

Village of Mukwonago
Notice of Meeting and Agenda

REGULAR VILLAGE BOARD MEETING
Wednesday, December 16, 2020

Time: **6:30 pm**

Place: **Mukwonago Municipal Building/ Board Room, 440 River Crest Court,
Mukwonago, WI 53149**

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Comments from the Public

The Public Comment Session shall last no longer than fifteen (15) minutes and individual presentations are limited to three (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The Village Board may have limited discussion on the information received, however, no action will be taken on issues raised during the Public Comment Session unless they are otherwise on the Agenda for that meeting. Public comments should be addressed to the Village Board as a body. Presentations shall not deal in personalities personal attacks on members of the Village Board, the applicant for any project or Village employees. Comments, questions and concerns should be presented in a respectful professional manner. Any questions to an individual member of the Commission or Staff will be deemed out of order by the Presiding Officer.

5. Presentations

5.1 Presentation and Discussion Regarding Community Concert Series for 2021.
[Concert Series.pptx](#)

5.2 Presentation from Ruekert & Mielke on Sewer and water improvements needed to accommodate growth in the southern portion of the Village
[Board presentation Dec 2020.pdf](#)
[Mukwonago Southern Sanitary Sewer System Study.pdf](#)
[Mukwonago South Pressure Zone Memo.pdf](#)

6. Consent Agenda

All items listed are considered routine and/or have been unanimously recommended by the Committee of the Whole and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent agenda and be considered on the regular agenda.

6.1 Approve Minutes of the Regular Village Board meeting of November 18, 2020, and the Special Village Board meeting of November 18, 2020.
[2020-11-18 Draft VB Minutes](#)
[2020-11-18 Draft Special VB Minutes](#)

6.2 Approve Vouchers in the amount of \$352,416.56.

- 6.3 Approve **Resolution 2020-70** A resolution relating to the Salary and Wage Schedules for Non-Represented Full-Time and Part-Time Employees.
[RESOLUTION 2020-70 \(Wage Resolution-2021\).pdf](#)
- 6.4 Approve **Resolution 2020-71** A resolution relating to salary exemption schedule for Village Administrator/Economic Development Director Position.
[RESOLUTION 2020-71 \(Wage Resolution-2021 Exceptions\).pdf](#)
- 6.5 Approve **Resolution 2020-72** A resolution authorizing annual stipends for the Assistant Fire Chief and Deputy Fire Chief.
[RESOLUTION 2020-72 \(Fire Officer Stipends\).pdf](#)
- 6.6 Approve **Resolution 2020-074** A Resolution adopting the Annual Tax Increment District Budgets for TID #3, TID #4, and TID #5.
[2021 TID Budget Highlights.pdf](#)
[RESOLUTION 2020-74 \(Adopt 2021 Village TIF Budgets\).pdf](#)
[2021 Final TID Budgets for Adoption.pdf](#)
- 6.7 Approve **Resolution 2020-73** A resolution related to the annual increase in Impact Fees and Sewer Connection Fees as allowed by Village code.
[RESOLUTION 2020-73 \(2021 Impact Fee & Sewer Connection Fee Increases\).pdf](#)
[Impact Fees Increases for 2021 Resolution Exhibit.pdf](#)
- 6.8 Approval of an Village of Mukwonago Elected & Appointed Official Guidebook.
[Elected Official Guidebook Draft 12102020.pdf](#)
- 6.9 Approve an Original Reserve Class B Intoxicating Liquor and Fermented Malt Beverage license application from Sarab Investments, LLC d/b/a Aman's Beer + Wine to be located at 110 Chapman Farm Boulevard, Mukwonago, subject to terms and conditions set forth in Exhibit A within (6) months of the date of Village Board's approval of the license.
[Attachment - Application](#)
[Schematic Floor Plan](#)
[Renderings](#)
[Exhibit A 110 Chapman Farms Boulevard](#)
- 6.10 Approve an application for temporary Class "B" license to sell fermented malt beverages from the Mukwonago Rotary Club for a Drive Thru Beer Garden Fundraiser to be held on February 6, 2021, subject to permission from the school.
(Amended on 12/07/20 to Americana Flower Station at 500 Main Street.)
[Temp Retailer Lic App - Rotary Amended 12072020.pdf](#)
- 6.11 Approve **Resolution 2020-75** A Resolution amending the Accountant position description to remove reference to it being a part-time shared position.
[RESOLUTION 2020-75 \(Accountant Position Description\) for Adoption.pdf](#)

- 6.12 Approve **Resolution 2020-76** A Resolution adopting the Assistant Chief position description in proper format.
[RESOLUTION 2020-076 \(Assistant Police Chief Position Description\) for Adoption.pdf](#)
- 6.13 Approve **Resolution 2020-77** A Resolution amending the Police Lieutenant position description for changes made when the department was reorganized in 2020.
[RESOLUTION 2020-077 \(Police Lieutenant Position Description\) for Adoption.pdf](#)
- 6.14 Approve River Park Estates Rehabilitation Phase 2 Close-out Change Order and Final Payment request from Wolf Paving Inc in the amount of \$1,376,724.54.
[Attachment - River Park 20201120-Closeout_.pdf](#)
- 6.15 Approve CTH LO Sanitary Sewer Rehabilitation Close-out Change Order and Final Payment to Globe Contractors Inc, in the amount of \$156,878.99.
[Attachment - LO SAN SEWER 20201124-Closeout.pdf](#)
- 6.16 Approve Task Order 2020-13 to implement VUEWorks Software.
[VUEWorks Implementation Cover Sheet](#)
[Task Order 2020_13 VUEWorks Software Implementation with Attachments.pdf](#)
- 6.17 Approve Letter of Credit Reduction #1 for Edgewood Village to \$40,841.20.
[Attachment 20201116-Edgewood Village-LOC Reduction #1.pdf](#)
- 6.18 Approve **Resolution 2020-78** a Resolution approving the Final Plat of Chapman Farms/Bielinski Homes Subdivision to re-approve the Final Plat for Chapman Farms Villas originally approved January 19, 2019.
[Resolution for Final Plat Reapproval.pdf](#)

7. Other Items for Approval

Other items removed from Consent Agenda which were not unanimously approved from the Committee of the Whole.

- 7.1 Discussion and possible action to approve and authorize the Village Attorney to create an Ordinance which authorizes the sale of intoxicating liquor to be consumed by the glass on the premises where sold, and also authorizing the sale of intoxicating liquor in the original package or container, in any quantity to be consumed off the premises where sold.
[Memo Re Class B Combo Revision Discussion](#)
[Class B Ordinance Revision](#)

8. Downtown Development Committee, Trustee Walsh

Discussion and possible action on the following items

- 8.1 DDC Informational Update on Tier1 and Tier 2 recommendations of the Downtown Strategic Plan.
[Downtown-Muk-Strategic-Plan-FINAL-05312018.pdf](#)

- 8.2 Discussion and possible action for Village Administrator to proceed drafting Request For Proposals (RFP) for next level Streetscaping and Wayfinding Implementation.

9. Finance Committee, Trustee Meiners

Discussion and possible action on the following items

- 9.1 Discussion and possible action in a Letter of Credit Reduction #1 for Pointe Apartments Development to the new amount of \$46,763.
[Pointe Apartments-Letter of Credit Reduction #1.pdf](#)
- 9.2 Discussion and possible action to approve Vouchers in the amount of \$697,999.11.
[2020-12-16 VB AP Packet.pdf](#)

10. Public Works Committee, Trustee Brill

Discussion and possible action on the following items

- 10.1 Discussion and possible action on Change Order #5 for the WWTF Chemical Storage Building and Final Pay Request
[Chemical Bldg Pay Requests 4 5 6 7.pdf](#)

11. Protective Services, Trustee Adler

Discussion and possible action on the following items

- 11.1 Discussion and possible action to approve updated policies as recommended by the Protective Services Committee on December 7, 2020.
[PSC-Policy 01 - Organizational Policy_r13.pdf](#)
[PSC-Policy 02 - Bloodborne Pathogens r5.pdf](#)
[PSC-Policy 03 - Tobacco Usage_r7.pdf](#)
[PSC-Policy 05 - Corrective Action_r6.pdf](#)
[PSC-Policy 06 - Vehicle Operationsr1.pdf](#)
[PSC-Policy 07 - Cellular Telephone Usage_r4.pdf](#)
- 11.2 Discussion and possible action to approve Employee Assistance Program, as recommended by the Protective Services Committee on December 7, 2020.
[PSC-EAP AIRF.pdf](#)
[PSC-EAP Proposal Aurora- 2020.pdf](#)
[PSC-EAP Proposals.pdf](#)
[PSC-Empathia.pdf](#)
[PSC-Stien Ltr 11.4.20 EAP Response.pdf](#)
[EAP - Impact on Departmental Budgets.pdf](#)
- 11.3 Update on revisions for Chapter 37 and Chapter 38 for the Fire Code are being handled by the Village Attorney.

12. Closed Session

Closed session pursuant to **Wis. Stats. § 19.85(1)(e)** (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) for discussion regarding negotiation strategy for the St. James Property, and pursuant to **Wis. Stats. § 19.85(1)(c)** (Compensation and Evaluation. Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body.) concerning evaluation of Village Administrator.

13. Reconvene into Open Session

Motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) for possible discussion and/or action concerning any matter discussed in closed session

14. Adjournment

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

Village of Mukwonago Concert Series

Indianhead Park, Mukwonago



Why a concert series in 2021?

To bring together public, private, and non-profit entities in support of Mukwonago area businesses and awareness to the future outdoor performance stage.

This series of events will bring awareness and traffic to the recently renovated Indianhead park as well as draw people through the heart of the Village's downtown area. This awareness will build a foundation for the future of the outdoor performance stage as a gathering place, centerpiece, and viable stream of revenue for our service organizations and the Village.



Dates:

June 11 (F) – Bella Cain

July 9 (F) – Cherry Pie

August 7 (S) – Bella Cain

September 11 (S) – Mt. Olive

*Planned Fireworks over Phantom Lake for intermission (9PM) on September 11, 2021

Each event will begin at 4PM with the opening act starting @4:45 and the main act starting @ 6:30 – 7PM



Current sponsorships:

- Lynch Motor Vehicle Group
- Rotary Club of Mukwonago
- ProHealth Care
- Citizens Bank
- Banker Wire
- Touchpad Electronics
- Briohn Builders
- Anderson Commercial
- Campbell Construction
- Freedom Fireworks



Current Sponsorships Cont'd:

- Sponsors have committed to the costs of the band tent, stage, and talent contributions of over \$20,800 so far, totaling over \$41,000 in sponsorships or in-kind donations.
- The Rotary Club has agreed to run the beer wagon and donate a portion of the proceeds back to the outdoor performance stage.

*It is very likely that other sponsorships or in-kind donations will be obtained before the end of the year



Our Current Sponsorship levels
allow us to offer this series at
no cost for our residents,
visitors and businesses!

- No Cost for Tickets
- No Cost for Parking
- No cost for Vendor Space

* Food/beverage vendors will
be available on-site for
purchase/consumption



Current Vendor Commitments:

- David Alan Alan's
- E&S Sweets
- Espresso Love Coffee
- East Troy Brewery
- Toothpicks Catering
- The Hive Taproom
- Rotary Club – beer wagon

We will solicit additional vendors as the mapping for the parking and the tent placement becomes clearer. On average, large vendors will be in 10x20 spaces and smaller vendors in 10x10 spaces.

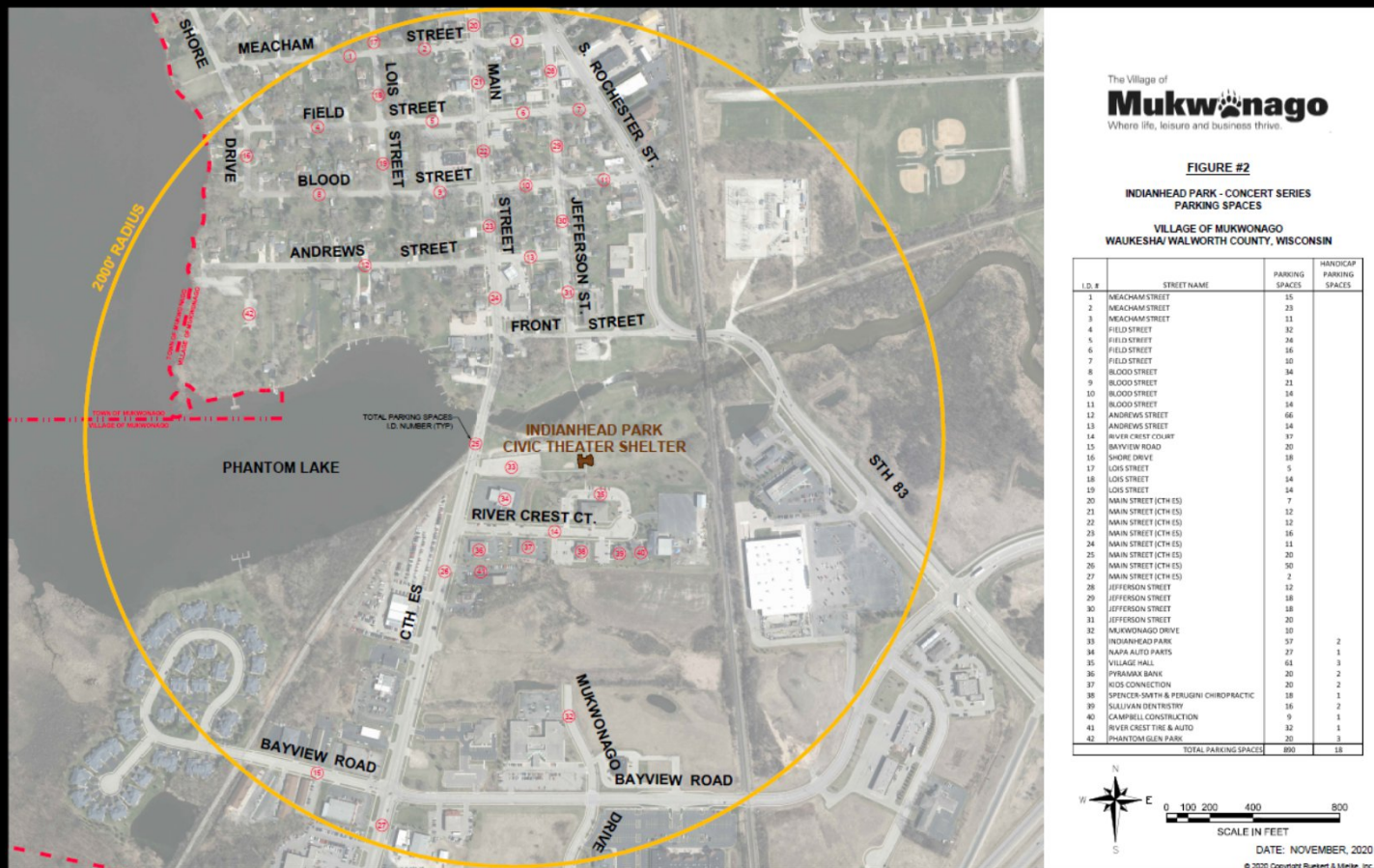


Parking:

- 58 stalls at Indianhead Park
 - 65 stalls at Village Hall
 - 43 on street spots along River Crest
- Totaling – 166 spots

We will solicit additional parking from the businesses on River Crest Court. For example, Campbell Construction has donated its front lot for public parking and its secured lot for vendors, sponsors, and musical acts.





Another 800+ parking spots within 2000 ft., including 18 handicap

Next Steps:

- Finalize, vendors, sponsorship commitments and contracts for bands.
- Create detailed maps for parking, vendors, bands, etc.
- Pursue additional sponsorships for incidentals, marketing materials, etc.
- Put together event permit applications
- Pursue additional partnerships: e.g. East Troy Railroad, Elegant Farmer, etc.

Questions?



SOUTH VILLAGE INFRASTRUCTURE NEEDS

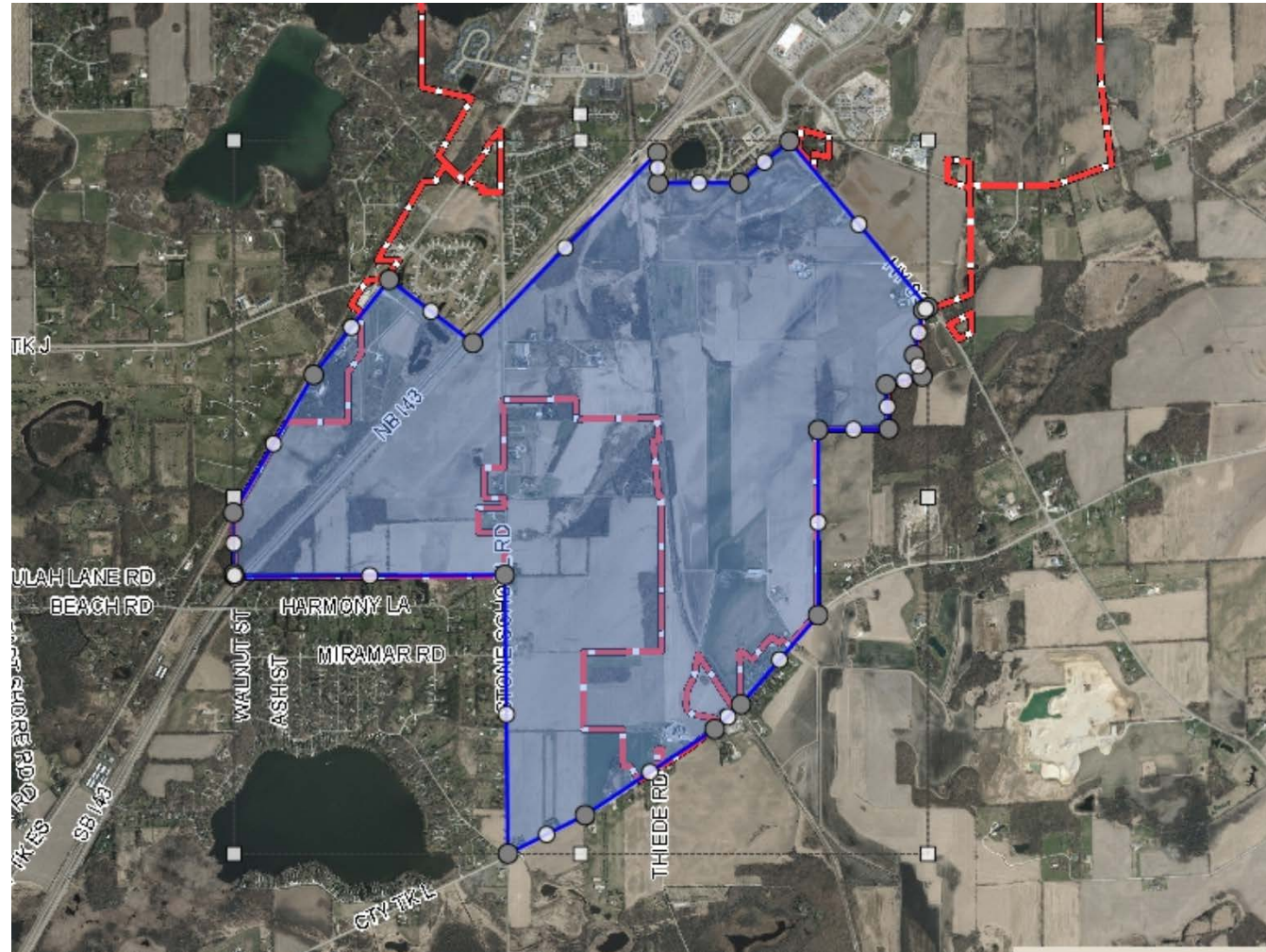
Village Board Presentation: December 16, 2020
By: Jerad Wegner

Planning for Future Growth:
Water and Sanitary Sewer Needs to Accommodate



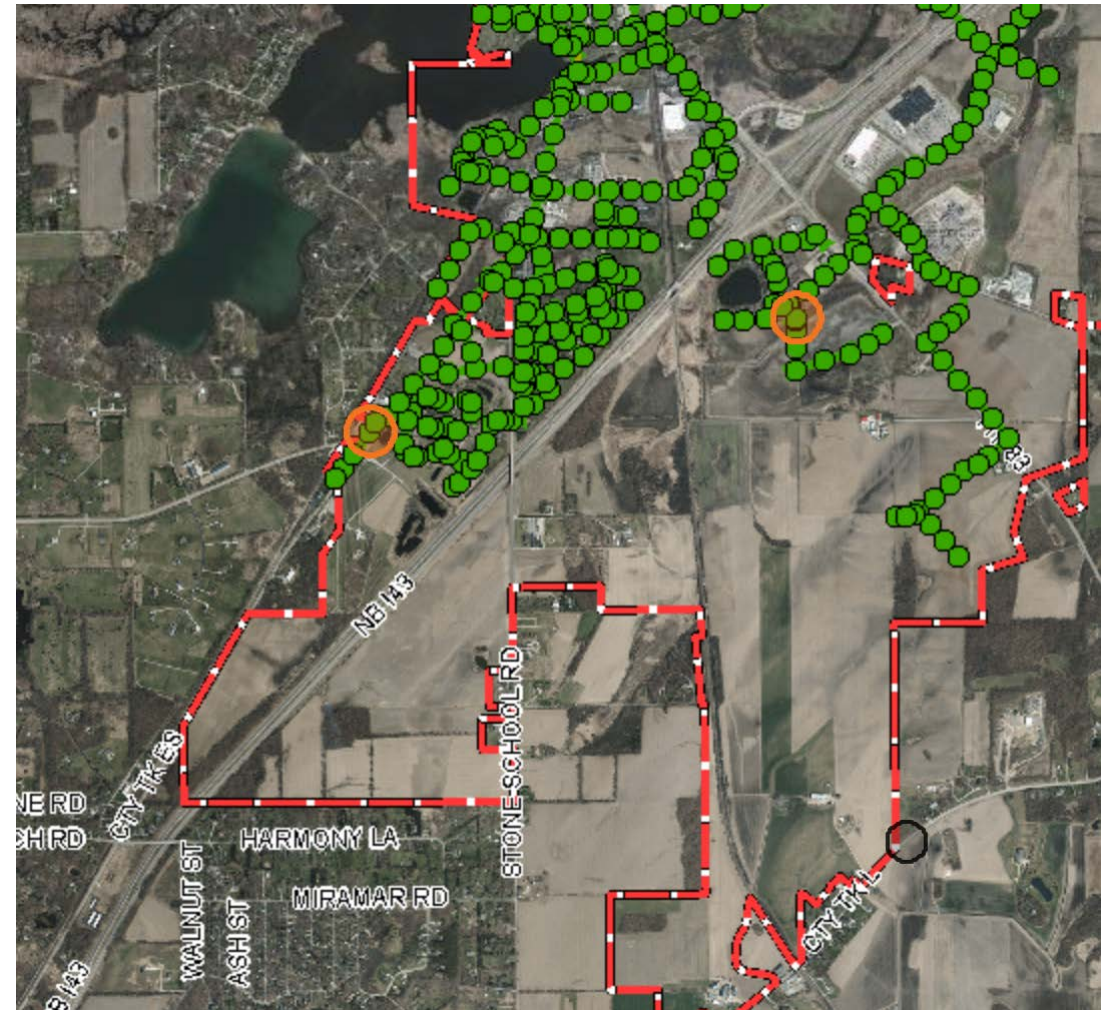
Area of Interest

- South Village Corporate boundary, STH 83, and Interstate 43
- Parcels along CTH ES



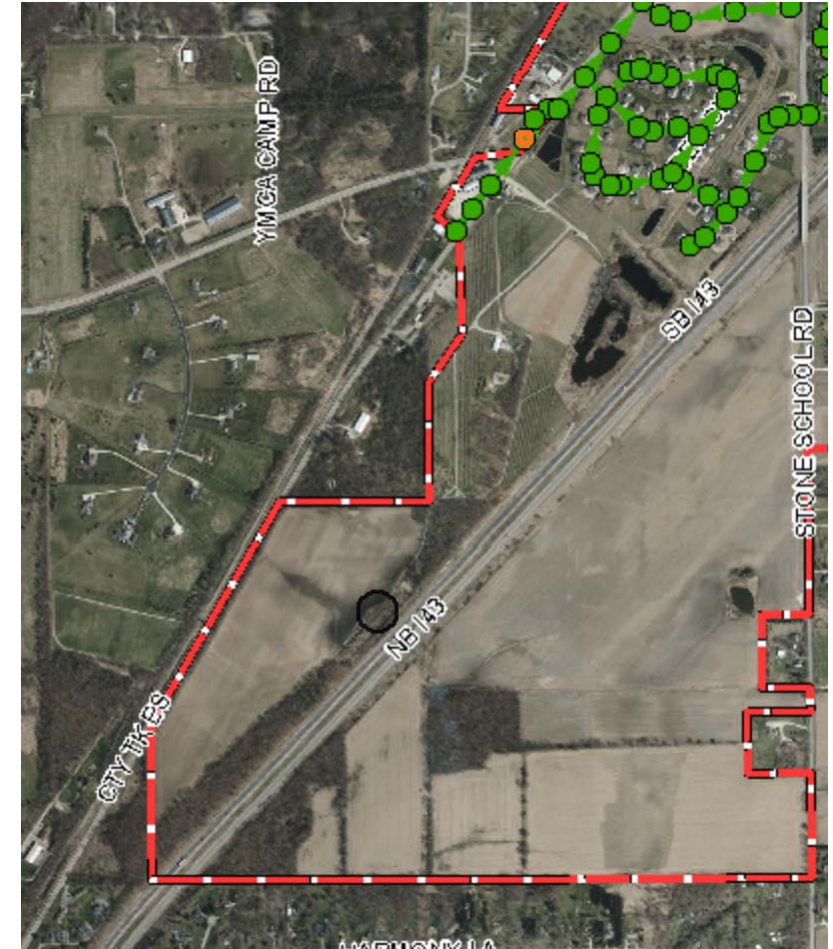
Sanitary Sewer Improvements

- Existing trunk sewer locations
 - CTH ES and CTH J, 15-inch main
 - Bear Pass and Wolf Run, 36-inch main
- Intend not to extend sanitary sewer under I-43



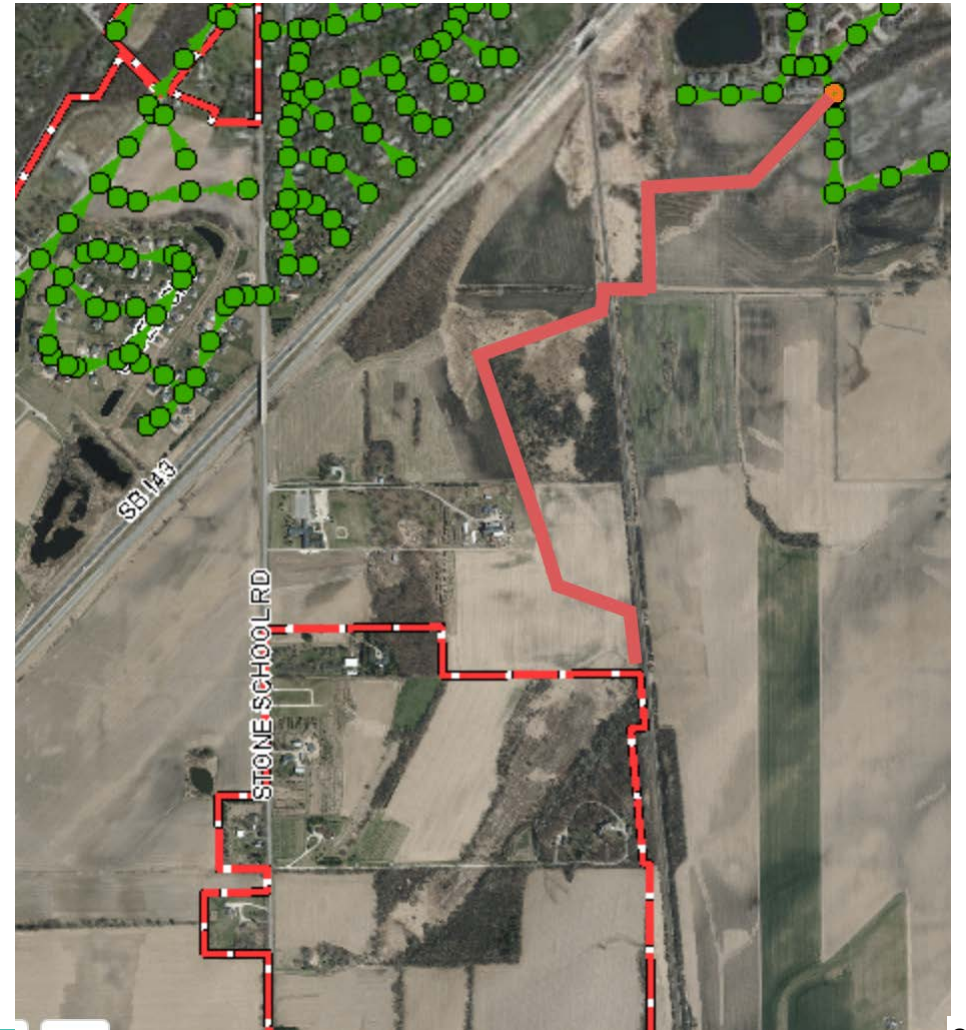
Sanitary Sewer Improvements

- CTH ES and CTH J Connection
 - 15-inch pipe to CTH J, then 800-feet of 8-inch pipe to the southwest
 - Gravity sewer capable to the most southwest corner of Village
 - All areas north of I-43 served
 - Density of developments will determine if existing 8-inch line is sufficient
 - Est. cost of \$1.34 mil to extend to SW



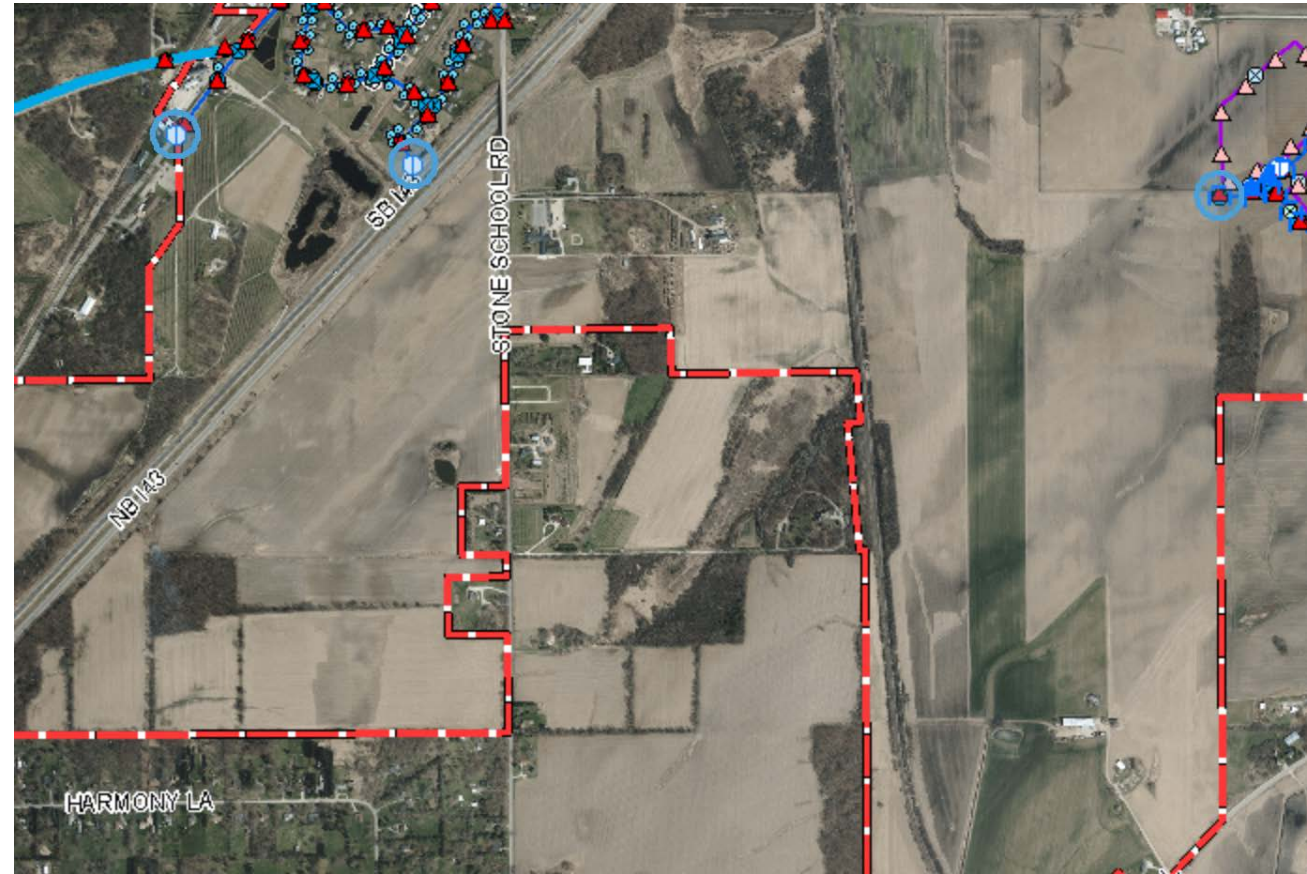
Sanitary Sewer Improvements

- Bear Pass and Wolf Run Connection
 - 36-inch pipe available with 24-inch stubbed to the southwest
 - Gravity sewer capable to most areas south of I-43
 - Farthest southwest portions will require pump station(s)
 - Branch sewer lines will extend off a main trunk that runs north/south, roughly following the railroad tracks



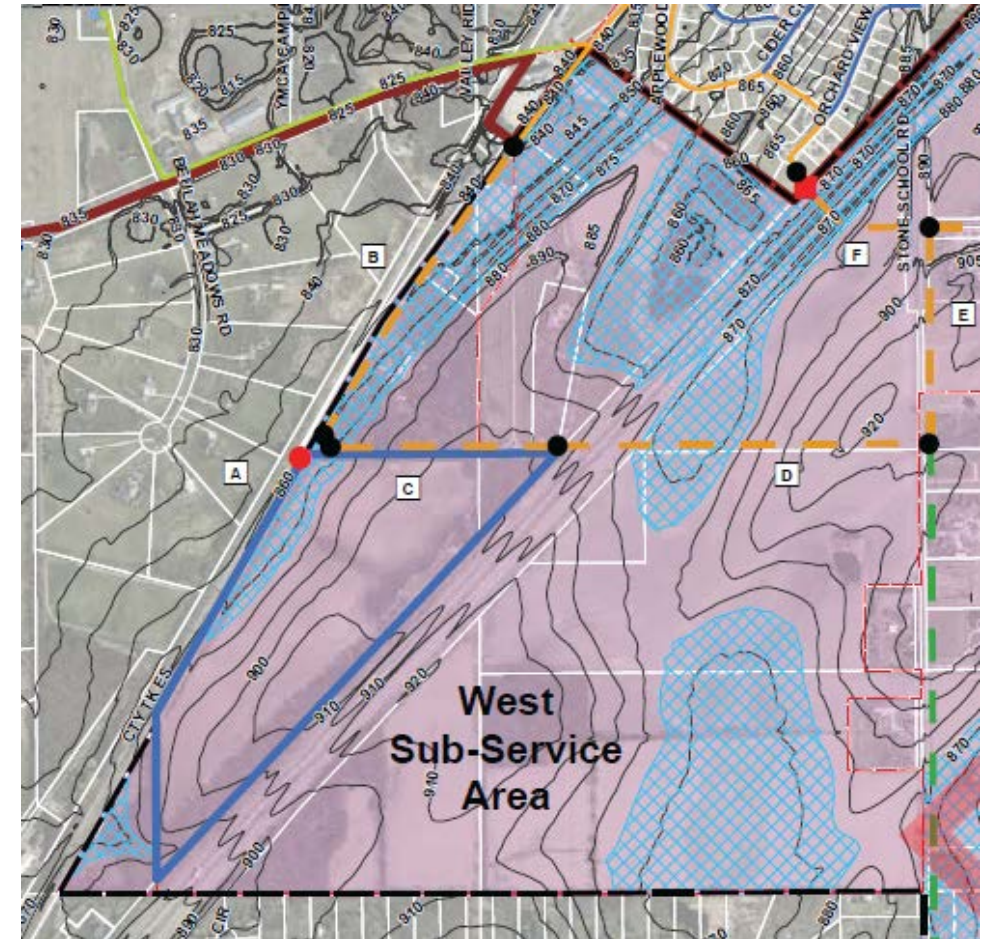
Water Improvements

- Existing water main connection points
 - CTH ES, 800' southwest of CTH J – 16-inch water main
 - Orchard View Lane – 16-inch water main
 - Boxhorn and Hill Court – 16-inch water main



Water Improvements

- CTH ES Connection
 - 16-inch water main that is to be extended south west along CTH ES
 - Booster station needed to address pressure zone
 - Main will then extend east and go under I-43
 - Est. cost of \$2.15 mil to extend water down ES and east to I-43



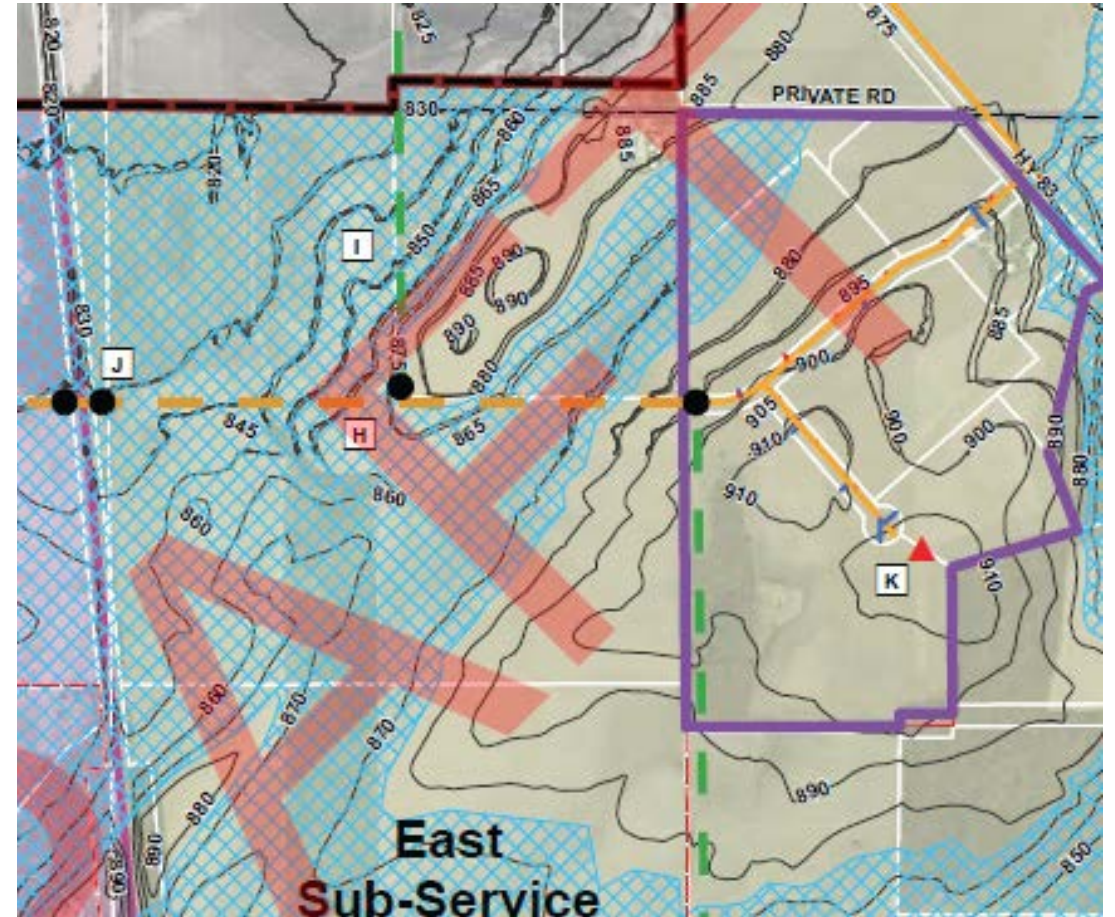
Water Improvements

- Orchard View Connection
 - 16-inch water main - extend south and east under I-43
 - Serve development and loop the system together
 - Booster station needed at this location to address pressure zone
 - Est. cost of \$412,000 to install booster station and under I-43



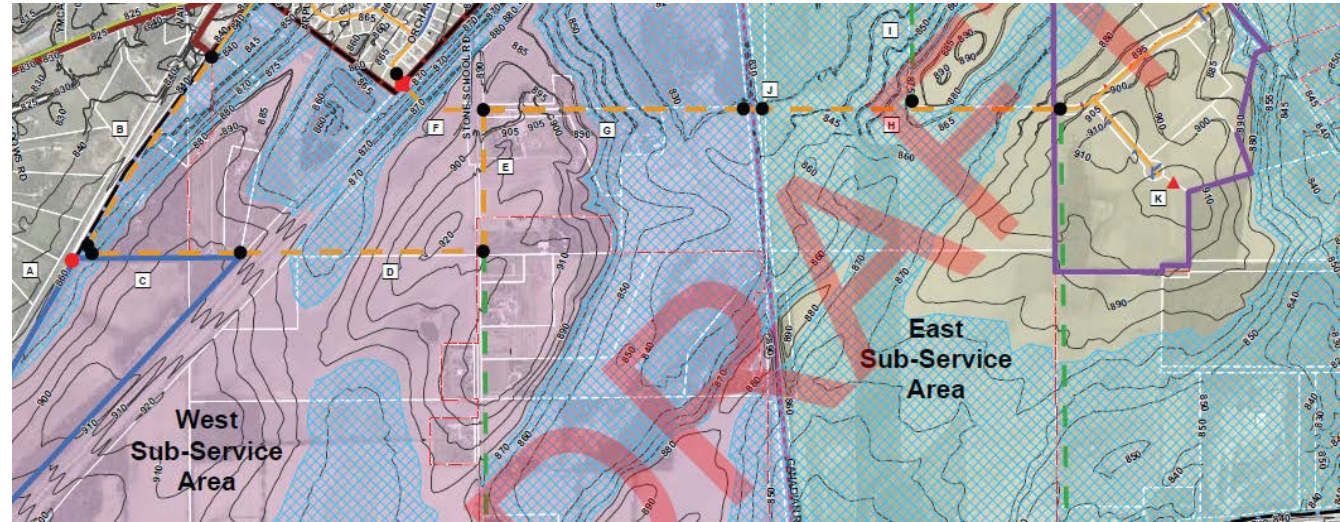
Water Improvements

- Boxhorn Connection
 - 16-inch water main that is on west end of business park
 - Serve to loop the system together



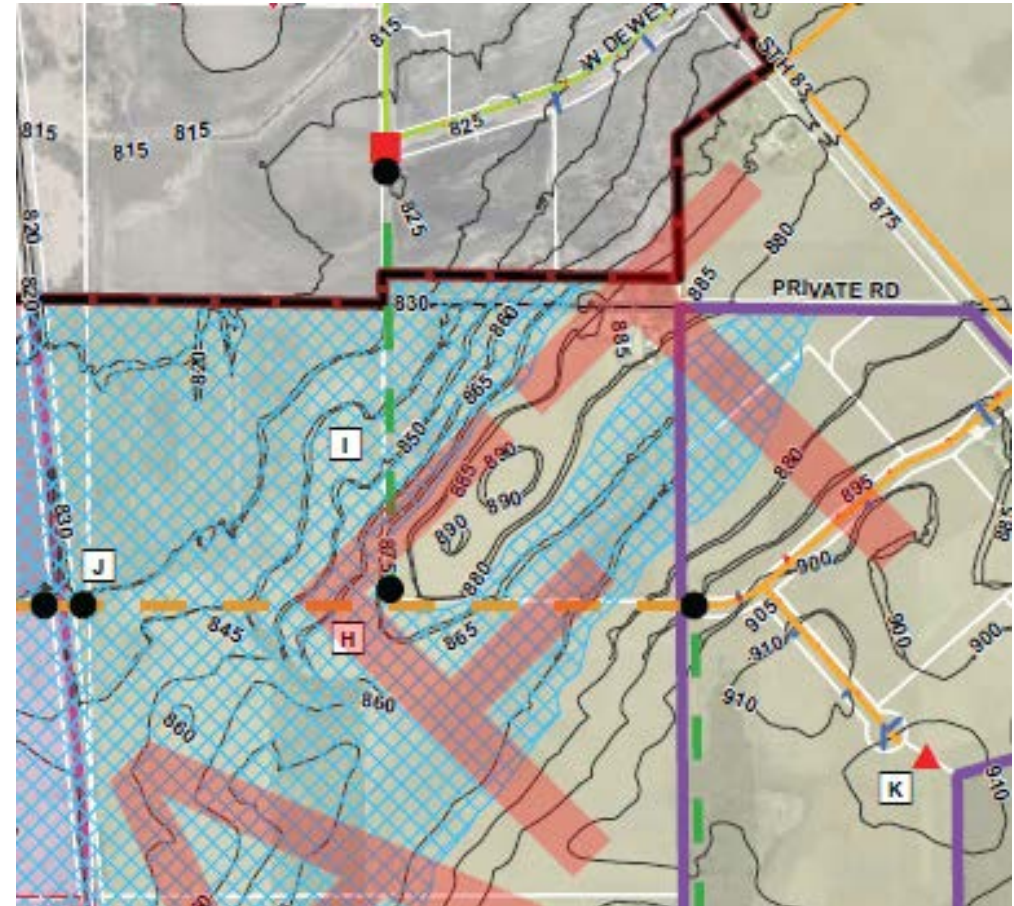
Water Improvements

- 16-inch interconnection water main
 - Loops the CTH ES water main to the Boxhorn business park water main
 - Essential to tie the west side water to the east
 - Est. cost of \$3.29 mil to extend under 43 and railroad tracks east to Boxhorn



Water Improvements

- 12-inch interconnection water main
 - Connects the 16-inch main at Boxhorn to the existing 12-inch main at Dewey Dr
 - Loop pressure zone together
 - Est. cost of \$520,000 for inter-zone vault and main



Questions?



Jerad Wegner, P.E.
Team Leader/Project Manager
Ruekert & Mielke, Inc.

jwegner@ruekert-mielke.com

MEMO

TO: Dave Brown, Utility Director

FROM: Jerad J. Wegner, P.E.

DATE: December 8, 2020

SUBJECT: Village of Mukwonago – Southern Sanitary System Evaluation

Introduction

The Village of Mukwonago is currently planning for development on the southwest side of the Village. The Village has requested Ruekert & Mielke, Inc. (R/M) perform a review of this area to determine how best to serve future development. The primary scope of services for the analysis includes:

- Review and analysis of a sewer extension along CTH “ES” to serve the Siewert Country Gate Development.
- Review the existing Sanitary Sewer System and optimum connection points for trunk sewer tie-ins and pumping station locations.
- Evaluate topographic contour data to determine locations for trunk sewer mains for the areas south of Interstate “43”, west of STH “83”, and north of the Village corporate limits.

Siewert Country Gate Development Sewer

The Siewert Country Gate Development is a planned development at the far southwest corner of the Village. The development site is bound to the west by CTH “ES” and the Town of East Troy, to the south by the Town of East Troy and to the east by Interstate “43”. The Town of East Troy and the Village of Mukwonago have a Boundary Agreement in place that limits the practicality of a sewer extension beyond this planned development parcel.

The original planned development for this site called for a mix of single family residential and multi-family residential development units. Mukwonago Village Ordinance requires any multi-family development to be served by a minimum 12-inch sanitary sewer and any single-family development to be served by a minimum 8-inch sewer. There is a 15-inch sanitary sewer located at the intersection of CTH “ES” and CTH “J”. An 8-inch sewer is extended beyond this intersection by 800-feet to the southwest side of the Elegant Farmer development. To serve the Siewert Country Gate Development, this sewer would need to extend along CTH “ES” to the proposed development.

At the time of this study, the current planned development called for 31 single family residences, 43 duplex single-family residences and a mix of multi-family buildings totaling 153 living unit equaling 250 Equivalent Dwelling Units (EDU’s). 250 EDU’s would produce an approximate 0.60 CFS of flow through a

Dave Brown, Utility Director
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sanitary sewer. An 8-inch sanitary sewer would adequately carry the flows produced by this development. The most recent development plan for this site calls for initial development of 72-80 single family residential units with approximately 18-acres available for future residential development. It is believed that an 8-inch sanitary sewer would be sufficient enough to carry the flows produced by the new planned development.

Since the Village Ordinance requires a 12-inch minimum sanitary sewer for any planned multi-family development, the Village Board would need to approve a variance for this development if the developer wishes to only install an 8-inch sanitary sewer. Another option for the development would be to extend a 12-inch sanitary sewer along CTH "ES" from the 8-inch sewer connection point and require any development beyond this site to upsize the existing 800-feet of 8-inch sanitary sewer if they wish to discharge into the system.

Given that the Siewert Country Gate Development is bound on either side by the Town of East Troy, it is not anticipated that any future development would enter the system through this sewer extension in the foreseeable future. The Village's Sanitary Sewer Master Plan does not support an extension of this sanitary sewer beneath Interstate "43" as areas of the Village to the east of Interstate "43" are served via trunk sewer extensions from that respective side of the Village.

Existing Sanitary Sewer System

There are three existing connection points for trunk sewers to serve the southwest side of the Village bound between Interstate "43" to the west, STH "83" to the east, and the Town of East Troy to the south. The primary trunk extension capable of servicing the largest portion of the southwest side of the Village would connect into an existing 24-inch sanitary sewer stub to the south of Bear Pass and Wolf Run. This primary trunk connection would have branch extensions that would serve all parts of the Village to the east of Interstate "43" and west of the Canadian National Railroad. Additionally, a portion of the Village to the east of the Canadian National Railroad could be served by an existing 12-inch sanitary sewer stub at Dewey Drive and an existing 12-inch sanitary sewer stub at Boxhorn Drive in TID #5.

In 2004, Ruekert & Mielke updated the Village's Sanitary Sewer Master Plan. A "Potential Expanded Sanitary Sewer System" exhibit from that report and master plan, previously titled "Map 14" is attached to this memo. The expanded sewer system master plan is still applicable with the current planned and potential future development in this area of the Village. The master plan calls for an extension of a 30-inch sanitary sewer from Bear Pass and Wolf Run to west of the Canadian National Railroad. Depending on planned development the existing 20-feet of 24-inch sanitary sewer stub could be relayed to the planned 30-inch trunk sewer for extension.

The trunk extension from Bear Pass and Wolf Run should be viewed as the primary trunk sewer for this area of the Village. The two 12-inch sanitary stubs from Dewey Drive and Boxhorn Drive should be used for small additional development directly adjacent to the existing system in these areas. Existing

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topography is not conducive to extending these sewers for extensive future development adjacent to or beyond the Canadian National Railroad.

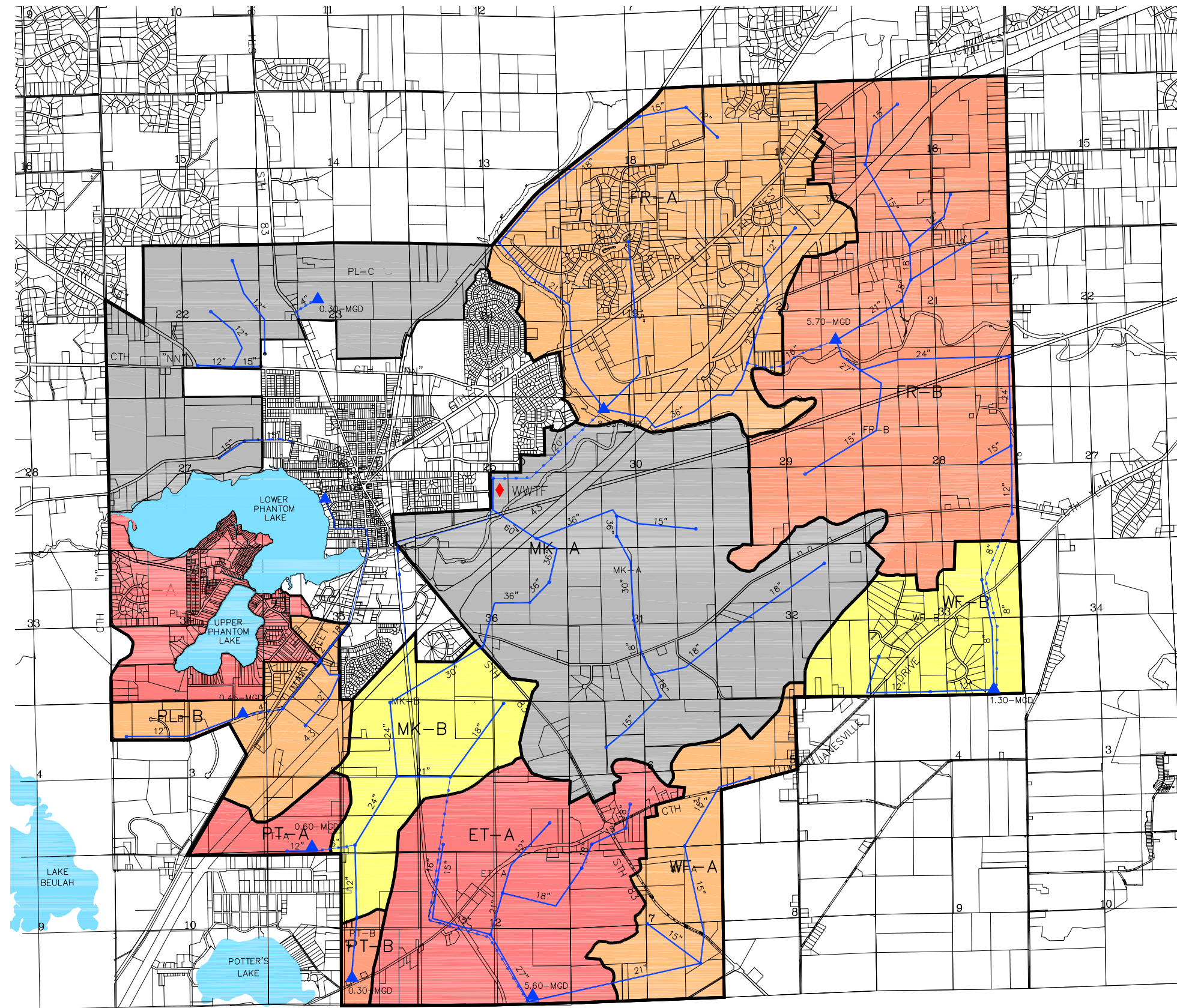
Trunk Sewer Main Locations & Pumping Stations

The trunk sewer extension from Bear Pass and Wolf Run would extend west, past the Canadian National Railroad and south, in the vicinity of Stone School Road. Topographic contour data shows that there is an area of lower elevation between Stone School Road and the Canadian National Railroad where branch sewers could flow to the primary trunk sewer. Elevation increases as you head further south towards Janesville Road, along Stone School Road.

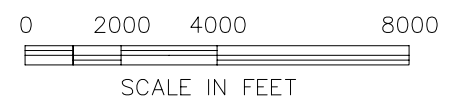
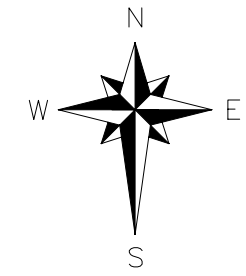
The area labeled MK-B on the attached exhibit would be served by gravity sanitary sewer and would be the area where the proposed primary trunk line would extend. Areas labeled PT-A and PT-B would need to be served by pumping stations that would pump via force main back to MK-B which ultimately discharges by gravity back to the main sewer service area labeled MK-A. The proposed pumping stations in PT-A and PT-B are estimated to be 0.60 MGD and 0.30 MGD pumping stations, respectively. This aligns with the latest sanitary sewer master plan from 2004. As portions of the Village continue to develop, it is likely that these estimates will change.

Summary

The Village is actively planning for development on the southwest side of the Village. The first known planned development is the Siewert Country Gate Development that would require a sanitary sewer extension beyond the Elegant Farmer. The sewer extension for the Siewert Country Gate Development would likely solely serve their development and is not planned to be extended further for the foreseeable future. Areas on the southwest side of the Village, to the east of Interstate "43" are planned to be served by a trunk main extension from Bear Pass and Wolf Run that would include branch sewers and a series of pumping stations further to the south that would service the majority of the Village in the area of Stone School Road and the Canadian National Railroad. It is recommended that, as development progresses to the west of STH "83" and to the south of Interstate "43" that the sanitary sewer master plan developed by Ruekert & Mielke in 2004, be revised and this development area be further evaluated.



Mukwonago - Place of the Bear
a Waukesha County blue chip community



MAP 14
POTENTIAL EXPANDED SANITARY SEWER SYSTEM

**VILLAGE OF MUKWONAGO
SANITARY SEWERAGE SYSTEM
PLANNING AREA**

**VILLAGE OF MUKWONAGO,
WAUKESHA COUNTY, WISCONSIN**

LEGEND

- PLANNING AREA BOUNDARY
- MK - A SANITARY SEWER SERVICE AREAS
-
- POTENTIAL TRUNK SEWER RELAY
- POTENTIAL FORCE MAIN
- POTENTIAL PUMPING STATIONS
- WASTEWATER TREATMENT FACILITY

MEMO

TO: Dave Brown, Utility Director

FROM: Ryan M. Schultz, P.E.

DATE: December 10, 2020

SUBJECT: Village of Mukwonago – South Pressure Zone Evaluation

Introduction

The Village of Mukwonago is currently planning for development in their South Pressure Zone. The South Pressure Zone is located on the south side of the Village and is currently served by a single booster pumping station. The Village has requested Ruekert & Mielke, Inc. (R/M) perform a study to determine how to serve future development within the western portion of the South Pressure Zone. The primary scope of services for the analysis includes:

- Determine the extends of the western portion of the South Pressure Zone that is anticipated to be developed in the near future.
- Identify future supply and storage needs for the South Pressure Zone.
- Identify necessary improvements needed to serve the proposed Siewert Development.
- Provide a recommendation of future water improvements to serve the western portion of South Pressure Zone.
- Develop a project staging sequence for the recommended improvements.

The scope of services for this Study did not include an analysis of the Village's ability to supply the South Pressure Zone from their Main Pressure Zone. For the purposes of this Study, it was assumed that the Village will have made the necessary improvements to the Village's water supply system to serve future development within the South Pressure Zone.

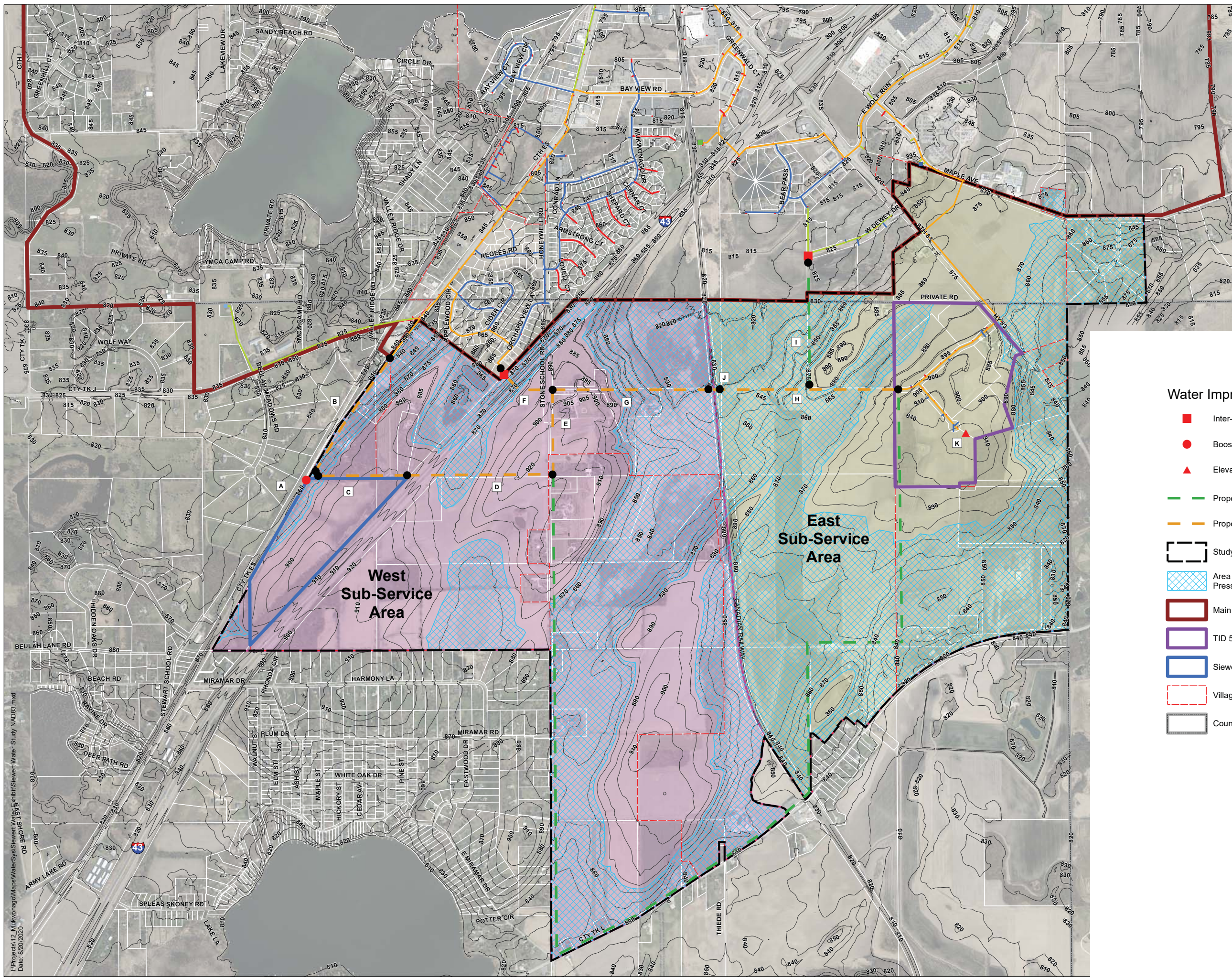
South Pressure Zone Service Area

The South Pressure Zone is generally located south of the existing water service area within the Village and in the Towns of Mukwonago, Vernon and East Troy. The extent of the pressure zone is shown in the Minimum Future Water System Requirements Figure included in Appendix A. The intent of this study was to analyze the areas of the South Pressure Zone that will most likely develop within the next 20 years.

It is anticipated that initial development will occur in the western half of the South Pressure Zone (Study Area). The extents of this Study Area is shown in Figure No. 1. The area included in TID No. 5 is the only portion of the South Pressure Zone that is currently being served. TID No. 5 is located in the eastern portion of the Study Area between State Trunk Highway (STH) '83' and the Canadian National Railroad. Overall, the Study Area can be generally separated into an East and West Sub-Service Areas. The sub-service areas are separated by the Canadian National Railroad.

Figure 1

South Pressure Zone Evaluation



Water Improvements

- Inter-Zone Connection
- Booster Pumping Station
- Elevated Tank
- Proposed 12" Water Main
- Proposed 16" Water Main

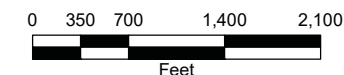
- Study Area
- Area Servable From the Main Pressure Zone (< 875' Contour)
- Main Pressure Zone Boundary
- TID 5 Development
- Sewer Development
- Village Limits
- County Boundary

Water Structures

- Mixing Vault
- Booster Station
- Elevated Tank
- Well

Water Main

- 4"
- 6"
- 8"
- 10"
- 12"
- 14"
- 16"
- 20"
- 24"
- 30"



Topography

The topography of the proposed Study Area is critical in planning for and design of water system improvements. The topography determines the configurations of pressure zones and dictates the locations of reservoirs and storage tanks. Elevations within the Study Area vary from 816 to 922.

Land Use

Land use is used to establish unit consumption values for residential, commercial, multi-family, industrial and public authority water demands. The Village's 2035 land use plan, adopted on October 6, 2009, was used to determine the future land use within the South Pressure Zone. A summary of the land use within the South Pressure Zone is shown in Table 1. A summary of the land use within the Study Area is shown in Table 2.

Table 1 South Pressure Zone Land Use and Estimated Ultimate Water Use

Land Use	Acreage	Lot Size (ft ²)	Dwelling per Acre	Population (per Acre)	Ultimate Water Use, gpd (gpm)	
					Average Day	Maximum Day ⁽²⁾
Bus Mix Overlay	98.0				48,993	97,987
Business Park	71.9				35,957	71,915
Commercial / Business	145.1				72,546	145,092
Exec. Large Lot Single Family	202.2	37,500	1.2	2.9	46,971	93,941
Government and Institutional	159.5				79,744	159,488
Historical Residential	8.3	12,000	3.6	9.1	6,001	12,003
Industrial	507.4				253,703	507,406
Low Inten. Comm/Bus	15.0				7,513	15,027
Low Den. Multi Family	66.8		5.0	9.4	50,201	100,402
Medium Lot Single Family	283.3	25,000	1.7	4.4	98,726	197,451
Medium Lot Single Family II	219.1	15,000	2.9	7.3	127,262	254,524
Multi-Family Residential	58.3		10.0	18.8	87,639	175,279
Open Space / Recreational	219.1					
Miscellaneous	9.4					
Small Lot Single Family	295.0	10,000	4.4	10.9	256,977	513,953
Total	2,358.2				1,172,234 (814)	2,344,468 (1,628)

Table 2 Study Area Land Use and Estimated Ultimate Water Use

Land Use	Acreage	Lot Size (ft ²)	Dwelling per Acre	Population (per Acre)	Water Use, gpd	
					Average Day	Maximum Day ⁽²⁾
Bus Mix Overlay	93.5				46,750	93,500
Business Park	4.9				2,425	4,850
Commercial / Business	140.6				70,310	140,620
ExecLarge Lot Single Family	138.7	37,500	1.2	2.9	32,211	64,422
Government and Institutional	159.5				79,755	159,510
Historical Residential		12,000	3.6	9.1	0	0
Industrial	507.4				253,703	507,406
Low Inten Comm/Bus					0	0
LowDenMulti	66.8		5.0	9.4	50,201	100,402
Medium Lot Single Family	271.8	25,000	1.7	4.4	94,724	189,448
Medium Lot Single Family II	120.3	15,000	2.9	7.3	69,876	139,752
Multi-Family Residential	58.2		10.0	18.8	87,533	175,066
Open Space / Recreational	51.6					
Small Lot Single Family	217.2	10,000	4.4	10.9	189,225	378,449
Total	1,830.5				976,713	1,953,425
⁽²⁾ Assumed Average Day to Maximum Day Ratio of 2.0				(gpm)	678	1,357

Existing and Future Water Demands

Projections of customer demands serve as the basis for capital improvements planning. Standard methods used to project water demands are based on estimates of population and community growth. Water requirements can further be refined as more details of the proposed development are determined. Initial water use projections for the South Pressure Zone were developed during design of the TID No. 5 Booster Pumping Station. Estimates were based on land use and typical water use and population unit design factors. The unit design factors used to estimate water use are listed below:

- Residential Water Use – 80 gallons per capita per day (gpcd)
- Commercial/Industrial – 500 gallons per acre per day (gpad)
- Maximum Day: Average Day Peaking Factor – 2.0 : 1.0
- Average Household Size: 2.5
- Average Household Size of Renter Occupied Units: 1.88
- Average Family Size: 3.05

The estimated water use for each land use classification within the South Pressure Zone and Study Area are shown in Tables No. 1 and No. 2 respectively. Based on these unit design factors, the ultimate average day water use within the South Pressure Zone is estimated to be approximately 814 gpm. The ultimate maximum day water use within the South Pressure Zone is estimated to be approximately 1,628 gpm. The ultimate average day water use within the Study Area is estimated to be approximately 678 gpm. The ultimate maximum day water use within the Study Area is estimated to be approximately 1,357 gpm.

Currently, the only customers being served in the South Pressure Zone are located in TID No. 5. The current average water use is approximately 6,000 to 7,000 gpd per discussions with Village staff.

In addition to verifying future water demands, the Village requested R/M estimate future demands of the proposed Siewert Development. The unit design factors used for this development were provided by the Village based on the type of residential development and are listed below:

Table 3 Siewert Development Unit Design Factors

Land Use Classification	Value
Residential	
Single Family Residential (SFR)	150 gpd per Unit
2-Family Residential	300 gpd per Unit
Multi-Family Residential (MFR)	
1-Bed Apt. (50% SFR)	75 gpd per Unit
2-Bed Apt. (75% SFR)	112.5 gpd per Unit
3-Bed Apt. (100% SFR)	150 gpd per Unit
Maximum Day to Average Day Ratio	3.0 : 1.0
Industrial	
Commercial/Business/Industrial	500 gpad
Maximum Day to Average Day Ratio	3.0 : 1.0

Based on these unit design factors, the ultimate average day water use within the Siewert Development is estimated to be approximately 43,425 gpd (30 gpm). The ultimate maximum day water use within the Siewert Development is estimated to be approximately 130,275 gpd (90 gpm).

Existing Water System

A booster pumping station, located at the intersection of Maple Court and Maple Avenue, was constructed in 2018 to serve the TID No. 5 development. The booster pumping station is supplied from the Main Pressure Zone by a 16-inch water main located on Maple Avenue and discharges to a 16-inch water main that supplies TID No. 5.

The booster pumping station currently has a capacity of 2,500 gpm with provisions to expand to 3,500 gpm. The pumping station was designed to supply maximum day demands and fire flow for initial development within the South Pressure Zone. Ultimately, an elevated storage tank will be constructed to provide the required fire flows. After the elevated storage tank has been constructed, the booster pumping station will supply maximum day demands and the elevated storage tank will provide peak hour and fire flow storage. The booster pumping station will be able to provide limited fire flow if the elevated storage tank is taken out-of-service for maintenance. The rated capacity of the booster pumping station service pumps are summarized in Table 4. An emergency engine generator provides backup power to the pumping station.

Table 4. TID No. 5 Booster Pump Station Service Pump Summary

Pump No.	Rated Flow Rate, gpm	Rated TDH, ft
No. 1	100	60
No. 2	350	60
No. 3	350	60
No. 4	700	60
No. 5	1,000	60
No. 6	1,000	60
No. 7 (future)	1,000	--

Flow test were performed in January of 2019 and June of 2019 to confirm the capacity of the booster pumping station. Water system pressures were monitored at points of high elevation within TID No. 5 development to determine the available flow that could be provided while maintaining 35 psi and 20 psi within the system with the largest pump out-of-service. Based on the results of the flows test, the actual capacity of the booster pumping station was approximately 2,500 gpm while maintaining 35 psi within the system, and 2,800 gpm while maintaining 20 psi within the system.

Design Criteria

Water systems are analyzed, planned, and designed primarily through the application of basic hydraulic principles. Some important factors that must be considered when performing this analysis include:

1. The location and capacity of supply facilities
2. The location, sizing and design of storage facilities
3. The location, magnitude, and variability of customer demands
4. Water system geometry and geographic topography
5. Minimum and maximum pressure requirements
6. Land use characteristics with respect to fire protection needs

For this study, an evaluation of the proposed water system was performed to determine the adequacy of the system to supply existing and future water needs, and to supply water for fire protection purposes.

The system was evaluated based on the following criteria:

- Water System Pressure
 - o Required Minimum Static Pressure Under Normal Operation – 35 psi
 - o Recommended Minimum Static Pressure Under Normal Operation – 45 psi
 - o Required Maximum Static Pressure Under Normal Operation – 100 psi
 - o Recommend Maximum Static Pressure Under Normal Operation – 80 psi
- Fire Flow Capacity
 - o Initial – 1,500 gpm for 3 hours
 - o Ultimate – 3,500 gpm for 3 hours.

Water Supply and Storage Analysis

In addition to providing water for fire protection, system storage is used as a "cushion" to equalize fluctuations in customer demands, establish and maintain water system pressures, provide operational flexibility for water supply facilities, and improve water supply reliability. In general, storage facilities should be adequately sized to provide sufficient quantities of water for fire protection on days of maximum customer demands.

It is anticipated that storage requirements for fire protection, peak hour demands, and reliable supply capacities will change as the Study Area develops and improvements are implemented. As customer demands exceed supply pumping capacities during peak hour conditions, the excess demands must be met by depleting available storage. The amount of storage depleted is referred to as equalizing storage for peak hour requirements. Storage should also be available for fire protection purposes when sufficient pumping capacities are not available. To assure a reliable supply for fire protection, this portion of storage should be reserved for emergency use only and should not be utilized to meet peak hour or operational requirements.

In most instances, it is desirable to provide additional storage for the purposes of operational needs. Operational storage allows for the control of pumps prior to the depletion of needed peak hour equalizing storage. Operational storage may be needed as a safety factor in emergencies or where customer demands are unpredictable and fluctuate widely. Operational storage may also be desired to take advantage of off-peak electrical rates for pumping. An additional storage volume of approximately 30 percent of the peak hour equalizing storage volume is usually included for an operational cushion.

The following relationships between supply capacities and storage volumes are the primary criteria used to determine optimum storage volumes:

- Reliable supply capacity should at least equal projected maximum day supply requirements.
 - o Total available storage should be capable of meeting demands in excess of the maximum day demand as well as fire protection needs, assuming reliable supply capacity is adequate to meet maximum day requirements.

As the total requirements are a balance between both supply capacity and storage volumes, it is possible to utilize available supply sources to reduce required storage volumes. When excess reliable supply capacity exists and/or the hydraulic capabilities of the water system allow the transfer of water from one pressure zone to another it is possible to reduce storage requirements for individual pressure zones.

- Where reliable pumping capacity exceeds maximum day demands, the excess reliable pumping capacity may offset total storage requirements in the following ways:
 - o Peak Hour Equalization Storage: The reliable pumping capacity in excess of the maximum day demand requirements may be utilized to offset peak hour equalizing storage.
 - o Fire Protection Storage: Excess reliable pumping capacity which exceeds the peak hour demand requirement may offset the required fire protection storage needed for the duration of the maximum fire flow requirement for the pressure zone.

The storage requirements, based on estimated demands, required fire flows, and varying stages of development when the above criteria are considered are summarized in Table 5. Currently, the eastern portion of the Study Area is served by a single booster pumping station. As the western portion of the Study Area develops, a second booster pump station will be constructed. Each booster pumping station will initially serve its own sub-service area. Ultimately, the South Pressure Zone will be served by both booster pumping stations and an elevated storage tank. The existing booster pumping station provides all demand and fire flow requirements for the eastern sub-service area. The initial design capacity of 2,500 gpm for the pumping station was based on providing 1,500 gpm of fire flow. Based on this design capacity and the required fire flow, the booster pumping station is able to provide a maximum day demand of approximately 400 gpm without the need for additional storage. The capacity of the booster pumping station will need to be increased to 3,500 gpm if the maximum day demand of the sub-service area exceeds 400 gpm and is less than 1,000 gpm, or if the maximum day demand is less than 400 gpm and the required fire flow is increased to 2,500 gpm.

Ultimately, when either the maximum day demand exceeds 1,000 gpm with a required fire flow of 1,500 gpm or the maximum day demand exceeds 400 gpm with a required fire flow of 2,500 gpm, in either sub-service areas, the sub-service areas will need to be combined and an elevated storage tank will need to be provided.

The ultimate required storage volume was determined based on only one of the two booster pumping stations supplying the ultimate maximum day demands of the South Pressure Zone. Assuming 3,500 gpm of fire flow for a duration of 3 hours will be required, the storage volume needed for the Southern Pressure Zone would be approximately 565,000 gallons.

Table 5 Supply and Storage Requirements

	Booster Pumping Station Capacity			
	Initial Capacity	Ultimate Capacity Including Additional Service Pump		Ultimate Development
Design Average Day Demand (gpm)	200	500	200	810
Design Maximum Day Demand (gpm)	400	1,000	400	1,630
Design Peak Hour Demand (gpm)	640	1,600	640	2,610
Reliable Supply Capacity (gpm) ¹	2,500	3,500	3,500	3,500
Reliable Supply Capacity Excess or (Deficiency) (gpm)	2,100	2,500	3,100	1,870

	Booster Pumping Station Capacity			
	Initial Capacity	Ultimate Capacity Including Additional Service Pump		Ultimate Development
Peak Hour Equalizing Requirements (gallons) ¹	73,000	183,000	73,000	298,000
Fire Protection (gpm) ²	1,500	1,500	2,500	3,500
Fire Protection (gallons) ²	270,000	270,000	450,000	630,000
Reserve Storage (gallons; 30% of Equalizing Storage) ³	21,900	54,900	21,900	89,400
Total Optimum Storage Requirements (gallons)	365,000	508,000	545,000	1,018,000
Proposed Storage Capacity (gallons)	0	0	0	565,000
Subtotal Capacity Required (gallons)	365,000	508,000	545,000	453,000
Less Excess Available Reliable System Supply Capacity for Peak Hour ⁵	73,000	183,000	73,000	298,000
Less Excess Available Reliable System Supply Capacity for Fire Protection ⁷	334,771	341,960	514,760	160,160
Less Available Interzone Transfer Capacity for Fire Protection ⁸	N/A	N/A	N/A	N/A
Total Additional Storage Required (gallons)	None	None	None	None

Notes
1. Peak hour storage is storage required to meet demands which exceed the maximum day demand rate assuming the reliable supply capacity is equal to the maximum day demand rate.
2. Optimum fire protection based on 1,500 gpm for 180 minutes for Initial Development, 1,500 gpm for 180 minutes for Phase II(a), 2,500 gpm for 180 minutes for Phase II(b), and 3,500 gpm for 180 minutes for Ultimate Development.
3. Reserve storage is storage required to provide a start/stop range for pump operation and an emergency reserve storage supply.
4. Supply Capacity Credit cannot exceed Peak Hour Equalization and is calculated utilizing the time of day demand curve and current supply capacity.
5. Supply Capacity Credit cannot exceed Fire Protection Needs and is calculated as the reliable supply capacity in excess of Peak Hour Demand x 180 minutes
C:\Users\rschultz\AppData\Roaming\RoomieRoom Client\7\EditingFiles\Mukwonago South Pressure Zone SupplyStorage Analysis.xlsx\Report Summary

Recommend Improvements/Proposed Development

The South Pressure Zone will ultimately be supplied from two booster pump stations and an elevated storage tank. Each booster pump station will have an initial capacity of 2,500 gpm. At this capacity, each station will be able to provide approximately 1,500 gpm of available fire flows during a 640 gpm maximum day demand scenario without the need for elevated storage.

As the demand or required fire flows increase in the sub-service areas, the pump capacity in the stations can be increased to 3,500 gpm. At this capacity, each station will be able to provide approximately 1,500 gpm of available fire flows during a 1,000 gpm maximum day demand scenario without the need for elevated storage.

Ultimately, when fire flows in excess of 2,500 gpm are required, or when the two sub-service areas are connected, an elevated storage tank will need to be constructed. The elevated storage tank should have a minimum capacity of approximately 600,000 gallons. With 600,000 gallons of elevated storage, the water system will be able to provide 3,500 gpm of available fire flows during ultimate maximum day demands of 1,650 gpm with one booster pump station in operation. The ultimate improvements recommended to serve the Study Area are shown in Figure No. 1. It is anticipated that the initial development will continue to occur in areas of high elevation in and adjacent to the TID No. 5 development and in the vicinity of the proposed Siewert Development located in the western portion of the Study Area.

A large portion of the South Pressure Zone could initially be served by the Main Pressure Zone. The areas where the Main Pressure Zone would be able to provide a minimum static pressure of 45 psi are shown in Figure 1. Initially, if need be, these areas could be served by the Main Pressure Zone in order to minimize the infrastructure costs to serve the development. Provisions should be provided that would allow the area to be converted to the South Pressure Zone when an elevated tank is provided.

Areas within the South Pressure Zone, with elevations less than 855 feet, will be supplied with water at static pressures greater than 80 psi. These homes/developments will need to be provided with pressure regulators to protect fixtures.

East Sub-Service Area Development

The East Sub-Service portion of the Study Area will continue to be served by the TID No. 5 Booster Pump Station. It is anticipated that TID No. 5 will continue to develop to the west within the next 10 years. As this occurs, the existing 16-inch water main will be extended, and an inter-zone connection located near W. Dewey Drive will be installed. The interconnection will allow the East Sub-Service Area to be supplied from the Main Pressure Zone in an emergency or during a time of high demand. The major improvements that will benefit the East Sub-Service Area are labeled as Improvements "H" and "I" in Figure 1. A description of the improvements and estimate construction cost is summarized in Table 6.

West Sub-Service Area Development

The West Sub-Service Area will be initially be served by a booster pump station currently being proposed adjacent to County Trunk Highway (CTH) 'ES'. The booster pump station will initially serve development west of CTH 'ES'. A 16-inch diameter water main will be constructed through the initial development. It is anticipated that some development will occur east of CTH 'ES' within the next 10 years. The 16-inch diameter water main will need to be constructed across I-43 to serve development east of the CTH 'ES'. In addition, an inter-zone connection will need to be constructed near Orchard View Lane. The inter-zone connection will allow the West Sub-Service Area to be supplied from the Main Pressure Zone in an

emergency or during a time of high demand. The major improvements that will benefit the West Sub-Service Area are labeled as Improvements "A", "B", "C", "D", "E", "F", and "G" in Figure 1. A description of the improvements and estimate construction cost is summarized in Table 6.

Ultimate Development

Ultimately, as demand and fire flow requirements increase, the East and West Sub-Service Areas of the Study Area will need to be connected and an elevated storage tank constructed. The improvements will include a railroad crossing. These improvements will benefit the entire Study Area and are labeled as Improvements "J" and "K" in Figure 1. A description of the improvements and estimate construction cost is summarized in Table 6.

