

**VILLAGE BOARD AGENDA
MONDAY, NOVEMBER 14, 2022
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

Call to Order

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. This meeting will be recorded and will be available online through the Village's website.

1. Consideration of Village Board minutes of October 24, 2022.
2. Consideration of items related to vouchers.
 - a. Approval of closeout change order of \$7,117.35.
 - b. Approval of closeout payment of \$4,835.73.
 - c. Consideration of vouchers for payment in the amount of \$978,471.10
3. Actions related to Licenses and Permits
 - a. Consideration of Operator's (Bartender) Licenses
 - b. Consideration of a Restricted Species Permit
4. Items related to Bill for an Ordinance No. 09-26-2022 "An Ordinance to Amend Chapter 46 of the Village of Hartland Municipal Code Pertaining to Zoning Ordinance".
 - a. Public Hearing to consider amendments to Zoning Code Chapter 46, 46-494 Conditional Uses in the B-3 District.
 - b. Consideration of adoption of Bill for an Ordinance No. 09-26-2022 "An Ordinance to Amend Chapter 46 of the Village of Hartland Municipal Code Pertaining to Zoning Ordinance".
5. Discussion and consideration of a conceptual plan for development of a multi-use building at 221 Cottonwood Ave.
6. Discussion and consideration of Resolution 11/14/2022-01 "Resolution Approving the Sewer Utility Rate Effective First Quarter 2023".
7. Discussion and consideration of Resolution 11/14/2022-02 "Resolution Amending Appendix A of the Code of Ordinances for the Village of Hartland Concerning the Schedule of Municipal Fees and Charges".
8. Consideration of items related to the 2023 Village Budget as shown on Tab 1 Page 8 and Tab 31 Page 1 and 2 of the 2023 Budget Book. All information after Tab 1 is for informational purposes

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only. These figures may be modified by the Village Board during final consideration at this meeting.

- a. Discussion of 2023 Budget
 - b. Consideration of a motion to approve the 2023 Municipal General Fund Budget in the amount of \$8,072,595 shown on Tab 1 Page 8 of the 2023 Budget Book (Roll call vote)
 - c. Consideration of a motion to approve the 2023 Water Utility Budget in the amount of \$2,431,954 shown on Tab 1 Page 8 of the 2023 Budget Book (Roll call vote)
 - d. Consideration of a motion to approve the 2023 Sewer Utility Budget in the amount of \$1,985,950 as shown on Tab 1 Page 8 of the 2023 Budget Book (Roll call vote)]
 - e. Consideration of a motion to approve the 2023 TIF #4 Budget in the amount of \$320 as shown on Tab 1 Page 8 of the 2023 Budget Book (Roll call vote)
 - f. Consideration of a motion to approve the 2023 TIF #5 Budget in the amount of \$16,155 as shown on Tab 1 Page 8 of the 2023 Budget Book (Roll call vote)
 - g. Consideration of a motion to approve the 2023 TIF #6 Budget in the amount of \$155,660 as shown on Tab 1 Page 8 of the 2023 Budget Book (Roll call vote)
 - h. Consideration of a motion to approve the 2023 Debt Service Budget in an amount of \$1,944,410 as shown on Tab 1 Page 8 of the 2023 Budget Book (Roll call vote)
 - i. Consideration of a motion to approve the 2023 Capital Improvements, Impact Fee and Special Revenue and other funds, in the amount of \$3,864,586 for a total Village Expenditure budget in the amount of \$26,544,225 (Roll call vote)
 - j. Consideration of a motion to authorize a Downtown Business Improvement District Tax assessment of \$74,800 as requested by the BID Board
 - k. Consideration of a motion to approve a Property Tax Levy in the amount of \$6,808,484 (Roll call vote)
 - l. Consideration of a motion to approve the 2023 Payroll Matrix on Tab 31 Page 2 (Roll call vote)
9. Consideration of the Hartland Business Improvement District 2023 Budget.
10. Consideration of a motion to confirm appointments of Elise Miller, Marilyn Haroldson, and Nick Jensen to the Downtown Business Improvement District Board with terms to expire in 2025.
11. Consideration of revisions to the Employee Handbook.
12. Consideration of an Intergovernmental Agreement Between the Village of Hartland and Waukesha County.
13. Items related to Committee appointments by Village President Pfannerstill.
- a. Consideration of Appointments to Environmental Corridor and Open Space of Linda Hallquist and Dave Van Thiel
 - b. Consideration of Appointment to Ice Age Trail Community Committee of Jacob Zuehl
14. Consideration of denial of insurance claim by Progressive Insurance Company.
15. Items related to Catalyst-Lightening Development Apartments
- a. Consideration of acceptance of the dedicated public infrastructure

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- b. Consideration of acceptance of the site improvements to be substantially conforming to the PUD Agreement, Development Plans, and Village Standard Specifications contingent on approval by Ruekert & Mielke and Village Staff of the successful completion of all outstanding punch list items by June 30, 2023.
 - c. Consideration of Partial Release of Deed Restrictions and Certain Recorded Documents
 - d. Consideration of approval of letter confirming:
 - i. Confirming that The Lutheran High School Association of Greater Milwaukee is current with respect to its payments under its PILOT Agreement with the village; and
 - ii. Confirming that a substitute Letter of Credit in the amount of \$47,737 will be exchanged for the current Letter of Credit which the Village has been holding to assure completion of the terms of the PUD Agreement as part of the process of declaring the project substantially completed except for a limited punch list backed up by an exchanged Letter of Credit in the amount of \$47,737.00.
16. 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.
17. Consideration of a motion 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 SS 19,.85(2) for the purpose of considering any action as may be necessary and appropriate. (ROLL CALL VOTE)
18. Consider and take any action deemed appropriate pursuant to the previously held closed session.
19. Adjournment.

Ryan Bailey, Village Manager

Notice: Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact 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 830 2461 8143.

Or participate online:

<https://us02web.zoom.us/j/83024618143?pwd=bGE0b1NlZ3l2TkpUY1VOTHpd0gvdz09>

VILLAGE BOARD MINUTES
MONDAY, OCTOBER 24, 2022
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD

Call to Order

Roll Call

Present: Trustees de Boer, Truttschel, Wallschlager, Conner, Hallquist

Excused: President Pfannerstill, Trustee Pfeiffer

Others Present: Village Manager Bailey, Clerk Igl, Police Chief Misko, Interim DPW Director Felkner, DPW Operations Supervisor Jungbluth, DPW Leadman Jenson, Village Engineer Amtmann, interested parties.

Pledge of Allegiance – Trustee de Boer

Motion (Truttschel/Conner) to appoint Trustee Wallschlager as pro tem Village President. Motion carried.

Pro Tem Village President Wallschlager asked for a moment of silence for those affected by the recent tragedy.

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.

Garet Galster, Attorney at a firm located at 1130 James Drive, and parent of children in the Hartland school system, raised concerns on the process of how Library Board members are appointed. He stated that two members are appointed by Waukesha County and four by the Village Board. In addition, one member is identified as a school representative. He stated that per State Statute the HLSD Board President does not have the authority to make the appointment. He stated that the appointing authority must appoint the school district administrator or their representative. He asked that the Village Board consider the process used to make appointments to the Library Board.

1. Motion (Conner/Hallquist) to approve Village Board minutes of October 10, 2022. Motion carried.
2. Consideration of items related to vouchers.
 - a. Motion (Truttschel/Conner) of vouchers for payment in the amount of \$138,852.17. Motion carried.
3. Actions related to Licenses and Permits
 - a. Consideration of Operator's (Bartender) Licenses

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Motion (Hallquist/Conner) to approve Operator's (Bartender) Licenses as listed. Motion carried.

4. Consideration of a second reading of Bill for an Ordinance No. 09-26-2022 "An Ordinance to Amend Chapter 46 of the Village of Hartland Municipal Code Pertaining to Zoning Ordinance".

Village Manager Bailey stated that this is a second reading and that the Public Hearing is scheduled for November 14.

Items referred from the October 17, 2022, Plan Commission meeting

5. Items related to a proposed Planned Unit Development for property north of 1112 Lisbon Ave.
 - a. Review of draft Planned Unit Development Agreement, Condo Declarations and related exhibits.
Village Manager Bailey stated that the property owners were present to answer any questions. He stated that he will be meeting with the Village Attorney this week to review and update the documents. Owner Jenny Wolf stated that they are hoping to move the project forward.
 - b. Motion (Hallquist/Truttschel) to schedule the Public Hearing for the PUD on November 28, 2022. Motion carried.

Other Items for Consideration

6. Consideration of Resolution 10-24-2022 "A Resolution to adopt the Waukesha County All Hazard Mitigation Plan."

Chief Misko stated that Waukesha County updates the plan every five years and this occurred last year. He stated that flooding is routinely identified throughout the Village and County as a potential hazard. He stated that FEMA has reviewed/approved the updated plan and the County has sent the plan back to the Village for approval. Motion (Hallquist/Conner) to approve Resolution 10-24-2022 "A Resolution to adopt the Waukesha County All Hazard Mitigation Plan." Motion carried.

7. Discussion and consideration of Building Needs Assessment Request for Proposals.

Chief Misko stated that he had conducted reference checks on the top two firms that had submitted a proposal. Results of the reference checks were discussed, and he recommended Zimmerman Architectural Studios. Motion (Conner/Hallquist) to approve the proposal from Zimmerman Architectural Studios in the amount of \$19,420. Motion carried.

8. Consideration of a request to appoint additional Election Inspectors with terms to expire December 31, 2023.

Motion (Conner/Truttschel) to appoint additional Election Inspectors as requested. Motion carried.

9. Consideration of the 2023-2024 Engineering Services Agreement with Ruckert-Mielke.

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Village Manager Bailey stated that the proposed agreement had been included in the meeting packet. Village Engineer Ryan Amtmann was present to answer any questions. Trustee Hallquist commented that he feels Ruckert-Mielke does a fantastic job; provides extensive support to the Plan Commission. Village Manager Bailey echoed the comments. Motion (Hallquist/Conner) to approve 2023-2024 Engineering Services Agreement with Ruckert-Mielke. Motion carried.

10. 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.

Village Manager Bailey thanked and recognized departments and staff for their assistance with the recent tragic event. DPW Director Felkner stated that he was impressed to see the continuity of departments working together throughout the event.

Clerk Igl reminded residents of the hours for in-person absentee voting Oct. 25 through Nov. 4.

Reminder: Business Trick or Treat is scheduled for Oct. 27 from 6-8 pm.

11. Adjournment.

Motion (Conner/Truttschel) to adjourn at 7:03 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

TO: Village President & Board of Trustees

From: Tonia Smith, Fiscal Clerk

Date: November 9, 2022

RE: Voucher List

Attached is the voucher list for the
November 14, 2022 Village Board Meeting

November 14, 2022 Checks:	\$ 366,437.34
October Manual Checks:	<u>\$ 24,386.65</u>
Subtotal of Checks:	\$ 390,823.99
October Wires	<u>\$ 563,912.38</u>
October Credit Credit Cards	<u>\$ 23,734.73</u>
Total Amount of all Checks, Wires, and Credit Cards	<u><u>\$ 978,471.10</u></u>

VILLAGE OF HARTLAND
VOUCHER LIST- NOVEMBER 14, 2022

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 101-23005 EMPLOYEE RECOGNITION	ADAM, JOSH	DISBURSEMENT OF OUR SAVIOR LUTHERAN CHURCH D	\$2,696.72
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	CONNECTION CHARGES	\$19,449.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	ESPIRE HOMES	104 SYCAMORE CT OCCUPANCY DEPOSIT REFUND	\$1,500.00
G 101-23005 EMPLOYEE RECOGNITION	GASHI, ARDITA	DISBURSEMENT OF OUR SAVIOR LUTHERAN CHURCH'S	\$2,696.72
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	HALEN HOMES	1384 OVERLOOK CIRCLE OCCUPANCY DEPOSIT REFUN	\$1,500.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	HALEN HOMES	1322 BELLA VISTA COURT OCCUPANCY DEPOSIT REFU	\$1,500.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	HALEN HOMES	1004 N PINEGROVE COURT OCCUPANCY DEPOSIT REFU	\$750.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	HALEN HOMES	1106 E SWEETBRIAR LANE OCCUPANCY DEPOSIT REFU	\$1,500.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	HALEN HOMES	1000 N PINEGROVE COURT OCCUPANCY DEPOSIT REFU	\$750.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	HALEN HOMES	1377 OVERLOOK CIRCLE OCCUPANCY DEPOSIT REFUN	\$1,500.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	HALEN HOMES	1319 BELLA VISTA COURT OCCUPANCY DEPOSIT REFU	\$1,500.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	HALEN HOMES	1373 OVERLOOK CIRCLE OCCUPANCY DEPOSIT REFUN	\$1,500.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	HALEN HOMES	1331 OVERLOOK CIRCLE OCCUPANCY DEPOSIT REFUN	\$1,500.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	HALEN HOMES	1370 PANORAMA COURT OCCUPANCY DEPOSIT REFUN	\$1,500.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	HALEN HOMES	1392 OVERLOOK CIRCLE OCCUPANCY DEPOSIT REFUN	\$1,500.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	HARBOR HOMES	605 CHERRY CT OCCUPANCY DEPOSIT REFUND	\$1,500.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	HARBOR HOMES	616 CHERRY CT OCCUPANCY DEPOSIT REFUND	\$1,500.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	HARBOR HOMES	601 CHERRY CT OCCUPANCY DEPOSIT REFUND	\$1,500.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	HARBOR HOMES	531 WILD OAK RD OCCUPANCY DEPOSIT REFUND	\$1,500.00
R 101-46725 PARK RENTALS-TAX EXEMPT	HARTLAND ATHLETIC ADVANCEMENT	SALES TAX REFUND	\$130.00
G 101-23000 SPECIAL DEPOSITS	HARTLAND ATHLETIC ADVANCEMENT	PREP FEE AND DEPOSIT REFUND	\$2,100.00
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	NOVEMBER DUES	\$476.00
G 101-23000 SPECIAL DEPOSITS	HAWK SOCCER	FIELD RESTORATION REFUND	\$250.00
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	JEFF HORWATH FAMILY BLDRS.	339 HEMLOCK CT OCCUPANCY DEPOSIT REFUND	\$1,500.00
G 101-23000 SPECIAL DEPOSITS	JORGENSEN, MARK	UNCLAIMED CASH FOUND	\$91.00
G 101-23005 EMPLOYEE RECOGNITION	LOEW, TYLER AND ADRIANA ARIAS	DISBURSEMENT OF OUR SAVIOR LUTHERAN CHURCH'S	\$2,696.72
G 101-21560 LIFE INSURANCE DEDUCT PAYABLE	MINNESOTA LIFE INSURANCE CO	DECEMBER LIFE INSURANCE	\$825.97
G 101-23170 PERFORMACE BOND DEPOSITS(OCC)	RED LEAF HOMES	247 FOUR WINDS COURT	\$1,500.00
G 204-34187 FWW LIFT STATION REPLACEMENT	WE ENERGIES	OCTOBER ENERGY SERVICES	\$66.71
EXPENSE Descr			\$56,978.84
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	AIRGAS USA LLC	OXYGEN CYL	\$56.59
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	BATTERY PRODUCTS INC	BATTERIES FOR PORTABLE RADIOS	\$364.50
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	REUSABLE ADULT SENSOR	\$234.00
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	VARIOUS MEDICAL SUPPLIES	\$175.71
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	VARIOUS MEDICAL SUPPLIES	\$293.60
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	INSYTE AUTOGUARD/ GLUCOSE STRIPS	\$144.31
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	VENT CHEST SEAL	\$27.66

Account Descr	Search Name	Comments	Amount
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	VENT CHEST SEAL	\$13.83
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	MASKS/ TVAC SYSTEM	\$26.76
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	ELECTRODES/ TUBE CUFFED	\$53.65
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	CATHETER SUCTION/ ET TUBE	\$4.38
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	VARIOUS MEDICAL SUPPLIES	\$196.68
E 101-52300-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	DECEMBER LIFE INSURANCE	\$42.32
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	PHYSICAL	\$154.50
EXPENSE Descr AMBULANCE			<u>\$1,788.49</u>
EXPENSE Descr CORPORATE RESERVE EXPENSES			
E 402-59900-840 PUBLIC WORKS EXPENSE	BADGER TRUCK CENTER INC	NEW FORD F250	\$29,789.50
EXPENSE Descr CORPORATE RESERVE EXPENSES			<u>\$29,789.50</u>
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-746 TELEPHONE	CARDMEMBER SERVICES	ATT	\$126.01
E 804-56700-744 OFFICE SUPPLIES	CARDMEMBER SERVICES	ADOBE PRODUCTS	\$20.99
E 804-56700-758 MEETINGS	CARDMEMBER SERVICES	COUSINS SUBS	\$76.63
E 804-56700-719 EVENTS	EXECU PRINT	HARTLAND LIGHTS SIGNAGE	\$30.50
E 804-56700-724 WEB SITE HOSTING & MAINT	OCREATIVE	WEBSITE HOSTING	\$110.00
E 804-56700-724 WEB SITE HOSTING & MAINT	OCREATIVE	WEBSITE HOSTING	\$110.00
E 804-56700-732 GENERAL OPERATION OVERSIGHT	ONTECH SYSTEMS, INC	OFFICE 365	\$12.50
EXPENSE Descr ECONOMIC DEVELOPMENT			<u>\$486.63</u>
EXPENSE Descr ELECTIONS			
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	CONLEY MEDIA LLC	PUBLIC NOTICES	\$139.92
EXPENSE Descr ELECTIONS			<u>\$139.92</u>
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	HRA FEES	\$171.93
E 101-51500-520 UNCOLLECTIBLE AMOUNTS	MEDLINE INDUSTRIES INC	TAX REFUND	\$8,203.93
E 101-51500-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	DECEMBER LIFE INSURANCE	\$22.94
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	OFFICE 365	\$43.75
E 101-51500-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$25.00
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT TECH SERVICES	\$388.75
EXPENSE Descr FINANCIAL ADMINISTRATION			<u>\$8,856.30</u>
EXPENSE Descr FIRE PROTECTION			
E 101-52200-255 BLDGS/GROUNDS	ALL STAR HEATING	AIR FILTER REPLACEMENT	\$241.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BATTERY PRODUCTS INC	BATTERIES FOR PORTABLE RADIOS	\$364.50
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	FIRE-RESCUE SUPPLY LLC	MILWAUKEE M28 BATTERY	\$325.00
E 101-52200-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	DECEMBER LIFE INSURANCE	\$42.32
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365	\$102.50
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$70.00

Account Descr	Search Name	Comments	Amount
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT TECH SERVICES	\$32.50
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	PHYSICAL	\$154.50
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	EMERGENCY SERVICE INSTRUCTION	\$295.90
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	LIBRARY RECORD CHECK	\$14.00
E 101-52200-255 BLDGS/GROUNDS	WIL-KIL	INTERIOR PEST CONTROL	\$73.90
EXPENSE Descr FIRE PROTECTION			<u>\$1,716.12</u>
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	COMPETITOR AWARDS & ENGRAVING	NAME BADGES	\$37.50
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	CONLEY MEDIA LLC	BUDGET PUBLIC NOTICE	\$298.57
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	CONLEY MEDIA LLC	PUBLIC NOTICES	\$16.49
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	FOX BROS PIGGLY WIGGLY	WATER	\$17.94
E 101-51400-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	DECEMBER LIFE INSURANCE	\$66.10
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	CALENDAR REFILL	\$3.56
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	DESK CALENDARS	\$36.79
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$40.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365	\$54.00
E 101-51400-395 COMMUNITY RELATIONS	SMITH, TONIA	EMPLOYEE CELEBRATION SUPPLIES	\$64.78
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$2,840.60
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$7,462.50
E 101-51400-210 LEGAL SERVICES	VON BRIESEN & ROPER	LEGAL SERVICES	\$497.50
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	BARTENDER/SOLICITOR RECORD CHECK	\$42.00
EXPENSE Descr GENERAL ADMINISTRATION			<u>\$11,478.33</u>
EXPENSE Descr IMPACT FEE EXPENSES			
E 206-59000-960 USE OF PARK IMPACT FEES	JD ELECTRIC, INC.	BRIDGE LIGHTS	\$2,784.00
EXPENSE Descr IMPACT FEE EXPENSES			<u>\$2,784.00</u>
EXPENSE Descr INSPECTION			
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365	\$12.50
E 101-52400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$10.00
E 101-52400-290 OUTSIDE SERVICES/CONTRACTS	WISCONSIN BUILDING INSPECTIONS	BUILDING PERMIT/INSPECTION FEES	\$10,989.31
EXPENSE Descr INSPECTION			<u>\$11,011.81</u>
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	PAINT CANS	\$105.76
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	PRICE ADJUSTMENT FOR PAINT CANS	-\$10.75
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	EXECU PRINT	NAMEPLATES	\$59.50
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALLS	REVERSABLE RAINJACKET	\$144.99
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALLS	CLOTHING	\$74.45
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALLS	REVERSABLE RAINCOAT	\$140.44
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALLS	CLOTHING	\$293.15
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	GALLS	RETURNS	-\$157.06

Account Descr	Search Name	Comments	Amount
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ#2 TIRE SERVICE	\$33.16
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ#2 RESET TIRE MONITORING LAMP	\$16.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	JUNGBLUTH, LEO	PAINT CANS	\$104.79
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	LEXISNEXIS	OCTOBER ACTIVITY	\$133.50
E 101-52100-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	DECEMBER LIFE INSURANCE	\$199.57
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$200.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365	\$266.50
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT TECH SERVICES	\$520.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE (LAB BILLING)	LEGAL LAB DRAW	\$36.05
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	RHYME BUSINESS PRODUCTS LLC	COPIER SERVICES	\$420.44
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	SILVER LAKE AUTO CENTER INC	TOWING OF 2009 TRAVERSE H22010298	\$276.69
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	STREICHER S	VARIOUS BADGES	\$977.40
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	OFFICER TRAINING	\$399.37
EXPENSE Descr LAW ENFORCEMENT			<u>\$4,233.95</u>
EXPENSE Descr LIBRARY			
E 101-55110-255 BLDGS/GROUNDS	ALL WASHED UP WINDOW CLEANING	WINDOW CLEANING	\$1,575.00
E 101-55110-255 BLDGS/GROUNDS	AVALON GRAPHICS LLC	LOGO AND HOURS	\$310.00
E 101-55110-255 BLDGS/GROUNDS	BIEBELS TRUE VALUE	DRY SCREWS SETTER/ SCREWS	\$12.52
E 101-55110-255 BLDGS/GROUNDS	BUREAU VERITAS	ELEVATOR INSPECTION	\$88.00
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$31.15
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	DVD	\$14.99
E 101-55110-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	DECEMBER LIFE INSURANCE	\$26.03
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$70.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT TECH SERVICES	\$97.50
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	TOILET PAPER	\$110.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN	\$29.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN	\$29.00
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	COPIER CHARGES	\$147.93
E 101-55110-290 OUTSIDE SERVICES/CONTRACTS	RICOH AMERICAS CORP	COPIER LEASE	\$73.17
E 101-55110-220 UTILITY SERVICES	WE ENERGIES	OCTOBER ENERGY SERVICES	\$181.71
EXPENSE Descr LIBRARY			<u>\$2,796.00</u>
EXPENSE Descr MUNICIPAL BUILDING			
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	MAT SERVICES	\$229.93
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	MAT SERVICES	\$229.93
E 101-51600-255 BLDGS/GROUNDS	MENARDS- PEWAUKEE	GRAY QUICKCAP/ I-BEAM LVL	\$449.78
E 101-51600-255 BLDGS/GROUNDS	OTIS ELEVATOR CO	IMPACT FEES	\$125.00
E 101-51600-255 BLDGS/GROUNDS	OTIS ELEVATOR CO	SERVICE FEES	\$386.70
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	TOILET PAPER	\$110.00
E 101-51600-255 BLDGS/GROUNDS	WIL-KIL	INTERIOR PEST CONTROL	\$75.00
EXPENSE Descr MUNICIPAL BUILDING			<u>\$1,606.34</u>

Account Descr	Search Name	Comments	Amount
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	OCCUP SWITCH	\$24.27
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	WIRE SENSOR SWITCH	\$42.29
E 101-55200-370 ATHLETIC FACILITY MAINTENANCE	INSIGHT FS	FIELD MAINTENANCE	\$650.00
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PORT-A-JOHN	PORTABLE RESTROOMS, NIXON	\$240.00
E 101-55200-220 UTILITY SERVICES	WE ENERGIES	OCTOBER ENERGY SERVICES	\$20.62
EXPENSE Descr PARKS			\$977.18
EXPENSE Descr PUBLIC WORKS			
E 101-53000-360 VEHICLE MAINT/EXPENSE	BOBCAT PLUS INC	FILTERS, COUPLER, LOCKING PINS	\$247.48
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	OE STANDARD CREDIT	-\$5.52
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	FILTERS/ FUEL LINE	\$99.82
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	RV50BLENDARFG6 CREDIT	-\$143.76
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	RV50BLENDARFG6	\$143.76
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	FILTERS	\$161.73
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	ANTIGEL/ RV50BLENDARFG6	\$155.88
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	OE STANDARD	\$5.52
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	STROBE	\$451.56
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	ADAPTERS/ FILTERS	\$487.62
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	ANTIGEL/ RV50BLENDARFG6 CREDIT	-\$155.88
E 101-53000-360 VEHICLE MAINT/EXPENSE	BURKE TRUCK EQUIPMENT	WING MARKER LIGHT	\$201.29
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	PDFD FUEL	\$1,556.23
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	PDF FUEL	\$1,633.68
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	NO LEAD REFORM	\$867.54
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	PDF FUEL	\$993.38
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	NO LEAD REFORM	\$1,204.58
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	NO LEAD REFORM	\$1,845.59
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	EXECU PRINT	BLACK VINYL LOGO	\$99.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	EXECU PRINT	SIGNS/ STENCILS	\$298.00
E 101-53000-235 STREET SWEEPING	GFL ENVIRONMENTAL	LANDFILL SWEEPINGS	\$2,134.18
E 101-53000-360 VEHICLE MAINT/EXPENSE	INTERSTATE BATTERIES	BATTERIES FOR LEAF VAC	\$847.70
E 101-53000-360 VEHICLE MAINT/EXPENSE	INTERSTATE BATTERIES	COMPRESSOR BATTERIES	\$286.90
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	NAVY PANT	\$25.00
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	LAUNDRY SERVICES	\$134.24
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	LAUNDRY SERVICES	\$106.38
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	LAUNDRY SERVICES	\$137.55
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	LAUNDRY SERVICES	\$134.24
E 101-53000-180 OTHER BENEFITS	JENSON, TOM	CLOTHING ALLOWANCE	\$110.25
E 101-53000-410 STREETS GEN MAINT	KOPLIN EXCAVATING AND GRADING IN	42 TON SCREENINGS	\$325.50
E 101-53000-410 STREETS GEN MAINT	LANGE ENTERPRISES INC	BRACKETS	\$175.00
E 101-53000-410 STREETS GEN MAINT	LANGE ENTERPRISES INC	VARIOUS SIGNS	\$1,653.02
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	LANGE ENTERPRISES INC	25 POSTS	\$1,557.75

Account Descr	Search Name	Comments	Amount
E 101-53000-180 OTHER BENEFITS	LAUERSDORF, CODY	CLOTHING ALLOWANCE	\$200.00
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	MBM	COPIER SERVICES	\$402.42
E 101-53000-360 VEHICLE MAINT/EXPENSE	MID-STATE EQUIPMENT	FILTER/ PLUGS	\$94.10
E 101-53000-360 VEHICLE MAINT/EXPENSE	MID-STATE EQUIPMENT	CAP BREATHER	\$27.78
E 101-53000-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	DECEMBER LIFE INSURANCE	\$193.88
E 101-53000-420 STORM SEWER	NEENAH FOUNDRY CO	GRATE/ INLET FRAME/ CURB BOX	\$2,296.00
E 101-53000-420 STORM SEWER	NEENAH FOUNDRY CO	ROLL GRATE/ INLET FRAME	\$1,122.00
E 101-53000-410 STREETS GEN MAINT	OKAUCHEE REDI-MIX INC	CONCRETE FOR SIDEWALK	\$710.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	IT TECH SERVICES	\$130.00
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$90.00
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365	\$62.50
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	PIONEER SUPPLY LLC	CLEANER/ SANITIZER/ 24X24 CAST	\$316.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	POMPS TIRE SERVICE INC	3 TIRES	\$294.00
E 101-53000-430 SNOW & ICE REMOVAL	RINDERLE DOOR CO	FIX SALT DOME	\$2,885.90
E 101-53000-180 OTHER BENEFITS	SCHLAFER, JAKE	CLOTHING ALLOWANCE	\$131.00
E 101-53000-235 STREET SWEEPING	STRIETER FARM TRUCK SERVICE	HAUL SWEEPING OUT/ HAUL STONE IN	\$922.50
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	KNOB KIT RETURN	-\$14.56
E 101-53000-360 VEHICLE MAINT/EXPENSE	TRUCK COUNTRY OF WISCONSIN	WINDOW REGULATOR	\$269.55
E 101-53000-360 VEHICLE MAINT/EXPENSE	VAN HORN FORD	REPAIR #30	\$195.44
E 101-53000-360 VEHICLE MAINT/EXPENSE	VAN HORN FORD	RANGER SHIFT INTERLOCK	\$81.22
E 101-53000-360 VEHICLE MAINT/EXPENSE	VAN HORN FORD	FUEL FILTERS	\$182.81
E 101-53000-225 STREET LIGHTING	WE ENERGIES	OCTOBER ENERGY SERVICES	\$57.82
E 101-53000-225 STREET LIGHTING	WE ENERGIES	OCTOBER ENERGY SERVICES	\$384.07
E 101-53000-225 STREET LIGHTING	WE ENERGIES	OCTOBER ENERGY SERVICES	\$103.49
E 101-53000-225 STREET LIGHTING	WE ENERGIES	OCTOBER ENERGY SERVICES	\$518.15
E 101-53000-225 STREET LIGHTING	WE ENERGIES	OCTOBER ENERGY SERVICES	\$6,921.03
E 101-53000-225 STREET LIGHTING	WE ENERGIES	OCTOBER ENERGY SERVICES	\$108.47
EXPENSE Descr PUBLIC WORKS			\$36,460.78
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	CZEKALSKI, VALERIE	PETITE FEET AND TINY TOES CLASSES	\$640.93
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUSOLD, CAROL	OCTOBER NIA CLASSES	\$128.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HUNT-MATTHES, KATE	CREATING PEACE IN EVERYDAY LIFE	\$150.40
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	ITS IN EVERY DETAIL	BARRE STRENGTH/ STRETCH & FACE YOGA CLASSES	\$550.40
E 101-55300-312 SPLASHPAD EXPENSES	KIMBALL MIDWEST	PAINT	\$758.40
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FINE ARTS SCHOOL	KIDS DRAWING	\$312.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY MARTIAL ARTS	NINJA WARRIOR NIGHT	\$160.00
E 101-55300-295 TRIPS	MENOMONEE FALLS SCHOOL DISTRIC	WITCHES GULTCH TOUR	\$540.00
E 101-55300-295 TRIPS	MENOMONEE FALLS SCHOOL DISTRIC	WARRENS CRANBERRY FEST	\$396.00
E 101-55300-150 HEALTH/DENTAL/LIFE	MINNESOTA LIFE INSURANCE CO	DECEMBER LIFE INSURANCE	\$5.58
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NELSON BRANDON, LISA	MORNING/ EVENING YOGA	\$480.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$15.00

Account Descr	Search Name	Comments	Amount
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365	\$26.75
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN	\$29.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	SMITH, TONIA	HALLOWEEN CANDY FOR BUSINESS TRICK OR TREAT	\$31.75
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SPRECHER, MARIA	QIGONG CLASSES	\$96.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SUTTER-BALKE, HANNAH	OPTIMAL AGING	\$912.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER	LEARN TO SKATE CLASSES	\$600.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER	TREE CLIMBING	\$152.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	YOGA CLASSES	\$1,692.80
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	REC DEPT RECORD CHECK	\$7.00
EXPENSE Descr RECREATION PROGRAMS/EVENTS			<u>\$7,684.01</u>
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	WASTE MANAGEMENT	OCTOBER GARBAGE FEES	\$38,911.99
EXPENSE Descr REFUSE & GARBAGE COLLECTION			<u>\$38,911.99</u>
EXPENSE Descr SEWER SERVICE			
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	BAKER TILLY VIRCHOW KRAUSE	PROGRESS BILL 1 FOR AUDIT 12/31/22	\$1,500.00
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	TOTAL USER FEES	\$83,824.13
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	HRA FEES	\$26.45
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365	\$18.75
E 204-53610-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$15.00
E 204-53610-220 UTILITY SERVICES	WE ENERGIES	OCTOBER ENERGY SERVICES	\$9.57
EXPENSE Descr SEWER SERVICE			<u>\$85,393.90</u>
EXPENSE Descr STORM SWR CATCH BASIN REPAIR			
E 401-74075-285 CONSTRUCTION COSTS	ALL-WAYS CONTRACTORS INC	PROJECT 09-10065.200 CLOSEOUT	\$4,835.73
EXPENSE Descr STORM SWR CATCH BASIN REPAIR			<u>\$4,835.73</u>
EXPENSE Descr TIF FUND EXPENSES			
E 216-58300-290 OUTSIDE SERVICES/CONTRACTS	OKAUCHEE REDI-MIX INC	CONCRETE MIX	\$510.00
EXPENSE Descr TIF FUND EXPENSES			<u>\$510.00</u>
EXPENSE Descr TRUSTEES			
E 101-51100-305 EXPENSES-OTHER	MERTON, TOWN OF	2019 MRTT0387996	\$365.58
E 101-51100-305 EXPENSES-OTHER	MERTON, TOWN OF	2019 MRTT0387997	\$93.72
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365	\$28.00
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$70.00
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	VILLAGE GRAPHICS	BUSINESS CARDS FOR TRUSTEES	\$512.00
EXPENSE Descr TRUSTEES			<u>\$1,069.30</u>
EXPENSE Descr WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	BADGER METER INC	BEACON HOSTING AND ORION SERVICE	\$105.72
E 620-53700-682 TRANSPORTATION EQUIPMENT	BADGER TRUCK CENTER INC	2022 FORD F350	\$35,004.50

Account Descr	Search Name	Comments	Amount
E 620-53700-923 OUTSIDE SERVICES	BAKER TILLY VIRCHOW KRAUSE	PROGRESS BILL 1 FOR AUDIT 12/31/22	\$1,500.00
E 620-53700-651 MAINTENANCE OF MAINS	CORE & MAIN LP	AVK HEAD ASSEMBLY	\$185.00
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	HRA FEES	\$66.12
E 620-53700-923 OUTSIDE SERVICES	HYDROCORP	CROSS CONNECTION INSPECTION AND REPORTING SE	\$934.00
E 620-53700-641 TRANS/DISTRIBUTION-SUPPLY/EXP	KIMBALL MIDWEST	PAINT	\$758.40
E 620-53700-678 HYDRANTS	LINDE GAS AND EQUIPMENT INC	DRY ICE	\$72.84
E 620-53700-631 WATER TREATMENT - CHEMICALS	MARTELLE WATER TREATMENT	CHLORINE, FLUORIDE, AQUA MAG	\$2,566.58
E 620-53700-674 METERS	MIDWEST METER INC	ORION REMOTES/ M-25 GAL HRE	\$14,880.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	PHOSPHORUS TEST	\$23.84
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	BACTI TEST	\$22.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	BACTI TEST	\$22.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	BACTI TEST	\$88.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	PHOSPHORUS TEST	\$23.84
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	SOLIDS TEST	\$13.65
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	NITROGEN/ HALOACETIC ACIDS/ TRIHALOMETHANES T	\$198.98
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	BACTI TEST	\$66.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	BACTI TEST	\$66.00
E 620-53700-930 MISC GENERAL EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$15.00
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365	\$18.75
E 620-53700-623 PUMPING - SUPPLIES/EXPENSES	PRO INDUSTRIAL CONTROLS	RESET BOTTOM ASSEMB	\$11.99
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	OCTOBER ENERGY SERVICES	\$25.38
E 620-53700-625 MAINTENANCE OF PUMPING PLANT	WE ENERGIES	OCTOBER ENERGY SERVICES	\$13.28
E 620-53700-622 POWER FOR PUMPING	WE ENERGIES	OCTOBER ENERGY SERVICES	\$218.35
E 620-53700-923 OUTSIDE SERVICES	WI STATE LABORATORY OF HYGIENE	FLORIDE	\$28.00
EXPENSE Descr WATER UTILITY			<u>\$56,928.22</u>
			<u>\$366,437.34</u>

