	289	68	68	255	68	68
Unit Prices	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$41	\$41	\$41	\$41	\$41
Total Revenue	\$48,880	\$48,880	\$51,360	\$54,200	\$56,680	\$56,680	\$66,390	\$61,368	\$61,368	\$68,120	\$61,368	\$61,368
Total Direct Costs												
Gross Margin	\$48,880	\$48,880	\$51,360	\$54,200	\$56,680	\$56,680	\$66,390	\$61,368	\$61,368	\$68,120	\$61,368	\$61,368
Gross Margin %	100%											
Operating Expenses												
Salaries and Wages												
Full Time (5.67)	\$7,680	\$7,680	\$7,680	\$7,680	\$9,600	\$9,600	\$9,600	\$9,600	\$11,520	\$11,520	\$11,520	\$11,520
Part Time (4.08)	\$1,760	\$1,760	\$1,760	\$2,640	\$2,640	\$2,640	\$3,520	\$3,520	\$3,520	\$3,520	\$3,520	\$3,520
Total Salaries & Wages	\$9,440	\$9,440	\$9,440	\$10,320	\$12,240	\$12,240	\$13,120	\$13,120	\$15,040	\$15,040	\$15,040	\$15,040
Employee Related Expenses												
Brightwheel	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Office Supplies	\$500	\$100	\$100	\$150	\$200	\$100	\$100	\$100	\$100	\$150	\$200	\$150
Printer	\$500											
Books	\$100			\$100			\$100			\$100		
Paper products	\$91	\$25	\$30	\$30	\$40	\$30	\$35	\$40	\$30	\$30	\$40	\$60
Art Supplies	\$200	\$50	\$75	\$50	\$100	\$50	\$50	\$50	\$50	\$75	\$75	\$75
Insurance	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600

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Utilities	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350
Phone / internet	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Accountant	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Outside Maintenance	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Computer	\$1,000											
Swing Set	\$5,000											
Building Improvements	\$120,000											
Total Operating Expenses	\$140,269	\$13,053	\$13,083	\$14,264	\$16,578	\$16,418	\$17,579	\$17,484	\$19,778	\$19,953	\$19,913	\$19,883
Operating Income	(\$91,389)	\$35,827	\$38,277	\$39,936	\$40,102	\$40,262	\$48,811	\$43,884	\$41,590	\$48,167	\$41,455	\$41,485
Interest Incurred		\$2,250	\$2,245	\$2,239	\$2,233	\$2,228	\$2,222	\$2,217	\$2,211	\$2,206	\$2,200	\$2,194
Depreciation and Amortization	\$2,656	\$2,655	\$2,656	\$2,655	\$2,656	\$2,655	\$2,656	\$2,655	\$2,656	\$2,656	\$2,655	\$2,656
Gain or Loss from Sale of Assets												
Income Taxes	\$0	\$0	\$0	\$1,059	\$7,043	\$7,075	\$8,787	\$7,802	\$7,345	\$8,661	\$7,320	\$7,327
Total Expenses	\$142,925	\$17,958	\$17,983	\$20,218	\$28,510	\$28,376	\$31,244	\$30,159	\$31,989	\$33,476	\$32,088	\$32,060
Net Profit	(\$94,045)	\$30,922	\$33,377	\$33,982	\$28,170	\$28,304	\$35,146	\$31,209	\$29,379	\$34,644	\$29,280	\$29,308
Net Profit / Sales	(192%)	63%	65%	63%	50%	50%	53%	51%	48%	51%	48%	48%

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	FY2023	FY2024	FY2025
Revenue			
6 weeks - 23 months	\$224,800	\$241,920	\$245,760
Unit Sales	3,600	3,840	3,840
Unit Prices	\$62.44	\$63	\$64
2-3 years	\$175,400	\$201,600	\$204,960
Unit Sales	3,000	3,360	3,360
Unit Prices	\$58.47	\$60	\$61
3-4 years	\$122,000	\$136,800	\$139,200
Unit Sales	2,200	2,400	2,400
Unit Prices	\$55.45	\$57	\$58
4k	\$41,000	\$42,300	\$43,200
Unit Sales	900	900	900
Unit Prices	\$45.56	\$47	\$48
Before AND after school care	\$45,981	\$49,192	\$51,428
Unit Sales	2,236	2,236	2,236
Unit Prices	\$20.56	\$22	\$23
Before OR after school care	\$5,354	\$5,848	\$6,192
Unit Sales	344	344	344
Unit Prices	\$15.56	\$17	\$18
Full day school age	\$82,127	\$85,680	\$87,720
Unit Sales	2,040	2,040	2,040
Unit Prices	\$40.26	\$42	\$43
Total Revenue	\$696,662	\$763,340	\$778,460
Total Direct Costs			
Gross Margin	\$696,662	\$763,340	\$778,460
Gross Margin %	100%	100%	100%

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Operating Expenses

Salaries and Wages			
Full Time (5.67)	\$115,200	\$139,620	\$141,018
Part Time (4.08)	\$34,320	\$42,240	\$52,800
Total Salaries & Wages	\$149,520	\$181,860	\$193,818
Employee Related Expenses	\$29,904	\$36,372	\$38,764
Brightwheel	\$600	\$600	\$600
Office Supplies	\$1,950	\$1,500	\$1,500
Printer	\$500		
Books	\$400	\$400	\$400
Paper products	\$481	\$475	\$475
Art Supplies	\$900	\$750	\$750
Insurance	\$7,200	\$7,200	\$7,200
Utilities	\$4,200	\$4,200	\$4,200
Phone / internet	\$3,600	\$3,600	\$3,600
Accountant	\$600	\$600	\$600
Outside Maintenance	\$2,400	\$2,400	\$2,400
Computer	\$1,000		
Swing Set	\$5,000		
Building Improvements	\$120,000		
Total Operating Expenses	\$328,255	\$239,957	\$254,307
Operating Income	\$368,407	\$523,383	\$524,153
Interest Incurred	\$24,445	\$25,879	\$25,014
Depreciation and Amortization	\$31,867	\$31,866	\$31,867
Gain or Loss from Sale of Assets			
Income Taxes	\$62,419	\$93,128	\$93,454
Total Expenses	\$446,986	\$390,830	\$404,642

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Net Profit	\$249,676	\$372,510	\$373,818
Net Profit / Sales	36%	49%	48%

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Balance Sheet (With Monthly Detail)

FY2023	June '22	July '22	Aug '22	Sept '22	Oct '22	Nov '22	Dec '22	Jan '23	Feb '23	Mar '23	Apr '23	May '23
Cash	(\$111,189)	(\$84,726)	(\$55,813)	(\$25,241)	\$5,497	\$36,395	\$60,665	\$95,185	\$127,411	\$142,280	\$174,371	\$206,492
Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inventory												
Other Current Assets												
Total Current Assets	(\$111,189)	(\$84,726)	(\$55,813)	(\$25,241)	\$5,497	\$36,395	\$60,665	\$95,185	\$127,411	\$142,280	\$174,371	\$206,492
Long-Term Assets	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000
Accumulated Depreciation	(\$2,656)	(\$5,311)	(\$7,967)	(\$10,622)	(\$13,278)	(\$15,933)	(\$18,589)	(\$21,244)	(\$23,900)	(\$26,556)	(\$29,211)	(\$31,867)
Total Long-Term Assets	\$611,344	\$608,689	\$606,033	\$603,378	\$600,722	\$598,067	\$595,411	\$592,756	\$590,100	\$587,444	\$584,789	\$582,133
Total Assets	\$500,155	\$523,963	\$550,220	\$578,137	\$606,219	\$634,462	\$656,076	\$687,941	\$717,511	\$729,724	\$759,160	\$788,625
Accounts Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Taxes Payable	\$0	\$0	\$0	\$1,059	\$8,102	\$15,177	\$8,787	\$16,589	\$23,934	\$8,661	\$15,981	\$23,308
Sales Taxes Payable												
Short-Term Debt	\$16,134	\$16,202	\$16,269	\$16,337	\$16,405	\$16,473	\$16,542	\$16,611	\$16,680	\$16,750	\$16,819	\$16,890
Prepaid Revenue												
Total Current Liabilities	\$16,134	\$16,202	\$16,269	\$17,396	\$24,507	\$31,650	\$25,329	\$33,200	\$40,614	\$25,411	\$32,800	\$40,198
Long-Term Debt	\$523,866	\$522,484	\$521,097	\$519,705	\$518,306	\$516,902	\$515,491	\$514,075	\$512,653	\$511,225	\$509,791	\$508,352

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Long-Term Liabilities	\$523,866	\$522,484	\$521,097	\$519,705	\$518,306	\$516,902	\$515,491	\$514,075	\$512,653	\$511,225	\$509,791	\$508,352
Total Liabilities	\$540,000	\$538,686	\$537,367	\$537,101	\$542,813	\$548,552	\$540,820	\$547,275	\$553,267	\$536,636	\$542,592	\$548,549
Paid-In Capital	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Retained Earnings	(\$5,800)	(\$11,600)	(\$17,400)	(\$23,200)	(\$29,000)	(\$34,800)	(\$40,600)	(\$46,400)	(\$52,200)	(\$58,000)	(\$63,800)	(\$69,600)
Earnings	(\$94,045)	(\$63,123)	(\$29,746)	\$4,236	\$32,406	\$60,710	\$95,856	\$127,065	\$156,444	\$191,088	\$220,368	\$249,676
Total Owner's Equity	(\$39,845)	(\$14,723)	\$12,854	\$41,036	\$63,406	\$85,910	\$115,256	\$140,665	\$164,244	\$193,088	\$216,568	\$240,076
Total Liabilities & Equity	\$500,155	\$523,963	\$550,220	\$578,137	\$606,219	\$634,462	\$656,076	\$687,941	\$717,511	\$729,724	\$759,160	\$788,625

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	FY2023	FY2024	FY2025
Cash	\$206,492	\$524,367	\$842,780
Accounts Receivable	\$0	\$0	\$0
Inventory			
Other Current Assets			
Total Current Assets	\$206,492	\$524,367	\$842,780
Long-Term Assets	\$614,000	\$614,000	\$614,000
Accumulated Depreciation	(\$31,867)	(\$63,733)	(\$95,600)
Total Long-Term Assets	\$582,133	\$550,267	\$518,400
Total Assets	\$788,625	\$1,074,634	\$1,361,180
Accounts Payable	\$0	\$0	\$0
Income Taxes Payable	\$23,308	\$23,296	\$23,378
Sales Taxes Payable			
Short-Term Debt	\$16,890	\$17,754	\$18,662
Prepaid Revenue			
Total Current Liabilities	\$40,198	\$41,050	\$42,040
Long-Term Debt	\$508,352	\$490,598	\$471,936
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Earnings	\$249,676	\$372,510	\$373,818
Total Owner's Equity	\$240,076	\$542,986	\$847,204
Total Liabilities & Equity	\$788,625	\$1,074,634	\$1,361,180

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Cash Flow Statement (With Monthly Detail)

FY2023	June '22	July '22	Aug '22	Sept '22	Oct '22	Nov '22	Dec '22	Jan '23	Feb '23	Mar '23	Apr '23	May '23
Net Cash Flow from Operations												
Net Profit	(\$94,045)	\$30,922	\$33,377	\$33,982	\$28,170	\$28,304	\$35,146	\$31,209	\$29,379	\$34,644	\$29,280	\$29,308
Depreciation & Amortization	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656
Change in Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Change in Inventory												
Change in Accounts Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Change in Income Tax Payable	\$0	\$0	\$0	\$1,059	\$7,043	\$7,075	(\$6,390)	\$7,802	\$7,345	(\$15,273)	\$7,320	\$7,327
Change in Sales Tax Payable												
Change in Prepaid Revenue												
Net Cash Flow from Operations	(\$91,389)	\$33,577	\$36,032	\$37,697	\$37,868	\$38,034	\$31,412	\$41,667	\$39,379	\$22,027	\$39,255	\$39,291
Investing & Financing												
Assets Purchased or Sold	(\$614,000)											

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Net Cash from Investing	(\$614,000)											
Investments Received	\$60,000											
Dividends & Distributions	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)
Change in Short-Term Debt	\$16,134	\$67	\$68	\$68	\$68	\$68	\$69	\$69	\$69	\$70	\$70	\$70
Change in Long-Term Debt	\$523,866	(\$1,381)	(\$1,387)	(\$1,393)	(\$1,399)	(\$1,404)	(\$1,410)	(\$1,416)	(\$1,422)	(\$1,428)	(\$1,434)	(\$1,440)
Net Cash from Financing	\$594,200	(\$7,114)	(\$7,119)	(\$7,125)	(\$7,130)	(\$7,136)	(\$7,142)	(\$7,147)	(\$7,153)	(\$7,158)	(\$7,164)	(\$7,170)
Cash at Beginning of Period	\$0	(\$111,189)	(\$84,726)	(\$55,813)	(\$25,241)	\$5,497	\$36,395	\$60,665	\$95,185	\$127,411	\$142,280	\$174,371
Net Change in Cash	(\$111,189)	\$26,463	\$28,913	\$30,572	\$30,738	\$30,898	\$24,270	\$34,520	\$32,226	\$14,869	\$32,091	\$32,121
Cash at End of Period	(\$111,189)	(\$84,726)	(\$55,813)	(\$25,241)	\$5,497	\$36,395	\$60,665	\$95,185	\$127,411	\$142,280	\$174,371	\$206,492

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	FY2023	FY2024	FY2025
Net Cash Flow from Operations			
Net Profit	\$249,676	\$372,510	\$373,818
Depreciation & Amortization	\$31,867	\$31,867	\$31,867
Change in Accounts Receivable	\$0	\$0	\$0
Change in Inventory			
Change in Accounts Payable	\$0	\$0	\$0
Change in Income Tax Payable	\$23,308	(\$12)	\$82
Change in Sales Tax Payable			
Change in Prepaid Revenue			
Net Cash Flow from Operations	\$304,851	\$404,365	\$405,767
Investing & Financing			
Assets Purchased or Sold	(\$614,000)		
Net Cash from Investing	(\$614,000)		
Investments Received	\$60,000		
Dividends & Distributions	(\$69,600)	(\$69,600)	(\$69,600)
Change in Short-Term Debt	\$16,890	\$864	\$908
Change in Long-Term Debt	\$508,352	(\$17,754)	(\$18,662)
Net Cash from Financing	\$515,641	(\$86,490)	(\$87,354)
Cash at Beginning of Period	\$0	\$206,492	\$524,367
Net Change in Cash	\$206,492	\$317,875	\$318,413
Cash at End of Period	\$206,492	\$524,367	\$842,780

CONFIDENTIAL - DO NOT DISSEMINATE. This business plan contains confidential, trade-secret information and is shared only with the understanding that you will not share its contents or ideas with third parties without the express written consent of the plan author.

Busy Beez Preschool and Childcare

Owner/Director

Meghan Kier (262) 719-2751

Owner

Kim Ptak (414) 659-2565

Hours of operation

Monday through Friday 7 a.m. – 5:30 p.m.