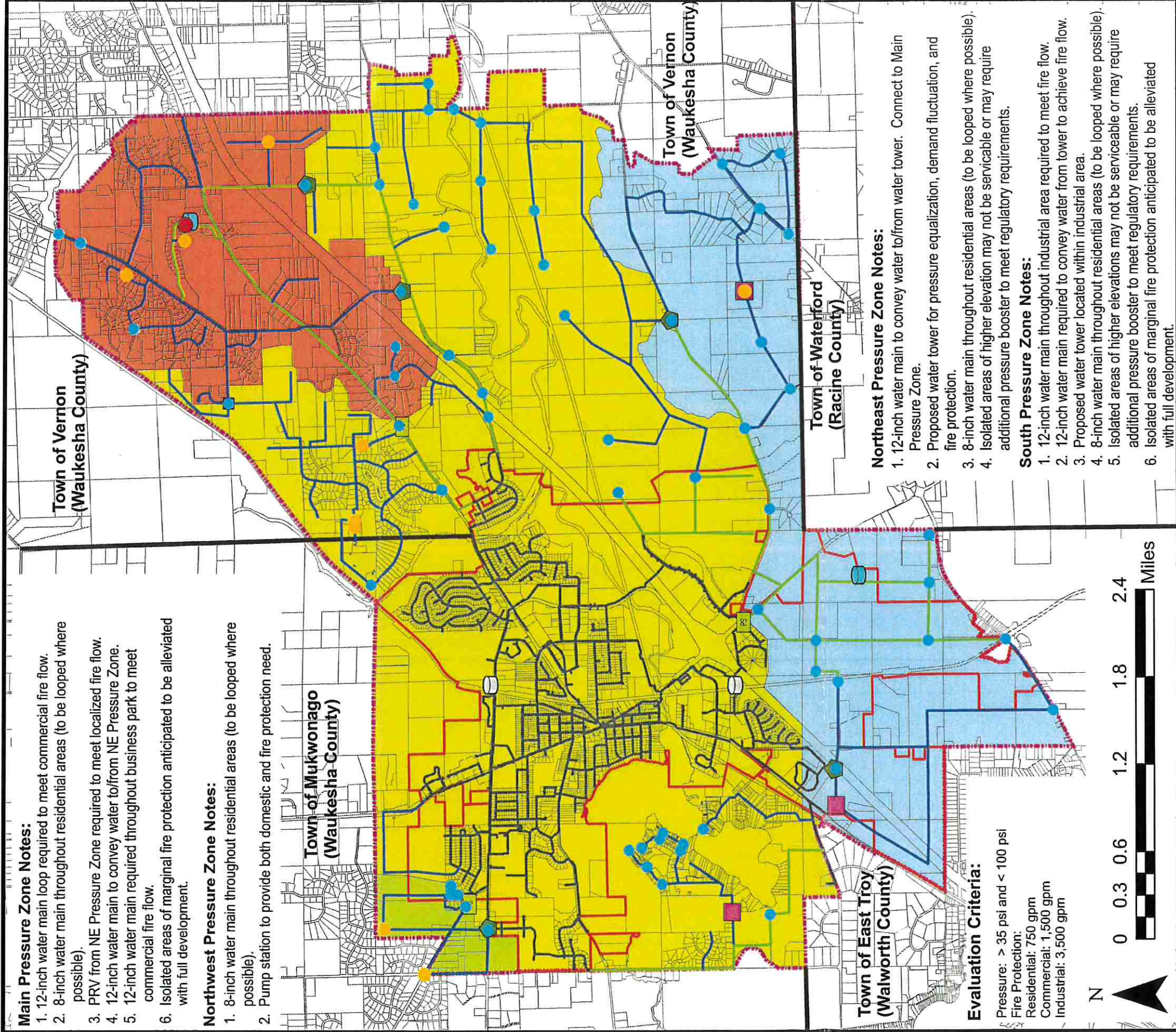
Table 6 Recommended Improvements

Recommended Improvements		
ID	Description	Estimated Cost (a)
A	West Side Booster Pump Station with an initial rated capacity of 2,500 gpm.	\$900,000
B	Approximately 2,630 lineal feet of water main to serve Siewert Development.	\$796,000
C	Approximately 1,060 lineal feet of 16-inch main extension to Interstate 43.	\$451,500
D	Approximately 2,200 lineal feet of 16-inch main extension to Stone School Road, including Interstate 43 crossing.	\$843,000
E	Approximately 1,325 lineal feet of 16-inch main extension along Stone School Road to Mukwonago Baptist Church.	\$550,000
F	Approximately 800 lineal feet of 16-inch main extension to connect to Orchards Subdivision from Stone School Road, including Interstate 43 Crossing and Inter-Zone Transfer Vault.	\$412,000
G	Approximately 2,500 lineal feet of 16-inch main extension from Stone School Road to railroad tracks.	\$890,500
H	Approximately 2,850 lineal feet of 16-inch main extension from railroad tracks to TID #5, including railroad crossing.	\$933,500
I	Approximately 2,000 lineal feet of 12-inch main extension from 16-inch connection at TID #5 to Dewey Drive and Inter-Zone Transfer Vault.	\$520,000
J	16-inch railroad crossing.	\$70,000
K	New Elevated Tank.	\$2,500,000

(a) All costs are in 2020 dollars. Water main costs assume structural backfill and minor utility interference.

For the purposes of illustrating minimum requirements, not all loops have been completed. For reliability and to ensure adequate fire protection, dead ends should be minimized to the extent possible. Service to areas outside of the Study Area shown may require additional mains or larger main sizes to ensure adequate fire protection. The timing of water main installation may necessitate an increase in the initial main size if the loops and/or facilities shown cannot be completed at the time of initial installation.

Appendix A



General Notes:

- Water system sizes shown are the minimum required diameter to provide the anticipated fire protection need based upon projected land use and assumes the entire network of mains and facilities are installed.
- For the purpose of illustrating minimum requirements not all loops have been completed. For reliability and to ensure adequate fire protection, dead ends should be minimized to the extent possible.
- Service to areas outside of the Future Service Area shown may require additional mains or larger main sizes to ensure adequate fire protection.

- The timing of water main installation may necessitate an increase in the initial main size if the loop(s) and/or facilities shown cannot be completed at the time of initial installation.
- Not all future mains are shown. Minimum future water main size in all land use areas should be 8-inch diameter with minimum water main sizes in industrial areas recommended to be 12-inch.
- Although not shown, it is recommended and good practice that major crossings (river, railroad, major highway, etc.) be a minimum of one pipe size larger than the main on each side of the crossing.

FIGURE 1
MINIMUM FUTURE WATER SYSTEM REQUIREMENTS
VILLAGE OF MUKWONAGO
MUKWONAGO, WISCONSIN

MINUTES OF THE VILLAGE BOARD MEETING

Wednesday, November 18, 2020

Time: **6:30 pm**

Place: **Mukwonago Municipal Building/ Board Room, 440 River Crest Court**

Call to Order

The Village President Winchowky called the meeting to order at 6:30p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members Present

Daniel Adler
Eric Brill
Jim Decker
Darlene Johnson
John Meiners
Roger Walsh
Fred Winchowky

Also Present

John Weidl, Village Administrator
Diana Dykstra, Village Clerk-Treasurer
Kevin Schmidt, Police Chief
Dave Brown, Utilities Director
Ron Bittner, Public Works Director
Mark Blum, Village Attorney
Jerad Wegner, Village Engineer

Pledge of Allegiance

Comments from the Public

David Boebel, 815 Parkview Lane, expressed his concerns for the Mukwonago Outdoor Performance Stage. He noted that it is a board initiative not a resident request, and he felt it was initially supposed to be supported by donations as a civic project. If groups wish to have an outdoor performance stage they can find a way to build it, the survey did not ask for it. Additionally, he noted the market strategies report doesn't fit the profiles of seniors. It looks good on paper, but nothing that meets the needs of seniors. He also commented that there is a closed session regarding Blue Bay and a deal with them. He feels developers should pay as they go and shouldn't make deals. If they can't afford to build without taxpayer money they shouldn't.

Presentations

Proclamation Honoring Election Officials in the Village of Mukwonago.

Decker/Johnson motion to approve a Proclamation Honoring Election Officials in the Village of Mukwonago. Unanimously carried.

Clerk Dykstra presented a video of the activities inspectors have been involved in throughout the year. President Winchowky presented each inspector with a proclamation for their service.

Presentation of the final Brand Identity Guide for the Village of Mukwonago.

Karl Robe of Karl James and Associates presented a design guide for the use of the new logo.

Presentation from Steve Wagner of Anderson Ashton on the Mukwonago Outdoor Performance Stage.

Steve Wagner of Anderson Ashton presented various designs of the Mukwonago Outdoor Performance Stage and reviewed the available options.

Presentation from Redevelopment Resources on a market strategies report for the Village of Mukwonago.

Kristin Fish Peterson was present to review a market strategies report she was asked to create for the downtown area.

Consent Agenda

- 7.1 Approve Minutes of the following meetings: Joint Village and Town Board meeting of September 24, 2020, Special Village Board meeting of September 24, 2020, Special Village Board Meeting of October 7, 2020, Special Village Board meeting of October 8, 2020, and Regular Village Board meeting of October 21, 2020, and Special Village Board meeting of October 29, 2020.
- 7.2 Approve Vouchers in the amount of \$448,176.58.
- 7.3 Authorization to Finance Director to submit request for remaining balance of Routes-to-Recovery grant after final reporting period expenses are submitted in November
- 7.4 Approve **Resolution 2020-50** a resolution to approve the 2021 Fee Schedule for the Village of Mukwonago.
- 7.5 Approve **Resolution 2020-65** a resolution to approve Receipt of Claims for Refund/Adjustment of 2018 and 2019 Property Taxes under Wis. Stats. Section 70.511 and request of chargeback of taxes for the real property known as Tax ID MUKV1970999022.
- 7.6 Approval of Change Order and final pay request for the WWTF Septage Receiving, Grit, and Digester Upgrade to August Winter and Son in the amount of \$42,945.24.
- 7.7 Approve **Resolution 2020-61** a Resolution adopting changes to the Employee Handbook subject to final review by labor attorney.
- 7.8 Approval to host two Electronics Recycling Events in 2021
- 7.9 Denial of Engine Response Fee dispute.

Decker/Johnson motion to approve Consent Agenda Items 7.1 to 7.9
Unanimously carried.

Planning Commission Recommendations

Discussion and possible action to approve RESOLUTION 2020-60 a Resolution to approve monument sign at ProHealth Care facility, Owner; 240 Maple Ave; Parcel MUKV 2016-993-002.

Decker/Meiners motion to approve RESOLUTION 2020-60 a Resolution to approve monument sign at ProHealth Care facility, Owner; 240 Maple Ave; Parcel MUKV 2016-993-002. Motion carried. Trustee Brill abstained.

Finance Committee, Trustee Meiners

Discussion and possible action to approve Resolution 2020-59 to formalize the 3% Simplified Rate Increase for the Water Utility.

Meiners/Decker motion to approve Resolution 2020-59 to formalize the 3% Simplified Rate Increase for the Water Utility. Unanimously carried.

Discussion and possible action to approve Vouchers in the amount of \$241,210.75.

Meiners/Decker motion to approve Vouchers in the amount of \$241,210.75. Unanimously carried.

Discussion and possible action on Resolution 2020-66 a Preliminary Resolution Declaring the Intent to Levy Special Assessments Under the Village of Mukwonago's Police Power Acting Pursuant to Wis. Stats. 66.0703

Meiners/Decker motion to approve Resolution 2020-66 a Preliminary Resolution Declaring the Intent to Levy Special Assessments Under the Village of Mukwonago's Police Power Acting Pursuant to Wis. Stats. 66.0703

Health and Recreation Committee, Trustee Decker

Discussion and guidance on the outdoor performance stage.

Public Works Director Bittner noted that the original thought was to locate the stage down a bit with review of additional cost, sun exposure, and sound, they are recommending option #3. They are looking to construct the stage and have a grand opening in September, then move into phase 2 which will concessions.

Trustee Johnson questioned if this was double the cost. Director Bittner noted that it is not. Administrator Weidl stated that some money will not be spent if they decoupled the buildings. Trustee Decker noted he is in favor of separating the vendors and the stage to enhance the use of the park with farmer's markets etc.

Trustee Walsh questioned if there were any private funds collected and this time and used. Director Bittner noted there was and all those funds have been used to fund the Architectural Design.

Decker/Meiners motion to approve option #3 for the MOPS Stage design. Unanimously carried.

Discussion and possible action to approve the Mukwonago Chamber of Commerce Special Event and Park Reservation Application for Midnight Magic Event on December 5, 2020 at Field Park, along with a request to waive the fees.

Decker/Johnson motion to approve the Mukwonago Chamber of Commerce Special Event and Park Reservation Application for Midnight Magic Event on December 5, 2020 at Field Park, subject to Covid Plan submittal and a split of the fees with the Boy Scouts. Unanimously carried.

Protective Services, Trustee Adler

Police Report for October 2020 was reviewed and placed on file.

Closed Session

Decker/Johnson motion to go into Closed Session pursuant to **Wis. Stats. § 19.85(1)(e)** (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) for negotiation with the redevelopment of 927 Main Street (Blue Bay) and pursuant to **Wis. Stats. § 19.85(1)(c)** (Compensation and Evaluation. Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body.) Public Works Crew Supervisor at 8:00pm.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, Walsh, Winchowky.
Unanimously carried.

Reconvene into Open Session

Decker/Meiners motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) at 8:23pm.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, Walsh, Winchowky.
Unanimously carried.

Adjournment

Meeting adjourned at 8:23pm.

Respectfully Submitted

Diana Dykstra, MMC
Village Clerk-Treasurer

SPECIAL VILLAGE BOARD MEETING MINUTES

Wednesday, November 18, 2020

Time: **6:00 pm**

Place: **Mukwonago Municipal Building, 440 River Crest Ct., Mukwonago, WI 53149**

Call To Order

The Village President Winchowky called the meeting to order at 6:00p.m. located in the Board Room of the Mukwonago Municipal Building, 440 River Crest Ct.

Roll Call

Board Members Present

Daniel Adler
Eric Brill
Jim Decker
Darlene Johnson
John Meiners
Roger Walsh
Fred Winchowky

Also Present

John Weidl, Village Administrator
Diana Dykstra, Village Clerk-Treasurer
Kevin Schmidt, Police Chief
Dave Brown, Utilities Director
Ron Bittner, Public Works Director
Jeff Stein, Fire Chief
Angela Zimmerman, Library Director

Public Hearings

Public Hearing for the proposed 2021 Annual Village Budget.

David Boebel, 815 Parkview Ln., commented he had concerns for the debt, felt the budget process was unfair and should be reviewed. He noted the public hearing on the same night as the budget is a late release and no room for changes. He has concerns with the costs of the pending wastewater facility upgrade and how it is planned to be funded. He noted the cost of interest for the borrowing is extremely large. He also noted there were luxury items in the Capital Budget and felt items should be submitted with justification.

New Business

Discussion and possible action to approve a Resolution Adopting the 2021 Annual Budget and Establishing the Tax Levy for the Village of Mukwonago.

Decker/Meiners motion to approve **Resolution 2020-67** Adopting the 2021 Annual Budget and establishing the Tax Levy for the Village of Mukwonago.

Trustee Johnson noted she has concerns for the (5) year Capital Plan and differentiating between wants and needs, and felt there were some items that could have been taken out. Trustee Walsh shared concerns from the workshop and noted that page 35 showing the debt is a concern for him.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Meiners, and Winchowky. "No" Trustee Johnson and Walsh. Motion carried 5-2.

Discussion and possible action to approve a Resolution Adopting the 2021 Annual Utilities Budget for the Village of Mukwonago.

Decker/Meiners motion to approve **Resolution 2020-68** a Resolution Adopting the 2021 Annual Utilities Budget for the Village of Mukwonago.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, Walsh, and Winchowky.
Unanimously carried.

Discussion and possible action to approve a Resolution Adopting the 2021 Storm Water Utility District #1 Budget for the Village of Mukwonago.

Decker/Meiners motion to approve **Resolution 2020-69** a Resolution Adopting the 2021 Storm Water Utility District #1 Budget for the Village of Mukwonago.

Roll Call: "Yes" Trustee Adler, Brill, Decker, Johnson, Meiners, Walsh, and Winchowky.
Unanimously carried.

Adjournment

Meeting was adjourned at 6:34pm.

Respectfully Submitted,

Diana Dykstra, MMC
Village Clerk-Treasurer

Accounts Payable Cover Sheet

Report:	Period or corresponding report date		
Village Accounts Payable	12/3/2020	\$	266,034.75
Library Accounts Payable	11/13/2020	\$	13,293.62
Spectrum (ach withdrawal)	11/14/2020	\$	2,985.74
WE Energies (ach withdrawal)	11/24/2020	\$	31,890.36
US Bank (ach withdrawal)	11/24/2020	\$	24,081.38
Manual Checks or E-checks issued	10/30/2020	\$	854.45
Manual Checks or E-checks issued	11/10/2020	\$	7,320.10
Manual Checks or E-checks issued	11/11/2020	\$	5,593.16
Manual Checks or E-checks issued	11/18/2020	\$	50.00
Manual Checks or E-checks issued	11/20/2020	\$	313.00
Total for Approval:		\$	<u>352,416.56</u>

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT	DEPARTMENT
VENDOR NAME: ALSCO					
IMIL 1629453	NOVEMBER 19 MAT CLEANING SERVICE	100-5211-539400	43.89	43.89	POLICE
TOTAL VENDOR ALSCO				43.89	
VENDOR NAME: AT & T MOBILITY					
287291370101X11152	NOVEMBER CELLULAR & AIRCARD BILL	100-5211-522500	580.97	580.97	POLICE
TOTAL VENDOR AT & T MOBILITY				580.97	
VENDOR NAME: AUGUST WINTER & SONS INC					
12-10075.300 FINAL	ANEROBIC DIGESTER - FINAL CLOSEOUT PAYM	620-0000-000105	42,945.24	42,945.24	FINANCE
TOTAL VENDOR AUGUST WINTER & SONS INC				42,945.24	
VENDOR NAME: BEDROCK SEWER & WATER					
2304	WATER CURB BOX REPAIR	610-6452-665200	2,380.88	2,380.88	UTILITIES
TOTAL VENDOR BEDROCK SEWER & WATER				2,380.88	
VENDOR NAME: BOUND TREE MEDICAL LLC					
83841472	EMS SUPPLIES	150-5231-531100	260.80	260.80	FIRE
TOTAL VENDOR BOUND TREE MEDICAL LLC				260.80	
VENDOR NAME: BRINKMANN FIBERGLASS POOLS LLC					
2020 METER REFUND		610-0000-235000	1,000.00	1,000.00	UTILITIES
TOTAL VENDOR BRINKMANN FIBERGLASS POOLS LLC				1,000.00	
VENDOR NAME: BUCHHOLTZ HANNAH					
2020 CLOTHING	2020 CLOTHIHNG ALLOWANCE- BUCHHOLTZ	150-5222-534600	50.00	50.00	FIRE
TOTAL VENDOR BUCHHOLTZ HANNAH				50.00	
VENDOR NAME: C & M AUTO PARTS INC					
6079-328014	TRUCK BATTERIES AND DOOR SHIMS	100-5324-539500	248.08	248.08	DPW
TOTAL VENDOR C & M AUTO PARTS INC				248.08	
VENDOR NAME: CENTRAL OFFICE SYSTEMS					
70294814	COPIER LEASE PAYMENT	150-5221-531100	92.00	92.00	FIRE
70293606	LEASE PAYMENT	100-5142-531200	23.10	165.00	ALLOCATE
		150-5221-531100	21.45		
		220-5140-531200	1.65		
		410-5363-531200	3.30		
		440-5511-531200	8.25		
		500-5344-531200	1.65		
		610-6902-690300	54.45		
		620-8300-840000	51.15		
TOTAL VENDOR CENTRAL OFFICE SYSTEMS				257.00	
VENDOR NAME: CENTRALOFFICE SYSTEMS					
IN231598	COPIES	150-5221-531100	76.39	76.39	FIRE
IN231256	COPIER INVOICE	150-5221-531100	22.73	22.73	FIRE
TOTAL VENDOR CENTRALOFFICE SYSTEMS				99.12	

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT	DEPARTMENT
VENDOR NAME: CINTAS					
4067410166	WATER AND SEWER UNIFORMS	610-6920-693000	39.75	79.75	UTILITIES
		620-8010-827000	40.00		
4067410175	STAFF UNIFORMS	100-5323-531100	98.52	98.52	DPW
4067410175 LIB	SANITIZING SUPPLIES	440-5511-531100	116.00	116.00	LIBRARY
4067832710	STAFF UNIFORMS	100-5323-531100	98.52	98.52	DPW
4067832824	WATER/SEWER UNIFORMS	620-8010-827000	70.00	139.75	UTILITIES
		610-6920-693000	69.75		
TOTAL VENDOR CINTAS				532.54	
VENDOR NAME: CLASSIC CONCRETE & MASONRY					
2020 NOV 10	SIDEWALK REPLACEMENT PROGRAM	100-5343-539500	8,356.00	8,356.00	DPW
2020 NOV 10	SIDEWLK REPLACEMENT PROGRAM	100-5343-539500	3,878.25	3,878.25	DPW
TOTAL VENDOR CLASSIC CONCRETE & MASONRY				12,234.25	
VENDOR NAME: CORE & MAIN LP					
N340747	WATER METERS	610-0000-134600	9,590.00	9,590.00	UTILITIES
N293775	WATER WATER PARTS	610-6451-664100	40.00	40.00	UTILITIES
N287268	WATER REPLACEMENT WATER METER REGISTER	610-6453-665300	308.93	308.93	UTILITIES
N347062	WATER METER GASKETS	610-6453-664100	27.00	27.00	UTILITIES
N346884	WATER CURB BOX PARTS/REPAIR	610-6452-665200	1,110.00	1,110.00	UTILITIES
N352831	WATERE CURB BOX PARTS	610-6452-665200	29.96	29.96	UTILITIES
TOTAL VENDOR CORE & MAIN LP				11,105.89	
VENDOR NAME: EMERGENCY MEDICAL PRODUCTS					
2213811	EMS SUPPLIES	150-5231-531100	392.46	392.46	FIRE
2216221	EMS SUPPLIES	150-5231-531100	230.00	230.00	FIRE
TOTAL VENDOR EMERGENCY MEDICAL PRODUCTS				622.46	
VENDOR NAME: ENDPOINT SOLUTIONS CORP					
2020-507	FUEL TANK REMOVAL	210-5700-582100	31,700.00	31,700.00	FINANCE
TOTAL VENDOR ENDPOINT SOLUTIONS CORP				31,700.00	
VENDOR NAME: EXCEL BUILDING SERVICES LLC					
3591	NOVEMBER DEPARTMENT CLEANING SERVICE	100-5211-539400	975.00	975.00	POLICE
TOTAL VENDOR EXCEL BUILDING SERVICES LLC				975.00	
VENDOR NAME: GLOBE CONTRACTORS INC					
12-10133.300 FINAL	CTH LO SEWER REHAB FINAL PAYMENT	620-0000-000111	4,016.65	4,016.65	FINANCE
TOTAL VENDOR GLOBE CONTRACTORS INC				4,016.65	
VENDOR NAME: GRAINGER					
9712629477	WWTF CAM LOCK HOSE FITTINGS	620-8010-827000	76.38	76.38	UTILITIES
TOTAL VENDOR GRAINGER				76.38	
VENDOR NAME: HAWKINS WATER TREATMENT					

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	APPROVAL AMOUNT DEPARTMENT
VENDOR NAME: HAWKINS WATER TREATMENT			
4828029	WATER AND WWTF CHEMICAL FEED PUMP REPAIR	610-6300-663200 372.00	1,074.68 UTILITIES
		620-8010-824000 702.68	
TOTAL VENDOR HAWKINS WATER TREATMENT			1,074.68
VENDOR NAME: HIPPENMEYER, REILLY, BLUM,			
50260	HILL COURT/BRIOHN PROJECT	100-0000-211425 752.50	752.50 FINANCE
50259	MISC MATTERS	100-5130-521900 1,640.00	1,780.00 FINANCE
		150-5221-521900 140.00	
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,			3,560.00
VENDOR NAME: JOHNSON CONTROLS			
3508774	QUARTELY DOOR SECURITY BILLING	100-5160-521900 689.32	689.32 DPW
TOTAL VENDOR JOHNSON CONTROLS			689.32
VENDOR NAME: LANGE ENTERPRISES INC			
74504	STREET SIGN FROM DAONATED FUNDS	340-5890-580601 78.86	78.86 DPW
TOTAL VENDOR LANGE ENTERPRISES INC			78.86
VENDOR NAME: MARTENS PLBG & HTG INC			
55744	REPLACE BROKEN NORTH ROOFTOP HVAC UNIT	100-5211-539400 8,824.00	8,824.00 POLICE
TOTAL VENDOR MARTENS PLBG & HTG INC			8,824.00
VENDOR NAME: MILWAUKEE AREA TECHNICAL COLLEGE			
61405	HAHN EDUCATION	150-5221-533500 166.70	166.70 FIRE
TOTAL VENDOR MILWAUKEE AREA TECHNICAL COLLEGE			166.70
VENDOR NAME: MUKWONAGO AUTO PARTS - GENERAL			
117827	WWTF CLARIFIER MAINTENANCE	620-8010-833000 25.74	25.74 UTILITIES
117988	WWTF CLARIFIER SHOP PARTS	620-8010-833000 8.99	8.99 UTILITIES
TOTAL VENDOR MUKWONAGO AUTO PARTS - GENERAL			34.73
VENDOR NAME: MUSSON BROTHERS			
12-10096.300	PMNT IDEBACK DRIVE PAYMENT #1	200-5700-582100 12,136.25	12,136.25 FINANCE
TOTAL VENDOR MUSSON BROTHERS			12,136.25
VENDOR NAME: NORTHERN LAKE SERVICE INC			
391088	WWTF LAB TESTING	620-8010-826000 334.00	334.00 UTILITIES
391080	WWTF LAB TESTING	620-8010-826000 334.00	334.00 UTILITIES
390665	WWTF LAB TESTING	620-8010-826000 334.00	334.00 UTILITIES
390682	WWTF LAB TESTING	620-8010-826000 334.00	334.00 UTILITIES
TOTAL VENDOR NORTHERN LAKE SERVICE INC			1,336.00
VENDOR NAME: PIERCE AMANDA			
2020 CLOTHING	2020 CLOTHING REIMBERSEMENT - PIERCE	150-5222-534600 50.00	50.00 FIRE
TOTAL VENDOR PIERCE AMANDA			50.00

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VENDOR NAME: POMPS TIRE SERVICE, INC					
60227241	3471 TIRE REPAIR	150-5222-539500	355.00	355.00	FIRE
TOTAL VENDOR POMPS TIRE SERVICE, INC				355.00	
VENDOR NAME: PORT-A-JOHN, INC					
1321321-IN	PORTABLE RESTROOM	100-5521-531100	88.00	88.00	DPW
TOTAL VENDOR PORT-A-JOHN, INC				88.00	
VENDOR NAME: QUADIEN T LEASING USA INC					
58014487	WATER AND SEWER OFFICE SUPPLIES	610-6920-692100	1,052.00	2,104.27	UTILITIES
		620-8400-851000	1,052.27		
TOTAL VENDOR QUADIEN T LEASING USA INC				2,104.27	
VENDOR NAME: QUILL LLC					
12100232	NITRILE GLOVES	100-5521-531100	25.84	25.84	DPW
TOTAL VENDOR QUILL LLC				25.84	
VENDOR NAME: REACT CENTER					
REACT0722	FIRE OFFICER IV TRAINING - STIEN	150-5221-533500	780.00	780.00	FIRE
TOTAL VENDOR REACT CENTER				780.00	
VENDOR NAME: RICOH USA, INC					
34284473	COPIER LEASE PAYMENT	100-5142-531200	23.88	170.61	ALLOCATE
		150-5221-531100	22.18		
		220-5140-531200	1.71		
		410-5363-531200	3.41		
		440-5511-531200	8.53		
		500-5344-531200	1.71		
		610-6902-690300	56.30		
		620-8300-840000	52.89		
TOTAL VENDOR RICOH USA, INC				170.61	
VENDOR NAME: RUEKERT & MIELKE, INC.					
134273	12-10044.300 BOX SELF STORAGE / CONSTRUC	100-0000-211425	1,225.05	1,225.05	FINANCE
134274	12-10057.100 EDGEWOOD APARTMENTS / REVIE	100-0000-211425	338.58	338.58	FINANCE
134276	12-10062.102 MASD HIGH SCHOOL EXPANSION	100-0000-211425	236.54	236.54	FINANCE
134278	12-10069.102 CHAPMAN FARMS PORTION OF VI	100-0000-211425	286.14	286.14	FINANCE
134283	12-10094.300 STORAGE WERKS MINI STORAGE	100-0000-211425	142.45	142.45	FINANCE
134288	12-10116.300 THE POINTE APARTMENTS / ERO	100-0000-211425	317.61	317.61	FINANCE
134289	12-10119.300 MALCOLM DRILLING / EROSION	100-0000-211425	624.78	624.78	FINANCE
134290	12-10125.300 FOX STREET TOWNHOMES / EROS	100-0000-211425	239.03	239.03	FINANCE
134294	12-10130.300 HITTMAN PROPERTY DEVELOPMEN	100-0000-211425	225.64	225.64	FINANCE
134298	12-10137.100 HILL COURT MULTI-TENANT DEV	100-0000-211425	1,693.04	1,693.04	FINANCE
134299	12-10137.300 HILL COURT MULTI-TENANT DEV	100-0000-211425	190.90	190.90	FINANCE
134300	12-10139.310 MEADOWLAND TOWNHOMES DEVELO	100-0000-211425	261.25	261.25	FINANCE
134304	12-92097.306 FAIRWINDS PHASE 5 CONSTRUCT	100-0000-211425	96.58	96.58	FINANCE
134305	12-92097.306 FAIRWINDS PHASE 5 CONSTRUCT	100-0000-211425	121.00	121.00	FINANCE
134306	12-92136.302 CHAPMAN FARM / CHAPMAN VILL	100-0000-211425	8,868.48	8,868.48	FINANCE
134310	12-92191.103 PRO HEALTH EXPANSION / 2018	100-0000-211425	239.03	239.03	FINANCE
134270	12-00000.100 General Services	100-5335-521900	7,621.87	7,621.87	FINANCE

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT	APPROVAL DEPARTMENT
VENDOR NAME: RUEKERT & MIELKE, INC.				
134271	12-00000.300 Water Utility Services	610-6920-692300	640.80	FINANCE
134272	12-00000.400 Sewer Utility Services	620-8400-852000	954.75	FINANCE
134275	12-10061.300 Boat Launch Improvements /	480-5700-586400	159.00	FINANCE
134279	12-10075.300 WWTF Septage Receiving, Dig	620-0000-000110	862.53	FINANCE
134280	12-10077.100 CTH ES Pedestrian Bridge ov	480-5700-586500	823.25	FINANCE
134282	12-10086.300 Pick 'n Save Pond Improveme	480-5700-584800	2,098.56	FINANCE
134284	12-10096.300 Deback Drive Infrastructure	200-5335-521900	2,312.80	FINANCE
134285	12-10100.100 Sanitary Sewer Use Ordinanc	620-8400-852000	504.00	FINANCE
134286	12-10104.300 Mukwonago Animal Hospital R	100-0000-211400	202.89	FINANCE
134287	12-10105.300 WWTF Clarifier Dome, Ferric	620-0000-000105	1,649.69	FINANCE
134291	12-10126.100 Fox River Estates Smoke Tes	620-8400-852000	6,613.77	FINANCE
134293	12-10128.300 River Park Estates Rehabili	480-5700-586100	1,164.25	FINANCE
134292	12-10128.310 River Park Estates Rehabili	480-5700-586100	1,600.00	FINANCE
134295	12-10131.200 Atkinson Pump Station Capac	620-0000-000104	13,133.16	FINANCE
134296	12-10133.300 CTH LO Sanitary Sewer Rehab	620-0000-000111	617.25	FINANCE
134297	12-10133.310 CTH LO Sanitary Sewer Rehab	620-0000-000111	1,600.00	FINANCE
134301	12-10140.100 CMOM Program Update	620-8400-852000	4,250.00	FINANCE
134302	12-92041.486 2020 SCADA Service Work	610-6920-692300	645.06	FINANCE
		620-8400-852000	645.06	
134307	12-92171.107 NR216 Storm Water Report /	100-5660-521900	644.25	FINANCE
134308	12-92171.108 NR216 Storm Water Report /	100-5660-521900	5,115.00	FINANCE
134309	12-92190.210 Dam Failure Analysis / Mukw	480-5700-585200	340.25	FINANCE
TOTAL VENDOR RUEKERT & MIELKE, INC.			69,304.29	
VENDOR NAME: STAR CRANE & HOIST SERVICE				
1613-W	WWTF CRANE INSPECTION	620-8010-833000	235.00	UTILITIES
TOTAL VENDOR STAR CRANE & HOIST SERVICE			235.00	
VENDOR NAME: STIEN JEFF				
2020 NOV MILEAGE	EDUCATIONAL -STIEN	150-5221-533500	184.00	FIRE
TOTAL VENDOR STIEN JEFF			184.00	
VENDOR NAME: STREIT DAN				
2020 UNIFORM	2020 UNIFORM ALLOWANCE - STREIT - 3 POLO	100-5211-534600	286.58	POLICE
TOTAL VENDOR STREIT DAN			286.58	
VENDOR NAME: TAPCO				
1666215	EQUIPMENT FOR THE PEDESTRIAN CROSS LIGHT	430-5700-571100	5,770.56	POLICE
TOTAL VENDOR TAPCO			5,770.56	
VENDOR NAME: TERMINAL ANDRAE INC.				
50866	WIRELESS TECH - ANTENNAE INSTALL	430-5700-571800	4,059.07	UTILITIES
TOTAL VENDOR TERMINAL ANDRAE INC.			4,059.07	
VENDOR NAME: UNITED LIQUID WASTE RECYCLING INC				
29102	WWTF SLUDGE HAULING	620-8010-825000	2,025.00	UTILITIES
TOTAL VENDOR UNITED LIQUID WASTE RECYCLING INC			2,025.00	
VENDOR NAME: USA BLUEBOOK				
391464	WWTF LAB SUPPLIES	620-8010-826000	1,079.91	UTILITIES

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VENDOR NAME: USA BLUEBOOK					
269497	WWTF LAB SUPPLIES	620-8010-826000	733.76	733.76	UTILITIES
273512	WWTF LAB SUPPLIES	620-8010-826000	167.07	167.07	UTILITIES
290239	WWTF LAB SUPPLIES	620-8010-826000	231.01	231.01	UTILITIES
299017	LOCATING SUPPLIES	620-8030-831000	15.47	30.94	UTILITIES
		610-6451-664100	15.47		
302118	WATER AND SEWER LOCATING SUPPLIES	610-6451-664100	121.16	242.32	UTILITIES
		620-8030-831000	121.16		
308062	WWTF STEP SCREEN BAGS	620-8010-827000	1,214.96	1,214.96	UTILITIES
308175	WATER LAB TESTING	610-6300-663200	32.06	32.06	UTILITIES
325470	WWTF LAB SUPPLIES	620-8010-826000	818.61	818.61	UTILITIES
360371	WWTF LAB SUPPLIES	620-8010-826000	225.74	225.74	UTILITIES
380040	WWTF LAB SUPPLIES	620-8010-826000	139.95	139.95	UTILITIES
396845	WATER WELL 4 CHLORINE REPAIR PARTS	610-6310-663500	525.28	525.28	UTILITIES
397099	WATER WELL 4 CHLORINE REPAIR PARTS	610-6310-663500	583.59	583.59	UTILITIES
411803	WATER WELL 4 CHLORINE REPAIR PARTS	610-6310-663500	12.45	12.45	UTILITIES
TOTAL VENDOR USA BLUEBOOK				6,037.65	
VENDOR NAME: VANGUARD COMPUTERS INC					
51465	SAFER AT HOME LAPTOP	100-5141-531100	674.10	674.10	ADMIN
TOTAL VENDOR VANGUARD COMPUTERS INC				674.10	
VENDOR NAME: VERIZON WIRELESS					
9866949679	2020 NOVEMBER CELL BILL ACCT# 885503900-150-5221-522500		356.80	356.80	FIRE
9866949678	2020 NOVEMBER CELL BILL ACCT# 885503900-150-5221-522500		20.77	275.93	MULTIPLE
		100-5323-522500	20.77		
		610-6920-692100	117.20		
		620-8400-851000	117.19		
9866949677	2020 NOVEMBER CELL BILL ACCT#885503900-0	100-5141-522500	133.89	907.23	MULTIPLE
		100-5241-522500	137.18		
		150-5221-522500	47.24		
		100-5211-522500	2.57		
		100-5323-522500	296.46		
		610-6920-692100	144.94		
		620-8400-851000	144.95		
TOTAL VENDOR VERIZON WIRELESS				1,539.96	
VENDOR NAME: VILLAGE OF VERNON					
7003	NOVEMBER ELECTION NOTICE	100-5144-531200	23.00	23.00	CLERK
TOTAL VENDOR VILLAGE OF VERNON				23.00	
VENDOR NAME: WAUKESHA COUNTY					
2020-00000134	OCTOBER JAIL INMATE BILLING (2 NIGHTS @	100-5212-521900	34.90	34.90	POLICE
TOTAL VENDOR WAUKESHA COUNTY				34.90	
VENDOR NAME: WISCONSIN IMAGING SOLUTIONS LLC					

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT
VENDOR NAME: WISCONSIN IMAGING SOLUTIONS LLC					
AR48253	WATER/SEWER PRINTER LEASE	610-6920-692100	25.95	51.95	UTILITIES
		620-8400-851000	26.00		
TOTAL VENDOR WISCONSIN IMAGING SOLUTIONS LLC				51.95	
VENDOR NAME: WOLF PAVING					
12-10128.300	FINAL RIVER PARK ESTATES FINAL CLOSEOUT PAYMEN	480-5700-586100	35,205.28	35,205.28	FINANCE
TOTAL VENDOR WOLF PAVING				35,205.28	
GRAND TOTAL:				266,034.75	

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INVOICE REGISTER REPORT FOR MUKWONAGO
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Al
IMIL1615592 44117	ALSCO MATS & DUSTERS 440-5511-531100	10/08/2020 CKIM	11/13/2020	29.05	
	SUPPLIES			29.05	
IMIL1624831 44129	ALSCO MATS & DUSTERS 440-5511-531100	11/05/2020 CKIM	11/13/2020	58.29	
	SUPPLIES			58.29	
30404 43953	AMERICA AQUARIA FISH TANK MAINTENANCE 440-5511-531000	10/23/2020 CKIM	11/13/2020	85.00	
	OUTSIDE SERVICES			85.00	
2035531191 43960	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/02/2020 CKIM	11/13/2020	5.59	
	BOOKS			5.59	
2035531192 43961	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/02/2020 CKIM	11/13/2020	9.51	
	BOOKS			9.51	
2035531193 43963	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/02/2020 CKIM	11/13/2020	7.27	
	BOOKS			7.27	
2035531194 43965	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/02/2020 CKIM	11/13/2020	24.29	
	BOOKS			24.29	
2035531195 43966	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/02/2020 CKIM	11/13/2020	65.98	
	BOOKS			65.98	
2035531196 43967	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/02/2020 CKIM	11/13/2020	15.65	
	BOOKS			15.65	
2035531197 43968	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/02/2020 CKIM	11/13/2020	18.00	
	BOOKS			18.00	
2035531198 43969	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/02/2020 CKIM	11/13/2020	97.06	
	BOOKS			97.06	
2035532199 43970	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/05/2020 CKIM	11/13/2020	12.87	
	BOOKS			12.87	
2035532200 43971	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/05/2020 CKIM	11/13/2020	4.38	
	BOOKS			4.38	
2035532201 43972	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/05/2020 CKIM	11/13/2020	15.67	
	BOOKS			15.67	

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Al
2035532202 43973	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/05/2020 CKIM	11/13/2020	14.54 14.54	
2035532203 43974	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/05/2020 CKIM	11/13/2020	650.92 650.92	
2035552660 43975	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/13/2020 CKIM	11/13/2020	11.19 11.19	
2035552661 43976	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/13/2020 CKIM	11/13/2020	15.92 15.92	
2035552662 43977	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/13/2020 CKIM	11/13/2020	24.53 24.53	
2035552663 43978	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/13/2020 CKIM	11/13/2020	11.74 11.74	
2035552664 43979	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/13/2020 CKIM	11/13/2020	26.30 26.30	
2035552665 43980	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/13/2020 CKIM	11/13/2020	22.17 22.17	
2035552666 43981	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/13/2020 CKIM	11/13/2020	13.85 13.85	
2035553575 43990	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/14/2020 CKIM	11/13/2020	12.31 12.31	
2035553576 43994	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/14/2020 CKIM	11/13/2020	589.25 589.25	
2035570647 43997	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/21/2020 CKIM	11/13/2020	10.63 10.63	
2035570648 43999	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/21/2020 CKIM	11/13/2020	7.27 7.27	
2035570649 44000	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/21/2020 CKIM	11/13/2020	32.73 32.73	

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Al
2035570650 44002	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/21/2020 CKIM	11/13/2020	21.26 21.26	
2035570651 44004	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/21/2020 CKIM	11/13/2020	10.63 10.63	
2035570652 44006	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/21/2020 CKIM	11/13/2020	11.19 11.19	
2035570653 44007	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/21/2020 CKIM	11/13/2020	25.98 25.98	
2035570654 44009	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/21/2020 CKIM	11/13/2020	26.30 26.30	
2035570655 44010	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/21/2020 CKIM	11/13/2020	55.91 55.91	
2035570656 44011	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/21/2020 CKIM	11/13/2020	1,077.84 1,077.84	
2035580117 44106	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/27/2020 CKIM	11/13/2020	34.05 34.05	
2035580118 44107	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/27/2020 CKIM	11/13/2020	105.30 105.30	
2035588461 44108	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/29/2020 CKIM	11/13/2020	10.63 10.63	
2035588462 44109	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/29/2020 CKIM	11/13/2020	115.39 115.39	
2035588463 44110	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/29/2020 CKIM	11/13/2020	74.78 74.78	
2035588465 44111	BAKER & TAYLOR INC. BOOKS 440-5700-532800	10/29/2020 CKIM	11/13/2020	17.36 17.36	
2035597315 44126	BAKER & TAYLOR INC. BOOKS 440-5700-532800	11/03/2020 CKIM	11/13/2020	13.99 13.99	

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Al
2035597316 44127	BAKER & TAYLOR INC. BOOKS 440-5700-532800	11/03/2020 CKIM	11/13/2020	546.07 546.07	
2035597317 44128	BAKER & TAYLOR INC. BOOKS 440-5700-532800	11/03/2020 CKIM	11/13/2020	6.29 6.29	
B5973684 43954	BRODART BOOKS 440-5700-532800	09/29/2020 CKIM	11/13/2020	34.99 34.99	
B5975428 43955	BRODART BOOKS 440-5700-532800	10/01/2020 CKIM	11/13/2020	33.59 33.59	
B5977497 43956	BRODART BOOKS 440-5700-532800	10/05/2020 CKIM	11/13/2020	62.86 62.86	
B5978837 43957	BRODART BOOKS 440-5700-532800	10/07/2020 CKIM	11/13/2020	16.80 16.80	
B5990524 43958	BRODART BOOKS 440-5700-532800	10/20/2020 CKIM	11/13/2020	49.28 49.28	
B5985392 43959	BRODART BOOKS 440-5700-532800	10/15/2020 CKIM	11/13/2020	320.64 320.64	
B5997370 44105	BRODART BOOKS 440-5700-532800	10/27/2020 CKIM	11/13/2020	357.08 357.08	
CF2020-056 44125	COLOSSAL FOSSILS INC ONLINE EDUCATIONAL SERIES 440-5511-533100	10/29/2020 CKIM PROGRAMMING	11/13/2020	150.00 150.00	
6845547 44021	DEMCO DVD CASES 440-5511-531100	09/21/2020 CKIM SUPPLIES	11/13/2020	166.12 166.12	
INV-US-49955 44118	ENVISIONWARE, INC PAYWARE CONTRACT 440-5511-522000	09/30/2020 CKIM CONTRACTUAL SERVICES	11/13/2020	994.06 994.06	
331608 44012	FINDAWAY WORLD LAUNCHPADS 440-5890-580600	10/19/2020 CKIM DONATED FUND EXPENDITURES	11/13/2020	669.95 669.95	
13110 44136	FREEMAN NEWSPAPER 12 MONTH SUBSCRIPTION 440-5511-532700	11/01/2020 CKIM NEWSPAPERS	11/13/2020	252.00 252.00	

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	As
AUGUST					
44013	LAURA FRISCH MISC ERRANDS 440-5511-533200	10/26/2020 CKIM	11/13/2020	53.48	
		MILEAGE		53.48	
9.27.20					
44114	LAURA FRISCH PROGRAM SUPPLIES 440-5511-533100	09/27/2020 CKIM	11/13/2020	61.70	
		PROGRAMMING		61.70	
11022020					
44181	HAHN ACE HARDWARE WET DRY VAC 440-5511-533000	11/02/2020 CKIM	11/19/2020	52.71	
		THINGERY PURCHASES		52.71	
34946514					
43951	JOHNSON CONTROLS SECURITY 11/1/20-1/31/21 440-5511-522000	10/10/2020 CKIM	11/13/2020	1,757.63	
		CONTRACTUAL SERVICES		1,757.63	
34994694					
44155	JOHNSON CONTROLS SECURITY CREDIT 440-5511-522000	11/02/2020 CKIM	11/19/2020	(22.57)	
		CONTRACTUAL SERVICES		(22.57)	
34994695					
44156	JOHNSON CONTROLS SECURITY CREDIT ON ANNUAL CHARGES 440-5511-522000	11/02/2020 CKIM	11/19/2020	(65.11)	
		CONTRACTUAL SERVICES		(65.11)	
34994693					
44157	JOHNSON CONTROLS SECURITY CREDIT ON ANNUAL CHARGES 440-5511-522000	11/02/2020 CKIM	11/19/2020	(13.44)	
		CONTRACTUAL SERVICES		(13.44)	
34999591					
44271	JOHNSON CONTROLS SECURITY CREDIT FOR ANNUAL CHARGES 440-5511-522000	11/06/2020 CKIM	11/13/2020	(13.43)	
		CONTRACTUAL SERVICES		(13.43)	
34999592					
44272	JOHNSON CONTROLS SECURITY CREDIT ON ANNUAL CHARGES 440-5511-522000	11/06/2020 CKIM	11/13/2020	(22.57)	
		CONTRACTUAL SERVICES		(22.57)	
233					
44130	KLASSY KLEANERS RESTROOM CLEANING 440-5511-531000	11/01/2020 CKIM	11/13/2020	760.00	
		OUTSIDE SERVICES		760.00	
102020					
44113	MUREN SHAWNA SENIOR STRETCH & STRENGTHEN OCTOBER 440-5511-533100	10/31/2020 CKIM	11/13/2020	150.00	
		PROGRAMMING		150.00	
AR124186					
43952	OFFICE COPYING EQUIPMENT 9/12/20-10/11/20 440-5511-531000	10/12/2020 CKIM	11/13/2020	213.23	
		OUTSIDE SERVICES		213.23	
AR125758					
44131	OFFICE COPYING EQUIPMENT TONER 440-5511-531100	11/03/2020 CKIM	11/13/2020	10.87	
		SUPPLIES		10.87	
11105107					
44016	QUILL LLC OFFICE SUPPLIES 440-5511-531100	10/06/2020 CKIM	11/13/2020	135.39	
		SUPPLIES		135.39	

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	As
11189687 44017	QUILL LLC PAPER PRODUCTS 440-5511-531100	10/08/2020 CKIM	11/13/2020	30.59	
	SUPPLIES			30.59	
11417569 44018	QUILL LLC OFFICE SUPPLIES 440-5511-531100	10/16/2020 CKIM	11/13/2020	26.55	
	SUPPLIES			26.55	
11435957 44019	QUILL LLC STAMP PADS 440-5511-531400	10/19/2020 CKIM	11/13/2020	21.50	
	META SPACE EQUIPMENT & SUPPLIE			21.50	
11344148 44020	QUILL LLC GLOVES 440-5511-531100	10/14/2020 CKIM	11/13/2020	21.88	
	SUPPLIES			21.88	
11791836 44119	QUILL LLC CALENDARS 440-5511-531100	10/29/2020 CKIM	11/13/2020	58.06	
	SUPPLIES			58.06	
11829962 44132	QUILL LLC GLOVES 440-5511-531100	10/30/2020 CKIM	11/13/2020	13.58	
	SUPPLIES			13.58	
11808124 44133	QUILL LLC PAPER PRODUCTS 440-5511-531100	10/30/2020 CKIM	11/13/2020	140.84	
	SUPPLIES			140.84	
11824566 44134	QUILL LLC CLEANING SUPPLIES 440-5511-531100	10/30/2020 CKIM	11/13/2020	337.81	
	SUPPLIES			337.81	
11829257 44135	QUILL LLC GLOVES 440-5511-531100	10/30/2020 CKIM	11/13/2020	13.58	
	SUPPLIES			13.58	
8105463413 44115	SCHINDLER ELEVATOR CORP 11/1/20-10/31/21 CONTRACT 440-5511-522000	11/01/2020 CKIM	11/13/2020	1,219.00	
	CONTRACTUAL SERVICES			1,219.00	
9100646680 44116	SCHINDLER ELEVATOR CORP CONTRACT CREDIT 440-5511-522000	10/07/2020 CKIM	11/13/2020	(4.96)	
	CONTRACTUAL SERVICES			(4.96)	
1046-F043231 44058	UNITED STATES ALLIANCE FIRE PROTECT REPLACE VALVE 440-5511-539500	10/29/2020 mschneider	11/19/2020	830.00	
	REPAIRS & MAINTENANCE			830.00	
20-202906 44015	WI DEPT OF AGRICULTURE SEED LABELERS LICENSE 440-5890-580600	10/26/2020 CKIM	11/13/2020	25.00	
	DONATED FUND EXPENDITURES			25.00	
AZ1103 44112	WISCONSIN BLACK HISTORICAL SOCIETY HISTORY OF AFRICAN AMERICANS 440-5511-533100	10/29/2020 CKIM	11/13/2020	350.00	
	PROGRAMMING			350.00	

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Al
Inv Ref#	Description	Entered By			

# of Invoices:	78	# Due:	0	Totals:	13,435.70
# of Credit Memos:	6	# Due:	0	Totals:	(142.08)
Net of Invoices and Credit Memos:					13,293.62

--- TOTALS BY FUND ---

440 - LIBRARY FUND	13,293.62
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--- TOTALS BY DEPT/ACTIVITY ---

5511 - LIBRARY SERVICES	7,850.84
5700 - CAPITAL OUTLAY EXPENDITURES	4,747.83
5890 - USE OF DESIGNATED FUNDS	694.95

INVOICE		APPROVAL		DISTRIBUTIONS\AMOUNTS	
NUMBER	DESCRIPTION	AMOUNT	DEPARTMENT		
VENDOR NAME: TIME WARNER CABLE					
712212601103020	MONTHLY BILL 10/28/2020 - 11/27/2020	2,985.74	FINANCE	100-5120-522500	79.76
				100-5141-522500	88.34
				100-5142-522500	159.40
				100-5160-522500	26.45
				100-5211-522500	844.99
				100-5241-522500	44.97
				100-5323-522500	81.14
				100-5512-522500	166.96
				150-5221-522500	804.09
				220-5140-522500	2.57
				410-5363-522500	5.14
				440-5511-522500	591.95
				500-5344-522500	2.57
				610-6920-692100	43.71
				620-8400-851000	43.71
				100-5142-522500	(0.01)
TOTAL VENDOR TIME WARNER CABLE		2,985.74			
GRAND TOTAL:		2,985.74			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
20201113 44273	WE ENERGIES 6819-119-729 Hall 100-5160-522200	11/13/2020 mschneider	12/01/2020	566.87 566.87	0.00	Paid	Y 11/30/2020
20201113 44274	WE ENERGIES 6819-119-729 Hall Gas 100-5160-522400	11/13/2020 mschneider	12/01/2020	53.27 53.27	0.00	Paid	Y 11/30/2020
20201113 44275	WE ENERGIES 0437-358-622 Flashers 100-5211-522200	11/13/2020 mschneider	12/01/2020	9.64 9.64	0.00	Paid	Y 11/30/2020
20201113 44276	WE ENERGIES 7410-051-890 Police 100-5211-522200	11/13/2020 mschneider	12/01/2020	952.58 952.58	0.00	Paid	Y 11/30/2020
20201113 44277	WE ENERGIES 8011-380-768 Police Garage 100-5211-522200	11/13/2020 mschneider	12/01/2020	37.20 37.20	0.00	Paid	Y 11/30/2020
20201113 44278	WE ENERGIES 7879-450-073 Mukw Dam 100-5254-522200	11/13/2020 mschneider	12/01/2020	23.43 23.43	0.00	Paid	Y 11/30/2020
20201113 44279	WE ENERGIES 3893-949-966 DPW Elec 100-5323-522200	11/13/2020 mschneider	12/01/2020	265.09 265.09	0.00	Paid	Y 11/30/2020
20201113 44280	WE ENERGIES 3608-115-165 DPW Gas 100-5323-522400	11/13/2020 mschneider	12/01/2020	33.27 33.27	0.00	Paid	Y 11/30/2020
20201113 44281	WE ENERGIES 5001-021-384 Street Lights 100-5342-522200	11/13/2020 mschneider	12/01/2020	9,846.09 9,846.09	0.00	Paid	Y 11/30/2020
20201113 44282	WE ENERGIES 1438-746-449 Street Lights 100-5342-522200	11/13/2020 mschneider	12/01/2020	62.70 62.70	0.00	Paid	Y 11/30/2020

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
20201113 44283	WE ENERGIES 0647-211-550 School Crossing Lights 100-5342-522200	11/13/2020 mschneider	12/01/2020	16.39	0.00	Paid	Y 11/30/2020
	0647-211-550 School Crossing Lights			16.39			
20201113 44284	WE ENERGIES 0659-874-941 Museum 100-5512-522200	11/13/2020 mschneider	12/01/2020	69.83	0.00	Paid	Y 11/30/2020
	0659-874-941 Museum			69.83			
20201113 44285	WE ENERGIES 2405-680-633 Andrews St. 100-5521-522200	11/13/2020 mschneider	12/01/2020	102.94	0.00	Paid	Y 11/30/2020
	2405-680-633 Andrews St.			102.94			
20201113 44286	WE ENERGIES 8046-699-403 Field Park 100-5521-522200	11/13/2020 mschneider	12/01/2020	118.51	0.00	Paid	Y 11/30/2020
	8046-699-403 Field Park			118.51			
20201113 44287	WE ENERGIES 8658-233-953 Fld Prk Baseball Lights 100-5521-522200	11/13/2020 mschneider	12/01/2020	47.54	0.00	Paid	Y 11/30/2020
	8658-233-953 Fld Prk Baseball Lights			47.54			
20201113 44288	WE ENERGIES 6837-391-587 Parks 100-5521-522200	11/13/2020 mschneider	12/01/2020	30.83	0.00	Paid	Y 11/30/2020
	6837-391-587 Parks			30.83			
20201113 44289	WE ENERGIES 5864-823-491 Concession Building 100-5521-522200	11/13/2020 mschneider	12/01/2020	153.00	0.00	Paid	Y 11/30/2020
	5864-823-491 Concession Building			153.00			
20201113 44290	WE ENERGIES 3277-621-318 F. Park Sump Pump 100-5521-522200	11/13/2020 mschneider	12/01/2020	19.83	0.00	Paid	Y 11/30/2020
	3277-621-318 F. Park Sump Pump			19.83			
20201113 44291	WE ENERGIES 1610-585-380 Parks 100-5521-522200	11/13/2020 mschneider	12/01/2020	19.44	0.00	Paid	Y 11/30/2020
	1610-585-380 Parks			19.44			
20201113 44292	WE ENERGIES 6881-040-700 Miniwauken Park 100-5521-522200	11/13/2020 mschneider	12/01/2020	26.09	0.00	Paid	Y 11/30/2020
	6881-040-700 Miniwauken Park			26.09			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
20201113 44293	WE ENERGIES 7698-426-664 Fire 150-5221-522200	11/13/2020 mschneider	12/01/2020	860.11 860.11	0.00	Paid	Y 11/30/2020
20201113 44294	WE ENERGIES 9248-740-506 Library Elec 440-5511-522200	11/13/2020 mschneider	12/01/2020	2,236.22 2,236.22	0.00	Paid	Y 11/30/2020
20201113 44295	WE ENERGIES 4843-559-306 Library Gas 440-5511-522400	11/13/2020 mschneider	12/01/2020	142.30 142.30	0.00	Paid	Y 11/30/2020
20201113 44296	WE ENERGIES 9069-575-087 Well #3 Elec 610-6200-662200	11/13/2020 mschneider	12/01/2020	160.06 160.06	0.00	Paid	Y 11/30/2020
20201113 44297	WE ENERGIES 4400-457-029 Well #3 Gas 610-6200-662200	11/13/2020 mschneider	12/01/2020	9.57 9.57	0.00	Paid	Y 11/30/2020
20201113 44298	WE ENERGIES 2409-366-321 Well #4 Elec 610-6200-662200	11/13/2020 mschneider	12/01/2020	736.21 736.21	0.00	Paid	Y 11/30/2020
20201113 44299	WE ENERGIES 0465-443-270 Well #4 Gas 610-6200-662200	11/13/2020 mschneider	12/01/2020	39.69 39.69	0.00	Paid	Y 11/30/2020
20201113 44300	WE ENERGIES 0801-988-732 Well #5 610-6200-662200	11/13/2020 mschneider	12/01/2020	2,447.64 2,447.64	0.00	Paid	Y 11/30/2020
20201113 44301	WE ENERGIES 4607-813-092 Well #6 610-6200-662200	11/13/2020 mschneider	12/01/2020	747.56 747.56	0.00	Paid	Y 11/30/2020
20201113 44302	WE ENERGIES 9291-834-028 Greenwald 610-6200-662200	11/13/2020 mschneider	12/01/2020	159.91 159.91	0.00	Paid	Y 11/30/2020

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
20201113 44303	WE ENERGIES 3068-463-180 Tower 610-6200-662200	11/13/2020 mschneider	12/01/2020	32.04 32.04	0.00	Paid	Y 11/30/2020
20201113 44304	WE ENERGIES 7843-678-578 Atkinson Pump 620-8020-821000	11/13/2020 mschneider	12/01/2020	367.77 367.77	0.00	Paid	Y 11/30/2020
20201113 44305	WE ENERGIES 8238-765-652 Fox River View 620-8020-821000	11/13/2020 mschneider	12/01/2020	136.97 136.97	0.00	Paid	Y 11/30/2020
20201113 44306	WE ENERGIES 8051-462-203 1240 N. Rochester 620-8020-821000	11/13/2020 mschneider	12/01/2020	94.45 94.45	0.00	Paid	Y 11/30/2020
20201113 44307	WE ENERGIES 7282-806-809 Holz Elec 620-8010-821100	11/13/2020 mschneider	12/01/2020	8,725.89 8,725.89	0.00	Paid	Y 11/30/2020
20201113 44308	WE ENERGIES 2404-776-809 Holz Gas 620-8010-821200	11/13/2020 mschneider	12/01/2020	26.42 26.42	0.00	Paid	Y 11/30/2020
20201113 44309	WE ENERGIES 9276-498-259 Digester Gas 620-8010-821200	11/13/2020 mschneider	12/01/2020	164.79 164.79	0.00	Paid	Y 11/30/2020
20201113 44310	WE ENERGIES 3234-559-591 Well #7 610-6200-662200	11/13/2020 mschneider	12/01/2020	1,461.93 1,461.93	0.00	Paid	Y 11/30/2020
20201113 44311	WE ENERGIES 6478-966-911 1224 Riverton 620-8020-821000	11/13/2020 mschneider	12/01/2020	87.27 87.27	0.00	Paid	Y 11/30/2020
20201113 44312	WE ENERGIES 8818-483-919 Tower Radio Bldg 100-5211-522200	11/13/2020 mschneider	12/01/2020	21.54 21.54	0.00	Paid	Y 11/30/2020

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
20201113 44313	WE ENERGIES 8808-380-714 Street Lights 100-5342-522200	11/13/2020 mschneider	12/01/2020	0.00 0.00	0.00	Paid	Y 11/30/2020
20201113 44314	WE ENERGIES 3051-426-864 Miniwaukan Pavilion 100-5521-522200	11/13/2020 mschneider	12/01/2020	23.43 23.43	0.00	Paid	Y 11/30/2020
20201113 44315	WE ENERGIES 5000-725-767 PD Tower meter #05662 100-5211-522200	11/13/2020 mschneider	12/01/2020	45.42 45.42	0.00	Paid	Y 11/30/2020
20201113 44316	WE ENERGIES 8016-691-668 Booster Station 610-6200-662200	11/13/2020 mschneider	12/01/2020	666.89 666.89	0.00	Paid	Y 11/30/2020
20201113 44317	WE ENERGIES 2008-500-143 Parks-200 S Rochester 100-5342-522200	11/13/2020 mschneider	12/01/2020	22.61 22.61	0.00	Paid	Y 11/30/2020
20201113 44318	WE ENERGIES 6482-485-554 police-CTH E N of 100-5211-522200	11/13/2020 mschneider	12/01/2020	19.13 19.13	0.00	Paid	Y 11/30/2020

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Inv Ref#	Description	Entered By					Post Date

# of Invoices:	46	# Due:	0	Totals:	31,890.36	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					31,890.36	0.00	

--- TOTALS BY GL DISTRIBUTION ---

100-5160-522200	ELECTRIC	566.87	
100-5160-522400	GAS	53.27	
100-5211-522200	ELECTRIC	1,085.51	
100-5254-522200	ELECTRIC	23.43	
100-5323-522200	ELECTRIC	265.09	
100-5323-522400	GAS	33.27	
100-5342-522200	ELECTRIC	9,947.79	
100-5512-522200	ELECTRIC	69.83	
100-5521-522200	ELECTRIC	541.61	
150-5221-522200	ELECTRIC	860.11	
440-5511-522200	ELECTRIC	2,236.22	
440-5511-522400	GAS	142.30	
610-6200-662200	FUEL OR POWER PURCHASED	6,461.50	
620-8010-821100	WWTP ELECTRIC POWER	8,725.89	
620-8010-821200	NAT GAS/ADMIN BLDG/HEAT EXCH	191.21	
620-8020-821000	PUMPING POWER & FUEL	686.46	

--- TOTALS BY FUND ---

100 - GENERAL FUND	12,586.67	0.00
150 - FIRE/AMBULANCE FUND	860.11	0.00
440 - LIBRARY FUND	2,378.52	0.00
610 - WATER UTILITY FUND	6,461.50	0.00
620 - SEWER UTILITY FUND	9,603.56	0.00

--- TOTALS BY DEPT/ACTIVITY ---

5160 - VILLAGE HALL	620.14	0.00
5211 - POLICE ADMINISTRATION	1,085.51	0.00
5221 - FIRE ADMINISTRATION	860.11	0.00
5254 - DAMS	23.43	0.00
5323 - GARAGE	298.36	0.00
5342 - STREET LIGHTING	9,947.79	0.00
5511 - LIBRARY SERVICES	2,378.52	0.00
5512 - MUSEUM	69.83	0.00
5521 - PARKS	541.61	0.00
6200 - PUMPING OPERATIONS	6,461.50	0.00
8010 - WWTP-TREATMENT/DISPOSAL/GP	8,917.10	0.00
8020 - LIFT STATIONS/PUMPING EQUIP	686.46	0.00

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FRISCH LAURA L 44399	US BANK LOWES TAX CREDIT REFUND 440-5890-580600	10/21/2020 mschneider	11/24/2020	(1.07)	0.00	Paid	Y 11/19/2020
	DONATED FUND EXPENDITURES			(1.07)			
FRISCH LAURA L 44415	US BANK HOME DEPOT RETURN 440-5511-531100	11/12/2020 mschneider	11/24/2020	(20.79)	0.00	Paid	Y 11/19/2020
	SUPPLIES			(20.79)			
ISELY MARY JO 44441	US BANK WALMART RETURN 440-5511-533000	11/02/2020 mschneider	11/24/2020	(79.99)	0.00	Paid	Y 11/19/2020
	THINGERY PURCHASES			(79.99)			
ISELY MARY JO 44443	US BANK AMAZON REFUND 440-5700-532900	11/04/2020 mschneider	11/24/2020	(0.50)	0.00	Paid	Y 11/19/2020
	AV MATERIAL			(0.50)			
STIEN JEFFREY R 44494	US BANK SILVER STAR REFUND 150-5223-533500	11/13/2020 mschneider	11/24/2020	(6.33)	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			(6.33)			
Purchase Card Vendor: 0002 US BANK							
BITTNER RONALD 44364	ZORO TOOLS INC BEACH HOUSE REMODEL EXHAUGHST FANS 480-5700-584900	10/16/2020 mschneider	11/24/2020	1,110.82	0.00	Paid	Y 11/19/2020
	PARK IMPROVEMENT PROJECTS			1,110.82			
BITTNER RONALD 44365	HEIN ELECTRIC SUPPLY CO IT WIRING SUPPLIES 100-5323-522500	10/21/2020 mschneider	11/24/2020	194.33	0.00	Paid	Y 11/19/2020
	TELEPHONE			194.33			
BITTNER RONALD 44366	UW LOCAL GOV EDUCATION UW SALT WISE TRAINING 100-5323-533500	11/09/2020 mschneider	11/24/2020	30.00	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			30.00			
BROWN DAVID 44367	WAUKESHA COUNTY PARKS ROO VILLAGE HALL MAPS FROM COUNTY 620-8010-827000	10/20/2020 mschneider	11/24/2020	29.99	0.00	Paid	Y 11/19/2020
	OPERATION SUPPLY/EXPENSE			29.99			

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Purchase Card Vendor: 0002 US BANK							
CASTLE WAYNE A 44368	SUMMIT EQUIPMENT WATER VALVE EXERCISER REPAIR PART 610-6451-665100	10/16/2020 mschneider	11/24/2020	121.60	0.00	Paid	Y 11/19/2020
	MAINTENANCE-MAINS			121.60			
CASTLE WAYNE A 44369	DNR WS2 EM1 EPAY DEM SRVF WATER LICENSE RENEWAL 610-6920-693000	11/03/2020 mschneider	11/24/2020	0.79	0.00	Paid	Y 11/19/2020
	MISC GENERAL EXPENSES			0.79			
CASTLE WAYNE A 44370	DNR WS2 EM1 EPAY DEM SALE WATER LICENSE RENEWAL 610-6920-693000	11/03/2020 mschneider	11/24/2020	45.00	0.00	Paid	Y 11/19/2020
	MISC GENERAL EXPENSES			45.00			
DELIKAT CODY 44371	AMZN MKTP US*2T4OL17A0 AM WATER OFFICE SUPPLY 610-6920-692100	10/26/2020 mschneider	11/24/2020	252.22	0.00	Paid	Y 11/19/2020
	OFFICE SUPPLIES & EXPENSES			252.22			
DELIKAT CODY 44372	OPC*WISCONSIN RURAL WTR WATER TRAINING CLASS 610-6920-693000	10/28/2020 mschneider	11/24/2020	50.00	0.00	Paid	Y 11/19/2020
	MISC GENERAL EXPENSES			50.00			
DELIKAT CODY 44373	OPC*WISCONSIN RURAL WTR WATER TRAINING CLASS 610-6920-693000	10/28/2020 mschneider	11/24/2020	50.00	0.00	Paid	Y 11/19/2020
	MISC GENERAL EXPENSES			50.00			
DELIKAT CODY 44374	OPC MSC*SERVICE FEE 024 WATER TRAINING CLASS 610-6920-693000	10/28/2020 mschneider	11/24/2020	4.95	0.00	Paid	Y 11/19/2020
	MISC GENERAL EXPENSES			4.95			
DELIKAT CODY 44375	OPC MSC*SERVICE FEE 024 WATER TRAINING CLASS 610-6920-693000	10/28/2020 mschneider	11/24/2020	4.95	0.00	Paid	Y 11/19/2020
	MISC GENERAL EXPENSES			4.95			
DELIKAT CODY 44376	AMZN MKTP US*287F45ST1 WATER OFFICE SUPPLIES 610-6920-692100	11/07/2020 mschneider	11/24/2020	27.96	0.00	Paid	Y 11/19/2020
	OFFICE SUPPLIES & EXPENSES			27.96			

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Purchase Card Vendor: 0002 US BANK							
DELIKAT CODY 44377	AMAZON.COM*280L09WR0 WATER OFFICE SUPPLIES 610-6920-692100	11/10/2020 mschneider	11/24/2020	15.70	0.00	Paid	Y 11/19/2020
	OFFICE SUPPLIES & EXPENSES			15.70			
DELIKAT CODY 44378	USPS PO 5657100149 WATER FLUORIDE SAMPLE 610-6300-663200	11/13/2020 mschneider	11/24/2020	3.80	0.00	Paid	Y 11/19/2020
	OPERATION SUPPLY/EXP-TREATMENT			3.80			
DEMOTTO CHRIS 44379	FBI LEEDA INC LT. DEMOTTO'S COURSE FEE FOR THE FBI 100-5211-533500	10/30/2020 mschneider	11/24/2020	695.00	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			695.00			
DYKSTRA DIANA 44380	BALTIC NETWORKS INC WIRELESS NETWORK PROJECT 430-5700-571800	10/22/2020 mschneider	11/24/2020	429.45	0.00	Paid	Y 11/19/2020
	VILLAGE-WIDE CAPITAL BENEFIT			429.45			
DYKSTRA DIANA 44381	AMZN MKTP US*2T27Y7BC0 WIRELESS MOUSE & KEYBOARD FOR 100-5141-531100	10/23/2020 mschneider	11/24/2020	31.35	0.00	Paid	Y 11/19/2020
	SUPPLIES			31.35			
DYKSTRA DIANA 44382	AMZN MKTP US*2T67B3QU2 BOARD ROOM UPGRADES 100-5142-531100	10/25/2020 mschneider	11/24/2020	804.00	0.00	Paid	Y 11/19/2020
	BOARD ROOM UPGRADES			804.00			
DYKSTRA DIANA 44383	AMAZON.COM*2T9Z889F0 AMZN MOUSE FOR KEYBOARD 100-5142-531100	10/26/2020 mschneider	11/24/2020	29.98	0.00	Paid	Y 11/19/2020
	MOUSE FOR KEYBOARD			29.98			
DYKSTRA DIANA 44384	AMAZON.COM*2T5LL1962 ROLLING CART BOARD ROOM 100-5142-531100	10/27/2020 mschneider	11/24/2020	79.99	0.00	Paid	Y 11/19/2020
	ROLLING CART BOARD ROOM			79.99			
DYKSTRA DIANA 44385	WAL-MART #3247 ELECTION SUPPLIES 100-5144-531100	11/01/2020 mschneider	11/24/2020	16.63	0.00	Paid	Y 11/19/2020
	ELECTION SUPPLIES			16.63			

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Purchase Card Vendor: 0002 US BANK							
DYKSTRA DIANA 44386	AMZN MKTP US*201P00FY1 MICROPHONE BOARD ROOM 100-5142-531100	11/12/2020 mschneider	11/24/2020	146.92	0.00	Paid	Y 11/19/2020
	MICROPHONE BOARD ROOM			146.92			
DYKSTRA DIANA 44387	AMZN MKTP US*201VE0FJ1 SEALS AND CERTIFICATES 100-5142-531100	11/12/2020 mschneider	11/24/2020	35.42	0.00	Paid	Y 11/19/2020
	SEALS AND CERTIFICATES			35.42			
DYKSTRA DIANA 44388	BALTIC NETWORKS INC WIRELESS PROJECT COMPONENTS 430-5700-571800	11/12/2020 mschneider	11/24/2020	559.70	0.00	Paid	Y 11/19/2020
	VILLAGE-WIDE CAPITAL BENEFIT			559.70			
DYKSTRA DIANA 44389	AMZN MKTP US*202W08FF0 ENHANCED MEMORY FOR VILLAGE ADMIN 100-5141-531100	11/12/2020 mschneider	11/24/2020	61.68	0.00	Paid	Y 11/19/2020
	SUPPLIES			61.68			
DYKSTRA DIANA 44390	AMAZON.COM*204H82ZE1 AMZN OFFICE SUPPLIES 100-5142-531100	11/13/2020 mschneider	11/24/2020	64.51	0.00	Paid	Y 11/19/2020
	SUPPLIES			36.58			
	SUPPLIES			27.93			
FRISCH LAURA L 44391	AMZN MKTP US*2T3S783Y1 AM PROGRAM SUPPLIES 440-5890-580600	10/15/2020 mschneider	11/24/2020	147.78	0.00	Paid	Y 11/19/2020
	DONATED FUND EXPENDITURES			147.78			
FRISCH LAURA L 44392	HOBBY LOBBY #560 PROGRAM SUPPLIES 440-5511-533100	10/16/2020 mschneider	11/24/2020	10.97	0.00	Paid	Y 11/19/2020
	PROGRAMMING			10.97			
FRISCH LAURA L 44393	WAL-MART #1571 PROGRAM SUPPLIES 440-5511-533100	10/16/2020 mschneider	11/24/2020	55.03	0.00	Paid	Y 11/19/2020
	PROGRAMMING			55.03			
FRISCH LAURA L 44394	AMZN MKTP US*2T1516AU1 PROGRAM SUPPLIES 440-5890-580600	10/16/2020 mschneider	11/24/2020	11.28	0.00	Paid	Y 11/19/2020
	DONATED FUND EXPENDITURES			11.28			

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Purchase Card Vendor: 0002 US BANK							
FRISCH LAURA L 44395	ORECK OUTLET VACUUM 440-5511-531100	10/16/2020 mschneider	11/24/2020	273.98	0.00	Paid	Y 11/19/2020
	SUPPLIES			273.98			
FRISCH LAURA L 44396	AMZN MKTP US*2T0X07ZR0 BATTERIES 440-5511-531100	10/18/2020 mschneider	11/24/2020	25.98	0.00	Paid	Y 11/19/2020
	SUPPLIES			25.98			
FRISCH LAURA L 44397	AMZN MKTP US*2T8OX9A60 PROGRAM SUPPLIES 440-5890-580600	10/19/2020 mschneider	11/24/2020	69.02	0.00	Paid	Y 11/19/2020
	DONATED FUND EXPENDITURES			69.02			
FRISCH LAURA L 44398	HOBBY LOBBY #560 PROGRAM SUPPLIES 440-5890-580600	10/20/2020 mschneider	11/24/2020	6.25	0.00	Paid	Y 11/19/2020
	DONATED FUND EXPENDITURES			6.25			
FRISCH LAURA L 44400	LOWES #00907* PROGRAM SUPPLIES 440-5890-580600	10/21/2020 mschneider	11/24/2020	20.57	0.00	Paid	Y 11/19/2020
	DONATED FUND EXPENDITURES			20.57			
FRISCH LAURA L 44401	LOWES #02545* CLEANING SUPPLIES 440-5511-531100	10/21/2020 mschneider	11/24/2020	37.38	0.00	Paid	Y 11/19/2020
	SUPPLIES			37.38			
FRISCH LAURA L 44402	HOBBY LOBBY #560 PROGRAM SUPPLIES 440-5890-580600	10/22/2020 mschneider	11/24/2020	3.00	0.00	Paid	Y 11/19/2020
	DONATED FUND EXPENDITURES			3.00			
FRISCH LAURA L 44403	NATIONAL PEN CO LLC PROMOTIONAL PENS 440-5511-533300	10/25/2020 mschneider	11/24/2020	292.85	0.00	Paid	Y 11/19/2020
	OUTREACH			292.85			
FRISCH LAURA L 44404	WALGREENS #7039 PROGRAM SUPPLIES 440-5511-533100	10/28/2020 mschneider	11/24/2020	92.96	0.00	Paid	Y 11/19/2020
	PROGRAMMING			92.96			

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Purchase Card Vendor: 0002 US BANK							
FRISCH LAURA L 44405	AMZN MKTP US*284L81NO0 AM PROGRAM SUPPLIES 440-5890-580600	10/30/2020 mschneider	11/24/2020	96.78	0.00	Paid	Y 11/19/2020
	DONATED FUND EXPENDITURES			96.78			
FRISCH LAURA L 44406	AMZN MKTP US*2857J31Q1 PROGRAM SUPPLIES 440-5890-580600	11/01/2020 mschneider	11/24/2020	37.32	0.00	Paid	Y 11/19/2020
	DONATED FUND EXPENDITURES			37.32			
FRISCH LAURA L 44407	DOLLAR TREE, INC. PROGRAM SUPPLIES 440-5890-580600	11/05/2020 mschneider	11/24/2020	133.78	0.00	Paid	Y 11/19/2020
	DONATED FUND EXPENDITURES			133.78			
FRISCH LAURA L 44408	D J*WALL-ST-JOURNAL NEWSPAPER 440-5511-532700	11/06/2020 mschneider	11/24/2020	128.97	0.00	Paid	Y 11/19/2020
	NEWSPAPERS			128.97			
FRISCH LAURA L 44409	THE HOME DEPOT 4921 CLEANING SUPPLIES 440-5511-531100	11/06/2020 mschneider	11/24/2020	216.68	0.00	Paid	Y 11/19/2020
	SUPPLIES			216.68			
FRISCH LAURA L 44410	AMAZON.COM*281L10281 LADDER 440-5511-531100	11/07/2020 mschneider	11/24/2020	29.99	0.00	Paid	Y 11/19/2020
	SUPPLIES			29.99			
FRISCH LAURA L 44411	AMZN MKTP US*285QH27K0 PROGRAM SUPPLIES 440-5890-580600	11/09/2020 mschneider	11/24/2020	79.92	0.00	Paid	Y 11/19/2020
	DONATED FUND EXPENDITURES			79.92			
FRISCH LAURA L 44412	WAL-MART #1571 CLEANING SUPPLIES 440-5511-531100	11/12/2020 mschneider	11/24/2020	42.15	0.00	Paid	Y 11/19/2020
	SUPPLIES			42.15			
FRISCH LAURA L 44413	WAL-MART #1571 PROGRAM SUPPLIES 440-5511-533100	11/12/2020 mschneider	11/24/2020	45.94	0.00	Paid	Y 11/19/2020
	PROGRAMMING			45.94			

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Purchase Card Vendor: 0002 US BANK							
FRISCH LAURA L 44414	WAL-MART #1571 PROGRAM SUPPLIES 440-5511-533100	11/12/2020 mschneider	11/24/2020	14.92	0.00	Paid	Y 11/19/2020
	PROGRAMMING			14.92			
FRISCH LAURA L 44416	SP * IMAGE SUPPLY OFFICE SUPPLIES 440-5511-531100	11/13/2020 mschneider	11/24/2020	74.65	0.00	Paid	Y 11/19/2020
	SUPPLIES			74.65			
FRISCH LAURA L 44417	AMZN MKTP US*2024F7L30 SUPPLIES 440-5511-531100	11/13/2020 mschneider	11/24/2020	57.34	0.00	Paid	Y 11/19/2020
	SUPPLIES			57.34			
FRISCH LAURA L 44418	WAL-MART #1571 CLEANING SUPPLIES 440-5511-531100	11/15/2020 mschneider	11/24/2020	33.59	0.00	Paid	Y 11/19/2020
	SUPPLIES			33.59			
GOURDOUX LINDA 44419	DOLLAR GENERAL #10855 KITCHEN SUPPLIES 100-5144-531100	11/01/2020 mschneider	11/24/2020	35.91	0.00	Paid	Y 11/19/2020
	KITCHEN SUPPLIES			35.91			
GOURDOUX LINDA 44420	PICK N SAVE #384 ELECTION SUPPLIES 100-5144-531100	11/03/2020 mschneider	11/24/2020	29.73	0.00	Paid	Y 11/19/2020
	ELECTION SUPPLIES			29.73			
HARLEY ROBERT J 44421	WPY*SOUTHWEST WISCONSIN B BOB UDC TRAINING 100-5241-533500	10/19/2020 mschneider	11/24/2020	110.00	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			110.00			
HARLEY ROBERT J 44422	WPY*SOUTHWEST WISCONSIN B TIM UDC/PLUMBING TRAINING 100-5241-533500	10/19/2020 mschneider	11/24/2020	200.00	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			200.00			
HARLEY ROBERT J 44423	WPY*SOUTHWEST WISCONSIN B BOB COMMERCIAL BLDG TRAINING 100-5241-533500	10/19/2020 mschneider	11/24/2020	95.00	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			95.00			

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Purchase Card Vendor: 0002 US BANK							
ISELY MARY JO 44424	AMAZON.COM*2T06P65D1 AMZN BOOKS 440-5700-532800	10/20/2020 mschneider	11/24/2020	13.83	0.00	Paid	Y 11/19/2020
	BOOKS			13.83			
ISELY MARY JO 44425	AMZN DIGITAL*2T6WH10X2 SWITCH GAME 440-5511-533000	10/21/2020 mschneider	11/24/2020	19.99	0.00	Paid	Y 11/19/2020
	THINGERY PURCHASES			19.99			
ISELY MARY JO 44426	AMZN DIGITAL*2T5WH7002 SWITCH LUIGI 440-5511-533000	10/21/2020 mschneider	11/24/2020	59.99	0.00	Paid	Y 11/19/2020
	THINGERY PURCHASES			59.99			
ISELY MARY JO 44427	AMZN DIGITAL*2T5V58P00 SWITCH LEGEND 440-5511-533000	10/21/2020 mschneider	11/24/2020	59.99	0.00	Paid	Y 11/19/2020
	THINGERY PURCHASES			59.99			
ISELY MARY JO 44428	AMZN DIGITAL*2T9PB7P00 SWITCH ANIMAL 440-5511-533000	10/21/2020 mschneider	11/24/2020	59.99	0.00	Paid	Y 11/19/2020
	THINGERY PURCHASES			59.99			
ISELY MARY JO 44429	AMZN DIGITAL*2T0IH3PE0 SWITCH POKEMON 440-5511-533000	10/21/2020 mschneider	11/24/2020	59.99	0.00	Paid	Y 11/19/2020
	THINGERY PURCHASES			59.99			
ISELY MARY JO 44430	AMZN DIGITAL*2T5IA4PQ0 SWITCH POKEMON SHIELD 440-5511-533000	10/21/2020 mschneider	11/24/2020	59.99	0.00	Paid	Y 11/19/2020
	THINGERY PURCHASES			59.99			
ISELY MARY JO 44431	AMZN DIGITAL*2T2MR2032 SWITCH SUPER MARIO 440-5511-533000	10/21/2020 mschneider	11/24/2020	59.99	0.00	Paid	Y 11/19/2020
	THINGERY PURCHASES			59.99			
ISELY MARY JO 44432	AMAZON.COM*2T2LT0230 AMZN DVD 440-5700-532900	10/25/2020 mschneider	11/24/2020	22.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			22.99			

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Purchase Card Vendor: 0002 US BANK							
ISELY MARY JO 44433	AMAZON.COM*2T92I62P0 AMZN DVD 440-5700-532900	10/25/2020 mschneider AV MATERIAL	11/24/2020	151.46 151.46	0.00	Paid	Y 11/19/2020
ISELY MARY JO 44434	AMAZON.COM*2T3430UT1 AMZN DVD 440-5700-532900	10/25/2020 mschneider AV MATERIAL	11/24/2020	14.98 14.98	0.00	Paid	Y 11/19/2020
ISELY MARY JO 44435	AMAZON.COM*2T9J627Z0 AMZN DVD 440-5700-532900	10/26/2020 mschneider AV MATERIAL	11/24/2020	55.14 55.14	0.00	Paid	Y 11/19/2020
ISELY MARY JO 44436	AMZN MKTP US*2T69I1S02 THINGERY PURCHASES 440-5511-533000	10/26/2020 mschneider THINGERY PURCHASES	11/24/2020	391.60 391.60	0.00	Paid	Y 11/19/2020
ISELY MARY JO 44437	AMZN MKTP US*2868W4Z12 DVD 440-5700-532900	11/01/2020 mschneider AV MATERIAL	11/24/2020	91.33 91.33	0.00	Paid	Y 11/19/2020
ISELY MARY JO 44438	AMZN MKTP US*289P320P1 DVD 440-5700-532900	11/01/2020 mschneider AV MATERIAL	11/24/2020	19.37 19.37	0.00	Paid	Y 11/19/2020
ISELY MARY JO 44439	NETFLIX.COM 11/1/20-11/30/20 STREAMING 440-5511-534000	11/01/2020 mschneider DIGITAL MATERIALS	11/24/2020	15.99 15.99	0.00	Paid	Y 11/19/2020
ISELY MARY JO 44440	AMAZON.COM*281PU40B0 DVD 440-5700-532900	11/02/2020 mschneider AV MATERIAL	11/24/2020	48.44 48.44	0.00	Paid	Y 11/19/2020
ISELY MARY JO 44442	WAL-MART #1571 MIXER 440-5511-533000	11/02/2020 mschneider THINGERY PURCHASES	11/24/2020	39.00 39.00	0.00	Paid	Y 11/19/2020

