

***AMENDED VILLAGE BOARD AGENDA
MONDAY, DECEMBER 12, 2022
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD**

Call to Order

Roll Call

Pledge of Allegiance – Trustee Wallschlager

Swearing in of Officer Tyler Martins

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 November 28, 2022.
2. Consideration of vouchers for payment in the amount of \$613,534.72

Items referred from the December 5, 2022 Park & Recreation Board Meeting

3. Discussion and consideration of a Special Event Permit for Winter Play Day (Kiwanis) at Nixon Park on Jan. 21, 2023.
4. Discussion and consideration of a Special Event Permit for Bark River Bash (Kiwanis) at Nixon Park on May 6, 2023.
5. Update on Thursday Night Concert Series donation.
6. Discussion and consideration of Athletic Field Fees Adjustment.

Items referred from the November 21, 2022 Plan Commission meeting

7. Discussion of a conceptual plan for development of a convenience store located on Hwy 83 and Vettleson Road.
8. Discussion and consideration of a land division for Longmeadow Development, LLC to define future Hwy KE alignment.

Other Items for Consideration

9. Consideration of a request for a Letter of Credit Reduction for Sandhill of Hartland, LLC.
10. Discussion of a conceptual plan for development of a multi-use building at 221 Cottonwood Ave.

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11. Consideration of First Reading for an Ordinance No. 12/12/2022-1 "An Ordinance Amending §22-168 through §22-173 of the Village of Hartland Code of Ordinances Regulating Mobile Food Vendors".
12. Discussion and consideration of BID Marketing Study fund request.
13. Discussion and consideration of 2023 BID Operating Plan and 2022 BID Annual Report.
14. Discussion and consideration of Wood sewer project closeout.
15. Discussion and consideration of the Village of Hartland Professional Police Association Annual Wage Reopener agreement and additional holiday.
16. Discussion and consideration of amendment to T-Mobile Cellular Tower Agreement.
17. Discussion related to hunting/deer management in the Village.
18. 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.
19. Consideration of a motion to recess to closed session pursuant to State Statutes §19.85 (1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding the Village Manager performance evaluation.
20. Consider and take any action deemed appropriate pursuant to the previously held closed session.
21. 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 829 4206 4444.

Or participate online:

<https://us02web.zoom.us/j/82942064444?pwd=VzBiTFFFqQUIUZUNmaE9mVFo4ZWV4QT09>

VILLAGE BOARD MINUTES
MONDAY, NOVEMBER 28, 2022
6:30 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD

Call to Order

Roll Call

Present: Trustees de Boer, Truttschel, Pfeiffer, Wallschlager, Conner, Hallquist, President Pfannerstill

Others Present: Village Manager Bailey, Clerk Igl, Lieutenant Soboniak, Interim DPW Director Felkner, DPW Operations Supervisor Jungbluth, DPW Leadman Jenson, Fire Chief Jambretz, Attorney de la Mora, Village Engineer Amtmann, Shawn Hoppe, Jennie Wolf

Pledge of Allegiance – President Pfannerstill

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.
None heard.

1. Motion (Wallschlager/Pfeiffer) to approve Village Board minutes of November 14, 2022. Motion carried. Conner abstained.
2. Motion (Conner/Truttschel) to approve vouchers for payment in the amount of \$132,480.09. Motion carried.
3. Actions related to Licenses and Permits
 - a. Motion (Pfeiffer/Wallschlager) to approve Operator's (Bartender) Licenses as listed. Motion carried.

Village Manager Bailey requested that item #4 be delayed pending the arrival of the Village Attorney. Motion (Pfeiffer/Wallschlager) to suspend the rules to move item #4 to later in the agenda. Motion carried.

4. Items related to development of two single family residences under condominium ownership on the property located at 1112 Lisbon Ave.
 - a. **PUBLIC HEARING** to hear comments about the proposed Planned Unit Development Agreement.
President Pfannerstill opened the Public Hearing at 7:07 p.m. No comments were heard and the Public Hearing was closed at 7:08 p.m.
 - b. Discussion of the Planned Unit Development Agreement between the Village of Hartland and Eagle Reserve, LLC.
Village Manager Bailey stated that the property owners were present to answer any questions. Village Attorney de la Mora explained that this development is a two-unit

condominium development with utilities to be serviced by private laterals. He stated that this development will include a condominium plat and condominium declarations. He stated that the cul-de-sac was necessary to allow for snow removal as there is one access point for the two condominiums.

President Pfannerstill raised concerns that a large outbuilding structure could be built on the property with a business running out of it. Attorney de la Mora stated that the declarations will address this issue and that the plat includes the maximum size that would be allowed for an outbuilding.

The final Planned Unit Development Agreement will come back to the Village Board for consideration.

5. Discussion and consideration of a banner for Lake Country Children's Theater.

Village Manager Bailey stated that the applicant was not present and stated that the applicant was made aware of the policy but wanted to move forward with the request. Interim DPW Director Felkner stated that another business not listed as approved in the policy was allowed to have a banner hung over Capitol and was charged \$150 for installation. Trustee Wallschlager voiced concerns that allowing the banner may set a precedence for all public events. President Pfannerstill agreed that it could become difficult to decide who is granted permission for banners. Trustee Wallschlager asked whether Lake Country Children's Theater could put a banner on the side of their building. It was stated that they could do so as a temporary sign with approval of the Building Inspector. Motion (Wallschlager/Conner) to deny hanging the banner as requested by Lake Country Children's Theater. Motion carried.

Item #4 was addressed following this item.

6. Discussion and consideration of an Outside Food Vendor Application for Dough Nation Mini Donuts for the Holiday Train event.

Amy Fanning, Dough Nation Mini Donuts, requested an Outside Food Vendor Permit to sell during the Holiday Train event. President Pfannerstill commented that the CP Railroad does not want businesses to profit from this event as their focus is on raising funds for the local food pantries. It was stated that Dough Nation had offered to give 10% of their proceeds to the food pantries. There was discussion about where she could set up and it was recommended that she set up on private property.

It was discussed that if Dough Nation was granted the permit to operate on public property, all profits should be donated to the food pantries. After discussion, motion (Conner/Pfeiffer) to approve the Outside Food Vendor Application with the stipulation that all profits be donated to the food pantries for the Holiday Train event. Motion carried.

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".

President Pfannerstill provided background on the Village's food truck ordinance and stated that there hasn't been a problem with food trucks on private property. He recommended an annual fee of \$150 and a single use permit fee of \$25. Trustee Hallquist stated that consistency should be considered as the Park & Recreation Board set a fee for food trucks in the parks of \$75 for a one time use. Trustee Pfeiffer agreed that the fee should be consistent. Trustee Conner asked what the annual cost of permits is for restaurants. Trustee Wallschlager asked whether a business could pay for an annual fee and have multiple food trucks. President Pfannerstill stated that an annual fee would allow multiple food trucks but only one at a time. Village Manager Bailey stated that he would discuss adding a fine to the ordinance and would discuss with Chief Misko.

Motion (Pfeiffer/Truttschel) to set the single use per food truck on private property at \$25 and the annual fee at \$150 beginning January 1, 2023 and to revisit the fees annually. Trustee Conner stated that he felt these fees were too low. Village Manager Bailey stated that the fees can be modified later if desired. President Pfannerstill requested that this be reviewed June 1. Motion carried. Trustees Conner and Hallquist opposed.

8. Discussion and consideration of Resolution 11/28/2022-01 "A Resolution Approving Municipal Court Budget".

Village Manager Bailey stated that the budget had increased significantly due to moving a part-time clerk position to a full-time position although the employee has declined health benefits which was not reflected in the proposed budget. Motion (Wallschlager/Hallquist) to approve Resolution 11/28/2022-01 "A Resolution Approving Municipal Court Budget". Motion carried.

9. Discussion and consideration of the December 26 Village Board meeting.

Village Manager Bailey stated that if the December 26 meeting were cancelled, a payable run would be done on Dec. 29 for approval at the Jan. 9 Village Board meeting. Motion (Wallschlager/de Boer) to cancel the December 26 meeting due to the holiday. 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.

Interim DPW Director Felkner provided an update on a previously approved Eagle Scout project stating that 2 picnic tables and 4 benches were built and that the scout did an outstanding job.

Lieutenant Soboniak stated that 587 pounds were collected in the Village for the fall drug take back event. He stated that the department is prepared for the train event and that Cottonwood will remain open throughout the event.

Fire Chief Jambretz stated that the department continues to see a high call volume and had assisted with a structure fire in Oconomowoc recently.

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President Pfannerstill stated that Kiwanis had held a fundraiser at the Piggly Wiggly to benefit the fire victims and will be selling at the Holiday Train event to benefit the food pantries. He reminded residents that Hartland Lights is set for Dec. 2 with activities planned at several businesses. He stated that the Grist Mill had held a benefit for the fire victims as well and that the Legion had also donated to each family. The Holiday Train is scheduled for Dec. 9 with the train arriving at approximately 5:30 p.m.

11. Adjournment.

Motion (Wallschlager/Pfeiffer) to adjourn at 8:01 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

TO: Village President & Board of Trustees
From: Tonia Smith, Fiscal Clerk
Date: December 7, 2022
RE: Voucher List

Attached is the voucher list for the
December 12, 2022 Village Board Meeting

December 12, 2022 Checks:	\$ 254,387.21
November Manual Checks:	<u>\$ 14,888.10</u>
Subtotal of Checks:	\$ 269,275.31
November Wires	<u>\$ 322,527.95</u>
November Credit Credit Cards	<u>\$ 21,731.46</u>
Total Amount of all Checks, Wires, and Credit Cards	<u><u>\$ 613,534.72</u></u>

VILLAGE OF HARTLAND
VOUCHER LIST- DECEMBER 12, 2022

Account Descr	Search Name	Comments	Amount
EXPENSE Descr			
G 101-31680 ICE RINK	AVALON GRAPHICS LLC	ICE RINK BANNER	\$265.00
G 204-23400 DEPOSITS DUE TO DEL-HART	DELAFIELD-HARTLAND WATER	TOTAL USER FEES	\$4,931.00
G 101-21550 UNION DUES DEDUCTIONS PAYABLE	HARTLAND PROFESSIONAL POLICE	DUES	\$476.00
G 101-31300 SUBDIVISION STREET TREES	JOHNSONS NURSERY INC	2022 TREE PLANTING	\$39,614.62
G 101-21560 LIFE INSURANCE DEDUCT PAYABLE	SECURIAN FINANCIAL GROUP INC	JANUARY LIFE INSURANCE	\$842.27
EXPENSE Descr			\$46,128.89
EXPENSE Descr AMBULANCE			
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	EPINEPHRINE INJ	\$112.79
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	EMERGENCY MEDICAL PRODUCTS	NASAL TUBING	\$83.62
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	AMIODARONE	\$15.63
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	VARIOUS MEDICAL SUPPLIES	\$157.84
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	VARIOUS MEDICAL SUPPLIES	\$60.64
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	HENRY SCHEIN INC.	VARIOUS MEDICAL SUPPLIES	\$112.76
E 101-52300-360 VEHICLE MAINT/EXPENSE	JEFFERSON FIRE & SAFETY INC	BRUSH GUARD	\$830.40
E 101-52300-360 VEHICLE MAINT/EXPENSE	JEFFERSON FIRE & SAFETY INC	LIFE LINE	\$470.72
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN/ PHYSICALS	\$336.00
E 101-52300-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	JANUARY LIFE INSURANCE	\$42.32
E 101-52300-300 OPERATING SUPPLIES/EXPENSES	WAUKESHA CTY EMERGENCY MAN	ID CARD	\$1.30
EXPENSE Descr AMBULANCE			\$2,224.02
EXPENSE Descr CORPORATE RESERVE EXPENSES			
E 402-59900-830 FIRE/AMBULANCE EXPENSE	MODERN INK	WRAP NEW PICKUP	\$1,800.00
E 402-59900-810 ADMINISTRATION EXPENSE	ONTECH SYSTEMS, INC	TECH SERVICES	\$996.25
E 402-59900-810 ADMINISTRATION EXPENSE	ZIMMERMAN ARCHITECTURAL	BUILDING NEEDS ASSESSMENT	\$2,855.00
EXPENSE Descr CORPORATE RESERVE EXPENSES			\$5,651.25
EXPENSE Descr ECONOMIC DEVELOPMENT			
E 804-56700-713 SIGN/AWNING/PAINTING GRANTS	BLOOMING IRIS COACHING	SIGN GRANT	\$168.00
E 804-56700-746 TELEPHONE	CARDMEMBER SERVICES	ATT	\$126.06
E 804-56700-744 OFFICE SUPPLIES	CARDMEMBER SERVICES	ADOBE PRODUCTS	\$20.99
E 804-56700-715 STREETScape PROGRAM	MUENZENBERGER, JIM	REIMBURSEMENT FOR EXTENTION CORDS	\$253.14
E 804-56700-719 EVENTS	OBRIEN, DAN	HARTLAND LIGHTS SOUND AND LIGHTING	\$1,200.00
E 804-56700-732 GENERAL OPERATION OVERSIGHT	ONTECH SYSTEMS, INC	OFFICE 365	\$12.50
E 804-56700-715 STREETScape PROGRAM	PATIO PETALS	WINTER CONTAINER PLANTING	\$468.00
E 804-56700-715 STREETScape PROGRAM	TRADITIONS	HOLIDAY LIGHTS	\$1,291.50
E 804-56700-719 EVENTS	VILLAGE GRAPHICS	HARTLAND LIGHT COPIES	\$101.50
EXPENSE Descr ECONOMIC DEVELOPMENT			\$3,641.69
EXPENSE Descr ELECTIONS			

Account Descr	Search Name	Comments	Amount
E 101-51440-300 OPERATING SUPPLIES/EXPENSES	CONLEY MEDIA LLC	PUBLIC NOTICE PUBLISHING	\$41.98
EXPENSE Descr ELECTIONS			\$41.98
EXPENSE Descr ENVIRONMENTAL SERVICES			
E 101-53635-470 LANDSCAPE PLANTINGS	JOHNSONS NURSERY INC	2022 TREE PLANTING	\$13,992.00
E 101-53635-470 LANDSCAPE PLANTINGS	JOHNSONS NURSERY INC	2022 TREE PLANTING	\$533.00
EXPENSE Descr ENVIRONMENTAL SERVICES			\$14,525.00
EXPENSE Descr FINANCIAL ADMINISTRATION			
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	BANYON DATA SYSTEMS INC	BANYON SYSTEMS AND SUPPORT	\$736.67
E 101-51500-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	NOVEMBER FSA	\$94.62
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	OFFICE 365	\$43.75
E 101-51500-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	JANUARY LIFE INSURANCE	\$22.94
EXPENSE Descr FINANCIAL ADMINISTRATION			\$922.98
EXPENSE Descr FIRE PROTECTION			
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	CHAINSAW SHARPENING	\$13.00
E 101-52200-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	TECH SERVICES	\$130.00
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
E 101-52200-255 BLDGS/GROUNDS	PIONEER SUPPLY LLC	CLEANERS	\$154.00
E 101-52200-300 OPERATING SUPPLIES/EXPENSES	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN/ PHYSICALS	\$336.00
E 101-52200-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	JANUARY LIFE INSURANCE	\$42.32
E 101-52200-255 BLDGS/GROUNDS	WIL-KIL	PEST CONTROL	\$73.90
EXPENSE Descr FIRE PROTECTION			\$921.72
EXPENSE Descr GENERAL ADMINISTRATION			
E 101-51400-395 COMMUNITY RELATIONS	CIVIC PLUS	QUARTERLY FEE FOR WEBSITE HOSTING	\$1,822.62
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	CIVIC PLUS	ADMINISTRATIVE SUPPORT FEE	\$275.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	CONLEY MEDIA LLC	PUBLIC NOTICE PUBLISHING	\$66.80
E 101-51400-395 COMMUNITY RELATIONS	HARTLAND FOOD PANTRY	SANTA'S FEE FOR HOLIDAY TRAIN	\$100.00
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365	\$54.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	TECH SERVICES	\$122.48
E 101-51400-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$40.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	PITNEY BOWES LEASE	MAIL MACHINE LEASE	\$379.89
E 101-51400-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	JANUARY LIFE INSURANCE	\$66.10
E 101-51400-395 COMMUNITY RELATIONS	ST VINCENT DE PAUL	SANTA'S FEE FOR HOLIDAY TRAIN	\$100.00
E 101-51400-395 COMMUNITY RELATIONS	ULINE	SNOW FENCE FOR HOLIDAY TRAIN	\$241.20
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	BARTENDER/ SOLICITOR REC CHECK	\$35.00
E 101-51400-290 OUTSIDE SERVICES/CONTRACTS	WIL-KIL	PEST CONTROL	\$75.00
E 101-51400-395 COMMUNITY RELATIONS	WISCONSIN BUILDING INSPECTIONS	HOLIDAY GIFTS	-\$700.00
EXPENSE Descr GENERAL ADMINISTRATION			\$2,678.09

Account Descr	Search Name	Comments	Amount
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	NOVEMBER BUILDING INSPECTIONS	\$10,798.80
EXPENSE Descr INSPECTION			\$10,821.30
EXPENSE Descr LAW ENFORCEMENT			
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BECKER, JULIE	POINSETTIA PLANTS	\$11.98
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	KEYS	\$3.99
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	BIEBELS TRUE VALUE	POLE	\$8.07
E 101-52100-360 VEHICLE MAINT/EXPENSE	HARTLAND SERVICE INC	SQ#5 PURGE VALVE REPAIR	\$292.28
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	HUMANE ANIMAL WELFARE SOCIETY	IMPOUNDING SERVICES FOR 2023	\$2,772.00
E 101-52100-360 VEHICLE MAINT/EXPENSE	MANDER COLLISION & GLASS	SQ#3 REPAIR	\$1,682.40
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	DAMAGE CREDIT	-\$95.00
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	OFFICE PRO INC	CABINET	\$800.14
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365	\$87.50
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	TECH SERVICES	\$313.75
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$200.00
E 101-52100-290 OUTSIDE SERVICES/CONTRACTS	PROSHRED SECURITY	SHREDDING SERVICES	\$79.63
E 101-52100-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	JANUARY LIFE INSURANCE	\$199.57
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	SHEA, MATTHEW	REIMBURSEMENT FOR LEATHERMAN KNIFE	\$137.10
E 101-52100-300 OPERATING SUPPLIES/EXPENSES	WCTC(BILLING)	OFFICER TRAINING	\$857.85
EXPENSE Descr LAW ENFORCEMENT			\$7,351.26
EXPENSE Descr LIBRARY			
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$28.69
E 101-55110-310 BOOKS & MATERIALS	GALE/CENGAGE LEARNING	BOOKS	\$28.69
E 101-55110-310 BOOKS & MATERIALS	IRVIN L YOUNG MEMORIAL LIBRARY	BOOK	\$24.99
E 101-55110-255 BLDGS/GROUNDS	JOHNSONS NURSERY INC	LIBRARY PLANTINGS	\$1,241.62
E 101-55110-310 BOOKS & MATERIALS	MIDWEST TAPE	DIGITAL BOOKS	\$211.61
E 101-55110-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$70.00
E 101-55110-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	VARIOUS CLEANING SUPPLIES	\$377.50
E 101-55110-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	JANUARY LIFE INSURANCE	\$26.03
EXPENSE Descr LIBRARY			\$2,009.13
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 101-51600-290 OUTSIDE SERVICES/CONTRACTS	ALSCO	MAT SERVICES	\$229.93
E 101-51600-290 OUTSIDE SERVICES/CONTRACTS	BUREAU VERITAS	ROUTINE INSPECTION	\$82.00
E 101-51600-255 BLDGS/GROUNDS	PATIO PETALS	WINTER CONTAINER PLANTING	\$583.00
E 101-51600-355 JANITORIAL SUPPLIES	PIONEER SUPPLY LLC	VARIOUS CLEANING SUPPLIES	\$377.50

Account Descr	Search Name	Comments	Amount
EXPENSE Descr MUNICIPAL BUILDING			\$1,732.29
EXPENSE Descr PARKS			
E 101-55200-365 BLDGS/GROUNDS MAINT EXPENSE	PORT-A-JOHN	PORTABLE RESTROOMS	\$240.00
EXPENSE Descr PARKS			\$240.00
EXPENSE Descr PUBLIC WORKS			
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	VARIOUS BLADES	\$101.50
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	BIEBELS TRUE VALUE	OUTLET/ BALL VALVE	\$94.61
E 101-53000-360 VEHICLE MAINT/EXPENSE	BROOKS TRACTOR INC	THERMOSTAT PARTS	\$323.52
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	AIR FILTER	\$31.67
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	VARIOUS FILTERS	\$332.74
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	FUEL FILTER	\$14.89
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	AIR FILTER	\$32.47
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	FUEL FILTER	\$14.89
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	HOWES DIESEL TRE	\$91.74
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	OIL FILTER	\$6.61
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	30" ZIP TIES	\$258.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	VARIOUS FILTERS	\$110.17
E 101-53000-360 VEHICLE MAINT/EXPENSE	BUMPER TO BUMPER	OE STANDARD	\$2.86
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	OIL	\$1,084.45
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	NO LEAD FUEL	\$1,102.74
E 101-53000-360 VEHICLE MAINT/EXPENSE	EH WOLF	PDF FUEL	\$1,653.58
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	FOX BROS PIGGLY WIGGLY	GROCERY SUPPLIES	\$89.86
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	FOX BROS PIGGLY WIGGLY	EMPLOYEE CELEBRATION	\$213.47
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	LAUNDRY SERVICES	\$166.55
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	LAUNDRY SERVICES	\$137.55
E 101-53000-180 OTHER BENEFITS	ITU ABSORBTECH INC	LAUNDRY SERVICES	\$174.89
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	KAESTNER AUTO ELECTRIC CO	MARKER STAKES	\$358.00
E 101-53000-365 BLDGS/GROUNDS MAINT EXPENSE	KIMBALL MIDWEST	VARIOUS VEHICLE PARTS	\$390.59
E 101-53000-360 VEHICLE MAINT/EXPENSE	KIMBALL MIDWEST	VARIOUS VEHICLE PARTS	\$1,171.77
E 101-53000-180 OTHER BENEFITS	KONEN, TONY	CLOTHING ALLOWANCE	\$200.00
E 101-53000-410 STREETS GEN MAINT	LANGE ENTERPRISES INC	SIGN FOR TRUCK ROUTE/ HANDICAP SIGN	\$137.70
E 101-53000-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	ADOBE IN DESIGN	\$90.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	SONICWALL	\$2,005.00
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	TRUCK WASH SOAP	\$95.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	POMPS TIRE SERVICE INC	TRACTOR TIRES	\$740.00
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	PROHEALTH CARE MEDICAL ASSOC	DRUG SCREEN	\$35.00
E 101-53000-360 VEHICLE MAINT/EXPENSE	REARDON METAL FABRICATING	PLOW PINS	\$300.00
E 101-53000-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	JANUARY LIFE INSURANCE	\$158.32
E 101-53000-235 STREET SWEEPING	STRIETER FARM TRUCK SERVICE	HAULING OF STONE AND ROAD GRAVEL	\$768.75

Account Descr	Search Name	Comments	Amount
E 101-53000-290 OUTSIDE SERVICES/CONTRACTS	WI DEPT OF JUSTICE	DWP RECORD CHECK	\$7.00
EXPENSE Descr PUBLIC WORKS			<u>\$12,558.39</u>
EXPENSE Descr RECREATION PROGRAMS/EVENTS			
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	DUSOLD, CAROL	NOVEMBER NIA	\$160.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	HUNT-MATTHES, KATE	ENHANCING YOUR LIFE 2	\$185.60
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	ITS IN EVERY DETAIL	NOVEMBER BARRE CLASSES	\$393.60
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	LAKE COUNTRY FINE ARTS SCHOOL	CREATIONS WITH CLAY	\$504.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	NELSON BRANDON, LISA	NOVEMBER YOGA CLASSES	\$720.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$15.00
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	ADOBE IN DESIGN	\$1,335.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	ONTECH SYSTEMS, INC	TECH SERVICES	\$292.50
E 101-55300-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365	\$26.75
E 101-55300-150 HEALTH/DENTAL/LIFE	SECURIAN FINANCIAL GROUP INC	JANUARY LIFE INSURANCE	-\$10.81
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SPRECHER, MARIA	NOVEMBER QIGONG CLASSES	\$96.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	SUTTER-BALKE, HANNAH	NOVEMBER PUNCH CARDS	\$480.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER	LEARN TO SKATE	\$360.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WAUKESHA CTY TREASURER	LEARN TO SKATE	\$360.00
E 101-55300-290 OUTSIDE SERVICES/CONTRACTS	WEHLAGE, MARY	NOVEMBER PUNCH CARDS	\$1,963.20
EXPENSE Descr RECREATION PROGRAMS/EVENTS			<u>\$6,880.84</u>
EXPENSE Descr REFUSE & GARBAGE COLLECTION			
E 201-53620-200 GARBAGE COLLECTION FEES	WASTE MANAGEMENT	NOVEMBER GARBAGE FEES	\$37,300.38
EXPENSE Descr REFUSE & GARBAGE COLLECTION			<u>\$37,300.38</u>
EXPENSE Descr SEWER SERVICE			
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	BANYON DATA SYSTEMS INC	BANYON SYSTEMS AND SUPPORT	\$736.66
E 204-53610-270 TREATMENT EXPENSE	DELAFIELD-HARTLAND WATER	TOTAL USER FEES	\$81,378.01
E 204-53610-290 OUTSIDE SERVICES/CONTRACTS	DIVERSIFIED BENEFIT SERVICES	NOVEMBER FSA	\$14.56
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	HALQUIST STONE CO INC	4 LOADS GRAVEL	\$648.27
E 204-53610-380 MAINTENANCE-SEWAGE SYSTEM COLL	KOPLIN EXCAVATING AND GRADING IN	ROAD ROCK AND SCREENINGS	\$357.98
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
EXPENSE Descr SEWER SERVICE			<u>\$83,169.23</u>
EXPENSE Descr STORM SWR CATCH BASIN REPAIR			
E 401-74075-285 CONSTRUCTION COSTS	WOOD SEWER AND EXCAVATING INC	PROJECT CLOSEOUT	\$8,269.80
EXPENSE Descr STORM SWR CATCH BASIN REPAIR			<u>\$8,269.80</u>
EXPENSE Descr TRUSTEES			
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$70.00
E 101-51100-300 OPERATING SUPPLIES/EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365	\$28.00
EXPENSE Descr TRUSTEES			<u>\$98.00</u>

Account Descr	Search Name	Comments	Amount
EXPENSE Descr WATER UTILITY			
E 620-53700-923 OUTSIDE SERVICES	BADGER METER INC	BEACON HOSTING SERVICE	\$97.17
E 620-53700-923 OUTSIDE SERVICES	BANYON DATA SYSTEMS INC	BANYON SYSTEMS AND SUPPORT	\$736.67
E 620-53700-681 COMPUTERS & SOFTWARE	BATTERY PRODUCTS INC	UPS BATTERY	\$68.80
E 620-53700-923 OUTSIDE SERVICES	DIVERSIFIED BENEFIT SERVICES	NOVEMBER FSA	\$36.39
E 620-53700-652 MAINTENANCE OF SERVICES	HALQUIST STONE CO INC	DISPOSAL OF CONCRETE	\$40.00
E 620-53700-923 OUTSIDE SERVICES	HYDROCORP	CROSS CONNECTION CONTROL PROGRAM	\$934.00
E 620-53700-674 METERS	MIDWEST METER INC	TWIST TIGHT	\$3,374.62
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	COLIFORM BATERIA SAMPLE	\$110.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	COLIFORM BATERIA SAMPLE	\$66.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	COLIFORM BATERIA SAMPLE	\$66.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	PHOSPORUS SAMPLE	\$23.84
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	COLIFORM BATERIA SAMPLE	\$88.00
E 620-53700-923 OUTSIDE SERVICES	NORTHERN LAKE SERVICE INC	NITROGEN SAMPLE	\$44.10
E 620-53700-921 OFFICE SUPPLIES & EXPENSES	ONTECH SYSTEMS, INC	OFFICE 365	\$18.75
E 620-53700-930 MISC GENERAL EXPENSES	ONTECH SYSTEMS, INC	FORTIFY AND ENDPOINT	\$15.00
E 620-53700-933 TRANSPORTATION EXPENSES	POMPS TIRE SERVICE INC	WATER TRUCK TIRES	\$520.00
E 620-53700-623 PUMPING - SUPPLIES/EXPENSES	USA BLUE BOOK	FOUR FUNCTION VALVE	\$403.63
E 620-53700-923 OUTSIDE SERVICES	WI RURAL WATER ASSOC (WRWA)	SYSTEM MEMBERSHIP RENEW	\$550.00
E 620-53700-923 OUTSIDE SERVICES	WI STATE LABORATORY OF HYGIENE	FLUORIDE	\$28.00
EXPENSE Descr WATER UTILITY			\$7,220.97
			\$254,387.21

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Payments Batch NOV22MC

\$14,888.10

Refer	290261 DELTA DENTAL PLAN OF WISCON	Ck# 009093	11/21/2022	
Cash Payment	G 101-21535 VISION INSURANCE	DECEMBER VISION INSURANCE		\$220.88
Invoice	1872965	11/21/2022		
Transaction Date	11/29/2022	GF Checking	11100	Total \$220.88
<hr/>				
Refer	290262 UNITED STATES POSTAL SERVIC	Ck# 009092	11/15/2022	
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	POSTAGE FOR WINTER/SPRING GUIDE		\$2,586.87
Invoice	AMERICAN LITH	11/15/2022 PO 28289		
Transaction Date	11/29/2022	GF Checking	11100	Total \$2,586.87
<hr/>				
Refer	290263 WE ENERGIES	Ck# 009094	11/29/2022	
Cash Payment	E 101-53000-225 STREET LIGHTING	OCTOBER/NOVEMBER ENERGY SERVICES		\$429.46
Invoice	07043187080000	11/14/2022		
Cash Payment	E 101-53000-225 STREET LIGHTING	OCTOBER/NOVEMBER ENERGY SERVICES		\$379.82
Invoice	07142211370002	11/16/2022		
Cash Payment	E 620-53700-622 POWER FOR PUMPING	OCTOBER/NOVEMBER ENERGY SERVICES		\$946.31
Invoice	07043187080000	11/18/2022		
Cash Payment	E 101-51600-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES		\$1,262.27
Invoice	07142211370000	11/21/2022		
Cash Payment	E 101-55110-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES		\$1,657.31
Invoice	07142211370003	11/21/2022		
Cash Payment	E 101-52200-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES		\$117.67
Invoice	07091448580000	11/17/2022		
Cash Payment	E 101-55200-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES		\$70.35
Invoice	07141924550000	11/17/2022		
Cash Payment	E 101-53000-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES		\$463.14
Invoice	07142211370000	11/17/2022		
Cash Payment	E 204-53610-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES		\$47.08
Invoice	07142211370000	11/17/2022		
Cash Payment	E 101-51600-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES		\$145.86
Invoice	07142211370000	11/17/2022		
Cash Payment	E 101-55200-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES		\$111.81
Invoice	07142211370000	11/17/2022		
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	OCTOBER/NOVEMBER ENERGY SERVICES		\$32.47
Invoice	07142211370000	11/17/2022		
Cash Payment	E 101-55200-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES		\$20.09
Invoice	07142211370000	11/17/2022		
Cash Payment	E 620-53700-622 POWER FOR PUMPING	OCTOBER/NOVEMBER ENERGY SERVICES		\$20.70
Invoice	07142211370000	11/17/2022		
Cash Payment	E 101-55200-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES		\$17.33
Invoice	07142211370000	11/17/2022		
Cash Payment	E 101-55200-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES		\$155.04
Invoice	07142211370001	11/17/2022		
Cash Payment	E 620-53700-622 POWER FOR PUMPING	OCTOBER/NOVEMBER ENERGY SERVICES		\$21.24
Invoice	07142211370001	11/17/2022		
Cash Payment	E 620-53700-622 POWER FOR PUMPING	OCTOBER/NOVEMBER ENERGY SERVICES		\$606.24
Invoice	07142211370001	11/17/2022		
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	OCTOBER/NOVEMBER ENERGY SERVICES		\$23.66
Invoice	07142211370001	11/17/2022		
Cash Payment	E 101-55200-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES		\$17.33
Invoice	07142211370001	11/17/2022		



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Cash Payment	E 204-53610-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES	\$128.12
Invoice	07142211370001	11/17/2022	
Cash Payment	E 101-55200-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES	\$33.52
Invoice	07142211370001	11/17/2022	
Cash Payment	E 101-53000-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES	\$196.43
Invoice	07142211370001	11/17/2022	
Cash Payment	E 101-55200-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES	\$24.57
Invoice	07142211370001	11/17/2022	
Cash Payment	E 101-53000-225 STREET LIGHTING	OCTOBER/NOVEMBER ENERGY SERVICES	\$100.40
Invoice	07142211370001	11/17/2022	
Cash Payment	E 204-53610-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES	\$27.58
Invoice	07142211370002	11/17/2022	
Cash Payment	E 204-53610-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES	\$305.02
Invoice	07142211370002	11/17/2022	
Cash Payment	E 620-53700-622 POWER FOR PUMPING	OCTOBER/NOVEMBER ENERGY SERVICES	\$1,554.06
Invoice	07142211370002	11/17/2022	
Cash Payment	E 204-53610-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES	\$35.54
Invoice	07142211370002	11/17/2022	
Cash Payment	E 101-55200-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES	\$65.20
Invoice	07142211370002	11/17/2022	
Cash Payment	E 204-53610-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES	\$38.29
Invoice	07142211370002	11/17/2022	
Cash Payment	E 101-53000-225 STREET LIGHTING	OCTOBER/NOVEMBER ENERGY SERVICES	\$410.59
Invoice	07142211370002	11/17/2022	
Cash Payment	E 101-55200-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES	\$23.98
Invoice	07142211370002	11/17/2022	
Cash Payment	E 101-55200-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES	\$17.33
Invoice	07142211370003	11/17/2022	
Cash Payment	E 204-53610-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES	\$52.44
Invoice	07142211370003	11/17/2022	
Cash Payment	E 620-53700-622 POWER FOR PUMPING	OCTOBER/NOVEMBER ENERGY SERVICES	\$1,267.71
Invoice	07142211370003	11/17/2022	
Cash Payment	E 620-53700-622 POWER FOR PUMPING	OCTOBER/NOVEMBER ENERGY SERVICES	\$246.26
Invoice	07142211370003	11/17/2022	
Cash Payment	E 620-53700-625 MAINTENANCE OF PU	OCTOBER/NOVEMBER ENERGY SERVICES	\$21.44
Invoice	07142211370003	11/17/2022	
Cash Payment	E 101-52200-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES	\$972.79
Invoice	07182512440000	11/17/2022	
Cash Payment	E 101-52200-220 UTILITY SERVICES	OCTOBER/NOVEMBER ENERGY SERVICES	\$13.90
Invoice	07182512440000	11/17/2022	
Transaction Date	11/29/2022	GF Checking 11100	Total \$12,080.35

Fund Summary

	11100 GF Checking	
101 GENERAL FUND		\$9,513.94
204 SEWER		\$634.07
620 WATER FUND		\$4,740.09
		<u>\$14,888.10</u>

Pre-Written Checks	\$14,888.10
Checks to be Generated by the Computer	\$0.00
Total	\$14,888.10

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Payments Batch NOV22WIRE		\$322,527.95		Total	
Refer	290292 BANK FIVE NINE	Ck# 2022708E	11/30/2022		
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	MONTHLY BANKING FEES			\$60.00
Invoice					
Transaction Date	11/30/2022	GF Checking	11100	Total	\$60.00
Refer	290293 AFLAC	Ck# 2022709E	11/30/2022		
Cash Payment	G 101-21592 AFLAC INS PAYABLE	MONTHLY EMPLOYEE AFLAC CONTRIBUTIONS			\$195.82
Invoice					
Transaction Date	11/30/2022	GF Checking	11100	Total	\$195.82
Refer	290294 B2E SOLUTIONS INC	Ck# 2022710E	11/8/2022		
Cash Payment	E 804-56700-110 SALARIES	NOVEMBER 9 BID PAYROLL			\$309.92
Invoice					
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH	NOVEMBER 9 BID PAYROLL			\$63.15
Invoice					
Transaction Date	11/30/2022	GF Checking	11100	Total	\$373.07
Refer	290295 B2E SOLUTIONS INC	Ck# 2022711E	11/23/2022		
Cash Payment	E 804-56700-110 SALARIES	NOVEMBER 23 BID PAYROLL WIRE			\$309.93
Invoice					
Cash Payment	E 804-56700-760 PAYROLL SERVICE CH	NOVEMBER 23 BID PAYROLL WIRE			\$63.15
Invoice					
Transaction Date	11/30/2022	GF Checking	11100	Total	\$373.08
Refer	290296 EMPLOYEE TRUST FUNDS	Ck# 2022712E	11/23/2022		
Cash Payment	E 101-51500-150 HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIJMS			\$4,144.27
Invoice					
Cash Payment	E 101-52100-150 HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIJMS			\$25,185.08
Invoice					
Cash Payment	E 101-53000-150 HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIJMS			\$18,298.68
Invoice					
Cash Payment	E 101-55110-150 HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIJMS			\$5,546.41
Invoice					
Cash Payment	E 101-52200-150 HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIJMS			\$3,793.73
Invoice					
Cash Payment	E 101-52300-150 HEALTH/DENTAL/LIFE	DECEMBER HEALTH INSURANCE PREMIJMS			\$3,793.74
Invoice					
Cash Payment	G 101-21530 INSURANCE DEDUCTIONS	DECEMBER HEALTH INSURANCE PREMIJMS			\$7,410.23
Invoice					
Cash Payment	G 101-34140 UNFUNDED EMPLOYEE BE	DECEMBER HEALTH INSURANCE PREMIJMS			\$3,206.22
Invoice					
Transaction Date	11/30/2022	GF Checking	11100	Total	\$71,378.36
Refer	290297 WI RETIREMENT SYSTEM	Ck# 2022713E	11/30/2022		
Cash Payment	E 101-55300-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$70.93
Invoice					
Cash Payment	E 101-51400-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$408.18
Invoice					
Cash Payment	E 101-51500-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$413.79
Invoice					

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Cash Payment Invoice	E 101-51600-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$62.10
Cash Payment Invoice	E 101-52100-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$15,866.59
Cash Payment Invoice	E 101-52100-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$437.42
Cash Payment Invoice	E 101-52200-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$106.58
Cash Payment Invoice	E 101-52200-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$501.60
Cash Payment Invoice	E 101-52300-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$106.58
Cash Payment Invoice	E 101-52300-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$1,973.89
Cash Payment Invoice	E 101-53000-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$4,139.54
Cash Payment Invoice	E 101-55110-140 RETIREMENT BENEFIT	OCTOBER WRS PREMIUMS			\$1,512.22
Cash Payment Invoice	E 620-53700-926 EMPLOYEE PENSIONS	OCTOBER WRS PREMIUMS			\$1,078.06
Cash Payment Invoice	E 204-53610-110 SALARIES	OCTOBER WRS PREMIUMS			\$158.51
Cash Payment Invoice	E 204-53610-110 SALARIES	OCTOBER WRS PREMIUMS			\$313.26
Cash Payment Invoice	E 204-53610-390 BILLING/COLLECTION/	OCTOBER WRS PREMIUMS			\$466.50
Cash Payment Invoice	G 101-21520 RETIREMENT DEDUCTION	OCTOBER WRS PREMIUMS			\$9,273.67
Cash Payment Invoice	G 101-21520 RETIREMENT DEDUCTION	OCTOBER WRS PREMIUMS			\$9,902.27
Transaction Date	11/30/2022	GF Checking	11100	Total	\$46,791.69
Refer	290298 WI SUPPORT COLLECTIONS TRUS Ck# 2022714E 11/30/2022				
Cash Payment Invoice	G 101-21580 GARNISHMENT DEDUCTIO	MONTHLY EMPLOYEE WAGE GARNISHMENTS			\$1,417.58
Transaction Date	11/30/2022	GF Checking	11100	Total	\$1,417.58
Refer	290299 WI DEFERRED COMPENSATION P Ck# 2022715E 11/30/2022				
Cash Payment Invoice	G 101-21570 DEFERRED COMP DEDUCT	MONTHLY EMPLOYEE DEFERRED COMP CONTRIBUTIONS			\$17,915.70
Transaction Date	11/30/2022	GF Checking	11100	Total	\$17,915.70
Refer	290300 BOND TRUST SERVICES CORP Ck# 2022716E 11/30/2022				
Cash Payment Invoice	E 301-58000-615 DEBT SERVICE - INTER	2013 GO REFUNDING BONDS INTEREST PAYMENT			\$45,193.75
Transaction Date	11/30/2022	GF Checking	11100	Total	\$45,193.75
Refer	290301 BOND TRUST SERVICES CORP Ck# 2022717E 11/30/2022				
Cash Payment Invoice	E 301-58000-615 DEBT SERVICE - INTER	2019 GO BONDS INTEREST PAYMENT			\$45,150.00

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Cash Payment Invoice	E 620-53700-427 INTEREST ON LONG T	2019 GO BONDS INTEREST PAYMENT		\$6,962.50
Cash Payment Invoice	E 204-53610-615 DEBT SERVICE - INTER	2019 GO BONDS INTEREST PAYMENT		\$11,037.50
Transaction Date	11/30/2022	GF Checking	11100	Total \$63,150.00
Refer	290302 BOND TRUST SERVICES CORP	Ck# 2022718E	11/30/2022	
Cash Payment Invoice	E 301-58000-615 DEBT SERVICE - INTER	2021 GO BONDS INTEREST PAYMENT		\$59,993.75
Cash Payment Invoice	E 620-53700-427 INTEREST ON LONG T	2021 GO BONDS INTEREST PAYMENT		\$14,475.00
Cash Payment Invoice	E 204-53610-615 DEBT SERVICE - INTER	2021 GO BONDS INTEREST PAYMENT		\$525.00
Transaction Date	11/30/2022	GF Checking	11100	Total \$74,993.75
Refer	290303 PAYMENT SERVICE NETWORK	Ck# 2022719E	11/3/2022	
Cash Payment Invoice	E 620-53700-923 OUTSIDE SERVICES	MONTHLY CREDIT CARD PROCESSING FEES		\$342.58
Cash Payment Invoice	E 204-53610-290 OUTSIDE SERVICES/C	MONTHLY CREDIT CARD PROCESSING FEES		\$342.57
Transaction Date	11/30/2022	GF Checking	11100	Total \$685.15

Fund Summary

	11100 GF Checking	
101 GENERAL FUND		\$135,742.82
204 SEWER		\$12,843.34
301 DEBT SERVICE FUND		\$150,337.50
620 WATER FUND		\$22,858.14
804 BUSINESS IMPROVEMENT DISTRICT		\$746.15
		<u>\$322,527.95</u>

Pre-Written Checks	\$322,527.95
Checks to be Generated by the Computer	\$0.00
Total	<u>\$322,527.95</u>

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Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvds	\$80.94
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	cds	\$25.97
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvd	\$24.96
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvd	\$22.73
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvd	\$19.96
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	cds	\$11.99
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	cds	\$13.98
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvd	\$32.95
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvd	\$19.96
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	cds	\$12.96
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	batteries	\$19.90
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	THERMAL LAMINATING POUCHES	\$19.99
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvd	\$9.96
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvd	\$6.99
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvd	\$12.96
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvd	\$226.92
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	book tape	\$66.36
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvd	\$88.93
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	JIGSAW BLADES	\$8.64
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	cds	\$10.75
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	replacement audio book	\$19.99
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvd	\$24.74
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	AA BATTERIES (48 COUNT)	\$16.49
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvds	\$24.96
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvds	\$11.99

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Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	trick or treat candy	\$69.24
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvds	\$97.92
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	fic books	\$11.99
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvd	\$11.99
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvd	\$59.98
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	PRINTER TONER CARTRIDGE	\$63.00
Cash Payment Invoice	E 101-55110-325 PERIODICALS	magazine	\$20.00
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	DVD refund	-\$27.26
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	craft bags	\$90.22
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	PLASTIC INDEX 5-TAB DIVIDERS	\$37.98
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	video games	\$760.75
Cash Payment Invoice	E 204-53610-380 MAINTENANCE-SEWA	Sewer Dye	\$149.99
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	face paint	\$29.97
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	video games	\$22.60
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	craft supplies	\$8.99
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	CR123A 3 VOLT BATTERIES (6 COUNT)	\$13.00
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvds	\$34.24
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	pinecones	\$52.93
Cash Payment Invoice	E 101-51600-255 BLDGS/GROUNDS	Village Hall blue light bulbs	\$47.78
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvds	\$3.79
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	video games	\$29.99
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	dvds	\$157.44
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	ffile organizer	\$11.90
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	PAPER CLIPS (100 COUNT)	\$8.98
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	skewers	\$4.99

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Cash Payment	E 101-55110-300 OPERATING SUPPLIES	tuesday tastes		\$10.99
Invoice				
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	Charger for Milwaukee batteries and WiFi connector		\$35.57
Invoice				
Cash Payment	E 101-51600-255 BLDGS/GROUNDS	food drive decorations for barrels		\$15.99
Invoice				
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	MESSAGE STAMP, COPY		\$9.66
Invoice				
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	KLEENEX FACIAL TISSUES (12 PACK)		\$33.98
Invoice				
Cash Payment	E 101-53000-300 OPERATING SUPPLIES	WALL CALENDAR		\$8.90
Invoice				
Cash Payment	E 101-55110-255 BLDGS/GROUNDS	tornado shelters		\$51.73
Invoice				
Cash Payment	E 101-51600-255 BLDGS/GROUNDS	plant filler materials for lobbies		\$28.88
Invoice				
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	video games		\$49.94
Invoice				
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	compassion kits		\$23.60
Invoice				
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	CARDS FOR BUSINESS TRICK OR TREAT		\$38.60
Invoice				
Cash Payment	E 101-51440-300 OPERATING SUPPLIES	BALLOT LABELS		\$62.35
Invoice				
Cash Payment	E 101-51600-255 BLDGS/GROUNDS	plant filler materials for lobbies		\$35.94
Invoice				
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	compassion kits		\$127.49
Invoice				
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	video games		\$49.99
Invoice				
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	video games		\$34.99
Invoice				
Cash Payment	E 101-55110-310 BOOKS & MATERIALS	replacement audiobook		\$27.26
Invoice				
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	PERMANENT MARKER		\$9.21
Invoice				
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	Duty Boots (Clothing Allowance) Offc Bagin		\$114.99
Invoice				
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Tuesday tastes		\$17.88
Invoice				
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	library supplies		\$98.26
Invoice				
Transaction Date	11/25/2022	GF Checking	11100	Total \$3,868.01
Refer	0 ARLO TECHNOLOGIES	Ck# 2022696E	11/25/2022	
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	Arlo Security Camera Monthly Service Fee		\$2.99
Invoice				
Transaction Date	11/25/2022	GF Checking	11100	Total \$2.99
Refer	0 AT&T	Ck# 2022655E	11/25/2022	

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Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	ATT PD INTERNET			\$86.10
Cash Payment Invoice	E 101-51400-300 OPERATING SUPPLIES	ATT PHONE SERVICE			\$20.27
Cash Payment Invoice	E 101-52400-300 OPERATING SUPPLIES	ATT PHONE SERVICE			\$20.27
Cash Payment Invoice	E 101-51500-300 OPERATING SUPPLIES	ATT PHONE SERVICE			\$20.27
Cash Payment Invoice	E 101-55300-300 OPERATING SUPPLIES	ATT PHONE SERVICE			\$20.27
Cash Payment Invoice	E 101-52200-220 UTILITY SERVICES	ATT PHONE SERVICE			\$20.27
Cash Payment Invoice	E 101-55110-220 UTILITY SERVICES	ATT PHONE SERVICE			\$20.26
Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	ATT PHONE SERVICE			\$20.26
Cash Payment Invoice	E 101-53000-220 UTILITY SERVICES	ATT PHONE SERVICE			\$20.26
Cash Payment Invoice	E 620-53700-923 OUTSIDE SERVICES	ATT PHONE SERVICE			\$20.26
Cash Payment Invoice	E 204-53610-290 OUTSIDE SERVICES/C	ATT PHONE SERVICE			\$20.26
Cash Payment Invoice	E 101-52200-300 OPERATING SUPPLIES	FD FIRSTNET			\$253.36
Cash Payment Invoice	E 101-52300-300 OPERATING SUPPLIES	FD FIRSTNET			\$253.37
Transaction Date	11/25/2022	GF Checking	11100	Total	\$795.48
Refer	0 BAKER & TAYLOR CREDIT CARD		Ck# 2022676E 11/25/2022		
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$718.34
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$833.43
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$433.57
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$384.09
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$364.40
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$629.69
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$758.74
Cash Payment Invoice	E 101-55110-310 BOOKS & MATERIALS	BOOKS			\$19.03
Transaction Date	11/25/2022	GF Checking	11100	Total	\$4,141.29
Refer	0 BIEBELS TRUE VALUE		Ck# 2022656E 11/25/2022		
Cash Payment Invoice	E 101-52200-360 VEHICLE MAINT/EXPEN	Plug head for squad			\$8.97

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Cash Payment	E 101-52200-360 VEHICLE MAINT/EXPEN	Antifreeze for pumps			\$25.07
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$34.04
Refer	0 CHICK FIL A		<u>Ck# 2022694E 11/25/2022</u>		
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	Food for Fire Event DPW			\$180.65
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$180.65
Refer	0 COUSINS SUBS		<u>Ck# 2022668E 11/25/2022</u>		
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	Lunch for fire prevention meeting			\$67.95
Invoice					
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	Food For Hartridge Fire			\$284.35
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$352.30
Refer	0 DEFI TRAINING		<u>Ck# 2022698E 11/25/2022</u>		
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	PAH Training			\$325.00
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$325.00
Refer	0 DEMCO INC		<u>Ck# 2022661E 11/25/2022</u>		
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	library supplies			\$353.92
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Book Jackets			\$82.40
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$436.32
Refer	0 DISNEY PLUS		<u>Ck# 2022689E 11/25/2022</u>		
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Roku Subscription			\$84.39
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$84.39
Refer	0 DOMINOS PIZZA		<u>Ck# 2022670E 11/25/2022</u>		
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Teen Advisory Board			\$12.58
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$12.58
Refer	0 ENDTERS SPORTS GRILL		<u>Ck# 2022669E 11/25/2022</u>		
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	food at the fire			\$462.20
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$462.20
Refer	0 FOX BROS PIGGLY WIGGLY		<u>Ck# 2022657E 11/25/2022</u>		
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Tuesday Taste Food			\$2.99
Invoice					
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	BINGO SUPPLIES			\$54.50
Invoice					
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	food at class			\$91.83
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Saturday Stories food			\$6.48
Invoice					
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	soup bowls for dinner			\$6.92
Invoice					

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Cash Payment	E 101-51400-395 COMMUNITY RELATIO	Food Hartridge Fire			\$278.11
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$440.83
Refer	0 GALL S, INC.	<u>Ck# 2022654E 11/25/2022</u>			
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	WOOD NIGHTSTICK			\$17.30
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$17.30
Refer	0 GENEVA TAP HOUSE	<u>Ck# 2022700E 11/25/2022</u>			
Cash Payment	E 101-55110-345 STAFF EDUCATION/TR	Dinner for conference staff			\$24.90
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$24.90
Refer	0 GFL ENVIRONMENTAL	<u>Ck# 2022687E 11/25/2022</u>			
Cash Payment	E 201-53635-440 RECYCLING	RECYCLING SERVICES			\$466.84
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$466.84
Refer	0 GODADDY	<u>Ck# 2022681E 11/25/2022</u>			
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	Annual Go Daddy SSL Renewal			\$99.99
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$99.99
Refer	0 GRAND GENEVA RESORT & SPA	<u>Ck# 2022666E 11/25/2022</u>			
Cash Payment	E 101-55110-345 STAFF EDUCATION/TR	Hotel for WLA Conference			\$277.78
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$277.78
Refer	0 HOLIDAY INN & SUITES	<u>Ck# 2022688E 11/25/2022</u>			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	Chiefs conference hotel room			\$90.00
Invoice					
Cash Payment	E 101-52300-300 OPERATING SUPPLIES	Chief's conference hotel room			\$90.00
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$180.00
Refer	0 HULU	<u>Ck# 2022690E 11/25/2022</u>			
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Roku Subscription			\$84.39
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$84.39
Refer	0 JOURNAL SENTINEL INC	<u>Ck# 2022667E 11/25/2022</u>			
Cash Payment	E 101-55110-325 PERIODICALS	journal			\$44.00
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$44.00
Refer	0 JOYFY	<u>Ck# 2022701E 11/25/2022</u>			
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	BUSINESS TRICK OR TREAT HANDOUTS			\$99.65
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$99.65
Refer	0 KAPCO	<u>Ck# 2022662E 11/25/2022</u>			
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Book Covers			\$68.60
Invoice					

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Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Book Covers			\$169.00
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$237.60
Refer	0 KWIK TRIP			<u>Ck# 2022671E 11/25/2022</u>	
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	Fuel for 4386			\$66.83
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$66.83
Refer	0 LATER.COM-INSTAGRAM			<u>Ck# 2022691E 11/25/2022</u>	
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Social Media Scheduler Subscription			\$150.00
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$150.00
Refer	0 MAMI FELIZ			<u>Ck# 2022704E 11/25/2022</u>	
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	Employee Recognition Lunch			\$1,012.00
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$1,012.00
Refer	0 MID-CITY SPORTS LLC			<u>Ck# 2022672E 11/25/2022</u>	
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	BDD patrol hats from uniform allowance			\$40.00
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$40.00
Refer	0 N EAR			<u>Ck# 2022702E 11/25/2022</u>	
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	NSG- Earpiece for SCIT			\$144.99
Invoice					
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	EARPIECE FOR RADIO (CLOTHING ALLOW - OFFC MUELLER)			\$144.99
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$289.98
Refer	0 NETFLIX			<u>Ck# 2022692E 11/25/2022</u>	
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Roku Subscription			\$20.99
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$20.99
Refer	0 PADDLE			<u>Ck# 2022703E 11/25/2022</u>	
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	QR CODE SUBSCRIPTION			\$60.00
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$60.00
Refer	0 PERKINS			<u>Ck# 2022682E 11/25/2022</u>	
Cash Payment	E 101-51400-395 COMMUNITY RELATIO	employee luncheon			\$63.80
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$63.80
Refer	0 PICK N SAVE			<u>Ck# 2022680E 11/25/2022</u>	
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	Card for PFC Commissioner Patterson Funeral			\$5.26
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$5.26
Refer	0 QDOBA			<u>Ck# 2022684E 11/25/2022</u>	
Cash Payment	E 101-55110-345 STAFF EDUCATION/TR	Dinner for 3 of us 1 night at WLA Conference			\$29.28
Invoice					