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Payments

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Payments Batch OCT22MC

\$24,386.65

Refer	290059	CARDMEMBER SERVICES	Ck# 009085	10/4/2022		
Cash Payment	E 804-56700-746	TELEPHONE	ATT			\$126.95
Invoice	510056342062	9/30/2022				
Cash Payment	E 804-56700-744	OFFICE SUPPLIES	ADOBE PRODUCTS			\$15.74
Invoice	510056342062	9/30/2022				
Cash Payment	E 804-56700-744	OFFICE SUPPLIES	ADOBE PRODUCTS			\$15.74
Invoice	510056342062	9/30/2022				
Transaction Date	10/17/2022	GF Checking	11100		Total	\$158.43
Refer	290079	DELTA DENTAL PLAN OF WISCON	Ck# 009090	10/24/2022		
Cash Payment	G 101-21535	VISION INSURANCE	VISION INSURANCE NOV			\$220.88
Invoice	1858085	10/24/2022				
Transaction Date	10/25/2022	GF Checking	11100		Total	\$220.88
Refer	290061	SECURIAN FINANCIAL GROUP INC	Ck# 009087	10/6/2022		
Cash Payment	E 101-51400-150	HEALTH/DENTAL/LIFE	OCT LIFE INSURANCE			\$66.10
Invoice	002832L	10/6/2022				
Cash Payment	E 101-51500-150	HEALTH/DENTAL/LIFE	OCT LIFE INSURANCE			\$22.94
Invoice	002832L	10/6/2022				
Cash Payment	E 101-55300-150	HEALTH/DENTAL/LIFE	OCT LIFE INSURANCE			\$5.58
Invoice	002832L	10/6/2022				
Cash Payment	E 101-52200-150	HEALTH/DENTAL/LIFE	OCT LIFE INSURANCE			\$42.32
Invoice	002832L	10/6/2022				
Cash Payment	E 101-52300-150	HEALTH/DENTAL/LIFE	OCT LIFE INSURANCE			\$42.32
Invoice	002832L	10/6/2022				
Cash Payment	E 101-55110-150	HEALTH/DENTAL/LIFE	OCT LIFE INSURANCE			\$26.03
Invoice	002832L	10/6/2022				
Cash Payment	E 101-52100-150	HEALTH/DENTAL/LIFE	OCT LIFE INSURANCE			\$199.57
Invoice	002832L	10/6/2022				
Cash Payment	E 101-53000-150	HEALTH/DENTAL/LIFE	OCT LIFE INSURANCE			\$189.92
Invoice	002832L	10/6/2022				
Cash Payment	G 101-21560	LIFE INSURANCE DEDUCT	OCT LIFE INSURANCE			\$812.77
Invoice	002832L	10/6/2022				
Transaction Date	10/17/2022	GF Checking	11100		Total	\$1,407.55
Refer	290058	TRI-COUNTY RADIO SERVICE LLC	Ck# 009086	10/6/2022		
Cash Payment	E 620-53700-926	EMPLOYEE PENSIONS	TRAINING CMTK			\$40.00
Invoice	HARTLAND	10/6/2022 PO 28037				
Transaction Date	10/17/2022	GF Checking	11100		Total	\$40.00
Refer	290060	WE ENERGIES	Ck# 009088	10/13/2022		
Cash Payment	E 620-53700-622	POWER FOR PUMPING	ENERGY SERVICES SEPT/OCT			\$287.40
Invoice	07043187080000	10/3/2022				
Cash Payment	E 620-53700-625	MAINTENANCE OF PU	ENERGY SERVICES SEPT/OCT			\$17.42
Invoice	07043187080000	10/3/2022				
Cash Payment	E 620-53700-622	POWER FOR PUMPING	ENERGY SERVICES SEPT/OCT			\$26.55
Invoice	07043187080000	10/4/2022				
Cash Payment	E 204-53610-220	UTILITY SERVICES	ENERGY SERVICES SEPT/OCT			\$11.98
Invoice	07057445820000	10/4/2022				
Cash Payment	G 204-34187	FWW LIFT STATION REPLA	ENERGY SERVICES SEPT/OCT			\$70.40
Invoice	07135265610000	10/3/2022				
Cash Payment	E 101-55200-220	UTILITY SERVICES	ENERGY SERVICES SEPT/OCT			\$24.95
Invoice	07142211370003	10/5/2022				



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Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES SEPT/OCT		\$50.78
Invoice	07142211370003	10/7/2022		
Cash Payment	E 101-55110-220 UTILITY SERVICES	ENERGY SERVICES SEPT/OCT		\$25.50
Invoice	07097754140000	10/7/2022		
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES SEPT/OCT		\$108.50
Invoice	07043187080000	10/6/2022		
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES SEPT/OCT		\$518.27
Invoice	07043187080000	10/6/2022		
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES SEPT/OCT		\$6,923.28
Invoice	07043187080000	10/6/2022		
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES SEPT/OCT		\$103.52
Invoice	07061598240000	10/6/2022		
Cash Payment	E 101-53000-225 STREET LIGHTING	ENERGY SERVICES SEPT/OCT		\$384.17
Invoice	07142211370002	10/6/2022		
Transaction Date	10/17/2022	GF Checking	11100	Total \$8,552.72
Refer	290076 WE ENERGIES	Ck# 009089	10/18/2022	
Cash Payment	E 401-57300-290 OUTSIDE SERVICES/C	HOLIDAY LIGHTING WORK		\$1,616.64
Invoice	HARTLAND	10/17/2022		
Transaction Date	10/18/2022	GF Checking	11100	Total \$1,616.64
Refer	290078 WE ENERGIES	Ck# 009091	10/25/2022	
Cash Payment	E 101-53000-225 STREET LIGHTING	SEPTEMBER/OCTOBER ENERGY SERVICES		\$429.46
Invoice	07043187080000	10/13/2022		
Cash Payment	E 101-53000-225 STREET LIGHTING	SEPTEMBER/OCTOBER ENERGY SERVICES		\$379.39
Invoice	07142211370002	10/17/2022		
Cash Payment	E 620-53700-622 POWER FOR PUMPING	SEPTEMBER/OCTOBER ENERGY SERVICES		\$1,068.72
Invoice	07043187080000	10/19/2022		
Cash Payment	E 101-51600-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES		\$1,343.31
Invoice	07142211370000	10/20/2022		
Cash Payment	E 101-55110-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES		\$1,828.12
Invoice	07142211370003	10/20/2022		
Cash Payment	E 101-52200-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES		\$109.06
Invoice	07091448580000	10/18/2022		
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES		\$178.30
Invoice	07141924550000	10/18/2022		
Cash Payment	E 101-53000-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES		\$484.84
Invoice	07142211370000	10/18/2022		
Cash Payment	E 204-53610-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES		\$38.21
Invoice	07142211370000	10/18/2022		
Cash Payment	E 101-51600-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES		\$64.09
Invoice	07142211370000	10/18/2022		
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES		\$243.90
Invoice	07142211370000	10/18/2022		
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	SEPTEMBER/OCTOBER ENERGY SERVICES		\$9.90
Invoice	07142211370000	10/18/2022		
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES		\$19.28
Invoice	07142211370000	10/18/2022		
Cash Payment	E 620-53700-622 POWER FOR PUMPING	SEPTEMBER/OCTOBER ENERGY SERVICES		\$20.70
Invoice	07142211370000	10/18/2022		
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES		\$16.25
Invoice	07142211370000	10/18/2022		
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES		\$154.54
Invoice	07142211370001	10/18/2022		

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Cash Payment	E 620-53700-622 POWER FOR PUMPING	SEPTEMBER/OCTOBER ENERGY SERVICES	\$19.58
Invoice	07142211370001	10/18/2022	
Cash Payment	E 620-53700-622 POWER FOR PUMPING	SEPTEMBER/OCTOBER ENERGY SERVICES	\$658.89
Invoice	07142211370001	10/18/2022	
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	SEPTEMBER/OCTOBER ENERGY SERVICES	\$26.32
Invoice	07142211370001	10/18/2022	
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES	\$16.25
Invoice	07142211370001	10/18/2022	
Cash Payment	E 204-53610-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES	\$120.24
Invoice	07142211370001	10/18/2022	
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES	\$35.75
Invoice	07142211370001	10/18/2022	
Cash Payment	E 101-53000-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES	\$27.37
Invoice	07142211370001	10/18/2022	
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES	\$24.45
Invoice	07142211370001	10/18/2022	
Cash Payment	E 101-53000-225 STREET LIGHTING	SEPTEMBER/OCTOBER ENERGY SERVICES	\$83.30
Invoice	07142211370001	10/18/2022	
Cash Payment	E 204-53610-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES	\$24.35
Invoice	07142211370002	10/18/2022	
Cash Payment	E 204-53610-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES	\$240.89
Invoice	07142211370002	10/18/2022	
Cash Payment	E 620-53700-622 POWER FOR PUMPING	SEPTEMBER/OCTOBER ENERGY SERVICES	\$1,568.29
Invoice	07142211370002	10/18/2022	
Cash Payment	E 204-53610-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES	\$31.14
Invoice	07142211370002	10/18/2022	
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES	\$125.76
Invoice	07142211370002	10/18/2022	
Cash Payment	E 204-53610-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES	\$35.17
Invoice	07142211370002	10/18/2022	
Cash Payment	E 101-53000-225 STREET LIGHTING	SEPTEMBER/OCTOBER ENERGY SERVICES	\$408.23
Invoice	07142211370002	10/18/2022	
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES	\$25.93
Invoice	07142211370002	10/18/2022	
Cash Payment	E 101-55200-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES	\$16.54
Invoice	07142211370003	10/18/2022	
Cash Payment	E 204-53610-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES	\$48.61
Invoice	07142211370003	10/18/2022	
Cash Payment	E 620-53700-622 POWER FOR PUMPING	SEPTEMBER/OCTOBER ENERGY SERVICES	\$1,359.00
Invoice	07142211370003	10/18/2022	
Cash Payment	E 620-53700-622 POWER FOR PUMPING	SEPTEMBER/OCTOBER ENERGY SERVICES	\$283.02
Invoice	07142211370003	10/18/2022	
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	SEPTEMBER/OCTOBER ENERGY SERVICES	\$9.90
Invoice	07142211370003	10/18/2022	
Cash Payment	E 101-52200-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES	\$803.48
Invoice	07182512440000	10/18/2022	
Cash Payment	E 101-52200-220 UTILITY SERVICES	SEPTEMBER/OCTOBER ENERGY SERVICES	\$9.90
Invoice	07182512440000	10/18/2022	
Transaction Date	10/25/2022	GF Checking 11100	Total \$12,390.43

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Fund Summary

	11100 GF Checking	
101 GENERAL FUND		\$16,594.90
204 SEWER		\$620.99
401 CAPITAL PROJECTS FUND		\$1,616.64
620 WATER FUND		\$5,395.69
804 BUSINESS IMPROVEMENT DISTRICT		\$158.43
		<hr/>
		\$24,386.65

Pre-Written Checks	\$24,386.65
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$24,386.65

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Payments

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Payments Batch OCT22WIRE

\$563,912.38

Refer 290147 AFLAC Ck# 2022643E 10/14/2022
 Cash Payment G 101-21592 AFLAC INS PAYABLE MONTHLY EMPLOYEE AFLAC CONTRIBUTIONS \$195.82

Invoice

Transaction Date 10/14/2022 GF Checking 11100 Total \$195.82

Refer 290148 BANK FIVE NINE Ck# 2022644E 10/31/2022
 Cash Payment E 101-51500-300 OPERATING SUPPLIES MONTHLY BANKING FEES \$60.00

Invoice

Transaction Date 10/31/2022 GF Checking 11100 Total \$60.00

Refer 290149 PAYMENT SERVICE NETWORK Ck# 2022645E 10/31/2022
 Cash Payment E 620-53700-923 OUTSIDE SERVICES MONTHLY CREDIT CARD PROCESSING FEES \$55.48

Invoice

Cash Payment E 204-53610-290 OUTSIDE SERVICES/C MONTHLY CREDIT CARD PROCESSING FEES \$55.47

Invoice

Transaction Date 10/31/2022 GF Checking 11100 Total \$110.95

Refer 290150 EMPLOYEE TRUST FUNDS Ck# 2022646E 10/24/2022
 Cash Payment E 101-51500-150 HEALTH/DENTAL/LIFE NOVEMBER HEALTH INSURANCE PREMIUMS \$4,144.27

Invoice

Cash Payment E 101-55300-150 HEALTH/DENTAL/LIFE NOVEMBER HEALTH INSURANCE PREMIUMS -\$701.07

Invoice

Cash Payment E 101-52100-150 HEALTH/DENTAL/LIFE NOVEMBER HEALTH INSURANCE PREMIUMS \$25,185.08

Invoice

Cash Payment E 101-53000-150 HEALTH/DENTAL/LIFE NOVEMBER HEALTH INSURANCE PREMIUMS \$19,319.21

Invoice

Cash Payment E 101-55110-150 HEALTH/DENTAL/LIFE NOVEMBER HEALTH INSURANCE PREMIUMS \$5,546.41

Invoice

Cash Payment E 101-52200-150 HEALTH/DENTAL/LIFE NOVEMBER HEALTH INSURANCE PREMIUMS \$3,793.73

Invoice

Cash Payment E 101-52300-150 HEALTH/DENTAL/LIFE NOVEMBER HEALTH INSURANCE PREMIUMS \$3,793.74

Invoice

Cash Payment G 101-21530 INSURANCE DEDUCTIONS NOVEMBER HEALTH INSURANCE PREMIUMS \$7,445.97

Invoice

Cash Payment G 101-34140 UNFUNDED EMPLOYEE BE NOVEMBER HEALTH INSURANCE PREMIUMS \$2,659.94

Invoice

Transaction Date 10/31/2022 GF Checking 11100 Total \$71,187.28

Refer 290151 WI RETIREMENT SYSTEM Ck# 2022647E 10/31/2022
 Cash Payment E 101-55300-140 RETIREMENT BENEFIT SEPTEMBER WRS PREMIUMS \$792.08

Invoice

Cash Payment E 101-51400-140 RETIREMENT BENEFIT SEPTEMBER WRS PREMIUMS \$612.27

Invoice

Cash Payment E 101-51500-140 RETIREMENT BENEFIT SEPTEMBER WRS PREMIUMS \$607.67

Invoice

Cash Payment E 101-51600-140 RETIREMENT BENEFIT SEPTEMBER WRS PREMIUMS \$91.43

Invoice

Cash Payment E 101-52100-140 RETIREMENT BENEFIT SEPTEMBER WRS PREMIUMS \$22,606.19

Invoice

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Cash Payment Invoice	E 101-52100-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS			\$656.13
Cash Payment Invoice	E 101-52200-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS			\$159.12
Cash Payment Invoice	E 101-52200-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS			\$786.19
Cash Payment Invoice	E 101-52300-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS			\$159.12
Cash Payment Invoice	E 101-52300-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS			\$3,003.04
Cash Payment Invoice	E 101-53000-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS			\$4,868.27
Cash Payment Invoice	E 101-55110-140 RETIREMENT BENEFIT	SEPTEMBER WRS PREMIUMS			\$2,297.23
Cash Payment Invoice	E 620-53700-926 EMPLOYEE PENSIONS	SEPTEMBER WRS PREMIUMS			\$2,729.49
Cash Payment Invoice	E 204-53610-110 SALARIES	SEPTEMBER WRS PREMIUMS			\$335.49
Cash Payment Invoice	E 204-53610-110 SALARIES	SEPTEMBER WRS PREMIUMS			\$469.89
Cash Payment Invoice	E 204-53610-390 BILLING/COLLECTION/	SEPTEMBER WRS PREMIUMS			\$686.75
Cash Payment Invoice	G 101-21520 RETIREMENT DEDUCTION	SEPTEMBER WRS PREMIUMS			\$14,464.94
Cash Payment Invoice	G 101-21520 RETIREMENT DEDUCTION	SEPTEMBER WRS PREMIUMS			\$14,250.05
Transaction Date	10/31/2022	GF Checking	11100	Total	\$69,575.35
Refer	290152	WI SUPPORT COLLECTIONS TRUS	Ck# 2022648E 10/31/2022		
Cash Payment Invoice	G 101-21580 GARNISHMENT DEDUCTIO	MONTHLY EMPLOYEE WAGE GARNISHMENTS			\$1,417.58
Transaction Date	10/31/2022	GF Checking	11100	Total	\$1,417.58
Refer	290153	WI DEFERRED COMPENSATION P	Ck# 2022649E 10/31/2022		
Cash Payment Invoice	G 101-21570 DEFERRED COMP DEDUCT	MONTHLY EMPLOYEE DEFERRED COMP CONTRIBUTIONS			\$17,615.70
Transaction Date	10/31/2022	GF Checking	11100	Total	\$17,615.70
Refer	290154	BOND TRUST SERVICES CORP	Ck# 2022650E 10/31/2022		
Cash Payment Invoice	E 301-58000-610 PRINCIPAL REDEMPTI	2017 GO BONDS PRINCIPAL AND INTEREST PAYMENTS			\$335,000.00
Cash Payment Invoice	E 301-58000-615 DEBT SERVICE - INTER	2017 GO BONDS PRINCIPAL AND INTEREST PAYMENTS			\$66,075.00
Transaction Date	10/31/2022	GF Checking	11100	Total	\$401,075.00
Refer	290155	B2E SOLUTIONS INC	Ck# 2022651E 10/13/2022		
Cash Payment Invoice	E 804-56700-110 SALARIES	OCTOBER 13 BID PAYROLL WIRE			\$309.93

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Cash Payment E 804-56700-760 PAYROLL SERVICE CH OCTOBER 13 BID PAYROLL WIRE					\$75.86
Invoice					
Transaction Date	10/31/2022	GF Checking	11100	Total	\$385.79
<hr/>					
Refer	290156 B2E SOLUTIONS INC	Ck# 2022652E 10/27/2022			
Cash Payment E 804-56700-110 SALARIES NOVEMBER 27 BID PAYROLL WIRE					\$309.92
Invoice					
Cash Payment E 804-56700-760 PAYROLL SERVICE CH NOVEMBER 27 BID PAYROLL WIRE					\$47.36
Invoice					
Transaction Date	10/31/2022	GF Checking	11100	Total	\$357.28
<hr/>					
Refer	290157 WI DEPT OF REVENUE (SALES TA	Ck# 2022653E 10/31/2022			
Cash Payment G 101-21515 SALES TAXES PAYABLE 3RD QUARTER SALES TAX PAYMENT					\$1,941.63
Invoice					
Cash Payment R 101-48000 MISCELLANEOUS REVENU 3RD QUARTER SALES TAX PAYMENT					-\$10.00
Invoice					
Transaction Date	10/31/2022	GF Checking	11100	Total	\$1,931.63

Fund Summary

	11100 GF Checking
101 GENERAL FUND	\$157,761.74
204 SEWER	\$1,547.60
301 DEBT SERVICE FUND	\$401,075.00
620 WATER FUND	\$2,784.97
804 BUSINESS IMPROVEMENT DISTRICT	\$743.07
	\$563,912.38

Pre-Written Checks	\$563,912.38
Checks to be Generated by the Computer	\$0.00
Total	\$563,912.38

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Payment Batch OCT22CC

\$23,734.73

Refer	0 AMAZON	Ck# 2022616E 10/24/2022	
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVDrefund	-\$10.49
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	YA book	\$13.49
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	DVDs	\$27.99
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	dvds	\$149.36
Invoice			
Cash Payment	E 101-51600-255 BLDGS/GROUNDS	batteries for dispensers	\$27.56
Invoice			
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	paper	\$12.49
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	dvds	\$15.29
Invoice			
Cash Payment	E 101-55110-255 BLDGS/GROUNDS	Flush Valve Library Bathroom	\$25.25
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	dvds	\$16.09
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	YA book	\$9.25
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	cds	\$11.98
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	cds	\$23.93
Invoice			
Cash Payment	E 101-55110-325 PERIODICALS	Family Handyman Magazine	\$19.98
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	dvds	\$177.83
Invoice			
Cash Payment	E 101-55110-325 PERIODICALS	Food Network Magazine	\$12.00
Invoice			
Cash Payment	E 101-51600-255 BLDGS/GROUNDS	Small containers women's bathroom	\$69.98
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	dvds	\$153.89
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	dvds	\$16.09
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	GOLDENROD PAPER	\$17.12
Invoice			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	BATTERIES	\$13.78
Invoice			
Cash Payment	E 101-51600-255 BLDGS/GROUNDS	BATTERIES	\$13.78
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	FICTIONbooks	\$54.00
Invoice			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	dvds	\$13.99
Invoice			

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Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	cds	\$10.97
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	ContactPaper	\$6.99
Cash Payment Invoice	E 101-51400-300 OPERATING SUPPLIES	STAPLER	\$13.99
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvds	\$52.95
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	NonFictionDVD	\$19.99
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvds	\$77.86
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	cds	\$9.99
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	cds	\$18.79
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	cds	\$27.90
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	cardstock	\$44.26
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvds	\$11.99
Cash Payment Invoice	E 101-51600-355 JANITORIAL SUPPLIES	garbage bags	\$22.00
Cash Payment Invoice	E 101-51400-300 OPERATING SUPPLIES	BATTERIES	\$17.93
Cash Payment Invoice	E 101-51400-300 OPERATING SUPPLIES	PAPER PLATES	\$24.59
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvds	\$109.49
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	cds	\$14.98
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvds	\$49.51
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	cds	\$17.98
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	cds	\$11.99
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	cardstock	\$10.60
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvds	\$14.96
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	cds	\$7.99
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	paint supplies	\$7.66
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	YAbook	\$14.11
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	KidsObstacleCourse	\$69.99

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Payments

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Cash Payment	E 101-55110-325 PERIODICALS	magazines		\$15.00
Invoice				
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	FicBooks		\$19.29
Invoice				
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	FICTION books		\$27.97
Invoice				
Cash Payment	E 101-55110-325 PERIODICALS	magazine		\$29.95
Invoice				
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	CREDIT - RETURNED JACKET FOR JEWELL (CLOTHING ALW)		-\$94.95
Invoice				
Cash Payment	E 101-51600-355 JANITORIAL SUPPLIES	floor cleaner CC		\$61.96
Invoice				
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	KidsPaintBrushes		\$9.89
Invoice				
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	ULTRA ORANGE PAPER		\$12.99
Invoice				
Cash Payment	E 101-51600-255 BLDGS/GROUNDS	garbage container women' bathroom		\$91.97
Invoice				
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	spice club supplies		\$24.16
Invoice				
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Tuesday Tastes Supplies		\$6.25
Invoice				
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	JACKET FOR JEWELL (CLOTHING ALLOWANCE) *RETURNED		\$94.95
Invoice				
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	CraftBagSupplies		\$27.94
Invoice				
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	COMPRESSED AIR DUSTER CLEANER (2 PACK)		\$16.36
Invoice				
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	CraftSupplies		\$14.88
Invoice				
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	CANARY PAPER		\$8.99
Invoice				
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	ICE PACKS FOR PICKLEBALL		\$19.97
Invoice				
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	Creamer		\$15.63
Invoice				
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	GUN CLEANING ITEMS & COAT (JEWELL CLOTHING ALLOW.)		\$189.93
Invoice				
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Craft Supplies		\$9.99
Invoice				
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	KLEENEX TISSUES (8 PACK)		\$33.99
Invoice				
Transaction Date	10/24/2022	GF Checking	11100	Total \$2,211.20
Refer	0 ARBYS	<u>Ck# 2022625E 10/24/2022</u>		
Cash Payment	E 620-53700-926 EMPLOYEE PENSIONS	Training Food		\$9.91
Invoice				

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Payments

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Transaction Date	10/24/2022	GF Checking	11100	Total	\$9.91
Refer	0 ARLO TECHNOLOGIES	<u>Ck# 2022633E 10/24/2022</u>			
Cash Payment	E 101-52100-290 OUTSIDE SERVICES/C	Arlo Security Camera Monthly Service Fee			\$2.99
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$2.99
Refer	0 AT&T	<u>Ck# 2022596E 10/24/2022</u>			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	PD INTERNET			\$86.10
Invoice					
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	ATT PHONE SERVICE			\$20.27
Invoice					
Cash Payment	E 101-52400-300 OPERATING SUPPLIES	ATT PHONE SERVICE			\$20.27
Invoice					
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	ATT PHONE SERVICE			\$20.27
Invoice					
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	ATT PHONE SERVICE			\$20.27
Invoice					
Cash Payment	E 101-52200-220 UTILITY SERVICES	ATT PHONE SERVICE			\$20.27
Invoice					
Cash Payment	E 101-55110-220 UTILITY SERVICES	ATT PHONE SERVICE			\$20.26
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	ATT PHONE SERVICE			\$20.26
Invoice					
Cash Payment	E 101-53000-220 UTILITY SERVICES	ATT PHONE SERVICE			\$20.26
Invoice					
Cash Payment	E 620-53700-923 OUTSIDE SERVICES	ATT PHONE SERVICE			\$20.26
Invoice					
Cash Payment	E 204-53610-290 OUTSIDE SERVICES/C	ATT PHONE SERVICE			\$20.26
Invoice					
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	FD FIRSTNET			\$236.49
Invoice					
Cash Payment	E 101-52300-300 OPERATING SUPPLIES	FD FIRSTNET			\$236.48
Invoice					
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	FD FIRSTNET			\$252.75
Invoice					
Cash Payment	E 101-52300-300 OPERATING SUPPLIES	FD FIRSTNET			\$252.75
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$1,267.22
Refer	0 BAKER & TAYLOR CREDIT CARD	<u>Ck# 2022617E 10/24/2022</u>			
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$202.16
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$501.96
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$461.00
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$1,199.83
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$296.13
Invoice					

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Cash Payment	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$20.39
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$948.99
Invoice					
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$1,465.51
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$5,095.97
Refer	0 BIEBELS TRUE VALUE		<u>Ck# 2022597E 10/24/2022</u>		
Cash Payment	E 101-52200-360 VEHICLE MAINT/EXPEN	repair chain saw 4361			\$112.00
Invoice					
Cash Payment	E 101-52200-360 VEHICLE MAINT/EXPEN	cable ties			\$28.75
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$140.75
Refer	0 BP		<u>Ck# 2022622E 10/24/2022</u>		
Cash Payment	E 620-53700-926 EMPLOYEE PENSIONS	Training Travel Fuel			\$65.42
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$65.42
Refer	0 BURGER KING		<u>Ck# 2022623E 10/24/2022</u>		
Cash Payment	E 620-53700-926 EMPLOYEE PENSIONS	Training Food			\$10.43
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$10.43
Refer	0 COMFORT SUITES		<u>Ck# 2022603E 10/24/2022</u>		
Cash Payment	E 620-53700-926 EMPLOYEE PENSIONS	Training Hotel Stay			\$270.00
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$270.00
Refer	0 COPQUEST		<u>Ck# 2022627E 10/24/2022</u>		
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	VELCRO POLICE PATCHES FOR 2 SCIT VESTS			\$52.91
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$52.91
Refer	0 COUSINS SUBS		<u>Ck# 2022610E 10/24/2022</u>		
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	FOOD FOR BUDGET MEETING			\$170.00
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$170.00
Refer	0 DEMCO INC		<u>Ck# 2022604E 10/24/2022</u>		
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Audiobook Cases			\$78.91
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Children's Tables			\$1,117.79
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$1,196.70
Refer	0 WI DEPT OF AGRICULTURE,		<u>Ck# 2022595E 10/24/2022</u>		
Cash Payment	E 101-52400-300 OPERATING SUPPLIES	BUILDING PERMIT SEALS			\$1,655.41
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$1,655.41
Refer	0 DOMINOS PIZZA		<u>Ck# 2022612E 10/24/2022</u>		

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Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Teen Advisory Board Food		\$13.42
Invoice				
Transaction Date	10/24/2022	GF Checking	11100	Total \$13.42
Refer	0	<u>ENDTERS SPORTS GRILL</u>	<u>Ck# 2022611E 10/24/2022</u>	
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	FOOD FOR BUDGET MEETING		\$175.79
Invoice				
Transaction Date	10/24/2022	GF Checking	11100	Total \$175.79
Refer	0	<u>FAZOLIS</u>	<u>Ck# 2022634E 10/24/2022</u>	
Cash Payment	E 620-53700-926 EMPLOYEE PENSIONS	Training Food		\$13.59
Invoice				
Transaction Date	10/24/2022	GF Checking	11100	Total \$13.59
Refer	0	<u>GALL S, INC.</u>	<u>Ck# 2022642E 10/24/2022</u>	
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	SCIT PLATE CARRIER ASSESSORIES- HANDCUFF CASE/MAG P		\$167.68
Invoice				
Transaction Date	10/24/2022	GF Checking	11100	Total \$167.68
Refer	0	<u>GFL ENVIRONMENTAL</u>	<u>Ck# 2022631E 10/24/2022</u>	
Cash Payment	E 201-53635-440 RECYCLING	RECYCLING SERVICES		\$377.26
Invoice				
Transaction Date	10/24/2022	GF Checking	11100	Total \$377.26
Refer	0	<u>HALEY STRATEGIC PARTNERS</u>	<u>Ck# 2022635E 10/24/2022</u>	
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	SCIT VEST CARRIER ATTACHMENTS (BDD/NSG)		\$344.26
Invoice				
Transaction Date	10/24/2022	GF Checking	11100	Total \$344.26
Refer	0	<u>HUSKY LINERS</u>	<u>Ck# 2022636E 10/24/2022</u>	
Cash Payment	E 101-52100-360 VEHICLE MAINT/EXPEN	SQUAD CAR FLOOR LINER SET		\$116.05
Invoice				
Transaction Date	10/24/2022	GF Checking	11100	Total \$116.05
Refer	0	<u>COMPETITOR AWARDS & ENGRAV</u>	<u>Ck# 2022606E 10/24/2022</u>	
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	Name plates engraved		\$54.64
Invoice				
Transaction Date	10/24/2022	GF Checking	11100	Total \$54.64
Refer	0	<u>INNOVATIVE LABEL TECH</u>	<u>Ck# 2022630E 10/24/2022</u>	
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	SpineLabels		\$357.49
Invoice				
Transaction Date	10/24/2022	GF Checking	11100	Total \$357.49
Refer	0	<u>JOURNAL SENTINEL INC</u>	<u>Ck# 2022609E 10/24/2022</u>	
Cash Payment	E 101-55110-325 PERIODICALS	Journal Sentinel		\$44.00
Invoice				
Transaction Date	10/24/2022	GF Checking	11100	Total \$44.00
Refer	0	<u>KFC</u>	<u>Ck# 2022626E 10/24/2022</u>	
Cash Payment	E 620-53700-926 EMPLOYEE PENSIONS	Training Food		\$8.22
Invoice				
Transaction Date	10/24/2022	GF Checking	11100	Total \$8.22

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Refer	0	MID-CITY SPORTS LLC	Ck# 2022613E 10/24/2022		
Cash Payment	E	101-52100-300 OPERATING SUPPLIES	Uniform allowance for various officers, shifts and		\$1,437.75
Invoice					
Transaction Date		10/24/2022	GF Checking	11100	Total \$1,437.75
Refer	0	NAPO	Ck# 2022637E 10/24/2022		
Cash Payment	E	101-52100-290 OUTSIDE SERVICES/C	TJM NAPO Membership Fee		\$50.00
Invoice					
Transaction Date		10/24/2022	GF Checking	11100	Total \$50.00
Refer	0	NETFLIX	Ck# 2022632E 10/24/2022		
Cash Payment	E	101-55110-300 OPERATING SUPPLIES	Roku Subscription		\$20.99
Invoice					
Transaction Date		10/24/2022	GF Checking	11100	Total \$20.99
Refer	0	OFFICEMAX	Ck# 2022600E 10/24/2022		
Cash Payment	E	101-51400-300 OPERATING SUPPLIES	LABELS		\$34.65
Invoice					
Cash Payment	E	101-51400-300 OPERATING SUPPLIES	LABELS		\$38.39
Invoice					
Transaction Date		10/24/2022	GF Checking	11100	Total \$73.04
Refer	0	OLIVE GARDEN	Ck# 2022638E 10/24/2022		
Cash Payment	E	101-51400-395 COMMUNITY RELATIO	EMPLOYEE CELEBRATON		\$134.08
Invoice					
Transaction Date		10/24/2022	GF Checking	11100	Total \$134.08
Refer	0	C4CPJJ	Ck# 2022639E 10/24/2022		
Cash Payment	E	101-52100-300 OPERATING SUPPLIES	AMM DAAT TRAINING FEE		\$75.00
Invoice					
Transaction Date		10/24/2022	GF Checking	11100	Total \$75.00
Refer	0	PICK N SAVE	Ck# 2022619E 10/24/2022		
Cash Payment	E	101-55110-300 OPERATING SUPPLIES	Tuesday Tastes Program Materials		\$93.08
Invoice					
Transaction Date		10/24/2022	GF Checking	11100	Total \$93.08
Refer	0	FOX BROS PIGGLY WIGGLY	Ck# 2022598E 10/24/2022		
Cash Payment	E	101-55110-300 OPERATING SUPPLIES	Teen Advisory Board Food		\$10.84
Invoice					
Cash Payment	E	101-55300-300 OPERATING SUPPLIES	BINGO SUPPLIES		\$47.39
Invoice					
Cash Payment	E	101-55110-300 OPERATING SUPPLIES	Saturday Stories donuts		\$16.17
Invoice					
Transaction Date		10/24/2022	GF Checking	11100	Total \$74.40
Refer	0	OFFBASE SUPPLY	Ck# 2022640E 10/24/2022		
Cash Payment	E	101-52100-300 OPERATING SUPPLIES	SCIT PLATE CARRIERS (BDD/NSG)		\$639.00
Invoice					
Cash Payment	E	101-52100-300 OPERATING SUPPLIES	SCIT PLATE CARRIER CUMMERBUND FOR VEST		\$106.00
Invoice					
Cash Payment	E	101-52100-300 OPERATING SUPPLIES	SCIT PLATE CARRIER CUMMERBUNDS X2		\$306.00
Invoice					

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Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	SPECTRUM ENTERPRISE VOICE		\$42.49
Cash Payment Invoice	E 101-53000-220 UTILITY SERVICES	SPECTRUM ENTERPRISE VOICE		\$42.49
Cash Payment Invoice	E 620-53700-605 MAINTENANCE-WATER	SPECTRUM ENTERPRISE VOICE		\$42.49
Cash Payment Invoice	E 204-53610-385 MAINTENANCE-COLLE	SPECTRUM ENTERPRISE VOICE		\$42.49
Transaction Date	10/24/2022	GF Checking	11100	Total \$1,904.41
Refer	0 SHUTTERSTOCK		<u>Ck# 2022621E 10/24/2022</u>	
Cash Payment Invoice	E 101-55300-300 OPERATING SUPPLIES	Picture Licenses		\$240.45
Transaction Date	10/24/2022	GF Checking	11100	Total \$240.45
Refer	0 SWANK MOTION PICTURES INC		<u>Ck# 2022614E 10/24/2022</u>	
Cash Payment Invoice	E 101-55300-300 OPERATING SUPPLIES	MOVIE IN THE PARK - LUCA		\$495.00
Cash Payment Invoice	E 101-55300-300 OPERATING SUPPLIES	MOVIE IN THE PARK - ZOOTOPIA		\$465.00
Transaction Date	10/24/2022	GF Checking	11100	Total \$960.00
Refer	0 TEAM VIEWER		<u>Ck# 2022620E 10/24/2022</u>	
Cash Payment Invoice	E 620-53700-923 OUTSIDE SERVICES	scada team viewer		\$1,272.02
Transaction Date	10/24/2022	GF Checking	11100	Total \$1,272.02
Refer	0 HOME DEPOT		<u>Ck# 2022599E 10/24/2022</u>	
Cash Payment Invoice	E 101-52200-300 OPERATING SUPPLIES	wood for door props (training)		\$74.55
Transaction Date	10/24/2022	GF Checking	11100	Total \$74.55
Refer	0 UPS STORE		<u>Ck# 2022624E 10/24/2022</u>	
Cash Payment Invoice	E 101-52200-300 OPERATING SUPPLIES	reepair 2 smoke machines		\$244.70
Transaction Date	10/24/2022	GF Checking	11100	Total \$244.70
Refer	0 ARBUCKLES EATERY		<u>Ck# 2022641E 10/24/2022</u>	
Cash Payment Invoice	E 620-53700-926 EMPLOYEE PENSIONS	Training Food		\$13.18
Transaction Date	10/24/2022	GF Checking	11100	Total \$13.18
Refer	0 U.S. CELLULAR		<u>Ck# 2022602E 10/24/2022</u>	
Cash Payment Invoice	E 101-55300-300 OPERATING SUPPLIES	US CELLULAR PHONE SERVICES		\$66.66
Cash Payment Invoice	E 101-53000-220 UTILITY SERVICES	US CELLULAR PHONE SERVICES		\$118.44
Cash Payment Invoice	E 620-53700-605 MAINTENANCE-WATER	US CELLULAR PHONE SERVICES		\$118.43
Cash Payment Invoice	E 204-53610-385 MAINTENANCE-COLLE	US CELLULAR PHONE SERVICES		\$118.43
Transaction Date	10/24/2022	GF Checking	11100	Total \$421.96
Refer	0 UNITED STATES POSTAL SERVIC		<u>Ck# 2022605E 10/24/2022</u>	

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Cash Payment	E 101-55110-300 OPERATING SUPPLIES	ILL Mail			\$9.96
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	ILL Mail			\$6.64
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$16.60
Refer	0 VAN HORN FORD			<u>Ck# 2022615E 10/24/2022</u>	
Cash Payment	E 101-52200-360 VEHICLE MAINT/EXPEN	Visor clip in 4387			\$33.53
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$33.53
Refer	0 VERIZON WIRELESS			<u>Ck# 2022601E 10/24/2022</u>	
Cash Payment	E 101-52100-290 OUTSIDE SERVICES/C	VERIZON MODEM AND PHONE			\$278.07
Invoice					
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	VERIZON MODEM AND PHONE			\$12.01
Invoice					
Cash Payment	E 620-53700-923 OUTSIDE SERVICES	VERIZON MODEM AND PHONE			\$12.00
Invoice					
Cash Payment	E 204-53610-290 OUTSIDE SERVICES/C	VERIZON MODEM AND PHONE			\$36.01
Invoice					
Cash Payment	E 101-52100-290 OUTSIDE SERVICES/C	VERIZON PHONE			\$258.04
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$596.13
Refer	0 WATER - COFFEE DELIVERY			<u>Ck# 2022629E 10/24/2022</u>	
Cash Payment	E 101-52300-300 OPERATING SUPPLIES	Water delivery for station			\$109.81
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$109.81
Refer	0 WI LIBRARY ASSOC			<u>Ck# 2022608E 10/24/2022</u>	
Cash Payment	E 101-55110-345 STAFF EDUCATION/TR	Ryan WLA Conference			\$485.00
Invoice					
Cash Payment	E 101-55110-345 STAFF EDUCATION/TR	Laura WLA Conference			\$365.00
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$850.00
Refer	0 WI PARK & RECREATION ASSOC			<u>Ck# 2022607E 10/24/2022</u>	
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	JOB POSTING RECREATION DIRECTOR			\$250.00
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$250.00
Refer	0 ZOOM			<u>Ck# 2022628E 10/24/2022</u>	
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	Monthly Zoom Account			\$15.74
Invoice					
Transaction Date	10/24/2022	GF Checking	11100	Total	\$15.74

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Fund Summary

	11100 GF Checking	
101 GENERAL FUND		\$20,832.23
201 REFUSE & GARBAGE COLLECTION		\$377.26
204 SEWER		\$443.25
620 WATER FUND		\$2,081.99
		<u>\$23,734.73</u>

Pre-Written Checks	\$23,734.73
Checks to be Generated by the Computer	\$0.00
Total	<u>\$23,734.73</u>

November 8, 2022

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

Re: 2021 Utilities Program
Project Closeout

Dear Mr. Bailey:

In accordance with the Contract Documents, the Contractor for this Project, All-Ways Contractors, Inc., has submitted a final Application for Payment and has furnished the enclosed Contract-required items:

1. Consent of Surety to Final Payment.
2. List of Subcontractors, Suppliers, and service providers performing, furnishing, or procuring labor, services and materials on the Project.
3. Releases or waivers of lien from first tier Subcontractors and Suppliers.
4. Certificate or other evidence of completed operations insurance.