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Purchase Card Vendor: 0002 US BANK							
ISELY MARY JO 44444	AMAZON.COM*281TM2H82 DVD 440-5700-532900	11/08/2020 mschneider	11/24/2020	9.96	0.00	Paid	Y 11/19/2020
	AV MATERIAL			9.96			
ISELY MARY JO 44445	KINDLE SVCS*2873S95U2 KINDLE LEAVE 440-5700-532900	11/08/2020 mschneider	11/24/2020	14.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			14.99			
ISELY MARY JO 44446	KINDLE SVCS*2883G4512 KINDLE ANXIOUS 440-5700-532900	11/08/2020 mschneider	11/24/2020	14.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			14.99			
ISELY MARY JO 44447	KINDLE SVCS*281E112G1 KINDLE 440-5700-532900	11/08/2020 mschneider	11/24/2020	14.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			14.99			
ISELY MARY JO 44448	KINDLE SVCS*2804F62H1 KINDLE 440-5700-532900	11/08/2020 mschneider	11/24/2020	14.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			14.99			
ISELY MARY JO 44449	KINDLE SVCS*282TY75T2 KINDLE 440-5700-532900	11/08/2020 mschneider	11/24/2020	14.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			14.99			
ISELY MARY JO 44450	KINDLE SVCS*287RN05A2 KINDLE 440-5700-532900	11/08/2020 mschneider	11/24/2020	14.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			14.99			
ISELY MARY JO 44451	KINDLE SVCS*287T085C2 KINDLE 440-5700-532900	11/08/2020 mschneider	11/24/2020	14.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			14.99			
ISELY MARY JO 44452	AMZN DIGITAL*289T495K2 KINDLE 440-5700-532900	11/08/2020 mschneider	11/24/2020	15.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			15.99			

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Purchase Card Vendor: 0002 US BANK							
ISELY MARY JO 44453	KINDLE SVCS*2827P1SK0 KINDLE 440-5700-532900	11/08/2020 mschneider	11/24/2020	14.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			14.99			
ISELY MARY JO 44454	KINDLE SVCS*2883Y05Z2 KINDLE 440-5700-532900	11/08/2020 mschneider	11/24/2020	13.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			13.99			
ISELY MARY JO 44455	KINDLE SVCS*2804222B1 KINDLE 440-5700-532900	11/08/2020 mschneider	11/24/2020	14.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			14.99			
ISELY MARY JO 44456	KINDLE SVCS*287N02S10 KINDLE 440-5700-532900	11/08/2020 mschneider	11/24/2020	13.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			13.99			
ISELY MARY JO 44457	KINDLE SVCS*288T195V2 KINDLE 440-5700-532900	11/08/2020 mschneider	11/24/2020	13.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			13.99			
ISELY MARY JO 44458	KINDLE SVCS*286TL25E2 KINDLE 440-5700-532900	11/08/2020 mschneider	11/24/2020	14.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			14.99			
ISELY MARY JO 44459	KINDLE SVCS*2881R4K01 KINDLE 440-5700-532900	11/08/2020 mschneider	11/24/2020	13.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			13.99			
ISELY MARY JO 44460	ACORN TV MONTHLY MONTHLY CHARGE 440-5511-534000	11/08/2020 mschneider	11/24/2020	6.29	0.00	Paid	Y 11/19/2020
	DIGITAL MATERIALS			6.29			
ISELY MARY JO 44461	AMAZON.COM*283UB0710 DVD 440-5700-532900	11/09/2020 mschneider	11/24/2020	78.85	0.00	Paid	Y 11/19/2020
	AV MATERIAL			78.85			

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Purchase Card Vendor: 0002 US BANK							
ISELY MARY JO 44462	AMAZON.COM*281IX8Q42 DVD 440-5700-532900	11/09/2020 mschneider	11/24/2020	12.96	0.00	Paid	Y 11/19/2020
	AV MATERIAL			12.96			
ISELY MARY JO 44463	AMZN DIGITAL*281PG6UY0 KINDLE 440-5700-532900	11/10/2020 mschneider	11/24/2020	14.99	0.00	Paid	Y 11/19/2020
	AV MATERIAL			14.99			
ISELY MARY JO 44464	AMZN MKTP US*282F19RC0 THINGERY ITEM 440-5511-533000	11/10/2020 mschneider	11/24/2020	29.95	0.00	Paid	Y 11/19/2020
	THINGERY PURCHASES			29.95			
ISELY MARY JO 44465	AMZN MKTP US*2839067Z2 THINGERY ITEMS 440-5511-533000	11/11/2020 mschneider	11/24/2020	316.95	0.00	Paid	Y 11/19/2020
	THINGERY PURCHASES			316.95			
ISELY MARY JO 44466	AMAZON.COM*206YI6FM0 DVD 440-5700-532900	11/12/2020 mschneider	11/24/2020	25.49	0.00	Paid	Y 11/19/2020
	AV MATERIAL			25.49			
ISELY MARY JO 44467	AMAZON.COM*2055U7491 YOGA SUPPLIES 440-5511-533000	11/12/2020 mschneider	11/24/2020	23.31	0.00	Paid	Y 11/19/2020
	THINGERY PURCHASES			23.31			
KIM CATHRYN 44468	SQ *SANDWICH SISTERS LLC EMPLOYEE LUNCH 440-5890-580600	11/13/2020 mschneider	11/24/2020	66.68	0.00	Paid	Y 11/19/2020
	DONATED FUND EXPENDITURES			66.68			
MILLER KENNETH 44469	THE HOME DEPOT #4921 WATER WELL 4 PAINT 610-6210-662300	10/14/2020 mschneider	11/24/2020	36.55	0.00	Paid	Y 11/19/2020
	OPERATION SUPPLY/EXP-PUMPING			36.55			
MILLER KENNETH 44470	THE HOME DEPOT #4921 WATER WELL 4 PAINT 610-6210-662300	10/15/2020 mschneider	11/24/2020	19.90	0.00	Paid	Y 11/19/2020
	OPERATION SUPPLY/EXP-PUMPING			19.90			

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MILLER KENNETH 44471	THE HOME DEPOT #4921 WATER WELL 4 PAINT 610-6210-662300	10/15/2020 mschneider	11/24/2020	14.80	0.00	Paid	Y 11/19/2020
	OPERATION SUPPLY/EXP-PUMPING			14.80			
MILLER KENNETH 44472	THE HOME DEPOT #4921 WATER WELL 4 PAINT 610-6210-662300	10/16/2020 mschneider	11/24/2020	60.63	0.00	Paid	Y 11/19/2020
	OPERATION SUPPLY/EXP-PUMPING			60.63			
MILLER KENNETH 44473	MOTION INDUSTRIES WI08 WWTF GRIT WASHER SOLENOID PARTS 620-8010-833000	10/22/2020 mschneider	11/24/2020	426.12	0.00	Paid	Y 11/19/2020
	MAINT-TREATMENT/DISPOSAL PLANT			426.12			
MILLER KENNETH 44474	THE HOME DEPOT #4921 WATER WELL 4 PAINT 610-6210-662300	11/05/2020 mschneider	11/24/2020	4.97	0.00	Paid	Y 11/19/2020
	OPERATION SUPPLY/EXP-PUMPING			4.97			
MILLER KENNETH 44475	WAL-MART #1571 WWTF MAINTENANCE SUPPLIES 620-8010-833000	11/13/2020 mschneider	11/24/2020	4.07	0.00	Paid	Y 11/19/2020
	MAINT-TREATMENT/DISPOSAL PLANT			4.07			
PETERSON RANDY 44476	MIKESCARBPARTS COMPRESSOR CARB KIT 100-5324-539500	10/29/2020 mschneider	11/24/2020	49.40	0.00	Paid	Y 11/19/2020
	REPAIRS & MAINTENANCE			49.40			
PETERSON RANDY 44477	NH OIL UNDERCOATING PRESEVATION OIL 100-5324-535100	10/30/2020 mschneider	11/24/2020	41.98	0.00	Paid	Y 11/19/2020
	MOTOR FUEL & OIL			41.98			
SCHMIDT KEVIN B 44478	STAPLS0187269360000001 TOLIET PAPER AND CLOROX DISINFECTING 100-5211-539400	10/29/2020 mschneider	11/24/2020	100.59	0.00	Paid	Y 11/19/2020
	BLDG REPAIRS & MAINTENANCE			100.59			
SCHMIDT KEVIN B 44479	SHERWIN WILLIAMS 703278 PAINT AND SUPPLIES FOR PAINTING ROOM 100-5211-539400	11/02/2020 mschneider	11/24/2020	40.12	0.00	Paid	Y 11/19/2020
	BLDG REPAIRS & MAINTENANCE			40.12			

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SMITH JAMES A 44480	MENARDS BURLINGTON WI WATER SERVICE REPAIR PARTS 610-6452-665200	11/09/2020 mschneider	11/24/2020	20.86	0.00	Paid	Y 11/19/2020
	MAINTENANCE-SERVICES			20.86			
STIEN JEFFREY R 44481	CARID.COM PULL OUT TRAY 430-5700-571300	10/21/2020 mschneider	11/24/2020	2,535.70	0.00	Paid	Y 11/19/2020
	FIRE DEPT CAPITAL EQUIP			2,535.70			
STIEN JEFFREY R 44482	4WHEELONLINE ATV TIRES 430-5700-571300	10/22/2020 mschneider	11/24/2020	886.84	0.00	Paid	Y 11/19/2020
	FIRE DEPT CAPITAL EQUIP			886.84			
STIEN JEFFREY R 44483	AMZN MKTP US*2TOP25KW0 AM ULTRASOUND PROJECT 150-5700-580500	10/25/2020 mschneider	11/24/2020	33.98	0.00	Paid	Y 11/19/2020
	ACT 102 EXPENSES			33.98			
STIEN JEFFREY R 44484	THE BODY SHOP BAR GRILL FIRE OFFICER IV CLASS 150-5223-533500	11/08/2020 mschneider	11/24/2020	21.50	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			21.50			
STIEN JEFFREY R 44485	KWIK TRIP 83600008367 FIRE OFICER IV CLASS 150-5223-533500	11/08/2020 mschneider	11/24/2020	11.48	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			11.48			
STIEN JEFFREY R 44486	THE BODY SHOP BAR GRILL FIRE OFFICER IV CLASS 150-5223-533500	11/09/2020 mschneider	11/24/2020	8.00	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			8.00			
STIEN JEFFREY R 44487	OPERA HOUSE BAR AND GRILL FIRE OFFICER IV CLASS 150-5223-533500	11/09/2020 mschneider	11/24/2020	12.07	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			12.07			
STIEN JEFFREY R 44488	CANCUN MEXICAN REST. FO IV CLASS 150-5223-533500	11/10/2020 mschneider	11/24/2020	11.48	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			11.48			

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STIEN JEFFREY R 44489	QUIZNOS #14615 FO IV CLASS 150-5223-533500	11/10/2020 mschneider	11/24/2020	10.39	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			10.39			
STIEN JEFFREY R 44490	THE BODY SHOP BAR GRILL FO IV CLASS 150-5223-533500	11/11/2020 mschneider	11/24/2020	11.75	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			11.75			
STIEN JEFFREY R 44491	OPERA HOUSE BAR AND GRILL FO IV CLASS 150-5223-533500	11/12/2020 mschneider	11/24/2020	12.65	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			12.65			
STIEN JEFFREY R 44492	IN *SILVER STAR HEALTH FO IV CLASS 150-5223-533500	11/12/2020 mschneider	11/24/2020	11.34	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			11.34			
STIEN JEFFREY R 44493	IN *SILVER STAR HEALTH FO IV CLASS 150-5223-533500	11/12/2020 mschneider	11/24/2020	3.17	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			3.17			
STIEN JEFFREY R 44495	CONNELL'S CEDAR SHACK FO IV CLASS 150-5223-533500	11/13/2020 mschneider	11/24/2020	19.12	0.00	Paid	Y 11/19/2020
	TRAINING & TRAVEL			19.12			
STREIT DANIEL 44496	DNH*GODADDY.COM 2 YEAR RENEWAL OF GO DADDY UCC SSL 100-5211-531100	10/15/2020 mschneider	11/24/2020	399.98	0.00	Paid	Y 11/19/2020
	SUPPLIES			399.98			
STREIT DANIEL 44497	AMZN MKTP US*2T80Q5NX2 EXTERNAL WEBCAM FOR ASST. CHIEF'S 100-5211-531100	10/19/2020 mschneider	11/24/2020	82.57	0.00	Paid	Y 11/19/2020
	SUPPLIES			82.57			
STREIT DANIEL 44498	SP * SCOTT COMPANY DRU 8 PACKS (10 TESTS PER PACK) OF 100-5213-531100	11/07/2020 mschneider	11/24/2020	97.92	0.00	Paid	Y 11/19/2020
	SUPPLIES			97.92			

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Purchase Card Vendor: 0002 US BANK							
STREIT DANIEL 44499	PADDLE.COM INC SQUIRRELS AIR PARROT LICENSES FOR 3 DEPARTMENT 100-5211-531100	11/15/2020 mschneider	11/24/2020	16.79 16.79	0.00	Paid	Y 11/19/2020
SURA MATTHEW J 44500	FIRE SAFETY USA, INC. 3461 150-5700-571400	10/23/2020 mschneider	11/24/2020	81.95 81.95	0.00	Paid	Y 11/19/2020
	AMBULANCE CAPITAL EQUIP						
SURA MATTHEW J 44501	ELECOTEK INC AED 150-5700-571400	10/23/2020 mschneider	11/24/2020	950.00 950.00	0.00	Paid	Y 11/19/2020
	AMBULANCE CAPITAL EQUIP						
SURA MATTHEW J 44502	EMBROIDME 2020 CLOTHING ALLOWANCE - SURA 150-5221-534600	10/27/2020 mschneider	11/24/2020	48.50 48.50	0.00	Paid	Y 11/19/2020
	CLOTHING ALLOWANCE						
SURA MATTHEW J 44503	BUTTERFLY NETWORK ULTRASOUND PROJECT 150-5700-580500	10/29/2020 mschneider	11/24/2020	2,642.00 2,642.00	0.00	Paid	Y 11/19/2020
	ACT 102 EXPENSES						
SURA MATTHEW J 44504	BLAIN'S FARM & FLEET DWALT BATTERIES 150-5700-571400	11/14/2020 mschneider	11/24/2020	1,110.85 1,110.85	0.00	Paid	Y 11/19/2020
	AMBULANCE CAPITAL EQUIP						
WEGNER LEE 44505	ISA ISA MEMEMBERSHIP BRENNEN MCCUEN 100-5611-521900	10/20/2020 mschneider	11/24/2020	45.00 45.00	0.00	Paid	Y 11/19/2020
	PROFESSIONAL SERVICES						
WEGNER LEE 44506	ISA ISA EXAM BRENNEN MCCUEN 100-5611-521900	10/21/2020 mschneider	11/24/2020	305.00 305.00	0.00	Paid	Y 11/19/2020
	PROFESSIONAL SERVICES						
WEGNER LEE 44507	ISA ISA TEST AND MEMBERSHIP LEE WEGNER 100-5611-521900	11/13/2020 mschneider	11/24/2020	180.00 180.00	0.00	Paid	Y 11/19/2020
	PROFESSIONAL SERVICES						

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Purchase Card Vendor: 0002 US BANK							
WEIDL JOHN S 44508	DAVID ALAN ALAN S SMOKEHO GIFT CARD - CLERK 100-5141-539800	10/19/2020 mschneider EMPLOYEE RECOGNITION	11/24/2020	50.00 50.00	0.00	Paid	Y 11/19/2020
WEIDL JOHN S 44509	TLF*AMERICANA FLOWER STAT CARD - CLERK 100-5141-539800	10/20/2020 mschneider EMPLOYEE RECOGNITION	11/24/2020	5.26 5.26	0.00	Paid	Y 11/19/2020
WEIDL JOHN S 44510	NEXT DOOR PUB DEV MEETING IND PARK 100-5670-533500	10/22/2020 mschneider TRAINING & TRAVEL	11/24/2020	50.25 50.25	0.00	Paid	Y 11/19/2020
WEIDL JOHN S 44511	E AND S SWEETS GIFT BASKET - BANKER 100-5670-533500	10/23/2020 mschneider TRAINING & TRAVEL	11/24/2020	99.77 99.77	0.00	Paid	Y 11/19/2020
WEIDL JOHN S 44512	FRED'S PARKVIEW INC DEV MTG IND PARK 100-5670-533500	11/02/2020 mschneider TRAINING & TRAVEL	11/24/2020	25.38 25.38	0.00	Paid	Y 11/19/2020
WEIDL JOHN S 44513	E AND S SWEETS ELECTION INSPECTORS THANK YOU 100-5141-539800	11/11/2020 mschneider EMPLOYEE RECOGNITION	11/24/2020	400.68 400.68	0.00	Paid	Y 11/19/2020
WEIDL JOHN S 44514	SQ *ESPRESSO LOVE COFFEE MEET WITH DAVE & TRACY RE: NEW 100-5670-533500	11/11/2020 mschneider TRAINING & TRAVEL	11/24/2020	6.50 6.50	0.00	Paid	Y 11/19/2020
ZIMMERMANN ANGE 44515	AMZN MKTP US*2T90H31S2 DESKTOP PROTECTION 440-5700-581100	10/21/2020 mschneider EQUIPMENT (NON-CAPITALIZED)	11/24/2020	36.99 36.99	0.00	Paid	Y 11/19/2020
ZIMMERMANN ANGE 44516	FARONICS TECHNOLOGIES USA DEEP FREEZE ANNUAL 440-5511-522000	10/21/2020 mschneider CONTRACTUAL SERVICES	11/24/2020	656.25 656.25	0.00	Paid	Y 11/19/2020

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Purchase Card Vendor: 0002 US BANK							
ZIMMERMANN ANGE 44517	AMZN MKTP US*2T4LT55Z0 COMPUTER 440-5700-581100	10/22/2020 mschneider	11/24/2020	270.99	0.00	Paid	Y 11/19/2020
	EQUIPMENT (NON-CAPITALIZED)			270.99			
ZIMMERMANN ANGE 44518	AMZN MKTP US*2T7VO4SF0 THINGERY ITEMS 440-5511-533000	10/24/2020 mschneider	11/24/2020	121.26	0.00	Paid	Y 11/19/2020
	THINGERY PURCHASES			121.26			
ZIMMERMANN ANGE 44519	AMZN MKTP US*2T2LG79V1 AM PROGRAM SUPPLIES 440-5511-533000	10/25/2020 mschneider	11/24/2020	12.95	0.00	Paid	Y 11/19/2020
	THINGERY PURCHASES			12.95			
ZIMMERMANN ANGE 44520	AMZN MKTP US*2T0V59SA0 AM PROGRAM SUPPLIES 440-5511-533000	10/25/2020 mschneider	11/24/2020	94.37	0.00	Paid	Y 11/19/2020
	THINGERY PURCHASES			94.37			
ZIMMERMANN ANGE 44521	TIDIO COMMUNICATOR CHAT COMMUNICATOR 440-5511-534000	10/25/2020 mschneider	11/24/2020	69.30	0.00	Paid	Y 11/19/2020
	DIGITAL MATERIALS			69.30			
ZIMMERMANN ANGE 44522	AMZN MKTP US*2880H5OY1 LABELS 440-5511-531100	10/28/2020 mschneider	11/24/2020	29.00	0.00	Paid	Y 11/19/2020
	SUPPLIES			29.00			
ZIMMERMANN ANGE 44523	SP * FFUSA - SHOPIFY FLASH FORGE SUPPLIES 440-5511-531400	10/28/2020 mschneider	11/24/2020	568.30	0.00	Paid	Y 11/19/2020
	META SPACE EQUIPMENT & SUPPLIE			568.30			
ZIMMERMANN ANGE 44524	AMZN MKTP US*2871M3OX0 3D PRINTER SUPPLIES 440-5511-531400	10/29/2020 mschneider	11/24/2020	196.50	0.00	Paid	Y 11/19/2020
	META SPACE EQUIPMENT & SUPPLIE			196.50			
ZIMMERMANN ANGE 44525	AMZN MKTP US*2T3QD8YB2 SCANNER 440-5700-581100	10/29/2020 mschneider	11/24/2020	474.00	0.00	Paid	Y 11/19/2020
	EQUIPMENT (NON-CAPITALIZED)			474.00			

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Purchase Card Vendor: 0002 US BANK							
ZIMMERMANN ANGE 44526	AMZN MKTP US*2888T6OP0 3D PRINTER SUPPLIES 440-5511-531400	10/29/2020 mschneider	11/24/2020	47.96	0.00	Paid	Y 11/19/2020
	META SPACE EQUIPMENT & SUPPLIE			47.96			
ZIMMERMANN ANGE 44527	AMAZON.COM*282DL7FM2 AMZN SNAP CIRCUITS 440-5511-531400	10/30/2020 mschneider	11/24/2020	87.10	0.00	Paid	Y 11/19/2020
	META SPACE EQUIPMENT & SUPPLIE			87.10			
ZIMMERMANN ANGE 44528	AMZN MKTP US*2829Q0EK1 WEBCAM 440-5511-533100	10/31/2020 mschneider	11/24/2020	159.80	0.00	Paid	Y 11/19/2020
	PROGRAMMING			159.80			
ZIMMERMANN ANGE 44529	AMZN MKTP US*283IQ9ZL2 AM FACE MASK 440-5511-531100	11/01/2020 mschneider	11/24/2020	105.38	0.00	Paid	Y 11/19/2020
	SUPPLIES			105.38			
ZIMMERMANN ANGE 44530	UPWORK -337695236MEMBERSH COMPUTER WORK 440-5890-580600	11/04/2020 mschneider	11/24/2020	49.99	0.00	Paid	Y 11/19/2020
	DONATED FUND EXPENDITURES			49.99			
ZIMMERMANN ANGE 44531	MAILCHIMP *MONTHLY NEWSLETTER 440-5511-534000	11/08/2020 mschneider	11/24/2020	62.99	0.00	Paid	Y 11/19/2020
	DIGITAL MATERIALS			62.99			
ZIMMERMANN ANGE 44532	ADOBE IL CREATIVE CLD ILLUSTRATOR 440-5511-534000	11/09/2020 mschneider	11/24/2020	22.04	0.00	Paid	Y 11/19/2020
	DIGITAL MATERIALS			22.04			
ZIMMERMANN ANGE 44533	SHOCKBYTE SHOCKBYTE MINECRAFT HOST 440-5511-531400	11/10/2020 mschneider	11/24/2020	5.00	0.00	Paid	Y 11/19/2020
	META SPACE EQUIPMENT & SUPPLIE			5.00			
ZIMMERMANN ANGE 44534	ADOBE CREATIVE CLOUD CREATIVE CLOUD APP 440-5511-534000	11/11/2020 mschneider	11/24/2020	83.99	0.00	Paid	Y 11/19/2020
	DIGITAL MATERIALS			83.99			

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Inv Ref#	Description	Entered By					Post Date

Purchase Card Vendor: 0002 US BANK

ZIMMERMANN ANGE							
44535	AMAZON.COM*204H13ZY1 AMZN	11/13/2020	11/24/2020	20.46	0.00	Paid	Y
	GIFT BOOK	mschneider					11/19/2020
	440-5890-580600	DONATED FUND EXPENDITURES		20.46			

ZIMMERMANN ANGE							
44536	AMZN MKTP US*284B83RH2	11/13/2020	11/24/2020	549.78	0.00	Paid	Y
	GINGERBREAD KITS	mschneider					11/19/2020
	440-5890-580600	DONATED FUND EXPENDITURES		549.78			

Total Purchase Card Vendor: 0002 US BANK	24,190.06	0.00
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# of Invoices: 168	# Due: 0	Totals: 24,190.06	0.00
# of Credit Memos: 5	# Due: 0	Totals: (108.68)	0.00

Net of Invoices and Credit Memos:	24,081.38	0.00
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--- TOTALS BY GL DISTRIBUTION ---

100-5141-531100	SUPPLIES	93.03
100-5141-539800	EMPLOYEE RECOGNITION	455.94
100-5142-531100	SUPPLIES	1,132.89
100-5144-531100	SUPPLIES	82.27
100-5211-531100	SUPPLIES	499.34
100-5211-533500	TRAINING & TRAVEL	695.00
100-5211-539400	BLDG REPAIRS & MAINTENANCE	140.71
100-5213-531100	SUPPLIES	97.92
100-5241-531100	SUPPLIES	27.93
100-5241-533500	TRAINING & TRAVEL	405.00
100-5323-522500	TELEPHONE	194.33
100-5323-533500	TRAINING & TRAVEL	30.00
100-5324-535100	MOTOR FUEL & OIL	41.98
100-5324-539500	REPAIRS & MAINTENANCE	49.40
100-5611-521900	PROFESSIONAL SERVICES	530.00
100-5670-533500	TRAINING & TRAVEL	181.90
150-5221-534600	CLOTHING ALLOWANCE	48.50
150-5223-533500	TRAINING & TRAVEL	126.62
150-5700-571400	AMBULANCE CAPITAL EQUIP	2,142.80
150-5700-580500	ACT 102 EXPENSES	2,675.98
430-5700-571300	FIRE DEPT CAPITAL EQUIP	3,422.54
430-5700-571800	VILLAGE-WIDE CAPITAL BENEFIT	989.15
440-5511-522000	CONTRACTUAL SERVICES	656.25
440-5511-531100	SUPPLIES	905.33
440-5511-531400	META SPACE EQUIPMENT & SUPPLIE	904.86

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	GL Distribution						
440-5511-532700	NEWSPAPERS			128.97			
440-5511-533000	THINGERY PURCHASES			1,329.33			
440-5511-533100	PROGRAMMING			379.62			
440-5511-533300	OUTREACH			292.85			
440-5511-534000	DIGITAL MATERIALS			260.60			
440-5700-532800	BOOKS			13.83			
440-5700-532900	AV MATERIAL			767.31			
440-5700-581100	EQUIPMENT (NON-CAPITALIZED)			781.98			
440-5890-580600	DONATED FUND EXPENDITURES			1,291.54			
480-5700-584900	PARK IMPROVEMENT PROJECTS			1,110.82			
610-6210-662300	OPERATION SUPPLY/EXP-PUMPING			136.85			
610-6300-663200	OPERATION SUPPLY/EXP-TREATMENT			3.80			
610-6451-665100	MAINTENANCE-MAINS			121.60			
610-6452-665200	MAINTENANCE-SERVICES			20.86			
610-6920-692100	OFFICE SUPPLIES & EXPENSES			295.88			
610-6920-693000	MISC GENERAL EXPENSES			155.69			
620-8010-827000	OPERATION SUPPLY/EXPENSE			29.99			
620-8010-833000	MAINT-TREATMENT/DISPOSAL PLANT			430.19			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	100 - GENERAL FUND			4,657.64	0.00		
	150 - FIRE/AMBULANCE FUND			4,993.90	0.00		
	430 - CAPITAL EQUIPMENT FUND			4,411.69	0.00		
	440 - LIBRARY FUND			7,712.47	0.00		
	480 - CAPITAL IMPROVEMENT FUND			1,110.82	0.00		
	610 - WATER UTILITY FUND			734.68	0.00		
	620 - SEWER UTILITY FUND			460.18	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	5141 - VILLAGE ADMINISTRATION/FINA			548.97	0.00		
	5142 - CLERK-TREASURER			1,132.89	0.00		
	5144 - ELECTIONS			82.27	0.00		
	5211 - POLICE ADMINISTRATION			1,335.05	0.00		
	5213 - CRIME INVESTIGATION			97.92	0.00		
	5221 - FIRE ADMINISTRATION			48.50	0.00		
	5223 - FIRE TRAINING			126.62	0.00		
	5241 - BUILDING INSPECTOR			432.93	0.00		
	5323 - GARAGE			224.33	0.00		
	5324 - MACHINERY & EQUIPMENT			91.38	0.00		
	5511 - LIBRARY SERVICES			4,857.81	0.00		
	5611 - FORESTRY			530.00	0.00		
	5670 - ECONOMIC DEVELOPMENT			181.90	0.00		
	5700 - CAPITAL OUTLAY EXPENDITURES			11,904.41	0.00		
	5890 - USE OF DESIGNATED FUNDS			1,291.54	0.00		
	6210 - PUMPING MAINTENANCE			136.85	0.00		
	6300 - WATER TREATMENT OPERATIONS			3.80	0.00		
	6451 - T&D-MAINS MAINTENANCE			121.60	0.00		
	6452 - T&D-SERVICES MAINTENANCE			20.86	0.00		
	6920 - ADMINISTRATIVE & GENERAL EX			451.57	0.00		
	8010 - WWTP-TREATMENT/DISPOSAL/GP			460.18	0.00		
--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	0707			66.68			
	0960			3,724.40			
	1275			29.99			
	2365			1,984.66			
	2380			637.84			
	2544			2,259.63			
	3064			695.00			
	4325			530.00			

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--- TOTALS BY PAYMENT CARD ACCOUNT ---							
	4366			409.58			
	4952			405.00			
	5538			597.26			
	6347			65.64			
	6370			3,589.47			
	6639			167.39			
	7403			20.86			
	7940			2,039.08			
	8378			140.71			
	8389			567.04			
	9136			4,833.30			
	9625			91.38			
	9708			1,335.15			

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/30/2020	GEN	30785	WAUKESHA CTY TREASURER	UNCLAIMED PROPERTY	150-5222-539500	197.93
		30785		UNCLAIMED PROPERTY	440-5511-533100	90.00
		30785		UNCLAIMED PROPERTY	720-0000-121100	566.52
						854.45
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		854.45

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 11/10/2020 - 11/10/2020

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/10/2020	GEN	236(E)	B2E SOLUTIONS	PAYROLL FEES PR 11/13/20	100-5111-539900	31.95
		236(E)		PAYROLL FEES PR 11/13/20	100-5120-539900	9.13
		236(E)		PAYROLL FEES PR 11/13/20	100-5141-539900	29.45
		236(E)		PAYROLL FEES PR 11/13/20	100-5142-539900	9.13
		236(E)		PAYROLL FEES PR 11/13/20	100-5144-521900	89.67
		236(E)		PAYROLL FEES PR 11/13/20	100-5211-539900	45.65
		236(E)		PAYROLL FEES PR 11/13/20	100-5212-539900	95.05
		236(E)		PAYROLL FEES PR 11/13/20	100-5213-521900	9.13
		236(E)		PAYROLL FEES PR 11/13/20	100-5241-539900	9.13
		236(E)		PAYROLL FEES PR 11/13/20	100-5300-539900	38.58
		236(E)		PAYROLL FEES PR 11/13/20	100-5670-521900	4.56
		236(E)		PAYROLL FEES PR 11/13/20	150-5221-539900	184.72
		236(E)		PAYROLL FEES PR 11/13/20	440-5511-539900	99.18
		236(E)		PAYROLL FEES PR 11/13/20	610-6902-690300	21.57
		236(E)		PAYROLL FEES PR 11/13/20	620-8300-840000	17.01
						693.91
11/10/2020	GEN	237(E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT PR 111320	100-0000-215250	600.00
		237(E)		RETIREMENT PR 111320	150-0000-215250	213.04
		237(E)		RETIREMENT PR 111320	610-0000-215250	100.00
		237(E)		RETIREMENT PR 111320	620-0000-215250	100.00
						1,013.04
11/10/2020	GEN	30860	MINNESOTA LIFE INSURANCE	DECEMBER 2020 PREM LIFE INSURANCE	100-0000-215301	1,268.33
		30860		DECEMBER 2020 PREM LIFE INSURANCE	150-0000-215301	126.35
		30860		DECEMBER 2020 PREM LIFE INSURANCE	440-0000-215301	202.46
		30860		DECEMBER 2020 PREM LIFE INSURANCE	500-0000-215301	0.28
		30860		DECEMBER 2020 PREM LIFE INSURANCE	610-0000-215301	77.80
		30860		DECEMBER 2020 PREM LIFE INSURANCE	620-0000-215301	70.36
						1,745.58
11/10/2020	GEN	30861	VANTAGEPOINT TRANSFER AGENTS	RETIREMENT PR 11/13/20 ACCT 305155	100-0000-215250	2,844.51
		30861		RETIREMENT PR 11/13/20 ACCT 305155	150-0000-215250	1.46
		30861		RETIREMENT PR 11/13/20 ACCT 305155	440-0000-215250	465.59
		30861		RETIREMENT PR 11/13/20 ACCT 305155	500-0000-215250	1.76
		30861		RETIREMENT PR 11/13/20 ACCT 305155	610-0000-215250	282.4

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		30861		RETIREMENT PR 11/13/20	ACCT 305155 620-0000-215250	271.83
						3,867.57
			TOTAL - ALL FUNDS	TOTAL OF 4 CHECKS		7,320.10

11/11/2020 02:11 PM
User: rgallo
DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 11/11/2020 - 11/11/2020

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/11/2020	GEN	30862	TREASURER STATE OF WI	OCTOBER 2020 COURT FINES AND JAIL FEES		** VOIDED **
			Void Reason: Voided Check Range Void Utility			
11/11/2020	GEN	30863	TREASURER WAUKESHA COUNTY	OCTOBER 2020 COURT FINES AND JAIL FEES		** VOIDED **
			Void Reason: Voided Check Range Void Utility			
11/11/2020	GEN	30864	WALWORTH CTY TREASURER	OCTOBER 2020 COURT FINES AND JAIL FEES	100-0000-243250	110.00
11/11/2020	GEN	30865	TREASURER STATE OF WI	OCTOBER 2020 COURT FINES AND JAIL FEES	100-0000-242400	4,072.66
11/11/2020	GEN	30866	TREASURER WAUKESHA COUNTY	OCTOBER 2020 COURT FINES AND JAIL FEES	100-0000-243240	1,160.00
11/11/2020	GEN	30867	WOOD COUNTY CLERK OF COURTS	JOE EDMUND DUVAL III M/W DOB01171973	100-0000-233200	250.50
			TOTAL - ALL FUNDS	TOTAL OF 6 CHECKS (2 voided)		5,593.16

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DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO

CHECK DATE FROM 11/18/2020 - 11/18/2020

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/18/2020	GEN	30960	ABT MAILCOM	WALWORTH CO TAX BILL PRINTING	100-5144-531200	50.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		50.00

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User: mschneider

DB: Mukwonago

CHECK DISBURSEMENT REPORT FOR MUKWONAGO

CHECK DATE FROM 11/20/2020 - 11/20/2020

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/20/2020	GEN	30961	CITY OF DELAFIELD	W#10681200 ALEXIA MCPHAIL	100-0000-233200	313.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		313.00

RESOLUTION 2020-70

A RESOLUTION RELATING TO SALARY AND WAGE SCHEDULES FOR NON-REPRESENTED FULL-TIME AND PART-TIME EMPLOYEES

WHEREAS, the Village Board adopted the 2021 Village Budget on November 18, 2020; and,

WHEREAS, the Budget included the following salary and hourly ranges for non-represented full-time and part-time employees for the calendar year 2021; and:

1. Full-time Positions

A. Salaried

Administrator	\$88,037	-	\$118,849
Fire Chief	\$80,407	-	\$108,549
Police Chief	\$80,407	-	\$108,549
Assistant Police Chief	\$80,407	-	\$108,549
Finance Director	\$73,097	-	\$98,681
Police Lieutenant	\$73,097	-	\$98,681
Public Works Director	\$73,097	-	\$98,681
Utilities Director	\$73,097	-	\$98,681
Community Planner	\$62,625	-	\$84,541
Assistant Utilities Director	\$62,625	-	\$84,541
Clerk-Treasurer	\$62,625	-	\$84,541
Supervisor of Inspections	\$56,930	-	\$76,856
Building Code Official	\$51,755	-	\$69,869

B. Hourly

Lead Police Dispatcher/Clerk	\$27.37	-	\$36.95
Lead Utilities Operator	\$27.37	-	\$36.95
Public Works Crew Supervisor	\$27.37	-	\$36.95
Accountant	\$24.88	-	\$33.59
Public Works Crew Mechanic	\$24.88	-	\$33.59
Utilities Operator	\$24.88	-	\$33.59
Deputy Clerk/Treasurer	\$20.75	-	\$28.01
Police Dispatcher/Clerk	\$20.75	-	\$28.01
Public Works Crewperson	\$20.75	-	\$28.01
Administrative Clerk/HR Specialist	\$19.30	-	\$26.06
Administrative Clerk/Building Support Specialist	\$19.30	-	\$26.06

2. Part-time Positions

A. Salaried

Municipal Judge	\$15,091
Village President	\$7,200
Village Trustee	\$4,200

B. Hourly

Accountant I	\$24.88	-	\$33.59
Court Clerk - I	\$19.30	-	\$26.06
Administrative Clerk	\$17.96	-	\$24.24
Economic Development Intern	\$10.84	-	\$16.26
Building Codes Official	\$24.88	-	\$33.59
Firefighter/EMT Incident and Training POP	\$13.53	-	\$18.73
Firefighter/EMT Incident and Training POC	\$10.93	-	\$26.01
Firefighter Cadet		-	\$7.81
Office Assistant	\$10.84	-	\$16.26
Relief Snowplow Operator		-	\$21.68
Public Works Crewperson	\$15.17	-	\$21.68
Public Works Seasonal Help	\$9.37	-	\$15.61
Utilities Summer Help	\$9.37	-	\$15.61
Crossing Guard	\$11.85	-	\$13.53
Police Reserves		-	\$13.53
Chief Election Inspector		-	\$11.39
Assistant Election Inspector		-	\$10.59
Election Inspector		-	\$9.53

WHEREAS, the Personnel Committee reviewed this resolution on December 2, 2020 and recommended adoption.

THEREFORE, BE IT RESOLVED, this Resolution shall supersede and repeal any and all resolutions relating to the same subject matter previously adopted, and,

BE IT FURTHER RESOLVED, the terms of this Resolution shall take effect on the 1st day of January 2021 for the 2021 Fiscal Year.

ADOPTED this _____ day of December 2020.

Fred Winchowky, Village President

Attest:

Diana Dykstra, Clerk-Treasurer

RESOLUTION 2020-71

**A RESOLUTION RELATING TO A SALARY EXCEPTION SCHEDULE FOR
VILLAGE ADMINISTRATOR/ECONOMIC DEVELOPMENT DIRECTOR POSITION**

WHEREAS, the Village Board adopted the 2021 Village Budget on November 18, 2020; and,

WHEREAS, **Resolution 2020-70** contained the ranges established for each position identified in the Village's compensation plan and adjusted for a 1.2% increase in 2021; and

WHEREAS, the title of Economic Development Director was added to the Village Administrator's title in 2015 with additional compensation in the form of a stipend; and

WHEREAS, a 2017 amendment was made to the Village Administrator/Economic Development Directors Compensation which outlines annual increases to the Stipend; and

WHEREAS, the Personnel Committee reviewed this resolution on December 2, 2020 and recommended adoption.

NOW, THEREFORE, BE IT RESOLVED that the following salaries and pay rates are exceptions to **Resolution 2020-70** for the 2021 Fiscal Year:

1. Full-time Positions

A. Salaried

Village Administrator/Economic Development Director \$9,000 Stipend

ADOPTED this _____ day of December 2020.

Fred Winchowky, Village President

Attest:

Diana Dykstra, Clerk-Treasurer

RESOLUTION 2020-72

**A RESOLUTION AUTHORIZING ANNUAL STIPENDS FOR
THE ASSISTANT FIRE CHIEF AND DEPUTY FIRE CHIEF**

WHEREAS, the Village Board adopted the 2021 Village Budget on November 18, 2020; and,

WHEREAS, the Protective Services Committee had previously recommended Annual Stipends for the year 2020 for the Assistant Fire Chief and Deputy Fire Chief due to mandated increased responsibilities and duties,

WHEREAS, the Fire Chief has requested the continuation of these stipends and included them in the 2021 Fire Department budget.

NOW, THEREFORE, BE IT RESOLVED by the Village of Mukwonago Village Board, that:

1. For the year 2021, the Assistant Fire Chief and One Deputy Fire Chief shall receive a \$3,000 Annual Stipend, to be allocated among 26 pay periods, conditional upon the Town of Mukwonago's adoption of the same.
2. This Resolution shall be in full force and affect only upon adoption of these Stipends by the Town of Mukwonago.

ADOPTED this 18^h day of December 2020.

Fred Winchowky, Village President

Attest:

Diana Dykstra, Clerk-Treasurer

TAX INCREMENT DISTRICT FUNDS

2021 BUDGET HIGHLIGHTS – WAUKESHA COUNTY TIDS 3 & 4

- Total increment value of the property within these 2 districts increased \$2,238,100 over the prior year
- Total tax increment for the 2021 budget increased \$48,774 to \$999,027 which is allocated between the 2 districts based on the increment value of each district
- TID 3 expenditures consist primarily of debt service
- TID 4 expenditures are a combination of debt service, the remaining 1/3 of the developer incentive for the Pointe Apartments, and installation of a flashing pedestrian crosswalk across CTH ES

TAX INCREMENT DISTRICT FUNDS

2021 BUDGET HIGHLIGHTS – WALWORTH COUNTY TID 5

- Total increment value of the property within this district increased \$23,524,500 over the prior year
- Total tax increment for the 2021 budget increased \$439,692 to \$685,467
- TID 5 expenditures consist primarily of debt service and will include the refunding of \$7,700,000 in Bond Anticipation Notes into General Obligation debt. A developer incentive of \$245,000 is also budgeted for 2021

RESOLUTION 2020-74

**A RESOLUTION ADOPTING THE 2021 ANNUAL TAX INCREMENT DISTRICT BUDGETS
AND ESTABLISHING THE 2020 TAX INCREMENT FOR THE
VILLAGE OF MUKWONAGO**

WHEREAS, the Village of Mukwonago prepared an annual budget for the 2021 fiscal year in accordance with Section 2-172 of the Village of Mukwonago Municipal Code; and

WHEREAS, the Village Board has reviewed the proposed revenues from all sources and the proposed expenditures for all purposes and has found the proposed budget will responsibly and efficiently fund debt service and capital projects; and

WHEREAS, a public hearing on the 2021 Annual Budget was held on November 18, 2020 after due and proper notice of said hearing having been given in accordance with Wis. Stat. Section 65.90; and

WHEREAS, the Village Board has adopted certain resolutions relating to borrowing and levying irrepealably taxes sufficient to pay such borrowing; and

WHEREAS, tax increment calculations totaled \$999,027.43 for Waukesha County and \$685,466.84 for Walworth County to pay for TIF district project and debt service costs;

NOW THEREFORE, BE IT RESOLVED by the Village Board of Mukwonago, Wisconsin hereby approves the 2021 Tax Increment District Annual Budgets, as attached as Exhibit A, utilizing the tax increment levied against affected properties.

Passed and adopted this 16th day of December, 2020.

Fred H. Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer

11/25/2020

Proposed 2021 Budgets for Tax Increment District Funds

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 ACTIVITY THRU 06/30/20	2020 PROJECTED ACTIVITY	2021 BUDGET	2021 % CHANGE	2021 AMT CHANGE
Fund 220 - TID#3 - GENERAL									
ESTIMATED REVENUES									
Totals for dept 4100 - TAXES		828,976	792,039	909,717	770,475	909,718	916,659	0.76%	6,942
Totals for dept 4200 - SPECIAL ASSESSMENTS		18,298	23,321	11,000	13,014	13,014	11,000	0.00%	0
Totals for dept 4300 - INTERGOV T REVENUES		7,739	20,521	20,221	22,324	30,250	30,200	49.35%	9,979
Totals for dept 4800 - MISC REVENUE			39,825						0
Totals for dept 4810 - INTEREST REVENUE		21,685	28,009	10,000	8,510	9,465	9,000	-10.00%	(1,000)
Totals for dept 4900 - OTHER FINANCING SOURCES			1,343,004	194,471	1,712,504	1,712,504	0	-100.00%	(194,471)
TOTAL ESTIMATED REVENUES		876,698	2,246,719	1,145,409	2,526,827	2,674,951	966,859	-15.59%	(178,550)
APPROPRIATIONS									
Totals for dept 5130 - VILLAGE ATTORNEY		1,173	175						0
Totals for dept 5140 - ADMINISTRATIVE & GENERAL		36,217	5,383	5,150	2,724	5,150	5,150	0.00%	0
Totals for dept 5151 - INDEPENDENT AUDITING		4,000	4,000	4,000	1,254	1,338	4,000	0.00%	0
Totals for dept 5191 - UNCOLLECTED TAX		61,203							0
Totals for dept 5335 - ENGINEERING		48,270	65	1,000				-100.00%	(1,000)
Totals for dept 5800 - DEBT SERVICE		871,490	844,169	1,135,259	508,139	2,810,259	946,196	-16.65%	(189,063)
Totals for dept 5805 - DEBT ISSUANCE/REFUNDING EXP			1,230,455		37,504	37,504			0
Totals for dept 5900 - OTHER FINANCING USES							11,513		11,513
TOTAL APPROPRIATIONS		1,022,353	2,084,247	1,145,409	549,621	2,854,251	966,859	-15.59%	(178,550)
NET OF REVENUES/APPROPRIATIONS - FUND 220		(145,655)	162,472		1,977,206	(179,300)			

11/25/2020

Proposed 2021 Budgets for Tax Increment District Funds

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 ACTIVITY THRU 06/30/20	2020 PROJECTED ACTIVITY	2021 BUDGET	2021 % CHANGE	2021 AMT CHANGE
Fund 240 - TID#4									
ESTIMATED REVENUES									
Totals for dept 4100 - TAXES			37,268	40,536	34,331	40,536	82,368	103.20%	41,832
Totals for dept 4800 - MISC REVENUE					49,223	49,223			0
Totals for dept 4810 - INTEREST REVENUE		1,829		5,000	124	548	500	-90.00%	(4,500)
Totals for dept 4900 - OTHER FINANCING SOURCES		156,377		1,200,000	1,240,000	1,240,000		-100.00%	(1,200,000)
TOTAL ESTIMATED REVENUES			195,474	1,245,536	1,323,678	1,330,307	82,868	-93.35%	(1,162,668)
APPROPRIATIONS									
Totals for dept 5130 - VILLAGE ATTORNEY	2,214	1,505		1,500		1,000	1,500	0.00%	0
Totals for dept 5140 - ADMINISTRATIVE & GENERAL	150	82,229		21,150	5,651	11,150	11,150	-47.28%	(10,000)
Totals for dept 5151 - INDEPENDENT AUDITING					1,727	1,896	5,000		5,000
Totals for dept 5335 - ENGINEERING	250	29,487		5,000				-100.00%	(5,000)
Totals for dept 5632 - PLANNING DEPARTMENT	25	336							0
Totals for dept 5670 - ECONOMIC DEVELOPMENT				1,100,000	383,333	1,100,000		-100.00%	(1,100,000)
Totals for dept 5700 - CAPITAL OUTLAY EXPENDITURES		90,182					10,000		10,000
Totals for dept 5800 - DEBT SERVICE				11,911	9,796	11,911	41,627	249.48%	29,716
Totals for dept 5805 - DEBT ISSUANCE/REFUNDING EXP		3,375		31,000	40,000	40,000		-100.00%	(31,000)
Totals for dept 5900 - OTHER FINANCING USES				74,975			13,591	-81.87%	(61,384)
TOTAL APPROPRIATIONS	2,639	207,114		1,245,536	440,507	1,165,957	82,868	-93.35%	(1,162,668)
NET OF REVENUES/APPROPRIATIONS - FUND 240	(2,639)	(11,640)			883,171	164,350			(58,777)

11/25/2020

Proposed 2021 Budgets for Tax Increment District Funds

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 ACTIVITY THRU 06/30/20	2020 PROJECTED ACTIVITY	2021 BUDGET	2021 % CHANGE	2021 AMT CHANGE
Fund 250 - TID #5									
ESTIMATED REVENUES									
Totals for dept 4100 - TAXES				245,775	197,015	245,776	685,467	178.90%	439,692
Totals for dept 4800 - MISC REVENUE	23,943	57,008							0
Totals for dept 4810 - INTEREST REVENUE	77,559	80,483	30,000	15,636	18,066	15,000		-50.00%	(15,000)
Totals for dept 4900 - OTHER FINANCING SOURCES	12,197,242	3,276,866	643,525			8,063,786	1153.06%	7,420,261	
TOTAL ESTIMATED REVENUES	12,298,744	3,414,357	919,300	212,651	263,842	8,764,253	853.36%	7,844,953	
APPROPRIATIONS									
Totals for dept 5130 - VILLAGE ATTORNEY	23,399	6,373	6,000		1,000			-100.00%	(6,000)
Totals for dept 5140 - ADMINISTRATIVE & GENERAL	4,028	34,586	42,000	16,150	32,150	32,150		-23.45%	(9,850)
Totals for dept 5151 - INDEPENDENT AUDITING				6,306	7,289				0
Totals for dept 5335 - ENGINEERING	865,726	163,449	100,000	2,843	10,000			-100.00%	(100,000)
Totals for dept 5632 - PLANNING DEPARTMENT	11,209	217							0
Totals for dept 5670 - ECONOMIC DEVELOPMENT	13,444	174,600				245,000			245,000
Totals for dept 5700 - CAPITAL OUTLAY EXPENDITURES	8,319,534	1,480,292	200,000			245,000	22.50%	45,000	
Totals for dept 5800 - DEBT SERVICE	244,086	423,594	571,300	333,268	571,300	8,112,103	1319.94%	7,540,803	
Totals for dept 5805 - DEBT ISSUANCE/REFUNDING EXP	232,060	41,850				130,000			130,000
TOTAL APPROPRIATIONS	9,713,486	2,324,961	919,300	358,567	621,739	8,764,253	853.36%	7,844,953	
NET OF REVENUES/APPROPRIATIONS - FUND 250	2,585,258	1,089,396		(145,916)	(357,897)				(1,049,253)

RESOLUTION 2020-73

**A RESOLUTION TO SET THE 2021 SCHEDULE OF IMPACT FEES AND
SEWER CONNECTION FEES
FOR THE VILLAGE OF MUKWONAGO**

WHEREAS, section 44.5(e) of the Village code allows for the annual increase of Impact Fees, based on a percentage equal to the percentage increase in the 20 – City Construction Cost Index (CCI) published by the Engineering News Record over the recent 12-month period, and;

WHEREAS, section 86.24(c) of the Village code allows for an increase to the Sewer Connection Fees, and;

WHEREAS, the CCI percentage increase is determined to be 1.3%, and;

WHEREAS, the Village Finance Committee has reviewed the 2021 schedule of Impact Fees and Sewer Connection fees and has recommended adoption;

NOW THEREFORE, the Village Board of the Village of Mukwonago does hereby establish the following **2021** schedule of Impact Fees and Sewer Connection fees be approved as defined in the attached schedule and be effective on January 1, 2021 and remain in effect until changed by resolution of the Village Board.

Adopted this 16th day of December 2020.

Fred H. Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer

Schedule of 2021 Impact Fees and Sewer Connection Fees

Residential Development

3+ Bedroom (per unit) Apartment or Condo OR Single Family or Town Home (per unit) regardless of number of bedrooms	
Police	\$315
Fire	\$308
Library	\$1,482
Parks	\$1,215
Water (per REC)	\$2,516
Sewer (per REC)	\$930
Sewer Connection Fee	\$1,780

2 Bedroom (per unit) Apartment or Condo	
Police	\$236
Fire	\$231
Library	\$1,112
Parks	\$911
Water (per REC) .75	\$1,887
Sewer (per REC) .75	\$698
Sewer Connection Fee (per REC) .75	\$1,335

1 Bedroom (per unit) Apartment or Condo	
Police	\$158
Fire	\$154
Library	\$740
Parks	\$608
Water (per REC) .50	\$1,258
Sewer (per REC) .50	\$465
Sewer Connection Fee (per REC) .50	\$890

Commercial, Institutional & Industrial Development

Industrial Development	
Fee per Square Foot	
Police	\$0.064
Fire	\$0.064
Library	N/A
Parks	N/A
Water (per REC)	\$2,516
Sewer (per REC)	\$930
Sewer Connection Fee (per REC)	\$1,780

Commercial and Institutional Development	
Fee per Square Foot	
Police	\$0.116
Fire	\$0.116
Library	N/A
Parks	N/A
Water (per REC)	\$2,516
Sewer (per REC)	\$930
Sewer Connection Fee (per REC)	\$1,780

VILLAGE OF MUKWONAGO ELECTED AND APPOINTED OFFICIALS GUIDEBOOK

Adopted: December 16, 2020

Village of Mukwonago Vision Statement

“ A safe and enjoyable place to live,
learn, work, and play.”

Village of Mukwonago Mission Statement

“To maintain a village atmosphere with
city amenities through planned,
sustainable growth and visionary
leadership.”

INTRODUCTION

This handbook has been prepared to orient you to the functions and activities of the various boards, committees, and commissions. The handbook is designed to increase your knowledge and understanding of public affairs and to aid you in fulfilling the responsibilities you have accepted within the framework of the Village of Mukwonago's government.

As a member of one of the Village's boards, committees, or commissions, you will focus upon community needs that require your understanding, dedication, enthusiasm, vision, and experience.

Your election to the Village Board of Trustees, and/or your appointment to a Committee, Commission or Ad hoc Committee is an honor, which signifies the public's and/or Village President and Village Board's confidence in your wisdom and judgment. It demonstrates the public's and/or Village President and Village Board's desire to have the benefit of your input during the decision-making process.

The Village President and Board have the ultimate political and legal responsibility for the conduct of local government and the welfare of the entire community. Yours is an important role in assisting the Village President and Board to fulfill its obligations to our citizens.

Participation on a board, committee, or commission can be a satisfying and challenging experience. It provides an opportunity to develop firsthand knowledge of the operating policies and problems of municipal government in general and of a specific departmental unit. It personifies citizen participation in policy determination. It gives you an opportunity to play a vital role in the communication process between citizen and elected representative.

A challenging and meaningful experience awaits you.

GENERAL INFORMATION ABOUT THE VILLAGE OF MUKWONAGO

Village of Mukwonago History

"Nestled amid the glacial hills of south west Waukesha County is the semi-rural Village of Mukwonago. One of the early settlers described it as the most beautiful area that he had ever seen.



The Mukwonago River, fed by springs in the surrounding hills and the waters of Spirit Lake, would provide ample water for a flour and a saw mill. The countryside, a mixture of forest and prairie, would provide an abundance of food and lumber for a growing community.

Formerly the site of the Bear Clan of the Potawatomi Indians, Mukwonago was the first platted village of what is now Waukesha County. The first brick house in the County (built from brick locally made) is now the home of the local Historical Society. Mukwonago was the junction of roads from Platteville and Janesville to Milwaukee and Green Bay.



The first settlers, mostly New England Yankees, by use of brain and brawn, built a thriving community. Many of their descendants are still living in the community."

-D. E. Wright, 1990

The Village of Mukwonago was first settled by the Potawatomi Indians in the 1700's. The term "Mukwonago" translates to "Place of the Bear." In spring of 1836, Sewall Andrews and Henry H. Camp built their homes just northwest of the Indian Village. In 1836, Mukwonago's first plat was made. Soon afterward, more residents would begin developing homesteads and businesses in the area. The Andrew's house still stands today and is now home to the Mukwonago Museum.



For the duration of the 19th century, Mukwonago grew as a farming community. In 1885, construction of the Wisconsin Central Railroad, which runs through the Village, provided farmers with transportation and distribution of their crops. During this period milk processing was the main economic activity.

In the early 1900's, the character of Waukesha County began changing from an agricultural-only-region, to include resort and tourist activities. Travelers from Milwaukee, Chicago, and all over the country, came to enjoy the fresh water springs located throughout the Town of Mukwonago. The Village of Mukwonago was incorporated separate from the Town of Mukwonago in 1905.

Throughout the 1970's and 1980's, an influx of new homes began to encompass the Village. Construction of Interstate-43 (the Rock Freeway) from Milwaukee passing through Mukwonago toward Beloit, aided this influx of new residents.



In the mid 1980's, the Village of Mukwonago made the commitment to invest in industrial development. The first Mukwonago Industrial Park (176 acres) was established in 1986 and sold its last available lot in 1999.

Today, the Village of Mukwonago is a growing community of over 8,157 residents in 2020 located in southern Waukesha County extending into northeastern Walworth County. There are approximately 14,700 people combined living in the Village within 3 miles from the Village Center. The 2010 U.S. Census Bureau reported 19,027 people living within the Mukwonago 53149 zip code area.

Mukwonago is about 30 minutes from Milwaukee, an easy commute to Major League sports, Milwaukee County Zoo, the Mitchell Park Conservatory (The Domes), several shopping malls and General Mitchell International Airport. Highway 83 runs north and south with I-94 being approximately 14 miles to the north and Genesee Depot, the town of Genesee and the town of Delafield lie in-between Mukwonago and I-94.

Going south on Highway 83 will take you to the community of Caldwell, a seven-mile trip will take you to the Village of Waterford and the City of Burlington is just another nine miles south on Highway 83. East and west roadways are I-43 (formerly known as the Rock Freeway).

In a full-blown market analysis, one would also look at the Destination Trade Area. This trade area is based on the purchase of major products and services, such as appliances, furniture, electronics or cars, or those goods where consumers may wish to have a variety of options when shopping, i.e. clothing and shoes. Mukwonago's location adjoining the larger Milwaukee metropolitan shopping and commercial districts (which spread throughout many communities), offers shoppers from within a 30-mile radius a myriad of products and services in a variety of settings. From small specialty stores to super-regional centers, they will always pull an extraordinary amount of sales out of smaller communities into the larger metropolitan area.

Mukwonago offers easy access to airports and major cities in each direction by being located right on state highway 83 and I94. Mukwonago has access to all the major attractions of southeastern Wisconsin, with a small-town atmosphere with big-city attitude for work, education, and recreation.

The Village continues to seek development opportunities by creating incentivized development areas. In 2017 the Village created TID #4 which encompasses a mixed use development along Main Street and underdeveloped sites north of Bay View Court. In 2018 the Village created TID #5 which resides in Walworth County portion of the Village.

The Village of
Mukwano
Where life, business and community thrive

VILLAGE GOVERNMENT STRUCTURE

Village Board of Trustees

The Village of Mukwonago operates under the laws of the State of Wisconsin as a village and uses a village president-board form of government. The Village Board appoints a full-time Village Administrator who directs and coordinates the Village's operations and services on a day-to-day basis.

The Village President, elected at large for a three-year term of office, together with six trustees elected at large for three-year, staggered terms, comprise the Mukwonago Village Board. The Board serves as the legislative branch of village government, enacting ordinances and resolutions, approving the annual budget, setting policies and taking other actions to guide the operations of the Village. Elections are held on a nonpartisan basis in April of each year, preceded by a February primary if there are more than double the candidates running for the seats available.

The Board regularly meets on third Wednesday of each month at 6:30 p.m. in the Mukwonago Village Hall chambers. Special meetings are also held when required. All meetings are open to the general public, although on occasion, the Board may meet in closed session to discuss a subject permitted by the Wisconsin Open Meeting Law to be held in closed session (e.g., personnel evaluations, labor negotiations or other strategic matters).

Public notice is given of all meetings, including closed sessions, with the notice stating the date, time, location and topics to be considered. All meeting notices are posted on the bulletin board located outside the downstairs main entrance of the Village hall, e-mailed to local papers when requested, and posted on the Village website (www.villageofmukwonago.com). Along with an agenda, the public packet with any supporting documents will be available for public review online with the Agenda Management System prior to each meeting. In addition to the meeting materials being available, members of the public can subscribe to a notification or see the livestream of the board meeting.

Appointments

Appointments to the Village's boards, committees, or commissions are made by the Village President subject to confirmation by the Village Board. Applications are encouraged for Citizens Board, eCommittee, and eCommission appointments, which must be submitted to the Village President, in care of the Village Clerk-Treasurer, and in most cases applicants must be eligible electors of the Village of Mukwonago.

It is desirable that members of each Citizen bBoard, eCommittee, or eCommission be independent of the Village Board, of other boards and commissions, and of other local governmental units, and that the members of all boards, committees, and commissions exercise free and unbiased judgment in addressing issues and tasks before them.

Term of Office

The terms of office for members of boardsBoards, eCommittees, or eCommissions usually range from one to three years. Each board, committee or commission has an ordinance which establishes the make-up and terms of each. Appointments made to fill vacancies created by resignations are effective upon date of appointment.

Resignation

If an appointee resigns from office before the end of the term, a letter announcing the resignation shall be forwarded to the Village President, in care of the Village Clerk-Treasurer's office.

Attendance

It should be emphasized that regular attendance at meetings is critical to the effective operation of any board, committee, or commission. Such attendance ensures a steady flow of communication and keeps everyone abreast of current topics under discussion. A member who continuously misses meetings may be subject to removal and/or replacement, at the discretion of the Village Board.

Legal Basis of Government

Village government in Wisconsin is based on the Constitutional laws of the State. The power and duties of the Village government are outlined in the Wisconsin State Statutes, Chapters 61 and 62. The power and duties of the Village Board and its Committees are defined in the Village Code of Ordinances. This handbook will provide you with a general understanding of the Village of Mukwonago government framework.

COMMITTEE OF THE WHOLE

The Village Board is assisted by various ~~e~~Citizen ~~b~~Boards, ~~e~~Committees, and ~~e~~Commissions. These bodies are charged with the following responsibilities:

- Advise the Village President and the Village Board and the Village Administrator on matters within their area of responsibility and interest, as prescribed by the Village Board and its ordinances.
- Help focus attention on specific issues and problems within their scope of responsibilities and recommend actions and alternatives for Board consideration.
- Act as channels of communication and information between Village government, the general public, and special interest groups.
- Reconcile contradictory viewpoints and provide direction toward achievement of village wide goals and objectives.
- Encourage broad citizen participation in the definition and formulation of village goals and actions for their achievement.

The Village of Mukwonago operates under a Committee of the Whole structure (*Mukwonago Village Code Sect. 2-34*). All members of the Village Board are members of this committee with the Village President serving as chair. At the first regular Board meeting following the spring election, the Village President shall designate Trustees as Committee of the Whole sub-committee chairpersons with particular roles. This committee meets on the **first Wednesday of each month at 5:30 p.m.**

The Village Committee of the Whole structure allows for a consent agenda to be presented to the Village Board for any items unanimously approved at the Committee level. The Village Board will approve those items under a section titled "Cconsent aAgenda" designated area, which unless motioned to be removed, are approved with one motion and with one vote. Any items not unanimously carried at the Committee will be separated into a section titled "Other Items" for individual voting purposes.

COMMITTEE OF THE WHOLE

The standing committees within the Committee of the Whole are as follows:

1. Finance Committee.

The role of the Finance Committee is:

- a. Review policies and implement recommendations based on Government Finance best practices.
- b. Review options for borrowing capital funds, outlay expenditures and depositories for village funds
- c. Review claims against the village, accounting procedures, ordinances and resolutions having a fiscal impact on the village.
- d. Receive and review the annual budget proposal from the Village President and Village Administrator, and review budget amendments.
- e. Receive and review accounts payable, and approve purchase requisitions.
- f. Review and recommendations for revenue generation, including investment of village funds and intergovernmental contracts.
- g. Normal Aadvisory members of this sub-committee shall be Administrator, Finance Director, and Village Clerk-Treasurer. All recommendations are made to the Village

2. Health and Recreation Committee

The role of the Health and Recreation Committee is:

- a. Review acquisition of any park or recreation lands, facilities and equipment by gift, devise, bequest or condemnation, either absolutely or in trusts; money, real or personal property, or any incorporated right or privilege.
- b. Review Class I special events permits, policies related to usage of Village parks, refuse collection contracts, and policies and contracts related to recreation.
- c. ~~Normal A~~advisory members of this sub-committee shall be Public Works Director, and Village Clerk. All recommendations are made to the Village Board.

3. Judicial Committee

The role of the Judicial Committee is:

- a. Review applications relating to retail fermented malt beverages and intoxicating liquors and other licenses as directed by law, or operator licenses requiring further review from Chief of Police.
- b. Review ordinances regarding environment, public safety and law enforcement.
- c. Conduct appeal hearings on all alcohol licenses pertaining to revocation, suspension, non-renewal or denial of licenses as well as abandoned and junked motor vehicles.
- d. ~~Normal a~~Advisory members of this sub-committee shall be Police Chief and Clerk-Treasurer. All recommendations are made to the Village Board.

4. Personnel Committee

The role of the Personnel Committee is:

- a. Review all personnel matters, including establishment of wage and salary schedules for management and unclassified employees
- b. Review all labor contracts and labor relations policies of the Village.
- c. ~~Normal A~~advisory member of this sub-committee shall be the Finance Director. All recommendations are made to the Village Board.

5. Protective Services Committee

The role of the Protective Services Committee is:

- a. Provide general oversight to the operation of the Police and Fire Departments except for disciplinary matters.
- b. ~~Normal A~~advisory members to this sub-committee shall be the Fire Chief and Police Chief. All recommendations are made to the Village Board.

6. Public Works Committee

The role of the Public Works Committee is:

- a. Review all matters pertaining to the construction and maintenance of streets, alleys, sidewalks, gutters, storm sewers, and other public works projects.
- b. Review policies on all transportation related topics including sidewalks, trails, signage, taxis, bicycles and all forms of public and/or mass transit service
- c. Review amendments or other revisions of the official map of the Village.
- d. Review policies on general operation of all municipal utilities.
- e. ~~Normal A~~advisory members of this sub-committee shall be the Public Works Director, Utilities Director, and Village Engineer. All recommendations are made to the Village Board.

OTHER BOARDS, COMMITTEES, & COMMISSIONS:

Board of Review

The Board of Review receives the assessment roll from the Assessor and examines and corrects all apparent errors in description or computation and adds all omitted property with the Village Clerk. The Board shall schedule a hearing for each written objection to assessment it receives. It is the Board's duty to hear evidence presented by the property owner and the assessor. ~~and to decide if the assessment is correct. State law guides the property assessment appeal process, and a hearing must be conducted according to those procedures.~~

The Board of Review consists of the Village President, the Village Clerk, and three Village Trustees appointed by the Village President and confirmed by the Village Board. The Board meets in the Village Hall Board Room annually at any time during the 30-day period beginning on the second Monday in May in the Village Hall Board Room.

Downtown Development Committee

The Downtown Development Committee, referred to in this division as DDC, shall be an advisory committee whose purpose shall be to advise the Village Board on matters of implementation identified in the Downtown Strategic Plan.

Sec. 2-149 of the Mukwonago Municipal Code establishes the duties as follows; The Downtown Development Committee shall be responsible for implementing the following Downtown Strategic Plan program goals:

- (1) Prioritize Tier 1 Plan Recommendations pertaining to Roadway Design and Streetscaping Enhancements. Specifically; Recommendations 1-1; and 1-5.
- (2) Follow and work towards the implementation of the Downtown Strategic Plan Goals and Objectives

The DDC shall consist of five voting members each of whom shall be Village Residents and up to four non-voting members with voice.

The members of the DDC shall include the following:

- (1) A Member of the Historic Preservation Committee (HPC)
- (2) A member of the Village Plan Commission and/or the Village Board (the representatives of the Village Board and Plan Commission may be the same person)
- (3) The Village Administrator or Community Planner

In considering the appointment of members, the Village President may consider whether the candidates are business owners or managers of businesses in the Village; persons with known interest in local economic development; persons having general knowledge of the affairs of the Village; persons whose principal occupations offer unique skills in land use, planning, architecture, local history, local government, construction or economic development; The Chairperson shall be elected from the members and shall serve annually.

The appointees as provided for herein shall be full voting members of the committee, with the exception of the Village Administrator; Village Board; and Plan Commission members who shall be designated as non-voting members.

Fire Commission

The Fire Commission has jurisdiction with regard to the hiring, firing, disciplining, or promotion of personnel in the Fire Department.

The Commission is a joint Commission with the Town of Mukwonago and consists of Village citizen appointments, appointed by the Village President and confirmed by the Village Board, and Town citizen appointments, appointed by the Town Chairperson and confirmed by the Town Board. On even numbered years, the Town has three appointments and the Village has two. On the odd numbered years, the Village has three appointments and the Town has two. The Commission also consists of a Village Trustee and the Town Chairperson, both whom are non-voting members. ~~both of which are advisory members only~~. The Commission meets on an unspecified evening every quarter at 6:00 p.m. at the Fire Station #1, 1111 Fox St.

Historic Preservation Commission

Historic Preservation Commission consists of seven members. If possible, a registered architect, historian, real estate broker, village board members, and three citizen members. The term of each member shall be three years. The Commission shall have the power subject to section 100-31 of the Mukwonago Code of Ordinances to designate historic structures, sites, and recommend designation of historic districts within the Village limits. This commission will only meet as necessary and it advised by the Planning and Zoning Department.

Joint Protective Services Committee

The Village has an intergovernmental agreement with the Town of Mukwonago which provides for a joint protective services committee to meet with the Town on matters regarding the Fire Department. This meeting normally occurs the third Monday before the third Wednesday of each month at 6:00pm as necessary.

Library Board Of Trustees (Mukwonago Community Library Board)

The Mukwonago Community Library Board consist of eleven (11) members. Six (6) citizen members shall be appointed by the Mukwonago Village President, subject to confirmation of the Mukwonago Village Board, one (1) member from the Mukwonago School District Superintendent or his/her designee shall be appointed by the Mukwonago Village President, subject to confirmation of the Mukwonago Village Board, and four (4) members shall be appointed by the Waukesha County Executive, subject to confirmation by the Waukesha County Board. The term of office of the Mukwonago Community Library Board members shall be three (3) years. A President, Vice-President, Treasurer and Secretary shall be selected by the Board members for two years, with the selection being made annually in the month of July.

Legal responsibilities for the operation of the Mukwonago Community Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing operations and services. The Board shall select, appoint and supervise a properly certified and competent library director, who shall be evaluated on an annual basis. The library director shall determine the duties and compensation of all library employees for the Board to approve. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget. The Board shall have exclusive control of the expenditure of all moneys collected,

donated or appropriated for the library fund and shall audit and approve all library expenditures. The Board shall supervise and oversee buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users. The Board shall cooperate with other public officials and boards and maintain vital public relations. The library director, with Board approval, shall submit the required annual report to the Division for Libraries, Technology and Community Learning, and the village board. The Board meets on the third Thursday of each month at 6:30 p.m. in the Library Community Room.

Plan Commission

The Plan Commission is an advisory body that reviews all commercial and residential development plans, rezoning applications, annexation and attachment petitions, and conditional use, unspecified use and home occupation permits, and recommends to the Village Board any action to be taken on the issues. The Commission also reviews and approves any plans that were reviewed by the Historic Preservation Commission. Changes to the Zoning Code and the Master Plan must also be reviewed by the Commission.

The Plan Commission consists of the Village President, the chairperson of the Public Works Committee, the chairperson of the Health and Recreation Committee, the Supervisor of Inspections, and three citizen members appointed by the Village President and confirmed by the Village Board. The Commission meets on the second Tuesday of each month at 6:30 p.m. in the Village Hall Board Room.

Police Commission

The Police Commission has jurisdiction with regard to the hiring, firing, disciplining, or promotion of personnel in the Police Department.

The Police Commission consists of five citizen members appointed by the Village President and confirmed by the Village Board. The Commission meets as necessary.

Zoning Board of Appeals

Wis. Stat. §62.23(7)(e)7,8. and Sec. 100-801 of the Municipal Code. The Board of Building and Zoning Appeals consists of five regular citizen members and two alternate citizen members appointed by the Village President and confirmed by the Village Board. The Board meets as necessary on the Thursday after the fourth Tuesday of each month at 6:30 p.m. in the Village Hall Board Room.

The Board of Building and Zoning Appeals has the following powers:

1. To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of this section or of any ordinance adopted pursuant thereto
2. To hear and decide special exception to the terms of the ordinance upon which such board is required to pass under such ordinance;
3. To authorize upon appeal in specific cases such variance from the terms of the ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of the ordinance will result in practical difficulty or unnecessary hardship, so that the spirit of the ordinance shall be observed, public safety and welfare secured, and substantial justice done. The Village Board may

enact an ordinance specifying an expiration date for a variance granted under this subdivision if that date relates to a specific date by which the action authorized by the variance must be commenced or completed. If no such ordinance is in effect at the time a variance is granted, or if the board of appeals does not specify an expiration date for the variance, a variance granted under this subdivision does not expire unless, at the time it is granted, the board of appeals specifies in the variance a specific date by which the action authorized by the variance must be commenced or completed. An ordinance enacted after April 5, 2012, may not specify an expiration date for a variance that was granted before April 5, 2012. A variance granted under this subdivision runs with the land. The board may permit in appropriate cases, and subject to appropriate conditions and safeguards in harmony with the general purpose and intent of the ordinance, a building or premises to be erected or used for such public utility purposes in any location which is reasonably necessary for the public convenience and welfare.

Role of Chairperson

It is incumbent upon the chairperson of ~~the~~ a Citizen Bboard, eCcommittee, or eCcommission to ascertain the responsibility of his/her advisory body and to limit the discussion and deliberation to appropriately assigned areas of responsibility.

The chairperson position exists to encourage the input of ideas, to guide discussions in a logical and orderly fashion, and to generally facilitate the decision-making process. The chairperson should clarify ideas as they are discussed and repeat motions made in order that all members fully understand the wording of the item on which they are voting.

The Chairperson is responsible for the setting of the agenda and facilitating the meeting in an orderly and timely fashion. The Chairperson ~~should~~ can meet ~~regularly~~ with the Village Administrator or President to go over goals and objectives, future agenda items, or and to discuss current or future policy decisions. Board members should be mindful of the open meetings laws as they meet with the Village Administrator or President, even in social settings, as to not create the potential of a walking or negative quorum.

Each Citizen Bboard, eCcommittee, or eCcommission is comprised of a diverse group of people and it is inevitable that not everyone will agree on each issue all of the time; however, all efforts should be made to maintain amicable relations among the individual members.

OPERATING PROCEDURES

Wisconsin Open Meetings Law

The Village Board supports the principles of the open meeting law and its guarantees of citizen access to governmental policy making and decision making processes. Therefore, all boards, committees, and commissions are directed to observe the requirements and constraints of the Wisconsin Open Meeting Law, Section 19.81 through 19.98, Wisconsin Statutes, in the conduct of all boards, committees, and commission meetings.

A notice giving the time, date, and place of each meeting, and its tentative agenda shall be posted at least 24 hours prior to the meeting of any board, committee, or commission. The notice should be posted on the official bulletin board located outside of the north entrance doors (lower level) of the Village Hall and also furnished to the news media.

Executive Sessions (Closed Meetings)

Wisconsin State Statutes, Chapter 19, Section 85, says a closed meeting may be held to discuss the following topics.

1. Deliberate after a judicial or quasi-judicial hearing. (Board of Review, Appeals Board, etc.)
2. Consider dismissal, demotion, licensing or disciplining an employee or person being licensed or investigating charges against such person. If there is a hearing on such dismissal, the employee has a right to be there and the right to demand an open meeting.
3. Consider employment, promotion, compensation or performance evaluation of any public employee.
4. Consider application of probation or parole, strategy for crime detection or prevention.
5. Negotiate or deliberate purchase of public property, investment or public funds or other public business, competition or bargaining reason requiring a closed session.
6. Deliberating by the council on unemployment compensation in a meeting at which all employer members of the council or all employee members of the council are excluded.
7. Deliberating by the council on worker's compensation in a meeting at which all employer members of the council or all employee members of the council are excluded.
8. Deliberating under s. 157.70 if the location of a burial site, as defined in s. 157.70 (1) (b), is a subject of the deliberation and if discussing the location in public would be likely to result in disturbance of the burial site.
9. Consider financial, medical, social, or personal history or disciplinary data of a specific person, preliminary consideration of specific personal problem or the investigation of charges against a specific person, if discussed in public would be likely to have a substantial adverse effect on the reputation of any person referred to in such history or data or investigation.
10. Confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved.
11. Consider requests for confidential or written advice from the Ethics Board or any local governmental ethics board.

Exclusion of Village President or Trustee

No duly elected member of the Village Board may be excluded from any Board or committee meeting.

General Rules of Order

The Board enacts legislation and takes official action in various ways, operating under Robert's Rules of Order:

1. **Motions** are used to approve, reject or postpone/table procedural matters, such as appointing members to boards, committees, and commissions, accepting reports, authorizing contracts, paying claims, giving direction to Village Staff and similar routine business.
2. **Ordinances** are local laws dealing with matters such as traffic, zoning, health and safety regulations, governmental organization, annexation, building and other construction codes, licenses, user fees, etc. Once an ordinance is adopted it can only be amended through enactment of another ordinance. Ordinances that contain fines and forfeitures must be published in the Village's official newspaper before they become effective. In general, ordinances that are three or more pages in length shall be placed on file for two weeks, and a public notice, stating the date, time, and location of the Board consideration and a general description of the ordinance to be considered, shall be published in the Village's official newspaper prior to Village Board action. All current ordinances are compiled in a volume entitled the Municipal Code Village of Mukwonago, or simply the "Village Code".
3. **Resolutions** are used to establish policy, express the opinion of the Board in a more formal manner, direct or authorize administrative action, offer official congratulations or appreciation on behalf of the Village, or to make various ceremonial acts.

In the absence of a standing rule, the deliberations of the Village Board shall be conducted in accordance with the parliamentary rules as contained in Robert's Rules of Order, Newly Revised 10th Edition (2000), unless contrary to state law. Included in these standing rules, but not limited to this itemization, are the following rules:

1. **Outside of Public Comment Sections, No** person other than a member or Village staff shall address the Board, except by majority vote of the members present.
2. No ordinance, resolution or other motion shall be discussed or acted upon unless it has been seconded.
3. No motion shall be withdrawn without the consent of the person making the same and the person seconding it.
4. No Trustee shall address the Board until he or she has been recognized by the presiding officer. The Trustee shall confine his or her remarks to the question under discussion and avoid all personal remarks.
5. When two or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
6. When a question is under debate, no action shall be in order except to adjourn debate, to lay on the table, to move the previous question, to postpone to a certain day, to refer to a committee, to amend, and to postpone indefinitely. These motions shall have precedence in the order listed.
7. Any member desiring to terminate the debate may move the previous question, or call the question, in which event the President shall announce the question. If a majority of the members present vote in the affirmative, the main question shall be taken without further debate, its effect being to put an end to all debate and bring the Board to a direct vote, first upon any pending amendments and then upon the main question.
8. A motion to adjourn debate or to lay on the table and a call for the previous question shall be decided without debate.

9. No member of the Board, whether he or she is a Trustee or the President, shall vote on any question involving his or her own character or conduct, the right as a member, or his or her pecuniary interest.
10. These rules or any part thereof may be temporarily suspended in connection with any matter under consideration by a recorded vote of two-thirds of the members present.

Regular Meetings

All meetings of all boards, committees, and commissions of the Village shall be held in public buildings of the Village or on public grounds, in rooms or chambers which are handicapped accessible, the location designated by such committee by a vote of a majority of members. Regular meetings shall be held at regular designated times and places and consistent with the necessity for such meetings. The time, date, place, and agenda of regular meetings of boards, committees, and commissions shall be made public in accordance with the requirements of the open meeting law.

Each chairperson, or special meeting request, must be orchestrated with the Village Clerk-Treasurer's office for scheduling the meeting dates and times, room reservations, and key control purposes

Special Meetings

The Village President may have any item placed on the agenda. Chairperson for each committee can place items on their respective committee agenda (7) days in advance of said meeting. Other items may be added to the agenda by the filing of a written request by at least two trustees with the Village Clerk, a minimum of (7) days in advance of the meeting, with notice to the committee chair.

Agenda requests may only be made with less notice than as provided for above, if good cause is shown for the need to action the matter by the date of the requested agenda placement. Said determination shall be made by the Village President. In the event there is a desire for a matter to be placed on the agenda in Closed Session, and the matter does not come from Village staff, at least one Trustee shall be required to request such action and he or she shall consult with the Village Attorney and Village Clerk as to whether statutory basis exists for the Closed Session for the subject desired.

Public Meetings

Any person shall have the right to be present at any meeting of any board, committee, or commission of the Village except when closed meetings are permitted by State Statutes. However, any public agency may make and enforce reasonable rules and regulations for the conduct of persons attending its meetings.

Formal Public Hearings

A formal public hearing is one that must be conducted according to State Statutes or Village ordinances and is designed to solicit comment from the general public.

An official Notice of Public Hearing may be required, published in official newspaper, and on some occasions require notification of residents in a particular area pursuant to State Statutes.

Hearing Procedures

Hearings held by an advisory body should be fair and impartial. If a member is biased or has a personal interest in the outcome of the hearing, that member should recuse (disqualify) himself/herself and not participate.

Persons and/or groups who may be affected by the subject of the hearing should be given sufficient notice of the time and place of the hearing and a reasonable opportunity to be heard. They may be represented by counsel at their own expense and be permitted to present oral and documentary evidence.

At the appropriate time, the chair should open the hearing and explain to the audience the hearing procedures. If there are numerous persons who would like to participate, and all represent the same views and opinions, the chair may ask that a spokesperson be selected to speak for the group. If this arrangement cannot be made, the chair may restrict each speaker to a limited time (generally three minutes) so all may be heard. Irrelevant and off-the-subject comments should be ruled out of order by the chair.

The usual procedure after the hearing has been opened is for staff to present the staff report, followed by committee members' questions relating to the report. Proponents should be given the opportunity to present their case first. This is followed by an opportunity for opponents to present their case.

After all interested persons have had an opportunity to speak; the hearing is closed, which ends audience participation. Village Board, committee, or commission members may discuss the proposal and take an action on the proposal.

Electronic Agenda Packets

Agenda packets detailing the items of business to be discussed and any communications to be presented will be prepared by the staff and furnished to the members of the body within a reasonable amount of time before the meeting. In order to be prepared for meetings, members should read these packets and contact the chairperson, the Village administration or the staff liaison, if there are any questions regarding information presented. Agendas are electronically sent to subscribers through a govdelivery program. Any questions regarding delivery should be addressed to the Village Clerk/Treasurer.

Budget Process

The Village prepares an annual budget each year around October. Expenditure targets are established for each department for the biennium and Department Heads are allowed some leeway in how the funds are split. ~~between the two years~~. The Finance Director issues operating budget targets and worksheets to all Department Heads by the end of August. Department Heads are given 3 weeks to submit their initial budget requests.

A budget workshop for the Village Board which is open to the public will be held in October to review the summary budgets that have been submitted by the Department Heads. Any items still pending information will be discussed as to their potential impact on the budget. Additional budget workshops will be scheduled as necessary with the goal of finalizing the budget by early-November.

A public hearing on the budget is generally held during November to adopt the subsequent year's budget.

Purchasing

Departments may not begin to purchase items for an adopted budget year prior to January 1 of that year, unless otherwise allowed by the Village Board.

Department Heads are granted authority to purchase items below \$5,000 that were previously approved by the Village Board as part of the budget process.

The Finance Director and Administrator areis granted the authority to approve purchases below \$25,000 that were approved by the Village Board as part of the budget process and that follow the documentation criteria as listed in the Village's adopted Purchasing Policy.

Purchases greater than \$25,000 must be approved by the Village Board.

Unbudgeted purchases must be approved by the Village Board after the Department Head submits a report on the need for the item and how it can be funded within the constraints of the approved budget. Any capital purchases not listed in the 5 Year Capital plan specifically for the budgeted year must be presented to the Village Board for approval.

The Village Administrator or Finance Director may approve purchases prior to Village Board approval outside of these restrictions where emergency or continuity of operations which may require purchasing before the next scheduled Village Board meeting. In that situation, the Village Board should be made aware of the purchase at the next appropriate meeting.

Capital budgets are based on the Village's 5-year adopted Capital Plan – which includes both major equipment and infrastructure projects. The plan is reviewed annually in conjunction with the budget in August.