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Transaction Date	11/25/2022	GF Checking	11100	Total	\$29.28
Refer	0 <i>QUILL CORPORATION</i>	<u>Ck# 2022660E 11/25/2022</u>			
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	supplies			\$196.95
Invoice					
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	supplies			\$31.16
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$228.11
Refer	0 <i>REVERES</i>	<u>Ck# 2022693E 11/25/2022</u>			
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	deposit for holiday party			\$400.00
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$400.00
Refer	0 <i>SCHOOL OUTFITTERS</i>	<u>Ck# 2022674E 11/25/2022</u>			
Cash Payment	E 101-55110-255 BLDGS/GROUNDS	Tables and Chairs			\$1,535.31
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$1,535.31
Refer	0 <i>SUPERIOR SIGNAL COMPANY</i>	<u>Ck# 2022683E 11/25/2022</u>			
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	Repair smoke machines x2			\$380.44
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$380.44
Refer	0 <i>TARGET</i>	<u>Ck# 2022679E 11/25/2022</u>			
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Tuesday Tastes Food			\$23.30
Invoice					
Transaction Date	11/25/2022	GF Checking	11100	Total	\$23.30
Refer	0 <i>TIME WARNER CABLE CREDIT CA</i>	<u>Ck# 2022677E 11/25/2022</u>			
Cash Payment	E 101-53000-220 UTILITY SERVICES	ENTERPRISE VOICE			\$34.46
Invoice					
Cash Payment	E 620-53700-605 MAINTENANCE-WATER	ENTERPRISE VOICE			\$34.46
Invoice					
Cash Payment	E 204-53610-385 MAINTENANCE-COLLE	ENTERPRISE VOICE			\$34.46
Invoice					
Cash Payment	E 101-53000-220 UTILITY SERVICES	DPW FIBER			\$126.34
Invoice					
Cash Payment	E 620-53700-605 MAINTENANCE-WATER	DPW FIBER			\$126.33
Invoice					
Cash Payment	E 204-53610-385 MAINTENANCE-COLLE	DPW FIBER			\$126.33
Invoice					
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	SPECTRUM FIBER FD			\$379.00
Invoice					
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	SPECTRUM ENTERPRISE INTERNET			\$66.25
Invoice					
Cash Payment	E 101-52400-300 OPERATING SUPPLIES	SPECTRUM ENTERPRISE INTERNET			\$66.25
Invoice					
Cash Payment	E 101-51500-300 OPERATING SUPPLIES	SPECTRUM ENTERPRISE INTERNET			\$66.25
Invoice					
Cash Payment	E 101-55300-300 OPERATING SUPPLIES	SPECTRUM ENTERPRISE INTERNET			\$66.25
Invoice					

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Cash Payment Invoice	E 101-52100-300 OPERATING SUPPLIES	SPECTRUM ENTERPRISE INTERNET			\$66.25
Cash Payment Invoice	E 101-53000-220 UTILITY SERVICES	SPECTRUM ENTERPRISE INTERNET			\$66.25
Cash Payment Invoice	E 620-53700-605 MAINTENANCE-WATER	SPECTRUM ENTERPRISE INTERNET			\$66.25
Cash Payment Invoice	E 204-53610-385 MAINTENANCE-COLLE	SPECTRUM ENTERPRISE INTERNET			\$66.25
Cash Payment Invoice	E 101-55370-300 OPERATING SUPPLIES	SPECTRUM ENTERPRISE INTERNET			\$30.00
Cash Payment Invoice	E 101-52200-220 UTILITY SERVICES	SPECTRUM ENTERPRISE VOICE			\$103.59
Cash Payment Invoice	E 101-51400-300 OPERATING SUPPLIES	SPECTRUM ENTERPRISE VOICE			\$42.50
Cash Payment Invoice	E 101-52400-300 OPERATING SUPPLIES	SPECTRUM ENTERPRISE VOICE			\$42.50
Cash Payment Invoice	E 101-51500-300 OPERATING SUPPLIES	SPECTRUM ENTERPRISE VOICE			\$42.49
Cash Payment Invoice	E 101-55300-300 OPERATING SUPPLIES	SPECTRUM ENTERPRISE VOICE			\$42.49
Cash Payment Invoice	E 101-55110-220 UTILITY SERVICES	SPECTRUM ENTERPRISE VOICE			\$42.49
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	11/25/2022	GF Checking	11100	Total	\$1,907.40
Refer	0 U.S. CELLULAR	Ck# 2022659E	11/25/2022		
Cash Payment Invoice	E 101-55300-300 OPERATING SUPPLIES	US CELLULAR PHONE SERVICES			\$18.14
Cash Payment Invoice	E 101-53000-220 UTILITY SERVICES	US CELLULAR PHONE SERVICES			\$114.88
Cash Payment Invoice	E 620-53700-605 MAINTENANCE-WATER	US CELLULAR PHONE SERVICES			\$114.88
Cash Payment Invoice	E 204-53610-385 MAINTENANCE-COLLE	US CELLULAR PHONE SERVICES			\$114.88
Transaction Date	11/25/2022	GF Checking	11100	Total	\$362.78
Refer	0 UNITED STATES POSTAL SERVIC	Ck# 2022663E	11/25/2022		
Cash Payment Invoice	E 101-55110-300 OPERATING SUPPLIES	ILL Shipment			\$3.32
Cash Payment Invoice	E 101-52300-300 OPERATING SUPPLIES	letters to DM on status			\$9.20
Transaction Date	11/25/2022	GF Checking	11100	Total	\$12.52
Refer	0 UWCC REGISTRATIONS	Ck# 2022697E	11/25/2022		

VILLAGE OF HARTLAND

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Payments

Current Period: NOVEMBER 2022

Cash Payment	E 101-53000-345 STAFF EDUCATION/TR	Management Training TOMJ		\$284.00
Invoice				
Transaction Date	11/25/2022	GF Checking	11100	Total \$284.00
Refer	0 VERIZON WIRELESS	<u>Ck# 2022658E 11/25/2022</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		\$257.79
Invoice				
Transaction Date	11/25/2022	GF Checking	11100	Total \$595.88
Refer	0 WALMART	<u>Ck# 2022678E 11/25/2022</u>		
Cash Payment	E 101-55110-300 OPERATING SUPPLIES	Tuesday Tastes Food		\$58.78
Invoice				
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	poster board for wctc job fair		\$17.92
Invoice				
Cash Payment	E 101-52100-300 OPERATING SUPPLIES	1/5 CUT LEGAL SIZE HANGING FILE FOLDERS		\$15.35
Invoice				
Transaction Date	11/25/2022	GF Checking	11100	Total \$92.05
Refer	0 WATER - COFFEE DELIVERY	<u>Ck# 2022686E 11/25/2022</u>		
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	Water delivery for station		\$109.81
Invoice				
Cash Payment	E 101-52200-300 OPERATING SUPPLIES	Water delivery for station		\$85.37
Invoice				
Transaction Date	11/25/2022	GF Checking	11100	Total \$195.18
Refer	0 WAUKESHA CTY REGISTER OF DE	<u>Ck# 2022706E 11/22/2022</u>		
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	conv. fee Reg of Deeds		\$1.13
Invoice				
Cash Payment	E 101-51400-300 OPERATING SUPPLIES	docs from reg. of deeds		\$45.00
Invoice				
Transaction Date	11/25/2022	GF Checking	11100	Total \$46.13
Refer	0 WEIMER BEARING	<u>Ck# 2022705E 11/25/2022</u>		
Cash Payment	E 101-53000-360 VEHICLE MAINT/EXPEN	Leaf Machine Bearings		\$234.37
Invoice				
Cash Payment	E 101-53000-360 VEHICLE MAINT/EXPEN	Leaf Machine Bearing		\$85.46
Invoice				
Transaction Date	11/25/2022	GF Checking	11100	Total \$319.83
Refer	0 WEMSA	<u>Ck# 2022699E 11/25/2022</u>		
Cash Payment	E 101-52300-300 OPERATING SUPPLIES	EMS conference DJ		\$350.00
Invoice				
Transaction Date	11/25/2022	GF Checking	11100	Total \$350.00
Refer	0 WI DMV	<u>Ck# 2022673E 11/25/2022</u>		

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Payments

Current Period: NOVEMBER 2022

Cash Payment Invoice	E 101-52100-290 OUTSIDE SERVICES/C	DOT Registration Suspension Fee		\$3.00
Cash Payment Invoice	E 101-52100-290 OUTSIDE SERVICES/C	DOT Registration Suspension Fee		\$3.00
Cash Payment Invoice	E 101-52100-290 OUTSIDE SERVICES/C	DOT Registration Suspension Fee		\$0.06
Cash Payment Invoice	E 101-52100-290 OUTSIDE SERVICES/C	DOT Registration Suspension Fee		\$0.06
Transaction Date	11/25/2022	GF Checking	11100	Total \$6.12
Refer	0 WI LIBRARY ASSOC	Ck# 2022665E 11/25/2022		
Cash Payment Invoice	E 101-55110-345 STAFF EDUCATION/TR	WLA Conference		\$365.00
Transaction Date	11/25/2022	GF Checking	11100	Total \$365.00
Refer	0 WI STATE FIRE CHIEFS ASSOC	Ck# 2022664E 11/25/2022		
Cash Payment Invoice	E 101-52200-300 OPERATING SUPPLIES	Fire Chief's confrence spring		\$125.00
Transaction Date	11/25/2022	GF Checking	11100	Total \$125.00
Refer	0 WI RURAL WATER ASSOC (WRWA)	Ck# 2022707E 11/22/2022		
Cash Payment Invoice	E 620-53700-926 EMPLOYEE PENSIONS	Service Fee for Wastewater Class		\$6.05
Cash Payment Invoice	E 620-53700-926 EMPLOYEE PENSIONS	Wastewater Training Service Fee		\$6.05
Cash Payment Invoice	E 620-53700-926 EMPLOYEE PENSIONS	Wastewater Class Service Fee Refund		-\$6.05
Cash Payment Invoice	E 620-53700-926 EMPLOYEE PENSIONS	Wastewater Service Fee Refund		-\$6.05
Cash Payment Invoice	E 620-53700-926 EMPLOYEE PENSIONS	Leo Wastewater Training Class		\$100.00
Cash Payment Invoice	E 620-53700-926 EMPLOYEE PENSIONS	Jake Wastewater Class		\$100.00
Cash Payment Invoice	E 620-53700-926 EMPLOYEE PENSIONS	Wastewater Class Refund		-\$100.00
Cash Payment Invoice	E 620-53700-926 EMPLOYEE PENSIONS	Wastewater Class Refund		-\$100.00
Transaction Date	11/25/2022	GF Checking	11100	Total \$0.00
Refer	0 ZOOM	Ck# 2022685E 11/25/2022		
Cash Payment Invoice	E 101-51400-395 COMMUNITY RELATIO	Monthly Zoom Account		\$15.74
Transaction Date	11/25/2022	GF Checking	11100	Total \$15.74

VILLAGE OF HARTLAND

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Payments

Current Period: NOVEMBER 2022

Fund Summary

	11100 GF Checking	
101 GENERAL FUND		\$20,177.28
201 REFUSE & GARBAGE COLLECTION		\$466.84
204 SEWER		\$590.67
620 WATER FUND		\$496.67
		<hr/>
		\$21,731.46

Pre-Written Checks	\$21,731.46
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$21,731.46



**Village of Hartland
Administration**

210 Cottonwood Ave, Hartland, WI 53029
www.villageofhartland.com

Committee: Village Board	Date: December 6, 2022
Village Board Item Number: 3	Date: December 12, 2022
Submitted By: Sara Rennekamp, Recreation Director	Presenter: Jim & Lynn Muenzenberger
Subject: Consideration of a motion to affirm the Park and Recreation Board approval of the use of Nixon Park for Winter Play Day, Kiwanis of Greater Hartland and BID, on January 21, 2023.	
Details: Included in the Village Board packet is a schedule of activities that will be held on January 21, 2023 and the special event permit application and park reservation application forms. Kiwanis has requested to use power from the warming shed and power from the Fine Arts Center's concession stand. Kiwanis has indicated that they would utilize the playground area, t-ball area, Fine Arts area, and the Warming Hut. The Park and Recreation Board discussed and made a motion at the December 5, 2022 meeting for the Winter Play Day by Kiwanis of Greater Hartland on January 21, 2023 to be approved by the Village Board.	
Executive Recommendation: None at this time.	
Financial Remarks: Kiwanis is requesting fees be waived due to this being a community focused event and there will be no charge for participants. Fees were waived for the Winter Play Day in 2022.	
Options & Alternatives: None at this time.	

Winter Play Day: Saturday, January 21, 2023

2:00 – 5:00pm

Nixon Park

Family play day in Nixon Park!

- This is a free community event provided by the Kiwanis of Greater Hartland.
- Kiwanis to run a series of free games set-up in the park, in front of the Fine Arts Center stage, near the tennis courts and the ice rink.
- Complimentary hot chocolate provided outside the warming hut; we may solicit donations.

Scheduled Activities

- Penguin Egg Hunt at 2:15pm

Ongoing Activities:

- Snowball Toss Game
- Limbo
- Freeze bubbles
- Rubber Duck Toss Game
- Snow Obstacle Course
- Ice bowling
- Bingo
- Hockey Puck Shoot
- Ice skating

Penguin Egg hunt will be set-up in the tennis court area and splash pad area, one area for kids 5 and under and the other for kids 6 and up. Ongoing activities to be set-up in front of the Fine Arts Center, near the ice rink and on a portion of the ice rink (still space for skating). Also, to serve hot chocolate in front of the warming hut.

Requesting access to use the electrical outlets outside the warming hut for outdoor heater and electricity in the Fine Arts Concession stand for inflatable snowman.

Also, requesting the park rental fee be waived since this is a free community event to help bring families to the park in the winter season.



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

SPECIAL EVENT PERMIT APPLICATION

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

FEES ARE NON-REFUNDABLE

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

ORGANIZATION INFORMATION			
Name of Organization <i>Kiwanis of Greater Hartland</i>			
Street Address <i>PO Box 444</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Phone Number <i>262-844-3265</i>	Are you a 501(c)3 Organization?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Event Contact Person (First & Last Name) <i>Lynn Muenzenberger</i>			
Address <i>182 Warren Ave</i>	City <i>Hartland</i>	State <i>WI</i>	Zip <i>53029</i>
Email <i>lmuenzenberger@yahoo.com</i>	Phone Number <i>262-844-3265</i>	Day of Event Phone Number <i>262-844-3265</i>	
If applicant is a partnership, provide names, addresses and phone numbers for all partners. Provide names, addresses and phone numbers for all officers and directors if corporation or members if applicant is a limited-liability company.			

EVENT INFORMATION	
Name of Event <i>Winter Play Day</i>	Date(s) of Event <i>January 21, 2023</i>
Event Start Time <i>10:00am set-up, event starts 2:00pm</i>	Event End Time <i>5:30 pm</i>
Location of the Event* <i>Nixon Park</i>	
Will your event take place in a Village of Hartland Park?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.</p> <p>*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.</p>	

OTHER INFORMATION

Generally describe your event and its purpose

Kiwanis of Greater Hartland to host a free community event in Nixon Park. Kiwanis to run a series of games in the park near the playground Fine Arts Center and ice rink, and offer complimentary hot chocolate. The purpose is to help bring families to the park in the winter season.

Estimated Number of Participants

unknown (~150 last year)

Spectators

Vendors

None

Will alcohol be sold/served? *If yes, liquor and bartender licenses are necessary under separate application.*

Yes

No

Will you be selling/serving food?

Yes

No

Will you have food trucks? *If yes, you will need to obtain Outside Food Vendor Permits under separate application.*

Yes

No

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

Will you be selling merchandise? *If yes, you will need to obtain a Solicitor's Permit under separate application.*

Yes

No

Does the event involve fireworks? *If yes, you will need to obtain a Fireworks Permit under separate application.*

Yes

No

Does the event involve amplified music?

Yes

No

If yes, will the amplified music be a:

Band

DJ

Hours of amplified music:

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

Is street closure requested?

Yes

No

Hours of street closure:

Diagram for Street Closure Provided?

Yes

No

Will you need barricades provided by the Village for your event?

Yes

No

How many barricades needed for your event?

"Road Closed" signs requested?

Yes

No

Will you be erecting any tents, canopies or other temporary structure(s)? *If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector.*

Yes

No

Will you be providing portable restrooms and wash stations?

Yes

No

OTHER INFORMATION CONTINUED

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

Will you provide parking for participants?

Yes

No

If yes, where will parking be available?

Street parking and Nixon parking lot

Will you provide a dumpster/clean-up services?

Yes

No

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

Will the event require additional security?

Yes

No

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

Yes

No

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

Yes

No

INSURANCE REQUIREMENTS

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

Are you able to provide these insurance documents?

Yes

No

DEPOSIT REQUIREMENTS

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

TERMINATION OF AN EVENT

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

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

Sign A Murgulaya
 Signature of Applicant

11/17/2022
 Date

For staff use only

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

Application forwarded to:

Village Board approval, if necessary, on:

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

Date: _____

Fire

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg-Ins.	X 11/17/22		[Signature]	
Clerk	X 12/11/22		[Signature]	
Fire				
Police	X 11/21/22		Chief Misko	
Public Works	X		D. Fisher	
Rec	X 12/16/22		[Signature]	

Fees

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

All requirements for this special event have been met.

Village Administrator approval

Date 12/11/2022

[Signature]



Village of Hartland Park Facility Reservation Application

210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Permit # _____

Contact Information

Organization Name (if applicable) Kiwanis of Greater Hartland
 Renter or Responsible Party Kiwanis of Greater Hartland - Lynn Muenzenberger event chairperson
 Home/Cell Phone 262-844-3265 (cell) Email jlmuenzenberger@yahoo.com
 Address 182 Warren Ave City/Zip Hartland WI 53029
 If above person cannot be reached: Jim Muenzenberger Phone 262-844-3266

Rental Information

Event Date January 21, 2023 Event Type Winter Play Day - Free Community Event
 Arrival Time (include set-up time) 10:00am Departure Time (include clean-up time) 5:30pm
 Attendance unknown Electricity - Yes No Tax Exempt - Yes No (If yes, please include certificate)

Rental Fees

Check, cash and credit card are accepted (checks payable to **Village of Hartland**). Fees and deposits must be paid at the time of reservation.

Park Shelter/Open Space

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

Nixon Park playground area, T-ball area, Fine Arts area, Warming Hut

I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.

Lynn Muenzenberger
 Renter's Signature
 Lynn Muenzenberger

11/17/2022
 Date

Renter's Name (please print)

Rental Fee (based on number of attendees)

Attendees Resident Non-resident

Requesting park rental fee be waived since this is a free community event. to bring families to the park in winter.

Structures deposit (\$100) _____
 Total Due _____

Office Use Only: Date Paid _____ Amount Paid _____ Receipt # _____ Processed _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/17/2022

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 Hylant - Indianapolis 10401 North Meridian St, Ste 200 Indianapolis IN 46290		CONTACT NAME: Lisa Christenson PHONE (A/C, No, Ext): 317-817-5172 E-MAIL ADDRESS: kiwaniscert@hylant.com		FAX (A/C, No): 317-817-5151	
		INSURER(S) AFFORDING COVERAGE		NAIC #	
INSURED Kiwanis International, All Clubs and Their Members 3636 Woodview Trace Indianapolis IN 46268		KIWAN03	INSURER A: Lexington Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		19437

COVERAGES

CERTIFICATE NUMBER: 1689723633

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 <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		013136005	11/1/2022	11/1/2023	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Liquor Liability \$1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			013136005	11/1/2022	11/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
	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/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Self-Insured Retention			013136005	11/1/2022	11/1/2023	All Claims \$75,000

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

The Certificate Holder and others as defined in the written agreement are additional insured subject to the terms, conditions, and exclusions on the policy with respect to the General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included).

January 21st, 2023 or any future date(s) during the policy term.
 Free Family Community Event - Winter Games for kids
 Located @ Nixon Park & Centennial Park, Hartland, WI
 Kiwanis Club of Greater Hartland

CERTIFICATE HOLDER**CANCELLATION**

Village of Hartland Attn: Darlene Igl 210 Cottonwood Ave. Hartland, WI 53029	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 <i>Judy K. Wilson</i>
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**Village of Hartland
Administration**

210 Cottonwood Ave, Hartland, WI 53029
www.villageofhartland.com

Committee: Village Board	Date: December 6, 2022
Village Board Item Number: 4	Date: December 12, 2022
Submitted By: Sara Rennekamp, Recreation Director	Presenter: Jim & Lynn Muenzenberger
Subject: Consideration of a motion to affirm the Park and Recreation Board approval of the use of Nixon Park for Hartland's Bark River Bash, Kiwanis of Greater Hartland and BID, on May 6, 2023.	
Details: Included in the Village Board packet is a schedule of events that will be held on May 6, 2023 and the special event permit application and park reservation application forms. Kiwanis has requested to have the Lake Country Beer Garden open and has communicated with Pat Endter. Park and Recreation Board discussed and made a motion at the December 5, 2022 meeting for the Bark River Bash, a Kiwanis and BID event, to be approved by the Village Board.	
Executive Recommendation: None at this time.	
Financial Remarks: Kiwanis is requesting fees be waived for this event. Last year fees were paid.	
Options & Alternatives: None at this time.	

Hartland's Bark River Bash – 2023

Hosted by the Hartland Kiwanis and Hartland Business Improvement District

May 6, 2023, running approximately **9am-2pm**.

Features:

- **9am-11am** Kiwanis Bark River Canoe/Kayak Run – casual tour starting in Centennial Park and finishing at Nixon Park. (Suggested donation \$10-20)
- **12-12:30pm** – Kiwanis Rubber Duck Derby- from the covered bridge (Bark River Greenway) to the Nixon Park Pond area.
- **1pm-2pm** Kiwanis/BID secondary raffle of certificates and prizes.
- **10am-2pm** Kiwanis Hammer-schlagen at Nixon Park.
- **10am-2pm** Hartland BID vendor booths (BID and non-BID vendors)
- **10am- 2pm** Beer Garden and food provided by Endter's.
- **10am -2pm** Music in the Nixon Park bandshell.
- **10am -12** Hartland IATC- Ice age trail tour from Nixon to Centennial Park and back.

Vendors and other groups are welcome to create fun and games that relate to the theme of the day.

Updated 11/17/22.



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

SPECIAL EVENT PERMIT APPLICATION

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

FEES ARE NON-REFUNDABLE

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

ORGANIZATION INFORMATION			
Name of Organization Kiwanis of Greater Hartland			
Street Address PO Box 444	City Hartland	State WI	Zip 53029
Phone Number 262-844-3265	Are you a 501(c)3 Organization?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Event Contact Person (First & Last Name) Jim Muenzenberger			
Address 182 Warren Ave	City Hartland	State WI	Zip 53029
Email jlmuenzenberger@yahoo.com	Phone Number 262-844-3266	Day of Event Phone Number 262-844-3266	
If applicant is a partnership, provide names, addresses and phone numbers for all partners. Provide names, addresses and phone numbers for all officers and directors if corporation or members if applicant is a limited-liability company.			

EVENT INFORMATION	
Name of Event Bark River Bash	Date(s) of Event May 6, 2023
Event Start Time 9:00 am	Event End Time 2:00 pm
Location of the Event* Centennial Park and Nixon Park	
Will your event take place in a Village of Hartland Park?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>You MUST attach a detailed map/diagram of your event indicating the specific location and layout for event including vendors, generators, parking, proposed road closures, structures and portable toilets.</p> <p>*If you are using a Village Park, you must complete the Park Facility Reservation Application and reserve the park facility prior to getting your special event permit approved by the Village Board.</p>	

OTHER INFORMATION

Generally describe your event and its purpose

Canoe/Kayak paddle down the Bark River starting near Centennial parking lot and finishing near playground in Nixon Park. Rubber duck derby from covered bridge (Bark River Greenway) to Nixon Park. Hartland BID to organize vendor booths along Nixon park path. Entter's to open Beer Garden. Music in bandshell or in front of warming hut. Purpose: community event and fundraiser.

Estimated Number of Participants	Spectators	Vendors
Unknown - weather dependent		

Will alcohol be sold/served? *If yes, liquor and bartender licenses are necessary under separate application. Entter's to open Beer Garden*

Yes No

Will you be selling/serving food? *Entter's to sell food*

Yes No

Will you have food trucks? *If yes, you will need to obtain Outside Food Vendor Permits under separate application.*

Yes No

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

Will you be selling merchandise? *If yes, you will need to obtain a Solicitor's Permit under separate application.*

Yes No

Does the event involve fireworks? *If yes, you will need to obtain a Fireworks Permit under separate application.*

Yes No

Does the event involve amplified music?

Yes No

If yes, will the amplified music be a:

Band DJ

Hours of amplified music: 10:00 am - 2:00 pm

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

Is street closure requested?

Yes No

Hours of street closure:

Diagram for Street Closure Provided?

Yes No

Will you need barricades provided by the Village for your event?

Yes No

How many barricades needed for your event? *20 to 30 barricades to Nixon park*

"Road Closed" signs requested?

Yes No

Will you be erecting any tents, canopies or other temporary structure(s)? *If yes, You will need to provide a plan for their proposed locations and the Department of Public Works will need to inspect these structures prior to the start of your event. Tents over 400 sq. feet will require inspection by the Building Inspector.*

Yes No

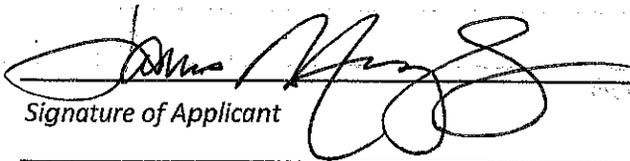
Will you be providing portable restrooms and wash stations?

Yes No

TERMINATION OF AN EVENT

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

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


Signature of Applicant

11-17-22
Date

For staff use only

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

Application forwarded to:

Village Board approval, if necessary, on:

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

Date: _____

DEPT.	APPROVE	DENY	BY	REASON (if denied)
Bldg. Insp.				<i>Needed</i>
Clerk	X 12/2/22		<i>[Signature]</i>	<i>Signature Not needed for event</i>
Fire	X		<i>[Signature]</i>	
Police	X 11/2/22		Chief Mishko	
Public Works	X		<i>[Signature]</i>	
Rec	X 12/2/22		<i>[Signature]</i>	

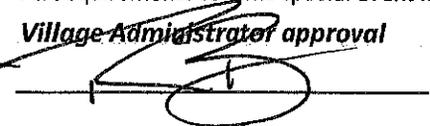
Fees

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

All requirements for this special event have been met.

Village Administrator approval

Date 12/1/2022



OTHER INFORMATION CONTINUED

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

Will you provide parking for participants?

Yes

No

If yes, where will parking be available?

Street parking, Centennial parking lot, Nixon Parking lot

Will you provide a dumpster/clean-up services?

Yes

No

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

Will the event require additional security?

Yes

No

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

Yes

No

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

Yes

No

INSURANCE REQUIREMENTS

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

Are you able to provide these insurance documents?

Yes

No

DEPOSIT REQUIREMENTS

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/17/2022

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 Hylant - Indianapolis 10401 North Meridian St, Ste 200 Indianapolis IN 46290	CONTACT NAME: Lisa Christenson	
	PHONE (A/C, No, Ext): 317-817-5172	FAX (A/C, No): 317-817-5151
E-MAIL ADDRESS: kiwaniscert@hylant.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Lexington Insurance Company		19437
INSURED Kiwanis International, All Clubs and Their Members 3636 Woodview Trace Indianapolis IN 46268	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2099349215 **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 <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		013136005	11/1/2022	11/1/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			013136005	11/1/2022	11/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
	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/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Self-Insured Retention			013136005	11/1/2022	11/1/2023	All Claims \$75,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The Certificate Holder and others as defined in the written agreement are additional insured subject to the terms, conditions, and exclusions on the policy with respect to the General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during the policy term are included).
 May 6th, 2023 or any future date(s) during the policy term.
 Kayak/Canoe Paddle and Duck Derby
 Located @ Nixon Park & Centennial Park, Hartland, WI
 Kiwanis Club of Greater Hartland

CERTIFICATE HOLDER**CANCELLATION**

Village of Hartland Attn: Darlene Igl 210 Cottonwood Ave. Hartland, WI 53029	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 <i>Judy K. Wilson</i>

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Village of Hartland Park Facility Reservation Application

210 Cottonwood Ave, Hartland, WI 53029
Office: (262) 367-2714 Fax: (262) 367-2430

Permit #

Contact Information

Organization Name (if applicable) Kiwanis of Greater Hartland
 Renter or Responsible Party Kiwanis of Greater Hartland - Jim Muenzenberger event chariperson
 Home/Cell Phone 262-844-3266 Email jlmuenzenberger@yahoo.com
 Address 182 Warren Ave City/Zip Hartland, WI 53029
 If above person cannot be reached: Lynn Muenzenberger Phone 262-844-3265

Rental Information

Event Date May 6, 2023 Event Type Community Event/Fundraiser-Bark River Bash
 Arrival Time (include set-up time) 8:00am Departure Time (include clean-up time) 3:00pm
 Attendance unknown Electricity - Yes No Tax Exempt - Yes No (If yes, please include certificate)

Rental Fees

Check, cash and credit card are accepted (checks payable to **Village of Hartland**). Fees and deposits must be paid at the time of reservation.

Park Shelter/Open Space

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

Rental Fee (based on number of attendees)

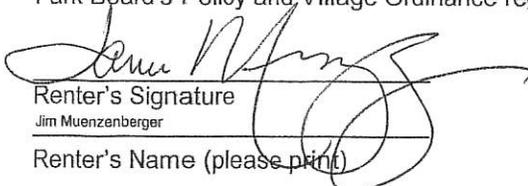
Attendees	Resident	Non-resident
<u>0-50</u>	\$75	\$130
51-100	90	145
101-200	105	160
201+	120	175

Refundable Deposit (based on number of attendees)

- 1 - 100 No deposit required
- 101 - 200 \$200
- 201 - 300 \$300
- 300 + \$400

Also, Fine Arts Center and area in front of warming shed

I verify the information provided and agree to the Park Board's Policy and Village Ordinance regarding Park Usage.


 Renter's Signature _____ Date 11/17/2022
 Jim Muenzenberger
 Renter's Name (please print) _____

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

Office Use Only: Date Paid _____ Amount Paid _____ Receipt # _____ Processed _____

VILLAGE OF HARTLAND WARMING SHED AND FINE ARTS CENTER RESERVATION FORM

210 COTTONWOOD AVENUE | HARTLAND, WI 53029 | PHONE 262-367-2714 | FAX 262-367-2430

Reservation for: Warming Shed Fine Arts Center

Organization or Individual's Name: HARTLAND KWANIS / B.I.D.

Name of Person in Charge: JIM MUENZENBERGER

Telephone Number: Home: 262-367-4411 Work: 262-844-3266 (C)

Email Address: drjms team@hotmail.com

Address: 182 Warren Ave Hartland

Secondary Contact: Lynn Muenzenberger

Telephone Number: Home: same Work: 262-844-3265 (C)

Email Address: jlmuenzenberger@yahoo.com

Address: same

Name of Group/Performer: - Unknown - possibly "A Little bit of Heaven"

Description of Entertainment: music

Is Sponsor Classified as Non-Profit: Yes

Other Permits Required: Beer Shelter Other

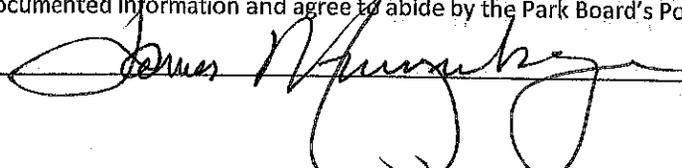
Date Paid: _____ Fees: _____ Deposit: _____ Receipt Number: _____

Warming Shed Fees						
Number of People		20 people max				
Refundable Deposit		\$100.00				
Fees	Resident	\$50.00 + tax				
	Non-Resident	\$90.00 + tax				
Fine Art Center Fees						
Number of People		0-50	51-100	101-200	201-300	301+
Refundable Deposit		\$50.00	\$100.00	\$200.00	\$300.00	\$400.00
Fees	Resident	\$80.00 + tax	\$100.00 + tax	125.00 + tax	150.50 + tax	
	Non-Resident	\$80.00 + tax	\$100.00 + tax	125.00 + tax	150.50 + tax	

Permit Number:	Date of Use	Time of Use	Resident/ Non-Resident	Estimated Attendance	Insurance Certificate	Electricity Needed	Total Deposit	Date Issued	Issued By

Warming Shed									
Fine Art Center									
Food/Beverage Sales at Concessions Window?									
Sales of Other Items? Describe Items and Point of Sale.									

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

Signature:  11/30/22



Village of Hartland
210 Cottonwood Avenue
Hartland WI 53029
PH: 262-367-2714
FAX: 262-367-2430
www.villageofhartland.wi.gov

December 6, 2022

David Sutton
Joe Glomski
Bank Five Nine
800 Cardinal Land
Hartland, WI 53029

Thank you for your interest in sponsoring the Village of Hartland's 2023 Thursday Night Concert Series. The Series begins in June and runs 10 weeks, ending in August. The projected cost of 2023 Concert Series is \$8000.00. This includes the cost of performers as well as promotional materials. The Village is looking for a premier sponsor to partner with to preserve this summer community event.

The Premier Sponsorship of the Thursday Night Concert Series includes your logo on all promotional materials. Promotional materials include but are not limited to:

- Flyers
- Advertisement on the Village of Hartland's website
- Promotions in the weekly eNewsletter, Hartland Happenings
- Advertisement in the Summer Recreation Guide
- 4'x6' banner sponsorship banner on the tennis courts facing the Park Avenue entrance to Nixon Park (Figure 1*)
- 4'x6' banner with list of dates and bands on building facing the Maple Avenue entrance to Nixon Park (Figure 2*)
- 6'x12' banner sponsorship banner on the stage of the Fine Arts Center (Figure 3*)
- (2) 4'x6' banners (sponsorship on left, dates and bands on the right) on either side of the Fine Arts Center (Figure 3*)
- (2) 4'x6' banner wings (sponsorship on left, dates and bands on the right) at the base of the beer garden entrance arch (Figure 4*)

*Pictured banner sizes are an approximation.

We are happy to discuss our Premier Sponsorship opportunity further. I can be reached at ryanb@villageofhartland.wi.gov to schedule an appointment.

Thank you for your continued support of the Village of Hartland.

Ryan Bailey
Village Manager
Village of Hartland

Figure 1



Figure 2



Figure 3



Figure 4





**Village of Hartland
Administration**

210 Cottonwood Ave, Hartland, WI 53029
www.villageofhartland.com

Committee: Village Board	Date: 12/6/2022
Village Board Item Number: 6	Date: 12/12/2022
Submitted By: Dave Felkner, DPW Director	
Subject: Athletic Fee Adjustments	

Details: The Park Board has referred this to Village Board. Staff did a cost analysis on what it takes for the DPW to maintain our baseball fields throughout the Village. With supplies costs rising, we are losing money for the maintenance and preps on our fields. Staff is suggesting raising the rates on reservations and preps fees on our fields.

Staff is also suggesting raising the reservation fees for the tennis and pickleball courts.

Financial Remarks:

To limit the Village's monetary loss on amenities in our Parks.

Options & Alternatives:

Leave pricing alone and take a loss financially for our field maintenance.

Executive Recommendation:

Staff is recommending raising fees for tennis / pickleball courts and field reservations, and preps for our parks.

**VILLAGE OF HARTLAND
ATHLETIC FACILITY SCHEDULING APPLICATION**

Organization or Individual's Name: _____

Name of Person In Charge: _____

Telephone Number: (Home) _____ (Work) _____ (EMAIL) _____

Address: _____
Street/Mailing Zip Code

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

Name _____ Address _____ Phone (Home, Work & EMAIL) _____

Name _____ Address _____ Phone (Home, Work & EMAIL) _____

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

Signature _____

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

Permit Number: _____ Provide Dates, Times or Attach Schedule	Fee Per Use (Including Games and Practices) <i>Tax not Charged for Tax-Exempt</i>	Deposit (See Below)	Field Prep Charges <i>See Page 2</i>	Total Amount Due	Date Issued	Insurance Certificate?	Request Taken By
Baseball Fields (Large)							
Nixon (40.00)	\$35.00 + 2.00						
Centennial (40.00)	\$35.00 + 2.00						
Hartbrook (35.00)	\$25.00 + 1.75						
Penbrook (35.00)	\$25.00 + 1.75						
Baseball Fields (Small)							
Hartbrook (30.00)	\$25.00 + 1.50						
Joliet (30.00)	\$25.00 + 1.50						
Nixon (30.00)	\$25.00 + 1.50						
Softball Field							
Bark River* (40.00)	\$35.00 + 2.00						
Soccer Fields(Large)							
Centennial	\$30.00 + 1.50						
Hartbrook	\$30.00 + 1.50						
Penbrook	\$30.00 + 1.50						
Soccer Field (Small)							
Hartbrook	\$30.00 + 1.50						
Football Field							
Centennial	\$100.00 + 5.00						
Tennis Courts/Pickleball							
Nixon (15.00)	\$11+ .55 per court every 2 hours			+ tax			
Penbrook (15.00)	\$11+ .55 per court every 2 hours			+ tax			

*Field Reservation Includes Shelter at Bark River Park Only

Turn Page Over for Prep Fees

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

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

REQUIREMENTS FOR ATHLETIC FIELD USE AND FIELD PREPARATION APPLICANTS

1. It will be the responsibility of the sponsor/individual reserving the athletic facilities to pick up litter in the area after the event, including in the surrounding park area. The applicant will be responsible for any damage or excessive clean up required and the cost will be deducted from the deposit.
2. All equipment and personal items must be removed from the park by sun down or the closing time approved by the Park Board.
3. Restroom facilities and parking lots are open to park patrons. NOT EXCLUSIVE TO THE PERMIT HOLDER. Parking is permitted in designated areas only. **Vehicles cannot be parked in the picnic areas or the grass.**
4. Certificate of insurance naming the Village of Hartland as additional insured must be provided.
5. DISORDERLY CONDUCT PROHIBITED.
6. For the enjoyment of all park patrons, dogs must be licensed, on a leash not exceeding six feet in length and under the owner's control. Owners shall promptly remove and dispose of any excrement in a sanitary manner.
7. Fields must be reserved for make-up games and a minimum of 24 hours notice given (one working day) to prep a field for a make-up game.
8. DPW requires a minimum of 24 hours notice (one working day) for a newly scheduled field preparation.
9. DPW will spend no more than two hours preparing a facility for a game.
10. In the case of inclement weather, field preps will not be made. Notification will be provided to appropriate contact person if conditions do not allow for field preparation. Please follow the Hartland Athletic Field Group Guidelines for Field Playing Conditions and contact DPW at 262-367-4750 or Recreation Director Sara Rennenkamp at 262-367-0352.
11. Park Shelter application must be made separately if they are to be used in conjunction with a field's use, except at Bark River Park where the shelter is included with the field reservation.
12. Application for field reservations for a specific year cannot be made before January 1st.
13. All uses must be open to the public, free of charge. Participants may not pass a collection plate or solicit from the audience.
14. Games or practices shall not be scheduled earlier than April 15th (subject to field conditions due to weather) for any field.
15. Only one type of athletic play may take place on any field at a time.
16. The "per use" fee is charged for practices, as well as games. See the Facility Reservations Policy adopted on 8/15/2013 for full details.

Field	Cost Per Prep	Amount of Preps Requested	Total Prep Cost
Large fields: Bark River, Nixon, Hartbrook, Centennial & Penbrook	(\$60.00) \$50		
Joliet, Hartbrook (Small), Nixon T-Ball	(\$20.00) \$15		
Soccer/Lacrosse	(\$80.00) \$60		
Football Field	(\$80.00) \$60		



Store Engineering

FAX 608-793-6237

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

www.kwiktrip.com

Village of Hartland
Darlene Igl
210 Cottonwood Avenue
Second Floor
Hartland, WI 53029

November 10th, 2022

Site Plan Review Application

Ms. Igl,

This letter is intended to accompany our submittal for our application to the Village of Hartland for the requested Site Plan Review Application for our proposed project located on HWY 83 and Vetteson Rd.

Kwik Trip, Inc. is proposing the construction of a 12,250 S.F. convenience store w/ attached 2-Bay Carwash and an attached dumpster enclosure w/ Fueling Canopy, and separate Diesel Canopy. I have submitted this in digital format as well as hard copies requested in applications. If there is anything additional needed, please don't hesitate to reach out to me any time.

The proposed method of operation for this development will be consistent with that for our existing convenience stores within the area. The requested hours of operation will be 24 hours for all uses. The type of products that will be sold will be similar to that of our existing stores: gasoline, in line diesel groceries, bakery and dairy, hot and cold food and beverages, tobacco products, off-sale alcohol products, lotto, convenience store merchandise, ice, and propane. The outside merchandising of products is being requested next to the store (ice and propane) and miscellaneous merchandising under the gas canopy. The proposed store is projected to have between 28-35 full and part time employees, with 2-8 on staff at any given time.

The proposed architectural plan will consist of a brick facade with standing seam metal roof. The building and canopy fascia will tie in with franchise colors. The prototype building is larger than previous years building. We have expanded the retail floor area as well as kitchen and mechanical space all on the main level with no basement. The total estimated project costs are \$2,500,000.

Kwik Trip would be happy to provide any additional information or answer any questions or concerns you may have with our submission. Please feel free to call me with any questions.

Sincerely,

Jeff Osgood – Sr. Development Manager - Store Engineering - Kwik Trip, Inc.
608-793-5547 - josgood@kwiktrip.com 1626 Oak St | P.O. Box 2107 | La Crosse, WI 54602

OUR MISSION

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

Grades shown are existing grades only. Grades will be lowered significantly once full civil engineering is complete.

PROPOSED HARD COVER:
135,250 SF
TOTAL SITE AREA:
234,283 SF

**Kwik
TRIP**

**Kwik
STAR**

KWIK TRIP, Inc.
P.O. BOX 2107
1626 OAK STREET
LA CROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8960

SITE PLAN

**CONVENIENCE STORE #1283
1-BAY CW & 2 LANE DIESEL**

WEST CAPITOL DRIVE
HARTLAND, WI

#	DATE	DESCRIPTION

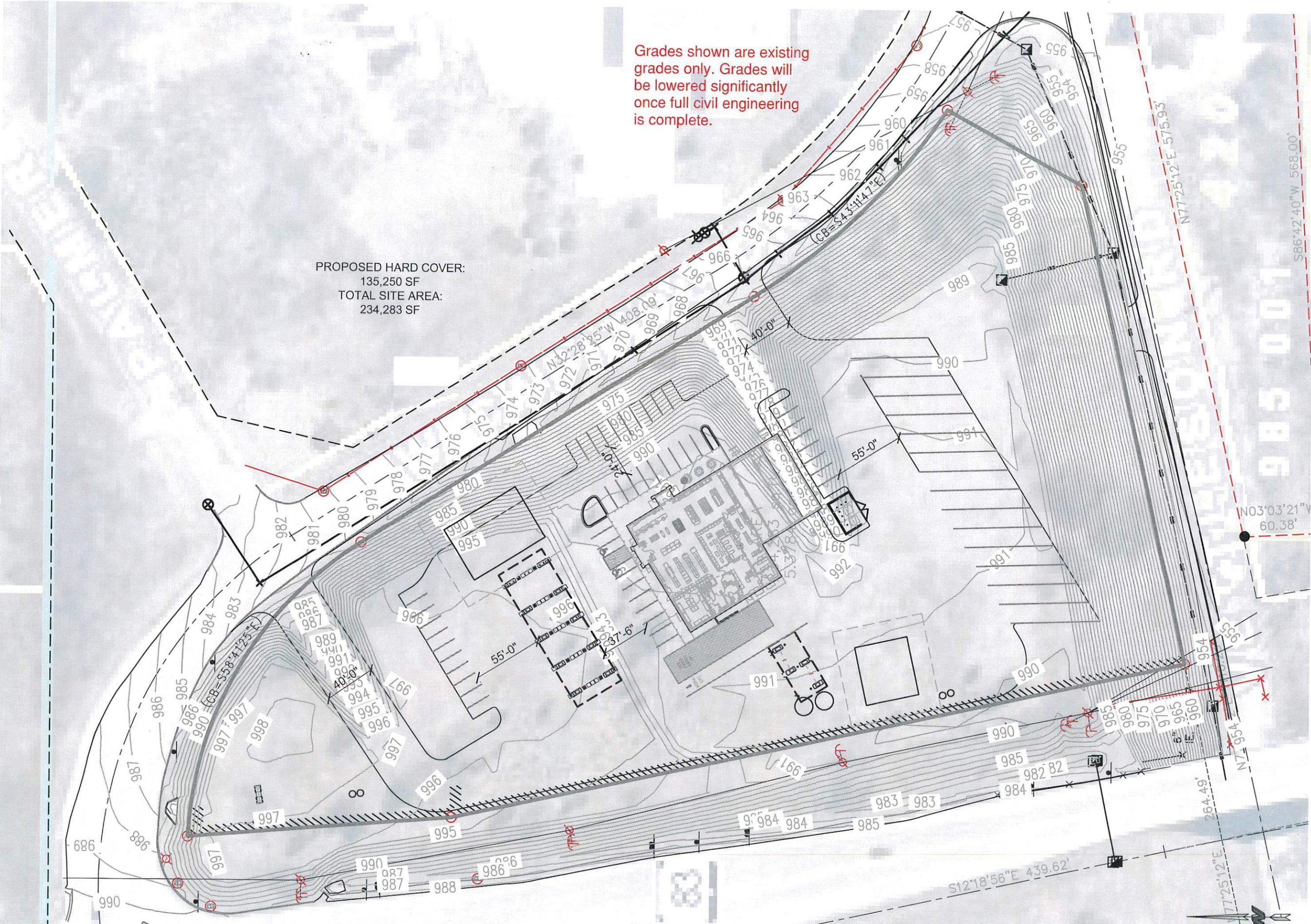
DRAWN BY: E.J.H.

SCALE: 1" = 70'-0"

PROJ. NO.: 0001

DATE: 2022-10-17

SHEET: 026





FRONT LEFT VIEW



FRONT RIGHT VIEW



REAR RIGHT VIEW



REAR LEFT VIEW



FRONT ELEVATION

**KWIK
TRIP**

**KWIK
STAR**

KWIK TRIP, Inc.
P.O. BOX 2107
1628 OAK STREET
LA CROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8960

EXTERIOR ELEVATIONS
GEN 3 LEFT HAND with 2 Bay Carwash



**Kwik
TRIP**

**Kwik
STAR**

KWIK TRIP, Inc.
P.O. BOX 2107
1626 OAK STREET
LA CROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8960

10 MPD

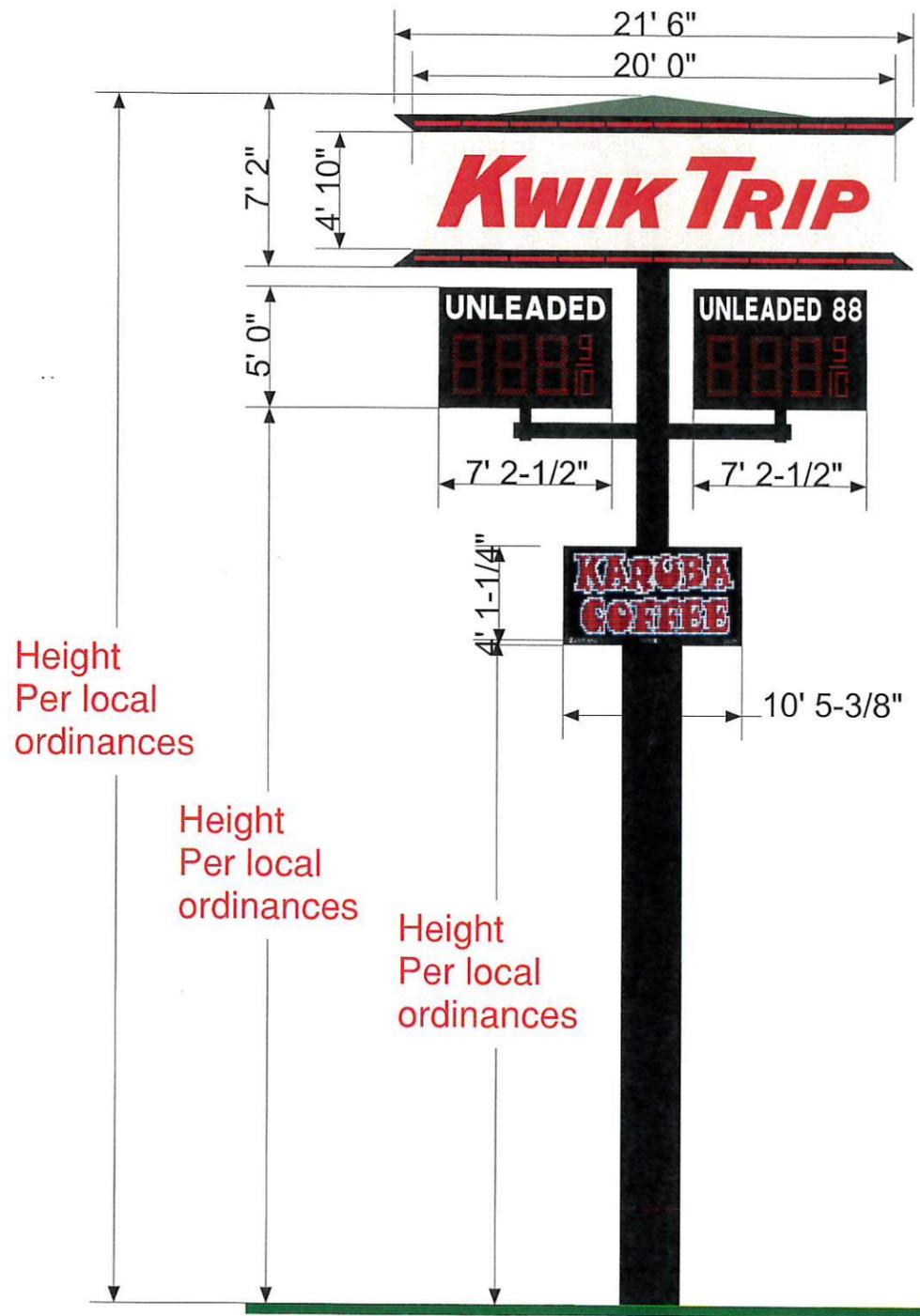


**KWIK
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LA CROSSE, WI 54602-2107
PH. (608) 781-8988
FAX (608) 781-8960

DIESEL



MAIN ID
ILLUMINATED
COPY & OPAQUE
BACKGROUND
96.67SF

ILLUMINATED PRODUCTS
& 36" PRICERS
36.04 SF EACH
72.08 TOTAL

New Daktronics EMC
108x216
10mm RGB
Active 26.80
Overall SF 30.57

TOTAL SF 199.32



Approved by: _____ Date: _____ Landlord: _____ Date: _____

This artwork is copyrighted and may not be otherwise used without permission. It is the property of La Crosse Sign Co., inc. and must be returned to them.

lacrossesign.com



1450 Oak Forest Drive • Onalaska, WI 54650 • 608-781-1450
2242 Mustang Way • Madison, WI 53718 • 608-222-5353
2502 Melby Street • Eau Claire, WI 54703 • 715-835-6189

DESIGN

Drawing: Danielle Hadley
Sign Type: High Rise
Date Created: 7/14/2021
Last Modified:
Scale: 3/32" = 1' 0"

SALES

Job Name: Kwik Trip 1176
Job Address:
Fond Du Lac, WI
Salesperson: Diane Hohlfeld
Job Number: 114727

FILE

Revision Number:
Job File Location:
S:\1 - Kwik Trip\Fond Du Lac,
WI 1176\New Store 2022\Design\
1176 Fond Du Lac Art 114727
Highrise

COLOR KEY

- a NA 208080 Beige
- b Black S/G paint
- c #2283 Red Acrylic
- d White of Acrylic
- e NA 307880 Hemlock Green
- f Black (230-22)
- g Yellow (230-015)

*COLORS ON SKETCH ARE ONLY A REPRESENTATION, ACTUAL COLOR OF FINISHED PRODUCT MAY DIFFER

VILLAGE OF HARTLAND
PETITION FOR LAND DIVISION:

EXTRATERRITORIAL PLAT REVIEW - \$100

CSM (Certified Survey Map) + \$300 Professional Fee Deposit
or

PRELIMINARY PLAT REVIEW + \$1,000 Professional Fee Deposit

Up to Five Parcels - \$150.00

Six to Fourteen Parcels - \$300.00

Fifteen or More Parcels - \$500.00

Reapplication for Approval of Any Preliminary
Plat Requiring Review

\$50.00 (Minimum)

Reapplication for Previously Reviewed Plat

\$10.00

FINAL PLAT REVIEW

\$10.00 Plus \$1.00 for Each Parcel Within the Final Plat
\$10.00 for Reapplication of Any Final Plat Previously Reviewed

Date:	Fee Paid:
Date Filed:	Receipt No.:

1. Name: LONGMEADOW DEVELOPMENT LLC

Address of Owner/Agent: %SIEPMANN REALTY CORP.

W240 NIZZI PEWAUKEE RD, WAUKESHA, WI. 53188

Phone Number of Owner/Agent: 262-650-9700

2. Give complete legal description of property to be considered. (Attach a separate sheet with description and label sheet "Exhibit A").