Enclosed is a closeout change order to level the contract price to match the actual quantities installed. If acceptable, please execute the change order and then execute the final application for payment to close out the project.

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

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

Respectfully,

RUEKERT & MIELKE, INC.



Peter W. Gesch, P.E. (WI)
Project Engineer
pgesch@ruekert-mielke.com

PWG:pwg
Enclosure(s)

cc: Dave Felkner, Village of Hartland
Darlene Igl, MMC/WCPC, Village of Hartland
Ryan T. Amtmann, P.E., Ruekert & Mielke, Inc.

ANALYSIS OF CLOSEOUT CHANGE ORDER

OWNER: Village of Hartland
PROJECT: 2021 Utilities Program
DATE PREPARED: 6/20/2022

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT \$	ORIGINAL CONTRACT AMOUNT	ACTUAL QUANTITY INSTALLED	FINAL CONTRACT AMOUNT
Miscellaneous Sanitary Sewer Repairs – Various Locations							
1	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	20.00	\$ 49.40	\$ 988.00	20.00	\$ 988.00
2	Repair Sanitary Manhole - Slurry Backfill	V.F.	8.00	\$ 2,140.00	\$ 17,120.00	8.00	\$ 17,120.00
3	Replace Additional Adjusting Rings - Manhole	V.F.	2.00	\$ 860.00	\$ 1,720.00	0.41	\$ 352.60
4	Remove & Replace 60" Diameter Manhole Flat Deck Cover	EA.	1.00	\$ 1,980.00	\$ 1,980.00	1.00	\$ 1,980.00
5	Remove & Replace Manhole Frame & Cover	EA.	4.00	\$ 1,280.00	\$ 5,120.00	4.00	\$ 5,120.00
6	Crushed Aggregate Base Course	TON	60.00	\$ 25.00	\$ 1,500.00	0.00	\$ -
7	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	150.00	\$ 49.60	\$ 7,440.00	109.00	\$ 5,406.40
TOTAL OF ALL MISC. SANITARY SEWER REPAIRS - VARIOUS LOCATIONS					\$ 35,868.00		\$ 30,967.00
Miscellaneous Storm Sewer Catch Basin Repair – Various Locations							
8	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	380.00	\$ 49.40	\$ 18,772.00	400.00	\$ 19,760.00
9	Remove & Replace Storm Catch Basin	EA.	1.00	\$4,940.00	\$ 4,940.00	4.00	\$ 19,760.00
10	Repair Storm Catch Basin - Slurry Backfill	V.F.	22.80	\$1,435.00	\$ 32,718.00	22.80	\$ 32,718.00
11	Replace Additional Adjusting Rings - Inlet	V.F.	4.00	\$860.00	\$ 3,440.00	2.70	\$ 2,322.00
12	Reset Inlet Frame	EA.	1.00	\$795.00	\$ 795.00	1.00	\$ 795.00
13	6-Inch Concrete Driveway Remove & Replace	S.F.	350.00	\$10.80	\$ 3,780.00	250.00	\$ 2,700.00
14	Crushed Aggregate Base Course	TON	50.00	\$25.00	\$ 1,250.00	40.11	\$ 1,002.75
15	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	175.00	\$49.60	\$ 8,680.00	166.00	\$ 8,233.60
16	Restoration - Topsoil and Sod	S.Y.	25.00	\$95.00	\$ 2,375.00	115.00	\$ 10,925.00
TOTAL OF ALL MISC. STORM SEWER CATCH BASIN REPAIRS - VARIOUS LOCATIONS					\$ 76,750.00		\$ 98,216.35
Miscellaneous Storm Sewer Repairs - Various Locations							
17	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	20.00	\$49.40	\$ 988.00	0.00	\$ -
18	Repair Storm Manhole - Slurry Backfill	V.F.	5.00	\$3,179.00	\$ 15,895.00	5.00	\$ 15,895.00
19	Replace Additional Adjusting Rings - Manhole	V.F.	2.00	\$860.00	\$ 1,720.00	0.00	\$ -
20	Crushed Aggregate Base Course	TON	35.00	\$25.00	\$ 875.00	0.00	\$ -
21	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	90.00	\$49.60	\$ 4,464.00	0.00	\$ -
TOTAL OF ALL MISC. STORM SEWER REPAIRS - VARIOUS LOCATIONS					\$ 23,942.00		\$ 15,895.00
Miscellaneous Hydrant Repairs – Various Locations							
22	Hydrant Assembly Remove & Replace - Slurry Backfill.	EA.	2.00	\$11,890.00	\$ 23,780.00	2.00	\$ 23,780.00
23	Crushed Aggregate Base Course	TON	10.00	\$25.00	\$ 250.00	0.00	\$ -
24	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	30.00	\$49.60	\$ 1,488.00	0.00	\$ -
25	Restoration - Topsoil and Sod	S.Y.	20.00	\$95.00	\$ 1,900.00	56.00	\$ 5,320.00
TOTAL OF ALL MISC. HYDRANT REPAIRS - VARIOUS LOCATIONS					\$ 27,418.00		\$ 29,100.00
Miscellaneous Water Valve Repairs - Various Locations							
26	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	10.00	\$49.40	\$ 494.00	0.00	\$ -
27	8-Inch Water Main Valve Remove & Replace - Slurry Backfill	EA.	2.00	\$8,840.00	\$ 17,680.00	2.00	\$ 17,680.00
28	Remove & Replace Valve Box Top Section	EA.	4.00	\$750.00	\$ 3,000.00		\$ -
29	Crushed Aggregate Base Course	TON	15.00	\$25.00	\$ 375.00	0.00	\$ -
30	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	20.00	\$49.60	\$ 992.00	55.00	\$ 2,728.00

ANALYSIS OF CLOSEOUT CHANGE ORDER

OWNER: Village of Hartland
PROJECT: 2021 Utilities Program
DATE PREPARED: 6/20/2022

31	Restoration - Topsoil and Sod	S.Y.	10.00	\$95.00	\$ 950.00	0.00	\$ -
TOTAL OF ALL MISC. WATER VALVE REPAIRS - VARIOUS LOCATIONS					\$ 23,491.00		\$ 20,408.00
Common to All Miscellaneous Utility Repairs - Various Locations					\$ -	0.00	\$ -
32	Traffic Control, Signage & Barricades -Misc. Locations	L.S.	1.00	\$2,980.00	\$ 2,980.00	1.00	\$ 2,980.00
33	Erosion Control - Misc. Locations	L.S.	1.00	\$2,980.00	\$ 2,980.00	1.00	\$ 2,980.00
TOTAL OF ALL COMMON TO AL ALL MISC. UTILITY REPAIRS - VARIOUS LOCATIONS					\$ 5,960.00		\$ 5,960.00
SUBTOTAL OF ORIGINAL CONTRACT ITEMS					\$ 193,429.00		\$ 200,546.35
ADDITIONAL ITEMS							
					\$ -	\$ -	\$ -
SUBTOTAL OF ADDITIONAL ITEMS					\$ -		\$ -
GRAND TOTALS:					\$ 193,429.00		\$ 200,546.35

ORIGINAL CONTRACT AMOUNT	\$193,429.00
EXECUTED CHANGE ORDER(S)	\$0.00
CONTRACT PRICE PRIOR TO THIS CLOSE-OUT CHANGE ORDER	<u>\$193,429.00</u>
AMOUNT EARNED ON ORIGINAL CONTRACT ITEMS	\$200,546.35
AMOUNT EARNED ON OTHER ITEMS	\$0.00
TOTAL AMOUNT EARNED	<u>\$200,546.35</u>
TOTAL AMOUNT EARNED	\$200,546.35
LESS CONTRACT PRICE PRIOR TO THIS CLOSE-OUT CHANGE ORDER	<u>(\$193,429.00)</u>
CLOSE OUT CHANGE ORDER AMOUNT	<u><u>\$7,117.35</u></u>

Progress Estimate - Unit Price Work

Contractor's Application for Payment No. 3 (FINAL)

For (Project): 2021 Utilites Program							Application Date: 6/20/2022				
Application Period: CLOSEOUT							Owner's Contract No.: 09-10065.200				
Engineer's Project No.: 09-10065.200											
A	B	C	D	E	F	G	H	I	J	K	L
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Total Work Completed to Date	
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)
Miscellaneous Sanitary Sewer Repairs – Various Locations											
1	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	20.00	\$ 49.40	\$ 988.00	20.00	\$ 988.00		\$ -	20.00	\$ 988.00
2	Repair Sanitary Manhole - Slurry Backfill	V.F.	8.00	\$ 2,140.00	\$ 17,120.00	8.00	\$ 17,120.00		\$ -	8.00	\$ 17,120.00
3	Replace Additional Adjusting Rings - Manhole	V.F.	2.00	\$ 860.00	\$ 1,720.00	0.41	\$ 352.60		\$ -	0.41	\$ 352.60
4	Remove & Replace 60" Diameter Manhole Flat Deck Cover	EA.	1.00	\$ 1,980.00	\$ 1,980.00	1.00	\$ 1,980.00		\$ -	1.00	\$ 1,980.00
5	Remove & Replace Manhole Frame & Cover	EA.	4.00	\$ 1,280.00	\$ 5,120.00	4.00	\$ 5,120.00		\$ -	4.00	\$ 5,120.00
6	Crushed Aggregate Base Course	TON	60.00	\$ 25.00	\$ 1,500.00		\$ -		\$ -		\$ -
7	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	150.00	\$ 49.60	\$ 7,440.00	109.00	\$ 5,406.40		\$ -	109.00	\$ 5,406.40
TOTAL OF ALL MISC. SANITARY SEWER REPAIRS - VARIOUS LOCATIONS						\$ 35,868.00		\$ 30,967.00		\$ -	\$ 30,967.00
Miscellaneous Storm Sewer Catch Basin Repair – Various Locations											
8	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	380.00	\$ 49.40	\$ 18,772.00	400.00	\$ 19,760.00		\$ -	400.00	\$ 19,760.00
9	Remove & Replace Storm Catch Basin	EA.	1.00	\$4,940.00	\$ 4,940.00	4.00	\$ 19,760.00		\$ -	4.00	\$ 19,760.00
10	Repair Storm Catch Basin - Slurry Backfill	V.F.	22.80	\$1,435.00	\$ 32,718.00	22.80	\$ 32,718.00		\$ -	22.80	\$ 32,718.00
11	Replace Additional Adjusting Rings - Inlet	V.F.	4.00	\$860.00	\$ 3,440.00	2.70	\$ 2,322.00		\$ -	2.70	\$ 2,322.00
12	Reset Inlet Frame	EA.	1.00	\$795.00	\$ 795.00	1.00	\$ 795.00		\$ -	1.00	\$ 795.00
13	6-Inch Concrete Driveway Remove & Replace	S.F.	350.00	\$10.80	\$ 3,780.00	250.00	\$ 2,700.00		\$ -	250.00	\$ 2,700.00
14	Crushed Aggregate Base Course	TON	50.00	\$25.00	\$ 1,250.00	40.11	\$ 1,002.75		\$ -	40.11	\$ 1,002.75
15	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	175.00	\$49.60	\$ 8,680.00	166.00	\$ 8,233.60		\$ -	166.00	\$ 8,233.60
16	Restoration - Topsoil and Sod	S.Y.	25.00	\$95.00	\$ 2,375.00	115.00	\$ 10,925.00		\$ -	115.00	\$ 10,925.00
TOTAL OF ALL MISC. STORM SEWER CATCH BASIN REPAIRS - VARIOUS LOCATIONS						\$ 76,750.00		\$ 98,216.35		\$ -	\$ 98,216.35
Miscellaneous Storm Sewer Repairs - Various Locations											
17	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	20.00	\$49.40	\$ 988.00		\$ -		\$ -		\$ -
18	Repair Storm Manhole - Slurry Backfill	V.F.	5.00	\$3,179.00	\$ 15,895.00	5.00	\$ 15,895.00		\$ -	5.00	\$ 15,895.00
19	Replace Additional Adjusting Rings - Manhole	V.F.	2.00	\$860.00	\$ 1,720.00		\$ -		\$ -		\$ -
20	Crushed Aggregate Base Course	TON	35.00	\$25.00	\$ 875.00		\$ -		\$ -		\$ -
21	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	90.00	\$49.60	\$ 4,464.00		\$ -		\$ -		\$ -
TOTAL OF ALL MISC. STORM SEWER REPAIRS - VARIOUS LOCATIONS						\$ 23,942.00		\$ 15,895.00		\$ -	\$ 15,895.00
Miscellaneous Hydrant Repairs – Various Locations											
22	Hydrant Assembly Remove & Replace - Slurry Backfill.	EA.	2.00	\$11,890.00	\$ 23,780.00	2.00	\$ 23,780.00		\$ -	2.00	\$ 23,780.00
23	Crushed Aggregate Base Course	TON	10.00	\$25.00	\$ 250.00		\$ -		\$ -		\$ -
24	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	30.00	\$49.60	\$ 1,488.00		\$ -		\$ -		\$ -
25	Restoration - Topsoil and Sod	S.Y.	20.00	\$95.00	\$ 1,900.00	56.00	\$ 5,320.00		\$ -	56.00	\$ 5,320.00
TOTAL OF ALL MISC. HYDRANT REPAIRS - VARIOUS LOCATIONS						\$ 27,418.00		\$ 29,100.00		\$ -	\$ 29,100.00
Miscellaneous Water Valve Repairs - Various Locations											
26	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	10.00	\$49.40	\$ 494.00		\$ -		\$ -		\$ -
27	8-Inch Water Main Valve Remove & Replace - Slurry Backfill	EA.	2.00	\$8,840.00	\$ 17,680.00	2.00	\$ 17,680.00		\$ -	2.00	\$ 17,680.00
28	Remove & Replace Valve Box Top Section	EA.	4.00	\$750.00	\$ 3,000.00		\$ -		\$ -		\$ -
29	Crushed Aggregate Base Course	TON	15.00	\$25.00	\$ 375.00		\$ -		\$ -		\$ -

Progress Estimate - Unit Price Work

Contractor's Application for Payment No. 3 (FINAL)

For (Project): 2021 Utilites Program						Application Date: 6/20/2022							
Application Period: CLOSEOUT						Owner's Contract No.: Engineer's Project No.: 09-10065.200							
A	B	C	D	E	F	G		I		J		K	L
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Total Work Completed to Date		Estimated Quantity Installed	Value of Work Installed (\$)
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)		
30	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	20.00	\$49.60	\$ 992.00	55.00	\$ 2,728.00		\$ -	55.00	\$ 2,728.00		\$ -
31	Restoration - Topsoil and Sod	S.Y.	10.00	\$95.00	\$ 950.00		\$ -		\$ -		\$ -		\$ -
TOTAL OF ALL MISC. WATER VALVE REPAIRS - VARIOUS LOCATIONS					\$ 23,491.00		\$ 20,408.00		\$ -		\$ 20,408.00		\$ -
Common to All Miscellaneous Utility Repairs - Various Locations					\$ -		\$ -		\$ -		\$ -		\$ -
32	Traffic Control, Signage & Barricades -Misc. Locations	L.S.	1.00	\$2,980.00	\$ 2,980.00	1.00	\$ 2,980.00		\$ -	1.00	\$ 2,980.00		\$ -
33	Erosion Control - Misc. Locations	L.S.	1.00	\$2,980.00	\$ 2,980.00	1.00	\$ 2,980.00		\$ -	1.00	\$ 2,980.00		\$ -
TOTAL OF ALL COMMON TO AL ALL MISC. UTILITY REPAIRS - VARIOUS LOCATIONS					\$ 5,960.00		\$ 5,960.00		\$ -		\$ 5,960.00		\$ -
TOTAL BID ITEMS 1-33					\$ 193,429.00		\$ 200,546.35		\$ -		\$ 200,546.35		\$ -
ADDITIONAL ITEMS													
					\$ -		\$ -		\$ -		\$ -		\$ -
					\$ -		\$ -		\$ -		\$ -		\$ -
TOTAL ADDITIONAL ITEMS					\$ -		\$ -		\$ -		\$ -		\$ -
TOTAL ALL ITEMS					\$ 193,429.00		\$ 200,546.35		\$ -		\$ 200,546.35		\$ -



P.O. BOX 798 Elm Grove, WI 53122
Phone 262-789-6944 Fax 262-789-6876
www.allwaysinc.com/allwaysinc@aol.com

FINAL LIEN WAIVER

We have a contract with The Village of Hartland to provide improvements to the property described as : Village of Hartland - 2021 Utilities Program

And hereby waive our construction lien for labor/materials provided through:
6-20-22

This waiver, together with all previous waivers, if any, **DOES** cover all amounts Due to us for contract Improvements provided through the shown above.

This waiver is conditional on actual payment.

Signed on

11/7/22

Name of Claimant

Chris Michels

Signature of Lien Claimant

A handwritten signature in black ink, appearing to read 'Chris Michels', written over a horizontal line.

Address:

P.O. Box 798 Elm Grove WI 53122

Telephone:

262-789-6944

CONTRACTOR'S FINAL RELEASE AND WAIVER OF LIEN

Project/ Owner

Contractor

Project: Village of Hartland _____

Name: Keisler Contractors

Address: _____

Address: _____

600 Nathan Lane Elkhorn WI 53121

Owner: All-Ways Contractors _____

Contractor Licence: _____

Contract Date: 5 / 4 /2021

TO ALL WHOM IT MAY CONCERN:

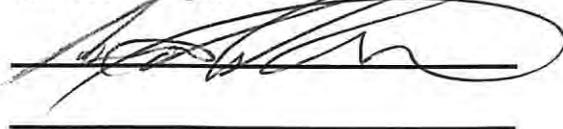
For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned Contractor hereby waives, discharges, and releases any and all liens, claims, and rights to liens against the above-mentioned project, and any and all other property owned by or the title to which is in the name of the above-referenced Owner and against any and all funds of the Owner appropriated or available for the construction of said project, and any and all warrants drawn upon or issued against any such funds or monies, which the undersigned Contractor may have or may hereafter acquire or possess as a result of the furnishing of labor, materials, and/or equipment, and the performance of Work by the Contractor on or in connection with said project, whether under and pursuant to the above-mentioned contract between the Contractor and the Owner pertaining to said project or otherwise, and which said liens, claims or rights of lien may arise and exist.

The undersigned further hereby acknowledges that the sum of \$0.00

Dollars (\$0.00 _____) constitutes the entire **unpaid** balance due the undersigned in connection with said project whether under said contract or otherwise and that the payment of said sum to the Contractor will constitute payment in full and will fully satisfy any and all liens, claims, and demands which the Contractor may have or assert against the Owner in connection with said contract or project.

Dated this 10th day of October _____ 2022

Witness to Signature:



Contractor

By: Adam Rada

Title: Manager



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/04/2022

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

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

PRODUCER HNI Risk Services P.O. Box 510187 New Berlin WI 53151		CONTACT NAME: Amy Shaver PHONE (A/C, No, Ext): (262) 782-3940 FAX (A/C, No): (262) 782-4198 E-MAIL ADDRESS: ashaver@hni.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Integrity Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED All-Ways Contractors, Inc. PO Box 798 Elm Grove WI 53122		NAIC # 14303	

COVERAGES **CERTIFICATE NUMBER:** 22/23 Certificate **REVISION NUMBER:**

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

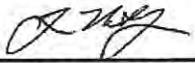
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	CPP 2310053	02/19/2022	02/19/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CA 2310054	02/19/2022	02/19/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CUP 2310101	02/19/2022	02/19/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	WCP 2310098	02/19/2022	02/19/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Cyber Coverage			CPP 2310053	02/19/2022	02/19/2023	\$50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Project# 09-10065 - 2021 Utilities Program - Closeout. Engineer Project# 09-10065.200.
Ruekert & Mielke, Inc. is included as Additional Insured on the General Liability (ongoing & completed ops).

CERTIFICATE HOLDER

CANCELLATION

Ruekert & Mielke, Inc. W233 N2080 Ridgeview Parkway Waukesha WI 53188-1020	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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Integrity Mutual Insurance
P.O. Box 539
Appleton, Wisconsin 54912-0539

Endorsement CG 38

Policy Number: CPP 2310053

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - COMPLETED OPERATIONS - AUTOMATIC STATUS WHEN REQUIRED IN CONSTRUCTION AGREEMENT WITH YOU

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. **Section II - Who Is An Insured** is amended to include as an additional insured any person or organization for whom you are required by a written contract or agreement, executed by both parties prior to the date of loss, to add as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" performed for the additional insured and included in the "products-completed operations hazard". But such person or organization is not an additional insured under this policy for any works, claims, losses, damages, acts or omissions of any kind that are unrelated to "your work" for such entity.

B. With respect to the insurance afforded to these additional insureds, the following additional limitations and exclusions apply:

1. This insurance does not apply to any "bodily injury" or "property damage" resulting from any act or omission by, or willful misconduct of the additional insured, whether the sole or a contributing cause of the loss. Coverage afforded to the additional insured is limited solely to the additional insured's "vicarious liability" that is a specific and direct result of your conduct.

"Vicarious liability" is defined in this endorsement as liability that is imposed on the additional insured solely by virtue of its relationship with you, and not due to any act or omission of the additional insured.

2. The insurance afforded to such additional insured only applies to the extent permitted by law; and
3. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

C. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance Shown in the Declarations;

whichever is less.

D. If you have agreed in a written contract or agreement that this policy will be primary, and without right of contribution from any insurance issued to that additional insured, and the contract or agreement was executed prior to the "bodily injury" or "property

Integrity Mutual Insurance
P.O. Box 539
Appleton, Wisconsin 54912-0539

Endorsement

CG 38

Policy Number: CPP 2310053

**ADDITIONAL INSURED - OWNERS, LESSEES OR
CONTRACTORS - COMPLETED OPERATIONS -
AUTOMATIC STATUS WHEN REQUIRED IN
CONSTRUCTION AGREEMENT WITH YOU**

damage", then this insurance will be primary over, and we will not seek contribution from, such insurance. The primary and noncontributory provision applies only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" performed for the additional insured and included in the "products-completed operations hazard".

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Includes copyrighted material from the Insurance Services Office, Inc. with its permission.

**CONSENT OF
SURETY COMPANY
TO FINAL PAYMENT**

(SIMILAR TO AIA DOCUMENT G707)

OWNER
ARCHITECT
CONTRACTOR
SURETY
OTHER

Bond Number: NWI 1790

PROJECT: 2021 Utilities Program
(name, address)

TO (Owner)

Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029

ARCHITECT'S PROJECT NO:
CONTRACT FOR: Construction

CONTRACT DATE: March 19, 2021

CONTRACTOR: All-Ways Contractors, Inc.
P.O. Box 798
Elm Grove, WI 53122

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the (here insert name and address of Surety Company)

Merchants National Bonding, Inc.
6700 Westown Parkway
West Des Moines, IA 50266-7754

, SURETY COMPANY,

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

All-Ways Contractors, Inc.
P.O. Box 798
Elm Grove, WI 53122

, CONTRACTOR,

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

Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029

, OWNER,

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

IN WITNESS WHEREOF.

The Surety Company has hereunto set its hand this 4th day of October, 2022

Attest: *Kelly School*

(Seal): Witness

Merchants National Bonding, Inc.
Surety Company

Jason A. Braatz
Signature of Authorized Representative

Jason A. Braatz, Attorney-in-Fact
Title



MERCHANTS BONDING COMPANY™

POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually, Chris Brehmer; Jason A Braatz; Linda A Pupp; Melissa Babiak; Randy L Brehmer; Terence R Geszvain

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 11th day of February, 2020.

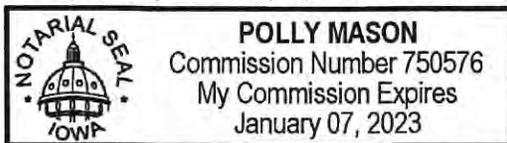


MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 11th day of February, 2020, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



Polly Mason
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 4th day of October, 2022.



William Warner Jr.
Secretary

VILLAGE OF HARTLAND
LICENSES AND PERMITS
November 14, 2022

Bartender (Operator's) Licenses

Anna Susan Huck
Tracy Lee Staff
Nichole Marie Hesse

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

Restricted Species Permit

Gonzalo & Harriett Perez, 630 Ridgway Drive



APPLICATION FOR RESTRICTED SPECIES PERMIT

Please check all that apply: New application Renewal

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

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

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

Applicant: GONZALO + HARRIETT PEREZ

Address: 630 Ridgway DR

Phone Number: 262-510-4819 Email: HKP1058@gmail.com

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

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

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

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

Applicant's Signature: Harriett Perez Date: 10-24-22

Fee Paid: 25 (240747)

Village Board Approval: _____ Expires: _____

Will need to purchase a license for Carlito once approved. POPEYE and Olive have current dog license.

To whom it may concern:

- 1) Carlito is a silver American pit bull terrier.
- 2) He will be kept in the house and in the fenced-in yard.
- 3) He is permitted to roam in the yard as it is fenced in.
- 4) He is kept as a pet and is one of the family.
- 5) We view him as one of the family and hope we can keep him permanently. We have had him since he was 6 weeks old.
- 6) We also have 2 other dogs, Popeye and Olive. They are brother and sister. Popeye and Olive are 1.5 years old and we have had them since they've been 3 weeks old.

Thank you,

Notice of Public Hearing
Amendment to the Zoning Code
Monday, November 14, 2022
6:30 p.m.
Board Room, Municipal Building, 210 Cottonwood Ave.

The Village Board will conduct a Public Hearing to consider amendments to Zoning Code Chapter 46, 46-494 Conditional Uses in the B-3 District.

A copy of the proposed Ordinance is available for review on the Village's website: www.villageofhartland.wi.gov and in the Clerk's office during normal business hours.

All interested parties will be heard.

Darlene Igl, MMC/WCPC
Village Clerk

VILLAGE OF HARTLAND
ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 46
OF THE VILLAGE OF HARTLAND MUNICIPAL CODE
PERTAINING TO ZONING ORDINANCE

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

Section 1: Section 46-494 of the Village of Hartland Municipal Code of Ordinances pertaining to Conditional Uses permitted in the B-3 district is hereby amended to create Sec. 46-494(15).

Sec. 46-494. – Conditional Uses in the B-3 District are as follows:

(15) Mixed use developments with multi-family residential must have the following:

First floor commercial use(s) fronting a Village street providing goods or services to the public on a daily basis.

Appropriate residential density and building height as determined by the Village Board after recommendation from the Planning Commission.

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

Section 3: This Ordinance shall take effect and be in full force after adoption and proper publication.

Adopted this _____ day of _____, 2022.

VILLAGE OF HARTLAND

ATTEST:

By: _____
Jeffrey Pfannerstill, Village President

Darlene Igl, MMC, WCPC, Village Clerk

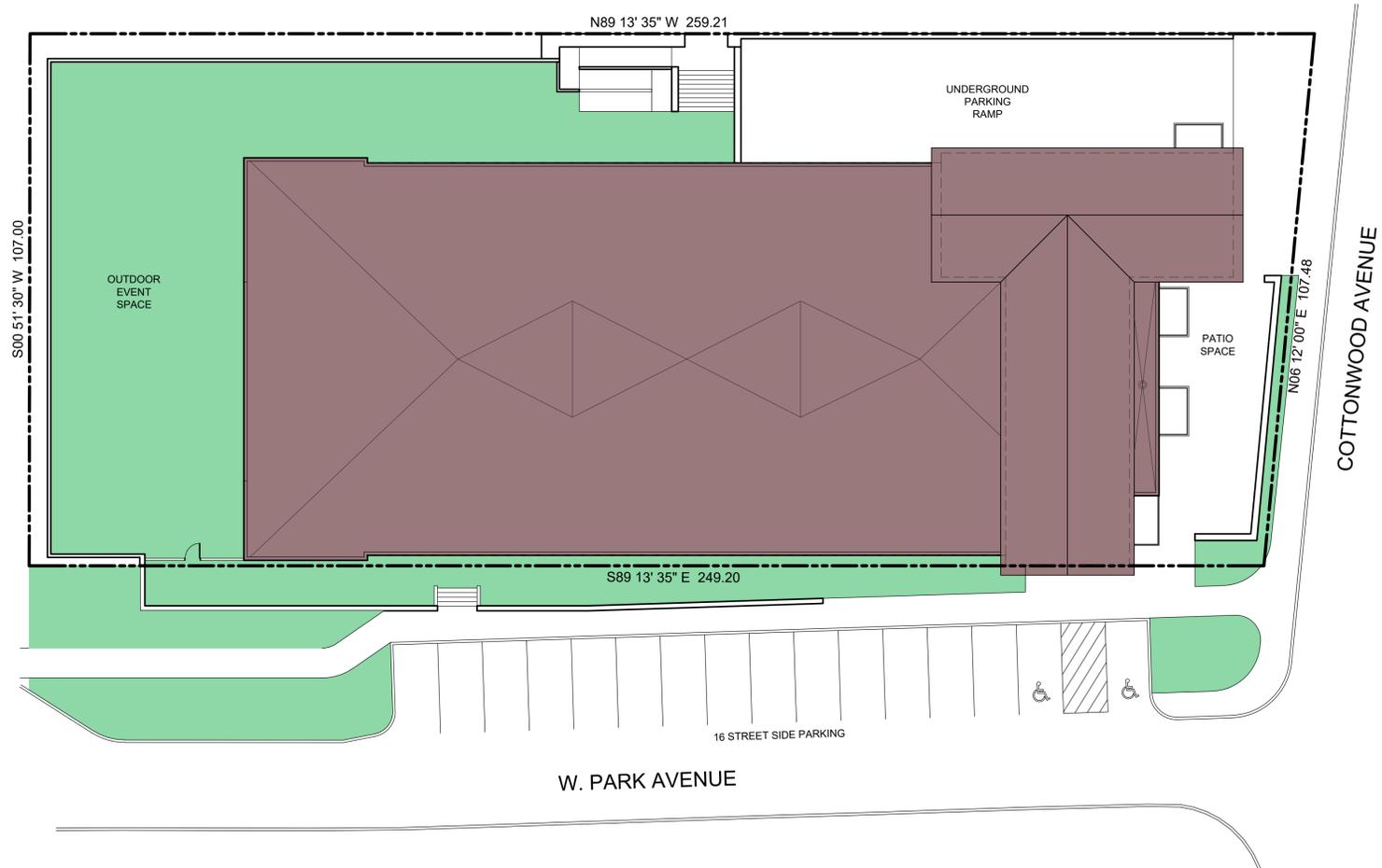


SHEET INDEX

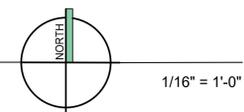
- A-100 ARCHITECTURAL SITE PLAN
- A-101 PARKING GARAGE PLAN
- A-102 1st FLOOR PLAN
- A-103 2nd FLOOR PLAN
- A-104 3rd FLOOR PLAN
- A-105 ROOF PLAN
- A-201 EXTERIOR ELEVATIONS
- A-202 EXTERIOR ELEVATIONS

BUILDING INFORMATION

3-STORY MULTI-USE BLDG:	45,498 SF	TOTAL ROOMS:	48
UNDERGROUND PARKING:	15,166 SF	BRIDAL SUITE	2
32 PARKING STALLS		KING SUITE	19
16 OUTDOOR PARKING STALLS		KING SUITE W/ BEDROOM	11
48 TOTAL PARKING STALLS		KING SUITE ADA	4
		DOUBLE QUEEN	5
		DOUBLE QUEEN SUITE	7
1ST FLOOR MULTI-USE:	15,166 SF		
RENTAL SPACE:	3,512 SF		
COMMON SPACE:	4,975 SF		
EVENT SPACE:	6,679 SF		
2ND FLOOR HOTEL:	15,166 SF		
TOTAL ROOMS:	24		
BRIDAL SUITE	1		
KING SUITE	11		
KING SUITE ADA	2		
DOUBLE QUEEN	4		
DOUBLE QUEEN SUITE	6		
3RD FLOOR HOTEL:	15,166 SF		
TOTAL ROOMS:	24		
BRIDAL SUITE	1		
KING SUITE	8		
KING SUITE W/BEDROOM	11		
KING SUITE ADA	2		
DOUBLE QUEEN	1		
DOUBLE QUEEN SUITE	1		



ARCHITECTURAL SITE PLAN



PROPOSED BUILDING
Hartland Multi-Use Building
Cottonwood and Park
City of Hartland, Waukesha County

Issue Date:
11 / 07 / 2022

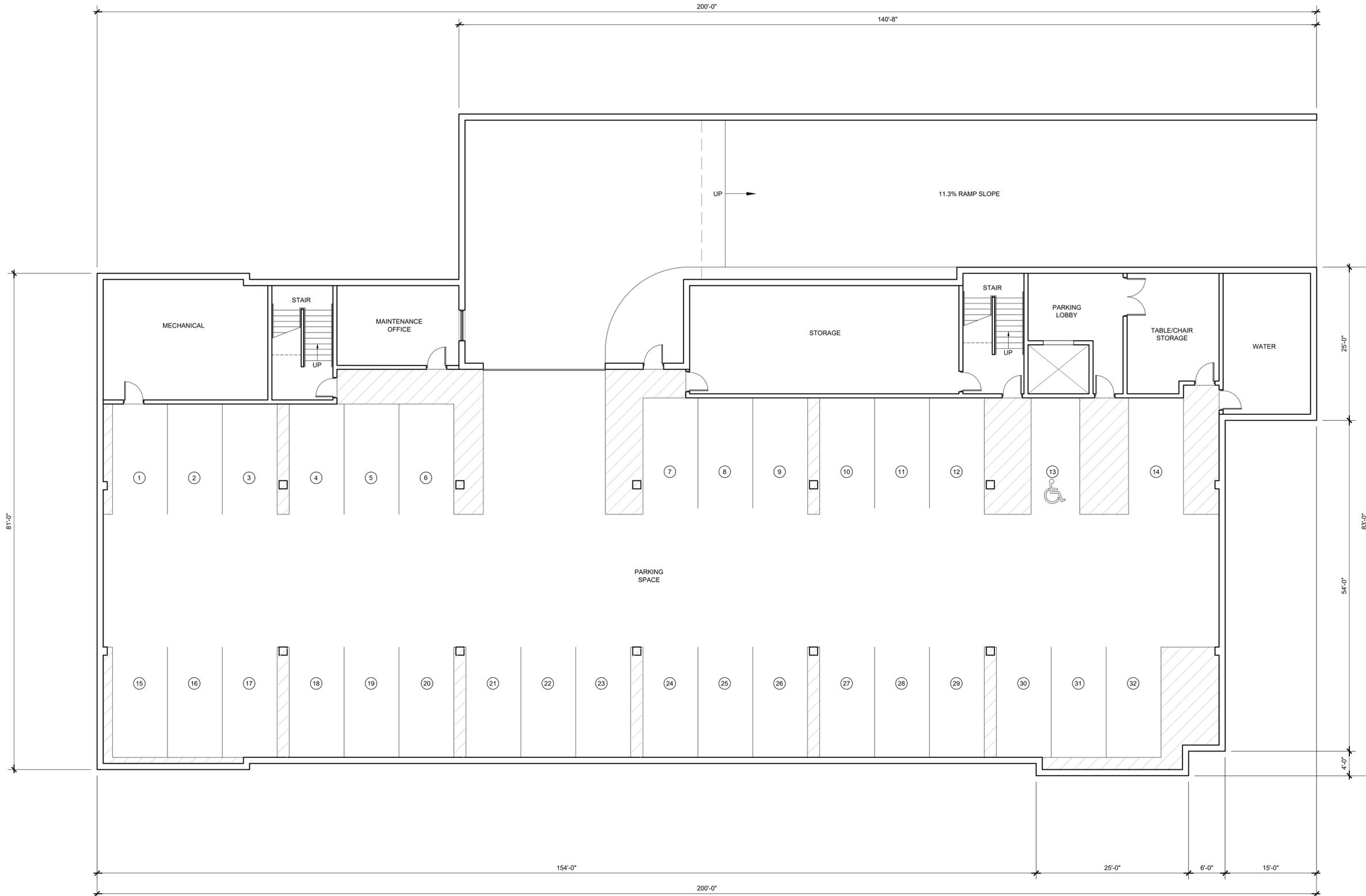
Revision:

Project Number:
22022

Sheet Title:
ARCHITECTURAL SITE
PLAN

Sheet Number:

A-100



PROPOSED BUILDING
Hartland Multi-Use Building
Cottonwood and Park
City of Hartland, Waukesha County