Length of Service Award

The Village enjoys commending Elected Officials on their length of service achievements. Elected officials who have served less than fifteen (15) years of service are awarded a Proclamation from the Village President. Elected Officials who have greater than fifteen (15) years of service will be commemorated with a plaque and proclamation.

~~Working with Village Staff~~

~~The Village administrative staff work for and are responsible to the Village Administrator and it is, therefore, the Village Administrator's responsibility to allocate staff's time and efforts. Individual members should not attempt to direct or decide the priority of work for the department or the individual staff person. These bodies should, however, set priorities for their own agendas in order that staff may best use the time available for board, committee, or commission business. If the advisory bodies are in need of staff assistance for a project that is atypical of the normal assistance provided by staff, the request for assistance should be included in the minutes of the meeting, and reviewed by the Village Administrator.~~

~~The Village Board expects that a mutually respectful and professional relationship is maintained between the staff personnel and the board, committee, or commission.~~

Communication between Committees and the Village Board

With the exception of the Zoning Board of Appeals, Board of Review, Library Board, Police Commission, and Fire Commission, it is the primary responsibility of boards, committees, and commissions to make recommendations to the Village Board. It is the Village Board's role to consider the advice and recommendations offered by numerous sources and to make decisions to the best of its ability.

Most committee, commissions, and boards are recommending bodies to the Village Board of Trustees. The Village Board acts on those recommendations, but is not bound to vote one

way or another.

Letters from boards, committees, or commissions, addressed to the public or other agencies and concerning official positions being taken, must first be forwarded to the Village President for approval before being mailed.

When a member of a board, committee, or commission addresses the Village Board at a public meeting, it should be made clear whether he/she is speaking on behalf of the body or as an individual citizen.

Board Policy on Legislative or Political Issues

The Village Board is the legislative body for the Village of Mukwonago. Elected board members are responsible to the electorate to act as a body in establishing Village policy and determining any public position of the Village on legislative or political issues. The Village Board takes the position that public stands by boards, committees, or commissions on legislative or political issues are taken only upon review and approval by the Village Board.

This policy should not be construed to prevent boards, committees, and commissions from discussing regulations, procedures or other similar matters with administrative agencies, nor is it meant to discourage boards, committees, and commissions from carrying out their normal functions publicly and openly. The purpose of this policy is to ensure that boards, committees, and commissions do not make policy statements or take public positions which fall solely within the realm of the Village Board responsibilities, but which might nevertheless be construed as representing the official position of the Village of Mukwonago.

In the event that a Citizen Bboard, eCommittee, or eCommission wishes the Village Board to take a public position or to approve or endorse a public stand on a legislative or political issue, this request should be clearly reflected on the record of the meeting at which this action is approved.

Village staff will assist in every way possible to achieve timely and effective communication with the Village Board as it relates to these issues. All such communications will be coordinated through the Village Clerk-Treasurer's office.

Relationships with the Public

Members are encouraged to become aware of public opinion relating to their field of influence. They should welcome citizen input at meetings and ensure that the rules and procedures for these public hearings are clearly understood.

Members should conduct themselves at public meetings in a manner that is fair, understanding, and gracious. Members should be considerate of all interests, attitudes, and difference of opinion. They should also take care to maintain the appearance as well as observe the principle of impartiality.

The State of Wisconsin has set forth a code of ethics for local government officials governing conduct in office, which includes persons appointed to boards, committees, and commissions. No public official "may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for any organization with which he or she is associated."

Any person who violates this State Statute may be required to forfeit not more than

\$1,000.00 for each violation. If you have any questions regarding this matter, please call the Village Clerk-Treasurer's Office at (262) 363-6420.

Walking or Negative Quorums

Elected officials are subject to the Wisconsin Open Meetings law. It is encouraged that Board members additionally consider the potential violation that could create a Walking Quorum or Negative quorum. As seemingly innocent as such communication may be, it could still be a violation that will affect the outcome of a particular vote.

The Wisconsin Department of Justice states "A "walking quorum" is a series of gatherings among separate groups of members of a governmental body, each less than quorum size, who agree, tacitly or explicitly, to act uniformly in sufficient number to reach a quorum. A walking quorum may produce a predetermined outcome and thus render a publicly-held meeting a mere formality. The Wisconsin Supreme Court has commented that any attempt to avoid the appearance of a meeting through the use of a walking quorum is subject to prosecution under the open meetings law. Furthermore, the requirements of the open meetings law cannot be circumvented by using an agent or surrogate to poll the members of governmental bodies through a series of individual contacts. The series of gatherings need not be face-to-face. For example, phone calls, email exchanges, and other electronic messaging may suffice."

The Village encourages contact be made directly at a Village Board or Committee meeting at a publicly noticed meeting.

Complaint Procedures

In cases of minor complaints or questions of departmental or Village operations, a complainant may speak with a supervisor, department head or Village Administrator prior to initiating the formal complaint procedure. For minor complaints the individual receiving the complaint will attempt to answer any questions and concerns without proceeding through the formal complaint procedure. If it is determined that no further investigation is required, the informal complaint will be documented in writing and retained in the same manner as formal complaints.

Any complaint alleging inappropriate conduct by a Village employee should be submitted to a supervisor, department head or the Village Administrator, except in the case that the complaint involves the Village Administrator which shall be processed in accordance with the complaint procedure.

Any complaint alleging inappropriate conduct by the Village Administrator should be submitted to the Chair of the Personnel Committee. Any employee, supervisor, department head, officer or elected official who receives a complaint regarding conduct of the Village Administrator must forward the complaint to the Chair of the Personnel Committee for investigation. The Chair of the Personnel Committee shall forward a copy of the complaint to the Village President.

Any allegations of misconduct by elected officials should be directed to the Village President.

An official complaint intake form is available from the Human Resources

Office Administrative staff at Village Hall.

Village of Mukwonago Departments

Village Administration

The Village Hall is home to a majority of the Village processes. Located at 440 River Crest Court, it is the central location for all departments to report. Job descriptions are maintained and updated by Resolution as necessary. The village supports electronic processing of documents whenever possible and maintains a direct link to residents through the web sites www.villageofmukwonago.com, www.mukwonagomeansbusiness.com, and www.mukwonagodowntown.com.

Village Administrator

The Village Administrator is the Chief Administrative Officer for the Village. The Village Administrator has administrative powers and responsibilities over all Village Staff. The Village Administrator directly supervises Department Heads and has general oversight of the Police Services and Fire/EMS. The Village of Mukwonago has combined the position of Village Administrator with Economic Development Director to create proactive economic development strategies in the most cost effective manner.

Village Clerk-Treasurer

The Village Clerk/Treasurer works closely with the Village Administrator and Village President and supported by a Deputy Clerk/Treasurer to maintain the day to day operations. Basic duties include oversight of computer systems, licenses, permits, ordinances, elections, minutes and agendas, development escrows and letters of credit, cash receipting, resolutions, and maintenance of record retention.

Village Finance Director

The Finance Director is responsible for the financial management of the Village and is supported by a Staff Accountant and HR Administrative Assistant. The Finance Director uses an independent audit firm to conduct the annual audit, outsources processing of ambulance billing, and specific payroll functions, oversees utility billing, employee benefits, debt management, creates the annual budget, and oversight of the accounts payable and receivable functions.

Mukwonago Community Library

There has been library service in Mukwonago since at least 1883 and a municipal village library was established in 1933. The library has an eleven-member board made up citizens from the Village of Mukwonago and the Towns of Vernon and Mukwonago as well as the School District. The library is funded by the municipalities according to a formula based on equalized assessed valuation, which changes every year. It is one of sixteen public libraries in the Waukesha County Federated Library System.

The library has programs and services for every resident: lap sit story time for infants birth through 3, story time for 3-5 year olds, and other special programs for everyone from teens to senior citizens. To publicize its services, the library publishes an email newsletter monthly. It also has its own website (www.mukcom.lib.wi.us) which has separate homepages for children, young adults and adults, as well as links to hundreds of helpful sites. The library also maintains and active Facebook presence.

At the end of 2014 the library had approximately 80,000 books and more than 20,000 items in various other formats: DVD, audiobooks, compact discs, and more. It checks out more than 325,000 items a year. In addition to two individual study rooms, there is access to the Internet through 31 adult and 8 children's public Internet workstations. The library is also a member of the consortium known as CAFÉ (Catalog Access For Everyone), which enables patrons to easily search and borrow from ten times as many items. All sixteen libraries in Waukesha County are members of this consortium. Your library card is valid at all Waukesha County Libraries.

People can get involved in helping the library through its active Friends of the Library group, which raises money through an ongoing book sale and an annual bake sale, and also by supporting the Mukwonago Community Library Foundation, which has provided substantial funds for renovations and building projects. Volunteers of all ages and skill levels help with summer library programs, shelf reading, gardening and other special projects.

Public Works, Streets, Buildings, and Parks

The Public Works Department goal is to provide responsive and cost-effective maintenance of all public property and transportation related public infrastructure and to respond to all citizen complaints and concerns in a courteous, professional, and timely manner. The Public Works Department is staffed by the Public Works Director, a Public Works Crew, Supervisor/Mechanic, full-time public works crewpersons, and seasonal/summer employees.

The Village of Mukwonago is proud of the quality of the park sites they provide for their residents. The Village Park sites vary widely in both size and the amenities offered. The Village parks include Field, Miniwaukan, Minor, Indianhead, Phantom Glen, and Washington. There are other Village lands dedicated and/or set aside for future park developments, as new developments move forward.

The Village subcontracts with Johns Disposal Services for garbage, recycling, and yard waste collection services. Garbage collection occurs weekly on Wednesdays. Recycling service occurs bi-weekly on Wednesdays. Bulky Item collection occurs on the first Wednesday of odd numbered months. Yard Waste collection occurs five times throughout the year. The Village Public Works Department continually provides electronic recycling opportunities as funds allow.

Wastewater Treatment Plant and Water Utility

The Village of Mukwonago Wastewater Treatment Plant was first installed in 1921. The treatment plant was later upgraded and expanded in 1951 to handle the needs of the growing community. The plant was rebuilt in 1981, providing the Village with then state-of-the-art treatment and expanded capacity. Since then, additional upgrades allowed the facility to meet additional treatment requirements.

Today, the treatment plant can treat an average flow of 1.5 Million Gallons per day, with a peak flow of 3.75 Million Gallons per day. The treatment plant continues to be improved, for better efficiency and control the long term wastewater treatment costs. The Utilities Director and employees operate, maintain and assure that the WDNR permitted facility meets the requirements prescribed. The staff maintains 43 miles of sanitary sewer main and three lift stations located within the Village.

The Village of Mukwonago water treatment system currently consists of five (5) groundwater wells and pumping stations to provide water to the Village. In addition, it consists of one (1)

underground storage facility with a capacity of 330,000 gallons and two (2) elevated towers with a capacity of 500,000 gallons each. The system's pumping capacity is 5.1 Million Gallons per day (MGD), with an average daily consumption of 0.698 MGD.

Of the five (5) wells, two (2) are deep wells producing a natural detection of radium. The Utility blends the shallow wells with the deep wells to reduce the amount of radium in the water. The deep wells were drilled in 1966 and 1981. The shallow wells were drilled in 2001 and 2014.

Currently the Water Utility maintains and services 2,959 meters of line along with its customers. The Water Utility also provides the service and maintenance for 750 fire hydrants, 1,600 valves, 2,229 services, and a water distribution system consisting of approximately 47 miles of mains, ranging from 4" to 18" in diameter. Accounting and billing is operated by the Administrative Offices.

Mukwonago Fire Department

The Mukwonago Fire Department has a proud history of providing emergency response services to the community since 1913. The organization is made up of Full-time, Paid-on-Premise and Paid-on-Call members who have undergone training that enables them to provide professional quality services in a cost-effective manner. There are seven full time positions, the Fire Chief, and six Firefighter/Critical Care Paramedics. Our members enjoy a high level of camaraderie and fellowship that few organizations can match. While we develop a high level of proficiency through our training and operations, we also make time for social functions that include the entire family.

The majority of Mukwonago Fire Department members are paid-on call. The Department goals are to minimize the risk of death, injury, and/or property loss from fire, medical emergency, or disaster. In addition to providing a coordinated and timely response to emergencies, the Department attempts to enhance public safety through preventative activities and public education programs.

The Fire Chief is appointed by the Fire Commission, and heads the Mukwonago Fire Department and oversees the day-to-day operation of both the Fire/EMS duties of the department. The department is responsible for inspecting all commercial, industrial and multi-tenant residential buildings in the Village and Town of Mukwonago to ensure compliance with State and local fire codes.

Police Department

The Mukwonago Police Department's goal is to make the Village of Mukwonago a place where all citizens can live safely and without fear, protected by a police department with the highest ethical and professional standards. The Police Chief is appointed by the Police Commission.

The Police Department's mission is to provide all residents, businesses and visitors with professional, competent, ethical and compassionate law enforcement services. We pledge to work in partnership with the members of the community to make Mukwonago a better place to live, work and visit. We accomplish this mission by not only working for the community, but working with the community to make Mukwonago safe.

The department operates with an Assistant Police Chief, a Lieutenant, a Sergeant, patrol officers and one of who serves as the School Liaison Officer for the Mukwonago High School and Parkview Middle School), several Dispatcher/Clerks, and Police Reserve Officers.

We currently provide police services to the Village of Mukwonago, and dispatch services to the Village and Town of Mukwonago Police Departments, the Mukwonago Fire Department, the Town of Mukwonago Boat Patrol, and the Town of Eagle Boat Patrol.

Emergency Government

Emergency Government organizes, coordinates and directs operations in the event that a catastrophe occurs in the Village in order to save the maximum number of lives, minimize damage to property, receive and disseminate information and warnings, control affected areas and maintain law and order. Currently the Fire Chief is the administrator of the Emergency Government operations for the Village of Mukwonago.

Planning, Zoning, and Development

The Village Planner prepares, implements, and updates current and long range Village plans, meets with the general public regarding proposed neighborhood or community plans, and coordinates planning activities with those of neighboring communities and of other levels of government. The Planner provides staff assistance to the Plan Commission, which is responsible for enforcing the Village Comprehensive Plan and ensure orderly growth and development in the Village. The Planner also provides assistance to the Downtown Development Committee whose primary responsibility is to promote economic and community development activities in the Village.

The Planning Department additionally provides Zoning Administration being responsible for policy analysis, development site plan review, zoning code administration, zoning code enforcement, and general information processing relative to development and redevelopment within the community.

The Building Inspection Department provides professional inspection services for all residential and non-residential construction and alteration projects within the Village of Mukwonago, in order to ensure compliance with all required Federal, State and local codes, ordinances and requirements. The department issues all building permits for residential, commercial and industrial buildings. All plumbing, electrical, heating, air conditioning and ventilating permits must be obtained from this department. This Department is staffed by the Supervisor of Inspections/Zoning Administrator and a full-time Building Codes Official.

CONCLUSION

On behalf of the Village, we would like to thank you for accepting this position and for devoting your time and effort to become actively involved in the affairs of this community. It is sincerely hoped that you will enjoy your participation in the governing process in the Village of Mukwonago as a member of one of its boards, committees, or commissions, and that you will feel totally free to call upon any of its representatives for advice, background information, or assistance.

It is with this in mind that this brief guidebook has been prepared. Please consider it a guide as you begin your new duties as member of an advisory body and not as an all-inclusive restrictive set of regulations.

Welcome aboard.

VILLAGE CONTACTS

Village Hall: (262) 363-6420
 Village Hall Hours: 8 a.m. to 5 p.m., Monday thru Thursday, 8 a.m. to noon, Friday

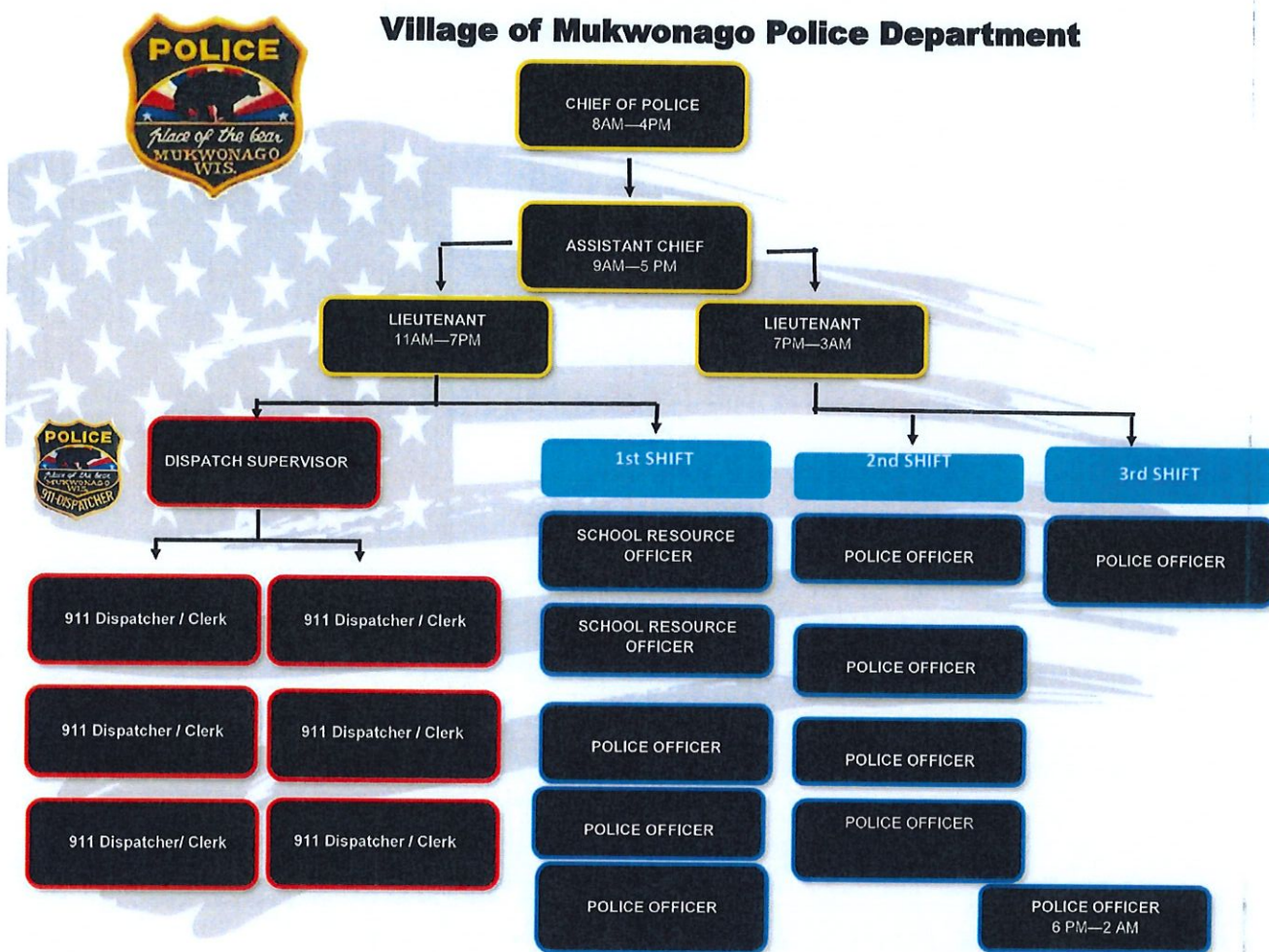
Committee of the Whole Meetings:
 1st Wednesday of each Month, 5:30 p.m.

Village Board Meetings:
 3rd Wednesday of each Month, 6:30 p.m.

Websites:	Village Website: www.villageofmukwonago.com Fire Department Website: mukwonagofire.org Library Website: www.mukcom.lib.wi.us Museum Website: www.mukwonagomuseum.org
Administrator	John Weidl (262) 363-6420 Ext. 2100 (262) 441-0186 – Cell jweidl@villageofmukwonago.com
Clerk-Treasurer	Diana Dykstra (262) 363-6420 Ext. 2103 ddykstra@villageofmukwonago.com
Finance Director	Diana Doherty (262) 363-6420 Ext. 2101 ddoherty@villageofmukwonago.com
Fire Chief	Jeff Stien (262) 363-6420 Ext. 3401 (262) 441-0723 – Cell chiefstien@mukwonagofire.org
Library Director	Angie Zimmermann (262) 363-6420 Ext. 4100 azimmermann@mukcom.lib.wi.us
Municipal Judge	Joe Abruzzo (262) 363-6433
Police Chief	Kevin Schmidt (262) 363-6420 Ext. 1224 (262) 613-1026 – Cell kschmidt@mkpd.org
Public Works Director Ron Bittner	(262) 363-6420 Ext. 7100 (414) 550-7507 – Cell rbittner@villageofmukwonago.com
Supervisor of Inspections	Robert Harley (262) 363-6420 Ext. 2110 (414) 399-0271 – Cell bharley@villageofmukwonago.com
Utilities Director	Dave Brown (262) 363-6416 – Office (414) 550-2509 – Cell dbrown@villageofmukwonago.com
Village Staff Planner/ Zoning Administrator	(262) 363-6420 Ext. 2111
Humane Animal Officer Humane Animal Welfare Society 701 Northview Rd. Waukesha, WI 53188 www.hawspets.org	(262) 542-8851

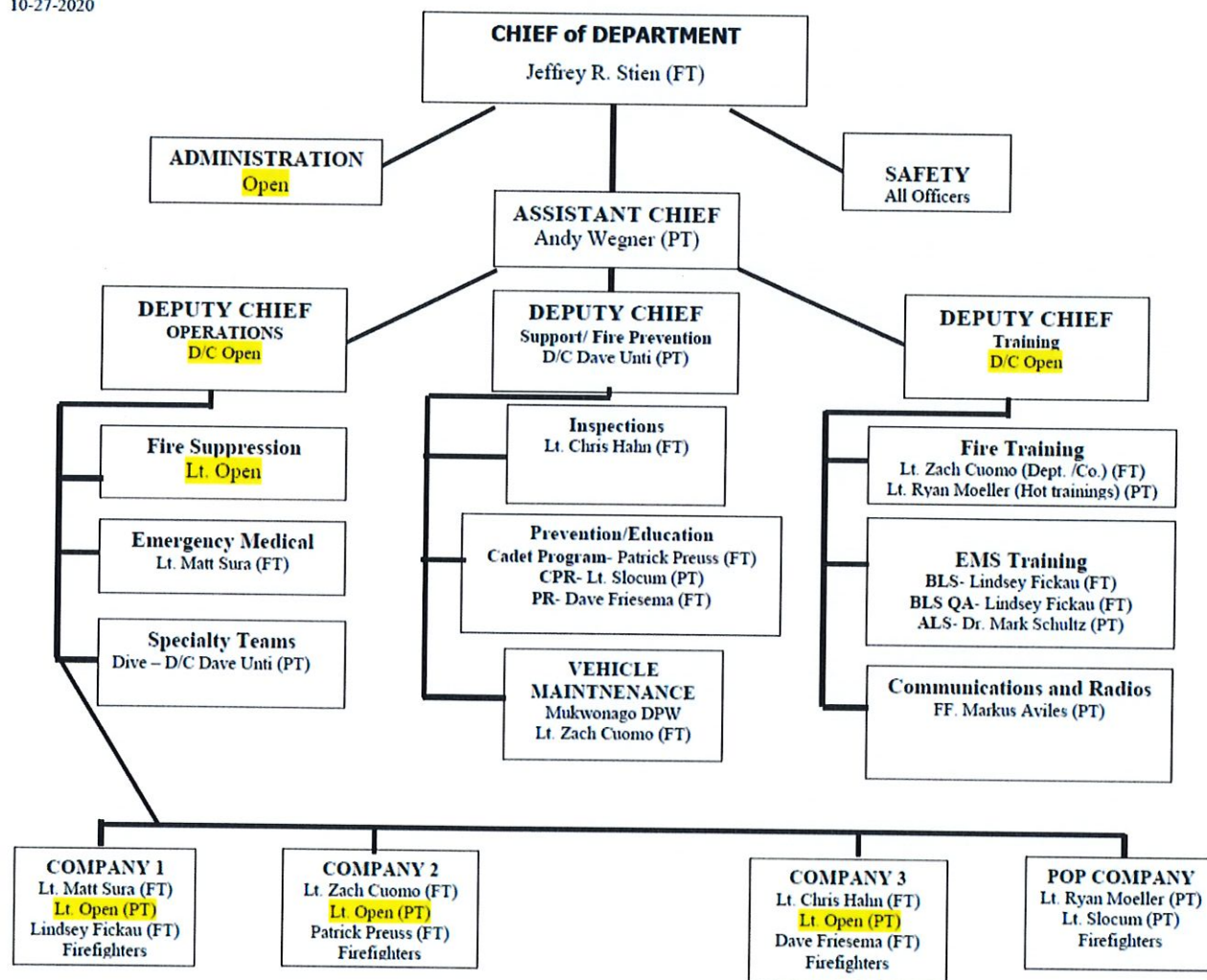
Appendix A. Village Hall Organizational Chart

Appendix B. Police Department Organizational Chart



Appendix C. Fire Department Organizational Chart

10-27-2020



Click mouse in top of the license period beginning month to begin and tab throughout. Use mouse to check appropriate boxes, spacebar or enter.

Save

Print

Clear

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: _____ ending: 06/30/2021
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☒ Village of ☐ City of } Mukwonago

County of Waukesha Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number	
FEIN Number	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☐ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☐ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

Sarab Investments LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Singh</u>	<u>Amandip</u>		<u>8246 Firwood Ln, Greendale, WI 53129</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Aman's Beer + Wine Business Phone Number N/A

2. Address of Premises 110 Chapman Farm Blvd Post Office & Zip Code Mukwonago, 53149

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

The site plans and proposed building plans are attached. All retail sales will be on the main floor. On premise consumption will be on the mezzanine/patio as described & shown in the attached plans. Extra inventory will be stored on the mezzanine that is delineated for the purpose.

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☐ Yes ☒ No

(b) If yes, under what name was license issued? _____

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain ☐ Yes ☐ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ☐ Yes ☒ No
9. (a) Corporate/limited liability company applicants only: Insert state WI and date 06/05/20 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No
If yes, explain.
Amandip Singh holds a Class B Combo liquor license for Windlake Beverage Inc in
Windlake, WI
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) Singh, Amandip	Title/Member Owner	Date 10/5/20
Signature 	Phone Number 4 [REDACTED]	Email Address aman@amansbeer.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town
☒ Village of Mukwonago County of Waukesha
☐ City

The undersigned duly authorized officer/member/manager of Sarab investments LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as
Aman's Beer + Wine

(Trade Name)

located at 110 Chapman Farm Blvd, Mukwonago

appoints Amandip Singh
(Name of Appointed Agent)

[REDACTED], Greendale, WI 53129
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☒ Yes ☐ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Wind Lake Beverage Inc, Wind Lake, WI 53185

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☐ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 13 years

Place of residence last year [REDACTED], Greendale, WI 53185

For: Sarab Investments LLC
(Name of Corporation / Organization / Limited Liability Company)

By: _____
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Amandip Singh, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Amandip Singh 10/5/20
(Signature of Agent) (Date)
8246 Firwood Ln, Greendale, WI 53129
(Home Address of Agent)

Agent's age 44

Date of birth [REDACTED]

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

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

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.



Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Singh		Amandip			
Home Address (street/route)		Post Office	City	State	Zip Code
[REDACTED]			Greendale	WI	53129
Home Phone Number		Age	Date of Birth	Place of Birth	
[REDACTED]		44	[REDACTED]		

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☐ A member of a partnership which is making application for an alcohol beverage license.
- ☒ Agent of Sarab Investments LLC

(Officer / Director / Member / Manager / Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 13
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☒ Yes ☐ No
If yes, identify. Windlake Beverage Inc, Wind Lake, Class B Combo
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify.

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Wind Lake Beverage Inc	26210 W Loomis Rd, Wind Lake	07/01/2010	Present
Employer's Name	Employer's Address	Employed From	To

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

(Signature of Named Individual)

RECEIVED
MAY 11 2020

BY: _____

Date of this notice: 06-05-2020

Employer Identification Number:
85-1317377

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:
1-800-829-4933

SARAB INVESTMENTS LLC
TWIN LAKES LIQUOR
% AMANDIP SINGH SOLE MBR
26210 W LOOMIS RD
WIND LAKE, WI 53185

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 85-1317377. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 941	10/31/2020
Form 940	01/31/2021

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents (payroll service providers) are available to assist you. Visit the IRS Web site at www.irs.gov for a list of companies that offer IRS e-file for business products and services. The list provides addresses, telephone numbers, and links to their Web sites.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

IMPORTANT REMINDERS:

- * **Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.**
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is SARA. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.

Keep this part for your records.

CP 575 A (Rev. 7-2007)

Return this part with any correspondence
so we may identify your account. Please
correct any errors in your name or address.

CP 575 A

99999999999999

Your Telephone Number Best Time to Call
() -

DATE OF THIS NOTICE: 06-05-2020
EMPLOYER IDENTIFICATION NUMBER: 85-1317377
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

SARAB INVESTMENTS LLC
TWIN LAKES LIQUOR
% AMANDIP SINGH SOLE MBR
26210 W LOOMIS RD
WIND LAKE, WI 53185



State of Wisconsin
Department of Financial Institutions

ARTICLES OF ORGANIZATION - LIMITED LIABILITY COMPANY

Executed by the undersigned for the purpose of forming a Wisconsin Limited Liability Company under Chapter 183 of the Wisconsin Statutes:

Article 1. **Name of the limited liability company:**

Sarab investments LLC

Article 2. **The limited liability company is organized under Ch. 183 of the Wisconsin Statutes.**

Article 3. **Name of the initial registered agent:**

Amandip Singh

Article 4. **Street address of the initial registered office:**

26210 W Loomis Rd
Wind Lake, WI 53185
United States of America

Article 5. **Management of the limited liability company shall be vested in:**

A member or members

Article 6. **Name and complete address of each organizer:**

Amandip Singh
26210 W Loomis Rd
Wind Lake, WI 53185
United States of America

Other Information. **This document was drafted by:**

Amandip Singh

Organizer Signature:

Amandip Singh

Date & Time of Receipt:

6/5/2020 3:25:31 PM

RECEIVED
JUN 10 2020

Order Number:

202006055523649

ARTICLES OF ORGANIZATION - Limited Liability Company(Ch. 183)

Filing Fee: \$130.00
Total Fee: \$130.00

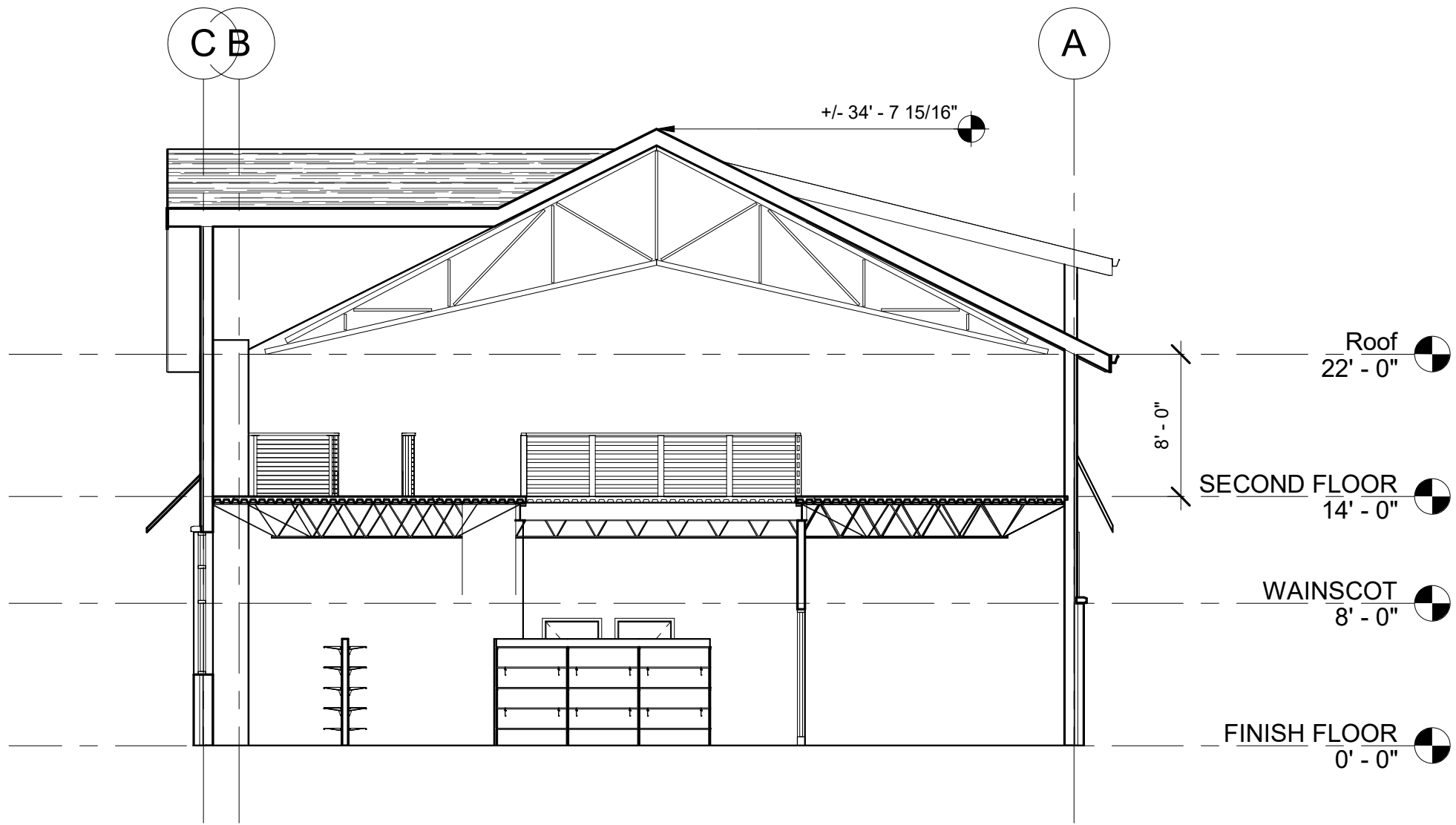
ENDORSEMENT

**State of Wisconsin
Department of Financial Institutions**

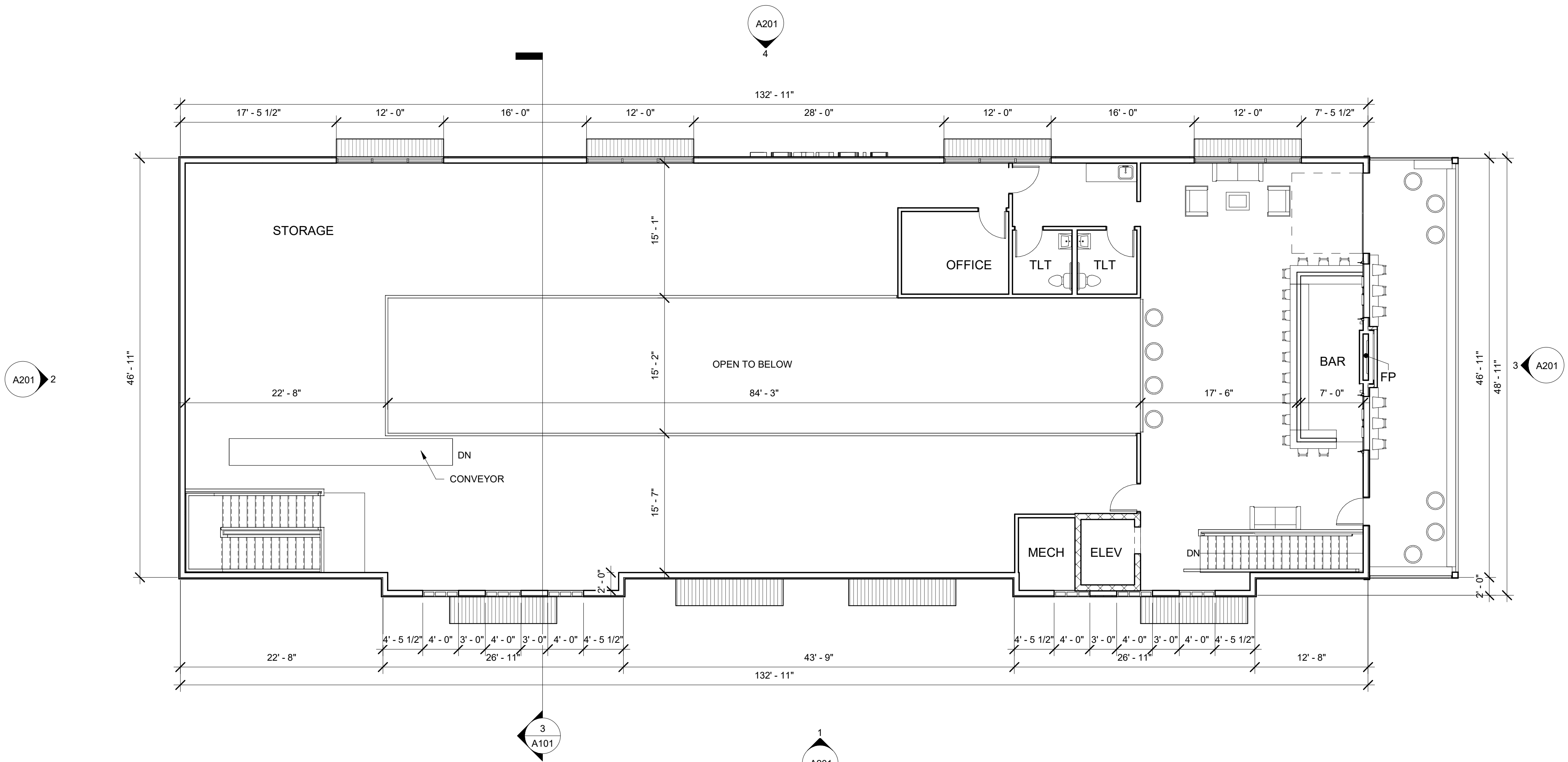
EFFECTIVE DATE	
6/5/2020	

FILED 6/5/2020	Entity ID Number S128332
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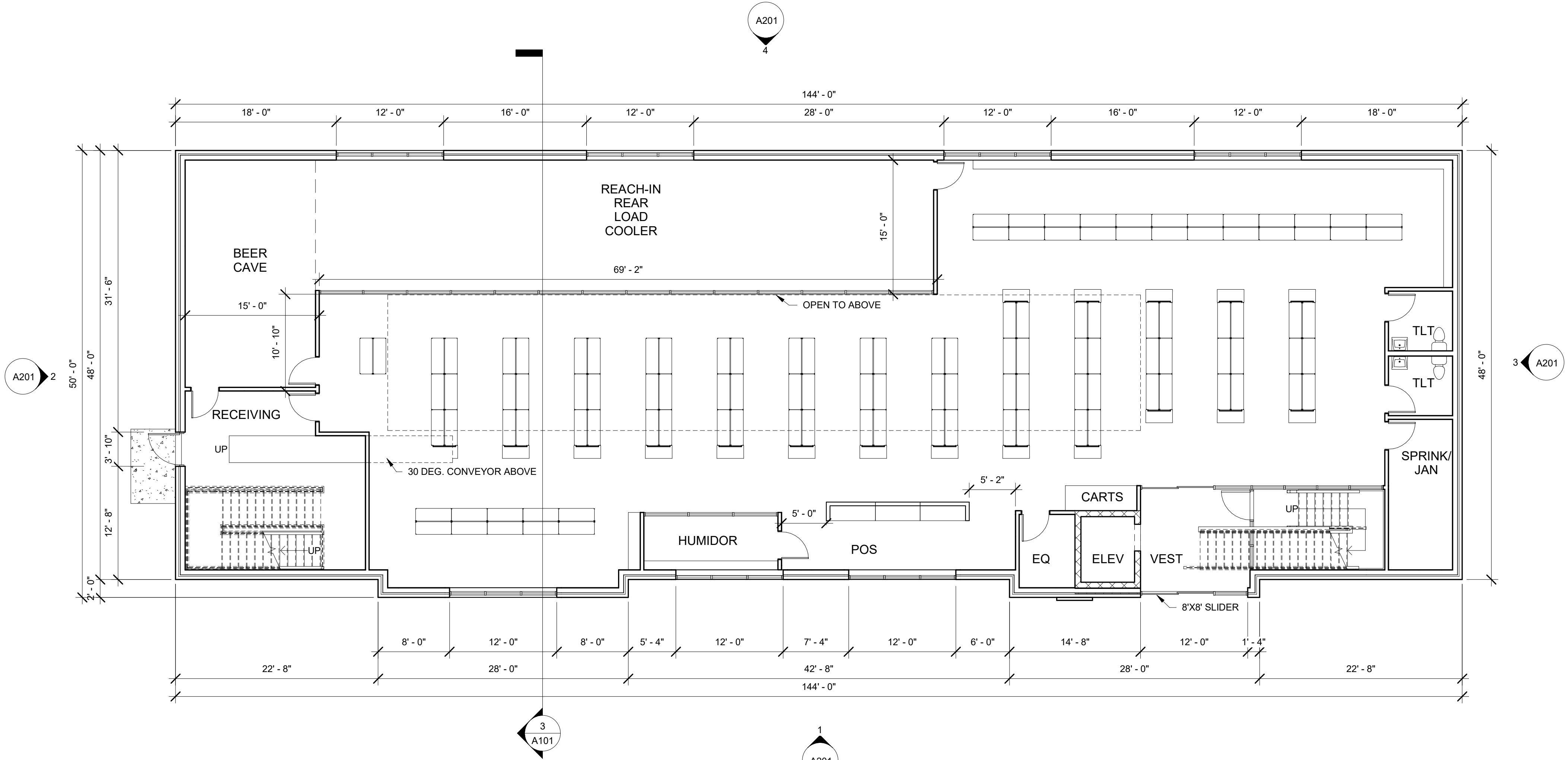
STORAGE CALCS				
LOCATION	COUNT	AREA	TOTAL AREA	RATIO
STORAGE				
SECOND FLOOR	1	2972 SF	2972 SF	100%
FLOOR	1		2972 SF	100%
Grand total	1		2972 SF	100%



3 Section 2
1/8" = 1'-0"



2 SECOND FLOOR PLAN
1/8" = 1'-0"



1 FIRST FLOOR PLAN
1/8" = 1'-0"

REVISIONS

ANDERSON
ASHTON
DESIGN / BUILD
2746 South 16th Street
New Berlin, WI 53151
Phone: (262) 786-4640
WWW.ANDERSONASHTON.COM



PROPOSED BUILDING FOR:

MUKWONAGO LIQUOR

MUKWONAGO, WI

DRAFTED BY: UH
DESIGNER: SLW
ISSUE 10/7/2020 12:02:35 PM
SUBMITTAL DATE XX-XX-XX
DESIGN NO. P-02041
CONSTRUCTION NO. -

PLANS

COPYRIGHT PROTECTED 2020

A101



EAST FACADE



VESTIBULE VIEW 2



VESTIBULE VIEW 1



VESTIBULE VIEW 3



VESTIBULE VIEW 4



WEST FACADE

REVISIONS

ANDERSON
ASHTON
DESIGN / BUILD
2748 South 168th Street
New Berlin, WI 53151
Phone: (262) 786-4640
WWW.ANDERSONASHTON.COM

PROPOSED BUILDING FOR:
MUKWONAGO LIQUOR
MUKWONAGO, WI

DRAFTED BY: UH
DESIGNER: SLW
ISSUE 10/7/2020 12:03:50 PM
SUBMITTAL DATE XX-XX-XX
DESIGN NO. P-02041
CONSTRUCTION NO. -

RENDERINGS

A900

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153

**HIPPENMEYER, REILLY, BLUM,
SCHMITZER, FABIAN & ENGLISH S.C.**

MARK G. BLUM
THOMAS G. SCHMITZER
LORI J. FABIAN
RONALD E. ENGLISH III
MATTHEW R. GRALINSKI

720 CLINTON STREET
P. O. BOX 766
WAUKESHA, WISCONSIN 53187-0766
TELEPHONE: (262) 549-8181
FACSIMILE: (262) 549-8191
www.hrblawfirm.com

RICHARD S. HIPPENMEYER
(1911-1979)

WILLIAM F. REILLY
(1932-2007)

EMAIL: MGBLUM@HRBLAWFIRM.COM

December 4, 2020

Via Email (ddykstra@villageofmukwonago.com)

Ms. Diana Dykstra
Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

Re: Class B Reserve License for Aman's Beer & Wine

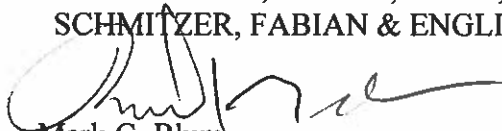
Dear Diana:

As we discussed at the COW meeting, my suggestion would be that a notation be placed on the License indicating it is subject to the terms and conditions set forth in the attached Exhibit. That Exhibit would be in the form I have attached to this correspondence. I think that would address the issues that we discussed at the meeting.

Please look this over and advise me if you have any questions or concerns.

Sincerely,

HIPPENMEYER, REILLY, BLUM,
SCHMITZER, FABIAN & ENGLISH, S.C.


Mark G. Blum
Village Attorney

MGB/jb
Enc.

Exhibit A to Sarab Investments, LLC d/b/a Aman's Beer & Wine Class B Reserve Liquor License

Property Address: 110 Chapman Farms Boulevard, Mukwonago

This License is subject to the Licensee's fulfillment of the following terms and conditions within six (6) months of the date of the Village Board's approval of the License:

1. The Licensee must obtain title for the land described as 110 Chapman Farms Boulevard in Mukwonago.
2. The Licensee must obtain a Zoning Permit, specifically a Conditional Use Permit from the Village of Mukwonago Village Board that authorizes the use of the lands at 110 Chapman Farms Boulevard for an establishment that allows for Class B Intoxicating Liquor and Fermented Malt Beverage Sales in accordance with the terms of this License.
3. Licensee must obtain a Building Permit for the construction of the facility as proposed in the Application for this Class B Reserve License from all governmental entities with jurisdiction, allowing for the construction of the facility that will provide for the sale of intoxicating liquor and fermented malt beverages under a Reserve Class B License as provided for hereunder.
4. In the event the forementioned terms and conditions are not fulfilled within the six (6) month period noted above and further, that the Village has taken no action to extend that deadline, the Licensee will promptly return the Class B Reserve Liquor License to the Village Clerk/Treasurer and shall give up all rights and interest in said License.
5. These conditions are material elements for the Village Board's approval of this License.

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

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

FEE \$ 10

Application Date: 11/19/2020

☐ Town ☒ Village ☐ City of Mukwonago

County of Waukesha

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

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

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 12-6-21 and ending 2-6-21 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☒ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name The Rotary Club of Mukwonago

(b) Address P.O. Box 114, Mukwonago, WI 53149

(Street)

☐ Town ☒ Village ☐ City

(c) Date organized April 1985

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President Jim Cotturone, W328S8570 Grand Vista Ct, Mukwonago, WI 53149

Vice President Vacant

Secretary Greg Garasimowicz, S84 W30298 Hickory Lane Mukwonago, WI 53149

Treasurer Jerry Peiffer, W338 S9580 Harvest Ct., Mukwonago, WI

(g) Name and address of manager or person in charge of affair: Mark Blodgett, Past President

W250S6775 Center Dr., Waukesha, WI 53189

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

(a) Street number 605 W Veterans Way, Mukwonago, WI 53149

AMERICAN FLOWER STATION

(b) Lot Outside in the East Parking Lot of Mukwonago High School Block

500 MAIN STREET.

per
MARK Blodgett
12-7-20

(c) Do premises occupy all or part of building? No

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

3. Name of Event

(a) List name of the event Mukwonago Rotary Drive Thru Beer Garden Fundraiser

(b) Dates of event Distribution date of 2-6-21 10am - 2 pm

DECLARATION

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

Officer

[Signature]
(Signature / Date)

Rotary Club of Mukwonago

(Name of Organization)

Date Filed with Clerk 11/20/20

Date Reported to Council or Board 12/2 + 12/16

Date Granted by Council _____

License No. _____

distributing Sealed growlers (32oz) of BEER or Rootbeer.
Sealed Boxes w/ Pretzels Ordered online in Advance.
Each Box will contain two PINT Glasses, two take & Bake Pretzels,
and a Jar of Mustard. No open Beverages

Diana Dykstra

From: Mark Blodgett <blodgma5@gmail.com>
Sent: Monday, December 7, 2020 8:57 AM
To: Diana Dykstra
Subject: Re: Temporary License

Good Morning Diana,

Sorry I missed your presentation at Rotary last week - there were many comments about how excellent it was! Regarding our fundraiser, the distribution site will not be at the high school, but will be at Americana Flower Station, 500 Main Street, Mukwonago - same date and time.

Can you make this correction on the application form or do I need to fill out another form?

Thanks for your help.

Mark Blodgett

On Wed, Nov 25, 2020 at 3:44 PM Diana Dykstra <ddykstra@villageofmukwonago.com> wrote:

Mark,

There were a few questions that came up as the Chief has to approve all the licenses.

1. This indicates it will occur on school grounds. We would need a letter from the school (or email) that gives you permission to do this on school grounds.
2. You probably want to include a plan of operation that includes a bit of narrative about what you plan to do. I noted that I thought it was just selling sealed growlers and pretzels in to go carriers, but I really need something in your words of what your plan is. A simple paragraph or something that explains it would be great.

Thanks so much!

Diana Dykstra, MMC | Clerk-Treasurer

Village of Mukwonago | 440 River Crest Court | Mukwonago, WI 53149

262.363.6420 | Population 8,057 | www.villageofmukwonago.com

The Village of

Mukwonago

Where life, leisure and business thrive.

Diana Dykstra

From: Mark Blodgett <blodgma5@gmail.com>
Sent: Wednesday, November 25, 2020 4:26 PM
To: Diana Dykstra
Subject: Re: Temporary License

Hi Diana,

I have forwarded your information to Shawn McNulty, Superintendent of Schools regarding your first item. Regarding the second item, Kevin will remember that the Rotary needed the District's permission to actually sell individual cans of beer during the Chamber event of Balloons Over Mukwonago (July 2019), which people were drinking on site of the PVMS grounds. In this fundraising instance to take place on Feb. 6, 2021, we will be distributing sealed 32 oz. cans (crowlers) of beer or root beer that are also sealed in boxes that people have purchased online ahead of time. These sealed boxes will also contain two pint glasses, two take and bake pretzels, and a jar of mustard. No selling of open beverages.

Please do not hesitate to let me know if you have any other questions or concerns.

Mark Blodgett

On Wed, Nov 25, 2020 at 3:44 PM Diana Dykstra <ddykstra@villageofmukwonago.com> wrote:

Mark,

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1. This indicates it will occur on school grounds. We would need a letter from the school (or email) that gives you permission to do this on school grounds.
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Thanks so much!

Diana Dykstra, MMC | Clerk-Treasurer

Village of Mukwonago | 440 River Crest Court | Mukwonago, WI 53149

262.363.6420 | Population 8,057 | www.villageofmukwonago.com

RESOLUTION 2020-075

VILLAGE OF MUKWONAGO ACCOUNTANT

Title: Accountant
Department: Finance
Reports to: Finance Director

Status: Full-Time Wage, NR
Comp Plan Grade : 4
Adoption Date: December 16, 2020
Revision Date: November 25, 2020

I. PRIMARY FUNCTION. Provide accounting support to the Finance Director within established guidelines, procedures, and authorities, primarily in the area of utility billing, payroll processing and general ledger reconciliation.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. It is expected that all transactions will be reviewed for required data, mathematical accuracy, and proper coding prior to processing.

A. GENERAL DUTIES

1. Reconcile a variety of general ledger accounts to bank statements and subsidiary ledger activity in a timely manner.
 - a. Properly document the nature of all discrepancies including any corrective entries to be processed.
 - b. Follow up to ensure discrepancies are resolved.
2. Review revenue & expenditure accounts to find posting errors; process corrections as appropriate
3. Maintain debt retirement records and record journal entries for the payment of debt and/or interest payments in accordance with maturities
4. Maintain internal control documents for all accounting-related processes
5. Perform Utility Billing function as documented in departmental procedure. Steps include the following:
 - a. Upload meter reading data into the billing software and prepare billing statements after reviewing water consumption reports for unusual activity and making any necessary adjustments to billing account information. Print the billing statements
 - b. Oversee the folding, stuffing and mailing of billing statements to residents by the Part-time Admin Clerk
 - c. Monitor delinquent billings and follow approved procedures, including
 - i. Prepare and mail initial disconnect notices
 - ii. Notify Utilities employees to deliver final notices and/or shut-off water
 - iii. Work with residents to set up payment arrangement and monitor payments to ensure agreement is followed
 - d. Prepare and mail final meter reading invoices
 - i. Prepare final readings for tenants as requested; mail copies of final bill to landlord
 - e. Set up new billing accounts; process name changes
 - f. Respond to customer inquiries or complaints
 - g. Adjust billing accounts as necessary to correct errors within allowable guidelines
 - h. At month end, reconcile monthly Utility Billing aging reports to make sure all activity captured in appropriate batches to transfer and post to Fund Accounting;

- once posted, reconcile Fund Accounting UB general ledger accounts to aging balance
6. Monitor and Report Village's cash activity
 - a. Compile transaction processing totals by Fund in "checkbook" spreadsheet.
 - i. Record daily totals for cash receipts, disbursements and adjustments involving cash accounts for reconciliation to Bank Accounts and General Ledger
 - b. Monitor cash balances in each Fund and notify Finance Director when transfers from the Pool or other depository banks are needed
 - c. Prepare monthly Treasury report for the Village Board showing cash balances in each Fund by the depository bank where the funds are held
 7. Perform bi-weekly Payroll processing function. Steps include the following:
 - a. Review time sheets or reports signed and submitted by Department Heads for completeness and accuracy
 - b. Confirm if any authorized or scheduled changes need to be made to pay, benefits, etc. prior to initiating the payroll process in the system
 - c. Charge hours worked and/or time taken off for each employee to the appropriate department, using the appropriate pay codes
 - d. Run reports and review for errors
 - i. Verify any authorized changes are calculating properly
 - e. Finalize payroll, prepare necessary benefit-related disbursements; and transfer funds to checking account to cover the automatic withdrawal for direct deposit to employee accounts and tax payments
 8. Assist Clerk/Treasurer in preparing annual Tax Levy
 - a. Put special assessment installments; delinquent UB & A/R on tax bills
 - b. Process tax receipts in subsidiary tax ledger
 - i. This includes payments received at Village Hall and those deposited directly to Village accounts at local banks
 - c. Report totals collected to the County Treasurer for tax settlements by the required deadlines
 - i. Understand impact of posting errors or NSF checks
 - ii. Email batch data to Waukesha & Walworth counties
 - d. Once certified, issue settlement checks in the appropriate amounts to the various taxing authorities
 - e. Coordinate tax collection procedures with local depository banks for direct deposits
 9. Miscellaneous accounting/finance-related tasks include the following:
 - a. Prepare monthly budget-to-actual reports for both departmental and Village Board review
 - b. Update Special Assessment installment tracking spreadsheets
 - c. Update Impact Fee tracking spreadsheets
 - d. Access computerized financial information to answer general questions as well as those related to specific accounts
 - i. Recognize the types of transactions recorded within ledger accounts; where to find the supporting documentation for the transactions; and how the transactions affect the ledger balances
 - e. Monitor contractual payments due to the Village to ensure receipt when due

- f. Process regularly occurring journal entries to record activity that cannot be processed as payables, receivables, or cash receipt transactions
 - i. As knowledge increases, determine and process journal entries needed for more complex situations (for example to correct payroll allocation errors) or for yearend accruals
 - g. Compile data and supporting documentation for budget preparation
 - h. Compile data and supporting documentation for annual audit
 - i. Respond to auditor questions concerning transactions or procedures
 - i. Assist the Finance Director in compiling data for analytical purposes
 - i. Analyze data as directed for various purposes
 - j. Maintain capitalized fixed asset records
 - k. File quarterly sales/use tax reports and process online disbursement for amount due to the state
 - l. Perform financial calculations such as amounts due, interest charges, balances, and penalties
 - m. Maintain appropriate documentation and adequate explanation of any exception processing for all financial transactions
- 10. Cross-train on other departmental functions to fill in as needed
 - 11. Pursue educational opportunities to enhance job skills
 - 12. Pursue initiatives to streamline processes and make them more efficient & effective

III. EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- A. Associate degree in accounting, Bachelors desirable.
- B. Experience in municipal accounting or financial administration, including local government operations. Experience with personal computers, personal computer networks, computerized accounting systems and standard personal computer operating systems, spreadsheet, word processing and database programs. Any equivalent combination of experience and education which provides the required knowledge's, skills and abilities.

IV. ESSENTIAL SKILLS OF THE JOB

- A. Ability to instruct and train other staff.
- B. Ability to utilize computer programs and equipment
- C. Ability to communicate effectively orally and in writing
- D. Ability to multi-task and problem solve

V. WORK ENVIRONMENT. The work environment characteristics are reflective of the responsibilities as described in the major duties and responsibilities. Work is performed in an office environment. Contact with staff, other Village employees, public and governmental agencies are required.

VI. AMERICANS WITH DISABILITIES ACT (ADA) ESSENTIAL ELEMENTS AND QUALIFICATIONS.

- A. Must be able to sit, stand, bend, walk and climb with or without back support.
- B. Able to lift up to 25 pounds.

- C. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
- D. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- E. Must be able to work with file cabinets that are 5'8" in height and cabinet drawers that have a depth of 24."

VII. ADDITIONAL REQUIREMENTS.

- A. 20-29 hours per week employment.
- B. Compliance with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.
- C. Must keep current with new computer technology which would benefit the Village and its residents.
- D. Work with the Auditors in the annual audit of financial records.
- E. Implement the policy directives of the Village Board.

The Village of Mukwonago is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Adopted this 18th day of December 2020.

Fred Winchowky, Village President

Attest:

Diana Dykstra., Clerk-Treasurer

RESOLUTION 2020-076

VILLAGE OF MUKWONAGO ASSISTANT POLICE CHIEF DESCRIPTION

Title: Assistant Police Chief
Department: Police Department

Status: Full-Time, NR
Comp Plan Grade: 8
Revised Date:
Adoption Date: December 16, 2020

Reports to: Police Chief

I. **PRIMARY FUNCTION.** The Assistant Police Chief is designated as next in command after the Police Chief. The Assistant Chief assists with the oversight and management of the day-to-day operations of the Village Police Department. The Assistant Chief is responsible for following all orders, written and verbal, as given by the Chief. The Assistant Chief shall work with the Chief to learn all phases of the operation of the department. The Assistant Chief shall be held responsible for the actions of their subordinates. The Assistant Chief must keep in mind the following objectives to achieve the highest performance from the employees of the department: Enforce all ordinances and laws, insure the safety of all citizens and property, maintain the peace, prevent crime, and build confidence in the public by providing excellent service.

II. **ESSENTIAL DUTIES AND RESPONSIBILITIES.** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

A. PLANNING FOR FUTURE NEEDS

1. Assist the Chief of Police with command oversight and leadership direction to the Village of Mukwonago Police Department.
2. Assist the Chief in planning for future needs of the department.
3. Research and recommend to the Chief updates to department policies.
4. Assist in preparation of the department budget by researching cost, serviceability and other aspects of purchases.
5. Attend Village Board and committee meetings as directed, serving as the Chief's agent.
6. Continue to keep abreast of the latest advances in law enforcement and law enforcement supervision techniques and be prepared to make recommendations to the Chief.

B. ORGANIZING THE DEPARTMENT

1. Assist the Chief in developing and updating the organizational structure of span of control, chain of command and unity of command.
2. Delegate authority and responsibility with accountability to immediate subordinates.
3. Assist the Chief in developing and updating job descriptions for all department employees.
4. Assist the Chief in developing department personnel, by upgrading all facets of the person, job skills, knowledge, attitudes and ethics.
5. Establish an effective working relationship with all members of the department.
6. Resolve conflicts among the staff quickly and efficiently.

C. DIRECT THE DEPARTMENT TO ESTABLISHED GOALS

1. Assist in the implementation of new plans with a reasonable period for completion.
2. Strive to stimulate and encourage members of the department to higher planes of growth, both on a personal and professional level.
3. When issuing directives, be certain members understand them and respond to them.

D. CONTROL OVER DEPARTMENT STAFF AND EQUIPMENT

1. In the absence of the Chief, assumes command of department.
2. Assist the Chief in all duties including budgetary, administrative, and procedural
3. Recruit, interview, select and manage the hiring and evaluation of employees.
4. Procure, maintain and assign department equipment.
5. Ensure police equipment and facility is maintained, repaired and replaced as necessary.
6. Maintain knowledge of software and equipment used to perform duties, such as word processing, database, spreadsheets, E-mail and office equipment.
7. Assist all members of the department with human resource matters and work with the Village Human Resource Director on those issues as necessary.

E. SUPERVISION AND EVALUATION

1. Provide direction and guidance to members of the department under his/her command in the proper discharge of their duties.
2. Maintain an open line of communication with all members of the department to provide an ongoing flow of ideas to keep the department moving toward the future.
3. Provide an example for all members under their command with their appearance, attitude, dignity, courtesy and shall at all times appear neatly attired and clean.
4. Assist the Chief in discipline matters.
5. Complete performance evaluations of command staff under them.
6. Maintain an open mind and do not allow personal feelings to intrude when evaluating a member.

F. ADDITIONAL TASKS

1. Solicit feedback from community members and respond to requests from citizens.
2. Investigate, as directed by the Chief, any citizen's complaints on any member of the command staff under their direction and at the completion of the investigation provide a report to the Chief.
3. Work to create a positive relationship with other village departments and area police and fire departments.
4. Shall abide by and enforce all rules of the department and other village rules as applicable.
5. Represents the Police Department in a variety of local, county, state and other meetings, cooperates with the county, state and federal law enforcement officers as appropriate where activities of the Police Department are involved.

III. EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- A. Bachelor degree in Criminal Justice, Law Enforcement or related field.
- B. Must be currently Wisconsin Law Enforcement Standards Board Certified or be able to obtain LESS certification within one (1) year from date of hire due to reciprocity or license transfers as determined by the Department of Justice.
- C. Additional training for supervisors such as FBI National Academy, Northwestern School of Police Staff and Command, Wisconsin Command College, or similar; **or** a Masters Degree in Criminal Justice, Public Administration or related field.
- D. A minimum of ten (10) years of previous law enforcement experience and at least three (3) years of law enforcement supervisory experience.

IV. QUALIFICATIONS AND SKILLS. Must be able to provide evidence of extensive knowledge and experience of the following:

- A. Best practice methods and practices of police administration.
- B. Computer systems and other methods of collecting and analyzing data.
- C. Supervision of the operation and maintenance of various types of law enforcement apparatus and equipment.
- D. Best practice training methods and the ability to supervise the training and instruction of personnel.
- E. Collective bargaining, labor relations, contract administration, and the ability to establish positive relationships between management and labor representatives.
- F. Ability to delegate authority to appropriate staff subordinates as well as monitoring adherence to established Departmental policies and procedures.
- G. Ability to evaluate staff subordinates in a fair and equitable manner - recommending commendations and administering discipline as necessary.
- H. Ability to plan, recommend and support changes within the Department, Village Board and the law enforcement field to improve and enhance public safety.
- I. Ability to analyze law enforcement problems and formulate policies and procedures as appropriate.
- J. Skill in dealing with the public, other agencies, other departments and Department personnel courteously but firmly and to establish effective working relationships with the public, new media, community officials, adjacent police departments, and other agencies involved in community safety.
- K. Ability to instruct and train other staff.
- L. Ability to utilize computer programs and equipment.
- M. Ability to communicate effectively orally and in writing.
- N. Must have the ability to multi-task and problem solve.

V. WORK ENVIRONMENT. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- A. Experience transitions from hot to cold and from humid to dry atmospheres.
- B. Work in wet, icy, or muddy areas.
- C. Face exposure to infectious agents, such as hepatitis B or HIV.
- D. Spend extensive time outside exposed to the elements.

- E. A normal work schedule is five days of eight hour shifts, followed by two days off, four days of eight hour shifts, followed by two days off.
- F. On occasion may have to work a shift he or she does not normally work.
- G. Work major holidays.
- H. May have to stay beyond the normal end of shift depending upon assignments.
- I. May be subject to call up in the event of an emergency.
- J. Court testimony may require work outside the normal shift.

VI. AMERICANS WITH DISABILITIES ACT (ADA) ESSENTIAL ELEMENTS AND QUALIFICATIONS. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- A. Specific vision abilities, required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.
- B. Must be able to sit, stand, bend, walk, and climb with or without back support.
- C. Lifting of various items and various weights. This may include: combative or subdued suspects, stretchers, first aid equipment (kits and oxygen bottles), bicycles, and weapons.
- D. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
- E. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- F. Must be able to work with file cabinets that are 5'8" in height and cabinet drawers that have a depth of 24"
- G. Ability to perform duty for prolonged periods in extreme weather situations.

VII. ADDITIONAL REQUIREMENTS.

- A. Comply with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.
- B. Must keep current with new computer technology which would benefit the Village and its residents.
- C. Reside within a twenty-five mile radius of the Village Square (intersection of County HWY ES and State Hwy 83) within 1 year after successful completion of probation.
- D. Take an oath of office.
- E. Implement the policy directives of the Police Chief and Village Board.

The Village of Mukwonago is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Adopted this 16th day of December 2020.

Fred Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer

RESOLUTION 2017-049

VILLAGE OF MUKWONAGO POLICE LIEUTENANT DESCRIPTION

Title: Police Lieutenant
Department: Police Department

Status: Full-Time, NR
Comp Plan Grade: 7
Revised Date: November 25, 2020
Adoption Date: December 16, 2020

-
- I. PRIMARY FUNCTION.** The Police Lieutenant is designated as next in command after the Police Chief and Assistant Chief. The lieutenant is responsible for following all orders, written and verbal, as given by the chief. The lieutenant shall work with the Chief and Assistant Chief to learn all phases of the operation of the department. The lieutenant shall be held responsible for the actions of his subordinates. The lieutenant must keep in mind the following objectives to achieve the highest performance from the employees of the department: Enforce all ordinances and laws, insure the safety of all citizens and property, maintain the peace, prevent crime, and build confidence in the public by providing excellent service.
- II. ESSENTIAL DUTIES AND RESPONSIBILITIES.** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.
- A. PLANNING FOR FUTURE NEEDS**
1. Assist in planning for future needs of the department.
 2. Assist in preparation of the department budget by researching cost, serviceability and other aspects of purchases.
 3. Attend village board and committee meeting as directed, serving as the Chief's agent.
 4. Continue to keep abreast of the latest advances in law enforcement and law enforcement supervision techniques and be prepared to make recommendations to the chief.
- B. ORGANIZING THE DEPARTMENT**
1. Delegate authority and responsibility with accountability to immediate subordinates.
 2. Assist in developing and updating job descriptions for all department employees.
 3. Assist in developing department personnel, by upgrading all facets of the person, job skills, knowledge, attitudes and ethics.
 4. Establish an effective working relationship with all members of the department.
 5. Resolve conflicts among the staff quickly and efficiently.
- C. DIRECT THE DEPARTMENT TO ESTABLISHED GOALS**
1. Assist in the implementation of new plans with a reasonable period for completion.
 2. Strive to stimulate and encourage members of the department to higher planes of growth, both on a personal and professional level.
 3. Make sure that all members understand what is expected of them, by providing effective communications, both verbal and follow up written guidelines.
 4. When new directives are issued, be certain that members understand them and respond to them.
- D. CONTROL OVER DEPARTMENT STAFF AND EQUIPMENT**
1. Assist in establishing realistic goals and performance levels for employees, and then follow up with monitoring of employees and providing feedback to the employee.
 2. Be responsible for the good working condition of all equipment under his/her command.

E. SUPERVISION AND EVALUATION

1. Direct and supervise subordinate's activity
2. Will provide direction and guidance to all members of the department under his/her command in the proper discharge of their duties.
3. When possible meet one to one with members to maintain uniform application of policies and rules.
4. Maintain an open line of communication with all members of the department to provide an ongoing flow of ideas to keep the department moving toward the future.
5. Shall provide an example for all members under his/her command with his/her appearance, attitude, dignity, courtesy and shall at all times appear neatly attired and clean.
6. Ensure that all members under his/her command are properly uniformed, equipped and fitted for duty.
7. Assist the chief in discipline matters.
8. Assign personnel as necessary to special enforcement and special assignments.
9. Provide for adequate staffing levels in order to maintain the safety and public order in the Village of Mukwonago.
- 10.
11. On a regular basis, reviews accident reports, Phoenix reports, and TraCS documents for accuracy and proper enforcement action and provides feedback to the authors of the reports. Assign officers to special or selective enforcement when necessary to achieve safety. Consider each member's strengths and weaknesses on an individual level when evaluating members.
12. Maintain an open mind and do not allow personal feelings to intrude when evaluating a member.
13. The lieutenant shall report in writing to the chief, information on any member who is unfit for service because of either mental or physical incompetence or any other condition causing the member to be unfit for duty.
14. Assist in the recruitment, interviews, hiring and training of new personnel.
15. Assign officers to special or selective enforcement when necessary to achieve safety.
16. Insure officers are maintaining a sufficient number of citizen contacts.

F. ADDITIONAL TASKS

1. Although the lieutenant is generally an administrative position, he/she shall still assume all other duties and tasks of a sworn police officer as necessary.
2. Undertake any jobs or assignments, including acting as a department investigator, as directed by the chief.
3. The lieutenant shall at the direction of the chief, investigate any citizen's complaints on any member and at the completion of the investigation provide a report to the chief.
4. Work to create a positive relationship with other village departments and area police and fire departments.
5. Shall abide by and enforce all rules of the department and other village rules as applicable.

III. EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- A. A Bachelor degree in Criminal Justice, Law Enforcement or related field.
- B. Must be currently Wisconsin Law Enforcement Standards Board Certified or be able to obtain LESB certification within one (1) year from date of hire due to reciprocity or license transfers as determined by the Department of Justice.
- C. A minimum of eight (8) years of previous law enforcement experience.
- D. The lieutenant shall have additional training as recommended or required by the chief.

IV. QUALIFICATIONS AND SKILLS. Must be able to provide evidence of extensive knowledge and experience of the following:

- A. Best practice methods and practices of police administration.
- B. Computer systems and other methods of collecting and analyzing data.
- C. Supervision of the operation and maintenance of various types of law enforcement apparatus and equipment.
- D. Best practice training methods and the ability to supervise the training and instruction of personnel.
- E. Collective bargaining, labor relations, contract administration, and the ability to establish positive relationships between management and labor representatives.
- F. Ability to delegate authority to appropriate staff subordinates as well as monitoring adherence to established Departmental policies and procedures.
- G. Ability to evaluate staff subordinates in a fair and equitable manner – recommending commendations and administering discipline as necessary.
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Adopted this 16th day of December 2020.

Fred Winchowky, Village President

Attest: _____
Diana Dykstra, Clerk-Treasurer

AGENDA ITEM REQUEST FORM

Committee/Board:	Village Board
Topic:	Approve River Park Estates Rehabilitation Phase 2 Close-out Change Order and Final Payment request from Wolf Paving Inc in the amount of \$1,376,724.54.
From:	Jerad Wegner
Department:	Public Works
Presenter:	Jerad Wegner
Date of Committee Action (if required)	December 2, 2020
Date of Village Board Action (if required)	December 16, 2020

Information

Subject:

Approve River Park Estates Rehabilitation Phase 2 Close-out Change Order and Final Payment request from Wolf Paving Inc in the amount of \$1,376,724.54.

Background Information/Rationale:

Wolf Paving Co. Inc., has completed the River Park Estates Rehabilitation Phase 2 project and has submitted a final Application for Payment and furnished the enclosed Contract-required items: Consent of Surety to Final Payment, list of Subcontractors, Suppliers, and service providers performing, furnishing, or procuring labor, services and materials on the Project, releases or waivers of lien from first tier Subcontractors and Suppliers, and certificate or other evidence of completed operations insurance.

Key Issues for Consideration:

In accordance with paragraph 15.08 of the General Conditions, the Contractor is required to promptly repair or correct defective Work for a period of one year from the date of Substantial Completion, which was August 7, 2020

Fiscal Impact (if any):

The original Contract Price was \$1,402,046.43 and the final amount earned for the River Park Estates Rehabilitation Phase 2 project is \$1,376,724.54.

Requested Action by Committee/Board:

Recommendation to the Village Board for approval of River Park Estates Rehabilitation Phase 2 Close-out Change Order and Final Payment.

Attachments

November 20, 2020

Mr. Fred Winchowky
Village President
Village of Mukwonago
440 River Crest Court
Mukwonago, Wisconsin 53149

Re: River Park Estates Rehabilitation Phase 2
Final Payment

Dear Mr. Winchowky:

Enclosed with this letter please find Change Order No. 4. This Change Order serves to adjust the final Contract Price to reflect the actual completed Work. Please have Change Order No. 4 signed and dated by the appropriate individual, and return an executed copy to our office for further distribution.

In accordance with the Contract Documents, the Contractor for this Project, Wolf Paving, 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.

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

In accordance with paragraph 15.08 of the General Conditions, the Contractor is required to promptly repair or correct defective Work for a period of one year from the date of Substantial Completion which was August 7, 2020. You may wish to review the Project a month or so before the anniversary date to check for any warranty items. If we can be of assistance to you in this regard, please contact us.

Respectfully,

RUEKERT & MIELKE, INC.



Michael E. Michalski
Project Engineer
mmichalski@ruekert-mielke.com

MEM:sjs

cc: Ronald Bittner, Village of Mukwonago
Tim Hansen, Wolf Paving Co., Inc., w/Notice of Acceptability
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.

NOTICE OF ACCEPTABILITY OF WORK

PROJECT: River Park Estates Rehabilitation Phase 2
OWNER: Village of Mukwonago
CONTRACTOR: Wolf Paving Co., Inc.
EFFECTIVE DATE OF THE CONSTRUCTION CONTRACT: April 10, 2020
ENGINEER: Ruekert & Mielke, Inc.
NOTICE DATE: November 20, 2020

To: Village of Mukwonago
Owner

And To: Wolf Paving Co., Inc.
Contractor

From: Ruekert & Mielke, Inc.
Engineer

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

CONDITIONS OF NOTICE OF ACCEPTABILITY OF WORK

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

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

By: Michael E. Michalski
Title: Project Engineer
Dated: November 20, 2020

Date of Issuance: October 20, 2020

Effective Date:

October 20, 2020

Contract: River Park Estates Rehabilitation Phase 2

Owner:

Village of Mukwonago

Contractor: Wolf Paving Company, Inc.

Engineer:

Ruekert & Mielke, Inc.

Address: 612 N. Sawyer Road

Engineer's Project No.:

12-10128.300

Oconomowoc, WI 53066

Effective Date of Contract:

April 10, 2020

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

Description:

Closeout Change Order.

Reason for Change Order:

Change Contract price to match amount earned.

Attachments:

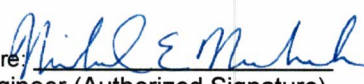
Closeout Change Order Analysis and Final Pay Application No. 4.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price \$ 1,402,046.43	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Increase from previously approved Change Orders No. 1 to No. 3: \$ 6,164.70	● Increase ● ● Decrease ● from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ 1,408,211.13	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Decrease of this Change Order: \$ 31,486.59	● Increase ● ● Decrease ● of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ 1,376,724.54	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:

ACCEPTED:

ACCEPTED:

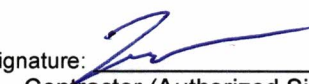
Signature: 
Engineer (Authorized Signature)Michael E. Michalski
Ruekert & Mielke, Inc.

Date: October 20, 2020

Signature: _____
Owner (Authorized Signature)

Village of Mukwonago

Date: _____

Signature: 
Contractor (Authorized Signature)

Wolf Paving Co., Inc.

Date: 11/04/2020

00 63 63-1

10/20/20

Ruekert & Mielke, Inc.