3. State present use of property and intended use.

PRESENT - AGRICULTURE

INTENDED FUTURE USE - RESIDENTIAL

James A. Siepmann JAMES A. SIEPMANN
Signature of Petitioner

W240 NIZZI PEWAUKEE RD, WAUKESHA WI. 53188
Address

262-650-9700
Phone



NOTE:

- a. Include a Plat Map in triplicate, drawn to a scale of not less than 100 ft. to the inch, showing the land in question, its location, the length and direction of each boundary thereof.
- b. Include fee payable to **The Village of Hartland**

CSM fees + \$300 Professional Fee Deposit
Or
Preliminary Plat Review Fees + \$1,000 Professional Fee Deposit

Up to Five Parcels	\$150.00
Six to Fourteen Parcels	\$300.00
Fifteen or More Parcels	\$500.00

Reapplication for Approval of Any Preliminary Plat Requiring Review	\$50.00 (Minimum)
Reapplication for Previously Reviewed Plat	\$10.00

Final Plat Review Fees:

\$10.00 Plus \$1.00 for Each Parcel Within the Final Plat
\$10.00 for Reapplication of Any Final Plat Previously Reviewed

- c. Mail or deliver request, in triplicate, to:

**Village of Hartland
Village Clerk
210 Cottonwood Avenue
Hartland, WI 53029**

- d. **Extraterritorial Plat Review Fee: \$100**

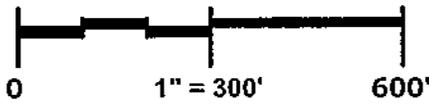
Submit plat and \$100 fee to:

**Village of Hartland
Village Clerk
210 Cottonwood Avenue
Hartland, WI 53029**

CERTIFIED SURVEY MAP NO. _____

Being a part of the Southeast 1/4 and Southwest 1/4 of the Southeast 1/4 of Section 25, Township 8 North, Range 18 East, Village of Hartland, Waukesha County, Wisconsin.

GRAPHICAL SCALE (FEET)

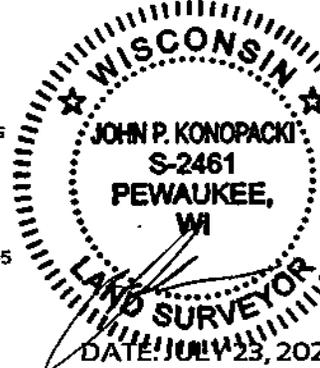


NOTES:

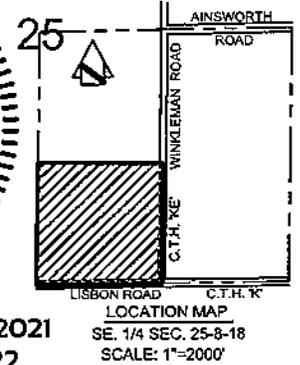
- All measurements have been made to the nearest one-hundredth of a foot.
- All angular measurements have been made to the nearest one second.

Bearings referenced to the Wisconsin State Plane Coordinate System, South Zone (N.A.D. 1927). The south line of the Southeast 1/4 of Section 25, Township 8 North, Range 18 East has a bearing of S89°23'51"W.

NOTE: SEE SHEETS 2-5 FOR EASEMENTS



DATE: JULY 23, 2021
 REVISED: NOVEMBER 29, 2021
 REVISED: MARCH 4, 2022
 REVISED: MARCH 21, 2022

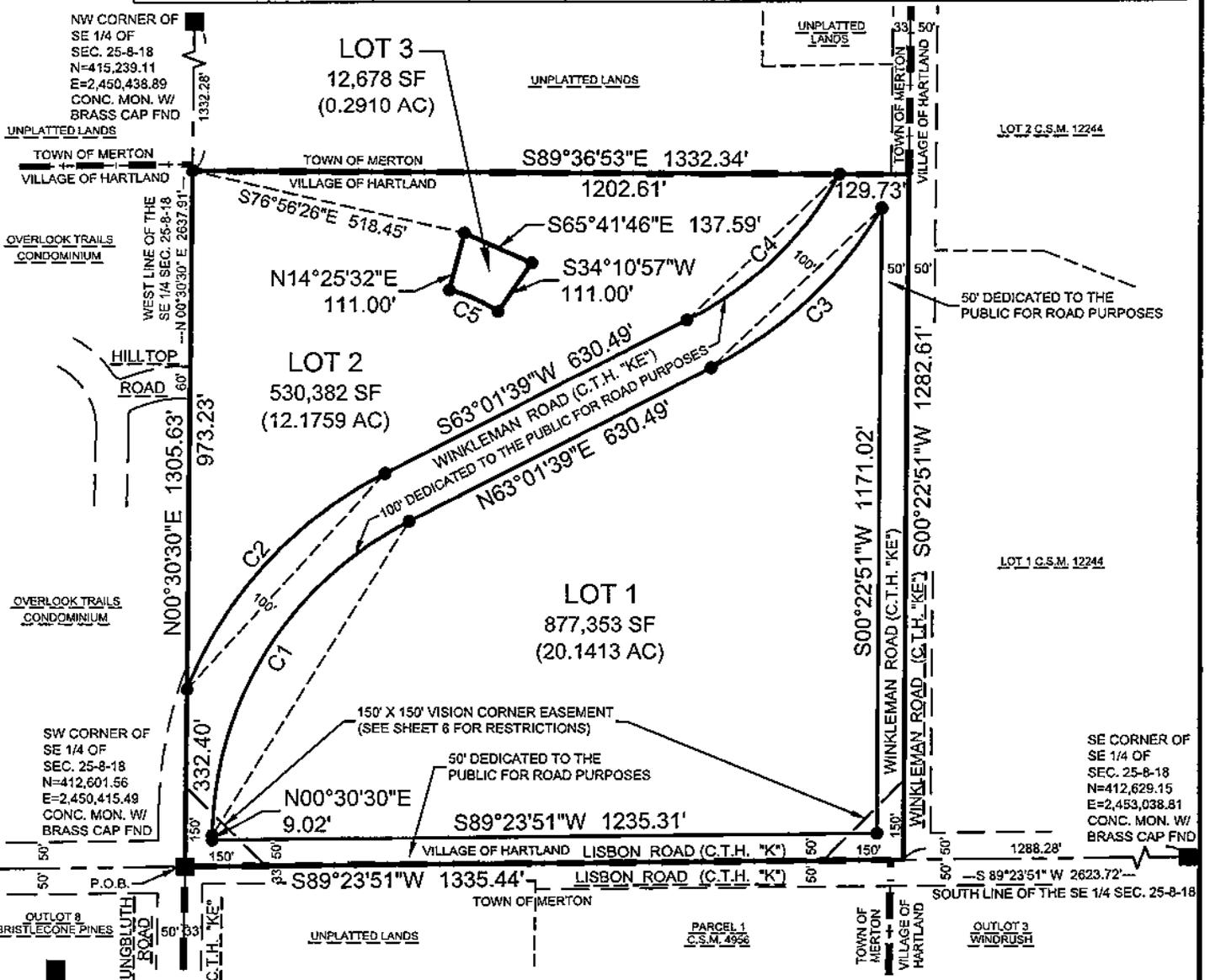


Owner/Subdivider:
 Longmeadow Development, LLC
 W240 N1221 Pewaukee Road
 Waukesha, WI 53188-1659
 phone: (262) 650-9700

Owner/Subdivider:
 Village of Hartland
 210 Cottonwood Ave
 Hartland, WI 53029
 phone: (262) 367-2714

CURVE TABLE

CURVE NO.	LENGTH	RADIUS	DELTA	CHORD BEARING	CH LENGTH	TANGENT IN	TANGENT OUT
C1	727.81'	667.00'	62°31'09"	N31°46'05"E	692.24'	S63°01'39"W	S00°30'30"W
C2	558.45'	767.00'	41°43'01"	S42°10'09"W	546.20'	S63°01'39"W	S21°18'39"W
C3	442.58'	767.00'	33°03'42"	N46°29'49"E	436.47'	N63°01'39"E	N29°57'58"E
C4	399.83'	667.00'	34°20'43"	S45°51'18"W	393.87'	N63°01'39"E	N28°40'56"E
C5	100.00'	290.00'	19°45'26"	N65°41'46"W	99.51'	-	-



Prepared By:

PINNACLE ENGINEERING GROUP
 20725 WATERTOWN ROAD | SUITE 100
 BROOKFIELD, WI 53186
 OFFICE: (262) 754-8888

LEGEND:

- - Denotes Found 1" Iron Pipe
- - Denotes Set 3/4" X 18" Iron Rebar, 1.5 LBS./FT.

This instrument drafted by John P. Konopacki, PLS-License No. S-2461

PEG JOB#767.10
 SHEET 1 OF 8

CERTIFIED SURVEY MAP NO. _____

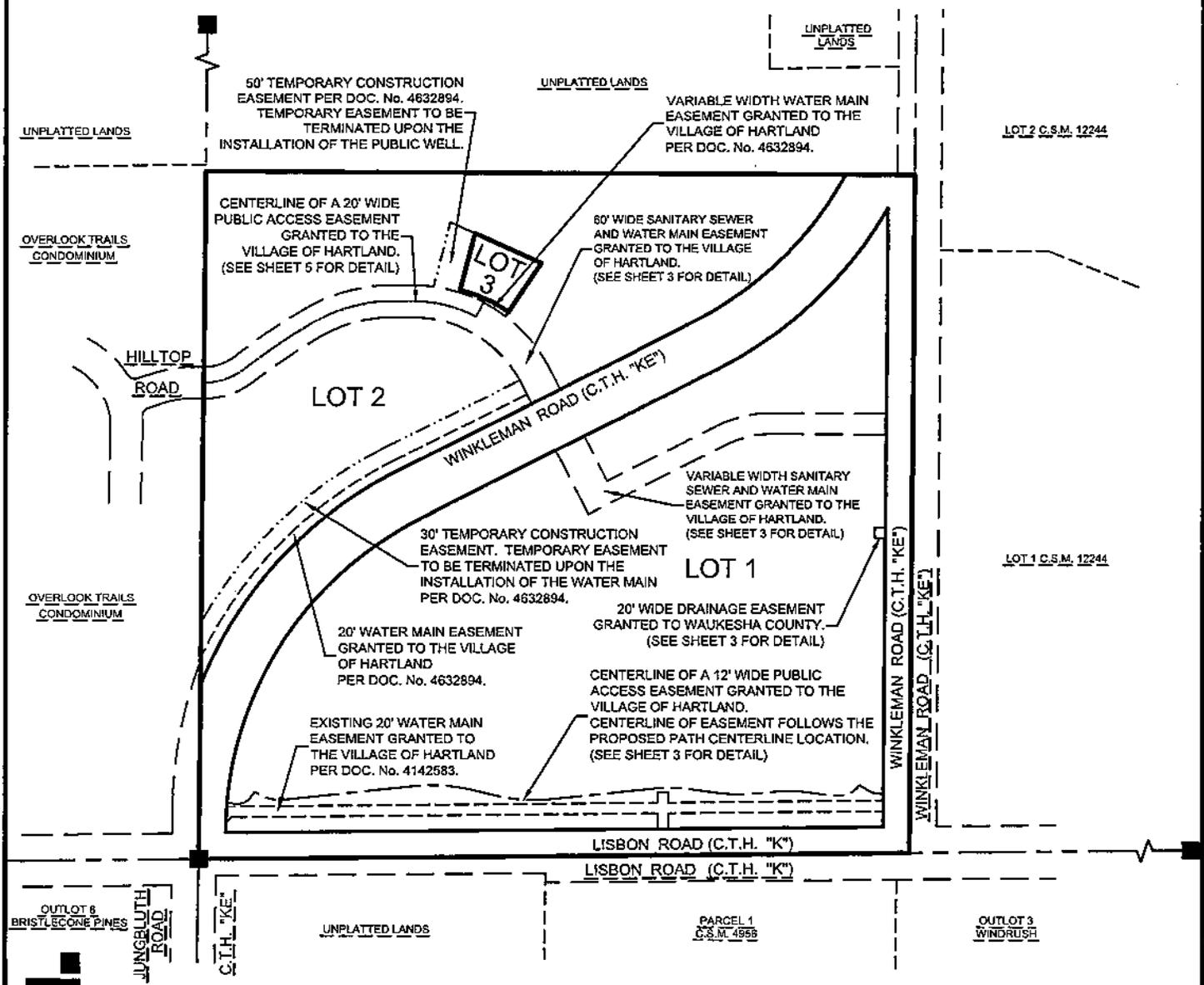
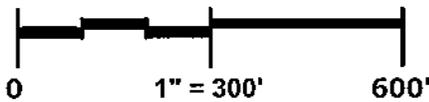
Being a part of the Southeast 1/4 and Southwest 1/4 of the Southeast 1/4 of Section 25, Township 8 North, Range 18 East, Village of Hartland, Waukesha County, Wisconsin.

EASEMENT DETAILS



DATE: JULY 23, 2021
 REVISED: NOVEMBER 29, 2021
 REVISED: MARCH 4, 2022
 REVISED: MARCH 21, 2022

GRAPHICAL SCALE (FEET)



Prepared By:
PINNACLE ENGINEERING GROUP
 20725 WATERTOWN ROAD | SUITE 100
 BROOKFIELD, WI 53186
 OFFICE: (262) 754-8888

This instrument drafted by John P. Konopacki, PLS-License No. S-2461

PEG JOB#767.10
SHEET 2 OF 8

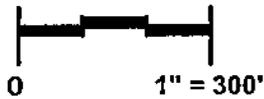
CERTIFIED SURVEY MAP NO. _____

Being a part of the Southeast 1/4 and Southwest 1/4 of the Southeast 1/4 of Section 25, Township 8 North, Range 18 East, Village of Hartland, Waukesha County, Wisconsin.

EASEMENT DETAILS



GRAPHICAL
SCALE (FEET)

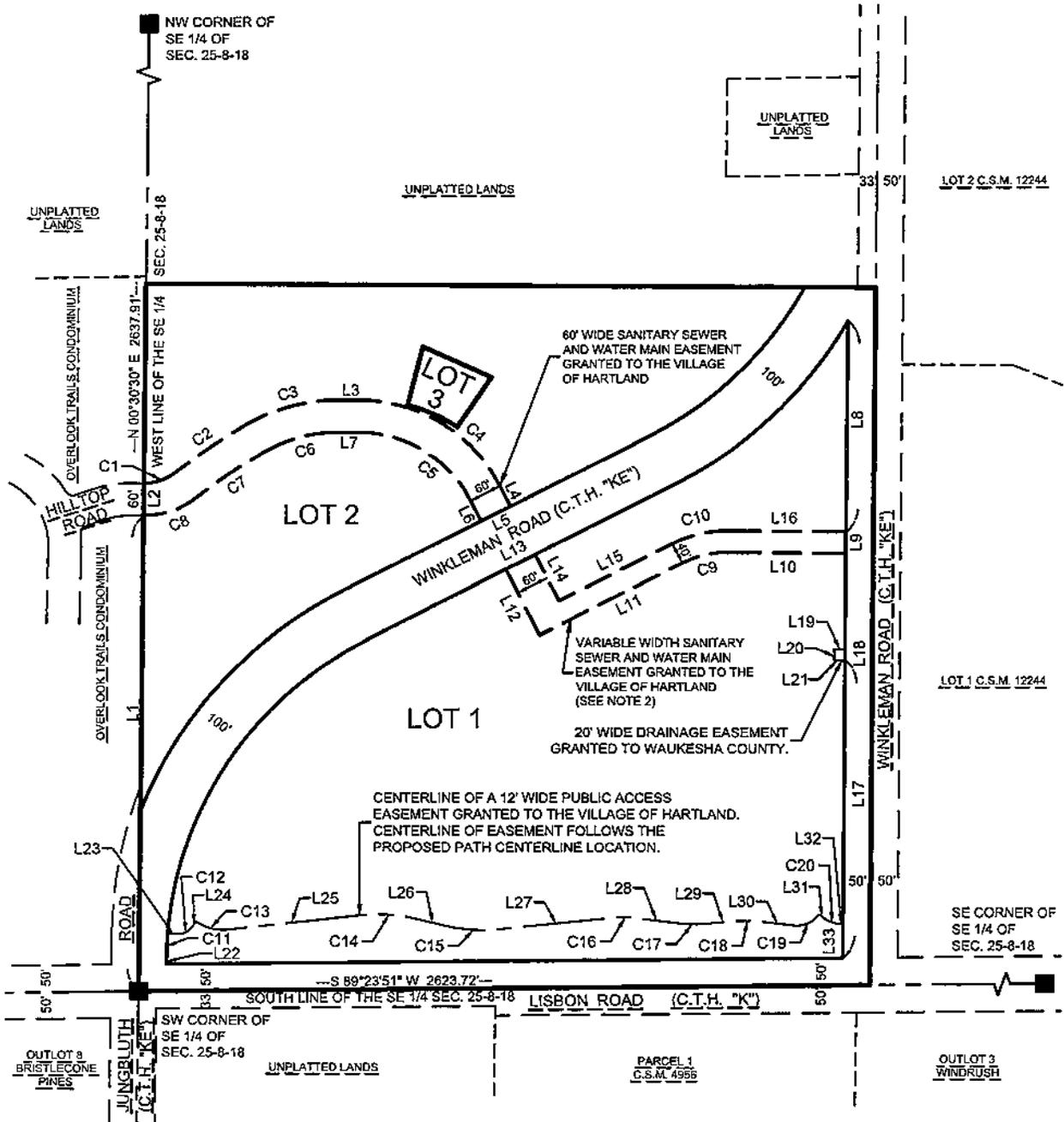


NOTES:

1. SEE SHEET 4 FOR LINE & CURVE TABLE.
2. THIS VARIABLE WIDTH SANITARY SEWER AND WATER MAIN EASEMENT CAN BE ADJUSTED BASED ON THE FINAL DESIGNED LOCATION OF THE SANITARY SEWER AND WATER MAIN. LONGMEADOW DEVELOPMENT LLC AND THE VILLAGE OF HARTLAND AGREE TO WORK TOGETHER TO TERMINATE THE EASEMENT SHOWN AND TO CREATE A NEW EASEMENT IF NEEDED.



DATE: JULY 23, 2021
 REVISED: NOVEMBER 29, 2021
 REVISED: MARCH 4, 2022
 REVISED: MARCH 21, 2022



Prepared By:

PINNACLE ENGINEERING GROUP
 20725 WATERTOWN ROAD | SUITE 100
 BROOKFIELD, WI 53186
 OFFICE: (262) 754-8888

This instrument drafted by John P. Konopacki, PLS-License No. S-2461

PEG JOB#767.10
 SHEET 3 OF 8

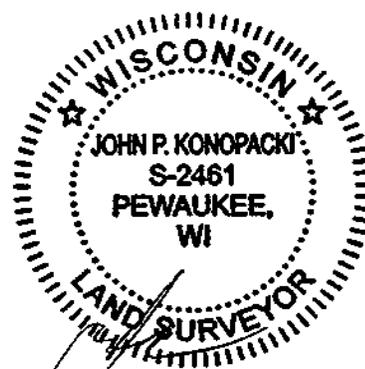
CERTIFIED SURVEY MAP NO. _____

Being a part of the Southeast 1/4 and Southwest 1/4 of the Southeast 1/4 of
Section 25, Township 8 North, Range 18 East, Village of Hartland, Waukesha County, Wisconsin.

EASEMENT DETAILS

LINE TABLE		
LINE NO.	BEARING	DISTANCE
L1	N00°30'30"E	876.82'
L2	N00°30'30"E	60.00'
L3	S89°36'53"E	37.68'
L4	S26°58'21"E	42.42'
L5	S63°01'39"W	60.00'
L6	N26°58'21"W	42.42'
L7	N89°36'53"W	37.68'
L8	S00°22'51"W	387.13'
L9	S00°22'51"W	40.00'
L10	N89°37'09"W	215.58'
L11	S63°01'39"W	292.99'
L12	N26°58'21"W	136.00'
L13	N63°01'39"E	60.00'
L14	S26°58'21"E	96.00'
L15	N63°01'39"E	232.99'
L16	S89°37'09"E	215.58'
L17	N00°22'51"E	547.74'
L18	N00°22'51"E	20.00'
L19	N89°37'09"W	20.00'
L20	S00°22'51"W	20.00'
L21	S89°37'09"E	20.00'
L22	N00°30'30"E	9.02'
L23	S85°24'26"E	17.73'
L24	N36°25'11"E	13.65'
L25	N83°42'47"E	245.06'
L26	S76°35'50"E	53.14'
L27	N84°01'50"E	206.76'
L28	S82°29'13"E	63.47'
L29	N84°48'31"E	49.29'
L30	S83°14'56"E	64.09'
L31	S54°23'22"E	13.70'
L32	S89°37'09"E	3.82'
L33	S00°22'51"W	62.41'

CURVE TABLE				
CURVE	ARC	RADIUS	CHORD	BEARING
C1	61.21'	90.00'	60.03'	N71°01'34"E
C2	158.44'	1102.00'	158.30'	N55°39'45"E
C3	176.27'	330.00'	174.18'	N75°05'00"E
C4	317.06'	290.00'	301.50'	S58°17'37"E
C5	251.46'	230.00'	239.12'	N58°17'37"W
C6	144.22'	270.00'	142.51'	S75°05'00"W
C7	149.81'	1042.00'	149.68'	S55°39'45"W
C8	102.01'	150.00'	100.05'	S71°01'34"W
C9	85.93'	180.00'	85.12'	S76°42'15"W
C10	105.03'	220.00'	104.03'	N76°42'15"E
C11	47.55'	667.00'	47.54'	N02°33'02"E
C12	30.46'	30.00'	29.17'	N65°30'23"E
C13	59.63'	80.00'	58.26'	S74°56'01"E
C14	103.10'	300.00'	102.59'	S86°26'31"E
C15	101.43'	300.00'	100.95'	S86°17'00"E
C16	47.06'	200.00'	46.95'	S89°13'42"E
C17	66.52'	300.00'	66.38'	S88°50'21"E
C18	41.69'	200.00'	41.61'	S89°13'12"E
C19	53.36'	50.00'	50.86'	N66°10'51"E
C20	30.74'	50.00'	30.26'	S72°00'16"E



DATE: JULY 23, 2021
 REVISED: NOVEMBER 29, 2021
 REVISED: MARCH 4, 2022
 REVISED: MARCH 21, 2022

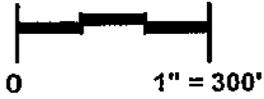
CERTIFIED SURVEY MAP NO. _____

Being a part of the Southeast 1/4 and Southwest 1/4 of the Southeast 1/4 of Section 25, Township 8 North, Range 18 East, Village of Hartland, Waukesha County, Wisconsin.

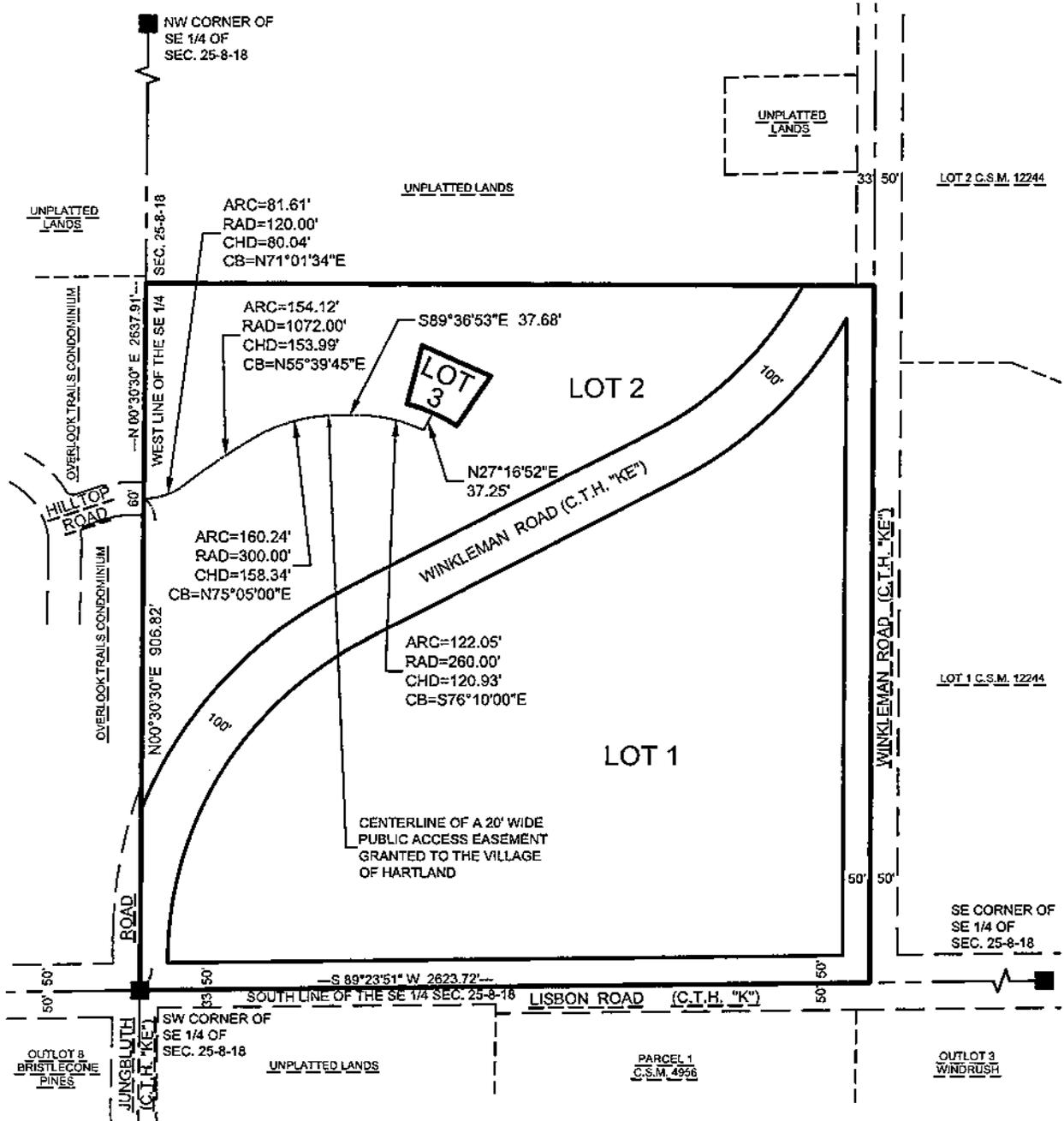
EASEMENT DETAILS



GRAPHICAL
SCALE (FEET)



DATE: JULY 23, 2021
 REVISED: NOVEMBER 29, 2021
 REVISED: MARCH 4, 2022
 REVISED: MARCH 21, 2022



Prepared By:
PINNACLE ENGINEERING GROUP
 20725 WATERTOWN ROAD | SUITE 100
 BROOKFIELD, WI 53186
 OFFICE: (262) 754-8888

This instrument drafted by John P. Konopacki, PLS-License No. S-2461

PEG JOB#767.10
 SHEET 5 OF 8

CERTIFIED SURVEY MAP NO. _____

Being a part of the Southeast 1/4 and Southwest 1/4 of the Southeast 1/4 of Section 25, Township 8 North, Range 18 East, Village of Hartland, Waukesha County, Wisconsin.

SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN)
WAUKESHA COUNTY) SS

I, John P. Konopacki, Professional Land Surveyor, do hereby certify:

That I have surveyed, mapped and divided part of the Southeast 1/4 and Southwest 1/4 of the Southeast 1/4 of Section 25, Township 8 North, Range 18 East, Village of Hartland, Waukesha County, Wisconsin, bounded and described as follows:

Beginning at the southwest corner of Southeast 1/4 of said Section 25;
Thence North 00°30'30" East along the west line of said Southeast 1/4 and the east line of Overlook Trails Condominium, a recorded Condominium, 1305.63 feet;
Thence South 89°36'53" East, 1332.34 feet to the centerline of Winkleman Road (C.T.H. "KE");
Thence South 00°22'51" West along said centerline, 1282.61 feet to the south line of said Southeast 1/4;
Thence South 89°23'51" West along said south line, 1335.44 feet to the point of beginning.

Dedicating the Easterly and Southerly 50 feet and 100 feet through center of subject property as graphically shown for public right of way purposes.

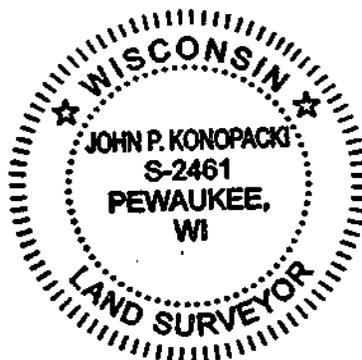
Containing 1,726,063 square feet (39.6250 acres) of land Gross and 1,420,413 square feet (32.6082 acres) of land Net, more or less.

That I have made such survey, land division and map by the direction of LONGMEADOW DEVELOPMENT, LLC, and the VILLAGE OF HARTLAND, owners of said land.

That such plat is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with the requirements of Chapter 236 of the Wisconsin State Statutes and the Village of Hartland Land Division Ordinance in surveying, mapping and dividing the land with in the certified survey map.

Signed: 
John P. Konopacki
Professional Land Surveyor S-2461



DATE: JULY 23, 2021
REVISED: NOVEMBER 29, 2021
REVISED: MARCH 4, 2022
REVISED: MARCH 21, 2022

VISION CORNER RESTRICTIONS: The height of all plantings, berms, fences, signs or other structures within the vision corner easement is limited to 24 inches above the elevation of the center of the intersection. No access to any roadway shall be permitted within the vision corner easements.

Prepared By:

PINNACLE ENGINEERING GROUP

20725 WATERTOWN ROAD | SUITE 100

BROOKFIELD, WI 53186

OFFICE: (262) 754-8888

This instrument drafted by John P. Konopacki, PLS-License No. S-2461

PEGJOB#767.10
SHEET 6 OF 8

CERTIFIED SURVEY MAP NO. _____

Being a part of the Southeast 1/4 and Southwest 1/4 of the Southeast 1/4 of Section 25, Township 8 North, Range 18 East, Village of Hartland, Waukesha County, Wisconsin.

OWNER'S CERTIFICATE OF DEDICATION (PROPERTY OTHER THAN LOT 3)

LONGMEADOW DEVELOPMENT, LLC, as owner, does hereby certify that said limited liability company caused the land described on this map to be surveyed, divided, mapped and dedicated as represented on this map in accordance with the requirements of the Village of Hartland.

LONGMEADOW DEVELOPMENT, LLC, as owner, does further certify that this certified survey map is required by Chapter 236 of the Wisconsin State Statutes to be submitted to the following for approval or objection:

- 1. Village of Hartland

IN WITNESS WHEREOF, the said LONGMEADOW DEVELOPMENT, LLC, has caused these presents to be signed by (name) _____, (title) _____, at _____ County, Wisconsin, on this _____ day of _____, 20____.

In the presence of:

Name - Title

STATE OF WISCONSIN)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 20____, (name) _____, (title) _____, of the above named LONGMEADOW DEVELOPMENT, LLC, to me known to be the person who executed the foregoing instrument, and to me known to be such _____ (title) of said LONGMEADOW DEVELOPMENT, LLC, and acknowledged that they executed the foregoing instrument as such officer as the deed of said limited liability company, by its authority.

Notary Public
Name: _____
State of Wisconsin
My Commission Expires: _____

OWNER'S CERTIFICATE OF DEDICATION (LOT 3)

VILLAGE OF HARTLAND, as owner, does hereby certify that said village caused the land described on this map to be surveyed, divided and mapped as represented on this map in accordance with the requirements of the Village of Hartland.

VILLAGE OF HARTLAND, as owner, does further certify that this certified survey map is required by Chapter 236 of the Wisconsin State Statutes to be submitted to the following for approval or objection:

- 1. Village of Hartland

IN WITNESS WHEREOF, the said VILLAGE OF HARTLAND, has caused these presents to be signed by (name) _____, (title) _____, at _____ County, Wisconsin, on this _____ day of _____, 20____.

In the presence of:

Name - Title

STATE OF WISCONSIN)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 20____, (name) _____, (title) _____, of the above named VILLAGE OF HARTLAND, to me known to be the person who executed the foregoing instrument, and to me known to be such _____ (title) of said VILLAGE OF HARTLAND, and acknowledged that they executed the foregoing instrument as such officer as the deed of said Village, by its authority.

Notary Public
Name: _____
State of Wisconsin
My Commission Expires: _____



DATE: JULY 23, 2021
REVISED: NOVEMBER 29, 2021
REVISED: MARCH 4, 2022
REVISED: MARCH 21, 2022

Prepared By:
PINNACLE ENGINEERING GROUP
20725 WATERTOWN ROAD | SUITE 100
BROOKFIELD, WI 53186
OFFICE: (262) 754-8888

This instrument drafted by John P. Konopacki, PLS-License No. S-2461

PEGJOB#767.10
SHEET 7 OF 8

CERTIFIED SURVEY MAP NO. _____

Being a part of the Southeast 1/4 and Southwest 1/4 of the Southeast 1/4 of
Section 25, Township 8 North, Range 18 East, Village of Hartland, Waukesha County, Wisconsin.

PLAN COMMISSION APPROVAL

Approved by the Plan Commission of the Village of Hartland on this _____ day of _____, 20____.

Date

Jeffrey Pfannerstill, Village President

Date

Darlene Igl, Village Clerk / Treasurer

VILLAGE BOARD APPROVAL

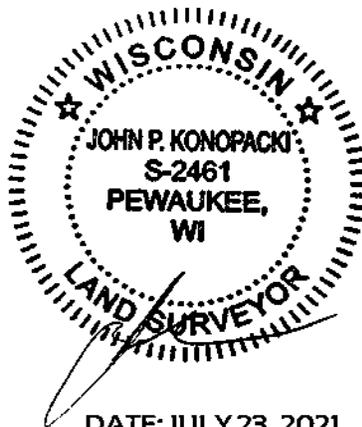
Approved by the Village Board of the Village of Hartland on this _____ day of _____, 20____.

Date

Jeffrey Pfannerstill, Village President

Date

Darlene Igl, Village Clerk / Treasurer



DATE: JULY 23, 2021
REVISED: NOVEMBER 29, 2021
REVISED: MARCH 4, 2022
REVISED: MARCH 21, 2022

Prepared By:
PINNACLE ENGINEERING GROUP
20725 WATERTOWN ROAD | SUITE 100
BROOKFIELD, WI 53186
OFFICE: (262) 754-8888

This instrument drafted by John P. Konopacki, PLS-License No. S-2461

PEGJOB#767.10
SHEET 8 OF 8

December 7, 2022

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

Re: Sandhill of Hartland, LLC
Letter of Credit Reduction #3 for Phase 1 and 2
Home Federal Savings Bank LOC #340

Dear Mr. Bailey:

We have reviewed the Sandhill of Hartland, LLC's request to reduce the Letter of Credit amount for Phase 1 and 2 by \$282,399.09 from \$582,729.35 to \$300,330.26. This request was accompanied by a certification from the Developer and their Engineer stating the work completed, an estimate of the dollar value of the work completed to-date of the request and that the work has been completed in a good and workmanlike manner and in compliance with the Plat and applicable plans and specifications.

We agree with this request and recommend that the Village Board reduce the total letter of credit amount for Phases 1 and 2 from its current value of **\$582,729.35** down to a new amount of **\$300,330.26**. This recommendation is based upon receipt of the Developer Engineer's certifications as well as visual observations that Scott Hussinger and R/M staff have conducted during construction. The remaining Letter of Credit is reasonable based upon the remaining dollar value of work to be completed.

We are recommending that this reduction be approved contingent upon the submittal of a lien waiver from Payne & Dolan and a signed copy of the reduction request from the Developer. All other appropriate supporting documentation is enclosed with this letter. Upon approval by the Village Board and receipt of the outstanding documentation, please send a letter as indicated in the request from Siepmann Realty.

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
Scott Hussinger, Village of Hartland
Darlene Igl, MMC/WCPC, Village of Hartland
Ryan T. Amtmann, P.E., Ruekert & Mielke, Inc.

December 7, 2022

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

Re: Sandhill Letter of Credit Reduction Request

We all agree that the attached work described in the project draw for Sandhill dated through period 12/7/2022 has been completed.

We also agree that:

1. Dollar Value of work is accurate.
2. Work has been completed in a good and workmanlike manner in compliance with the Plat and Applicable plans and specifications.
3. No Liens will attach to this site.
4. The dollar value of the work yet to be completed is reasonable.

We would like to ask at this time that you perform an inspection (if needed) and grant us a reduction in our letter of credit amount of \$282,399.09, which will leave a new balance of \$300,330.26.

Please send a letter to Ms. Missy Hale, Home Federal Savings Bank, 1016 Civic Center Drive. NW, Rochester, MN 55901 referencing Letter of Credit No. 340 authorizing her to reduce the letter of credit to \$300,330.26.

Sincerely,

Craig Caliendo
Sandhill of Hartland, LLC, Manager

Anthony Zanon
Pinnacle Engineering Group, PE

**LETTER OF CREDIT
SANDHILL CONDOMINIUMS
VILLAGE OF HARTLAND**

	PHASE 1&2 LETTER OF CREDIT	DRAW #1	DRAW #2	DRAW #3	10% Guarantee Security	UPDATED LETTER OF CREDIT BALANCES			PHASE 1&2	
						PHASE 1&2	PHASE 3&4	TOTAL	% Complete	% to Complete
1.) Grading	\$511,805.00	(340,322.50)	(130,150.00)	(41,332.50)		\$0.00	\$400,000.00	\$400,000.00	100%	0%
2.) Sewer, Water, & Storm Sewer	\$659,760.00	(250,000.00)	(409,760.00)	-		\$0.00	\$670,000.00	\$670,000.00	100%	0%
3.) Stone, Curb & Asphalt	\$384,650.00	-	-	(272,291.45)		\$112,358.55	\$440,000.00	\$552,358.55	71%	29%
4.) Erosion Control & Restoration	\$98,785.00	(14,568.75)	(24,590.96)	(59,625.29)		\$0.00		\$0.00	100%	0%
Total Cost:	\$1,655,000.00	(604,891.25)	(564,500.96)	(373,249.24)	\$0.00	\$112,358.55	\$1,510,000.00	\$1,622,358.55	93%	7%
	x120%	x120%	x120%	x120%		x120%	x120%	x120%		
Letter of Credit Amount:	\$1,986,000.00	(725,869.50)	(677,401.15)	(447,899.09)	\$165,500.00	\$300,330.26	\$1,812,000.00	\$2,112,330.26	85%	15%
				Draw #3 TOTAL:	(282,399.09)	<- Draw 3 + Guarantee Security				

Dated: 12/7/2022

Home Federal Savings Bank Letters of Credit
Phases 1 & 2: LOC #340
Phases 3 & 4: LOC #341

Sworn Owner's Statement to Home Federal Bank

The affiants, Anthony Zanon & Craig Caliendo, being first duly sworn, on oath deposes and say that they are authorizing Home Federal Savings Bank to disburse loan funds and reduce the above referenced letter of credit accordingly. This request is to allow the borrower to pay invoices relating to the development of Sandhill Condominiums, Village of Hartland, WI (see attached invoices). The undersigned are thoroughly familiar with all the facts and circumstances concerning the premises described above.

The Undersigned Hereby approves the above amounts for payment.

Dated: Anthony Zanon, PE, Pinnacle Engineering Group

The Undersigned Hereby approves the above amounts for payment.

Dated: Craig Caliendo, Sandhill of Hartland, LLC, Member

SHL

(05) (06)

REVISED



APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 2021219-3

To Owner: Siepmann Realty Corporato
W240 N1221 Pewaukee Road

Project: 21.02.019 Sandhill

Application No.: 3

Distribution to:

Owner

Architect

Contractor

Waukesha, WI 53188

Period To: 9/30/2022

From Contractor: Super Western361
N59W14601 Bobolink Ave.
Menomonee Falls, WI 53051

Via Architect:

Project Nos:

Contract For:

Contract Date:

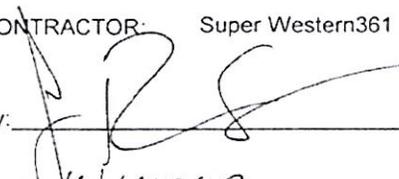
CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown

1. Original Contract Sum	\$502,056.92
2. Net Change By Change Order	\$114,115.56
3. Contract Sum To Date	\$616,172.48
4. Total Completed and Stored To Date	\$616,172.48
5. Retainage:		
a. 0.00% of Completed Work	\$0.00	
b. 0.00% of Stored Material	\$0.00	
Total Retainage	\$0.00
6. Total Earned Less Retainage	\$616,172.48
7. Less Previous Certificates For Payments	\$470,472.50
8. Current Payment Due	<u>\$145,699.98</u>
9. Balance To Finish, Plus Retainage	\$0.00

CONTRACTOR: Super Western361

By:  Date: 10/19/22

State of: Wisconsin
Subscribed and sworn to before me this 19th
Notary Public: Mary Ellen Klaver
My Commission expires: 9-5-2025

County of: Waukesha
Day of: October



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor

AMOUNT CERTIFIED \$ 145,699.98

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$114,115.56	\$0.00
TOTALS	\$114,115.56	\$0.00
Net Changes By Change Order	\$114,115.56	

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Progress Billing Invoice

From: Super Western361
 N59W14601 Bobolink Ave.
 Menomonee Falls, WI 53051

Invoice #: 2021219-3

Date: 09/30/22

Application #: 3

To: Siepmann Realty Corporato
 W240 N1221 Pewaukee Road
 Waukesha, WI 53188

Invoice Due Date: 10/30/22

Payment Terms: Net 30 Days

Contract: 21.02.019 Sandhill

Cont Item	Description	Contract Amount	Contract Quantity	Quantity This Period	Quantity JTD	U/M	Unit Price	Amount This Period	Amount To-Date	% Comp
5	Mobilization	52,100.00	1.00	0.50	1.00	EA	52,100.00000	26,050.00	52,100.00	100.00%
10	Tracking Mat	2,245.00	1.00	0.00	1.00	EA	2,245.00000	0.00	2,245.00	100.00%
20	Strip Topsoil	82,500.00	37,500.00	0.00	37,500.00	CY	2.20000	0.00	82,500.00	100.00%
30	Cut/Fill	324,950.00	67,000.00	0.00	67,000.00	CY	4.85000	0.00	324,950.00	100.00%
35	Handle Sewer Spoils	4,500.00	3,000.00	0.00	3,000.00	CY	1.50000	0.00	4,500.00	100.00%
40	Subgrade Road	3,420.50	1.00	1.00	1.00	EA	0.00000	3,420.50	3,420.50	100.00%
50	Backfill Curb	6,000.00	4,000.00	4,000.00	4,000.00	LF	1.50000	6,000.00	6,000.00	100.00%
60	Replace Topsoil	13,750.00	11,000.00	1,650.00	11,000.00	CY	1.25000	2,062.50	13,750.00	100.00%
70	Clay Liner for Pond	18,540.00	5,150.00	0.00	5,150.00	CY	3.60000	0.00	18,540.00	100.00%
80	Traffic Control	3,800.00	1.00	1.00	1.00	EA	3,800.00000	3,800.00	3,800.00	100.00%
E1	Undercut Subdivision Roads	2,103.12	0.00	0.00	0.00	EA	0.00000	2,103.12	2,103.12	100.00%
E2	1.25" for Payne & Dolan-DO NOT BILL	0.00	0.00	0.00	0.00	EA	0.00000	0.00	0.00	0.00%
CO1	Bypass Lane	96,218.75	1.00	1.00	1.00	EA	96,218.75000	96,218.75	96,218.75	100.00%
PCO	Pending Change Order	0.00	0.00	0.00	0.00	EA	13.50000	0.00	0.00	0.00%
EXTRA	Temp Road	6,045.11	434.90	434.90	434.90	TN	13.90000	6,045.11	6,045.11	100.00%

- See attached inv.

CS
E2
EXTRA

Total Billed To Date:	616,172.48
Less Retainage:	0.00
Less Previous Applications:	470,472.50
Total Due This Invoice:	145,699.98

SANDHILL INTERSECTION IMPROVEMENTS



Super Western, Inc

N59 W14601 Bobolink Avenue
Menomonee Falls, WI 53051

Contact: JOSH REGENT-SMITH
Phone: 262-252-5995
Fax: 262-252-5397

Quote To:

Job Name:

Phone:

Date of Plans:

Fax:

Revision Date:

ALL ITEMS TIED UNLESS A CALL IS MADE TO DISCUSS

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	SAWCUT	1.00	LS	683.25	683.25
20	REMOVALS/GRADING	1.00	LS	11,415.50	11,415.50
30	STONE BASE FOR PAVEMENT AND SHOULDER	1.00	LS	5,889.50	5,889.50
40	CLEAN CUT EDGE	1.00	LS	342.25	342.25
50	BACKFILL CURB	1.00	LS	1,620.25	1,620.25
60	TRAFFIC CONTROL	1.00	LS	4,000.00	4,000.00
	SUBTOTAL - K & KE INTERSECTION				23,950.75
200	SAWCUT	1.00	LS	683.25	683.25
210	REMOVALS	1.00	LS	2,854.00	2,854.00
220	**** HANDLE BORROW****	1.00	LS	3,252.50	3,252.50
230	**** TRUCK DIRT FROM SUBDIVISION****	1.00	LS	10,413.50	10,413.50
240	STONE BASE FOR PAVEMENT AND SHOULDER ****	1.00	LS	14,468.25	14,468.25
250	CLEAN CUT EDGE	1.00	LS	342.25	342.25
260	BACKFILL CURB	1.00	LS	1,620.25	1,620.25
270	TRAFFIC CONTROL	1.00	LS	2,500.00	2,500.00
	SUBTOTAL - CTH KE NORTHBOUND				36,134.00
400	SAWCUT	1.00	LS	683.25	683.25
410	REMOVALS	1.00	LS	2,854.00	2,854.00
420	HANDLE BORROW	1.00	LS	3,252.50	3,252.50
430	TRUCK DIRT FROM SUBDIVISION	1.00	LS	10,413.50	10,413.50
440	STONE BASE FOR PAVEMENT AND SHOULDER	1.00	LS	14,468.25	14,468.25
450	CLEAN CUT EDGE	1.00	LS	342.25	342.25
460	BACKFILL CURB	1.00	LS	1,620.25	1,620.25
470	TRAFFIC CONTROL	1.00	LS	2,500.00	2,500.00
	SUBTOTAL - CTH KE SOUTHBOUND				36,134.00

GRAND TOTAL

\$96,218.75

NOTES:

NO BOND INCLUDED

RESTORATION AND TOPSOIL BY OTHERS

SURFACE SHOULDER STONE BY OTHERS

FINE GRADING BY OTHERS

APPROVED TRAFFIC CONTROL PLAN WILL BE NEEDED

SURVEY AND LAYOUT BY OTHERS

ITEMS 220 AND 230 CAN BE INTERCHANGABLE

ITEM 240 DOES NOT INCLUDE STONE THAT WAS PART OF DEVELOPMENT PROPOSAL.

BORROW ITEM DOES NOT INCLUDE COST OF TRUCKING DIRT FROM ANOTHER SITE. HANDLING ONLY

ALL ITEMS TIED. IF PART OF THIS WORK IS NOT ACCEPTED, PROPOSAL WILL HAVE TO BE RE-PRICED.

SHC

(6)



SUPER WESTERN, INC.

An Equal Opportunity Employer

No Per Josh
10/10/22
JS

10/4/2022

Siepmann Realty Corp
W240 N1221 Pewaukee Rd
Waukesha, WI 53188

Project: Sandhill

Project Number: 2021219

~~2021219-E1 Extra~~

Description: Undercut Subdivision Roads

DATE	DESCRIPTION	QTY	UOM	RATE	AMOUNT	TOTAL	
<u>LABOR:</u>							
09/07/22	Jason W - Operator	8.00	st hrs	\$108.74	\$869.92		
09/08/22	Michael C - Operator	1.00	ot hrs	\$136.87	\$136.87		
09/08/22	Jason W - Operator	1.00	st hrs	\$108.74	\$108.74		
SUBTOTAL LABOR						10.00	\$1,115.53
<u>EQUIPMENT</u>							
09/07/22	R1 - Dozer Rental	3.00	Hrs	\$62.35	\$187.05		
09/07/22	1805 - IR SD70 Smooth Roller	1.00	Hrs	\$90.80	\$90.80		
09/07/22	410 - CAT 330CL Backhoe	4.00	Hrs	\$158.29	\$633.16		
09/08/22	1805 - IR SD70 Smooth Roller	0.50	Hrs	\$90.80	\$45.40		
09/08/22	R1 - Dozer Rental	0.50	Hrs	\$62.35	\$31.18		
SUBTOTAL EQUIPMENT						9.00	\$987.59
TOTAL AMOUNT DUE							\$2,103.12

SHC

13

~~5070 Waukesha County~~
~~500 SITE~~



INVOICE

TO: Sandhill of Hartland LLC
C/O Siepmann Realty Corp
W240N1221 Pewaukee Rd
Waukesha, WI 53188

DATE: October 7, 2022
PROJECT MANAGER: Tyler Winter
CUSTOMER #: 825392
INVOICE #: 130031-01

JOB NAME: Sandhill Subdivision

For furnishing the necessary labor, materials and equipment to complete the above named project as follows:

<p>1. Place subdivision <u>curb</u>, <u>offsite curb</u> & <u>flume</u></p>	<p>1.00 LS</p>	<p>\$84,000.00</p>
---	----------------	--------------------

TOTAL AMOUNT DUE TO THIS INVOICE

\$84,000.00

(Signature)

*If you have any questions or concerns on this invoice, please contact
Thank you.*

*Tyler Winter
262.366.5370*

Remit To: P.O. Box 781 - Waukesha, WI 53187-0781
262-524-1700 - FAX 262-524-1845

INVOICE DUE NET UPON RECEIPT

Payment fraud is on the rise! Please verify any payment instructions you receive from us (new or revised) by calling us at (262) 524-1700 and asking to speak to our accounts receivable department.

SHC

13



INVOICE

TO: Sandhill of Hartland LLC
C/O Siepmann Realty Corp
W240N1221 Pewaukee Rd
Waukesha, WI 53188

DATE: October 31, 2022
PROJECT MANAGER: Tyler Winter
CUSTOMER #: 825392
INVOICE #: 130031-02

JOB NAME: Sandhill Subdivision

For furnishing the necessary labor, materials and equipment to complete the above named project as follows:

1. <u>Stone</u> and <u>Binder</u> subdivision roadway.	\$234,548.00
Fine grade, binder and surface accel/decel and bypass lanes	
Shoulder accel/decel and bypass lanes	

TOTAL AMOUNT DUE TO THIS INVOICE

\$234,548.00

DS
JB

*If you have any questions or concerns on this invoice, please contact
Thank you.*

*Tyler Winter
262.366.5370*

Remit To: P.O. Box 781 ~ Waukesha, WI 53187-0781
262-524-1700 ~ FAX 262-524-1845

INVOICE DUE NET UPON RECEIPT

Payment fraud is on the rise! Please verify any payment instructions you receive from us (new or revised) by calling us at (262) 524-1700 and asking to speak to our accounts receivable department.

Christopher Siepmann

From: John Siepmann
Sent: Monday, November 14, 2022 1:22 PM
To: Christopher Siepmann
Subject: FW: Sandhill By Pass Lanes

From: Tyler Winter <twinter@walbecgroup.com>
Sent: Saturday, November 12, 2022 8:14 AM
To: John Siepmann <John@siepmannrealty.com>
Subject: FW: Sandhill By Pass Lanes

John,
This was sent in March based on the original plan. Does not include costs for the new plan. I will get those to you next week.

From: Tyler Winter
Sent: Tuesday, March 8, 2022 8:08 AM
To: John Siepmann <john@siepmannrealty.com>
Subject: Sandhill By Pass Lanes

John,
Here are the prices for the by-pass lanes. They include fine grading stone placed by others, asphalt, shouldering, and striping.

Hwy KE & Teri - \$25,910.30
Hwy KE & Homestead - \$34,483.20
Hwy KE & K - \$37,237.40

Let me know if you need anything else.



Tyler Winter
Project Manger
262-524-1837 office
262-366-5370 mobile
walbecgroup.com
An Equal Opportunity & Affirmative Action Employer

SHC

13



INVOICE

TO: Sandhill of Hartland LLC
C/O Siepmann Realty Corp
W240N1221 Pewaukee Rd
Waukesha, WI 53188

DATE: November 21, 2022
PROJECT MANAGER: Tyler Winter
CUSTOMER #: 825392
INVOICE #: 130031-03

JOB NAME: Sandhill Subdivision

For furnishing the necessary labor, materials and equipment to complete the above named project as follows:

1. Contract Portion of stone path, striping HWY K/KE intersection, striping Homestead intersection	\$39,588.00
2. Contract MOD for additional striping at Homestead intersection	\$14,760.00
3. Contract MOD for additional paving at Homestead intersection	\$34,871.00
4. Contract MOD for taper widening at Homestead accel lane	\$3,630.00
TOTAL AMOUNT DUE TO THIS INVOICE	\$92,849.00

DS
TW

If you have any questions or concerns on this invoice, please contact
Thank you.

Tyler Winter
262.366.5370

Remit To: P.O. Box 781 ~ Waukesha, WI 53187-0781
262-524-1700 ~ FAX 262-524-1845

INVOICE DUE NET UPON RECEIPT

Payment fraud is on the rise! Please verify any payment instructions you receive from us (new or revised) by calling us at (262) 524-1700 and asking to speak to our accounts receivable department.

Christopher Siepmann

From: Tyler Winter <twinter@walbecgroup.com>
Sent: Thursday, December 1, 2022 3:07 PM
To: Christopher Siepmann; John Siepmann
Subject: RE: Sandhill Contract Mod

Path portion was \$31,739, striping at KE & K intersection was \$3,749, and original portion of striping at Homestead intersection was \$4,100.

From: Christopher Siepmann <chris@siepmannrealty.com>
Sent: Thursday, December 1, 2022 11:44 AM
To: Tyler Winter <twinter@walbecgroup.com>; John Siepmann <John@siepmannrealty.com>
Subject: RE: Sandhill Contract Mod

Warning: External Email

Hi Tyler –

Looking for item 1 on this to be broken out. For \$39,588.00.

Thank you!

Chris Siepmann

From: Tyler Winter <twinter@walbecgroup.com>
Sent: Thursday, December 1, 2022 6:17 AM
To: John Siepmann <John@siepmannrealty.com>
Cc: Christopher Siepmann <chris@siepmannrealty.com>
Subject: RE: Sandhill Contract Mod

Which mod ?