Issue Date:
11 / 07 / 2022

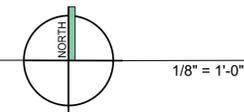
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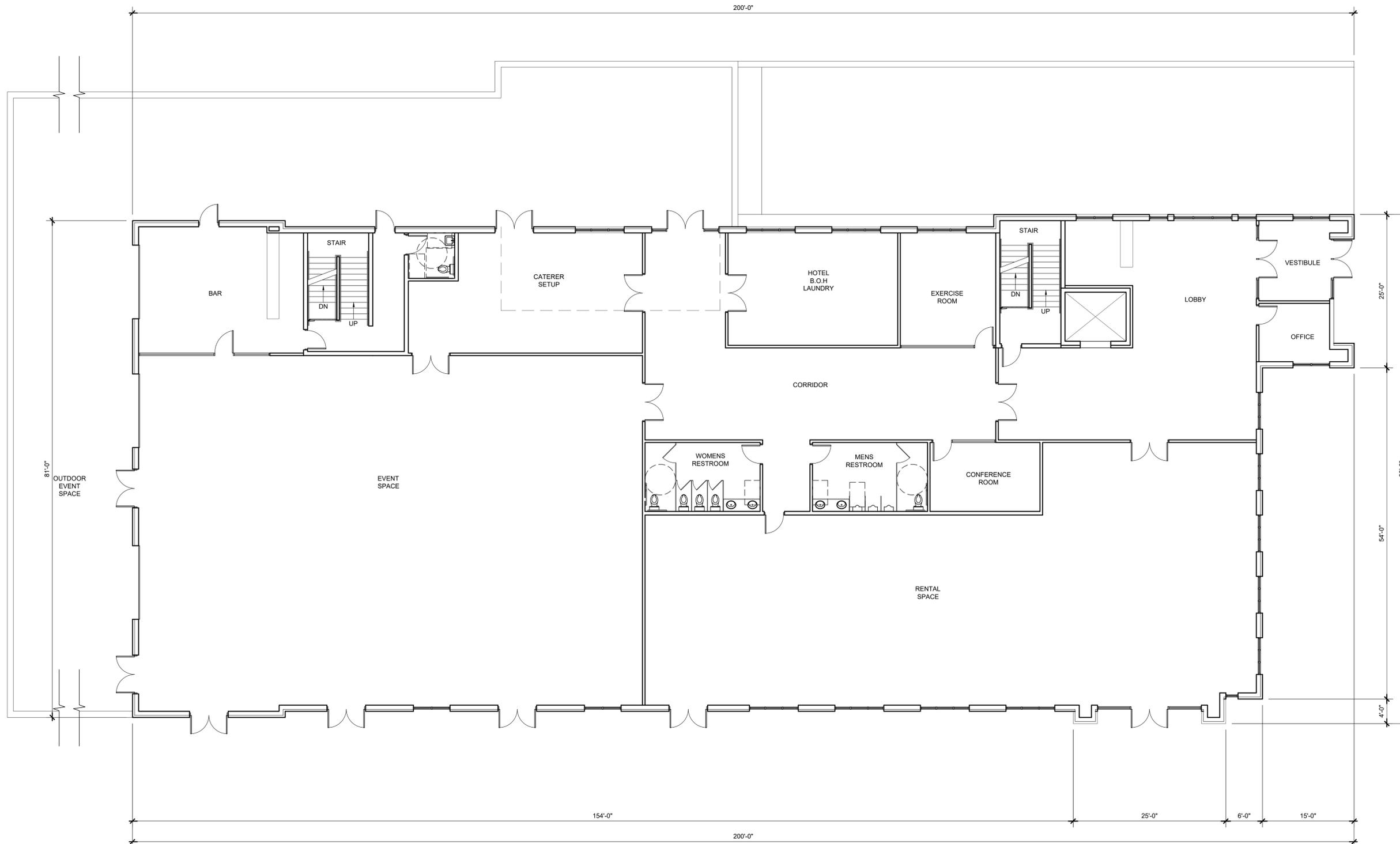
Project Number:
22022

Sheet Title:
PARKING GARAGE
PLAN

Sheet Number:

PARKING GARAGE PLAN





PROPOSED BUILDING
Hartland Multi-Use Building
Cottonwood and Park
City of Hartland, Waukesha County

Issue Date:
11 / 07 / 2022

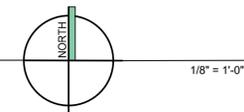
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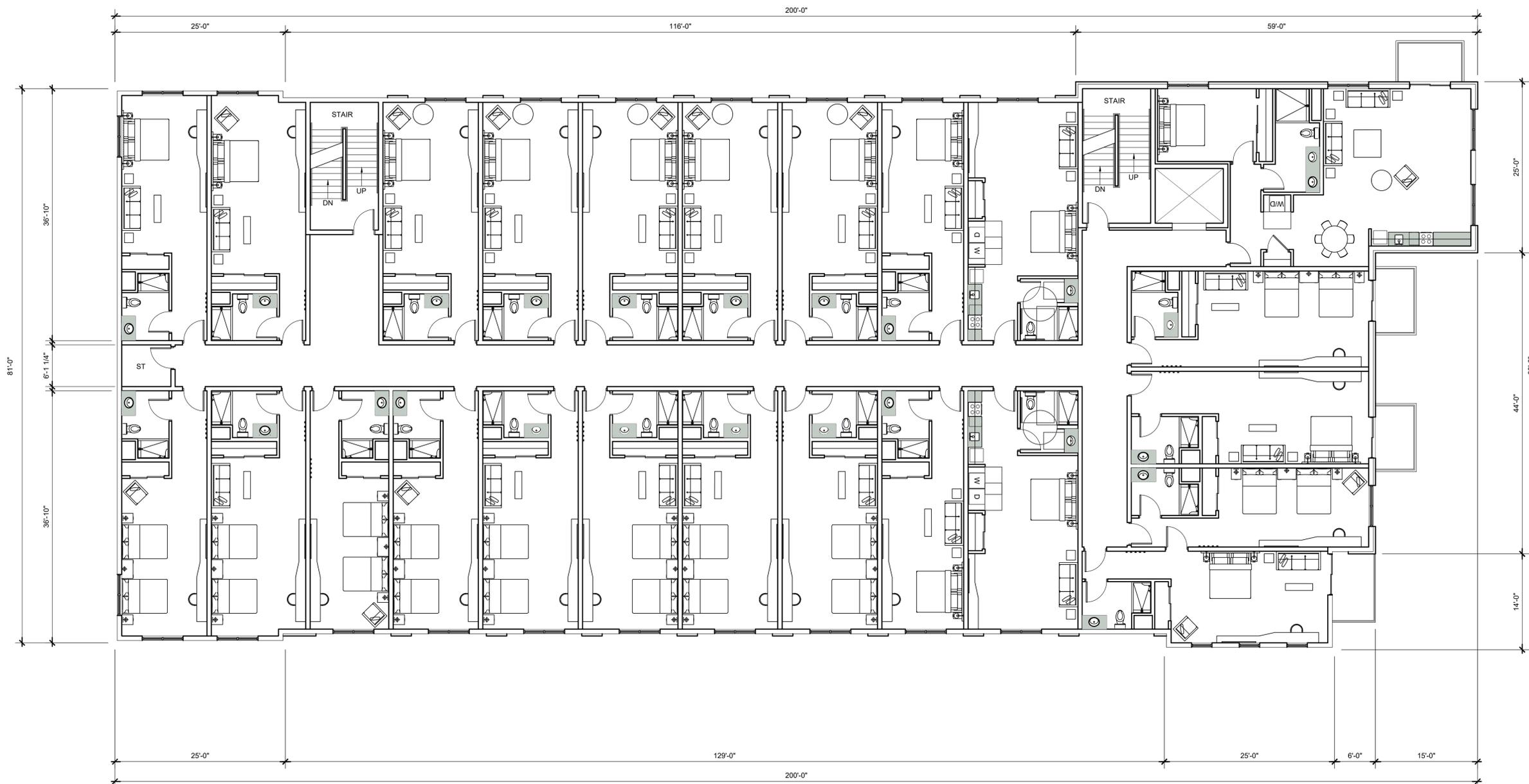
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22022

Sheet Title:
FIRST FLOOR PLAN

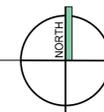
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FIRST FLOOR PLAN - EVENT & RENTAL SPACE





SECOND FLOOR PLAN - HOTEL



1/8" = 1'-0"

PROPOSED BUILDING
Hartland Multi-Use Building
Cottonwood and Park
City of Hartland, Waukesha County

Issue Date:
11 / 07 / 2022

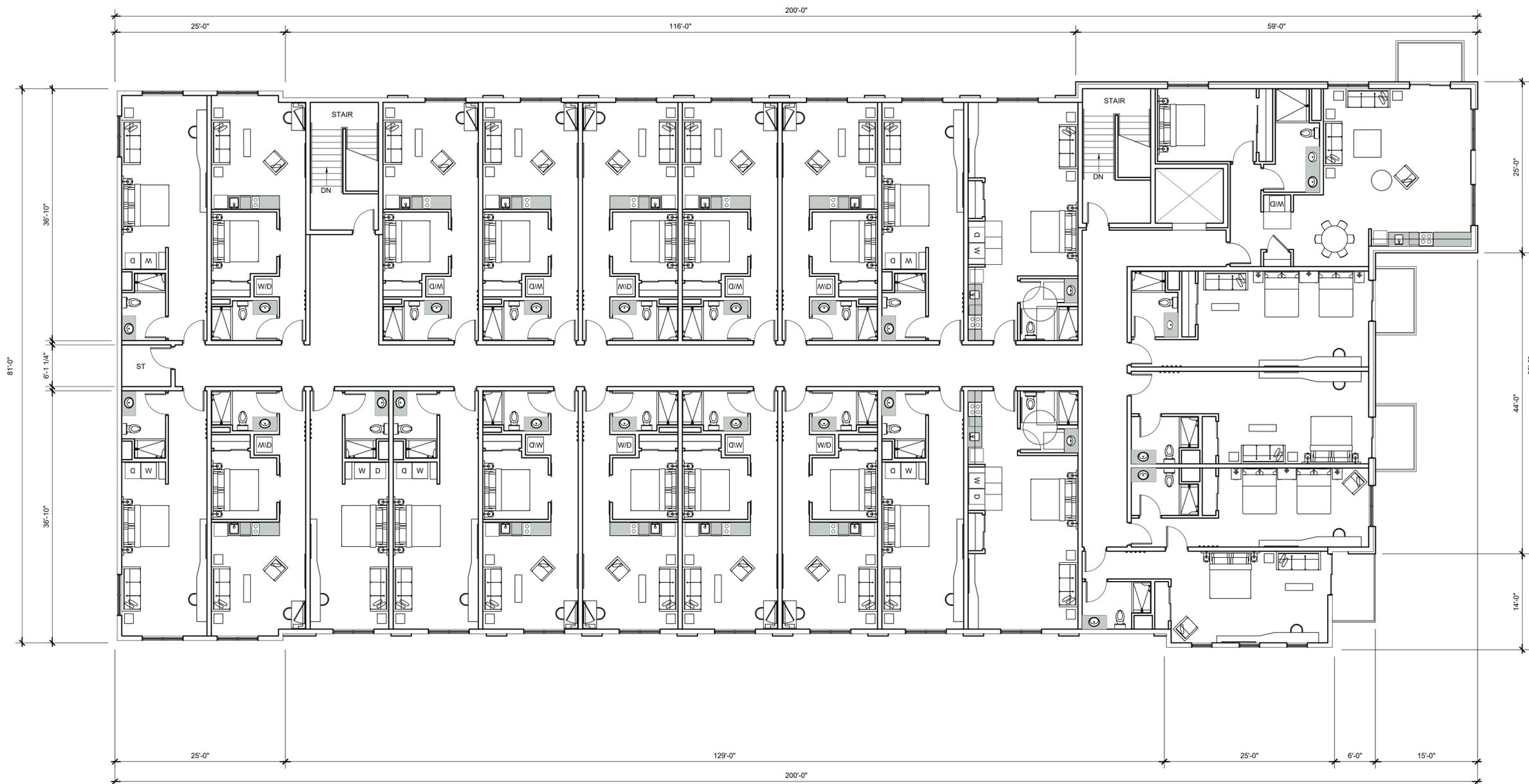
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Project Number:
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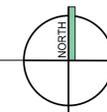
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SECOND FLOOR PLAN

Sheet Number:

A-103



THIRD FLOOR PLAN - HOTEL



1/8" = 1'-0"

PROPOSED BUILDING
Hartland Multi-Use Building
Cottonwood and Park
City of Hartland, Waukesha County

Issue Date:
11 / 07 / 2022

Revision:

Project Number:
22022

Sheet Title:
THIRD FLOOR PLAN

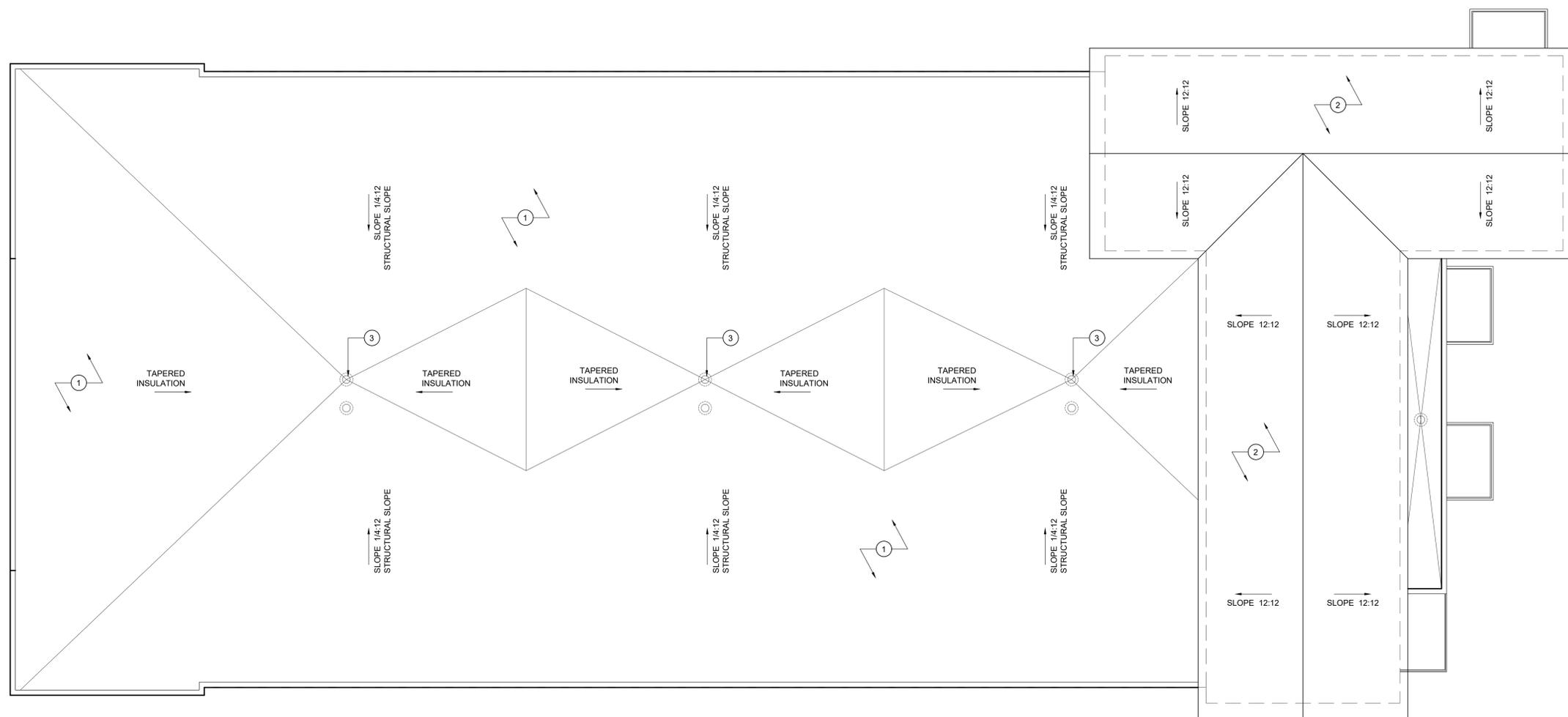
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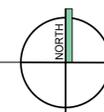


KEYNOTES:

1. 60 MIL EPDM MEMBRANE ROOF OVER R-35 POLYISOCYANURATE INSULATION OVER WOOD SHEATHING AND TRUSSES
2. 50 YEAR DIMENSIONAL SHINGLES OVER 15# ROOFING PAPER ON APA RATED ROOF DECK ON WOOD TRUSSES
3. ROOF AND OVERFLOW DRAIN - 6" LEADER DOWN NEAREST WALL OR COLUMN



ROOF PLAN



1/8" = 1'-0"

PROPOSED BUILDING
Hartland Multi-Use Building
Cottonwood and Park
City of Hartland, Waukesha County

Issue Date:

11 / 07 / 2022

Revision:

Project Number:

22022

Sheet Title:

ROOF PLAN

Sheet Number:

A-105



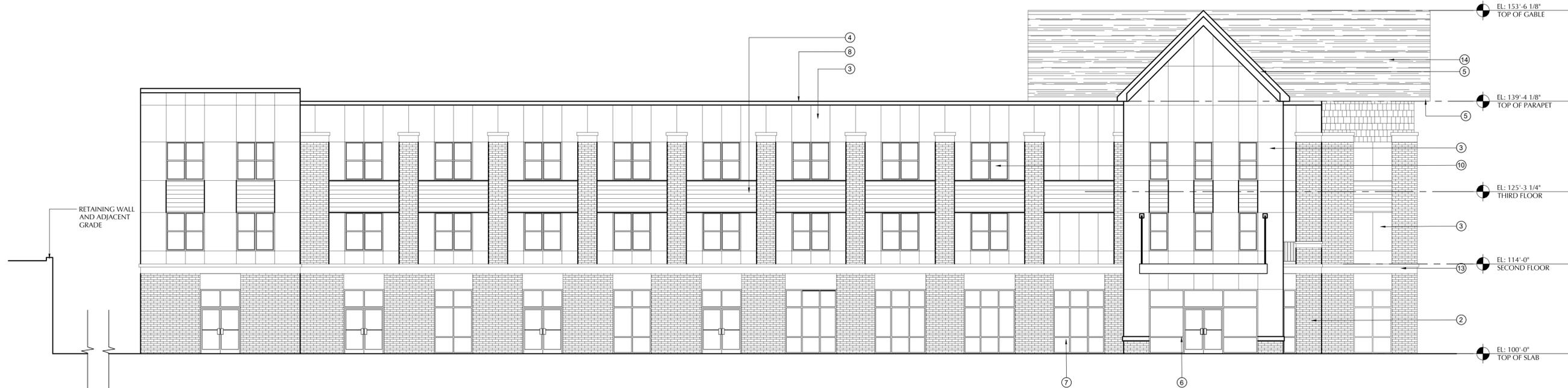
KEYNOTES:

1. JAMES HARDIE SHINGLE SIDING - STRAIGHT EDGE PANEL
2. UTILITY BRICK
3. JAMES HARDIE PANEL SIDING - SMOOTH WITH TAMLYN XTREME TRIM 1/2" REVEAL SYSTEM
4. JAMES HARDIE PLANK LAP SIDING 6" EXPOSURE
5. PRE-FINISHED FASCIA AND SOFFIT
6. ANODIZED ALUMINUM STOREFRONT ENTRANCE SYSTEM
7. ANODIZED ALUMINUM STOREFRONT WINDOWS
8. PRE-FINISHED METAL COPING
9. DARK BRONZE ALUMINUM RAILING SYSTEM
10. COMPOSITE SINGLE HUNG WINDOWS
11. COMPOSITE SLIDING PATIO DOORS
12. BALCONY - PAINTED STEEL TUBE SUPPORTED BY PAINTED STEEL TENSION ROD AND BRACKET WITH COMPOSITE DECK BOARDS
13. PRECAST CORNICE
14. 50 YEAR DIMENSIONAL FIBERGLASS SHINGLES
15. ALUMINUM GARAGE DOOR WITH CLEAR GLASS PANELS



EAST ELEVATION

1/8" = 1'-0"



SOUTH ELEVATION

1/8" = 1'-0"

PROPOSED BUILDING
Hartland Multi-Use Building
Cottonwood and Park
City of Hartland, Waukesha County

Issue Date:
11 / 07 / 2022

Revision:

Project Number:
22022

Sheet Title:
EXTERIOR ELEVATIONS

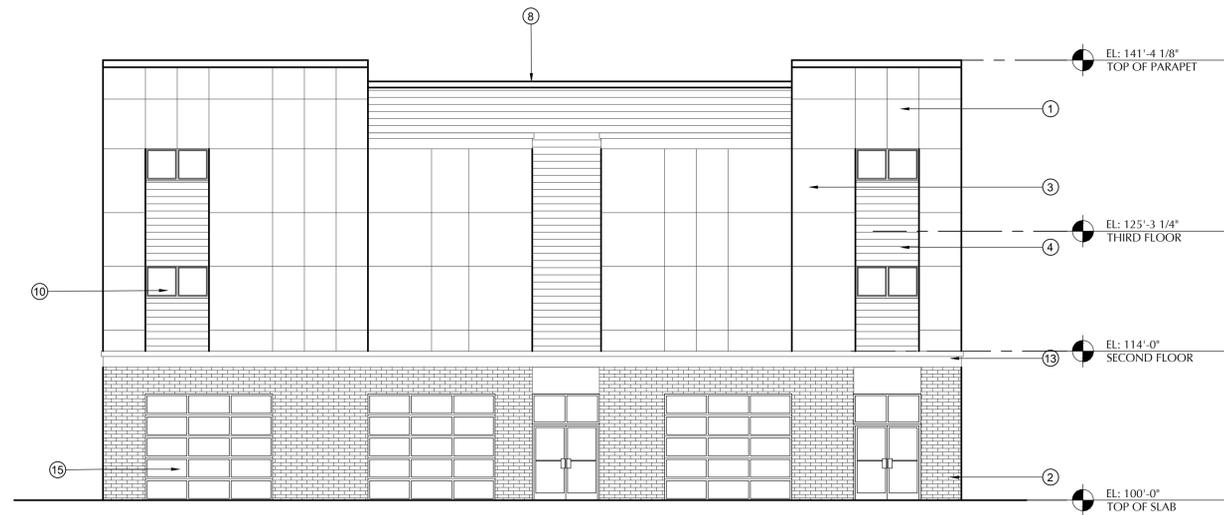
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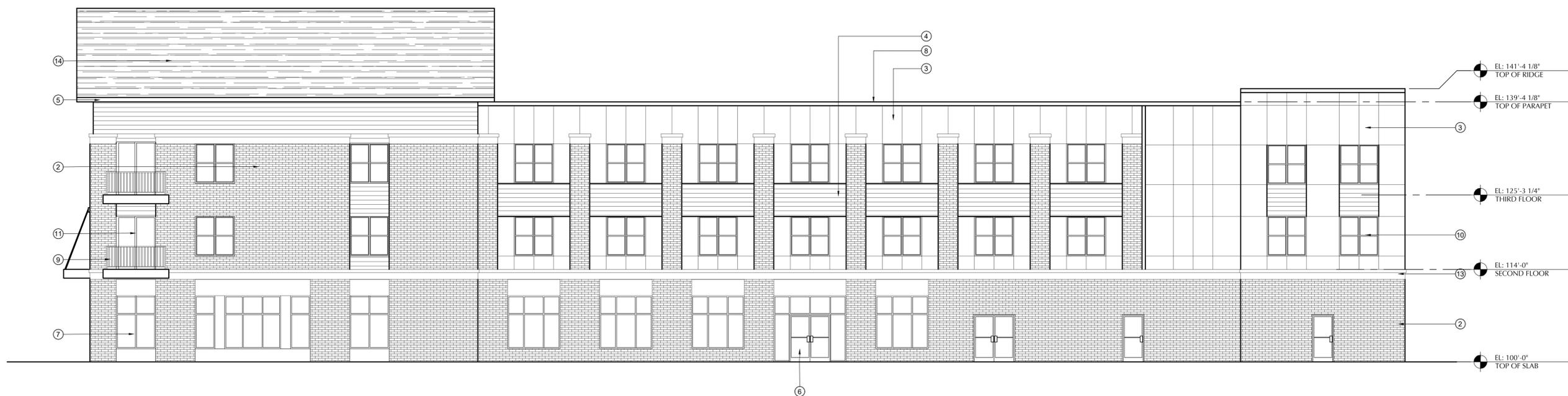
KEYNOTES:

1. HARDIE OR LP SMARTSIDE SHINGLE SIDING - STRAIGHT EDGE PANEL
2. UTILITY BRICK
3. PRECAST CONCRETE
4. HARDIE PLANK OR LP SMARTSIDE LAP SIDING 6" EXPOSURE
5. PRE-FINISHED FASCIA AND SOFFIT
6. ANODIZED ALUMINUM STOREFRONT ENTRANCE SYSTEM
7. ANODIZED ALUMINUM STOREFRONT WINDOWS
8. PRE-FINISHED METAL COPING
9. DARK BRONZE ALUMINUM RAILING SYSTEM
10. COMPOSITE SINGLE HUNG WINDOWS
11. COMPOSITE SLIDING PATIO DOORS
12. BALCONY - PAINTED STEEL TUBE SUPPORTED BY PAINTED STEEL TENSION ROD AND BRACKET WITH COMPOSITE DECK BOARDS
13. PRECAST CORNICE
14. 50 YEAR DIMENSIONAL FIBERGLASS SHINGLES
15. ALUMINUM GARAGE DOOR WITH CLEAR GLASS PANELS



WEST ELEVATION

1/8" = 1'-0"



NORTH ELEVATION

1/8" = 1'-0"

PROPOSED BUILDING
Hartland Multi-Use Building
Cottonwood and Park
City of Hartland, Waukesha County

Issue Date:

11 / 07 / 2022

Revision:

Project Number:

22022

Sheet Title:

EXTERIOR ELEVATIONS

Sheet Number:

A-202

VILLAGE OF HARTLAND

RESOLUTION NO. 11-14-2022

A RESOLUTION APPROVING THE SEWER UTILITY RATE

EFFECTIVE FIRST QUARTER 2023

WHEREAS, the Village of Hartland has established Sewer Utility billing rates and has the ability to change them as necessary.

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

1. The Sewer Utility Rate shall increase from \$7.58 to \$7.96 per one thousand (1,000) gallons for all Sewer Utility customers with the new rate to go into effect on December 16, 2022. .

Adopted this 14th day of November, 2022.

Jeffrey Pfannerstill, Village President

Attest:

Darlene Igl, MMC/WCPC, Village Clerk

RESOLUTION NO. 11/14/2022-02

RESOLUTION AMENDING APPENDIX A OF THE CODE OF ORDINANCES
FOR THE VILLAGE OF HARTLAND CONCERNING THE SCHEDULE OF
MUNICIPAL FEES AND CHARGES

WHEREAS, the Village has established Appendix A of the Code of Ordinances as the schedule of fees to be utilized in connection with the issuance of permits and other charges in the Village of Hartland; and

WHEREAS, Village staff has recommended changes to the fee structure in Appendix A.

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

Fee schedule be amended as follows:

1. Section 22.169 License Required: \$75 per single use permit of a mobile food vendor and \$750 for an annual permit for a mobile food vendor.

RESOLVED, amendments to Appendix A referenced above are hereby adopted and incorporated by reference.

IT IS FURTHER RESOLVED that the Village Clerk shall forward a copy of this Resolution upon adoption to the Village's Code codification service.

Adopted this _____ day of _____, 2022.

VILLAGE OF HARTLAND

Jeffrey Pfannerstill, Village President

ATTEST:

Darlene Igl, MMC/WCPC, Village Clerk

VILLAGE OF HARTLAND BOARD APPROVED 2023 BUDGET SUMMARY

GENERAL, TIF'S, DEBT SERVICE, CAPITAL IMPROVEMENTS, IMPACT FEE, SPECIAL REV AND OTHER, WATER UTILITY AND SEWER UTILITY

	ADOPTED 2022 BUDG	ADOPTED 2023 BUDG	PERCENT CHANGE
REVENUES			
PROPERTY TAXES	4,757,909	4,974,876	4.56%
OTHER TAXES	215,000	210,000	-2.33%
INTERGOVERNMENTAL REVENUE	1,525,494	1,550,325	1.63%
LICENSES & PERMITS	265,000	170,000	-35.85%
FINES & FORFEITURES	96,000	98,000	2.08%
PUBLIC CHARGES FOR SERVICES	532,690	602,180	13.05%
INTERGOVERNMENTAL CHARGES FOR SERVICES	69,248	87,227	-2.92%
MISCELLANEOUS	373,500	375,500	0.54%
OTHER FINANCING SOURCES	93,002	24,477	-73.68%
TOTAL GENERAL FUND REVENUE	7,927,843	8,072,595	1.83%
EXPENDITURES			
GENERAL GOVERNMENT	1,063,866	938,127	-11.82%
PUBLIC SAFETY	4,090,987	4,224,437	3.26%
PUBLIC WORKS	1,648,195	1,754,291	6.44%
CULTURE & RECREATION	1,124,795	1,155,740	2.75%
TOTAL GENERAL FUND EXPENDITURES	7,927,843	8,072,595	1.83%

SUMMARY OF BOARD APPROVED FUNDS

GENERAL FUND	TIF #4 SPECIAL REVENUE FUND	TIF #5 SPECIAL REVENUE FUND	TIF #6 SPECIAL REVENUE FUND	DEBT SERVICE	CAPITAL IMPROVEMENTS	IMPACT FEE FUND	SPECIAL REV AND OTHER	WATER UTILITY	SEWER UTILITY	TOTAL
REVENUES	8,072,595	16,155	172,600	1,944,410	3,449,913	23,200	707,990	1,803,000	1,985,950	18,197,753
EXPENDITURES	8,072,595	320	155,660	1,944,410	2,895,335	265,102	704,149	2,431,954	1,985,950	18,471,930
EXCESS REVENUES OVER/(UNDER) EXPEND	-	21,620	16,940	-	554,578	(241,902)	3,841	(628,954)	-	(273,877)
FUND BAL/RETAINED EARNINGS BEG BAL	5,964,036	(84,782)	(1,328,309)	135,648	4,287,037	739,930	453,958	2,422,428	4,615,746	17,205,692
FUND BAL/RETAINED EARNINGS ENDING BAL	5,964,036	(63,162)	(1,311,369)	135,648	4,841,615	498,028	457,799	1,793,474	4,615,746	16,931,815
TAX LEVY	4,974,876	-	-	1,833,608	-	-	-	-	-	6,808,484

The funds listed above were approved by the Village Board Monday November 14, 2022. Only the above fund information was approved as part of the budget process. The following tabs showing detail are for informational purposes only.

VILLAGE OF HARTLAND
JOB CLASSIFICATION LIST - GRADE ORDER 2023

ANNUALIZED SALARY RANGE

Grade	Minimum	Mid-Point	Maximum	Title
1	\$ 15,080 \$ 7.25	\$ 17,805 \$ 8.56	\$ 20,529 \$ 9.87	Paid on Premise - Fire, Auxillary Fire Member
2	\$ 21,416 \$ 10.30	\$ 25,285 \$ 12.16	\$ 29,155 \$ 14.02	Recreation Before/After School Care
3	\$ 25,699 \$ 12.36	\$ 31,017 \$ 14.91	\$ 36,336 \$ 17.47	Library Clerks
4	\$ 29,082 \$ 13.98	\$ 35,532 \$ 17.08	\$ 41,983 \$ 20.18	Fire Department Volunteers, Fire Department - Administrative Assistant, Building Maintenance/Custodian, Library Assistant
5	\$ 35,422 \$ 17.03	\$ 42,900 \$ 20.63	\$ 50,379 \$ 24.22	Fiscal and Recreation Clerk, Police Administrative Assistants, Cable TV Director Library Circulation Supervisor
6	\$ 40,708 \$ 19.57	\$ 48,063 \$ 23.11	\$ 55,417 \$ 26.64	Deputy Clerk, Library Circulation Supervisor
7	\$ 44,778 \$ 21.53	\$ 52,869 \$ 25.42	\$ 60,959 \$ 29.31	Paramedic, Library Children's Librarian, Engagement Librarian
8	\$ 49,256 \$ 23.68	\$ 58,156 \$ 27.96	\$ 67,055 \$ 32.24	Deputy Treasurer/Utility Treasurer
9	\$ 54,182 \$ 26.05	\$ 64,139 \$ 30.84	\$ 74,095 \$ 35.62	
10	\$ 59,600 \$ 28.65	\$ 70,368 \$ 33.83	\$ 81,137 \$ 39.01	DPW - Laborers
11	\$ 62,580 \$ 30.09	\$ 73,887 \$ 35.52	\$ 85,193 \$ 40.96	DPW Foreman - Leadmen, Recreation Director
12	\$ 68,000 \$ 32.69	\$ 81,000 \$ 38.94	\$ 94,000 \$ 45.19	Village Clerk, Library Director
13	\$ 75,096 \$ 36.10	\$ 88,664 \$ 42.63	\$ 102,233 \$ 49.15	Police Lieutenant
14	\$ 79,602 \$ 38.27	\$ 93,984 \$ 45.18	\$ 108,366 \$ 52.10	Police Captain, Public Works Operations Supervisor, Utility Operations Supervisor
15	\$ 84,378 \$ 40.57	\$ 99,623 \$ 47.90	\$ 114,868 \$ 55.22	Deputy Chief of Police, Finance Director & Treasurer
16	\$ 88,597 \$ 42.59	\$ 112,213 \$ 53.95	\$ 135,828 \$ 65.30	Chief of Police, Fire Chief, Director of Public Works
Contract				Village Manager

VILLAGE OF HARTLAND
JOB CLASSIFICATION LIST - GRADE ORDER 2023

SEASONAL PAY SCHEDULE (Per hour pay rate)

<i>Grade</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Title</i>
A	8.50	12.00	Library Pages
B	8.50	12.00	Poll Workers
C	9.50	14.00	Summer Recreation Employees
D	10.00	16.00	Recycling Center Staff
E	11.00	15.00	Public Works Summer Help
F	12.00	17.00	Summer Recreation Camp Assistant Head Coordinator

**Hartland Business Improvement District
2023 Budget - FINAL**

	<u>2023 Budget</u>	<u>2022 Budget</u>	<u>Change</u>
Income			
423 · BID Assesment Revenue	74,800	74,800	0
48000 - Sponsorship Revenue	0	0	0
Total Income	<u>74,800</u>	<u>74,800</u>	<u>0</u>
Expense			
ADMINISTRATION			
732 · Professional Services			
110 · Employee Wages	29,946	29,946	0
180 · Payroll Taxes	2,759	2,759	0
760 · Payroll Fee	1,389	1,389	0
732.5 · SIMPLE Plan Match	0	0	0
760 · Support Services	0	0	0
Total 732 · Professional Services	<u>34,094</u>	<u>34,094</u>	<u>0</u>
734 · Annual Audit	1,280	1,225	55
738 · Memberships	260	260	0
742 · Subscriptions			0
744 · Office Supplies	600	600	0
746 · Telephone	1,540	1,540	0
748 · Postage	25	25	0
750 · Copies/Duplication	100	100	0
752 · Rent	4,500	4,500	0
754 · Office Equipment	0	0	0
756 · Education/Conferences	1,000	1,300	(300)
758 · Meetings	200	650	(450)
Total ADMINISTRATION	<u>43,599</u>	<u>44,294</u>	<u>(695)</u>
DESIGN & MAINTENANCE			
711 · Facade Program	40,000	40,000	0
711.5 · Facade Match from Village	(20,000)	(20,000)	0
712 · Banner Sys/Sandwich Board	200	200	0
713 · Sign & Awning Program	3,000	3,000	0
714 · Wayfinding	0	0	0
715 · Streetscape Program	10,000	10,000	0
Total DESIGN & MAINTENANCE	<u>33,200</u>	<u>33,200</u>	<u>0</u>
MARKETING & PROMOTION			
716 · Business Certification Grant	0	0	0
718 · District Advertising & Promo	5,000	5,000	0
718.5 · Co-Op Advertising Grants	300	300	0
719 · Events	3,000	3,000	0
722 · Web Site Design/Update	750	750	0
724 · Web Site Hosting & Maint	500	500	0
729 · Business Education & Promo	0	0	0
Total MARKETING & PROMOTION	<u>9,550</u>	<u>9,550</u>	<u>0</u>
Total Expense	<u>86,349</u>	<u>87,044</u>	<u>(695)</u>
Net Income (Loss)	<u>(11,549)</u>	<u>(12,244)</u>	<u>695</u>

VILLAGE OF HARTLAND EMPLOYEE HANDBOOK



Adopted:	October,1989
Revisions Adopted:	12/11/1995
Revisions Adopted:	3/10/1997
Distributed copies:	8/16/1999
Revisions Adopted:	5/17/2000
Revisions Adopted:	6/25/2012
Revisions Adopted:	11/25/2013
Revisions Adopted:	12/14/2015
Revisions Adopted:	8/13/2018
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EMPLOYEE ACKNOWLEDGEMENT

Except as may be otherwise set forth in a definitive employment agreement between an employee and the Village or a collective bargaining agreement, I understand that my employment with the Village is for an unspecified term and may be terminated at the will of either the Village or myself, with or without reason or cause, and with or without notice. No words or actions of the Village will be deemed to create an express or implied contract of employment or require the Village to have good cause for terminating my employment. No Village representative is empowered or authorized to modify this at-will relationship, on an individual or collective basis, other than the Village Manager.

I acknowledge I have received a copy of the Village's Employee Handbook, including all Appendixes. I understand I am responsible for reading the contents of the Employee Handbook, and for complying with the policies and rules outlined therein. I further acknowledge that I have read the Employee Handbook in its entirety in accordance with this responsibility.

I acknowledge I have received copies of the following Village Policies: and agree to follow them. I understand any employee who engages in conduct prohibited by the No Harassment Policy will be subject to disciplinary action, up to and including termination. I understand it is my obligation to refrain from engaging in conduct in violation of the No Harassment Policy and also to report conduct which I believe violates the policy to enable the Village to take action as appropriate.

- No Harassment Policy ____ (date and initial)
- Alcohol and Drug Free Testing Policy ____ (date and initial)
- Code of Ethics Policy __ (date and initial)
- Computers and Electronic Mail Policy ____ (date and initial)
- Social Media Policy __ (date and initial)
- **I acknowledge that I have watched, reviewed and received the Village's Harassment video and materials__ (date and initial)**

I understand that while employed by the Village, I must comply with all Village policies and rules except as otherwise provided and/or prohibited under federal and/or state law. I further understand that any rules, policies, and benefits described in the Employee Handbook may be modified or varied from by the Village at any time—except as required by law and except for the rights of the parties to terminate employment at will (which may be modified, on an individual or collective basis, only by an express written agreement signed by the Village Manager. I also understand that I am protected from retaliation for reporting or participating in the investigation of such conduct.