ANALYSIS OF CLOSEOUT CHANGE ORDER

OWNER: Village of Mukwonago
PROJECT: River Park Estates Rehabilitation Phase 2
DATE PREPARED: 20-Oct-20

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT \$	ORIGINAL CONTRACT AMOUNT	ACTUAL QUANTITY INSTALLED	FINAL CONTRACT AMOUNT
1	Mobilization	L.S.	1	\$1,650.00	\$ 1,650.00	1.00	\$ 1,650.00
2	Traffic control	L.S.	1	\$2,000.00	\$ 2,000.00	1.00	\$ 2,000.00
3	Inlet sediment guards	EA	56	\$65.00	\$ 3,640.00	63.00	\$ 4,095.00
4	Full depth saw cutting	L.F.	1,165	\$2.25	\$ 2,621.25	2,891.00	\$ 6,504.75
5	Replace sanitary manhole chimney	EA	25	\$1,180.00	\$ 29,500.00	30.00	\$ 35,400.00
6	Tuckpoint/remortar sanitary manhole chimney	EA	7	\$795.00	\$ 5,565.00	11.00	\$ 8,745.00
7	Sanitary manhole internal/external seal replacement	EA	25	\$510.00	\$ 12,750.00	30.00	\$ 15,300.00
8	Valve box adjustments	EA	65	\$295.00	\$ 19,175.00	60.00	\$ 17,700.00
9	Replace catch basin No. 1	EA	1	\$4,855.00	\$ 4,855.00	1.00	\$ 4,855.00
10	Replace catch basin No. 2	EA	1	\$4,955.00	\$ 4,955.00	1.00	\$ 4,955.00
11	Replace catch basin No. 3	EA	1	\$4,755.00	\$ 4,755.00	1.00	\$ 4,755.00
12	Replace catch basin No. 4	EA	1	\$4,325.00	\$ 4,325.00	1.00	\$ 4,325.00
13	Replace catch basin No. 5	EA	1	\$3,785.00	\$ 3,785.00	1.00	\$ 3,785.00
14	Replace catch basin No. 6	EA	1	\$2,455.00	\$ 2,455.00	1.00	\$ 2,455.00
15	Replace catch basin No. 7	EA	1	\$3,435.00	\$ 3,435.00	1.00	\$ 3,435.00
16	Replace catch basin No. 8	EA	1	\$2,275.00	\$ 2,275.00	1.00	\$ 2,275.00
17	Replace catch basin No. 9	EA	1	\$4,675.00	\$ 4,675.00	1.00	\$ 4,675.00
18	Replace catch basin No. 10	EA	1	\$4,505.00	\$ 4,505.00	1.00	\$ 4,505.00
19	Replace catch basin No. 11	EA	1	\$3,255.00	\$ 3,255.00	1.00	\$ 3,255.00
20	Replace catch basin No. 12	EA	1	\$3,700.00	\$ 3,700.00	1.00	\$ 3,700.00
21	Replace catch basin No. 13	EA	1	\$3,080.00	\$ 3,080.00	1.00	\$ 3,080.00
22	Replace catch basin No. 14	EA	1	\$3,700.00	\$ 3,700.00	1.00	\$ 3,700.00
23	Replace catch basin No. 15	EA	1	\$4,410.00	\$ 4,410.00	1.00	\$ 4,410.00
24	Replace catch basin No. 16	EA	1	\$4,060.00	\$ 4,060.00	1.00	\$ 4,060.00
25	Replace catch basin No. 17	EA	1	\$5,330.00	\$ 5,330.00	1.00	\$ 5,330.00
26	Replace catch basin No. 18	EA	1	\$3,965.00	\$ 3,965.00	1.00	\$ 3,965.00
27	Replace catch basin No. 19	EA	1	\$4,145.00	\$ 4,145.00	1.00	\$ 4,145.00
28	Replace catch basin No. 20	EA	1	\$4,060.00	\$ 4,060.00	1.00	\$ 4,060.00
29	Replace catch basin No. 21	EA	1	\$3,345.00	\$ 3,345.00	1.00	\$ 3,345.00
30	Replace catch basin No. 22	EA	1	\$2,900.00	\$ 2,900.00	1.00	\$ 2,900.00
31	Replace catch basin No. 23	EA	1	\$3,890.00	\$ 3,890.00	1.00	\$ 3,890.00
32	Replace catch basin No. 24	EA	1	\$3,700.00	\$ 3,700.00	1.00	\$ 3,700.00
33	Replace catch basin No. 25	EA	1	\$9,960.00	\$ 9,960.00	1.00	\$ 9,960.00
34	Replace catch basin No. 26	EA	1	\$4,410.00	\$ 4,410.00	1.00	\$ 4,410.00
35	Replace catch basin No. 27	EA	1	\$1,565.00	\$ 1,565.00	1.00	\$ 1,565.00
36	Replace catch basin No. 28	EA	1	\$2,010.00	\$ 2,010.00	1.00	\$ 2,010.00
37	Replace catch basin No. 29	EA	1	\$5,660.00	\$ 5,660.00	1.00	\$ 5,660.00
38	Replace catch basin No. 30	EA	1	\$5,660.00	\$ 5,660.00	1.00	\$ 5,660.00
39	Replace catch basin No. 31	EA	1	\$4,410.00	\$ 4,410.00	1.00	\$ 4,410.00
40	Replace catch basin No. 32	EA	1	\$4,770.00	\$ 4,770.00	1.00	\$ 4,770.00
41	Replace catch basin No. 33	EA	1	\$4,410.00	\$ 4,410.00	1.00	\$ 4,410.00
42	Replace catch basin No. 34	EA	1	\$9,070.00	\$ 9,070.00	1.00	\$ 9,070.00
43	Replace catch basin No. 35	EA	1	\$6,105.00	\$ 6,105.00	1.00	\$ 6,105.00
44	Replace catch basin No. 36	EA	1	\$4,950.00	\$ 4,950.00	1.00	\$ 4,950.00
45	Replace catch basin No. 37	EA	1	\$6,105.00	\$ 6,105.00	1.00	\$ 6,105.00
46	Replace catch basin No. 38	EA	1	\$6,195.00	\$ 6,195.00	1.00	\$ 6,195.00
47	Replace catch basin No. 39	EA	1	\$5,215.00	\$ 5,215.00	1.00	\$ 5,215.00
48	Replace catch basin No. 40	EA	1	\$3,520.00	\$ 3,520.00	1.00	\$ 3,520.00

ANALYSIS OF CLOSEOUT CHANGE ORDER

OWNER: Village of Mukwonago
PROJECT: River Park Estates Rehabilitation Phase 2
DATE PREPARED: 20-Oct-20

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT \$	ORIGINAL CONTRACT AMOUNT	ACTUAL QUANTITY INSTALLED	FINAL CONTRACT AMOUNT
49	Replace catch basin No. 41	EA	1	\$4,505.00	\$ 4,505.00	1.00	\$ 4,505.00
50	Replace catch basin No. 42	EA	1	\$3,880.00	\$ 3,880.00	1.00	\$ 3,880.00
51	Replace catch basin No. 43	EA	1	\$3,965.00	\$ 3,965.00	1.00	\$ 3,965.00
52	Replace catch basin No. 44	EA	1	\$3,615.00	\$ 3,615.00	1.00	\$ 3,615.00
53	Replace catch basin No. 45	EA	1	\$6,195.00	\$ 6,195.00	1.00	\$ 6,195.00
54	Replace catch basin No. 46	EA	1	\$3,345.00	\$ 3,345.00	1.00	\$ 3,345.00
55	Replace catch basin No. 47	EA	1	\$2,630.00	\$ 2,630.00	1.00	\$ 2,630.00
56	Replace catch basin No. 48	EA	1	\$2,010.00	\$ 2,010.00	1.00	\$ 2,010.00
57	Replace catch basin No. 49	EA	1	\$2,630.00	\$ 2,630.00	1.00	\$ 2,630.00
58	Replace catch basin No. 50	EA	1	\$3,165.00	\$ 3,165.00	1.00	\$ 3,165.00
59	Replace catch basin No. 51	EA	1	\$3,345.00	\$ 3,345.00	1.00	\$ 3,345.00
60	Replace catch basin No. 52	EA	1	\$3,080.00	\$ 3,080.00	1.00	\$ 3,080.00
61	Replace catch basin No. 53	EA	1	\$1,920.00	\$ 1,920.00	1.00	\$ 1,920.00
62	Replace catch basin No. 54	EA	1	\$4,325.00	\$ 4,325.00	1.00	\$ 4,325.00
63	Replace catch basin No. 55	EA	1	\$3,960.00	\$ 3,960.00	1.00	\$ 3,960.00
64	Replace catch basin No. 56	EA	1	\$4,325.00	\$ 4,325.00	1.00	\$ 4,325.00
65	Replace catch basin No. 57	EA	1	\$4,325.00	\$ 4,325.00	1.00	\$ 4,325.00
66	Replace catch basin No. 58	EA	1	\$4,060.00	\$ 4,060.00	1.00	\$ 4,060.00
67	Replace catch basin No. 59	EA	1	\$3,520.00	\$ 3,520.00	1.00	\$ 3,520.00
68	Replace catch basin No. 60	EA	1	\$3,165.00	\$ 3,165.00	1.00	\$ 3,165.00
69	Replace catch basin No. 61	EA	1	\$4,590.00	\$ 4,590.00	1.00	\$ 4,590.00
70	Replace catch basin No. 62	EA	1	\$9,405.00	\$ 9,405.00	1.00	\$ 9,405.00
71	Replace catch basin No. 63	EA	1	\$9,585.00	\$ 9,585.00	1.00	\$ 9,585.00
72	Replace storm manhole	EA	1	\$4,995.00	\$ 4,995.00	1.00	\$ 4,995.00
73	Replace storm manhole chimney	EA	3	\$975.00	\$ 2,925.00	3.00	\$ 2,925.00
74	Replace catch basin frame and grate, if required	EA	1	\$1,480.00	\$ 1,480.00	1.00	\$ 1,480.00
75	Pulverizing, removals, shaping, and compacting necessary to bring street to	S.Y.	45,765	\$3.17	\$ 145,075.05	45,268.00	\$ 143,499.56
76	Excavation below subgrade, if required	C.Y.	735	\$19.80	\$ 14,553.00	228.00	\$ 4,514.40
77	Geotextile subgrade stabilization, if required	S.Y.	2,200	\$2.95	\$ 6,490.00	685.00	\$ 2,020.75
78	Excavation below subgrade (EBS) backfill, if required	TON	1,470	\$22.80	\$ 33,516.00	594.67	\$ 13,558.48
79	Concrete curb and gutter replacement	L.F.	1,020	\$47.00	\$ 47,940.00	2,197.30	\$ 103,273.10
80	2 1/2-inch Asphaltic Concrete Binder Course	TON	6,920	\$56.50	\$ 390,980.00	6,334.65	\$ 357,907.73
81	1 1/2-inch Asphaltic Concrete Surface Course	TON	4,155	\$59.75	\$ 248,261.25	4,487.54	\$ 268,130.52
82	3-inch Asphalt driveway replacement	S.F.	115	\$10.47	\$ 1,204.05	211.00	\$ 2,209.17
83	6-inch Concrete driveway replacement	S.F.	440	\$10.00	\$ 4,400.00	507.97	\$ 5,079.70
84	Concrete sidewalk, curb ramp, and carriage walk replacement	S.F.	5,000	\$9.50	\$ 47,500.00	2,140.65	\$ 20,336.18
85	Detectable warning field	S.F.	136	\$60.00	\$ 8,160.00	136.00	\$ 8,160.00
86	Topsoil, turf grass seed, fertilizer and erosion matting	S.Y.	450	\$16.80	\$ 7,560.00	552.00	\$ 9,273.60
SUBTOTAL OF ORIGINAL CONTRACT ITEMS					\$ 1,315,060.60		\$ 1,311,877.94
MANDATORY ALTERNATE B - MINIWAUKAN PARK MULTI-USE TRAIL PAVING (8-foot wide option)							
MA-B1	Full depth saw cutting	L.F.	10	\$2.25	\$ 22.50		\$ -
MA-B2	Excavation below subgrade, if required	C.Y.	24	\$40.00	\$ 960.00		\$ -
MA-B3	Geotextile subgrade stabilization, if required	S.Y.	72	\$5.00	\$ 360.00		\$ -
MA-B4	Excavation below subgrade (EBS) backfill, if required	TON	48	\$35.00	\$ 1,680.00		\$ -
MA-B5	Grade and compact multi-use trail base	L.S.	1	\$16,332.03	\$ 16,332.03	1.00	\$ 16,332.03

ANALYSIS OF CLOSEOUT CHANGE ORDER

OWNER: Village of Mukwonago
PROJECT: River Park Estates Rehabilitation Phase 2
DATE PREPARED: 20-Oct-20

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT \$	ORIGINAL CONTRACT AMOUNT	ACTUAL QUANTITY INSTALLED	FINAL CONTRACT AMOUNT
MA-B6	3 inch Asphaltic concrete surface course	TON	275	\$70.84	\$ 19,481.00	248.00	\$ 17,568.32
MA-B7	Topsoil, turf grass seed, fertilizer and erosion matting	S.Y.	1,200	\$9.80	\$ 11,760.00	445.00	\$ 4,361.00
TOTAL OF ALL MANDATORY ALTERNATE B ESTIMATED PRICES					\$50,595.53	\$694.00	\$38,261.35
MANDATORY ALTERNATE C - MINIWAUKAN PARK PAVILION ASPHALTIC PATH							
MA-C1	Erosion rolls	L.F.	120	\$6.00	\$ 720.00		\$ -
MA-C2	Construct path to subgrade	L.S.	1	\$2,980.00	\$ 2,980.00		\$ -
MA-C3	Excavation below subgrade, if required	C.Y.	6	\$40.00	\$ 240.00		\$ -
MA-C4	Geotextile subgrade stabilization, if required	S.Y.	18	\$5.00	\$ 90.00		\$ -
MA-C5	Excavation below subgrade (EBS) backfill, if required	TON	12	\$35.00	\$ 420.00		\$ -
MA-C6	Grade and compact path base	L.S.	1	\$2,718.91	\$ 2,718.91	1.00	\$ 2,718.91
MA-C7	3 inch Asphaltic concrete surface course	TON	22	\$84.47	\$ 1,858.34	22.00	\$ 1,858.34
MA-C8	Topsoil, turf grass seed, fertilizer and erosion matting	TON	90	\$9.80	\$ 882.00		\$ -
TOTAL OF ALL MANDATORY ALTERNATE C ESTIMATED PRICES					\$ 9,909.25		\$ 4,577.25
TOTAL					\$ 1,375,565.38		\$ 1,354,716.54
ADDITIONAL ITEMS							
CO-01	Change Order No. 1						
CO-02	Change Order No. 2				\$ 7,680.00		\$ 7,680.00
CO-03	Change Order No. 3				\$ 14,328.00		\$ 14,328.00
CO-04	Change Order No. 4						\$ -
SUBTOTAL OF ADDITIONAL ITEMS					\$ 22,008.00		\$ 22,008.00
GRAND TOTALS:					\$ 1,397,573.38		\$ 1,376,724.54

ORIGINAL CONTRACT AMOUNT	\$1,402,046.43
EXECUTED CHANGE ORDER(S)	\$6,164.70
CONTRACT PRICE PRIOR TO THIS CLOSE-OUT CHANGE ORDER	\$1,408,211.13

AMOUNT EARNED ON ORIGINAL CONTRACT ITEMS	\$ 1,354,716.54
AMOUNT EARNED ON OTHER ITEMS	\$22,008.00
TOTAL AMOUNT EARNED	\$1,376,724.54

TOTAL AMOUNT EARNED	\$1,376,724.54
LESS CONTRACT PRICE PRIOR TO THIS CLOSE-OUT CHANGE ORDER	(\$1,408,211.13)
CLOSE OUT CHANGE ORDER AMOUNT	<u>(\$31,486.59)</u>

Contractor's Application for Payment No. 4-Final

Application Date: 10/20/2020	Application Period: 8/20/20 to 10/20/20	
To (Owner): Village of Mukwonago	From (Contractor): Wolf Paving Co., Inc.	Via (Engineer): Ruekert & Mielke, Inc.
Contact: Diana Dykstra	Contact: Brian Gallick	Contact: Michael E. Michalski
Project: River Park Estates Rehabilitation Phase 2	Address: 612 N. Sawyer Road Oconomowoc, WI 53066	Address: W233 N2080 Ridgeview Parkway Waukesha, WI 53188
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: 12-10128.300

Change Order Summary

Approved Change Orders			
Number	Additions	Deductions (Enter as Positive Number)	
1		\$15,843.30	1. ORIGINAL CONTRACT PRICE \$ 1,402,046.43
2	\$7,680.00		2. Net change by Change Orders \$ (25,321.89)
3	\$14,328.00		3. CURRENT CONTRACT PRICE (Line 1 + Line 2) \$ 1,376,724.54
4		\$31,486.59	4. TOTAL COMPLETED TO DATE (Column L Total on Progress Estimates) \$ 1,376,724.54
			5. RETAINAGE:
			a. 5% X \$688,362.27 Work Completed \$ 34,418.11
			6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number) .. \$ 34,418.11
			7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5a. + Line 6) \$ 1,376,724.54
			8. LESS PREVIOUS PAYMENTS (Line 7 from Prior Application) \$ 1,341,519.26
			9. AMOUNT DUE THIS APPLICATION \$ 35,205.28
TOTALS		\$22,008.00	
NET CHANGE BY CHANGE ORDERS		\$-25,321.89	

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge:

(1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment;

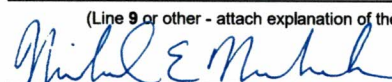
(2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner per Article 15 of the General Conditions; and

(3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: 

Date: 11/04/2020

Payment of: \$ 35,205.28
(Line 9 or other - attach explanation of the other amount)

Recommended by:  20-Oct-20
(Engineer) Michael E. Michalski (Date)

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

Approved by: _____
(Owner) (Date)

Progress Estimate - Unit Price Work

Contractor's Application for Payment No. 4-Final

For (Project): River Park Estates Rehabilitation Phase 2								Application Date: 10/20/2020			
Application Period: 8/20/20 to 10/20/20								Owner's Contract No.: Engineer's Project No.: 12-10128.300			
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 (\$)
1	Mobilization	L.S.	1	\$1,650.00	\$ 1,650.00	1.00	\$ 1,650.00		\$ -	1.00	\$ 1,650.00
2	Traffic control	L.S.	1	\$2,000.00	\$ 2,000.00	1.00	\$ 2,000.00		\$ -	1.00	\$ 2,000.00
3	Inlet sediment guards	EA	56	\$65.00	\$ 3,640.00	63.00	\$ 4,095.00		\$ -	63.00	\$ 4,095.00
4	Full depth saw cutting	L.F.	1,165	\$2.25	\$ 2,621.25	2,891.00	\$ 6,504.75		\$ -	2,891.00	\$ 6,504.75
5	Replace sanitary manhole chimney	EA	25	\$1,180.00	\$ 29,500.00	30.00	\$ 35,400.00		\$ -	30.00	\$ 35,400.00
6	Tuckpoint/remortar sanitary manhole chimney	EA	7	\$795.00	\$ 5,565.00	11.00	\$ 8,745.00		\$ -	11.00	\$ 8,745.00
7	Sanitary manhole internal/external seal replacement	EA	25	\$510.00	\$ 12,750.00	30.00	\$ 15,300.00		\$ -	30.00	\$ 15,300.00
8	Valve box adjustments	EA	65	\$295.00	\$ 19,175.00	60.00	\$ 17,700.00		\$ -	60.00	\$ 17,700.00
9	Replace catch basin No. 1	EA	1	\$4,855.00	\$ 4,855.00	1.00	\$ 4,855.00		\$ -	1.00	\$ 4,855.00
10	Replace catch basin No. 2	EA	1	\$4,955.00	\$ 4,955.00	1.00	\$ 4,955.00		\$ -	1.00	\$ 4,955.00
11	Replace catch basin No. 3	EA	1	\$4,755.00	\$ 4,755.00	1.00	\$ 4,755.00		\$ -	1.00	\$ 4,755.00
12	Replace catch basin No. 4	EA	1	\$4,325.00	\$ 4,325.00	1.00	\$ 4,325.00		\$ -	1.00	\$ 4,325.00
13	Replace catch basin No. 5	EA	1	\$3,785.00	\$ 3,785.00	1.00	\$ 3,785.00		\$ -	1.00	\$ 3,785.00
14	Replace catch basin No. 6	EA	1	\$2,455.00	\$ 2,455.00	1.00	\$ 2,455.00		\$ -	1.00	\$ 2,455.00
15	Replace catch basin No. 7	EA	1	\$3,435.00	\$ 3,435.00	1.00	\$ 3,435.00		\$ -	1.00	\$ 3,435.00
16	Replace catch basin No. 8	EA	1	\$2,275.00	\$ 2,275.00	1.00	\$ 2,275.00		\$ -	1.00	\$ 2,275.00
17	Replace catch basin No. 9	EA	1	\$4,675.00	\$ 4,675.00	1.00	\$ 4,675.00		\$ -	1.00	\$ 4,675.00
18	Replace catch basin No. 10	EA	1	\$4,505.00	\$ 4,505.00	1.00	\$ 4,505.00		\$ -	1.00	\$ 4,505.00
19	Replace catch basin No. 11	EA	1	\$3,255.00	\$ 3,255.00	1.00	\$ 3,255.00		\$ -	1.00	\$ 3,255.00
20	Replace catch basin No. 12	EA	1	\$3,700.00	\$ 3,700.00	1.00	\$ 3,700.00		\$ -	1.00	\$ 3,700.00
21	Replace catch basin No. 13	EA	1	\$3,080.00	\$ 3,080.00	1.00	\$ 3,080.00		\$ -	1.00	\$ 3,080.00
22	Replace catch basin No. 14	EA	1	\$3,700.00	\$ 3,700.00	1.00	\$ 3,700.00		\$ -	1.00	\$ 3,700.00
23	Replace catch basin No. 15	EA	1	\$4,410.00	\$ 4,410.00	1.00	\$ 4,410.00		\$ -	1.00	\$ 4,410.00
24	Replace catch basin No. 16	EA	1	\$4,060.00	\$ 4,060.00	1.00	\$ 4,060.00		\$ -	1.00	\$ 4,060.00
25	Replace catch basin No. 17	EA	1	\$5,330.00	\$ 5,330.00	1.00	\$ 5,330.00		\$ -	1.00	\$ 5,330.00
26	Replace catch basin No. 18	EA	1	\$3,965.00	\$ 3,965.00	1.00	\$ 3,965.00		\$ -	1.00	\$ 3,965.00
27	Replace catch basin No. 19	EA	1	\$4,145.00	\$ 4,145.00	1.00	\$ 4,145.00		\$ -	1.00	\$ 4,145.00
28	Replace catch basin No. 20	EA	1	\$4,060.00	\$ 4,060.00	1.00	\$ 4,060.00		\$ -	1.00	\$ 4,060.00
29	Replace catch basin No. 21	EA	1	\$3,345.00	\$ 3,345.00	1.00	\$ 3,345.00		\$ -	1.00	\$ 3,345.00
30	Replace catch basin No. 22	EA	1	\$2,900.00	\$ 2,900.00	1.00	\$ 2,900.00		\$ -	1.00	\$ 2,900.00
31	Replace catch basin No. 23	EA	1	\$3,890.00	\$ 3,890.00	1.00	\$ 3,890.00		\$ -	1.00	\$ 3,890.00
32	Replace catch basin No. 24	EA	1	\$3,700.00	\$ 3,700.00	1.00	\$ 3,700.00		\$ -	1.00	\$ 3,700.00
33	Replace catch basin No. 25	EA	1	\$9,960.00	\$ 9,960.00	1.00	\$ 9,960.00		\$ -	1.00	\$ 9,960.00
34	Replace catch basin No. 26	EA	1	\$4,410.00	\$ 4,410.00	1.00	\$ 4,410.00		\$ -	1.00	\$ 4,410.00
35	Replace catch basin No. 27	EA	1	\$1,565.00	\$ 1,565.00	1.00	\$ 1,565.00		\$ -	1.00	\$ 1,565.00
36	Replace catch basin No. 28	EA	1	\$2,010.00	\$ 2,010.00	1.00	\$ 2,010.00		\$ -	1.00	\$ 2,010.00
37	Replace catch basin No. 29	EA	1	\$5,660.00	\$ 5,660.00	1.00	\$ 5,660.00		\$ -	1.00	\$ 5,660.00
38	Replace catch basin No. 30	EA	1	\$5,660.00	\$ 5,660.00	1.00	\$ 5,660.00		\$ -	1.00	\$ 5,660.00
39	Replace catch basin No. 31	EA	1	\$4,410.00	\$ 4,410.00	1.00	\$ 4,410.00		\$ -	1.00	\$ 4,410.00
40	Replace catch basin No. 32	EA	1	\$4,770.00	\$ 4,770.00	1.00	\$ 4,770.00		\$ -	1.00	\$ 4,770.00
41	Replace catch basin No. 33	EA	1	\$4,410.00	\$ 4,410.00	1.00	\$ 4,410.00		\$ -	1.00	\$ 4,410.00
42	Replace catch basin No. 34	EA	1	\$9,070.00	\$ 9,070.00	1.00	\$ 9,070.00		\$ -	1.00	\$ 9,070.00
43	Replace catch basin No. 35	EA	1	\$6,105.00	\$ 6,105.00	1.00	\$ 6,105.00		\$ -	1.00	\$ 6,105.00
44	Replace catch basin No. 36	EA	1	\$4,950.00	\$ 4,950.00	1.00	\$ 4,950.00		\$ -	1.00	\$ 4,950.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment No. 4-Final

For (Project): River Park Estates Rehabilitation Phase 2								Application Date: 10/20/2020			
Application Period: 8/20/20 to 10/20/20								Owner's Contract No.: Engineer's Project No.: 12-10128.300			
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 (\$)
45	Replace catch basin No. 37	EA	1	\$6,105.00	\$ 6,105.00	1.00	\$ 6,105.00		\$ -	1.00	\$ 6,105.00
46	Replace catch basin No. 38	EA	1	\$6,195.00	\$ 6,195.00	1.00	\$ 6,195.00		\$ -	1.00	\$ 6,195.00
47	Replace catch basin No. 39	EA	1	\$5,215.00	\$ 5,215.00	1.00	\$ 5,215.00		\$ -	1.00	\$ 5,215.00
48	Replace catch basin No. 40	EA	1	\$3,520.00	\$ 3,520.00	1.00	\$ 3,520.00		\$ -	1.00	\$ 3,520.00
49	Replace catch basin No. 41	EA	1	\$4,505.00	\$ 4,505.00	1.00	\$ 4,505.00		\$ -	1.00	\$ 4,505.00
50	Replace catch basin No. 42	EA	1	\$3,880.00	\$ 3,880.00	1.00	\$ 3,880.00		\$ -	1.00	\$ 3,880.00
51	Replace catch basin No. 43	EA	1	\$3,965.00	\$ 3,965.00	1.00	\$ 3,965.00		\$ -	1.00	\$ 3,965.00
52	Replace catch basin No. 44	EA	1	\$3,615.00	\$ 3,615.00	1.00	\$ 3,615.00		\$ -	1.00	\$ 3,615.00
53	Replace catch basin No. 45	EA	1	\$6,195.00	\$ 6,195.00	1.00	\$ 6,195.00		\$ -	1.00	\$ 6,195.00
54	Replace catch basin No. 46	EA	1	\$3,345.00	\$ 3,345.00	1.00	\$ 3,345.00		\$ -	1.00	\$ 3,345.00
55	Replace catch basin No. 47	EA	1	\$2,630.00	\$ 2,630.00	1.00	\$ 2,630.00		\$ -	1.00	\$ 2,630.00
56	Replace catch basin No. 48	EA	1	\$2,010.00	\$ 2,010.00	1.00	\$ 2,010.00		\$ -	1.00	\$ 2,010.00
57	Replace catch basin No. 49	EA	1	\$2,630.00	\$ 2,630.00	1.00	\$ 2,630.00		\$ -	1.00	\$ 2,630.00
58	Replace catch basin No. 50	EA	1	\$3,165.00	\$ 3,165.00	1.00	\$ 3,165.00		\$ -	1.00	\$ 3,165.00
59	Replace catch basin No. 51	EA	1	\$3,345.00	\$ 3,345.00	1.00	\$ 3,345.00		\$ -	1.00	\$ 3,345.00
60	Replace catch basin No. 52	EA	1	\$3,080.00	\$ 3,080.00	1.00	\$ 3,080.00		\$ -	1.00	\$ 3,080.00
61	Replace catch basin No. 53	EA	1	\$1,920.00	\$ 1,920.00	1.00	\$ 1,920.00		\$ -	1.00	\$ 1,920.00
62	Replace catch basin No. 54	EA	1	\$4,325.00	\$ 4,325.00	1.00	\$ 4,325.00		\$ -	1.00	\$ 4,325.00
63	Replace catch basin No. 55	EA	1	\$3,960.00	\$ 3,960.00	1.00	\$ 3,960.00		\$ -	1.00	\$ 3,960.00
64	Replace catch basin No. 56	EA	1	\$4,325.00	\$ 4,325.00	1.00	\$ 4,325.00		\$ -	1.00	\$ 4,325.00
65	Replace catch basin No. 57	EA	1	\$4,325.00	\$ 4,325.00	1.00	\$ 4,325.00		\$ -	1.00	\$ 4,325.00
66	Replace catch basin No. 58	EA	1	\$4,060.00	\$ 4,060.00	1.00	\$ 4,060.00		\$ -	1.00	\$ 4,060.00
67	Replace catch basin No. 59	EA	1	\$3,520.00	\$ 3,520.00	1.00	\$ 3,520.00		\$ -	1.00	\$ 3,520.00
68	Replace catch basin No. 60	EA	1	\$3,165.00	\$ 3,165.00	1.00	\$ 3,165.00		\$ -	1.00	\$ 3,165.00
69	Replace catch basin No. 61	EA	1	\$4,590.00	\$ 4,590.00	1.00	\$ 4,590.00		\$ -	1.00	\$ 4,590.00
70	Replace catch basin No. 62	EA	1	\$9,405.00	\$ 9,405.00	1.00	\$ 9,405.00		\$ -	1.00	\$ 9,405.00
71	Replace catch basin No. 63	EA	1	\$9,585.00	\$ 9,585.00	1.00	\$ 9,585.00		\$ -	1.00	\$ 9,585.00
72	Replace storm manhole	EA	1	\$4,995.00	\$ 4,995.00	1.00	\$ 4,995.00		\$ -	1.00	\$ 4,995.00
73	Replace storm manhole chimney	EA	3	\$975.00	\$ 2,925.00	3.00	\$ 2,925.00		\$ -	3.00	\$ 2,925.00
74	Replace catch basin frame and grate, if required	EA	1	\$1,480.00	\$ 1,480.00	1.00	\$ 1,480.00		\$ -	1.00	\$ 1,480.00
75	Pulverizing, removals, shaping, and compacting necessary to	S.Y.	45,765	\$3.17	\$ 145,075.05	45,268.00	\$ 143,499.56		\$ -	45,268.00	\$ 143,499.56
76	Excavation below subgrade, if required	C.Y.	735	\$19.80	\$ 14,553.00	228.00	\$ 4,514.40		\$ -	228.00	\$ 4,514.40
77	Geotextile subgrade stabilization, if required	S.Y.	2,200	\$2.95	\$ 6,490.00	685.00	\$ 2,020.75		\$ -	685.00	\$ 2,020.75
78	Excavation below subgrade (EBS) backfill, if required	TON	1,470	\$22.80	\$ 33,516.00	594.67	\$ 13,558.48		\$ -	594.67	\$ 13,558.48
79	Concrete curb and gutter replacement	L.F.	1,020	\$47.00	\$ 47,940.00	2,197.30	\$ 103,273.10		\$ -	2,197.30	\$ 103,273.10
80	2 1/2-inch Asphaltic Concrete Binder Course	TON	6,920	\$56.50	\$ 390,980.00	6,334.65	\$ 357,907.73		\$ -	6,334.65	\$ 357,907.73
81	1 1/2-inch Asphaltic Concrete Surface Course	TON	4,155	\$59.75	\$ 248,261.25	4,487.54	\$ 268,130.52		\$ -	4,487.54	\$ 268,130.52
82	3-inch Asphalt driveway replacement	S.F.	115	\$10.47	\$ 1,204.05	211.00	\$ 2,209.17		\$ -	211.00	\$ 2,209.17
83	6-inch Concrete driveway replacement	S.F.	440	\$10.00	\$ 4,400.00	507.97	\$ 5,079.70		\$ -	507.97	\$ 5,079.70
84	Concrete sidewalk, curb ramp, and carriage walk replacement	S.F.	5,000	\$9.50	\$ 47,500.00	2,140.65	\$ 20,336.18		\$ -	2,140.65	\$ 20,336.18
85	Detectable warning field	S.F.	136	\$60.00	\$ 8,160.00	136.00	\$ 8,160.00		\$ -	136.00	\$ 8,160.00
86	Topsoil, turf grass seed, fertilizer and erosion matting	S.Y.	450	\$16.80	\$ 7,560.00	552.00	\$ 9,273.60		\$ -	552.00	\$ 9,273.60
TOTAL BID ITEMS 1-86					\$ 1,315,060.60		\$ 1,311,877.94		\$ -		\$ 1,311,877.94

Progress Estimate - Unit Price Work

Contractor's Application for Payment No. 4-Final

For (Project): River Park Estates Rehabilitation Phase 2								Application Date: 10/20/2020			
Application Period: 8/20/20 to 10/20/20								Owner's Contract No.: Engineer's Project No.: 12-10128.300			
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 (\$)
MANDATORY ALTERNATE B - MINIWAUKAN PARK MULTI-USE TRAIL PAVING (8-foot wide option)											
MA-B1	Full depth saw cutting	L.F.	10	\$2.25	\$ 22.50		\$ -		\$ -		\$ -
MA-B2	Excavation below subgrade, if required	C.Y.	24	\$40.00	\$ 960.00		\$ -		\$ -		\$ -
MA-B3	Geotextile subgrade stabilization, if required	S.Y.	72	\$5.00	\$ 360.00		\$ -		\$ -		\$ -
MA-B4	Excavation below subgrade (EBS) backfill, if required	TON	48	\$35.00	\$ 1,680.00		\$ -		\$ -		\$ -
MA-B5	Grade and compact multi-use trail base	L.S.	1	\$16,332.03	\$ 16,332.03	1.00	\$ 16,332.03		\$ -	1.00	\$ 16,332.03
MA-B6	3 inch Asphaltic concrete surface course	TON	275	\$70.84	\$ 19,481.00	248.00	\$ 17,568.32		\$ -	248.00	\$ 17,568.32
MA-B7	Topsoil, turf grass seed, fertilizer and erosion matting	S.Y.	1,200	\$9.80	\$ 11,760.00	445.00	\$ 4,361.00		\$ -	445.00	\$ 4,361.00
TOTAL OF ALL MANDATORY ALTERNATE B ESTIMATED PRICES					\$50,595.53		\$38,261.35			\$694.00	\$38,261.35
MANDATORY ALTERNATE C - MINIWAUKAN PARK PAVILION ASPHALTIC PATH											
MA-C1	Erosion rolls	L.F.	120	\$6.00	\$ 720.00		\$ -		\$ -		\$ -
MA-C2	Construct path to subgrade	L.S.	1	\$2,980.00	\$ 2,980.00		\$ -		\$ -		\$ -
MA-C3	Excavation below subgrade, if required	C.Y.	6	\$40.00	\$ 240.00		\$ -		\$ -		\$ -
MA-C4	Geotextile subgrade stabilization, if required	S.Y.	18	\$5.00	\$ 90.00		\$ -		\$ -		\$ -
MA-C5	Excavation below subgrade (EBS) backfill, if required	TON	12	\$35.00	\$ 420.00		\$ -		\$ -		\$ -
MA-C6	Grade and compact path base	L.S.	1	\$2,718.91	\$ 2,718.91	1.00	\$ 2,718.91		\$ -	1.00	\$ 2,718.91
MA-C7	3 inch Asphaltic concrete surface course	TON	22	\$84.47	\$ 1,858.34	22.00	\$ 1,858.34		\$ -	22.00	\$ 1,858.34
MA-C8	Topsoil, turf grass seed, fertilizer and erosion matting	TON	90	\$9.80	\$ 882.00		\$ -		\$ -		\$ -
TOTAL OF ALL MANDATORY ALTERNATE C ESTIMATED PRICES					\$ 9,909.25		\$ 4,577.25		\$ -		\$ 4,577.25
ADDITIONAL ITEMS											
CO1	Change Order No. 1 - Adjustments made in Base Bid Items								\$ -		\$ -
CO2	Change Order No. 2				\$ 7,680.00	1.00	\$ 7,680.00		\$ -	1.00	\$ 7,680.00
CO3	Change Order No. 3				\$ 14,328.00	1.00	\$ 14,328.00		\$ -	1.00	\$ 14,328.00
TOTAL ADDITIONAL ITEMS					\$ 22,008.00		\$ 22,008.00		\$ -		\$ 22,008.00
TOTAL ALL ITEMS					\$ 1,397,573.38		\$ 1,376,724.54		\$ -		\$ 1,376,724.54

**CONSENT OF
SURETY COMPANY
TO FINAL PAYMENT**
(SIMILAR TO AIA DOCUMENT G707)

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
SURETY ☐
OTHER ☐

Bond Number: 9346422

PROJECT: River Park Estates Rehabilitation Phase 2
(name, address)

TO (Owner)

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

ARCHITECT'S PROJECT NO:
CONTRACT FOR: Construction

CONTRACT DATE: April 10, 2020

CONTRACTOR: Wolf Paving Co., Inc.
612 North Sawyer Road
Oconomowoc, WI 53066

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

Fidelity and Deposit Company of Maryland
1299 Zurich Way
Schaumburg, IL 60196-1056

, SURETY COMPANY,

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

Wolf Paving Co., Inc.
612 North Sawyer Road
Oconomowoc, WI 53066

, CONTRACTOR,

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

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

, OWNER,

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

IN WITNESS WHEREOF,

The Surety Company has hereunto set its hand this 15th day of October, 2020.

Attest:

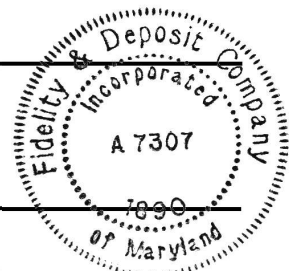
Kelly School

(Seal): Witness

Fidelity and Deposit Company of Maryland
Surety Company

Signature of Authorized Representative

Jason A. Braatz, Attorney-in-Fact
Title



Note: This form is intended to be used as a companion document to the Contractor's Affidavit of Payment of Debts and Claims, Current Edition

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

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

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

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND**, this 18th day of March, A.D. 2020.



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

By: *Robert D. Murray*
Vice President

By: *Dawn E. Brown*
Secretary

**State of Maryland
County of Baltimore**

On this 18th day of March, A.D. 2020, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

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



Constance A. Dunn, Notary Public
My Commission Expires: July 9, 2023

EXTRACT FROM BY-LAWS OF THE COMPANIES

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

CERTIFICATE

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

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

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

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

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

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies,
this 15th day of October, 2020.



By: Brian M. Hodges
Vice President

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

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
www.reportsfclaims@zurichna.com
800-626-4577



RIVER PARK ESTATES REHABILITATION PHASE 2 VILLAGE OF MUKWONAGO ENGINEER'S PROJECT NO.: 12-10128.300	
All-Way Contractors Inc. PO Box 798 Elm Grove, WI 53122 262-789-6944 batch@allwaysinc.com	Pavement Maintenance Inc. N57 W13250 Shenandoah Drive Menomonee Falls, WI 53051 262-781-5957 lwahlen@pmiwis.com
Hard Rock Co. 506 Nathan Lane Elkhorn, WI 53121 262-723-3333 info@hardrocksawing.com	Thunder Road LLC W297 S3549 Boettcher Road Waukesha, WI 53186 262-490-7181 nicks@gothunderroad.com
D.C. Burbach Inc. W228 N2762 Duplainville Road Waukesha, WI 53186 262-547-4337 burbscurbs@aol.com	

FINAL WAIVER OF LIEN

State of Wisconsin
County of Waukesha

TO WHOM IT MAY CONCERN:

For Owner: **Village of Mukwonago**

to furnish **Labor and Materials for Asphalt Construction**

for the premises known as **River Park Estates Rehabilitation Phase 2**

THE undersigned, for and in consideration of Full Amount the receipt whereof is hereby acknowledged, do(es) hereby waive and release lien or claim of, or right to, lien, under the statutes of the State of Wisconsin relating to mechanics' lien with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished.

Given under our hand and seal this 4th day of November 2020

Signature: _____

Title: President

Wolf Paving Co., Inc.
612 N Sawyer Rd
Oconomowoc WI 53066

FINAL WAIVER OF LIEN

State of Wisconsin
County of Waukesha

TO WHOM IT MAY CONCERN:

For Owner: **Village of Mukwonago**

to furnish **Labor and Materials for** Excavation and Restoration

for the premises known as **River Park Estates Rehabilitation Phase 2**

THE undersigned, for and in consideration of Full Amount the receipt whereof is hereby acknowledged, do(es) hereby waive and release lien or claim of, or right to, lien, under the statutes of the State of Wisconsin relating to mechanics' lien with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished.

Given under our hand and seal this 4th day of November 2020

Signature: _____

Title: _____

<COMPANY NAME>

<COMPANY ADDRESS>

<CITY, STATE AND ZIP>

All-ways Construction Inc.
Pc Box 798 Elm Grove WI 53122

FINAL WAIVER OF LIEN

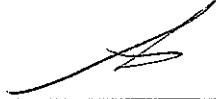
State of Wisconsin
County of Waukesha

TO WHOM IT MAY CONCERN:

For Owner: **Village of Mukwonago**
to furnish **Labor and Materials for** Milling
for the premises known as **River Park Estates Rehabilitation Phase 2**

THE undersigned, for and in consideration of Full Amount the receipt whereof is hereby acknowledged, do(es) hereby waive and release lien or claim of, or right to, lien, under the statutes of the State of Wisconsin relating to mechanics' lien with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished.

Given under our hand and seal this 4th day of November 2020

Signature: 

Title: Vice President

PAVEMENT MAINTENANCE INC
N57 W13250 Shenandoah Dr.
Menomonee Falls, WI 53051

FINAL WAIVER OF LIEN

State of Wisconsin
County of Waukesha

TO WHOM IT MAY CONCERN:

For Owner: **Village of Mukwonago**
to furnish **Labor and Materials for** Sawcutting
for the premises known as **River Park Estates Rehabilitation Phase 2**

THE undersigned, for and in consideration of Full Amount the receipt whereof is hereby acknowledged, do(es) hereby waive and release lien or claim of, or right to, lien, under the statutes of the State of Wisconsin relating to mechanics' lien with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished.

Given under our hand and seal this 4th day of November 2020

Signature: Mary Edvortner

Title: President

Hard Rock Sawing & Drilling Specialists Co
PO Box 718
Keshena WI 54135

FINAL WAIVER OF LIEN

State of Wisconsin
County of Waukesha

TO WHOM IT MAY CONCERN:

For Owner: **Village of Mukwonago**

to furnish **Labor and Materials for Sealant Application**

for the premises known as **River Park Estates Rehabilitation Phase 2**

THE undersigned, for and in consideration of Full Amount the receipt whereof is hereby acknowledged, do(es) hereby waive and release lien or claim of, or right to, lien, under the statutes of the State of Wisconsin relating to mechanics' lien with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished.

Given under our hand and seal this 4th day of November 2020

Signature:  11/4/2020

Title: Owner

Thunder Road LLC
W297S3549 Boettcher Rd
Geneseo, WI 53189

FINAL WAIVER OF LIEN

State of Wisconsin
County of Waukesha

TO WHOM IT MAY CONCERN:

For Owner: **Village of Mukwonago**
to furnish **Labor and Materials for Concrete Construction**
for the premises known as **River Park Estates Rehabilitation Phase 2**

THE undersigned, for and in consideration of Full Amount the receipt whereof is hereby acknowledged, do(es) hereby waive and release lien or claim of, or right to, lien, under the statutes of the State of Wisconsin relating to mechanics' lien with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished.

Given under our hand and seal this 4th day of November 2020

Signature: _____

Title: President

DC BURBACH, INC.
W228 N2762 Duplainville Rd.
Waukesha, WI 53186



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/15/2020

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 M3 Insurance Solutions, Inc. 828 John Nolen Drive Madison WI 53713	CONTACT NAME: Trisha Stark PHONE (A/C, No, Ext): 608-288-2805 E-MAIL ADDRESS: trisha.stark@m3ins.com FAX (A/C, No):
INSURED Wolf Paving Company Inc; Wolf Industries, Inc 612 N Sawyer Rd Oconomowoc WI 53066	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Insurance Company INSURER B: Phoenix Insurance Company INSURER C: Travelers Property Casualty of INSURER D: Travelers Indemnity of America INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 1618358008**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
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:	Y		DT-CO-2N346936-PHX-20	3/1/2020	3/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 2,500
C	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	Y		810-1N716211-20-26-G	3/1/2020	3/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000	Y		CUP-2N425491-26-26	3/1/2020	3/1/2021	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000 \$
D	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	N/A	UB-2N321500-26-26-E	3/1/2020	3/1/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased/Rented Equipment			QT-630-1D655973-TIL-20	3/1/2020	3/1/2021	Limit 600,000

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

Project: River Park Estates Rehabilitation Phase 2

Village of Mukwonago and Ruekert & Mielke Inc are additional insured on a primary, non-contributory basis as respects General Liability, Automobile and Umbrella where required by written contract.

CERTIFICATE HOLDER**CANCELLATION**Village of Mukwonago
440 River Crest Court
Mukwonago WI 53149

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

© 1988-2015 ACORD CORPORATION. All rights reserved.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – PRIMARY AND NON-CONTRIBUTORY WITH OTHER INSURANCE

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

PROVISIONS

1. The following is added to Paragraph **A.1.c., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

This includes any person or organization who you are required under a written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to name as an additional insured for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent of that person's or organization's liability for the conduct of another "insured".

2. The following is added to Paragraph **B.5., Other Insurance** of **SECTION IV – BUSINESS AUTO CONDITIONS**:

Regardless of the provisions of paragraph a. and paragraph d. of this part **5. Other Insurance**, this insurance is primary to and non-contributory with applicable other insurance under which an additional insured person or organization is the first named insured when the written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, requires this insurance to be primary and non-contributory.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – AUTOMATIC STATUS IF REQUIRED BY WRITTEN CONTRACT (CONTRACTORS)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

1. The following is added to SECTION II – WHO IS AN INSURED:

Any person or organization that:

- a. You agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part; and
- b. Has not been added as an additional insured for the same project by attachment of an endorsement under this Coverage Part which includes such person or organization in the endorsement's schedule;

is an insured, but:

- a. Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and
- b. Only as described in Paragraph (1), (2) or (3) below, whichever applies:

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

- (a) The Additional Insured – Owners, Lessees or Contractors – (Form B) endorsement CG 20 10 11 85; or
- (b) Either or both of the following: the Additional Insured – Owners, Lessees or Contractors – Scheduled Person Or Organization endorsement CG 20 10 10 01, or the Additional Insured – Owners, Lessees or Contractors – Completed Operations endorsement CG 20 37 10 01;

the person or organization is an additional insured only if the injury or damage arises out of "your work" to which the "written contract requiring insurance" applies;

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

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

(b) Either or both of the following: the Additional Insured – Owners, Lessees or Contractors – Scheduled Person Or Organization endorsement CG 20 10, or the Additional Insured – Owners, Lessees or Contractors – Completed Operations endorsement CG 20 37, without an edition date of such endorsement specified;

the person or organization is an additional insured only if the injury or damage is caused, in whole or in part, by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies; or

(3) If neither Paragraph (1) nor (2) above applies:

(a) The person or organization is an additional insured only if, and to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies; and

(b) The person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.

COMMERCIAL GENERAL LIABILITY

2. The insurance provided to the additional insured by this endorsement is limited as follows:

- a. If the Limits of Insurance of this Coverage Part shown in the Declarations exceed the minimum limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured will be limited to such minimum required limits of liability. For the purposes of determining whether this limitation applies, the minimum limits of liability required by the "written contract requiring insurance" will be considered to include the minimum limits of liability of any Umbrella or Excess liability coverage required for the additional insured by that "written contract requiring insurance". This endorsement will not increase the limits of insurance described in Section III – Limits Of Insurance.
- b. The insurance provided to the additional insured does not apply to "bodily injury", "property damage" or "personal injury" arising out of the rendering of, or failure to render, any professional architectural, engineering or surveying services, including:
 - (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders or change orders, or the preparing, approving, or failing to prepare or approve, drawings and specifications; and
 - (2) Supervisory, inspection, architectural or engineering activities.
- c. The insurance provided to the additional insured does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured during the policy period.

3. The insurance provided to the additional insured by this endorsement is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured. However, if the "written contract requiring insurance" specifically requires that this insurance apply on a primary basis or a primary and non-contributory basis, this insurance is primary to other insurance available to the additional insured under which that person or organization qualifies as a named insured, and we will not share with that other insurance. But the insurance provided to the additional insured by this endorsement still is excess over any valid

and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured, or is any other insured that does not qualify as a named insured, under such other insurance.

4. As a condition of coverage provided to the additional insured by this endorsement:

- a. The additional insured must give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:

- (1) How, when and where the "occurrence" or offense took place;
- (2) The names and addresses of any injured persons and witnesses; and
- (3) The nature and location of any injury or damage arising out of the "occurrence" or offense.

- b. If a claim is made or "suit" is brought against the additional insured, the additional insured must:

- (1) Immediately record the specifics of the claim or "suit" and the date received; and
- (2) Notify us as soon as practicable.

The additional insured must see to it that we receive written notice of the claim or "suit" as soon as practicable.

- c. The additional insured must immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.
- d. The additional insured must tender the defense and indemnity of any claim or "suit" to any provider of other insurance which would cover the additional insured for a loss we cover under this endorsement. However, this condition does not affect whether the insurance provided to the additional insured by this endorsement is primary to other insurance available to the additional insured which covers that person or organization as a named insured as described in Paragraph 3. above.

5. The following is added to the **DEFINITIONS** Section:

"Written contract requiring insurance" means that part of any written contract or agreement under which you are required to include a person or or-



ganization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs, and the "personal injury" is caused by an offense committed, during the policy period and:

- a. After the signing and execution of the contract or agreement by you; and
- b. While that part of the contract or agreement is in effect.

AGENDA ITEM REQUEST FORM

Committee/Board:	Village Board
Topic:	Approve CTH LO Sanitary Sewer Rehabilitation Close-out Change Order and Final Payment to Globe Contractors Inc, in the amount of \$156,878.99.
From:	Jerad Wegner
Department:	Public Works
Presenter:	Jerad Wegner
Date of Committee Action (if required)	December 2, 2020
Date of Village Board Action (if required)	December 16, 2020

Information
Subject:

Approve CTH LO Sanitary Sewer Rehabilitation Close-out Change Order and Final Payment to Globe Contractors Inc, in the amount of \$156,878.99.

Background Information/Rationale:

Globe Contractors, Inc., has completed the CTH LO Sanitary Sewer Rehabilitation project and has submitted a final Application for Payment and furnished the enclosed Contract-required items: Consent of Surety to Final Payment, list of Subcontractors, Suppliers, and service providers performing, furnishing, or procuring labor, services and materials on the Project, releases or waivers of lien from first tier Subcontractors and Suppliers, and certificate or other evidence of completed operations insurance.

Key Issues for Consideration:

In accordance with paragraph 15.08 of the General Conditions, the Contractor is required to promptly repair or correct defective Work for a period of one year from the date of Substantial Completion, which was July 31, 2020.

Fiscal Impact (if any):

The original Contract Price was \$160,665.89 and the final amount earned for the CTH LO Sanitary Sewer Rehabilitation project is \$156,878.99.

Requested Action by Committee/Board:

Recommendation to the Village Board for approval of CTH LO Sanitary Sewer Rehabilitation Close-out Change Order and Final Payment.

Attachments

November 24, 2020

Mr. Fred Winchowky
Village President
Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

Re: CTH LO Sanitary Sewer Rehabilitation
Final Payment

Dear Mr. Winchowky:

Enclosed with this letter please find Change Order No. 1. This Change Order serves to adjust the final Contract Price to reflect the actual completed Work. Please have Change Order No. 1 signed and dated by the appropriate individual, and return an executed copy to our office for further distribution.

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

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

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

In accordance with paragraph 15.08 of the General Conditions, the Contractor is required to promptly repair or correct defective Work for a period of one year from the date of Substantial Completion which was July 31, 2020. You may wish to review the Project a month or so before the anniversary date to check for any warranty items. If we can be of assistance to you in this regard, please contact us.

Respectfully,

RUEKERT & MIELKE, INC.



Michael E. Michalski
Project Engineer
mmichalski@ruekert-mielke.com

MEM:slc

Enclosures

cc: Contractor w/Notice of Acceptability
Dave Brown, Village of Mukwonago
Dana Dykstra, Village of Mukwonago
Diana Doherty, Village of Mukwonago
Darin Fuglestad, Globe Contractors, Inc.
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.

NOTICE OF ACCEPTABILITY OF WORK

PROJECT: CTH LO Sanitary Sewer Rehabilitation
OWNER: Village of Mukwonago
CONTRACTOR: Globe Contractors, Inc.
EFFECTIVE DATE OF THE CONSTRUCTION CONTRACT: July 8, 2020
ENGINEER: Ruekert & Mielke, Inc.
NOTICE DATE: November 24, 2020

To: Village of Mukwonago
Owner

And To: Globe Contractors, Inc.
Contractor

From: Ruekert & Mielke, Inc.
Engineer

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

CONDITIONS OF NOTICE OF ACCEPTABILITY OF WORK

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

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

By: Michael E. Michalski
Title: Project Engineer
Dated: November 24, 2020

Change Order No. One (1) - Final

Date of Issuance: November 23, 2020

Effective Date:

November 23, 2020

Contract: CTH LO Sanitary Sewer Rehabilitation

Owner:

Village of Mukwonago

Contractor: Globe Contractors, Inc.

Engineer:

Ruekert & Mielke, Inc.

Address: N50 W23076 Betker Road
Pewaukee, WI 53072

Engineer's Project No.:

12-10133.300

Effective Date of Contract: July 8, 2020

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

Description:

Closeout Change Order.

Reason for Change Order:

Change Contract price to match amount earned.

Attachments:

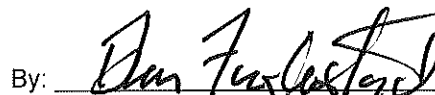
Analysis of Close-Out Change Order No. 1 and Final Pay Application No. 2.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price \$ 160,665.89	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: \$ 160,665.89	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Decrease of this Change Order: \$ 3,786.90	● Increase ● ● Decrease ● of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ 156,878.99	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: 
Engineer (Authorized Signature)
Michael E. Michalski
Ruekert & Mielke, Inc.By: _____
Owner (Authorized Signature)
Village of MukwonagoBy: 
Contractor (Authorized Signature)
Globe Contractors, Inc.

Date: November 23, 2020

Date: _____

Date: 11/24/20

00 63 63-1

11/23/20

Ruekert & Mielke, Inc.

~12-10133 CTH LO and STH 83 Sanitary Sewer Rehabilitation > Construction > Changes > 00 63 63 Change Order 1b.doc~



W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020

ANALYSIS OF CLOSEOUT CHANGE ORDER

OWNER: Village of Mukwonago
PROJECT: CTH LO Sanitary Sewer Rehabilitation
DATE PREPARED: 23-Nov-20

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT \$	ORIGINAL CONTRACT AMOUNT	ACTUAL QUANTITY INSTALLED	FINAL CONTRACT AMOUNT
1	Mobilization (limited to maximum of 5% of Total Bid)	L.S.	1.00	\$ 2,000.00	\$ 2,000.00	1.00	\$ 2,000.00
2	Traffic control	L.S.	1.00	\$ 8,325.00	\$ 8,325.00	1.00	\$ 8,325.00
3	Inlet sediment guards, Type D, if required	EA.	2.00	\$ 165.00	\$ 330.00	2.00	\$ 330.00
4	Full depth saw cutting	L.F.	760.00	\$ 2.00	\$ 1,520.00	1,010.00	\$ 2,020.00
5	Sanitary sewer relay, 8-inch, w/slurry backfill	L.F.	350.00	\$ 170.00	\$ 59,500.00	350.00	\$ 59,500.00
6	Remove and replace sanitary sewer manholes, 48-inch w/frame and cover	V.F.	4.31	\$ 615.00	\$ 2,650.65	4.31	\$ 2,650.65
7	Sanitary sewer manholes, 48-inch w/frame and cover	V.F.	12.68	\$ 218.00	\$ 2,764.24	12.68	\$ 2,764.24
8	Replace sanitary manhole chimney	EA.	4.00	\$ 3,265.00	\$ 13,060.00	4.00	\$ 13,060.00
9	Sanitary sewer lateral relay, 6-inch, w/slurry backfill	L.F.	135.00	\$ 184.00	\$ 24,840.00	131.00	\$ 24,104.00
10	Sanitary sewer lateral relay, 6-inch, w/spoil backfill	L.F.	37.00	\$ 93.00	\$ 3,441.00	91.00	\$ 8,463.00
11	Sanitary sewer lateral reconnection	EA.	7.00	\$ 100.00	\$ 700.00	7.00	\$ 700.00
12	Internal/external sanitary manhole chimney seal	EA.	6.00	\$ 680.00	\$ 4,080.00	6.00	\$ 4,080.00
13	Crushed aggregate for road base	TON	390.00	\$ 22.00	\$ 8,580.00	173.03	\$ 3,806.66
14	Asphaltic concrete binder course	TON	120.00	\$ 102.00	\$ 12,240.00	183.22	\$ 18,688.44
15	Asphaltic concrete surface course	TON	50.00	\$ 172.00	\$ 8,600.00	0.00	\$ -
16	Crushed aggregate shoulder	L.F.	40.00	\$ 10.00	\$ 400.00	45.00	\$ 450.00
17	Concrete sidewalk and carriage walk replacement, ir required	S.F.	200.00	\$ 14.00	\$ 2,800.00	48.00	\$ 672.00
18	Pavement marking, paint, 4-inch yellow, if required	L.F.	730.00	\$ 2.00	\$ 1,460.00	720.00	\$ 1,440.00
19	Topsoil, turf grass seed, fertilizer and erosion matting	S.Y.	225.00	\$ 15.00	\$ 3,375.00	255.00	\$ 3,825.00
SUBTOTAL OF ORIGINAL CONTRACT ITEMS					\$ 160,665.89		\$ 156,878.99
ADDITIONAL ITEMS							
					\$ -	\$ -	\$ -
SUBTOTAL OF ADDITIONAL ITEMS					\$ -		\$ -
GRAND TOTALS:					\$ 160,665.89		\$ 156,878.99

ORIGINAL CONTRACT AMOUNT	\$160,665.89
EXECUTED CHANGE ORDER(S)	\$0.00
CONTRACT PRICE PRIOR TO THIS CLOSE-OUT CHANGE ORDER	\$160,665.89

AMOUNT EARNED ON ORIGINAL CONTRACT ITEMS	\$156,878.99
AMOUNT EARNED ON OTHER ITEMS	\$0.00
TOTAL AMOUNT EARNED	\$156,878.99

TOTAL AMOUNT EARNED	\$156,878.99
LESS CONTRACT PRICE PRIOR TO THIS CLOSE-OUT CHANGE ORDER	(\$160,665.89)
CLOSE OUT CHANGE ORDER AMOUNT	(\$3,786.90)

Contractor's Application for Payment No.

2-Final

Application Date: 11/23/2020		Application Period: August 14, 2020 to November 23, 2020	
To (Owner): Village of Mukwonago	From (Contractor): Globe Contractors, Inc.	Via (Engineer): Ruekert & Mielke, Inc.	
Contact: Diana Dykstra	Contact: Darin Fuglestad	Contact: Michael E. Michalski	
Project: CTH LO Sanitary Sewer Rehabilitation	Address: N50 W23076 Betker Road Pewaukee, WI 53072	Address: W233 N2080 Ridgeview Parkway Waukesha, WI 53188	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: 12-10133.300	

Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE	\$ 160,665.89
Number	Additions	Deductions (Enter as Positive Number)	2. Net change by Change Orders	\$ -
			3. CURRENT CONTRACT PRICE (Line 1 + Line 2)	\$ 160,665.89
			4. TOTAL COMPLETED TO DATE	
			(Column L Total on Progress Estimates)	\$ 156,878.99
			5. RETAINAGE:	
			a. 5% X \$80,332.95 Work Completed	\$ 4,016.65
			6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number) ..	\$ 4,016.65
			7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5a. + Line 6)	\$ 156,878.99
			8. LESS PREVIOUS PAYMENTS (Line 7 from Prior Application)	\$ 152,862.34
			9. AMOUNT DUE THIS APPLICATION	\$ 4,016.65
TOTALS				
NET CHANGE BY				
CHANGE ORDERS				

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge:

(1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment;

(2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner per Article 15 of the General Conditions; and

(3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:  Date: 11/24/20

Payment of: \$ 4,016.65
(Line 9 or other - attach explanation of the other amount)

Recommended by:  23-Nov-20
(Engineer) Michael E. Michalski (Date)

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

Approved by: _____
(Owner) (Date)

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

2-Final

For (Project): CTH LO Sanitary Sewer Rehabilitation								Application Date: 11/23/2020			
Application Period: August 14, 2020 to November 23, 2020								Owner's Contract No.: Engineer's Project No.: 12-10133.300			
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 (\$)
1	Mobilization (limited to maximum of 5% of Total Bid)	L.S.	1	\$2,000.00	\$2,000.00	1.00	\$ 2,000.00		\$ -	1.00	\$ 2,000.00
2	Traffic control	L.S.	1	\$8,325.00	\$8,325.00	1.00	\$ 8,325.00		\$ -	1.00	\$ 8,325.00
3	Inlet sediment guards, Type D, if required	EA.	2	\$165.00	\$330.00	2.00	\$ 330.00		\$ -	2.00	\$ 330.00
4	Full depth saw cutting	L.F.	760	\$2.00	\$1,520.00	1,010.00	\$ 2,020.00		\$ -	1,010.00	\$ 2,020.00
5	Sanitary sewer relay, 8-inch, w/slurry backfill	L.F.	350	\$170.00	\$59,500.00	350.00	\$ 59,500.00		\$ -	350.00	\$ 59,500.00
6	Remove and replace sanitary sewer manholes, 48-inch w/frame and cover	V.F.	4.31	\$615.00	\$2,650.65	4.31	\$ 2,650.65		\$ -	4.31	\$ 2,650.65
7	Sanitary sewer manholes, 48-inch w/frame and cover	V.F.	12.68	\$218.00	\$2,764.24	12.68	\$ 2,764.24		\$ -	12.68	\$ 2,764.24
8	Replace sanitary manhole chimney	EA.	4	\$3,265.00	\$13,060.00	4.00	\$ 13,060.00		\$ -	4.00	\$ 13,060.00
9	Sanitary sewer lateral relay, 6-inch, w/slurry backfill	L.F.	135	\$184.00	\$24,840.00	131.00	\$ 24,104.00		\$ -	131.00	\$ 24,104.00
10	Sanitary sewer lateral relay, 6-inch, w/spoil backfill	L.F.	37	\$93.00	\$3,441.00	91.00	\$ 8,463.00		\$ -	91.00	\$ 8,463.00
11	Sanitary sewer lateral reconnection	EA.	7	\$100.00	\$700.00	7.00	\$ 700.00		\$ -	7.00	\$ 700.00
12	Internal/external sanitary manhole chimney seal	EA.	6	\$680.00	\$4,080.00	6.00	\$ 4,080.00		\$ -	6.00	\$ 4,080.00
13	Crushed aggregate for road base	TON	390	\$22.00	\$8,580.00	173.03	\$ 3,806.66		\$ -	173.03	\$ 3,806.66
14	Asphaltic concrete binder course	TON	120	\$102.00	\$12,240.00	183.22	\$ 18,688.44		\$ -	183.22	\$ 18,688.44
15	Asphaltic concrete surface course	TON	50	\$172.00	\$8,600.00		\$ -		\$ -		\$ -
16	Crushed aggregate shoulder	L.F.	40	\$10.00	\$400.00	45.00	\$ 450.00		\$ -	45.00	\$ 450.00
17	Concrete sidewalk and carriage walk replacement, if required	S.F.	200	\$14.00	\$2,800.00	48.00	\$ 672.00		\$ -	48.00	\$ 672.00
18	Pavement marking, paint, 4-inch yellow, if required	L.F.	730	\$2.00	\$1,460.00	720.00	\$ 1,440.00		\$ -	720.00	\$ 1,440.00
19	Topsoil, turf grass seed, fertilizer and erosion matting	S.Y.	225	\$15.00	\$3,375.00	255.00	\$ 3,825.00		\$ -	255.00	\$ 3,825.00
TOTAL BID ITEMS 1-19					\$ 160,665.89		\$ 156,878.99		\$ -		\$ 156,878.99
ADDITIONAL ITEMS											
					\$ -		\$ -		\$ -		\$ -
					\$ -		\$ -		\$ -		\$ -
TOTAL ADDITIONAL ITEMS					\$ -		\$ -		\$ -		\$ -
TOTAL ALL ITEMS					\$ 160,665.89		\$ 156,878.99		\$ -		\$ 156,878.99

CONSENT OF SURETY COMPANY TO FINAL PAYMENT

OWNER
ARCHITECT
CONTRACTOR
SURETY
OTHER

AIA DOCUMENT G707

PROJECT: Project No. 12-10133.200, CTH LO Sanitary Sewer Rehabilitation. Village of Mukwonago,
Waukesha/Walworth Counties, Wisconsin. BOND #107174789

TO (Owner)

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

ARCHITECT'S PROJECT NO:

CONTRACT FOR: Project No. 12-10133.200, CTH LO Sanitary
Sewer Rehabilitation. Village of Mukwonago,
Waukesha/Walworth Counties, Wisconsin.

CONTRACT DATE: July 8, 2020

CONTRACTOR: Globe Contractors Inc.
N50 W23076 Betker Road/ P.O. Box 450
Pewaukee, WI 53072

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

Travelers Casualty and Surety Company of America 13935 Bishops Drive, Brookfield, WI 53005,

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

Globe Contractors, Inc. N50 W23076 Betker Rd./ P.O. Box 450, Pewaukee, WI 53072

, CONTRACTOR,

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

Village of Mukwonago 440 River Crest Court, Mukwonago, WI 53149.

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

IN WITNESS WHEREOF,
the Surety Company has hereunto set its hand this 19th day of August, 2020.

Attest: Surety Witness
(Seal):

Travelers Casualty and Surety Company of America
Surety Company

Robert D. Grant
Signature of Authorized Representative

Robert D. Grant, Attorney-in-Fact

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


TRAVELERS
Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Robert D Grant** of Brookfield, Wisconsin, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory 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.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **3rd day of February, 2017**.



State of Connecticut

City of Hartford ss.

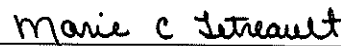
By:


 Robert L. Raney, Senior Vice President

On this the **3rd day of February, 2017**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the **30th day of June, 2021**



 Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal by a Secretary or Assistant Secretary; and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

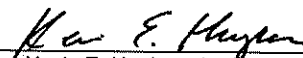
FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **19th** day of **August**, 2020.



 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.



N50 W23076 BETKER RD. • P.O. BOX 450 • PEWAUKEE, WISCONSIN 53072
262-246-0600 • FAX: 262-246-0730

VILLAGE OF MUKWONAGO
CTH LO SANITARY SEWER REHABILITATION

SUPPLIERS

Pipe, Fittings & Castings	Ferguson	Mark Van Weele	262-691-8890
Manholes	County Materials	Travis Lathrop	414-466-4990
Stone	Lannon Stone	Paul Minetti	262-251-1520
Gravel	Johnson S & G	Jody	262-679-4400
Manholes	County Materials	Travis Lathrop	
Slurry	New Berlin Redi Mix	Mich Urich	262-679-1700

SUBCONTRACTORS

Asphalt	Payne and Dolan	Dominic Crevello	262-888-2955
Traffic Control	Mid State	Philip Bittorf	608-516-6665

WAIVER OF LIEN

November 23, 2020

For value received, 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,

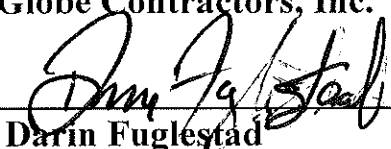
for **Village of Mukwonago**
by **Globe Contractors, Inc.**

owner,
contractor,

for Sanitary Sewer
same being situated in Waukesha County, State of Wisconsin, described as

CTH LO Sanitary Replacement

Globe Contractors, Inc.


Darin Fuglestad

FULL WAIVER OF CONSTRUCTION LIEN

§779.05, Wis. Stats.

Date: **November 24, 2020**

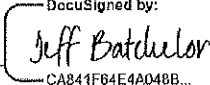
1. Claimant's Name: Payne And Dolan
 Claimant's Address: N3W23650 Badinger Rd, Waukesha, WI 53187

2. Property Improved by Contractor's Work (check one):
☒ Street address: CTH LO
☐ Legal description attached.

3. Contractor's Work furnished at the request of: (name of party which requested or contracted for work)
VILLAGE OF MUKWONAGO
Globe Contractors Inc

4. Waiver of lien rights, contingent upon receipt of payment, is made for (select one):
☐ The following work: asphalt paving and related work for V/O Mukwonago CTH LO Sanitary Rehab P&D #106131
 (insert description of type of labor, services, material, plans or specifications supplied by Contractor, including percentage performed dollar value, and dates as necessary to accurately describe the Work being waived, stating exceptions, if any)
☒ All past Work, including labor, services, material, plans or specifications performed or furnished at any time by the Contractor at the Property. This is a full waiver of all lien rights.

5. Title Companies, Lenders or others may require disclosure of the Contractor's subcontractors and material suppliers before disbursement of funds related to the Contractor's above-described Work. If so required, specify name(s) of Contractor's subcontractors and material suppliers furnishing any portion of the Work being waived:
 (Attach additional sheets if necessary)

CONTRACTOR NAME: PAYNE AND DOLAN
 By:


CA841F64E4A048B... ignature)

 Authorized Agent's Name: Jeff Batchelor
(print name of person signing above)
Title: AgentAddress: N3W23650 Badinger Rd, Waukesha, WI 53187Telephone Number: 262-524-1700

NOTE: This waiver is dependent upon the actual receipt of payment. If the check issued is returned "NSF" or payment stopped, this waiver of lien is void.

§779.05 Waivers of Lien. Provides, in part "(1) Any document signed by a lien claimant or potential claimant and purporting to be a waiver of construction lien rights under this subchapter, is valid and binding as a waiver whether or not consideration was paid therefor and whether the document was signed before or after the labor or material was furnished or contracted for. Any ambiguity in such document shall be construed against the person signing it. Any waiver document shall be deemed to waive all lien rights of the signer for all labor, services, material, plans or specifications performed, furnished or procured, or to be performed, furnished or procured by the claimant at any time for the improvement to which the waiver relates, except to the extent that the document specifically and expressly limits the waiver to apply to a particular portion of such labor, services, material, plans or specifications. A lien claimant or potential lien claimant of whom a waiver is requested is entitled to refuse to furnish a waiver unless paid in full for the labor, services, material, plans or specifications to which the waiver relates. A waiver furnished is a waiver of lien rights only, and not of any contract rights of the claimant otherwise existing."

Contractor's failure to pay its subcontractors or material suppliers from monies received for its Work may result in civil or criminal liability under Wisconsin's theft by contractor statute, §779.02(5), Wis. Stats.

Date: November 23rd, 2020

UNCONDITIONAL WAIVER OF LIEN

STATE OF Wisconsin
COUNTY OF Outagamie

TO WHOM IT MAY CONCERN:

For good & valuable consideration by payment in the amount of IN FULL. This document is effective by Ferguson Enterprises, LLC., on its behalf or as an agent for its subsidiaries and affiliates to waive and relinquish any and all claims and rights of lien in the above amount for material furnished to GLOBE CONTRACTORS INC and located at the site hereinafter described to wit:

GLOBE CONTRACTORS INC
CTH LO SAN REHAB/MUKWONAG
EAGLE LAKE AVE & N ROCHESTER
MUKWONAGO, WI 53149

IN WITNESS WHEREFORE, the undersigned has caused these present to be duly executed this 23rd day of November 2020.

By:

Nikki Heiting - MCM

Nikki Heiting
Market Credit Manager

WAIVER OF LIEN

11-24

2020

For value received, County Materials Corp hereby waive Full 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 Mukwonago Cth LO Sanitary owner _____, by Village of Mukwonago contractor _____, for Globe Contractors same being situated in _____ County, State of WISC described as _____

Pipe & Structures

for all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, except, Pa. of Jan Full

Louis Karle
County Materials 11/24/20



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/24/2020

213

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

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

PRODUCER R & R Insurance Services, Inc N14 W23900 Stone Ridge Drive Waukesha WI 53188	CONTACT NAME: Christine Miramontes PHONE (A/C, No, Ext): (262) 574-7000 FAX (A/C, No): (262) 574-7080 E-MAIL: christine.miramontes@rrins.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: National Fire Ins Co of Hartford (CNA) NAIC # 20478 INSURER B: Continental Ins Co (CNA) 35289 INSURER C: Valley Forge Ins Co (CNA) 20508 INSURER D: Admiral Insurance Co 24856 INSURER E: Continental Casualty Co (CNA) 20443 INSURER F:
INSURED Globe Contractors Inc N50 W23076 Betker Dr Pewaukee WI 53072	

COVERAGES

CERTIFICATE NUMBER: CL2011605655

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			7011447451 CNA75079XX (AI/PNC) CNA74705XX (WOS)	11/17/2020	11/17/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			7011447465 CNA63359XX (AI/PNC/WOS)	11/17/2020	11/17/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comprehensive - All Other \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			7011447482 CNA75504XX (AI/PNC/WOS)	11/17/2020	11/17/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	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	N/A	7011447479	11/17/2020	11/17/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Contractors Pollution Liab			FEI-ECC-26811-00	11/17/2019	11/17/2022	Each Occ/Agg Limit 2,000,000
E	Contractors Equipment			7011646824	11/17/2020	11/17/2021	Leased/Rented Equipment 500,000

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

Project: CTH LO Sanitary Sewer Rehabilitation.

Village of Mukwonago & Ruekert & Mielke are listed as additional insured on a primary and non-contributory basis in regards to general liability including ongoing and completed operations, auto liability, and umbrella when required by written contract per forms above. 30 day notice of cancellation applies except for non-payment of premium.

CERTIFICATE HOLDER

CANCELLATION

Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

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

Daniel Scheider/DM586

D. Scheider

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CNA PARAMOUNT
**Blanket Additional Insured - Owners, Lessees or
Contractors - with Products-Completed
Operations Coverage Endorsement**
Primary and Noncontributory Insurance

With respect to other insurance available to the additional insured under which the additional insured is a named insured, this insurance is primary to and will not seek contribution from such other insurance, provided that a **written contract** requires the insurance provided by this policy to be:

1. primary and non-contributing with other insurance available to the additional insured; or
2. primary and to not seek contribution from any other insurance available to the additional insured.

But except as specified above, this insurance will be excess of all other insurance available to the additional insured.

VI. Solely with respect to the insurance granted by this endorsement, the section entitled COMMERCIAL GENERAL LIABILITY CONDITIONS is amended as follows:

The Condition entitled **Duties In The Event of Occurrence, Offense, Claim or Suit** is amended with the addition of the following:

Any additional insured pursuant to this endorsement will as soon as practicable:

1. give the Insurer written notice of any **claim**, or any **occurrence** or offense which may result in a **claim**;
2. send the Insurer copies of all legal papers received, and otherwise cooperate with the Insurer in the investigation, defense, or settlement of the **claim**; and
3. make available any other insurance, and tender the defense and indemnity of any **claim** to any other insurer or self-insurer, whose policy or program applies to a loss that the Insurer covers under this **coverage part**. However, if the **written contract** requires this insurance to be primary and non-contributory, this paragraph 3. does not apply to insurance on which the additional insured is a named insured.

The Insurer has no duty to defend or indemnify an additional insured under this endorsement until the Insurer receives written notice of a **claim** from the additional insured.

VII. Solely with respect to the insurance granted by this endorsement, the section entitled DEFINITIONS is amended to add the following definition:

Written contract means a written contract or written agreement that requires you to make a person or organization an additional insured on this **coverage part**, provided the contract or agreement:

- A. is currently in effect or becomes effective during the term of this policy; and
- B. was executed prior to:
 1. the **bodily injury** or **property damage**; or
 2. the offense that caused the **personal and advertising injury**;
 for which the additional insured seeks coverage.

Any coverage granted by this endorsement shall apply solely to the extent permissible by law.

All other terms and conditions of the Policy remain unchanged.

This endorsement, which forms a part of and is for attachment to the Policy issued by the designated Insurers, takes effect on the effective date of said Policy at the hour stated in said Policy, unless another effective date is shown below, and expires concurrently with said Policy.

CNA75079XX (10-16)

Page 2 of 2

Nat'l Fire Ins Co of Hartford

Insured Name: GLOBE CONTRACTORS INC

Policy No: 7011447451

Endorsement No: 9

Effective Date: 11/17/2020



C. Fellow Employee

Section II, Paragraph B.5 does not apply.

Such coverage as is afforded by this provision C. is excess over any other collectible insurance.

II. PHYSICAL DAMAGE COVERAGE

A. Glass Breakage – Hitting A Bird Or Animal – Falling Objects Or Missiles

The following is added to **Section III, Paragraph A.3.:**

With respect to any covered **auto**, any deductible shown in the Declarations will not apply to glass breakage if such glass is repaired, in a manner acceptable to us, rather than replaced.

B. Transportation Expenses

Section III, Paragraph A.4.a. is revised, with respect to transportation expense incurred by you, to provide:

- a. \$60 per day, in lieu of \$20; subject to
- b. \$1,800 maximum, in lieu of \$600.

C. Loss of Use Expenses

Section III, Paragraph A.4.b. is revised, with respect to loss of use expenses incurred by you, to provide:

- a. \$1,000 maximum, in lieu of \$600.

D. Hired "Autos"

The following is added to **Section III, Paragraph A.:**

5. Hired "Autos"

If Physical Damage coverage is provided under this policy, and such coverage does not extend to Hired Autos, then Physical Damage coverage is extended to:

- a. Any covered **auto** you lease, hire, rent or borrow without a driver; and
- b. Any covered **auto** hired or rented by your **employee** without a driver, under a contract in that individual **employee's** name, with your permission, while performing duties related to the conduct of your business.
- c. The most we will pay for any one **accident** or **loss** is the actual cash value, cost of repair, cost of replacement or \$75,000, whichever is less, minus a \$500 deductible for each covered **auto**. No deductible applies to **loss** caused by fire or lightning.
- d. The physical damage coverage as is provided by this provision is equal to the physical damage coverage(s) provided on your owned **autos**.
- e. Such physical damage coverage for hired **autos** will:
 - (1) Include loss of use, provided it is the consequence of an **accident** for which the Named Insured is legally liable, and as a result of which a monetary loss is sustained by the leasing or rental concern.
 - (2) Such coverage as is provided by this provision will be subject to a limit of \$750 per **accident**.

E. Airbag Coverage

The following is added to **Section III, Paragraph B.3.:**

The accidental discharge of an airbag shall not be considered mechanical breakdown.

Form No: CNA63359XX (04-2012)

Endorsement Effective Date:

Endorsement Expiration Date:

Endorsement No: 11; Page: 2 of 4

Underwriting Company: National Fire Insurance Company of Hartford, 151 N Franklin St, Chicago, IL 60606

Policy No: BUA 7011447465

Policy Effective Date: 11/17/2020

Policy Page: 59 of 190



- (4) Your **employees** may know of an **accident** or **loss**. This will not mean that you have such knowledge, unless such **accident** or **loss** is known to you or if you are not an individual, to any of your executive officers or partners or your insurance manager.

The following is added to **Section IV, Paragraph A.2.b.:**

- (6) Your **employees** may know of documents received concerning a claim or **suit**. This will not mean that you have such knowledge, unless receipt of such documents is known to you or if you are not an individual, to any of your executive officers or partners or your insurance manager.

B. Transfer Of Rights Of Recovery Against Others To Us

The following is added to **Section IV, Paragraph A.5. Transfer Of Rights Of Recovery Against Others To Us:**

We waive any right of recovery we may have, because of payments we make for injury or damage, against any person or organization for whom or which you are required by written contract or agreement to obtain this waiver from us.

This injury or damage must arise out of your activities under a contract with that person or organization.

You must agree to that requirement prior to an **accident** or **loss**.

C. Concealment, Misrepresentation or Fraud

The following is added to **Section IV, Paragraph B.2.:**

Your failure to disclose all hazards existing on the date of inception of this Coverage Form shall not prejudice you with respect to the coverage afforded provided such failure or omission is not intentional.

D. Other Insurance

The following is added to **Section IV, Paragraph B.5.:**

Regardless of the provisions of Paragraphs **5.a.** and **5.d.** above, the coverage provided by this policy shall be on a primary non-contributory basis. This provision is applicable only when required by a written contract.

That written contract must have been entered into prior to **Accident** or **Loss**.

E. Policy Period, Coverage Territory

Section IV, Paragraph B. 7.(5).(a). is revised to provide:

- a. 45 days of coverage in lieu of 30 days.

V. DEFINITIONS

Section V. paragraph C. is deleted and replaced by the following:

Bodily injury means bodily injury, sickness or disease sustained by a person, including mental anguish, mental injury or death resulting from any of these.

Form No: CNA63359XX (04-2012)

Endorsement Effective Date:

Endorsement Expiration Date:

Endorsement No: 11; Page: 4 of 4

Underwriting Company: National Fire Insurance Company of Hartford, 151 N Franklin St, Chicago, IL 60606

Policy No: BUA 7011447465

Policy Effective Date: 11/17/2020

Policy Page: 61 of 190



Committee/Board:	Public Works/Committee of the Whole/Board
Topic:	2021 VUEWorks Software Implementation
From:	Kevin Korth
Department:	Public Works/Engineering
Presenter:	Jerad Wegner
Date of Committee Action (if required):	December 2, 2020
Date of Village Board Action (if required):	December 16, 2020

Information

Subject: The Village's GIS platform will receive an upgrade to a more enhanced asset management based software program that will allow for the tracking of assets in addition to the mapping the Village currently has. The Village will be navigating from the current Asset Ally software to the VUEWorks platform. Public Works and Utilities will be involved with the initial implementation in 2021 as part of the attached Task Order.

Background Information/Rationale: The ability to track assets in the Public Works and Utilities Departments will allow for better anticipation of upcoming projects, more streamline approach to the value of the existing assets in the Village, and ability to track and schedule maintenance related items at Village assets such as pump stations and the treatment plant.

Key Issues for Consideration: Public Works and Utilities Departments will be navigating to the new VUEWorks software that will contain many of the same features that are currently available in the Village's existing GIS (Asset Ally), while having the additional ability of asset management. The Village's existing GIS (Asset Ally) will remain in service for the other Departments that are currently utilizing it.

Fiscal Impact (If any): \$70,300 that will divided accordingly amongst the Public Works and Utilities Departments. This is a 2021 budgeted item.

Requested Action by Committee/Board: Motion to approve Task Order 2020-13 and implement VUEWorks software.

Attachments

Task Order 2020-13 VUEWorks Software Implementation with Attachments

TASK ORDER

This is Task Order No. (2020-13),
consisting of 12 pages

Village of Mukwonago

Task Order

In accordance with the Agreement Amendment between Village of Mukwonago (Owner) and Ruekert-Mielke, Inc. (Engineer) dated February 20, 2019, Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: 2021 VUEWorks Software Implementation

B. Description:

The Village is converting their GIS from AssetAlly into VUEWorks, a GIS asset management software. The Village has had a need for an improved work order System to assist with facility maintenance tracking/scheduling, VUEWorks provides the capabilities to satisfy the facility management needs and implement those capabilities across the Utilities and Public Works Department assets and workflows. VUEWorks provides the Village a single platform that combines GIS and work management into one resource for staff to improve their ability to configure, prioritize, and track their work.

2. Services of Engineer

VUEWORKS INSTALLATION, CONFIGURATION, TESTING AND TRAINING

Village staff responsible for data management and workflow processes should also be available to provide information to Ruekert & Mielke, Inc. (R/M) on an “as needed” basis. These individuals, or others knowledgeable with the Village’s daily operations and workflow procedures, should be available to assist with the development of Work Order forms, Resource Manager tables (Labor, Equipment, and Inventory), and Facility operations and inventory.

IMPLEMENTATION PLAN SUMMARY

R/M will utilize the following Implementation Plan for the Village’s Asset and Infrastructure Management project as summarized below:

Page 1 of 12 Pages

11/24/20

Task Order No. 2020-13 (12-10135.200)

Ruekert & Mielke, Inc.

TASK ORDER

- **Task 1: Kickoff Meeting** (Onsite, 2 hrs.)

The goal of this meeting is to clearly identify the subject matter experts, VUEWorks Administrator(s), and other points of contact between VUEWorks and the Customer. The meeting will establish dates and over all initial project timeline.

- **Task 2: Standard Work Management Implementation** Iterations for the following VUEWorks modules within the Village's Water/Wastewater Departments, Public Works, Water Meters, and Facilities.

- o Work Order, Facilities, and Resource Manager

Total Standard Work Management Implementations Workshops = 20 – 2-hour sessions.

- **Task 3: Facilities Model & Implementation** Iterations for the following VUEWorks modules within the Village's Public Works and Water/Wastewater Departments (as shown in Exhibit C and detailed below).

- o Total Facilities Implementation Workshops = 2 – 2-hour sessions.

Additional implementation workshops can be conducted under a separate agreement or an addendum to this agreement.

- **Task 4: Administrator Training**

R/M will work with the Village to determine the most appropriate Village staff to serve as "Administrator(s)" for the Village's VUEWorks site and software. R/M will train the Village's Administrator(s) on General site use, administrative functionality for the Core module, and each of the work management, resource manager, and mobile app modules. Administrators will become proficient in user permission settings, accessing resources, and work order form configuration.

- **Task 5: End User Training**

R/M will train Village staff designated to be VUEWorks users in the following areas:

- o Introduction to VUEWorks, and access to the VUEWorks site
- o General site use including filtering, dashboards and calendars
- o Work management in VUEWorks including creating Work Orders, accessing information within the VUEWorks system, and resource entry for Work Orders.

Implementation services will be tailored to best meet the Village of Mukwonago's needs. The Implementation process is standardized and includes on-site configuration, and remotely held planning workshops to facilitate the on-site sessions as detailed below.

TASK ORDER

The Village of Mukwonago will be prepared to take ownership of the software configuration and subsequent administration of VUEWorks during the course of the Implementation process. The Implementation Plan approach will deepen the Village's participation in the implementation and training process which should result in significant progress and the ability to become self-sufficient in implementing additional work and asset management activities without R/M's or VUEWorks professional services. Upon completion of the Implementation process, the Village will have a fully functional VUEWorks system, with workflow configuration completed as detailed in the Implementation scope below. Future additional VUEWorks software configuration beyond the Implementation process will be handled by Village staff. Additional Implementation iterations can be conducted under a separate agreement or an addendum to this agreement.

SCOPE OF SERVICES

TASK 1: KICKOFF MEETING

The goal of this meeting is to introduce the Village staff to the VUEWorks software, provide a general overview of how the implementation process will work, and clearly identify the subject matter experts, VUEWorks Administrator(s), and other points of contact between R/M and the Village. At this meeting, the general phasing of implementations for the departments and VUEWorks modules will be established, and approximate dates will be established for the project timeline.

As part of the kickoff meeting, the Village will identify the **Subject Matter Expert(s)** (SME) for each of the Departments or areas of work (water, wastewater, etc.), as well as the overall VUEWorks Administrator. The SME(s) needs to understand the entire workflow for any given activity that will be managed via work orders, but they do not necessarily need to be the employee(s) who performs the work. The purpose of the SME(s) is to break down each of the work activities into a step by step series of events, where at each step key information to be collected is identified, and the actions necessary to move to the next step are defined.

The **VUEWorks Administrator** is the Village's lead person(s) responsible for administering the application. The VUEWorks Administrator is responsible for taking ownership of the system and will expand it over time. As such, they will need to understand the workflows, how to use the various configuration user interfaces to build new workflows, master the report designer and more.

TASK 2: STANDARD WORK MANAGEMENT IMPLEMENTATION PLAN SERVICES

The Village of Mukwonago will implement VUEWorks in the Water/Wastewater Utilities, Facilities, Public Works Departments, and Water Meter process. The implementations will include work in the areas of Streets, Storm Water, Facilities, Water, and Wastewater Departments. There will be a separate session to cover water meters as if it were its own department.

R/M will work with Village staff to map out the existing tasks completed by department staff in the areas of day to day responsibilities. The Village will provide to R/M information regarding what data is collected and what is reported on, including samples of data structure and Village reports as it relates to work and asset management. R/M will work with the Village to map out all existing work management activities and replicate functionality that the Village currently has in their current AssetAlly tools.

R/M will then configure the VUEWorks system for work management in the department. R/M will use two well-defined reports from the Village to create two (2) basic reports that will provide the same data output once work orders have been populated within the VUEWorks system.

Each Standard Work Management Implementation service will provide the target department with the following:

- Two 2-hour on-site workshops w/ R/M implementation team
- Department specific implementation and configuration
- Field ready software that is configured and ready for daily use
- Reports and data analysis templates configured and ready for daily use

Workshops for Standard Work Management Implementation

Workshop 1: Workflow Definition (Onsite – 2-hours)

Implementing the work management modules of VUEWorks requires careful identification of the work activities to be managed in the system and the relevant data to be recorded at the work activity level. Work activities are the most granular level of work management and form the basis for asset specific work and preventive maintenance management, reporting, and analysis.

Prior to the Workshop 1, Village staff will identify a list of well understood asset specific work activities and citizen related issue requests. Any supporting documents such as paper-based work orders; inspection forms, service request documentation, etc. will be provided to R/M via email. R/M will review the information prior to the workshop. R/M will define the workflow for these activities as part of Workshop 1.

The goal of the workshop is to begin defining how VUEWorks will be configured before the first onsite workshop. The process of defining work activities in a work order system can be complex initially. This stems from the fact that any given work activity is composed of several parts: work planning, work assignment, doing the actual work, and closing out the task or work order correctly. The challenge in implementing any work management system is that the above steps are often not completely understood by a single individual; in fact, it is more common for these steps to be handled in a sequential fashion with different staff largely confined to one or two parts of the sequence. In addition, when Village staff begin defining these steps for an automated process, it is common for changes to be introduced to the workflow process.

The SME(s) is essential in diagramming the workflow, which is the baseline from which VUEWorks is then configured.

Workshop 2: Workflow Identification and Classification (Onsite – 2-hours)

The first goal of this workshop is to define the tasks and activities that department staff complete on a regular basis. Understanding the full scope of work completed by each Department will provide a more comprehensive view of all the work that the Department is responsible for, and increase the effectiveness of classification and mapping of these workflows.