Maximum number of children and staff per age group

Infant (6 weeks-1 year) – 8 children and 2 staff members

Toddler (1 year – 2 years) – 8 children and 2 staff members

2 – 2 ½ years – 10 children and 2 staff members

2 ½ - 3 years – 8 children and 1 staff member

3 & 4 years – 10 children and 1 staff member

School age children ages 5 – 12 years – 15 children and 1 staff member

Total daily during the school year daily

Children 44 / 59 before & after school plus summer

9 staff member's max

Daily Schedule

7 a.m. Drop off begins

10 – 11 a.m. Outside play (weather permitting) or large motor play

11:30 a.m. Lunch

12:30 – 3:00 p.m. Rest time

3 p.m. Pick up begins

4-5 p.m. Outside play (weather permitting) or free play in classrooms

TITLE BLOCK

PROJECT: EXISTING BUILDING WITH FORMER USE AS SPECIAL NEEDS LIVING CENTER

PROPOSAL FOR A DAY CARE CENTER

LOCATION: 123 LAWN STREET

HARTLAND, WI 53029

OWNER FOR THE NEW DAY CARE CENTER:

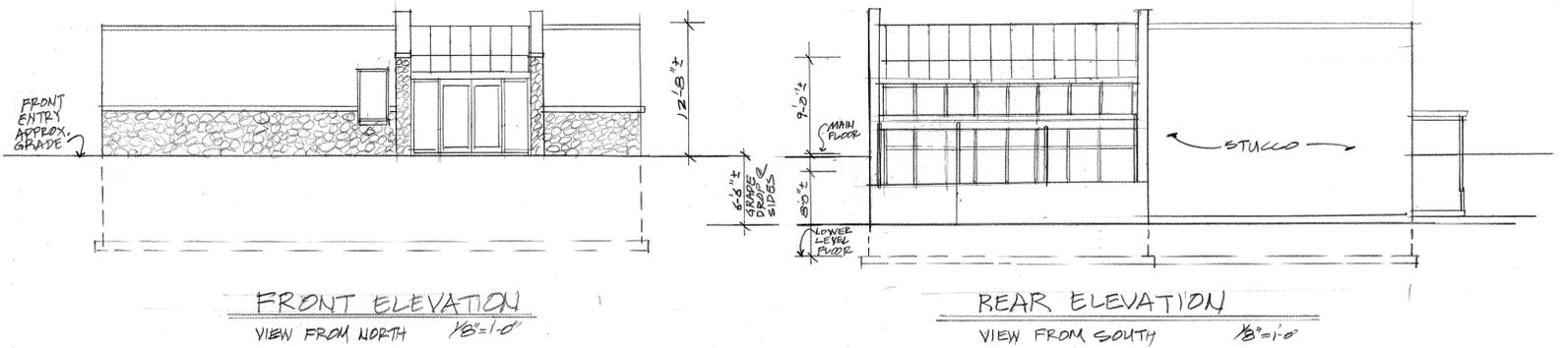
MEGHAN KIER

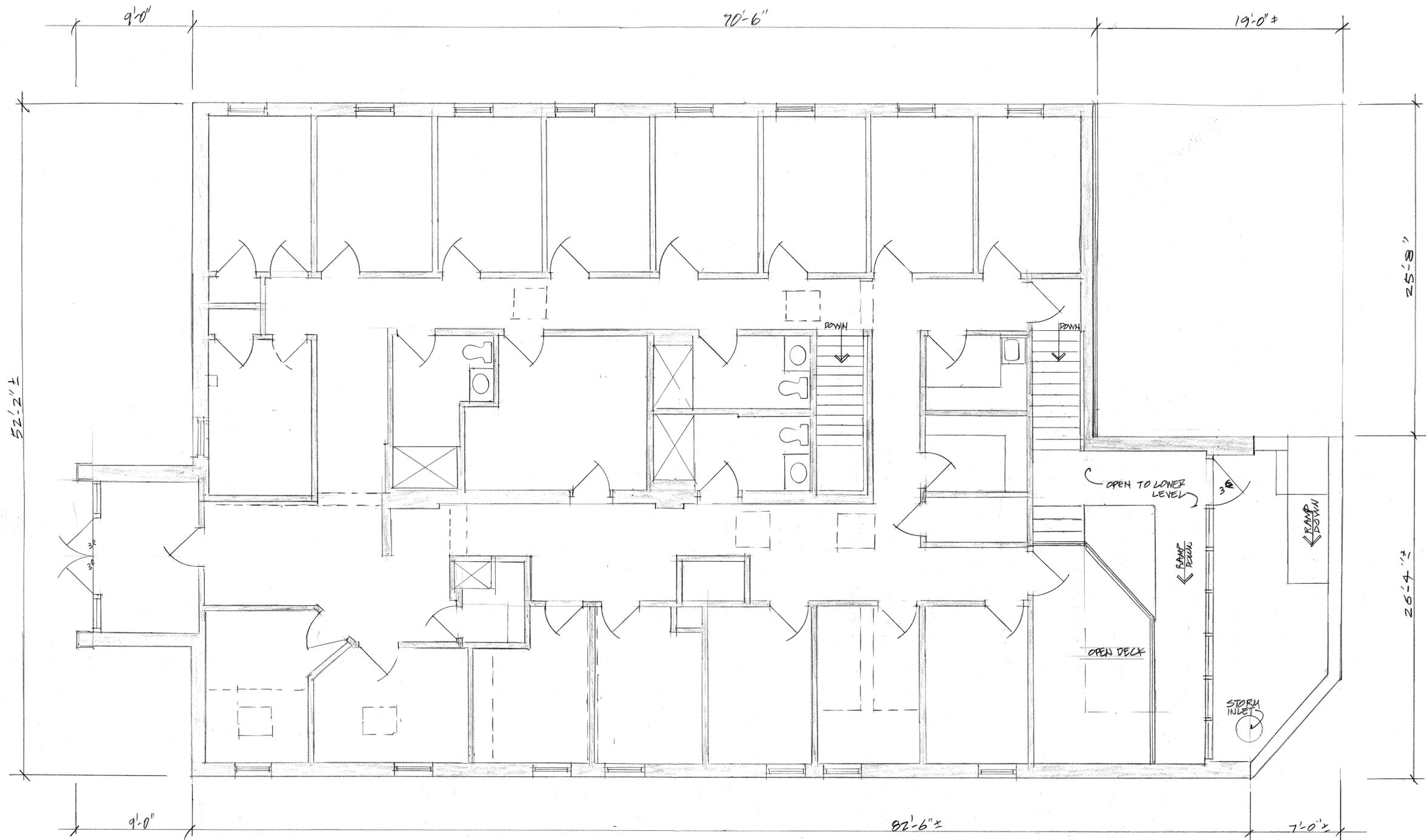
MEGHAN'S CELL: 262-719-2751

EMAIL: APHIGRACIE@GMAIL.COM

SHEET INDEX

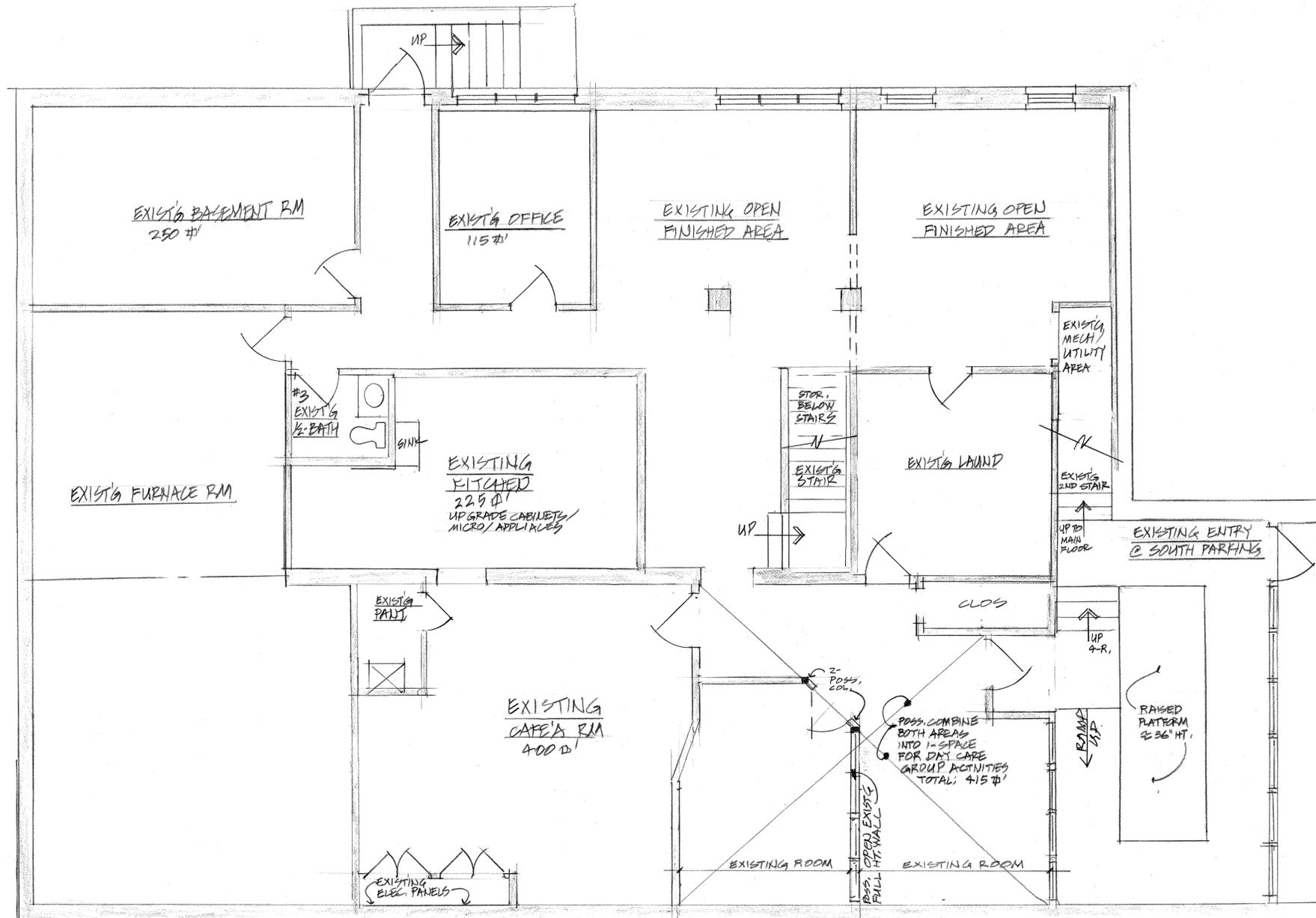
- SHEET 1: TITLE SHEET & BUILDING ELEVATIONS
- SHEET 2: MAIN FLOOR PLAN AS BUILT
- SHEET 3: PROPOSAL OF MAIN FLOOR PLAN FOR DAY CARE USE
- SHEET 4: LOWER LEVEL FLOOR PLAN WITH UPGRADES
- SHEET 5: SITE SURVEY WITH DROP-OFF CHANGES & FENCED-IN PLAY AREA





EXISTING MAIN FLOOR PLAN
1/2" = 1'-0"

MEGHAN KIER
APHIGRACIE@GMAIL.COM

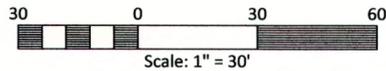


LOWER LEVEL & BASEMENT FLOOR PLAN
 1/4" = 1'-0"

Plat of Survey No. 3645

Description per Document No. 3704447:

Lot Twenty-three (23), in the Village of Hartland Assessor's Plat No. 1, being a part of the Southeast One-quarter (1/4) of Section Thirty-four (34), in the Township Eight (8) North, Range Nineteen (19) East, and part of the Northeast One-quarter (1/4) of Section Three (3), in Township Seven (7) North, Range Eighteen (18) East, in the Village of Hartland, Waukesha County, Wisconsin. Said Assessor's Plat No. 1, being prepared by John H. Mielke on September 25, 1980 and recorded at the Register of Deeds on October 17, 1980. Together with the use of premises described in the deed recorded in Volume 780 of Deeds, on Page 353 as Document No. 0482675 for Driveway purposes.



Legend:

- indicates 1" iron pipe found.
- ⊕ indicates PK nail set.
- indicates 1" x 18" iron pipe set, weighing 1.68 lbs./ft.

Prepared for:
 Brian and Megan Kier
 516 Hartridge Dr.
 Hartland, WI. 53029

Prepared by:
 Hilmer & Associates LLC
 Paul J. Hilmer, PLS
 W217 Vista Drive
 Oconomowoc, WI. 53066
 (262) 567-5893

NOTES:

- bearings are referred to the West line of Lot 23, Village of Hartland Assessor's Plat No. 1 as N 19°14'00" E, assumed.
- No environmental data is depicted on this map.
- Description overlaps occur with some properties to the west, which do not match a plat of survey prepared by LC Dancy dated June, 1947.

AREA TABLE

Concrete: 1853.2 sq.ft.
 Buildings: 3372.7 sq.ft.
 Asphalt: 10657.0 sq.ft.

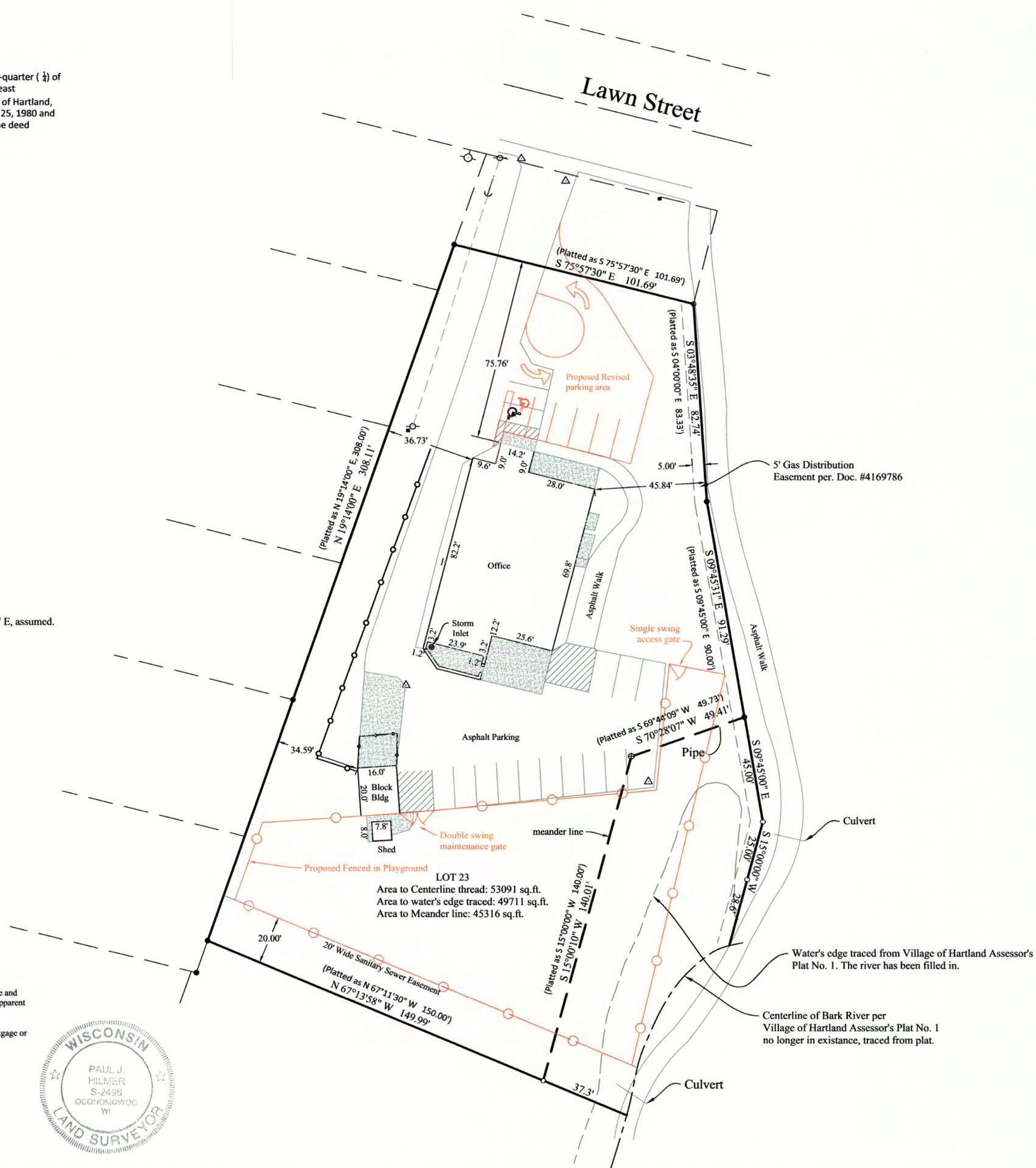
State of Wisconsin)
 County of Jefferson) SS

I have surveyed the above described property and the above map is a true representation thereof, and shows the size and location of the property, its exterior boundaries, the location and dimensions of all visible structures thereon, fences, apparent easements, roadways and visible encroachments, if any.