Date

Employee Name (print)

Employee Signature

(Return to the Village)

ABOUT THIS HANDBOOK

Welcome to the Village of Hartland! As with any new job, you will experience a period of adjustment. You will want to know what you can expect from us and what will be expected from you. You may have questions about your job duties, your benefits, and the general operation of your Department as a Village employee. We have prepared this Handbook to assist you in finding the answers to many of these questions. However, we do not expect this Handbook to answer all of your questions. Your supervisor will be your primary source of information.

This Handbook is provided as a guide you may use to familiarize yourself with the Village's policies. The Handbook is not, nor should it be considered to be, an agreement or contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. This Handbook states only general Village guidelines. The Village's policy is that, absent a written agreement between the Village and an employee to the contrary, employment is "at will." You are free to leave the Village at any time, with or without a reason and with or without notice. The Village also has the right to end your employment at any time, with or without a reason and with or without notice. The Village may, at any time, in its sole discretion, modify, delete, or vary anything stated in this Handbook—except as required by law, and except for the rights of the parties to terminate employment at will, which may only be modified, on an individual or collective basis, by an express written agreement signed by the Village.

This Handbook supersedes all prior handbooks, manuals, policies, and procedures issued by the Village. Any violation of the policies and/or procedures set forth in this Handbook or the work rules established by the Village may result in disciplinary action, up to and including termination.

Nothing in this Handbook is intended to limit any concerted activities by employees relating to their wages, hours, or working conditions or any other conduct protected by state or federal law.

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PART I. INTRODUCTION

VILLAGE OF HARTLAND EMPLOYEE HANDBOOK

The Village of Hartland, in extending service to its citizens, recognizes that employee well-being is key to its success in serving the public. At the Village, we believe in the importance of the individual. Our philosophy of ensuring the safety, security, and dignity of each and every one of our employees blends with our commitment to public service. This Handbook contains the essential policies, rules and procedures that govern your employment with the Village. Please note that the Village Manager may, from time to time, delegate personnel-related responsibilities identified in this Handbook. Please keep a copy of this Handbook for future reference and familiarize yourself with it. If you have any questions, please ask your supervisor.

THIS IS NOT AN EMPLOYMENT CONTRACT

This Handbook is not a contract of employment. It does not constitute a binding, valid, or enforceable contract or agreement with the Village in any regard whatsoever. No words or actions of the Village will be deemed to create an express or implied contract of employment or require the Village to have good cause for terminating my employment, unless otherwise required by law or a collective bargaining agreement. The policies and procedures that govern your employment may, and likely will, be updated or amended from time to time when necessary or appropriate.

WHO MUST FOLLOW THIS HANDBOOK

This Handbook applies to all regular full-time and regular part-time employees of the Village, except where noted.

Please be aware that some Village employees may be subject to other Department-specific policies and procedures. Please ask your supervisor for more information.

Fire Department Employees: Fire Department employees are subject to the Fire Department's Policy Manual and Operating Guidelines as well as this General Employee Handbook. If any provisions of this General Employee Handbook are in conflict with the foregoing, the Fire Department's Policy Manual and Operating Guidelines shall govern.

Police Department Employees. Employees covered by the Police Association Agreement are subject to the terms and conditions contained therein. If the provisions of this are in conflict, then the terms of the Police Association Agreement shall apply. Police Department employees are subject to the Police Department Policy Manual and operating guidelines. If you have any questions, please ask your Union representative.

Library Employees: Library employees are subject to the Library Board policies as well as this Handbook. If any provisions of this Handbook are in conflict with the foregoing, the Library Board policies shall govern

Non-Regular Employees:

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Paid-on-Call, Paid-on-Premise, Weekend Duty, and Fill-in Position employees are subject to this Handbook, except for the following or where otherwise inapplicable or specified:

Temporary Employees:

With the exception of Part VII related to Employee Conduct and Appendices C through E, which are applicable to all persons employed by the Village, this Handbook does not apply to other persons who may be employed by the Village on a short term, seasonal, or task-specific basis. These individuals are expected to adhere to the policies and directives of the department in which or for which they are working. Please ask your supervisor for more information.

ANY ITEMS IN A COLLECTIVE BARGAINING AGREEMENT SUPERSEDES ANY ITEMS THAT DIFFER IN THIS HANDBOOK. ANY EMPLOYEES DEEMED A PART OF A COLLECTIVE BARGAINING UNIT SHALL FOLLOW THE COLLECTIVE BARGAINING AGREEMENT FOR THAT UNIT.

Relevant Links:

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PART II. EMPLOYMENT

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A. HIRING

The Village seeks to hire qualified candidates for the job based on an overall evaluation where knowledge, skills, ability, interest, and relevant experience are some of the criteria considered. Open positions will be posted unless the position is filled internally.

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B. NEW HIRE DOCUMENTATION

All new employees must meet with the Village Manager, except Fire Department employees who should meet with the Fire Chief, in order to complete the paperwork necessary to finalize the new hire process. Documentation relating to each new employee's social security number and U.S. citizenship/alien status, along with all necessary payroll and fringe benefit paperwork, will need to be verified and completed at that time.

All employee candidates for Fire Department staff employment will be required to undergo a physical examination, background checks as needed and drug test, at Village expense, administered by a Village-designated physician. Satisfactory completion and passage of the physical examination and/or drug test is a final requirement before being hired.

All other employee candidates will need to satisfactorily pass a background check and drug test. Police Department employee candidates need to satisfactorily meet all Police Department procedures.

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C. EQUAL EMPLOYMENT OPPORTUNITY

The Village is an equal opportunity employer. We are dedicated to making all employment decisions without regard to race, creed, color, age, sex, sexual orientation, pregnancy, national origin, ancestry, ethnicity, citizenship, religion, marital status, disability, military service or veteran status, genetic information, arrest/conviction record, use/non-use of lawful products, or any other classification protected by applicable federal, state, and local laws and ordinances.

Any violation of this Policy will not be tolerated and will result in appropriate disciplinary action, up to and including discharge. If an employee believes someone has violated this Policy or otherwise has questions regarding this Policy, the employee may bring the matter to the attention of your supervisor or the Village Manager, or if the subject of the complaint is the Village Manager, then the Village President. The Village President will promptly investigate any complaint and take corrective measures, as appropriate. The Village prohibits retaliation against any person for using this complaint procedure, reporting harassment, or for filing, testifying,

PART II. EMPLOYMENT

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assisting, or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. An employee should report any retaliation prohibited by this Policy to his or her supervisor or the Village Manager, or if the subject of the complaint is the Village Manager, then the Village President.

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D. REASONABLE ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES

The Village is committed to attempting to reasonably accommodate applicants and employees with known physical or mental disabilities who are able to perform the essential functions of the job, with or without reasonable accommodation. The Village will attempt to provide reasonable accommodation to qualified job applicants and employees with disabilities, unless doing so would impose an undue hardship on the Village or pose a direct threat to the health and/or safety of the employee/applicant or others. An applicant or employee who believes he or she may need a reasonable accommodation should contact their supervisor or the Village Manager. The Village will engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodations may be available.

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E. PROBATIONARY PERIOD

The first (12) months of your employment is an Orientation Period. The Orientation Period is designed to give you a chance to learn your job. It also gives your supervisor a chance to work more closely with you while you learn about your job and evaluate your performance. The Village reserves the right to extend the Orientation Period in its sole discretion. Completion of the Orientation Period does not alter the at-will nature of employment

1. Every newly hired or recently promoted employee is required to successfully complete an orientation period before becoming a regular employee. This period shall last for twelve (12) months and will begin on the employee's first day in his/her new position.
2. At such times during the orientation period and in such manner as the Department Manager may require, the employee's supervisor shall evaluate the employee's job performance and report the results of any such evaluations to the Village Manager. The orientation period may be extended, at the Village's discretion, as determined by the Village.

Upon completion of six (6) months of the orientation period, a new employee may be eligible for a salary adjustment based on his/her supervisor's performance review. After satisfactory completion of the twelve (12) month orientation period, an employee may be eligible for a salary

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adjustment, plus the pay scale base adjustment, based on his/her Department Manager's performance review and with the approval of the Village Manager.

If a new employee's orientation period is extended beyond twelve (12) months, the employee will be eligible for the above-described twelve (12) month salary adjustment if the employee satisfactorily completes the orientation period. The salary adjustment may be retroactive to the end of the original twelve (12) month probationary period if the Department Manager so recommends and final approval is granted by the Village Manager.

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F. THE ORIENTATION PERIOD DOES NOT ALTER "AT-WILL" EMPLOYMENT. THE VILLAGE RETAINS THE RIGHT TO TERMINATE AN EMPLOYEE DURING THE ORIENTATION PERIOD AT ANY TIME WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

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G. RECLASSIFICATION

Positions may be reclassified to a higher or lower classification when the knowledge, skills, abilities, and job responsibilities necessary to perform the job have changed enough to warrant such a reclassification, as determined by the Village. Positions may be reclassified contingent upon the recommendation of the Department Manager and final approval by the Village Manager.

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H. PERFORMANCE APPRAISALS

The Village's performance appraisal system is a written evaluation of each employee's job performance. It may include, but is not limited to, the supervisor's comments and recommendations, an action plan for both the employee and supervisor, and performance goals for the next evaluation period.

Performance appraisals should be completed upon the following occasions:

- A. After the first six (6) months of the orientation period for new employees.
- B. Upon successful completion of the orientation period for new employees.
- C. On an annual basis prior to the employee's possible annual compensation adjustment.
- D. At such other times as deemed appropriate by the employee's Department Manager.

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Information derived from the performance appraisal may be considered when making decisions affecting such things as an employee's training needs and opportunities, salary adjustments, merit pay increases, reclassification, demotions, transfers, or continued employment.

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I. CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT

The Village expects its employees to devote their full work time, energies, abilities, and attention to their jobs. Employees are expected to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of the Village. Employees who, because of other work or activities, cannot make this commitment may be asked to end their employment with the Village.

Employees who are unsure whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss the situation with their supervisor for clarification. See Appendix D for more information.

Regular, full-time Village employees may not engage in outside work for employment without first providing written notification to their Department Manager.

The Village will generally permit employees to engage in outside employment so long as, in the opinion of the Village Manager and the Department Manager, the outside work would not affect the quality or quantity of the employee's work for the Village, prevent the employee from devoting his/her primary interest to the accomplishment of his/her work for the Village or tend to create a conflict, or the appearance of a conflict, between the private interest of the employee and the employee's official responsibility to the Village. Employees are prohibited from entering into any arrangement which involves the performance of services while on Village time or premises, or the use of Village equipment, supplies or software. No employee shall receive compensation other than from the Village for the performance of services while on Village time.

J. EMPLOYMENT OF RELATIVES

Without the Village's consent, no relatives of current employees will be hired by the Village if such hiring would create a supervisory relationship between a current employee and that relative or otherwise pose an actual or potential or perceived conflict of interest. For purposes of this Policy, "relative" means spouse, domestic/civil-union partner, mother, father, children, sisters, brothers, mother and father-in-law, sons and daughters-in-law, cousins, aunts, and uncles.

If two employees marry, become related or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or terms and conditions of employment of the other individual. In other cases where a conflict or the danger of a conflict arises, even if there's no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment at the discretion of Village Manager.

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K. WORKPLACE ATTIRE

All employees are expected to dress appropriately for their job. Depending upon site and customer requirements, your supervisor will provide you with guidance on what you are to wear while at work. Clothing should be free of messaging, advertising, and images except for discrete brand logos. At management discretion, hats may be worn. Specific attire may be dictated based on the employee's position, customer demands, product and/or safety requirements.

L. NO-RECORDING

We believe that unauthorized electronic recording inhibits open employee communication in the workplace; implicates employees' privacy interests; may expose the Village's proprietary and confidential information to unauthorized disclosure; and may increase legal liability. Accordingly, we have implemented this no-recording policy to address these issues.

You are prohibited from undertaking unauthorized or secret recording of images or conversations with another employee without that employee's full knowledge and consent, unless otherwise permitted in writing by the Village Manager. While some states permit audio recording by one party to a conversation, this Policy prohibits such recordings without the consent of all parties to the conversation, regardless of the location of each party. The use of web cameras or surveillance cameras is also prohibited, unless authorized in writing by Village Manager.

"Unauthorized" means any purpose not approved by the Village Manager. Violation of this Policy will subject an employee to discipline, up to and including termination.

"Recording" means the use of any device to capture images or voices, regardless of whether in person, by telephone or by other means, such as videoconferencing or screen shots.

This Policy applies to all the Village employees, independent contractors and visitors to Village worksites and properties.

Nothing in this Policy restricts the Village's ability to monitor employee communications except where prohibited by law. This Policy however does not restrict an employee's ability to document unsafe or hazardous conditions in the workplace

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M. SAFETY

Your safety, and that of those who work with you, is one of our greatest concerns. With an alert safety attitude, you can help eliminate painful and costly accidents. You can help by:

Keeping work areas and aisles clean and clear.

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Reporting hazards or unsafe conditions to your supervisor.

Smoking **ONLY** in designated areas.

Reporting all injuries, however minor, to your supervisor immediately.

Walking and not running in all buildings and worksites.

Never performing a job that you feel is unsafe. Report such situations to your supervisor immediately.

Always wearing appropriate and/or required safety gear and personal protective equipment for your position and the duties you currently are performing.

Your supervisor will inform you of any additional safety rules that apply to your particular job or work location.

N. PERSONNEL RECORDS

The Village of Hartland maintains confidential employee personnel files. These files contain documentation regarding all aspects of employment such as performance evaluations, benefit information, disciplinary actions, and letters of recommendation. Certain personnel records are, by law, not subject to inspection. Police Department personnel files are located in the Police Department. Personnel files and records are the property of the Village and shall be maintained confidentially in the Administrative office.

1. Review of Personnel File - An employee may request to review his/her personnel records. Such a review will be conducted in the presence of the Village Manager or his/her designee at a mutually convenient time. Employees are entitled to a copy of the personnel records. A reasonable charge may be assessed for copies of employee personnel records.
2. If, after inspecting his/her personnel records, the employee believes that certain material is irrelevant, inaccurate, or obsolete, he/she may submit a written request to the Village Manager to remove the material from the file. The Village Manager will either remove the material or inform the employee why the material should remain in the file. If the employee is not satisfied with the Village Manager's decision, the employee shall be permitted to place a written statement of disagreement in the file and he/she may pursue the matter further using the employee complaint process (see Part VII (J)).
3. All requests from sources other than the employee for personnel information concerning applications for employment, current employees, and former employees shall be directed to the Village Manager or his/her designee. He/she will release appropriate information in response to written requests as required by law.

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PART III. PAY PRACTICES

A. BASE WAGES

The Village will pay each employee his/her base wages as required by the applicable collective bargaining agreements, if any. Employees not covered by a collective bargaining agreement will receive compensation consistent with the Position Classification and Compensation Plan discussed in Part III(B), below.

B. POSITION CLASSIFICATION AND COMPENSATION PLAN

The Village Board has established a Position Classification and Compensation Plan which is intended to provide the following:

1. A framework for job classifications of a similar nature and level.
2. A methodology for compensating employees for meeting the requirements of the job.
3. Rates of compensation which compare reasonably with those of other employers and which will aid in the recruitment and retention of qualified personnel.
4. The Village Manager is responsible for administering this pay plan. The Village Manager may deviate from specific compensation levels within pay ranges at his/her discretion. The Village Manager may also, from time to time, recommend to the Village Board amendments to the pay plan when, in his/her judgment, the plan requires alteration. The Village Board retains the right to amend, modify, discontinue, or replace the Position Classification and Pay Plan.

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C. STARTING MINIMUM RATE

The starting minimum rate of pay for a position in the Pay Plan shall be paid upon hire. Starting rates of hire above the minimum rate may be paid at the discretion of the Department Manager and Village Manager.

PART III. PAY PRACTICES

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D. DEDUCTIONS

Each employee's pay will reflect all required deductions including Social Security, Medicare, and State and Federal income tax, Wisconsin Retirement System, Flexible Spending contributions, Vision insurance, union dues (where applicable) and any other possible employee contributions. Other compulsory deductions may include: major medical and hospitalization coverage, life insurance, deferred compensation plans, wage attachments and/or garnishments. Because of recordkeeping requirements, all changes in any employee's status or address must be reported to the Village Manager as soon as possible. Additionally, an employee's pay may reflect voluntary deductions authorized by the employee.

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E. PAY ADJUSTMENTS

Salary adjustments within an established range are not automatic but are dependent upon an employee's job performance. The Department Manager must obtain final approval from the Village Manager when seeking to adjust an employee's salary. An employee's salary may be adjusted annually during the employee's annual performance appraisal process.

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F. PAYROLL SCHEDULE

The Village operates on a biweekly payroll schedule with twenty-six payroll payments issued in a year (some years have 27 payrolls and will have no changes). Payroll payments are made by direct deposit and will not be issued early. For payroll purposes the work week begins on Saturday and ends on the following Friday.

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G. EFFECT OF DEMOTION

Employees who are demoted may be subject to a reduction in salary upon starting the new position. Employees who are demoted may, at the discretion of the Department Manager, be subject to the satisfactory completion of another 12-month orientation period and optional performance improvement plan.

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PART IV. HOURS OF WORK AND OVERTIME

A. EMPLOYEE WORKDAY

Due to the nature of Village Services, the normal workday and operating schedule varies considerably from department to department. The Village retains the right to restructure an employee's workday or work schedule for the purpose of promoting efficient operations. For Village purposes, a regular full-time work week consists of forty (40) hours and a regular part-time work week consists of at least twenty (20) or more hours a week.

Work breaks may be interrupted or precluded at the discretion of the employee's supervisor. A work break that is interrupted or precluded shall be resumed or provided later in the same workday if the workload permits. If the workload does not permit this, the employee will be fully compensated for the time worked. A lunch period must be at least 30 consecutive minutes completely relieved from work duties and allow an employee to leave the employer's premises, otherwise, it is compensable, and the Village will pay for the employee's lunch period.

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B. OVERTIME PROVISIONS

1. Authority of the Village - The Village has the right and responsibility to schedule overtime work as required. It is the nature of municipal services that emergencies and other conditions will exist which requires overtime by employees at unscheduled times as well. The various Village Departments will implement practices and policies to provide adequate work forces that will be available for unscheduled work including, but not limited to, the use of rotation schedules for availability during non-work hours (i.e., DPW Plow Rotation). Employees whose work requires response to emergencies or other unscheduled work are expected to respond when called for service.
2. The Village recognizes that employees may have personal obligations from time to time which prevent the ability to accept overtime assignments. However, personal obligations must be balanced with the obligation for service to the Village. Therefore, an employee may not consistently refuse overtime assignments. Consistent or improper refusal of overtime assignments will be grounds for disciplinary action.
3. Payment of Overtime - Payment of overtime for non-exempt employees will be made as follows:

All overtime will be paid at a rate of 1 and 1/2 times an employee's regular hourly rate of pay for all hours worked in excess of forty (40) hours in a work week. Only actual hours worked will be counted for the purpose of calculating overtime payments. Sick leave, absence due to disciplinary reasons, and any other compensated hours not worked will not be considered as hours worked for the

PART IV. HOURS OF WORK AND OVERTIME

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purpose of calculating scheduled overtime payments. Please remember you are not allowed to work overtime unless it has been authorized in advance by your supervisor. If you work unauthorized overtime, you will be subject to discipline, up to and including discharge.

4. Weekend Coverage – It is understood that certain functions of the Department of Public Works require regular scheduling of weekend duties including the scheduling of employees to remain on call. Employees will be assigned to work these weekend shifts in accordance with Department policy and those assigned to work the weekend shifts will be paid a lump sum of hours per weekend day or day for which they are required to undertake assigned duties. Hours paid for weekend duties shall be paid at the employee's overtime rate. Employees that consistently refuse weekend duty are subject to disciplinary action.
5. Recall to Duty – Any non-exempt employee called back for emergency work shall receive a minimum of two (2) hours of pay at the applicable overtime rate. The minimum two-hour payment does not apply to instances of emergency work that overlap with or otherwise cause the extension of a regular workday. Normal overtime provisions will apply in such instances.

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C. COMPENSATORY TIME

Overtime compensation for non-exempt employees may be made through the use of compensatory time upon the approval of a Department Supervisor. Compensatory time shall accrue at the same rate as overtime. No employee shall be allowed to accumulate more than forty (40) hours of compensatory time in their bank and no more than 80 hours total accumulation of compensatory time per year, which time may be carried over to a subsequent year. Use of compensatory time may be denied by the Department Manager. An employee who resigns or is terminated will receive payment for all unused compensatory time.

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D. EXEMPT EMPLOYEES

Employees will be informed of their initial employment classification and status as exempt or non-exempt upon beginning employment. Overtime compensation or payment for overtime is not allowed for those employees in exempt positions. Flex time may be allowed at the Village Manager's discretion for exempt employees.

PART IV. HOURS OF WORK AND OVERTIME

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E. SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES

In general, an exempt employee will receive his/her salary for any week in which he/she performs any work, regardless of the number of hours or day worked. However, under federal and state law, an exempt employee's salary is subject to certain deductions. For example, absent contrary state law requirements, an exempt employee's salary can be reduced for the following reasons:

Full-day absences for personal reasons.

Full-day absences for sickness or disability, if you have exhausted the paid sick leave available to you.

Intermittent absences, including partial-day absences, covered by the federal Family and Medical Leave Act, if you have exhausted your other paid leave.

Full-day disciplinary suspensions for infractions of Village written policies or procedures.

To offset amounts received as payment for jury and witness fees or military pay.

During the first or last week of employment in the event you work less than a full week.

Any workweek in which you perform no work for the Village.

Your salary also may be reduced for certain types of deductions, such as your portion of employee selected health, dental or life insurance premiums, state, federal or local taxes and social security.

In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons (which shall be memorialized in your employee record):

Partial-day absences for personal reasons (subject to the PTO policies in this Handbook), sickness (subject to the PTO policies in this Handbook), or disability.

Your absence on a holiday when the Village facility where you work is closed, or because the Village facility where you work is otherwise closed on a scheduled workday.

Absences for uncompensated jury duty, attendance as a witness, or military leave in any week in which you have performed any work.

Any other deductions prohibited by state or federal law.

If you believe you have been subjected to any improper deduction, you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received an acceptable reply), you should immediately contact the Village Manager.

Every reported improper deduction will be fully investigated and corrective action will be taken where appropriate, up to and including termination for any employee(s) who violates this Policy. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made. In addition, the Village will not allow any form of retaliation against individuals who report alleged violations of this Policy or who cooperate in the Village's

PART IV. HOURS OF WORK AND OVERTIME

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investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this Policy will result in disciplinary action, up to and including discharge.

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E. NO PYRAMIDING

Compensation shall not be paid, nor compensatory time allowed to be taken, more than once for the same hours of performed work under any provision of this section.

Relevant Links:

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PART V. EMPLOYEE BENEFITS

A. VILLAGE HOLIDAYS

The official Village holidays are designated as paid workdays for all regular full-time employees and the standard work week is shortened by eight (8) hours for each Holiday falling therein:

New Year's Day	Thanksgiving Day
Spring Holiday Friday Before Easter	Day after Thanksgiving*
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve
	*See V.A.4

1. Floating Holidays (Regular Full-Time Employees) - In addition to the official Village holidays listed above, all full-time, regular employees of the Village will receive two floating holidays in each calendar year. One floating holiday will be credited to all regular, full-time employees on January 1 of the year and the second floating holiday will be credited on July 1 of that same year. Both floating holidays must be used by the employee in the calendar year in which they are earned. While floating holidays can be used for any authorized purpose, the employee's use and scheduling of the floating holiday must be pre-approved by the employee's supervisor. Floating holidays may not be taken in increments of less than ½ hour.
2. Holidays (Regular Part-Time Employees) – Floating Holidays - All regular part-time employees of the Village will receive two (2) floating holidays in each calendar year based on the average shift worked. One floating holiday will be credited on January 1 of the year and the second floating holiday will be credited on July 1 of that same year. Both floating holidays must be used by the employee in the calendar year in which they are earned. Floating holidays may be used for any authorized purpose, but the use and scheduling must be pre-approved by the employee's supervisor. Floating holidays may not be taken in increments of less than ½ hour.
3. All non-exempt regular full-time employees who work on a holiday, as approved by or at the direction of the Department Manager, will be compensated at the rate of 1 and 1/2 times the employee's regular rate of pay for actual hours worked. This compensation is in addition to receiving the standard holiday pay as outlined above. Compensatory time may be elected for hours worked on official Village holidays, subject to the approval of the Department Manager. As additional compensation for performing unscheduled or emergency work on the fourth Thursday of November, December 24, or December 25, employees will be granted additional leave time equal to the actual hours worked, which leave time shall be used within 30 days of being earned.

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4. With the exception of the Library Holiday calendar, all regular part-time employees who work on a holiday, at the direction of the Department Manager, will be compensated at the rate of 1 and 1/2 times the employee's regular rate of pay. Compensatory time may be elected for hours worked on official Village holidays, subject to the approval of the Department Manager.
5. Holidays falling on Saturday and Sunday - Whenever a holiday falls on a Sunday, the following Monday will be considered the official Village holiday. When a holiday falls on a Saturday, the previous Friday shall be considered the official Village holiday. If there are any unique calendar circumstances that occur during a particular year, the Village Manager shall make the final determination as to when the Village offices will observe the holiday.
6. Any employee who desires to work on a holiday may get department head approval to work that holiday and bank the holiday for future use. Such banked holiday will be at the normal rate of pay.

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B. ANNUAL VACATION LEAVE:

1. Accrual - Regular, full-time employees who begin work on or before the 15th day of a month shall earn vacation leave for the entire first month of service. Employees who begin work after the 15th day of a month will not accrue vacation leave for that first month of service.
2. For regular full-time employees of the Village that were not subject to the terms of a collective bargaining agreement in 2013, the following vacation accrual schedule shall apply:

Years of Service	Annual Accrual (Actual)	Monthly Accrual (Approximate)
Less than 1 year	11 days	.92 days
More than 1 year and less than 7 years	14 days	1.17 days
More than 7 years and less than 14 years	21 days	1.75 days
More than 14 years	25 days	2.08 days

3. For regular full-time employees of the Village that were subject to the terms of a collective bargaining agreement in 2013, and effective for all regular full-time

PART V. EMPLOYEE BENEFITS

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employees of the Village hired after November 25, 2013 the following vacation accrual schedule shall apply:

Years of Service	Annual Accrual (Actual)	Monthly Accrual (Approximate)
Less than 1 year	5 days	.42 days
More than 1 year and less than 6 years	10 days	.83 days
More than 6 years and less than 14 years	15 days	1.25 days
More than 14 years and less than 20 years	20 days	1.67 days
More than 20 years	25 days	2.08 days

4. Vacation - Regular part-time employees will receive vacation benefits of (5) five days after 1 year and (10) ten days after 5 years of service and are paid according to their average weekly hours determined by the prior 6 months.
5. An employee accrues vacation days from the first day of his/her employment, subject to the provisions of Part V(B)(1), above. No vacation leave shall be taken until earned. With approval of the Village Manager or Department Head, an employee may use accrued vacation days during the first twelve (12) months of employment.
6. Use and scheduling of paid vacation leave must be pre-approved by the Department Manager. Approval for the requested vacation leave shall be determined by the Department Manager with due regard to the needs of the Village.
7. Vacation leave cannot be used in increments of less than one-half (1/2) hour for eligible employees, unless approved by the department head.
8. Holidays During Vacation - Holidays which occur during an employee's vacation leave shall be charged as a holiday and not as a vacation day.

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9. An employee who resigns with appropriate notice or is terminated for any reason will receive all earned, but unpaid, vacation pay, comp time, and earned floating holidays up to a maximum of 25 total days as provided for in Part V(C)(1).
10. Employees who, as of November 25, 2013, accrue vacation at a rate higher than the rate identified above will continue to accrue at their existing rate until such time as they move to the next level of accrual.

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C. USE OF VACATION LEAVE

Vacation leave is requested on a first-come, first-served basis and will generally be granted, dependent upon the needs of the Department. For the Department of Public Works, scheduling of vacation goes by seniority until February 1. After February 1, any Public Works staff may put any desired time on the time off calendar dependent on availability.

1. Accumulation – Except as noted below, a regular full-time employee may accumulate up to twenty-five (25) total days of vacation leave.
2. A regular part-time employee may carry over any unused vacation leave into the first quarter of the following year, with approval from the Department Manager.

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D. REFUSAL OR CANCELLATION OF VACATION LEAVE.

The Department Manager or designee may refuse to approve or cancel a vacation leave request if the time period requested presents a hardship for the Department.

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E. FULL-TIME EMPLOYEE INSURANCE AND RETIREMENT BENEFIT PACKAGE

The Village's insurance and retirement benefit package is available for all regular full-time employees. This package consists of health insurance, dental insurance, life insurance, income continuation insurance, optional vision insurance and optional life insurance coverage for the employee's dependents. The Village's benefit package also provides for participation in the Wisconsin Retirement System for participating employees meeting the requirements established by state law and the rules of the Department of Employee Trust Funds.

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Specifics of the current benefit package for all regular full-time employees include those identified in applicable collective bargaining agreements and/or as follows:

- Health Insurance – The Village currently offers health insurance coverage through the State of Wisconsin’s health insurance program. This Plan provides eligible employees with the opportunity to choose between a number of health insurance plans. The insurance plans offer a variety of different services and each eligible employee chooses the insurance plan which best suits his/her needs. The Village may leave and switch insurance plans at its discretion.

The Village will pay, at a maximum, what is required by state law.

- Dental Insurance – The Village currently offers dental insurance coverage through Delta Dental. This is a co-insurance dental plan available for the employee and his/her dependents. The Village pays 100% of the premium cost of this coverage for the employee and his/her dependents.
- Life Insurance – The Village provides life insurance coverage through the State of Wisconsin. This is term life insurance provided on the lives of all regular, full-time employees. The level of life insurance available is based upon an amount equal to the employee’s gross annual earnings rounded to the next highest thousand dollars of salary.

The Village pays 100% of the premium cost of this insurance for the employee. Employees are eligible the first of the month after a 30-day waiting period. Employees can purchase additional unit levels of insurance or spousal coverage as pay period deductions.

- Income Continuation – The Village has elected to participate in the Wisconsin Retirement System’s Income Continuation Insurance plan. Employees are eligible the 1st day of the month after a 30 day waiting period. Further benefit eligibility information about this program is available from the Village Manager.
- Retirement Contribution – The Village participates in the Wisconsin State Retirement System. As a participating employer, the Village pays the employer’s share of required contributions for each eligible employee. Eligibility is determined by state law and the rules of the Department of Employee Trust Funds and generally requires that an employee work two-thirds of full time (1,200 hours) if hired after July 1, 2011. Those hired before July 1, 2011 are expected to work at least one-third of full time (600 hours).

For more information and detailed literature on the Village’s insurance and retirement benefit package, please consult with the Village Manager. The Village reserves the right to modify or terminate any component of the full-time insurance benefit package, including contribution levels, with or without notice at any time. If there is any conflict between the Village’s description of benefits and the plan documents of the benefits, the plan documents will always control.

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F. PART-TIME EMPLOYEE INSURANCE AND RETIREMENT BENEFIT PACKAGE (available for employees who work at least 20 hours but less than 30 hours a week)

The Village's benefit package is available for regular part-time employees who work at least 20 hours but less than 30 hours a week. This package includes the opportunity to participate in the Village-sponsored health and life insurance plans as well as participation in the Wisconsin Retirement System for eligible employees meeting the requirements established by state law and the rules of the Department of Employee Trust Funds. Specifics regarding the insurance and retirement benefit package for all regular part-time employees include:

- Health Insurance – Regular part-time employees working at least two-thirds of full time (1,200 hours) if hired after July 1, 2011, or, for those hired before July 1, 2011, working at least one-third of full time (600 hours) are eligible for health insurance coverage through the State of Wisconsin's health insurance program. This Plan provides eligible employees with the opportunity to choose between a number of health insurance plans. The insurance plans offer a variety of different services and each eligible employee chooses the insurance plan which best suits his/her needs. The Village will pay, at a maximum, what is required by state law.
- Life Insurance – The Village provides life insurance coverage through the State of Wisconsin. This is term life insurance on the lives of all part-time employees. The level of life insurance is based upon an amount equal to the employee's gross annual earnings rounded to the next highest thousand dollars of salary.

The Village pays 100% of the premium cost of this insurance for the employee. Employees will not be eligible for the life insurance benefit until completion of the insurer's mandatory 30-day waiting period. Employees are eligible the first of the month following the 30-day waiting period.

- Income Continuation Plan – The Village has elected to participate in the Wisconsin Retirement System's Income Continuation Insurance plan. Employees are eligible the first of the month after a 30-day waiting period. Further benefit eligibility information about this program is available from the Village Manager.
- Retirement Contribution – The Village participates in the Wisconsin State Retirement System. As a participating employer, the Village pays the employer's share of required contributions for each eligible part-time employee. Eligibility is determined by state law and the rules of the Department of Employee Trust Funds and generally requires that an employee work two-thirds of full time (1,200 hours) if hired after July 1, 2011. Those hired before July 1, 2011, are expected to work at least one-third of full time (600 hours).

For more information and detailed literature on the Village's insurance and retirement benefit package, please consult with the Village Manager. The Village reserves the right to modify

PART V. EMPLOYEE BENEFITS

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or terminate any component of the benefit package, including contribution levels, with or without notice at any time. If there is any conflict between the Village's description of benefits and the plan documents of the benefits, the plan documents will always control.

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G. RETIREE BENEFITS

1. Pension Funds - Regular full-time and regular part-time employees who meet the eligibility requirements as established by state law and the rules of the Department of Employee Trust Funds are considered to be participants in the Wisconsin Retirement System. To receive pension benefits available under this program, employees should contact the Wisconsin Department of Employee Trust Funds for additional information. Forms must be submitted to the Village upon resignation or termination of employment. (See Part V(E) for more details on retirement benefits.)
2. Health Insurance Program - If eligible, a retired employee may continue to participate in the Village Health Insurance Program, as governed by the Wisconsin Department of Employee Trust Funds at his/her own expense. For detailed information, please contact the Village Manager. The Village reserves the right to modify or terminate any benefit program.

For full-time non-represented employees, the Village shall create a fund that shall be used only to pay health insurance premiums should a retired employee choose to utilize a Village-sponsored health insurance program or plan. Payment for such premium costs will continue until the fund is exhausted. The fund will be created at the time the employee retires from the Village and is created by taking the employee's daily rate of pay in effect at the time of retirement from the Village, times 50% of his/her accumulated sick leave days (not to exceed 150 days). The fund so created shall not earn any interest. Upon exhaustion of the post-retirement health insurance benefit fund, retired employees are responsible for continued health coverage at their sole expense. Retire, for the purposes of this benefit, shall mean that the employee is eligible for a retirement annuity from the Wisconsin Retirement System.

Post-retirement health insurance benefits for represented employees are subject to the terms of the applicable Collective Bargaining agreement.

If there is any conflict between the Village's description of benefits and the plan documents of the benefits, the plan documents will always control.

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Relevant Links:

- **State of Wisconsin, Department of Employee Trust Funds website for details regarding benefit programs;**
 - Group Health Insurance: <https://etf.wi.gov/health>
 - WRS: <https://etf.wi.gov/retirement>
 - General Information: <https://etf.wi.gov/benefits>

PART VI. LEAVES OF ABSENCE

A. SICK LEAVE

Sick leave shall be used for the purpose of providing an employee protection against loss of pay due to illness or injury. Except as provided herein, sick leave may not be converted into any other form of compensation. Sick leave shall not be considered a right which an employee may use at his/her discretion, but shall be allowed only in case of necessity and actual sickness, disability, or medical absence of the employee and his/her immediate family when the employee is required to provide care or supervision.

When an employee uses sick leave because of the reasons provided for in Section 6.A, the Village may require a doctor's certificate attesting to the illness or injury; attesting to the fact that the employee is fit to return to duty; and or verifying a serious health condition. The Village may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

1. Accumulation of Sick Leave – Regular, full-time employees are eligible to accumulate sick leave at the rate of one (1) eight- (8) hour day per month (12 days per year). Employees hired after the first of January shall be eligible for sick leave on a prorated basis, based on the number of months he/she is employed that calendar year. Sick leave may be accumulated from year to year to a total maximum accrual of 172 days.

Sick leave shall not be accumulated during any period an employee is laid off or on an unpaid leave of absence. Notwithstanding the provisions of paragraph VI.D below, sick leave benefits may be used only for the personal illness of an employee and his/her immediate family when the employee is required to provide care or supervision.

2. Notification - An employee anticipating the use of accrued sick leave shall report the reason for his/her absence from duty to his/her supervisor. During any period of illness or injury, an employee must provide communication to his/her supervisor notifying the supervisor of the condition of the employee at the supervisor's request.
3. Employees absent three (3) or more consecutive workdays during which sick leave is used, shall, upon request, furnish a physician's certificate when returning to work to substantiate the reason for the absence and to affirm the employee's ability to fully return to work.
4. Sick Leave Abuse - Employees who abuse sick leave benefits shall be subject to discipline by the Department Manager or Village Manager.

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5. Worker's Compensation - Sick leave or any compensated leave shall not be used for absence due to a work-related injury for which compensation is provided under the Worker's Compensation Act
6. In cases where Worker's Compensation is paid after an employee's accrued sick leave or other forms of compensated leave are used, that sick leave will be credited to the employee.
7. Insufficient Sick Leave - If an employee's illness or period of recovery exceeds the amount of accrued sick leave, the employee may use accrued vacation leave, compensatory leave, or with the approval of the Village Manager, be placed on a leave of absence without pay or family medical leave (FMLA).
8. Restricted Duty Assignments - Upon an employee's return from sick leave, the Village may assign the employee to light duty assignments as deemed appropriate by the Village.