The second goal of this workshop is to determine what Department work would be classified as a Work Order. Workflows will be used to relate Service Requests and Work Orders, and work will be divided into appropriate Groups to facilitate more efficient use of user permissions, reporting, and other work management within VUEWorks.

Workshop 3: Workflow Mapping (Onsite, 2-hours)

The goal of this workshop is to walk through work management activities from start to finish and determine how the process will be completed in VUEWorks from the start of a task to the final closeout of a Work Order. R/M will work with the Village to map out four (4) well understood and documented work management activities.

The actual content of the work order form in VUEWorks is highly configurable. The contents of the Work Order has two drivers:

- Workflow of the specific activity
- Data required to be captured in the course of performing the work activity.

Based on the completed workflow exercise, the R/M implementation team will create a draft work order specification for each work activity, and an associated work order form set up in the VUEWorks software for live interaction during workshop 4.

Workshop 4: Final Workflow Configuration & Reporting (1 Day)

This workshop marks a turning point in the implementation process. Final changes will be made to the work order specification documents as well as the actual work order forms in VUEWorks. R/M will update the specification documents during the workshop; however the VUEWorks Administrator will perform updates to the actual work order forms in VUEWorks. The SME(s) and the VUEWorks Administrator will step through the workflow process in a role-playing exercise to test drive the configuration. R/M will step through the reporting capabilities of the system, and the VUEWorks Administrator (and others in attendance as appropriate) will run report.

As part of this workshop the Village will sign off on the work order specification, as well as the Final configuration of the Service Request and Work Order forms for the four workflows mapped in Workshop 3.

During this workshop, the SME(s) and VUEWorks Administrator will be exposed to the actual work management modules in VUEWorks to begin designing actual work order forms, service request issues, reports, and dashboard gadgets. Data entry requirements for employee names, pay rates, rate types (e.g. Standard, Overtime, etc.); with similar information for equipment and inventory will be identified. The VUEWorks Administrator will populate this data into the appropriate VUEWorks tables.

TASK ORDER

Upon completion of the 4th workshop, the VUEWorks Administrator will be able to modify the existing work order configuration (both the workflow and the content of the actual work order forms) that the implementation team created within the VUEWorks system.

TASK 3: FACILITIES MODEL & IMPLEMENTATION

The Village of Mukwonago will implement the Facilities Module in the Wastewater and Water Departments. The implementations will include work in the areas of Water/Wastewater, Public Works, and Facilities Departments.

R/M will work with Village staff to review each facility maintained by the Village. The Village will provide to R/M information regarding what data is collected and what is reported on, including samples of data structure and Village reports as it relates to facility inspections, recurring maintenance, and asset management.

R/M will then configure the VUEWorks system for work management in the department. R/M will add a facilities GIS layer into the application and associate a building template with each Village owned facility. Each facility will have a general breakdown of each asset class. R/M will set up 5 recurring work orders for each facility and configure 2 custom inspections forms for each of the water, wastewater, and public works departments.

The Facilities Model & Implementation service will provide the target departments with the following:

- One day on-site w/ R/M implementation team
- Department specific implementation and configuration
- 5 Scheduled recurring work orders for each facility.
- 2 Fully functional inspection reports within VUEWorks that are configured and ready for daily use

Workshops for Facilities Model & Implementation

Workshop 1.1: Wastewater/Water Facilities Management Definition (Onsite - ½ Day)

Implementing the Facilities modules of VUEWorks requires identification of all facilities managed by the Village. Facilities Management inspection is one of the most complexed forms of asset management, and provides the basis for preventive maintenance management, reporting, and analysis.

Prior to Workshop 1.1, Village staff will identify the wastewater treatment plants, lift stations, wells, and water tower major systems, and the components that make up each system. Any supporting documents such as paper-based inspection forms, recurring maintenance, etc. will be provided to R/M via email. R/M will review the information prior to the workshop and will define the structure of the building templates

Page 7 of 12 Pages

11/24/20

Task Order No. 2020-13 (12-10135.200)

Ruekert & Mielke, Inc.

TASK ORDER

for these facilities as part of Workshop 1. R/M will review the Village's inspection reports, and work with Village staff to determine how to configure these inspection forms within VUEWorks prior to Workshop 2.

Workshop 1.2: Public Works Facilities Management Definition (Onsite - ½ Day)

Prior to Workshop 1.2, Village staff will identify all facilities managed by their department and the major components that make up their management responsibilities. Any supporting documents such as paper-based inspection forms, recurring maintenance, etc. will be provided to R/M via email. R/M will review the information prior to the workshop and will define the structure of the building templates for these facilities as part of Workshop 1.2. R/M will review the Village's inspection reports, and work with Village staff to determine how to configure these inspection forms within VUEWorks prior to Workshop 2.

Workshop 2: Final Asset Management Configuration and Software Review (Onsite – ½ Day)

During this workshop, the building templates and inspection reports created by the R/M Implementation staff within VUEWorks will be reviewed by Village staff within the VUEWorks system.

As part of this workshop the Village will sign off on the building layers, building template specification, as well as the final configuration of the inspection forms reviewed in Workshop 1.1 & 1.2.

Staff will walk through inspection activities from start to finish, and review how the process will be completed in VUEWorks. Village staff will create live inspection forms within the system

During this workshop, the SME(s) and VUEWorks Administrator will be exposed to the actual facilities modules in VUEWorks to begin creating and modifying their asset inventory, inspection forms, and systems.

Upon completion of the 2nd workshop, the VUEWorks Administrator will be able to modify the existing building templates, asset inventory, and inspection forms that the implementation team created within the VUEWorks system.

TASK 4: ADMINISTRATIVE TRAINING

The VUEWorks Administrator, and appropriate SMEs designated by the Village, will be trained to complete all software configuration necessary to independently maintain and update the data, forms and processes within VUEWorks. Training will include the following:

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11/24/20

Task Order No. 2020-13 (12-10135.200)

Ruekert & Mielke, Inc.

TASK ORDER

- Review Home Page setup
- Review Asset Classes and Types
- Review Configuring Layers and Attribute Tables
- Review Interacting with Map, Selecting and Searching for Assets
- Review Document Linking features and options
- Review Data Linking
- Review Customization Tools for Work Order Forms, and Dashboards
- Review Resource Manager module, include Labor, Equipment, and Inventory tables
- Review Facilities Module
- Assist with Creating & Configuring a Work Order Form and Routing to Appropriate Department/Personnel

TASK 5: END USER TRAINING

Each training session will be scheduled on a single day. Training is intended for staff that will use VUEWorks modules daily and are responsible for assigning and filling out Work Orders and preparing reports.

Modules: Core, Work Orders, Resource Manager, Facilities, Mobile Apps

- Software Overview
- Review Interacting with Map
- Searching
- Selecting Assets
- User Preferences
- Notifications and Routing to Appropriate Department/Personnel
- Review Work Order module
- Creating Work Order
- Responding to Work Orders
- Finding Work Orders
- Review Document Linking
- Generating Reports

The Village will provide a training facility equipped with a large screen, projector, internet connections, and computers available for up to 8 trainees.

3. Owner's Responsibilities

TASK ORDER

- The Village will provide a training facility equipped with a large screen, projector, internet connections, and computers available for up to 8 trainees.
- The Village will provide all documentation and resources identified in the scope.
- Village staff will provide reasonable efforts for coordinating meetings and attending all training sessions related to their current responsibilities.

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date</u>
Kick off Meeting	First week of January 2021
Implementation Workshops	January 20 th – March 31 st , 2021
Admin & End User Training	April 2021

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<u>Category of Services</u>	<u>Compensation Method</u>	<u>Lump Sum, or Estimate of Compensation for Services</u>
200 2021 VUEWorks Software Subscription	Lump Sum Annual Subscription	\$20,000
201 Data Conversion	Lump Sum	\$3,000
202 Implementation Kick-off Meeting	Lump Sum	\$1,000
202A Water Implementation	Lump Sum	\$5,500

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Task Order No. 2020-13 (12-10135.200)

Ruekert & Mielke, Inc.

TASK ORDER

<i>202B Wastewater Implementation</i>	<i>Lump Sum</i>	<i>\$5,500</i>
<i>202C Facilities Implementation</i>	<i>Lump Sum</i>	<i>\$9,500</i>
<i>202D Public Works Implementation</i>	<i>Lump Sum</i>	<i>\$7,500</i>
<i>202E Water Meters Implementation</i>	<i>Lump Sum</i>	<i>\$7,500</i>
<i>203 Training – Admin Training</i>	<i>Lump Sum</i>	<i>\$1,400</i>
<i>203A User Training – Core, Work Order, Resource Manager</i>	<i>Lump Sum</i>	<i>\$3,800</i>
<i>203B User Training - Facilities</i>	<i>Lump Sum</i>	<i>\$1,400</i>
<i>203C User Training – Water Meters</i>	<i>Lump Sum</i>	<i>\$1,400</i>
<i>205 Project Administration & Management</i>	<i>Lump Sum</i>	<i>\$2,800</i>

B. The terms of payment are set forth in the Standard Terms and Conditions.

6. Consultants

N/A

7. Other Modifications to Standard Terms and Conditions

N/A

8. Attachments

Attachment A VUEWorks Software Subscription Costs

Attachment C Implementation and Training Tasks and Associated Costs.

9. Documents Incorporated by Reference

N/A

Ruekert & Mielke, Inc. / Village of Mukwonago Master Agreement

TASK ORDER

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to terms and conditions, (as modified above) set forth in the Master Engineering Agreement Amendment between Owner and Engineer, dated February 20, 2019, which are incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, _____.

OWNER:

Village of Mukwonago

By: _____

Name: _____

Title: _____

Date: _____

ENGINEER:

Ruekert & Mielke, Inc.

By: _____

Name: Steven C. Wurster, P.E.

Title: Senior Vice President/COO

Date: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: _____

Name: _____

Title: _____

Title: _____

Address: _____

Address: W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020

Email: _____

Email: _____

Phone: _____

Phone: _____

Fax: _____

Fax: 262-542-5631

ATTACHMENT B



9/21/2020

VUEWorks SOFTWARE SUBSCRIPTION		
VUEWorks Modules	License	Cost
Core	X	-
Service Request	X	-
Work Order	X	-
Resource Manager	X	-
Facilities	X	-
Condition	X	-
Risk	X	-
Budget Forecast	X	-
Projects	X	-
Valuation	X	-
Request Portal	X	-
Mobile Apps	X	-
INITIAL PURCHASE COST		\$20,000
ANNUAL COSTS		\$20,000

ITEM	COST	
	2021	2022
VUEWorks Subscription	\$20,000	20,000
VUEWorks Implementation (Attachment C)	\$50,300	TBD
TOTAL	\$70,300	\$20,000+

Notes:

- Request portal includes unlimited users.

~Marketing Dept > PROPOSALS > Proposals 2018 > CT 13_AS2_Illinois > Huntley, Village > 2018 VUEWorks Implementation > Attachment B VUEWorks Software Subscription Costs.docx~

**Village of Mukwonago, WI
VUEWorks Implementation
Attachment B**

1. Startup Services (*)		Cost	Description
A. GIS Data Analysis		\$0.00	Review client GIS data
B. Project Planning & Scheduling		\$0.00	Onsite
C. Needs Assessment		\$0.00	Onsite & Remote
D. Data Conversion		\$3,000.00	Remote
E. Software Costs (Unlimited Licenses)		\$20,000.00	Software/Licenses
SubTotal Startup Services Cost		\$23,000.00	
2. Installation & Site Development			
VUEWorks Modules: Core, Service Request, Work Order, Resource Manager, Condition, Risk, Projects, Budget Forecasting, Valuation, Facilities, Request Portal			
A. VUEWorks Installation & Site Development		\$3,750.00	Onsite & Remote
B. VUEWorks Software Configuration (Layers, Users, & Permission Settings)		\$2,000.00	Remote
C. Project Administration & Management		\$2,800.00	Remote
SubTotal Software Installation Cost		\$8,550.00	SubTotal Hours
3. Implementation & Configuration			
D. Workflow and Asset Management Implementation Workshops & Site Configuration			
Kickoff Meeting		\$1,000.00	Onsite/Remote
1.5			
Water		\$5,500.00	Onsite
Wastewater		\$5,500.00	Onsite
Facilities		\$9,500.00	Onsite
Public Works		\$7,500.00	Onsite
Water Meters*		\$7,500.00	Onsite/Remote
SubTotal Work Management Workshop Cost		\$36,500.00	Days
Total Startup, Installation & Implementation Cost (Items 1 & 2)		\$62,300.00	Total Days
3. Training			
1. Administrator Training		\$1,400.00	Onsite
2. User Training (up to 8 people per session)			
a. Core, Work Order, Resource Manager		\$3,800.00	Onsite
b. Facilities		\$1,400.00	Onsite
c. Water Meters		\$1,400.00	Onsite
SubTotal Training Cost		\$8,000.00	Total Onsite Days
TOTAL COST			\$70,300.00

VUEWorks Installation & Administrator Training would be provided on consecutive days

* Includes travel expenses (mileage, lodging, meals).

Additional Services would be charged on an hourly basis at the following rates:

**Remote Training: \$143
Configuration Assistance: \$143**

11/24/2020

Attachment C Implementation and Training Services - Mukwonago 20200902.xlsx

Cost Table

November 16, 2020

Mr. Fred Winchowky
Village President
Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

Re: Edgewood Village
Letter of Credit Reduction #1

Dear President Winchowky:

We have reviewed the request of Edgewood Village Apartments to have their Letter of Credit reduced. All work is completed on the site and we are in the process of finalizing our review of the Storm Water Facility as-built and certification. There are no remaining public improvement punch list items and believe that the current Letter of Credit for the project may be reduced per the following table:

ITEM	Current LOC Amount	Reduction Amount	Remaining Balance
Sanitary Sewer	\$67,416.00	\$67,416.00	\$0.00
Water Main	\$46,940.00	\$46,940.00	\$0.00
General Conditions	\$1,350.00	\$1,350.00	\$0.00
Public Street Paving	\$23,500.00	\$23,500.00	\$0.00
Restoration & Erosion Control	\$10,000.00	\$10,000.00	\$0.00
Site Grading, Excavation, Storm Water Facilities	\$55,000.00	\$55,000.00	\$0.00
Subtotal:	\$204,206.00	\$204,206.00	\$0.00
Contingencies (20%)	\$40,841.20	\$0.00	\$40,841.20
Total Letter of Credit Amount:	\$245,047.20	\$204,206.00	\$40,841.20

We recommend that the current Letter of Credit in the amount of \$245,046.20 be reduced by \$204,206.00 to a new amount of **\$40,841.20**. The remaining balance are the contingencies which we recommend holding until Summer 2021. There was punch list work that was completed at the latter half of 2020 that should be evaluated in 2021.

Attached to this letter you will find the required lien waivers form the Developer's Contractors, as required by the Developer Agreement.

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

Mr. Fred Winchowky
Edgewood Village - Letter of Credit Reduction #1
November 16, 2020
Page 2

Respectfully,

RUEKERT & MIELKE, INC.



Peter W. Gesch
Project Engineer
pgesch@ruekertmielke.com

Enclosure
PWG:pwg

cc: Diana Dykstra, Village of Mukwonago
John Weidl, Village of Mukwonago
Bob Harley, Village of Mukwonago
Mark G. Blum, Village of Mukwonago
Dave Brown, Village of Mukwonago
Ron Bittner, Village of Mukwonago
Tim Schwecke, Village of Mukwonago
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.

FINAL WAIVER OF LIENSTATE OF Wisconsin
COUNTY OF Racine

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Edgewood Village Apartments, LLC, Inc. to furnish Site Utilities & Excavation for the premises known as Edgewood Village Apartments, Mukwonago, Wisconsin, of which is owned by Edgewood Village Apartments, LLC

THE undersigned, for and in consideration of Nineteen Thousand Two hundred Sixty Eight and 00/100 (\$19,268.00) dollars, and other good and valuable consideration, the receipt whereof is hereby acknowledged, hereby conditionally** waives its right to lien, under the State of Wisconsin statutes, relating to construction liens, with respect to and on said above-described premises, and the improvement thereon, and on the material, fixtures, apparatus, or machinery furnished, and on the moneys, funds, or other consideration due, or to become due, from the owner, on account of labor, services, material, fixtures, apparatus, or machinery, furnished, or which may be furnished, at any time hereafter, by the undersigned for the above-described premises. INCLUDING EXTRAS*.

DATE: 9/15/2020COMPANY NAME: Willkomm Excavating & Grading, Inc.ADDRESS: 17108 County Line Road
Union Grove WI 53182SIGNATURE AND TITLE: Nicholas A. Willkomm President

* EXTRAS ARE LIMITED TO APPROVED CHANGE ORDERS TO THE CONTRACT. AMOUNT DOES NOT INCLUDE ANY CHANGE ORDER REQUEST SUBMITTED TO GENERAL CONTRACTOR, BUT NOT YET COUNTER-EXECUTED, AND ANY CHANGE ORDER STILL BEING NEGOTIATED WITH GENERAL CONTRACTOR.

** This waiver is conditioned upon the actual receipt of payment. If the check is returned "NSF" or payment is stopped, this lien waiver is void.

CONTRACTOR'S AFFIDAVITSTATE OF Wisconsin
COUNTY OF Racine

TO WHOM IT MAY CONCERN:

THE undersigned, Nicholas A Willkomm, being duly sworn, deposes and says that he is President of Willkomm Excavating & Grading, Inc., who is the contractor furnishing Site Utilities & Excavation on the project located on Edgewood Avenue, Mukwonago WI, and owned by Edgewood Village Apartments, LLC.

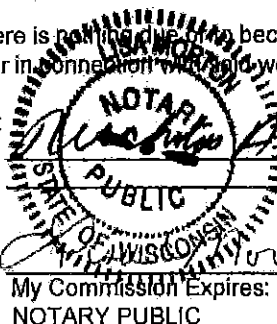
That the total amount of the contract, including extras*, is \$ 460,068.00, on which we have received payment of \$440,800.00 prior to this payment. That this conditional** waiver is true, correct, and genuine. That the following are the names of all parties who have furnished material or labor, or both, for said work, and all the parties having a contract or subcontract for a specific portion of said work, or for material, entering into the construction thereof, and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	APPROVED CO	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Willkomm Excavating & Grading, Inc.	Utility/Excavation	\$ 323,072.46		\$ 303,804.46	\$ 19,268.00	\$ -
Pavement Maintenance	Grinding	\$ 1,319.76		\$ 1,319.76	\$ -	\$ -
HD Supply/Core & Main	Pipe	\$ 64,649.05		\$ 64,649.05	\$ -	\$ -
Concrete Specialties	Structures	\$ 11,796.47		\$ 11,796.47	\$ -	\$ -
Neenah Foundry	Casting	\$ 4,785.42		\$ 4,785.42	\$ -	\$ -
Gleason Redi-Mix	Redi-Mix	\$ 16,494.92		\$ 16,494.92	\$ -	\$ -
Con-Cor	Saw Cutting	\$ 525.00		\$ 525.00	\$ -	\$ -
Johnson Sand & Gravel, Inc.	Stone	\$ 32,240.79		\$ 32,240.79	\$ -	\$ -
Ace Electrical Sewer Cleaners	Televising	\$ 1,650.00		\$ 1,650.00	\$ -	\$ -
T & T Tree Service	Clearing	\$ 3,000.00		\$ 3,000.00	\$ -	\$ -
Whitewater Limestone	Stone	\$ 534.13		\$ 534.13	\$ -	\$ -
TOTAL LABOR AND MATERIAL TO COMPLETE		\$ 460,068.00	\$ -	\$ 440,800.00	\$ 19,268.00	\$ -

That there is no other outstanding contract for said work, and that there is nothing due or to become due to any person for material, labor, or other work of any kind done, or to be done, upon or in connection with said work other than above-stated.

DATE: 9/15/2020SIGNATURE: Nicholas A. WillkommSubscribed and sworn to before me this 15th day ofSeptember, 2020

* EXTRAS ARE LIMITED TO APPROVED CHANGE ORDERS TO THE CONTRACT. AMOUNT DOES NOT INCLUDE ANY CHANGE ORDER REQUEST SUBMITTED TO GENERAL CONTRACTOR, BUT NOT YET COUNTER-EXECUTED, AND ANY CHANGE ORDER STILL BEING NEGOTIATED WITH GENERAL CONTRACTOR.

My Commission Expires: 5/15/2024
NOTARY PUBLIC

** This waiver is conditioned upon the actual receipt of payment. If the check is returned "NSF" or payment is stopped, this lien waiver is void.

FINAL WAIVER OF LIENSTATE OF Wisconsin
COUNTY OF Racine

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Edgewood Village Apartments, LLC, Inc. to furnish Site Utilities & Excavation for the premises known as Edgewood Village Apartments, Mukwonago, Wisconsin, of which is owned by Edgewood Village Apartments, LLC

THE undersigned, for and in consideration of Nineteen Thousand Two hundred Sixty Eight and 00/100 (\$19,268.00) dollars, and other good and valuable consideration, the receipt whereof is hereby acknowledged, hereby conditionally** waives its right to lien, under the State of Wisconsin statutes, relating to construction liens, with respect to and on said above-described premises, and the improvement thereon, and on the material, fixtures, apparatus, or machinery furnished, and on the moneys, funds, or other consideration due, or to become due, from the owner, on account of labor, services, material, fixtures, apparatus, or machinery, furnished, or which may be furnished, at any time hereafter, by the undersigned for the above-described premises. INCLUDING EXTRAS*.

DATE: 9/15/2020COMPANY NAME: Willkomm Excavating & Grading, Inc.ADDRESS: 17108 County Line RoadUnion Grove WI 53182SIGNATURE AND TITLE: Nicholas A. Willkomm President

* EXTRAS ARE LIMITED TO APPROVED CHANGE ORDERS TO THE CONTRACT. AMOUNT DOES NOT INCLUDE ANY CHANGE ORDER REQUEST SUBMITTED TO GENERAL CONTRACTOR, BUT NOT YET COUNTER-EXECUTED, AND ANY CHANGE ORDER STILL BEING NEGOTIATED WITH GENERAL CONTRACTOR.

** This waiver is conditioned upon the actual receipt of payment. If the check is returned "NSF" or payment is stopped, this lien waiver is void.

CONTRACTOR'S AFFIDAVITSTATE OF Wisconsin
COUNTY OF Racine

TO WHOM IT MAY CONCERN:

THE undersigned, Nicholas A Willkomm, being duly sworn, deposes and says that he is President of Willkomm Excavating & Grading, Inc., who is the contractor furnishing Site Utilities & Excavation on the project located on Edgewood Avenue, Mukwonago WI, and owned by Edgewood Village Apartments, LLC.

That the total amount of the contract, including extras*, is \$ 460,068.00, on which we have received payment of \$440,800.00 prior to this payment. That this conditional** waiver is true, correct, and genuine. That the following are the names of all parties who have furnished material or labor, or both, for said work, and all the parties having a contract or subcontract for a specific portion of said work, or for material, entering into the construction thereof, and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	APPROVED CO	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Willkomm Excavating & Grading, Inc.	Utility/Excavation	\$ 323,072.46		\$ 303,804.46	\$ 19,268.00	\$ -
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TOTAL LABOR AND MATERIAL TO COMPLETE		\$ 460,068.00	\$ -	\$ 440,800.00	\$ 19,268.00	\$ -

That there is no other outstanding contract for said work, and that there is nothing due or to become due to any person for material, labor, or other work of any kind done, or to be done, upon or in connection with said work other than above-stated.

DATE: 9/15/2020SIGNATURE: Nicholas A. WillkommSubscribed and sworn to before me this 15th day ofSeptember, 2020

* EXTRAS ARE LIMITED TO APPROVED CHANGE ORDERS TO THE CONTRACT. AMOUNT DOES NOT INCLUDE ANY CHANGE ORDER REQUEST SUBMITTED TO GENERAL CONTRACTOR, BUT NOT YET COUNTER-EXECUTED, AND ANY CHANGE ORDER STILL BEING NEGOTIATED WITH GENERAL CONTRACTOR.

NOTARY PUBLIC
My Commission Expires: 5/15/2024
NOTARY PUBLIC

** This waiver is conditioned upon the actual receipt of payment. If the check is returned "NSF" or payment is stopped, this lien waiver is void.

**HIPPENMEYER, REILLY, BLUM,
SCHMITZER, FABIAN & ENGLISH S.C.**

MARK G. BLUM
THOMAS G. SCHMITZER
LORI J. FABIAN
RONALD E. ENGLISH III
MATTHEW R. GRALINSKI

720 CLINTON STREET
P. O. BOX 766
WAUKESHA, WISCONSIN 53187-0766
TELEPHONE: (262) 549-8181
FACSIMILE: (262) 549-8191
www.hrbllawfirm.com

RICHARD S. HIPPENMEYER
(1911-1979)

WILLIAM F. REILLY
(1932-2007)

EMAIL: MGBLUM@HRBLAWFIRM.COM

December 9, 2020

Via Email (ddykstra@villageofmukwonago.com) ONLY

Ms. Diana Dykstra
Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

Re: Final Plat Resolution for Chapman Farms Development

Dear Diana:

Enclosed is a Resolution that I have prepared relative to the approval of the Final Plat of Chapman Farms Subdivision. As you may recall, there was previously a Resolution adopted in January of 2019, i.e., Resolution No. 2019-004, which originally approved the Plat. However, because the Plat was not recorded within one year of that approval, the Register of Deeds was unwilling to record the document pursuant to Wisconsin Statute Sec. 236.25(2)(b). In any event, I have taken the previously adopted Resolution and have revised it to reflect the circumstances behind the failure to get it recorded and to address the conditions originally part of the approved Plat.

It is my belief that we can move forward with the approval of this new Resolution, which I believe would be Village of Mukwonago Resolution No. 2020-78. The Plat may thereafter be submitted for recording with the Register of Deeds. I would ask that this be placed in the Board packet for its review on December 16, 2020.

Thank you for your consideration of these matters.

Sincerely,

HIPPENMEYER, REILLY, BLUM,
SCHMITZER, FABIAN & ENGLISH, S.C.



Mark G. Blum
Village Attorney

MGB/jb
Enc.

**VILLAGE OF MUKWONAGO
WAUKESHA/WALWORTH COUNTIES**

RESOLUTION NO. 2020-78

**RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF MUKWONAGO
APPROVING THE FINAL PLAT OF CHAPMAN FARMS/BIELINSKI HOMES SUBDIVISION**

WHEREAS, pursuant to Chapter 45 of the Municipal Code of the Village of Mukwonago, which is known as the Land Division Ordinance, an Application for a Final Plat of Subdivision, which is the First Phase of development for the vacant 64.5 acres of property located immediately north of the Fairwinds Subdivision in the Village of Mukwonago was filed in the Office of the Village Clerk; and

WHEREAS, the Application was submitted by Bielinski Homes; and

WHEREAS, the Preliminary Plat of Subdivision was approved by the Village Board on April 18, 2018; and

WHEREAS, the Preliminary Plat of Subdivision has been reviewed and recommended by the Village Plan Commission, finding that the First Phase Final Plat is in substantial compliance with the Preliminary Plat and with the conditions of approval, the Preliminary Plat conforms to Village Zoning of the property and further, finding that the conditional approval of this Final Plat will require subsequent approvals of construction drawings and documents before development of the property will commence; and

WHEREAS, the Village Plan Commission recommended to the Village Board that the Board adopt the Final Plat, allowing a 60' wide public street right-of-way for Sandhill Lane to provide access to the condominium area of the development, in lieu of the required 66' public street right-of-way pursuant to Sec. 45-22 of the Municipal Code that allows the Village Board to grant exceptions and modifications to standards of Chapter 45; and

WHEREAS, the Village Plan Commission found, in recommending the Final Plat for approval, including the exception noted herein and modification thereof, that there are exceptional circumstances for allowing a narrower right-of-way, as a public right-of-way was a requirement of Preliminary Plat approval by the Village and the width is consistent with past practices for condominium development. This exception is necessary for the preservation of property rights and the exception does not create detriment to adjacent property; and

WHEREAS, the Village Board approved the Final Plat of Chapman Farms/Bielinski Homes Subdivision as Resolution No. 2019-004 on January 19, 2019; however, said Plat has not signed and submitted for recording to the Waukesha County Register of Deeds within the required twelve months following the date of the last approval of the Plat pursuant to Wisconsin Statute Sec. 236.25(2)(b); and

WHEREAS, the Applicant has requested that the Village Board review the Final Plat once again and approve the same; and

WHEREAS, the Village Engineer has reviewed the Final Plat as submitted by the Applicant and has recommend approval of that document subject to the terms and conditions of the original Resolution approving said Plat, i.e., Village of Mukwonago Resolution No. 2019-004.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Mukwonago that the Village does hereby approve the seven lot and four outlot Final Plat of Chapman Farms Subdivision submitted by Bielinski Homes and which was prepared by Grady L. Gosser Land Surveyor and which was dated December 6, 2018.

BE IT FURTHER RESOLVED that the approval of the Final Plat shall be subject to the following conditions:

1. Approval is granted for the Chapman Farms Final Plat pursuant to the Plat dated December 6, 2018 prepared by Grady L. Gosser Land Surveyor and further, subject to the conditions of the approval.
2. Pursuant to Section 45-22 of the Municipal Code, the Village Board accepts the recommendation and findings of the Plan Commission to allow Sandhill Lane to be platted as a 60' wide right-of-way.
3. The Final Plat shall not be signed by Village Officials and recorded until the following items are satisfied:
 - a. Comments in the Wisconsin Department of Administration and Waukesha County are addressed on the Final Plat;
 - b. Comments from the Village Engineer and Village Planner/Zoning Administrator, which include all Village Staff comments, are addressed on the Final Plat;
 - c. Village Board approved Developer Agreements are signed by the Applicant;
 - d. Village Board approved Storm Water Maintenance Agreement is signed by the Applicant;
 - e. Submittal of all the required Letters of Credit by the Applicant in a form acceptable to the Village Attorney;
 - f. Submittal and approval by Village Staff of Deed Restrictions and/or Homeowner Association Covenants and documents;
 - g. Written verification from the Village Engineer, Village Planner/Zoning Administrator that all required modifications have been included on the Final Plat.

BE IT FURTHER RESOLVED that the Applicant, upon the approval of the Final Plat, shall agree to accept the same in writing.

BE IT FURTHER RESOLVED that Village Staff is authorized to execute such other and further documents as may be necessary, and take such other steps as may be necessary to effectuate the intention of these Resolutions.

Passed and adopted this 16th day of December, 2020.

APPROVED:

Attestation:

Fred Winchowky, Village President

Diana Dykstra, Village Clerk

**HIPPENMEYER, REILLY, BLUM,
SCHMITZER, FABIAN & ENGLISH S.C.**

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RICHARD S. HIPPENMEYER
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(1932-2007)

EMAIL: MGBLUM@HRBLAWFIRM.COM

November 16, 2020

Via Email (ddykstra@villageofmukwonago.com)

Ms. Diana Dykstra
Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

Re: Class B Combination License

Dear Diana:

I am enclosing a copy of a memo from Matt Gralinski in our office relative to the issue of the Class B Combination License that the Board discussed at its last meeting. As you may recall, the discussion revolved around whether the Village would have the authority to restrict hours for the sales for off-premise consumption beyond those set forth for the operation of the bar itself. As Matt notes, under Wisconsin law, the Village would have the authority to regulate the off-premise consumption to be more restrictive than the hours of operation of the bar itself. As Matt points out, the issue of hours of operation is set forth in Section 6-6. If the Village decided that it wanted to restrict the sales for off-premise consumption to be consistent with the standard Off-Premise Class A License, then a modification of that Code Section would be necessary.

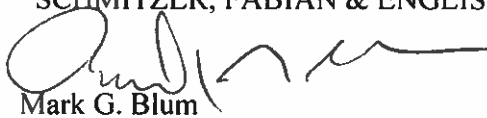
Finally, the Board asked for information summarizing the different classifications of licenses in Wisconsin. Attached to Matt's memo is a copy of a chart put together by the State Bar of Wisconsin, which I think provides a good summary of the various kinds of licenses and their definitions.

Please take a look at this information and I would ask that this be placed in the Board packet for the meeting where this issue is to be discussed.

Thank you for your consideration of this matter. Please let me know if there are further questions.

Sincerely,

HIPPENMEYER, REILLY, BLUM,
SCHMITZER, FABIAN & ENGLISH, S.C.



Mark G. Blum
Village Attorney

MGB/jb
Enc.

Cc: Mr. John Weidl
Trustee Roger Walsh

**Hippenmeyer, Reilly,
Blum, Schmitzer,
Fabian & English
S.C.**

Memo

To: Attorney Mark Blum
From: Attorney Matthew Gralinski
Date: November 11, 2020
Re: Class B Liquor License Ordinance; Restricting Hours when Intoxicating Liquor May be Sold for Off-Premise Consumption

Dear Attorney Blum:

This memorandum is a follow-up to the ordinance our office prepared for the Village with respect to modifying the "Class B" Liquor License under Wisconsin Statute section 125.51(3)(b) to authorize the sale of intoxicating liquor in the original package for off-premise consumption. The proposed ordinance was considered at the Committee of the Whole meeting held on November 4, 2020. It is my understanding, that during the Board's discussion, a question came up to the Village's ability to possibly restrict the hours when intoxicating liquor may be sold in the original package for off-premise consumption under a modified ordinance. The short answer to this question is, yes, the Village may so restrict the hours which a Class B license holder may sell intoxicating liquor in the original package for off-premise consumption under 125.51(3)(b).

Wisconsin Statute section 125.68(4)(c)3. restricts, by default, Class B license holders from selling intoxicating liquor in an original unopened package for consumption off premises between the hours of 12:00 a.m. and 6:00 a.m. However, this section explicitly provides that "a municipal governing body may, by ordinance, impose more restrictive hours than are provided in this subdivision, except with respect to the sale of intoxicating liquor authorized under section 125.51(3r)(a). That exception relates to the narrow instance when a "Class B" license holder, who is a restaurant, sells wine in the original, opened bottle for consumption both on and off premises. Other than that narrow exception, the Village has the explicit authority to further restrict the hours which a "Class B" license holder may sell intoxicating liquor in the original unopened package for off-premise consumption beyond the statutory default of 12:00 a.m. and 6:00 a.m.

Village of Mukwonago Municipal Code Section 6-6 sets forth the "closing hours" where an establishment may not remain open or sell alcoholic beverages. The chart included in Code Section 6-6 defines, by class of license, when sale for off-premises consumption and on-premises consumption is prohibited. For a "Class B" license allowing the sale of intoxicating liquor for off-premises consumption, the chart confirms that such sale for off-premise consumption is not currently permitted by Village of Mukwonago Municipal Code. Thus, any ordinance adopted which would permit "Class B" holders to sell intoxicating liquor for off-premises consumption should address, in this Section 6-6, the hours in which such sale would be prohibited. This hour restriction would apply to the sale of intoxicating liquor only, not the sale of fermented malt beverages. So, in a combo Class "B"/"Class B" situation, you may have different hours where the sale of fermented malt beverages for off-premises consumption is prohibited, than the hours for which the sale of intoxicating liquor for off-premise is prohibited. The statutes allow the municipality to segregate out these two types of sales, even in a combination license situation.

In sum, should the Village decide to allow "Class B" holders to sell intoxicating liquor, for off-premise consumption, the default closing hours where such sales would be prohibited would be 12:00 a.m. to 6:00 a.m. under the statute. If the Village wishes to restrict the sale of intoxicating liquor beyond those hours provided in the statute, it must do so by amending Section 6-6 with regards to "Class B" sales of intoxicating liquor for off-premises consumption.

I have also attached a chart prepared by the Wisconsin State Bar summarizing the types of alcoholic beverage licenses available per Wisconsin statutes.

I hope the above information provides some clarity for the Board's continued discussion on this matter. Should you have any questions, please do not hesitate to follow up with me.

Respectfully submitted,

/s/ Matthew R. Gralinski

Matthew R. Gralinski

MRG/rm

RETAILERS

Types of Retail Alcohol Beverage Licenses Recognized by Statute

Type of retail license	Type of alcohol	Type of sales	Type of business
Class "A"	Beer	Exclusively sales for off-premises consumption	Package stores such as liquor, grocery, or convenience stores
Class "B"	Beer	Primarily sales for on-premises consumption; but off-premises sales OK	Taverns, bars, restaurants
"Class A"	Intoxicating liquor	Exclusively sales for off-premises consumption	Package stores such as liquor, grocery, or convenience stores
"Class B"	Intoxicating liquor	Primarily sales for on-premises consumption; some off-premises sales OK	Taverns, bars, restaurants
"Class C"	Wine only	Exclusively sales for on-premises consumption in restaurants	Restaurants only

► **Caution.** In addition to meeting licensing requirements established by state law, retailers must register with the TTB in the U.S. Treasury Department. *See infra* § 3.204.

► **Caution.** As discussed in section 3.60, *infra*, a municipality may impose conditions on a retail license that restrict activities otherwise authorized under the license. It is imperative for a lawyer to review the license and all conditions placed on the license before advising a client with respect to activities authorized under a retail license.



Village of Mukwonago

AGENDA ITEM REQUEST FORM

Committee/Board:	Committee of the Whole/Village Board
Topic:	Ordinance Repealing and Recreating Section 6-56(5)
From:	Attorney Matthew R. Gralinski, cc: John Weidl & Diana Dykstra
Department:	
Presenter:	
Date of Committee Action (if required):	
Date of Village Board Action (if required):	

Information

Subject: ORDINANCE TO REPEAL AND RECREATE SECTION 6-56(5) REGARDING AUTHORIZING HOLDERS OF CLASS B RETAIL LIQUOR LICENSES TO SELL INTOXICATING LIQUOR FOR CONSUMPTION ON PREMISE AND OFF PREMISE.

Rationale:

The Village has been approached by a developer interested in constructing a facility which would allow for the sale of liquor and fermented beverages, both in a bar setting for consumption on premise, as well as in a retail setting for consumption off premise.

The Village ordinance on Class B retail liquor license specifically, Section 6-56(5) currently states that retail Class B liquor licenses may authorize the sale of liquor for consumption on premise or off premise. However, Wisconsin Statutes sec. 125.51(3)(b) requires that if a municipality wishes to have their Class B retail licenses authorize the sale of intoxicating liquor for consumption on and off premise, the local government must specifically, by ordinance, elect to "come under" Wisconsin Statutes sec. 125.51(3)(b). Thus, in order to validly authorize Class B license holders to sell intoxicating liquor for consumption by the glass on premises where sold and also sell intoxicating liquor in the original package or container to be consumed off premise, the Village, by ordinance, must specifically elect to come under Wisconsin Statutes sec. 125.51(3)(b) and the language contained therein. The Village ordinance does not currently do that thus, it is likely that the current retail Class B liquor license does not validly authorize sale for off-premise consumption as purported.

The enclosed proposed ordinance would amend the language found in Section 6-56(5) to specifically elect to come under Wisconsin Statutes sec. 125.51(3)(b). The ordinance also incorporates the specific language currently found in Wisconsin Statutes sec. 125.51(3)(b), clarifying that a retail Class B license issued under this ordinance would authorize the sale of intoxicating liquor to be consumed by the glass only on the premises where sold, and also authorize the sale of intoxicating liquor in the original package or container in any quantity to be consumed off premise. The ordinance also maintains the language with respect to the sale of wine, which may be sold for consumption off premise in the original package in any quantity.



Village of Mukwonago

AGENDA ITEM REQUEST FORM

That language, with respect to wine, has not changed in the Wisconsin statutes and thus, may remain the same in our ordinance. The ordinance also maintains the current language with respect to the two types of Class B licenses, a regular Class B license and a reserve Class B license.

Enclosed is a draft of said ordinance which would make the above-referenced changes to Section 6-56(5) to authorize holders of Class B liquor licenses to sell liquor for off-premise and on-premise consumption.

Fiscal Impact (If any):

None.

Requested Action by Committee/Board:

Consider and potentially approve the revisions to Section 6-56(5) of the Village Code to elect to come under Wisconsin Statutes sec. 125.51(3)(b) and authorize holders of Class B liquor licenses to intoxicating liquor for on premise and off premise consumption.

**VILLAGE OF MUKWONAGO
WAUKESHA AND WALWORTH COUNTIES**

ORDINANCE NO. ____

**ORDINANCE TO REPEAL AND RECREATE SECTION 6-56(5)
OF THE VILLAGE OF MUKWONAGO MUNICIPAL CODE
REGARDING AUTHORIZING HOLDERS OF RETAIL "CLASS B" LIQUOR
LICENSE TO SELL INTOXICATING LIQUOR FOR CONSUMPTION
ON PREMISE AND OFF PREMISE**

The Village Board of the Village of Mukwonago do ordain as follows:

SECTION I

Section 6-56(5) of the Municipal Code of the Village of Mukwonago is hereby repealed and recreated to read as follows:

Sec 6-56(5) *Retail "Class B" Liquor License*. The Village of Mukwonago hereby elects to come under Wisconsin Statutes sec. 125.51(3)(b) and any future amendments thereto or successor statutes. A retail "Class B" license issued under this section authorizes the sale of intoxicating liquor to be consumed by the glass only on the premises where sold and also authorizes the sale of intoxicating liquor in the original package or container, in any quantity, to be consumed off the premises where sold. However, wine may be sold in the original package or container, in any quantity, to be consumed off premises. The two types of such "Class B" licenses are as follows:

- (a) Regular "Class B" liquor license.
- (b) Reserve "Class B" liquor license. The applicant must pay the initial issuance fee at the time of application. Such fee shall be specified in the most current Village Board Resolution and shall not be less than ten thousand (\$10,000.00) dollars.

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed.

SECTION III

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the Ordinance.

SECTION IV

This Ordinance shall take effect upon passage and publication as approved by law, and the Village Clerk shall so amend the Code of Ordinances of the Village of Mukwonago, and shall indicate the date and number of this amending ordinance therein.

PASSED AND ADOPTED by the Village Board this _____ day of _____, 2020.

APPROVED:

Fred Winchowky, Village President

Countersigned:

Diana Dykstra, Village Clerk/Treasurer



make downtown yours

Downtown Strategic Plan

Village of Mukwonago

Waukesha and Walworth Counties, Wisconsin

June 2018



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Downtown Strategic Plan Steering Committee Members

Jason Wamser - *Co-Chair Village Resident, & Village Trustee*

Tina Chitwood - *Co-Chair, Village Resident & Wisconsin Economic Development Corporation*

Eric Brill - *Village Resident & Architectural Engineer*

Doug Bruins - *Citizens Bank*

Diana Doherty - *Village Finance Director*

Ray Goodden - *Downtown Business Owner & Real Estate Broker*

Eliza Pautz - *Downtown Resident*

Mark Penzkover - *Village Trustee & Village Resident*

Sue Perkins - *Downtown Resident*

April Reszka - *Mukwonago Area Chamber of Commerce*

Roger Walsh - *Real Estate Appraiser, Downtown Property Owner & Village Resident*

John Weidl - *Village Administrator & Economic Development Director*

Fred Winchowky - *Village President & Village Resident*

A special thank you to Kyle Knott, Village Economic Development Intern



Executive Summary

In September 2017, a steering committee was formed to identify the strengths and weaknesses of the Village of Mukwonago's current downtown environment and to create recommendations for downtown improvements based on those findings. Village officials, residents, business owners and community leaders comprised the Downtown Strategic Plan Steering Committee (DSPSC). This group met twice monthly over a period of nine months to discuss and prioritize information obtained through activities such as visioning exercise, community surveys, presentations and other resources. Public feedback was solicited from interested parties who attended the meetings and at a Community Open House in which we asked participants to rank the proposed initiatives according to what was important to them. The result of all these efforts was summarized in this Downtown Strategic Plan and presented to the Village Board June 20, 2018. It is the steering committee's sincere hope that the Village Board will incorporate these recommendations into its own short and long-term plans for the Village.

Development of the Downtown Vision

One of the committee's initial activities was a visioning exercise which involved members of the audience. Questions were asked: "What kind of downtown should we have?" and "What does the downtown mean to you as an individual and to the community?" Themes began to emerge and provided the basis on which to categorize and prioritize numerous ideas and suggestions. A Mission Statement was adopted to capture the spirit of the exercise and to help guide the committee's task of recommending specific downtown goals and the steps needed to achieve them.

Adopted Mission Statement

Make the downtown a pedestrian-friendly destination centered on historic preservation, business development and cultural and recreational opportunities while noting the importance of Goal #1 of the Comprehensive Plan; to preserve and enhance the Village's quality of life including its historical identity, its small-town atmosphere, the community events and its traditional downtown.



Strategic Plan Introduction and Overview

This plan can serve as a guide for the Village of Mukwonago to prioritize and implement improvement projects within the four key areas identified by the committee:

- Business Development
- Culture and Recreation Opportunities
- Historic Preservation
- Pedestrian-Friendly Destination

Why Look at Downtown?

Downtowns are the heart of any community and Mukwonago's downtown is no exception. Mukwonago's unique small town feel is often what draws residents and visitors to the Village. Providing opportunities for people to spend time downtown helps local businesses and encourages new businesses to consider investments in the Village. A thriving downtown also builds a greater sense of community and pride in the Village and aids in the growth of the community's economy. Investment in arts, culture, entertainment, history and events are all important factors in developing a strong downtown. These concepts are part of a nationwide movement called Smart Growth which supports revitalizing Main Street America. We must give people reasons to visit downtown Mukwonago again and again.

In considering all that Mukwonago's downtown has to offer, attention must also be paid to concerns such as traffic and pedestrian safety, parking issues and the preservation of Mukwonago's historical character.

Brief History of Mukwonago

Mukwonago - which translates to Place of the Bear - was first settled in the 1700s by the Potawatomi and by the mid 1800s, saw its first European settlers who began envisioning a town. Mukwonago continued to grow as a farming community aided by the establishment of the Wisconsin Central Railroad which increased its ability to distribute crops. Additionally, diverse business development occurred as more settlers arrived in the area. One hundred years later, Mukwonago began to evolve into a tourist destination as travelers discovered its freshwater springs. In 1905, the town was incorporated into a village and by the late 1980s, Mukwonago saw its most substantial growth as subdivisions began to develop and an industrial park was built.

Throughout the Village's evolution, the downtown has struggled to hold on to its character and charm. The recommendations seek to improve upon these qualities and create a vibrant gathering place for residents and visitors.



Key Demographics & Data

Today, Mukwonago continues to grow with approved plans for a new tax base projected at \$157 Million and 1,325 new residents within 10 years. The Village has grown in value on average 4.25% annually and the 2017 estimated population has increased to 7,878, a 23% increase since 2000.

Demographic and economic analysis provide an overview of a community's composition and helps guide planning efforts. The source of the following snapshot of the Village of Mukwonago comes from the U.S. Census Bureau 2010 survey, with some figures updated based on 2012-2016 American Community Survey 5-Year Estimates.

https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml

2010 Total Population	7,355
2017 Population Estimate	7,878
Median Age	39
Number of Companies	468
Educational Attainment (% high school graduate or higher)	97.2%
Total Housing Units	3,175
Median Household Income	\$64,011
Individuals below Poverty Level	8.7%

Summary of Existing Conditions and Market Analysis

The DSPSC reviewed several existing Village reports and studies¹ in order to understand prior attempts at resolving some of the downtown issues and to evaluate whether any of the proposed solutions were still viable. According to a report called *Responsive Urbanism* by the University of Wisconsin-Milwaukee and Technische Universitat Graz-Austria, Mukwonago “has a bare-bones planning structure and a largely unrecognizable city center, with the market playing a perhaps exaggerated role in the decision-making process.” The report also stated most of the planning has been ineffectual, this is the Village’s chance to turn that around and impact the downtown and the greater community for generations to come.

¹ These resources are listed in the Reference Section of this downtown plan.

Downtown Development Goals & Objectives

The DSPSC was tasked to develop a comprehensive strategic plan with recommendations for groups to lead and accomplish specific goals. The DSPSC adopted a timeline to complete this report by April 2018; although with the date of the community feedback open house occurring later than originally anticipated, the group adjusted its targeted date of completion to May 2018.

The following list describes the topics and ideas discussed in the committee meetings and form the basis of the final recommendations which will be described in more detail later in the plan:

- Identifying the main features that attract people to a downtown area - whether to visit or to invest in a business opportunity?
- Repurposing land use and potentially expanding the downtown core to incorporate the waterfront
- Promoting a vision for specific areas by encouraging the highest and best use of property available for redevelopment
- Investing in public infrastructure both above-ground and below-ground (e.g. sidewalks, lighting, sewer and water upgrades, and re-routing heavy truck traffic to bypass downtown)
- Developing and implementing Architectural Enhancements and Design Guidelines
- Promoting Historic Preservation through an entity such as a Historic Preservation Commission
- Establishing zoning recommendations to allow desired businesses
- Implementing Wayfinding Signage
- Retaining, supporting and recruiting fresh retail, business mix
- Programming for events, festivals, promotion
- Analyzing parking and traffic
- Initiating a group to spearhead downtown revitalization (e.g. Business Improvement District or Community Development Authority)

Opportunity Assessment

In evaluating the numerous ideas that arose through the committee's activities, the DSPSC identified the following broad areas to be addressed via the plan recommendations.



Land Use and Urban Design

- **Downtown Boundaries:**
Downtown Overlay District with arterial spokes north on 83 to Field Park, South on 83 to the railroad overpass and Southwest on ES to Indian Head Park.
- **Pedestrian Amenities:** missing sections of sidewalk to access downtown, need for pedestrian crossings with safety features added, concrete medians/bump outs, etc.
- **Transportation:** Hwy. 83 traverses through downtown including heavy truck traffic, backups at prime commuting hours and throughout the day depending on events
- **Land Use:** missing a focus on historic preservation, the positive economic impact of historic preservation on property values, and the need to capitalize on Mukwonago's Certified Local Government status
- **Streetscape:** limited by few public spaces, pocket parks, benches, bike racks, etc. and Mukwonago is in need of landmarks to denote you are both entering and within a historical pedestrian-friendly downtown area
- **Parking:** no signage directing visitors to existing public parking

EXHIBIT 1
Ordinance No. 931

Village Center Overlay Zoning District Boundary and Sub-Districts



Redevelopment and Historic Preservation/Restoration

- **Façade Renovations:** there is no plan for cohesive image/design guidelines of downtown
- **Historic Preservation:** no active group to review plans and to promote historic preservation following Federal guidelines for evaluating the historical importance of a property (such as a Historic Preservation Commission or Landmark Commission)
- **Real Estate Market:** underutilization of second stories, vacancy rate, removal or repurposing of blight
- **Business Organization:** no group to support the downtown cause politically, technically and financially, such as through a Business Improvement District (BID) or Community Development Authority (CDA)

Organizational Structures

- Collaboration: a structure involving private groups, non-profit organizations, consultants, municipal staff and elected leaders does not currently exist to address, or attempt to resolve, downtown issues
- Resources: without a group supporting downtown initiatives and making recommendations to the Village Board, there aren't dedicated resources to improve the downtown in the municipal operating or capital budgets

Strategies Used to Create Downtown Master Plan

The following activities were completed by either the full committee, individual members or support staff in order to amass and evaluate information needed to prepare the Downtown Plan.

- Vision Session held on September 28, 2017
- DSPSC goals defined on October 12, 2017
- Invited industry experts to present on the topics of Historic Preservation, Strategic Planning and current zoning in Downtown Mukwonago
- Independent research conducted by committee members on the topics of: CDA's, BID's, Connect Communities, etc.
- Review of peer community plans and the Smart Growth America planning concepts
- Logo and tagline "Make Downtown Yours" created for the planning committee
- Social media campaign including a Facebook page and meeting information housed on the Village's website. The DSPSC considered the immediate feedback provided by Facebook users and Public Comment sessions during public meetings.
- Online community survey to evaluate the current perception of downtown by the general public and to serve as an initial gauge regarding the proposed goals defined by the DSPSC
- Hard copy media via banners, newspaper articles and brochures handed out during the Midnight Magic event, information flyer for a community feedback open house sent out with the utility bill
- An open house was held April 12, 2018 to seek community input on committee recommendations



Objective Summary

The DSPSC identified four primary categories which they used to formulate the recommendations of the Plan. The goals and objectives of each of the four categories are outlined in this section.

Business Development

Goals	Objectives
Enhance and Support the Downtown Business District	Offer an immediate central point of contact to engage with existing building and property owners, and develop an organization to lead downtown business development activities. Create incentives to support investment in downtown buildings and businesses.
Support Business Attraction, Growth and Expansion Activities	Develop business attraction activities with a focus on local, independently-owned businesses, niche/specialty businesses and businesses seeking a second location. Maintain and grow existing businesses.
Creation of an organizational structure to facilitate business development in downtown	Be a resource for development by defining the needs of the community, educate and build ties with the business and development community, local government, civic and non-profit organizations. Develop programs to support renovation, redevelopment and repurposing of buildings to address demand challenges.



Cultural and Recreation

Goals	Objectives
A connected parks and trails system that promotes a connection to nature, recreation and downtown.	A system of well-balanced parks and land and water trails that connects and directs users to downtown, engages people of all ages and backgrounds, and enhances the overall quality of life for Village residents and visitors.
Events programming that promotes community engagement and cultural offerings.	Capitalize on the Village's cultural assets (Community Library, Chamber of Commerce and Red Brick Museum) and events (arts, culture and heritage) to build economic prosperity, quality of life and small-town community identity.
A strong and engaged network of neighbors, community groups and volunteers.	Build a strong community where residents have a sense of belonging and civic pride to support cultural and recreational efforts. This requires organizations and individuals to work together.



Historic Preservation

Goals	Objectives
Develop a group to guide and support historic preservation	Create and support a community group with a focus on historic preservation.
Develop downtown design guidelines	Serve as a tool for commercial and residential properties to guide building renovations and new construction to support a cohesive image and branding for downtown. Guidelines will promote the preservation of the historic attributes of existing buildings while maintaining the historic authenticity of our community.
Increase Community Engagement and Awareness	Educate the public, create transparency about the historic preservation program, engage the public to become ambassadors of the program.



Pedestrian Friendly Environment

Goals	Objectives
Complete a Jurisdictional Transfer Agreement for Hwy. 83, E. Veterans Way and Holz Parkway	Reduce heavy truck and thru traffic downtown for the long-term to promote a pedestrian/destination-friendly environment. Allows the Village access to fix and improve the infrastructure on and under the road.
Adopt a Truck Route that Bypasses Downtown	Reduce heavy truck and thru traffic downtown in the immediate future. Educate truck drivers of the preferred truck route being the current E. Veterans Way and Holz Parkway and not through downtown. Educate residents and visitors about the location of the downtown business district.
Enhance the Downtown Environment to be a Welcoming, Friendly, Attractive, Colorful, Connected and Safe Environment	Downtown's environment should be a key reason why people want to visit, shop, work and live in the center of the Village. Downtown's environment should advance overall cleanliness, attractiveness, maintenance and repair, and safety for all. Downtown should be connected to the rest of the community through signage and sidewalks.
Downtown Public Parking Must Present a Positive and Aesthetically Pleasing Image	Downtown parking spots will receive regular, scheduled maintenance, repair, replacement and possibly other enhancements. Educate the public about the location of public parking options in downtown.



Recommendations

The following recommendations are offered based on the review of historical downtown plans, discussion of activities previously undertaken by committees and advisory groups with a focus on downtown Mukwonago, research conducted about downtown best practices and available tools, Smart Growth America, the 2017 community e-survey results, and feedback received during the 2018 community feedback open house.

Recommendations are offered, in priority order, as determined by the DSPSC and listed as Tier 1 and Tier 2 groupings. The Plan focus includes the Village Center Overlay Zoning District and the residential areas in the boundaries between Field Park on the North and Indian Head Park on the southwest as well as on Hwy. 83 to the railroad overpass in the southeast.

Tier 1 - Recommendations

These recommendations are those that should be acted upon within a one to two-year timeframe. These recommendations are of the highest importance to the committee and the community. Additional details for each recommendation follow in the next section titled "Description."

- 1-1 | Engage a firm to create a roadway design and streetscaping enhancement plan. Such as sidewalks, crosswalks, beautification, lighting, safety, connectivity and gateways. Begin implementing crosswalk safety enhancements.
- 1-2 | Adopt an ordinance to change the trucking route onto Veterans Way/Holz Parkway to bypass downtown.
- 1-3 | Encourage opportunities for community spaces to allow for activities, community meeting and relaxation spaces in downtown.
- 1-4 | Re-establish a Historic Preservation Commission (Landmark Commission) to guide and support historic preservation and compatible redevelopment.
- 1-5 | Engage a firm to conduct a market analysis with the goal of attracting new businesses and growing the existing economic base, and maximizing the existing commercial space in downtown.
- 1-6 | Investigate the development of a Downtown Business Owner's Association to support and enhance downtown.



Tier 2 - Recommendations

These recommendations should be acted upon within a three to four-year timeframe, as some recommendations build off of the Tier 1 plans. Additional details for each recommendation follow in the next section titled "Description."

- 2-1 | Invest in the maintenance and replacement of pedestrian safety features and roadside amenities. Continue with pedestrian safety and crosswalk enhancements.
- 2-2 | Engage a firm to develop a design plan with specific guidelines focusing on exterior building improvements which are consistent with Recommendation 1-1 to achieve a cohesive environment.
- 2-3 | Promote and collaborate with the Library, Chamber of Commerce, Red Brick Museum and the Wisconsin Historical Society for historical and cultural events and programming.
- 2-4 | Marketing to highlight the uniqueness of Mukwonago and to showcase events, culture and recreational activities.
- 2-5 | Create financial support programs to encourage and support downtown building improvements and business development.
- 2-6 | Invest in wayfinding signage around the downtown and to key points of interest in the Village.
- 2-7 | Marketing of existing public parking options in downtown.
- 2-8 | Investigate the development of a Business Improvement District (BID) to support and enhance downtown.



Recommendation Descriptions

The following details have been offered by the DSPSC for background and support for each recommendation. The estimated costs have been included for capital expense planning purposes and offer a range of cost based on committee members' history and knowledge for the items. When available, actual cost estimates have been noted.

Recommendation 1-1

Engage a firm to create a roadway design and streetscaping enhancement plan. Elements to be included: sidewalks, crosswalks, beautification, lighting, safety, connectivity and gateways. Begin implementing crosswalk safety enhancements.

Mukwonago has a fair amount of historic buildings at its core, but the Hwy. 83 roadway corridor through downtown leaves a lot to be desired with many concrete surfaces, mismatched benches and lighting and limited color in the downtown. The downtown environment should be a key reason why people want to visit, shop, work and live in the center of the Village. Other considerations include:

- Overall cleanliness, attractiveness, maintenance and repair, and safety
- Connect to the rest of the community through signage and sidewalks
- Inventory existing sidewalks, crosswalks and other amenities such as benches, planters and garbage bins
- Address sidewalks, crosswalks and pedestrian safety features such as activated flashing pedestrian crossing signs, banners, street lights, benches, garbage/recycling cans, bike racks, shade, vegetation, restrooms, water fountains, gathering spaces and gateways
- Connect and enhance Indianhead Park on the southern boundary of downtown
- The plan should also include a comprehensive recommendation for the downtown along with a list of potential funding sources
- Regarding implementation (see Tier 2 recommendations), consider a manageable block-by-block plan instead of attempting to improve the entire district at once

This recommendation addresses enhancing the environment in downtown to be a welcoming, friendly, attractive, colorful, connected and safe environment.

❖ **Estimated Planning Cost: \$10,000-\$50,000**



Recommendation 1-2

Adopt an ordinance to change the trucking route onto Veterans Way/Holz Parkway to bypass downtown.

To reduce heavy truck traffic, the DSPSC has recommended to the Village Board to adopt an ordinance diverting heavy truck traffic from Hwy 83 to Veterans Way/Holz Parkway. This should be supported by:

- Educating truck drivers of the preferred truck route
 - Installation of new signs indicating the bypass route
 - Educating residents and visitors about the option to use Veterans Way/Holz Parkway if they do not intend to stop at a business/location in downtown
 - It is important that this recommendation does not negatively impact the business community, so the DSPSC is recommending the installation of additional signage to direct traffic to the historical downtown retail center
- ❖ Estimated Cost: \$250-\$2,000 for new signs to be installed informing drivers of new routes and limited costs associated with the Village Attorney's time spent on the project.

Recommendation 1-3

Encourage opportunities for community spaces to allow for activities, community meeting and relaxation spaces in the downtown area.

An engaged network of neighbors, community groups and volunteers should be created to develop additional cultural opportunities while capitalizing on the Village's existing assets (Red Brick Museum, Community Library) and events (arts, culture and heritage). The goal will be to articulate the unique character of downtown culture, heritage and recreational activities.

- Strengthen relationships with individuals and organizations to build a common vision and thereby maximize resources
 - Allocate additional human and fiscal resources for marketing and promoting the activities of this group
 - Encourage a connected parks and trail system that promotes a link to nature, recreation, and the downtown. Consider the goals for the Village's Comprehensive Outdoor Recreation Plan (2017) to make informed decisions pertaining to facilities and parks before making capital investment plans
- ❖ Estimated Cost: TBD based on the amenities and resources to be developed.



Recommendation 1-4

Re-establish a Historic Preservation Commission (Landmark Commission) to guide and support historic preservation and compatible redevelopment.

In recent history, the Village had a Historic Preservation Commission (HPC) which was absorbed by Mukwonago's Plan Commission. Reinstating a HPC is a top priority activity in the Tier 1 recommendations based on the community survey, feedback from the open house as well as the committee members' research on this topic. The Village also maintains a Certified Local Government (CLG) status with the Wisconsin Historical Society (WHS). The recommended activities for this group include:

- Assess the benefits of activating the Village's CLG status
- Conduct walking tours to promote the historic features and cultural assets of downtown (in cooperation with the Red Brick Museum)
- Coordinate with the Red Brick Museum and Chamber to educate property owners about the benefits of historic preservation
- Conduct an architectural review based on newly created Design Guidelines (Tier 2 activity)
- Develop financial tools to support historic preservation and compatible redevelopment (Tier 2 activity)

❖ Estimated Cost: \$0

Recommendation 1-5

Engage a firm to conduct a market analysis with the goal of attracting new businesses and growing the existing economic base, and maximizing the existing commercial space in downtown.

By engaging a firm such as the UW-Extension to conduct a market analysis, relevant market data and information can be used to support existing and new business growth. Additional areas to be addressed in this report should include:

- Industry cluster targets and a market gap-analysis
- Programs to attract locally-owned, independently-owned, niche/specialty businesses as well as existing businesses seeking a second location in downtown
- Conduct a business and building inventory
- Compare attraction prospects with existing land use and zoning ordinances within the Downtown Overlay District
- The results of the program should be communicated with existing businesses and property owners via a business outreach program (Tier 2 activity)

❖ Estimated Report Cost: \$5,000-\$10,000



Recommendation 1-6

Investigate the development of a Downtown Business Owner's Association (DBA) and in years 2-3 a Business Improvement District (BID) to support and enhance downtown.

Downtown business development is most successful when led by a strategically-focused group. The DSPSC recommends the creation of an organizational structure to lead downtown business redevelopment activities and projects. Potential structures include:

- Downtown Business Owner's Association (DBA)
- Existing Village Economic Development Committee (EDC)
- A committee to be created under the Chamber of Commerce
- A Business Improvement District (see Tier 2 recommendation)
- Main Street program
- Connect Communities program

The DSPSC is not recommending the Village coordinate the ongoing management/organization for downtown business development, as this is best done in a partnership with the Village, business owners, property owners and key downtown stakeholders. The Village should continue to highlight downtown economic development efforts during the annual Economic Development Breakfast, and for the Village President to continue with business retention visits, as well as engage in discussion with the newly created entity.

❖ Estimated Cost - DBA (Tier 1): \$0

Recommendation 2-1

Invest in the maintenance and replacement of pedestrian safety features and roadside amenities.

Building off of Recommendation 1-1 there will be needed maintenance as well as additional features to consider for the beautification of downtown. Elements to be assessed include but are not limited to:

- Maintaining sidewalks, crosswalks and pedestrian safety features such as activated, flashing pedestrian crossing signs, banners, street lights, benches, garbage and recycling bins, bike racks, elements that offer shade, vegetation, restrooms, water fountains and gathering spaces
- Developing an annual flower/perennials planting/tree planting and maintenance program throughout downtown with an eye toward adding more color for prolonged periods of time
- Enhance the entrances to the historical pedestrian-friendly downtown with prominent visual upgrading and/or utilizing landmarks to serve as gateways

❖ Estimated Cost: Varies depending on the elements to be installed.



Recommendation 2-2

Engage a firm to develop a design plan with specific guidelines focusing on exterior building improvements which are consistent with Recommendation 1-1 to achieve a cohesive environment.

Historic buildings are critical to the fabric of downtown. The Village Historic Overlay District ordinance provides guidance for maintenance and improvements made to existing commercial and residential properties in the District. By engaging a firm to develop a Design Guidelines Plan that focuses on exterior building improvements, the fabric of downtown will be enhanced for future generations to enjoy.

The guidelines should serve as a tool for commercial and residential properties during building renovations and new construction to support a cohesive image and branding for downtown. This will promote the preservation of the historic attributes of existing buildings while maintaining the historic authenticity of our community. Incorporating the recommended roadway improvements from the previous recommendation in the Tier 1 (see Roadway Improvements and Streetscaping Enhancement Plan) will maintain compatibility with the existing environment.

The firm will also conduct an independent analysis of commercial properties for the entirety of Mukwonago's downtown and include action items, funding sources and a consideration of multi-use housing opportunities.

It is recommended that the selected firm and the Village engage the public through several methodologies:

- Include downtown stakeholders and residents in several visioning as well as community workshops. Items to be addressed include the current status of properties, identification of properties suited or marketable for commercial use and areas that lend themselves to possible redevelopment
- Present results to the public for comment in informational feedback sessions
- Share design guidelines with the public via the Village's website and other resources

❖ **Estimated Cost: \$10,000-\$50,000**



Recommendation 2-3

Promote and collaborate with community-based organizations for historical and cultural events and programming.

Mukwonago has existing groups, such as the Community Library, Chamber of Commerce and Red Brick Museum, that offer programs and other activities which enhance the historic and cultural identity of the Village. The DSPSC recommends developing partnerships with these groups, the newly formed Historic Preservation Commission, the Mukwonago Area School District and Education Foundation, as well as downtown property and business owners to support existing events while encouraging new activities and cultural programming in the downtown.

❖ Estimated Cost: \$0*

**New events/activities may require funds for implementation and marketing.*

Recommendation 2-4

Marketing to highlight the uniqueness of Mukwonago and to showcase events, culture and recreational activities.

The DSPSC recognizes the existing events and offerings by the Community Library, Chamber of Commerce, Red Brick Museum, School District, among others that provide historic and cultural benefit to Village residents and visitors. The Committee recommends actively conducting cross-promotions by each of these groups to create a strong and engaged network that will showcase activities throughout the community. The end goal is that residents have a greater sense of belonging and civic pride to support local, cultural and recreational activities.

- Promote the development of a community calendar to consolidate all planned activities and events

❖ Estimated Cost: Varies depending on the type of marketing to be deployed.



Recommendation 2-5

Create financial support programs to encourage and support downtown building improvements and business development.

A part of implementing the new Design Guidelines and Market Analysis, financial support programs must be developed to encourage and support downtown building improvements and business development.

- Identify and research financial tools to support historic preservation, building improvements and compatible redevelopment (ex. Local lenders low-interest loan pool and Façade, White Box Grant and Signage Grant)
 - Identify other funding mechanisms to support business development (ex. Rent Assistance Grant, TIF, BID, housing financial assistance, Revolving Loan Fund, etc.)
 - Implementation of selected financial assistance programs to be conducted by the Village and/or newly created HPC (or BID)
 - Grants which aid in the revitalization of specific properties within downtown should also be pursued (ex. WI Economic Development Corporation's Community Development Investment Grant and Brownfield Grant)
 - Continue the existing business retention program conducted by the Village President
 - Create marketing materials to summarize all the available local and regional/state resources and business services organizations such as (SBA, SCORE, WWBIC) with property and business owners
- ❖ **Estimated Cost: Varies with the program to be created***
**Source of funds may come from the Village's General Fund, TIF, BID, etc.*



Recommendation 2-6

Invest in wayfinding signage around the downtown and to key points of interest in the Village.

Develop a plan and install a coordinated wayfinding signage system throughout the Village including Downtown and Downtown Neighborhoods (ie: Pearl Street as a destination).

A system of well-balanced parks as well as land and water trails that connect and direct users to downtown, engages people of all ages and backgrounds, while enhancing the overall quality of life for Village residents and visitors. The Village has many trails that serve a range of uses (walking, biking, East Troy Railroad Trolley, boating, canoeing and kayaking on the rivers and lakes).

- Signage will be installed to direct trail users to downtown
 - Install wayfinding signage from neighborhoods to downtown parks, public spaces and the business district
 - Downtown parking options must be signed and should present a positive and aesthetically pleasing image
- ❖ **Estimated Cost: Varies, but may range between \$10,000-\$25,000 depending on the number and style of signs to be installed.**

Recommendation 2-7

Marketing of existing public parking options in downtown.

Public parking spots exist within downtown in both public parking lots and on-street parking. These parking spaces serve visitors, daytime workers and attendees of special events.

The Chamber of Commerce, in its function as a visitors' bureau and special events coordinator, existing businesses, and other community stakeholders offer numerous tools to educate the public about the location of public parking options in downtown.

Recommendations include:

- Develop a map to share with business owners; online map resource
 - Identifying the location of all parking spaces
 - Install wayfinding/directional signage to identify the location of parking lots
 - Develop and undertake a capital repair and replacement plan for parking lots and parking spaces in downtown
- ❖ **Estimated Cost: TBD**



Recommendation 2-8

Investigate the development of a Business Improvement District (BID) to support and enhance downtown.

See Recommendation 1-6.

- ❖ Estimated Cost - BID (Tier 2): Each property owner in the BID pays an annual special assessment tax.

Recommendations Made for Immediate Implementation

During the development of the strategic plan the DSPSC made the following recommendations to the Village Board for immediate implementation. The committee took such action as these activities were rated important by the community survey and by prior committees focused on downtown planning. A number of the items recommended by the DSPSC are quick-wins such as: roadway design planning and reinstituting the HPC, some recommendations will take longer to implement such as a reroute Hwy. 83.

Reroute of Hwy. 83 Around Downtown

The DSPSC recommended the Village Board pursue negotiations with WisDOT to complete a jurisdictional transfer of Hwy. 83 through downtown on Veterans Way/Holz Parkway. The urgency in this recommendation is the goal of reducing heavy truck and thru traffic downtown for the long-term and to promote a pedestrian/destination-friendly environment. An ownership transfer of Hwy. 83 in downtown to the Village would provide the Village unimpeded access to fix and improve the oldest infrastructure in the Village both above and below the road.

- ❖ Estimated Cost: TBD

Ordinance to Change the Trucking Route onto Veterans Way/Holz Parkway

See Recommendation 1-2.

Police Department Crosswalk Safety Enhancements

Meetings between Village officials and WI Dept. of Transportation in March 2018 resulted in the Village being granted permission to pursue pedestrian safety enhancements on Hwy. 83. The Village will be responsible for funding 100% of the costs of the improvements. A comprehensive roadway design should be considered prior to implementation of these enhancements - see Recommendation 1-1. The downtown core area from Hwy. LO to Field Street should be the primary focus for immediate improvements.

In the interim it is recommended that an educational campaign be developed.

- A mailer to be included with the utility billings
 - Reminders that it's State Law to stop at pedestrian crossings
 - Utilizing Veterans Way/Holz Parkway as an alternative to reduce the number of non-stop vehicles through downtown
- Reinstall pedestrian crossing signs in the middle of the road on Hwy. 83 as soon as possible in the spring
- The downtown business community, residents and the Police Department continue to meet and work together to address safety issues

❖ **Estimated Project Cost: \$250,000**

Reinstitute the Historic Preservation Commission

See Recommendation 1-4.

Next Steps

The Downtown Strategic Plan Steering Committee would like to thank the Village Board for their thoughtful consideration of this plan's recommendations. Many hours have been spent planning, surveying, discussing and debating the information that has been summarized in this report. Village residents and business owners have provided valuable input on what is important to them and have expressed excitement over the potential changes that will impact and shape the future of Mukwonago's downtown.

Continued discussions and planning for the implementation of the plan's recommendations is vital to keep the momentum moving forward. Recommendations of capital improvements involving Village funding should be incorporated into the Village's 5-year capital plan in a manner that makes implementation feasible and cost-effective for Mukwonago's taxpayers.

Concurrently, some recommendations can be implemented by individual property owners and downtown stakeholders. Property owners are encouraged to think about the elements of this plan that they can directly impact, such as: installing bike racks, undertaking building façade improvements, and encouraging the Hwy. 83 jurisdictional transfer. Stakeholders throughout the Village can continue to voice their opinions and support for the Village's initiatives to make the downtown pedestrian-friendly and historically significant. Encouraging business development and providing cultural and recreational opportunities to continue bringing the community together is essential.



As the adopting body of this plan, the Village Board plays a significant role in ensuring the recommendations are implemented. In addition to authorizing funding when needed, the Board needs to create the ad hoc committees or stakeholder groups necessary to further explore the plan's recommendations and take the necessary steps to ensure the goals are ultimately met. In doing so, the Board will define the metrics and frequency by which they want to receive reports from the stakeholders showing their progress toward goal completion. Operating budgets may be needed to provide funding for some of the committees' activities, for example, the annual \$200 fee to join Connect Community or mailing notices to residents. The use of Village staff to serve on the committees or assist with specific tasks may need to be granted within the parameters of existing staff budgets. Other estimated costs for specific plan recommendations are listed within the Plan for inclusion in the budget when authorized by the Village Board.

To ensure we continue to receive ongoing feedback from the community, it is vitally important that the activities in this plan be conducted by citizen volunteers and key stakeholders (see the Stakeholders column in each Goals/Activities Recommendations section in the Appendix). Each of the four key areas recommended in this plan should have its own Chair(s) and committee members. The committees should be led by involved citizen volunteers and stakeholders, with a Village Trustee as an active member of each committee who can obtain assistance from Village Staff as necessary. Communication between the individual committees, Village Board and Village Staff to keep each entity apprised of activities occurring in the development of downtown is vital, so the Village's assistance in facilitating communication will be extremely helpful. In addition, the Village Board's support in authorizing the funding, and partnering with other stakeholder groups, to obtain professional services in designing or implementing specific recommendations is crucial in achieving the Plan's goals and in the ultimate success of the overall Plan.

The Downtown Strategic Plan Steering Committee members have been enthusiastically engaged in all the activities culminating in this Plan's recommendations. The number of people responding to the online survey, attending the community feedback open house, and signing up to volunteer in implementing the recommendations of the Plan, has been impressive. The Village Board is in an enviable position as the community has wholeheartedly embraced the "Make Downtown Yours" theme and the passion to continue the effort started by the steering committee is strong! The Village has an opportunity to engage interested community members to further explore the Plan recommendations and work in conjunction with the Village Board to implement them. It will be exciting to see the progress as the Plan's actions are implemented and the Downtown is transformed into a place we can all say we had a hand in shaping. Thank you again for your consideration of the Plan and the future of Downtown Mukwonago.



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Appendix A: DSPSC Goals Spreadsheets - with Stakeholders



Focus: Business Development

APPROVED Date: 1/25/18

~Business Development Strategic Goals~	
Goals	Objectives
Enhance and Support the Downtown Business District	Offer an immediate central point of contact to engage with existing building and property owners, and develop an organization to lead downtown business development activities. Create incentives to support investment in downtown buildings and businesses.
Support Business Attraction, Growth and Expansion Activities	Develop business attraction activities with a focus on local, independently-owned businesses, niche/specialty businesses and businesses seeking a 2 nd location. Maintain and grow existing businesses.
Creation of an organizational structure to facilitate business development in downtown	Be a resource for development by defining the needs of the community, educate and build ties with the business and development community, local government, civic and non-profit organizations. Develop programs to support renovation and redevelopment of product to address demand challenges.

Business Development Goals			
Goals		Action/Event	Stakeholders
Enhance and Support the Downtown Business District		Identify an immediate central point of contact and develop an organization to lead downtown business development activities (ex. Connect Communities group, Main Street organization, downtown business owners' association).	-Village Administrator/Economic Development Director -Economic Development Committee (EDC) -Chamber of Commerce -Downtown Business and Property Owners
		Identify and implement appropriate funding mechanisms to support business development and building improvements (ex. Façade and Signage Grant, White Box Grant, Rent Assistance Grant, TIF, BID, housing financial assistance, Revolving Loan Fund, etc.)	-Village Administrator/Economic Development Director -EDC -Future Historic Preservation Commission (To Be Determined) -Future Community Development Authority (To Be Determined) -Future organization to become the central point of contact for downtown business development -Chamber of Commerce
		Create marketing materials to summarize local and regional/state resources and business services organizations such as (SBA, SCORE, WWBIC) and share with property and business owners.	-Village Administrator/Economic Development Director -EDC -HPC (TBD) -CDA (TBD) -Future downtown organization (TBD) -Chamber of Commerce
Support Business Attraction, Growth and Expansion Activities		Engage UW-Extension to conduct a market analysis or update the existing market/gap analysis to identify target businesses and industry cluster targets for a business attraction program.	-Village Administrator/Economic Development Director -EDC -Future downtown organization (TBD) -CDA (TBD) -Chamber of Commerce

		Conduct a downtown business and building inventory.	-Village Administrator/Economic Development Director -Planning/Zoning Administrator -Plan Commission -EDC -CDA (TBD) -Future downtown organization (TBD) -Chamber of Commerce
		Conduct a review to compare attraction prospects with existing land use and zoning ordinances within the downtown overlay district.	-Planning/Zoning Administrator reporting to: -Village Administrator/Economic Development Director -EDC -Future downtown organization (TBD) -CDA (TBD) -Chamber of Commerce
		Develop business attraction activities with a focus on local, independently-owned businesses, niche/specialty businesses and businesses seeking a 2 nd location.	-Village Administrator/Economic Development Director -CDA (TBD) -Future downtown organization (TBD) -Chamber of Commerce
		Conduct a business outreach program to communicate the results of the market analysis. Survey and/or discuss growth opportunities and challenges with existing business and building owners. Suggested discussion item: -Is the business experiencing space constraints for future growth?	-Village Administrator/Economic Development Director -EDC -CDA (TBD) -Future downtown organization (TBD) -Chamber of Commerce
Creation of an organizational structure to facilitate business development in downtown		Implement the creation of a Community Development Authority or other organization to support redevelopment. Review the option to convert the EDC into a CDA, RDA, BID, etc.	-Village Board -Village Administrator/Economic Development Director -EDC

		Work with property owners, developers and realtors to determine which properties are suited or marketable for commercial use and identify areas that would lend themselves to possible redevelopment. Action Ideas: -Host a roundtable discussion with stakeholders -Develop a list of properties to be addressed	-CDA (TBD) -HPC (TBD) -Future downtown organization (TBD) -EDC -Plan Commission -Planning/Zoning Administrator -Village Administrator/Economic Development Director -Police/Fire Depts. -Downtown Property Owners & Businesses -Developers/realtors -Chamber of Commerce
		Engage a planning firm to develop a Downtown Redevelopment Plan. The focus area(s) to be determined by the key sites ID'd in the previous goal. The plan should include: action items, funding sources and a consideration of multi-use housing opportunities.	-CDA (TBD) -HPC (TBD) -Future downtown organization (TBD) -EDC -Plan Commission -Planning/Zoning Administrator -Village Administrator/Economic Development Director -Village Board -Chamber of Commerce
		Highlight downtown economic development efforts during the annual Economic Development Breakfast.	-Village Administrator/Economic Development Director
		Engage in discussion that promotes increased population within the Village in addition to promoting increased daytime population in downtown. Discussion topics: -Multi-use development within downtown -Increasing residential units throughout the Village -Increasing office units in downtown	-CDA (TBD) -HPC (TBD) -Future downtown organization (TBD) -EDC -Plan Commission -Planning/Zoning Administrator -Village Administrator/Economic Development Director -Village Board -Chamber of Commerce

		Pursue grants which aid in the revitalization of specific properties within downtown districts.	-Village Administrator/Economic Development Director -CDA (TBD) -HPC (TBD) -EDC -Future downtown organization (TBD)
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Focus: Cultural and Recreation- Events

APPROVED Date: 1/25/18

~Cultural and Recreation – Events Strategic Goals~	
Goals	Objectives
A connected parks and trails system that promotes a connection to nature, recreation and downtown.	A system of well-balanced parks and land and water trails that connects and directs users to downtown, engages people of all ages and backgrounds, and enhances the overall quality of life for Village residents and visitors.
Events programming that promotes community engagement and cultural offerings.	Capitalize on the Village’s cultural assets (Red Brick Museum, library) and events (arts, culture and heritage) to build economic prosperity, quality of life and community identity.
A strong and engaged network of neighbors, community groups and volunteers.	Build a strong community where residents have a sense of belonging and civic pride to support cultural and recreational efforts. This requires organizations and individuals to work together.

Cultural and Recreation - Events Goals			
Goals	Focus Year(s)	Action/Event	Stakeholders
A connected parks and trail system that promotes a connection to nature, recreation and downtown.		Consider the goals of the Village's Recreation Plan (2017) to make informed decisions pertaining to facilities/parks before making capital investment plans.	
		Encourage opportunities for community spaces (ex. pocket parks) within downtown to allow for additional programming and community meeting and relaxation spaces in downtown.	
		The Village has many trails that serve a range of uses (walking, biking, East Troy Rail Road Trolley, boating, canoeing and kayaking on the rivers and lakes). Signage should be installed to direct trail users to downtown. To encourage residents to travel to downtown, install wayfinding signage from neighborhoods to downtown parks, public spaces and the business district.	
		Continue to provide (and upgrade where necessary) public restrooms, water fountains and bike racks at heavily utilized parks and along key trails through a combination of permanent and portable facilities.	
Events programming that promotes community engagement and cultural offerings.		Define support for existing and new events and culture offerings (ex. fiscal, policy and staffing).	-BID (TBD) -Chamber -Red Brick Museum -Library
		Actively promote the Red Brick Museum and Library as these places provide historic and cultural development and the creative culture for residents and visitors.	-BID (TBD) -Chamber -Red Brick Museum -Library
A strong and engaged network of neighbors, community groups and volunteers.		Build capacity and strengthen relationships with individuals and organizations to address key issues together by building a common vision whereby everyone plays their part in maximizing resources to support culture, events and recreation.	-Friends of the Mukwonago River
		Articulate the unique character of downtown culture, heritage and recreational activities and allocate additional human (and fiscal) resources to marketing and promotion.	-Friends of the Mukwonago River

Focus: Historic Preservation

Date Approved: 12/14/17

~Historic Preservation Strategic Goals~	
Goals	Objectives
Develop a group to guide and support historic preservation	Create and support a community group with a focus on historic preservation.
Develop downtown design guidelines	Serve as a tool for commercial and residential properties to guide building renovations and new construction to support a cohesive image and branding for downtown. Guidelines will promote the preservation of the historic attributes of existing buildings while maintaining the historic authenticity of our community.
Increase Community Engagement and Awareness	Educate the public, create transparency about the historic preservation program, engagement the public to become ambassadors of the program.