This survey is made for the exclusive use of the present owners of the property, and also those who purchase, mortgage or guarantee the title thereto within one (1) year from the date thereof.

Dated at Oconomowoc, Wisconsin, this 20th day of FEBRUARY, 2022.

Signed: 
 Registered Wisconsin Land Surveyor No. 2496



LOT 23
 Area to Centerline thread: 53091 sq.ft.
 Area to water's edge traced: 49711 sq.ft.
 Area to Meander line: 45316 sq.ft.

Water's edge traced from Village of Hartland Assessor's Plat No. 1. The river has been filled in.
 Centerline of Bark River per Village of Hartland Assessor's Plat No. 1 no longer in existence, traced from plat.

TIMOTHY FREY
240 NORTH AVE
HARTLAND, WI 53029

145 NORTH AVENUE LLC
145 NORTH AVE
HARTLAND WI 53029-1728

ALARCON TRUST
W341S9275 CORNER CT
EAGLE WI 53119-1661

ATHAN & SHERRY ECHOLS
217 NORTH AVE
HARTLAND WI 53029-1717

BERNHARDT-REID REVOCABLE TRUST
N31W28802 LAKEWOOD LN N
PEWAUKEE WI 53072-3353

CHARLENE M MARSALLI
209 NORTH AVE
HARTLAND WI 53029-1717

CHRISTINA LEDONNE
241 NORTH AVE
HARTLAND WI 53029

DR K W SCHUMANN & JAMES E
LIEBERT
N80W34680 PETERSEN RD
OCONOMOWOC WI 53066

HAROLD J AND KATHERINE KLEIFGEN
2020 LIVING TRUST
206 NORTH AVE
HARTLAND WI 53029-1718

HARTLAND RIVERWALK LLC
411 W MAIN ST #106
MADISON WI 53703-3105

HOOT HOMES LLC
N64W29096 CAPITOL DR
HARTLAND WI 53029

HOPKINS SAVINGS & LOAN
PO BOX 460169
HOUSTON TX 77056-8169

JAMES D HILLIGOSS JR AND JILL M
SCHWEDA-HILLIGOSS
159 NORTH AVE
HARTLAND WI 53029

JAMES LEAHY AND MARY LEAHY
214 NORTH AVE
HARTLAND WI 53029-1718

JAS COFFEE LLC
150 E CAPITOL DR
HARTLAND WI 53029-2104

JEFFREY B KUETHER AND PEGGY A
ZIEMANN KUETHER
229 NORTH AVE
HARTLAND WI 53029-1717

JOSEPH ERICK BARNES
224 NORTH AVE
HARTLAND WI 53029-1718

LAKE EFFECT INVESTMENTS LLC
1275 E WISCONSIN AVE STE 3
PEWAUKEE WI 53072-3701

LORETTA WERNER
N3645 OLD M ROAD
WEST SALEM WI 54669-9101

LOUIS D KAISER REVOCABLE TRUST
138 NORTH AVE
HARTLAND WI 53029

LYNN EGAN
207 NORTH AVE
HARTLAND WI 53029-1717

MARK PAPE
223 NORTH AVE
HARTLAND WI 53029

MICHAEL R THRUMAN AND DAWN M
THRUMAN
5971 LINDA CT
MAZOMANIE WI 53560-9782

ORP REAL ESTATE HOLDINGS LLC
PO BOX 278
DOUSMAN WI 53118

RAECHAL M LAIRD
214 LAWN ST
HARTLAND WI 53029-1706

RED CAP HOLDINGS LLC
W271N6155 MAPLE ST
SUSSEX WI 53089-4711

RICHARD NOWAKOWSKI AND PATRICIA
NOWAKOWSKI
220 LAWN ST
HARTLAND WI 53029-1706

ROBERT HARROUN AND MICHELLE
HARROUN
235 NORTH AVE
HARTLAND WI 53029

ROBERT JEWELL III AND JANET JEWELL
218 NORTH AVE
HARTLAND WI 53029

SCOTT LEE CROFT
210 NORTH AVE
HARTLAND WI 53029-1718



Village of Hartland

Recreation

210 Cottonwood Ave, Hartland, WI 53029

www.villageofhartland.wi.gov

Committee: Village Board	Date: April 13, 2022
Village Board Item Number:	Date: April 25, 2022
Submitted By: Kelli Yogerst, Recreation Director	Presenter(s): Kelli Yogerst & Elise Miller, Sidewalk Sale Organizer

Subject:

Consideration of a permit for a Sidewalk Sale on August 27, 2022.

Details:

The Sidewalk Sale would be held on Saturday, August 27, 2022 from 8am to 4pm. The Sidewalk Sale will take place on the property of Gristmill and a portion of Pawling Ave, perpendicular and west of Cottonwood Ave. (See map in packet).

On the application it is marked down as "Yes" for the event, Sidewalk Sale, to be serving alcohol and food. The event itself, will not have food or refreshments for sale. That is why the "yes" has been crossed out and changed to "no". At the time of application Mrs. Miller wanted it to be recognized that Gristmill and Creole Cafe will be open and providing their normal services at their establishments. That is why "yes" was marked. Participants of the Sidewalk sale may go to the Gristmill and Creole Cafe for food and refreshments.

Mrs. Miller has prepared and sent a letter to all residents/businesses that are within 500' of the event. Addresses and copy of the letter are included in the packet.

Staff Comments:

Police Chief Misko requested that Gristmill put measures in place to keep alcohol on their property during the Sidewalk Sale. In response, Gristmill will place a barrier around their property and signs notifying alcohol is prohibited from leaving their premises.

DPW Director Dave Felkner requested all tents are free standing in any area that is paved.

Executive Recommendation:

Hartland Recreation Director Kelli Yogerst would suggest approval of the Sidewalk Sale.

Financial Remarks:

The Special Events permit and fee is the only requirement for this event. Permit has been paid for.



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

SPECIAL EVENT PERMIT APPLICATION

Permit approved	_____	Date	_____
Permit fees paid	\$ 15	Date	_____
Deposit paid	0	Date	_____
Deposit returned	0	Date	_____

FEES ARE NON-REFUNDABLE

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

ORGANIZATION INFORMATION			
Name of Organization Lake Country Bed Barn			
Street Address 365 Cottonwood Ave, Ste B	City Hartland	State WI	Zip 53029
Phone Number 262-349-0034	Are you a 501(c)3 Organization?		<input type="radio"/> Yes <input checked="" type="radio"/> No
Event Contact Person (First & Last Name) Elise Miller			
Address 1143 Forseth Dr	City Hartland	State WI	Zip 53029
Email epmiller104@gmail.com	Phone Number 262-349-0034	Day of Event Phone Number same	
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 Sidewalk Sale	Date(s) of Event Sat, Aug 27, 2022
Event Start Time 8:00 Set-up, 10:00 Open	Event End Time 3:00 (4:00 tear down)
Location of the Event* Pawling Ave (see attached map)	
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
 Vendor sales, farmers market vendors,

Estimated Number of Participants
 400

Spectators
 200-300

Vendors
 maxed 70

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

Will you be selling/serving food?
Create Caffe. will be open / serving 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?
Will not have music Yes No

If yes, will the amplified music be a:

Band DJ

Hours of amplified music:

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

Is street closure requested?
Portion of Pawling Ave. See diagram. Yes No

Hours of street closure: *8 am - 4 pm*

Diagram for Street Closure Provided?
 Yes No

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

How many barricades needed for your event?
 4

"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?
 Rented Portable Toilet, location on map. Company disposes of waste

Will you provide parking for participants?

Yes No

If yes, where will parking be available?

Will you provide a dumpster/clean-up services?

Yes No

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

Will the event require additional security?

Yes No

Will you have an emergency plan in the event of severe weather? *Event will be cancelled or closed.*

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.

G. Miller

3/10/22

Signature of Applicant

Date

For staff use only

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

NA

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)
<i>Burke Insp</i> Clerk	<i>SDH</i>			
Fire	<i>OJK</i>		<i>Paul J. ...</i>	
Police	<i>TSM</i>		<i>[Signature]</i>	<i>4/11/22</i>
Public Works	<i>DJ</i>		<i>[Signature]</i>	<i>Alcohol sales and consumption restricted to Grist Mill property. Need to put measures in place to keep alcohol on the property. Make sure tents are free standing in paved areas.</i>
Rec	<i>[Signature]</i>		<i>[Signature]</i>	

Fees

NA Outside Food Vendors *X* Special Event Permit
NA Park Facility Fees *NA* Temp. Bartender's
NA Solicitor's Permit(s) *NA* Temp. Class B

TOTAL FEES *075*

All requirements for this special event have been met.

Village Administrator approval

Date

[Signature]

4/19/2022

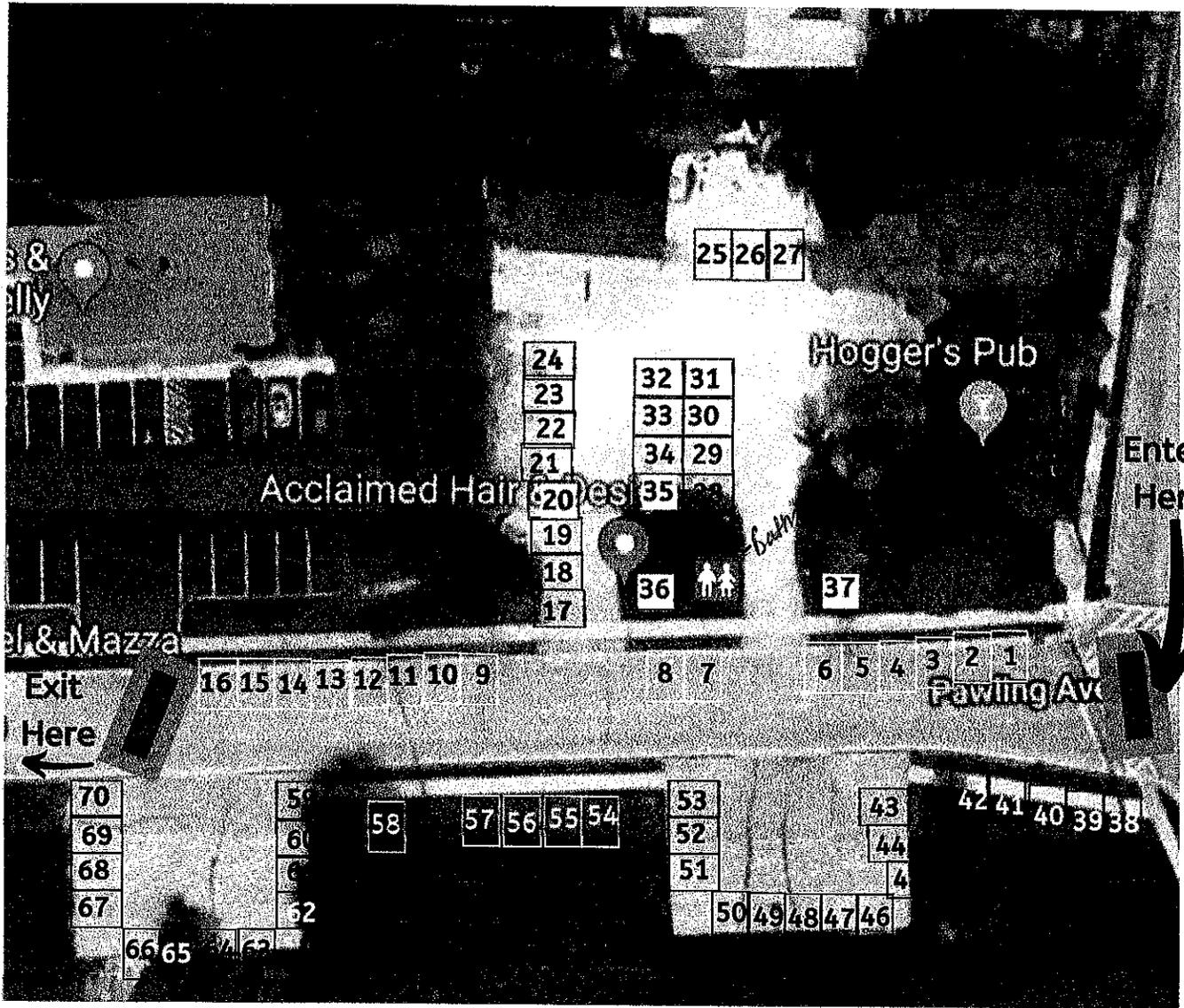
Event: Sidewalk Sale

8/27/2022

Fee	Permits	Paid
\$75.00	Special Events	Paid
\$0.00	FAC Rental	
\$0.00	SHELTER RENTAL	
\$0.00	OPEN SPACE	
\$0.00	Food Vendors	
\$0.00	Temporary Bartender License	
<u>\$0</u>	Temporary Operator's License (2)	

\$75.00 Total Fees

Fee	DEPOSITS - REIMBURSED	Paid
\$0.00	FAC DEPOSIT	NA
\$0	SHELTER/OPEN SPACE DEPOSIT	NA
<u>\$0</u>	STRUCTURE DEPOSITS	NA
\$0	Total Deposit Fees	



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25 26 27

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18
17

32 31
33 30
34 29
35 28

Hogger's Pub

Acclaimed Hair (20) es

Enter
Here

Bath

36

37

el & Mazza

Exit
Here

16 15 14 13 12 11 10 9

8 7

6 5 4 3 2 1

Fawling Ave

70
69
68
67

59
60
61
62

58

57 56 55 54

53
52
51

43
44
4

42 41 40 39 38

66 65

50 49 48 47 46



Lake Country Bed Barn

The Good Morning Store

March 25, 2022

To Whom it May Concern:

This letter is to notify you that on Saturday, August 27th, 2022 we will be hosting our 9th annual Sidewalk Sale. We will be closing a portion of Pawling Ave starting at 8:00am and will reopen by 4:00pm on August 27th. The public lots on Pawling Ave will also be closed to host vendors as well.