From: John Siepmann <John@siepmannrealty.com>
Sent: Tuesday, November 29, 2022 11:04 AM
To: Tyler Winter <twinter@walbecgroup.com>
Cc: Christopher Siepmann <chris@siepmannrealty.com>
Subject: RE: Sandhill Contract Mod

SHC

(15)

Environmental Control, Inc
7320 Noraire Drive
Franksville, WI 53126-3943
Phone: (262) 679-1992
Fax: (262) 671-2024



INVOICE NO
9012

SOLD TO Siepmann Realty
W240 N1221 Pewaukee Rd
Waukesha, WI 53188

SHIP TO Sandhill Condominiums

ACCOUNT NO	PROJECT	JOB NUMBER	DUE DATE	INVOICE DATE	PAGE
SIE001		21-046	11/26/2022	10/27/2022	1

SERVICED	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
OCT 2022	8,730	Restoration - DOT 40 seed mix, Fertilization Type B, Erosion Mat Class 1 Type B	1.45	12,658.50
OCT 2022	71,028	Restoration - DOT 40 Seed mix, Fertilizer Type B, Hydro Mulch	0.43	30,542.04

ITEM TOTAL 43,200.54
TAX 2,160.03
TOTAL AMOUNT 45,360.57

SAC

TS

Environmental Control, Inc
7320 Noraire Drive
Franksville, WI 53126-3943
Phone: (262) 679-1992
Fax: (262) 671-2024



INVOICE NO
9026

SOLD TO Siepmann Realty
W240 N1221 Pewaukee Rd
Waukesha, WI 53188

SHIP TO Sandhill Condominiums

ACCOUNT NO	PROJECT	JOB NUMBER	DUE DATE	INVOICE DATE	PAGE
SIE001		21-046	12/16/2022	11/16/2022	1

SERVICED	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
NOV 2022	7,500	Restoration - DOT 40 seed mix, Fertilizer Type B, Erosion Mat Class 1 Type B	1.45	10,875.00
NOV 2022	16	10' Wattles	99.95	1,599.20

ITEM TOTAL	12,474.20
TAX	623.71
TOTAL AMOUNT	13,097.91

WAIVER OF LIEN

Date: 12/7/2022

For value received, We hereby waive all rights and claims for lien on land and/or on building about to be erected altered or repaired and to the appurtenances thereunto:

For: Sandhill of Hartland

By: Environmental Control Inc

For: Landscape Restoration

Site being situated in: Waukesha County, state of Wisconsin described as:
Sandhill of Hartland

For all labor performed and for all material furnished for erosion control.

We further certify that all material suppliers have been paid in full for the above referenced construction project.

Inv 9012 \$45,360.57

Inv 9026 \$13,097.91

Inv 9027 \$1,065.75

Inv 9028 \$2,207.63

Environmental Control, Inc

By: 

Nicole S Wildes

Accounting Manager



SUPER WESTERN, INC.

An Equal Opportunity Employer

WAIVER OF LIEN

December 7, 2022

For value received, I/we hereby waive all rights and claims for lien on land and on buildings about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto, for: Sandhill Hartland, LLC (Owner), by: Super Western, Inc (Contractor), for: Labor, equipment, and/or materials same being situated in Waukesha County, State of Wisconsin, described as:

Sandhill SWI #21-02-019

for all labor performed, and for all material furnished for the erection, construction, alteration or repair of said PROJECT, for payment of \$145,699.98 – September Payment Application

Mary Menkaver Super Western, Inc



SUPER WESTERN, INC.

An Equal Opportunity Employer

WAIVER OF LIEN

December 7, 2022

For value received, I/we hereby waive all rights and claims for lien on land and on buildings about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto, for: Sandhill Hartland, LLC (Owner), by: Super Western, Inc (Contractor), for: Labor, equipment, and/or materials same being situated in Waukesha County, State of Wisconsin, described as:

Sandhill SWI #21-02-019

for all labor performed, and for all material furnished for the erection, construction, alteration or repair of said PROJECT, for payment of \$3,491.78 -

Mary Ellen Glaver Super Western, Inc

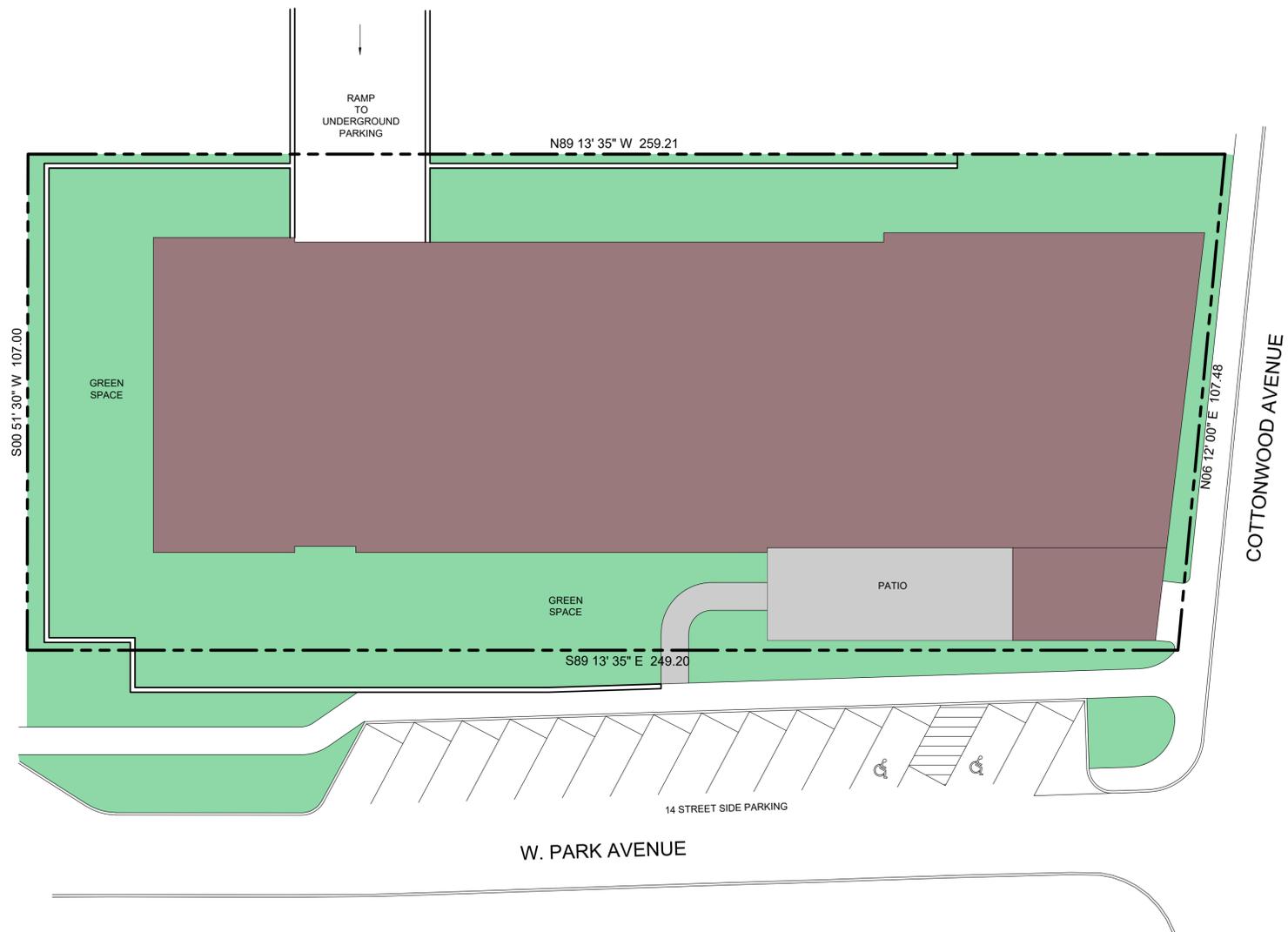


SHEET INDEX

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

BUILDING INFORMATION

2-STORY MULTI-USE BLDG:	46,447 SF	TOTAL ROOMS:	40
UNDERGROUND PARKING:	15,697 SF	KING SUITE W/ BEDROOM	22
37 PARKING STALLS		KING SUITE	2
14 ANGLED STREET PARKING STALLS		KING SUITE ADA	3
51 TOTAL ONSITE PARKING STALLS		DOUBLE QUEEN	10
		SUITES	3
1ST FLOOR HOTEL:	15,697 SF		
LOBBY & AMENITIES			
TOTAL ROOMS:	16		
KING SUITE W/ BEDROOM	5		
KING SUITE ADA	3		
DOUBLE QUEEN	7		
SUITES	1		
2ND FLOOR HOTEL:	15,053 SF		
TOTAL ROOMS:	24		
KING SUITE W/ BEDROOM	17		
KING SUITE	2		
DOUBLE QUEEN	3		
SUITES	2		



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

Issue Date:
12 / 07 / 2022

Revision:

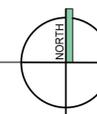
Project Number:
22022

Sheet Title:
ARCHITECTURAL SITE
PLAN

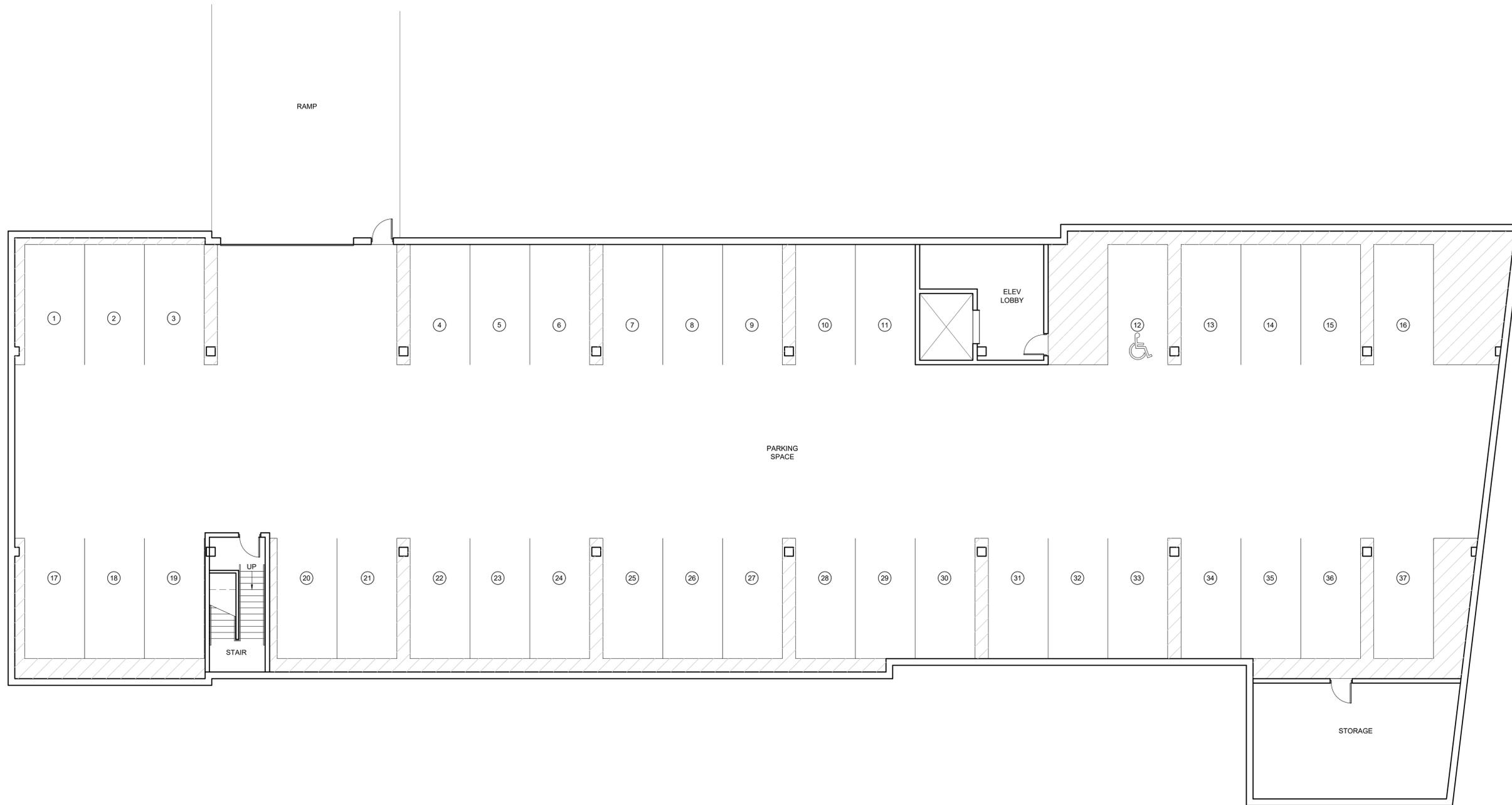
Sheet Number:

A-100

ARCHITECTURAL SITE PLAN



1/16" = 1'-0"



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

Issue Date:
12 / 07 / 2022

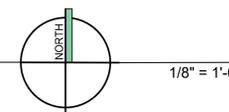
Revision:

Project Number:
22022

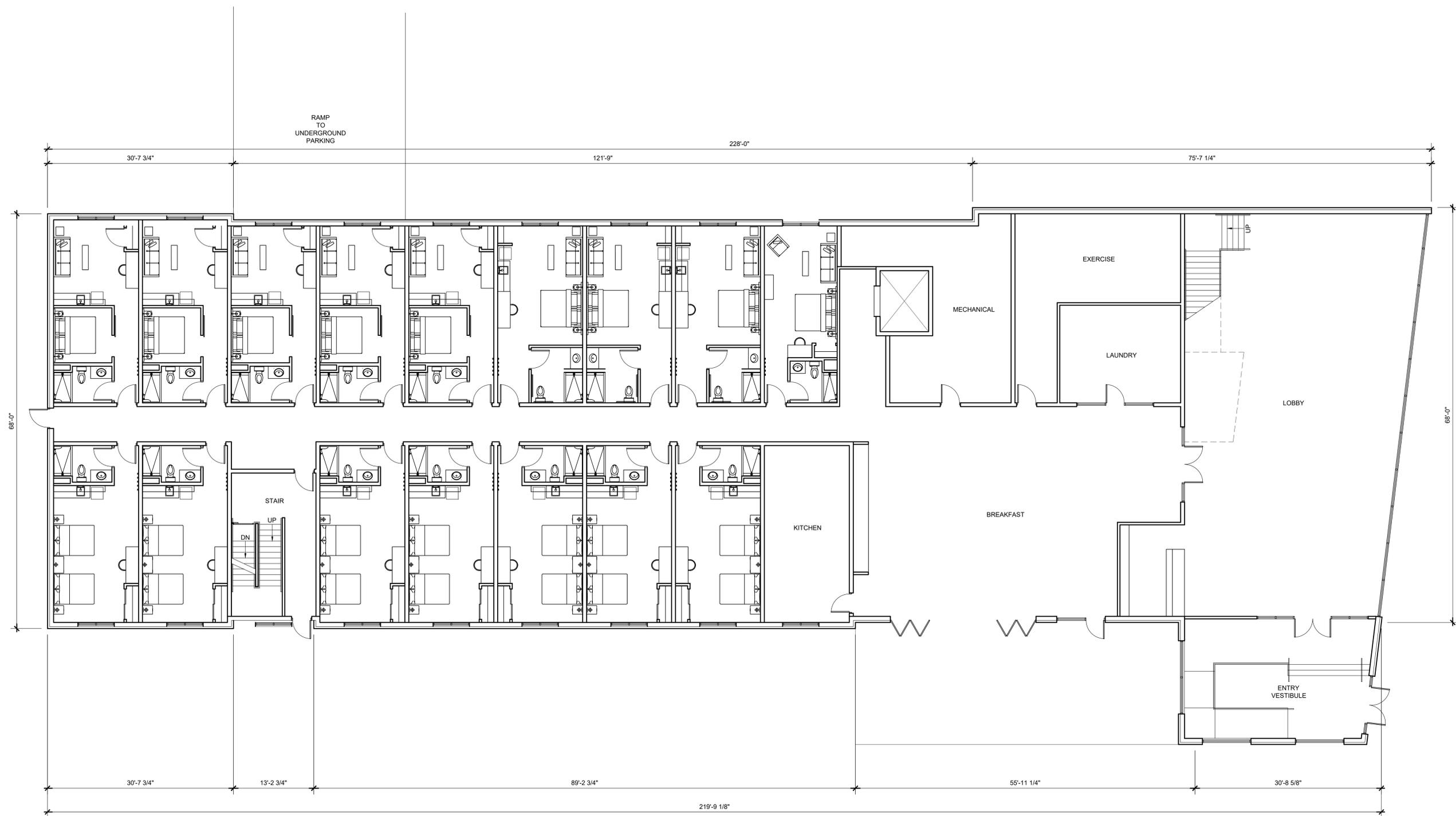
Sheet Title:
PARKING GARAGE
PLAN

Sheet Number:

PARKING GARAGE PLAN



A-101



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

Issue Date:
12 / 07 / 2022

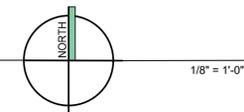
Revision:

Project Number:
22022

Sheet Title:
FIRST FLOOR PLAN

Sheet Number:

FIRST FLOOR PLAN





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

Issue Date:
12 / 07 / 2022

Revision:

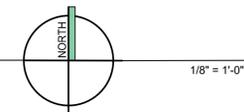
Project Number:
22022

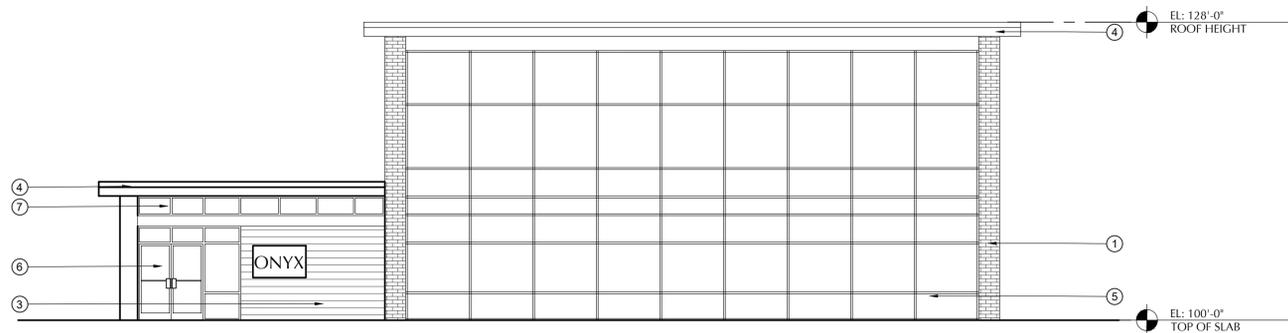
Sheet Title:
SECOND FLOOR PLAN

Sheet Number:

A-103

SECOND FLOOR PLAN





EAST ELEVATION

1/8" = 1'-0"

KEYNOTES:

1. UTILITY BRICK
2. JAMES HARDIE PANEL SIDING - SMOOTH WITH TAMLYN XTREME TRIM $\frac{3}{16}$ " REVEAL SYSTEM
3. JAMES HARDIE PLANK LAP SIDING 6" EXPOSURE
4. PRE-FINISHED FASCIA AND SOFFIT
5. ANODIZED ALUMINUM CURTAIN WALL SYSTEM
6. ANODIZED ALUMINUM STOREFRONT ENTRANCE SYSTEM
7. ANODIZED ALUMINUM STOREFRONT WINDOWS
8. PRE-FINISHED METAL COPING
9. COMPOSITE FIXED WINDOWS
10. PRECAST CORNICE
11. FOLDING DOORS



SOUTH ELEVATION

1/8" = 1'-0"

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

Issue Date:
12 / 07 / 2022

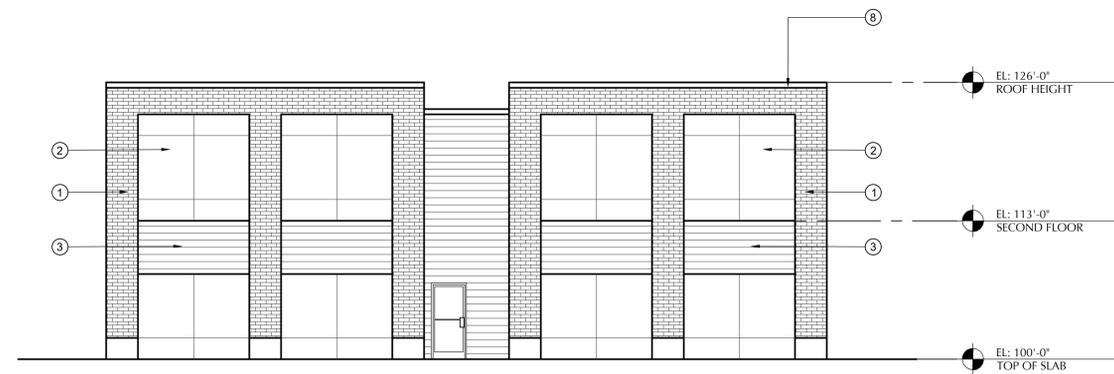
Revision:

Project Number:
22022

Sheet Title:
EXTERIOR ELEVATIONS

Sheet Number:

A-201

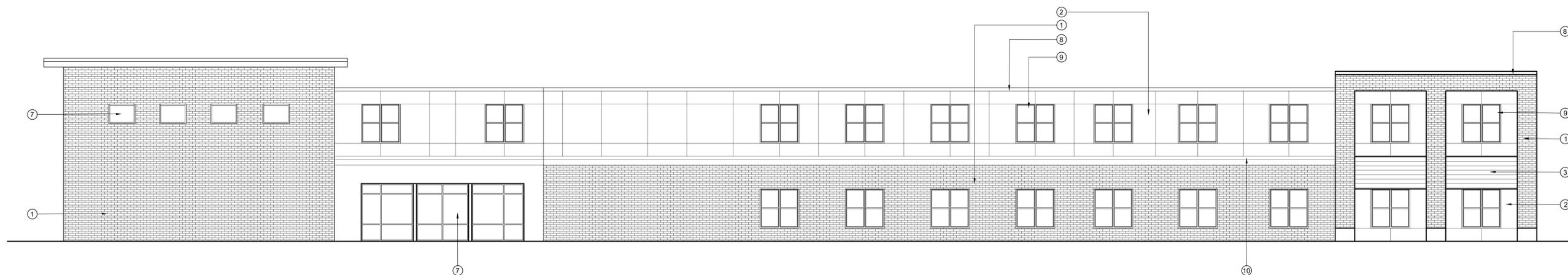


WEST ELEVATION

1/8" = 1'-0"

KEYNOTES:

1. UTILITY BRICK
2. JAMES HARDIE PANEL SIDING - SMOOTH WITH TAMLYN XTREME TRIM $\frac{1}{2}$ " REVEAL SYSTEM
3. JAMES HARDIE PLANK LAP SIDING 6" EXPOSURE
4. PRE-FINISHED FASCIA AND SOFFIT
5. ANODIZED ALUMINUM CURTAIN WALL SYSTEM
6. ANODIZED ALUMINUM STOREFRONT ENTRANCE SYSTEM
7. ANODIZED ALUMINUM STOREFRONT WINDOWS
8. PRE-FINISHED METAL COPING
9. COMPOSITE FIXED WINDOWS
10. PRECAST CORNICE
11. FOLDING DOORS



NORTH ELEVATION

1/8" = 1'-0"

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

Issue Date:

12 / 07 / 2022

Revision:

Project Number:

22022

Sheet Title:

EXTERIOR ELEVATIONS

Sheet Number:

A-202



**Village of Hartland
Administration**

210 Cottonwood Ave, Hartland, WI 53029
www.villageofhartland.com

Committee: Village Board	Memo Date: December 7, 2022
Village Board Item Number: 11	Meeting Date: December 12, 2022
Submitted By: Ryan Bailey	
Subject: Food Truck ordinance update	

Details: At the last Village Board meeting, we passed some fees related to food trucks that differ from our ordinance so we need to update this ordinance. Businesses will be able to get the mobile food vendor permits and have the food trucks on their premise. One vehicle per permit per business. We also updated that there will be no investigations of mobile businesses. As long as they have the proper licensing from the county and the state they would be similar to any business having employees in the Village. You will note the highlighted changes of the old ordinance and we can discuss at the meeting.

Financial Remarks: None

Options & Alternatives: Options:

1. None

Executive Recommendation: Go through the 3 readings to update the ordinance to match what was passed at the last meeting.

ORDINANCE NO. _____

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

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

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

ARTICLE VII. – MOBILE FOOD VENDORS

• **Sec. 22-168 - Definitions.**

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

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

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

• **Sec. 22-169 - License Required.**

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

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

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

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

(C) A license shall be applied for annually. A permit, when granted, shall be displayed at all times by the Mobile Food Establishment or business. The license shall be valid from January 1 of each year. All licenses shall expire on December 31 each year. Applications for renewals shall be handled in the same manner as original applications but may be approved by the Village Manager or their designee.

(D) Mobile Food Vendors are not allowed to engage in any business activity on the Village streets without approval from the Village Board. They are allowed on private property with written permission and as allowed by the Village Board for the Farmers Market and Special Events. The licensee may not be located on one street or one private property lot for more than 8 hours within a 24-hour period. This time restriction does not apply to Village Board authorized permits for the Farmers Market or Special Events.

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

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

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

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

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

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

(B) In approving a license, the Village Board may impose such conditions as it deems appropriate to protect the public health, safety and general welfare. Subsequent annual renewals of a license may be processed administratively without additional Village Board approval if the conditions of the original license issuance are maintained at the discretion of the Village Manager or designee.

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

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

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

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

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

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

- **Sec. 22-172 - Revocation or Suspension of License.**

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

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

- **Sec. 22-173 – Violations and Penalties.**

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

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

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

Passed and approved this ____ day of _____, 2022.

VILLAGE OF HARTLAND

By: _____
Jeffrey Pfannerstill, Village President

ATTEST:

Darlene Igl, Village Clerk

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012

STATE OF WISCONSIN

WAUKESHA COUNTY

VILLAGE OF HARTLAND

ORDINANCE NO. _____

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

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

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

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

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

• **Sec. 22-169 - License Required.**

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

Can serve for free

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

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

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

- Establ. Shown
or business
- Full Year

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

Manager

(D) Mobile Food Vendors are not allowed to engage in any business activity on the Village streets without approval from the Village Board. They are allowed on private property with written permission and as allowed by the Village Board for the Farmers Market and Special Events. The licensee may not be located on one street or one private property lot for more than 8 hours within a 24-hour period. This time restriction does not apply to Village Board authorized permits for the Farmers Market or Special Events.

(E) Mobile Food Vendors are allowed to operate in the Village Monday through Sunday between 7:00 a.m. and 10:00 p.m.

11 PM 1:KE Events

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

one Per Permit

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

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

• Sec. 22-170 - Application Process.

No Investigation

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

No Investigation

(B) Upon receipt of each such application, the Village Administrator or designee shall immediately institute such investigation of applicant's business and moral character as the Village Administrator or designee deems necessary for the protection of the public good, and shall provide recommendation to the Village Board for the application. The Village Board shall

issue with or without conditions, or deny the license in accordance with their findings. In approving a license, the Village Board may impose such conditions as it deems appropriate to protect the public health, safety and general welfare. Subsequent annual renewals of a license may be processed administratively without additional Village Board approval if the conditions of the original license issuance are maintained at the discretion of the Village Administrator or designee.

Manager

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

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

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 - b. Noise created by operation of the equipment.
 - c. Light and glare.
 - d. Odors and noxious fumes.
3. The proposed plan will not be detrimental to the public health, safety, or general welfare.
4. No Mobile Food Vendor shall be located on any private property without written permission from the property owner. A copy of the written permission shall be submitted at the time of application if the Vendor wishes to operate on private property.
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7. Mobile Food Vendors shall not place tables and chairs in the public right-of-way, or in a manner that inhibits pedestrian or vehicle traffic.

8. Mobile Food Vendors shall be limited to two sandwich board, chalkboard, or whiteboard, in a size not to exceed 24" x 36". Sandwich boards must be located within three feet of the Mobile Food Establishment and not placed in the public right-of-way, or in a manner that inhibits vehicle traffic.

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

- **Sec. 22-172 - Revocation or Suspension of License.**

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

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

Passed and approved this ____ day of _____, 2022.

VILLAGE OF HARTLAND

By: _____
Jeffrey Pfannerstill, Village President

ATTEST:

Darlene Igl, Village Clerk



**Village of Hartland
Administration**

210 Cottonwood Ave, Hartland, WI 53029
www.villageofhartland.com

Committee: Village Board	Memo Date: November 30, 2022
Village Board Item Number: 11	Meeting Date: December 12, 2022
Submitted By: Ryan Bailey	
Subject: BID Marketing Study Funding Request	

Details: The Hartland BID is looking to have a marketing study done for the entire Village of Hartland. The cost of this study is around \$18,000. If you recall, annually as part of the budget, we have a budget amount of up to \$20,000 to transfer to the BID based on façade improvements. Businesses in downtown can do Façade improvements and request reimbursement from the BID and we transfer up to \$20,000 annually for this. To date, they only have a total request for façade improvements to the Village for \$1,102.50 of the \$20,000. The BID is asking the Village board to pay the \$18,000 for the marketing study out of this façade improvement balance as they haven't used hardly any of it in 2022. The advantages of this marketing study will be for the entire village, not just the downtown BID.

Financial Remarks: This funding would come out of our Capital Projects Fund as it does every year for normal façade improvements if this is approved.

Options & Alternatives: Options:

1. Approve the Village funding the entire marketing study of \$18K to come out of the façade money we allocate annually
2. Approve the Village paying a portion of the marketing study and asking if the BID can pay the difference
3. Deny the request to pay any funds for the marketing study.

Executive Recommendation: This marketing study would be shared with all business and entities in the Village. It is truly a board decision on the funding of it but the funds are available based on the BID not using much of the façade grant match funds from the Village.

Dear Village Board,

On behalf of the Business Improvement Board (the BID) we are asking and presenting the following:

The BID Economic Development Committee has been working with a consultant, Michael Stumpf of **Place Dynamics**, to establish a Marketing Study Project that would provide good information to the Village, Village Businesses, property owners to promote economic development and vitality in the Village's Commercial areas. The intent would be to work with all businesses in the Village as well as to coordinate with the Hartland Chamber of Commerce.

This project would cover the entire business community in the Village of Hartland i.e. the Hartbrook Dr businesses and others.

The Project Goals would include:

- Provide market and customer insight that will be useful to both the Village's Business District organizations and individual business in creating effective business and marketing strategies.
- Provide market insight that will be useful to the Village, property owners, developers and realtor in recruiting new businesses and strong thoughtful redevelopment projects to the downtown districts.
- Recommend strategies for both public and private actions to enhance the vitality, investments, and economic success of the village's business districts.

The study would provide insight with a better understanding of the competition along with useful information for business attraction and expansion of existing businesses.

The Proposed Scope of Work would include:

- Assess the current shopping patterns of village residents
- Describe the patterns of visitation to the downtown and all business districts.
- Discuss the foot traffic to understand how customers are shopping.
- Define an actual trade area and opportunities for the downtown.
- Estimate the market potential of the actual trade area.
- Recommend strategies for business and real estate development in the business districts, address real estate developments, public infrastructure, business development and business attraction strategies, marketing and promotions, and other considerations based on the results of the market research.
- The proposal would be for a fixed price of \$18,000.

Place Dynamics is recognized as a Service-Disabled Veteran-Owned Business for federal contracting purposes. Place Dynamics provides marketing research in Wisconsin and throughout the United States, established in 2005, the team of experts have individually over 25 years of experience in the trenches.

The Business Improvement District, the BID is proposing to undertake this project for the entire Village.

The WHY AND HOW

The WHY is to attract the best expansion and new development for the Village of Hartland.

The How would be to pay for the Study out of unused monies that were allocated for use in 2022.

Thank you on behalf of the BID Board.

Steve Berger, BID Board President

Marilyn Haroldson, BID Board Secretary



Hartland Business Improvement District 2023 Operating Plan

2023 B.I.D. Board of Directors

Steve Berger, B.I.D. President
Dr. Jim Muenzenberger, B.I.D. Vice-President
Marilyn Haroldson, B.I.D. Secretary
Cheryl Pfundtner, CPA, B.I.D. Treasurer
Elise Miller
Dr. Jim Muenzenberger
Jeff Pfannerstill
Tabi McBride
Steven Osterndorf
Nick Jensen

135 Cottonwood Avenue, Hartland, WI 53029
262-367-6560 • www.downtownhartland.com • BID@downtownhartland.com

Hartland Business Improvement District 2023 Operating Plan

A. Background

In 1984, the State of Wisconsin created Section 66.608 of the Statutes (“BID law”) enabling municipalities to establish Business Improvement Districts upon the petition of the owner of at least one property used for commercial purposes within the proposed district. The purpose of the law is “...to allow businesses within those districts to develop, to manage and to promote the districts, and to establish an assessment method to fund these activities.” (1983 Wis. Act 184, Section 1, legislative declaration.)

B. Goals of the Business Improvement District

Pursuant to the BID law, this operating plan for the District has been developed by the BID Board along with business and property owners. The following objectives were identified:

1. Continuation of the *Façade Improvement Grant Program* offering matching grants up to \$10,000.
2. Continuation of the *Sign and Awning Grant Program* offering matching grants up to \$750.
3. Continuation of the *Business Loan Pool Program* offering low interest loans in partnership with Bank Five Nine.
4. Continuation of the *Sandwich Board Sign Grant Program* offering grants up to \$50.
5. Continuation of the *Co-Op Advertising Grant Program* offering grants up to \$300.
6. Implementation of the BID Strategic Planning process that was redone in 2021 to measure success.
7. Economic Development Committee
 - Business retention program to contact property and business owners on a regular basis.
 - Maintain list of vacancies and available property.
 - Continue to support the BID Loan Program with Bank Five Nine.
 - Conduct business education and informational seminars for property owners and businesses in district.
 - Communication with BID members, external resources and stakeholders about the BID.
 - Support of the Tax Incremental Finance district to stimulate redevelopment.
 - Initiatives to assist businesses locating in the BID and new business start-up assistance.
 - Support of businesses and issues that are important to the Village area.
8. Marketing Committee
 - Develop and continually align mission and brand of the BID.
 - Foster good communication between BID board, BID members, BID businesses, village and overall community.
 - Aid owners and business with promotion and foster cooperative efforts as needed and desired.
 - Communicate with internal constituents and external consumers.
 - Website development, maintenance, and search engine optimization.

- Conduct or participate in events that promote and increase commerce within the district.
- Coordinate the BID's involvement in Ice Age Trail Community cross-promotion and development of activities with the Village and the Ice Age Trail Alliance.

9. Design Committee

- Encourage BID properties to be well maintained and physically appealing.
- Maintain adequate way finding to direct consumers to downtown BID district.
- Maintain comprehensive entry point signage and point of interest way finding program.
- Provide streetscaping program to create a unified look in the district.
- Maintain seasonal decorative baskets and banner program.
- Upgrades and replacement to district decorative elements and landscaping areas.
- Review applications received from district members for the grant assistance programs and make recommendations to the board for approval.
- Provide design support for exterior façade and sign improvements.
- Provide advocacy to assist businesses navigate through various Village regulatory processes.

10. Executive Committee

- Adhere to the BID Mission Statement - The mission of the Hartland BID is to provide leadership for the vitality of downtown Hartland; an area that offers a variety of commercial, retail and service businesses. The BID serves as a catalyst to improve and promote downtown Hartland through business development, marketing, economic development and business education.
- Adhere to the overall goals of the BID - The Business Improvement District attracts people to live, work, shop, conduct personal business and seek entertainment in downtown Hartland.

A business improvement district creates a mechanism for non-residential property owners to levy and collect special assessments to finance the achievement of common goals. The District is dedicated to increasing activity and improving the image of the District. Staffed with a professional manager, the District creates a link between, service, retail, civic and social activities. It is anticipated that these efforts help increase District sales volumes, attract additional business investment, and enhance property values in the District commercial area.

C. Boundaries

The District consists generally of an area bounded on the north by the last commercial properties on North Avenue, on the east on Capitol Drive roughly starting at Church Street, on the south at Cardinal Lane, on the west to the top of Hill Street. A few properties are included on Pawling Avenue. Nearly all commercial property in the downtown Village Center is included in the District. Appendix 1 shows the limits of the Hartland Business Improvement District.

D. Budget for 2023

2023 BID Revenue	\$ 74,800	
Est'd Prior Year Surplus	<u>46,851</u>	
		121,651
Design & Maintenance	33,200	
Marketing & Promotion	9,550	
Administration	<u>43,599</u>	
		<u>86,349</u>
Projected Surplus		<u><u>\$ 35,302</u></u>

E. Operating Board

The District Board's primary responsibility is to implement the District Plan and the Board shall have all the powers necessary and convenient to implement the Plan including the power to contract for services. This includes the power to negotiate with providers of goods and services to carry out the District Plan; to enter into various contracts; to monitor and develop activity; to annually revise the Plan, and to ensure compliance with the provisions of applicable statutes and regulations.

State law mandates that the Board be composed of at least 5 members and that the majority of the Board be owners or occupants of property within the District (or representatives of the owners or occupants of the property within the District.)

The Hartland Business Improvement District shall be structured and operate as follows:

Board Size: Nine members plus one ex-officio member; the Village Administrator.

Composition: At least 7 members must be owners, occupants or representatives of owners or occupants of property in the District. Any non-owner or non-occupant appointed to the Board shall be a resident of the Village of Hartland or represent an entity identified with the Village of Hartland.

Terms: Appointments to the Board shall be for a period of 3 years.

Compensation: None.

Meetings: All meetings of the Board shall be open to the public and governed by Wisconsin Open Meeting Law.

Record Keeping: Files, records and other materials of the Board's affairs shall be kept pursuant to standard public record requirements.

Staffing: The Board may contract or hire for staffing and other services as needed to execute the budget and implement the Operating Plan.

Meetings: The Board shall meet regularly, at least annually. The bylaws should be used as a reference herein. If necessary, the Board shall adopt rules of order to govern the conduct of the meetings not inconsistent with the Plan.

Appointments: Members who have resigned or whose terms have expired will be appointed periodically by the Village President.

On or before December 1 of each year, the Board will submit its recommendations for appointment to the Village President for the seats of Board members whose terms have or shall expire or who have resigned.

F. Payment of Expenses

All expenses to be incurred by the District pursuant to the budget set forth each year shall be paid as incurred out of income received by the District. The District's income for calendar year 2023 shall include the special assessment revenue (District assessment) as collected by the Village and provided by the property owners.

The principle behind the District assessment is that the owner of each assessable property within the District boundaries shall provide a proportionate share of the District expenses, based on the assessed value of the property for real estate tax purposes. The assessment method is as follows: An annual assessment will be levied against each property located within the District boundaries and not otherwise exempted hereunder, in the amount computed by applying 0.2061622% assessment ratio charged per \$1,000 of assessed value for that property for general real estate tax purposes as of the date of adoption of the District Plan for such year, subject to a minimum of \$500 and a maximum of \$2,500. This is subject to change and the decision of the Board on an annual basis.

Any property that is exclusively used for residential purposes will not be assessed by the District. However, any property that is used only in part for residential purposes shall be assessed by the District at its full assessed value.

Property exempt from the general real estate tax is excluded from the District. Owners of tax exempt property adjoining the District and expected to benefit from the District activities will be asked to make a financial contribution to the District on a voluntary basis. Funds collected in this manner in any given year shall be used to augment the activities of the District and used as supplemental income. In addition, those exempt properties adjoining the District

which are later determined to be no longer exempt from the general property taxes shall automatically become included within the District and subject to assessment under any current operation plan without necessity to undertake any other act.

The District assessment for each property shall be calculated by the Board and will be submitted to the Village of Hartland together with an Annual Plan and Budget, prior to the time each year that tax bills are printed. The Village shall include the approved District assessment on the tax bills as a separate line item on the next real estate tax bill issued for each property within the boundaries of the District. The Village shall collect the assessment with the taxes as a special charge and shall turn over all monies so collected to the District Board for distribution in accordance with the District Plan and the BID law. All District assessments shall be treated as special charges and shall be shown on the tax bill as due and owing with the first installment of taxes, and if not paid with that first installment when due, shall accrue interest and penalties applicable to delinquent taxes. Any money collected by the Village of Hartland for the District assessment shall be held by the Village in a segregated account until it is released to the District Board as provide herein.

A list of the projected assessments for each property within the District boundaries will be established for each subsequent year by applying an appropriate formula, and shall be available at the Village of Hartland offices.

The District Board shall prepare and make available to the public and the Village, an annual report generally outlining the current status of the District, including an accounting of the prior year's expenditures and revenues. This will be done prior to or at the time it submits its annual operating plan to the Village for the following year. The submission shall include an independent certified audit which shall be obtained by the Village of Hartland, and shall be paid from the District budget.

G. Role of the Village of Hartland

The Village of Hartland is committed to helping private property owners in the District. The Village will play a significant role in the District and in the annual implementation of the District Plan. The Village will:

- Support the adoption of the district plan and subsequent year's Operating Plan through staff time and compliance with statutes, devote stall time and assistance as appropriate to promote the services of the District.
- Monitor and when appropriate apply for outside funds and/or provide Village funds that could be used in the support of the District.
- Up to \$20,000 of matching grant funds will be provided by the Village to the 2023 Façade Improvement Program.
- Collect assessments and deposit the funds in a segregated account; disburse these monies to the District Board along with identification of those assessments included in the disbursement.
- Procure and review annual audits as required per Section 66.608 of the BID law.
- Provide the Board, through the Tax Assessor's Office on or before September 1 of each year, with the official Village records on the assessed value of each property within the District boundaries as of January 1 of that year, for the purposes of calculating the District assessment.
- Encourage Federal, State, and County government to support the activities of this District and others.

H. Promotion of Orderly Development of the Village

Under Wisconsin Statutes Section 66.608 (1) (f) (4), this business improvement district plan is required to specify how the creation of the District promotes the orderly development of the Village. The District will enhance the aesthetics and commercial atmosphere in the Village and, consequently, increase business activity. Increased business activity will increase sales tax revenues and property tax base in the Village.

I. Required Statements

The Wisconsin business improvement district law requires this District Plan to include several specific statements. They are included here and will pertain to all forthcoming plans even if not included with documents sent to the Village for confirmation.

Wisconsin Statutes 66.08(1) (f) (1m): the District will contain property used exclusively for manufacturing purpose, as well as properties used in part for manufacturing. These properties will be assessed according to the standard formula set forth in the District plan because it is assumed that they will benefit from development of the District.

Wisconsin Statutes 66.08(1)(f)(5): A legal opinion from the Village of Hartland attorney indicated that this District plan complies with all applicable provisions of the state law and is incorporated herein by this reference.

Wisconsin Statutes 66.608 (5) (a): Property known to be used exclusively for residential purposes will not be assessed.

J. Severability

The District has been created under authority of Section 66.608 of the State of Wisconsin. Should any court find any portion of this statute invalid or unconstitutional said decision will not invalidate or terminate the District and this District Plan shall be amended to conform to the law without need or re-establishment?

Should the legislature amend the statute to narrow or broaden the powers of a Business Improvement District so as, amongst other things, to exclude or include as assessable properties of a certain class or classes of properties, then this District Plan may be amended by the Village of Hartland Board of Trustees as needed when it conducts its annual budget approval and authorization, without necessity to undertake any other act.

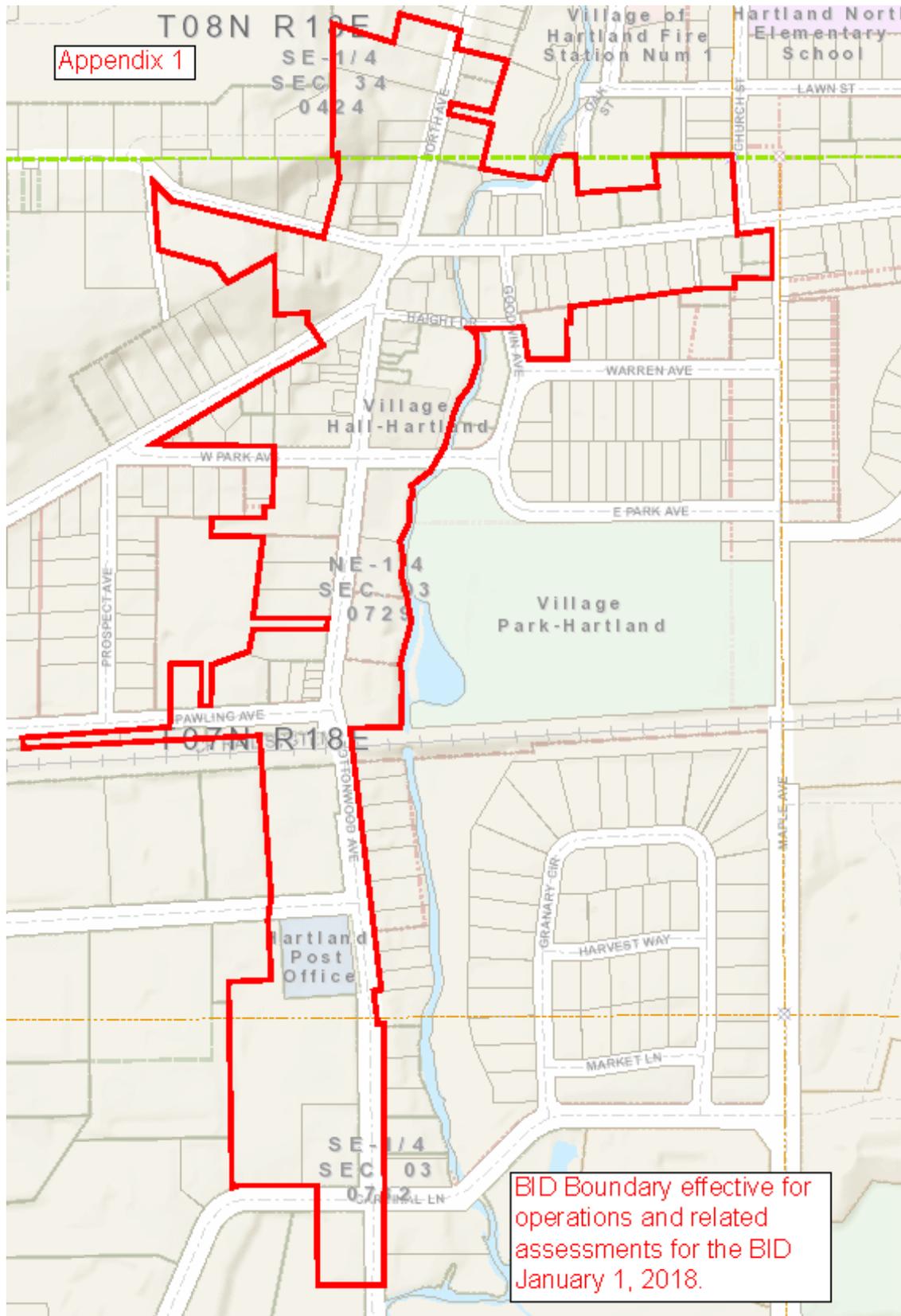
All of the above is specifically authorized under Wisconsin Statute section 66.608 (3) (b).

All expenditures of the District shall be financed through the assessment method identified above; however, the Board is also empowered to accept and secure other gifts, donations, grants, and other monies, to carry out the action in keeping with the general goals of the District identified herein. All expenditures shall be made in the District or for its benefit.

Adopted by BID Board: December 14, 2021

Appendix 1

Hartland BID Boundaries





Hartland Business Improvement District

2022 Annual Report

2022 Board of Directors

Steve Berger, BID President
Dr. Jim Muenzenberger, BID Vice President
Cheryl Pfundtner CPA, BID Treasurer
Marilyn Haroldson, BID Secretary
Tabi McBride
Steve Osterndorf
Jeff Pfannerstill
Elise Miller
Nicholas Jensen
Tom Brass (In Memory of)

The mission of the Hartland BID is to provide leadership for the vitality of downtown Hartland; an area that offers a variety of commercial, retail and service businesses. The BID serves as a catalyst to improve and promote downtown Hartland through business development, marketing, economic development and business education.

The Business Improvement District attracts people to live, work, shop, conduct personal business and seek entertainment in downtown Hartland.

135 Cottonwood Ave, Hartland, WI 53029
262-367-6560 • www.downtownhartland.com • bid@downtownhartland.com

The 2022 Annual Report is a summary of the highlights, accomplishments, and overview of the Hartland Business Improvement District. The Hartland BID is led by an Executive Director and overseen by the BID Board of Directors with four operating committees: Design Committee, Marketing Committee, Economic Development Committee, and Executive Committee.

Design Committee 2022 Accomplishments

BID Façade Improvement Grant Program

In 2022, the Façade Improvement Grant Program continued its 14th year of operation, offering up to \$10,000 in matching grants for façade improvements. The overall grant budget for 2022 was \$40,000. The Village of Hartland committed \$20,000 towards the Façade Improvement Grant Program.

During 2022, a total of \$5,449.25 for new projects was approved for the Façade Improvement Grant Program. At the end of 2022, \$1,080.00 was paid out in façade grants. Based on the 2022 completed projects, the Façade Improvement Grant Program stimulated \$2,585.00 in capital improvements within the BID district.

<u>Property Owner</u>	<u>Address</u>	<u>Project Approved</u>
1. Mary Brass	151 E. Capitol	Awning replacement, painting

BID Sign and Awning Grant Program

During 2022, a total of \$769.00 was approved for the Sign and Awning Grant Program which stimulated \$1,538.00 in capital improvements within the BID district. The purpose of the program is to encourage the installation of new signs and awnings featuring printed signage advertising the business name, address and/or logo.

<u>Business or Property Owner</u>	<u>Address</u>	<u>Project Approved</u>
1. Little DippeRz, LLC	230 Pawling Avenue	Business sign
2. Blooming Iris Coaching	138 W. North Avenue	Business sign

BID Sandwich Board Sign Grant Program

In place for 8 years, this grant program offers a \$50 grant to a business owner toward the purchase of a sandwich board sign that meets the design requirements. Two grants in the amount of \$50 were approved in 2022.

Streetscape Program

Summer and winter seasonal arrangements were installed on 26 downtown light poles. Two large planters were decorated with large, seasonal plantings at the pedestrian crosswalk west of the Citgo station and at the BP intersection. During the winter months, 24 light poles were decorated with lit, artificial balsam garland. 20 of those light poles had hanging LED snowflakes. Colorful ornaments and LED lights were installed on the village center tree to compliment the Hartland Lights holiday event. Seasonal themed banners hung on the existing decorative light poles. The banners represent the 4 seasons and complement the existing inventory of banners. The Hartland DPW installed the banners on 20 wooden utility poles.

Patio Petals maintains and installs the live summer floral basket arrangements and seasonal plantings in the planters. The Village of Hartland DPW install the winter light pole decorations and holiday tree decorations. The BID also coordinated with the DPW and We Energies to extend power south on Cottonwood Ave to add additional snowflakes for the holiday season.

In 2022, the BID sold all remaining bench sponsorships/memorials. Each bench sponsor has a plaque installed on the bench they sponsor. The sponsorship money helps offset the BID’s portion of the bench costs.



Wayfinding

In 2022, the BID ordered new wayfinding signs showcasing the new logo. Those new signs will be installed by the end of the year or in early 2023.

Marketing Committee 2022 Accomplishments

The Marketing committee was involved in creating opportunities for BID members to participate in downtown events, opportunities for businesses to showcase their products and services, and district promotion and advertising. In 2022, one business utilized the co-op advertising grant program that was established in 2017. This business received \$300 toward co-op advertising.



The BID continues to manage the ExploreHartland.com web page. The page directs visitors to explore all things offered in Hartland, including links to the BID, Village of Hartland, Chamber of Commerce and a Hartland area event calendar. This rollout coincided with the Village of Hartland painting ExploreHartland.com on two of the three water towers in the village, with the third being completed in 2021.

2022 Events

March Mania – For the third year, March Mania was a NCAA basketball tournament themed event held over a two-week period in March. The goal of this event was to get people out repeatedly in downtown Hartland during the long winter months. Participants pulled basketball team names at several participating businesses and restaurants/bars and were eligible for prizes based on the final four teams in the tournament. Fourteen businesses participated and we received 776 total entries, which was an increase of 44.8% from the previous year.



Hometown Celebration Parade - The BID made a monetary contribution to support the Hartland Hometown Celebration Parade on Sunday, June 26th. The event is held in downtown Hartland and brings many families and business participants to the community to enjoy the festivities.

Hartland Kid’s Day – The extremely popular Hartland Kid’s Day was held in Nixon Park on Wednesday, July 27th. With sponsorship, the BID had a booth and shared it with representatives from the Ice Age Trail Alliance. Downtown Hartland and Ice Age Trail Alliance information and event calendars were handed out to hundreds of kids and adults.

Bark River Bash – This new event was held on April 30, 2022. It was hosted by the Hartland Kiwanis and the BID. The Kiwanis ran the events including the canoe/kayak run, duck derby, hammer-schlagen, refreshments, and raffles. Elise Miller organized 70+ vendors to sell and display merchandise at the event with assistance from the BID. The participating vendors also donated prizes for the raffle. The event was unfortunately impacted by severe weather but was still well attended. It will be returning in 2023.

Hartland Lights - The Hartland Lights event will be held Friday, December 2nd. We expect a great turnout with fantastic support from the police and fire departments. The community always comes out to support local businesses, donate to local food pantries, and enjoy holiday music.



Canadian Pacific Holiday Train - This event is returning in 2022 and will visit Downtown Hartland on December 9th.

Annual Meeting and BID Member Social

The BID Annual Meeting was postponed this year and will return next year.

Other Marketing Committee initiatives in 2022:

Park kiosks - The BID manages two large panels in the Nixon Park kiosk and continually updates information there such as event announcements and the business directory. A new kiosk was built in Centennial Park and the BID has access to hang information there. The BID made a monetary donation in 2018 to the construction of this kiosk built by a local Eagle Scout.

Over-the-Road-Banner – The Village of Hartland Board approved over-the-road-banners for East Capitol Drive, just west of the intersection of Maple Ave. The BID will be allowed to hang banners announcing sponsored events. The banners are hung by the Hartland DPW crew.

Website Maintenance – The BID Director maintains the website with current business information, event calendar and photos. Ocreative in downtown Hartland provides website protection/security annually and technical services when necessary. A complete overhaul of the website is currently underway and will be released next year.

Business Directory and Master BID List - The BID directory and master list are continually updated. The directory lists business contact information and is updated on the website and in print form, when needed. The master list consists of property owner and tenant information.

Social Media – The BID continues to make a concerted effort to have a constant presence on social media, namely Facebook. The BID Director manages the Facebook page and posts advertising boosts for events. Local business owners, Marlene Millevolte and Elise Miller, help with updates on these sites. The BID also uses Mail Chimp for monthly announcements to BID members and the general public.

Welcome New Businesses to Downtown Hartland in 2022

In 2022, the following new businesses opened or relocated in new or existing BID district properties.

- Little DippeRz, 230 Pawling
- Lucidity Arts, 122 Cottonwood
- Northern Enlightenment, 138 North
- Beer Snobs welcomed new owners, 122 Cottonwood
- Blooming Iris Coaching, 138 North

Economic Development Committee 2022 Accomplishments

BID Loan Pool Program - The program provides capital up to \$25,000 at low interest rates and very affordable terms to foster business development and is available to all new and existing businesses within the Downtown Hartland Business Improvement District area. Bank Five Nine is the financial institution that has committed capital in the amount of \$600,000 to this venture. In 2022, one loan was awarded for a total of \$25,000 at 1% interest.