Historic Preservation Goals			
Goals	Focus Year(s)	Action/Event	Stakeholders
Develop a group to guide and support historic preservation and compatible redevelopment		Develop a group Action Ideas: -Historic Preservation Commission or Landmarks Commission	-Village Planning/Zoning Admin. -Historic Preservation Commission Members -Village Board Rep. -Downtown Property Owners (commercial and residential) -Downtown Business Owner -Chamber of Commerce Rep.
		Assess the benefits of becoming, and submit applications to become, a BID, Connect Communities, Main Street Community, Certified Local Government	Historic Preservation Group
		Conduct architectural review based on newly created design guidelines	Historic Preservation Group
		Conduct walking tours to promote the historic features and cultural assets of downtown	-Red Brick Museum -Chamber of Commerce
		Coordinate cultural activities/events and work with the Chamber on events and work with property owners to educate about historic preservation	-Red Brick Museum -Chamber of Commerce
		Develop and facilitate financial support tools to support historic preservation and compatible redevelopment Action Ideas: -Low-interest loan pool -Façade and signage grant	-Village Board -Village Administrator -Local Banks
		Educate commercial and residential property owners about the benefits of conducting historic preservation activities	-Historic Preservation Group -Chamber of Commerce
Develop design Guidelines		Guidelines will focus on building exteriors and they will promote longevity for new construction that is compatible with the existing environment	-Village Planning/Zoning Admin. -Historic Preservation Commission -Village Board Rep. -Downtown Property Owners (commercial and residential) -Downtown Business Owners -Chamber of Commerce Rep.

		Define boundaries – Field Park to Indian Head Park following Main St. and south on Hwy. 83 to the rail road overpass	-Village Planning/Zoning Admin. -Historic Preservation Commission -Village Board Rep. -Downtown Property Owners (commercial and residential) -Downtown Business Owners -Chamber of Commerce Rep.
		Define the focus area – Priority area will be the Retail Center Overlay Zoning, followed by residential	-Village Planning/Zoning Admin. -Historic Preservation Commission -Village Board Rep. -Downtown Property Owners (commercial and residential) -Downtown Business Owners -Chamber of Commerce Rep.
		Guidelines will be shared in multiple methods including: user-friendly website and hard-copy paper resources. Both to be designed to educate downtown property owners, business owners and tenants regarding the contents of the guidelines	-Village Administrator -Chamber of Commerce -Historic Preservation Commission
		Public information sessions to seek feedback about the guidelines and to educate property owners	-Historic Preservation Commission

Focus: Pedestrian Friendly Environment

Date: APPROVED 1/18/18

~Pedestrian Friendly Environment Strategic Goals~	
Goals	Objectives
Complete a Jurisdictional Transfer Agreement for Hwy. 83, E. Veterans Way and Holz Parkway	Reduce heavy truck traffic downtown for the long-term to promote a pedestrian friendly environment. Allows the Village access to fix and improve the infrastructure on and under the road.
Adopt a Truck Route that Bypasses Downtown	Reduce heavy truck traffic downtown in the immediate future. Educate truck drivers of the preferred truck route being the current E. Veterans Way and Holz Parkway and not through downtown. Educate residents and visitors about the location of the downtown business district.
Enhance the Downtown Environment to be a Welcoming, Friendly, Attractive, Colorful, Connected and Safe Environment	Downtown's environment should be a key reason why people want to visit, work, shop, and live in the center of the Village. Downtown's environment should advance overall cleanliness, attractiveness, maintenance and repair, and safety for all. Downtown should be connected to the rest of the community through signage and sidewalks.
Downtown Public Parking Must Present a Positive and Aesthetically Pleasing Image	Downtown parking spots will receive regular, scheduled maintenance, repair, replacement and possibly other enhancements. Educate the public about the location of public parking options in downtown.

Pedestrian Friendly Environment Goals			
Goals	Focus Year(s)	Action/Event	Stakeholders
Complete a Jurisdictional Transfer Agreement for Hwy. 83, E. Veterans Way and Holz Parkway		Negotiate jurisdictional transfer agreements with Waukesha County and WisDOT to relocate Hwy. 83 from downtown to E. Veterans Way and Holz Parkway	Village Board Village Staff WisDOT Waukesha County
		Develop a plan to update the above ground and underground infrastructure in this area	Village Board Administrator Public Works Director
Adopt a Truck Route that Bypasses Downtown		Adopt an ordinance to change the truck route from Hwy. 83 through downtown to E. Veterans Way and Holz Parkway. Install temporary signage to redirect traffic and to promote the new route and inform that downtown businesses are open for business.	Village Board Village Attorney WisDOT
		Install signs to identify the new truck route	Public Works Director WisDOT
		Install signs that educate residents and visitors about the location of the downtown business district	Public Works Director WisDOT
Enhance the Downtown Environment to be a Welcoming, Friendly, Attractive, Colorful, Connected and Safe Environment		Undertake a study and devise a plan to inventory and assess existing <u>sidewalks, crosswalks</u> and to identify new amenities to be installed. Include a focus on connections between downtown and Plank Road, key points of recreation and residential hubs throughout the Village. Day and night walk-arounds to assess conditions.	Plan Commission Village Board Public Works Director
		Engage a firm to create a roadway design plan with a focus on beautification, safety and interconnectivity. The plan should address the maintenance and capital replacement of <u>sidewalks, crosswalks and pedestrian safety features such as activated, flashing pedestrian crossing signs, banners, street lights, benches, garbage/recycling cans, bike racks, shade, vegetation, restrooms, water fountains and gathering spaces</u> and the plan should identify new amenities to be installed. The plan should also include a list of potential funding sources.	Plan Commission Village Board Village Administrator Village Finance Director Public Works Director Chamber of Commerce
		The downtown community and the Police Department should work together to help plan and schedule visible coverage that helps meet public expectations.	Village Board Police Department Chamber of Commerce

		Develop a plan and install pedestrian wayfinding signage throughout the Village including Downtown as a destination	Plan Commission Village Board Public Works Director Chamber of Commerce
		Develop an annual flower/perennials planting/tree planting and maintenance program throughout downtown with an eye toward adding more color for prolonged periods of time	Plan Commission Village Board Public Works Director
		Enhance the entrances to downtown to serve as gateways into the district with prominent visual upgrading	Plan Commission Village Board Public Works Director
Downtown Public Parking Must Present a Positive and Aesthetically Pleasing Image		Develop a map to share with business owners identifying the location of all parking spaces in Downtown	Village Administrator Chamber of Commerce Public Works Director
		Install wayfinding/directional signage to identify the location of parking lots in downtown	Plan Commission Village Board Public Works Director
		Perform necessary maintenance (i.e. painting, directional signage) for all the parking lots and parking spaces in downtown	Plan Commission Village Board Public Works Director
		Develop and undertake a capital repair and replacement plan for parking lots and parking spaces in downtown	Plan Commission Village Board Public Works Director

December 8, 2020

Mr. Fred Winchowky
Village President
Village of Mukwonago
440 River Crest Court
Mukwonago, WI 53149

Re: Pointe Apartments Development
Letter of Credit Reduction #1

Dear President Winchowky:

We have received a request for a reduction in the current letter of credit for the Pointe Apartments Development in the Village. The Developer has completed the majority of the work on the site including the public improvements and the required storm water management facilities. The Developer is currently working on the as-built and certification of the storm water management facilities, as required by the storm water maintenance agreement for the site. Through on-site review, we believe these facilities have been substantially completed and thus, a reduction may occur for the value established for the respective devices in the original letter of credit.

The multi-use trail has also been completed. However, through site inspection, the asphalt surface on the trail appears to be in substandard condition. Through discussions with the Village Department of Public Works, we are not recommending that this trail be accepted by the Village as satisfactory and thus, are not recommending a complete reduction of the value established for the respective item in the original letter of credit. The pathway will need to be repaired/repaved in 2021. We recommend a reduction as shown in the following table:

ITEM	Current Letter of Credit Amount	Reduction Amount	Remaining Balance
Multi-Use Trail (Includes Grading, Base Aggregate, Asphalt, Restoration)	\$22,400.00	\$6,062.00	\$16,338.00
Storm Sewer Improvements (Includes Conveyance System and Structures, Underground Detention, Rain Garden, Grading, Restoration)	\$129,725.00	\$129,725.00	\$0.00
Contingencies (20%)	\$30,425.00	\$0.00	\$30,425.00
Totals:	\$182,550.00	\$135,787.00	\$46,763.00

We recommend that the current letter of credit in the amount of \$182,550.00 be reduced by \$135,787.00 to a new letter of credit amount of **\$46,763.00**. The values remaining include the contingencies for the storm water management facilities, to remain in place for a duration of 1-year from the date that the facilities as-built and certification is approved by our office. Additionally, the contingencies remain for the multi-use trail which shall remain in place until 1-year from the date that the Village determines the pathway has been substantially and satisfactorily completed. The value remaining under the multi-use trail category is reflective of the value of work to remove and replace the current asphalt pavement on the pathway.

The required lien waivers for the reduction are attached to this letter. Also attached are photos of the pathway showing its current condition.

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

Mr. Fred Winchowky
Pointe Apartments – LOC Reduction #1
December 8, 2020
Page 2

Respectfully,

RUEKERT & MIELKE, INC.



Peter W. Gesch
Project Engineer
pgesch@ruekertmielke.com

PWG:pwg

Enclosure(s)

cc: Diana Dykstra, Village of Mukwonago
John Weidl, Village of Mukwonago
Bob Harley, Village of Mukwonago
Mark G. Blum, Village of Mukwonago
Dave Brown, Village of Mukwonago
Ron Bittner, Village of Mukwonago
Tim Schwecke, Village of Mukwonago
Jerad J. Wegner, P.E., Ruekert & Mielke, Inc.



19.26251

FULL WAIVER OF LIEN

For value received we hereby waive all rights and claims for lien on land and on buildings about to be erected, altered or repaired and on to the appurtenances thereunto, for, The Pointe Apartments, LLC owner, by _____ contractor, for all services, labor, materials, inventory used, rental equipment and all other costs associated with the construction including full payment to all subs and suppliers, same being situated in Waukesha County, State of Wisconsin, described as:

Pointe Apartments
915 Main Street
Mukwonago, WI 53149

for all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, except NONE.

The undersigned further represents and warrants that he has paid for all the labor, materials, equipment and services that he has used or supplied to the above premises through the date hereof; and that any materials which have been supplied or incorporated into the above premises were either taken from his fully-paid or open stock or were fully paid for.

Authorized Signatory

Wolf Paving Co., Inc.
Company Name

11/19/20
Date



FULL WAIVER OF LIEN

For value received we hereby waive all rights and claims for lien on land and on buildings about to be erected, altered or repaired and on to the appurtenances thereunto, for, The Pointe Apartments, LLC owner, by Bedrock Sewer & Water contractor, for all services, labor, materials, inventory used, rental equipment and all other costs associated with the construction including full payment to all subs and suppliers, same being situated in Waukesha County, State of Wisconsin, described as:

Pointe Apartments
915 Main Street
Mukwonago, WI 53149

for all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, except NONE.

The undersigned further represents and warrants that he has paid for all the labor, materials, equipment and services that he has used or supplied to the above premises through the date hereof; and that any materials which have been supplied or incorporated into the above premises were either taken from his fully-paid or open stock or were fully paid for.

Jamie Rastler
Authorized Signatory

Bedrock Sewer & Water
Company Name

11/23/2020
Date







Accounts Payable Cover Sheet

Report:	Period or corresponding report date		
Village Accounts Payable	12/17/2020	\$	540,398.40
Manual Checks or E-checks issued	11/25/2020	\$	157,600.71
	Total for Approval:	\$	<u>697,999.11</u>

The preceding list of bills payable was approved for payment

Date: _____

Approved by: _____

12/10/2020 11:56 AM
User: mschneider
DB: Mukwonago

PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
EXP CHECK RUN DATES 12/17/2020 - 12/17/2020
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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT	DEPARTMENT
VENDOR NAME: ALSCO					
IMIL1634132	DECEMBER 3 MAT CLEANING SERVICE	100-5211-539400	43.89	43.89	POLICE
TOTAL VENDOR ALSCO				43.89	
VENDOR NAME: ASSOCIATED APPRAISAL CONSULTANT INC					
151647	DECEMBER 2020 APPRAISAL CONTRACT	100-5153-521900	1,414.24	1,414.24	CLERK
TOTAL VENDOR ASSOCIATED APPRAISAL CONSULTANT INC				1,414.24	
VENDOR NAME: BOUND TREE MEDICAL LLC					
83857715	EMS SUPPLIES	150-5231-531100	343.38	343.38	FIRE
TOTAL VENDOR BOUND TREE MEDICAL LLC				343.38	
VENDOR NAME: BUELOW, VETTER, BUIKEMA, OLSON					
2488.00099	2020 NOVEMBER ATTY SERVICES	100-5300-521900	281.00	1,021.00	FINANCE
		100-5141-521900	740.00		
TOTAL VENDOR BUELOW, VETTER, BUIKEMA, OLSON				1,021.00	
VENDOR NAME: C & M AUTO PARTS INC					
6079-328719	SQD #30 - NEW BRAKES AND ROTORS	100-5212-539500	184.55	184.55	POLICE
6079-328509	WWTF PLOW REPAIR PARTS	620-8010-827000	91.70	91.70	UTILITIES
6079-328522	SQD #38 - NEW BRAKES AND ROTORS	100-5212-539500	184.43	184.43	POLICE
TOTAL VENDOR C & M AUTO PARTS INC				460.68	
VENDOR NAME: CAP CONNECTION					
103381	CAP FOR 3500 SILVERADO	430-5700-571300	2,149.00	2,149.00	FIRE
TOTAL VENDOR CAP CONNECTION				2,149.00	
VENDOR NAME: CASTLE WAYNE					
2020 BOOT ALLOWANCE	2020 BOOT ALLOWANCE - CASTLE	610-6920-693000	100.00	100.00	UTILITIES
TOTAL VENDOR CASTLE WAYNE				100.00	
VENDOR NAME: CENTURY SPRINGS BOTTLING					
5711311	VH DRINKING WATER	100-5160-531100	18.00	18.00	DPW
5708390	VH WATER	100-5160-531100	15.95	15.95	DPW
TOTAL VENDOR CENTURY SPRINGS BOTTLING				33.95	
VENDOR NAME: CENTURYLINK					
2020 NOVEMBER	2020 NOV 21 - 2020 DEC 20 PHONE SERVICE	100-5142-522500	74.84	584.72	MULTIPLE
		100-5211-522500	54.69		
		100-5323-522500	96.29		
		100-5512-522500	114.32		
		440-5511-522500	113.79		
		610-6920-692100	32.45		
		620-8400-851000	98.34		
TOTAL VENDOR CENTURYLINK				584.72	
VENDOR NAME: CINTAS					
4068514484	STAFF UNIFORMS	100-5323-531100	98.52	98.52	DPW

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT	DEPARTMENT
VENDOR NAME: CINTAS					
4068514516	UTILITIES UNIFORM SERVICE	610-6920-693000	39.75	79.75	UTILITIES
		620-8010-827000	40.00		
4069271197	UNIFORM SERVICE	610-6920-693000	39.75	79.75	UTILITIES
		620-8010-827000	40.00		
4069271234	STAFF UNIFORMS	100-5323-531100	98.52	98.52	DPW
TOTAL VENDOR CINTAS				356.54	
VENDOR NAME: COLUMBIA SOUTHERN UNIVERSITY					
CMJ 3308	ID# 294006 KUBIAK EDUCATION CMJ 3308	100-5212-516300	705.00	705.00	POLICE
TOTAL VENDOR COLUMBIA SOUTHERN UNIVERSITY				705.00	
VENDOR NAME: CONLEY MEDIA, LLC					
3275881120	FINANCE BUDGET NOTICE	100-5141-539900	669.08	669.08	FINANCE
6362411120	PLANNING ORDINANCE CHANGE	100-5632-531200	9.60	9.60	PLANNER
6362411120	CLERK VARIOUS LEGAL NOTICES	100-5142-531200	66.96	109.59	CLERK
		100-5144-531200	26.33		
		100-5142-531200	16.30		
3275881120	UTILITIES WATER RATE CASE ADVERTISING	610-6920-692300	92.56	92.56	UTILITIES
TOTAL VENDOR CONLEY MEDIA, LLC				880.83	
VENDOR NAME: CORE & MAIN LP					
N360548	WATER GASKETS FOR LARGE METER TESTING	610-6453-664100	70.61	70.61	UTILITIES
TOTAL VENDOR CORE & MAIN LP				70.61	
VENDOR NAME: DAVID FORJAN OVERHEAD DOORS					
2020-11-23	SALT SHED GARAGE DOOR REPAIR	100-5323-539500	937.50	937.50	DPW
TOTAL VENDOR DAVID FORJAN OVERHEAD DOORS				937.50	
VENDOR NAME: EBIX					
4864.62	EBIX INVOICE	150-5231-521900	4,864.62	4,864.62	FIRE
TOTAL VENDOR EBIX				4,864.62	
VENDOR NAME: EMERGENCY MEDICAL PRODUCTS					
2216618	EMS SUPPLIES- GLOVES COVID-19	150-5231-531100	115.00	115.00	FIRE
2216895	EMS SUPPLIES	150-5231-531100	532.22	532.22	FIRE
2218034	EMS SUPPLIES	150-5231-531100	528.03	528.03	FIRE
2218790	EMS SUPPLIES	150-5231-531100	452.24	452.24	FIRE
TOTAL VENDOR EMERGENCY MEDICAL PRODUCTS				1,627.49	
VENDOR NAME: ENVIRONMENT CONTROL					
16198-613	VH CLEANING	100-5160-521900	298.00	298.00	DPW
TOTAL VENDOR ENVIRONMENT CONTROL				298.00	
VENDOR NAME: GARDEN MART/THE					
GM12042020	WATER LATERAL REPAIRS RETOPSOILING	610-6452-665200	580.00	580.00	UTILITIES

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DB: Mukwonago

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT DEPARTMENT
VENDOR NAME: GARDEN MART/THE				
TOTAL VENDOR GARDEN MART/THE				580.00
VENDOR NAME: GARDNER KEVIN				
2020 CLOTHING	2020 CLOTHING ALLOWANCE - GARDNER	150-5222-534600	50.00	50.00 FIRE
TOTAL VENDOR GARDNER KEVIN				50.00
VENDOR NAME: GENERAL CODE				
PG000023749	GENERAL CODE ONLINE CODE HOSTING	100-5142-521900	995.00	995.00 CLERK
TOTAL VENDOR GENERAL CODE				995.00
VENDOR NAME: GENERAL COMMUNICATIONS				
288453	DISPATCH CONSOLE POWER SUPPLY	100-5211-539500	1,190.00	1,190.00 POLICE
TOTAL VENDOR GENERAL COMMUNICATIONS				1,190.00
VENDOR NAME: GETZ FIRE EQUIPMENT				
I72-003555	DPW FIRST AID SUPPLIES	100-5323-534800	55.50	55.50 DPW
TOTAL VENDOR GETZ FIRE EQUIPMENT				55.50
VENDOR NAME: GRAINGER				
9728012510	WWTF HVAC FILTER OFFICE BLDG	620-8010-833000	38.16	38.16 UTILITIES
TOTAL VENDOR GRAINGER				38.16
VENDOR NAME: HAWKINS WATER TREATMENT				
4834006	WATER CHEMICALS FOR TREATMENT	610-6300-663100	2,183.75	2,183.75 UTILITIES
TOTAL VENDOR HAWKINS WATER TREATMENT				2,183.75
VENDOR NAME: HIPPENMEYER, REILLY, BLUM,				
50310	124.12 SIGDEN/TID 5 - HILL COURT/BRIOHN	100-0000-211425	280.00	280.00 FINANCE
50311	CHAPMAN VILLAS	100-0000-211425	70.00	70.00 FINANCE
50307	MISC MATTERS	100-5130-521900	2,042.50	2,042.50 FINANCE
50308	UTILITIES	610-6920-692300	175.00	542.50 FINANCE
		620-8400-852000	367.50	
50309	FIRE DEPT MATTERS	150-5221-521900	202.50	202.50 FINANCE
50312	PROSECUTIONS	100-5130-521900	1,005.00	1,005.00 FINANCE
TOTAL VENDOR HIPPENMEYER, REILLY, BLUM,				4,142.50
VENDOR NAME: HOME DEPOT				
2020 NOV DPW	2020 NOV HOME DEPOT PAYMENT	100-5160-539500	119.64	247.33 DPW
		100-5521-531100	53.70	
		100-5344-539500	73.99	
TOTAL VENDOR HOME DEPOT				247.33
VENDOR NAME: HORN OIL				

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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT DEPARTMENT
VENDOR NAME: HORN OIL				
2020 NOVEMBER	MONTHLY FUEL	100-5212-535100	1,444.72	4,149.74 ALLOCATE
		100-5241-535100	50.76	
		100-5324-535100	773.24	
		150-5222-535100	349.70	
		150-5231-535100	1,158.15	
		610-6920-693300	168.59	
		620-8010-828000	204.58	
TOTAL VENDOR HORN OIL				4,149.74
VENDOR NAME: HYDROCORP				
0059850-IN	WATER CONTRACTED COMMERCIAL INDUSTRIAL C	610-6920-692300	833.00	833.00 UTILITIES
TOTAL VENDOR HYDROCORP				833.00
VENDOR NAME: INDUSTRIAL TRUCK REPAIR INC				
91751	EMERGENCY GARAGE DOOR REPAIR	100-5323-539500	325.00	325.00 DPW
TOTAL VENDOR INDUSTRIAL TRUCK REPAIR INC				325.00
VENDOR NAME: J H HASSINGER INC				
12-10105.300 PMNT	CHEMICAL STORAGE BUILDING	620-0000-000105	135,019.03	135,019.03 FINANCE
12-10105.300 PMNT	CHEMICAL STORAGE BUILDING	620-0000-000105	76,720.00	76,720.00 FINANCE
12-10105.300 PMNT	CHEMICAL STORAGE BUILDING	620-0000-000105	93,432.67	93,432.67 FINANCE
12-10105.300 PMNT	CHEMICAL STORAGE BUILDING	620-0000-000105	121,312.00	121,312.00 FINANCE
TOTAL VENDOR J H HASSINGER INC				426,483.70
VENDOR NAME: JOHNS DISPOSAL SVC. INC.				
558681	NOVEMBER GARBAGE /RECYCLING/YARD WASTE C	410-5362-531000	24,111.36	45,105.76 DPW
		410-5363-522000	18,006.24	
		410-5363-521900	2,988.16	
TOTAL VENDOR JOHNS DISPOSAL SVC. INC.				45,105.76
VENDOR NAME: LOOK CREATIVE				
466	PD MESSAGE CENTER	430-5700-571200	8,205.50	8,205.50 DPW
TOTAL VENDOR LOOK CREATIVE				8,205.50
VENDOR NAME: MALLORY SAFETY AND SUPPLY LLC				
4974479	WWTF LATEX GLOVES FOR PLANT USE	620-8010-827000	475.40	475.40 UTILITIES
TOTAL VENDOR MALLORY SAFETY AND SUPPLY LLC				475.40
VENDOR NAME: MUKWONAGO AUTO PARTS - GENERAL				
119746	APPARATUS MAINTENANCE	150-5222-539500	22.49	22.49 FIRE
118951	WWTF HVAC BLOWER BELTS	620-8010-833000	18.35	18.35 UTILITIES
119334	WWTF HVAC BELTS	620-8010-833000	25.02	25.02 UTILITIES
119227	WWTF HVAC BELTS	620-8010-833000	55.05	55.05 UTILITIES
TOTAL VENDOR MUKWONAGO AUTO PARTS - GENERAL				120.91
VENDOR NAME: MUKWONAGO POLICE DEPT				

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT
VENDOR NAME: MUKWONAGO POLICE DEPT					
2020 NOV PETTY CASH	OCTOBER TO NOVEMBER 18 PETTY CASH	100-5211-531500	22.10	35.07	POLICE
		100-5211-531100	6.97		
		100-5212-534700	6.00		
TOTAL VENDOR MUKWONAGO POLICE DEPT				35.07	
VENDOR NAME: MULCAHY/SHAW WATER, INC.					
322964	LAKES AREA MAINLINE FLOW MONITORING	620-8030-831000	8,770.00	8,770.00	UTILITIES
TOTAL VENDOR MULCAHY/SHAW WATER, INC.				8,770.00	
VENDOR NAME: NORTHERN LAKE SERVICE INC					
390014	WWTF RIVER SAMPLING	620-8010-826000	275.00	275.00	UTILITIES
391455	WWTF LAB TESTING	620-8010-826000	334.00	334.00	UTILITIES
391536	WWTF LAB TESTING	620-8010-826000	288.00	288.00	UTILITIES
391828	WWTF LAB TESTING	620-8010-826000	92.00	92.00	UTILITIES
391827	WWTF LAB TESTING	620-8010-826000	334.00	334.00	UTILITIES
TOTAL VENDOR NORTHERN LAKE SERVICE INC				1,323.00	
VENDOR NAME: OFFICE PRO					
0407637-001	COPY PAPER	100-5142-531100	17.64	126.00	ALLOCATE
		150-5221-531100	16.38		
		220-5140-531100	1.26		
		410-5363-531100	2.52		
		440-5511-531100	6.30		
		500-5344-531100	1.26		
		610-6902-690300	41.58		
		620-8300-840000	39.06		
TOTAL VENDOR OFFICE PRO				126.00	
VENDOR NAME: PETERSON RANDY					
2020 BOOT ALLOWANCE	2020 BOOT ALOWANCE - PETERSON	100-5323-534800	100.00	100.00	DPW
TOTAL VENDOR PETERSON RANDY				100.00	
VENDOR NAME: PORT-A-JOHN, INC					
1321930-IN	PORTABLE RESTROOMS	100-5521-531100	88.00	88.00	DPW
1321929-IN	PORTABLE RESTROOMS	100-5521-531100	88.00	88.00	DPW
1321970-IN	PORTABLE RESTROOMS	100-5521-531100	88.00	88.00	DPW
TOTAL VENDOR PORT-A-JOHN, INC				264.00	
VENDOR NAME: PRINT PACK & SHIP CENTER					
2020 AUG - NOV FIRE	EMS AND FIRE REPAIRS	150-5222-539500	10.00	92.32	FIRE
		150-5231-539500	82.32		
TOTAL VENDOR PRINT PACK & SHIP CENTER				92.32	
VENDOR NAME: PROHEALTH CARE LAB BILLING					
18854576	NOVEMBER OAWI BLOOD DRAWS	100-5212-521900	175.00	175.00	POLICE

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		APPROVAL AMOUNT	DEPARTMENT
VENDOR NAME: PROHEALTH CARE LAB BILLING					
TOTAL VENDOR PROHEALTH CARE LAB BILLING				175.00	
VENDOR NAME: PROHEALTH CARE MEDICAL ASSOC INC					
305834 DPW	WEGNER RANDOM DOT	100-5300-521900	56.00	56.00	DPW
305834 UTILITIES	WWTF DRUG TESTING	620-8400-852000	56.00	56.00	UTILITIES
TOTAL VENDOR PROHEALTH CARE MEDICAL ASSOC INC				112.00	
VENDOR NAME: PROHEALTH PHARMACY					
2020 NOV	EMS SUPPLIES	150-5231-531100	62.12	62.12	FIRE
TOTAL VENDOR PROHEALTH PHARMACY				62.12	
VENDOR NAME: QUILL LLC					
12473022	STATION SUPPLIES	150-5221-531100	21.59	21.59	FIRE
12478846	STATION SUPPLIES	150-5221-531100	101.07	101.07	FIRE
12472763	STATION SUPPLIES	150-5221-531100	39.36	39.36	FIRE
TOTAL VENDOR QUILL LLC				162.02	
VENDOR NAME: REDEVELOPMENT RESOURCES, LLC					
0848	MARKET STRATEGIES ANALYSIS	100-5670-521900	9,750.00	9,750.00	ADMIN
TOTAL VENDOR REDEVELOPMENT RESOURCES, LLC				9,750.00	
VENDOR NAME: SHI INTERNATIONAL CORP					
B12608976	ANNUAL SUBSCRIPTION LICENSE	100-5120-522500	1.68	64.70	POLICE
		100-5141-522500	3.30		
		100-5142-522500	6.32		
		100-5211-522500	15.59		
		100-5241-522500	1.68		
		100-5323-522500	3.30		
		150-5221-522500	16.43		
		440-5511-522500	13.13		
		610-6920-692100	1.63		
		620-8400-851000	1.64		
TOTAL VENDOR SHI INTERNATIONAL CORP				64.70	
VENDOR NAME: SHRED-IT USA					
8180920088	MONTHLY SHREDDING SERVICE	100-5211-539500	67.05	67.05	POLICE
TOTAL VENDOR SHRED-IT USA				67.05	
VENDOR NAME: STRYKER SALES CORP					
3217220M	LP15 CABLES	150-5231-539500	597.97	597.97	FIRE
TOTAL VENDOR STRYKER SALES CORP				597.97	
VENDOR NAME: SUBURBAN LABORATORIES INC					
182781	WATER LAB TESTING	610-6300-663200	96.00	96.00	UTILITIES
TOTAL VENDOR SUBURBAN LABORATORIES INC				96.00	
VENDOR NAME: TERMINAL ANDRAE INC.					
51005	WWTF GRIT ROOM ELCTRICAL REPAIRS	620-8010-833000	2,346.19	2,346.19	UTILITIES
50867	SCADA CONDUIT BETWEEN BLOWER BUILDING AN	620-8010-834000	697.74	697.74	UTILITIES

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PENDING VILLAGE BOARD REVIEW FOR MUKWONAGO
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INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	APPROVAL AMOUNT DEPARTMENT
VENDOR NAME: TERMINAL ANDRAE INC.			
	TOTAL VENDOR TERMINAL ANDRAE INC.		3,043.93
VENDOR NAME: TRACTOR SUPPLY CREDIT PLAN			
2020 NOV UTILITIES	WWTF CHEMICAL TANK, LIFTING SLINGS, PLAN 620-8010-827000	607.96	607.96 UTILITIES
2020 NOV DPW	SNOW & ICE SUPPLIES 100-5347-531100	149.50	149.50 DPW
2020 NOV FIRE	FIRE SUPPLIES 150-5222-531100	132.88	132.88 FIRE
	TOTAL VENDOR TRACTOR SUPPLY CREDIT PLAN		890.34
VENDOR NAME: TRILOGY CONSULTING LLC			
1139	WATER AND SEWER RATE STUDY 610-6920-692300	75.00	110.00 UTILITIES
	620-8400-852000	35.00	
1140	BLUE BAY PROPOSAL ANALYSIS 240-5140-521900	852.50	852.50 FINANCE
	TOTAL VENDOR TRILOGY CONSULTING LLC		962.50
VENDOR NAME: USA BLUEBOOK			
422347	PHOSPHORUS REMOVAL EQUIPMENT PARTS 620-8010-824000	57.77	57.77 UTILITIES
426446	WWTF MISC EQUIPMENT REPAIRS GREASE 620-8010-827000	45.54	45.54 UTILITIES
422359	WWTF LAB CHEMICALS 620-8010-826000	291.70	291.70 UTILITIES
4266616	WWTF MISC EQUIPMENT GREASE 620-8010-827000	99.97	99.97 UTILITIES
432119	WWTF LAB TESTING SUPPLIES 620-8010-826000	348.16	348.16 UTILITIES
	TOTAL VENDOR USA BLUEBOOK		843.14
VENDOR NAME: VAN AACKEN KEVIN			
2020 BOOT ALLOWANCE	2020 BOOT ALLOWANCE - VAN AACKEN 100-5323-534800	100.00	100.00 DPW
	TOTAL VENDOR VAN AACKEN KEVIN		100.00
VENDOR NAME: W C T C FIRING RANGE			
113020	WCTC RANGE RENTAL - 3.5 HOURS ON NOVEMBER 100-5215-533500	140.00	140.00 POLICE
	TOTAL VENDOR W C T C FIRING RANGE		140.00
VENDOR NAME: WAUKESHA COUNTY DA OFFICE			
2020 ERAD TOOLS	2021 ERAD LICENSE FEE RENEWAL 100-5213-531100	576.93	576.93 POLICE
	TOTAL VENDOR WAUKESHA COUNTY DA OFFICE		576.93
VENDOR NAME: WCTC			
S0729928	WCTC FIRE TRAINING 150-5223-533500	375.36	375.36 FIRE
S0729929	OFF KIRKPATRICK (SHIELD/DAAT), OFF ROGER 100-5215-533500	179.79	179.79 POLICE
	TOTAL VENDOR WCTC		555.15
VENDOR NAME: WE ENERGIES MLWAUKEE			
1000057143	RIVER PARK EATATED LED STREET LIGHTS 100-5342-539500	150.00	150.00 DPW
	TOTAL VENDOR WE ENERGIES MLWAUKEE		150.00
VENDOR NAME: WELLMAN CYNTHIA			
2020 CLOTHING	2020 CLOTHING ALLOWNACE - WELLMAN 100-5211-534600	42.46	42.46 POLICE
	TOTAL VENDOR WELLMAN CYNTHIA		42.46
VENDOR NAME: WI DEPT OF JUSTICE CIB			
202011 G3385	BACKGROUND CHECKS 150-5221-521900	40.00	40.00 FIRE

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT	APPROVAL DEPARTMENT
VENDOR NAME: WI DEPT OF JUSTICE CIB					
202011 L6812T	BACKGROUND CHECKS	100-0000-242205	49.00	63.00	POLICE
		100-5213-521900	14.00		
TOTAL VENDOR WI DEPT OF JUSTICE CIB				103.00	
VENDOR NAME: WI STATE FIRE CHIEFS					
2021 MEMBERSHIP DUI	WI STATE FIRE CHIEFS MEMBERSHIP- STIEN	150-5221-532400	95.00	95.00	FIRE
TOTAL VENDOR WI STATE FIRE CHIEFS				95.00	
VENDOR NAME: WI STATE LAB OF HYGIENE					
656984	WATER LAB TESTING	610-6300-663200	26.00	26.00	UTILITIES
TOTAL VENDOR WI STATE LAB OF HYGIENE				26.00	
GRAND TOTAL:				540,398.40	

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CHECK DISBURSEMENT REPORT FOR MUKWONAGO
CHECK DATE FROM 11/25/2020 - 11/25/2020

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/25/2020	GEN	241 (E)	B2E SOLUTIONS	PAYROLL FEES PR 11/27/20	100-5111-539900	23.48
		241 (E)		PAYROLL FEES PR 11/27/20	100-5120-539900	6.71
		241 (E)		PAYROLL FEES PR 11/27/20	100-5141-539900	20.13
		241 (E)		PAYROLL FEES PR 11/27/20	100-5142-539900	6.71
		241 (E)		PAYROLL FEES PR 11/27/20	100-5211-539900	33.55
		241 (E)		PAYROLL FEES PR 11/27/20	100-5212-539900	43.61
		241 (E)		PAYROLL FEES PR 11/27/20	100-5213-521900	6.71
		241 (E)		PAYROLL FEES PR 11/27/20	100-5241-539900	6.71
		241 (E)		PAYROLL FEES PR 11/27/20	100-5300-539900	30.19
		241 (E)		PAYROLL FEES PR 11/27/20	100-5670-521900	3.35
		241 (E)		PAYROLL FEES PR 11/27/20	150-5221-539900	134.18
		241 (E)		PAYROLL FEES PR 11/27/20	440-5511-539900	73.80
		241 (E)		PAYROLL FEES PR 11/27/20	610-6902-690300	16.77
		241 (E)		PAYROLL FEES PR 11/27/20	620-8300-840000	13.42
						419.32
11/25/2020	GEN	242 (E)	DELTA DENTAL OF WISCONSIN	DECEMBER 2020 DENTAL PREMIUMS	100-0000-215304	360.68
		242 (E)		DECEMBER 2020 DENTAL PREMIUMS	440-0000-215304	0.42
						361.10
11/25/2020	GEN	243 (E)	EMPLOYEE TRUST FUNDS	DECEMBER 2020 PREM HEALTH INSURANCE	100-0000-215300	49,543.08
		243 (E)		DECEMBER 2020 PREM HEALTH INSURANCE	150-0000-215300	9,163.02
		243 (E)		DECEMBER 2020 PREM HEALTH INSURANCE	440-0000-215300	7,421.82
		243 (E)		DECEMBER 2020 PREM HEALTH INSURANCE	500-0000-215300	13.02
		243 (E)		DECEMBER 2020 PREM HEALTH INSURANCE	610-0000-215300	3,429.79
		243 (E)		DECEMBER 2020 PREM HEALTH INSURANCE	620-0000-215300	4,588.21
						74,158.94
11/25/2020	GEN	244 (E)	GREAT WEST RETIREMENT SERVICES	RETIREMENT PR 112720	100-0000-215250	600.00
		244 (E)		RETIREMENT PR 112720	150-0000-215250	213.04
		244 (E)		RETIREMENT PR 112720	610-0000-215250	100.00
		244 (E)		RETIREMENT PR 112720	620-0000-215250	100.00
						1,013.04
11/25/2020	GEN	245 (E)	INVOICE CLOUD	INVOICE CLOUD MONTHLY FEES - OCTOBER	100-5142-539900	1.05
		245 (E)		INVOICE CLOUD MONTHLY FEES - OCTOBER	100-5241-539900	8.310

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		245 (E)		INVOICE CLOUD MONTHLY FEES - OCTOBER	410-5363-539900	68.36
		245 (E)		INVOICE CLOUD MONTHLY FEES - OCTOBER	610-6902-690300	83.35
		245 (E)		INVOICE CLOUD MONTHLY FEES - OCTOBER	620-8300-840000	68.36
						229.50
11/25/2020	GEN	246 (E)	WI RETIREMENT SYSTEM	WISCONSIN RETIREMENT CONTRIBUTIONS - OCT 2020	100-0000-215200	45,586.56
		246 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	150-0000-215200	13,612.60
		246 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	440-0000-215200	7,644.38
		246 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	500-0000-215200	53.94
		246 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	610-0000-215200	3,752.17
		246 (E)		WISCONSIN RETIREMENT CONTRIBUTIONS -	620-0000-215200	2,847.47
						73,497.12
11/25/2020	GEN	30962	AFLAC	ACCOUNT# V1553 NOVEMBER PREMS	100-0000-215302	263.24
		30962		ACCOUNT# V1553 NOVEMBER PREMS	150-0000-215302	251.48
		30962		ACCOUNT# V1553 NOVEMBER PREMS	500-0000-215302	0.53
		30962		ACCOUNT# V1553 NOVEMBER PREMS	610-0000-215302	50.76
		30962		ACCOUNT# V1553 NOVEMBER PREMS	620-0000-215302	50.74
						616.75
11/25/2020	GEN	30963	MUKWONAGO PROFESSIONAL	NOV 2020 FIRE UNION DUES	150-0000-215500	270.00
11/25/2020	GEN	30964	MUKWONAGO PROFESSIONAL POLICE	NOV 2020 POLICE UNION DUES	100-0000-215500	600.00
11/25/2020	GEN	30965	VANTAGEPOINT TRANSFER AGENTS	RETIREMENT PR 11/27/20	ACCT 305155 100-0000-215250	2,955.41
		30965		RETIREMENT PR 11/27/20	ACCT 305155 150-0000-215250	0.73
		30965		RETIREMENT PR 11/27/20	ACCT 305155 440-0000-215250	468.01
		30965		RETIREMENT PR 11/27/20	ACCT 305155 610-0000-215250	301.67
		30965		RETIREMENT PR 11/27/20	ACCT 305155 620-0000-215250	259.92
						3,985.74
11/25/2020	GEN	30966	VILLAGE OF MUKWONAGO MRA	NOV 2020 FSA	100-0000-215350	1,999.98
		30966		NOV 2020 FSA	150-0000-215350	425.38
		30966		NOV 2020 FSA	440-0000-215350	23.84
						2,449.311

Check Date	Bank	Check #	Payee	Description	GL #	Amount
			TOTAL - ALL FUNDS	TOTAL OF 11 CHECKS		157,600.71

Contractor's Application for Payment No. 4

To (Owner): Village of Mukwonago		Application Date: 11/10/2020	Application Period: 08/01/2020 to 08/31/2020
Contact: Dave Brown		From (Contractor): J. H. Hassinger, Inc.	Via (Engineer): Ruekert & Mielke, Inc.
Project: REBID WWTF Chemical Storage Building		Contact: Kurt Baird	Contact: Mark B. Van Weelden, P.E.
		Address: N60 W16289 Kohler Lane Menomonee Falls, WI 53051	Address: W233 N2080 Ridgeview Parkway Waukesha, WI 53188
Owner's Contract No.: N/A		Contractor's Project No.:	Engineer's Project No.: 12-10105.300

Change Order Summary

Approved Change Orders			
Number	Additions	Deductions (Enter as Positive Number)	
1		\$28,047.00	1. ORIGINAL CONTRACT PRICE \$ 614,766.00
2	\$1,720.00		2. Net change by Change Orders \$ (26,327.00)
			3. CURRENT CONTRACT PRICE (Line 1 + Line 2) \$ 588,439.00
			4. TOTAL COMPLETED TO DATE
			(Column F Total on Progress Estimates) \$ 296,600.00
			5. RETAINAGE:
			5% X \$ 284,219.50 Work Completed \$ 14,710.98
			6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number)
			7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5 + Line 6) \$ 281,889.03
			8. LESS PREVIOUS PAYMENTS (Line 7 from Prior Application) \$ 146,876.00
			9. AMOUNT DUE THIS APPLICATION (Line 7 - Line 8) \$ 135,019.03
			10. BALANCE TO FINISH, PLUS RETAINAGE
			(Column H Total on Progress Estimates + Line 5 - Line 6) \$ 306,549.98
TOTALS	\$1,720.00	\$28,047.00	
NET CHANGE BY CHANGE ORDERS		-\$26,327.00	

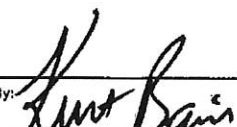
Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge:

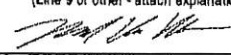
(1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment;

(2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner per Article 15 of the General Conditions; and

(3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:  Date: 11-11-20

Payment of: \$ 135,019.03
(Line 9 or other - attach explanation of the other amount)

Recommended by:  10-Nov-20
(Engineer) Mark B. Van Weelden, P.E. (Date)

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

Approved by: _____
(Owner) (Date)

Progress Estimate - Lump Sum Work

Contractor's Application for Payment No. 4

For (Project): REBID WWTF Chemical Storage Building					Application Date: 11/8/2020		
Application Period: 08/01/2020 to 08/31/2020					Engineer's Project No.: 12-10105.300		
A	B	C	D	E	F	G	H
Specification Section No.	Description	Scheduled Value (\$)	Work Completed to Date		Total Work Completed to Date (D + E)	% Complete (F / C)	Balance to Finish (C - F)
			From Previous Applications	This Period			
1	General Conditions	\$ 69,816.00	\$ 31,600.00	\$ 10,000.00	\$ 41,600.00	59.6%	\$ 28,216.00
2	Excavation	\$ 30,000.00	\$ 20,000.00	\$ 10,000.00	\$ 30,000.00	100.0%	\$ -
3	Concrete	\$ 65,000.00	\$ 60,000.00	\$ 4,000.00	\$ 64,000.00	98.2%	\$ 1,000.00
4	Precast	\$ 12,000.00	\$ -	\$ 8,000.00	\$ 6,000.00	50.0%	\$ 6,000.00
5	Landscape	\$ 3,000.00	\$ -	\$ -	\$ -	-	\$ 3,000.00
6	Masonry	\$ 60,000.00	\$ -	\$ 40,000.00	\$ 40,000.00	66.7%	\$ 20,000.00
7	Steel and Stairs	\$ 10,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	50.0%	\$ 5,000.00
8	Carpentry	\$ 25,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	20.0%	\$ 20,000.00
9	Waterproofing/Air Barrier/Foam	\$ 16,000.00	\$ 8,000.00	\$ 8,000.00	\$ 16,000.00	100.0%	\$ 8,000.00
10	Roofing	\$ 21,000.00	\$ -	\$ -	\$ -	-	\$ 21,000.00
11	Joint Sealers	\$ 1,550.00	\$ -	\$ -	\$ -	-	\$ 1,550.00
12	Doors	\$ 4,400.00	\$ -	\$ 4,000.00	\$ 4,000.00	90.9%	\$ 400.00
13	Windows	\$ 2,500.00	\$ -	\$ -	\$ -	-	\$ 2,500.00
14	Painting	\$ 19,000.00	\$ -	\$ -	\$ -	-	\$ 19,000.00
15	Plumbing	\$ 50,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	50.0%	\$ 25,000.00
16	Site Utilities	\$ 100,000.00	\$ 38,000.00	\$ 22,000.00	\$ 60,000.00	60.0%	\$ 78,000.00
17	Fire Protection	\$ 30,000.00	\$ -	\$ -	\$ -	-	\$ 30,000.00
18	Tank	\$ 20,000.00	\$ -	\$ -	\$ -	-	\$ 20,000.00
19	Pumps	\$ 20,000.00	\$ -	\$ -	\$ -	-	\$ 20,000.00
20	HVAC	\$ 26,000.00	\$ -	\$ -	\$ -	-	\$ 26,000.00
21	Electrical	\$ 38,500.00	\$ 7,000.00	\$ 3,000.00	\$ 10,000.00	26.3%	\$ 38,500.00
TOTAL		\$ 814,796.00	\$ 142,000.00	\$ 142,000.00	\$ 296,600.00	36.4%	\$ 518,196.00
ADDITIONS					\$ -		\$ -
CO1	Change Order No. 1	\$ (28,047.00)			\$ -		\$ (28,047.00)
	Change Order No. 2	\$ 1,720.00			\$ -		\$ 1,720.00
		\$ (26,327.00)			\$ -		\$ (26,327.00)
Totals		\$ 888,439.00	\$ 154,000.00	\$ 142,000.00	\$ 296,600.00		\$ 691,839.00

Contractor's Application for Payment No. 5

		Application Date:	11/10/2020	Application Period:	09/01/2020 to 09/30/2020
To (Owner):		From (Contractor):	J. H. Hassinger, Inc.	Via (Engineer):	Ruekert & Mielke, Inc.
Contact:	Village of Mukwonago Dave Brown	Contact:	Kurt Baird	Contact:	Mark B. Van Weelden, P.E.
Project:	REBID WWTF Chemical Storage Building	Address:	N60 W16289 Kohler Lane Menomonee Falls, WI 53051	Address:	W233 N2080 Ridgeview Parkway Waukesha, WI 53188
Owner's Contract No.:	N/A	Contractor's Project No.:		Engineer's Project No.:	12-10105.300

Change Order Summary

Approved Change Orders			
Number	Additions	Deductions (Enter as Positive Number)	
1		\$28,047.00	1. ORIGINAL CONTRACT PRICE \$ 614,766.00
2	\$1,720.00		2. Net change by Change Orders \$ (26,327.00)
			3. CURRENT CONTRACT PRICE (Line 1 + Line 2) \$ 588,439.00
			4. TOTAL COMPLETED TO DATE
			(Column F Total on Progress Estimates) \$ 373,320.00
			5. RETAINAGE:
			5% X \$ 294,219.50 Work Completed \$ 14,710.98
			6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number)
			7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5 + Line 6) \$ 358,609.03
			8. LESS PREVIOUS PAYMENTS (Line 7 from Prior Application) \$ 281,889.03
			9. AMOUNT DUE THIS APPLICATION (Line 7 - Line 8) \$ 76,720.00
			10. BALANCE TO FINISH, PLUS RETAINAGE
			(Column H Total on Progress Estimates + Line 5 - Line 6) \$ 231,549.98
TOTALS	\$1,720.00	\$28,047.00	
NET CHANGE BY CHANGE ORDERS		-\$26,327.00	

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge:

- (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment;
- (2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner per Article 15 of the General Conditions; and
- (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Date _____

Date: 11-11-20

Payment of: \$ 78,720.00
(Line 9 or other - attach explanation of the other amount)

(Line 9 or other - attach explanation of the other amount)

(Line 9 or other - attach explanation of the other amount)

Recommended by: _____ 10-Nov-20
(Engineer) Mark B. Van Weelden, P.E. (Date)

(Engineer) Mark B. Van Weelden, P.E.

10-Nov-20

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

(Line 9 or other - attach explanation of the other amount)

Approved by: _____ (Owner) _____ (Date)

(Owner)

(Date)

Progress Estimate - Lump Sum Work

Contractor's Application for Payment No. 5

For (Project): REBID WWTF Chemical Storage Building					Application Date: 11/10/2020		
Application Period: 09/01/2020 to 09/30/2020					Engineer's Project No.: 12-10105.300		
Specification Section No.	Description	C Scheduled Value (\$)	D Work Completed to Date		F Total Work Completed to Date (D + E)	G % Complete (F / C)	H Balance to Finish (C - F)
			From Previous Applications	This Period			
1	General Conditions	\$ 69,816.00	\$ 41,600.00	\$ 6,000.00	\$ 46,600.00	66.7%	\$ 23,216.00
2	Excavation	\$ 30,000.00	\$ 30,000.00		\$ 30,000.00	100.0%	\$ -
3	Concrete	\$ 65,000.00	\$ 64,000.00	\$ 1,000.00	\$ 65,000.00	100.0%	\$ 64,000.00
4	Precast	\$ 12,000.00	\$ 8,000.00	\$ 6,000.00	\$ 12,000.00	100.0%	\$ 8,000.00
5	Landscape	\$ 3,000.00	\$ -		\$ -		\$ 3,000.00
6	Masonry	\$ 60,000.00	\$ 40,000.00	\$ 20,000.00	\$ 60,000.00	100.0%	\$ 40,000.00
7	Steel and Stairs	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	100.0%	\$ 5,000.00
8	Carpentry	\$ 25,000.00	\$ 5,000.00	\$ 15,000.00	\$ 20,000.00	80.0%	\$ 10,000.00
9	Waterproofing/Air Barrier/Foam	\$ 16,000.00	\$ 16,000.00		\$ 16,000.00	100.0%	\$ 16,000.00
10	Roofing	\$ 21,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	14.3%	\$ 18,000.00
11	Joint Sealers	\$ 1,550.00	\$ -		\$ -		\$ 1,550.00
12	Doors	\$ 4,400.00	\$ 4,000.00		\$ 4,000.00	90.9%	\$ 4,400.00
13	Windows	\$ 2,500.00	\$ -		\$ -		\$ 2,500.00
14	Painting	\$ 19,000.00	\$ -		\$ -		\$ 19,000.00
15	Plumbing	\$ 50,000.00	\$ 25,000.00	\$ 6,000.00	\$ 30,000.00	60.0%	\$ 45,000.00
16	Site Utilities	\$ 100,000.00	\$ 60,000.00	\$ 10,000.00	\$ 70,000.00	70.0%	\$ 90,000.00
17	Fire Protection	\$ 30,000.00	\$ -		\$ -		\$ 30,000.00
18	Tank	\$ 20,000.00	\$ -		\$ -		\$ 20,000.00
19	Pumps	\$ 20,000.00	\$ -		\$ -		\$ 20,000.00
20	HVAC	\$ 26,000.00	\$ -		\$ -		\$ 26,000.00
21	Electrical	\$ 39,500.00	\$ 10,000.00	\$ 5,000.00	\$ 15,000.00	38.0%	\$ 34,500.00
TOTAL		\$ 634,766.00		\$ 75,000.00	\$ 371,600.00	58.4%	\$ 243,166.00
ADDITIONS							
CO1	Change Order No. 1	\$ (28,047.00)			\$ -		\$ (28,047.00)
	Change Order No. 2	\$ 1,720.00		\$ 1,720.00			\$ 1,720.00
		\$ (26,327.00)			\$ -		\$ (26,327.00)
Totals		\$ 588,439.00	\$ 296,600.00	\$ 76,720.00	\$ 373,320.00		\$ 216,839.00

Contractor's Application for Payment No. 6

		Application Date:	11/10/2020	Application Period:	10/01/2020 to 10/31/2020
To (Owner):		From (Contractor):		Via (Engineer):	
	Village of Mukwonago		J. H. Hassinger, Inc.		Ruekert & Mielke, Inc.
Contact:	Dave Brown	Contact:	Kurt Bald	Contact:	Mark B. Van Weelden, P.E.
Project:	REBJD WWTF Chemical Storage Building	Address:	N60 W16289 Kohler Lane Menomonee Falls, WI 53051	Address:	W233 N2080 Ridgeview Parkway Waukesha, WI 53188
Owner's Contract No.:	N/A	Contractor's Project No.:		Engineer's Project No.:	12-10106.300

Change Order Summary

Approved Change Orders				
Number	Additions	Deductions (Enter as Positive Number)		
1		\$28,047.00	1. ORIGINAL CONTRACT PRICE	\$ 614,766.00
2	\$1,720.00		2. Net change by Change Orders	\$ (23,634.00)
4	\$2,693.00		3. CURRENT CONTRACT PRICE (Line 1 + Line 2)	\$ 591,132.00
			4. TOTAL COMPLETED TO DATE	
			(Column F Total on Progress Estimates)	\$ 466,820.00
			5. RETAINAGE:	
			5% X \$ 295,566.00 Work Completed	\$ 14,778.30
			6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number)	
			7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5 + Line 6)	\$ 482,041.70
			8. LESS PREVIOUS PAYMENTS (Line 7 from Prior Application)	\$ 358,609.03
			9. AMOUNT DUE THIS APPLICATION (Line 7 - Line 8)	\$ 93,432.67
			10. BALANCE TO FINISH, PLUS RETAINAGE	
			(Column H Total on Progress Estimates + Line 5 - Line 6)	\$ 140,810.30
TOTALS	\$4,413.00	\$28,047.00		
NET CHANGE BY CHANGE ORDERS		-\$23,634.00		

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge:

- (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment;
- (2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner per Article 15 of the General Conditions; and
- (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:

Gate:

to: 11-11-20

Payment of: \$ 93,432.67
(Line 9 or other - attach explanation of the other amount)

(Line 9 or other - attach explanation of the other amount)

(Line 9 or other - attach explanation of the other amount)

(Line 9 or other - attach explanation of the other amount)

Recommended by: _____ 10-Nov-20
(Engineer) Mark B. Van Weelden, P.E. (Date)

(Engineer) Mark B. Van Weelden, P.E.

10-Nov-
(Date)

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

(Line 9 or other - attach explanation of the other amount)

Approved by: _____ (Owner) _____ (Date)

(Owner)

(Date _____)

Progress Estimate - Lump Sum Work

Contractor's Application for Payment No.

6

For (Project): REBIO WWTF Chemical Storage Building					Application Date: 11/10/2020		
Application Period: 10/01/2020 to 10/31/2020					Engineer's Project No.: 12-10105.300		
A	B	C	D	E	F	G	H
Specification Section No.	Description	Scheduled Value (\$)	Work Completed to Date		Total Work Completed to Date (D + E)	% Complete (F / C)	Balance to Finish (C - F)
			From Previous Applications	This Period			
1	General Conditions	\$ 69,818.00	\$ 48,600.00	\$ 10,000.00	\$ 58,600.00	81.1%	\$ 13,218.00
2	Excavation	\$ 30,000.00	\$ 30,000.00		\$ 30,000.00	100.0%	\$ -
3	Concrete	\$ 65,000.00	\$ 65,000.00		\$ 65,000.00	100.0%	\$ 55,000.00
4	Precast	\$ 12,000.00	\$ 12,000.00		\$ 12,000.00	100.0%	\$ 12,000.00
5	Landscape	\$ 3,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	33.3%	\$ 2,000.00
6	Masonry	\$ 60,000.00	\$ 60,000.00		\$ 60,000.00	100.0%	\$ 60,000.00
7	Steel and Stairs	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	100.0%	\$ 10,000.00
8	Carpentry	\$ 25,000.00	\$ 20,000.00		\$ 20,000.00	80.0%	\$ 25,000.00
9	Waterproofing/Alt. Barrier/Foam	\$ 16,000.00	\$ 16,000.00		\$ 16,000.00	100.0%	\$ 16,000.00
10	Roofing	\$ 21,000.00	\$ 3,000.00		\$ 3,000.00	14.3%	\$ 21,000.00
11	Joint Sealers	\$ 1,550.00	\$ -		\$ -		\$ 1,550.00
12	Doors	\$ 4,400.00	\$ 4,000.00		\$ 4,000.00	90.9%	\$ 4,400.00
13	Windows	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	100.0%	\$ -
14	Painting	\$ 19,000.00	\$ -	\$ 15,000.00	\$ 15,000.00	78.9%	\$ 4,000.00
15	Plumbing	\$ 50,000.00	\$ 30,000.00	\$ 10,000.00	\$ 40,000.00	80.0%	\$ 40,000.00
16	Site Utilities	\$ 100,000.00	\$ 70,000.00	\$ 10,000.00	\$ 80,000.00	80.0%	\$ 90,000.00
17	Fire Protection	\$ 30,000.00	\$ -		\$ -		\$ 30,000.00
18	Tank	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00	100.0%	\$ -
19	Pumps	\$ 20,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	25.0%	\$ 15,000.00
20	HVAC	\$ 26,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	19.2%	\$ 21,000.00
21	Electrical	\$ 39,500.00	\$ 15,000.00	\$ 15,000.00	\$ 30,000.00	75.9%	\$ 24,500.00
TOTAL		\$ 614,766.00	\$ 373,320.00	\$ 93,500.00	\$ 466,820.00	\$ 0.76	\$ 149,666.00
ADDITIONS					\$ -		\$ -
CO1	Change Order No. 1	\$ (28,047.00)			\$ -		\$ (28,047.00)
	Change Order No. 2	\$ 1,720.00	\$ 1,720.00		\$ -		\$ 1,720.00
	Change Order No. 4	\$ 2,893.00			\$ -		\$ 2,893.00
		\$ (23,634.00)			\$ -		\$ (23,634.00)
Totals		\$ 591,132.00	\$ 375,040.00	\$ 93,500.00	\$ 466,820.00		\$ 126,032.00

2

Change Order Summary

Approved Change Orders					
Number	Additions	Deductions (Enter as Positive Number)			
1		\$28,047.00			
2	\$1,720.00				
4	\$2,693.00				
TOTALS	\$4,413.00	\$28,047.00			
NET CHANGE BY CHANGE ORDERS			-\$23,634.00		

1.	ORIGINAL CONTRACT PRICE	\$ 614,766.00
2.	Net change by Change Orders	\$ (23,634.00)
3.	CURRENT CONTRACT PRICE (Line 1 + Line 2)	\$ 591,132.00
4.	TOTAL COMPLETED TO DATE	
	(Column F Total on Progress Estimates)	\$ 598,132.00
5.	RETAINAGE:	
	5% X \$ 295,566.00 Work Completed	\$ 14,778.30
6.	RETAINAGE REDUCTION TO DATE (Enter as Positive Number)	
7.	AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5 + Line 6)	\$ 573,353.70
8.	LESS PREVIOUS PAYMENTS (Line 7 from Prior Application)	\$ 452,041.70
9.	AMOUNT DUE THIS APPLICATION (Line 7 - Line 8)	\$ 121,312.00
10.	BALANCE TO FINISH, PLUS RETAINAGE	
	(Column H Total on Progress Estimates + Line 5 - Line 6)	\$ 17,778.30

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge:

(1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment

(2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner per Article 15 of the General Conditions; and

(3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: <i>Kurt Baird</i>	Date: 12-8-23
-----------------------	---------------

Payment of: \$ \$121,312.00

(Line 9 or other - attach explanation of the other amount)

Recommended by:

(Engineer) Mark B. Van Weelden, P.E.

8-Dec-20
(Date)

Payment of:

(Line 9 or other - attach explanation of the other amount)

Approved by:

(Owner)

(Date)

Progress Estimate - Lump Sum Work

Contractor's Application for Payment No. 7

For (Project):		REBID WWTF Chemical Storage Building				Application Date:		12/4/2020	
Application Period:		11/01/2020 to 11/30/2020				Engineer's Project No.:		12-10105.300	
A	B	C	D		E	F	G	H	
Specification Section No.	Description	Scheduled Value (\$)	Work Completed to Date		This Period	Total Work Completed to Date (D + E)	% Complete (F / C)	Balance to Finish (C - F)	
			From Previous Applications						
1	General Conditions	\$ 69,816.00	\$	56,800.00	\$	10,216.00	\$	66,816.00	\$ 3,000.00
2	Excavation	\$ 30,000.00	\$	30,000.00			\$	30,000.00	\$ -
3	Concrete	\$ 55,000.00	\$	55,000.00			\$	55,000.00	\$ -
4	Precast	\$ 12,000.00	\$	12,000.00			\$	12,000.00	\$ -
5	Landscaping	\$ 3,000.00	\$		\$	2,000.00	\$	3,000.00	\$ -
6	Masonry	\$ 60,000.00	\$	60,000.00			\$	60,000.00	\$ -
7	Steel and Stairs	\$ 10,000.00	\$	10,000.00			\$	10,000.00	\$ -
8	Carpentry	\$ 25,000.00	\$	20,000.00	\$	5,000.00	\$	25,000.00	\$ -
9	Waterproofing/Air Barrier/Foam	\$ 16,000.00	\$	16,000.00			\$	16,000.00	\$ -
10	Roofing	\$ 21,000.00	\$	3,000.00	\$	18,000.00	\$	21,000.00	\$ -
11	Joint Sealers	\$ 1,550.00	\$	-	\$	1,550.00	\$	1,550.00	\$ -
12	Doors	\$ 4,400.00	\$	4,400.00			\$	4,400.00	\$ -
13	Windows	\$ 2,500.00	\$	2,500.00			\$	2,500.00	\$ -
14	Painting	\$ 19,000.00	\$	15,000.00			\$	19,000.00	\$ -
15	Plumbing	\$ 50,000.00	\$	40,000.00	\$	10,000.00	\$	50,000.00	\$ -
16	Site Utilities	\$ 100,000.00	\$	80,000.00			\$	100,000.00	\$ -
17	Fire Protection	\$ 30,000.00	\$	-	\$	30,000.00	\$	30,000.00	\$ -
18	Tank	\$ 20,000.00	\$	20,000.00			\$	20,000.00	\$ -
19	Pumps	\$ 20,000.00	\$	5,000.00			\$	20,000.00	\$ -
20	HVAC	\$ 26,000.00	\$	5,000.00			\$	26,000.00	\$ -
21	Electrical	\$ 39,500.00	\$	30,000.00	\$	9,500.00	\$	39,500.00	\$ -
TOTAL		\$ 614,766.00	\$	485,100.00	\$	145,666.00	\$	614,766.00	\$ 3,000.00
ADDITIONS									
CO1	Change Order No. 1	\$ (28,047.00)	\$	(28,047.00)			\$	(28,047.00)	
	Change Order No. 2	\$ 1,720.00	\$	1,720.00			\$		
	Change Order No. 4	\$ 2,693.00	\$		\$	2,693.00	\$		
	TOTAL	\$ (23,634.00)	\$	(26,327.00)	\$	2,693.00	\$	(23,634.00)	
		\$ (581,432.00)	\$	(438,773.00)	\$	(149,369.00)	\$	(581,432.00)	\$ 3,000.00

		MUKWONAGO FIRE DEPARTMENT OPERATING PROCEDURES	
Organizational Policy		Approved by: Chief Jeffrey R. Stien	
POL #1	Draft Date: 4/6/00	Revision Date(s): 6/6/02, 1/5/04, 3/19/12, 2/19/13, 2/24/14, 4/23/15, 6/2/16, 12/22/16, 1/15/18, 4/5/18, 12/07/2020	Effective Date: 3/19/12, 3/4/13, 2/24/14, 4/23/15, 6/2/16, 12/22/16, 1/15/18, 4/5/18

PURPOSE: The purpose of this policy is to define the organization of the Mukwonago Fire Department.

SCOPE: This policy is to be followed by all officers and members of this department. Authority to deviate from this policy rests with the officer in charge incident who will be responsible for the results of any deviation.

A. Definition of the Mukwonago Fire Department

1. The Mukwonago Fire Department is an organization, consisting of members who are full-time, part-time, paid on premise and paid-on-call for the Village and Town of Mukwonago.
2. The organization was formed to provide continuous Fire and Ambulance Services for the Village and Town of Mukwonago.

B. Rules and Regulations

1. The Mukwonago Fire Department is created and governed by Chapter #38 of the Village of Mukwonago Municipal code and the Mukwonago Joint Fire Commission.
2. Disciplinary actions will follow Policy #5 on Corrective Action.

C. Chain of Command

1. The Mukwonago Fire Department functions **under the** **utilizing the Incident Command System.** **"Chain of Command" method. A model is enclosed.**

D. Membership and Positions of the Department

The Fire Department shall consist of a maximum of 80 members. The following departmental ranks will be recognized: Chief, Assistant Chief, Deputy Chief, Captain, Lieutenant and Administrative Assistant. Additionally, line staff who live or normally work within two miles of the boundaries of the Village or Town of Mukwonago **as** may be appointed by the Chief and approved by the Joint Fire Commission. **provided that** **At** no time shall the department consist of less than 22 active members. If the member resides outside of the prescribed boundaries, then he/she shall come into the area within two miles of the boundaries of the Village or Town of Mukwonago and be available to respond for the duration of their assigned duty or work shift. If a member that lives just outside the response area can justify an acceptable response time they can contest a variance to the **Fire** Chief for consideration. This is a case by case situation.

1. There shall be three (3) types of memberships:
 - a. Cadet – will be any member 16 to 18 years' old that has been accepted and placed on the department for the Cadet Program and that does not have a high school diploma or

GED and is currently in high school. The child of a current active MFD member in good standing can be 15 years old.

- b. Probationary Membership - will be any member that has been placed on the department but has not completed the probationary period.
- c. Regular Membership - will be any member that has completed the prescribed probationary period.
- d. Honorary Membership - will be any member as follows:
 - Who has served Fifteen (15) years on the Mukwonago Fire Department,
 - Who has served Ten (10) years on the Mukwonago Fire Department, has been received by the membership, and has received 2/3 vote for Honorary Membership, or
 - Anyone who has sustained a line of duty or career ending injury.
- d. MFD Probationary Period

The Mukwonago Fire Department has in place a probationary period of 18 months for new hires from the employee's date of hire. Consideration of a shortened probationary term may be considered with any or all of the following conditions being met:

- Valid State of WI EMT License, not to include First Responder.
- State of WI Firefighter Level I or Firefighter Level II.
- Out of State Firefighter Level I or Firefighter Level II with International Fire Service Accreditation Congress (IFSAC) seal affixed, must be readable and contain certification number inside the seal.

All probationary members will be identified as follows:

- An orange probationary shield on their helmet.
- Orange accountability tags will be issued to probationary members who cannot wear SCBA.
- White accountability tags will be issued to probationary members who have a minimum certification of State of WI Firefighter Level I and are permitted to wear SCBA.

After a performance review has been given to the probationary member by his/her company officer(s), should a probationary member need to be extended in their probation, one additional 6-month extension will be given as a maximum. During probation, the Chief shall have the authority to recommend termination without cause. Probationary members will have an orientation period. The Orientation Period will consist of operations, apparatus and equipment checklists and proficiency testing. that will be attended to by the Chiefs of the department and the Captains of the new probationary member's crew.

Probationary members are asked strongly encouraged to respond to as many fire related calls as possible during their probationary period. Probationary members do have the ability to run on any duty company to gain more experience. (For EMS calls, that probationary member will need to follow the Ride-Along SOG.)

Probation reviews of a member need to be conducted every 6 months by the company Captain and/or Lieutenant listing what the probationary member is doing well on and areas needing improvement. At the end of the probationary period the Company Captain or Lieutenant will recommend to the Officer staff to come off probation. the new prospective member will meet at the monthly officers meeting and talk to the Chiefs and the Captains of the department.

2. Membership shall be further limited to the following sub-categories of probationary and regular membership:

- a. Firefighter
- b. EMT
- c. Firefighter/EMT

Effective 01/01/2011, all personnel shall be cross trained in fire and EMS unless authorized by the Fire Chief. The membership of the fire department shall consist of at least 70% 90% Firefighter/EMT's and no more than 1 individual per company 30% of either Firefighters or EMT's. For example, if the number of members on the fire department were 60, the maximum amount of members that are not Firefighter/EMT's shall be 18. All probationary members joining the department shall declare their status upon joining the fire department. All probationary members shall take the department oath to be administered by the Chief or a Village or Town of Mukwonago Elected Official/Administrator.

It shall be prescribed that any probationary members that are placed onto the Fire Department into either of these categories after October 1, 2003 shall meet the following conditions:

- That all Firefighters ONLY, within the allotted 18-month probationary period, attain Firefighter-Level I, Firefighter-Level II and State Certified Motor Pump Operator (MPO).
- That all EMT's ONLY, within the allotted 18-month probationary period, attain EMT-Basic and EMT-Intermediate Technician AEMT.
- That all Firefighter/EMT's, within the allotted 18-month probationary period, attain Firefighter-Level I and EMT-Basic.

Failure to complete the above prescribed certifications within the allotted 18-month probationary period will result in a review of the probationary member and possibly immediate termination from the Mukwonago Fire Department.

- Any probationary member that comes to the Mukwonago Fire Department with either fire or EMS experience shall have a minimum of a 12-month probationary period.
- Any probationary member that comes to the Mukwonago Fire Department with both fire/EMS experiences that meets the criteria to be off probation shall have a minimum of a 6-month probationary period.
- Any probationary member that was a past member of the Mukwonago Fire Department with fire/EMS experience and left in good standing but has been off the

department more than 12 months but has stayed active with another fire department or medically related field for the past year shall have a minimum of a 3 months probationary period.

- Any probationary member that was a past member of the Mukwonago Fire Department with fire/EMS experience and left in good standing but has been off the department less than 12 months and has stayed active with another fire department or medically related field shall be reinstated to regular membership per the discretion of the Fire Chief or designee.

Any regular member of the fire department that wishes to change their status from a Firefighter/EMT to either Firefighter or EMT can only do so if their status change keeps the membership within the above prescribed percentages. Also, these members will be required to attain the certification levels that are required of the Firefighter (Firefighter-Level I & II and State Certified Motor Pump Operator) or EMT (EMT-Basic and AEMT) within one year from granting of status change. Failure to complete the classes will result in a review of the member and possibly immediate termination from the Mukwonago Fire Department.

3. The following positions shall be appointed by the Joint Fire Commission after qualified members have applied, interviewed/tested, and have been recommended by the Chief of the Department. He/she shall hold such position until resignation or removal for cause.
 - a. Chief
 - b. Assistant Chief
 - c. Deputy Chief
 - d. Captain
 - e. Lieutenant
 - f. Training Officer
 - g. Firefighter/EMT
 - h. Probationary Firefighter/EMT

E. New Members

1. Must complete a MFD Application form, successfully pass a background check, have a valid driver's license, have a high school diploma or GED, and pass a written exam with a score of 70% or better. Automatic disqualifications for appointment to the Mukwonago Fire Department will include but may not be limited to:
 - a. Any felony
 - b. Indecent solicitation of a child
 - c. Sexual exploitation of a child
 - d. Prostitution
 - e. Aggravated assault
 - f. Criminal sexual abuse

2. The Personnel Committee shall consist of one (1) Chief Officer, Fire Captain or Lieutenant, and Firefighter/EMT's if available. The Personnel Committee shall be appointed by the Chief. It shall be the responsibility of the Personnel Committee to interview and screen all prospective members. The Personnel Committee shall provide a list of recommended candidates to the Chief.
3. Upon receiving a list of recommended candidates from the Personnel Committee, the Chief shall review each and submit his/her recommendations to the Joint Fire Commission for their approval.
4. Must successfully pass a medical physical and drug test.
5. All new members hired by the Village of Mukwonago for the Mukwonago Fire Department shall be fingerprinted by the Village of Mukwonago Police Department as part of the employment process. There shall be one (1) set of fingerprint cards taken:
 - a. Village of Mukwonago Employee Card
These fingerprint cards shall be maintained in the employee's personnel file at the Mukwonago Fire Department.
6. High school students who are 18 years old and who have not received their diploma/GED may apply to the Fire Department thru the Cadet Program. Students shall provide the Fire Department with a copy of their report card for review and shall meet a minimum GPA of 2.0 on a 4.0 scale or 3.0 on a 6.0 scale. High school students may attend trainings and receive their fire and EMS training if they are in good standing with their high school. The student will be permitted to respond to or participate at emergency calls. Participation will be limited to training, station duties and post emergency clean-up at the station Monday - Friday between 15:00 – 22:00 and all day any non-school day or when school is not in session. Any high school student 15-17 years old cannot respond emergent to scenes and participate as described in the Cadet Program Manual.
7. A new member with no prior fire/EMS service experience will be on probation for a minimum of 18 months. At the discretion of the Chief, a new member with prior fire/EMS service experience could be on probation for a minimum of 12 months.
 - a. During the probationary period, a written review will be conducted by the Company Captain or Lieutenant at six (6) months and twelve (12) months.
 - b. At the conclusion of the minimum probationary period, a written review will be completed by the Company Captain and or Lieutenant, Fire and EMS Training Captain, and Chief of Department. This review will be discussed with the probationary member by the Company Captain and or Lieutenant.
 - c. After the probationary member has received their review by the Company Captain and or Lieutenant, the probationary member shall be reviewed by the Department Officers for acceptance to regular membership, extension of probation, or termination from the Mukwonago Fire Department.

- d. If probation is extended, this period shall be determined by Department Officers and re-reviewed as above in (c).

F. Attendance

1. The following functions shall be considered Monthly Obligations, unless excused by the Fire Chief or Designee, for all active members of the Mukwonago Fire Department:
 - a. Department Meetings
 - b. Fire Training
 - c. EMS Training
 - d. Special Work Details
 - e. Special Teams
- f. All members shall attend a minimum of 75% of the total hours for department fire and EMS trainings. Company trainings and department meetings are excluded from this percentage. The Fire Chief will provide quarterly training reports to the company officers. Members can request in writing to their company officer, a justification for missing regularly scheduled trainings and an alternative to meet required training requirements. Failure to meet minimum requirements will be addressed by the Corrective Action Policy #5.
2. The Fire Chief and designees oversee and monitor attendance records for all members.

Meetings of the Department

1. The order of business at monthly and annual meetings shall be as follows:
 - Meeting called to order
 - Pledge
 - Roll Call
 - Approval of the minutes
 - Promotions/New Members
 - Correspondence
 - Officers' Reports
 - Committee's Reports
 - Old Business
 - New Business
 - Consultation for the good of the service
 - Adjournment subject to call
2. To pass any motion by a vote, 50% of in attendance members voting plus one (1) of membership in attendance is needed for approval.

G. Emergency Incidents

1. It is the responsibility of the members of the Mukwonago Fire Department to respond to emergency incidents as per the Policies and Standard Operating Guidelines of the Mukwonago Fire Department.

2. Duty companies consisting of at least one (1) Captain, or one (1) Lieutenant and six (6) supportive members (MPO, Firefighter, Firefighter/EMT, EMT, Probationary, etc.) shall be assigned to respond to incidents that do not require a full fire department response.
3. Full fire department response shall be assigned to daytime and large scale incidents.
4. Ambulance crews consisting of at least two (2) state licensed EMT's shall be assigned to respond to medical incidents.
5. After an emergency incident, personnel must return to their respective station and prepare all equipment to a state of readiness. Personnel will be released by the Officer in Charge.
6. Any personnel standing-by at any Mukwonago Fire Department station will remain standing-by until released by the Officer in Charge of the incident. This includes Mutual Aid and local emergency incidents.

		MUKWONAGO FIRE DEPARTMENT OPERATING PROCEDURES	
Bloodborne Pathogens Exposure Control Plan		Approved by: Chief Jeffrey R. Stien	
POL # 2	Draft Date: 10/13/92	Revision Date: 11/18/92, 09/24/2012, 12/07/2020	Effective Date: 09/24/12

PURPOSE: The purpose of this policy is to provide all personnel with the information necessary to prevent the spread of infectious disease by way of exposure to blood and other body fluids. This policy is also designed to comply with the Wisconsin Safety and Professional Services Chapter SPS 332 on Public Employee Safety and Health. Note, SPS 332 references compliance with OSHA regulations.

SCOPE: This policy is to be followed by all officers and members of this department. Authority to deviate from this policy rests with the officer in charge of the incident who will be responsible for the results of any deviations.

A. Exposure Determination

Exposure determination is made without regard to the use of personal protective equipment. Personnel are considered to be exposed even if they wear personal protective equipment. All personnel have the potential for occupational exposure during the following associated tasks:

- Routine patient care
- Cardiopulmonary Resuscitation
- Respiratory/Airway interventions and treatments
- Intravenous (IV) or interosseous (IO) access procedures
- Intramuscular, subcutaneous, IV or IO medication administration
- Treatment involving any open wound
- Any interaction in which the Firefighter/EMT would be in close proximity to a patient for an exposure to occur.

Keep in mind, the above list is not an all inclusive listing of the potential exposures.

B. Compliance Methods

1. Universal precautions will be observed when personnel are exposed to blood or other potentially infectious materials, or when there is a potential risk of exposure. Since any body fluid may transmit infectious diseases if it contains traces of blood, personnel are directed to treat all blood and body fluids as infectious substances.
2. Hands and other skin surfaces must be washed thoroughly as soon as possible if contaminated with blood or potentially infectious materials.
 - a. Hands should always be washed after gloves are removed even if the gloves appear to be intact. Hand washing should be completed using appropriate facilities. Hands must not be washed in sinks where food preparation occurs.
 - b. Hand washing should be done with warm soap and water. The application of hand lotion after hands are dried is advisable. Waterless antiseptic hand cleaner may also be

used when hand washing facilities are not available. Personnel are advised to wash their hands at the earliest opportunity after using the waterless antiseptic cleaner.

3. **PPE is provided for all personnel for a variety of anticipated exposure incidents.** Such PPE includes but is not limited to the following:

- a. Turnout gear and SCBA
- b. Latex free examination gloves (sterile and non-sterile)
- c. Body isolation suit/ Gowns
- d. Goggles/face shield
- e. Masks (N95, surgical, etc)
- f. Pocket mask

PPE will be chosen and must be worn based on the anticipated exposure to blood or other potentially infectious materials.

PPE will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or to reach personnel's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time the protective clothing will be used.

Gloves

Examination gloves are single use only and shall be worn for every patient contact and during decontamination when handling or touching contaminated items/surfaces is likely. Where multiple patients are present, personnel shall change gloves after caring for one patient and prior to caring for the next.

Extrication gloves or structural firefighting gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised. These gloves will be discarded if they are cracked, peeled, torn, punctured, exhibit other signs of deterioration, or when they are no longer able to be used for their intended function.

Eye and Face Protection

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

4. Laundering of PPE

- a. All PPE will be cleaned, laundered, repaired, replaced and/or disposed of by MFD at no cost to personnel.
- b. All garments which are penetrated by blood shall be removed immediately or as soon as possible. All PPE will be removed prior to leaving the work area at the receiving hospital or prior to leaving the fire department. At no time shall personnel return to their residence with potentially infectious contaminants on their clothing.

- c. When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal. The laundry facilities at Station 1 and Station 2 are available to personnel for cleaning contaminated clothing/turnout gear.

5. Towels and Other Linens

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Linens are provided by the receiving hospital. Contaminated laundry shall be left at the receiving hospital and will be laundered at that facility in the appropriate manner.

6. Containers for Sharps

Bending, recapping, removing, shearing, or purposely breaking contaminated needles and other contaminated sharps is prohibited. Contaminated needles/sharps are to be placed immediately, or as soon as possible, after use into appropriate sharps containers. Sharps containers are puncture resistant, labeled with a biohazard label and are leak proof.

A sharps container is kept in the storage cabinet of each ambulance. After each incident, personnel shall verify that the sharps container is not full and does not need replacement. Sharps containers will additionally be checked each week during the weekly ambulance checks.

When sharps containers are full, the container shall be closed securely and placed in the biohazard box in the decontamination room at Station 1 for disposal. and given to the Security Guard at the respective hospital for disposal. Sharps containers shall not be opened, emptied, or cleaned manually or in any manner which would expose employees to the risk of percutaneous injury.

7. Contaminated Equipment / Ambulance Decontamination

After every incident, personnel shall decontaminate all equipment which became contaminated with blood or other potentially infectious materials during the course of the incident.

Personnel shall clean the ambulance thoroughly after each incident. Decontamination shall be completed after significant incidents. Both shall be completed at the receiving hospital whenever possible so that the ambulance may return to the response area in a ready state.

Ambulances at Station 1 will be decontaminated on each Monday.

Ambulance at Station 2 will be decontaminated on each Tuesday.

8. Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, personnel are NOT to EAT, DRINK, APPLY COSMETICS or LIP BALM, SMOKE, OR HANDLE CONTACT LENSES.

9. Other Regulated Waste

Other regulated waste shall be placed in red biohazard bags. Biohazard bags shall be placed in the appropriate biohazard receptacle at the receiving hospital or in the decontamination room at Station 1.

C. Hepatitis B Vaccination

1. The Fire Chief or designee is in charge of the Hepatitis B Vaccination program.
2. MFD provides the Hepatitis A/B Vaccine and vaccination series to all personnel during the pre-employment physical.
3. If the employee initially declines the Hepatitis A/B vaccination, but at a later date while still covered under the standards, decides to accept the vaccination, the vaccination shall then be made available.
4. All employees who decline the Hepatitis A/B vaccination offered shall sign the OSHA required waiver indicating their refusal. See Appendix A, Hepatitis A/B Vaccine Declination.
5. If a routine booster dose of Hepatitis A/B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available at no charge to the employee.

D. Post Exposure Evaluation and Follow-Up

1. Personnel involved in an exposure incident shall immediately notify their Company Officer. All exposure incidents shall be reported, investigated, and documented.
2. Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:
 - a. Documentation of the route of exposure and the circumstances in which the exposure occurred.
 - b. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
 - c. The source individual's blood shall be tested as soon as feasible after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the Village of Mukwonago shall establish that legally required consent cannot be obtained. When the source individual consent is not required by law, the source individual blood, if available, shall be tested and the results documented.
 - d. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
 - e. Results of the source individual's testing shall be made available to the exposed employee and the employee shall be informed of applicable laws and the regulations concerning disclosure of the identity and the infectious status of the source individual.

All personnel who incur an exposure incident will be offered a post-exposure evaluation and follow-up in accordance with the OSHA standard. All post exposure follow-up will be performed by the Medical Director.

E. Information Provided to the Health Care Professional

1. Village of Mukwonago and Mukwonago Fire Department shall ensure that the Medical Director acting as the healthcare professional responsible for the Hepatitis B vaccination is provided with the following:
 - a. A copy of 29 CFR 1910.1030.
 - b. A written description of the exposed employee's duties as they relate to the exposure incident.
 - c. Written documentation of the route of exposure and circumstances under which the exposure occurred.
 - d. Results of the source individual's blood testing, if available; **and**
 - e. All medical records relevant to the appropriate treatment of the employee including vaccination status.

F. Health Care Professional's Written Opinion

1. The Village of Mukwonago and the Mukwonago Fire Department shall obtain and provide the exposed personnel with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.
2. The healthcare professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.
3. The healthcare professional's written opinion for post exposure follow-up shall be limited to the following information:
 - a. A statement that the employee has been informed of the results of the evaluation; **and**
 - b. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

NOTE: All findings or diagnosis shall remain confidential and shall not be included in the written report.

G. Labels and Signs

1. MFD shall ensure that biohazard containers and bags have the appropriate biohazard labeling on the outside of such container/bag.
2. Decontamination areas shall be labeled and identified as such.

H. Information and Training

The Fire Chief or designee shall ensure that training is provided at the time of initial orientation. Training shall be repeated annually thereafter for all personnel. The training shall cover at minimum the following:

- What is infectious control
- PPE
- Decontamination
- What is an exposure
- The process of reporting an exposure.