We hope that you will be able to support and attend the event. We have about 70 vendors in attendance and will have food from Creole Café.

Please, notify your tenants of the event.

Sincerely,

Nick & Elise Miller
Owners - Lake Country Bed Barn



365 Cottonwood Ave
Ste B
Hartland, WI 53029



(262) 563-1647



hello@bedbarnwi.com



www.bedbarnwi.com

300 COTTONWOOD LLC
2831 N GRANDVIEW BLVD STE 110
PEWAUKEE WI 53072-5583

ANDREW J FALLON AND KYLE M
MILLER
230 PAWLING AVE
HARTLAND WI 53029-2013

DANIEL FEISTHAMMEL
PO BOX 242
HARTLAND WI 53029

DAVID JAMBRETZ AND SUSAN
JAMBRETZ
338 PROSPECT AVE
HARTLAND WI 53029

DONNA M KUHTZ
PO BOX 505
HARTLAND WI 53029-0505

EDWIN & ANNETTE MILLER TRUST
354 PROSPECT AVE
HARTLAND WI 53029

ELIZABETH M TOBOLT
W313N9173 HOFF RD
HARTLAND WI 53029

GUY S JENSON & MARIJEAN JENSON
2014 LIVING TRUST
N45W28965 E CAPITOL DR
HARTLAND WI 53029-2249

HARTLAND MEADOWS
RETIREMENT APARTMENTS LLC
W320N1161 BUTTERNUT RIDGE CT
DELAFIELD WI 53018-2257

HARTLAND STATION LLC
249 PAWLING AVE
HARTLAND WI 53029-2052

HOGGERS PUB PROPERTIES LLC
335 COTTONWOOD AVE
HARTLAND WI 53029-2010

JACK DAHLKE PROPERTIES LLC
336 COTTONWOOD AVE
HARTLAND WI 53029

JASON HEDRICK AND ALISON
HEDRICK
W317N976 HUCKLEBERRY WAY
DELAFIELD WI 53018-2601

JOSEPH GRASCH DEVELOPMENT
LLC
W284N3234 LAKESIDE RD
PEWAUKEE WI 53072-3318

JRT INVESTMENTS LLC
W354N5095 ROAD T
OCONOMOWOC WI 53066

KUSCH INVESTMENTS LLC
N65W30981 BEAVER LAKE RD
HARTLAND WI 53029-9799

LAUDERMILK 428 LLC
1310 LEGION CIR
WEST BEND WI 53090-2027

LEROY HUNDLEY
W289S2547 ROAD DT
WAUKESHA WI 53188-9210

LINDA J LAVALLEY
335 COTTONWOOD AVE
HARTLAND WI 53029

NICHOLAS GOMEZ AND KATELYN
GOMEZ
221 W PARK AVE
HARTLAND WI 53029-2020

PAMELA FILO
344 PROSPECT AVE
HARTLAND WI 53029

PARK IT REAL ESTATE INVESTING
LLC
N78W29196 FLYNN RD
HARTLAND WI 53029-9551

ROBERT F KALKE JR
370 PROSPECT AVE
HARTLAND WI 53029

RONALD JAEGER AND ANN JAEGER
430 INDUSTRIAL DR
HARTLAND WI 53029-2329

SARAH J SAUER
360 PROSPECT AVE
HARTLAND WI 53029

SILVER OAK PROPERTIES LLC
352 COTTONWOOD AVE
HARTLAND WI 53029-2011

STACY L SMITH
248 PAWLING AVE
HARTLAND WI 53029-2013

STEPHEN SECOSH
213 W PARK AVE
HARTLAND WI 53029

SUSAN K STERNKOPF
404 COTTONWOOD AVE
HARTLAND WI 53029-2302

TIMOTHY E MUELLER
330 PROSPECT AVE
HARTLAND WI 53029-2023

VILLAGE OF HARTLAND
BUSINESS OCCUPANCY
PERMIT APPLICATION
PAGE 2

BUSINESS:

Name: Hartland Farmers Market
Address: Pauling Ave in municipal parking lot Unit/Suite No. _____
Phone No: _____ FAX No. _____

BUSINESS OWNER:

Name: Amber Sharp
Address: 729 Hawks Hollow Dr Pelafield WI 53018
Day Phone: 2-337-0061 Evening Phone: _____ Emergency Phone: _____

BUILDING OWNER:

Name: Greg Adams
Address: _____
Day Phone: 2-719-7281 Evening Phone: _____ Emergency Phone: _____

2ND EMERGENCY CONTACT:

Name: Wendy Adams
Address: _____
Emergency Phone: 2-719-7428

CONTACT FOR FIRE DEPARTMENT TO MAKE ARRANGEMENT FOR INSPECTION:

Name: _____ Phone: _____

DETAILED DESCRIPTION OF BUSINESS OPERATION: Farmers Market
Fresh Flowers / Craft vendors / spices / cookies / canned items
farm items

Hours and days of operation: Sundays 9-1

Number of full and part time employees on site during each shift (count working owner as an employee): _____

Estimated max. total of customers/clients/visitors on site at one time: 30-40

Number of total off-street parking stalls provided on site: YES

Number of above parking stalls dedicated for use by this business: _____

Describe anticipated method and frequency of deliveries to/from the site, and location on site where loading/unloading/parking of shipping vehicle is to occur: Sundays 9-1 6/26-10/23

Describe any activities that may occur outside the building but still on-site such as dumpster, outside storage, equipment, accessory buildings, etc. (Please attach site plan showing these items): None

Detailed description of any equipment, operation, device, or process that may emit noise, vibration, or odors from the site: None

**BUSINESS OCCUPANCY
PERMIT APPLICATION
PAGE 3**

The names and amounts of any noxious or hazardous substances or fumes that may be created, stored, or used on the site: none

Describe or sketch area for storage of above substances and any other high fire hazard areas: none

Fire extinguisher size, type, and quantity: none

Is there a fire sprinkler system: NA

Is there an alarm system: NA

Heating type and location: NA

Describe or sketch gas shut off location: NA

Describe or sketch electric shut off location: NA

Describe or sketch fire sprinkler shut off location: NA

Attach a sketch of the area of the building to be used for this business unless all of building is to be used.

Please note that operation of a business is not allowed until the occupancy permit application has been approved.

You may need to attach additional pages to this application.

If you have questions call Building Inspector at 262-367-4744.

Incomplete applications will not be approved.

Applicant's Signature: [Signature] Date: 4/7/22

FOR OFFICE USE ONLY

ZONING DEPARTMENT/BUILDING INSPECTION DEPARTMENT	
Zoning Classification:	
Zoning Approved:	By:
Application Approved:	
Permit Number:	
Notes/Conditions:	

FIRE DEPARTMENT	
Site Approved:	By:
Notes/Conditions:	

STATE OF WISCONSIN

VILLAGE OF HARTLAND

WAUKESHA COUNTY

RESOLUTION NO. 04-18-2022

A RESOLUTION IN SUPPORT
OF TOWN OF LISBON INCORPORATION

WHEREAS, the Town of Lisbon has filed a Petition for Incorporation of the Town as a Village; and,

WHEREAS, The Town of Lisbon has changed over the past decade in terms of urban development, service provision, and,

WHEREAS, the Town has been a good neighbor to [insert municipal name], engaging in the sharing of services and potential additional opportunities for collaboration in the future; and,

WHEREAS, the Village of Hartland believes that the Town of Lisbon currently possesses all of the attributes qualifying for incorporation as a Village.

NOW THEREFORE the Village of Hartland by this Resolution, supports Incorporation of the Town as a Village .

Dated this ___ day of _____ 2022.

Jeffrey Pfannerstill, Village President

Darlene Igl, Village Clerk

From: Kathy Nickolaus <Knickolaus@townoflisbonwi.com>
Sent: Thursday, April 7, 2022 8:30 AM
To: Ryan Bailey <ryanb@villageofhartland.wi.gov>
Subject: Resolution in support of Lisbon Incorporating

Ryan,
Thank you for sitting down with me yesterday to discuss Lisbon's incorporation process.
As discussed attached is a template resolution and a border map.

Lisbon is currently working with our neighboring communities asking them to pass a resolution in support of Lisbon incorporating. Lisbon and Sussex have been working together on a cooperative border agreement which has been completed and sent to the Department of Administration for their review. In addition Lisbon now uses the same attorneys as Sussex and we both had Stan Riffle to work with us on the agreement. Stan is also working with us on the incorporation. Sussex has the same resolution and they will be bringing to the Village board this month as well.

Other communities:

Village of Merton has passed the resolution.

Town of Merton, Village of Pewaukee, Town of Brookfield, Village of Richfield, Village of Lannon have all agreed to bring the resolution to their board meetings in April.

Village of Menomonee Falls I am meeting with next week.

Lisbon is excited to move closer toward the goal of becoming a Village and we appreciate our neighboring communities help as we work through the process.

I will be happy to answer any of your questions.

Thank you,



Kathy Nickolaus
Town Administrator
Knickolaus@townoflisbonwi.com

[Lisbon Town Hall](#)
W234 N8676 Woodside Road
Lisbon, WI 53089
262-246-6100

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In Re: Petition for Incorporation of the Town of Lisbon

Case No: 22-CV-416

**NOTICE OF FILING OF PETITION FOR INCORPORATION
& NOTICE OF HEARING**

On behalf of the petitioners' representatives Matt Gehrke and Joseph Osterman, and the Town of Lisbon, MUNICIPAL LAW & LITIGATION GROUP, S.C., by H. Stanley Riffle, submits this memorandum regarding the incorporation of the Town of Lisbon.

PLEASE TAKE NOTICE that a Petition for Incorporation of territory described below was filed, pursuant to sec. 66.0203 of the Wisconsin Statutes, with the Circuit Court for Waukesha County, Wisconsin on the 21st day of March 2022.

The territory which is the subject of the petition for incorporation is generally described as follows:

Part of Sections 12, 15, 19, 27 and 28, and all of Sections 1, 2, 3, 10, 11, 13, 14, 20, 21, 22, 23, 24, 25, 26, 35 and 36, all in Township 20 North, Range 16 East, Town of Lisbon, Waukesha County, Wisconsin. No overlaps or gaps with the Village of Sussex municipal boundary within the bounded area are meant to be created with this legal description.

The metes and bounds legal description of the territory is on file with the Circuit Court. A scale map depicting the territory is attached hereto. The Town of Lisbon is the only town in which territory subject to the petition is located.

The name and post office address of the representatives of the petitioners are:

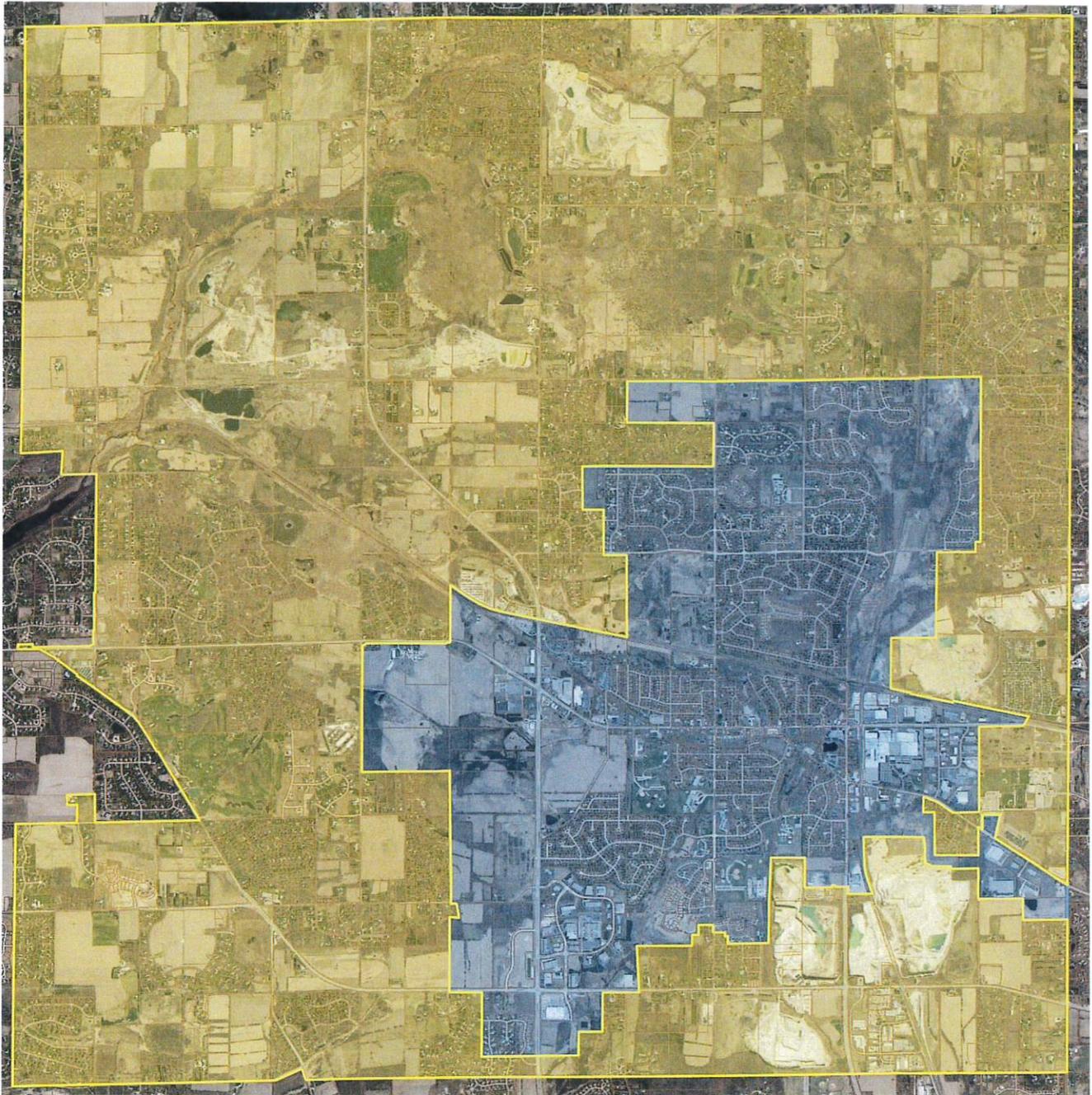
Matthew Gehrke,
W227N8688 Tamarack Rd,
Lisbon WI 53089

and

Joseph Osterman
N51W24181 Lisbon Rd,
Pewaukee WI 53072

A hearing on the Incorporation petition will be held on the 29th day of April 2022, at 10:30 o'clock a.m. before the Honorable Michael J. Aprahamian in his courtroom at the Waukesha County Courthouse 515 W. Moreland Blvd. Waukesha, WI 53188.

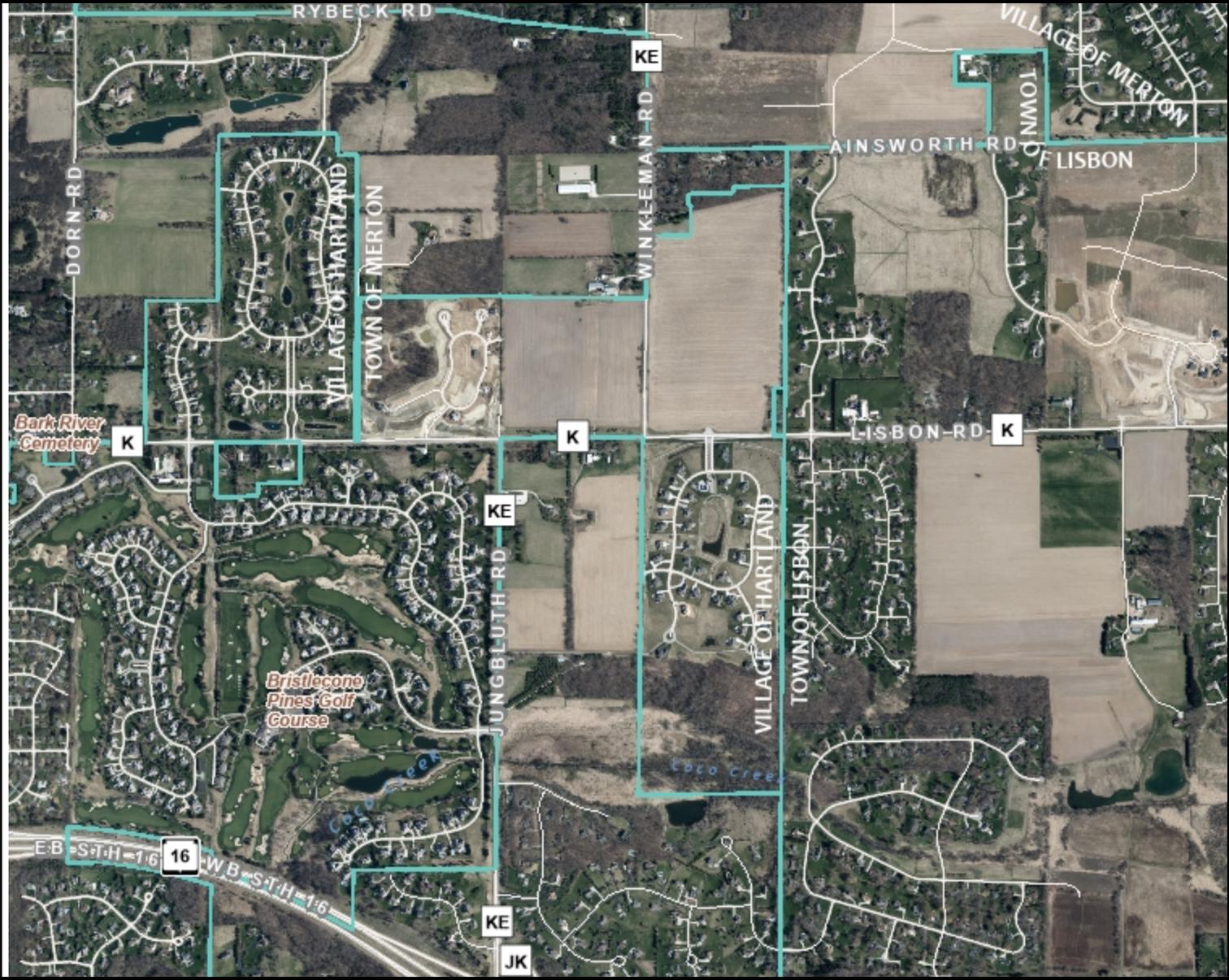
Map of Proposed Area to be Incorporated



 Boundaries of Proposed Area of to be Incorporated

 Current Village of Sussex

*Unshaded areas are neighboring municipalities



Legend

- Municipal Boundary_2K
- Lots_2K**
 - Lot
 - Unit
 - General Common Element
 - Outlot
- SimultaneousConveyance**
 - Assessor Plat
 - CSM
 - Condominium
 - Subdivision
- Cartline_2K**
 - EA-Easement_Line
 - PL-DA
 - PL-Extended_Tie_line
 - PL-Meander_Line
 - PL-Note
 - PL-Tie
 - PL-Tie_Line
 - <all other values>
- Railroad_2K**

0 1,434.81Feet

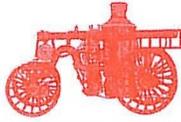
The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys,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

Notes:

Printed: 4/7/2022



Hartland Fire Department



Organized 1893

To: Hartland Village Board
President Pfannerstill
Interim Administer Bailey

From: Fire Chief Jambretz

RE: 2021 Annual Report

HFD answered 1019 calls for service in 2021. This is a 4% increase in the number of calls from 2020 and a 19.3% increase in the last 5 years. For much of 2021, HFD was missing 66% of our available full-time paramedics. This led to a domino effect, with additional strain placed on our part-time and paid-on-call members to fill shifts and cover shortages. This limited our availability to draw from those members for other needs and strained our resources.

Hartland is not immune to staff shortages faced by fire departments, both locally and nationwide. The Hartland Fire Department, however, sits at a distinct *disadvantage* due to the Village's current compensation schedules and pay structures, both of which make it decidedly more difficult for HFD to compete for sought-after staffing.

HFD has also faced declining local participation from residents along with the increasing demand for service. Of 59 members on the roster, only 15 live in the Village of Hartland, and only 12 of those 15 are active.

For emphasis: from a village of almost 10,000 people, we have only 12 active firefighters/EMTs participating in the protection of their own community.

Hartland residents are not participating in their own fire protection, a fact the Village needs to recognize and fund appropriately. Village residents are sending a clear message: a Village-run fire department serves as critical infrastructure and is expected to be *provided* and *not participated in*.

If the Village is to provide the effective coverage that Hartland residents still expect, changes must be made to allow Hartland to attract and retain key talent instead of consistently losing our best to other agencies. 80% of HFD's staff comes from outside the Village, and that number will continue to climb.

Addressing other topics, HFD continues to focus on the health and well-being of our staff due to the COVID--19 Pandemic. We are sensitive to the increase in Mental Health issues in the fire service and in our community, and we provide appropriate resources to assist our members in the stress of the job.

HFD is also in the process of establishing a CrossFit training program with focus on nutrition, exercise, and functional movement. With the unique physical demands on our firefighters, this program will help reduce the risk of injury on the job.

HFD continues to support the community with active fire prevention programs (local schools), Fire/EMS standby at high school athletic events, and too many Public Relations events to name. HFD is an integral part of the Hartland community.

Finally, despite our staffing challenges, our staff continues to perform exceptionally and rise to challenges that face them. As our presentation shows, we've responded to major emergencies, and their excellence was on display. In one case, initial HFD crews earned national accolades and saved one of the largest residential buildings in our Village.

If sustaining our current service is important, then we must move toward a response model less reliant on volunteers for ordinary calls but retains them as an important part of the overall system. As a key piece of Hartland's critical infrastructure, HFD thanks the Board for your support and dedication to maintaining the emergency service that our residents clearly expect, and we look forward to timely discussions on how to effectively address HFD's staffing needs.



Dave Jambretz

Chief, Hartland Fire Department

150 Lawn Street, Hartland, WI 53029

[Ph: 262-367-6878](tel:262-367-6878) | [F: 262-367-4881](tel:262-367-4881) | C: 262-719-2939

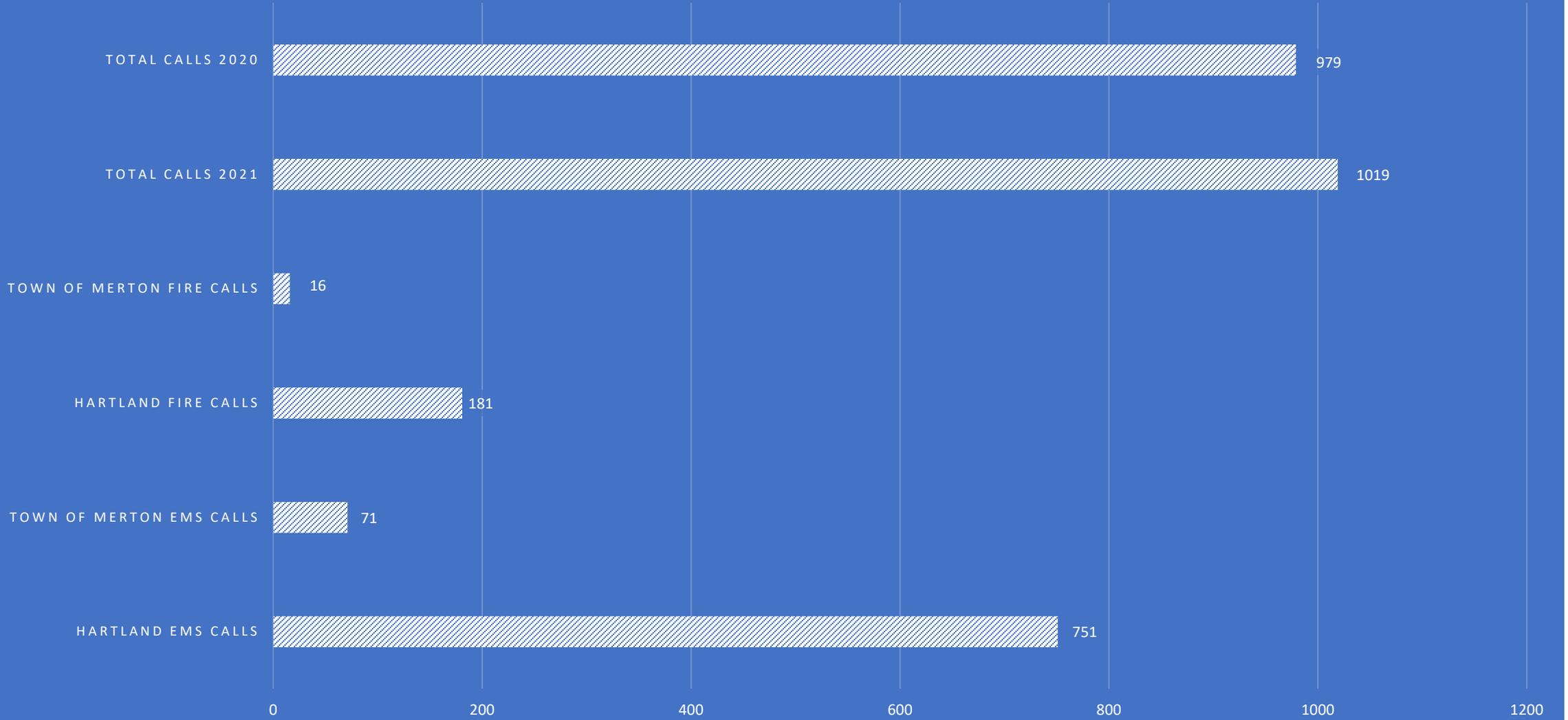
davej@villageofhartland.wi.gov | villageofhartland.wi.gov



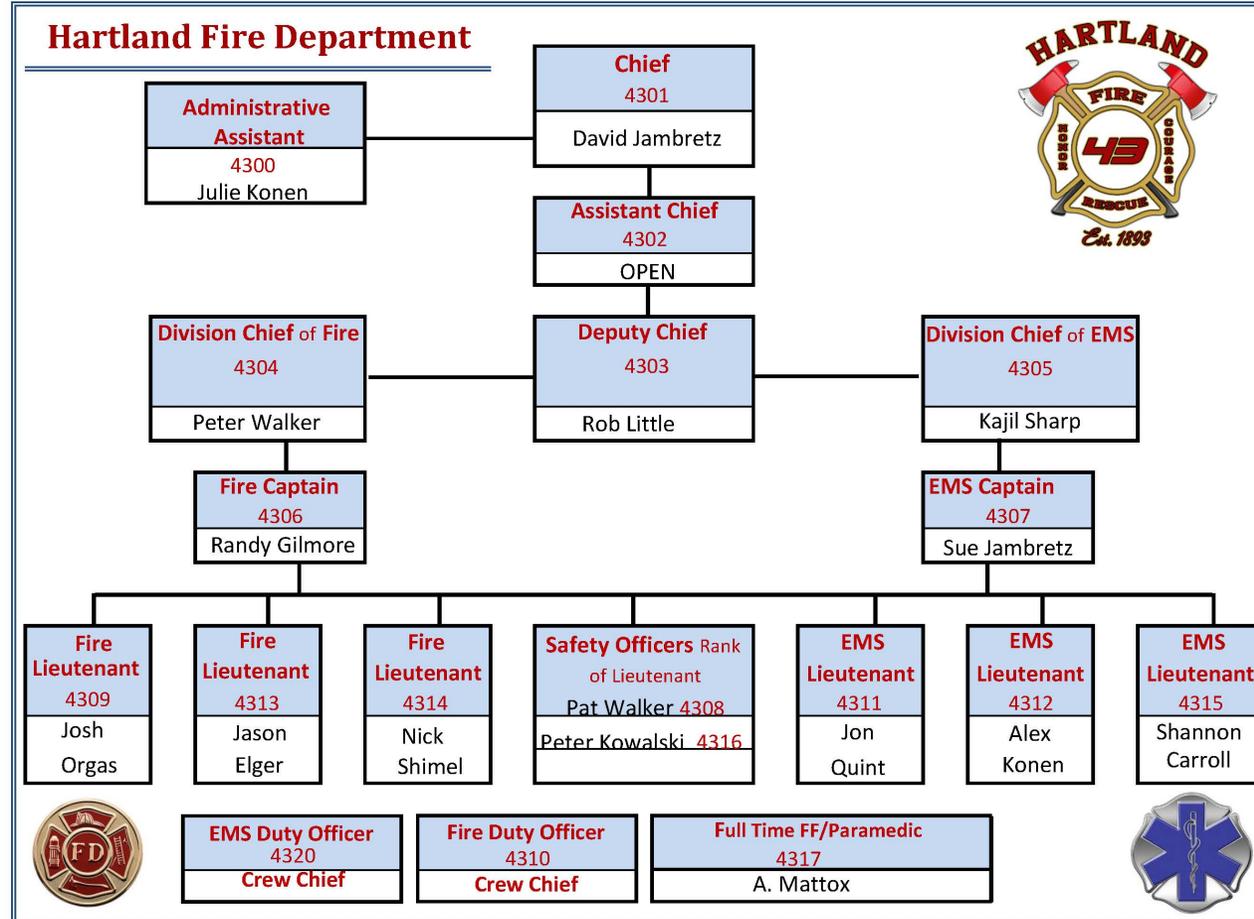
Hartland Fire Department Annual Report 2021



2021 CALL VOLUME



Hartland Fire Department Chain of Command



*Nick Shimel was added as Fire Lieutenant in March of 2021

Ambulance Billing Report

88.09% of payments received in phase one of billing.