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B. BEREAVEMENT LEAVE

In the event of death in the immediate family an employee shall be allowed up to a maximum of three (3) working days of paid Funeral Leave when approved by the Department Manager. The immediate family is defined as an employee's spouse, children, grandchildren, stepchildren, parents, stepparents, grandparents, brothers, sisters, and spouse's parents. Bereavement leave for brothers- or sisters-in-law, sons- or daughters-in-law shall be one (1) day. Additional leave may be granted if deemed acceptable by the Department Manager. These additional leave days will be deducted from the employee's accrued sick leave, compensatory leave, vacation leave, or shall be taken as leave without pay.

In the event of a death not in the employee's immediate family, leave will be deducted from the employee's accrued compensatory leave, vacation leave, or shall be taken as leave without pay.

Any part time employees shall be eligible for the Bereavement leave noted above as unpaid leave.

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C. OTHER LEAVES OF ABSENCE WITH PAY

1. Jury Duty – Full-time employees shall be granted a leave of absence, with pay, for required jury duty. Employees must submit a copy of their jury duty notice to their Department Manager immediately upon receipt.

Any employee who is summoned for jury duty shall remit his/her jury duty check to the Village Manager. The Village will pay the employee his/her normal salary for the period of jury duty service. If the employee is not called to serve on a jury

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on any given day and is released from the jury pool, he/she shall return to work for any non-jury duty days. Failure to do so shall result in forfeiture of regular pay for that day.

Part-time and Paid on Call employees will be granted an unpaid leave of absence for required jury duty service.

2. Official Training - Leave with pay may also be granted for the purpose of allowing a regular full-time or regular part-time employee to engage in official training courses or to participate in other official activities. Enrollment in any official training opportunities is subject to the approval of the employee's Department Manager.

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D. LEAVE OF ABSENCE WITHOUT PAY (FMLA)

The following is a guideline at the time of publishing. Village of Hartland will follow legal standards at the time of requested leave for Federal and State standards.

Family and medical leave taken may be covered by federal law, state law or both. When leave taken by employees under this Policy is governed by both federal and state law, the more generous provisions will control in the event of a conflict. However, when leaves are governed by state or federal law, but not both, the applicable law will control under this Policy. In this regard, you should note that certain leaves may be covered by both state and federal law for only a portion of the leave.

Eligibility Requirements – To be eligible for leave under federal law, you must have been employed by the Village for at least 12 months and must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave. To be eligible for leave under Wisconsin law, you must have been employed in Wisconsin for more than 52 consecutive weeks and have been paid for at least 1,000 hours in the 52 weeks immediately preceding the request for leave. The kind and amount of leave available to you under this Policy, as well as your rights during leave, depend on whether you meet the above requirements.

Types of Leave Available – Eligible employees are provided family and medical leave under the following circumstances:

1. For the birth of the eligible employee's child and to care for a newborn child.
2. For placement with the eligible employee of a child for adoption or foster care.
3. To care for an eligible employee's spouse, domestic partner, child, parent or parent-in-law (including the parent of a domestic partner) with a serious health condition.

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4. Because of a serious health condition that makes the eligible employee unable to perform any of the essential functions of the employee's job.
5. Because of a "qualifying exigency" arising out of the fact that the eligible employee's spouse, son, daughter or parent is a member of the Armed Forces, including the National Guard or Reserves, or a retired member of the Armed Forces on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.
6. For an eligible employee to care for his/her spouse, son, daughter, parent or next of kin who is a covered servicemember with a serious injury or illness.

Please see your Department Manager to determine whether your request for leave qualifies under one of the above categories.

Certification – If leave is requested due to your own serious health condition, the serious health condition of your spouse, domestic partner, child, parent or parent in-law (including the parent of a domestic partner), the serious illness or injury of a covered servicemember or for a qualifying exigency, the Village requires that the leave request be supported by certification issued by a health care provider or other specified third party. The Village's certification forms can be obtained from the Village Manager. Failure to provide the Village with timely, complete, and responsive certification within 15 days of the Village's request for certification may result in delay or denial of the leave.

If an employee provides the Village with incomplete or insufficient certification, the Village will provide written notice to the employee explaining the deficiency in the certification and will allow the employee at least seven days to cure the deficiency. If such deficiency is not cured, the Village may deny the employee's leave request.

The Village reserves the right to request re-certification or a second medical opinion, when necessary. In addition, the Village may contact the employee's health care provider to clarify and authenticate a medical certification, as permitted by law.

Definition of Serious Health Condition – In conjunction with the certification, the Village reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling you to family or medical leave under state or federal law.

Under federal law, a "serious health condition" means an illness, injury, impairment or physical or mental condition that involves one of the following:

- Inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility.

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- A period of incapacity of more than three consecutive full calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves:
 - In-person treatment two or more times by a health care provider related to the same condition under the following circumstances:
 - the first in-person treatment must occur within seven days of the first day of incapacity; and
 - the second in-person treatment must occur within 30 days of the first day of incapacity, unless extenuating circumstances exist.
 - In-person treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- Any period of incapacity due to pregnancy, or for prenatal care.
- A chronic condition that requires periodic visits for in-person treatment by a health care provider.
- A period of incapacity that is permanent or long term due to a condition for which treatment may not be effective.
- Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider.

Under Wisconsin law, a serious health condition is a disabling physical or mental illness or condition that involves inpatient care or outpatient care that requires continuing treatment of a health care provider.

Military Family Leave Entitlements If you are called to active military duty or you enlist in the uniformed services, you are eligible for an unpaid military leave of absence in accordance with state and federal law. Present your supervisor with a copy of your service papers as soon as you receive them. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice.

During your absence, your length of service accumulates, and your benefits will continue as required by applicable law. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

If you are required to attend yearly Reserves or National Guard duty, you may apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including

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travel). However, if you prefer, you may use your accrued PTO for this purpose. You should give your supervisor as much advance notice as possible so we can ensure proper coverage while you are away.

Please ask your supervisor for further information about your eligibility for Military Leave.

Federal law also provides a special leave entitlement for eligible employees to take up to 26 weeks of leave in a single 12-month period to care for their spouse, son, daughter, parent or next of kin who is a covered servicemember. A covered servicemember is a current member of the Regular Armed Forces, including the National Guard or Reserves, who has a serious illness or injury incurred or aggravated in the line of duty on active duty that may render the servicemember medically unfit to perform his/her duties for which the servicemember is undergoing treatment, recuperation or therapy, or is on outpatient status, or is on the temporary disability retired list. The term covered servicemember also includes a veteran who was a member of the Armed Forces, including the National Guard or Reserves, at any time during the five year period preceding his/her medical treatment, recuperation or therapy for a serious illness or injury incurred or aggravated in the line of duty on active duty.

Servicemember and qualifying exigency leave may run concurrently with other leave entitlements provided under federal, state, and local law. For details, contact the Village Manager.

Amount of Leave Available – Under federal law, eligible employees are entitled to a total of 12 workweeks of leave during a calendar year for any of the reasons stated in Section D, above. Except when leave is to care for a covered servicemember, an eligible employee may take up to 26 weeks of leave in a single 12-month period to care for the servicemember. Leave to care for a covered servicemember, when combined with other leave, may not exceed 26 weeks in a single 12-month period. The 12-month period utilized by the Village in applying this Policy is defined as the calendar year.

Under state law, eligible employees are entitled to:

1. a total of six weeks of leave for the birth of your biological child and/or the placement of a child with you for, or as a precondition to, adoption;
2. a total of two weeks of leave to care for a spouse, domestic partner, child, parent or parent-in-law (including the parent of a domestic partner) with a serious health condition; and
3. a total of two weeks of leave if you cannot perform your employment duties due to a serious health condition.

The Village will treat use of family or medical leave under this Policy as simultaneous use of state and federal leave entitlements whenever permitted by law.

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Manner In Which Leave Can Be Taken – Leave available under this Policy may be taken in full, and, under certain circumstances, may also be taken intermittently (e.g., one week at a time) or on a reduced leave schedule (e.g., consecutive hours at a time). See the Village Manager for details.

While on FMLA leave, employees may not work or otherwise provide services for another employer nor may employees engage in any for-profit enterprise themselves or on behalf of a family member.

Compensation During Leave – Generally, leave taken under this Policy is unpaid. However, you may, as allowed by law, use the following leaves provided by the Village, if available:

1. Vacation or personal leave, if available, for any family or medical leave;
2. Accrued paid sick leave (i.e., paid leave covering the particular circumstances for which the employee is seeking leave), if available, for birth, adoption or to care for a seriously ill family member; and
3. Accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the employee's own serious health condition.

However, you may not substitute paid sick leave or paid medical leave for federal FMLA leave taken under this Policy in any situation where the Village would not normally provide such paid leave. In addition, in order to receive paid leave, you must satisfy any procedural requirements (e.g., notice requirements) associated with the taking of such leave, unless waived by the Village or otherwise require by law. The procedural requirements for taking paid Village leave are outlined elsewhere in this Handbook.

For leaves governed by state law, you may elect to substitute paid leave, if available.

Continuation of Benefits – You will remain eligible for group health insurance benefits under the Village's group health plan during leave taken under this Policy under the same conditions as coverage would have been provided if you had been actively employed during the entire leave. However, you have the option of choosing not to retain such coverage during family or medical leave if you prefer.

During leave taken under this Policy, the Village will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. You are responsible for paying your portion of health insurance premiums regardless of whether your family and medical leave is paid or unpaid. It is your responsibility to arrange with Village Manager for making premium payments for group health insurance during leaves. Your failure to make premium payments may result in the loss of insurance benefits during the remainder of your leave.

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Your entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Village's Policy regarding provision of such benefits when an employee is on other forms of leave.

Accrual of Benefits – To the extent permitted by law, you will not continue to accrue seniority or any other employment benefit during leave taken under this Policy, except that such benefits shall accrue if you elect to use other leaves provided by the Village pursuant to the substitution provision above, and if such benefits would normally accrue during such leave.

Employment Restoration – Except to the extent required by law, when you return from family or medical leave, you will be returned to the same position you held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. This Policy does not entitle you to any right, benefit or position of employment other than those to which you would have been entitled had you not taken leave. The Village reserves all rights concerning restoration of employment or denial of same under state or federal law.

Required Advance Notice – Absent extenuating circumstances, you must provide the Village with a completed FMLA Request Form, available from the Village Manager before leave taken under this Policy is to begin. You will generally be expected to provide at least 30 days' advance notice for foreseeable leave (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for your own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption, you must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practicable due to uncertainty as to when leave will be required to begin, a change in circumstances, or medical emergency, notice must be given as soon as practicable.

Your notice of your need for leave must provide sufficient information for the Village to determine if your leave may qualify for FMLA protection and the anticipated timing and duration of leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

If you wish to take leave for a FMLA-qualifying reason for which you have already been approved for, you must provide the Village specific notice of your need for FMLA-qualifying leave. Simply calling in "sick" will not be sufficient.

When planning medical treatment, you should consult with the Village and make a reasonable effort to schedule the leave so as not to disrupt unduly the Village's operations, subject to the approval of your health care provider. You are ordinarily expected to consult with the Village in order to work out a treatment schedule that best suits your needs as well as the needs of the Village.

The Village's Responsibilities – The Village must inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice must specify any additional information

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required as well as the employees' rights and responsibilities. If they are not eligible, the Village must provide a reason for ineligibility.

The Village must inform employees if their leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement, if calculable. If the Village determines that the leave is not FMLA-protected, the Village will notify the employee.

It is unlawful for the Village to (1) interfere with, restrain or deny the exercise of any right provided under the FMLA, or (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA, or for involvement in any proceeding under or related to the FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private action against the Village. This Policy does not affect any federal or state law prohibiting discrimination nor does this Policy supersede any federal, state or local law or collective bargaining agreement that provides greater family or medical leave rights.

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E. ABSENCE WITHOUT LEAVE

An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized shall be deemed to be an absence without leave. Any such absence shall be without pay and may be a subject for disciplinary action including termination. Any employee who is absent without notice of leave shall be deemed to have resigned.

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F. DISABILITY LEAVE

Employees who are eligible for disability leave shall be compensated according to the rules of the Wisconsin Retirement Fund. The Village will continue to pay the Village share for insurance (health, dental, life) for a maximum period of three (3) months during disability leave, providing that the employee has exhausted all accrued leaves prior to disability leave. Disability leave shall run concurrently with Wisconsin and federal FMLA leave.

Employees on disability leave for longer than three (3) months who wish to be covered under Village insurance, must pay the full cost of the insurance premiums during the rest of the disability leave for a maximum of thirty (30) months. Employees on permanent disability, who are eligible for Medicare, may only retain Village insurance at the employee's full cost for a maximum of thirty (30) months.

Employees on disability leave shall not accrue vacation and sick leave while on such leave.

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G. MILITARY LEAVE

Any employee may take an unpaid military leave pursuant to the provisions of state and/or federal law. The employee may return to the same or a comparable position upon release from military duty according to federal and state laws.

Relevant Links:

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A. EMPLOYEE CONDUCT

All employees are expected to conduct themselves in a manner which is conducive to the efficient operation of the Village. Any group of people working together must abide by certain rules of conduct. This is essential if everyone is to work together efficiently.

To ensure safety and security and provide the best possible work environment, the Village observes certain specific rules of conduct. Violations of these rules may lead to disciplinary action, up to and including discharge. It is not possible to list all forms of behavior that are considered unacceptable in the workplace; however, examples include, but are not limited to:

1. Reporting to work punctually as scheduled and being at the workstation, ready for work, at the assigned time.
2. Notifying the supervisor, via phone and not text or email, when the employee will be absent from work or is unable to report for work on time.
3. Complying with all Village safety regulations.
4. Wearing clothes appropriate for the work being performed.
5. Performing assigned tasks efficiently.
6. Eating meals only during meal periods and only in designated areas, which does not preclude the consumption of food in one's workplace/work area provided the employee is actively attending to work responsibilities.
7. Maintaining workplace and work area cleanliness and orderliness.
8. Treating all persons in a courteous and respectful manner at all times.
9. Refraining from behavior or conduct deemed offensive or undesirable or which is subject to disciplinary action.

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B. MISCONDUCT

The following misconduct is prohibited and will subject the individual involved to disciplinary action up to and including termination. Unless otherwise prohibited by law, the Village reserves the right to take disciplinary action up to and including termination in any appropriate circumstance arising or occurring, both on and off the clock. The following examples are illustrative of the type of intolerable misconduct that is prohibited, but this list is not all-inclusive:

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1. The use and/or storage of alcoholic beverages or illegal controlled substances on Village property except where property is licensed to serve alcoholic beverages and/or if storage of such items in a pre-determined Police Department inventory storage facility is necessary for evidentiary purposes. (See Appendix C - Drug Free Workplace Policy.)
2. Reporting for work impaired by alcoholic beverages or legal controlled substances or under the influence of illegal controlled substances or the use of alcoholic beverages or illegal controlled substances during work hours. (See Appendix C - Drug Free Workplace Policy.)
3. Failure of a public safety employee to notify the employee's supervisor before performing work related duties that the employee is taking any legally prescribed medication, therapeutic drug, or non-prescription drug that may cause adverse effects (see VIII E), which is a direct threat under the Americans with Disabilities Act.
4. The use of profanity or abusive language.
5. The unauthorized possession of firearms or other weapons.
6. The refusal by an employee to follow a supervisor's instruction concerning a job-related matter (insubordination).
7. Assault on a fellow employee or customer or other member of the public.
8. Misuse of Village property or of another individual's private property.
9. Gambling on Village property.
10. Falsifying any Village record or report such as an application of employment, a production record, a time record, or any other employment, personnel, or Village record.
11. Incompetence or inefficiency in the performance of duties.
12. Conviction of a criminal offense which involves moral turpitude or relates to the performance of an employee's duties.
13. Inducing or attempting to induce an officer or employee of the Village to commit an unlawful act or to act in violation of any lawful regulation or order.
14. Taking any fee, reward, gift, gratuity, or other form of remuneration in addition to regular Village compensation from any source for the performance of duties in the capacity of an employee of the Village. (See Appendix D, "Code of Ethics Policy" for the Village of Hartland).

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15. Engaging in conduct which brings discredit on the Village or its services.
16. Dishonesty in the performance of the employee's duties.
17. Improper political activities during work hours. (See Section 7.H)
18. Abuse of sick leave or other compensated absences; any unauthorized absence without leave.
19. Consistent refusal to work overtime.
20. Verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.
21. Failure to adhere to the rules of conduct for the employee's position and as stated in this Handbook.

The Village will address violations of these rules of conduct and any other violations of Village policy on an individual basis. Pursuant to the Village's at-will employment policy, the Village reserves the right to impose whatever form of discipline it chooses, or none at all, in a particular instance. Disciplinary action may include, but is not limited to, oral or written warnings, suspension, demotion, or involuntary termination. Nothing in this Handbook should be construed as a promise of specific treatment in a given situation.

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C. SEXUAL AND OTHER HARASSMENT, DISCRIMINATION AND RETALIATION POLICY

PURPOSE

A fundamental policy of the Village of Hartland is that the workplace is for performing high quality work and to serve the interests of the Village and the public. Based on a commitment to maintaining a workplace anchored on respect, collaboration, safety, civility and equality that encourages and fosters appropriate conduct, employees and officeholders must provide a workplace free from unease about matters that do not relate to Village business and where employees and other persons as described herein behave courteously and professionally at all times. An atmosphere of tension resulting from conduct not related to work—including animosity caused by ethnic, racial, sexual, or religious remarks, unwelcome sexual advances, requests for sexual favors, or similar harassing or discriminating conduct—does not belong in the workplace.

The Village of Hartland is committed to providing a professional work environment free from harassment, discrimination, or retaliation. This means that the Village will not tolerate any form of harassment, discrimination, or retaliation directed at an employee or applicant for employment

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because of his or her sex (including sexual orientation, gender identity, transgender status and pregnancy), race, color, national origin, age, ancestry, disability/handicap, religion, creed, genetic information or history, marital status, participation in the military reserve and veteran status, arrest and conviction record, or any other legally protected attribute.

The purpose of this policy is to provide procedures for reporting, investigating and resolving complaints of harassment, discrimination and retaliation. The Village prohibits harassment, discrimination of others based on one's protected status or retaliation and considers such behaviors to be forms of serious misconduct calling for direct and immediate action to alter such behavior(s) and to remedy confirmed instances through discipline up to and including removal or termination and other prompt and appropriate remedial response designed to end the prohibited behavior. The Village wants employees, applicants for employment and others to report prohibited behavior(s) and to cooperate in the Village's efforts to eliminate such behavior(s) from the workplace.

This policy is applicable to all employees, applicants and officeholders of the Village of Hartland and it governs the Village's expectations involving harassment, discrimination or retaliation based on a protected status. Any unwelcome conduct that originates from a non-employee will be investigated in accordance with this policy.

UNDERSTANDING Harassment, Including Sexual Harassment, Discrimination and RETALIATION

Discrimination means treatment of a person in an illegal, unjust or prejudicial manner based on protected status under the law where no reasonable distinction can be found between individual(s) favored and individual(s) not favored.

Retaliation means to discriminate, harass, take tangible employment action against or otherwise punish or take adverse action against an employee because the employee participated in an employment harassment, discrimination or retaliation proceeding (such as reporting a confirmed violation of this policy or was involved in an investigation or lawsuit relating to this policy), or because the employee filed a charge of unlawful discrimination, harassment or retaliation.

Prohibited Harassment, Includes Sexual Harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal or physical conduct of a sexual nature. This includes any situation where an employee is treated differently than other employee(s) after refusing an offer of sexual relations or participation in harassing behavior.

Other forms of harassment or discrimination include, but are not limited to, persistent conduct or actions that is offensive.

Harassment can happen regardless of the individuals' gender, gender identity, or sexual orientation. It can occur between same-sex individuals as well as between opposite-sex individuals and where the offending party possesses the same or similar protected status as the victim.

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Excuses provided by an offending party should be taken into consideration on a case-by-case basis but will not necessarily preclude the imposition of discipline. Being under the influence of alcohol or other substances will not be accepted as an excuse for violating this policy.

This policy applies to conduct at work and at work-related social events, office parties, off-site work-related activities and other situations where the work environment is affected by such prohibited behavior(s).

RESPONSIBILITIES

Responsibilities of those covered by this Policy

Each person covered by this policy is responsible for assisting in the prevention of harassment, discrimination and retaliation by:

- Refraining from conduct prohibited by this policy, including the participation in or encouragement of actions that could reasonably be perceived as harassment, discrimination or retaliation based on a protected status;
- Behaving courteously and professionally toward others at all times;
- Reading this policy and fully understanding and complying with its requirements;
- *Immediately* and fully reporting acts of harassment, discrimination or retaliation or other prohibited conduct through the reporting procedure identified in this policy; and
- Encouraging any person who observes prohibited behavior, or who confides that he or she is being harassed, retaliated or discriminated against to report such conduct.

Employees are expected to cooperate fully in any investigation, whether or not they are directly involved in the incident. Employees shall not take any action that would discourage another person from reporting prohibited conduct or cooperating in an investigation of alleged prohibited conduct.

Responsibilities of Supervisors

Each employee that is responsible for the supervision of other employees shall be responsible for preventing prohibited activities as described previously by carrying out the above-mentioned responsibilities and by:

- Monitoring the work environment for signs of harassment, discrimination, retaliation and other prohibited conduct;
- Informing employees about the types of prohibited behavior and the procedures for reporting and resolving complaints of harassment, discrimination and retaliation;

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- Taking immediate action to prevent retaliation toward a complaining party or witnesses and to eliminate a hostile work environment where there has been a complaint of harassment, discrimination or retaliation pending the investigation.

Each supervisor has the responsibility to assist any employee who comes to that supervisor with a complaint of harassment, discrimination or retaliation by documenting and reporting the complaint in accordance with this policy.

PROCEDURES

- A. Any employee experiencing harassment, discrimination or retaliation is encouraged, but not required, to inform the person engaged in such behavior that his or her actions, which should be described with specificity, are unwelcome and offensive and that the person should stop such behavior. This initial contact can be either verbal or in writing. The employee should document all incidents in order to provide the fullest basis for investigation if needed.
- B. Any employee who believes that he or she is being harassed, discriminated or retaliated against may report the incident as soon as possible to one's supervisor, one's Department Head, the Village Manager or any supervisor with whom the employee is comfortable. Any incident involving the Village Manager may be reported to the Village President or the Chief of Police.
- C. Upon receiving a report of a complaint under this policy, the individual that receives the report shall discuss the report with the Village Manager in accordance with paragraph 2-92 (3) of the Village Code, unless the report is related to the conduct of the Village Manager. Upon receipt of a report, the Village Manager will determine the appropriate course of action to promptly address the complaint.
- D. A report regarding the conduct of the Village Manager shall be forwarded to the Village President, who, in conjunction with the Village Board, may initiate an investigation of the complaint
- E. Cost related to investigations under this policy will be borne by the Village.
- F. If an investigation is conducted, it will include meetings with the victim and other persons having information and documentation of the specific conduct complained of, facts surrounding the incident complained of, the persons performing or participating in the conduct, any witnesses to the incident, the dates on which the incidents occurred and other factual information. The investigator will immediately notify the Manager, or Board President where applicable, if the complaint contains allegations that may rise to the level of criminal activity, such as battery, sexual assault or threats. The confidentiality of the investigation will be maintained throughout the investigatory process to the maximum extent practical and appropriate under the circumstances.

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- G. Upon receipt of the report conducted under paragraph F, the Village through the Village Board, Village Manager and/or employee's supervisor will take prompt action designed to end any prohibited behavior/comments, up to and including removal or termination in accordance with the Village policies related to Penalties and Separations as described in Part VIII of this Handbook. Other responsive action may include, for example, training, referral to counseling, or reassignment. If the Village does not employ the person engaging in the prohibited comments / conduct, then that individual will be informed of the Village's policy and attainable corrective action will be pursued.

Further, the Village will address any adverse employment action an employee experienced due to conduct of others prohibited by this policy. In all cases where a policy violation is found, the Village Manager shall make follow-up inquiries to be reasonably satisfied that the prohibited conduct/comments have ceased. If further prohibited comments/conduct occurs, then the employee should promptly utilize the reporting process identified above.

- H. In the case of a complaint against a non-employee officeholder, the Village Board may take any action available to it designed to end the inappropriate behavior up to and including removal of the officeholder as provided for in Wisconsin Statutes § 17.13 or under any other applicable provision of Wisconsin law. Notwithstanding any action by the Village Board, other remedies under Wisconsin law may be available to electors of the Village as well.

RETALIATION

Retaliation against any employee for opposing prohibited comments/conduct, or for reporting the comments/conduct, assisting, testifying or participating in the investigation of such a complaint, is prohibited.

This policy does not protect employees from being disciplined for filing frivolous or fraudulent complaints, or for untruthfulness, misleading behavior or lack of candor, nor does it protect employees from personal sanctions stemming from defamation suits.

TRAINING

The Village will endeavor to provide periodic and refresher training concerning the nature of harassment, discrimination and retaliation in the workplace and prohibitions on such actions defined in this policy. Any employee who has any questions or concerns about this policy should talk with his or her supervisor or the Village Manager, Chief of Police or Village President.

OUTSIDE AGENCIES

Employees also have the ability to promptly report any violations of law, including sexual assault, battery or other harm to appropriate criminal law enforcement authorities. Employees may also report their harassment, discrimination or retaliation claims to both State and Federal Agencies.

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Those contacts are as follows: The Equal Rights Division, Department of Workforce Development, 201 East Washington Avenue, P.O. Box 8928, Madison, WI 53708, Telephone: (608)266-6860; and the U.S. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 500, Milwaukee, WI 53203, Telephone: (414)622-3680.

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D. WORKPLACE VIOLENCE PREVENTION

The Village of Hartland prohibits any behavior that could be construed as threatening, aggressive, confrontational, or violent. In accordance with Village Ordinance 66-3 the following provisions shall apply to the possession or control of a weapon. No person may place, possess, carry or transport a weapon, as defined by Wis. Stats. § 175.60(j), whether concealed or otherwise, in any municipal building, including but not limited to all areas within the village hall, the public library, the department of public works and the fire department building, unless such person qualifies as a law enforcement officer under Wis. Stats. § 165.85(2)(c). In addition, no person may place, possess, carry or transport a firearm, bow or crossbow in or on a vehicle, unless the firearm is a handgun or unless the bow or crossbow is unstrung or is enclosed in a carrying case, or the person is specifically permitted to carry or transport such an item by Wisconsin Statutes to include the exceptions outlined under Wis. Stats. § 167.31(4). The Village of Hartland reserves the right to require any employee, upon request, to submit to a search of personal effects to assure compliance.

Employees shall immediately call 911 and then warn the Village Manager of any potentially dangerous or suspicious workplace activity, situations or incidents that they either observe or are aware of that involve other employees, volunteers, visitors or outsiders who appear threatening. The Village Manager shall conduct a confidential investigation of all reports of violence. Employees who confront or encounter an armed, violent or dangerous person should not attempt to challenge or disarm the individual, unless absolutely necessary.

Any employee who violates this policy shall be subject to disciplinary action, up to and including discharge. Violations of this policy by employees, visitors, volunteers or outsiders shall be reported to the Hartland Police Department immediately. Such individuals may be prosecuted to the maximum extent of the law. Employees will not be retaliated against for making good faith reports under this policy.

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E. ALCOHOL & DRUG FREE WORKPLACE

It is the intent of the Village to provide a drug free, healthy and safe environment for its employees. The Village recognizes that the use of alcohol and/or drugs in the workplace can threaten the safety of the work environment and interfere with the operation of the organization. The manufacture, distribution, dispensation, sale, possession or use of alcohol or controlled substances is prohibited in the workplace and/or while conducting Village business away from the workplace.

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It is the Village's policy to provide its employees with a safe and productive environment. The Village is particularly concerned that substance abuse can seriously affect workers' health, job performance, productivity and safety. Accordingly, it is the Village's policy to create and maintain a drug-free workplace. All employees are prohibited from manufacturing, distributing, dispensing, possessing, using illegal drugs, or a prescription medication in a manner that fits within the phrase "illegal drugs" in the next two sentences, on Village premises or having such substances in their system, while engaged in Village business, or while on or using Village property. "Illegal drugs" means all drugs whose use or possession is regulated or prohibited by federal, state or local law. This includes prescription medication used in a manner inconsistent with the prescription or for which the individual does not have a proper prescription. Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work. Any violation of this Policy will subject the employee to appropriate discipline, up to and including immediate discharge.

In addition, employees cannot consume alcohol on Village property, unless such use complies with the provisions of the Village's stand-alone Alcohol Policy, and only after such employees' work day is complete. In such cases, consumption must be reasonable and responsible and does not excuse noncompliance with any other Village policies. Other use of alcohol during working hours or reporting to work under the influence of alcohol is strictly prohibited and may result in discipline, up to and including discharge.

This Policy does not prohibit the possession or proper use of lawfully prescribed drugs taken in accordance with a prescription; however, the policy does prohibit the misuse of prescribed medication. Employees' drug use may affect their job performance (*e.g.*, by causing dizziness or drowsiness.) It is the employee's responsibility to determine from their physician whether a prescribed drug may impair safe job performance and to notify the Village Manager of any job restrictions that should be observed as a result; the Village Manager will determine any limitations on your duties with your supervisor, and you will be expected to follow those limitations. Any violation of this Policy will subject employees to appropriate discipline, up to and including immediate discharge, unless otherwise prohibited by law.

Employees are encouraged to seek voluntary treatment for alcohol and/or substance abuse. Participating in a treatment program, however, does not excuse or limit the employee's obligations to meet performance standards established for all employees and/or to comply with this Policy nor will it negate discipline already imposed.

Any employee of the Village who has a criminal drug charge pending and/or entry of conviction shall notify the Village Manager and the department head of a charge or conviction no later than five (5) days after the date of being charged or convicted.

Violation of this policy shall result in disciplinary action, up to and including termination of employment and/or criminal prosecution.

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F. PUBLIC RELATIONS

It is vital that employees of the Village treat citizens in a courteous and respectful manner at all times. Employees should always remember that the citizen comes first, and they are entitled to the same thoughtful treatment that the employees would like to receive. Citizens should not be treated in a condescending or impolite manner and should never be kept waiting an unreasonable amount of time.

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G. MEDIA RELATIONS

The Village believes in cooperating with the media (radio, television, and newspapers) whenever possible. Department Managers or their designees are instructed to be the spokesperson for their respective Departments, giving the media information and aid that the Department Managers feel is appropriate. Employees shall refrain from discussing in a public forum, or for publication, matters pertaining to Village procedures or policies without prior approval of the Department Manager.

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H. POLITICAL ACTIVITY

The Village does not prohibit employees from exercising their political rights to engage in political activities, including the right to petition, make speeches, campaign door-to-door, and to run for public office, providing the employee does not engage in these activities while on duty or at work and does not use their positions within the Village to coerce or influence others. An example of prohibited activities would be the wearing campaign buttons while at the work place.

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I. CONFLICTS OF INTEREST

As a general rule, public employment requires a higher standard of conduct than does private employment. Potential conflicts of interest must always be considered, and situations which create an actual conflict of loyalty or interest or even the appearance of such a conflict must be scrupulously avoided. Village employees are regulated by the Village Board's Code of Ethics Resolution. (Copy attached as Appendix D).

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J. EMPLOYEE COMPLAINTS

The Village will attempt to promptly and fairly handle personnel complaints. Employees who feel that they have a legitimate concern regarding any aspect of employment, that is not related to workplace safety or discipline (including termination) matters, with the Village should discuss the matter with his/her Department Manager. If any employee feels that his/her Department Manager has not satisfactorily resolved the issue, he/she may contact the Village Manager. The Village Manager's decision shall be final.

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K. CONFIDENTIALITY

All information concerning our Village residents is confidential. Confidentiality is critical and must be upheld. It is the policy of the Village that employees are prohibited from disseminating Village information to anyone other than other Village employees with a need to know unless there is a legal open records request. Employees who violate the confidentiality policy may be disciplined, up to and including discharge.

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L. SMOKING, TOBACCO, AND E-CIGARETTE FREE ENVIRONMENT

The Village provides a smoke, tobacco, and e-cigarette free environment for its employees. Smoking, vaping, and smokeless tobacco are prohibited on Village premises including Village vehicles and private offices. Employees who violate this Policy are subject to disciplinary action, up to and including discharge. Nothing in this Policy is intended to prohibit employees from engaging in lawful activities away from the Village's premises during non-working hours.

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M. GRIEVANCE POLICY AND PROCEDURE

1. **Purpose.** The purpose of this procedure is to provide an orderly method for resolving grievances under the terms of the Employee Handbook. A determined effort will be made to settle any grievances at the lowest possible level in the grievance procedure.
2. **Grievance.** A "grievance" is defined as a disagreement over (1) an issue involving workplace safety; or (2) the imposition of discipline, including discharge. Only one subject may be covered in any one grievance.
 - A. For purposes of this procedure, "workplace safety" shall be narrowly construed and is not intended to include basic conditions of employment

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unrelated to an employee's physical health and safety. "Workplace safety" means the conditions of employment related to an employee's physical health and safety, as long as such conditions are not enforceable under federal or state law, related only to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.

- B. For purposes of this procedure, "discipline" requires adverse employment action and does *not* include action such as verbal notices, coaching, or reminders; performance evaluations or reviews; verbal warnings; verbal reprimands; documentation of employee acts and/or omissions placed in a personnel file; non-disciplinary wage, salary, or benefit adjustments; oral or written notices of deficiency; improvement plans; paid administrative leave or suspensions from work with pay; voluntary quit; job abandonment through failure to report to work; termination due to lack of qualification or license; layoffs, decreases in work assignment, or any other workforce reduction; job transfer or reassignment; or termination upon conclusion of a temporary position. The purpose of action, such as verbal notices, coaching, or reminders, is to alert the employee that failure to correct the behavior may or will result in disciplinary action in the future.

C. **Procedure Guidelines and Definitions.**

- The grievance must be filed by the affected employee(s) (i.e., one employee may not file on behalf of another).
 - The individual(s) filing the grievance must propose a specific remedy.
 - The issue and proposed remedy must be under the reasonable control of the employer.
 - The form(s) attached to this policy must be utilized to initiate the grievance and/or appeal to the next level. (See appendix A&B)
 - The term "employee" within this policy shall not include employees subject to a valid collective bargaining agreement addressing employee discipline or termination, statutorily appointed individuals identified specifically in a statute as serving at the pleasure of an appointing authority, elected officials, and independent contractors.
3. **Representation.** At its own expense, a party may be represented during any step of the grievance procedure by a representative of his/her own choosing except that one employee may not file a grievance on behalf of another.
4. **Time Limitations and Waiver.** Grievances must be submitted and appealed in compliance with all timelines specified in this procedure. The failure to comply with any of the timelines specified in this procedure will constitute a waiver of the grievance. Consequently, the failure of an employee to timely submit or advance a

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grievance will result in the dismissal of the grievance. Failure of the Village to timely respond to the grievance will constitute a denial and automatically advance the grievance to the next step.

- A. **Extensions.** The Village may unilaterally waive or extend the timelines specified in this procedure. An aggrieved employee will be notified in the case of an extension.
 - B. **Counting of Days.** “Days” used in this policy and procedure means calendar days, excluding holidays, as defined in the Handbook. In computing any period of time prescribed or allowed by this procedure, the date of the act or event from which the designated period of time begins to run is not included. The last day of the period will be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which case the period runs until the end of the next day that is not a Saturday, a Sunday, or a legal holiday.
 - C. **Filing and Postmark.** The filing or service of any notice or document will be timely if it is personally served or if it bears a postmark of the United States Postal Service within the time period. The filing or service of any notice or document will also be timely if it is filed or served by electronic mail that is properly addressed and fully transmitted and received within the time period.
5. **Grievance Process.** An aggrieved Employee must process a grievance in the following manner and sequence:
- Step-1: Informal Resolution.** The aggrieved employee must first discuss the grievance at a meeting with the employee’s immediate supervisor or designee. The employee must advise that the meeting is for the purpose of discussing a grievance. Such discussions must take place within five (5) calendar days after the event giving rise to the grievance or the date the employee first became aware or should have become aware of the factual situation creating the grievance. The employer places emphasis on conciliation and/or mediation of workplace safety-related questions or concerns. All safety issues must be reported.
- Step-2: Written Grievance.** If the grievance is not resolved within ten (10) calendar days after the meeting at Step-1 above, the grievant may advance the grievance by reducing it to writing and presenting it to the Village’s Manager or designee within fifteen (15) calendar days after the meeting held at Step-1. The written grievance must be submitted on the form attached to this policy and must be signed and dated by the employee. The Village Manager may schedule a meeting to review the matter within ten (10) calendar days of receiving the written grievance. The Village Manager or a designee will provide a written answer to the employee within ten (10) calendar days after the grievance was presented in writing or after the meeting, whichever is later.

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Step-3: Appeal to Impartial Hearing Officer. The written decision of the Village Manager shall be final unless the grievant appeals the Step -2 decision to an impartial hearing officer (“IHO”) by submitting a written appeal grievance to the Village Clerk or designee within ten (10) calendar days after receipt of the decision at Step-2.

An IHO is defined as a person who is not employed by the Village, does not have a direct interest in the grievance, and is qualified by knowledge, training, or experience to hear the grievance. The Village Board shall appoint and pay for the hearing officer. The hearing shall be conducted as soon as practicable and may or may not be transcribed, subject to the IHO’s discretion. Witnesses may also present information but only in person and written documents may also be submitted, subject to the IHO’s discretion. The IHO may request oral or written closing arguments and replies. The IHO shall provide a written decision.

If the grievance is related to workplace safety, the question before the hearing officer shall be whether the employer’s response to the safety issue is reasonable and not arbitrary or capricious. If the grievance is related to discipline or termination, the IHO shall address the following questions in his/her decision:

- (i) In disciplining or terminating the employee, did the Village follow its policies;
- (ii) Is there a factual basis for the disciplinary or termination action taken by the Village; and
- (iii) Was the disciplinary or termination action taken by the Village arbitrary or capricious?

In all cases the grievant shall have the burden of proof to support the grievance.