I. Record Keeping

1. The Fire Chief or designee are responsible for maintaining medical records as indicated below. These records will be kept in the EMS files.
2. Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records shall be kept confidential, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:
 - a. Name & social security number of the employee
 - b. Copy of the employee's HBV vaccinations status, including the dates of vaccination
 - c. Copy of all results of examinations, medical testing, and follow-up procedures
 - d. Copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and the circumstances of the exposure
3. Training records specific to bloodborne pathogens shall be maintained with other EMS training records.

APPENDIX A
HEPATITIS A/B VACCINE DECLINATION

(MANDATORY)

"I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis A/B Virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis A/B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis A/B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me."

Name (signed)

Name (printed or typed)

Date

		MUKWONAGO FIRE DEPARTMENT OPERATING PROCEDURES	
Tobacco and Tobacco Related Products Policy		Approved by: Chief Jeffrey R. Stien	
POL #3	Draft Date: 6/1/05	Revision Date: 11/3/09, 4/24/12, 12/07/2020	Effective Date: 05/07/12

PURPOSE: The purpose of this policy is to establish standard regarding the restriction of the use of tobacco/ tobacco related products.

SCOPE: This procedure is to be followed by all officers and members of the Mukwonago Fire Department. Authority to deviate from this procedure rests with the officer in charge who will be responsible for the results of any deviation.

A. Mukwonago Fire Department Stations

1. Station 1 and Station 2, by local ordinances are smoke free buildings. Use of any tobacco/ tobacco related products inside any Village or Town Municipal Building is prohibited.

B. Area Cleanliness

1. Individuals using outdoor areas to use tobacco/ tobacco related products are responsible to ensure that the area is kept clean at all times and maintain a distance no closer than required by State Statutes for a smoke free environment.

C. Other Activities

1. The use of any tobacco/ tobacco related products will not be permitted at any emergency incident, training or public relations activity.

D. To promote a clean and healthy work environment for all employees, smoking is prohibited in all Village and Town buildings, offices, meeting rooms, vehicles, work areas and on Village grounds except for specifically designated exterior areas.

**** This includes any type of tobacco product. ****

		MUKWONAGO FIRE DEPARTMENT OPERATING PROCEDURES	
Corrective Action		Approved by: Chief Jeffrey R. Stien	
POL #5	Draft Date: Unknown	Revision Date: 4-28-09, 4/24/12, 12/07/2020	Effective Date: 05/07/12

PURPOSE: To establish procedures for describing corrective action for all staff, maximizing fire fighter and EMS personnel safety when responding and dealing with emergency medical calls.

SCOPE: This procedure is to be followed by all officers and members of this department. Authority to deviate from this procedure rests with the Chief of the Department who will be responsible for the results of any deviation.

A. Purpose & General Policy

The Mukwonago Fire Department shall maintain a fair and equitable system to address department member's conduct or work performance that is either substandard or is in violation of the departments rules, regulations, policies, or guidelines.

1. Definitions:

a. Department members are considered as follows:

- Cadet
- Probationary
- Active
- Honorary (Note, this policy does NOT apply to the Honorary members.)

b. Misconduct: A violation of the State, Federal Rules and Regulations, Departmental Policies and Guidelines, both written and verbal.

c. Unsatisfactory Work Performance: Failure to meet job standards or performance criteria as specified in the Mukwonago Fire Department Job Descriptions.

- d. Counseling: Counseling is an informal discussion between an officer and a department member for the purpose of performance improvement. It is not considered a part of the formal corrective action procedure. However counseling sessions may be documented and filed in a member's personal record and used for future reference when reviewing corrective action history.

2. It is the policy of the Mukwonago Fire Department to administer discipline fairly, reasonably, and impartially. Employees are best served when discipline is administered to correct actions rather than to punish. It is recognized that the varying nature of employment makes some infractions more serious than others. However, where no policy exists or a policy is not clear, the following will govern.

a. All disciplinary actions involving suspensions without pay or termination require approval of the appointing authority prior to discipline being administered.

2. Procedure:

- a. The continuing employment of employees is in most cases based on reasonable standards of job performance and personal and professional conduct. Disciplinary action for failure or refusal to meet these standards is subject to oral or written reprimand, suspension, demotion, and dismissal.
- b. Disciplinary action is not primarily intended to be punitive, but rather to maintain the efficiency and integrity of Village service. The nature and severity of the offense and the employee's prior record will be considered.
- c. In any major disciplinary action, the pertinent information will be reviewed with the employee specifying the following: The basis for discipline, the specific reasons supporting the decision to discipline, the discipline to be imposed, the effective date, the right of the employee to be heard, and the right to challenge any discipline received.
- d. The degree of discipline administered will depend on the severity of the infraction or the recurrence of infractions and will be in accordance with union contracts if applicable, and Mukwonago Fire Department policies and procedures as well as local, state or federal laws and regulations.
- e. It is the responsibility of to evaluate thoroughly the circumstances and facts as objectively as possible and then apply the most suitable form of discipline.

3. Types of disciplinary action may include:

a. Verbal Warning

- i. Applied to infractions of a relatively minor degree or in situations where the employee's performance needs to be discussed. The verbal warning should be given in private. Department Head or Designee should inform the employee that the Department Head or Designee is issuing a verbal warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action.
- ii. A verbal warning shall be documented in writing by the Department Head or Designee.

b. Written Warning/Reprimand

- i. A written warning/reprimand will be issued in the event the employee continues to disregard a verbal warning or if the infraction is severe enough to warrant a written reprimand in the employee's personnel file. The warning/reprimand should state the nature of the infraction and what corrective action must be taken by the employee to avoid further discipline.
- ii. A copy of the written warning/reprimand is to be handed to the employee at the conclusion of any disciplinary meeting or shortly thereafter, and a copy placed in the employee's personnel file.

c. Suspensions

- i. Suspension - Administered because of a severe infraction of policies or for repeated violations of more minor infractions. A suspension may be with or without pay. In either case, an employee evaluation form, along with supporting documentation, must be completed. A copy of the

completed form must be given to the employee, and a copy placed in the employee's personnel file.

- ii. Suspension with Pay - This type of suspension is given where a basis exists to take action, but additional investigation is necessary and/or where the continued presence of the employee could compromise the evidence or Village property.
- iii. Such suspension is an administrative matter; it is not a disciplinary action and may not be appealed through the Grievance Procedure or to the Police or Fire Commissions.
- iv. Suspension Without Pay - An employee will be suspended without pay when the offense is of a serious enough nature or an employment pattern of more minor infractions diminish the value of the employee to the Village and is usually sufficient for termination. However, suspension is used when circumstances related to an employee's overall performance would not warrant immediate termination. The length of suspensions will vary with seriousness of the infraction and the totality of the circumstances. If the misconduct is substantiated, disciplinary action will be taken in accordance with the nature of the offense and the totality of the circumstances.

d. Demotion

- i. Demotion is not normally a step in the disciplinary procedure. It is used in those instances where an employee has been promoted to a position but is unable to perform the responsibilities of that position. As such, it is more reflective of lack of effectiveness than of misconduct. Demotion is not to be used as a substitute for dismissal when dismissal is warranted.

e. Termination

- i. An employee in his or her orientation period may be terminated at any time without cause and without the right of appeal. Notification of termination in writing shall be provided when an employee in an orientation period or of at-will status and a copy is to be filed in his/her personnel file.

4. Corrective Action, General:

- a. Department officers are strongly encouraged to periodically review work performance with their members in order to help identify or provide proper course in order to correct any identifiable or potential concerns. That would necessitate formal corrective action.
- b. If an allegation, complaint or unsatisfactory work performance is filed against a member of the department, corrective action may be initiated. Depending on the severity of the conduct, violation or performance issue and the members past performance, such action may include, but not limited to:
 - Verbal written reprimand
 - Written reprimand
 - Suspension
 - Lowering of Rank (Demotion), and
 - Termination from the Department
- c. For all corrective action items, the "Corrective Action" form shall be prepared by the initiating officer.
- d. Corrective action shall require the approval and signature of: one additional member of the command staff, as well as a Chief Grade Officer.

5. Corrective Action Types, Defined

- a. A verbal written reprimand may be issued by an officer to a subordinate for minor infractions of the Departments Policies and/or Guidelines.
 - i. When a verbal written reprimand is issued, the department member shall be made to understand that the action being taken is a form of corrective action. A written record of the reprimand will be placed into the member's personal file. The member must understand that any reoccurrence of the conduct could result in more formal action.
 - ii. Verbal written reprimands do require the signature of a Chief Grade Officer.
- b. A written reprimand shall be imposed when such action is required as a first step. This penalty is for such violations wherein the department member has been issued previous verbal written reprimands.
- c. Suspension(s) shall be imposed when such action is required as a first step penalty for documented and verified violations. Suspensions may also be imposed for repeat violations wherein the department member has been issued previous written reprimands.
- d. Lowering of Rank may be imposed for serious violations of Department Policies and/or Guidelines when the conduct or work performance demonstrates that the department member is not capable of maintaining their responsibilities.
- e. Termination may be considered for serious violations of Department Policies and/or Guidelines when the conduct or work performance is such that continued employment would represent a significant risk to the Department.

4. Corrective Action, Due Process

- a. Prior to the administration of any corrective action, the Chief, or initiating officer shall classify the conduct based upon facts or evidence. They will then determine which of the offense(s), as listed in the discipline index. Mukwonago Fire Department Policies or Guidelines manual, is the appropriate classification or statement governing the department member's conduct.

- b. To provide due process and ensure the fair implementation of the corrective process, the reviewing party as referenced above, should be able to answer all the following questions in the affirmative:
 - i. Did the department member know, or should have reasonably known, that the conduct would have led to corrective action?
 - ii. Was the rule, regulation, policy, guideline, or order violated reasonably related to the orderly, efficient, or safe operation of the Department?
 - iii. Before administering discipline, was a good faith effort made to discover if the department member did in fact violate the policies and/or guidelines of the Department?
 - iv. Was the investigation conducted legally, fairly, and objectively?
 - v. Was sufficient evidence or proof obtained to substantiate the allegations against the Department Member?
 - vi. Has the Department applied the policies and/or guidelines fairly?
 - vii. Is the degree of discipline reasonably related to the severity of the conduct, offense, and the department member's record?
 - viii. Were any mitigating circumstances present? Were they considered?
 - ix. Has the same degree of discipline been applied to prior incidents of similar conduct?

5. Officers Responsibilities

- a. Prior to the administration of any corrective action, the initiating officer shall review all facts and circumstances of the incident or performance issue, then conduct any investigation that is appropriate.
- b. The initiating officer shall classify the conduct or issue. The officer shall review the planned course of remedial actions per the due process procedure as referenced in Section 4.
- c. The initiating officer shall review and recommend penalties for the conduct based upon the penalties referenced in Section 2.
- d. Other than a verbal written reprimand, the initiating officer shall review the matter with the next level officer or as appropriate, with a Chief Grade Officer.
- e. Upon review of all pertinent information, the initiating officer shall complete the letter of corrective action form and obtain all necessary approvals.
- f. When reviewing the matter with the department member, the initiating officer may request that the next level officer be present. For serious violations of department policies and/or guidelines, the next level officer shall be present for such review.
 - i. For serious violations, the Chief or Chief's designee may be present for such review.
 - ii. The department member that is the subject of corrective action shall be entitled to representation at their request.
- g. Upon completion of the disciplinary process, the Mukwonago Fire Department will supply written copies to the member and to the member's personal file. Copies will be distributed after the member signs the letter. Refusal by the member to sign the letter does not alter or change the disciplinary process. The member's signature on the letter shall only signify that a given issue was discussed and that the member has been informed of the corrective action.
- h. Department members may appeal any corrective action through the procedures referenced in the Mukwonago Fire Department Joint Fire Commission.
- i. The Department will determine the appropriate level of corrective action. This is based on guidelines provided in this policy and the department members past performance. Each situation will be reviewed on a case-by-case basis.
- j. The Department reserves the right to establish the level of corrective action necessary based on circumstances revealed through the corrective action interview, previous corrective action history,

extenuating circumstances, etc. The department has the right to resolve expressed concerns in manners outside of this policy. This action will be on a non-precedent setting basis.

6. Complaint/Misconduct Investigation

- a. Upon receipt of a formal written complaint or information from other sources, all information shall be gathered such as, but not limited to, personal knowledge, observation of misconduct or disobedience of an order. The initiating officer shall, as soon as practical, begin a preliminary investigation to determine if a violation has occurred.
- b. The officer conducting the investigation shall notify a Chief Grade Officer that such an investigation is in progress.
- c. The officer shall notify the Member of the complaint or allegation(s).
- d. The preliminary investigation report, in conjunction with a letter of discipline if appropriate, shall be completed and forwarded to the Chief or Chief's designee as soon as possible. The report shall include a summary of the violation, allegations, all relevant documentation, and any specific findings as referenced in Section 8.
- e. Serious allegations of misconduct require that the Chief be notified in writing, of the circumstances as soon as practical.
- f. For performance related issues where no specific investigation is required a corrective action letter and supporting documentation shall be submitted.

7. Command Review

- a. Upon receipt of a preliminary investigative report or complaint, the Chief shall:
 - i. Concur with the findings and order or approve corrective action.
 - ii. Modify corrective action.
 - iii. Remand the matter back to the officer for additional investigation.
 - iv. Relieve the officer of the responsibility of the investigation and appoint a special investigator.
 - v. Exonerate or dismiss the matter.

8. Investigative Guidelines

These guidelines shall apply to all investigations (regardless of type) involving allegations of misconduct or rules violations.

- a. Interviews of department members shall take place at a reasonable hour and conducted at Station # 1. In addition, the department members shall be afforded the opportunity to have another department member serve as a representative during the interview process. If the department member declines representation, it shall be noted on the investigation report.
- b. Department members being questioned shall be informed of the nature of the investigation. They will also be provided with sufficient information that will reasonably apprise them of the circumstances and or reasons for the investigation.
- c. At no time shall the officer or investigator infringe upon the rights of the department member. This is provided for in the United States Constitution, Wisconsin State Statutes and any other Laws or Administrative Proceedings.
- d. Any investigation that may warrant activity such as searches of personal property or retrieval of department property shall be done only after authorization has been obtained from the Chief and the Local Police Department. All situations involving search or seizure shall be performed in accordance with all appropriate laws and the local Police Department.

9. Investigative Findings

- a. Upon completion of preliminary or comprehensive investigations, which was initiated after a complaint made against a department member because of allegations of misconduct, a complete investigative report

shall be prepared by an officer or investigator. Included in such a report will be the findings of the investigation and findings shall be documented as follows:

- i. Exonerated: Alleged conduct occurred but was lawful and proper.
 - ii. Unfounded: Complaint false or without merit.
 - iii. Not Sustained: Insufficient evidence to prove or disprove the allegation.
 - iv. Sustained: Allegation supported by proper and sufficient evidence.
- b. The findings as specified apply to investigations involving all Department Members.
 - c. The final investigative report shall be submitted to the Chief and reviewed as per section.
 - d. Should any possible criminal charges be considered, the Chief shall present the case to the local Police Department for further investigation.

The matrix lists Mukwonago Work Rule violations, Policy and Procedure violations, Standard Operating Guideline violations (SOG). It then provides sanction categories **A** through **E**. The least punitive sanctions are category **A**, with sanctions becoming more severe as the categories progress to category **E**.

In each category, there is a recommended guideline of sanctions. These guidelines are based on comparable sanctions for each violation from Complaint Investigation and Resolution cases in years past.

There are Mukwonago work rules/procedural categories that are not covered in this matrix. There is the expectation that all Mukwonago Work Rules, Policy and Procedures, Standard Operating Guidelines (SOGs). Mukwonago understands that as times change, policies and expectations will change, and there will be violations that are not covered on the matrix. These violations shall be added to the matrix as deemed appropriate. For rules not violated and not specified on the matrix, the sanction will be determined by the Fire Chief or designee.

Sanction Categories

Category A	Category B	Category C	Category D	Category E
Conduct violation in a single incident that has a minimal negative impact on the operations or reputation of the MFD. Sanctions listed below this category are not considered discipline. Sanction guidelines may include: • Verbal Counseling • Mediation • Documented Counseling A single sanction or a combination of the above listed sanctions may be deemed appropriate. Training can also be ordered in conjunction with any sanctions listed above.	Violations that have more than minimal impact on the operations or reputation of the MFD or that negatively impact relationships with other officers, agencies, or the public. This includes repeated acts from Category A within time frames listed below. Sanction guidelines may include thereof: • Verbal Counseling • Mediation • Documented Counseling • Letter of Instruction • Letter of Reprimand (First Level of Discipline) A single sanction or a combination of the above listed sanctions may be deemed appropriate. Training can also be ordered in conjunction with any sanctions listed above.	Violations that have a pronounced negative impact on the operations or reputation of the MFD or on relationships with employees, other agencies, or the public. This includes repeated acts from Category B within time frames listed below. Sanction guidelines may include: • Letter of Instruction • Letter of Reprimand • Suspension without pay for one to two 24-hour shifts A single sanction or a combination of the above listed sanctions may be deemed appropriate. Training can also be ordered in conjunction with any sanctions listed above.	Violations that are contrary to the core values of the MFD or that involve a substantial risk of employee or public safety. This includes repeated acts from Category C within the time frames listed below. Sanctions guidelines may include: • Suspension without pay for two to six 24-hour shifts Training can also be ordered in conjunction with any sanctions listed above.	Violations that are contrary to the core values of the MFD. This includes acts of serious misconduct or acts of criminal conduct. This also involves any conduct that will effectively disqualify an employee from continued employment with the Mukwonago Fire Department. Sanction guidelines may include: • Suspension without pay for six 24-hour shifts or more • Reduction in rank • Separation from service Training can also be ordered in conjunction with any sanctions listed above.

Repeated Acts

Repeated acts of the same or similar violations of category **A** will increase the repeated violation into category **B**.

Repeated acts of the same or similar violations of category **B** will increase the violation to category **C**.

Repeated acts of the same or similar violations of category **C** will increase the violation to category **D**.

Repeated acts of the same or similar violation of category **D** may will result in **separation of service**.

The matrix categories may not be sequentially followed in cases where there may be several similar violations or in cases where there are particularly egregious circumstances. The matrix is considered a guideline only and it is within the Fire Chief's or designee discretion to deviate from the matrix based on the individual case.

Discipline Matrix

	Corresponding MFD Work Rule Listing. <i>Categories skipped have not had recent previous discipline associated.</i>	Category				
		A	B	C	D	E
	Knowledge of rules and regulations of the Department					
	Failure to familiarize themselves with rules and regulations of the Department.	X				
	Training					
	Failure to attend required training sessions.		X			
	Duties					
	Failure to perform duties as outlined in the Department's rules and regulations.		X			
	Company Officer Responsibilities					
	Failure to preserve order and discipline.		X			
	Failure to enforce strict compliance with the rules and regulations of the Department.		X			
	Failure to ensure that all property and equipment committed to their care is in good order.		X			
	Failure to repair faulty property and equipment in a timely manner.		X			
	Failure to ensure that all buildings furniture and fixtures are kept neat and clean.		X			
	Failure to ensure that the personal habits of their personnel comply with the required orders/rules.		X			

	Job Performance Records					
	Company officer fails to record all work performed by crew members.	X				
		A	B	C	D	E
	Company Officer Performance					
	Failure to give instruction to subordinates in a just, dignified, and firm manner.		X			
	Failure to abstain from violent, abusive, or obscene language.		X			
	Failure to see that all rules and orders are strictly obeyed.		X			
	Job Courtesy and Property Handling					
	Failure to exercise due care toward all members of the Department.		X			
	Failure to exercise due care when using Department equipment, apparatus, and other property.		X			
	Members shall be efficient and capable in the service and must not neglect their duty					
	Failure to hold themselves in readiness, always, to answer the calls and obey orders of their superior officers.			X		
	Failure to treat superiors with respect.			X		
	Failure to refrain from all disparaging communication.			X		
	Failure to inform their superior officer of neglect or disobedience of orders that may come to their knowledge.			X		
	Failure to conform to the rules and regulations of the Department, observe the laws and ordinances, and render their services to the city with zeal, courage, and discretion and fidelity.			X		
	Vehicle Operation					
	Failure to exercise judgment and care with due regard to the safety of life and property when responding to an emergency call.			X		
	Failure to slow down at all street intersections.			X		

	Failure to have safe control of the apparatus.			X		
	Failure to use lights and sirens when operating in emergency mode and take the utmost precaution.			X		
	Failure to permit any careless or reckless driving of apparatus.			X		
	Vehicle Occupancy					
	Failure to keep all persons, other than Firefighters, on the apparatus going to or returning from fires, except with permission of the officer in charge.			X		
	Respect: Addressing by Proper Title					
	Failure to address superior officers by their proper titles		X			
	Authority					
	Officers exceeding their authority in giving orders.			X		
	Failure to observe orders of a superior in rank.			X		
		A	B	C	D	E
	Outside Employment					
	Failure to devote their time and attention to the business of the Department while on duty.			X		
	Failure to adhere to the specifics as described in the Labor Agreement and/or MOU regarding outside employment.			X		
	Personal Appearance					
	Failure to keep themselves physically fit for active, efficient performance of their duties as a Firefighter.		X			
	Uniform					
	Failure to wear the Department uniform while performing duties, or failure to wear the Department Class B uniform while performing inspection duties.		X			
	Reliability and Observance of Rules					

	Failure to obey all laws, ordinances, rules, regulations, and orders, whether general, special, or verbal, when emanating from due authority.			X		
	Failure to be strictly on time to the minute and to be obedient in a prompt, implicit, unqualified, and unequivocal manner.			X		
	Performance of Duties					
	Failure to perform all duties as directed by superior officers.			X		
	Bedroom Occupancy					
	Personnel will not occupy beds between the hours of 7:00 am and 8:00 pm, except when they are fatigued from previous duty.		X			
	Visitor Guidelines					
	Failure to treat visitors with courtesy.		X			
	Visitors shall not interfere with the efficiency of the Department.		X			
	Truthfulness					
	Failure to be truthful, under oath or otherwise.				X	
	Employees shall not make false reports or knowingly enter false information into any record.				X	

		A	B	C	D	E
	Gossip/Rumors					
	Making false reports about a member of the Department or the business of the Department.		X			
	Department Reputation					
	Failure to conduct themselves so as not to bring the Department in disrepute.		X			
	Badges					
	Badges are the property of the Mukwonago Fire Department.	X				
	Lost or damaged badges will be replaced or repaired at the employee's own expense.	X				
	Communications System					
	Failure to use inter-station communication systems for Fire Department business only.	X				
	Absence from Duty					
	Failure to report illness or injury while absent from quarters to their superior officer not later than one hour before their next working shift.		X			
	Reporting					
	Failure to report to their superior officer or to the Chief all violations of the Rules and Regulations which may come to their attention.			X		
	Harassment and/or Discrimination					
	Employees shall not harass or discriminate against co-workers or members of the community based on their protected class.				X	
	Cars Policies and Rules					
	Failure to adhere to the specified rules, guidelines, and procedures			X		

	Workplace Violence Prevention and Response Policy						
	Failure to adhere to the specific rules, guidelines, and procedures				X		

		A	B	C	D	E
	Prohibited Harassment and/or Discrimination Policy					
	Failure to adhere to the specific rules, guidelines, and procedures				X	
	Appropriate Use of City Computer Resources					
	Failure to adhere to the specific rules, guidelines, and procedures			X		
	Social Media and Department Websites Policy					
	Failure to adhere to the specific rules, guidelines, and procedures			X		
	Harassment restraining orders and injunctions					
	Failure to adhere to the specified rules, guidelines, and procedures outlined in Wis. State Statue 813.125 (7)				X	
	Damage to Property					
	Failure to adhere to the specified rules, guidelines, and procedures outlined in Wis. State Statue 943.01				X	
	Disorderly Conduct					
	Failure to adhere to the specified rules, guidelines, and procedures outlined in Wis. State Statue 947.01				X	
	Emergency Procedures: EMS Incident Reports					
	Failure to adhere to the specified rules, guidelines, and procedures			X		
	Emergency Medical Services: Patient Refusal of Treatment and/or Transport to a Hospital					
	Failure to adhere to the specified rules, guidelines, and procedures			X		
	Personal Equipment and Appearance: Uniform Types					
	Failure to adhere to the specified rules, guidelines, and procedures outlined in Policy		X			

	Records and Reports: Confidentiality Policy and Procedure					
	Failure to adhere to the specified rules, guidelines, and procedures outlined in Policy and Procedure			X		

		MUKWONAGO FIRE DEPARTMENT OPERATING PROCEDURES	
Vehicle Operations		Approved by: Chief Jeffrey R. Stien	
Policy #06	Draft Date: 4-6-09	Revision Date:04-26-13, 12/07/2020	Effective Date:05-06-13

Purpose: The purpose of this guideline is to establish procedures for maximizing firefighter and EMS personnel when driving personal or department vehicles to the scene of an emergency.

Scope: This guideline is to be followed by all officers and members of this department.

Authority to deviate from this guideline rests with the officer in charge of the incident who will be responsible for the results of any deviations.

General

- A. Personnel are to abide by the State of Wisconsin Statute Numbers 346.03 and 347.25.
- B. Operators shall obey all traffic regulations.
- C. All personnel shall present a valid driver's license during recruit class. The department shall check the validity of all personnel driver's licenses annually. **Changes in a personnel's state driver's license shall be reported immediately to the Fire Chief or designee. Members who are arrested, cited, or come under investigation for any criminal or traffic offense, both within and outside of Mukwonago, shall report this incident, in writing, to the Fire Chief or designee as soon as practical. This includes driver's license, other traffic, misdemeanors, felonies and OWI violations. Members shall report any driver's license restrictions.**
- D. Members shall provide current address and phone number. Any change of residency and / or telephone number shall immediately be made known to the department.
- E. No personnel will be allowed to drive or operate any fire department apparatus without a valid state driver's license.
- F. Private vehicles are covered by the individual's primary insurance carrier. The fire department insurance covers the deductible only.

Private Vehicle Operation

- A. Probationary members are not allowed to use red lights and sirens in their personal vehicles until they have completed their **probationary** period.
- B. Personnel **must have permission** from the **Fire** Chief to put lights and sirens on their private vehicle.
- C. Any personnel responding to an emergency call from outside of the limits of the Town or Village of Mukwonago in their personal vehicle shall not respond with red lights and sirens until they are within the limits of the Town or Village of Mukwonago. This includes response to any mutual aid incidents unless previously authorized by the Fire Chief.
- D. If there is a need for a private vehicle to respond to the scene of an incident the vehicle must park at least 100 feet away from the incident. Private vehicle response to the scene is only allowed **to EMS medical calls only unless directly** **if** ordered by the **Fire** Chief or designee.
- E. Private vehicles can respond lights and sirens using reasonable sense and due regard for the response mode to match the severity of the incident.
- F. No private vehicles will be permitted on I-43.
- G. Any moving violation occurred while responding lights and sirens or abuse of this privilege will result in the lights and sirens being removed from the respective POV with no change of future permission to be granted.

Emergency Vehicle Operation

- A. All personnel must complete the driver training and checklist before they will be allowed to drive. The Fire Chief will make the final approval as recommended by the officers. (This includes driving and all operations of the apparatus).
- B. Probationary members will not drive fire department vehicles under emergency conditions or at training exercises, unless directly ordered by the officer in charge.
- C. If you drive an emergency vehicle to a call, know exactly where you are going BEFORE you leave your respective station. If necessary, check maps or the GPS located in each vehicle.
- D. Only fire department personnel can drive and ride in any apparatus.
- E. Children and family members may ride on fire department apparatus only during parades and not to or from the parade location.
- F. There shall be no fire apparatus on the ice except for the ATV, at the discretion of the officer in charge.

- G. There will be a minimum of two (2) personnel aboard the apparatus during any operation.
- H. Standing or riding any place other than an approved riding position is prohibited except as provided in this policy.
- I. Riding in the hose bed while loading hose is permitted providing the personnel riding are seated or kneeling while the vehicle is in motion. Operators shall not exceed 5 MPH when personnel are in the hose bed.
- J. Personnel shall not mount or dismount any apparatus unless the apparatus is fully stopped.
- K. Seat belts shall not be released or loosened for any purpose while the vehicle is in motion, including the donning of SCBA's or protective clothing. When necessary for patient care, EMT's riding in the patient compartment of an ambulance may temporarily remove their seatbelts to render patient care.
- L. Personnel shall not mount or dismount from a moving vehicle under any circumstances.
- M. All personnel riding on an apparatus shall be seated and shall be wearing a seat belt. It is the responsibility of the MPO and the person in the officer's position to check this before moving the vehicle.
- N. Once a vehicle has arrived on scene, the driver operator will announce "Brake set" to ensure it is now safe to exit the vehicle.
- O. **Operation of fire department vehicles without a valid state driver's license or permission shall result in disciplinary action.**

Backing

- A. When backing up a piece of apparatus, a second individual will always act as a spotter and remain in verbal or visual contact with the operator of the apparatus.
- B. Spotters should place themselves to the rear and the driver's side of the apparatus.
- C. The driver's window shall always be open when backing.
- D. If the operator does not understand the directives of the spotter, motion of the apparatus shall cease until clarification is obtained.

Intersection Crossing

- A. Driving in an emergency response, the apparatus operator shall approach the intersections with due regard and caution.
- B. The brake shall be covered, and the apparatus shall slow down so if the event arises, a complete stop can safely be made.
- C. Passing vehicles through an intersection shall be done to the left. Use the right lane only as a last resort.

- D. The operator and personnel in the officer's seat shall visually check all lanes of traffic to ensure the path is clear. Both shall communicate, "ALL CLEAR" prior to proceeding through an intersection.
- E. All ambulances Apparatus are equipped with Emergency Vehicle Pre-emption (EVP) Opticoms. Regardless if the traffic light turns green granting you the right of way; you still need to drive with due regard and caution.
 - 1. When approaching an intersection with OpticomEVP, there may be a white flood light on top of the traffic signal standard. If the light is solid white, YOU have the right of way. If the light is flashing white, there is approaching emergency apparatus from the cross street. THEY have the right of way.

Motor Vehicle Collision

If any person is involved in a collision while driving any Mukwonago Fire Department vehicle, the local law authority will conduct an investigation of the collision, and will be subject to the outcome of the investigation and may be subject to disciplinary action. Drug testing will be mandatory for any injury type incident.

346.03 Applicability of rules of the road to authorized emergency vehicles.

(1) The operator of an authorized emergency vehicle, when responding to an emergency call or when in the pursuit of an actual or suspected violator of the law, when responding to but not upon returning from a fire alarm, when transporting an organ for human transplantation, or when transporting medical personnel for the purpose of performing human organ harvesting or transplantation immediately after the transportation, may exercise the privileges set forth in this section, but subject to the conditions stated in subs. (2) to (5m).

(2) The operator of an authorized emergency vehicle may:

- (a) Stop, stand, or park, irrespective of the provisions of this chapter.
- (b) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
- (c) Exceed the speed limit.

(d) Disregard regulations governing direction of movement or turning in specified directions.

(2m) Notwithstanding s. 346.94 (20), a law enforcement officer, a fire fighter, or emergency medical personnel may open and leave open any door of an authorized emergency vehicle when the vehicle is stopped, standing, or parked and the person is performing official duties.

(3) The exemption granted the operator of an authorized emergency vehicle by sub. (2) (a) applies only when the operator of the vehicle is giving visual signal by means of at least one

flashing, oscillating or rotating red light except that the visual signal given by a police vehicle may be by means of a blue light and a red light which are flashing, oscillating or rotating, except as otherwise provided in sub. (4m). The exemptions granted by sub. (2) (b), (c) and (d) apply only when the operator of the emergency vehicle is giving both such visual signal and also an audible signal by means of a siren or exhaust whistle, except as otherwise provided in sub. (4) or (4m).

(4) Except as provided in sub. (4m), a law enforcement officer operating a police vehicle shall otherwise comply with the requirements of sub. (3) relative to the giving of audible and visual signals but may exceed the speed limit without giving audible and visual signal under the following circumstances:

(a) If the officer is obtaining evidence of a speed violation.

(b) If the officer is responding to a call which the officer reasonably believes involves a felony in progress and the officer reasonably believes any of the following:

1. Knowledge of the officer's presence may endanger the safety of a victim or other person.

2. Knowledge of the officer's presence may cause the suspected violator to evade apprehension.

3. Knowledge of the officer's presence may cause the suspected violator to destroy evidence of a suspected felony or may otherwise result in the loss of evidence of a suspected felony.

4. Knowledge of the officer's presence may cause the suspected violator to cease the commission of a suspected felony before the officer obtains sufficient evidence to establish grounds for arrest.

(4m) A law enforcement officer operating a police vehicle that is a bicycle is not required to comply with the requirements of sub. (3) Relative to the giving of audible and visual signals.

(5) The exemptions granted the operator of an authorized emergency vehicle by this section do not relieve such operator from the duty to drive or ride with due regard under the circumstances for the safety of all persons nor do they protect such operator from the consequences of his or her reckless disregard for the safety of others.

(5m) The privileges granted under this section apply to the operator of an authorized emergency vehicle under s. 340.01 (3) (dg) or (dh) only if the operator has successfully completed a safety and training course in emergency vehicle operation that is taken at a technical college under Ch. 38 or that is approved by the department and only if the vehicle being operated is plainly marked, in a manner prescribed by the department, to identify it as an authorized emergency vehicle under s. 340.01 (3) (dg) or (dh).

(6) Every law enforcement agency that uses authorized emergency vehicles shall provide written guidelines for its officers and employees regarding exceeding speed limits under the circumstances specified in sub. (4) And when otherwise in pursuit of actual or suspected violators. The guidelines shall consider, among other factors, road conditions, density of population, severity of crime and necessity of pursuit by vehicle. The guidelines are not subject to requirements for rules under ch. 227. Each law enforcement agency shall review its written guidelines by June 30 of each even-numbered year and, if considered appropriate by the law enforcement agency, shall revise those guidelines.

History: 1983 a. 56; 1985 a. 82, 143; 1987 a. 126; 1995 a. 36; 1997 a. 88; 2007 a. 20; 2011 a. 184.

Sub. (5) Limits the exercise of privileges granted by sub. (2). *City of Madison v. Polenska*, 143 Wis. 2d 525, 421 N.W.2d 862 (Ct. App. 1988).

An officer who decides to engage in pursuit is immune from liability for the decision under s. 893.80 but may be subject to liability under sub. (5) for negligently operating a motor vehicle during the chase. A city that has adopted a policy that complies with sub. (6) is immune from liability for injuries resulting from high speed chases. A policy that considered the severity of the crime only in terms of when to strike a vehicle or use roadblocks did not comply with sub. (6). *Estate of Cavanaugh v. Andrade*, 202 Wis. 2d 290, 550 N.W.2d 103 (1996), 94-0192.

The government and its employees may have various forms of liability under this section, which provides exemptions for compliance with certain traffic laws for operators of emergency vehicles, but the statute does not supersede s. 893.80 (4) immunity for discretionary decisions. In this case, a driver's decision to proceed through the intersection against a red light was discretionary and the driver was immune from liability for negligence based on that decision. *Brown v. Acuity, A Mutual Insurance Company*, 2012 WI App 66, 342 Wis. 2d 236, 815 N.W.2d 719, 11-0583.

A private ambulance that is an authorized emergency vehicle usually kept in a given county pursuant to s. 340.01 (3) (i) may not avail itself of the provisions of sub. (2) When proceeding unsolicited to the scene of an accident or medical emergency in an adjacent county. 77 Atty. Gen. 214.

A claim of excessive force while making a seizure of the person is properly analyzed under the 4th Amendment's objective reasonableness standard. A police officer's attempt to terminate a

dangerous high-speed car chase that threatens the lives of innocent bystanders does not violate the 4th Amendment, even when it places the fleeing motorist at risk of serious injury or death. *Scott v. Harris*, 550 U.S. 372, 127 S. Ct. 1769, 167 L. Ed. 2d 686 (2007).

Police civil liability and the law of high-speed pursuit. Zevitz. 70 MLR 237 (1987).

347.25 Special warning lamps on vehicles.

(1) Except as provided in subs. (1m) (a), (1r), and (1s), an authorized emergency vehicle may be equipped with one or more flashing, oscillating, or rotating red lights, except that ambulances, fire department equipment, privately owned motor vehicles under s. 340.01 (3) (d), (dg), or (dm) being used by personnel of a full-time or part-time fire department, by members of a volunteer fire department or rescue squad, or by an organ procurement organization or any person under an agreement with an organ procurement organization, and privately owned motor vehicles under s. 340.01 (3) (dh) being used to transport or pick up medical devices or equipment, may be equipped with red or red and white lights, and shall be so equipped when the operator thereof is exercising the privileges granted by s. 346.03. The lights shall be so designed and mounted as to be plainly visible and understandable from 500 feet both during normal sunlight and during hours of darkness. No operator of an authorized emergency vehicle may use the warning lights except when responding to an emergency call or when in pursuit of an actual or suspected violator of the law, when responding to but not upon returning from a fire alarm, when transporting an organ for human transplantation, when transporting medical personnel for the purpose of performing human organ harvesting or transplantation immediately after the transportation, or when necessarily parked in a position which is likely to be hazardous to traffic.

(1m)

(a) A police vehicle under s. 340.01 (3) (a) may be equipped with a blue light and a red light which are flashing, oscillating, or rotating.

(b) If the vehicle is so equipped, the lights shall be illuminated as required under s. 346.03 or 346.215 (2)

(a) When the operator of the police vehicle is exercising the privileges granted under s. 346.03 or 346.215 (2) (a). On a marked police vehicle, the blue light shall be mounted on the passenger side of the vehicle and the red light shall be mounted on the driver side of the vehicle. When in use on an unmarked police vehicle, the blue light shall be displayed on the passenger side of the vehicle and the red light shall be displayed on the driver side of the vehicle. The lights shall be designed and displayed to be plainly visible and understandable from 500 feet during normal

sunlight and during hours of darkness. No operator of a police vehicle may use the warning lights except when responding to an emergency call or when in pursuit of an actual or suspected violator of the law, when responding to but not upon returning from a fire alarm, when necessarily parked on a highway in a position which is likely to be hazardous to traffic using the highway, or as authorized under s. 346.215 (2) (a).

(c) If the state or any local authority intends to equip its police vehicles as authorized under par. (a), the state or the local authority shall give notice of its intent as a class 2 notice under ch. 985 at least 90 days before so equipping the first vehicle.

(1r)

(a)

1. A police vehicle under s. 340.01 (3) (a) may be equipped so that the high beams of its headlamps pulsate or flash alternately at a rate of 70 to 90 pulses or flashes per minute. The pulsating or flashing headlamps may be used only when the warning lamps authorized under sub. (1) or (1m) are in use.

2. If the state or any local authority intends to equip its police vehicles as authorized under subd. 1., the state or the local authority shall give notice of its intent as a class 2 notice under ch. 985 at least 90 days before so equipping the first vehicle.

(b)

1.

a. A vehicle of a fire department under s. 340.01 (3) (c) or an ambulance under s. 340.01 (3) (g) may be equipped so that the high beams of its headlamps pulsate or flash alternately at a rate of 70 to 90 pulses or flashes per minute. The pulsating or flashing headlamps may be used only when the warning lamps authorized under sub. (1) are in use.

b. If any local authority intends to equip its vehicles as authorized under subd. 1. a., the local authority shall give notice of its intent as a class 2 notice under ch. 985 at least 90 days before so equipping the first vehicle.

2.

a. A sheriff or others designated by the county board may authorize that an ambulance under s. 340.01 (3) (i) be equipped so that the high beams of its headlamps pulsate or flash alternately at a rate of 70 to 90 pulses or flashes per minute. The pulsating or flashing headlamps may be used only when the warning lamps authorized under sub. (1) are in use.

b. If the sheriff or others designated by the county board intend to authorize any ambulance under s. 340.01 (3) (i) to be equipped as authorized under subd. 2. a., the local authority shall give notice of its intent as a class 2 notice under ch. 985 at least 90 days before authorizing the first vehicle to be so equipped.

(c)

1.

a. The state fire marshal may authorize that a privately owned motor vehicle under s. 340.01 (3) (d) that is being used by a deputy state fire marshal be equipped so that the high beams of its headlamps pulsate or flash alternately at a rate of 70 to 90 pulses or flashes per minute. The pulsating or flashing headlamps may be used only when the warning lamps authorized under sub. (1) are in use.

b. If the state fire marshal intends to authorize any privately owned motor vehicle under s. 340.01 (3) (d) that is being used by a deputy state fire marshal to be equipped as authorized under subd. 1. a., the state shall give notice of its intent as a class 2 notice under ch. 985 at least 90 days before authorizing the first vehicle to be so equipped.

2.

a. A fire chief may authorize that a privately owned motor vehicle under s. 340.01 (3) (d) that is being used by an employee of the fire department or, if applicable, a member of the volunteer fire department be equipped so that the high beams of its headlamps pulsate or flash alternately at a rate of 70 to 90 pulses or flashes per minute. The pulsating or flashing headlamps may be used only when the warning lamps authorized under sub. (1) are in use.

b. If the fire chief intends to authorize any privately owned motor vehicle under s. 340.01 (3) (d) that is being used by an employee of the fire department or, if applicable, a member of the volunteer fire department to be equipped as authorized under subd. 2. a., the local authority shall give notice of its intent as a class 2 notice under ch. 985 at least 90 days before authorizing the first vehicle to be so equipped.

(1s) A vehicle in use by a fire department as a command post at the site of an emergency call may be equipped with a blue or green light which is flashing, oscillating, or rotating.

(2) No person may operate a school bus which is painted as provided in s. 347.44 unless it is equipped with flashing red signals and with a 360-degree flashing white strobe light having a flash rate of 60 to 120 per minute. The secretary shall prescribe rules for the type, installation, operation and light output brilliance of the signals and lights required under this subsection. No

vehicle may be equipped with such flashing red signals and a strobe light unless it also is painted as provided in s. 347.44.

Cross-reference: See also ch. Trans 300, Wis. adm. code.

(2m) A human service vehicle may be equipped with a 360-degree flashing strobe light with a flash rate of 60 to 120 per minute. Notwithstanding s. 110.05 (1), the secretary shall prescribe rules for the type, color, installation, operation, and light output brilliance of the lights permitted under this subsection.

(3) The lead vehicle in a funeral procession may be equipped, or any vehicle in the procession may be equipped if all vehicles in the procession are so equipped, with a flashing amber light that may be used only in the procession.

(4) No vehicle may be equipped with or display any blue colored light or lamp unless the vehicle is used in police work authorized by the state or a political subdivision of the state or is used by a fire department as authorized under sub. (1s).

(5) Notwithstanding s. 347.26 (11), whenever flashing warning lamps on an authorized emergency vehicle are designed and being used to exhibit a directional arrow at the scene of an emergency, the lamps exhibiting the directional arrow may be flashing simultaneously or sequentially. If the use of flashing warning lamps to exhibit a directional arrow would likely direct approaching traffic into a lane of traffic moving in the opposite direction, only the flashing warning lamps that exhibit the horizontal bar of a directional arrow may be used and such lamps shall be flashing simultaneously.

History: 1977 c. 29 s. 1654 (7) (c); 1977 c. 228; 1979 c. 54, 149; 1983 a. 56; 1985 a. 143; 1987 a. 126; 1989 a. 69; 1991 a. 73, 142; 1993 a. 369; 1995 a. 31, 190; 1997 a. 31, 117; 2007 a. 20, 177; 2009 a. 46.

The burden is on the operator of an emergency vehicle to prove that the warning light met the requirements. A light showing only to the front would not provide the operator with emergency privileges for stopping, parking, or turning as to vehicles approaching from the rear. *Pittman v. Lieffring*, 59 Wis. 2d 52, 207 N.W.2d 610 (1973).

		MUKWONAGO FIRE DEPARTMENT OPERATING PROCEDURES	
Cellular Telephone Usage		Approved by: Chief Jeffrey R. Stien	
POL #7	Draft Date: Unknown	Revision Date: 10/13/09, 4/24/12, 12/07/2020	Effective Date: 05/07/12

PURPOSE: The purpose of this policy is to establish procedures for maximizing the safety of personnel and operation efficiency while responding and dealing with emergency calls.

SCOPE: This procedure is to be followed by all officers and members of the Mukwonago Fire Department. Authority to deviate from this procedure rests with the officer in charge who will be responsible for the results of any deviation.

A. Mukwonago Fire Department Cellular Phone Use

1. From this date, all cellular telephones that are or may be placed into service shall have clearly marked on the handset and the cradle the cellular telephones individual telephone number.
2. It shall be the responsibility that the user of the cellular telephone ends each transmission with the telephone number of the cellular telephone being used.
3. This will ensure that if the receiver of the cellular telephone call should have the need to recontact the caller, they will have the number.

B. Personal Cell Phone Usage

1. It is the policy of the Mukwonago Fire Department, that no person will talk or text on a cellular phone when he /she is the driver of any fire department vehicle.
2. In the event that a phone call needs to be answered while the vehicle is moving, a passenger of the vehicle shall operate the phone and voice any information to the driver.
3. Any misuse of this policy will result in disciplinary action starting with a driving suspension.
4. Reference the Village / Town of Mukwonago Handbook for further information.

5. See Policy #10 Image Recording regarding the use of cellular telephone use for image recording.

The Mukwonago Fire Department will follow the Village of Mukwonago Employee Handbook Cellular Equipment Policy.

This section sets forth the Village's Policy on the use of cellular handheld Voice and Data Services Equipment, which includes cellular phones, Blackberries, smart phones and any other equipment that utilizes cellular signals to provide internet access, hereinafter collectively referred to as "cellular services." Should a laptop computer or tablet fall into this category, its possession and use must also comply with the Village's Electronic Communications Use Policy.

Cellular services provide authorized users with the capability to do one or more of the following from a handheld device:

- Send and receive e-mail and/or data
- Place and receive calls
- Remotely access files, calendars, address books and task lists
- Research and browse the web
- Access and run various applications

Assignment of Fire Department Cellular Services

Employees may be candidates for Village-assigned Cellular Services if they:

- are required to remotely access their email or calendar on a regular basis to carry out their job responsibilities.
- must remotely complete time sensitive work on a regular basis.
- have responsibilities related to emergency response or continuity of business services.
- can significantly increase productivity and/or reduce overall expenses by using Village assigned Cellular Services; or
- an otherwise establish cellular services are necessary.

Requests for Cellular Services

When a Department Head determines cellular services are needed for an employee's job responsibilities, the Department Head or Designee must submit a request to the Village Administrator for review and approval. Requests should document the need and benefit of using this technology, including service/device costs and cost justification. Cost savings that would be realized by consolidating services into one device to replace other devices such as a laptop, cellular phone, PDA, or pager should be documented in the request. Whenever frequency of use does not justify an individual assignment cellular services should be shared or pooled to

maximize savings. When pooling or sharing of cellular services does not meet operational needs, an employee may be individually assigned a wireless device and service.

Approvals

Because of the initial and ongoing costs associated with these devices and short product life cycles, care should be taken to approve the least expensive solution that meets user needs and then only for employees who can clearly demonstrate this technology will help them perform their duties in a more efficient manner.

Employee Receipt of Cellular Services

Department Heads or the Village Administrator issuing the phone must provide a copy of this policy and an Acknowledgement of Receipt Form to any employee using any Village-assigned cellular services. The employee's Department Head or Designee or the Village Administrator is responsible for obtaining a signed Acknowledgement of Receipt form from those employees and keeping it on file for the duration of the employee's use of cellular services and any additional time determined by the Village's records retention schedule.

Review

The Clerk-Treasurer's Office may review Wire Services bills to ensure each employee is on the most cost-effective plan most closely matching his/her typical usage pattern. Recommendations for changes in the plan assignment should be documented and submitted to the Village Administrator for review. Per departmental internal procedures, Department Heads or Designees familiar with an employee's usage are also responsible for reviewing/approving monthly cellular service billings.

Annual review of Cellular Services usage may be used to determine if there is a continuing need for the equipment and services and if it is cost justified. Department Heads or Designees should inform the Village Administrator when the determination is made to disconnect or reassign service.

Annual Distribution of Policy

The Clerk-Treasurer will distribute this policy annually to Department Head or Designee and service approvers to ensure all employees who use cellular services receive the policy and have an acknowledgement form on file.

Employee Use of Cellular Services**a. Use of Wireless Devices**

Village provided cellular services are intended for Village business. Personal use of is prohibited, except if the use falls under the identified incidental personal use circumstances identified in the electronic communication policy and calls otherwise permitted under a collective bargaining agreement. Examples of essential personal calls include arranging for care of a child or any other family emergency, to alert a family member of an unexpected delay due to a change in work schedule or to arrange for transportation or service in the event of car trouble, etc.

Departments must ensure compliance with the personal use restrictions articulated in this policy by implementing procedures so employees who use cellular services, or a designated staff member who is familiar with the employee's usage, should conduct periodic reviews of Wireless Service billing to identify personal calls prohibited by this policy.

When an employee is authorized to use an individually assigned wireless device, the Village may permit a personal cellular number to be added to a Village-owned device so long as no personal plan or device charges are billed to the Village's accounts and personal billing statements are kept separate from Village business billing account statements.

b. Safety

The safe use of cellular devices is of the utmost importance; thus, employees are responsible for using them in a safe, prudent, and legal manner. When driving a vehicle or operating potentially hazardous equipment, an employee's attention should be fully directed to that activity.

Generally, cellular devices should be turned off in such situations, allowing voice calls to go into voicemail and email/text messages. If there is good reason for a phone call to be answered promptly, the employee should safely stop his/her activity or pull over to the side of the road before answering the phone.

- **All staff need to sign and submit the Cellular Equipment Use Agreement**



Committee/Board:	Protective Services
Topic:	Employee Assistance Program
From:	Jeff Stien, Fire Chief
Department:	Fire Department
Presenter:	Jeff Stien
Date of Committee Action (if required):	12-07-2020
Date of Village Board Action (if required):	12-16-2020

Information

Subject:

Employee Assistance Program

Background Information/Rationale:

SPS 330 requires that the fire department provide an EAP.

Key Issues for Consideration:

Employee safety meets SPS 330 requirements for fire departments. Village of Mukwonago does not and is not obligated to provide a EAP for employees. Due to being a combination department there is no need to keep updating staff names but on the honor system not to exceed the 100 minimum.

Fiscal Impact (If any):

\$1.35/month per employee for 3-session program, minimum of 100 employees.

Requested Action by Committee/Board:

Recommendation to establish an Employee Assistance Program.

Attachments

- EAP Comparisons
 - Macy Memo
 - Empathia Document
-

Aurora Employee Assistance Program Proposal

 *Aurora Health Care®*

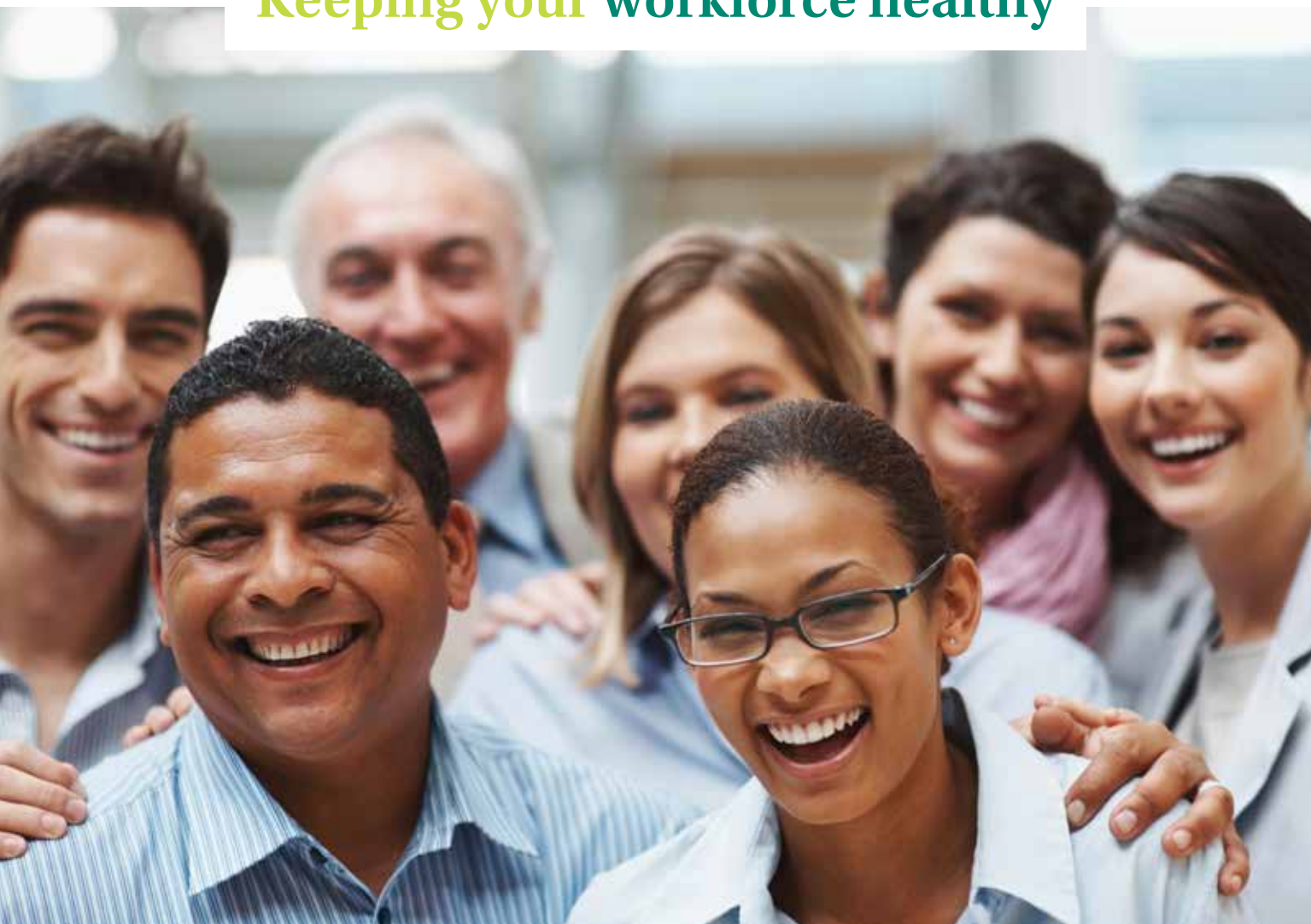
For your life.

The Aurora Employee Assistance Program (EAP), is proud to offer quality, comprehensive behavioral solutions – helping your organization and its employees stay healthy, contain health care costs, and increase productivity. Our confidential, quality services can help your employees and their families successfully meet home and workplace challenges.

Since 1983, we’ve been a recognized leader offering customized solutions for employee assistance, wellness, leadership coaching, skill-based training, organizational development and more. Today, Aurora EAP assists more than 300 companies in the United States and Canada. As part of Aurora Health Care, we are connected to an integrated network of providers addressing the full spectrum of family and workplace needs.

We understand that your organization’s continued success depends on motivated, productive, engaged employees. With our extensive network and robust resources, the Aurora EAP can help.

Keeping your workforce healthy



Aurora EAP at a Glance

Since 1983, Aurora EAP has assisted hundreds of organizations, helping their employees stay healthy, motivated and successful.

Aurora EAP Footprint

- Assists more than 300 companies
- Offers a supportive network of more than 1,500 EAP counselors nationwide and in Canada
 - More than 400 EAP providers in Wisconsin
 - Continually expanding the network
- Covers more than 330,000 persons
- Business retention rate of more than 90%

99% of clients recommend the Aurora EAP to family/friends

- 84% “very good” rating
- 15% “good” rating

Call center/intake

- We offer a live person 24/7
- Average time to answer is less than National Committee for Quality (NCQA) standard of 30 seconds

81% of clients rate counseling service as “very good” and 17% rate their service as “good”

Why an EAP?

Mental and emotional health issues cost organizations billions of dollars annually:

- \$83.08 billion: Depression-related issues
- \$120 billion: Drug and alcohol abuse issues
- 20% of work hours: The amount of time managers spend resolving disputes and dealing with challenging employee behavior

Success depends on motivated, productive, engaged employees. For every dollar invested in an EAP, employers typically save between \$5 and \$16. But in business, the “bottom line” means more than financial success.

Organizational benefits include:

- Increased productivity
- Reduced presenteeism
- Reduced work errors
- Improved labor/management relations
- Reduced medical insurance claims

Partnering for Organizational Success

The Aurora EAP, as part of Aurora Health Care, is connected to an integrated network of experienced providers addressing the full spectrum of family and workplace needs. We are committed to enhancing the well-being and quality of life of the diverse populations we serve. In fact, our results speak for themselves.

Annual outcomes

- Aurora EAP client companies save more than \$11 million in health care claims and human capital
- More than 86% of clients served did not require assistance beyond the EAP
- 76% of supervisory referrals resulted in employee retention

In addition, at Aurora EAP, we help you save on costs related to health claims, human capital and organizational components:

Health claims

Savings from eliminating costs of medical claims and further behavioral health treatment, as a result of services provided by our EAP counselors.

Human capital

Savings based on the avoidance of unscheduled time off for employees, the costs of less-than-full effort while employees are on the job (presenteeism), and the costs to replace employees when they’re not meeting job expectations.

Organizational

Savings – and value – from EAP services delivered at the organizational level. Includes activities such as educational programs and training sessions, crisis services, wellness service and management consultations.

68%
increase
in morale

62%
higher
productivity

59%
lower
absenteeism

35%
reduced
turnover

21%
fewer
accidents

EAP
Results*

Employee Services

We offer personalized services that provide care for your employees and their families. All of our program models include comprehensive services for both you and your employees.

EAP service models

Service models include options between 3-8 sessions per issue per employee. Many issues are resolved within the session available. Depending upon the presenting concerns, EAP counselors may link employees with community resources, support groups, additional EAP work/life services or insurance-billable treatment.

Sessions are provided to help clients work through problems without accessing their insurance. EAP services are particularly useful for self-insured employers who wish to keep health insurance utilization costs to a minimum.

Employee and family consultations

Our goal is to provide easy access and professional service to all eligible employees and their households. When employees and household members seek services, our staff provides:

- 24/7 coverage
- In-person or telephone appointments
- Clinical staff
 - Local service area
 - National network
- Interpreter services
- Substance abuse professional services
- Use of behavior change coaching modules:
 - Anger Management
 - Coping with Stress, Anxiety and Change
 - Rethinking Drinking
 - Rethinking Marijuana
 - Communication/Conflict Resolution
 - Tobacco Cessation coaching**
 - Healthy weight coaching**

Work/life services

Work/life services are an essential component of a comprehensive EAP. To support you in providing an environment that promotes work/life balance for your employees, we offer:

- Child care referral services
- Elder care referral services
- Adoption information services
- K-12 and higher education resources
- Financial consultations
- Legal consultations
- Mediation consultations

Employer Services

As an Aurora EAP client, you'll be assigned a **Primary Account Executive** who will work with you to provide sustainable value in managing complex workplace situations.

- Monthly, quarterly and annual communication pieces
- Online wellness resources

Management consultation services

The Aurora EAP is proud of our service standard of 24/7 availability for management consultation and organizational support. Our account executives are available to consult with your organization's managers and supervisors.

Consultation services include:

- Sensitive workplace issues
- Training
- Staff development
- Guidance on workplace policies and procedures
- Supervisory referrals
- Health fair participation
- Participation with wellness committees
- Drug and alcohol consultation, including DOT services

Crisis response

Crises, whether in the workplace or at home, are often unexpected and always difficult. When crises occur, it is our goal to assist in a variety of ways:

Pre-incident services

- Education
- Policy guidance
- Training

Crisis intervention strategies

- Employee crisis line
- Management crisis consultations

On-site support

- Defusing/Debriefing
- Information management
- Follow-up guidance

Educational programs

The Aurora EAP provides educational programs to support your organization's goals. We'll travel to your workplace to provide training sessions,

as well as host them in centralized locations and via webinars. Our trainers are experienced facilitators with demonstrated skills in program content and delivery.

Management training options include:

- EAP supervisory training
- Conflict management
- Dealing with loss at work (tips for managers)
- Emotional intelligence
- Diversity (building a culture of inclusion)
- Harassment awareness
- Managing for health and productivity
- Workplace violence
- Depression awareness in the workplace
- Managing change
- DOT AODA training for supervisors
- Resilience
- Interpersonal communication styles
- Substance abuse awareness
- Fostering effective communication with challenging employees



**Additional fee for this service

Employee training options

- Balancing work and home
- Removing barriers to optimal health
- Changing times
- Understanding depression
- From stress to strength
- Interpersonal communication styles
- Respect in the workplace
- Substance abuse awareness

We will provide complete course descriptions as we implement the program, and your account executive will work with you to coordinate scheduling. For your organization’s on-site training hours, please see attached insert.

Quality assurance

The Aurora EAP maintains the highest standards of quality. To ensure that our EAP meets expectations, a confidential satisfaction survey is used to measure service quality for both employers and employees. Feedback from the survey is used as part of our quality improvement plan. The results of our surveys are also reported to your organization annually.

Reports

Utilization reports reflect consultations, employee cases, training and other EAP services. Statistics are reported in aggregate numbers to maintain confidentiality.

Year-end summary reports are provided on an annual basis. These reports demonstrate the EAP utilization and associated annual financial savings related to:

- Health claims
- Human capital
- Organizational assistance

Implementation and promotion

Implementation is a collaborative process designed to effectively share information about the EAP and its resources to all of your employees. Ongoing promotion is critical to the success of the program. We will provide the following services, at no additional charge, as requested:

- On-site implementation meeting
- EAP policy consultation
- On-site management/supervisory training
- On-site employee orientations
- Sample introductory letter for families
- EAP promotional resources

Promotional Resources

- PowerPoint presentations
- Brochures
- Wallet cards
- EAP website at *aurora.org/EAP*
- Employee e-newsletters and posters
- Supervisory e-newsletters
- Monthly email promotional messages
- Webinars

Demonstrating the Highest Standards of Quality and Service

Continuously finding better ways to serve you	
Organization	Quality/Service Indicators
Length of time in business	Since 1983
Business retention rate	More than 90%
EAP contracted organizations	More than 300
Covered lives served	More than 330,000
Overall client satisfaction	99% of clients recommend the Aurora EAP to family/friends (84% “very good” rating/15% “good” rating)
Average staff retention rate	More than 90%
Work environment	• For the fourth straight year, Aurora named a <i>Milwaukee Journal Sentinel</i> Top Workplace (6/14) • Aurora Health Care awarded Gold Well Workplace Award by Wellness Council of America • Eight Aurora hospitals recognized for outstanding work in Premier’s QUEST collaborative (6/14) • The Joint Commission named 12 Aurora hospitals as Top Performers on Key Quality Measures (10/14)
Performance and quality improvement	Adheres to Council on Accreditation (COA) Performance & Quality Improvement (PQI) standards
Intake	
Availability	Live person, 24/7
Average time to answer	Surpasses National Committee for Quality Assurance (NCQA) standard of 30 seconds
Counselor Services	
Credentialing and training	100% of counselors are licensed in behavioral health and/or are certified employee assistance professionals (CEAP)
Continuing education	Counselors receive 16 hours of continuing education per year
Accessibility	Standard reflects the provision of clinic access within 20 miles/30 minutes of client’s company or home
Employee consultations	Employee choice – 60% in person, 40% phone
Client satisfaction	Clients rate their counselor service “very good” (81%) or “good” (17%)
Average years of clinical experience	More than 15 years
National Network	
EAP provider network	More than 400 EAP providers in Wisconsin; more than 1,500 EAP providers nationwide and in Canada
Credential verification	Affiliate counselors are licensed in behavioral health and have at least two years experience in EAP
Accessibility	EAP providers are contracted to meet geographic needs as new business is attained; two business-days standard exists to locate and contract with new EAP providers
Employer Services	
New case utilization	5.0% in 2014
Supervisory referrals	Approximately 75% of all supervisory referrals result in employee job retention
Training	Participants rate presenters’ knowledge/understanding of training topics 3.8 out of 4
Work/life services	Approximately 15 hours of time saved “per case” when using child care and 30 hours saved for elder care service
Financial/Legal/Mediation	More than 86% of those accessing services rate their experience as “excellent”
Utilization reports/Annual summaries	Documents program use, outcomes and employer savings
Average years of experience	More than 20 years
Behavioral Health Management	
Credentialing and training	All case managers are licensed independent behavioral health professionals or registered nurses
Average years of experience	More than 20 years
Average time to answer provider/client calls	Surpasses NCQA standard of 30 seconds

Training options

Balancing work and home

Changing times

From stress to strength

Respect in the workplace



Village of Mukwonago

Employee Assistance Program (EAP) Proposal

August 18, 2020

The **Advocate Aurora Employee Assistance Program** will provide services for

Village of Mukwonago at the following capitated fee for 50 employees

Comprehensive Service Models

❖ 1 to 3 sessions per issue \$1,600 per year

OR

❖ 1 to 6 sessions per issue \$2,000 per year

The above fee also includes 4 hours for on-site educational programs*, as well as brochures and wallet cards for employees
(*employee count + 10%*).

**On-site Education Programs consist of topical employee-specific or manager-specific trainings. General EAP Overview & Orientation trainings are provided on an unlimited basis at the customer's request*

Village of Mukwonago: EAP Proposals

	Aurora	ERC	Empathia
Employee Count:	50	50	50**
All Household Members	Included	Included	Included
Sessions per issue	1-3 sessions / 1-6 sessions	6 sessions / 8 sessions	3 sessions / 6 sessions
Face to Face Counseling	Included*	Included*	Included*
Telephonic Counseling	Included	Included	Included
Critical Incident Response	Included	1 hour per year	Per hour costs \$250
Utilization Reports	Included	No Response Yet	No Response Yet
Life Benefit	N/A	N/A	N/A
Additional Educational hrs	4	No Response Yet	Included
Cost Annually	\$1,600 / \$2,000	\$3,150 / \$3,500	\$1,620 / \$2,160

*Face to Face meeting are postponed for now.

**Pricing Minimum 100 employees





LifeMatters® EAP Proposal

For 100 to 1,000 Employees

Groups with less than 100 employees are eligible for the same pricing, but are required to pay for a minimum of 100 employees.

Knox-Keene Licensed
Licensed in California as a specialized
behavioral health care service plan

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Persons who receive health care service plan services in California will receive those services from Empathia Pacific, Inc. All information, descriptions, and materials contained in this proposal are considered by Empathia, Inc. to be proprietary and confidential. Any duplication, reproduction, or distribution of these materials aside from the internal review process is prohibited. Prices subject to change. ©2020: Empathia, Inc.



Company Overview

Company Overview

Our Roots

Empathia has been helping organizations and individuals be their best for over 35 years. We began in 1982 as an internal employee assistance program (EAP) for a regional medical center and by 1985 became a fast-growing regional and national vendor.

Today, we provide highly customized and successful behavioral health and crisis management programs to organizations across the globe.

Our Work

We partner with organizations to maximize wellbeing, safety and productivity. At a larger scale, we connect communities amid crises and disasters. These efforts include:

Employee Assistance Programs

Domestic and global delivery, featuring care from local providers.

Work/Life Services

Solutions to empower members to help meet life's challenges.

Student Support Programs

Specialized services to help students and their families manage the stresses of everyday life.

Crisis Management Services

Systems and support for disaster readiness, response and recovery.

Workplace Culture Optimization

A comprehensive suite of services that assists your company culture and team.

Exceptional Outcomes

Evidence-based practices that demonstrate our value to your organization..

At Empathia, we refuse to be second best, because people come first.

Our Mission

We bring competence, compassion and commitment to those we serve. At Empathia, we do important work driven by a more important mission – improving lives and helping people.

Systems. Call centers. Technology. Infrastructure. Response units. All are at your disposal as an Empathia client, and yet, they are not our greatest asset. Work of a critical nature requires a secret ingredient. Ours is competent compassion.



Our Team

At Empathia, caring for others isn't just our job, it's our purpose – one that manifests in exceptional service outcomes and compassionate care. We are here to make a positive difference in the lives of those we serve, and we do that very well.

Deepen your organization's bench strength, tackle the day-to-day needs of your employees and prepare for the unexpected with help from our team at Empathia. Hear what others have to say about our team:

“We find the staff at Empathia to be very responsive, supportive, and excellent in follow-up with our HR benefits administrative staff and are very happy with our choice.”

– Jon D. Dahle, HR Director,
Fox Brother's Piggly Wiggly

“I have been blown away with Empathia and how all of them have worked so well with us.”

– Joanne Dermady, EAP Clinical Manager,
Wegmans EAP

“Empathia has been a great organization to work with. They have been supportive with on-site visits to help in crisis situations. The feedback from our team members has been positive and appreciative of such a service. Empathia works with us to make their product and service offerings work within our environment.”

– HR Director,
Large Ohio-based Distribution Company

When things are at their worst, we are at our best. Empathia provides services impacting a single individual, small group or an entire community from counseling to crisis management.



Key Differentiators

For over 35 years, Empathia has delivered reliable, quality-driven EAP, student support and crisis management services to organizations of all sizes. We offer many options to make our program uniquely your own, whether you want to go global, nurture wellbeing, boost productivity or improve workplace or campus safety, we can take you there.



People First

Our care center and processes were built using empathic design principles to create a safe and caring experience for all. Our 24/7 live-answer call center prioritizes the caller's needs over metrics and statistics, while seamless handoffs to other benefit resources ensure that people truly are first when they seek care from Empathia.



Integrated Services

Unique to the industry, our offerings span across a continuum of care. Using an impact response model integrating two distinct capabilities – full-service support programs combined with large-scale crisis response and recovery – we support the needs of individuals, families, teams, entire organizations and their communities.



Global Service Delivery

To maximize value, global services need to be centrally managed, yet locally delivered. Our culturally appropriate, in-country approach utilizes local call centers and native-speaking counselors. This allows you to close the service gaps that geography can present.



Measurable Impact

Results matter. Measuring them is critical. Our results confirm the positive impact Empathia's support has on the overall wellbeing of the members we serve.

Our Services

Empathia is a free standing, full service, global provider of employee assistance programs (EAP), student support programs, workplace culture assessments and optimization and crisis management services, including responding to large-scale, disastrous events.

LifeMatters®
Good for People. Great for Life.

Employee Assistance Programs

Our industry-leading EAP and work/life resources support your employees and their family members in meeting life's challenges, great or small, in your workplace or across the globe. LifeMatters, the employee assistance program from Empathia, helps you provide effective employee and family workplace support programs, including:

- Telephonic, video and face-to-face counseling
- Critical incident response and management
- Management consultation and referrals
- Work/life resources and community referrals
- Online content and resources
- Professional and personal development training for employees and managers

LifeMatters® Global
An Empathia/ICAS Alliance

Global Employee Assistance Programs

Through our strategic partnerships, we've aligned service philosophies and competencies to support your global business operations.

- 24/7 local language call centers
- Credentialed providers around the world
- Culturally relevant management consultation and referrals
- U.S. and Canadian expatriate support
- Local and global account management oversight
- Proprietary program promotion delivery tool
- Global and regional utilization reporting

Developed specifically for colleges and universities, we provide the same high-quality services and support for students and their families as we do for our traditional EAP programs. Our work helps these students and their families manage the stresses of everyday life by providing:

- Telephonic, video and face-to-face counseling
- Telephonic financial consultations
- Telephonic and in-person legal consultation
- School/life resources and community referrals
- Identify theft consultation and resources



Global Crisis Management Services

We support your organization in preparing for, responding to and recovering from the human impact of crises, large and small. Black Swan Solutions, the industry-leading crisis management service from Empathia, stands with you and your organization in addressing the response to and recovery from crises of all kinds. Our team supplements and enhances your internal resources by providing:

- Dedicated, scalable, 24/7 call center staffed by crisis counselors
- Critical incident response and management
- Accounting for people
- Victim and family assistance

Culture1st®

Workplace Culture Optimization Services

By assessing the behavioral landscape of your workplace through our scientifically-validated Culture Assessment Tool (CAT), Culture1st helps organizations plan, engage and deploy a customized optimization program.

- Workplace culture assessment
- Customized leadership development
- Targeted coaching
- Change management consultation

Impact Response Model

Through the integration of two distinct capabilities – employee assistance and large-scale crisis response and recovery – we’re able to provide services across a continuum of care, spanning the needs of individuals, families, teams, entire organizations and their communities.

When you access EAP services from LifeMatters, our team of caring, competent professionals provide individual and family crisis intervention, counseling and work/life support.

Layer on our Black Swan Solutions service and, should a crisis or disaster impact your organization, you’ll experience the power of our full-scale, strategic response.

At Empathia, our services intertwine, closing the gap between EAP and large-scale crisis management. While virtually all EAP firms cover assistance with small-scale critical incidents, our team provides a robust response and recovery service scalable to crises and disasters of far greater magnitude. Experience industry-leading employee assistance, comprehensive crisis response, global service delivery, seamless handoffs and powerful communication technologies, all leading to unsurpassed support for your organization during times of critical need.

Impact

From individual or small-scale events to large-scale crises that impact an entire community, we have your back.

Response

Whether it’s a strategic response to an individual need or a full-scale disaster, our expert team is accessible on an immediate, live-answer basis, 24/7 across the globe.

Support

Through a customized, phased approach, our team provides specific tools and resources tailored to the unique challenges facing your workforce and organization.



EMPATHIA

At Empathia, we're one company with two distinct capabilities.

LifeMatters®

Employee Assistance Programs

Our services intertwine,
closing the gap between
EAP and large-scale crisis
management.



Crisis Management Solutions

Clinical Counseling	Work/Life Resources	Management Consultation	Crisis Response
Behavioral & Mental Health Counseling	Financial Consultations	Senior Leadership Coaching	Crisis Preparation & Training
	Legal Consultations	Manager & Supervisor Coaching	Incident Response Logistics
	Child & Elder Care Services	Performance Coaching	Crisis Aftermath Coordination & Support
Substance Abuse Counseling	Health & Wellbeing Services	Threat Assessment	Organizational Recovery Assistance
	Convenience Services	Team Culture Assessment	Re-engagement Support



Small-Scale

Individual

Large-Scale

Community-Wide





Program Details



LifeMatters®

At Empathia, our approach to EAP goes beyond providing an employee benefit. For over 35 years, we've helped employers and employees be at their best, and we have the metrics to prove it. Our dedicated team of management consultants have the experience and expertise to help assess, develop a plan and monitor high-profile situations that impact managers and Human Resources. We offer services dedicated to employee wellbeing, including:

- Legal or financial problems
- Caring for an elderly parent
- Substance abuse
- Mental health concerns
- Stress management
- Financial and legal counseling
- Parenting and child care concerns
- Marital issues

**Our LifeMatters EAP gives you what you need ...
a stronger organization and proof that you care
for your team.**



**Mental Health & Substance
Abuse Counseling**



Work/Life Resources



Management Consultation



Critical Incident Response

We are always open. The LifeMatters Care Center is staffed with master's-prepared counselors 24/7, including weekends and holidays.



Employee Assistance Programs

LifeMatters EAP supports your employees and their families, assists your organization and demonstrates your commitment to a culture of wellbeing. Compassion paired with a people-centered approach contributes to increased levels of employee engagement and life satisfaction, both of which drive organizational success. LifeMatters services include:

- Telephonic, video and face-to-face counseling
- Risk assessment and response
- Critical incident response and management
- Management consultation and referrals
- Work/life resources and community referrals
- Online content and resources
- Professional and personal development training for employees and managers

34%

Improvement in Employee Life Satisfaction

Metrics derived from members who used LifeMatters and WOS-9, a scientifically-validated instrument

Industry Specializations

No matter your industry, organizational size or geographic scope, Empathia assists in providing your employees and family members with workplace support programs through LifeMatters EAP. We do important work driven by a more important mission — improving lives and helping people across a variety of industries, including:



Healthcare Organizations



Manufacturing Industry



Educational Institutions



Other Industries



Transportation Industry



Rates

Program Features

The following overview is designed to provide an understanding of the services available through Empathia and our LifeMatters EAP. While plans can be customized to the unique needs of each organization, our core services typically include:

Access

- Unlimited 24/7 assessment, support and individual crisis intervention
- Multiple modes of access and engagement (phone, face-to-face, video, text*, live chat*, messaging*, email)
- Access to language line services (170+ languages)
- TDD/TTY capabilities for the deaf and hard of hearing

Workplace Resources

- Unlimited 24/7 management consultation and referral services
- 24/7 telephonic threat assessment and workplace safety services
- Comprehensive substance abuse services, including formal and informal referrals

Life & Wellbeing Resources

- Verified referrals, as needed, to services covered by insurance, other employee benefits and community resources
- Telephonic and online adoption, child/elder care and education resources
- Telephonic and online personal convenience resources and referrals
- Telephonic and in-person legal consultation, online forms and other resources
- Telephonic financial consultation, online calculators and other resources
- Telephonic and online identity theft resources and consultation
- Tobacco cessation program (non-incentivized)

Online & Mobile Tools**

- Immediate access to our primary services through our member website and mobile app
- Physical and behavioral health risk assessments
- On-demand program orientation
- Webinars and learning modules covering topics in life, work, family and wellbeing

Account Management

- Assigned account manager
- Company utilization, customer satisfaction and Workplace Outcome Suite reporting
- Active and ongoing program promotional materials

Optional Program Enhancements (may be included in capitated rate or utilized fee-for-service)

- On-site or virtual critical incident response services
- On-site or virtual training sessions
- cCBT (not available for organizations with 1,000 or less employees)

*Not currently available to members in California.

**This information is provided for educational purposes only. Members do not have benefits under EAP for treatment of all conditions.

LifeMatters® Rate Sheet

Capitated rates

Pricing per employee, per month (PEPM), based on 100* to 1,000 employees

Service	Pricing
3-session model	\$1.35
6-session model	\$1.80

**Groups with less than 100 employees are eligible for the same pricing, but required to pay for a minimum of 100 employees.*

Fee-for-service rates *(on-site or virtual)*

Service	Pricing
Critical incident response	\$250 per hour, per clinician, plus travel*
Within 2 hours of notification	\$350 per hour, per clinician, plus travel*
Consultation/coaching	\$250 per hour, per clinician, plus travel*
Training/orientation/health fairs	\$250 per hour, plus travel*

**If applicable, travel billed at hourly rate of service provided.*

Capitated rates billed quarterly in advance.

EMPATHIA

Good for People. Good for Business.

LifeMatters®

Employee Assistance Programs

LifeMatters® Global

Global Employee Assistance Programs

StudentLife®

Student Support Programs



Crisis Management Services

Empathia, Inc.

N17 W24100 Riverwood Drive
Suite 300
Waukesha, WI 53188

Empathia Pacific, Inc.

5234 Chesebro Road
Suite 201
Agoura Hills, CA 91301

Contact Us

empathia.com
866.332.9595
sales@empathia.com

Municipal LAW

& LITIGATION GROUP

DALE W. ARENZ, RETIRED
DONALD S. MOLTER, JR., RETIRED
JOHN P. MACY
H. STANLEY RIFFLE
COURT COMMISSIONER
ERIC J. LARSON
REMZY D. BITAR

730 N. GRAND AVENUE
WAUKESHA, WISCONSIN 53186
Telephone (262) 548-1340
Direct (262) 806-0215
Facsimile (262) 548-9211
Email: jmacy@ammr.net

PAUL E. ALEXY
MATTEO REGINATO
LUKE A. MARTELL
SAMANTHA R. SCHMID
STEPHEN J. CENTINARIO, JR.
AMY FRY-GALOW
CHRISTOPHER R. SCHULTZ
ANTHONY J. GARCIA
SADIE R. ZURFLUH

November 4, 2020

Chief Jeff Stien
Mukwonago Fire Department
W320 S8315 Beulah Road
Mukwonago, WI 53149

**Re: Town of Mukwonago
Question of Fire Chief
Employee Assistance Program**

Dear Chief Stien:

I received your email message of October 26, 2020, asking whether SPS 330 required the Fire Department to pay for an Employee Assistance Program. I have had an opportunity to carefully consider this matter.

Based upon my review, I have the following comments, questions, concerns and recommendations with regard to the issues you raise:

1. **Legal Issue No. 1:** Does SPS 330 require the Fire Department to have an Employee Assistance Program (EAP)?

My Response: As you noted, SPS 336.16 provides:

SPS 330.16 Member assistance referral program:

(1) Every Fire Department shall establish and adopt a written policy statement for an employee assistance program that identifies and assists members with personal problems, alcohol or substance abuse, stress, or emotional, physical, and mental health issues that are adversely affecting their job performance. The assistance program shall include a resource list of available services and methods for referring a member to the appropriate mental or health care services for the recovery of the member's health and job performance.

(2) Through the program established under sub. (1), every Fire Department shall provide health promotion activities that identify a fire fighter's physical and mental health risk factors and provide education and counseling to fire fighters for the purpose of preventing health problems and enhancing overall well-being.

(3) The use of municipal or county programs shall meet the requirements of this section.

MUNICIPAL LAW & LITIGATION GROUP, S.C.

Chief Stien
November 4, 2020
Page 2

This section clearly requires the Fire Department to establish and adopt a *written policy* statement for an employee assistance program at subsection (1). At subsection (2), it is clear that the program must:

- Provide a resource list of available services
- Provide education and counseling for the purpose of preventing health problems and enhancing overall well-being
- Provide activities that identify a fire fighter's physical and mental health risk factors

However, there is no specific requirement that the Fire Department provide a formal EAP with a medical provider.

2. **Legal Issue No. 2:** Does the Fire Department have to pay for this program or can the employees be charged?

While the Rule is silent as to financial burdens, presumably costs incurred by the policy/program have to be shouldered by the Fire Department, since the Rule directs that the Fire Department “shall provide” activities that identify health risk factors and provide education and counseling. However, it is important to distinguish what the Rule does and doesn't require. Nothing in this Rule requires the Fire Department to pay for counseling *treatment* sessions – just identification activities, education and counseling for *preventing* health problems.

The program may look like a typical “Employee Assistance Program.” These are commonly utilized by Wisconsin Fire Departments. For example, the Western Lakes Fire Department contracts with Aurora Health for an EAP at a cost that is calculated at \$15 per employee per year. The average per employee cost generally runs between \$12-\$40 per employee per year and many Fire Departments throughout Wisconsin utilize such programs. However, it is not necessary that the Fire Department provide such an EAP and the Fire Department may, if it prefers, determine to provide the required activities within the Department itself. The Fire Department will have to determine whether it would prefer developing a program that fulfills the requirements of SPS 330.16 rather than contract out for the services.

Please let me know if you should have any questions or concerns regarding these matters.

Yours very truly,
MUNICIPAL LAW & LITIGATION GROUP, S.C.

John P. Macy

John P. Macy

EJL/

cc: Peter Topczewski, Town Chairman
Kathy Karalewitz, Town Administrator/Clerk/Treasurer

Annual Budget Impact of offering Employee Assistance Program to all active employees

Fund	Department Budget	# of Employees	Annual cost per Employee	Total by Dept	Total by Fund
100 5120	Municipal Court	2	16.20	32.40	
100 5141	Village Administration	5	16.20	81.00	
100 5142	Clerk-Treasurer	2	16.20	32.40	
100 5211	Police Administration	10	16.20	162.00	
100 5212	Police Patrol	11	16.20	178.20	
100 5213	Crime Investigation	2	16.20	32.40	
100 5241	Building Inspector	2	16.20	32.40	
100 5300	DPW General Administration	7	16.20	113.40	664.20
150 5221	Fire Administration	7	16.20	113.40	
150 5222	Fire Suppression	38	16.20	615.60	729.00
440 5511	Library Services	20	16.20	324.00	324.00
610 6920	Water Utility	4	16.20	64.80	64.80
620 8400	SewerUtility	3	16.20	48.60	48.60
# of Employees Covered		113		1,830.60	1,830.60