Available Property Listing - The available property listing is continually updated and posted on the BID and Village of Hartland websites.

Education Certificate Grant Program – This was the seventh year for this program that was designed to encourage every entrepreneur to commit to a well-rounded education and business foundation by furthering their understanding of the operation of a small business. Certificate recipients are awarded a grant to be applied to the operation of their business in the Hartland Business Improvement District.

Executive Committee 2022 Accomplishments

1. The BID has successfully completed 16 years of operation.
2. The 2023 annual budget was created and approved.
3. BID Officers were elected for terms expiring December 31, 2022. Three board members recommitted to a new three-year term.

Ice Age Trail Community

The Village of Hartland became Wisconsin's first Ice Age Trail Community in July 2015. The BID, in partnership with the Village of Hartland and the Ice Age Trail Alliance, helps in planning and promoting events associated with this designation and the trail that runs through the village. An Ice Age Trail Community Committee was formed by the Village of Hartland in July 2016, and one representative from the BID serves on this committee.

December 5, 2022

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

Re: 2022 Utilities Program
Project Closeout

Dear Mr. Bailey:

In accordance with the Contract Documents, the Contractor for this Project, Wood Sewer & Excavating, 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.

Date of Issuance: October 24, 2022	Effective Date:	Upon Signature by Owner
Contract: 2022 Utilities Program	Owner's Contract No.:	Village of Hartland
Contractor: Wood Sewer and Excavating, Inc.	Engineer:	Ruekert & Mielke, Inc.
Address: E9238 CTH X	Engineer's Project No.:	09-10081
New London, WI 54961	Effective Date of Contract:	April 15, 2022

The Contract is modified as follows upon execution of this Change Order:

Description:

Adjustment of Contract Price to reflect total payment amount and actual quantities installed.

Reason for Change Order:

Project closeout.

Attachments:

Analysis of Closeout Change Order showing comparison of Contract quantities to actual quantities installed.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price \$ 330,792.00	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Increase/Decrease from previously approved Change Orders: \$ 0.00	Increase/Decrease from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ 330,792.00	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Decrease of this Change Order: \$ 39,831.34	Increase/Decrease of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ 290,960.66	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: 
 Engineer (Authorized Signature)
 Peter W. Gesch, P.E.
 Ruekert & Mielke, Inc.

By: _____
 Owner (Authorized Signature)
 Village of Hartland

By: 
 Contractor (Authorized Signature)
 Wood Sewer and Excavating, Inc.

Date: October 24, 2022

Date: _____

Date: 11/7/2022



W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020

ANALYSIS OF CLOSEOUT CHANGE ORDER

OWNER: Village of Hartland
PROJECT: 2022 Utilities Program
DATE PREPARED: 10/24/2022

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT \$	ORIGINAL CONTRACT AMOUNT	ACTUAL QUANTITY INSTALLED	FINAL CONTRACT AMOUNT
Miscellaneous Sanitary Sewer Repairs - Various Locations							
1	Repair Sanitary Manhole - Slurry Backfill	V.F.	6.7	\$1,880.00	\$ 12,596.00	6.60	\$ 12,408.00
2	Replace Additional Adjusting Rings - Manhole	V.F.	1.5	\$1,400.00	\$ 2,100.00		\$ -
3	Replace 42" Diameter Manhole Cone	EA.	3	\$2,680.00	\$ 8,040.00	3.00	\$ 8,040.00
4	Remove & Replace Manhole Frame & Cover	EA.	4	\$1,230.00	\$ 4,920.00	4.00	\$ 4,920.00
5	Crushed Aggregate Base Course	TON	10	\$44.00	\$ 440.00		\$ -
6	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	140	\$69.00	\$ 9,660.00	78.00	\$ 5,382.00
Miscellaneous Storm Sewer Catch Basin Repairs - Various Locations							
7	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	300	\$49.00	\$ 14,700.00	270.00	\$ 13,230.00
8	Remove & Replace Storm Catch Basin	EA.	5	\$3,440.00	\$ 17,200.00	5.00	\$ 17,200.00
9	Repair Storm Inlet/Catch Basin - Slurry Backfill	V.F.	17.3	\$2,290.00	\$ 39,617.00	17.00	\$ 38,930.00
10	Replace Additional Adjusting Rings - Inlet/Catch Basin	V.F.	3.5	\$162.00	\$ 567.00		\$ -
11	Remove & Replace Inlet Frame and Grate	EA.	5	\$939.50	\$ 4,697.50	5.00	\$ 4,697.50
12	Reset Inlet/Manhole Frame	EA.	2	\$812.50	\$ 1,625.00	2.00	\$ 1,625.00
13	Backplaster Pipes in Structure	EA.	3	\$1,110.00	\$ 3,330.00	3.00	\$ 3,330.00
14	6-Inch Concrete Driveway Remove & Replace	S.F.	100	\$13.50	\$ 1,350.00	120.00	\$ 1,620.00
15	Crushed Aggregate Base Course	TON	10	\$44.00	\$ 440.00		\$ -
16	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	70	\$69.00	\$ 4,830.00	70.00	\$ 4,830.00
17	Restoration - Topsoil and Sod	S.Y.	110	\$59.00	\$ 6,490.00	113.94	\$ 6,722.46
Miscellaneous Storm Sewer Repairs - Various Locations							
18	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	40	\$49.00	\$ 1,960.00	23.00	\$ 1,127.00
19	Repair Storm Manhole - Slurry Backfill	V.F.	2.8	\$3,990.00	\$ 11,172.00	1.50	\$ 5,985.00
20	Replace Additional Adjusting Rings - Manhole	V.F.	1	\$2,090.00	\$ 2,090.00		\$ -
21	3-Inch Asphalt Driveway Remove and Replace	S.Y.	10	\$37.00	\$ 370.00		\$ -
22	Crushed Aggregate Base Course	TON	10	\$44.00	\$ 440.00		\$ -
23	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	60	\$69.00	\$ 4,140.00	12.00	\$ 828.00
24	Restoration - Topsoil and Sod	S.Y.	20	\$59.00	\$ 1,180.00	20.00	\$ 1,180.00
Miscellaneous Hydrant Repairs - Various Locations							
25	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	70	\$49.00	\$ 3,430.00	12.00	\$ 588.00
26	Hydrant Assembly Remove & Replace - Slurry Backfill.	EA.	4	\$11,580.00	\$ 46,320.00	4.00	\$ 46,320.00
27	Crushed Aggregate Base Course	TON	10	\$44.00	\$ 440.00		\$ -
28	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	60	\$69.00	\$ 4,140.00	5.00	\$ 345.00
29	Restoration - Topsoil and Sod	S.Y.	125	\$59.00	\$ 7,375.00	51.30	\$ 3,026.70
Miscellaneous Water Valve Repairs - Various Locations							
30	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	50	\$49.00	\$ 2,450.00		\$ -
31	8-Inch Water Main Valve Remove & Replace - Slurry Backfill	EA.	4	\$6,920.00	\$ 27,680.00	4.00	\$ 27,680.00
32	Install New 12-Inch Gate Valve - Slurry Backfill	EA.	1	\$8,940.00	\$ 8,940.00	1.00	\$ 8,940.00
33	4-Inch Concrete Sidewalk Remove & Replace	S.F.	100	\$12.00	\$ 1,200.00		\$ -
34	Crushed Aggregate Base Course	TON	10	\$44.00	\$ 440.00		\$ -



W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020

ANALYSIS OF CLOSEOUT CHANGE ORDER

OWNER: Village of Hartland
PROJECT: 2022 Utilities Program
DATE PREPARED: 10/24/2022

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT \$	ORIGINAL CONTRACT AMOUNT	ACTUAL QUANTITY INSTALLED	FINAL CONTRACT AMOUNT
35	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	65	\$68.50	\$ 4,452.50	50.00	\$ 3,425.00
36	Restoration - Topsoil and Sod	S.Y.	50	\$59.00	\$ 2,950.00	40.60	\$ 2,395.40
721 E. Capitol Drive Drainage Improvements							\$ -
37	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	40	\$48.50	\$ 1,940.00	35.00	\$ 1,697.50
38	Catch Basin Storm Structure, Slurry Backfill	EA.	4	\$3,540.00	\$ 14,160.00	4.00	\$ 14,160.00
39	12-Inch RCP Storm Sewer, Slurry Backfill	L.F.	10	\$336.50	\$ 3,365.00	10.00	\$ 3,365.00
40	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	25	\$68.50	\$ 1,712.50	40.00	\$ 2,740.00
41	Restoration - Topsoil and Sod	S.Y.	20	\$59.00	\$ 1,180.00	18.40	\$ 1,085.60
Renson Road Storm Water Improvements							\$ -
42	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	30	\$49.00	\$ 1,470.00	27.00	\$ 1,323.00
43	Storm Diversion Structure, Slurry Backfill	EA.	1	\$24,940.00	\$ 24,940.00	1.00	\$ 24,940.00
44	15" RCP Storm Sewer, Slurry Backfill	L.F.	20	\$196.50	\$ 3,930.00	20.00	\$ 3,930.00
45	Crushed Aggregate Base Course	TON	15	\$44.00	\$ 660.00		\$ -
46	4-Inch Concrete Sidewalk Remove & Replace	S.F.	125	\$12.00	\$ 1,500.00	75.00	\$ 900.00
47	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	25	\$68.50	\$ 1,712.50	25.00	\$ 1,712.50
48	Restoration - Topsoil and Sod	S.Y.	50	\$59.00	\$ 2,950.00	48.00	\$ 2,832.00
Common to All Miscellaneous Utility Repairs - Various Locations							\$ -
49	Traffic Control, Signage & Barricades -Misc. Locations	L.S.	1	\$5,000.00	\$ 5,000.00	1.00	\$ 5,000.00
50	Erosion Control - Misc. Locations	L.S.	1	\$2,500.00	\$ 2,500.00	1.00	\$ 2,500.00
SUBTOTAL OF ORIGINAL CONTRACT ITEMS					\$ 330,792.00		\$ 290,960.66
ADDITIONAL ITEMS							
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
SUBTOTAL OF ADDITIONAL ITEMS					\$ -		\$ -
GRAND TOTALS:					\$ 330,792.00		\$ 290,960.66

ORIGINAL CONTRACT AMOUNT	\$330,792.00
EXECUTED CHANGE ORDER(S)	\$0.00
CONTRACT PRICE PRIOR TO THIS CLOSE-OUT CHANGE ORDER	\$330,792.00
AMOUNT EARNED ON ORIGINAL CONTRACT ITEMS	\$290,960.66
AMOUNT EARNED ON OTHER ITEMS	\$0.00
TOTAL AMOUNT EARNED	\$290,960.66
TOTAL AMOUNT EARNED	\$290,960.66
LESS CONTRACT PRICE PRIOR TO THIS CLOSE-OUT CHANGE ORDER	(\$330,792.00)



W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020

ANALYSIS OF CLOSEOUT CHANGE ORDER

OWNER: Village of Hartland
PROJECT: 2022 Utilities Program
DATE PREPARED: 10/24/2022

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT \$	ORIGINAL CONTRACT AMOUNT	ACTUAL QUANTITY INSTALLED	FINAL CONTRACT AMOUNT
CLOSE OUT CHANGE ORDER AMOUNT					<u>(\$39,831.34)</u>		

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

3 - FINAL

For (Project): 2022 Utilities Program								Application Date: 10/19/2022					
Application Period: PROJECT CLOSEOUT								Owner's Contract No.:					
								Engineer's Project No.: 09-10081.200					
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	Repair Sanitary Manhole - Slurry Backfill	V.F.	6.7	\$1,880.00	\$ 12,596.00	6.60	\$ 12,408.00		\$ -	6.60	\$ 12,408.00		
2	Replace Additional Adjusting Rings - Manhole	V.F.	1.5	\$1,400.00	\$ 2,100.00		\$ -		\$ -		\$ -		
3	Replace 42" Diameter Manhole Cone	EA.	3	\$2,680.00	\$ 8,040.00	3.00	\$ 8,040.00		\$ -	3.00	\$ 8,040.00		
4	Remove & Replace Manhole Frame & Cover	EA.	4	\$1,230.00	\$ 4,920.00	4.00	\$ 4,920.00		\$ -	4.00	\$ 4,920.00		
5	Crushed Aggregate Base Course	TON	10	\$44.00	\$ 440.00		\$ -		\$ -		\$ -		
6	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	140	\$69.00	\$ 9,660.00	78.00	\$ 5,382.00		\$ -	78.00	\$ 5,382.00		
Miscellaneous Storm Sewer Catch Basin Repairs - Various Locations													
7	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	300	\$49.00	\$ 14,700.00	270.00	\$ 13,230.00		\$ -	270.00	\$ 13,230.00		
8	Remove & Replace Storm Catch Basin	EA.	5	\$3,440.00	\$ 17,200.00	5.00	\$ 17,200.00		\$ -	5.00	\$ 17,200.00		
9	Repair Storm Inlet/Catch Basin - Slurry Backfill	V.F.	17.3	\$2,290.00	\$ 39,617.00	17.00	\$ 38,930.00		\$ -	17.00	\$ 38,930.00		
10	Replace Additional Adjusting Rings - Inlet/Catch Basin	V.F.	3.5	\$162.00	\$ 567.00		\$ -		\$ -		\$ -		
11	Remove & Replace Inlet Frame and Grate	EA.	5	\$939.50	\$ 4,697.50	5.00	\$ 4,697.50		\$ -	5.00	\$ 4,697.50		
12	Reset Inlet/Manhole Frame	EA.	2	\$812.50	\$ 1,625.00	2.00	\$ 1,625.00		\$ -	2.00	\$ 1,625.00		
13	Backplaster Pipes in Structure	EA.	3	\$1,110.00	\$ 3,330.00	3.00	\$ 3,330.00		\$ -	3.00	\$ 3,330.00		
14	6-Inch Concrete Driveway Remove & Replace	S.F.	100	\$13.50	\$ 1,350.00	120.00	\$ 1,620.00		\$ -	120.00	\$ 1,620.00		
15	Crushed Aggregate Base Course	TON	10	\$44.00	\$ 440.00		\$ -		\$ -		\$ -		
16	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	70	\$69.00	\$ 4,830.00	70.00	\$ 4,830.00		\$ -	70.00	\$ 4,830.00		
17	Restoration - Topsoil and Sod	S.Y.	110	\$59.00	\$ 6,490.00	113.94	\$ 6,722.46		\$ -	113.94	\$ 6,722.46		
Miscellaneous Storm Sewer Repairs - Various Locations													
18	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	40	\$49.00	\$ 1,960.00	23.00	\$ 1,127.00		\$ -	23.00	\$ 1,127.00		
19	Repair Storm Manhole - Slurry Backfill	V.F.	2.8	\$3,990.00	\$ 11,172.00	1.50	\$ 5,985.00		\$ -	1.50	\$ 5,985.00		
20	Replace Additional Adjusting Rings - Manhole	V.F.	1	\$2,090.00	\$ 2,090.00		\$ -		\$ -		\$ -		
21	3-Inch Asphalt Driveway Remove and Replace	S.Y.	10	\$37.00	\$ 370.00		\$ -		\$ -		\$ -		
22	Crushed Aggregate Base Course	TON	10	\$44.00	\$ 440.00		\$ -		\$ -		\$ -		
23	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	60	\$69.00	\$ 4,140.00	12.00	\$ 828.00		\$ -	12.00	\$ 828.00		
24	Restoration - Topsoil and Sod	S.Y.	20	\$59.00	\$ 1,180.00	20.00	\$ 1,180.00		\$ -	20.00	\$ 1,180.00		
Miscellaneous Hydrant Repairs - Various Locations													
25	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	70	\$49.00	\$ 3,430.00	12.00	\$ 588.00		\$ -	12.00	\$ 588.00		
26	Hydrant Assembly Remove & Replace - Slurry Backfill.	EA.	4	\$11,580.00	\$ 46,320.00	4.00	\$ 46,320.00		\$ -	4.00	\$ 46,320.00		
27	Crushed Aggregate Base Course	TON	10	\$44.00	\$ 440.00		\$ -		\$ -		\$ -		
28	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	60	\$69.00	\$ 4,140.00	5.00	\$ 345.00		\$ -	5.00	\$ 345.00		
29	Restoration - Topsoil and Sod	S.Y.	125	\$59.00	\$ 7,375.00	51.30	\$ 3,026.70		\$ -	51.30	\$ 3,026.70		
Miscellaneous Water Valve Repairs - Various Locations													
30	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	50	\$49.00	\$ 2,450.00		\$ -		\$ -		\$ -		
31	8-Inch Water Main Valve Remove & Replace - Slurry Backfill	EA.	4	\$6,920.00	\$ 27,680.00	4.00	\$ 27,680.00		\$ -	4.00	\$ 27,680.00		

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

3 - FINAL

For (Project): 2022 Utilities Program								Application Date: 10/19/2022					
Application Period: PROJECT CLOSEOUT								Owner's Contract No.:					
								Engineer's Project No.: 09-10081.200					
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 (\$)		
32	Install New 12-Inch Gate Valve - Slurry Backfill	EA.	1	\$8,940.00	\$ 8,940.00	1.00	\$ 8,940.00		\$ -	1.00	\$ 8,940.00		
33	4-Inch Concrete Sidewalk Remove & Replace	S.F.	100	\$12.00	\$ 1,200.00		\$ -		\$ -		\$ -		\$ -
34	Crushed Aggregate Base Course	TON	10	\$44.00	\$ 440.00		\$ -		\$ -		\$ -		\$ -
35	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	65	\$68.50	\$ 4,452.50	50.00	\$ 3,425.00		\$ -	50.00	\$ 3,425.00		
36	Restoration - Topsoil and Sod	S.Y.	50	\$59.00	\$ 2,950.00	40.60	\$ 2,395.40		\$ -	40.60	\$ 2,395.40		
721 E. Capitol Drive Drainage Improvements													
37	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	40	\$48.50	\$ 1,940.00	35.00	\$ 1,697.50		\$ -	35.00	\$ 1,697.50		
38	Catch Basin Storm Structure, Slurry Backfill	EA.	4	\$3,540.00	\$ 14,160.00	4.00	\$ 14,160.00		\$ -	4.00	\$ 14,160.00		
39	12-Inch RCP Storm Sewer, Slurry Backfill	L.F.	10	\$336.50	\$ 3,365.00	10.00	\$ 3,365.00		\$ -	10.00	\$ 3,365.00		
40	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	25	\$68.50	\$ 1,712.50	40.00	\$ 2,740.00		\$ -	40.00	\$ 2,740.00		
41	Restoration - Topsoil and Sod	S.Y.	20	\$59.00	\$ 1,180.00	18.40	\$ 1,085.60		\$ -	18.40	\$ 1,085.60		
Renson Road Storm Water Improvements													
42	30-Inch Concrete Curb & Gutter Remove & Replace	L.F.	30	\$49.00	\$ 1,470.00	27.00	\$ 1,323.00		\$ -	27.00	\$ 1,323.00		
43	Storm Diversion Structure, Slurry Backfill	EA.	1	\$24,940.00	\$ 24,940.00	1.00	\$ 24,940.00		\$ -	1.00	\$ 24,940.00		
44	15" RCP Storm Sewer, Slurry Backfill	L.F.	20	\$196.50	\$ 3,930.00	20.00	\$ 3,930.00		\$ -	20.00	\$ 3,930.00		
45	Crushed Aggregate Base Course	TON	15	\$44.00	\$ 660.00		\$ -		\$ -		\$ -		\$ -
46	4-Inch Concrete Sidewalk Remove & Replace	S.F.	125	\$12.00	\$ 1,500.00	75.00	\$ 900.00		\$ -	75.00	\$ 900.00		
47	4-Inch Asphalt Pavement Patch (Two Lifts)	S.Y.	25	\$68.50	\$ 1,712.50	25.00	\$ 1,712.50		\$ -	25.00	\$ 1,712.50		
48	Restoration - Topsoil and Sod	S.Y.	50	\$59.00	\$ 2,950.00	48.00	\$ 2,832.00		\$ -	48.00	\$ 2,832.00		
Common to All Miscellaneous Utility Repairs - Various Locations													
49	Traffic Control, Signage & Barricades -Misc. Locations	L.S.	1	\$5,000.00	\$ 5,000.00	1.00	\$ 5,000.00		\$ -	1.00	\$ 5,000.00		
50	Erosion Control - Misc. Locations	L.S.	1	\$2,500.00	\$ 2,500.00	1.00	\$ 2,500.00		\$ -	1.00	\$ 2,500.00		
ADDITIONAL ITEMS													
					\$ -		\$ -		\$ -		\$ -		\$ -
					\$ -		\$ -		\$ -		\$ -		\$ -
TOTAL ADDITIONAL ITEMS					\$ -		\$ -		\$ -		\$ -		\$ -
TOTAL ALL ITEMS					\$ 330,792.00		\$ 290,960.66		\$ -		\$ 290,960.66		



AIA Document G707™ – 1994

Consent Of Surety to Final Payment

Bond # NWI 1542

PROJECT: <i>(Name and address)</i> 2022 Utilities Program	ARCHITECT'S PROJECT NUMBER: N/A	OWNER: <input type="checkbox"/>
	CONTRACT FOR: General Construction	ARCHITECT: <input type="checkbox"/>
TO OWNER: <i>(Name and address)</i> Village of Hartland 210 Cottonwood Ave Hartland, WI 53029	CONTRACT DATED: 4/15/2022	CONTRACTOR: <input type="checkbox"/>
		SURETY: <input type="checkbox"/>
		OTHER: <input type="checkbox"/>

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

Merchants National Bonding Company
6700 Westown Pkwy
West Des Moines, IA 50266

, SURETY,

on bond of
(Insert name and address of Contractor)
WOOD SEWER & EXCAVATING, INC.
E9238 Cty Rd X
New London, WI 54961

, CONTRACTOR,

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

Village of Hartland
210 Cottonwood Ave
Hartland, WI 53029

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: *(Insert in writing the month followed by the numeric date and year.)*

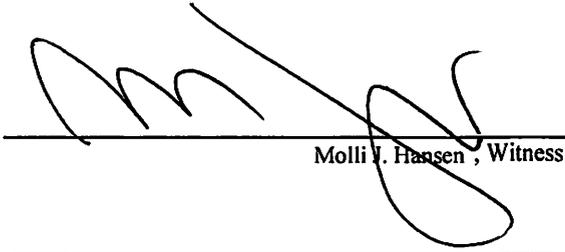
December 1, 2022

Merchants National Bonding Company

(Surety)


(Signature of authorized representative)

Attest:
(Seal):


Mollie V. Hansen, Witness

Connie Smith, Attorney-in-fact
(Printed name and 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 Steinagal; Christopher M Kemp; Connie Smith; Eliot Motu; Julia Douglas; Kory Mortel; Michael J Douglas; Robert Downey; Samuel Duchow

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 4th day of October, 2021.

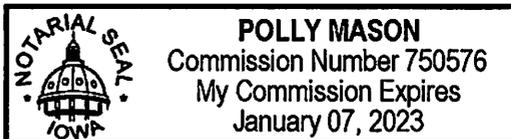


MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 4th day of October, 2021, 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.



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

Polly Mason
Notary Public

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 1st day of December, 2022.



William Warner Jr.
Secretary

Village of Hartland – 2022 Utilities Program

List of Suppliers and Subcontractors

- Oakuachee Redi-Mix – Concrete, Slurry, Aggregates
- Country Services – Landscape Subcontractor
- County Materials – Concrete Structures and Pipe
- Ferguson Water Works – Pipe, fittings
- Metropolitan Services – Traffic Control

FINAL LIEN WAIVER

To Whom It May Concern:

Whereas, the undersigned Country Services has furnished material / services to Wood Sewer & Excavating, Inc., for the project known as:

Hartland 2022 Utility Improvement Project

Now, therefore, Country Services for and in consideration of the sum of \$8,474.96; payment in full. The receipt of which is hereby acknowledged, does hereby waive and release any and all lien or claim of or right to lien on the above described premises and the improvements thereon under the statutes of the State of Wisconsin relating to mechanics liens on account of labor or materials or both for the above described project.

Dated : 11/30/2022

DocuSigned by:

2F083429E6E24FE...

Authorized Signature

Country Services
N1850 Baker Road
Reeseville, WI 53579

FINAL LIEN WAIVER

To Whom It May Concern:

Whereas, the undersigned County Materials has furnished material / services to Wood Sewer & Excavating, Inc., for the project known as:

Hartland 2022 Utility Improvement Project

Now, therefore, County Materials has received payment in full.

The receipt of which is hereby acknowledged, does hereby waive and release any and all lien or claim of or right to lien on the above described premises and the improvements thereon under the statutes of the State of Wisconsin relating to mechanics liens on account of labor or materials or both for the above described project.

Dated : 11/18/2022

DocuSigned by:

97DF00C992F14F0...
Authorized Signature

County Materials
S15 W33633 Wolf Road
Oconomowoc, WI 53066

FINAL LIEN WAIVER

To Whom It May Concern:

Whereas, the undersigned Ferguson Waterworks has furnished material / services to Wood Sewer & Excavating, Inc., for the project known as:

Hartland 2022 Utility Improvement Project

Now, therefore, Ferguson Waterworks has received payment in full.

The receipt of which is hereby acknowledged, does hereby waive and release any and all lien or claim of or right to lien on the above described premises and the improvements thereon under the statutes of the State of Wisconsin relating to mechanics liens on account of labor or materials or both for the above described project.

Dated : 11/30/2022

DocuSigned by:
Nikki Wolf Nikki Wolf
C34396142DD7448...
Authorized Signature

Ferguson Waterworks
5350 N Richmond St
Appleton, WI 54913

FINAL LIEN WAIVER

To Whom It May Concern:

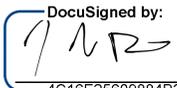
Whereas, the undersigned Metropolitan Services, Inc has furnished material / services to Wood Sewer & Excavating, Inc., for the project known as:

Hartland 2022 Utility Improvement Project

Now, therefore, Metropolitan Services, Inc has received payment in full.

The receipt of which is hereby acknowledged, does hereby waive and release any and all lien or claim of or right to lien on the above described premises and the improvements thereon under the statutes of the State of Wisconsin relating to mechanics liens on account of labor or materials or both for the above described project.

Dated : 11/30/2022

DocuSigned by:

4C16E25609884B3
Authorized Signature

**METROPOLITAN SERVICES INC
16240 KELLER DRIVE
BROOKFIELD, WI 53005**

FINAL LIEN WAIVER

To Whom It May Concern:

Whereas, the undersigned Okauchee Redi-Mix, Inc has furnished material / services to Wood Sewer & Excavating, Inc., for the project known as:

Hartland 2022 Utility Improvement Project

Now, therefore, Okauchee Redi-Mix, Inc has received payment in full.

The receipt of which is hereby acknowledged, does hereby waive and release any and all lien or claim of or right to lien on the above described premises and the improvements thereon under the statutes of the State of Wisconsin relating to mechanics liens on account of labor or materials or both for the above described project.

Dated : 11/30/2022

DocuSigned by:

Ruth Guenterberg

6F15D4B553504A1...
Authorized Signature

Okauchee Ready Mix
120 Watertown Plank Road
Nashotah, WI 53058



**Village of Hartland
Administration**

210 Cottonwood Ave, Hartland, WI 53029
www.villageofhartland.com

Committee: Village Board	Memo Date: November 17, 2022
Village Board Item Number: 15	Meeting Date: November 28, 2022
Submitted By: Ryan Bailey	
Subject: Police Union Contract	

Details: Annually, we perform a wage re-opener with the police union contract. They have requested and in the budget was a 4% pay increase for all sworn hartland union police officers. Also, with the approval of the Village Handbook last meeting, the police union currently has 11 holidays in their contract and with the 2 half day holidays becoming full day holidays for Village Staff the union is requesting they receive 12 holidays to be even with Village Staff. The Union Agreement in your packet is showing two changes:

1. 4% wage increase effective 01/01/2023
2. Increase of holidays for union staff from 11 days to 12 days to match Village personnel.

Financial Remarks: 4% increase in salaries but this was already ran through the budget that was approved.

Options & Alternatives: None

Executive Recommendation: Approve the 2 changes requested to the union contract.

1 **ARTICLE I - PURPOSE OF AGREEMENT**

2 **Section 1.01:** The purpose of this agreement is to express the understanding between
3 the Labor Association of Wisconsin, Inc. on behalf of the Hartland Professional Police Association,
4 and the Village of Hartland, as to wages, hours and working conditions, and to assure high quality
5 personnel for the general health, safety and welfare of the Village of Hartland.
6

7 **ARTICLE II - RECOGNITION**

8 **Section 2.01:** The Village hereby recognizes the Labor Association of Wisconsin, Inc., on
9 behalf of the Hartland Professional Police Association (hereinafter "Association"), as the sole and
10 exclusive bargaining agent, with respect to hours, wages and conditions of employment, for all
11 regular full-time and part-time officers having power to arrest, excluding supervisory,
12 confidential, managerial, executive and all other officers, pursuant to Section 111.70 and 111.77
13 of the Wisconsin Statutes, to bargain collectively through representatives of their own choosing.

14 **Section 2.02 – Association Dues/Dues Deduction:**

- 15 A. **Representation:** The Association will represent all of the employees covered by
16 this agreement, both Association members and non-members, fairly. Non-
17 members will not be required to pay their proportionate share of the costs of the
18 collective bargaining process and contract administration.
- 19 B. **New Officers:** With respect to new officers, said voluntary deductions shall
20 commence with the pay period following the date such officer completes his/her
21 first thirty (30) days.
- 22 C. **Administration:** The HPPA will submit a voucher to the Finance Director/Treasurer,
23 prior to the first Village Board meeting of each month, reflecting the amount of
24 dues the Finance Director/Treasurer should deduct from each member's paycheck
25 for that month. The HPPA agrees to certify only such Association costs as allowed
26 by law. This check will be made out to the HPPA and delivered to the HPPA
27 Treasurer or his designee no later than seven (7) days after the Village Board
28 approval.

1 D. Forfeiture: In the event that the bargaining representative, its officers, agents or
2 any of its members, acting individually or in concert with another, engage in or
3 encourage any illegal strike or illegal work stoppage or any other type of illegal job
4 action against the Village during the term of this Agreement, the deductions and
5 payments of Association dues made in accordance with this Agreement, and any
6 voluntary dues deductions (check-off) privileges, shall be terminated forthwith by
7 the Employer.

8 E. Responsibilities of the Employer And The Collective Bargaining Representative:

9 1. If, through inadvertence or error, the employer fails or neglects to make a
10 deduction, which is properly due and owing from the officer's paycheck,
11 such deduction shall be made from the next paycheck of the officer and
12 submitted to the collective bargaining representative. The employer shall
13 not be liable to the collective bargaining representative, officer or any
14 other party by reason of the requirements of this section of the Agreement
15 for the remittance or payment of any sum other than those constituting
16 actual deductions made from officer wages earned.

17 2. The collective bargaining representative shall indemnify and save the
18 Village harmless against any and all claims, demands, suits, orders,
19 judgments, or other forms of liability that shall arise out of, or by any
20 reason of, action taken or not taken by the Village under this section.

21 F. Dues Deduction: The Employer agrees to deduct payroll dues from the pay of
22 officers who individually sign voluntary checkoff authorization forms supplied by
23 the Association which shall include the following statement: "I, the undersigned,
24 hereby authorize the Village to deduct Association dues from my wages each and
25 every paycheck and direct that such amount so deducted be sent to the Treasurer
26 of the Association for and on my behalf. The authorization shall be irrevocable and
27 shall automatically renew itself for successive years unless I give thirty (30) days
28 written notice to the Village and the Association of my desire to change the

1 amount or revoke the dues deduction at the end of such thirty (30) day period or
2 at the end of such year.

3 NAME _____ DATE _____

4 WITNESS _____ DATE _____ "

5 The Employer agrees to deduct the appropriate amount from each paycheck of
6 each officer requesting such deduction following receipt of the above enumerated
7 statement and shall remit the total of such deductions to the Treasurer of the
8 Association within ten (10) days of the date such deductions were made with a list
9 of the names that the deductions have been deducted from. Any changes in the
10 amount to be deducted shall be certified to the Employer by the Treasurer of the
11 Association at least (30) days prior to the effective date of such change.

12
13 **ARTICLE III - MANAGEMENT RIGHTS**

14 **Section 3.01:** The Association recognizes that the Village possesses the sole right to
15 operate Village government, and that all management rights repose on the Village. The Village
16 will exercise its management rights consistent with the other provisions of the agreement. These
17 rights, which are normally exercised by the Chief of Police, include, but are not limited to, the
18 following:

- 19 A. To direct all operations of the Police Department.
- 20 B. To hire, evaluate, promote, train, transfer, assign and schedule officers in
21 positions with the Village; and to suspend, demote, discharge or take other
22 disciplinary action against officers other than probationary officers for just cause
23 pursuant to the Rules and Regulations of the Village of Hartland Police
24 Department.
- 25 C. To layoff officers from their duties.
- 26 D. To determine the methods, means, number of personnel needed to carry out the
27 Police Department mission.
- 28 E. To introduce new or improved methods or facilities.

1 F. Change existing methods or facilities.

2 G. Contract out for goods and/or services. The Association recognizes that the Village
3 of Hartland has statutory and charter rights and obligations in contracting for
4 matters relating to municipal operation. The rights of contracting or
5 subcontracting are vested in the Village. The right to contract or subcontract shall
6 not be used for the purpose or intention of undermining the Association, nor to
7 discriminate against any of its members. The rights of contracting or
8 subcontracting shall be used in the event of an emergency, strike, work stoppage,
9 or essential public need where it is uneconomical for Village officers to perform
10 said services.

11 H. To take whatever action must be necessary to carry out the functions of the Police
12 Department in situations of emergency.

13 I. To direct the officers of the Village including the right to assign work and overtime.

14 The Association agrees that it will not attempt to abridge these Management Rights, and
15 the Village agrees that it will not use these Management Rights to interfere with the rights of the
16 Association as established under this Agreement, or under Wisconsin Statute.

17
18 **ARTICLE IV - SECTION 125 PLAN**

19 **Section 4.01:** The employer shall make available to all officers a Section 125 Plan which
20 shall include insurance premiums, non-reimbursed medical expenses and child/dependent care.

1 **ARTICLE V - WAGES AND COMPENSATION**

2 **Section 5.01 - Wage Scale:**

3
4 **January 1, 2022 (3.0% on the hourly wage rate)**

Patrol Officer	Approximate Annual Wage	Approximate Biweekly Wage	Hourly Wage
Non-Certified Officer	\$36,711.38	\$1,411.98	\$17.6497
Certified	\$63,550.60	\$2,444.25	\$31.3521
After 1 year Certified	\$69,357.93	\$2,667.61	\$34.2170
After 2 years Certified	\$75,168.78	\$2,891.11	\$37.0838
After 3 years Certified	\$80,975.81	\$3,114.45	\$39.9486
After 4 years Certified	\$86,785.01	\$3,337.89	\$42.8145
Detective	\$90,553.29	\$3,482.82	\$43.5352

5
6 **January 1, 2023 (4.0% on the hourly wage rate)**

<u>Patrol Officer</u>	<u>Approximate Annual Wage</u>	<u>Approximate Biweekly Wage</u>	<u>Hourly Wage</u>
<u>Non-Certified Officer</u>	<u>\$37,206.90</u>	<u>\$1,431.03</u>	<u>\$18.3556</u>
<u>Certified</u>	<u>\$66,092.61</u>	<u>\$2,542.02</u>	<u>\$32.6061</u>
<u>After 1 year Certified</u>	<u>\$72,132.25</u>	<u>\$2,774.32</u>	<u>\$35.5857</u>
<u>After 2 years Certified</u>	<u>\$78,175.53</u>	<u>\$3,006.75</u>	<u>\$38.5671</u>
<u>After 3 years Certified</u>	<u>\$84,214.72</u>	<u>\$3,239.03</u>	<u>\$41.5465</u>
<u>After 4 years Certified</u>	<u>\$90,256.41</u>	<u>\$3,471.40</u>	<u>\$44.5271</u>
<u>Detective</u>	<u>\$94,175.43</u>	<u>\$3,622.13</u>	<u>\$45.2766</u>

7
8 **Section 5.02 - Pay Period:** Wage and benefit payments shall consist of equal biweekly
9 payments. The paychecks of each officer shall be paid on alternate Fridays.

10 **Section 5.03 – Longevity Payment:** Employees covered by this agreement, who have
11 completed five (5) full years with the Hartland Police Department, shall receive longevity pay
12 equal to 1.5% of their monthly salary each month. Longevity pay shall be paid bi-weekly.

13
14 **ARTICLE VI - WORK WEEK AND WORK DAYS**

15 **Section 6.01:** Patrol Officers of the Police Department covered by this agreement shall
16 work four (4) days on and have (2) days off and then repeating the cycle. A work day shall consist

1 of eight (8) hours and twenty (20) minutes (2027 hours per year). The normal work day consists
2 of the following normally scheduled shifts:

3 6:00 a.m. to 2:20 p.m.

4 2:00 p.m. to 10:20 p.m.

5 10:00 p.m. to 6:20 a.m.

6 The placement of normally scheduled work shifts in this Agreement in no way limits or
7 restricts the right of management to change the normally scheduled work shift provided that a
8 forty-eight (48) hour notice is given. The above notification requirement shall not apply to
9 training assignments. Management reserves the right to change an officer's normally scheduled
10 work days to accommodate training for that officer.

11 **Section 6.02:**

12 A. Patrol Officers assigned as Detectives for their primary duties will normally work
13 Monday through Friday with Saturdays and Sundays off and a shift of eight (8) hours
14 per day (2080 hours per year). The schedule of days worked and the starting and
15 ending times of the workday shall be mutually agreed upon between the Detective
16 and his/her Supervisor with the Chief of Police retaining the right to schedule the
17 hours worked if a mutual agreement is not reached. The position will have the ability
18 to use unlimited personal switch days, which must be reasonable and approved by
19 the Chief of Police or the Chief's designee. Management reserves the right to change
20 an officer's normally scheduled work days to accommodate training for that officer.

21 B. Patrol Officers assigned as a Patrol Detective will receive a base rate of pay that is the
22 average of the Detective wage and the Patrol Officer wage with the assigned Officer's
23 current years of service as shown in Section 5.01. Patrol Detectives will retain the
24 schedule as described in Section 6.01 except the start time for Patrol Detectives shall
25 be mutually agreed upon between the Patrol Detective and his/her Supervisor with
26 the Chief of Police retaining the right to determine the schedule worked if a mutual
27 agreement is not reached. The position will have the ability to use unlimited personal
28 switch days, which must be reasonable and approved by the Chief of Police or the

1 Chief's designee. The Patrol Detective is only able to switch shifts with other Officers
2 when assigned to a patrol function. Management reserves the right to change an
3 officer's normally scheduled work days to accommodate training for that officer.

4 **Section 6.03 – Daylight Saving Time:** Officers on duty in the fall of the year when Standard
5 Time returns will be required an additional hour on their shift and will be compensated at the
6 appropriate overtime rate for that hour. Officers on duty in the spring of the year when Daylight
7 Saving Time (DST) is implemented will work a full eight (8) hours and twenty (20) minute shift
8 with such shift ending one (1) hour later (e.g. 7:20am Central DST). Upon approval of their shift
9 supervisor, Officers on duty during this time change may begin their shift one hour early and end
10 at the usual time (e.g. 6:20am Central DST).

11 **ARTICLE VII - SHIFT SELECTION**

12 **Section 7.01:** When the Village determines that a vacancy exists on a shift, assignments
13 to that shift shall be made on the basis of seniority in classification. The most senior officer
14 eligible for shift reassignment shall have the option of accepting the reassignment.

15 The Employer shall post shifts on or about October 1 of each year from which officers will
16 select shifts for the ensuing year by seniority preference. Shift preference will be implemented
17 as soon as practicable following January 1 of each year.

18 **Section 7.02:**

19 A. **Officer Switch Days:** Non-probationary officers of equal assignment may switch
20 full and half work shifts at no additional cost to the Village provided all of the
21 following conditions are met:

- 22 1. The switch is designated at the outset;
- 23 2. The switch (payback) is accomplished within the same calendar year;
- 24 3. The officers provide at least forty-eight (48) hours' notice of the switch;
- 25 4. The approval of the Police Chief or his/her designee is obtained.
- 26 5. Officers can switch shifts with any non-probationary officer of
27 equal assignment on any shift.
- 28 6. Half shift switches can be an extension of an officer's work shift or with

1 an officer who is normally not scheduled to work.

2 7. If the switch half shift is an extension at the end of an officer's shift, the
3 officer will start the switch time at the end of their shift and work 4 hours
4 and 10 min. (1420-1830, for example).

5 8. If the switch half shift is an extension at the beginning of an officer's shift,
6 the officer will start the switch time 4 hours and 10 min prior to the start
7 of their shift. (0150-0600, for example)

8 9. Half shift switches with an off-duty officer will begin at the shift beginning
9 or halfway point of the officer being worked for.

10 10. It is understood that officers may not work double shifts and that each
11 officer is limited to eight (8) switches per calendar year.

12 B. **Personal Switch Days:** Non-probationary officers may switch shifts with
13 themselves provided that the following conditions are met and there is no
14 additional cost to the Village:

15 1. Both the work day and trade off day must be within 30 days of the current
16 date and within the same calendar year. The 30-day period is a rolling
17 period that is always counted from the current date, except for December
18 trade dates which must be accomplished by the end of the year.

19 2. A maximum of six (6) personal trade days can be done in a calendar year.

20 3. Trade days must improve or be neutral to the goal of having two officers
21 working on a shift.

22 4. Trades are subject to the approval of a supervisor.

23 5. All personal trades are for the same shift.

24 6. Vacation days have priority over personal trade days.

25 C. Overtime provisions shall not apply to switched shifts unless the officer is held
26 beyond the anticipated hours for a given switched shift.

27 D. Once a switch has been approved, the officers involved may not take holidays,
28 vacation days or comp time, or another switch to avoid working on the agreed

1 change date.

2 1. If an officer is legitimately sick, sick time use is not prohibited on the day
3 of the switch.

4
5 **ARTICLE VIII - OVERTIME**

6 **Section 8.01 - Definition of Overtime:**

7 A. Any officer that is required to perform work in excess of eight (8) hours and twenty
8 (20) minutes in any regularly scheduled work day shall be compensated at the rate
9 of time and one-half (1-1/2) the officer's regular hourly rate including any
10 Longevity or Education pay. Overtime will be paid biweekly. Overtime will be
11 authorized only by the Chief of Police or the Chief's designee.

12 B. Officers who are assigned to work and who work two (2) full eight (8) hour and
13 twenty (20) minute shifts within a twenty-four (24) hour period at the direction of
14 the Chief of Police or the Chief's designee, shall receive time and one-half (1-1/2)
15 for the second shift, which pay may not be taken as compensatory time off. This
16 benefit shall only be received as additional pay. Officers who volunteer to work
17 two (2) shifts within such period shall be paid at their regular rate of pay.

18 C. An officer who is scheduled to work and who works outside of the officer's
19 normally scheduled shift without a forty-eight (48) hour notice as prescribed in
20 Section 6.01, shall be entitled to an additional one-half (1/2) hour pay for each
21 hour worked outside of the officer's normally scheduled hours, or call in pay,
22 whichever is greater.

23 D. Payment for any overtime worked by a member when the member is on vacation
24 leave or when the member is off on a holiday off-day shall be made at the rate of
25 double time.

26 **Effective 01-01-2019, Longevity and Education pay were acknowledged in this*
27 *contract as included in an Officer's hourly wage rate for calculation of the overtime*
28 *rate, which has been Village practice in accordance with the law.*

1 **Section 8.02 - Call-In Pay:** For any required overtime worked, other than an extension of
2 an officer's regularly scheduled tour of duty, and including, but not restricted to, emergency or
3 early call-ins, special events, crossing guard duty, and court appearances, a minimum of three (3)
4 hours overtime shall be paid. Except:

- 5 A. If an officer is required to perform a duty function outside their normally
6 scheduled time, but the assignment does not require them to report to a specific
7 location, the call-in pay shall be 1 hour (60 minutes) at their current overtime rate.
8 If that assignment takes them beyond 1 hour (60 minutes), the overtime shall be
9 actual time spent on the assignment and paid at their current overtime rate.
- 10 B. If an officer is required to perform a duty function and that function requires them
11 to report to a specific location and starts within 1 hour (60 minutes) of their
12 normal shift start time on a scheduled work day, the call-in pay will be 1 hour (60
13 minutes) at their current overtime rate. This section would not apply to
14 emergency or early call-in, but would apply to special events, crossing guard duty,
15 court appearance, or other special assignments. If the specific event starts beyond
16 1 hour (60 minutes) of their normally scheduled shift start time on a scheduled
17 work day, the 3-hour call-in pay remains in effect.

18 **Section 8.03 - Payment of Overtime/Compensatory Time:** An officer has the choice of
19 taking payment for overtime as additional wages or as compensatory time off.

- 20 A. The Association recognizes the need for maintaining adequate police protection
21 for the Village and agrees that these overtime compensatory days off shall be
22 taken only with the approval of the Chief of Police or his designee.
- 23 B. Officers may take their choice of days off as they wish, restricted only to seniority
24 and the proper staffing of the Police Department.
- 25 C. The Chief of Police or the Chief's designee shall keep an account record of a
26 compensatory time bank for each officer. Overtime worked, which an officer shall
27 designate as compensatory time, up to thirty-three and one third (33.3) hours,
28 shall be placed into the compensatory time bank at the rate of time and one half

1 (1-1/2). Officers shall be able to use up to 7 days of compensatory time off
2 annually. Any additional overtime worked shall be paid out at the Officer's
3 overtime rate and will not regenerate the compensatory time bank. At the end of
4 each pay period, overtime in excess of that in the bank shall be paid out to the
5 officer. Any accrued compensatory time that is not used will be paid out in January
6 of the following year at the previous year's pay rate. No time shall be carried over
7 to the following year. Compensatory time off may be taken in increments of not
8 less than two (2) consecutive hours at either the beginning or end of a shift.
9 Officers shall request the use of compensatory time off at least forty-eight (48)
10 hours prior to the requested time off. The Chief or Police or designee may waive
11 the forty-eight (48) hour notice requirement.

12 **Section 8.04 – Seniority – Vacant Shifts/Overtime with 24 hours or more notice:** If a
13 shift becomes available with at least 24 hours' notice to the Employer and the Employer decides
14 to fill such vacancy by offering the vacancy as overtime hours, the Employer shall offer the
15 overtime by seniority to all employees. If no one agrees to work the overtime, the Employer shall
16 fill the vacancy by reverse seniority to hold over and/or call-in officers that are on duty the day(s)
17 of the vacancy (e.g. if a unfilled vacancy needed to be filled for an early team shift, the employer
18 should hold over the least senior day team officer and order in the least senior late team officer
19 who is already scheduled to work that day).

20 A. The Employer only need give notice of the available overtime via an email
21 message, and the employees have 2 hours to respond.

22 1. The overtime will be awarded to the most senior officer who has responded
23 within the 2-hour time period

24 2. An officer on vacation or holiday may respond to work the overtime but will
25 be paid time and one half (1-1/2) not (2x) double time.

26 **Section 8.05 – Seniority – Vacant Shifts/Overtime with less than 24 hours' notice:** If
27 the vacancy has a duration of four hours or less and is contiguous to the shift of an officer(s)
28 currently on-duty or contiguous to the shift of an officer who will be coming on duty, the hours

1 will be offered to the currently on-duty officer(s) by seniority (e.g. Vacancy of 2:00 pm – 6:00 pm
2 offered to on-duty day team officers) or the oncoming officer(s) by seniority (e.g. Vacancy of 6:00
3 pm – 10:00 pm offered to oncoming late team officers).

4 A. For any other vacancy, a supervisor or their designee will give notice of the available
5 overtime via a department wide text message, and the employees will have 10
6 minutes to respond. The overtime will be awarded to the most senior officer who has
7 responded within the 10-minute time period. An officer on vacation or holiday may
8 respond to work the overtime but will be paid time and one half (1 ½) not (2x) double
9 time.

10 B. It is understood that consideration must be given to the time of day and the needs of
11 the department. The supervisor (or their designee) may choose to order an officer in
12 early based on reverse seniority. This provision will not be in effect when an
13 emergency situation exists or when the situation dictates that an officer with
14 specialized training is needed (e.g. evidence technician, photographer).

15 C. For purposes of this section, “emergency” is defined as that situation which presents
16 a threat to life, limb or serious damage to public and private property. This section
17 shall not be abused to the extent that shift privileges accorded seniority employees in
18 a given classification would be lost.

19
20 **ARTICLE IX - EDUCATIONAL INCENTIVE PAY**

21 **Section 9.01:** Employees covered by this agreement, who have acquired credits earned
22 from an accredited college or university, shall be compensated at the rate of one dollar and fifty
23 cents (\$1.50) per credit earned, per month, to a maximum of one hundred dollars (\$100.00) per
24 month. This payment shall be made biweekly. Effective for employees covered by this agreement
25 hired after January 1, 2019, such payment shall be applicable only to credits earned beyond the
26 minimum required to qualify as a Police Officer for the Village of Hartland. Non-Certified Officers
27 do not qualify for educational incentive pay.

1 **ARTICLE X - UNIFORM REPLACEMENT AND MAINTENANCE**

2 **Section 10.01:** Upon appointment to the Police Department each officer shall be provided
3 with a full uniform at Village expense. The Chief of Police shall determine from time to time what
4 constitutes a full uniform. Generally, a full uniform will consist of:

5 1 Winter Uniform (including e.g., 1 coat, 2 pairs of uniform trousers, 2 long sleeve
6 shirts, 1 knit uniform hat, 2 long sleeve insulating T-Shirts).

7 1 Summer Uniform (including e.g., 2 pair of uniform trousers, 2 short sleeve shirts).

8 1 Dress Hat 1 Holster

9 1 Raincoat and Hat Cover 2 Outer Badges

10 2 Uniform Ties 1 Hat Badge

11 1 Hand Gun 1 Wallet/ID Badge

12 1 Gunbelt 2 Nameplates

13 1 Pair of Handcuffs 2 ID/Photocard

14 1 Handcuff Case 2 HPD Collar Pins

15 2 Magazines and Pouches 1 Duty Bag

16 1 Armor Vest and Vest Carrier Handgun Ammunition

17 1 Personal Protection 1 Pair Shooter's glasses

18 Equipment Kit (including TB mask) 1 Riot Helmet

19 1 Firearms Hearing Protection 1 HPD Tie Clasp

20 2 Defensive Weapons (1 OC spray container and 1 expandable metal baton)

21 1 Flashlight 1 Weapon Light (if desired)

22 1 Whistle and Lanyard 1 Pair of Duty Boots

23 1 Earpiece for Radio (if desired)

24 Items shall be of a type as prescribed by the Chief of Police. The initial uniform items
25 which are purchased by the Village shall remain the property of the Village during the officer's
26 period of probation. These items shall be returned to the Village by the officer in the event the
27 officer resigns or is dismissed prior to the termination of the officer's probationary status. Failure
28 to comply with this section shall cause the Village to charge the resigned/dismissed officer for

1 any non-returned items and cost of same will be deducted from the officer's Termination of
2 Employment Compensation, (Article XIX).

3 **Section 10.02:** After completion of an officer's probationary status, the uniform items
4 purchased by the Village shall be considered the officer's property, with the exception of the
5 following items:

- | | | |
|----|---|-------------------------------|
| 6 | All Handgun Ammunition | 2 HPD Collar Pins |
| 7 | 1 Personal Protection Equipment Kit (including TB mask) | |
| 8 | 2 Defensive Weapons (1 OC spray container and 1 expandable metal baton) | |
| 9 | 1 Hand Gun | 1 Hat Badge |
| 10 | 1 Gunbelt | 1 Wallet/ID Badge |
| 11 | 1 Pair of Handcuffs | 2 ID/Photocard |
| 12 | 1 Handcuff Case | 2 Magazines and Pouches |
| 13 | 2 Outer Badges | 1 Firearms Hearing Protection |
| 14 | 1 Holster | 1 Riot Helmet |
| 15 | 1 Pair Shooter's Glasses | 1 Weapon Light |
| 16 | 1 HPD Tie Clasp | |

17 An officer must return the above items to the Police Department at the time of the
18 officer's resignation or dismissal, unless the officer has already done so at some earlier date or
19 has replaced these items from the officer's uniform replacement allowance. The costs of any non-
20 returned items listed above will be deducted from the officer's Termination of Employment
21 Compensation, (Article XIX).

22 An officer who retires must return the above items to the Police Department except that
23 the retirees shall be allowed to retain one badge which will be suitably mounted on a plaque, the
24 retiree's name plate, and all original certificates that the officer received from schools attended
25 while a member of the Department.

26 **Section 10.03 - Uniform and Equipment Allowance:** After one (1) year of employment,
27 each officer shall have an amount set aside with the Village Treasury to be drawn for uniform
28 replacement and maintenance, as needed on a voucher system, but not to exceed five hundred

1 dollars (\$500.00). Payment shall be made only upon submission of bills or receipts to the Village.
2 A bank shall be created, and officers shall be allowed to carry over up to four hundred dollars
3 (\$400.00) per year, but they shall not be allowed to maintain any more than nine hundred dollars
4 (\$900.00).

5 Officers who have completed their probationary period shall be allowed to use the
6 Uniform and Equipment Allowance to purchase an off-duty firearm once every ten (10) years.
7 The purchase of an off-duty firearm must be pre-approved by the Chief of Police. The off-duty
8 firearm is property of the officer for their use in an off-duty capacity. The replacement of uniform
9 or equipment items, including footwear, because of wear and/or condition, except for firearms,
10 handcuffs, or defensive weapons, can be made by the choice of a member or by the Chief of
11 Police. All draws over \$500 against this clothing allowance account shall be preceded by a
12 purchase order made out to the designated Police Department supplier. Payment to the supplier
13 shall be made by the Village Clerk only after receipt of a Voucher having a copy of the supplier's
14 bill attached. If the non-list vendor will not accept a Village Purchase Order and recognize the
15 Village's sale tax exempt status, the sales tax will be deducted from the officer's clothing
16 allowance account. All shipping and handling charges will also be deducted from the officer's
17 clothing allowance account. Anytime the Chief of Police shall designate a uniform change, such
18 as color or type of uniform or patches, the Village shall pay each officer the amount necessary to
19 replace the officer's present uniform items which are in a serviceable condition, if the Chief of
20 Police orders a change to the new uniform article. This section does not apply to an order from
21 the Chief of Police to an officer to replace a uniform or equipment item because of its worn,
22 unserviceable condition. The uniform and equipment allowance shall primarily be for uniform or
23 work purposes and cannot be used to purchase an item of general clothing which would not be
24 commonly found at a police supply store.