Within ten (10) calendar days after receiving the IHO’s findings, conclusions, and recommendation, the aggrieved employee must give the Village Board written notice of acceptance or rejection of the IHO’s findings, conclusions, and recommendation. If the employee accepts the findings, conclusions, and recommendation, or if the employee does not provide timely notice of rejection, the employee will be deemed to have acquiesced to the findings, conclusions, and recommendation of the IHO, in which case the employee may not pursue the grievance further in any forum.

Step-4: Appeal to Board. The decision of the IHO shall be final unless either the Village Manager or the employee files with the Village Clerk a request for the decision to be reviewed by the Village Board no later than five (5) days of the date of the IHO’s decision. The Village Board may, on its own initiative, review the decision of the hearing officer.

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The Village Board shall review the matter as soon as practicable. The Village Board shall examine any records produced at the hearing before the IHO and determine whether a rational basis exists for the written decision. The Village Board shall not conduct a de novo hearing but may, in its discretion, review any records from the hearing before the IHO, including but not limited to the exhibits received by the IHO. In addition, as it sees fit, the Village Board may conduct its review based entirely on the paper record created before the IHO and without receiving any new testimony or other evidence. A simple majority vote of the Village Board membership shall decide the appeal, which shall be final and not subject to further review. The Village Board's written decision must state whether the decision of the IHO is approved, reversed, or modified.

6. **Limitations.**

- A grievance that is subject to the jurisdiction of a governmental body or specific procedure by other Wisconsin Statutes shall be governed by those statutes and not the Grievance Procedure.
- A grievance that is subject to any other Policy or Ordinance for formal or informal investigation or dispute resolution procedures may not be brought forth under this Policy.
- Grievance meetings/hearings held during the employee's off-duty work hours will not be compensated.

Relevant Links:

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PART VIII. PENALTIES AND SEPARATIONS

A. DISCIPLINARY ACTION

It is the policy of the Village that any regular full or part-time employee, except any employee under the jurisdiction of the Hartland Police and Fire Commission and the Library Board, who violates any of the Village's standards of job performance and behavior may be subject to progressive disciplinary action, as set forth below, as a means of encouraging proper employee behavior and job performance. The provisions of this section are applicable to all employees listed above but are understood to be modified as applicable for employees subject to the rules and regulations of the Police and Fire Commission. The Village retains the discretion in situations involving major offenses or serious misconduct to bypass the steps of the progressive disciplinary procedure. (See Part VIII(A)(3)(C), below.)

1. On the occasion of the first incident, the Department Manager/Village Manager may take the following action:
 - A. Meet with the employee to discuss the matter.
 - B. Inform the employee of the nature of the problem and the action necessary to correct it.
 - C. Prepare a memorandum for the Department Manager/Village Manager's records indicating that the meeting has taken place and verifying the result of the meeting. A copy will be placed in the employee's personnel file.
2. Should a second incident occur, the Department Manager/Village Manager may hold a second meeting with the employee at which time the following action may be taken:
 - A. Issue a written reprimand to the employee.
 - B. Warn the employee that a third incident will result in severe disciplinary action.
 - C. Prepare and forward to the Village Manager a written report describing the first and second incidents and summarizing the action taken during this meeting with the employee. A copy will be placed in the employee's personnel file.
3. Should additional incidents occur in situations involving a major offense or serious misconduct, the Department Manager/Village Manager may proceed as follows:
 - A. Place the employee on Administrative Leave with pay prior to the conduct of an informal, pre-disciplinary hearing by the Village Manager or his/her designee.

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- B. Recommend demotion, suspension, or termination of the employee and forward to the Village Manager a written report describing the violations, indicating the timing between the violations, and summarizing the action taken or recommended and the justifications.
 - C. The Village Manager or his/her designee will conduct an informal, pre-discipline hearing on a date determined by the Village Manager to provide an opportunity to the employee to present his/her version of any alleged incident(s) prior to disciplinary action. This may include, but shall not be limited to, meeting with an employee prior to administering discipline, informing the employee of the allegations against him/her, and allowing the employee to respond with his/her version of the facts.
- 4. The progressive disciplinary procedures described in Sections (1), (2) and (3) above may be applied to an employee who is experiencing a series of unrelated problems involving job performance and/or conduct.
 - 5. In cases involving major offenses or serious misconduct, and in all cases prior to termination, at a minimum the procedures contained in Part VIII(A)(3)(C), above, will be followed.

The aforementioned progressive disciplinary policy is illustrative of guidelines to encourage proper employee behavior and job performance. It is not all-inclusive, is not meant as an absolute procedure, and does not grant any rights to an employee, except those stated in Part VIII(A)(3)(C).

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B. DEMOTION

A Department Manager may recommend to the Village Manager that the pay of an employee be reduced and/or that the responsibilities of the employee be reduced to a lower position. A written statement of the reasons for any contemplated demotion shall be furnished to the employee and a copy filed with the Village Manager. The employee shall also be given an acknowledgment form regarding the demotion. A demotion shall not be effective until confirmed by the Village Manager, and only after an informal, pre-discipline hearing as stated in Part VIII(A)(3)(C).

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C. SUSPENSION

The Village Manager may suspend an employee without pay for disciplinary purposes as recommended by the Department Manager. Such suspension will not be ordered until the

PART VIII. PENALTIES AND SEPARATIONS

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Village Manager or his/her designee has conducted an informal, pre-disciplinary hearing with the employee as stated in Part VIII(A)(3)(C).

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D. LAYOFFS

1. The Department Manager with the approval of the Village Manager, may lay off an employee when it is deemed necessary by reason of shortage of work or funds, the abolition of the position, material change in the duties of the organization, or for other related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee.
2. The duties performed by the laid off employee may be reassigned to other employees.
3. No temporary or permanent separation of an employee from Village service as a penalty or disciplinary action shall be considered as a layoff.
4. When conditions permit, employees on layoff status may be given consideration for reinstatement. Employees who are laid off for more than twelve (12) months will be considered terminated.

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E. TERMINATION

Any employee may be terminated with or without cause and with or without notice because employment at the Village is at-will except as required by law, by a written and signed employment agreement, or by a collective bargaining agreement.

1. Resignation - The Village requests that an employee give the Department Manager at least two (2) weeks written notice prior to his/her intent to resign.
2. Retirement - In accordance with the Age Discrimination in Employment Act and with the exception of select public safety personnel, the Village does not impose a mandatory retirement age on employees.

Relevant Links:

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PART IX. MISCELLANEOUS PROVISIONS

A. UNIFORMS AND CLOTHING

1. Dress and clothing requirements will vary across the Village Organization and are established based on departmental functions and needs including safety requirements. Employees are expected to adhere to their department's dress policies.
2. Uniforms for the employees of the Department of Public Works will be provided by the Village. Additionally, Department of Public Works employees will receive reimbursement of up to two hundred dollars (\$200) for the purchase of O.S.H.A. approved safety shoes and work-related clothing upon presentation to the Public Works Director of a receipt for the purchase(s). O.S.H.A. approved safety shoes shall be worn at all times when working for the Village.
3. Dress and clothing requirements applicable to employees subject to a collective bargaining agreement may be detailed within the collective bargaining agreement.

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B. COMMERCIAL DRIVERS LICENSES

For employees required to maintain a Commercial Driver License related to their employment with the Village, the Village will pay all costs related to maintaining the license and related testing when such costs exceed the normal cost of a regular driver's license.

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C. DRIVING FOR VILLAGE BUSINESS; VILLAGE-VEHICLES

- Employees who drive either Village-owned or privately-owned vehicles in connection with their Village employment, except for the purpose of traveling to and from their respective regular workplace at the beginning and end of their respective work shift, will be subject to review of their driving record on a periodic basis. The Village is committed to ensuring employees who have driving responsibilities do not place the Village, other employees, or members of the general public at risk. In keeping with this Policy, the Village requires employees with driving responsibilities to maintain safe driving records as a condition of employment and continued employment.
- To verify an individual's driving status, the Village may require employees or job applicants to furnish all or portions of their driving record from the Department of Motor Vehicles or may require them to sign any necessary authorizations to request records directly from the Department of Motor Vehicles.

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- Upon determination of the Village Manager, adverse or negative entries on such record may disqualify the employee from driving in connection with their employment or from driving Village-owned vehicles.
- From time to time, you may be required to drive as part of your job. For your own safety and the safety of others, if you are asked to drive on Village business, the Village requires that you have a valid, unsuspended and current driver's license and that you carry legally mandated automobile insurance. Prior to beginning any business-related travel, you must notify your supervisor if you do not have a valid and current driver's license or automobile insurance so that your supervisor can make other travel arrangements. This Policy does not apply to your regular commute to work.
- From time to time employees may be permitted to operate Village vehicles for purposes of performing their respective roles with the Village. Such permission rests solely with the Village in its sole and absolute discretion. The Village retains the right to require any employees who operate Village vehicles to surrender their keys to such vehicles if the Village determines that any employee is no longer required to operate such vehicle, has violated any of the Village's policies, or for any or no other reason. For clarity, Village vehicles shall be operated for Village business only. At no time should Village vehicles be for recreational or personal use. If you operate a Village vehicle, you must make arrangements for alternate personal and recreational transportation when you are not working or carrying out a Village business purpose. The Village reserves the right to implement technology in such Village vehicles to monitor and analyze Village vehicle usage and location
- Any employee whose duties include driving has a significant responsibility to the Village and the general public to operate any motor vehicle in a safe and appropriate manner that conforms with all applicable traffic and safety laws. The employee also must at all times maintain the levels of liability insurance required by law.
- To fulfill reporting responsibilities, the Village requires employees with driving responsibilities to inform the Village Manager within twenty-four (24) hours if the employee's driver's license has been suspended or revoked or if the employee's liability insurance has been canceled or modified in any manner. Employees who fail to comply with this requirement will be subject to disciplinary action, up to and including termination.

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D. USE OF MOBILE PHONES AND HAND-HELD RADIOS WHILE OPERATING A VEHICLE

Mobile phones (including hand-held radios) and moving vehicles can be a dangerous mix. A national study found drivers were four times as likely to be involved in an accident while using their mobile phones. Whether employees use a mobile phone provided by the Village or their own

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mobile phone for work-related calls, it is important for employees to know and understand the Village's policy on mobile phone use while driving a vehicle on behalf of the Village.

The Village is committed to promoting roadway safety and to minimizing risk to the well-being of its employees by encouraging the safe use of mobile telephones by Village employees while they are on Village business. While the Village recognizes there often is a business need to use mobile phones, safety must be a priority.

Employees must use a "hands free" device when using a mobile phone while operating a motor vehicle for work, regardless of whether the vehicle is a Village-provided vehicle or the Employee's personal vehicle. Employees should be aware that studies have found that hands-free units do not offer a safety advantage over hand-held units because driver concentration remains compromised. Even when using "hands free" technology, an employee who needs to make a mobile phone call while driving, should if practicable, find a proper parking space or designated "pull off" area first. Stopping on the shoulder of the road is not acceptable except in the case of a genuine unexpected emergency.

If stopping and pulling off the road is not practicable, the employee must exercise caution and care when using the mobile phone. The employee is prohibited from any other activity, such as reading and/or writing, while participating in a mobile phone conversation and while driving a vehicle. If an in-coming call occurs while the employee is driving, and it is practicable to do so, the employee should answer the phone with care and caution and if possible, return the call when not operating a vehicle. If it is not practicable to answer the phone, under the circumstances (e.g., poor visibility due to weather, heavy traffic), do not answer the phone. Instead, allow the call to go into voicemail. You should then find a parking space or pull-off area as noted above, check voicemail, and return the call if necessary. If you must have a conversation using a hands-free device while driving, you must make the call as short as possible and tell the caller that you will contact them at the soonest appropriate time.

Employees should be aware that the laws regarding the use of mobile devices while driving vary, depending on where you are driving. Employees are required to comply with all federal, state, and local laws at all times, and this is no exception. If employees have questions about the applicable laws, they should consult www.ghsa.org.

Texting or email while driving is strictly prohibited at all times. Under no circumstances may an employee view any videos, television, DVDs, or other visual materials while driving. No Employee, except a police officer under urgent circumstances, shall input any information or data on any device while driving.

Employees who violate applicable laws may be subject to a fine. The Village will not reimburse any employee for any fine imposed as a result of violating any state or municipal ordinances.

Employees working on-site may only use mobile devices while on breaks and may never use mobile devices while operating forklifts or other machinery, or while on the work floor. Any violation of this Policy may lead to discipline, up to and including termination.

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E. ANNUAL BACKGROUND CHECK

All Village employees shall be subject to an annual background check, provided that no action shall be taken by the Village based on the results of the background check where otherwise prohibited by state or Federal law.

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F. SOCIAL NETWORKING POLICY

The Village recognizes that Social Networking (such as personal websites, blogs, Facebook, LinkedIn, Twitter, Instagram, online group discussions, text messaging, message boards, chat rooms, etc.) are used by many individuals, including Village employees. The Village respects the right of our employees to maintain a blog or post a comment on social networking sites. However, the Village is also committed to ensuring that the use of social media serves the needs of the greater community by maintaining the Village's interests and ensuring that employees focus on their job duties. Please make sure that you are aware of your obligations in this regard.

To protect the Village's interests and ensure employees focus on their job duties, employees must adhere to the following rules:

- Employees may not post on a blog or social networking site during their working time. Working time includes the time during which any of the employees involved are actually scheduled to work, but does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working.
- If an employee mentions the Village or any affiliated entity on any social networking site and also expresses either a political opinion or an opinion regarding the Village's actions, the communication must include a disclaimer that the views expressed are those of the author and do not necessarily reflect the views of the Village, the mentioned affiliated entity or the mentioned business. This is necessary to preserve the integrity of the Village and its residents.
- All rules regarding confidential Village business information apply in full to blogs and social networking sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed on a blog or social networking site.
- Any conduct which is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a social networking site. For example, posted material relating to the Village and its employees that is discriminatory, defamatory, libelous or threatening is not permitted. The Village's policy prohibiting discrimination, retaliation, and/or harassment based on any protected category as well as the Village's Workplace Violence policies apply equally to employee comments concerning the Village and its employees on social networking sites, even if utilized during non-work time.

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- Employees are prohibited from misappropriating or using without permission the Village's logo and its intellectual property on any social networking site or other online forum for commercial purposes. Employees are reminded that there are civil and criminal penalties for posting copyrighted material without authorization.

Any employee who violates this Policy may be subject to disciplinary action, up to and including discharge. The Village reserves the right to monitor all public blogs and social networking forums for the purpose of protecting its interests and maintaining compliance with this Policy.

Nothing in this Policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment. If an employee has any questions regarding this policy, please contact your supervisor.

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G. SOLICITATION AND DISTRIBUTION

We believe employees should not be disturbed or disrupted in the performance of their job duties. For this reason, solicitation of any kind by one employee of another employee is prohibited while either person is on working time. Working time includes the time during which any of the employees involved are actually scheduled to work, but does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working. Solicitation by non-employees of Village employees in areas not open to the public is prohibited at all times unless otherwise permitted by state or Federal law.

Distribution of advertising material, handbills, or printed or written literature of any kind in working areas is prohibited at all times. Distribution of literature by non-employees in areas not open to the public is prohibited at all times unless otherwise permitted by state or Federal law.

IF YOU LEAVE US

We anticipate that your association with the Village will be rewarding. However, should you find it necessary to leave us, we ask that you provide your supervisor with as much advance notice of your departure as you can. All Village property including, but not limited to, keys and key fobs, credit cards, mobile phones, security cards, Village online account log-in and password information, computer storage devices, laptops or computer devices, tools, and manuals must be returned to the Village on the last day of employment or as otherwise requested.

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APPENDIX A

GRIEVANCE INITIATION FORM

Complete the original. Please print or type. Give the original to the Village Manager.

Keep one copy for your records.

EMPLOYEE GROUP/DEPARTMENT _____

JOB TITLE _____

EMPLOYEE'S NAME _____

HOME ADDRESS _____

GRIEVANCE SUBJECT Workplace Safety Discipline Termination

1. What is the action or situation about which you have a grievance? (Be specific as to names and locations.)

2. On what date did the above action or situation occur?

3. What provision of the Employee Handbook has been violated?

4. What do you think should be done about it, i.e., what is the remedy that you seek?

**APPENDIX A
GRIEVANCE INITIATION FORM**

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5. When was this grievance discussed with your immediate supervisor?

Name & Title of your immediate supervisor

NAME

TITLE

6. What other person do you want notified regarding this grievance?

NAME

MAILING ADDRESS

That person's role in this grievance:

EMPLOYEE'S SIGNATURE

DATE

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APPENDIX B

GRIEVANCE APPEAL FORM

Complete the original of this form. Send the original to the next higher authority to hear the grievance. Retain a copy for your records. An appeal must be filed within the time limits provided or it will be dismissed with prejudice.

EMPLOYEE'S NAME	TITLE	DATE OF GRIEVANCE INITIATION
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DEPARTMENT	SHIFT	LOCATION
GRIEVANCE SUBJECT	Workplace Security	Discipline
		Termination

1. I wish to appeal the grievance disposition signed by:

Name	Title	Date
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2. Nature of Grievance:

3. What provision of the Employee Handbook has been violated?

4. Reason for Appeal:

EMPLOYEE'S SIGNATURE

DATE

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APPENDIX C

ALCOHOL AND DRUG FREE TESTING POLICY

PURPOSE

It is Village's policy to provide its employees with a safe and productive environment. The Village is particularly concerned that substance abuse can seriously affect workers' health, job performance, productivity and safety.

DEFINITIONS

For purposes of this policy, the following definitions apply:

1. "Village premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by the Village or any site on which the Village is conducting business.
2. "Illegal drug" means a substance whose use or possession is prohibited under federal law. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308 and Wis. Stats. Chap 961.)
3. "Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.
4. "Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
5. "Under the influence of drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

PROHIBITIONS UNDER THIS POLICY

The manufacture, distribution, possession, sale or unauthorized use of any controlled substance, including the misuse of alcohol, marijuana and prescription drugs, on Village premises, or while engaged in Village business, or attending Village functions is strictly prohibited. More specifically, whenever employees are working, are operating any Village-owned vehicle, are

**APPENDIX C
ALCOHOL AND DRUG FREE TESTING POLICY**

**VILLAGE OF HARTLAND
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present on Village premises, or are conducting Village-related work offsite, they are strictly prohibited from:

- Using, possessing, consuming, buying, selling, manufacturing, or dispensing alcohol, marijuana or any illegal drug (including illegal drug paraphernalia); or
- Being under the influence of alcohol, marijuana or any illegal drug as defined in this policy.

In addition, the presence of any detectable amount of any illegal drug, illegal controlled substance, or alcohol in an employee's body system, while performing Village business or while on a Village premises is prohibited. This policy does not prohibit employees from consuming alcohol when it is served during client entertainment, client-related functions or authorized Village functions. However, employees are expected to adhere to this policy by refraining from the misuse of alcohol, marijuana or illegal drugs and/or operating a vehicle while under the influence of alcohol, marijuana or illegal drugs. Employees representing the Village are expected to conduct themselves in a professional and safe manner at all times.

Prescription Medications

Village employees are prohibited from performing their duties while taking prescribed drugs that adversely affect their ability to safely and effectively perform their job duties. If an employee is taking authorized prescription medications or over-the-counter drugs, they should check with their healthcare provider about possible side effects that may affect the ability to perform their job safely. The use of any medication which carries with it a warning of not to drive or work with/around machinery when used must be communicated to the employee's supervisor before working. If the employee is concerned about side effects, the concern should be discussed with the employee's supervisor and the Village Manager prior to the start of the workday.

What Are the Consequences For Refusing To Submit To A Drug Or Alcohol Test?

Any employee has the right to refuse to submit to drug and alcohol testing. However, adherence to this policy is a condition of employment. If an employee refuses to submit to a drug or alcohol test under this policy, the employee will be discharged.

NON-DISCRIMINATION AND EMPLOYEE ASSISTANCE

Any violation of this policy will subject employees to appropriate discipline, up to and including discharge. However, in carrying out its commitment to providing a safe workplace, the Village maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals who no longer use illegal drugs but are recovering from substance and alcohol dependencies, as well as those who have a medical history which reflects treatment for substance abuse conditions.

Employees are encouraged to seek voluntary treatment for alcohol and/or substance abuse. A medical leave of absence may be granted for treatment if you voluntarily seek treatment for alcohol

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and/or substance abuse. The leave of absence will be consistent with the Village policy on medical leaves of absence. Participating in a treatment program, however, does not excuse or limit the employee's obligations to meet performance standards established for all employees and/or to comply with this policy, nor will it negate discipline already under consideration or imposed.

WHEN WILL TESTING OCCUR?

Pre-Employment

For prospective employees, the Village may require post-offer drug screening. All offers of employment will be contingent upon successful screening unless prohibited by law. Refusal to submit to testing will result in disqualification of further employment consideration.

Post-Hire

Job Requirement

Employees in positions governed by the Department of Transportation or other federal, state, or local law or contract which require drug testing or employees in safety-sensitive positions, including those which require satisfaction of drug screening for vendor credentialing purposes may be subject to discipline, up to and including termination, if the employee tests positive for drug use, including marijuana.

Reasonable Suspicion

Current employees and independent contractors are subject to illegal drug, marijuana and alcohol testing whenever the Village has a reasonable suspicion that a worker is in possession of, using, or is under the influence of drugs or alcohol at the workplace. A reasonable suspicion exists whenever a worker exhibits the objective, physical symptoms of being under the influence of drugs or alcohol or has been observed violating the Village's policy by using or possessing drugs or alcohol on Village time or on Village property. Examples include, but are not limited to:

- Odors (smell of alcohol, marijuana or other drugs, body odor, breath, urine);
- Body movements (unsteady, fidgety, dizzy);
- Eyes (dilated pupils, constricted or glassy eyes, or involuntary eye movements);
- Face (flushed, sweating, confused or blank look);
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts);
- Emotions (argumentative, agitated, irritable, drowsy);
- Actions (yawning, twitching, behavior); and

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- Inactions (sleeping, unconscious, delayed reactions).

The Village's decision to test will be determined by two Village management personnel who have received training in the recognition of drug and alcohol use. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Post-Accident

In accordance with applicable state and federal law, the Village may conduct post-accident drug (including marijuana) or alcohol testing when there is a reasonable basis to believe drugs or alcohol contributed to an on-the-job accident. The investigation and subsequent testing must take place within 2 hours following the accident, if not sooner. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

I. CONFIDENTIALITY OF RECORDS

The Village respects the confidentiality and privacy rights of all of its employees. The results of any test administered under this Policy and the identity of any employee participating in the Village's EAP through the Drug Free Workplace Network or other assessment or treatment program will not be revealed to anyone except as required by law and within the organization only to need-to-know positions. The Village will release an employee's records as directed by the express written consent of the employee authorizing release to an identified person. In addition, the Village will ensure that any lab or agency used to conduct testing under this Policy will maintain the confidentiality of employee test records. The exception is that:

- The Medical Review Officer will disclose information related to a positive drug or alcohol test of an employee to the Village.
- The Village may disclose this information to the employee or to the decision-maker in a lawsuit, grievance, or other proceeding by or on behalf of the individual which arises from any action taken in response to a positive drug or alcohol test.
- The Village may disclose the information as required by law including court orders and subpoenas.
- The Village may disclose the information upon the written consent and authorization of the tested employee.

All records related to drug and alcohol tests of individual employees will be maintained in individual files separate from the employee's personnel file. These records will be stored in a file in a locked cabinet or secure electronic file. Access will only be allowed to those Village employees who have a legitimate need to review the records of a particular employee.

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Questions: Any employee having questions with respect to the scope of this policy and its contents may contact the Village Manager

II. DRUG FREE WORKPLACE ACT OF 1988 COMPLIANCE

It is the policy of the Village to provide a drug-free workplace for all of its employees. The Village requires that employees neither use nor be under the influence of drugs, intoxicants, alcohol, narcotics or any other controlled substance(s) and that a zero tolerance standard shall prevail in the workplace. The Village recognizes the importance of maintaining a safe, efficient and healthful workplace, as well as the social responsibility to provide assistance to its employees to the extent possible. Therefore, employees are expected to report to work free from any alcohol or controlled substances that could inhibit their ability to perform their duties.

REPORTING OF DRUG CONVICTION

As required by the Drug Free Workplace Act, Public Law 100-690, Title V, Subtitle D, all Village employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, alcohol or drug paraphernalia is strictly prohibited in the workplace. Furthermore, this law makes it a condition of employment that all Village employees abide by the **Drug and Alcohol Free Workplace Policy** and notify the Village (your immediate Supervisor or the Village Manager) of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Within ten (10) days of receiving such notice of conviction, the Village will notify the appropriate federal contracting or granting agency as required. This is required by federal law. Within thirty (30) days of notice of a workplace drug conviction, the Village will, at its discretion, take the following action: (1) require the employee to satisfactorily participate in a Drug of Alcohol Assistance or Rehabilitation Program that is approved by the Village, or (2) take appropriate personnel action as identified below.

An employee's failure to abide by the terms of the above paragraph will result in disciplinary action up to and including termination of employment. The actual action taken will be based upon the seriousness of the offense, the employee's past employment record, and the employee's willingness to participate in drug or alcohol abuse assistance or rehabilitation.

PREVENTION AND REHABILITATION

The goals of this policy are prevention and rehabilitation whenever possible, rather than discipline or termination. That said, employees who fail to perform their jobs satisfactorily may face disciplinary action, up to and including termination. Employees who voluntarily seek assistance with a substance abuse problem will be looked more favorably upon than those whose substance abuse issues come to light as a result of job performance issues. The Village provides access to drug and alcohol counseling, rehabilitation and the EAP for all of its regular employees. The Village's group health insurance provides benefits for rehabilitation services, and the Village treats

**APPENDIX C
ALCOHOL AND DRUG FREE TESTING POLICY**

**VILLAGE OF HARTLAND
EMPLOYEE HANDBOOK**

drug and alcohol addiction the same as other illnesses and provides for a leave of absence if required by the Family and Medical Leave Act for treatment of drug-related or alcohol-related illnesses. The Village also recognizes drug and alcohol abuse as a potential health and safety problem. Employees needing help in dealing with such problems are encouraged to use the EAP and health insurance plans as appropriate. Employees may phone the Village Manager for additional information. Conscientious efforts to seek such help will not jeopardize any employee's job; and contacts with the EAP, initiated only by the employee, will not be known nor noted in any personnel record as long as commenced prior to a drug test.

LEAVE OF ABSENCE PRIOR TO TESTING

An employee can apply to take a leave of absence for the purpose of undergoing treatment pursuant to a Drug and Alcohol Assistance or Rehabilitation Program approved by the Village for drug and alcohol addiction. The leave of absence must be requested prior to the commission of any act subject to disciplinary action.

RESPONSIBILITY OF THE VILLAGE

Because drug and alcohol use can seriously jeopardize the health and safety of employees and the public, it is the responsibility of the Village to attempt to maintain a drug-free and alcohol-free workplace at all times. As part of this effort, the Village will continue to provide access to an EAP for current regular Village employees, will administer pre-employment drug testing; will conduct post-accident, reasonable suspicion, random and return-to-work drug and alcohol tests per this handbook; and will offer training and education to inform employees of the dangers of drug and alcohol abuse in the workplace. It is the responsibility of all Village employees to abide by the terms of this policy as a condition of employment.

[The employer is not required by the Department of Transportation to publish this form but all reasonable suspicion testing must be based on specific, contemporaneous, articulable observations concerning appearance, behavior, speech or body odor]

**APPENDIX C
ALCOHOL AND DRUG FREE TESTING POLICY**

**VILLAGE OF HARTLAND
EMPLOYEE HANDBOOK**

APPENDIX C

REPORT OF IMPAIRMENT FORM

Employee:

Date:

Location:

Time:

Observations

Breath (odor of alcoholic beverage):

Strong Faint Moderate None

Eyes:

Bloodshot Glassy Normal Watery Heavy Eyelids Normal Clear Fixed/Dilated Pupils

Speech:

Confused Stuttered Mumbled Accent Thick-Tongued Fair Slurred Good Mush- Mouthed

Not Understandable Cotton-Mouthed Other: _____

Attitude:

Excited Combative Hilarious Indifferent Talkative Insulting Care-Free Cocky

Sleepy Cooperative Profane Polite Other: _____

Unusual:

Hiccoughing Belching Vomiting Fighting Crying Action Laughing Other: _____

Balance:

Falling Wobbling Swaying Needs Support Other: _____

Walking:

Falling Staggering Stumbling Swaying Other: _____

**APPENDIX C
ALCOHOL AND DRUG FREE TESTING POLICY**

**VILLAGE OF HARTLAND
EMPLOYEE HANDBOOK**

Turning:

Falling Staggering Stumbling Swaying Hesitant Other: _____

Indicate any other unusual actions or statements:

Supervisor's Opinion

Effects of alcohol/controlled substance intoxication: None Slight Obvious Extreme

May the employee safely operate equipment? Yes No

Additional Comments: _____

Supervisor: _____ Witnesses: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Relevant Links:

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[TOP](#)

APPENDIX D

CODE OF ETHICS POLICY

RESOLUTION NO#12/12/94 D

A RESOLUTION ESTABLISHING A CODE OF ETHICS FOR THE VILLAGE OF HARTLAND

Be it resolved that the provisions and purpose of this resolution, its rules and regulations, may be established and are hereby declared to be in the best public interest for the government of the Village.

DECLARATION OF POLICY.

The purpose of this resolution is:

- (1) To establish guidelines for ethical standards of conduct for all public officials and employees by setting forth those acts or actions that are incompatible with the best interests of the Village.
- (2) To direct disclosures by public officials and employees of their personal, financial, or substantial interest in matters affecting the Village.

The Village Board recognizes that the representatives of the Village are drawn from society and therefore, cannot and should not be without all personal and economic interest in the decisions and policies of government. Citizens who serve the Village as public officials and employees retain their rights as citizens to interest of a personal and economic nature. The standards of ethical conduct for public officials and employees need to distinguish between those minor and inconsequential conflicts that are unavoidable in a free society and those conflicts which are substantial. Village officials and employees may need to engage in employment, professional, or business activities other than official duties in order to support themselves or their families and to maintain continuity of professional or business activity or may need to maintain investments which activities or investments do not conflict with the specific provisions of this resolution.

STANDARD OF CONDUCT.

- (A) Definitions. The terms used in this Standard are defined as follows:
 - (1) Public Official. Means all of those persons defined in Chap. 61 of the Wisconsin Statutes and all members of Boards, Commissions, and Committees established or appointed by the Village President and Trustees, whether paid or unpaid.

**APPENDIX D
CODE OF ETHICS POLICY**

**VILLAGE OF HARTLAND
EMPLOYEE HANDBOOK**

- (2) Public Employee. Public employee means any person excluded from the definition of a public official who is employed by the Village of Hartland.
 - (3) Immediate Family. Immediate family is defined as an employee's spouse, children, step-children, parents, grandparents, brothers, sisters, and spouse's parents.
 - (4) Financial Interest. Any interest which shall directly or indirectly yield a monetary or other material benefit to the official or employee or to any person employing or retaining the services of the official or employee.
 - (5) Personal Interest. Any interest arising from blood or marriage relationships or from close business or political associations, whether or not any financial interest is involved.
 - (6) Substantial Interest/Benefit. When used with reference to an organization, includes any organization in which an individual or a member of his or her immediate family is a director, officer, board member, or trustee directly or indirectly owns or controls severally or in the aggregate at least 10% of the outstanding equity.
- (B) **Responsibility of Public Office**. Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the constitution of the State of Wisconsin. They should impartially carry out the laws of the nation, state and municipality. They should observe the highest standards of morality in their official acts and faithfully discharge the duties of their office regardless of personal considerations. Public officials and employees recognize that the public interest must be their prime concern. Their conduct in both official and private affairs should be above reproach so as to foster respect for all government.
- (C) **Conflict of Interest**.
- (1) Financial or Personal Interest. No official or employee, either on his or her own behalf or on behalf of any other person, shall have any financial or personal interest in any business or transaction with any public body in the Village unless he or she shall first make full public disclosure of the nature and extent of such interest.
 - (2) Disclosure and Disqualification. Whenever the performance of his or her official duties requires any official or employee to deliberate and vote on any matter involving his or her financial or personal

**APPENDIX D
CODE OF ETHICS POLICY**

**VILLAGE OF HARTLAND
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interest, he or she shall publicly disclose the nature and extent of such interest and disqualify himself or herself from voting.

- (3) Incompatible Employment. No official or employee shall engage in private employment with, or render service for, any private person who has business transactions with any public body of the Village unless he or she shall first make full public disclosure of the nature and extent of such employment or services.
- (4) Representation of Private Persons. No official or employee shall use or attempt to use his official position to secure special privileges or exemptions for himself or others except as may be otherwise provided by law.
- (5) Gifts & Favors. No official or employee shall accept any valuable gift as defined below, whether in the form of service, loan, thing, or promise, from any person, firm or corporation which to his knowledge is interested, directly or indirectly, in any manner whatsoever in business dealings with the Village; nor shall any such official or employee accept any gift, favor or thing of value that may tend to influence him or her in the discharge of his duties, or grant in the discharge of his or her duties any improper favor, service or thing of value. Favors shall include, but are not limited to, admission tickets to sports or entertainment events, restaurant meals, transportation for personal purposes, and providing accommodations at a hotel or resort.

Specific Exemptions. Modest ceremonial events, i.e. ground breakings, grand openings, as well as business lunches, outings and conferences shall be exempt, provided that the value does not exceed \$50.00 per occasion up to an aggregate of \$250.00 per year.

Provided the fair market value of a gift is less than \$25.00 and is generally distributed, such a gift may be accepted by a public official or employee.

Village sponsored events are specifically exempted as they are sponsored without the intent to influence public officials and public employees.

- (6) Use of Public Property. No public official or employee shall request, use, or permit the use of Village owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available to the public generally or are

APPENDIX D
CODE OF ETHICS POLICY
VILLAGE OF HARTLAND
EMPLOYEE HANDBOOK

provided as municipal policy for the use of such official or employee in the conduct of official business or by contract.

- (7) Privileged Information.
- (a) No public official or employee shall disclose any information gained during the course of their service or employment in a confidential capacity to any person, where not expressly or impliedly authorized to do so, unless and until such information is or becomes a public record.
 - (b) No official or employee shall use or permit the use of any privileged or non-public information obtained in the course of his official duties to advance the financial or personal interest of himself or any other person.
- (8) Except as provided in paragraph (9), no local public official or employee may:
- (a) Take any official action substantially affecting a matter in which the official or employee, member of his or her immediate family, or an organization with which the official or employee is associated, has a substantial financial interest.
 - (b) Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official or employee, one or more members of the official's or employee's immediate family, either separately or together, or an organization with which the official or employee is associated.
- (9) This paragraph does not prohibit a local public official or employee from taking any action concerning lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses or prohibit a local public or employee from taking official action with respect to any proposal to modify an ordinance.

Be it further resolved that:

- (A) Nothing in this code shall deny any employee the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes, or any other bona fide regulation of this State.

**APPENDIX D
CODE OF ETHICS POLICY**

**VILLAGE OF HARTLAND
EMPLOYEE HANDBOOK**

- (B) Employees shall be made aware of this code at the time of their election, employment or appointment.

Dated this 14th day of November, 2022.

Relevant Links:

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APPENDIX E

COMPUTERS AND ELECTRONIC MAIL

The Village's electronic communications systems including, but not limited to, computers, internet systems, telephone, voice mail and e-mail systems are provided to employees by the Village and are intended primarily for business use. Personal use of a Village issued mobile phone is allowed as long as it does not increase costs to the Village. Access is intended for approved purposes. Users have no legitimate expectation of privacy in regard to system usage. All electronic communications systems, including the data and communications stored on them are, and remain at all times, the property of the Village.

The Village may access its electronic communications systems and access the communications within the systems, without notice, in the ordinary course of business when the Village deems it appropriate to do so.

The Village also has the right to and may inspect or monitor without advance notice any devices employees use to access the Village's electronic communications systems, including but not limited to computers, laptops, notebooks, tablet computers or mobile devices.

The Village maintains the right to screen all inbound and outbound email content. The Village also maintains the right to review all chat, instant messaging, or communications through social media or any other messaging or communication platforms facilitated through Village electronic communications systems.

The Village's policy prohibiting all types of harassment or discrimination applies to the use of the Village's electronic communications systems, including Internet access. No one may use electronic communications in a manner that may be construed by others as harassment or discrimination based on the protected characteristics referenced in the No Harassment Policy. Jokes that can be interpreted as violating the Village's No Harassment Policy shall not be transmitted over the Village's electronic communications systems.

The Village may store electronic communications for a period of time after the communication is created as it deems appropriate under law. From time to time, copies of communications may be deleted. All employees, upon request, shall inform management of any private access codes or passwords.

Any personal use of the Village's electronic communications systems must be limited to employees' non-work time, provided that such use complies with Village rules and applicable laws. Employees cannot use the Village's electronic resources for personal use in a manner that interferes with their or others' work duties.

No one may access, or attempt to obtain access to, another individual's electronic communications without appropriate authorization.

**APPENDIX E
COMPUTER AND ELECTRONIC MAIL**

**VILLAGE OF HARTLAND
EMPLOYEE HANDBOOK**

Employees may not install, modify in a manner contrary to the interests of the Village, or remove software on the Village's computer systems without prior management approval. Personal computers and other electronic devices (mobile phones, iPads, etc.) may not be connected directly to the Village's computer systems without prior management approval.

The Village's no solicitation rule applies to the use of electronic resources. Violators of this Electronic Communications Policy may be subject to discipline, up to and including discharge.

Relevant Links:

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APPENDIX F

POLICE AND FIRE DEPARTMENT VEHICLE USE POLICY

At the determination of the Village Manager and the applicable Department Head, certain employees in the public safety departments of Police and Fire/Rescue may be assigned a Village-owned vehicle for specific purposes as a Qualified Nonpersonal-Use Vehicle as defined below.

Definition of Qualified Nonpersonal-Use Vehicle: A qualified nonpersonal-use vehicle is any vehicle that the employee is not likely to use more than minimally for personal purposes because of its design. Qualified nonpersonal-use vehicles generally include all:

1. Clearly marked police and fire vehicles.
2. Unmarked vehicles used by law enforcement officers if the use is officially authorized.

Qualified Nonpersonal-Use Vehicles may be assigned in situations where the employee is always On-Call and is required by the Village of Hartland to commute to any work assignments while on or off-duty. Personal use of the vehicle (other than commuting) while outside of the normally scheduled work hours for the position are limited to within 10 miles of the home jurisdiction or location where vehicle is stored. Work hour use or specific duty assignment use is not restricted by any mileage limits.

The following positions may be authorized for a Qualified Nonpersonal-Use Vehicle as outlined above: The Chief of Police, Deputy Chief of Police, Fire Chief, and any designated members of a department as authorized by the department head.

This policy by the employer officially authorizes personal use of the vehicle as described above provided the personal use shall be incidental to use for law enforcement or fire/rescue purposes and considered *de minimis*.

Notes:

1. Information and general rules about Employer-Provided Vehicles from the Internal Revenue Service is on file with the Village Manager.
2. Originally adopted for Police Department operations in November 2008 and expanded to all Public Safety Departments in November 2013.

APPENDIX G

**CHART – FULL-TIME & PART-TIME
EMPLOYEE BENEFITS**

Full-Time & Part-Time Employee Benefits		
Benefit	Regular Full-Time Employees	Regular Part-Time Employee (at least 20, but less than 40 hours/week)
Holidays	<ul style="list-style-type: none"> ▪ New Year’s Day ▪ Spring Holiday (1/2 day – Friday before Easter) ▪ Memorial Day ▪ Independence Day ▪ Labor Day ▪ Thanksgiving Day ▪ Day after Thanksgiving ▪ Christmas Eve ▪ Christmas Day ▪ New Year’s Eve Day (1/2 Day) ▪ See Section 5.A for details 	No Benefit
Floating Holidays	<ul style="list-style-type: none"> ▪ 1 day – credited on January 1 ▪ 1 day – credited on July 1 ▪ See <i>Section 5.A.1 for details</i> 	<ul style="list-style-type: none"> ▪ 1 day – credited on January 1 ▪ 1 day – credited on July 1 ▪ See <i>Section 5.A.2 for details</i>
Vacation-Accrual	<ul style="list-style-type: none"> ▪ If begin work on or before the 15th day of a month shall earn vacation leave for the entire month. ▪ If begin work after the 15th day of a month will not accrue vacation leave for that first month of service. 	
Vacation Benefits	<ul style="list-style-type: none"> ▪ Varies depending on Department and hire date ▪ See <i>Section 5.B for details</i> 	<ul style="list-style-type: none"> ▪ After 1 year = 5 days ▪ After 5 years = 10 days ▪ See <i>Section 5.B.5 for details</i>
Health Insurance	<ul style="list-style-type: none"> ▪ State of Wisconsin Health Insurance Program ▪ See <i>Section 5.E for details</i> 	<ul style="list-style-type: none"> ▪ State of Wisconsin Health Insurance Program ▪ See <i>Section 5.F for details</i>
Dental Insurance	<ul style="list-style-type: none"> ▪ Delta Dental coverage ▪ see Section 5.E for details 	No Benefit

**APPENDIX G
CHART – FULL-TIME & PART-TIME EMPLOYEE BENEFITS**

**VILLAGE OF HARTLAND
EMPLOYEE HANDBOOK**

Full-Time & Part-Time Employee Benefits		
Benefit	Regular Full-Time Employees	Regular Part-Time Employee (at least 20, but less than 40 hours/week)
Life Insurance	<ul style="list-style-type: none"> ▪ Securian/Minnesota Life Insurance ▪ <i>See Section 5.E for details</i> 	<ul style="list-style-type: none"> ▪ Minnesota Life Insurance ▪ <i>See Section 5.F for details</i>
Income Continuation	<ul style="list-style-type: none"> ▪ Wisconsin Retirement System ▪ <i>See Section 5.E for details</i> 	<ul style="list-style-type: none"> ▪ Wisconsin Retirement System ▪ <i>See Section 5.F for details</i>
Retirement Contribution	<ul style="list-style-type: none"> ▪ Wisconsin Retirement System ▪ <i>See Section 5.E for details</i> 	<ul style="list-style-type: none"> ▪ Wisconsin Retirement System ▪ <i>See Section 5.F for details.</i>

Relevant Links:

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INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF HARTLAND AND WAUKESHA COUNTY

Regarding the Municipal Recycling Dividend Program

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is between the Village of Hartland (“Municipality”) and Waukesha County – Department of Parks and Land Use (“County”) a body corporate and politic. The Village of Hartland a municipal corporation and County may be referred to individually or collectively in the Agreement as the “Party” or “Parties” respectively.

RECITALS

WHEREAS, since 1990, the County has served as a “Responsible Unit” (“RU”) for recycling under Chapter 287 Wisconsin Statutes for twenty-five (25) participating communities through a Resolution, including the Municipality;

WHEREAS, the public/private partnership at the County-owned Material Recovery Facility (“MRF”) in Waukesha has allowed the County to provide participating communities over \$12 million in tax relief (“dividend payments”) and numerous services at no cost, such as recyclable processing, public education programs, household recyclable containers, special event containers and regional recyclable drop-off boxes;

WHEREAS, between 2007 and 2012, a series of independent and joint studies were completed by both the County and the City of Milwaukee (“City”) to determine the best future path for recyclable processing to adapt to the industry trend of single sort collection and processing systems;

WHEREAS, in 2014, after completing a competitive joint request for proposal (RFP) process, the County and City executed an intergovernmental agreement and concurrent contracts with a private company to design, build and operate a Joint City/County MRF in Milwaukee (“Joint MRF”), which began processing single sort recyclables for both communities in March 2015;

WHEREAS, in 2021, the County and participating communities convened a Recycling Dividend Workgroup to discuss financial support for municipal recycling costs; and

WHEREAS, in accordance with the final recommendations of the Recycling Dividend Workgroup, a formulaic approach will be utilized in determining when dividend payments may be made to participating communities as financial support for municipal recycling costs, and when tipping fees may be charged to participating communities in order to maintain an appropriate MRF Fund Working Capital balance.

NOW THEREFORE, in consideration of these premises, the County, serving as the RU, and the Municipality, as a participating community, hereby agree as follows:

SECTION 1

SERVICES BY THE MUNICIPALITY

- a. Delivery of Recyclables to Joint MRF. The Municipality shall, through its solid waste collection contract, require: 1) all recyclables to be hauled directly to the Joint MRF located at 1401 W. Mount Vernon Ave, Milwaukee in accordance with Waukesha County Code of Ordinances; and 2) the Municipality's solid waste collector ("SWC") to coordinate with the City and the Joint MRF operator the delivery of recyclables to the Joint MRF at times that maximize efficiencies at the scale and tip floor and minimize traffic back-ups. In the event the Joint MRF is unable to accept recyclables, the Municipality will direct the SWC to deliver recyclable materials to an alternate location for a designated time, as directed by the County, at no additional cost to the Municipality through a contract between the County and the Municipality's SWC.

- b. Record Keeping and Reporting. The Municipality shall keep records and, through an Internet-based County reporting system, provide annual data required to complete DNR Recycling Grant application and annual reports in accordance with the Waukesha County Code of Ordinances. Additionally, the Municipality shall, through their solid waste collection contract, require their SWC to keep records, provide the necessary data and reports to the County, maintain compliance with applicable state or local codes, program rules, and to comply with the requirement for delivery of recyclables to the Joint MRF. This includes, but is not limited to, providing up-to-date information on haul routes, collection days, and contamination.

- c. Collection Contracts. The Municipality shall provide the County a current copy of their solid waste collection contract including any future amendments or contracts.

- d. Solid Waste Collection Contract Compliance Requirements. The Municipality shall attach and incorporate the attached Exhibit B into the terms of their solid waste collection contract, which describes the Municipality's solid waste and recycling hauler requirements contained in this Agreement.

- e. Responsible Contact. Municipality will designate an individual to serve as the Responsible Contact to receive recycling updates from the County and participate in the Recycling Dividend Workgroup as further defined in this Agreement.

SECTION 2

SERVICES BY THE COUNTY

- a. Educational Program Services. The County will provide educational program services in accordance with the requirements of an "effective recycling program" under Chapter NR 544 Wisconsin Administrative Code.

- b. Effective Recycling Program. The County will provide compliance assurance as required of an “effective recycling program” under Chapter NR 544 Wisconsin Administrative Code.
- c. Recycling Updates. The County will provide recycling updates, including but not limited to current contamination rates and current material sale rates. These updates shall be provided to the Municipality’s Responsible Contact every two months.
- d. Annual Planning and Implementation Meeting. The County will host an annual program planning and implementation meeting to provide a comprehensive program update to the Municipality.
- e. Components and Calculations. The County will annually provide a list of included components and a calculation for the additional recycling services and education partnership portions of the dividend.
- f. Recycling Dividend Workgroup. The Recycling Dividend Workgroup is composed of volunteer Responsible Contacts from participating communities. The County shall meet with the Recycling Dividend Workgroup as needed and will take into consideration any recommendations of the Recycling Dividend Workgroup on program elements.

SECTION 3

PAYMENTS AND FEES

- a. Dividend Payments. Commencing in 2022, County will calculate dividend payments to Municipality for inclusion in the following budget if as of December 31st of the preceding year in which the dividend payment is to be calculated, (1) the MRF Fund’s Working Capital is above the cap set by the County and as further defined in Exhibit A, Section 1 and (2) the recycling program’s audited financial statements show a positive cash flow at the close of the Waukesha County fiscal year as verified in the County’s Annual Comprehensive Financial Report.
 - i. Working Capital is defined as the current assets minus the current liabilities, exclusive of the following: 1) Funds specifically reserved for equipment repairs or upgrades; 2) Grant funds received in excess of the state’s basic recycling grant; and 3) The recycling consolidation grant to Responsible Units.
 - ii. Positive cash flow is defined as the positive net change in Working Capital from the previous year.
- b. Tipping Fees. Tipping fees shall be charged to the Municipality if as of December 31st of the preceding year in which the tipping fee is calculated, the MRF Fund Working Capital is below the floor set by the County and as further defined in Exhibit A, Section 1. Municipality shall pay any tipping fees in accordance with the terms of this Agreement.

- c. Calculation of Dividend Payments and Tipping Fees. Any dividend payments or tipping fees shall be determined by County in accordance with Exhibit A, which is hereby incorporated into the terms of this Agreement.

- d. Timing of Payments and Fees. County will provide status updates regarding estimated dividend payments or tipping fees throughout the auditing and budgeting process. A final invoice if applicable will be issued by March 1 and final payments shall be made by April 1 in the year following the year in which the fee or payment was calculated. Illustration: Audited financials of 2021 are released May 1, 2022. These results are used to determine if there is a dividend payment or tipping fee and the total amount. Staff will calculate each participating community's dividend payment or tipping fee, communicate that to the Municipality, and incorporate it into the budget for the following year. By March 30, 2023 an invoice will be provided (if necessary) and payment will be made by April 1, 2023.

SECTION 4

MISCELLANEOUS

- a. Authority and Responsibilities. Nothing in this Agreement forfeits any RU rights and responsibilities of the County, or any other Municipality or County's rights or responsibilities under state or local laws. The County remains responsible for implementing a recycling education program for residents of the Municipality and for complying with other requirements of an "effective recycling program" under Chapter NR 544 Wisconsin Administrative Code.

- b. Responsible Contacts. Upon execution of this Agreement, the County, and the Municipality each shall designate in writing a primary person as a Responsible Contact to be responsible for carrying out the activities described in this Agreement.

- c. Review and Amendments. All changes to the main body of this Agreement shall be mutually agreed upon between the Parties and shall be in writing and designated as written amendments to this Agreement. The County has the authority to change the MRF Fund Working Capital cap and floor balances identified in Exhibit A upon providing twelve months' advance written notice of any changes to the Municipality.

- d. Effective Date and Term. Upon execution by both parties, this Agreement shall become effective on January 1, 2023, and shall remain in effect until January 1, 2030, unless otherwise terminated in writing by either party upon a one (1) year written notice to the other party. Termination of this Agreement does not alter the County's status as the Responsible Unit or the Municipality's responsibilities as a participating community in the Responsible Unit.

- e. Severability. If any clause, provision or section of this Agreement be declared invalid by any Court of competent jurisdiction, the invalidity of such clause, provision, or section shall not affect any of the remaining provisions of this Agreement.
- f. Notices. Any and all notices regarding termination of this Agreement shall be in writing and deemed served upon depositing same with the United States postal Services as “Certified Mail, Return Receipt Requested”,

Addressed to the Municipality at:

Village Manager
Ryan Bailey
ryanb@villageofhartland.wi.gov
Village of Hartland
210 Cottonwood Ave.
Hartland, WI 53029
262.367.2714

and to the County at:

Solid Waste Supervisor
Analiese Smith
aksmith@waukeshacounty.gov
Department of Parks and Land Use
515 W. Moreland Blvd., Room AC 260
Waukesha, WI 53188
262.896.8300

- g. Binding Agreement. This Agreement is binding upon the parties hereto and their respective successors and assigns.

WAUKESHA COUNTY:

By: _____ Date: _____

Dale R. Shaver, Director - Department of Parks and Land Use

MUNICIPALITY

By: _____ Date: _____

Name

Attest: _____

Name, Clerk

EXHIBIT A

Dividend Payment and Tipping Fee Formula

SECTION 1

MRF FUND WORKING CAPITAL

The County will set the MRF Fund Working Capital cap and floor balances to be utilized in determining when a dividend payment or tipping fee will be issued. The County has identified the following minimum balances, excluding grant issued funds and segregated funds for equipment repair and maintenance and efficiency improvement, to be utilized in determining when a dividend payment or tipping fee will be issued:

Cap \$3,500,000.00

Floor \$3,100,000.00

The County has the authority to change the MRF Fund Working Capital cap and floor balances upon providing twelve months' advance written notice of any changes to the Municipality. Any changes to these balances will be based upon several factors including but not limited to market conditions, net commodity revenue, the analysis and recommendations of a third-party vendor and input from local subject matter experts.

SECTION 2

DIVIDEND CALCULATION

Dividend payments will be determined when (1) the MRF Fund Working Capital is above the cap identified in Section 1, and (2) the recycling program's audited financial statements of the preceding year show a positive cash flow as defined in Section 3(a) of the Agreement. The Dividend payment calculation will be determined by the County based on County's audited financial statements. This amount shall be divided between the participating communities in the Responsible Unit. The formula utilized by County to determine a Municipality's dividend payment will be based on the following considerations:

- 50% of the dividend will be based upon the proportion of the 5-year average of total eligible costs the Municipality paid for eligible recycling expenses.
- 35% of the dividend will be based upon the number of eligible households in a participating community as a proportion of the total number of eligible households in the program. Eligible households, as defined under Wisconsin Administrative Code NR Chapter 544.04(4), will be identified by the Municipality's January hauling invoice from the SWC or, if not available, according to the County's GIS system. A multiplier of 1, 1.2, 1.4, 1.6, 1.8, or 2 will also be incorporated based on the distance the Municipality is located from the Joint MRF with 1 being the nearest and 2 being the furthest in proximity to the Joint MRF.
- 7.5% of the dividend will be based upon additional recycling services Municipality provides for its residents or all County residents for a minimum of 12 months. In order to qualify, Municipality must provide evidence of said services that is satisfactory to the County. A list of qualifying services and the corresponding scores will be provided on an annual basis to the participating communities. The number of services provided and whether the services are provided to all County residents or the participating community's residents will earn the Municipality a score of 0, 0.5, 2, or 3. A numerical assignment of 3 represents the highest number of services provided.
- 7.5% of the dividend will be allocated based on education and outreach partnership opportunities in which a Municipality collaborates with the County. A list of qualifying opportunities and the corresponding scores will be provided on an annual basis to the participating communities. The number of services provided and whether the services are provided to all County residents or the municipalities' residents will earn Municipality a score of 0, 1, 2, or 3, with 3 being the highest number of qualifying opportunities.

Illustration: Municipality "Y" has a 5-year average of total eligible recycling costs of \$500,000 and the 5-year average of the total eligible recycling costs for all participating communities is \$7,000,000. Municipality "Y" has 4,760 eligible households and the total number of eligible households for all participating communities is 200,000. Municipality "Y" is located 38 miles away from the Joint MRF, earning a multiplier of 2 for its eligible household points. Municipality "Y" also provided additional services for all County residents earning an additional recycling services score of '2' and partnered on education and outreach with the County, earning an education and partnership score of '3'. The total number of additional service points for all participating communities is 14.5 and the total number for education and outreach partnership points is 20. In this illustration, the total dividend available to be divided is \$100,000. Accordingly, Municipality "Y" will receive the following: 1) 7.14% or \$3,570 for its 5-year average of total eligible recycling costs in proportion to the total eligible recycling costs for all participating communities; 2) 4.76% or \$1,666 for its eligible households in proportion to the total number of eligible households in all participating communities after factoring in the multiplier for proximity to the Joint MRF; 3) 13.79% or \$1,034 for additional recycling services; and 4) 15% or \$1,125 for education and outreach partnership opportunities. Therefore, Municipality "Y"'s total dividend payment, after taking into account all of the aforementioned considerations, would amount to \$7,395.

SECTION 3

TIPPING FEE CALCULATION

Tipping Fees will be charged to the Municipality and Municipality agrees to pay same when (1) the MRF Fund Working Capital is below the floor identified in Section 1. The tipping fee calculation will be determined by the County based on the County's audited financial statements. This amount shall be divided between the participating communities in the Responsible Unit according to the following formula:

$$\text{Fee} = \text{EH} * [(\text{F}-\text{B}) / \text{TH}]$$

Whereas:

- EH = Number of eligible households in a municipality, as defined under Wisconsin Administrative Code NR Chapter 544.04(4), which will be identified by the Municipality's January hauling invoice from the SWC or, if not available, according to the County's GIS system
- F=MRF Fund Working Capital floor
- B=Balance of the MRF Fund Working Capital as defined by Section 3(a) of the Agreement and Exhibit A, Sec. 1
- TH = Total eligible households from all participating communities in the County's RU, as defined under Wisconsin Administrative Code NR Chapter 544.04(4), which will be identified by the municipalities' January invoices from the SWCs or, if not available, according to the County's GIS system.

EXHIBIT B

Collection Contract Compliance Items Related to Waukesha County's Municipal Recycling Dividend Program

The Contractor shall comply with the provisions below, which are required to maintain eligibility for payments from Waukesha County ("County") through an intergovernmental agreement (IGA) with [insert Municipality name] or Local Unit of Government ("LUG"). In case of conflict with other provisions of this Contract, this Exhibit shall prevail.

A. Recycling Container Provisions

1. Recycling Container Standards. All recycling containers shall be for single sort recycling and shall meet County standards for in-mold educational labeling, identifying recyclable and non-recyclable/hazardous materials. All containers shall have a 10-year warranty.
2. Distribution and Use of Recycling Containers. Contractor shall, by the dates specified in this Contract, distribute recycling containers to each household/unit served under this Contract. Contractor shall ensure these containers are only used for recycling. Contractor shall notify any non-complying household/unit at the time non-compliance is observed, and shall track and report a summary of non-compliance to the LUG monthly.
3. Distribution of Educational Materials. Contractor shall attach educational materials to the top of each recycling container upon delivery of the containers, as noted above. The educational materials will be provided to the Contractor by the County at no cost to the Contractor.
4. Contractor Report on Containers. Contractor shall provide the County an annual (calendar year) report by March 1 each year on the number and size(s) of recycling containers used within the LUG, including the number of households/units.

B. Direct Haul Provisions

1. Direct Haul. Contractor shall deliver all recyclable materials collected under this Contract to the Joint MRF at 1401 W. Mount Vernon Ave., Milwaukee, WI.
2. Delivery Protocol. Contractor shall coordinate delivery times with the City of Milwaukee and the Joint MRF operator (i.e., Republic Services) to maximize efficiencies at the truck scale and tip floor and minimize traffic back-ups. For all recyclable deliveries to the Joint MRF, Contractor shall comply with the County Protocol, which is subject to periodic updates to meet the stated intent.
3. Record Keeping and Reports. Contractor shall keep records and provide all requested data and reports to the County as needed to administer the IGA and maintain compliance with applicable state or local codes, program rules, and the protocol for delivery of recyclables to the Joint MRF. This includes, but is not limited to, providing up-to-date information on haul routes, collection days and times, and vehicles used to collect recyclables.
4. Alternate Processing. In the event the Joint MRF is unable to accept recyclables the Contractor shall deliver recyclable materials to an alternate location for a designated time, as directed by the County. [Note: Any additional transportation and processing costs will be covered by separate contract with the County or the Joint MRF operator.]

Statewide Services, Inc.

Claim Division

1241 John Q. Hammons Dr.
P.O. Box 5555
Madison, WI 53705-0555
877-204-9712

November 2, 2022

Village of Hartland
Attn: Ryan Bailey
210 Cottonwood Ave.
Hartland, WI 53029

Program: League of Wisconsin Municipalities Mutual Insurance
Our Insured: Village of Hartland
Date of loss: 7/22/2022
Our Claim # WM000671360100
Claimant: Progressive Insurance Company (as subrogee of David Rifkin)
Attn: Subrogation Services
PO Box 94639
Cleveland, OH 44101

Dear Ryan,

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which insures the Village of Hartland. We are in receipt of the Subrogation claim submitted by Progressive for damage its insured vehicle sustained in a collision with a Village squad on 7/25/22.

We have reviewed the matter and recommend that the Village of Hartland deny this claim pursuant to the Wisconsin statute for disallowance of claim 893.80(1g). The disallowance will shorten the statute of limitations period to six (6) months.

Our denial is based on the fact that the investigation revealed no liability on behalf of the Village. The claimant vehicle was the proximate cause of this collision as it failed to yield right of way.

Please submit the disallowance directly to Progressive at the above address. Please reference Progressive claim number 22-8560286 on the disallowance letter. The disallowance should be sent certified or registered mail and must be received by the claimant within 120 days after you receive Notice of Claim. Please send a copy of the disallowance to Statewide Services Inc. Claims, for our records.

Thank you,

Sarah Bourgeois, AIC, AINS
Claims Rep. II
Statewide Services Inc.
PO Box 5555
Madison, WI 53705-0555
608-828-5439 Phone
800-854-1537 Fax
sbourgeois@statewidesvcs.com

CC: R&R Insurance Services

PROGRESSIVE

Payment Address Document Address
24344 Network Place P.O. Box 94639
Chicago, IL 60673-1243 Cleveland, Ohio 44101-9908
Phone: (877)818-0139
Fax: (888) 781-6947

10/24/2022 7:53:00 AM
Certified Mail 9489 0090 0027 6274 0588 93 Return Receipt Requested

VILLAGE OF HARTLAND
VILLAGE CLERK
210 COTTONWOOD AVENUE
SECOND FLOOR
HARTLAND, WI 53029

Your Client: MACIEJEWSKI, SCOTT
Your Claim Number: WM000671360100
Our Insured: RIFKIN, DAVID
Our Claim Number: 22-8560286
Amount Subject to Reimbursement: \$1,878.71
Amount of Insured's Deductible: \$1,000

Please take this as formal notice of our subrogation rights relative to the above -captioned claim. We have completed our investigation into the facts of the above-captioned loss and find that your insured was the proximate cause of the accident.

Location of Loss: 43.076063853, -88.36352827 DELAFIELD, WI
Date and Time of Loss: 7/22/2022, 12:46 PM

Description of Loss: OUR INSURED WAS TRAVELING ON SOUTH 83 SB 147 FT SOUTH OF OAKWOOD RD IN DELAFIELD WI WHEN A VILLAGE VEHICLE WITH PLATE #E9634 OPERATED BY MACIEJEWSKI, SCOTT M, FAILED TO MAINTAIN PROPER LOOKOUT AND YIELD THE RIGHT OF WAY WHEN PULLING FROM A STOPPED POSITION TO MAKE A U-TURN AND STRUCK OUR INSURED'S VEHICLE. WE ARE SEEKING REIMBURSEMENT FOR OUR INSURED'S VEHICLE DAMAGES.

Please make your draft payable to Progressive Universal Insurance Company as subrogee of "RIFKIN, DAVID", in the amount stated above and mail it to the attention of the undersigned at your earliest convenience.

All supporting documentation is enclosed. Thank you for your anticipated, prompt attention to this matter.

Matthew Hayward
Progressive Subrogation
Progressive Universal Insurance Company
Tel. 877-818-0139
Fax. 888-781-6947
GovernmentStatus@email.progressive.com

November 8, 2022

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

Re: Catalyst-Lightening Development Apartments
Public Improvements Acceptance

Dear Mr. Bailey:

We received a request from Lightening Development, LLC to accept the limited public infrastructure associated with Catalyst Apartments Development across from Lake Country Lutheran High School, on Campus Drive. All utilities and roadways on the site are privately owned and maintained, however there were limited public improvements that Lightening Development, LLC is dedicating to the Village, and the Village should accept. The public infrastructure associated with the site is listed below:

- Roadway Connection to Scenic Road including curb & gutter, asphalt pavement and a public trail crosswalk.
- Roadway Connection to Campus Drive including curb & gutter, asphalt pavement, acceleration/deceleration lanes, public crosswalk across Campus Drive, ADA compliant curb ramp on west side of Campus Drive, and realignment of multi-use trail along Campus Drive.
- Connection to public water main.
- Connection to public sanitary sewer.

Ruekert & Mielke and Village Staff have reviewed all aspects of these public improvements and find that they are in accordance with Village Ordinances and Standard Specifications and, therefore, **recommend that the Village Board accept the dedicated public infrastructure as listed above**. A cost breakdown of these public improvements is attached to this letter.

Ruekert & Mielke and Village Staff have also reviewed the on-site improvements for conformance with the approved PUD Agreement and development plans and have worked with the Lightening Development, LLC and their designated representatives to correct deficient items. The attached punch list details the outstanding items Lightening Development, LLC and their representatives are continuing to work on addressing. A few of these items will be completed in Spring of 2024 when weather allows for vegetation growth. However, Ruekert & Mielke, along with Village Staff, have deemed that all other aspects of the site are in conformance with the PUD Agreement and approved development plans and **recommend that the Village Board accept the site improvements to be substantially conforming to the PUD Agreement, Development Plans, and Village Standard Specifications contingent on approval by Ruekert & Mielke and Village Staff of the successful completion of all outstanding punch list items by June 30, 2023**.

Once the punch list items are completed and prior to June 30, 2023, we will provide a recommendation to eliminate the letter of credit for the site which shall signify that all outstanding items have been completed and that all improvements on the site are complete and the necessary warranty periods have expired.

Mr. Ryan Bailey
Site Acceptance
November 8, 2022
Page 2

Further, we are providing the Village Board with a copy of the maintenance plan for the public natural trail that meanders throughout the development. It is expected that the property management company strictly adheres to the items outlined within the maintenance plan to ensure that the public natural trail is accessible and in acceptable condition for public use. A copy of this maintenance plan should be kept on file at the Village as the approved maintenance plan for this development.

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

Respectfully,

RUEKERT & MIELKE, INC.

A handwritten signature in blue ink that reads 'Peter W. Gesch'.

Peter W. Gesch, P.E. (WI)
Project Engineer
pgesch@ruekert-mielke.com

PWG:pwg
Enclosure(s)

cc: Dave Felkner, Village of Hartland
Darlene Igl, MMC/WCPC, Village of Hartland
Scott Hussinger, Village of Hartland
Hector de la Mora, Village of Hartland
Ryan T. Amtmann, P.E., Ruekert & Mielke, Inc.

October 12, 2022

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

This letter is to request acceptance of dedication of public improvements for Woodnote Residences.

We are providing written notice of completion of the public improvements described in the Planned Unit Development Agreement and Private Hydrant, Valve and Meter Pit Maintenance Agreement dated November 25, 2020 ("Agreements").

Please schedule village inspection of such systems and forward me a "punch list" of repairs items necessary to bring these public improvements into conformance with specifications described within the Agreements.

Sincerely,

A handwritten signature in black ink, appearing to read 'MB', is written over a horizontal line. The signature is stylized and cursive.

Matthew Burow, Manager
Lightning Development, LLC

CATALYST - LIGHTENING DEVELOPMENT PUBLIC IMPROVEMENT COSTS

Scenic Road Connection:

ITEM #	Description	UNIT	QTY	UNIT PRICE	TOTAL COST
1	Concrete Curb & Gutter	L.F.	110	\$ 58.00	\$ 6,380.00
2	Asphalt Pavement	S.Y.	68	\$ 23.00	\$ 1,564.00
3	4" White Painted Crosswalk	L.F.	180	\$ 4.00	\$ 720.00
4	Public Trail Connection	EA.	2	\$ 750.00	\$ 1,500.00
Total Cost of Improvements					\$ 10,164.00

Campus Drive Connection:

ITEM #	Description	UNIT	QTY	UNIT PRICE	TOTAL COST
1	Concrete Curb & Gutter	L.F.	425	\$ 58.00	\$ 24,650.00
2	Asphalt Pavement	S.Y.	250	\$ 23.00	\$ 5,750.00
3	4" White Painted Crosswalk	L.F.	290	\$ 4.00	\$ 1,160.00
4	3" Asphalt Multi-Use Trail	S.Y.	165	\$ 14.00	\$ 2,310.00
5	ADA Compliant Ramp	EA.	1	\$ 4,650.00	\$ 4,650.00
					\$ -
Total Cost of Improvements					\$ 38,520.00

Public Water Main Connection:

ITEM #	Description	UNIT	QTY	UNIT PRICE	TOTAL COST
1	Connect to Public Water Main	L.S.	1	\$ 2,950.00	\$ 2,950.00
Total Cost of Improvements					\$ 2,950.00

Public Sanitary Sewer Connection:

ITEM #	Description	UNIT	QTY	UNIT PRICE	TOTAL COST
1	Connect to Public Sanitary Sewer	L.S.	1	\$ 3,300.00	\$ 3,300.00
Total Cost of Improvements					\$ 3,300.00

Woodnote/Lightening Development – 410 Campus Drive – Village of Hartland

Outstanding Punch List Items:

1. Provide revised easement document for natural public path. Pathway is shown to jog in and out of the originally recorded easement which is not acceptable. It is more feasible to record a new easement and vacate the existing one than to try to substantially modify the path location.
2. No Parking Along North Side of Private Drive – Three “No Parking” signs were installed along north side of private drive from Building #3 to Building #6. Parking continues to be an issue as residents disobey these signs. The signs state “No Parking” with an arrow pointing in both directions, per the MUTCD. The Village Attorney has indicated that these signs are not sufficient for parking enforcement on private property per various state statutes. The property owner needs to work with the Village Attorney to replace or install new signage that complies with the necessary state statutes.
3. ~~Low Spot Behind Building #6 – Grading was completed to help water drain to installed inlet. Grading appears to be adequate but awaiting TRIO as-built (expected 11/4/2022) to show water will drain out of area to storm inlet.~~
4. ~~As-Built CAD file – Awaiting from TRIO (expected 11/4/2022)~~
5. Natural Path Connection to Campus Drive – Grass shall be allowed to grow longer in Spring 2023 adjacent to wood-chipped pathway to better define the location of the natural path along with the wood chips already installed. Alignment appears to be adequate.
6. Natural Path Connection to Scenic Road – Grass shall be allowed to grow longer in Spring 2023 adjacent to newly aligned pathway to better define the location of the natural path. Catalyst Construction indicated their intent to wood-chip this path entrance/exit location as well for better definition – the Village is in support of this. Alignment appears to be adequate.
7. Natural Path Definition South of Building #5 – Path behind garage to south of Building #5 needs definition. Allow grass to grow longer or provide plantings that define location of public path. (Original Photo Log 0155, 0156)
8. Natural Path Definition South/Southeast of Building #6 – Path to south and east of Building #6 garage needs definition. Allow grass to grow longer or provide plantings that define location of public path. (Original Photo Log 0158, 0159, 0160)

9. Natural Path Restoration East/Northeast of Building #6 - Path to east and northeast of Building #6 in wooded area going up hill from Scenic Road needs repairs and restoration to fix bare spots and man-made mounds and holes in the middle of the path. (Original Photo Log 0174, 0175, 0176, 0177)

WOODNOTE RESIDENCES MAINTENANCE/CARE SCHEDULE

10/22/2022

1. General Maintenance on the path **twice a year** in spring and fall. Spring maintenance to occur between April-May. Fall maintenance to occur between September-October. The General Maintenance will include the following actions:
 - i. Clearing brush
 - ii. Fallen trees
 - iii. Evaluate bare spots and restore them
 - iv. Fix any holes from rain, hail or individuals to ensure path is safe
2. Walk through after severe thunderstorms and wind storms to ensure no large trees or branches need to be cleared. If any are identified then they will clear them timely.
3. Walk through **monthly** to make sure no holes are dug by animals or humans. If so fix them.
4. Mowing of the trail will occur regularly by the property to ensure it remains properly manicured. The grass is expected to maintain height of 4"-6".

**PARTIAL RELEASE OF DEED RESTRICTIONS
AND CERTAIN PRIOR RECORDED
DOCUMENTS**

Document Number

Document Name

This PARTIAL RELEASE OF DEED RESTRICTIONS AND CERTAIN PRIOR RECORDED DOCUMENTS (this “**Release**”) is made effective as of this ____ day of _____, 2022, by the Village of Hartland, a Wisconsin Municipality (the “**Village**”).

WHEREAS, the Village is the grantor under, and the beneficiary of deed restrictions and a right of reversion contained in, that certain Quit Claim Deed from the Village to the Lutheran High School Association of Greater Milwaukee, recorded December 23, 2002, in the Office of the Register of Deeds for Waukesha County (the “**Recording Office**”) as Document No. 2898694 (the “**Deed**”).

Recording Area

Drafted by and Return to:

Derek J. Taylor
Husch Blackwell LLP
511 N. Broadway St., Suite 1100
Milwaukee, WI 53202

HAV 0423981055

Parcel Identification Number (PIN)

WHEREAS, Lightning Development LLC, a Wisconsin limited liability company (“**Owner**”), is the owner of certain property located in the Village of Hartland, Waukesha County, Wisconsin, and more particularly described on Exhibit A attached hereto and incorporated herein by reference (the “**Released Property**”), a portion of which is subject to the deed restrictions and rights of reversion contained in the Deeds (collectively, the “**Deed Restrictions**”).

WHEREAS, the Village has agreed to release the Deed Restrictions from the Released Property and to convey to Owner any right, title or interest that the Village may have in the Released Property as a result of the rights of reversions.

WHEREAS, the Village has further agreed to release and confirm satisfaction of that certain Memorandum of Development Agreement recorded October 31, 2005 as Document Number 3332282, as amended by that certain First Amendment to the Development Agreement recorded November 30, 2006 as Document Number 3439504, as amended by that certain Second Amendment to the Development Agreement recorded June 4, 2007 as Document Number 3485692, as amended by that certain Second (sic) Amendment to the Development Agreement recorded February 16, 2009 as Document Number 3627735, and as amended by that certain Third Amendment to the Development Agreement recorded February 25, 2010 as Document Number 3728831 (collectively, the “**Prior Development Agreement**”), as well as that certain Memorandum of Municipal Services Agreement recorded February 17, 2006 as Document Number 3362477 (“**Municipal Services Agreement**”, which, together with the Prior Development Agreement, are collectively the “**Certain Prior Recorded Documents**”).

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Village, for itself, does hereby fully and forever WAIVE, RELEASE AND DISCHARGE the Deed Restrictions and Certain Prior Recorded Documents as to the Released Property as shown on Exhibit A attached hereto and incorporated herein by reference.

[Signature Page Follows]

Exhibit A

Released Property

LOT ONE (1) OF CERTIFIED SURVEY MAP NO. 12091, RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR WAUKESHA COUNTY, WISCONSIN ON NOVEMBER 25, 2020, IN BOOK 123, PAGES 198 TO 205 AS DOCUMENT NO. 4533896, AS CORRECTED BY AFFIDAVIT OF CORRECTION RECORDED DECEMBER 28, 2020 AS DOCUMENT NO. 4542627 AND JANUARY 13, 2021 AS DOCUMENT NO. 4547935, BEING A REDIVISION OF LOT 2 OF CERTIFIED SURVEY MAP NO. 10249, BEING A REDIVISION OF LOT 2 OF CERTIFIED SURVEY MAP NO. 10497, LOCATED IN A PART OF THE NORTHEAST 1/4, SOUTHEAST 1/4 , NORTHWEST 1/4 AND SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 34, TOWNSHIP 8 NORTH, RANGE 18 EAST, IN THE VILLAGE OF HARTLAND COUNTY OF WAUKESHA, STATE OF WISCONSIN.

[ON VILLAGE OF HARTLAND LETTERHEAD]

November 15, 2022

First American Title Insurance Company
25 West Main Street, Suite 400
Madison, 53703

Re: File No. : NCS-1018124-MAD
Policy Number 1018124

Dear First American Title Insurance Company Closing Representative:

Please be advised that as Village Manager of the Village of Hartland, Wisconsin I make the following representations which I have verified:

1. With regard to entry 16. on page 7 of the above referenced ALTA Owner's Policy, all payments due from The Lutheran High School Association of Greater Milwaukee to the Village of Hartland, Wisconsin pursuant to that certain Memorandum of Municipal Services Agreement and its referenced Municipal Services Agreement (Payments In Lieu of Taxes—PILOT Agreement) are current and not in arrears as of the end of the 2022 calendar year. Due to the prior advancement of certain funds by The Lutheran High School Association of Greater Milwaukee to the Village of Hartland, that entity also has a credit balance that will satisfy future obligations for a period of not less than 5 years.
2. Except as secured by a now delivered Letter of Credit in amount of \$47,737.00 for fulfillment of remaining project Punch List items, Owner is in compliance with the PUD Agreement dated November 25, 2020 and recorded December 21, 2020 as Document Number 4541308 with the Waukesha County Register of Deeds.

Sincerely,

Village of Hartland

By: _____

Ryan Bailey, Hartland Village Manager