- Phase one is first time out billing to Commercial, Medicare, Medicaid.

6.38% of payments received is in phase two of billing.

- Phase two is soft collections

5.53% of payments received in phase three of billing

- Phase three is hard collections

RATE INCREASE FOR PARAMEDIC SERVICE

***NOTE: Last increase was in 2018. New rates took effect on June 1, 2021**

BLS Base Rate (Basic Life Support Rate)

- Resident - from \$800 to \$850
- Non-Resident – from \$900 to \$950

ALS1 Emergency Rates – ALS1 Base Rates are charged when it is medically necessary or an assessment by an Advanced Life Support Provider is given and does one or more ALS interventions.

- Resident – from \$1100 to \$1200
- Non-Resident – from \$1200 to \$1300

ALS2 Base Rates – ALS2 Base rate are charged when it is medically necessary to administer at least three different medications by intravenous, push/bolus or continuous infusion or provide on or more of the following ALS procedures: manual defibrillation/cardioversion, endotracheal intubation, central venous line, cardiac pacing, chest compression, surgical airway, intraosseous line.

- Resident – From \$1500 to \$1600
- Non-Resident - \$1600-\$1700

Mileage – Charges for mileage based on loaded mileage only, from pick of patient to arrival at the destination.

- Resident - from \$18.00 to \$20.00
- Non-Resident – from \$20.00 to \$22.00

BLS On Scene Care – When we respond to a call, provide treatment, and the patient refuses.

- Resident – from \$200 to \$300
- Non-Resident – From \$300 to \$400

General Lift Assist (This is a new charge as of June 2021)

General lift assist – May or may not include vitals

- First Time - \$50
- Second Time (same day or evening) \$100.00

2021 Certifications Achieved

Officer Promotion

- Fire Lieutenant, Nick Shimel

Certifications

Firefighter I

- Nick Hajek
- Joseph Gryzkiewicz
- Dimitrios Dimoulas
- Conner Neustadt
- Theresa Woodward

Fire Inspector

- Division Chief Sharp
- Lieutenant Shimel
- FF/Paramedic A. Mattox
- FF Kroening

Firefighter II

- Eric Roos
- Peter Kroening

Driver/Operator Pumper

- Eric Roos

Aerial Operator

- Division Chief Sharp
- Division Chief Walker
- Lieutenant Orgas
- Lieutenant Quint
- Lee Godgluck
- Jim Renn
- Bryon Taylor
- Eric Roos

Driver/Operator Pumper

- Eric Roos

Aerial Operator

- Division Chief Sharp
- Division Chief Walker
- Lieutenant Orgas
- Lieutenant Quint
- Lee Godgluck
- Jim Renn
- Bryon Taylor
- Eric Roos

Emergency Services Instructor

- Division Chief Walker

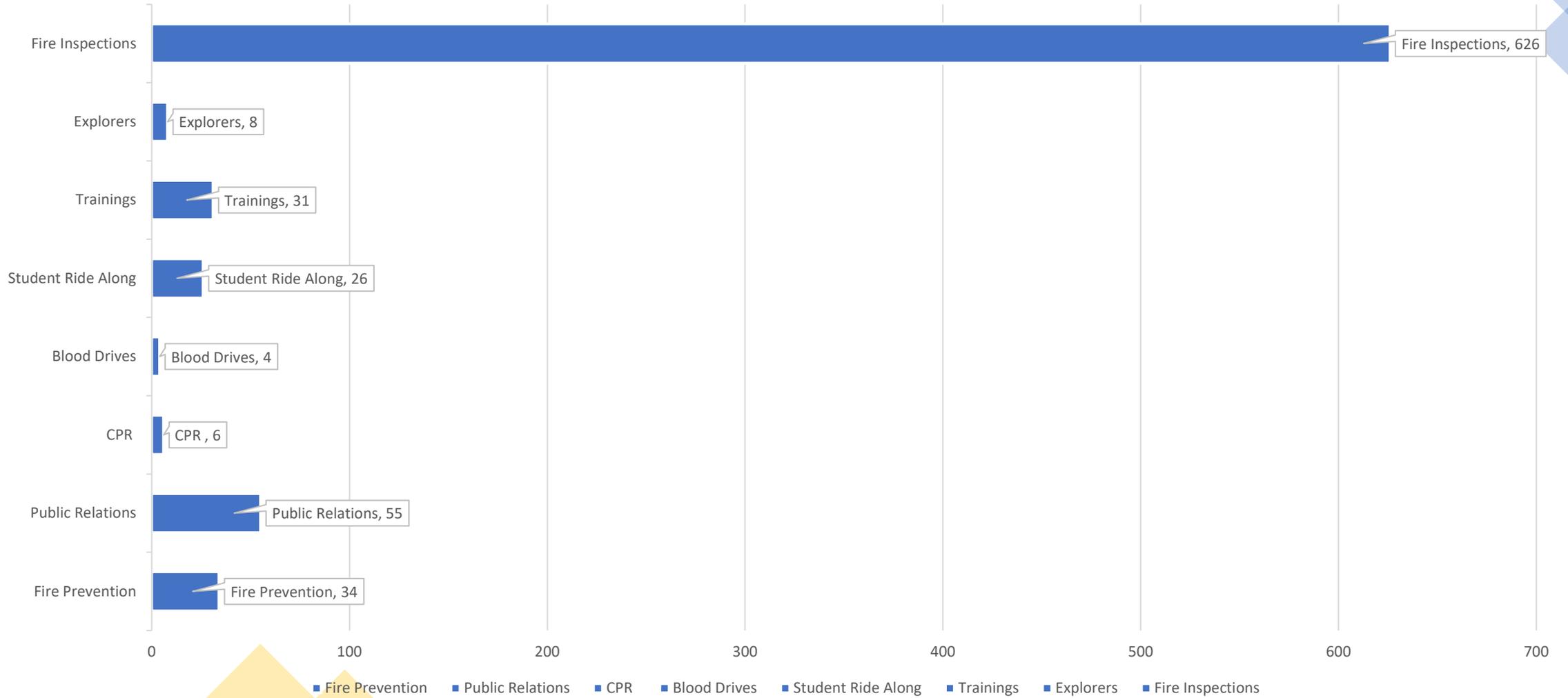
EMTB

- Rebecca Walker
- Griffin Casper

AEMT

- Heather Schmid

2021 Fire Inspections, Training, Education & Public Relations



Fire Prevention 2021

Educated 726 Students
in our Community!



2021 Training, Public Relations & Education

EMS Training

- 1/27/21 - Ice Rescue Training
- February - Online Training
- 4/12/21 - Altered Level of Consciousness
- May - Online Training
- 6/14/21 - Pediatric Assessment & Pediatric Overdose
- July - Online Training
- 8/9/21 - Pharmacology/Suction
- 10/8/21 - MEGA Code
- September - Online Training
- 11/13/21 - MEGA Code

Fire Training

- 2/15/21 - RIT & SCBA Confidence Course
- 3/15/21 - Search & Rescue
- 4/19/21 - Extrication
- 5/17/21 - Firefighter 1 Refresher
- 6/9/21 & 6/12/21 - Large Area Search & Rescue with (WLFD)
- 6/23/21 - EVOC Training
- 6/26/21 - EVOC Training
- 6/28/21 - Tesla (Electric care extrication)
- 7/19/21 - Operations and Ladders/saws
- 8/16/21 - Hose Movement
- 9/18/21 - Merton House Burn
- 10/30/21 - Merton Burn Down
- 11/11/21 - Forcible Entry

Operators

- 2/22/21 - Radio Communication and Defensive Driving
- 3/22/21 - Driver Approval (CEVO Course)
- 4/19/21 - Drafting & Water Movement
- 5/24/21 - Aerial Operations
- 6/21/21 - Hose Movement
- 7/26/21 - Water /hydrant Operations
- 8/23/21 - Elevated Master Stream
- 11/22/21 - Staging and incoming report

Explorers Post

- 4/22/21 - Orientation
- 5/6/21 - Orientation
- 6/10/21 - Donning & Doffing PPE
- 7/8/21 - SCBA Confidence Course
- 9/9/21 - Fire Scenarios
- 10/14/21 - First Aid
- 11/11/21 - CPR
- 12/9/21 - Ice Rescue Training

Lake Country EMTB Students

- 2/15/21
- 2/16/21
- 2/26/21
- 7/9/21
- 7/15/21
- 7/16/21
- 7/17/21

MATC Paramedic Clinicals

- 2/23/21
- 3/1/21
- 3/3/21
- 3/4/21
- 3/9/21
- 3/10/21
- 3/12/21
- 3/15/21
- 3/16/21
- 3/18/21
- 3/30/21
- 3/31/21

MATC Paramedic Clinicals (continued)

- 3/18/21
- 3/30/21
- 3/31/21
- 10/14/21
- 10/21/21
- 10/18/21
- 10/26/21
- 10/27/21
- 11/8/21
- 11/10/21

WCTC Aerial Class at HFD

- 3/4/21
- 3/11/21
- 3/18/21
- 3/27/21
- 4/1/21
- 4/10/21
- 4/15/21

Blood Drives

- 1/9/21
- 3/13/21
- 3/14/21
- 4/28/21
- 5/22/21
- 4/12/21

COVID Testing

- 2/7/21
- 4/12/21

COVID Vaccination Clinic

- 2/4/21
- 2/25/21

CPR

- Martin Luther School
- 2/26/21 - (45) Teachers
- Milwaukee Lutheran High School
- 6/7/21 -(26) Teachers
- Milwaukee Lutheran High School
- 6/8/21 - (18) Teachers
- LCL Coaching Staff
- 11/29/21 -(4) Coaches
- Hartland Lakeside School
- 11/17/21 -(12) Teachers

2021 Training, Public Relations & Education

EMS Standby

- 1/23/21 - HPD Physical Agility Testing
- 4/3/21 - Milwaukee Lutheran High School at Lake Country Lutheran Field
- 7/23/21 - Tour of America's Dairyland Bike Race
- 6/5/21 - AHS Graduation
- 7/24/21 - Party in the Park
- 8/13/21 - LCL Varsity Football
- 8/20/21 - LCL Varsity Football
- 8/27/21 - AHS Varsity Football
- 9/9/21 - AHS Cross Country Invite
- 9/3/21 - AHS Varsity Football
- 9/3/21 - LCL Varsity Football
- 9/16/21 - LCL Varsity Football
- 9/17/21 - AHS Varsity Football
- 10/1/21 - AHS Varsity Football
- 10/1/21 - LCL Varsity Football
- 10/8/21 - LCL Varsity Football
- 10/15/21 - AHS Varsity Football
- 10/22/21 - WIAA Varsity Playoff - LCL
- 10/22/21 - WIAA Varsity Playoff - AHS
- 9/12/21 - WIAA Varsity Playoff - AHS
- 2/15/21 - RIT & SCBA Confidence Course
- 3/15/21 - Search & Rescue
- 4/19/21 - Extrication
- 5/17/21 - Firefighter 1 Refresher
- 6/9/21 & 6/12/21 - Large Area Search & Rescue with (WLFDD)
- 6/23/21 - EVOC Training
- 6/26/21 - EVOC Training
- 6/28/21 - Tesla (Electric care extrication)
- 7/19/21 - Operations and Ladders/saws
- 8/16/21 - Hose Movement
- 9/18/21 - Merton House Burn
- 10/30/21 - Merton Burn Down
- 11/11/21 - Forcible Entry

Fire/EMS Standby

- 6/25/21 - Fireworks - Nixon Park

Events

- 5/1/21 - Bark River Bash
- 5/30/21 - 4371 to Fireman's Park
- 5/31/21 - 4371 Merton Memorial Day Parade
- 5/31/21 - 4371 Fly Flag at the Legion Post
- 6/2/21 - Bike Rodeo
- 6/26/21 - Dr. Rebholz Open House
- 6/26/21 - Bristlecone Pines New Park Dedication (4371/4361)
- 6/27/21 - Hometown Celebration Parade
- 7/4/21 - Stone Bank Lions parade
- 4/6/21 - Boy Scout Station Tour
- 7/17/21 - Touch a Truck Event
- 7/21/21 - Waukesha County Fair
- 7/22/21 - Waukesha County Fair
- 7/23/21 - Waukesha County Fair
- 7/24/21 - Waukesha County Fair
- 7/25/22 - Waukesha County Fair
- 7/28/21 - Kids Day
- 8/5/21 - National Night Out
- 9/11/21 - Fly Flag at Sendicks
- 9/12/21 - Fly Flag at Fall Fest St. Charles
- 9/17/21 - 4371 - Hawkfest
- 9/25/22 - River Reserve Block Party
- 10/1/11 - AHS Homecoming Parade
- 10/9/21 - Apparatus Display at Farm and Fleet
- 10/9/21 - Pancake Breakfast
- 10/16/22 - Ice Age Trail Hike
- 11/8/21 - Divine Redeemer Robotics
- 11/29/21 - Stuff the Bus and Fill the Boot
- 12/3/21 - Stuff the Bus and Fill the Boot
- 12/11/21 - Ice Rink Ribbon Cutting
- 12/18/21 - Virtual Holiday Train Concert

Team Escorts

- 6/18/21 AHS LaCross Team to State
- 10/16/21 - AHS Field Hockey
- 11/3/21 - AHS Boys Volleyball
- 11/4/21 - AHS Girls Volleyball
- 6/25/21 - Fireworks - Nixon Park

Fire Prevention: - 726 Students Educated

Hartland North

- 10/12/21 - 8 classes (149) Students
- 10/13/21 - 5 classes (97) Students
- 10/14/21 - 5 classes (105) Students
- 10/15/22 - 5 classes (106) Students

St. Charles

- 9/25/22 - 5 classes (124) Students

Divine Redeemer

- 9/6/22 - 2 classes (52) Students

Swallow School

- 9/6/21 - 2 classes (48) Students

Zion Lutheran School

- 9/28/21 - 1 class (20) Students

Summer Rec Camp

- 5/29/21 - 1 class (25) Students



Special Delivery January 2, 2021

Notable EMS Calls

January 2, 2021

- New Years Day was a memorable day for the Holiday Duty Crew running a 24-hour shift. We answered 10 calls for service with the last one being dispatched out as an Imminent Delivery. The crew delivered a baby girl as the ambulance arrived in the hospital bay. This was a first for the Hartland Fire Department and a first for many of the providers on scene.
- The baby and her family attended our Business meeting on February 2, 2021. Where the baby was certified as a “Lifetime” member of our department.
- Each crew member received a stork pin to add to their uniform.
 - Crew: Division Chief Walker, Lieutenant Orgas, FF/Paramedic Mattox, FF/EMT Weiland, Lieutenant Orgas, LCFD (Photo attached)
- 4352 received a stork sticker with the date of birth that was placed on the ambulance.