25 The annual uniform replacement and maintenance allowance shall be as follows:

26 Five hundred dollars (\$500.00) shall be considered a prorated bank earned at the rate of
27 one hundred twenty-five dollars (\$125.00) per quarter on the first day of the quarter.

28 The full bank will be available to officers as of January 1 of each year as needed pursuant

1 to the above requirements. An officer who retires, resigns or is dismissed during the year shall
2 have any excess uniform allowance money spent in excess of the officer's prorated bank
3 deducted from the officer's Termination of Employment Compensation (Article XIX).

4 **Section 10.04 - Armor Vests:** A vest replacement fund shall be established for all officers
5 at the rate of one hundred twenty-five dollars (\$125.00) per officer per year with a maximum
6 accumulation of six hundred dollars (\$600.00). The vests that will be provided by the employer
7 must provide protection to the officer which at a minimum would protect them from their own
8 firearms. Vests that are provided by the Village must be worn at all times unless noncompliance
9 with wearing the vest has been approved by the Chief of Police or meets one of the mutually
10 agreed exceptions. Officers who wish to purchase a vest and/or ballistic shield that exceeds the
11 amount of money allocated above shall be allowed to take the additional monies from their
12 clothing allowance referenced in Section 10.03 to make up the difference. Any costs in excess of
13 available allowances shall be borne by the officer.

14
15 **ARTICLE XI - HOSPITALIZATION, DENTAL & SURGICAL CARE INSURANCE**

16 **Section 11.01 - Hospitalization, Dental and Surgical Care Insurance:** The Employer shall
17 provide hospitalization and surgical care insurance through the State of Wisconsin Health. The
18 Village shall offer the Wisconsin Public Employers' Group Health Insurance Deductible HMO
19 Option - Deductible Standard Plan. The Village may from time to time, change the insurance
20 carrier or self-fund health care benefits if it elects to do so provided the coverage afforded
21 officers is equivalent or comparable. The Village shall notify the Association in writing at least
22 thirty (30) days prior to any change in carrier. If the Village elects to change insurance carrier,
23 the officer contribution for health insurance will be frozen at the amount the officer would have
24 paid if the Village had remained in the State of Wisconsin Health Plan. Officer contributions will
25 remain frozen for the remaining term of this Agreement.

26 The Village shall not be required to provide coverage for any officer during any waiting
27 period for new officers which is imposed by the insurer.

28 Employees shall pay twelve (12.0%) percent of the cost of the lowest cost qualified plan

1 in the service area plus the difference between the amount paid by the employer and the full
2 cost of the plan selected through payroll deduction. The Village shall contribute \$500.00 per year
3 into a flexible spending account for each officer who selects the single plan and \$1,000.00 per
4 year into a flexible spending account for each officer who selects the family plan.

5 **Section 11.02:** The Village shall provide coverage through a self-funded arrangement
6 administered by Delta Dental with an annual plan maximum of Fifteen Hundred Dollars (\$1,500)
7 per person. The Village shall pay the monthly premiums for each officer of the Police Department,
8 and the officer's family in the case of married officers. The Village may from time to time, change
9 the insurance carrier, plan administrator or provide insured dental care benefits if it elects to do
10 so provided the coverage afforded officers is equivalent or comparable. The Village shall notify
11 the Association in writing at least thirty (30) days prior to any change in carrier.

12 The Village shall not be required to provide coverage for any officer during any waiting
13 period for new officers, which is imposed by the insurer.

14
15 **ARTICLE XII - LONG TERM DISABILITY INSURANCE**

16 **Section 12.01:** The Employer agrees to adopt such resolutions as are necessary to
17 participate in the Long-Term Disability Plan (basic plan) administered by the Department of
18 Employee Trust Funds. Participation shall be governed by the rules of the Department.

19
20 **ARTICLE XIII - LIFE INSURANCE**

21 **Section 13.01:** The Village shall provide and maintain term life insurance on the lives of
22 all officers of the Police Department in an amount equal to the officers' gross amount of earnings,
23 which if not in even thousands, is increased to the next higher thousand.

24 The Village shall not be required to provide coverage for any officer during any waiting
25 period for new officers, which is imposed by the insurer.

26
27 **ARTICLE XIV - VACATION**

28 **Section 14.01:** To qualify for vacation under this Article, an officer of the Police

1 Department must be full time. All vacation selections must be approved by the Chief of Police or
2 the Chief's designee.

3 A. Vacations may be taken through the calendar year providing that:

- 4 1. Officers taking vacation days in blocks of four (4) or more working days will
5 be granted such vacation so long as not more than a total of two (2) officers
6 from the requesting officer's shift are known to be absent at any one time
7 at the time the vacation days are requested, unless otherwise authorized
8 by the Chief of Police or the Chief's designee.
- 9 2. The officer must designate the choice of vacation periods in writing to the
10 Chief or the Chief's designee not later than April 1st of each year. Any
11 officer failing to do so shall forfeit any seniority rights of vacation choices.
- 12 3. All officers shall have the option of taking vacation days in increments of
13 not less than four (4) hours with the approval of the Chief of Police or the
14 Chief's designee. These requests shall be given to the Chief of Police or the
15 Chief's designee at least forty-eight (48) hours in advance of the vacation
16 time being requested. The Chief of Police or designee may waive the forty-
17 eight (48) hour requirement.
- 18 4. In the case of a conflict of two (2) or more officers requesting the same
19 time period for vacation, the officer with the greatest length of service
20 shall have preference. In the case of two (2) officers having the same length
21 of service requesting the same vacation period, a flip of the coin will
22 resolve the conflict initially, and in succeeding years, the matter, if
23 recurring, shall be resolved on a rotating basis, i.e., the officer losing the
24 first conflict shall be granted the first choice the next year.
- 25 5. Payment may not be taken in lieu of vacations. Payout of unused vacation
26 time will not be made except at separation.
- 27 6. Officers of the Police Department hired prior to 1-1-16, the following
28 accrual schedule shall apply:

Years of Service	Annual Accrual	Monthly Accrual (approximate)
Less than 7 years	12 days	1 day
More than 7 years and less than 14 years	20 days	1.67 days
More than 14 years	28 days	2.33 days

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7. For Officers of the Police Department hired after 1-1-16, the following vacation accrual schedule shall apply:

Years of Service	Annual Accrual	Monthly Accrual (approximate)
Less than 1 year	5 days	.42 days
More than 1 year and less than 7 years	11 days	.92 days
More than 7 years and less than 14 years	18 days	1.5 days
More than 14 years	25 days	2.08 days

8. Officers who take vacation in the first half of the shift would commence their vacation at 6:00 a.m., 2:00 p.m. or 10:00 p.m., whichever is appropriate for the shift they are working. If the employees take their vacation on the second half of the shift, the vacation would commence at 10:10 a.m., 6:10 p.m. or 2:10 a.m., whichever is appropriate for the shift they are working. Any reference to a day’s pay throughout the collective bargaining agreement will reflect eight (8) hours and twenty (20) minutes.

9. **Accrual** – Officers who begin work on or before the 15th day of a month shall earn vacation leave for the entire first month of service. Officers who begin work after the 15th day of a month will not accrue vacation leave for that first month of service.

10. Officers cannot use vacation time while involved in any part of the field training process.

1 11. **Accumulation** – Officers may only carry over up to twenty-eight (28) total
2 days of vacation leave from year to year. Any unused time over 28 days
3 will be forfeited. Officers may accumulate more than 28 total days
4 throughout the year but can only get paid a maximum of 28 days upon
5 separation from the Police Department.

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8 **ARTICLE XV - PENSION CONTRIBUTION**

9 **Section 15.01:** In addition to the Village's share of contributions to the Wisconsin State
10 Retirement Plan, the Village shall also pay all of the officer's share, for each officer of the Police
11 Department. The Village shall not be required to make any contributions toward the pension
12 benefit of any new officer during any waiting period imposed by the Wisconsin State Retirement
13 Plan. Effective January 1, 2012, members of the bargaining unit shall contribute the required
14 Employee contribution. The Village shall continue to pay the Employer contribution.

15
16 **ARTICLE XVI - FALSE ARREST INSURANCE**

17 **Section 16.01:** The Village shall provide an adequate policy which covers each officer of
18 the Police Department in the event an officer is sued for actions taken in the course of his duties.
19 A copy of this policy shall be made available for review by Police Department officers. The policy
20 may be reviewed during normal business hours at the Police Department and/or general offices
21 of the Village of Hartland.

22
23 **ARTICLE XVII - RESIDENCY, TRAINING, PROBATION**

24 **Section 17.01 - Residency:** There shall be no geographical boundaries for residency for
25 officers covered under this Agreement. It is required that officers will live within a reasonable
26 distance of the Village and be able to respond in a sufficient period of time if called in for extra
27 duty. Officers who are required to report to the Village because of a call-in for extra duty may be
28 subject to discipline if they do not report within a reasonable time, as determined by the Chief

1 of Police or the Chief's designee, with all due consideration given to distance, the time of day,
2 and other extenuating existing conditions.

3 **Section 17.02 - Training:** Within one (1) year of hiring, an officer shall complete the
4 minimum hours of recruit training as promulgated by the Wisconsin Department of Justice,
5 Training and Standards Board.

6 A. This shall not apply to new officers who have been certified by the Wisconsin
7 Department of Justice, Training and Standards Board.

8 **Section 17.03 - Probation:** Newly hired officers of the Police Department shall serve a
9 probationary period which period shall begin on the date of hire and end in accordance with this
10 Section after expiration of one (1) year from the beginning of said Officer's field training. At the
11 end of the probationary period, or at any time during the probationary period, the Chief of Police
12 shall recommend to the Fire and Police Commission to:

13 A. Release the probationary officer from that status and continue the officer's
14 employment as an officer of the Police Department.

15 B. Continue the probationary period for a time not to exceed six (6) months. The
16 officer will not receive a step pay increase until they have successfully completed
17 their probationary period.

18 C. Terminate the probationer's employment for any reason without recourse to the
19 grievance procedure.

20

21 **ARTICLE XVIII - LEAVE AND ABSENCES**

22 **Section 18.01 - Sick Leave:**

23 A. Each officer of the Police Department, from the time of hiring, shall be granted
24 twelve (12) days of sick leave per year of employment, which sick leave shall
25 accrue at a rate of one (1) day per month with the first payroll of the month.

26 B. Unused sick leave may be accumulated to a maximum of one hundred seventy-
27 two (172) days. An amount equal to fifty percent (50%) of a retiree's accumulated
28 sick leave time not to exceed 600 hours paid at the rate of pay in effect at the time

1 of retirement may be used to provide a fund which shall be used to pay the health
2 insurance premiums for the retiree until the fund is exhausted.

3 C. Sick leave benefits shall begin on the first day of absence and continue until the
4 officer returns to work or has used all accumulated sick leave. Officers who are
5 sick and unable to report to work shall notify the officer in charge, whenever
6 possible, at least sixty (60) minutes before the start of the regular shift or
7 assignment, or earlier. Officers who repeatedly fail to give the sixty (60) minute
8 notice shall be subject to discipline.

9 D. Officers shall maintain regular communication with Police Department
10 supervisors throughout the duration of their illness including daily communication
11 if the anticipated return to work has not been previously established.

12 E. Officers who abuse sick leave benefits by fraud, deceit or falsified statement are
13 subject to discipline.

14 **Section 18.02 - Bereavement Leave**

15 A. In the event of death in the immediate family, an employee shall be allowed up to
16 a maximum of three (3) working days of paid Funeral Leave when approved by the
17 Chief of Police or his/her designee. Immediate family is defined as an employee's
18 spouse, children, grandchildren, stepchildren, parents, stepparents,
19 grandparents, brothers, sisters, and spouse's parents.

20 B. Bereavement leave for brothers- or sisters-in-law, sons- or daughters-in-law shall
21 be one (1) day. Additional leave may be granted if deemed acceptable by the Chief
22 or his/her designee. These additional leave days will be deducted from the
23 employee's accrued sick leave, compensatory leave, vacation leave, holiday bank
24 or shall be taken as leave without pay.

25 C. In the event of a death not in the employee's immediate family or leave in excess
26 of this section, any leave granted will be deducted from the employee's accrued
27 compensatory leave, vacation leave, holiday bank, or shall be taken as leave
28 without pay.

1 **Section 18.03 - Injury on Duty Leave:**

2 A. An officer who is unable to work due to an injury sustained while performing the
3 duties of a Police Officer for the Village of Hartland Police Department shall suffer
4 no loss of salary of benefits during such period of injury.

5 1. This period of time shall not be deducted from the officer's sick leave or
6 accumulated sick leave.

7 B. If the injury is of the duration in which Worker's Compensation is paid to the
8 officer, the Village will pay the difference between the amount paid by Worker's
9 Compensation and the officer's regular rate of pay for three hundred sixty-five
10 (365) days. The officer must substantiate to the Village's satisfaction, actual
11 receipt and amount of each Worker's Compensation payment.

12 C. Any officer who has been injured on duty must provide a doctor's certificate
13 indicating that the officer has recovered and is fit for the duty to which the officer
14 was assigned at the time the officer was injured or a substitute duty assignment
15 as may be prescribed by the Chief of Police, before the officer may return to duty.

16 D. If an officer, once having been injured in the line of duty and having been properly
17 returned to duty, suffers a reoccurrence of the effects of the injury, the officer
18 shall be entitled to leave under this Article; however, the officer's claim shall be
19 verified by a physician.

20 1. The officer shall submit to a physical examination at Village expense, by a
21 physician chosen by the Village, if so directed.

22 **Section 18.04 - Leave for Association Business:**

23 A. An officer who is a member of the Association may have leave when on duty,
24 without loss of pay to attend contract negotiations and grievance hearings
25 provided, however, that one officer must be on duty and on patrol at all times.

26 B. Prior notice shall be given to the Chief of Police of such meetings and the Chief's
27 consideration for granting permission for this leave shall be that the safety of the
28 Village is not endangered and the officer shall be ready for immediate recall to

1 duty.

2 **Section 18.05 - Military Leave:**

3 A. If an officer of the Police Department is called to active duty with the Armed Forces
4 of the United States, the officer shall be granted a leave of absence from the Police
5 Department for the period of time the officer is required to serve in the Armed
6 Forces.

7 B. Upon returning from active duty with the Armed Forces, providing that the officer
8 reports for duty with the Police Department within seven (7) days after being
9 honorably discharged from the Armed Forces, the officer shall be re-instated to
10 the same position the officer held prior to military leave, and with such seniority
11 as if the officer's service had been continuous, and the officer shall receive
12 whatever wages and benefits as are then in force for other officers of the Police
13 Department.

14 C. If an officer of the Police Department is a member of any Reserve unit of the
15 Armed Forces of the United States, or of the National Guard, and is required to
16 attend training periods other than regular meetings, and which are of more than
17 several hours of duration, the officer shall be granted a leave with pay for that
18 period of time.

19 1. Leave described in this section shall not be considered as a vacation period.

20 2. The wages of the officer shall be reduced by any payment that the officer
21 receives from the Federal or State Government for this period of training.

22 D. The officer is required to notify the Chief of Police of the officer's induction into
23 the Armed Forces or of the calling to duty of the officer's Reserve or National
24 Guard unit as soon as the officer is so notified. As soon as is practical, dependent
25 on the immediacy of the induction/call-up, written notice shall be given to the
26 Chief of Police, and shall be inserted in the officer's personnel file.

27 **Section 18.06 - Holidays:**

28 A. Officers of the Police Department will receive ~~twelve~~^{eleven} (12~~1~~) days off per year

1 in lieu of holidays.

- 2 1. The Association recognizes the need for maintaining adequate Police
3 protection for the Village and the Association agrees that these holidays
4 shall be taken only with the permission of the Chief of Police or the Chief's
5 designee.
- 6 2. Officers may take their choice of days off restricted only by seniority and
7 staffing requirement of the Police Department with the prior written
8 approval of the Chief of Police or the Chief's designee.
- 9 3. The Officer must designate the holiday requested in writing to the Chief or
10 the Chief's designee not later than April 1st of each year to exercise
11 seniority rights. Any officer failing to do so shall forfeit any seniority rights
12 of holiday choices and subsequent requests for holidays off shall then be
13 approved on a first come first serve basis.
- 14 4. Requests for holidays must be made forty-eight (48) hours in advance and
15 approved by the Chief or Police or designee. Any time notification
16 requirements may be waived by the Chief or Police or designee.

17
18 **ARTICLE XIX - TERMINATION OF EMPLOYMENT COMPENSATION**

19 **Section 19.01:** When an officer of the Police Department terminates his/her employment,
20 the officer shall be paid in a lump sum.

- 21 1. Holiday pay of holiday off days earned but not taken.
- 22 2. Vacation pay figured on a prorated basis at the date of termination.

23 **Section 19.02 - Exceptions:** Any officer of the Police Department who resigns without
24 giving at least thirteen (13) days' notice of intention to resign, in writing; shall forfeit his/her
25 rights under this Article, and shall not be eligible for payment of any benefits listed, except for
26 vacation days earned prior to his/her resignation date.

27
28 **ARTICLE XX - RULES OF CONDUCT AND MAINTENANCE OF EQUIPMENT**

1 61.65(3g) Wis. Stats.

2 **Section 21.02 - Grievance Steps:**

3 A. If a difference arises between the Village of Hartland and the Association as to the
4 interpretation and application of the provisions of this Agreement, during the
5 term of this Agreement, such differences or disputes shall be settled in the
6 following manner.

7 **Step 1:** The grievant shall submit his/her grievance in writing to the Chief of Police not
8 later than ten (10) working days from the date of incident or when the officer had knowledge of
9 the grievance. In the event of a grievance, the officer shall perform his/her assigned work task
10 and grieve the complaint later. The grievant shall discuss the grievance with the Chief of Police
11 or the Chief's designee within five (5) days of the submission of the grievance.

12 The Chief of Police or the Chief's designee shall attempt to adjust the grievance and shall
13 respond in writing to the grievant within five (5) working days after the discussion of the written
14 grievance.

15 In all instances, copies of the grievances and the response shall be forwarded to the
16 President of the Village Board and the Village Administrator.

17 **Step 2:** If after a thorough discussion with the Chief of Police or the Chief's designee, the
18 grievance has not been satisfactorily resolved, the grievant shall present the written grievance,
19 along with a written statement outlining the reason(s) for the rejection of the proposed
20 resolution in Step 1, to the Village Administrator.

21 The grievant shall discuss the grievance with the Village Administrator within three (3)
22 days after their presentation of the grievance to the Village Administrator.

23 The Village Administrator shall respond in writing to the grievant within five (5) working
24 days after discussion of the grievance.

25 **Step 3:** If a satisfactory settlement of the grievance is not reached in Step 2, the
26 Association must notify the Village Administrator in writing not later than ten (10) working days
27 after receipt of the written decision of the Village Administrator that they intend to process the
28 grievance to arbitration.

1 The Association shall request that the Wisconsin Employment Relations Commission
2 (WERC) appoint an arbitrator to arbitrate the grievance under the WERC arbitration service
3 provided for in the Wisconsin Statutes. Said request shall be in writing and sent to the WERC by
4 mail not later than fifteen (15) days after the written notification has been given to the Village
5 Administrator.

6 The Arbitrator appointed by the WERC shall hold a hearing at a time and place convenient
7 to the parties and shall review the evidence and hear testimony relating to the grievance.
8 Statements of position may be made by the parties and witnesses may be called. Upon
9 completion of this hearing, the arbitrator shall render a written decision to both the Village and
10 the Association which shall be final and binding upon both parties.

11 The decision of the arbitrator shall be limited to the subject matter of the grievance and
12 shall be restricted solely to interpretation of the contract in the area where the alleged breach
13 occurred. The arbitrator shall neither add to, detract from nor modify the language of this
14 agreement in arriving at a determination of any issue presented that is proper for final and
15 binding arbitration. The arbitrator shall not have authority to grant wage increases or decreases.

16 All expenses which may be involved in the arbitration proceeding shall be borne by the
17 parties equally. However, the expenses relating to the calling of witnesses, the obtaining of
18 depositions, attorney's fees, or any other similar expenses shall be borne by the party at whose
19 request such expenses are incurred.

20 Either party may request a transcript, but the party requesting the transcript shall pay the
21 cost. When the arbitrator requests a transcript, both parties shall share the cost of the transcript
22 equally. Arbitration hearings shall be held whenever possible in the Municipal Building.

23 B. Time limits set forth in the Grievance Procedure may be extended by mutual
24 agreement, of the respective persons and/or parties involved, and such variance
25 as may be requested by either side shall not be unreasonably denied. All time limit
26 extension requests shall be in written form, and shall state the reason for the
27 extension. All reference to days in this article shall be Monday through Friday,
28 excluding Saturdays, Sundays and holidays.

1 C. An Association representative may accompany the grievant at any step in the
2 grievance procedure.

3
4 **ARTICLE XXII - SENIORITY**

5 **Section 22.01:** Seniority shall be defined as the length of continuous service in a
6 classification of all officers in the Police Department having arrest powers beginning with that
7 officer's latest date of hire.

8 **Section 22.02:** Layoffs and recalls shall be governed by Section 62.13(5m), Wis. Stats.

9 **Section 22.03:** An officer shall lose seniority upon the occurrence of:

- 10 1. Discharge;
11 2. Resignation;
12 3. Retirement;
13 4. Quitting;
14 5. Expiration of the two-year re-employment period;
15 6. If the officer unreasonably fails to report for work for three (3) consecutive days
16 without first advising the Village of the officer's inability to report;
17 7. If the officer fails to report for work within five (5) days after the Village transmits
18 to the officer's last known address, by certified mail, a notice of recall from layoff.

19 **Section 22.04:** Any officer on probation under the terms of this Agreement shall have no
20 seniority rights. Any such officer shall be subject to dismissal for any reason without recourse to
21 the grievance procedure.

22 **Section 22.05:** After completion of the probationary period, an officer's seniority shall
23 relate back to his/her initial date of hire.

24 **Section 22.06 – Lateral Transfers:** A newly-hired Officer with at least three (3) years of
25 full-time experience as a certified law enforcement officer, in the forty-eight (48) months prior
26 to hire, will qualify for a lateral transfer to the Hartland Police Department with the following
27 conditions.

- 28 1. The Officer shall be granted up to eleven (11) days of vacation upon hire, which

1 will be prorated based on the Officer's start date during the calendar year. The Officer
2 will accrue vacation based on the number of consecutive years of full-time certified law
3 enforcement officer employment in accordance with the provisions of the collective
4 bargaining agreement. The Officer will be allowed to use vacation time immediately upon
5 the start of employment, provided there is availability on the schedule and the Officer is
6 not on field training.

7 2. The Officer shall be granted forty (40) hours of sick leave upon hire. Thereafter,
8 additional sick leave will be earned in accordance with the provisions of the collective
9 bargaining agreement.

10 3. An Officer who receives an accelerated vacation benefit and terminates
11 employment prior to completing six (6) months of employment will not be eligible for a
12 vacation payout.

13 4. The Officer's rate of pay will be based on the number of consecutive years of full-
14 time certified law enforcement employment in accordance with the provisions of the
15 collective bargaining agreement.

16 5. The Officer's seniority date will be based on his/her hire date with the Hartland
17 Police Department.

18
19 **ARTICLE XXIII – PHYSICAL FITNESS TESTING**

20 **Section 23.01:** In recognition of the importance that physical fitness plays in the general
21 health and well-being of police officers and in consideration of the relationship between good
22 health, well-being and effective police services, the following physical fitness program is
23 implemented effective in calendar year 2009.

24 A. Participation: The physical fitness program will be voluntary.

25 B. Frequency: The test will be given once (1x) a year on or about September 1st.
26 Personnel will be notified at least six (6) weeks in advance of the actual test dates.

27 C. Medical Certification: All employees are responsible for determining their fitness
28 to participate in the testing procedure.

1 D. Fitness Coordinator: The Physical Fitness Coordinator will be designated by the
2 Chief of Police. The Coordinator will be appointed based on their experience, training or interest
3 in personal fitness. The Coordinator will be the governing body for the physical fitness testing.
4 The Coordinator will conduct the actual testing and certify the test results.

5 E. Assessment Testing: The physical fitness program shall contain five (5) events.

6 1. Cardiovascular Endurance (1.5 mile run)

- 7 a. Test will be conducted on a circular track, or other suitable area
8 b. Each participant will be timed for distance of 1.5 miles
9 c. 15.54 or less will count as a passing grade for 1.5 miles

10
11 2. Upper Body Strength (push-ups):

- 12 a. Hands shoulder width apart
13 b. Straight back
14 c. Arm angle at elbow must go below parallel
15 d. Rest is only in the starting (up) position with back straight
16 e. There is no time limit. This is a maximum exertion test
17 f. 25 push-ups or more will count as a passing grade

18
19 3. Abdominal Strength

- 20 a. Feet restrained
21 b. Knees bent at 90 degrees
22 c. Hands overlapped behind the head
23 d. Elbows break the plane of and touch the knees each time
24 e. Shoulder blades touch floor each time (the head does not need to touch)
25 f. Rest is only in the up position (elbows touching the knees)
26 g. One minute time limit to complete the test
27 h. 30 sit-ups or more within limit will count as a passing grade

28
29 4. Anaerobic Power (Vertical Jump)

- 30 a. While standing, both arms outstretched overhead next to measuring
31 device will determine starting point
32 b. Vertical jump at measuring device
33 c. One foot must be stationary before the jump (no running start)
34 d. Best of three attempts will be scored
35 e. A jump distance of 16 inches or more will count as a passing grade

36
37 5. Anaerobic Power (300 Meter Run)

- 38 a. Test will be conducted on a circular track or other suitable area
39 b. Each participant will be timed for a distance of 300 meters

1 c. A time of 66 seconds or less will count as a passing grade

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3 F. Benefits and Incentive: Employees who receive a passing grade shall be
4 reimbursed the following:

5 G. An employee who attains a passing grade in all five events shall receive
6 \$500.00. Employees who do not pass all events, shall receive \$50.00 for each test completed
7 with a passing grade. This will be paid to the officer on the next paycheck following the Physical
8 Fitness Testing. Employees with a previous balance in their Physical Fitness account shall deplete
9 their balance by 01/01/2024. This reimbursement should be used towards physical fitness related
10 expenses; however, proof of how the funds were spent will not be required.

11 For fund balances accrued prior to 01/01/2022, the reimbursement will be used towards
12 physical fitness related expenses to include, but not be limited to, health club memberships,
13 exercise equipment, running shoes, martial arts, physical fitness medical evaluations not covered
14 by health insurance and any other fitness related expenses as deemed appropriate by the Chief
15 of Police or his designee. The reimbursement may not be taken in cash. Officers shall be allowed
16 to carry over any money that remains in his/her account at the end of each calendar year. There
17 shall be no maximum accumulation.

18 H. Physical Fitness Testing Compensation: Each employee who voluntarily
19 participates in the physical fitness testing shall be entitled to one (1) hour of pay at straight time
20 in cash, if the employee participates in the testing procedure while off duty. Employees who
21 participate in the voluntary physical fitness testing shall be considered on duty and eligible for
22 workers compensation if they incur an injury. However, the Employer and the Association agree
23 that any preparation for the actual test will not be considered on duty time and, as such, will not
24 qualify an employee for workers compensation if they sustain an injury during their regular off
25 duty workouts.

26 I. Testing Participation: Employees who participate in the voluntary physical fitness
27 testing and do not receive a passing grade in all events may take the test over again if it is
28 provided by the Employer prior to the end of the calendar year.

1 J. Physical Fitness Test Result Records: The test results records of the employees
2 who voluntarily participate in the physical fitness program shall be kept in the medical records
3 file of the police department. The employer agrees that the test results and the participation of
4 an employee in the voluntary physical fitness program shall not be used as criteria for any future
5 promotions or assignments.

6
7 **ARTICLE XXIV - NON-DISCRIMINATION**

8 **Section 24.01:** The Village and the Association agree that no person will be denied
9 employment with the Police Department or full benefits under this Agreement on any basis
10 prohibited by state and/or federal law.

11
12 **ARTICLE XXV - NO STRIKE CLAUSE**

13 **Section 25.01:** Neither the Labor Association of Wisconsin, Inc. on behalf of the Hartland
14 Professional Police Association (HPPA) nor any of its officers or members will instigate, promote,
15 encourage, sponsor, engage in or condone any strike, picketing (other than off-duty
16 informational picketing), slowdown, concerted work stoppage, sympathy strike or any other
17 intentional interruption of work during the term of this Agreement and until a successor
18 agreement is ratified by both parties.

19 **Section 25.02:** Upon notification by the Village to the Association that certain of its
20 members are engaged in a violation of this provision, the Association shall immediately in writing
21 order such members to return to work, provide the Village with a copy of such an order, and a
22 responsible official of the Association shall publicly order them to return to work. In the event
23 that a strike or other violation not authorized by the Association occurs, the Association agrees
24 to take all reasonable, effective and affirmative action to secure the members' return to work as
25 promptly as possible. Failure of the Association to issue the orders and take the action required
26 herein shall be considered in determining whether or not the Association caused or authorized
27 the strike.

28 The Village reserves the right to pursue any legal rights and remedies to which it is entitled

1 by law.

2 **Section 25.03:** Work actions and/or stoppages commonly referred to as "Blue Flu" but
3 not restricted to that term, shall be considered as a strike and shall be cause for the Village to act
4 immediately to provide for adequate police protection under its Management Rights powers.

5

6 **ARTICLE XXVI - SAVINGS CLAUSE**

7 **Section 26.01:** If any Article or section of any Article of this Agreement or any addenda
8 thereto, as it relates to matters under the exclusive control of the Village Board of the Village of
9 Hartland, should be held invalid by operation of law or by any tribunal of competent jurisdiction,
10 or if compliance with or enforcement of any Article or section of any Article should be restrained
11 by such tribunal, the remainder of this Agreement and addenda shall not be affected thereby.

12 **Section 26.02:** The parties to this Agreement shall enter into immediate collective
13 bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for
14 such Article or section of any such Article, as may have been stricken.

15 **Section 26.03:** This Agreement is subject to amendment, alteration, or addition only by a
16 subsequent written agreement between and executed by the Village and the Association where
17 mutually agreeable. The mutual waiver of any breach, term or condition of this contract by either
18 party hereto, shall not constitute a precedent in the future enforcement of all its terms and
19 conditions.

20

21 **ARTICLE XXVII - ENTIRE MEMORANDUM**

22 **Section 27.01:** The Village and the Association for the life of the Agreement, each
23 voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be
24 obligated to bargain collectively with respect to any subject or matter specifically referred to or
25 covered in this Agreement.

26 **ARTICLE XXVIII - GENDER**

27 **Section 28.01:** All references to officers in the male or female gender shall be
28 interchangeable where applicable.

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ARTICLE XXIX - TERM OF AGREEMENT

Section 29.01: This Agreement shall become effective on January 1, 2022, and shall remain in full force and effect until and including December 31, 2026. Either party wishing to reopen the contract shall notify the other party by no later than September 1st of the year in which the contract expires. Thereafter the parties shall mutually agree to a date to exchange proposals.

Dated this _____ of _____, 202~~2~~¹.

VILLAGE OF HARTLAND

**HARTLAND PROFESSIONAL POLICE
ASSOCIATION**

Village President

President

Village Clerk

Vice President

Village Administrator

LAW, Inc. Representative

VILLAGE OF HARTLAND AND HARTLAND PROFESSIONAL POLICE ASSOCIATION
WAGE ADJUSTMENTS
FY 2023, FY 2024, FY 2025, and FY 2026

During the course of negotiations over the 2022-26 collective bargaining agreement, representatives of the parties agreed that wage adjustments, if any, would be determined by the parties after consideration and discussion of the “state of the union” in Hartland and through the following procedures:

1. For 2023
 - A. The Village Administrator and other designated Village representatives will present information to the Association president and other Association representatives concerning the proposed revenue and expense budgets for the Village for 2023, and such other information as the Village may deem relevant to its financial situation.
 - B. The presentation will also contain a proposal of the Village for wage adjustments for fiscal year 2020.
 - C. The presentation shall be made on or before October 1, 2022, or such later date as the parties may mutually agree.
 - D. The Association representatives shall have the right to ask such questions as they deem appropriate and request additional information from the Village relative to the presentation and/or proposal. Discussion concerning the information presented and/or the proposal shall be encouraged.
 - E. The Association shall meet with its members to consider the information presented and the proposal, and shall respond to the proposal not later

than two (2) weeks after it is presented, unless the parties agree to another timetable. The response of the Association may be to accept, reject, or to submit a counter-offer to the proposal.

F. If the parties are unable to agree on wage adjustments for 2023 by October 30, 2022, they will submit a joint request for mediation to the Wisconsin Employment Relations Commission (WERC).

G. If the parties are unable to agree on wage and/or insurance adjustments for 2023 following a reasonable period of mediation, but not later than November 30, 2023, the parties will file a joint petition for arbitration of their dispute. Arbitration will be interest arbitration under Chapter 111.77 of the Wisconsin Statutes. The parties may agree to arbitrate wages for 2023, 2024, 2025 and 2026. If the parties shall agree to arbitrate 2023 only,

2. For 2023, 2024, 2025, and 2026

A. Wage adjustments, if any, for future fiscal years will be determined using the same process as referenced above.

3. This agreement details a process for determining wage adjustments for 2023, 2024, 2025 and 2026 only. This agreement shall expire on December 31, 2026, and upon said expiration, shall not serve as the status quo between the parties. This agreement does not set a precedent, and is not considered past practice of the parties. Expiration of this agreement shall not affect any arbitration process underway prior to this date.

4. Disputes concerning the process detailed in this agreement shall be resolved by representatives of the parties.

Dated this ____ day of _____, 202~~2~~⁴

VILLAGE OF HARTLAND

**HARTLAND PROFESSIONAL POLICE
ASSOCIATION**

Village President

President

Village Clerk

Vice President

Village Administrator

LAW, Inc. Representative

AGREEMENT

Between The

VILLAGE OF HARTLAND

And The

LABOR ASSOCIATION OF WISCONSIN, INC.

For and On Behalf of The

HARTLAND PROFESSIONAL POLICE ASSOCIATION
Local 301

January 1, 2022 - December 31, 2026

Original: October 1, 2021
Reopener: September 1, 2026

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SITE LICENSE AGREEMENT

This **SITE LICENSE AGREEMENT** (this "**LICENSE**") is effective on September 30, 2022 (the "**Effective Date**") by and between the Village of Hartland ("**LICENSOR**") and T-Mobile Central LLC, a Delaware limited liability company ("**LICENSEE**").

LICENSOR and LICENSEE agree to the following:

1. **Property Description.** LICENSOR is the owner of the real property located at 671 Hill Street, Hartland, WI 53029, as further described on **Exhibit A** (the "**Property**"). The Property includes 320 square feet plus any additional portions of the Property which LICENSOR may allow for the use and operation of its facilities by LICENSEE, as specifically described on **Exhibit B** (the "**Premises**"). In addition to the square footage specified above, the Premises, as defined, shall include, but not be limited to, the following: cable runs and associated cable trays from the base transceiver station(s) (also referred to as the BTS) and the installation of power, telephone and other utility service cables provided they are also specifically shown on **Exhibit B**. It is expressly agreed that the exact and precise location of the LICENSEE's Antenna Facilities (as defined below) are subject to review and approval by the VILLAGE BOARD OF TRUSTEES ("Board") having jurisdiction over the Property. The specific locations, number and type of equipment described in **Exhibit B** is for specific Premises telecommunication purposes. Any request by LICENSEE to alter, replace, add to, expand, enhance, modify, supplement, relocate or upgrade the Antenna Facilities shall be submitted and documented in a written format to the LICENSOR and shall be subject to approval in the sole discretion of the Board. Routine maintenance and like-for-like swap of existing equipment shall not require additional review or approval by Licensor or the Board.

2. **LICENSOR Cooperation.** LICENSOR shall cooperate with LICENSEE's due diligence activities, which shall include, but not be limited to, access to the Property for inspections, testing, permitting related to the Permitted Uses (as defined below). LICENSEE is authorized to sign, file, submit applications for permits, licenses and approvals required for the Permitted Uses from all applicable governmental and quasi-governmental entities (collectively, the "**Governmental Approvals**"), and LICENSOR grants LICENSEE and its agents a limited power of attorney to take all such actions on behalf of and in the name of LICENSOR solely with respect to the installation which is the subject of this LICENSE. LICENSOR's cooperation shall include the prompt execution and delivery of any documents necessary to obtain and maintain Governmental Approvals or utility services, so long as any such actions are not in conflict with or interfere with any other installation or improvement on the Property.

3. **Antenna Facilities and Permitted Uses.** LICENSEE is hereby granted a LICENSE as described herein on the Premises for its equipment, personal property and improvements associated with LICENSEE's wireless communications business (the "**Antenna Facilities**"). The Premises may be used for the construction, installation, operation, maintenance, repair, modification, enhancement, upgrading, removal, relocation or replacement of any and all Antenna Facilities if in full conformity with the details contained in Exhibit B attached hereto (the "**Permitted Uses**") for no fee or additional consideration. The Antenna Facilities shall remain the exclusive property of LICENSEE and shall not be considered fixtures. LICENSEE, at its expense, may use any and all reasonable means as LICENSEE deems necessary to control, secure or restrict access to the Antenna Facilities subject to the prior written approval of LICENSOR. If necessary to maintain service LICENSEE shall seek the consent of LICENSOR to locate a temporary antenna facility, (e.g. a cell-on-wheels) on the Property, including all utilities associated with the use of the temporary antenna facility and a mutually acceptable location and

for a specific duration.

4. **LICENSE Term.**

a) The Initial Term of the LICENSE shall be five (5) years commencing on the Effective date (also referred to as the "**Commencement Date**"), and ending on the day immediately preceding the fifth (5th) anniversary of the Commencement Date (the "**Initial Term**"). The Initial Term, together with any Renewal Terms are referred to collectively as the "**Term.**"

b) The Initial Term shall automatically renew for one (1) successive renewal term of five (5) years (the "**Renewal Term**"), provided, however, that LICENSEE may elect not to renew by providing one (1) year written notice prior to the expiration of the then current Term.

5. **LICENSE FEE /Other Charges.**

a) LICENSEE shall pay LICENSOR a LICENSEE FEE in the amount of (\$24,000.00) for the first year of the Initial Term ("**LICENSE FEE**"). LICENSEE shall deliver the LICENSEE FEE to LICENSOR at the address specified in the Notice section. This first LICENSEE FEE payment shall be due within thirty (30) days after receipt by LICENSEE of a fully executed copy of this License. Subsequent LICENSEE FEE payments shall be payable annually by September 30th each year. In the event that the LICENSEE FEE is not paid within seven (7) business days of the due date, LICENSOR may invoice LICENSEE for a late fee in the amount of ten percent (10%) of the LICENSEE FEE due in addition to the LICENSEE FEE. The parties acknowledge that they or an affiliate of LICENSEE previously entered into a PCS Site Agreement dated September 18, 1996, for lease of the Premises and that such agreement expired on September 29, 2021. LICENSEE or its affiliate has remained on the Premises with the consent of the LICENSOR and has continued to make rent payments under the previous agreement. LICENSOR acknowledges that it has received payment in full from the LICENSEE through September 29, 2022. Any further payments made by LICENSEE to LICENSOR under the former agreement will be credited toward the LICENSEE FEE due under this LICENSE.

b) The LICENSEE FEE for each successive year during the Term shall be increased by four percent (4%) of the LICENSEE FEE for the immediately preceding year. In the event of any holdover on the Premises by Licensee after the expiration of the final term of the LICENSE, the LICENSEE FEE shall be paid monthly at the rate of one hundred and fifty percent (150%) of one-twelfth (1/12) of the LICENSEE FEE due during the last year of the last Renewal Term.

c) The LICENSEE FEE for any partial month shall be prorated on a per day basis, based on the number of days in the month in question. LICENSOR and LICENSEE shall endeavor to cooperate with each other regarding the possible use of any electronic LICENSEE FEE payment systems and the provision of any documentation necessary to update payment information in connection with this License or pertaining to the exchange of IRS form W-9 or similar governmental form.

6. **Interference.** LICENSEE acknowledges that LICENSOR has contractually allowed other antenna facilities belonging to other parties to be placed in the vicinity of LICENSOR'S PROPERTY prior to the entry into this LICENSE. LICENSEE has been informed by LICENSEE that such other antenna facilities agreements have provisions for future upgrading and replacement not unlike this LICENSE. LICENSEE has confirmed and warrants that such other antenna facilities do not interfere with the transmission capabilities of its Antenna Facilities. LICENSEE assumes the risk of future interference with its radio frequency communications in which case it will

work in good faith with LICENSOR to resolve interference issues. In the event that interference issues cannot be resolved, LICENSEE shall be able to terminate this LICENSE in accordance with section 10 hereafter without penalty and shall not be entitled to damages of any kind from any party. However, if other licensees install new equipment that interferes in LICENSEE in violation of their antenna license agreement LICENSOR shall authorize LICENSEE to bring an action to prevent such interference.

7. **Utility Services.** Subject to the prior approval of LICENSOR of written plans, LICENSEE shall have permission to connect to, maintain, repair, modify, upgrade, remove or replace existing utility related equipment and/or construct and install new utility related equipment and lines, including a generator, optical fiber facilities and alternative energy related equipment, to service its Antenna Facilities (collectively, the "**Utility Facilities**"). The charges for LICENSEE's utility usage (the "**Utility Fees**") shall be payable by LICENSEE. LICENSEE may install a separate meter at any time during the Term of the LICENSE and in the event LICENSEE does so, LICENSEE will remit payment directly to the utility provider.

8. **Access.**

a) LICENSOR shall furnish, within its capabilities, at no additional charge to LICENSEE, reasonable access to the Premises including the Utility Facilities to LICENSEE and LICENSEE's employees, contractors, subcontractors and properly documented agents upon no less than 24 hours prior notice for access under non-emergency circumstances. LICENSEE shall provide notice for access by calling Village Hall at 262-367-2714 and ask to speak with the Village Manager or Village Administrator or emailing ryanb@villageofhartland.wi.gov or kimj@villageofhartland.wi.gov.

b) LICENSOR, at its sole discretion with respect to the means and route, shall provide LICENSEE, at no additional LICENSEE FEE or charge, access across the Premises for ingress, egress, power and, installation, construction, demolition and access to the Premises and any Utility Facilities.

9. **Termination.** LICENSEE may terminate this LICENSE upon ninety (90) days prior written notice to LICENSOR, for any of the following reasons: (i) changes in local or state laws or regulations which adversely affect LICENSEE's ability to operate; (ii) a Federal Communications Commission ("**FCC**") ruling or regulation that is beyond the control of LICENSEE; (iii) for technical reasons pertaining to unresolvable radio frequency or antenna facilities communications interference; or (iv) if LICENSEE is unable to maintain any Governmental Approval required for the operation of LICENSEE's Antenna Facilities; or (v) LICENSEE may terminate this lease for economic reasons with a one-year termination rent penalty upon thirty (30) days written notice to LICENSOR.

10. **Casualty and Condemnation.** If the Premises or Antenna Facilities are damaged or destroyed by wind, fire or other casualty, LICENSEE shall be entitled to negotiate, compromise, receive and retain all proceeds of LICENSEE's insurance and other claims and LICENSEE may thereafter terminate the LICENSE by prior written ninety (90) days' notice to LICENSOR. If the Property upon which the Premises are located is taken or condemned by power of eminent domain or other governmental taking, then: (a) LICENSEE shall be entitled to negotiate, compromise, receive and retain all awards attributable to (i) its Antenna Facilities, (ii) LICENSEE's LICENSE interest in the Premises, (iii) any moving or relocation benefit available to LICENSEE and (iv) any other award available to LICENSEE that is not attributable to LICENSOR's title to or interest in the Property. If the Antenna Facilities are not operational or accessible, due to casualty condemnation, or damages, LICENSEE shall have the right to terminate the LICENSE by providing ninety (90) days prior written notice to LICENSOR.

11. Default and Right to Cure.

(a) The following will be deemed a default by LICENSEE and a breach of this LICENSE (i) non-payment of LICENSEE FEE if such LICENSEE FEE remains unpaid for more than thirty (30) days after receipt of written notice from LICENSOR of such failure to pay; or (ii) LICENSEE's failure to perform any other term or condition under this LICENSE within thirty (30) days after receipt of written notice from LICENSOR specifying the failure. No such failure, however, will be deemed to exist if LICENSEE has commenced to cure such default within such period, provided written evidence of such undertaking is provided to LICENSOR with periodic updates every five (5) days and provided that such undertaking is prosecuted to completion with reasonable diligence. Delay in curing a default may be excused if due to demonstrated causes beyond the reasonable control of LICENSEE.

(b) The following will be deemed a default by LICENSOR and a breach of this LICENSE. LICENSOR's failure to perform any term, condition or covenant under this LICENSE within thirty (30) days after receipt of written notice from LICENSEE specifying the failure. No such failure, however, will be deemed to exist if LICENSOR has commenced to cure the default within such period, provided written evidence of such undertaking is provided to LICENSEE with periodic updates every five (5) days and provided such efforts are prosecuted to completion with reasonable diligence. Delay in curing a default will be excused if due to causes beyond the reasonable control of LICENSOR.

12. **Taxes.** LICENSEE shall pay directly all personal property taxes attributable to its Antenna Facilities which are solely and directly attributable to the presence or installation of LICENSEE's Antenna Facilities during the Term.

13. Insurance and Subrogation and Indemnification.

a) During the Term, LICENSEE shall maintain Commercial General Liability Insurance in amounts of One Million and no/100 Dollars (\$1,000,000.00) per occurrence and Two Million and no/100 Dollars (\$2,000,000.00) aggregate. LICENSEE shall include LICENSOR as an additional insured under blanket additional insured endorsement to the General Liability policy required under this Agreement. LICENSEE shall maintain "all risk" or "special causes of loss" property insurance on a replacement cost basis for its respectively owned personal property.

14. **Notices.** All notices must be in writing and will be deemed to have been delivered upon receipt or refusal to accept delivery and are effective only when deposited in the U.S. mail, certified mail, return receipt requested and postage prepaid or when sent via nationally-recognized courier delivery service to the addresses set forth below. LICENSOR or LICENSEE may from time to time designate any other address for this purpose by providing written notice to the other party.

If to LICENSEE, to:

T-Mobile USA, Inc.
12920 SE 38th Street
Bellevue, WA 98006
Attn: LICENSE Compliance
Site Number: ML03XC232/ML82059A

If to LICENSOR, to:

Village of Hartland
c/o Village Clerk
210 Cottonwood Avenue
Hartland, Wisconsin 53029

Email address of Clerk:
darlenei@villageofhartland.com

Per the W-9 Form LICENSEE FEE is to be paid to:

Payee's Name: Village of Hartland
c/o Village Clerk
210 Cottonwood Avenue
Hartland, Wisconsin 53029

15. **Environmental Laws.** LICENSOR and LICENSEE shall comply with all federal, state and local laws in connection with any substances brought onto the Property that are identified by any law, ordinance or regulation as hazardous, toxic or dangerous (collectively, the "**Hazardous Substances**"). LICENSEE agrees to be responsible for all losses or damage caused by any Hazardous Substances that it may bring onto the Property and will indemnify LICENSOR for all such losses or damages. LICENSOR represents that it has no knowledge of any Hazardous Substances on the Property.

16. **Assignment.**

Subject to the sole discretion of LICENSOR, upon obtaining prior written consent, LICENSEE shall have the right to assign, sublicense or otherwise transfer this LICENSE, upon prior written notice to LICENSOR. LICENSEE shall also have permission to provide access rights existing under this LICENSE, for the purposes of bringing in Utility Facilities, including fiber equipment. Notwithstanding anything to the contrary, LICENSEE may assign or sublet to a parent company, subsidiary or an affiliate of LICENSEE, an entity under common control or to an entity which acquires LICENSEE's assets or stock and continues in the business of offering wireless telecommunication services upon written Notice to LICENSOR of such assignment.

17. **Marking and Lighting Requirements.** If any tower or other support structure for LICENSEE's Antenna Facilities is owned by LICENSOR, LICENSOR acknowledges that LICENSOR shall be responsible for compliance with all marking and lighting requirements of the Federal Aviation Administration and the FCC.

18. **Miscellaneous.**

a) This LICENSE constitutes the entire agreement and understanding of the parties, and supersedes all offers, negotiations and other agreements with respect to the subject matter and Property. Any amendments to this LICENSE must be in writing and executed by both parties.

b) LICENSOR agrees to cooperate with LICENSEE in executing any documents which LICENSEE deems necessary to insure and protect LICENSEE's rights in, or use of, the Premises. LICENSOR shall execute and deliver: (i) a Memorandum of LICENSE in substantially the form attached as **Exhibit C**;

c) This LICENSE shall be construed in accordance with the laws of the state or territory in which the Property is located, without regard to the principles of conflicts of law.

d) If any term of this LICENSE is found to be void or invalid, the remaining terms of this LICENSE shall continue in full force and effect. Any questions of particular interpretation shall be interpreted as to their fair meaning.

e) Each party hereby represents and warrants to the other that this LICENSE has been duly authorized, executed and delivered by it, and that no consent or approval is required by any lender or other

person or entity in connection with the execution or performance of this LICENSE.

f) If either party is represented by any broker or any other leasing agent, such party is responsible for all commission fee or other payment to such agent.

g) This LICENSE may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument. Signed, scanned and emailed copy and electronic copies of this LICENSE shall legally bind the parties to the same extent as original documents.

LICENSOR: Village of Hartland

By: _____

Printed Name: _____

Title: _____

Date: _____

LICENSEE: T-Mobile Central LLC, a Delaware limited liability company

By: _____

Printed Name: _____

Title: _____

Date: _____



TMO Signatory Level: L07/SL07

EXHIBIT A
Legal Description

Property address of 671 Hill Street, Hartland, WI 53029

The Property is legally described as follows:

10/10/96 10:50 VILLAGE-OF-HARTLAND - 414 290 5001 NO. 025 002

Exhibit A

AMCI LEASE SITE DESCRIPTION:

A PARCEL OF LAND FOR LEASE SITE PURPOSES LOCATED WITHIN THAT PART OF THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 7 NORTH, RANGE 18 EAST OF THE FOURTH PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE INTERSECTION OF THE EAST LINE OF THE HILL STREET CONNECTION TO RELOCATED S.T.H. # 83 PER DOCUMENT NO. 871726 AND AS CORRECTED BY DOCUMENT NO. 882105 WITH THE SOUTH LINE OF HILL STREET, SAID POINT BEING 7094.18 FEET, N89°56'26"E., OF THE NORTHWEST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 3; THENCE N89°56'26"E., ALONG SAID SOUTH LINE OF HILL STREET, 182.00 FEET; THENCE S100°03'34"E., PERPENDICULAR TO THE LAST DESCRIBED COURSE, 75.00 FEET; THENCE S89°56'26"W., PARALLEL WITH THE SOUTH LINE OF HILL STREET, 82.96 FEET FOR THE POINT OF BEGINNING; THENCE CONTINUING S89°56'26"W., ALONG SAID PARALLEL LINE, 30.00 FEET; THENCE N00°03'34"W., PERPENDICULAR TO THE LAST DESCRIBED COURSE, 53.00 FEET; THENCE N89°56'26"E., PARALLEL WITH THE SOUTH LINE OF HILL STREET, 30.00 FEET; THENCE S00°03'34"E., PERPENDICULAR TO THE LAST DESCRIBED COURSE, 53.00 FEET TO THE POINT OF BEGINNING, CONTAINING 1590.00 SQUARE FEET, IN DELAFIELD TOWNSHIP, WAUKESHA COUNTY, WISCONSIN.

MIL - ECC 77
HARTLAND, WISCONSIN
JOB NO. 220358

EXHIBIT B

Subject to the terms and conditions of this LICENSE, the location of the Premises is generally described and depicted as shown below or in the immediately following attachment(s).