Notable EMS Calls

Mass Casualty at AHS Cross Country Meet 8/27/21

- HFD was dispatched for at DELTA exposure at the AHS Cross-Country Meet. High Temperatures and heat index with multiple high schools competing at this event.
- Upon arrival of 4351, dispatch notified the crew that there was a possible 2nd patient. 4351 requested the next available ALS unit to the scene. Incident Command arrived and the crew split to triage each patient. 4352 arrived on scene as well as 2653 (Lisbon Fire Department). Upon arrival of both units, 4351 had been advised of a possible 3rd patient. The Sheriff on scene had been advised of a 4th patient in one of the team tents. Command requested an additional ALS ambulance to the scene and 3151 (Lake Country Fire Department) was dispatched. Lisbon Fire Department also sent additional personnel and 2688 arrived on scene. Upon the arrival, 2688 was sent to triage the patients in the tent and neither needed transport. 2688 was notified of a 5th patient, an elderly spectator who had been overcome by the heat. At this time 3151 arrived on scene and took over the care of the spectator. 4351, 4352, 2653 and 3151 all transported patients. After those units left the scene, 2688 was asked to triage a 6th patient who was on the ground with a parent present, this patient was a sign off. Lisbon had an additional ambulance that came to the scene along with a crew from 4371 for the duration of the race and triaged and additional 3 patients that did not need transport.
- In all we had 9 patients at this race and 4 of them were transported to a hospital and 5 were triaged.
- Command advised that that there were two more races to go, and the event organizers changed the race from a 5k to a 3k.



Millington Lane Structure Fire

3/31/21

Millington Lane Structure Fire

- HFD was dispatched for a structure fire at 0835. Initial arriving Chief 4301 arrived at 0839 and observed heavy fire from the front of the structure and extending to the attic. Having extensively preplanned this multi-family complex, Command immediately requested a MABAS box to the 1st Box Alarm level, bringing in resources from the agencies listed below.
- 1st due engine (HFD 4361) split their crew, conducting a blitz attack with while a 2nd crew stretched a handline for entry from the back of the building. After the initial hit on the fire, the 2nd crew entered the fire unit to conduct a rapid primary search, continue extinguishment, and limit horizontal spread.
- Additional crews entered the building. Searches were completed of all adjacent units, and firefighters worked to limit fire spread through the attic across multiple units.
- One tenant was transported to the hospital for minor injuries. No firefighters were injured, and at least one pet was rescued by firefighters.
- Our sincere thanks to our partner agencies who responded to this incident, including those who covered our response area while we fought this fire. The incident remains under investigation by the [Village of Hartland Police Department](#).

Millington Lane Structure Fire Gains National Attention

- Millington Fire has gained National attention.
 - County Fire Tactics , Chief Isakson has posted commentary in regard to our fire attack. “Gallons per second at its Best!” Listed below is a link to his post as well as the video.
https://countyfiretactics.com/2021/04/01/gallons-per-second-summit-lake-apartments-hartland-wisconsin/?fbclid=IwAR2DlpHXV5g-9PNN_TCOwPvoqhTvg9IMkOehe0ktLEAbvVFOMbGIXBqDCN0
 - We have received many positive emails from neighboring Chiefs, WCTC Fire Instructor, Brew City Fools, etc. regarding our fire attack.

MABAS Division 106 Box 43-11

Fire Agencies on scene at Millington Lane

Lake Country
Fire & Rescue

Merton
Community Fire
Department

Lisbon Fire
Department

Western Lakes
Fire District

Village of
Waukesha Fire
Department

Pewaukee Fire
Dept

City of
Brookfield Fire
Dept

Town of
Brookfield Fire
Dept

North Prairie
Fire
Department

Vernon Fire
Department

Menomonee
Falls Fire
Department

Tess Corners
Fire
Department

Mukwonago
Fire
Department

City of
Waukesha Fire
Department

Police Agencies on Scene at Millington Lane

[Village of Hartland Police Department](#)

[City of Delafield Police](#)

Chenequa Police Dept

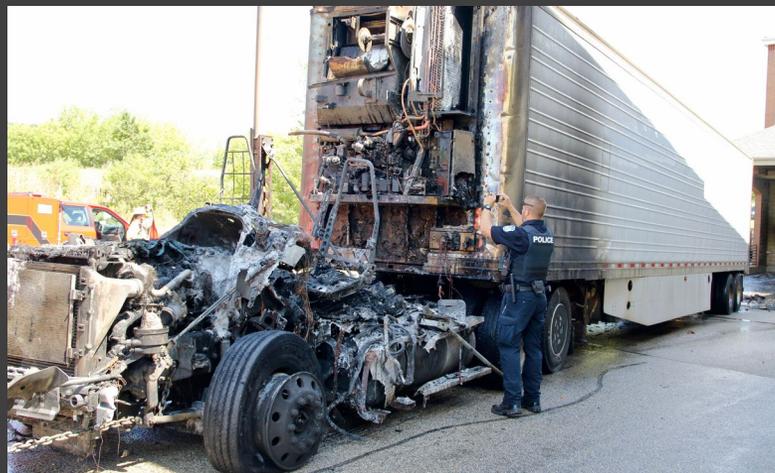
[Waukesha County Sheriff's
Department](#)

WI DNR



Brush Fire/Union Pacific Railway
4/3/2021 – 4381 Grass Rig assisted
in multiple fires at different locations

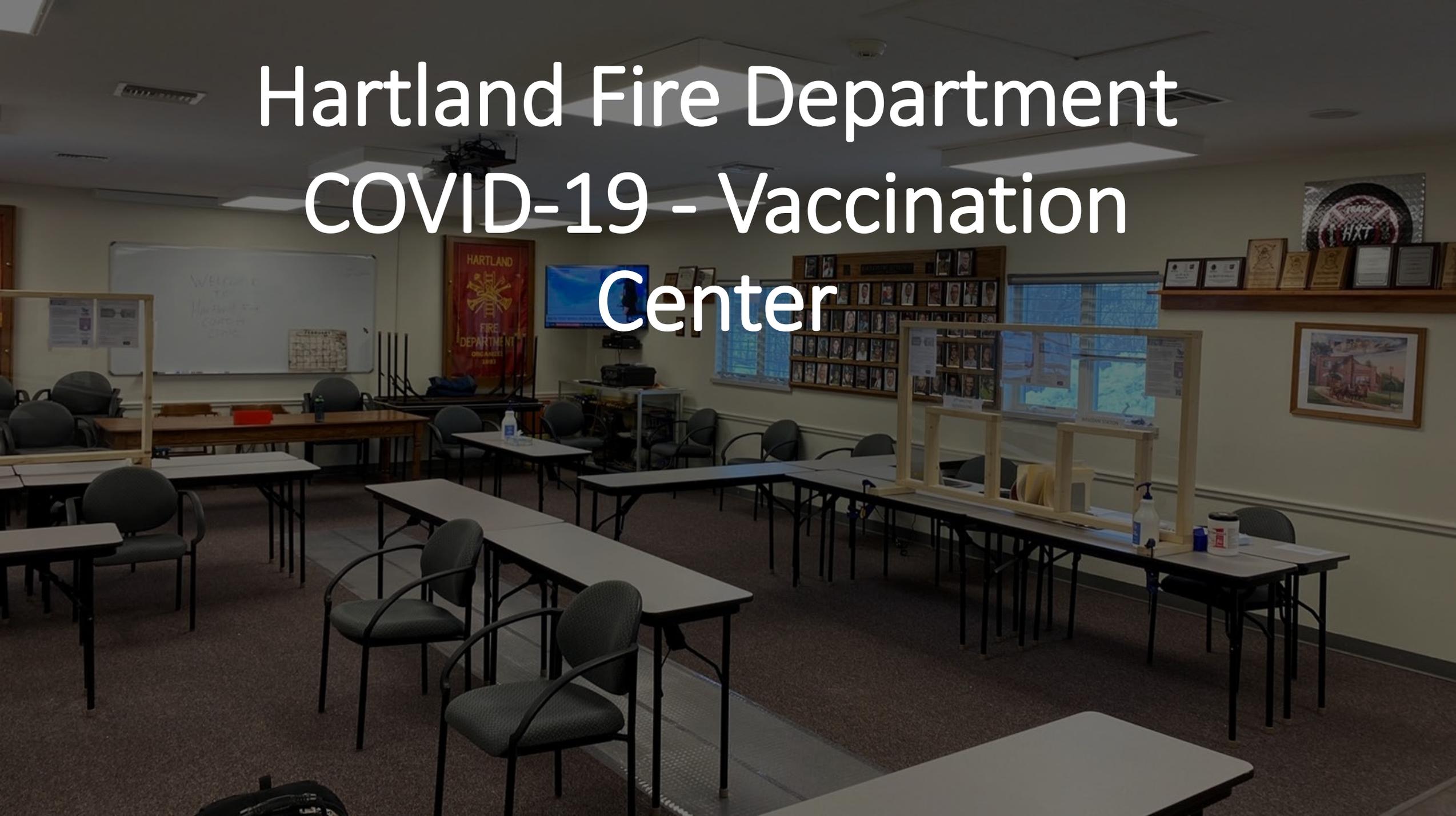
Structure Fire - LCFD
Pick N Save –
Village Square Dr.
9/5/21



Pick N Save Tractor Trailer Fire

- Hartland Fire Department 4310, 4361, 4393 and 4351 dispatched out as automatic aid for a vehicle fire at Village Square Dr. Prior to arrival the call was upgraded to a fully engulfed semi in the loading dock of the store.
- Hartland 4310 arrived on scene and assumed Operations. Several units put water and foam on the semi that was still loaded. Command requested a tow truck to the scene so that the truck and trailer could be moved from the dock. Numerous companies arrived on scene and were tasked with interior and exterior attack. 4310 remained as Operations Officer for the remainder of the incident until released by Lake Country Fire Department.

Hartland Fire Department COVID-19 - Vaccination Center



COVID-19 Vaccination Center

- Group 1a individuals are eligible for the COVID-19 Vaccination. The following criteria must be met to receive the shot.
 - EMS License
 - Signed letter from Employer
 - Employer ID
- 2/4/21 – COVID – 19 Vaccination Center is started receiving patients at 1700 .
- We vaccinated EMS, Fire and Police in the County. We held the clinic once as the County decided to take over vaccinations at the Waukesha County Expo. The patients we vaccinated were able to receive their 2nd shot at HFD.

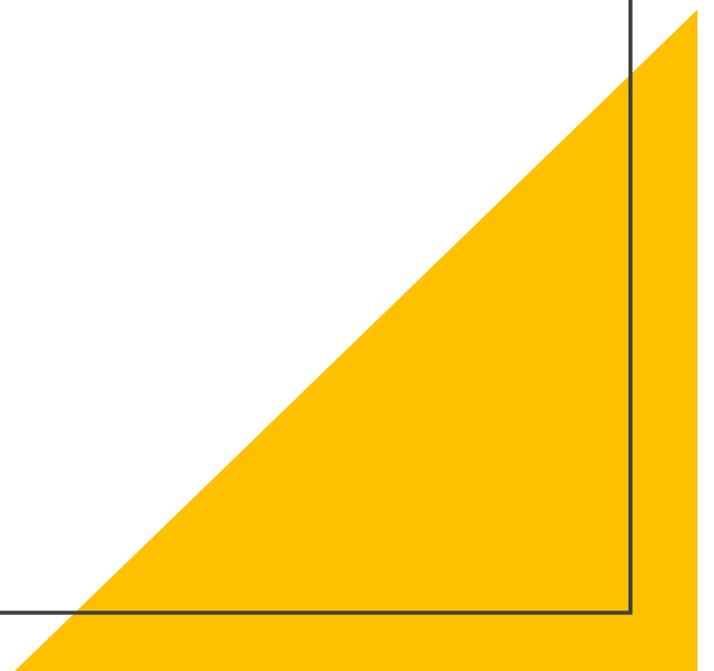
Animal Rescue





Animal Rescue/Confined Space Rescue
Six ducklings rescued from the storm sewer

Trainings



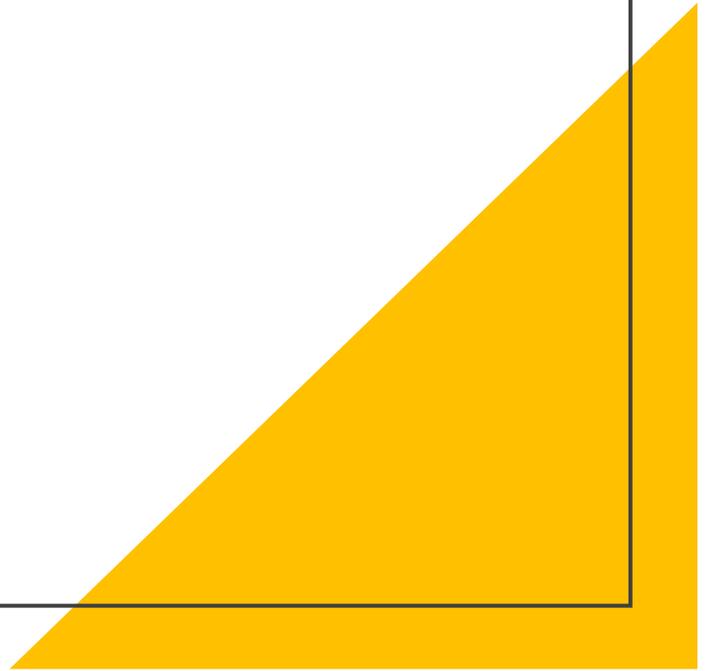


Ice Rescue Training



Drafting & Water Movement
at Centennial Park

Bark River Explorers





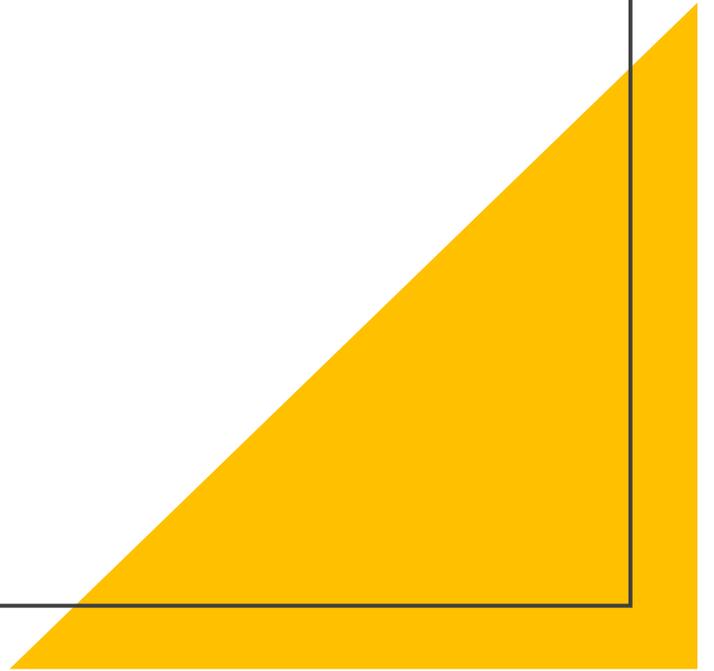
Bark River Explorers Ambulance Overview



Bark River Explorers Confidence Course



Events





Pancake Breakfast 2021

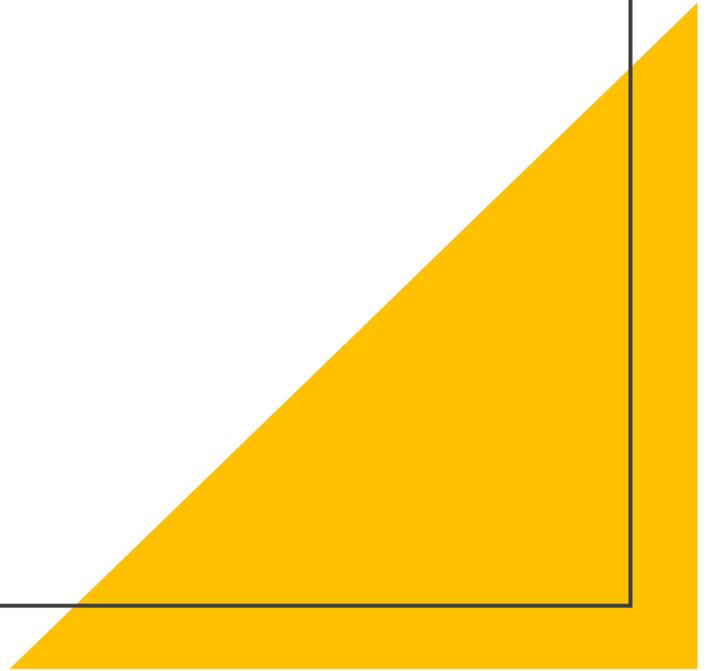


Stuff the Truck & Fill the Boot 2021!



Santa at the Ribbon Cutting for
the Outdoor Ice Rink.

Retirement



Jeff Vernon Retirement 18 Years of Service





Deputy Chief Little
10-42 – 11 years of Service
12/30/2021

Agreement between Village of Hartland and Douglas Brahm

April 2, 2022

Doug Brahm Associates (DB Associates) and the Village of Hartland is entering into an agreement for stewardship of an antique 1938 Ford/Darley Hartland fire engine (vin #). It is agreed that DB Associates will provide indoor appropriate storage, care, maintenance, and preservation of the history of Ford/Darley fire engine that served and is owned by the Village of Hartland.

DB Associates agree to:

1. Store the vehicle indoors in reasonable climate and clean areas.
2. Assure prevention measures against freezing and damage to pump and motor components.
3. Maintain a log and document of all expenses occurred for the vehicle while in our care.
4. Maintain and keep all the equipment, nozzles, appliances, and miscellaneous other items associated with the unit.
5. Will document cost if any additional accessories that are added.
6. Will schedule the showing and moving of the vehicle to shows and events.
7. Will exercise the truck routinely and place it in several events annually.
8. Will conduct routine maintenance, i.e.: oil and fluid changes, brakes, tires, battery, and other routine services.
9. Maintain a log of the units activities and events.

Hartland Village agrees to:

1. Maintain appropriate level of insurance on the vehicle for collision, comprehensive, and liability.
2. Hold DB Associates harmless in any accidental, unintentional incidents.
3. Maintain registration/licensure, one time collector plates.
4. Negotiate an appropriate reimbursement to DB Associates at termination of this agreement.

DB Associates has first right of refusal to purchase the vehicle at any time the Village wants to sell it.

_____ Date: _____

David Jambretz, Hartland Fire Chief

_____ Date: _____

Douglas J Brahm

To: Ryan Bailey
Subject: RE: Food Truck Policy

From: Hector de la Mora <hector.delamora@vonbriesen.com>
Sent: Monday, April 18, 2022 2:47 PM
To: Ryan Bailey <ryanb@villageofhartland.wi.gov>; Darlene Igl <darlenei@villageofhartland.wi.gov>; Torin J. Misko <tmisko@villageofhartland.wi.gov>
Cc: Christopher T. Koehnke <Christopher.Koehnke@vonbriesen.com>; Jeffrey Pfannerstill <jeffreyp@villageofhartland.wi.gov>
Subject: Food Truck Policy

Ryan—

This is to let you know that from the perspective of food truck regulation the ordinance suggested for Hartland is, in my opinion, reasonable from the perspectives of needed regulation and due process under circumstances where a license is being issued by a governmental authority.

Hector

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

From: Ryan Bailey <ryanb@villageofhartland.wi.gov>
Sent: Monday, April 18, 2022 11:49 AM
To: Christopher T. Koehnke <Christopher.Koehnke@vonbriesen.com>; Darlene Igl <darlenei@villageofhartland.wi.gov>
Cc: Hector de la Mora <hector.delamora@vonbriesen.com>
Subject: [EXTERNAL] RE: Food Truck Policy

Thanks Chris,

I'm going to bring this to the Village Board Monday and if they have any further questions I may invite you to a future meeting (which could be zoom if desired).

Thank you,

Ryan S. Bailey, CPA

Interim Village Administrator
Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029
Phone (262) 367-2714
email: ryanb@villageofhartland.wi.gov
www.villageofhartland.wi.gov

From: Christopher T. Koehnke <Christopher.Koehnke@vonbriesen.com>
Sent: Monday, April 18, 2022 11:45 AM
To: Ryan Bailey <ryanb@villageofhartland.wi.gov>; Darlene Igl <darlenei@villageofhartland.wi.gov>

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

Subject: RE: Food Truck Policy

Hi Ryan,

As we discussed last week, the Village Board of Trustees made comments to you that they would like to see a “shorter” version of the food truck ordinance that is “only a few sentences.”

While I understand the Board’s desire to have concise and straightforward ordinances, the Village needs to also be sure that the ordinances it adopts can survive legal scrutiny and are enforceable. I believe that the goals the Village Board wishes to accomplish regarding the regulation of food trucks within the Village are accomplished with the draft that was previously provided to the Board. I am concerned that by simply making the ordinance shorter, the ordinance may lack some of the specificity that is needed in order for the ordinance to be clearly understood and enforced.

I am happy to discuss the proposed ordinance with you or the Village Board to address any questions that may exist.

Let me know if you have any other questions or wish to discuss further.

Best,
Chris

Christopher T. Koehnke | von Briesen & Roper, s.c.
Direct: 414-287-1534 | Christopher.Koehnke@vonbriesen.com

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

Sent: Monday, April 18, 2022 11:06 AM

To: Christopher T. Koehnke <Christopher.Koehnke@vonbriesen.com>; Darlene Igl <darlenei@villageofhartland.wi.gov>

Subject: [EXTERNAL] Food Truck Policy

Chris,

You were going to email me in regards to a desire to keep our food truck policy sort of how it’s currently written so it has “legal teeth”. Could you email me an update to share with the Village Board?

Thank you,

Ryan S. Bailey, CPA

Interim Village Administrator

Village of Hartland

210 Cottonwood Avenue

Hartland, WI 53029

Phone (262) 367-2714

email: ryanb@villageofhartland.wi.gov

www.villageofhartland.wi.gov

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1 STATE OF WISCONSIN WAUKESHA COUNTY VILLAGE OF HARTLAND
2 ORDINANCE NO. _____

3 AN ORDINANCE CREATING §22-168 THROUGH §22-173
4 OF THE VILLAGE OF HARTLAND CODE OF ORDINANCES
5 REGULATING MOBILE FOOD VENDORS
6

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

8 **SECTION 1:** §22-168 through §22-173 of the CODE OF ORDINANCES OF THE VILLAGE
9 OF HARTLAND are hereby created with the following regulating Mobile Food Vendors:

10 **ARTICLE VII. – MOBILE FOOD VENDORS**

11 • **Sec. 22-168 - Definitions.**

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

14
15 (B) “Mobile Food Establishment” means a restaurant or retail food establishment where food is
16 served or sold from a vehicle, trailer, cart, or similar portable device which may or should be
17 capable of periodically changing locations.

18
19 (C) “Food” means all articles used for food, non-alcoholic drink or condiment including ice or
20 water used by humans whether simple, mixed or compound and articles used or intended for use
21 as ingredients in the composition or preparation thereof.

22
23 • **Sec. 22-169 - License Required.**

24
25 (A) No Mobile Food Vendor shall serve or sell any food whatsoever in the Village of Hartland
26 without first obtaining an approved license from the Village Board unless exempted in this
27 section. The following are exempt from Mobile Food Vendor license requirements:

- 28
29 1. Home delivery of food or beverage items.
30
31 2. Temporary food stands or produce stands which are regulated by a solicitors’ permit,
32 outdoor establishment permit or by other Village codes.
33
34 3. Rentals at Village facilities where Mobile Food Establishment services are not
35 available to the public.
36
37 4. Where the Mobile Food Establishment is exclusively serving a private event not open
38 to the general public on private property.
39

40 (B) All Vendors shall be licensed for such use by the Waukesha County Health Department and
41 all other applicable agencies. Mobile Food Vendors shall acquire the appropriate licenses and

42 permits for any additional food items not required under this subchapter if deemed necessary by
43 the Waukesha County Health Department.

44

45 (C) A license shall be applied for annually. A permit, when granted, shall be displayed at all
46 times by the Mobile Food Establishment. The license shall be valid from the Friday before
47 Memorial Day weekend to October 31, unless the Village Board approves alternative dates. All
48 licenses shall expire on December 31 each year. Applications for renewals shall be handled in
49 the same manner as original applications but may be approved by the Village Administrator or
50 their designee.

51

52 (D) Mobile Food Vendors are not allowed on the Village streets. They are allowed on private
53 property with written permission and as allowed by the Village Board for the Farmers Market
54 and Special Events. The licensee may not be located on one street or one private property lot for
55 more than 8 hours within a 24-hour period. This time restriction does not apply to Village Board
56 authorized permits for the Farmers Market or Special Events.

57

58 (E) Mobile Food Vendors are allowed to operate in the Village Monday through Sunday between
59 6:00 a.m. and 10:00 p.m.

60

61 (F) A license shall be issued to a person or legal entity. A license shall not be transferable. A
62 license is valid for one vehicle only and shall not be transferrable between vehicles.

63

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

68

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

72

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

74

75 (A) Any person desiring to operate a Mobile Food Establishment shall apply for a license and
76 pay the established license and investigation fee. At the time of filing an application, an
77 investigation fee in the amount of the actual cost shall be paid to the Village to cover the cost of
78 investigation of the facts stated in the application. The application shall be sworn to by the
79 applicant and filed with the Village and shall contain such information as the Village shall
80 require for the effective enforcement of this section and the safeguarding of the residents of the
81 Village from fraud, misconduct or abuse.

82

83 (B) Upon receipt of each such application, the Village Administrator or designee shall
84 immediately institute such investigation of applicant's business and moral character as the
85 Village Administrator or designee deems necessary for the protection of the public good, and
86 shall provide recommendation to the Village Board for the application. The Village Board shall
87 issue with or without conditions, or deny the license in accordance with their findings. In

88 approving a license, the Village Board may impose such conditions as it deems appropriate to
89 protect the public health, safety and general welfare. Subsequent annual renewals of a license
90 may be processed administratively without additional Village Board approval if the conditions of
91 the original license issuance are maintained at the discretion of the Village Administrator or
92 designee.

93
94 • **Sec. 22-171 - Application Requirements.**

95
96 (A) A completed Mobile Food Vendor Application with signature and payment of fees.

97
98 (B) The applicant shall submit a copy of the vehicle inspection report from the Waukesha
99 County Health Department.

100
101 (C) The applicant shall provide a Mobile Food Vendor License plan addressing sanitation,
102 pedestrian and traffic safety including the following standards:

103
104 1. The proposed plan will not create any significantly adverse traffic impacts, traffic
105 safety hazards, pedestrian/vehicle conflicts or pedestrian safety hazards or impede
106 building ingress/egress.

107
108 2. The proposed plan will not create any significantly adverse impacts on neighboring
109 properties as a result of:

110 a. The accumulation of garbage, trash or other waste.

111 b. Noise created by operation of the equipment.

112 c. Light and glare.

113 d. Odors and noxious fumes.

114
115 3. The proposed plan will not be detrimental to the public health, safety, or general
116 welfare.

117
118 4. No Mobile Food Vendor shall be located on any private property without written
119 permission from the property owner. A copy of the written permission shall be submitted
120 at the time of application if the Vendor wishes to operate on private property.

121
122 5. For Village Board approvals granted for the Farmer's Market or Special Events, said
123 conditions of approval shall be filed with the application and incorporated therein.

124
125 6. Electrical connections with extension cords to adjacent properties shall be done in a
126 safe manner at the discretion of the Village Building Inspector.

127
128 7. Mobile Food Vendors shall not place tables and chairs in the public right-of-way, or in
129 a manner that inhibits pedestrian or vehicle traffic.

130
131 8. Mobile Food Vendors shall be limited to one sandwich board, chalkboard, or
132 whiteboard, in a size not to exceed 24' x 36'.

133

134 (D) All vehicles must pass inspection by the Hartland Fire Department. A copy of a passing
135 inspection report must be submitted prior to approval of the application.
136

137 • **Sec. 22-172 - Revocation or Suspension of License.**
138

139 (A) The Village Board may revoke or suspend any license issued under this subchapter for
140 violation by any Vendor or the Vendor’s employee or agent of any provision of State law or
141 Village ordinance which renders future vending contrary to the public health, safety or welfare;
142 or for fraud or misrepresentation in solicitation under this chapter. Prior to revocation or
143 suspension, the Village shall send written notice to the address on the license about the concerns
144 or issues and provide 15 days for the Vendor to correct the issue or concern to the satisfaction of
145 the Village. If the concern is not addressed within 15 days from the date of mailing the letter, the
146 Village may place the issue of revocation and or suspension before the Village Board for
147 possible action. The Vendor and/or their agent may appear before the Village Board to present
148 information and respond to the issues of concern. The Clerk shall send written notice to the
149 Vendor at the address on the application about the date and time of the meeting for consideration
150 of the matter. Said notice shall be post marked at least 5 days prior to the Board meeting.
151

152 (B) An exception to this process exists in that any Public Health, Hartland Police or Fire Officer
153 may immediately order the Mobile Food Vendor to stop service and the Mobile Food Vendor
154 shall not restart again until deemed safe by the appropriate authority if said public health,
155 Hartland Police or Fire Officer identify an immediate risk to the public health, safety or welfare
156 of the community from the operation of the mobile food vendor.
157

158 • **Sec. 22-173 – Violations and Penalties.**
159

160 Any person who shall violate any provision of this chapter or any rule or regulation made under
161 this chapter shall be subject to a penalty as provided in § 1-3 of this Code.
162

163 **SECTION 2:** If any section, sentence, clause, phrase or portion of this ordinance is for any
164 reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall
165 be deemed a separate, distinct and independent provision, and such holding shall not affect the
166 validity of the remainder of such ordinance.
167

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

170 Passed and approved this ____ day of _____, 2021.

171
172 VILLAGE OF HARTLAND

173
174 By: _____
175 Jeffrey Pfannerstill, Village President

176 ATTEST:

177
178 _____
179 Darlene Igl, Village Clerk

180

181

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183