SPRINT KEEP

SITE NAME: ML82059A

SITE NUMBER: ML82059A / ML03XC232

SITE ADDRESS: 835 HILL ST.
HARTLAND, WI 53029

SITE TYPE: MONOPOLE



1400 OPUS PLACE
DOWNERS GROVE, IL 60515



1100 E. WOODFIELD ROAD, SUITE 500
SCHAUMBURG, ILLINOIS 60173
TEL: 847-908-8400
COA# 3620-11
www.FullertonEngineering.com

PROJECT INFORMATION

SITE_NAME: ML82059A
SITE_NUMBER: ML82059A / ML03XC232
SITE_ADDRESS: 835 HILL ST.
HARTLAND, WI 53029
SITE_TYPE: MONOPOLE
JURISDICTION: VILLAGE OF HARTLAND
APPLICANT: T-MOBILE
ADDRESS: 1400 OPUS PLACE
DOWNERS GROVE, IL 60515

SITE_COORDINATES: FROM RFDS
LATITUDE: 43.1053
LONGITUDE: -88.3582
GROUND_ELEV. (A.M.S.L.): 1001'

PROPERTY_OWNER: VILLAGE OF HARTLAND
ADDRESS: 210 COTTONWOOD AVENUE
HARTLAND, WI 533029

CONTACT: PHONE: EMAIL:

TOWER_OWNER: CROWN CASTLE
BU_NUMBER: 8403232

NOTE: DRAWING SCALES ARE FOR 11"x17" SHEETS UNLESS OTHERWISE NOTED

PROJECT CONSULTANTS

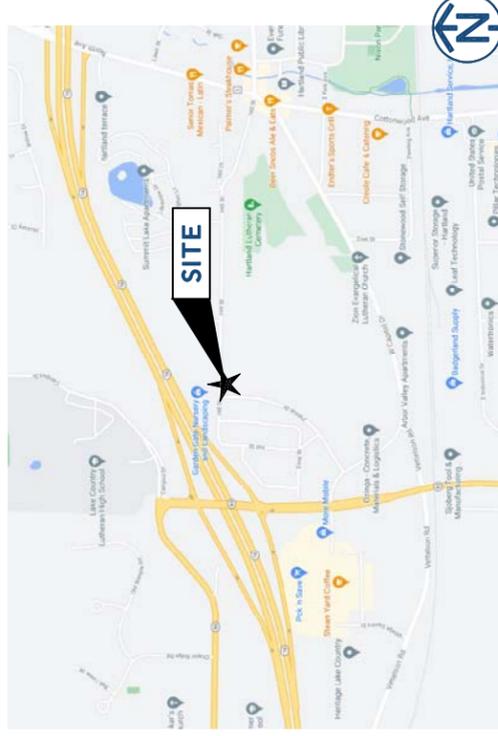
PROJECT_MANAGER: T-MOBILE
ADDRESS: 1400 OPUS PLACE
DOWNERS GROVE, IL 60515
CONTACT: DENISE VESTUTO
PHONE: (847) 737-1269
EMAIL: denise.vestuto@t-mobile.com

ENGINEER: FULLERTON ENGINEERING CONSULTANTS, P.C.
ADDRESS: 1100 E. WOODFIELD ROAD, SUITE 500
SCHAUMBURG, ILLINOIS 60173
CONTACT: KATELYNN MORROW, PROJECT MANAGER
PHONE: (847) 562-6784
EMAIL: kmorrow@fullertonengineering.com

SCOPE OF WORK

THE SCOPE OF WORK CONSISTS OF:
EXISTING EQUIPMENT TO BE REMOVED
(1) BBU CABINET, (1) TELCO CABINET, ICE BRIDGE SECTION, (6) ANTENNAS, (3) RRU UNITS
(1) 100A PPC, STEEL SUPPORT BEAMS, (3) T-ARM MOUNTS W/PIPES AND COLLAR MOUNT
NEW EQUIPMENT TO BE INSTALLED
(1) SITE SUPPORT CABINET AND (1) BATTERY CABINET
(2) AIRSCALE AMIA SUBRACKS W/(2) ASIK, (2) ASIK, (1) FSMF,
(6) ABIL, (3) ABC AND ALARM BOX INSIDE NEW SITE SUPPORT CABINET
(1) 200A PPC AND (1) CIENA UNIT ON H-FRAME EXTENSION
(1) DUAL LED FLOOD LIGHTS W/TWIST TIMER SWITCH ON POST
(2) HCS 2.0 JUNCTION BOXES W/PULL BOX TROUGH AND (2) BREAKOUT BOXES
(6) ANTENNAS, (6) RRU UNITS, (1) GPS ANTENNA, (3) NEW T-ARM MOUNTS W/(9) PIPES
(2) HCS 2.0 HYBRID TRUNK CABLES, (1) ICE CANOPY W/POSTS AND (1) COLLAR MOUNT
ELECTRICAL SERVICE UPGRADE FROM 100A TO 200A (COORDINATE WITH UTILITY COMPANY)
• CONTRACTOR SHALL FURNISH ALL MATERIAL WITH THE EXCEPTION OF T-MOBILE SUPPLIED MATERIAL.
• ALL MATERIAL SHALL BE INSTALLED BY THE CONTRACTOR, UNLESS STATED OTHERWISE.

SITE LOCATION MAP



NO SCALE

DIRECTIONS

SCAN QR CODE FOR LINK
TO SITE LOCATION MAP



APPLICABLE BUILDING CODES AND STANDARDS

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES.

BUILDING CODE: WISCONSIN COMMERCIAL BUILDING CODE
2015 INTERNATIONAL BUILDING CODE

ELECTRICAL CODE: 2017 NATIONAL ELECTRICAL CODE

- FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION.
- ADA ACCESS REQUIREMENTS ARE NOT REQUIRED.
- THIS FACILITY DOES NOT REQUIRE POTABLE WATER AND WILL NOT PRODUCE ANY SEWAGE

DRAWING INDEX

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SHEET NAME

TITLE SHEET

SHEET NUMBER

T-1



1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FOLLOWING ALL LAWS, REGULATIONS, AND RULES SET FORTH BY FEDERAL, STATE, AND LOCAL AUTHORITIES WITH JURISDICTION OVER THE PROJECT. THIS RESPONSIBILITY IS IN EFFECT REGARDLESS OF WHETHER THE LAW, ORDINANCE, REGULATION, OR RULE IS MENTIONED IN THESE SPECIFICATIONS.
2. ALL WORK SHALL BE COMPLETED AS INDICATED ON THE DRAWINGS, PROJECT SPECIFICATIONS, AND THE CONSTRUCTION CONTRACT DOCUMENTS.
3. THE CONTRACTOR SHALL FOLLOW ALL APPLICABLE RULES AND REGULATIONS OF THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) AND STATE LAW AS DEFINED IN THE FEDERAL OCCUPATIONAL SAFETY AND HEALTH ACT.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR INITIATING, MAINTAINING, AND SUPERVISING ALL SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK.
5. THE CONTRACTOR SHALL HAVE AND MAINTAIN A VALID CONTRACTOR'S LICENSE FOR THE LOCATION IN WHICH THE WORK IS TO BE PERFORMED. FOR JURISDICTIONS THAT LICENSE INDIVIDUAL TRADES, THE TRADESMAN OR SUBCONTRACTOR PERFORMING THOSE TRADES SHALL BE LICENSED.
6. THE CONTRACTOR SHALL PROVIDE THE NECESSARY CERTIFICATIONS OF ALL WORKERS ON THE TOWER TO THE OWNER OR THE PROJECT MANAGER UPON REQUEST.
7. THE CONTRACTOR SHALL BE EXPERIENCED IN THE PERFORMANCE OF WORK SIMILAR TO THAT DESCRIBED HEREIN. BY ACCEPTANCE OF THIS ASSIGNMENT, THE CONTRACTOR IS ATTESTING THAT HE DOES HAVE SUFFICIENT EXPERIENCE AND ABILITY AND THAT HE IS KNOWLEDGEABLE OF THE WORK TO BE PERFORMED.
8. PRIOR TO THE SUBMISSION OF THE BID, THE CONTRACTOR SHALL VISIT THE JOB SITE, VERIFY ALL DIMENSIONS, POTENTIAL SAFETY HAZARDS, AND BECOME FAMILIAR WITH THE FIELD CONDITIONS. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE PROJECT MANAGER AND STRUCTURAL ENGINEERING.
9. DO NOT SCALE DRAWINGS. USE DIMENSIONS.
10. THE CONTRACTOR SHALL INSTALL ALL EQUIPMENT AND MATERIALS IN ACCORDANCE WITH MANUFACTURER RECOMMENDATIONS UNLESS SPECIFICALLY OTHERWISE NOTED.
11. ALL MATERIALS SHALL BE NEW AND OF GOOD QUALITY, FREE FROM FAULTS AND DEFECTS AND IN CONFORMANCE WITH THE DRAWINGS. ANY AND ALL SUBSTITUTIONS SHALL BE SUBMITTED FOR REVIEW AND APPROVAL BY THE PROJECT MANAGER AND THE ENGINEER OF RECORD PRIOR TO PROCUREMENT.
12. ALL MEANS AND METHODS OF CONSTRUCTION DEALING WITH TOWER CONSTRUCTION AND SAFETY, STEEL ERECTION, EXCAVATIONS, SCAFFOLDING, FORMWORK, AND WORK IN CONFINED SPACES ARE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
13. THE CONTRACTOR SHALL PROVIDE SUFFICIENT TEMPORARY BRACING AND/OR SHORING OF ALL STRUCTURAL AND NON-STRUCTURAL ELEMENTS DURING CONSTRUCTION UNTIL ALL STRUCTURAL ELEMENTS HAVE BEEN PROPERLY INSTALLED.
14. THE CONTRACTOR SHALL COORDINATE WITH THE PROJECT MANAGER IF ANY WIRELESS CARRIER DOWNTIME WILL BE REQUIRED FOR THE PROJECT. DO NOT PERFORM ANY WORK ON THE TOWER UNTIL ALL NECESSARY DOWNTIME HAS BEEN APPROVED.
15. WORK IS TO BE CONTAINED TO THE SITE COMPOUND AREA ONLY. ANY OUTSIDE OR ADJACENT PROPERTY NEEDED FOR ACCESS OR TO COMPLETE THE WORK SHALL BE COORDINATED WITH THE PROJECT MANAGER PRIOR TO CONSTRUCTION.
16. THE CONTRACTOR SHALL COORDINATE SITE ACCESS AND SECURITY WITH THE PROPERTY OWNER AND THE PROJECT MANAGER PRIOR TO CONSTRUCTION.
17. THE CONTRACTOR SHALL MAKE NECESSARY PROVISIONS TO PROTECT EXISTING SITE CONDITIONS AND UPON COMPLETION OF WORK REPAIR BACK TO ORIGINAL CONDITIONS ANY DAMAGE THAT OCCURRED DURING CONSTRUCTION.
18. THE CONTRACTOR SHALL KEEP THE CONSTRUCTION SITE CLEAN, HAZARD FREE, AND DISPOSE OF ALL DIRT, DEBRIS, RUBBISH AND REMOVE EQUIPMENT NOT SPECIFIED AS REMAINING ON THE PROPERTY. LEAVE PREMISES IN CLEAN CONDITION, SUBJECT TO APPROVAL BY THE PROPERTY OWNER AND THE PROJECT MANAGER.
19. THE CONTRACTOR SHALL PROVIDE ON-SITE TRASH RECEPTACLES FOR COLLECTION OF NON-TOXIC DEBRIS. ALL TRASH SHALL BE COLLECTED ON A DAILY BASIS.
20. ALL TOXIC AND ENVIRONMENTALLY HAZARDOUS SUBSTANCES SHALL BE USED AND DISPOSED OF IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS. UNDER NO CIRCUMSTANCES SHALL RINSING OR DUMPING OF THESE SUBSTANCES OCCUR ON-SITE.
21. UNLESS NOTED OTHERWISE, THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND PAYING FOR ALL PERMITS NECESSARY FOR CONSTRUCTION.
22. INCORRECTLY FABRICATED, DAMAGED, OR OTHERWISE MISFITTING OR NONCONFORMING MATERIALS SHALL BE REPORTED TO THE PROJECT MANAGER AND ENGINEER, AND SHALL REQUIRE APPROVAL PRIOR TO PERFORMING ANY REMEDIAL OR CORRECTIVE ACTION.
23. THE PROJECT MANAGER MAY RETAIN THE SERVICES OF A TESTING LABORATORY TO PERFORM QUALITY ASSURANCE TESTING ON VARIOUS PORTIONS OF THE CONTRACTOR'S WORK. WHEN REQUESTED, THE CONTRACTOR SHALL INFORM THE TESTING LABORATORY AND ASSIST THEM IN COMPLETING THE TESTS.
24. THE CONTRACTOR SHALL MAINTAIN AND SUPPLY THE PROJECT MANAGER WITH AS-BUILT PLANS UPON COMPLETION OF THE PROJECT.

ABBREVIATIONS	
AFF	ABOVE FINISHED FLOOR
AFG	ABOVE FINISHED GRADE
AGL	ABOVE GROUND LEVEL
AMSL	ABOVE MEAN SEA LEVEL
APPROX	APPROXIMATE
ATS	AUTOMATIC TRANSFER SWITCH
AWG	AMERICAN WIRE GAUGE
BLDG	BUILDING
BBU	BASE BAND UNIT
CL	CENTERLINE
CLR	CLEAR
COL	COLUMN
CONC	CONCRETE
CND	CONDUIT
CRAN	CENTRALIZED RAN
C-RAN	CLOUD RAN
DWG	DRAWING
FT	FOOT(FEET)
EGB	EQUIPMENT GROUND BAR
ELEC	ELECTRICAL
EMT	ELECTRICAL METALLIC TUBING
ELEV	ELEVATION
EQUIP	EQUIPMENT
(E)	EXISTING
EXT	EXTERIOR
FND	FOUNDATION
F	FIBER
GA	GAUGE
GALV	GALVANIZED
GPS	GLOBAL POSITIONING SYSTEM
GND	GROUND
GSM	GLOBAL SYSTEM FOR MOBILE COMMUNICATION
LTE	LONG TERM EVOLUTION
MAX	MAXIMUM
MFR	MANUFACTURER
MGB	MASTER GROUND BAR
MIN	MINIMUM
MIMO	MULTIPLE IN MULTIPLE OUT
N.T.S.	NOT TO SCALE
O.C.	ON CENTER
PFC	POWER PROTECTION CABINET
R	PROPERTY LINE
RAN	RADIO ACCESS NETWORK
RBS	RADIO BASED STATION
RRH	REMOTE RADIO HEAD
RGS	RIGID GALVANIZED STEEL
IN	INCH(ES)
INT	INTERIOR
LB(S), #	POUND(S)
SF	SQUARE FOOT
STL	STEEL
TYP	TYPICAL
UNO	UNLESS NOTED OTHERWISE
UMTS	UNIVERSAL MOBILE TELE-COMMUNICATION SYSTEM
VIF	VERIFY IN FIELD
W/	WITH
XFMR	TRANSFORMER

SYMBOLS	
	REVISION
	WORK POINT
	UTILITY POLE
	BRICK
	COMPRESSED STONE
	CONCRETE
	EARTH
	GRAVEL
	MASONRY
	STEEL
	CENTERLINE
	PROPERTY LINE
	LEASE LINE
	EASEMENT LINE
	FENCE
	CHAINLINK
	WOOD
	WROUGHT IRON
	ELECTRIC OVERHEAD
	ELECTRIC UNDERGROUND
	FIBER OVERHEAD
	FIBER UNDERGROUND
	TELEPHONE OVERHEAD
	TELEPHONE UNDERGROUND
	DCPOWER
	SECTION REFERENCE



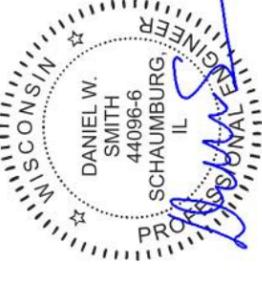
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COA# 3620-11
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0	08/31/21	FINAL	JS

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DANIEL W. SMITH
44096-6
SCHAUMBURG, IL
PROFESSIONAL ENGINEER

SITE NAME
ML82059A

SITE NUMBER:
ML82059A / ML03XC232

SITE ADDRESS
835 HILL ST.
HARTLAND, WI 53029

SHEET NAME
GENERAL NOTES

SHEET NUMBER
N-1

GENERAL NOTES 1 NOT USED 2 LEGEND 3



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SITE NUMBER:

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ML03XC232

SITE ADDRESS

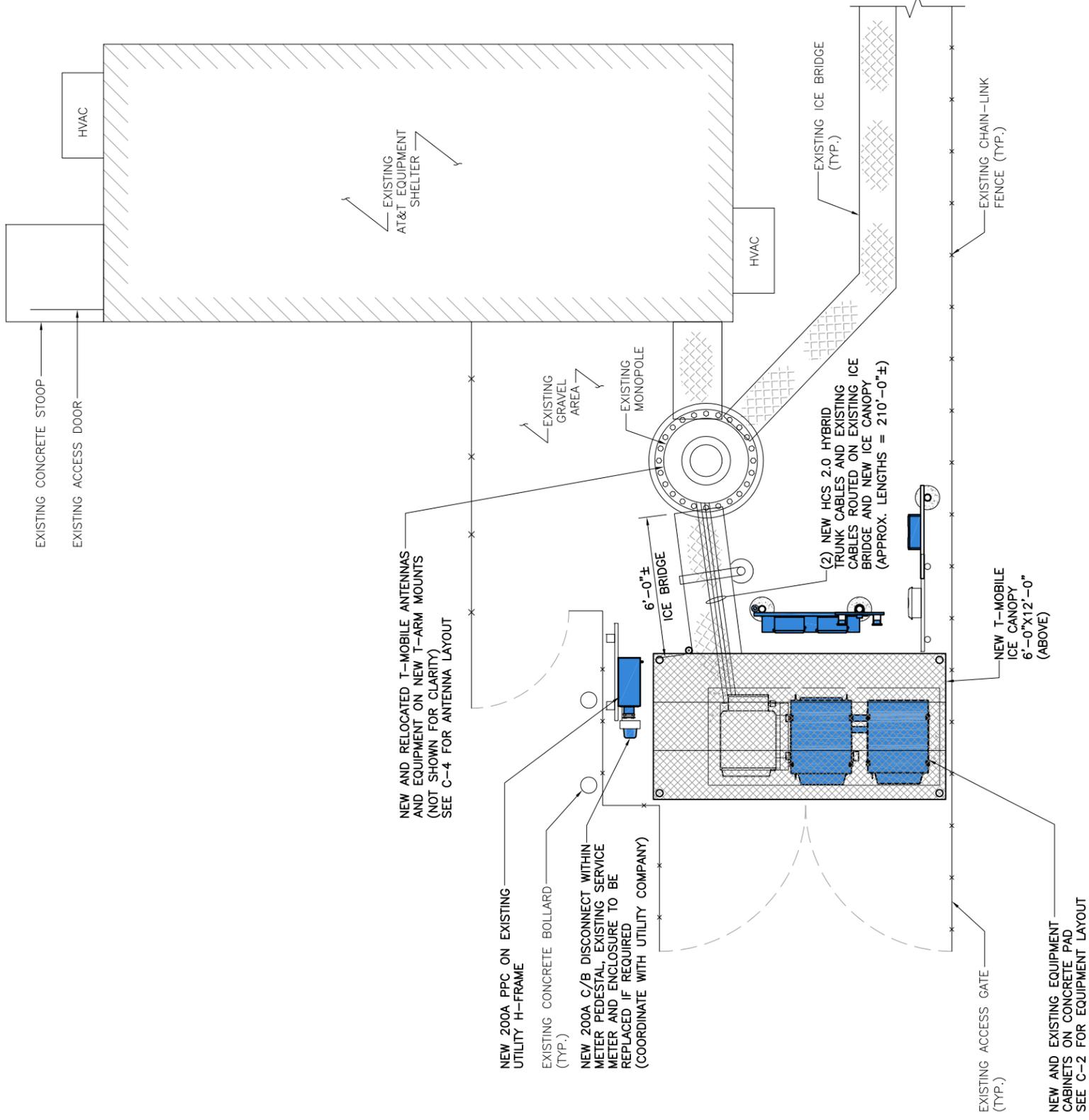
835 HILL ST.
HARTLAND, WI 53029

SHEET NAME

SITE PLAN

SHEET NUMBER

C-1



NOTE:

GENERAL CONTRACTOR TO COORDINATE POWER UPGRADE WITH UTILITY COMPANY.



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SITE NAME

ML82059A

SITE NUMBER:

ML82059A /
ML03XC232

SITE ADDRESS

835 HILL ST.
HARTLAND, WI 53029

SHEET NAME

EQUIPMENT LAYOUT

SHEET NUMBER

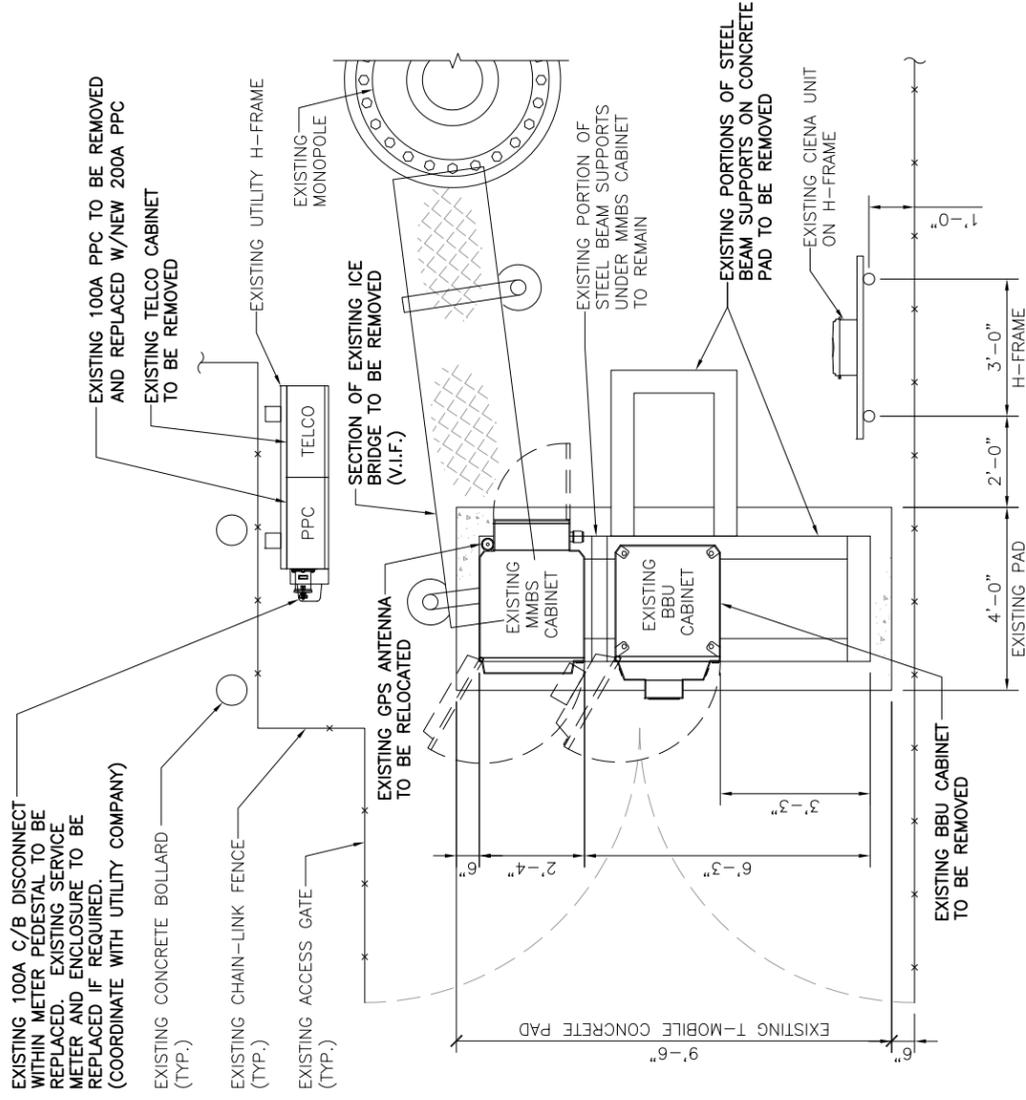
C-2

SCALE: 1/4" = 1'-0"

FINAL EQUIPMENT LAYOUT

SCALE: 1/4" = 1'-0"

EXISTING EQUIPMENT LAYOUT



NEW 200A C/B DISCONNECT WITHIN METER PEDESTAL, EXISTING SERVICE METER AND ENCLOSURE TO BE REPLACED IF REQUIRED (COORDINATE WITH UTILITY COMPANY)

EXISTING CONCRETE BOLLARD (TYP.)

EXISTING CHAIN-LINK FENCE (TYP.)

EXISTING ACCESS GATE (TYP.)

EXISTING PORTION OF STEEL BEAM SUPPORTS UNDER MMBS CABINET

EXISTING MMBS CABINET

NEW DELTA HPL3 SITE SUPPORT CABINET

NEW DELTA LB3 BATTERY CABINET

EXISTING CIENA UNIT ON H-FRAME

(2) NEW AIRSCALE AMIA SUBRACKS W/(2) ASIB, (2) ASIK, (1) FSMF, (2) ABIL, (6) ABIL, (3) ABIC AND ALARM INSIDE SITE SUPPORT CABINET

NEW ICE CANOPY W/POSTS 6'-0"X12'-0" MFR: COMMSCOPE PART#: IC-0612-B (ABOVE)

NEW 200A PPC W/NEW T-MOBILE BREAKERS AND RELOCATED SPRINT BREAKERS ON EXISTING H-FRAME

RELOCATED GPS ANTENNA

EXISTING ICE BRIDGE 6'-0"± (V.I.F.)

NEW GPS ANTENNA

(2) NEW HCS 2.0 JUNCTION BOXES W/PULL BOX TROUGH (BELOW) ON NEW UNISTRUT SUPPORTS ATTACHED TO NEW H-FRAME

NEW DUAL LED FLOOD LIGHT WITH TWIST TIMER SWITCH ATTACHED TO NEW POST

NEW CIENA UNIT ON NEW H-FRAME EXTENSION

EXISTING PAD

EXISTING H-FRAME EXTENSION

EXISTING H-FRAME

EXISTING H-FRAME

EXISTING H-FRAME

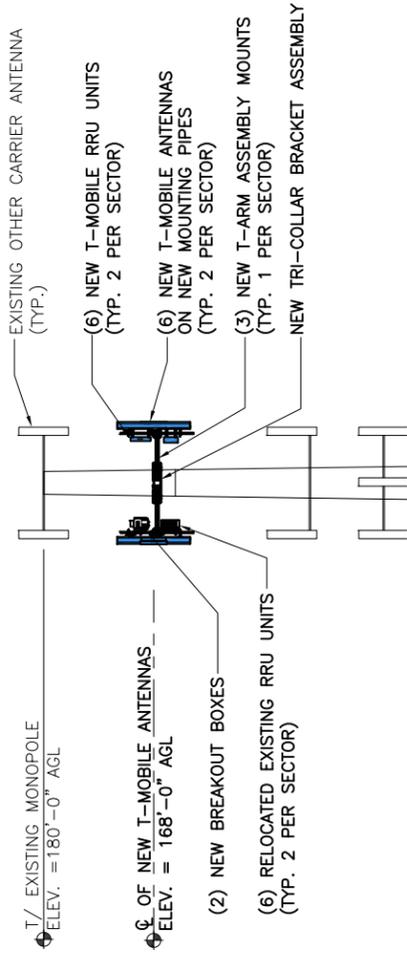
EXISTING H-FRAME

EXISTING H-FRAME



NOTES:

1. CALCULATIONS FOR THE STRUCTURE WERE PREPARED BY OTHERS AND THOSE CALCULATIONS CERTIFY THE CAPACITY OF THE STRUCTURE TO SUPPORT THE NEW EQUIPMENT
2. CALCULATIONS FOR THE ANTENNA MOUNTS WERE PREPARED BY FULLERTON AND THOSE CALCULATIONS CERTIFY THE CAPACITY OF THE STRUCTURE TO SUPPORT THE NEW EQUIPMENT
3. CABLES NOT SHOWN FOR CLARITY



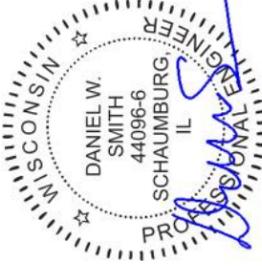
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SITE NAME

ML82059A

SITE NUMBER:

ML82059A /
ML03XC232

SITE ADDRESS

835 HILL ST.
HARTLAND, WI 53029

SHEET NAME

SITE ELEVATION

SHEET NUMBER

C-3

ELEVATION

SCALE: N.T.S.

1

REV	DATE	DESCRIPTION	BY
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SITE NAME	ML82059A
SITE NUMBER:	ML82059A / ML03XC232
SITE ADDRESS	835 HILL ST. HARTLAND, WI 53029
SHEET NAME	ANTENNA LAYOUT AND COLOR CODING
SHEET NUMBER	C-4

ANTENNA SCHEDULE

SECTOR	ALPHA	BETA	GAMMA
ANTENNA POSITION	A1	B1	C1
ANTENNA TYPE	L600+N600+L850+C850+L1900+C1900+G1900+L2100+N1900+N2100	L2500+N2500	L600+N600+L850+C850+L1900+C1900+G1900+L2100+N1900+N2100
AZIMUTH	40°	160°	280°
RAD CENTER (AGL)	168'-0"	168'-0"	168'-0"
ANTENNA MODEL	COMMSCOPE - FFV4-65C-R3-VI	COMMSCOPE - FFV4-65C-R3-VI	COMMSCOPE - FFV4-65C-R3-VI
RRU MODEL	(1) AHLOA, (1) AHFIG, (1) B25 AND (1) B26	(1) AHLOA, (1) AHFIG, (1) B25 AND (1) B26	(1) AHLOA, (1) AHFIG, (1) B25 AND (1) B26
HYBRID TRUNK LENGTH	(2) 210'-0" ± HYBRID CABLES		
HYBRID JUMPER LENGTH	15'-0"	15'-0"	15'-0"
RF JUMPER LENGTH	15'-0"	15'-0"	15'-0"

ANTENNA TABLE 3

Coax Color Coding

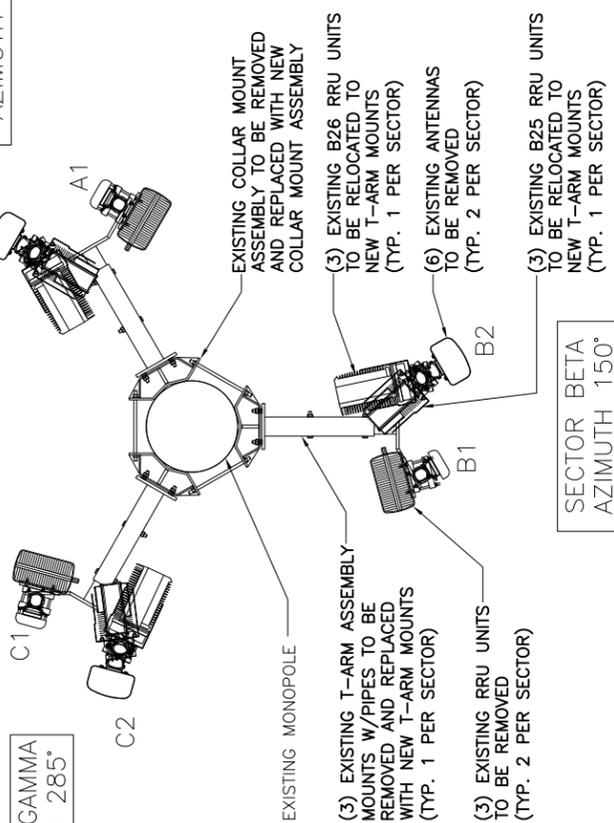
Antennas will be labeled (back of antenna view) Right to left 1 - X ports

Coax/jumper lines will be identified by sector color and by number of bands around the coax/jumper

Sector A	Red
Sector B	Green
Sector C	Blue
Sector D	Yellow
Sector E	White
Sector F	Purple
LMU	Brown + Sector Color Bands (1,2)
Fiber ID	Blue
Unused Coax	Pink
Microwave	Orange
PWE T-1's + GPS	ID w/Label Maker
Downlink cable	

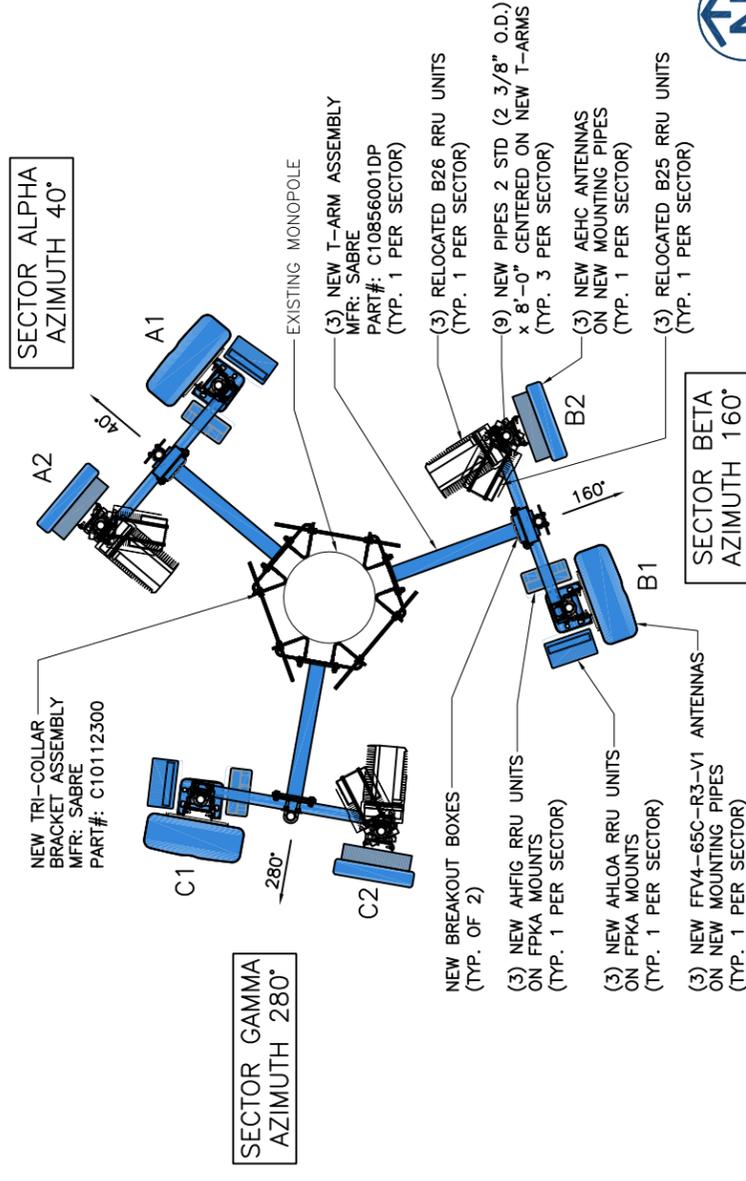
NEW COLOR CODING 4

SECTOR ALPHA
AZIMUTH 30°



EXISTING ANTENNA LAYOUT 1 SCALE: 1/4" = 1'-0"

SECTOR ALPHA
AZIMUTH 40°



NEW ANTENNA LAYOUT 2 SCALE: 1/4" = 1'-0"



HP-Large 3 Power Cabinet

Product Features

- Compact design for equipment, power and battery:
 - 30RU supports 3 radios and transport equipment
 - 600A @ -48V power system
 - Slimline high efficiency rectifier
 - ORION Touch screen Controller
 - Rear Access Hatch

Direct air cooling solution, 6000W capacity, 5°C delta T
 Easy slide-in filter replacement for Merv-13 or Gore
 filter Mates with:

- New 2 string Slim Battery cabinet
- Large-2 battery cabinet
- V2 Equipment and battery cabinet
- Designed to GR-487 specification

Specifications

Model		HP-Large 3 Power Cabinet
1. General		
Construction	Aluminum enclosure	
Dimensions (W x H x D)	30 x 72 x 35 in. (762 x 1829 x 889mm), Depth with Door: 41 in. (1041mm)	
Weight	~561 lbs. (-270kg) (with customer equipment or batteries)	
Internal rack dimension	Total Equipment space: 30RU Horizontal rack: 19" x 27RU Vertical rack: 19" x 3RU Power System space: 23" x 12RU	
Mounting options		
Finish	Powder-coat, plinth option	
Safety	Polyester Powder Paint (Tan) UL Listed, IEC / EN 60950	
2. Environment		
Operating temperature	-40°C to +50°C (-40°F to +122°F) with solar load, IP55	
Protection class	designed to GR-487	
Acoustics	5°C delta T: 70 dBA @ 6000W, 65dBA @5000W heat load	
Humidity (relative)	95%, non-condensing (Max.)	

SITE SUPPORT CABINET



BATTERY CABINET DETAIL

Large Battery 3 Cabinet

LB3 Site Support Enclosure

Product Feature

- Direct air cooling solution with optional Gore filter
- Supports four strings of -48V VRLA batteries up to 210Ah
- 600A bus bar with individual 200A breakers per string
- Bulk Input / Output with ability to daisy chain cabinets
- Connection kit includes cables with disconnects
- Rear hatch access
- Corrosion resistant aluminum construction
- Powder coated high gloss finish
- Designed to meet GR-487

3. Thermal management	
Cooling Equipment	Direct Air Cooling 6000W, 5°C delta T (6) centrifugal redundant fans (3) Merv-13 or optional GORE filters front door (3) Merv-13 filters rear hatch
Heating Equipment	Forced air heating (2) 1000W AC heaters
4. Equipment	
Cable Entry	Knock-out plate on each upper side wall Additional knockouts each side (1) 3" conduit hole with hole plug
Door latch	3-point latching, 5/16" Nut driver tool, pad-locking capability
Primary ground	10 double-hole 1/2"-20 threaded holes on 58" center ground bar
Lifting Ears	4 Lifting Tabs
Standard equipment	AC Load Center, 240V dual feed (1) 200A - (1) 100A 200V single feed (1) 200A AC Surge Protection for each breaker feed GFCI/Receptacle 120V (6 form-C) Alarm Termination block (1) Thermal Probe 606A 54V (339kW) redundant Power System with DIN rail distribution: 52 poles for load (9V 1x150A, 3x10A load circuit breakers included) 16 poles for battery (9V 2x200A battery circuit breakers included) (2) SB350 generator connector LVD over-ride switch (2) SB175 Battery connections (2) SB350 Battery connections Front Door: (6) DC powered centrifugal fans with (3) MERV-13 filters, (6) GORE option Clogged Filter alarm pressure switch Door intrusion alarm (2) 1000W AC powered heaters LED interior cabinet light Rear Hatch: Exhaust vent with (3) MERV-13 filters



Front Door Open



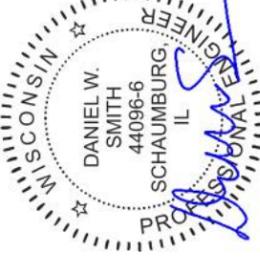
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SITE NAME	ML82059A
SITE NUMBER:	ML82059A / ML03XC232
SITE ADDRESS	835 HILL ST. HARTLAND, WI 53029
SHEET NAME	EQUIPMENT DETAILS
SHEET NUMBER	C-5

SCALE: N.T.S. 1

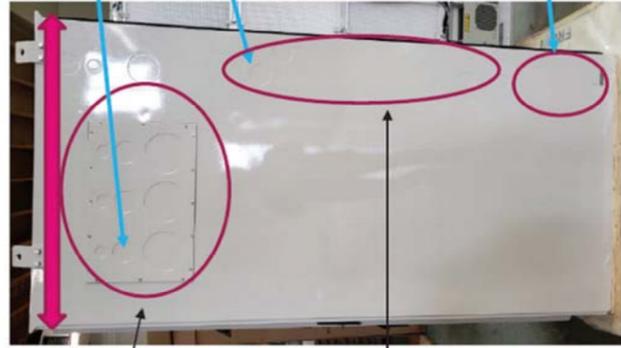
Specifications

Model		Large 3 Battery (LB3) Cabinet
1. General		
Construction	Aluminum enclosure	
Dimensions (W x H x D)	30 x 72 x 35 in. (762 x 1829 x 889mm), Depth with door: 41 in. (1041mm)	
Weight	~540lbs (245kg) (without batteries)	
Internal rack dimension	4 battery trays to support up to 210Ah batteries	
Mounting options	Pad-mount, plinth option	
Finish	Polyester Powder Paint (Tan)	
Safety	UL Listed, IEC / EN 60950	
2. Environment		
Operating temperature	-40C to +50C (-40F to +122F) with solar load.	
Protection class	IP55 designed to GR-487	
Acoustics	65 dBA	
Humidity (relative)	95%, non-condensing (Max.)	
3. Thermal management		
Cooling	Direct Air Cooling: (4) Axial Fans, Filters: F8 front and rear	
Heating	Forced air heating (2) 1000W AC heaters	
4. Equipment		
Cable Entry	Knock-out plate on each upper side wall Additional knockouts each side	
Door latch	3-point latching, 5/16" Nut driver tool, pad-locking capability	
Lifting Ears	4 eye bolts	
Standard equipment	AC Load Center with AC Surge protection and GFCI outlet Left or Right side AC entry options (2) 1000W AC powered heater DC Load Center 600A bulk feed bus bar (4) 20050A DIN rail battery breakers (4) 2-hole lug landings (2) Anderson SB350 input connectors to daisy chain 2nd battery cabinet 2AWG battery cables from breakers to trays Configurable trays for (4) strings of up to 210Ah batteries Door intrusion switch LED interior cabinet light Fan Control Board, factory wired alarms via RJ45 output (fan & breaker alarms) Cabinet Connection Kit (2) 410 cables with SB350 disconnects to connect to power cabinet	

SCALE: N.T.S. 2

KNOCK OUT ASSIGNMENT

Left Side View



These panel of knockouts are intended for running DC wires to the COVP

A 2" LB or LL is used here (LL preferred) for the DC wire running from the DC rectifier to the COVP. For HCS 2.0, there is 3 pairs, for A, B & G

A 2" or 2 1/2" LL or water-tight grommet is used here for the bottom fiber jumpers to and from the COVP

NOTE

Placing the fiber inside the flexible conduit is preferred on ground installs to prevent animals/insects from chewing our fiber jackets as most of these are soy based. Rooftop installs, where it is determined that such critters does not exist, can use water-tight grommet.



1" Bottom knockouts are intended for (1) DC power to the CIENA (2) Ethernet or Fiber cable from the CIENA or TELCO (3) Alarm cables from the PPC

Fiber Route Options

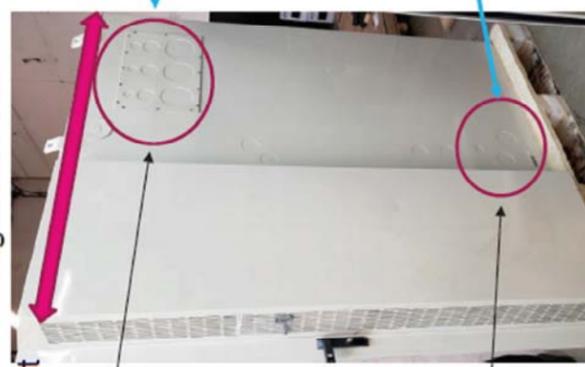
Inside View

KNOCKOUT RIGHT SIDE DETAIL

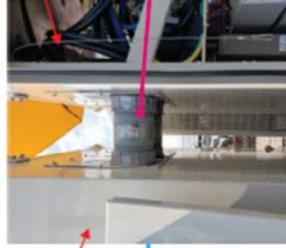
SCALE: N.T.S. 1

KNOCK OUT ASSIGNMENT

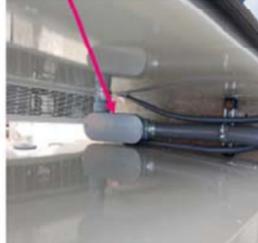
Right Side View



These panel of knockouts are intended for running DC wires to the Battery Cabinet



Two 4" rigid conduit (Water-tight) for routing battery cables to the rectifier



A 2" LL is used from a flexible to rigid conduit that runs all the way to the PPC for AC wires that terminates to the cabinet's AC terminals

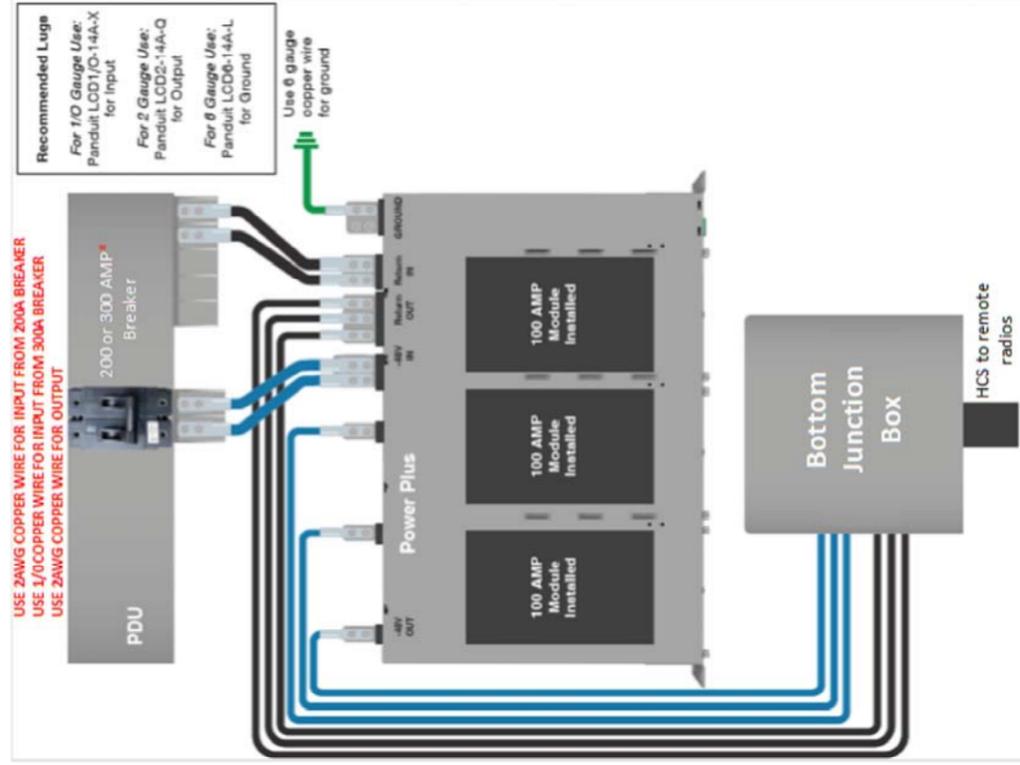
Inside View

KNOCKOUT LEFT SIDE DETAIL

SCALE: N.T.S. 2

NOTES:

- VOLTAGE BOOSTERS WILL BE CONFIGURED FOR SINGLE MODE OPERATION. GC TO INSTALL (1) 200A DC BREAKER WITH (2) SETS OF 2#2 AWG TO FEED THE VOLTAGE BOOSTER. PROVIDE TWO TO ONE TERMINAL ADAPTER AS REQUIRED FOR CIRCUIT BREAKER WIRING.



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SITE NAME

ML82059A

SITE NUMBER:

ML82059A /
ML03XC232

SITE ADDRESS

835 HILL ST.
HARTLAND, WI 53029

SHEET NAME

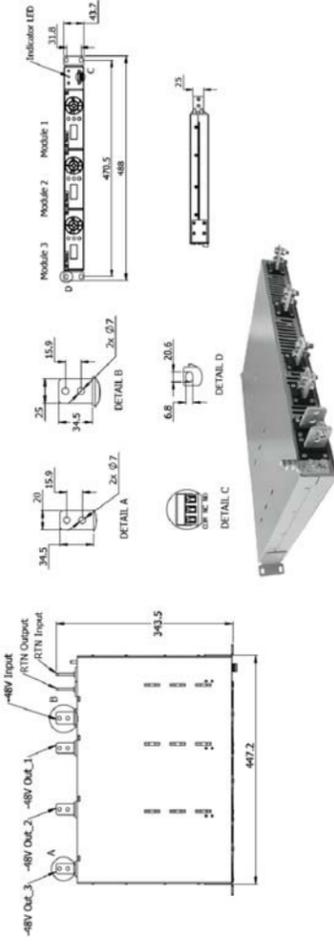
EQUIPMENT
DETAILS

SHEET NUMBER

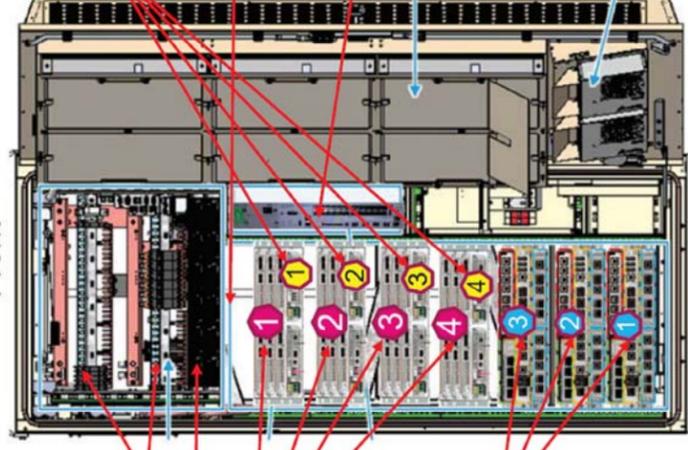
C-5A

SCALE: N.T.S. 3

VOLTAGE BOOSTER DETAIL



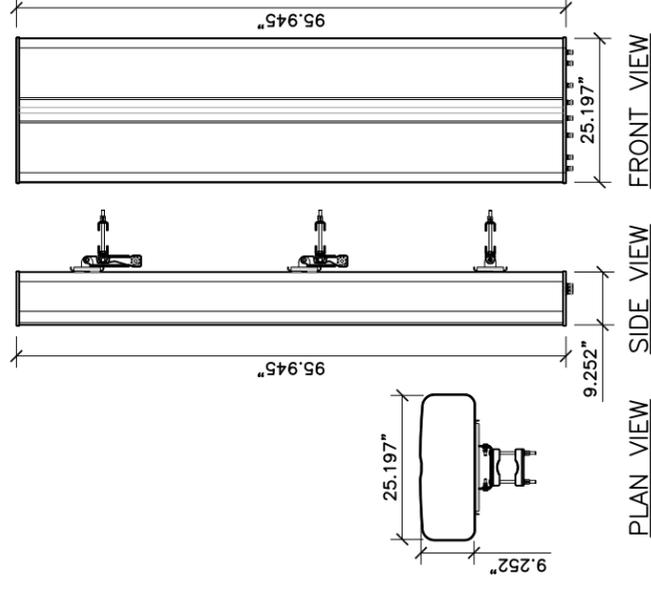
HPL3
Front



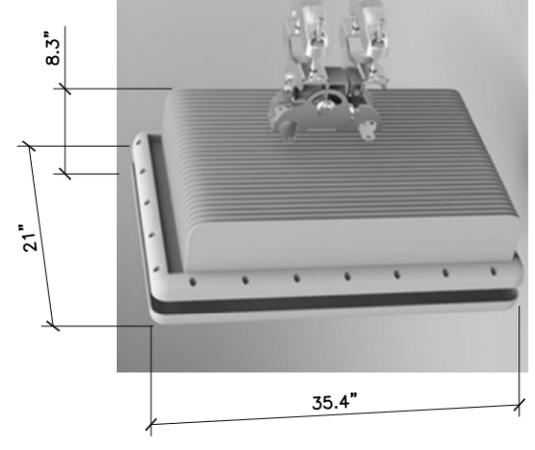
- Breaker Positions
- Rectifier - 12 Positions
- Airscale
- The bottom of the 1st AMIA is to be mounted at RU 4. Then leave 1RU after each AMIA for fiber mux/demux hardware
- Legacy RANs -FSMF/FSEB
- 1st Legacy BB to be mounted starting at the bottom of the cabinet
- Fiber Mux/Demux 1RU hardware to be mounted at the bottom of each AMIA
- HCS VOLTAGE BOOSTER Location When needed 1U VoltageBooster PowerPlus is on top of the 1st AMIA
- CSR - SAR/SAS
- DAC Fans
- 1KW AC Heaters

CABINET LAYOUT

SCALE: N.T.S. 1



COMMSCOPE FFV4-65C-R3-V1 DETAIL SCALE: N.T.S. 3

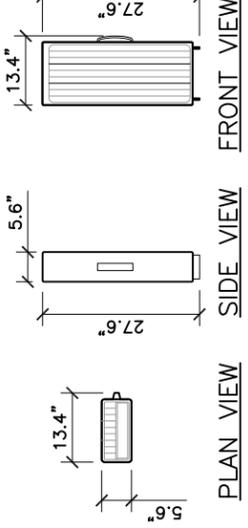


NOKIA - AEHC BAND 41 M-MIMO
WEIGHT 108 Lbs

NOKIA AEHC DETAIL SCALE: N.T.S. 4

SITE SUPPORT MODULES

SCALE: N.T.S. 2

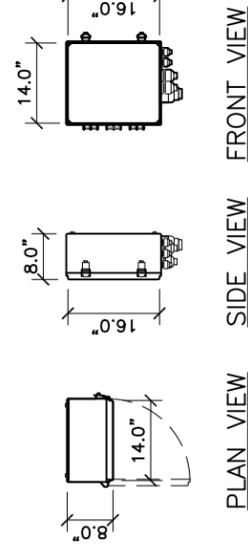


TOTAL WEIGHT 79.4 Lbs

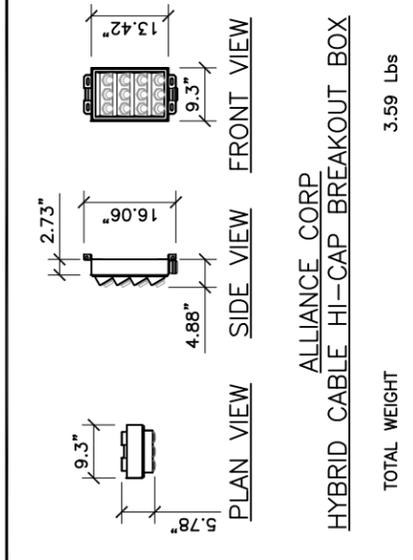
- 4x30W on each band (full band IBW), total 240W
- 4TX/4RX (4x2 MIMO)
- Based on Airscale Platform
- Ground or tower-top installation
- Typical power consumption 664W
- 4.3-10+ RF Connectors
- 2 x 9.8 Gbps CPRI SFPs
- Approximately 25L and 73lbs
- W 12.1" x H 22" x 6.5"

AHLOA Wideband 4T4R Band 12&71

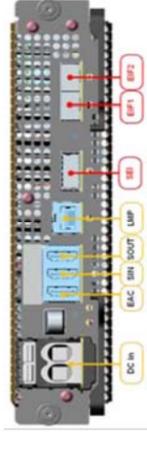
RRU DETAILS SCALE: N.T.S. 5



TOTAL WEIGHT 3.59 Lbs



BREAKOUT BOX SCALE: N.T.S. 7



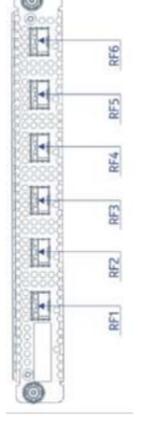
NOKIA - ASIK UNIT

DIMENSIONS (HxDxW): 1.1" x 8.6" x 14.2"
WEIGHT (UNIT ONLY): 4.4 Lbs



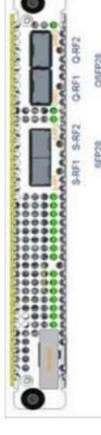
NOKIA - ASIB UNIT

DIMENSIONS (HxDxW): 1.7" x 8.6" x 14.2"
WEIGHT (UNIT ONLY): 6.6 Lbs



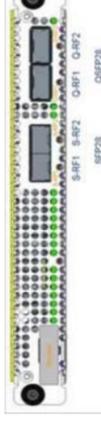
NOKIA - ABIA UNIT

DIMENSIONS (HxDxW): 1.1" x 8.6" x 14.2"
WEIGHT (UNIT ONLY): 4.4 Lbs



NOKIA - ABIL UNIT

DIMENSIONS (HxDxW): 1.1" x 8.6" x 14.2"
WEIGHT (UNIT ONLY): 4.4 Lbs



NOKIA - ABIC UNIT

DIMENSIONS (HxDxW): 1.1" x 8.6" x 14.2"
WEIGHT (UNIT ONLY): 4.4 Lbs



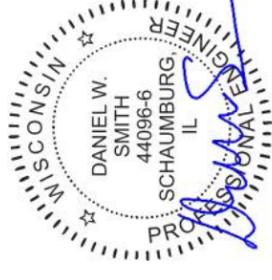
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DOWNERS GROVE, IL 60515



1100 E. WOODFIELD ROAD, SUITE 500
SCHAUMBURG, ILLINOIS 60173
TEL: 847-908-8400
COA# 3620-11
www.FullertonEngineering.com

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ML82059A /
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SITE ADDRESS
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HARTLAND, WI 53029

SHEET NAME
EQUIPMENT
DETAILS

SHEET NUMBER
C-5B



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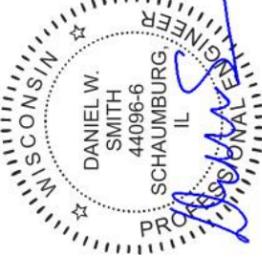
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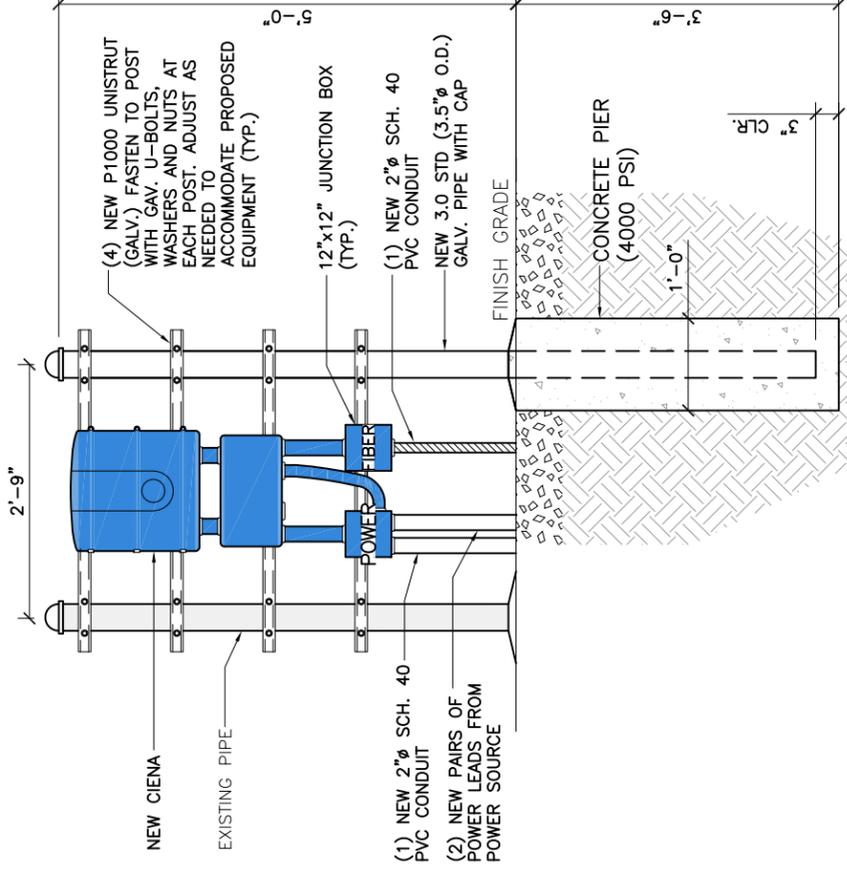
SHEET NAME

SITE DETAILS

SHEET NUMBER

C-5D

PROJECT# 2020.0214.0078

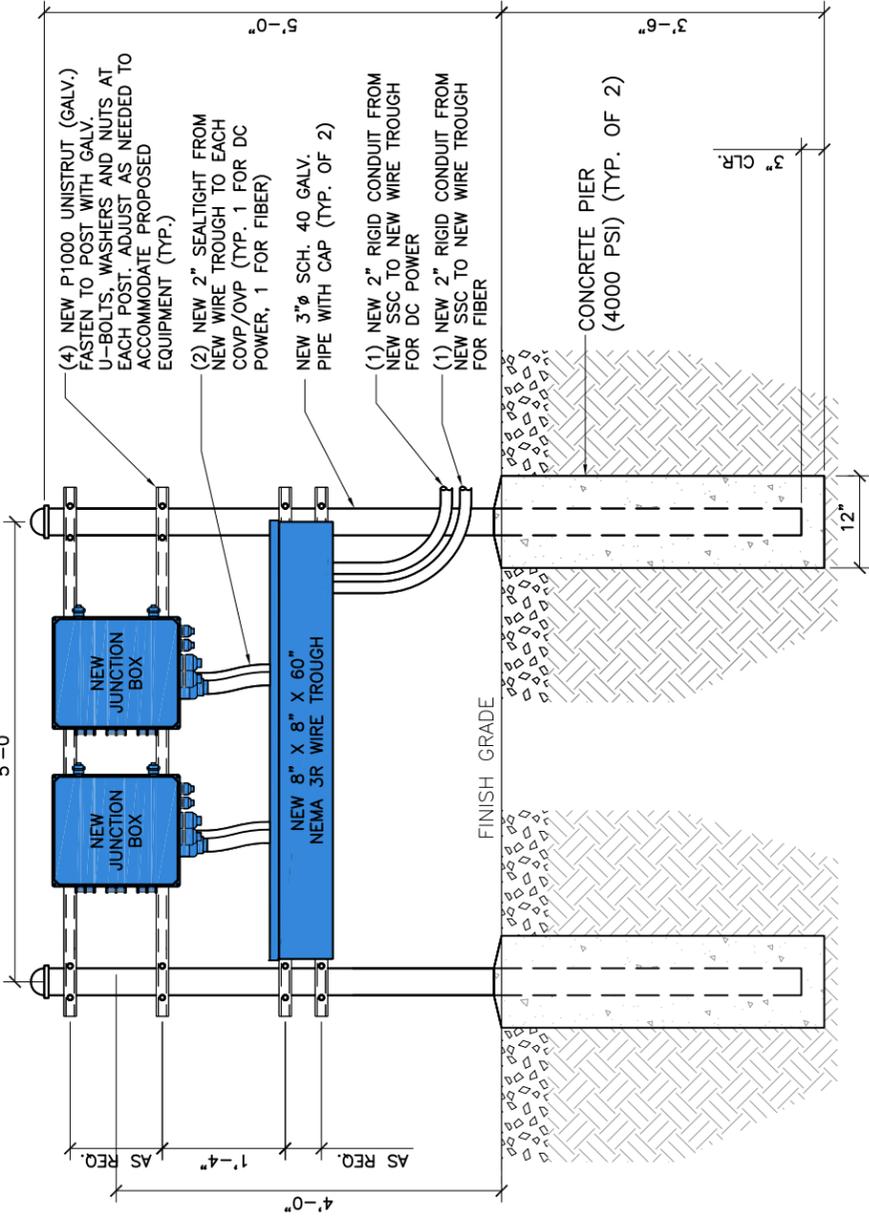


RAYCAP H-FRAME DETAIL

SCALE: N.T.S.

1

2

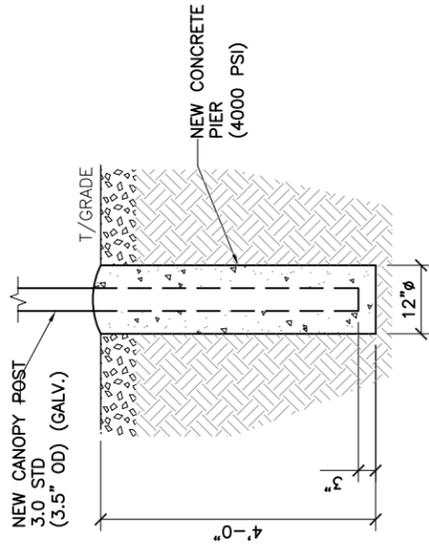


CANIOPY PIER DETAIL

SCALE: N.T.S.

3

4



NOT USED

SCALE: N.T.S.

3

4



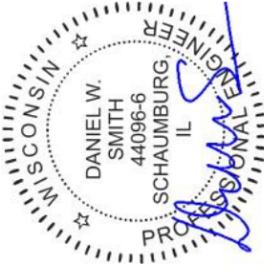
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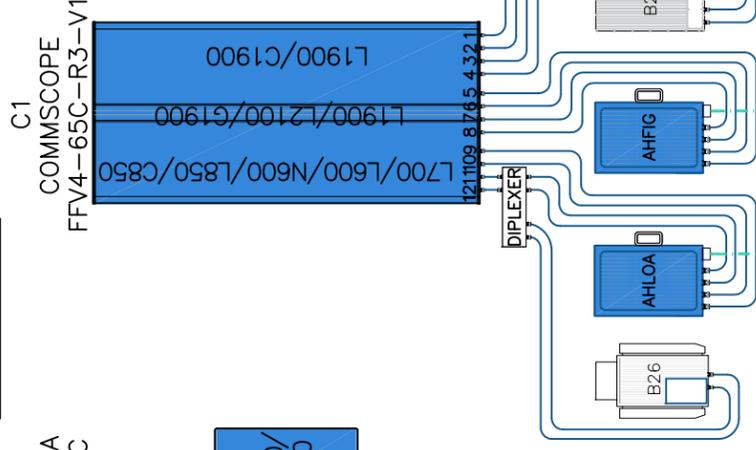
SHEET NAME

RF PLUMBING
DIAGRAM

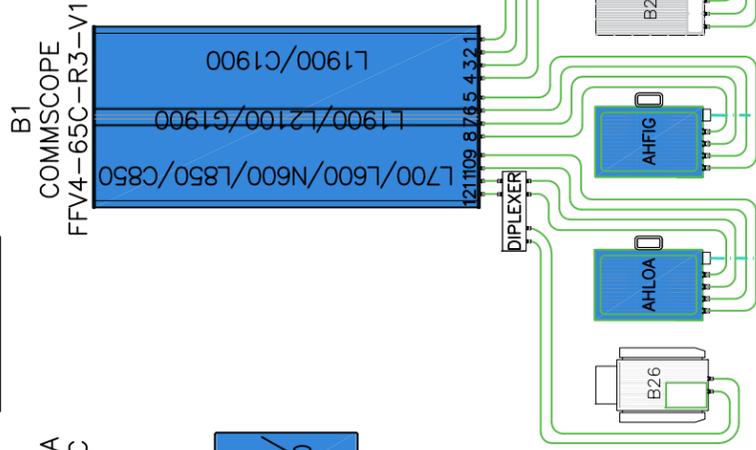
SHEET NUMBER

C-6

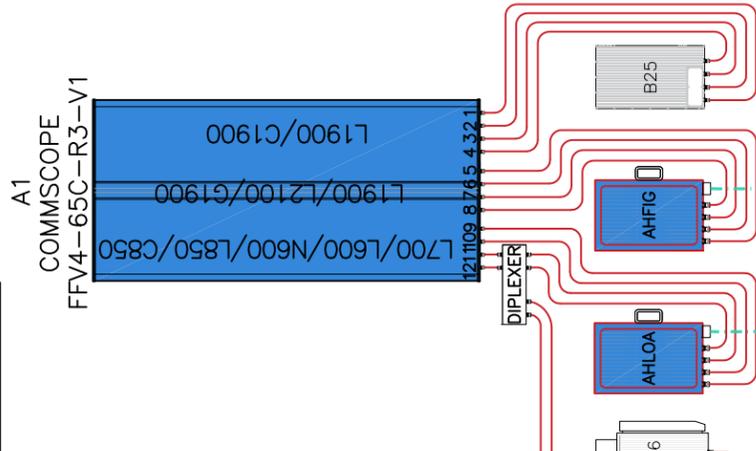
SECTOR GAMMA



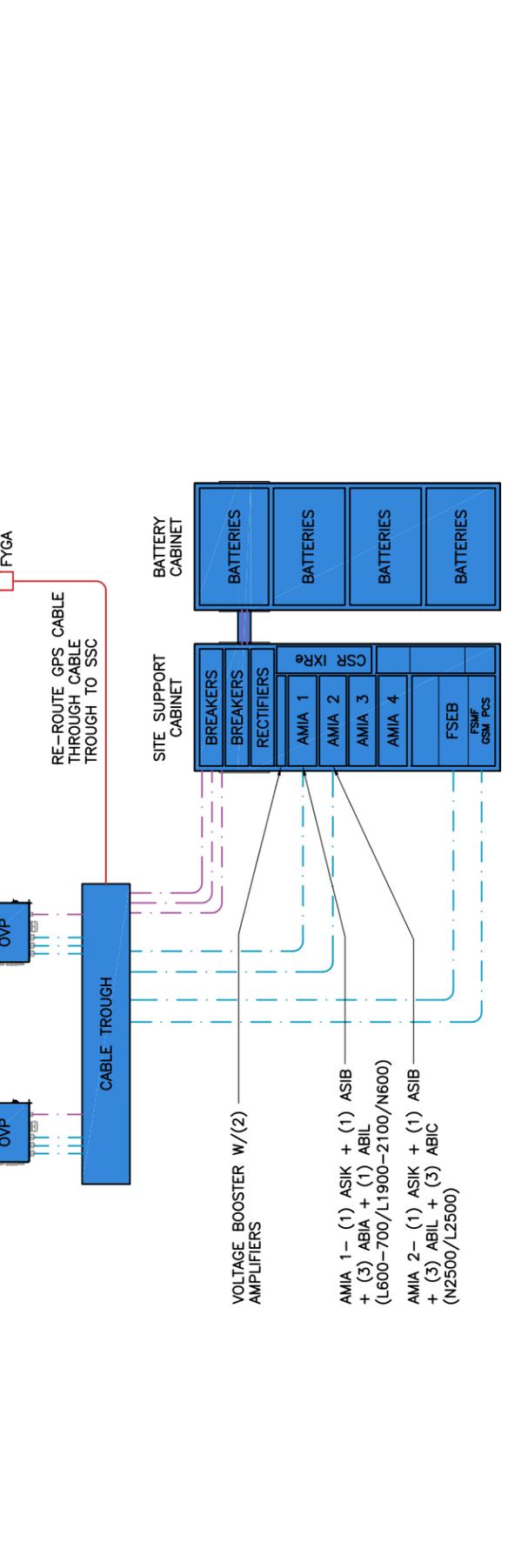
SECTOR BETA



SECTOR ALPHA



ANTENNA LEVEL
EQUIPMENT LEVEL



- GENERAL CONTRACTOR NOTES:**
- OBTAIN CURRENT RFDS 48 HOURS PRIOR TO CONSTRUCTION
 - FOLLOW PORT MATRIX PER RF CONFIGURATION
 - FOLLOW CURRENT T-MOBILE STANDARD OPERATION PROCEDURE
 - RETURN ALL UNUSED NEW AND OLD EQUIPMENT/MATERIAL TO WAREHOUSE IN THE SAME CONDITION WHEN IT WAS REMOVED
 - PROVIDE CLOSEOUT PACKAGE WITHIN 72 HOURS AFTER SITE COMPLETION
 - CLOSE ANY OPEN PERMITS AFTER SITE COMPLETION

LEGEND

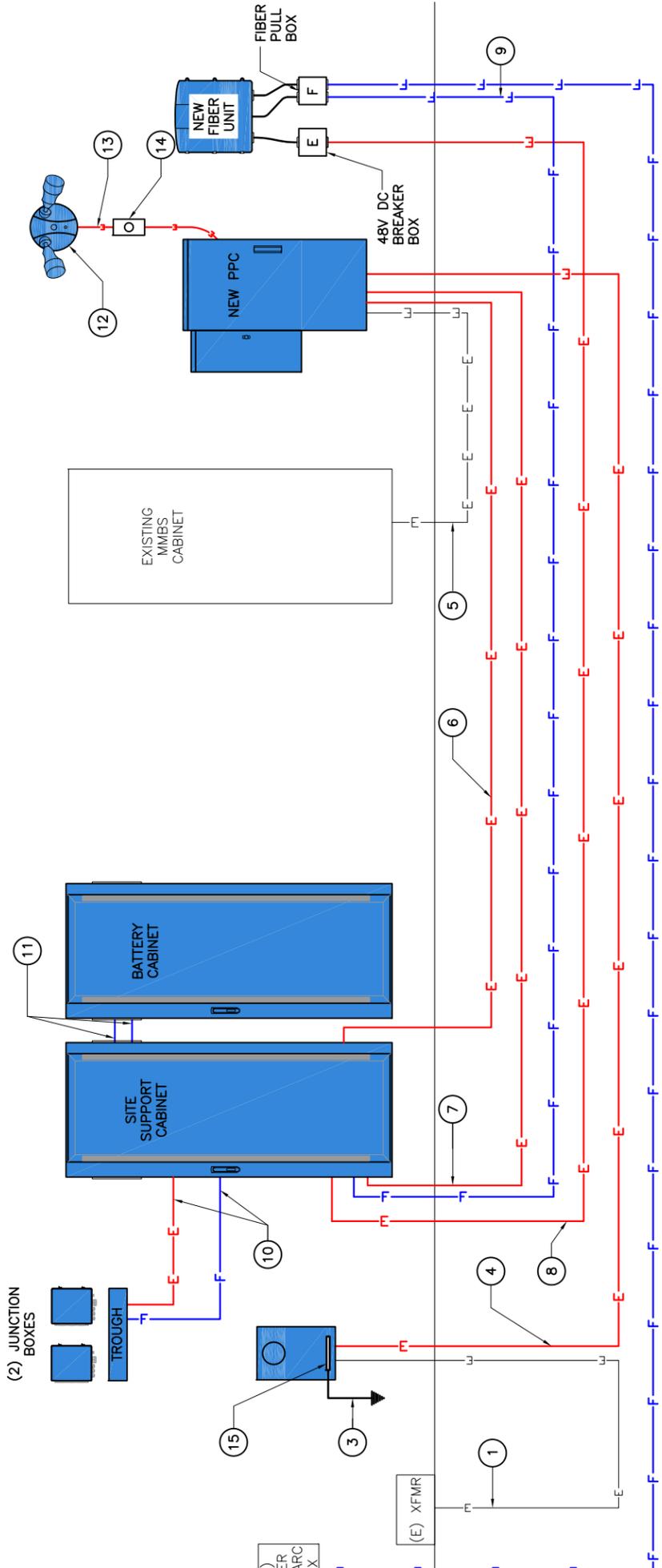
---	RET CABLE
—	SECTOR ALPHA RF JUMPERS
—	SECTOR BETA RF JUMPERS
—	SECTOR GAMMA RF JUMPERS
—	HYBRID CABLE
—	DC POWER CABLES
—	FIBER CABLES
—	MAIN POWER & FIBER JUMPERS

SYSTEM CONNECTION DIAGRAM

SCALE: N.T.S. 1

SYMBOL LEGEND:

- 1 EXISTING ELECTRICAL SERVICE UPGRADE TO 200A TO BE COORDINATED WITH UTILITY COMPANY
- 2 NEW FIBER SERVICE
- 3 EXISTING #4 SERVICE GROUND
- 4 NEW 2" CONDUIT W/ (2) 3/0, (1) #4 NEUTRAL WIRES AND 3/0 GND.
- 5 EXISTING 1-1/2" CONDUIT W/ (3) #3 AND #8 GND.
- 6 NEW 2" CONDUIT W/ (2) 3/0, (1) #4 NEUTRAL WIRES AND 3/0 GND.
- 7 NEW 1" RIGID CONDUIT WITH 1 PAIR OF BELDEN 27916A #19 AWG
- 8 NEW 1" RIGID CONDUIT W/ DC CABLE(S)
- 9 NEW 1" RIGID CONDUIT W/ FIBER CABLE(S) AND CAT-6 TELCO CABLE
- 10 NEW 2" CONDUITS, (1) FOR FIBER, (1) FOR DC POWER
- 11 NEW 4"Ø CONDUITS W (4) 4/0 AWG, (2) 12 AWG AND (3) ETHERNET CABLES
- 12 NEW LIGHTS
- 13 NEW 3/4" CONDUIT W/ (2) #12 AND (1) #12 GROUND WIRE
- 14 NEW 1-HOUR TWIST TIMER SWITCH
- 15 NEW 200A C/B DISCONNECT WITHIN METER PEDESTAL, EXISTING SERVICE METER AND ENCLOSURE TO BE REPLACED IF REQUIRED (COORDINATE WITH UTILITY COMPANY)



ONE LINE DIAGRAM

SCALE: N.T.S. 1

SITE: ML82059A
VOLTAGE: 120/240 Vac
PHASE: 1
WIRE: 3W
BUSS RATING : 200
MAIN BREAKER: 200

PANEL NAME: PPC
PANEL STATUS: NEW
ENCLOSURE TYPE: NEMA 3R
MOUNT: SURFACE
AIC: 65KA
PANEL POSITIONS: 24

Total kVA	33.20
Total AMPS	138.33

CKT	LOAD DESCRIPTION	BREAKER AMPS	BREAKER POLES	BREAKER STATUS	SERVICE LOAD	USAGE FACTOR	Phase A (VA)	Phase B (VA)	LOAD DESCRIPTION	CKT
1	MMBS	100	2	ON	6144	1	6144	4875	HPL3	2
3					6144	1	4875	4875		4
5							0	4875		6
7							4875	0		8
9	BBU	10	2	ON	200	1	25	25	SURGE ARESSTOR (1PH)	10
11					200	1	200	600	LIGHTS	12
13	TELCO PWRBLCK	30	1	ON	500	0	180	0	RECEPTACLE	14
15	TELCO RECP	20	1	ON	180	1	180	0		16
17							0	0		18
19							0	0		20
21				OFF			0	0	FUTURE	22
23							0	0		24

PANEL SCHEDULE

2



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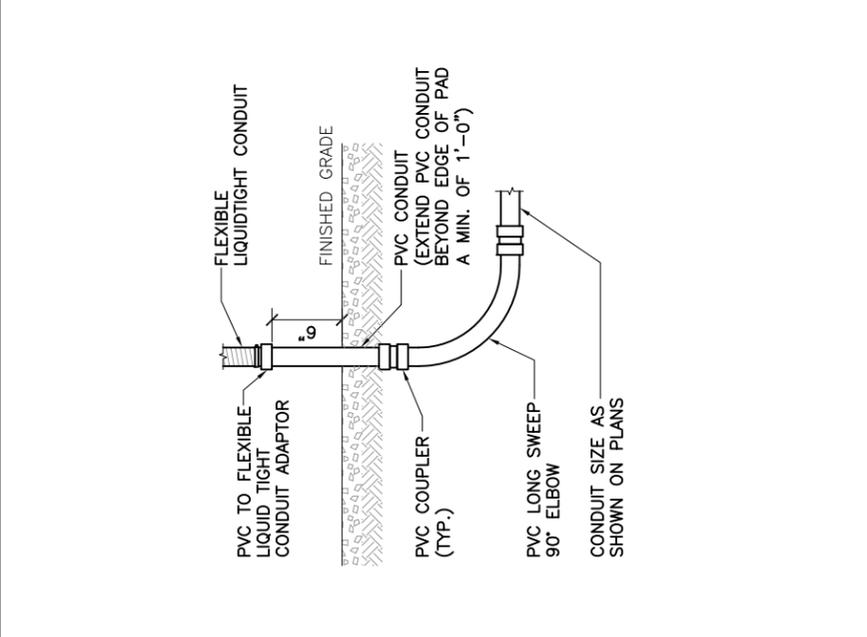
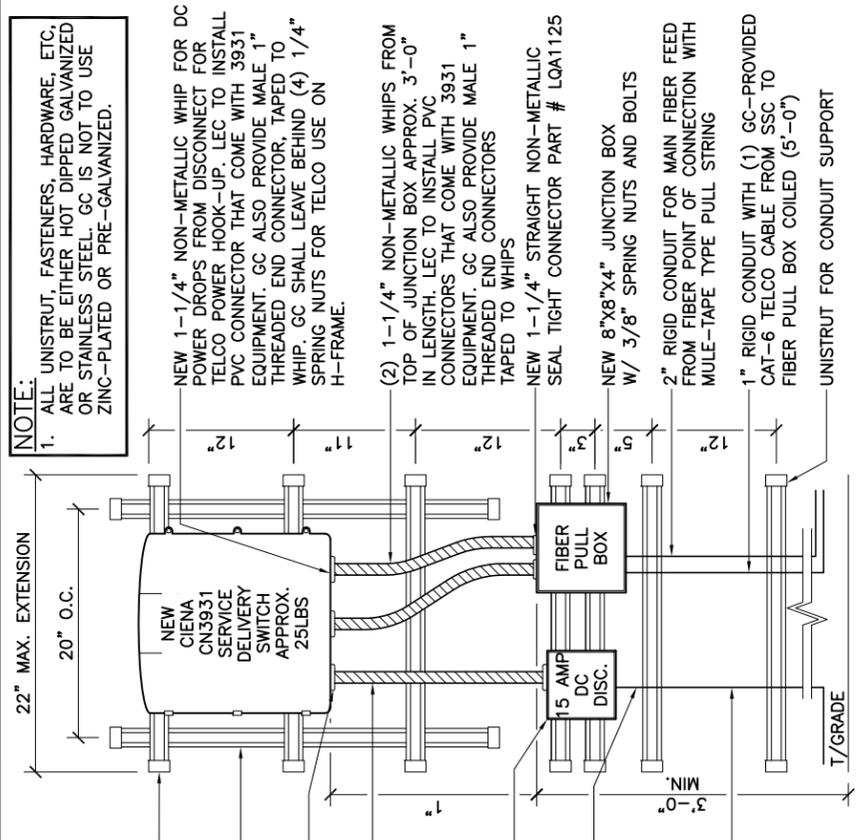
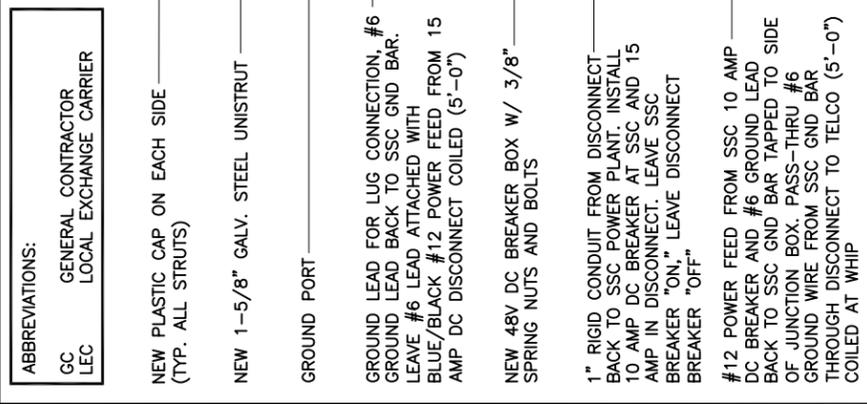
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SITE NAME	ML82059A
SITE NUMBER:	ML82059A / ML03XC232
SITE ADDRESS	835 HILL ST. HARTLAND, WI 53029
SHEET NAME	ONE-LINE DIAGRAM AND PANEL SCHEDULE
SHEET NUMBER	E-2

- THE CONTRACTOR SHALL PERFORM WORK IN ACCORDANCE WITH ALL GOVERNING STATE, COUNTY AND LOCAL CODES AND OSHA REQUIREMENTS.
- THE ENTIRE ELECTRICAL INSTALLATION SHALL BE GROUNDED AS REQUIRED BY ALL APPLICABLE CODES.
- THE CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, INSURANCE, EQUIPMENT, INSTALLATION, CONSTRUCTION TOOLS AND TRANSPORTATION FOR A COMPLETE AND PROPERLY OPERATIVE SYSTEM ENERGIZED THROUGHOUT AND AS INDICATED ON DRAWINGS.
- THE CONTRACTOR SHALL OBTAIN ALL PERMITS, PAY PERMIT AND INSPECTION FEES, AND BE RESPONSIBLE FOR SCHEDULING INSPECTIONS WITH THE AUTHORITY HAVING JURISDICTION.
- MATERIALS SHALL BE MANUFACTURED IN ACCORDANCE WITH APPLICABLE STANDARDS ESTABLISHED BY ANSI, IEEE, NEMA AND NFPA.
- ALL MATERIALS SHALL BE U.L. LISTED.
- ALL MATERIALS AND EQUIPMENT SHALL BE NEW AND IN PERFECT CONDITION WHEN INSTALLED AND SHALL BE OF THE BEST GRADE AND OF THE SAME MANUFACTURER THROUGHOUT FOR EACH CLASS OR GROUP OF EQUIPMENT.
- MATERIALS SHALL MEET WITH APPROVAL OF THE AUTHORITY HAVING JURISDICTION.
- THE CONTRACTOR SHALL PERFORM ALL VERIFICATION OBSERVATIONS TEST, AND EXAMINATION WORK PRIOR TO THE ORDERING OF THE ELECTRICAL EQUIPMENT AND STARTING CONSTRUCTION. CONTRACTOR SHALL ISSUE A WRITTEN NOTICE OF ALL FINDINGS TO THE PROJECT MANAGER LISTING ALL MALFUNCTIONS, FAULTY EQUIPMENT AND DISCREPANCIES.
- THE CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANY FOR CONNECTION OF THE TEMPORARY AND PERMANENT POWER TO THE SITE. THE TEMPORARY POWER AND ALL HOOKUP COSTS TO BE PAID BY CONTRACTOR.
- UPON COMPLETION OF WORK, CONDUCT CONTINUITY, SHORT CIRCUIT, AND FALL OF POTENTIAL GROUND TESTS FOR APPROVAL. SUBMIT TEST REPORTS TO THE PROJECT MANAGER.
- ALL BROCHURES, OPERATING MANUALS, CATALOGS, SHOP DRAWINGS, ETC. SHALL BE TURNED OVER TO THE PROJECT MANAGER AT JOB COMPLETION.
- POST-INSTALLATION, ANY WORK, MATERIAL OR EQUIPMENT FOUND TO BE FAULTY SHALL BE CORRECTED AT ONCE, UPON WRITTEN NOTIFICATION, AT THE EXPENSE OF THE CONTRACTOR.
- PROVIDE THE PROJECT MANAGER WITH ONE SET OF COMPLETE ELECTRICAL "AS-INSTALLED" DRAWINGS AT THE COMPLETION OF THE JOB, SHOWING ACTUAL DIMENSIONS, ROUTINGS AND CIRCUITS.
- ALL ELECTRICAL EQUIPMENT SHALL BE LABELED WITH PERMANENT ENGRAVED PLASTIC LABELS NOTING USE FUNCTION.
- EACH CONDUCTOR OF EVERY SYSTEM SHALL BE PERMANENTLY TAGGED IN EACH PANEL BOARD, PULL BOX, J-BOX, SWITCH BOX, ETC.
- ALL CONDUIT INSTALLED SHALL BE SURFACE MOUNTED OR DIRECT BURIAL UNLESS OTHERWISE NOTED.
- ALL CONDUIT SHALL HAVE A PULL WIRE OR ROPE.
- ALL CONDUCTORS SHALL BE COPPER.
- ALL CIRCUIT BREAKERS, FUSES AND ELECTRICAL EQUIPMENT SHALL HAVE AN INTERRUPTING SHORT CIRCUIT CURRENT TO WHICH THEY MAY BE SUBJECTED, AND A MINIMUM OF 10,000 A.I.C.
- PATCH, REPAIR AND PAINT ANY AREA THAT HAS BEEN DAMAGED IN THE COURSE OF THE ELECTRICAL WORK.
- PENETRATIONS IN FIRE RATED WALLS SHALL BE FIRE STOPPED TO MATCH ORIGINAL RATING.
- BX OR ROMEX CABLE IS NOT PERMITTED.
- ALL ELECTRICAL/FIBER ENCLOSURES, JUNCTION BOXES, CONDUIT KNOCKOUTS, RACEWAYS, ETC. SHALL BE RODENT-PROOF.
- CLEAN PREMISES OF ALL DEBRIS RESULTING FROM WORK AND LEAVE WORK IN A COMPLETE AND UNDAMAGED CONDITION.



T-Mobile

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WISCONSIN PROFESSIONAL ENGINEER

DANIEL W. SMITH
44096-6
SCHAUMBURG, IL

SITE NAME	ML82059A
SITE NUMBER:	ML82059A / ML03XC232
SITE ADDRESS	835 HILL ST. HARTLAND, WI 53029
SHEET NAME	UTILITY DETAILS
SHEET NUMBER	E-3

2	CONDUIT STUB-UP DETAIL	SCALE: N.T.S.	3
4	POWER PROTECTION CABINET	SCALE: N.T.S.	5

1	NOTES	SCALE: N.T.S.	4
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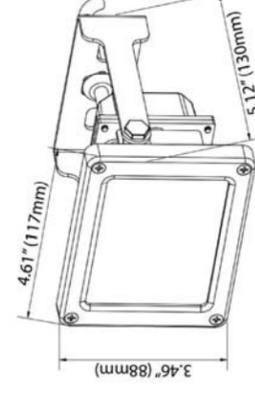
1	NOTES	SCALE: N.T.S.	4
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SHEET NAME	UTILITY DETAILS
SHEET NUMBER	E-4



FLS15U50B

- (1) SIGMA TWO GANG CLEAR COVER, EXTRA DUTY WITH LOCKABLE ENCLOSURE.
- (1) INTERMATIC 60 MINUTE MECHANICAL TIMER, FF60MC.
- (1) CAST ALUMINUM, 2 GANG WEATHERPROOF FS BOX, NO LUGS, DEEP BOX. APPLETON FS-2-75A OR HUBBELL-KILLARK 2FS-1.
- USE BACK OF GANG BOX FOR ENTRY INTO PPC, SEAL FLUSH AGAINST PPC WITH GASKETING MATERIAL, AND/OR SEAL EXTERIOR PERIMETER WITH SILICONE BEAD TO PREVENT WATER INTRUSION.
- (1) GFCI 15 AMP LEVITON MT759-T, 2-POLE, 3-WIRE, 125 VOLT, 15 AMP, 5-15R NEMA, WALL BOX MOUNT, LIGHT ALMOND, HEAVY DUTY, COMMERCIAL GRADE. NOTE: NO RESIDENTIAL GRADE GFCI ALLOWED.
- (2) OUTDOOR FLOOD LIGHTS, RATED INITIAL LUMENS >1,260 EACH FLOOD. [HTTP://WWW.MAXLITE.COM/PRODUCTS/SMALL-FLOOD-LIGHTS](http://www.maxlite.com/products/small-flood-lights)/FLS15U50B OR EQUIVALENT MAXLITE MODEL FLS15U50B/N, @ 1,235 LUMENS.
- TYPICAL INSTALLATION, REGARDLESS OF PPC STYLE OR TYPE OR EXISTING OUTLETS.
- LIGHT TIMER ON 15A CIRCUIT, LIGHT CONTROLLED BY COUNTDOWN TIMER. GFCI ON SEPARATE 15A CIRCUIT.
- IF PPC HAS EXISTING INTERIOR MOUNTED GFCI, IT TOO SHALL BE WIRED FOR SERVICE.
- EQUIVALENT MEETING SERVICE REQUIREMENTS, OR BETTER, EQUIPMENT MAY BE SUBSTITUTED AND INSTALLED WITH PRIOR T-MOBILE PM OR CM APPROVAL.

MAXLITE LED EXTERIOR FLOOD LIGHT DETAIL (TYP. OF 2) SCALE: N.T.S. 2



CAST ALUMINUM 2 GANG WEATHERPROOF FS BOX

- (1) CAST ALUMINUM, 2 GANG WEATHERPROOF FS BOX, NO LUGS, DEEP BOX. APPLETON FS-2-75A OR HUBBELL-KILLARK 2FS-1.
- USE BACK OF GANG BOX FOR ENTRY INTO PPC, SEAL FLUSH AGAINST PPC WITH GASKETING MATERIAL, AND/OR SEAL EXTERIOR PERIMETER WITH SILICONE BEAD TO PREVENT WATER INTRUSION.
- TYPICAL INSTALLATION, REGARDLESS OF PPC STYLE OR TYPE OR EXISTING OUTLETS.
- EQUIVALENT MEETING SERVICE REQUIREMENTS, OR BETTER, EQUIPMENT MAY BE SUBSTITUTED AND INSTALLED WITH PRIOR T-MOBILE PM OR CM APPROVAL.

WEATHERPROOF FS BOX SCALE: N.T.S. 5



15A GFCI OUTLET

- (1) GFCI 15 AMP LEVITON MT759-T, 2-POLE, 3-WIRE, 15 AMP, 125 VOLT, 5-15R NEMA, WALL BOX MOUNT, LIGHT ALMOND, HEAVY DUTY, COMMERCIAL GRADE. NOTE: NO RESIDENTIAL GRADE GFCI ALLOWED.
- GFCI ON SEPARATE 15A CIRCUIT.
- IF PPC HAS EXISTING INTERIOR MOUNTED GFCI, IT TOO SHALL BE WIRED FOR SERVICE.
- EQUIVALENT MEETING SERVICE REQUIREMENTS, OR BETTER, EQUIPMENT MAY BE SUBSTITUTED AND INSTALLED WITH PRIOR T-MOBILE PM OR CM APPROVAL.

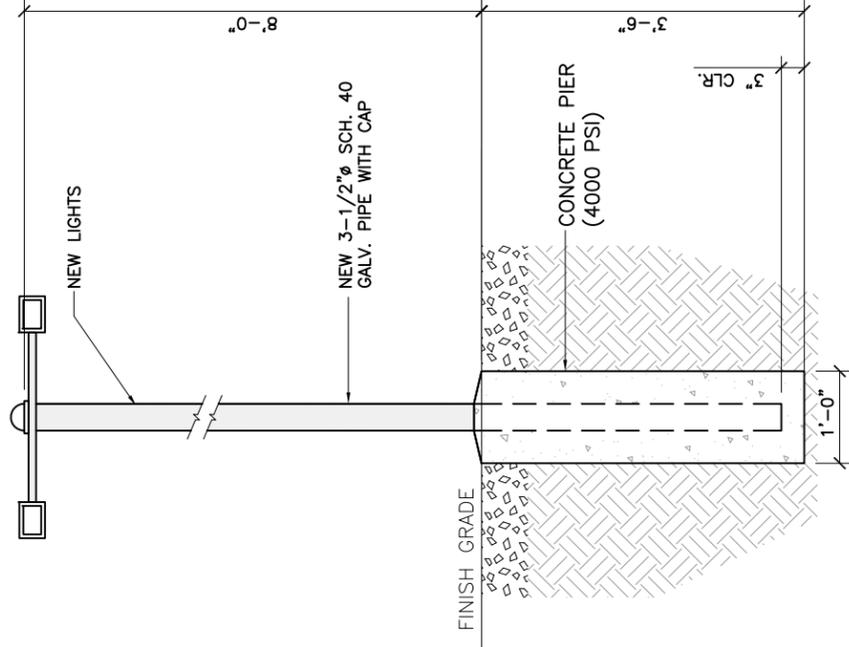
GFCI DETAIL SCALE: N.T.S. 4



TIMER SWITCH

- (1) INTERMATIC 60 MINUTE MECHANICAL TIMER, FF60MC OR APPROVED EQUAL.
- LIGHT TIMER ON 15A CIRCUIT, LIGHT CONTROLLED BY COUNTDOWN TIMER. GFCI ON SEPARATE 15A CIRCUIT.
- EQUIVALENT MEETING SERVICE REQUIREMENTS, OR BETTER, EQUIPMENT MAY BE SUBSTITUTED AND INSTALLED WITH PRIOR T-MOBILE PM OR CM APPROVAL.

TIMER SWITCH DETAIL SCALE: N.T.S. 3



LIGHT POST DETAIL SCALE: N.T.S. 1



2 GANG WATERPROOF COVER

- (1) SIGMA TWO GANG CLEAR COVER, EXTRA DUTY WITH LOCKABLE ENCLOSURE.
- EQUIVALENT MEETING SERVICE REQUIREMENTS, OR BETTER, EQUIPMENT MAY BE SUBSTITUTED AND INSTALLED WITH PRIOR T-MOBILE PM OR CM APPROVAL.

LOCKABLE ENCLOSURE SCALE: N.T.S. 6

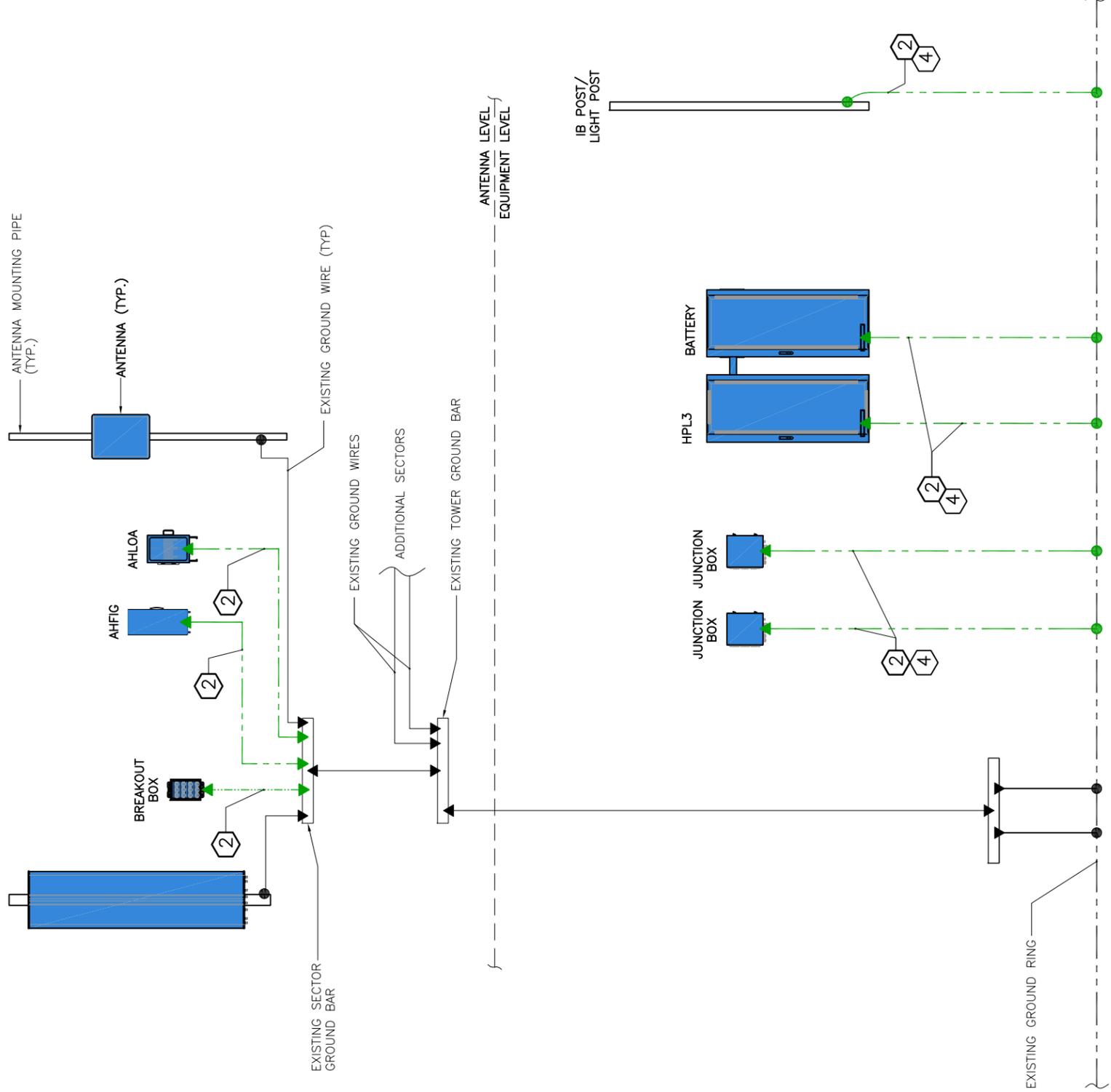
GROUNDING NOTES:

1. INSTALL 2 GROUND BARS AT THE BOTTOM OF THE TOWER (EVEN WITH SHORT ICE BRIDGE RUNS). ONE GROUND BAR AT THE TOWER, AND ON AT THE PLATFORM.
2. T-MOBILE IS ELIMINATING THE HOME RUN GROUND WIRE FROM THE TOP BUS BAR TO THE BOTTOM BUS BAR ON TOWER SITES. ROOFTOPS ARE STILL REQUIRED TO HAVE SECTORS GROUND AND #2 INSULATED GROUND WIRE FROM SECTOR GROUNDS TO MAIN BUS BARS AND BUILDING STEEL.
3. REMOVE INSULATORS (CHERRIES) FROM THE BUS BARS AND GROUND TO TOWER, TOP AND BOTTOM ON TOWER SITES ONLY.
4. ALL EXPOSED GROUNDS TO BE DRESSED WITH SEAL TIGHT.
5. ALL ICE BRIDGE POST ARE TO BE GROUNDED WITH #2 SOLID AND DRESSED IN SEAL TIGHT.
6. (2) OF THE (4) PLATFORM POST NEED TO BE GROUNDED DIAGONALLY.
7. BOTTOM BUS BAR TO HAVE TWO #2 GROUND LEADS DRESSED IN WITH SEAL TIGHT.

GROUNDING LEGEND

- EXOTHERMIC CONNECTION
- ▲ MECHANICAL CONNECTION
- ▬ INTERNAL EQUIPMENT GROUND BAR
- ▬ EXTERNAL GROUND BAR
- ① #2 AWG STRANDED INSULATED COPPER GROUND WIRE
- ② #6 AWG STRANDED INSULATED COPPER GROUND WIRE
- ③ #2 SOLID TINNED, BARE COPPER GROUND WIRE
- ④ 1/2" FLEXIBLE SEALTIGHT CONDUIT W/SILICON SEALANT AT EACH END

TYPICAL ANTENNA SECTOR



TYPICAL RISER GROUNDING DIAGRAM

SCALE: N.T.S. 1



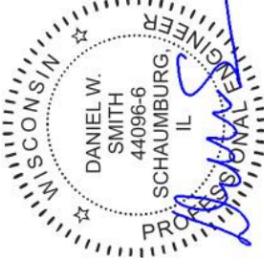
1400 OPUS PLACE
DOWNERS GROVE, IL 60515



1100 E. WOODFIELD ROAD, SUITE 500
SCHAUMBURG, ILLINOIS 60173
TEL: 847-908-8400
COAF# 3620-11
www.FullertonEngineering.com

REV	DATE	DESCRIPTION	BY
A	07/28/21	90% REVIEW	JS
0	08/31/21	FINAL	JS

I HEREBY CERTIFY THAT THESE DRAWINGS WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND CONTROL, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF COMPLY WITH THE REQUIREMENTS OF ALL APPLICABLE CODES.



SITE NAME

ML82059A

SITE NUMBER:

ML82059A /
ML03XC232

SITE ADDRESS

835 HILL ST.
HARTLAND, WI 53029

SHEET NAME

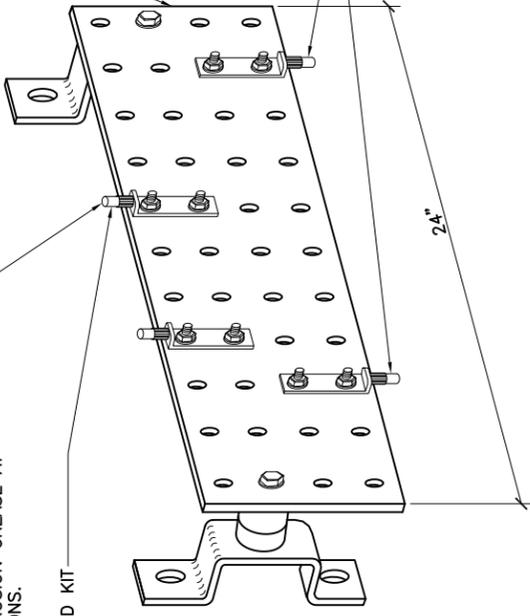
GROUNDING
DIAGRAM

SHEET NUMBER

G-1

#2 AWG STRANDED W/LONG BARREL COMPRESSION LUGS
NOTE: CONTRACTOR TO USE ANTI-CORROSION GREASE AT CONNECTIONS.

TO GROUND KIT



REFER TO GROUND RISER SCHEMATIC FOR CONNECTIONS.

NOTES:

1. CONTRACTOR SHALL UTILIZE LUGGED HOLES PROVIDED. NO DRILLING OF THE BAR WILL BE PERMITTED.
2. ALL HARDWARE SHALL BE 18-8 STAINLESS STEEL INCLUDING BELLEVILLE. COAT ALL SURFACES WITH KOPR-SHIELD BEFORE MATING.
3. FOR GROUND BOND TO STEEL ONLY: INSERT A DRAGON TOOTH WASHER BETWEEN LUG AND STEEL. COAT ALL SURFACES WITH KOPR-SHIELD.

TYPICAL GROUNDING BAR DETAIL

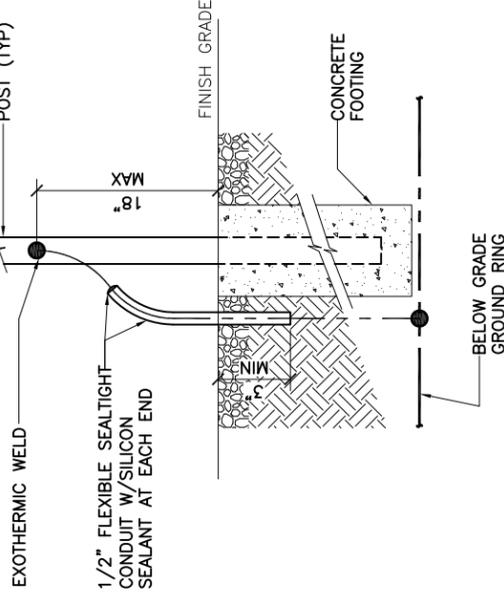
SCALE: N.T.S.

1

NOT USED

3

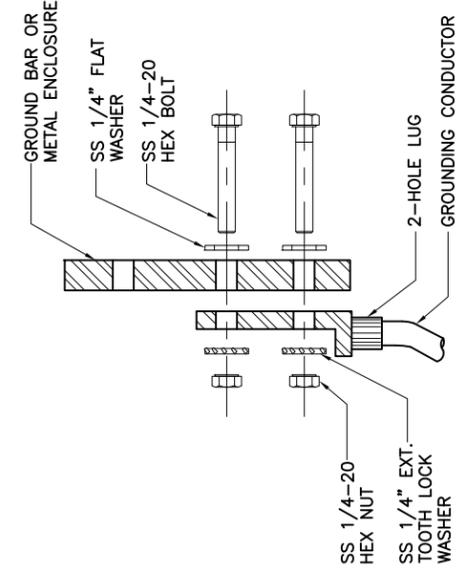
4



IB POST/POLE GROUNDING DETAIL

SCALE: N.T.S.

5



LUG BOLT CONNECTION

SCALE: N.T.S.

6



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SITE NAME

ML82059A

SITE NUMBER:

ML82059A /
ML03XC232

SITE ADDRESS

835 HILL ST.
HARTLAND, WI 53029

SHEET NAME

GROUNDING
DETAILS

SHEET NUMBER

G-2

NOT USED

NOT USED

7

8

NOT USED

EXHIBIT C
Memorandum of LICENSE

(Separate Document to be Executed)

**Memorandum
of
LICENSE**

After Recording, Mail To:
T-Mobile USA, Inc.
12920 SE 38th Street
Bellevue, WA 98006
Attn: LICENSE Compliance
Site Number: ML03XC232/ML82059A

APN: { FILLIN }
Loan No.

MEMORANDUM OF LICENSE

A Site LICENSE Agreement (the "LICENSE") by and between The Village of Hartland, ("LICENSOR") and T-Mobile Central LLC, a Delaware limited liability company ("LICENSEE") was made regarding a portion of the following property (as more particularly described in the LICENSE, the "Premises");

See Attached **Exhibit A** incorporated herein for all purposes.

Without limiting the terms and conditions of the LICENSE, LICENSOR and LICENSEE hereby acknowledge the following:

1. Capitalized terms used, but not otherwise defined herein, shall have the meanings ascribed to such terms in the LICENSE.
2. The initial term of the LICENSE shall be for five (5) years and will commence on September 30, 2022.
3. LICENSEE shall have the right to extend the LICENSE for one (1) additional and successive five 5-year term.
4. This memorandum is not a complete summary of the LICENSE. It is being executed and recorded solely to give public record notice of the existence of the LICENSE with respect to the Premises. Provisions in this memorandum shall not be used in interpreting the LICENSE provisions and in the event of conflict between this memorandum and the said unrecorded LICENSE, the unrecorded LICENSE shall control.

- 5. This memorandum may be signed in any number of counterparts, each of which shall be an original, with the same effect as if the signatures thereto were upon the same instrument.

IN WITNESS WHEREOF, the parties hereto have respectively executed this memorandum effective as of the date of the last party to sign.

LICENSOR: Village of Hartland

By: _____
Printed Name: _____
Title: _____
Date: _____

Example Only
Execute As Separate Document

LICENSEE: T-Mobile Central LLC, a Delaware limited liability company

By: _____
Printed Name: _____
Title: _____
Date: _____

Example Only
Execute As Separate Document

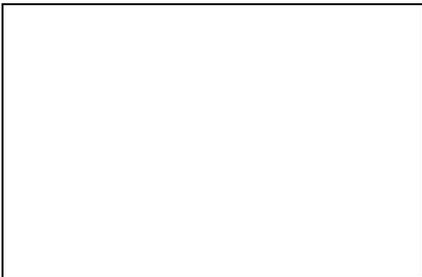
[Notary block for LICENSOR] [Substitute State-Specific Acknowledgement Form if Content Differs]

[LICENSOR Notary block for a Corporation, Partnership ,or Limited Liability Company]

STATE OF _____)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me on _____ by _____, [title] _____ of _____ a _____ [type of entity], on behalf of said _____ [name of entity].

Dated: _____



Notary Public
Print Name _____
My commission expires _____

(Use this space for notary stamp/seal)

[LICENSOR Notary block for an Individual]

STATE OF _____)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me on _____ by _____, an individual.

Dated: _____



Notary Public
Print Name _____
My commission expires _____

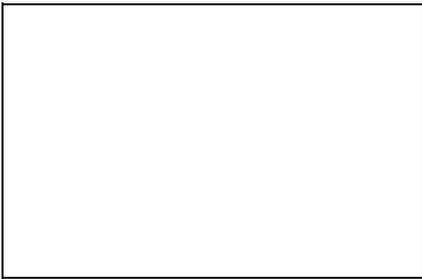
(Use this space for notary stamp/seal)

[Notary block for LICENSEE]

STATE OF _____)
) ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that she/he signed this instrument, on oath stated that she/he was authorized to execute the instrument and acknowledged it as the _____ of **T-Mobile Central LLC**, a Delaware limited liability company, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____



(Use this space for notary stamp/seal)

Notary Public
Print Name _____
My commission expires _____

Memorandum of LICENSE - Exhibit A
Legal Description

The Property is legally described as follows:

